



Finance, Administration and Operations Committee

Tuesday, September 15, 2015, 4:15 pm
City Hall, Council Chambers

<u>Committee Members</u>	<u>Areas of Responsibility:</u>	
Councillor T. Blanchard, Chair	Clerk's Office	CRCA
Councillor P. Deery	Environmental Services	Cemetery Health Unit
Councillor J. Earle	Finance Department	Joint Services Committee
Councillor J. Fullarton	Fire Department	PLMG
Mayor D. Henderson, Ex-Officio	Human Resources Dept.	Police Services Board
	Operations Department	Safe Communities Coalition
	Airport Commission	St. Lawrence Lodge Management Board
	Arena Advisory Board	Volunteer Awards
	Brockville Municipal Accessibility Advisory Committee (BMAAC)	All legal matters [excepting the purchase and sale of land]

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S) AND PRESENTATION(S)

- 6 - 48 1. Healthy Community Vision
(Dr. Paula Stewart, Lanark, Leeds and Grenville Health Unit)

Dr. Stewart will present the LLG Health Unit's Healthy Community Vision.

Finance, Administration and Operations Committee
September 15, 2015

CORRESPONDENCE

- 49 1. Donation in support of Syrian Refugee Crisis
(Association of Municipalities of Ontario)

THAT Council accept the challenge issued by the Association of Municipalities of Ontario (AMO) and authorize a donation of \$100 to the "Syrian Refugee Crisis".

STAFF REPORTS

- 50 - 52 1. 2015-092-09
2015 Annual Financial Statements
and Auditors Report

THAT the Audited Financial Statements for the Corporation of the City of Brockville to the year-ended December 31st, 2014 be received and approved; and

THAT the Audited Financial Statements for the Board of Management, Downtown Business Improvement Area of the Corporation of the City of Brockville be received and approved; and

THAT the Audited Statements of the Corporation of the City of Brockville Trust Funds be received and approved; and

THAT the operating surplus of \$27,516 be allocated to the Fiscal Policy Reserve.

Finance, Administration and Operations Committee
September 15, 2015

53 - 55 2. 2015-094-09

Unrestricted Reserve Fund Financial Fiscal Management
Brockville Cemetery Board

THAT Council authorize and establish terms of reference for the financial management of the Cemetery's "UNRESTRICTED TRUST FUND", similar to the practice used by the City's own Fiscal Policy Reserve, namely:

THAT any year-end surplus resulting from the Cemetery's operational budget, beginning with yearend 2014 be credited to the Brockville Cemetery Unrestricted Trust Fund; and

THAT any deficits arising from operations be covered from the said Unrestricted Trust Fund, in so far as is practical to do so, and/or unless specific over expenditures have been pre-authorized by Council for some specific purpose.

56 - 59 3. 2015-095-09

Proposed Parking Restriction on Water Street East

THAT parking be restricted on the north side of Water Street East from Orchard Street to Ford Street and;

THAT parking be restricted on the south side of Water Street East from 29 m west of Orchard Street to 44 m easterly and;

THAT parking be restricted on the south side of Water Street East from 8 m west of Ford Street to 73 m easterly to limit of street and;

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

Finance, Administration and Operations Committee
September 15, 2015

60 - 65 4. 2015-093-09
Council Remuneration
One-Third Tax Free Allowance

THAT Council pass a resolution under authority of Section 283 of the current Municipal Act, deeming one-third of Council remuneration shall continue as expenses incident to the discharge of Council; and

THAT the necessary by-law be enacted.

66 - 104 5. 2015-082-08
2015 Water Rate Review

THAT the City establishes a system for determining the annual charges for water and wastewater as follows:

- *Eliminate the fire protection charge as presently charged;*
- *Revenues for recovery of water system expenditures be based on flat rates representing 75% of net fixed costs;*
- *Fixed costs are to be defined as all fixed expenditures less offset revenues and excluding capital costs;*
- *A minimum level of water is included in the flat charge for residential consumers (27m³);*
- *Variable rates are based on the user group (residential and non-residential) as well as varying levels of consumption;*
- *Waste water surcharge will be dependent on the annual budgeted level of expenditures with a different surcharge to the different user groups, and;*
- *Discounted variable rates may be offered for a limited period to new ICI customers.*

105 - 127 6. 2015-069-06
Policy on Collection of Property Tax and Waterworks and Wastewater Charges

THAT the Policy for Collection of Property Taxes and Water and Waste Water Charges be accepted.

Finance, Administration and Operations Committee
September 15, 2015

- 128 - 156 7. 2015-098-09
2015 Interim Variance Report

THAT Council receives the Interim Variance Report as of July 31, 2015 Report No. 2015-098-09, for information purposes.

NEW BUSINESS

- 157 - 162 1. AMO 2015 Conference Report
Councillor L. Bursey

THAT the AMO 2015 Conference Report as prepared by Councillor Bursey be received.

- 163 - 164 2. Correspondence to Ministry of Municipal Affairs and Housing
Municipal Election Act Review
(Youth Advisory Committee)

THAT the correspondence from the Youth Advisory Committee regarding the Municipal Election Act Review be received and forwarded to the Ministry of Municipal Affairs and Housing.

FAO - CONSENT AGENDA

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for October 20, 2015.



Healthy Communities Partnership: Lanark Leeds and Grenville



Healthy Community Vision:

Healthy people in Lanark, Leeds & Grenville live, learn, work and play in healthy communities.



Healthy Community Vision:

- All **community members** have the opportunity to make the choices that enables them to live a healthy life, regardless of income, education, or ability.
- Healthy **community environments** promote well being and quality of life and contribute to integrated community sustainability.



Physical Activity

- All community members have the necessary knowledge, interest, resources and opportunities to be physically active, including **being active outdoors in nature**.



Healthy Eating:

- All community members have food knowledge and skills, and **access** to local, safe, healthy, affordable and culturally appropriate food.



Mental Well Being and Resiliency:

- All community members are engaged and connected and have access to resources, and are able to cope with life's challenges within a safe, supportive community.



Substance/Alcohol Misuse Prevention:

- All community members have a responsible attitude towards alcohol and other drugs, and the community supports skills and knowledge for healthy decision making and risk reduction.



Tobacco Use/Exposure Prevention:

- All community members have knowledge about tobacco use, skills for risk reduction and have less exposure to tobacco smoke in public and recreation settings.



Injury Prevention:

- All community members have the knowledge and skills to prevent injuries, and a healthy environment in which to live, learn, work & play.



Municipalities:

ASK: Endorse Healthy Communities Vision

OFFER:

- Healthy Communities Asset Inventory Tool (Physical Activity and Healthy Eating)
- Report to Municipal Council
- Summary report of participating municipalities
- Resources to support municipal initiatives



Why Endorse:

- Healthy communities are vibrant and connected
- Support healthy choices
- Enhance learning, growth and development
- Respond to interest of residents
- Economic benefits – less absenteeism, innovation, less use of health care system
- Working together makes change happen
- Builds momentum in community – this is important!

Join Others:

- Lanark County, United Counties of Leeds and Grenville
- Many Municipalities across LGL–
- Community Organizations – LGL Health Unit, Every Kid, Lanark Planning Council, Children and Family Services, CDSBEO.
- Members of the public

**Together We Can
Make a Difference!!**

HC Vision: VIDEO





Healthy Communities Vision Lanark, Leeds and Grenville

*Healthy people in Lanark, Leeds & Grenville
live, learn, work and play in healthy communities*

All community members have the opportunity to make the choices that enable them to live a healthy life, regardless of income, education, or ability.

Healthy community environments promote well being and quality of life and contribute to integrated community sustainability (cultural vitality, economic health, environmental responsibility and social equity).

Physical Activity

All community members have the necessary knowledge, interest, resources and opportunities to be physically active, including being active outdoors in nature.

Healthy Eating

All community members have food knowledge and skills, and access to local, safe, healthy, affordable and culturally appropriate food.

Mental Well Being and Resiliency

All community members are engaged and connected and have access to resources, and are able to cope with life's challenges within a safe, supportive community.

Substance/Alcohol Misuse Prevention

All community members have a responsible attitude towards alcohol and other drugs, and the community supports skills and knowledge for healthy decision making and risk reduction.

Tobacco Use/Exposure Prevention

All community members have knowledge about tobacco use, skills for risk reduction and have less exposure to tobacco smoke in public and recreation settings.

Injury Prevention

All community members have the knowledge and skills to prevent injuries, and a healthy environment in which to live, learn, work and play.

To endorse the Healthy Communities Vision:

For more information or to **endorse**: visit www.healthyllg.org • email lois.dewey@healthunit.org • call 613-283-2740 x4240

(Please see over)

Healthy Communities Vision

Opportunity

The Healthy Community Partnership Stewardship Committee¹ encourages all organizations, municipalities, business and community members to endorse the “Health Community Vision” developed by the Partnership in collaboration with many individuals and organizations across Lanark, Leeds and Grenville.

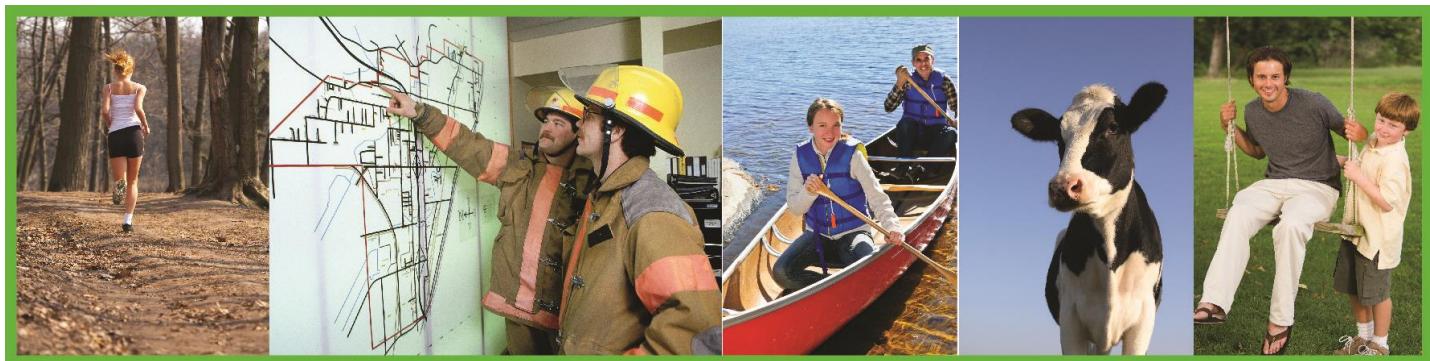
The Vision document identifies vision statements for six important contributors to healthy living.

Each vision statement has both an individual and a community focus. They reflect what community members and organizations thought was needed in Lanark, Leeds and Grenville to make the “healthy choice the easy choice”.

Why participate?

Community members have told us that they value healthy living and want a community that supports them to make healthy choices. We all have a role to play in supporting healthy living at the individual, family or community level.

By endorsing the Healthy Communities Vision the organization is acknowledging the important role healthy living plays in quality of life, community sustainability, economic health, and a reduction in health problems and use of the health care system. It will hopefully provide a focus for the organization to think about what it can do to realize the vision and individual vision statements working by itself or in collaboration with others.



For more information contact:

Lois Dewey lois.dewey@healthunit.org

25 Johnston St., Smiths Falls ON K7A 0A4

Tel: 613-283-2740 Ext.4240

Fax: 613-283-1679

¹ The Lanark, Leeds and Grenville Health Community Partnership is a network of organizations and individuals promoting collaborative work to support healthy living. The Leeds, Grenville and Lanark District Health Unit provides funding for a coordinator and administrative support to the Partnership.



A Healthy Communities Asset Inventory Tool For Municipalities

Physical Activity & Healthy Eating

Prepared by: Healthy Communities Partnership: Lanark, Leeds & Grenville

**Working together to make
the healthy choice, the easy choice.**



A Healthy Communities Asset Inventory Tool for Municipalities

Municipality:

Completed by:

Date:

Introduction to A Healthy Communities Asset Inventory Tool (HCAIT)

Welcome to the Municipal Healthy Communities Asset Inventory Tool (HCAIT)!

The purpose of the HCAIT is to help municipalities identify what they are currently doing to support physical activity and healthy eating among residents within your municipality and to help identify additional opportunities to help make the healthy choice the easy choice for residents in your municipality. Municipalities will have different assets and strengths depending on their individual features, population, and what makes sense for them.

Your municipality has made a recent motion to endorse the Healthy Community Vision and to complete the HCAIT. We would be happy to meet with you to discuss the Healthy Communities Initiative, and the role that the HCAIT will play. To book an appointment, please contact Lois Dewey at: lois.dewey@healthunit.org (613-283-2740).

The HCAIT is a survey that can be completed electronically or on paper, by an individual or a group. We expect that it will take about 30-40 minutes to complete.

A few words before you start:

- Please see the attached Healthy Communities Vision. This is where we are heading.
- Please refer to the attached Municipal Healthy Communities Initiative for an introduction, goals and objectives, overview of the process with an outline of the steps and resources to support municipalities

When completing this survey please:

- Involve as many people as needed to complete sections of the survey
- Confer with your colleagues as needed
- If you need assistance, or have questions regarding the tool, contact Lois Dewey
- Return the survey in via email to lois.dewey@healthunit.org or fill in the survey online at:
<http://fluidsurveys.com/surveys/lglahu/hcp-municipal-assessment-tool/>

We will contact you to arrange a follow up consultation where you will receive your report.

Thank you for completing this HCAIT. We look forward to working with you! Together we can provide residents with opportunities to help them be physically active and eat healthy – essential ingredients for a healthy life.

Lois Dewey

*Lois Dewey
Healthy Communities Partnership
Lanark, Leeds and Grenville
25 Johnston St. Smiths Falls ON K7A 0A4
t) 613-283-2740
w) www.healthylfg.org
'Working Together to Make the Healthy Choice, the Easy Choice'*

TABLE OF CONTENTS

HCP Municipal Asset Inventory Tool	1
Introduction to Municipal Healthy Communities Asset Inventory Tool (HCAIT).....	1
TABLE OF CONTENTS	2
MODULE 1: PHYSICAL ACTIVITY.....	3
Section 1: Programming and facilities	3
Section 2: Built Environment Preamble:.....	8
Part A: Land Use Planning.....	8
Part B: Active Transportation.....	10
Section 3: Outdoor and natural environment.....	12
Section 4: Accessibility.....	14
MODULE 2: HEALTHY EATING:.....	16
Section 1: Healthy eating at municipal facilities or events	16
Part A: Healthy food choices	16
Part B: Access to and promotion of tap water at municipal facilities or events	17
Part C: Access to facilities for breastfeeding at municipal facilities or events	17
Section 2: Municipal programs and policies around food:	18
Part A: Programs and policies around healthy eating	18
Part B: Municipal plans and policies around local food systems	18
Section 3: Community partnerships that promote healthy eating	21

MODULE 1: PHYSICAL ACTIVITY

Vision: All community members have the necessary knowledge, interest, resources and opportunities to be physically active, including being active outdoors in nature.

Section 1: Programming and facilities

Preamble: These first questions are about the physical activity programs and facilities in your community.

1. What types of recreational facilities are available for physical activity through your municipality? (Mark all that apply)

	Your municipality provides	Your municipality provides in partnership	Facility provided privately in your municipality	Facility not available in your municipality
A. Soccer field				
B. Baseball diamond				
C. Swimming pool (outdoor)				
D. Swimming pool (indoor)				
E. Arena, e.g., ice or skating (indoor)				
F. Outdoor skating rink				
G. Public beach				
H. Community centre				
I. Running track				
J. Tennis courts				
K. Curling club				
L. Skateboard park				
M. Bike paths				
N. Walking trails				
O. Lawn bowling pitch				
P. Splash pad/wading pool				
Q. Other:				

2. What is the demand for the following recreational facilities within your municipality?

- | | High | Medium | Low | No demand | Not applicable |
|--|------|--------|-----|-----------|----------------|
| A. Soccer field | | | | | |
| B. Baseball diamond | | | | | |
| C. Swimming pool (outdoor) | | | | | |
| D. Swimming pool (indoor) | | | | | |
| E. Arena, e.g., ice or skating
(indoor) | | | | | |
| F. Outdoor skating rink | | | | | |
| G. Public beach | | | | | |
| H. Community centre | | | | | |
| I. Running track | | | | | |
| J. Tennis courts | | | | | |
| K. Curling club | | | | | |
| L. Skateboard park | | | | | |
| M. Bike paths | | | | | |
| N. Walking trails | | | | | |
| O. Lawn bowling pitch | | | | | |
| P. Splash pad/wading pool | | | | | |
| Q. Other: | | | | | |

3. Safety during physical activity is important. What measures does your municipality take to provide safety for those taking part in Physical Activity at municipal sites? (Mark all that apply)

- A. Lighting
- B. Signage (e.g. trail markers, warning signs at pools)
- C. Enhanced police coverage for specific events
- D. Supervising staff with first aid training
- E. Other (please indicate)
- F. None

4. Which of the following programs are available to your community members, either in your municipality or through partnership with another municipality? (Mark all that apply).

	Your municipality provides	Your municipality provides in partnership	Program available privately in your municipality	Not available in your municipality
A. Soccer				
B. Hockey				
C. Walking				
D. Dance				
E. Art				
F. Football				
G. Baseball/softball/t-ball				
H. Curling				
I. Ice skating/figure skating				
J. Swimming				
K. Fitness classes				
L. Cards (e.g., bridge, cribbage, euchre, etc)				
M. Other - please specify :				

- 5. Does your municipality offer specific programs for the following population groups? (Mark all that apply)**
- A. Children (age 0-6)
 - B. Children (age 7-12)
 - C. Youth (age 13-18)
 - D. Adults
 - E. Seniors
 - F. Families (e.g., programming for children and parents together)
 - G. Children and youth with disabilities/special needs
 - H. Adults with disabilities/special needs
 - I. Intergenerational (e.g., programming for a mix of: children, youth, adults, seniors)
 - J. Ethnic/cultural groups
 - K. New immigrants
 - L. Low income individuals/families
 - M. Not applicable (do not offer specific programs)
 - N. Other, please specify...
- 6. How does your municipality communicate their recreation programs and other opportunities for recreation? (Mark all that apply)**
- A. Recreation program notices and brochures
 - B. Website
 - C. Social Media (e.g. Facebook, Twitter, Google+)
 - D. Newspaper advertisement
 - E. Notices at recreation facilities
 - F. Notices included with program registration information
 - G. Notices sent out by other agencies/partners
 - H. Host registration event for seasonal recreation programs
 - I. None
 - J. Other, please specify:

Preamble: There are training programs that include and promote the knowledge and understanding of healthy child development and that help ensure that all are able to participate in activities in a safe and meaningful way.

7. Does your municipality require or encourage training for coaches and volunteers involved in recreation programs? Please check all that apply:

	Required for all sports	Required for specific sports	Encouraged	Not applicable - do not offer programs requiring training
A. Parks and Recreation Ontario: High Five				
B. National Coaching Certification Program				
C. First aid				
D. Other				

8. Does your municipality have smoke free policies in place for its outdoor recreational facilities and parks?

- A. Yes, in all facilities, playing fields and parks
- B. Yes, in some facilities, playing fields or parks
- C. No policies in place

9. Please share any additional information that you may wish to add on what your municipality is doing around recreational facilities and programming (optional)

Section 2: Built Environment Preamble:

The local environment and layout of a municipality can influence how individuals are physically active. The following questions address the built environment in your community and how it is used.

Part A: Land Use Planning

Preamble: Land use planning around both new and existing developments provide opportunities to create built environments that promote being physically active in a safe place. The next set of questions look at policies that your municipality might have in place that could have a positive influence on built environment that promotes physical activity.

1. A Complete Streets approach (<http://completestreetsforcanada.ca/what-are-complete-streets>) includes elements for designing and maintaining streets with safe access for all users. Does your municipality have any of the following elements of a Complete Streets approach in its policy for designing and maintaining streets? (Mark all that apply)

	Included in policy	Planning to add to policy	Not included in policy	Municipality does not have policy
--	-----------------------	---------------------------------	------------------------------	--------------------------------------

- A. Specifies that “all users” includes pedestrians, bicyclists, transit vehicles and users, and motorists, of all ages and abilities
- B. Aims to create a comprehensive, integrated, connected street network for all users, not only motorists
- C. Recognizes the need for flexibility: that all streets are different and user needs will be balanced
- D. Applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way
- E. Makes any exceptions specific and sets a clear procedure that requires high-level approval of exceptions
- F. Directs the use of the latest and best design standards
- G. Directs that complete streets solutions fit into the context of the community
- H. Establishes performance standards with measurable outcomes

2. Regarding new development, does your municipality have policies or guidelines in place or under development around the following? (Mark all that apply)

	Current practice	Policy in development/interested in developing a policy	Policy in place	Not current practice/no policy
A. Including safe places to walk (e.g. sidewalks or walking paths)				
B. Including bicycle paths				
C. Shops that are accessible by walking or bicycle				
D. Schools that are accessible by walking or bicycle				
E. Sport and recreation facilities that are accessible by walking or bicycle				
F. Parkland or green space that are accessible by walking or bicycle				
G. Complete, mixed-use communities with good access to employment, shopping, education, recreational opportunities, and health care to help reduce car trips				
H. Using a percentage of development charges to support recreation				
I. For the recreation department to have the opportunity to provide input on subdivision development plans				
J. Preferentially accepting green space/parkland from developers instead of the option of 5% cash in lieu				
K. Criteria for the acceptability of green space/parkland (e.g.: in terms of location or terrain) received from developers				
L. Requiring trails to be included as part of the infrastructure of development plans				

3. Please share any additional information that you may wish to add on what your municipality is doing around land use planning that promotes physical activity (optional)

Part B: Active Transportation

Preamble: Policies and settings that promote active transportation have both the environmental benefits of reducing emissions and promoting physical activity during the commute to work or school and for leisure. The following questions are around policies that promote active transportation in your community.

1. Does your municipality have any of the following? (Mark all that apply)

- A. A Transportation Charter/Master Transportation Plan that includes an active transportation component
- B. An Active Transportation Plan
- C. A Cycling Plan
- D. None of the above
- E. Other, please specify

2. Does your municipality have any of the following features in place?

	Feature in place in municipality	Feature not in place
A. Linkages of trails, sidewalks and street crossings that connect to public institutions (i.e. schools, seniors centres, retirement homes), offices, commercial and multi-residential areas		
B. Bike lanes		
C. Segregated paths (i.e., the physical separation of cars from cyclists)		
D. Bike racks located on municipal property		
E. Shared use paths or trails		
F. Lighting or traffic calming measures that enhance personal safety		

3. Does your municipality have any of the following related policies in place?

	Municipal policy in place	No policy in place
A. Linkages of trails, sidewalks and street crossings that connect to public institutions (i.e. schools, seniors centres, retirement homes), offices, commercial and multi-residential areas		
B. Bike lanes		
C. Segregated paths (i.e., the physical separation of cars from cyclists)		
D. Bike racks located on municipal property		
E. Shared use paths or trails		
F. Lighting or traffic calming measures that enhance personal safety		

4. Please estimate the following numbers, if possible:

- A. The total number of kilometres of designated shared-use paths and bike lanes within your municipality
- B. The total number of kilometres of sidewalks within your municipality
- C. The total number of kilometres of walking trails or paths within your municipality

5. Please share any additional information that you may wish to add on what your municipality is doing around promoting active transportation (optional)

Section 3: Outdoor and natural environment

Preamble: Being outdoors in nature has been shown to have benefits for physical and mental health. For this reason, Healthy Communities values opportunities to do physical activity outdoors. The following questions are about the outdoor and natural environment in your community.

1. Does your municipality maintain a network of trails? (Mark all that apply)

	Your municipality maintains	Your municipality maintains in partnership	Your municipality does not maintain
A. Walking/hiking trails			
B. Trails for non-motorized use only			
C. Trails that allow motorized vehicles			
D. Paddling trails			

2. Does your municipality have a Trail Strategy or Trail Action Plan?

- Yes
- No
- Not applicable

3. Does your municipality have Parks or Playgrounds in your community?

- Yes
- No
- Not applicable

4. If you responded yes to question 3, please provide the following numbers

- A. The number of parks in your municipality?
- B. The number of playgrounds in your municipality?

5. If you responded yes to question 3, does your municipality have an established system to repair and/or upgrade existing parks/playgrounds?

- Yes
- No

6. If you responded yes to either question 2 or 3, does your municipality promote your trail systems and parks?

- Yes
- No

7. Does your municipality have a Parks Master Plan?

Yes

No

Not applicable

8. Please share any additional information that you may wish to add on what your municipality is doing around promoting physical activity outdoors in the natural environment (optional).

Section 4: Accessibility

Preamble: It is important that opportunities for physical activity are available for all members of the community. The following questions relate to the accessibility of physical activity in your municipality.

1. How does your municipality assist in overcoming barriers that may limit people's opportunities to take part in physical activity programs? (Mark all that apply)

Reducing or eliminating membership fees/rates or usage fees

Providing assistance to increase access to sports equipment (e.g., subsidized skates and helmets or a used sports equipment exchange)

Providing assistance to help overcome transportation barriers

Making municipally-run facilities in your community fully accessible to children, youth and adults with disabilities or special needs

Providing culturally specific and culturally sensitive planning and programming (e.g., women's only swim; sports from different cultures)

Offering free universal programs (e.g., drop-in swimming)

Other, please specify...

None of the above

Preamble: Partnerships with other organizations help to leverage limited resources and connect individuals in the community with assistance in accessing physical activity. The next question asks about partnerships your municipality may have with other organizations.

2. Does your municipality work in partnership/sponsorship with any of the following to promote and increase access to facilities for physical activity? (Mark all that apply and indicate the type of partnership/sponsorship).

Municipality participates in facility development or sharing (e.g., partnering to build an arena or sharing activity space)

Municipality participates in programming with partners (e.g., shared recreation programs)

- A. Other municipalities
- B. Private sector
- C. Sports organizations or other providers of physical activity programming
- D. Non-profit organizations (e.g., Big Brothers and Big Sisters, YMCA)
- E. Other organizations that facilitate access to meaningful recreational activities (e.g., Canadian Tire Jumpstart, Making Play Possible, Positive Opportunity Partnership (POP), Champions for Kids (UCDSB), Good Samaritan Fund (CDSBEO), Just4kics, Max Keeping Foundation, Kidsport)

- F. Family and Children's Services
- G. Social Services
- H. Schools/school boards
- I. Faith based organizations
- J. Community service agencies (e.g., Mills Community Support, Lanark Community Programs, Developmental Services of Leeds/Grenville)
- K. Other:

3. Please share any additional information that you may wish to add on what your municipality is doing around making physical activity accessible for all community members (optional)

MODULE 2: HEALTHY EATING:

All community members have food knowledge and skills, and access to local, safe, healthy, affordable and culturally appropriate food.

Section 1: Healthy eating at municipal facilities or events

Part A: Healthy food choices

Preamble: The following questions look at ways that healthy eating can be supported for those using municipal facilities or attending municipal events – including municipal employees, elected officials and members of the public.

- 1. Are there healthy food and beverage options (e.g., milk, 100% juice, fruit trays, vegetable trays, granola/fibre bars, lower fat/sugar/sodium options) available at any of the following: (Mark all that apply)**
 - A. Meetings with non-municipal employees
 - B. Events that are open to the public
 - C. Meetings for employees and elected officials
 - D. Events for employees and elected officials
 - E. None of the above
 - F. Not applicable
 - G. Other, please specify.

- 2. Does your municipality have a policy that requires healthy food and beverage options are available for any of the following: (Mark all that apply)**
 - A. Meetings with non-municipal employees
 - B. Events that are open to the public
 - C. Meetings for employees and elected officials
 - D. Events for employees and elected officials
 - E. None of the above
 - F. Other, please specify.

- 3. Does your municipality have any of the following? (Mark all that apply)**
 - A. Healthy food and beverage options (e.g. milk, 100% juice, fruit cups, granola/fibre bars, nuts, lower fat/sugar/sodium options) in vending machines in municipal facilities.
 - B. A pricing strategy at municipal facilities or events that encourages the purchase of healthy food and beverage options.
 - C. Any agreements for corporate sponsorship or advertisements of food products at any municipal facility.

- D. A policy that outlines the types of food products that can be advertised in the municipality as part of a sponsorship agreement.
- E. None of the above
- F. Not applicable
- G. Other, please specify.

4. Individuals spend a large portion of their waking hours in the workplace. Does your municipality provide any of the following for employees and elected officials? (Mark all that apply)

- A. Use of refrigerator
- B. Use of microwave
- C. Space for employees to eat a healthy lunch/snack
- D. Break times for employees to eat a healthy lunch/snack
- E. None of the above
- F. Other, please specify.

Part B: Access to and promotion of tap water at municipal facilities or events

Preamble: Fresh clean water is a commodity that our municipalities are fortunate enough to have access to and to be able to provide. The following questions are regarding access to municipal water at facilities and events.

1. Does your municipality provide access to municipal (non-bottled) water at no cost at municipal facilities and events?

Yes

No

2. Has your municipality installed water bottle filler adapters on water fountains in municipal facilities?

Yes

No

Part C: Access to facilities for breastfeeding at municipal facilities or events

Preamble: Breastfeeding is an important part of early childhood nutrition. Providing space for breast feeding allows mothers to feed their babies outside of the home and allows mothers and breastfed children to be more involved in the community.

1. Does your municipality provide breast feeding-friendly spaces in municipal buildings that are comfortable and private?

Yes

No

Section 2: Municipal programs and policies around food:

Part A: Programs and policies around healthy eating

1. What does your municipality do to promote and support healthy eating among residents? (Mark all that apply).

- A. Provides information to the public on healthy eating
- B. Includes access to healthy food in the municipal Official Plan (e.g., grocery stores located near residential areas)
- C. Includes access to healthy food in the Integrated Community Sustainability Plan.
- D. Not applicable
- E. Other, please specify.

Part B: Municipal plans and policies around local food systems

Preamble: Locally grown and produced foods can play a key role in healthy eating as well as support the local economy and protect the environment by reducing the distance that food is transported. The Association of Municipalities of Ontario (AMO) recently released a Best Practices in Local Food guide for municipalities (<http://www.amo.on.ca/AMO-Content/Policy-Updates/2013/AMO-and-OMKN-Receive-Report-on-Best-Practices-in-L.aspx>). The next few questions address the range of areas where municipalities can be involved in promoting and supporting local food initiatives as outlined in the AMO best practices document.

1. How is your municipality involved with local or regional food policy projects (i.e., local food strategy and governance)? (Mark all that apply)

- A. Involved in the development of the Leeds, Grenville and Lanark Food Charter (www.foodcorelgl.org)
- B. Interested in learning more about the Leeds, Grenville and Lanark Food Charter
- C. Council has endorsed the Leeds, Grenville and Lanark Food Charter
- D. Involved in a municipality specific food policy project
- E. Involved in a regional food policy project
- F. Not applicable
- G. Other, please specify.

2. How is your municipality involved in the production of local food? (Mark all that apply)

- A. The municipal zoning by-law is structured to be permissive in allowing compatible large and small scale agriculture uses and supporting accessory uses across a variety of zones (e.g. zoning that allows: back yard chickens, farm gate sales, small scale value added production of agricultural goods in a general 'rural' zone, secondary dwelling permitted for season farm workers etc.).
- B. The municipal Official Plan includes designations and policies that protect both prime agricultural lands and specialty crop areas as applicable

- C. Municipal zoning bylaws or planning policies that provide opportunities for food production in residential areas (e.g. community gardens, keeping bees or chickens in residential areas)
- D. Managing community gardens.
- E. Providing financial or in kind support for community gardens
- F. Providing municipal tax credits for agricultural properties
- G. Facilitating training for potential growers
- H. Promoting green initiatives for water conservation (e.g., rain barrels or small scale irrigation systems)
- I. Including fruits and vegetables in municipal landscaping (e.g., integrating tomato plants in flower beds or planting fruit or nut trees in municipal green space)
- J. Running or providing financial or in kind support for gardening programs (e.g., gardening clubs or workshops)
- K. Community Improvement Plan(s) which include a focus on supporting local foods and agriculture
- L. Official Plan polices which support local foods and agri-tourism
- M. Development Charges by-law exemptions of agricultural related development
- N. Economic development programs and projects which focus on the agricultural sector
- O. Site Plan Control by-law exemptions for agricultural related development'
- P. None of the above
- Q. Other, please specify.

3. How is your municipality involved in the *processing or preparation of local food?* (Mark all that apply)

- A. Planning policies and zoning bylaws that allow value-added activity (e.g. washing, packaging) on agriculture land
- B. Providing incentive programs (e.g. property tax relief for processing facilities, providing a matching contribution for feasibility studies for facilities or community projects)
- C. Providing municipal support for training and technical assistance in processing and business management for local processing businesses
- D. Working in partnership with other municipalities and organizations to develop regional processing initiatives or facilities (e.g. regional abattoir, regional cold storage facility)
- E. None of the above
- F. Other, please specify.

4. How is your municipality involved in the *distribution* of local food? (Mark all that apply)

- A. A municipal local food procurement policy that gives preference to local sources of food
- B. Working in partnership with other municipalities and organizations to develop a regional food hub to aggregate, distribute and market locally produced foods
- C. None of the above
- D. Other, please specify.

5. How is your municipality involved in supporting or promoting the retail of local food? (Mark all that apply)

- A. Municipal Official Plan or Integrated Community Sustainability Plan includes access to local food
- B. Running or providing financial or in kind support for farmers markets
- C. Distributing gift vouchers to underserved and low-income communities that can be redeemed for market produce at farmers' markets
- D. Permitting and supporting mobile vendors (e.g., mobile farmers' markets, mobile grocery stores, and produce carts) that provide access to local foods in underserved communities
- E. Zoning laws that permit farm stands or pick your own businesses
- F. None of the above
- G. Other, please specify.

6. How is your municipality involved in supporting or promoting the consumption of local food? (Mark all that apply)

- A. Promoting the use of locally grown foods (e.g. hosting events)
- B. Providing information to the public on local food
- C. Developing or supporting a local food guide that provides information on where to access local food
- D. Working in partnership with other municipalities and organizations to promote and brand locally produced foods regionally
- E. None of the above
- F. Other, please specify.

7. How is your municipality involved in supporting or promoting the management of food-related waste? (Mark all that apply)

- A. Supporting and promoting composting initiatives (e.g., distributing or selling at cost backyard composters, providing financial or in kind support to local organizations' composting initiatives)
- B. Providing a municipality-wide organic waste collection/composting program
- C. Promoting and supporting local gleaning programs, where community members harvest and distribute produce from farms that would otherwise not be used due to the cost of harvesting and the low retail value of the produce (e.g., due to produce being too small or an unconventional shape)
- D. None of the above
- E. Other, please specify.

Section 3: Community partnerships that promote healthy eating

1. Does your municipality support any of the following (e.g. provide use of facilities, financial support, in-kind contributions, advertising, or other support)? (Mark all that apply)

- A. Community kitchen
- B. Good food box program
- C. Food cooperative
- D. Food bank
- E. School breakfast program
- F. School snack program
- G. Seniors lunch programs
- H. Community/group/organization free, by donation or minimal cost dinners
- I. Meals on Wheels or other food delivery program
- J. Cooking club
- K. Cooking classes
- L. Nutrition workshops (e.g., nutrition for expecting mothers, understanding nutrition labels, food shopping and eating on a budget, etc)
- M. Food safety or food handler training
- N. A community harvesting program
- O. None of the above
- P. Other, please specify.

- 2. Do you have any other information that you would like to share on what your municipality is doing to promote healthy eating and access to nutritious food?**



A Healthy Communities Resource Manual for Municipalities

Physical Activity & Healthy Eating

Companion to the Healthy Communities Asset Inventory Tool for Municipalities

Prepared by: Healthy Communities Partnership: Lanark, Leeds & Grenville

**Working together to make
the healthy choice, the easy choice.**



MODULE 1: PHYSICAL ACTIVITY

Section 1: Programming and Facilities

Background/Evidence

Recreation and Parks: Use and benefits of Local Government Recreation and Park services: An Ontario perspective (research summary)

http://www.prontario.org/index.php/ci_id/3674.htm

Parks and Recreation Ontario, Positioning statement

http://www.prontario.org/index.php/ci_id/3725.htm

Economic Benefits of Increasing Access to Recreation for Low-Income Families)

http://prontario.org/index.php/ci_id/3728.htm

Investing in Healthy and Active Ontarians through Recreation and Parks Infrastructure

http://www.prontario.org/index.php/ci_id/3542.htm

Sports Injury Prevention Taskforce (State Government Victoria, Australia) March 2013

www.dpcd.vic.gov.au

Recommended Practice/Policy Support

Parachute Canada: Preventing Injuries. Saving Lives

www.parachutecanada.org (Policy tab)

Parks and Recreation Ontario: High Five

www.highfive.org

The National Coaching Certification Program

<http://www.coach.ca/coach-training-in-canada-s15408>

A Guide for Developing Tobacco-free Sport and Recreation Policies and By-laws

http://www.playlivebetobaccofree.ca/cco/media/cta_pdf/Toolkit-Play,-Live,-Be-Tobacco-Free.pdf

Guidelines for Pediatric Concussion

<http://onf.org/documents/guidelines-for-pediatric-concussion>

Parachute: Playground Safety

<http://www.parachutecanada.org/policy/item/playground-safety>

Pathways to Recreation: Learning About Ontario's Accessibility Standard for the Design of Public Spaces:

http://www.prontario.org/index.php/ci_id/9179.htm

Section 2: Built Environment

Part A: Land Use Planning

Background/Evidence

Ontario Ministry of Municipal Affairs and Housing (Under the Planning Act):

Provincial Policy Statement 2014: <http://www.mah.gov.on.ca/AssetFactory.aspx?did=10463>

Key Changes by Policy Area:<http://www.mah.gov.on.ca/AssetFactory.aspx?did=10470>

Ontario Professional Planning Institute (2014): Healthy Communities and Planning for Active Transportation - A Call to Action - <http://ontarioplanners.ca/PDF/Healthy-Communities/2014/Moving-Forward-on-Active-Transportation-in-Ontario>

Nodal Development: Creating Compact, Complete, Mixed-use Communities

[www.shapingourfuture.ca/downloads/Mixed_Use_Centres_Brochure.pdf](http://shapingourfuture.ca/downloads/Mixed_Use_Centres_Brochure.pdf)

Complete Streets for Canada

<http://completestreetsforcanada.ca/>

Green Action Centre (Complete Streets) [Also contains sample policies]

<http://greenactioncentre.ca/content/complete-streets/>

Smart Growth Canada Network

www.smartgrowth.ca

Smart Growth America: National Complete Streets Coalition

<http://www.smartgrowthamerica.org/complete-streets/changing-policy/policy-elements>

Simcoe Muskoka: The Impact of the Built Environment on the Health of the Population: A Review of the Literature

www.simcoemuskokahealth.org/HealthUnit/Library/Research/BHCintro.aspx

Public Health Grey Bruce

http://www.publichealthgreybruce.on.ca/Healthy_Communities/Attachments/Impact%20of%20Built%20Environment%20on%20Health%20SMDHU.pdf

Parks and Recreation Ontario: Recreation and Parks: Use and Benefits of Local Government Recreation and Parks Services: An Ontario Perspective (a research summary)

http://www.prontario.org/index.php/ci_id/3674.htm

Parks and Recreation Ontario: Charter for Recreation and Parks in Ontario

http://www.prontario.org/index.php/ci_id/3677.htm

Pathways to Recreation: Learning About Ontario's Accessibility Standard for the Design of Public Spaces:

http://www.prontario.org/index.php/ci_id/9179.htm

Recommended Practice/Policy Support

Provincial Policy Statement 2014: <http://www.mah.gov.on.ca/AssetFactory.aspx?did=10463>

Key Changes by Policy Area:<http://www.mah.gov.on.ca/AssetFactory.aspx?did=10470>

Planning by Design: a healthy communities handbook

www.ontarioplanners.ca

Complete Streets for Canada: Policy Resources

<http://completestreetsforcanada.ca/policy-resources>

Ontario Planners: Plain Transit For Planners

<http://ontarioplanners.ca/PDF/Healthy-Communities/2011/Plain-Transit-For-Planners-Paper.aspx>

Ministry of Transportation: Transit Supportive Guidelines

<http://www.mto.gov.on.ca/english/transit/supportive-guideline/transit-supportive-guidelines-2012-en.pdf>

City of Edmonton (Complete Streets Guidelines)

http://www.edmonton.ca/city_government/city_vision_and_strategic_plan/complete-streets.aspx

<http://www.simcoemuskokahealth.org/JFY/OurCommunity/healthyplaces/Healthydesign.aspx>

Healthy Policies for Official Plans

http://www.pecounty.on.ca/pdf/HealthyPoliciesforOfficialPlans_Final_web_1.pdf

The Community Guide: USA

<http://www.thecommunityguide.org/pa/environmental-policy/communitypolicies.html>

The Community Guide is a website that houses the official collection of all Community Preventive Services Task Force (Task Force) findings and the systematic reviews on which they are based.

The Community Guide is a credible resource with many uses because it is based on a scientific systematic review process and answers questions critical to almost everyone interested in community health and well-being such as:

- What interventions have and have not worked?
- In which populations and settings has the intervention worked or not worked?
- What might the intervention cost? What should I expect for my investment?
- Does the intervention lead to any other benefits or harms?
- What interventions need more research before we know if they work or not?

Part B: Active Transportation

Background/Evidence

Transport Canada: Active Transportation In Canada

<http://www.tc.gc.ca/media/documents/programs/atge.pdf>

Ontario Professional Planning Institute (2014): Healthy Communities and Planning for Active Transportation - A Call to Action -<http://ontarioplanners.ca/PDF/Healthy-Communities/2014/Moving-Forward-on-Active-Transportation-in-Ontario>

Ontario Planners: Healthy Communities and Planning for Active Transportation

<http://ontarioplanners.ca/PDF/Healthy-Communities/2012/Planning-and-Implementing-Active-Transportation-in.aspx>

Ontario Planners: Healthy Communities and Planning For The Needs of Children& Youth

<http://ontarioplanners.ca/PDF/Healthy-Communities/2009/Plan-for-the-Needs-of-Children-and-Youth-OPPI-Call.aspx>

Ontario Planners: Planning By Design (a healthy communities handbook)

<http://ontarioplanners.ca/PDF/Healthy-Communities/2009/Healthy-Communities-Handbook.aspx>

Recommended Practice/Policy Support

Canada Walks is a program of Green Communities Canada which aims to showcase best practice in walk able communities

<http://www.canadawalks.ca/>

Guidelines for Child- and Youth-Friendly Land-Use and Transport Planning in Rural Areas

<http://www.kidsonthemove.ca/uploads/Rural%20Guidelines%20v3%20SR.pdf>

A tool to help you find active transportation policies from across Canada. The Canadian Municipal Active Transportation Policy Map

http://www.cancerview.ca/cv/portal/Home/PreventionAndScreening/PSProfessionals/PSPrevention/PreventionPoliciesDirectory/PPDPolicyMap?_afrLoop=3683328996206000&lang=en&_afrWindowMode=0&_adf.ctrl-state=vuo1dvl5b_4 is a bilingual, customized, Google map pre-populated with active transportation policies from the Prevention Policies Directory

<http://www.cancerview.ca/preventionpolicies>

Ontario Planners: Plain Transit for Planners (for those with public transit)

<http://ontarioplanners.ca/PDF/Healthy-Communities/2011/Plain-Transit-For-Planners-Paper.aspx>

Ministry of Transportation: Transit Supportive Guidelines

<http://www.mto.gov.on.ca/english/transit/supportive-guideline/transit-supportive-guidelines-2012-en.pdf>

Complete Streets for Canada: Policy Resources

<http://completestreetsforcanada.ca/policy-resources>

County of Lanark: Transportation Master Plan

<http://www.lanarkcounty.ca/AssetFactory.aspx?did=3920>

City of Brockville: Transportation Plan

<http://city.brockville.on.ca/index.cfm?ID=794>

City of Brockville: Comprehensive Transportation Plan

<http://city.brockville.on.ca/UploadedFiles/Transportation%20-%20Comprehensive%20Transportation%20Plan%20Dec%202011.pdf>

Lennox and Addington Paved Shoulder By-Law
[paved_shoulder_Bylaw2962_03andPolicy.pdf](#)

Lanark County Roads Paved Shoulder Program:
www.lanarkcounty.ca/AssetFactory.aspx?did=5289

Section 3: OUTDOOR AND NATURAL ENVIRONMENT

Background/Evidence

Children and Nature Network:

http://www.Lhealthylg.org/_resources/Summary_of_Studies_on_Outdoor_Benefits_Full.pdf

Parks and Recreation Ontario – Back to Nature

http://www.prontario.org/index.php?ci_id=5422

Healthy Policies for Official Plans

http://www.pecounty.on.ca/pdf/HealthyPoliciesforOfficialPlans_Final_web_1.pdf

(pg 15)

Participation:

http://www.healthylg.org/_resources/Participation_Fact_Sheet.pdf

David Suzuki:

<http://www.davidsuzuki.org/blogs/science-matters/2012/05/prescription-for-health-and-happiness-a-daily-dose-of-nature/>

Children's Health and Nature:

http://www.healthylg.org/_resources/Childrens_Health_and_Nature_Fact_Sheet.pdf

Recommended Practise/Policy Support

Best Practices Guide to Natural Heritage Systems Planning

<http://www.ontariornature.org/discover/resources/PDFs/reports/nhs-guide-web.pdf>

Integrated Community Trail Strategy

<http://www.northgrenville.ca/trailstudy.cfm>

Section 4: ACCESSIBILITY

Background/Evidence

Parks and Recreation Ontario: Every One Plays (Access to Recreation for Low-Income Families In Ontario: Promising Practices Guide)

http://www.prontario.org/index.php?ci_id=3722.htm

Parks and Recreation Ontario: Positioning Statement

http://www.prontario.org/index.php?ci_id=3725.htm

Every Child Plays: Access to Recreation for Low-Income Families in Ontario (The Health, Social and Economic Benefits of Increasing Access to Recreation for Low-Income Families)
http://prontario.org/index.php/ci_id/3728.htm

Recommended Practise/Policy Support

Parks and Recreation Ontario: Affordable Access to Recreation For Ontarians Policy Framework (everyone plays)
http://www.prontario.org/index.php/ci_id/3681.htm

Parks and Recreation Ontario: Affordable Access To Recreational For Ontarians (Policy Development And Implementation Guide For Communities)
http://www.prontario.org/index.php/ci_id/3721.htm

City of Calgary (Fee Assistance for Recreation)
<http://www.calgary.ca/CSPS/Recreation/Pages/Fee-assistance/Home.aspx>

Town of Ajax – Corporate Policies and Procedures (Affordable Access To Recreation & Cultural Services)
http://www.prontario.org/index.php/ci_id/3723.htm

Healthy Policies for Official Plans
http://www.pecounty.on.ca/pdf/HealthyPoliciesforOfficialPlans_Final_web_1.pdf

Module 2: HEALTHY EATING

Section 1: HEALTHY EATING AT MUNICIPAL FACILITIES OR EVENTS

Part A: Healthy Food Choices

Background/Evidence

Municipal Food Policy- Entrepreneurs
http://capi-icpa.ca/pdfs/2013/Municipal_Food_Policy_Entrepreneurs_Final_Report.pdf

City Food Policy and Programs- Lesson Harvested From An Emerging Field
http://www.google.ca/url?url=http://www.scpclearinghouse.org/upload/publication_and_tool/file/246.pdf&rct=j&frm=1&q=&esrc=s&sa=U&ei=0U_aU5-fBMegyASHr4LgDQ&ved=0CBkQFjAB&usg=AFQjCNHYQ9ZF6c4gBGeglsxlglAm-hNng

Recommended Practise/Policy Support
Eating Well with Canada's Food Guide
<http://hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>

Handbook to Healthier Communities- Influencing Healthy Public Policies

http://www.healthylg.org/_resources/OCDPA_HCHandbook.pdf

Healthy Eating Policy- Municipality of the District of Chester

http://www.google.ca/url?url=http://www.chester.ca/download-document/344-draft-healthy-eating-policy-march-26-2012.html&rct=j&frm=1&q=&esrc=s&sa=U&ei=M1_aU6rVGdGPyATdkILYCw&ved=0CCgQFjAAOAo&usg=AFQjCNEsMqbiDtDg8X1sf2Zt-aZbh5gyQ

Part B: Access to and promotion of tap water at municipal facilities or events

Background/Evidence

Blue Communities Project Guide

<http://www.canadians.org/sites/default/files/publications/bcpguide-draft-web.pdf>

Municipal Action on Bottled Water

<http://cms.burlington.ca/AssetFactory.aspx?did=11071>

Recommended Practise/Policy Support

City of Ottawa: Executive Summary (Plan For Promoting Municipal Drinking Water)

<https://app06.ottawa.ca/calendar/ottawa/citycouncil/occ/2010/04-28/pec/6%20-%20ACS2010-ICS-ESD-0001%20-%20Promoting%20Municipal%20Drinking%20Water.htm>

Region of Peel Report

<http://www.peelregion.ca/council/agendas/pdf/rc-20120112/report-pw-a1.pdf>

Part C: Access to facilities for breastfeeding at municipal facilities or events

Background/Evidence

Policy on Discrimination Because of Pregnancy or Breastfeeding- Ontario Human Rights Commission

<http://www.ohrc.on.ca/en/policy-discrimination-because-pregnancy-and-breastfeeding>

Evidence for Implementing the Baby Friendly Initiatives

<http://www.bfiontario.ca/baby-friendly-initiative-outcome-indicators/>

Recommended Practise/Policy Support

Baby Friendly Initiative Tools

<http://www.bfiontario.ca/baby-friendly-initiative-outcome-indicators/>

Section 2: MUNICIPAL PROGRAMS AND POLICIES AROUND FOOD

Part A: Programs and policies around healthy eating

Background/Evidence

Healthy Futures for BC Families- Policy Recommendations for Improving the Health of British Columbians

http://www.bchealthyliving.ca/sites/all/files/file/BCHLA_Healthy%20Futures-Final-Web.pdf

Placing the Food System on the Urban Agenda: the Role of Municipal institutions in Food System Planning

<http://foodsecurecanada.org/sites/default/files/foodsystemonurbanagenda.pdf>

foodcoreLGL (Food Charter for United Counties of Leeds, Grenville and Lanark County)

www.foodcoreLGL.ca

Planning for Food Friendly Municipalities in Waterloo Region

<http://chd.region.waterloo.on.ca/en/researchResourcesPublications/resources/FoodFriendlyMunicipalities.pdf>

Recommended Practise/Policy Support

Handbook to Healthier Communities- Influencing Healthy Public Policies

http://www.healthylg.org/_resources/OCDPA_HCHandbook.pdf

Food Matters Manitoba

<http://foodmattersmanitoba.ca/sites/default/files/Manitoba%20Municipal%20Policy%20Guide.pdf>

Just Food: The Community Gardening Network of Ottawa

<http://www.justfood.ca/community-gardening-network/>

Montreal's Community Gardening Program

http://ville.montreal.qc.ca/pls/portal/docs/page/librairie_en/documents/montreal_community_gardening_program.pdf

Food Matters Coalition Leeds, Grenville & Lanark

<http://www.healthunit.org/nutrition/foodmatters/>

A Seat at the Table- A Resource Guide for Local Governments to Promote Food Secure Communities

<http://www.islandstrust.bc.ca/poi/pdf/itpoirptfoodsecurity.pdf>

Community Food Assessment Guide

<http://www.phsa.ca/NR/rdonlyres/10ADB2B7-DD0F-49FA-AC58-E40D642E412B/0/CommunityFoodAssessmentGuide.pdf>

Part B: Municipal plans and policies around local food systems

Background/Evidence

Local Food Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_13l07_e.htm

Working for a Sustainable and Just Food System in Ottawa

<http://justfood.ca/>

City of Vancouver- Food and Sustainable Food System

<http://vancouver.ca/people-programs/food.aspx>

Recommended Practise/Policy Support

**Best practices in local food – A guide for municipalities -The Association of Municipalities of Ontario and the Ontario Municipal Knowledge Network:

<http://www.amo.on.ca/AMO-Content/Policy-Updates/2013/AMO-and-OMKN-Receive-Report-on-Best-Practices-in-L.aspx>

Handbook to Healthier Communities- Influencing Healthy Public Policies

http://www.healthylivingontario.ca/_resources/OCDPA_HCHandbook.pdf

Building Complete and Sustainable Communities: Healthy Policies for Official Plans

http://www.pecounty.on.ca/pdf/HealthyPoliciesforOfficialPlans_Final_web_1.pdf

Models and Best Practices for Building Sustainable Food System in Ontario and Beyond

http://www.uoguelph.ca/omafra_partnership/ktt/en/agrifoodrurallink/resources/MBPFullReportFINAL.pdf

Section 3: COMMUNITY PARTNERSHIPS THAT PROMOTE HEALTHY EATING

More Information and Resources

There is a wealth of information and resources available to planners interested in learning more about healthy community design and planning. For more information, or to access additional Planning Healthy Communities Fact Sheets, please visit:

- National Collaborating Centre for Environmental Health - Healthy Built Environment Inventory: A searchable catalogue of healthy communities case studies, guidelines, tools and key scientific papers http://ncceh.ca/en/major_projects/built_environment
- Heart and Stroke Foundation: A resource site with links to research, healthy physical activity guidelines and healthy community design information.
www.heartandstroke.ca/healthycommunities

- Urban Public Health Network - Healthy Canada by Design: A clearinghouse of healthy community design resources and links. www.uphn.ca/CLASP/
- Canadian Institute of Planners: Information and links to a variety of healthy community planning resources, including a new Healthy Communities Practice Guide. www.cip-icu.ca
- Public Health Agency of Canada: Maintains a built environment webpage with helpful information and evidence. www.phac-aspc.gc.ca/hp-ps/hl-mvs/be-eb-eng.php
- Canadian Institute of Health Information: A wide variety of resources and research studies on population health and environmental factors, including the built environment. www.cihi.ca
- Active & Safe Routes to School: Provides educational resources, tools and information to help schools design their own active transportation programs. www.saferoutestoschool.ca
- Active Healthy Kids Canada: Provides tools, resources and links to help get children and youth more physically active, including information on active and safe routes to schools. www.activehealthykids.ca/Home.aspx

Sandra MacDonald

From: AMO Communications <communicate@amo.on.ca>
Sent: September-09-15 11:08 AM
To: Sandra MacDonald
Subject: AMO Breaking News - AMO Support for the Syrian Refugee Crisis -Call to Action

September 9, 2015

AMO Support for the Syrian Refugee Crisis – Call to Action

Dear Colleagues,

Like you, I have been deeply affected by the disturbing images and stark realities of the Syrian refugee crisis. It is a situation that cries out for compassion and action.

AMO is challenging all of its member municipalities to donate at least \$100 to aid in the international effort to resettle the Syrian refugees in safe countries. We hope to raise at least \$40,000. This goal will help save two families and if we raise a greater amount, we can help save more families.

Donations can be made by cheque payable to Association of Municipalities of Ontario, with "Syrian Refugee Crisis" in the description field, and forwarded by Friday, October 2.

AMO will donate all of the proceeds to Lifeline Syria. This organization is seeking to resettle and integrate 1,000 Syrian refugees in Ontario over the next two years, reuniting them with their families. Lifeline Syria is a community-based initiative that will do this by helping to recruit, train, and match private refugee sponsors in Ontario with Syrian refugees approved for resettlement by the federal government. Sponsors will include organizations, individuals, or groups of individuals such as faith-based groups. The Ontario government has provided seed funding to Lifeline Syria to support its work but it is reliant on public donations to fulfill its mandate. More information about the organization and the initiative is found on the [Lifeline Syria](#) website.

I know how municipal governments in Ontario rally to help one another and their neighbours. I implore you to accept this challenge and donate to this worthy cause. It is one small way we can help ease the suffering of others through our financial contributions.

Sincerely,



Gary McNamara
 President, Association of Municipalities of Ontario

P.S. For other ways to help, see [International Organizations Seeking to Assist Syrian Refugees](#).

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

September 10, 2015

Report To Finance Administration Operations – September 15, 2015

2015-092-09

**2014 Annual Financial Statements
And Auditors Report**

**D. Dick, Director
Corporate Services
L. Ferguson, Manager
Finance**

RECOMMENDATION

That the Audited Financial Statements for the Corporation of the City of Brockville to the year-ended December 31st, 2014 be received and approved; and

That the Audited Financial Statements for the Board of Management, Downtown Business Improvement Area of the Corporation of the City of Brockville be received and approved; and

That the Audited Statements of the Corporation of the City of Brockville Trust Funds be received and approved; and

That the operating surplus of \$27,516 be allocated to the Fiscal Policy Reserve.

PURPOSE

For Council to review, receive and approve the Audited Financial Statements for the Corporation of the City of Brockville, the Board of Management, Downtown Business Improvement Area and the Corporation of the City of Brockville's Trust Funds.

BACKGROUND

The *Municipal Act* provides, under Section 294.1 the requirement of presenting our annual audited financial statements prepared under generally accepted accounting principles as directed by Public Sector Accounting Board (PSAB) and specific guidelines as provided by the Ministry.

The City shall also, within sixty (60) days of receiving the audited financial statements, provide in the newspaper having general circulation in the municipality, a copy of the Audited Financial Statements, the Auditor's Report and the tax rate information for the current and previous year on a notice that the above information will be made available at no cost to the taxpayers of the municipality upon request; and/or may provide the above noted information in such a manner as the Treasurer considers appropriate.

Report 2015-092-09
2014 Annual Financial Statements
And Auditor's Report

In previous years we have provided electronic copies of this information on the City Website and have informed the citizens in the local newspaper that the information is available should they require it

ANALYSIS/FINANCIAL IMPLICATIONS

Operating Fund

On February 17th, 2015, Council was presented with an updated Variance Report projecting a deficit for the year-ended December 31st, 2014 of \$92,000. The year-end Audited Financial Statements present a surplus of \$27,516. Included in the \$92,000 deficit was an amount of additional WSIB costs of \$223,000. It was decided to mitigate part of this additional expense from monies that had been put in the Health and Safety Reserve Fund from a 2013 WSIB refund.

Water Administration

The 2014 Water Fund Variance Analysis presented on February 17th provided for a surplus in the amount of \$146,000. The 2014 Financial Statements present a surplus of \$9,082. The main cause for the decrease in the reported surplus was the \$162,500 contribution to the water meter project.

Wastewater Administration

The 2014 Wastewater Fund Variance Analysis presented on February 17th provided for a surplus of \$287,040. The 2014 Financial Statements provide for an increase in the projected surplus in the amount of \$374,000. This increase in the surplus is due primarily to an increase on the reported surplus on debt charges of \$324,000 and an increase in septage and miscellaneous wastewater revenues of \$50,000.

Capital Fund

The Capital Fund represents the accumulated value of tangible capital assets owned by the taxpayers of Brockville. As Council is aware, the treatment of capital expenditures has changed significantly over the past number of years. Prior to the introduction of PSAB 3150, capital expenditures were expensed directly to the Statement of Operations. Beginning in 2009, municipalities were required to record and report all expenditures on capital as assets on the balance sheet. These assets are then amortized on an annual basis based on the expected future lives of the asset and reported as an annual amortization expense on the annual financial statements. The continuity of tangible assets in 2014 is as follows:

Report 2015-092-09
 2014 Annual Financial Statements
 And Auditor's Report

Tangible Capital Assets, Net Book Value, January 1, 2014	115,317,555
Additions (including transfer from WIP)	8,791,285
Disposals (including transfer from WIP)	(1,795,558)
Less Amortization in 2014	(4,188,945)
Add Amortization on Disposal of Assets	<u>1,292,757</u>
Tangible Capital Assets, Net Book Value, December 31, 2014	<u>119,417,095</u>

Budget vs. Actual Results

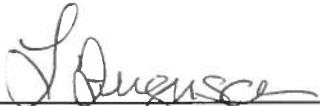
The annual budget process is based primarily on cash flow requirements to the respective year. The Annual Financial Statements are prepared on an accrual basis and separates funding from revenues, expenses, assets and liabilities. The Annual Financial Statements present an excess of revenues over expenditures of \$4.3M and non-financial assets of \$120 million.

POLICY IMPLICATIONS

There are no policy implications at this time.

CONCLUSION

That Council receive and approve the Audited Financial Statements as presented.


 L. Ferguson, CPA, CGA
 Manager of Finance


 D. Dick, CPA, CA
 Director of Corporate Services


 per 
 B. Casselman
 City Manager

**Report to Finance, Administration and Operations Committee
September 15, 2015**

2015-094-09

**Unrestricted Trust Fund
Financial Fiscal Management
Brockville Cemetery Board**

**C. M. Larocque
Secretary/Treasurer
Brian Porter, Chair
Brockville Cemetery Board**

RECOMMEND

THAT Council authorize and establish terms of reference for the financial management of the Cemetery's "UNRESTRICTED TRUST FUND", similar to the practice used by the City's own Fiscal Policy Reserve, namely:

1. THAT any year-end surplus resulting from the Cemetery's operational budget, beginning with yearend 2014 be credited to the Brockville Cemetery Unrestricted Trust Fund; and
2. THAT any deficits arising from operations be covered from the said Unrestricted Trust Fund, in so far as is practical to do so, and/or unless specific over expenditures have been pre-authorized by Council for some specific purpose.

BACKGROUND

The Unrestricted Trust Fund of the Brockville Cemetery has as its main source of revenue the interest that is earned form the Restricted Capital Care and Maintenance Trust accounts. The chief purpose of the Capitalized Trust accounts is to provide interest income that can be used to contribute toward the cost of care and maintenance.

For several years now the Board has had discussions with the City Manager and at Council presentations about the depletion of this account due to low growth in interest revenue and for the need to assist the tax rate from this trust fund, as well as to try and plan for some minor capital.

Using this trust fund in a planned and systematic way can help smooth future tax rate impacts arising from the Boards essential needs to provide service. Over the short foreseeable future there will be a growing need for Columbarium, road and drainage improvements.

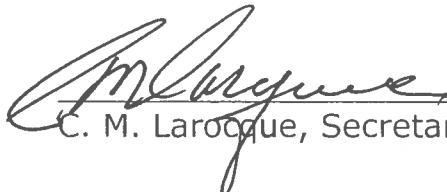
Over the past several years request discussion have been initiated with the City Finance Department on the practicality and benefits of doing this. The Board feels that Council's support for such terms of reference would be beneficial in achieving goals and smoothing the tax impact much in the same manner as the City's Fiscal Policy Reserve.

ANALYSIS

A copy of the planning model is attached for Council's perusal and consideration.

POLICY IMPLICATIONS

The policy requested here is in keeping with the City's own good management policy for tax rate smoothing through the Fiscal Policy Reserve.



C. M. Larocque, Secretary/Treasurer



Brian Porter, Chair



D. Dick, CA, CPA
Director of Corporate Services



B. Casselman
City Manager

BROCKVILLE CEMETERY BOARD
CONTINUITY OF UNRESRICTED RESERVE FUND
AS AT MAY, 2014

YEAR:	2003	2004	2005	2010	2011	2012	2013	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	ACTUALS	ACTUALS	ACTUALS					2014	2015	2016	2017	2018	2019	2020	
	205,901	211,274	178,981	41,299	53,516	58,452	72,332	99,041	93,065	37,089	11,113	-14,863	-40,839	-68,066	
	38,875	\$28,033	\$26,506	339	1,518	8,024	\$693	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$12,750	\$12,750	
				14	22	23	24	24	24	24	24	24	23	23	
				9,750	12,560	3929	13722.16								
				3,098		2,039	3283.61								
					1,071										
							8985.91								
	\$244,776	\$239,307	\$205,487	\$54,500	\$68,687	\$72,467	\$99,041	\$113,065	\$107,089	\$51,113	\$25,137	(\$839)	(\$28,066)	(\$55,293)	
budget	(\$33,502)	(\$60,326)	(\$76,235)	(\$983)	(7,071)	(\$135)		\$0	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	
und)									(\$50,000)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)	
							(3,164)								
	\$211,274	\$178,981	#REF!	\$53,516	\$58,452	\$72,332	\$99,041	\$93,065	\$37,089	\$11,113	(\$14,863)	(\$40,839)	(\$68,066)	(\$75,293)	

September 8, 2015

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – September 15, 2015

**2015-095-09
PROPOSED PARKING RESTRICTIONS
ON WATER STREET EAST**

**C. J. COSGROVE, P. ENG.
DIRECTOR OF OPERATIONS
P. McMUNN C.E.T.
SUPERVISOR TRANSPORTATION SERVICES**

RECOMMENDED

THAT parking be restricted on the north side of Water Street East from Orchard Street to Ford Street and;

THAT parking be restricted on the south side of Water Street East from 29 m west of Orchard Street to 44 m easterly and;

THAT parking be restricted on the south side of Water Street East from 8 m west of Ford Street to 73 m easterly to limit of street and;

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

PURPOSE/BACKGROUND

Transportation Services staff were requested by residents in the immediate area to review the parking by-law as it pertains to the vicinity of Water Street East between Orchard Street and Ford Street.

ANALYSIS

After reviewing the site and consulting with the residents in the vicinity via a written survey, the Transportation Services Division has made the following observations;

- 15 local area residents responded to a survey in which 10 were supportive of the proposal to restrict parking on the north side of Water Street East between Orchard Street and Ford Street and allow for parking on the south side of the street.
- 1 resident didn't want any change and 4 had varying opinions.
- Currently, on street parking is restricted on the south side of Water Street East along Centeen Park with parking permitted on the north side.
- There are 4 residential driveways and 2 driveways for the 4 Winds Complex which connect to Water Street East between Orchard Street and Ford Street.
- Water Street East is 9.2 m wide between Orchard Street and Ford Street.
- There is room for 9 vehicles to park on the north side Between Orchard Street and Ford Street with the driveways and 1 fire hydrant.

- The south side of Water Street East between Orchard Street and Ford Street could accommodate 21- 6m parking stalls, more than doubling the on street parking.
- Site lines for residents exiting their driveways on the north side are obstructed due to parked vehicles.
- Centeen Park is heavily used especially during the summer months by local residents and visitors using Centeen Park, including swimmers and SCUBA divers.
- Appendix '1' (attached) illustrates the location of the existing parking restrictions.
- Appendix '2' (attached) illustrates the location of the proposed parking restrictions.

POLICY IMPLICATIONS

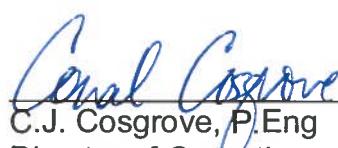
An amendment to the City's Parking By-Law 119-89 requires Council's authorization.

FINANCIAL CONSIDERATIONS

Annually, Public Works budgets for the installation of a variety of signs throughout the City. There are sufficient funds in the Public Works 2015 Operating Budget in account 01-5-745436-2010 to accommodate the estimated cost of \$250 per sign to install the necessary sign. The parking stall line markings can be accommodated in the Public Works line marking program.

CONCLUSION

It is recommended that parking restrictions be implemented as detailed.


C.J. Cosgrove, P.Eng

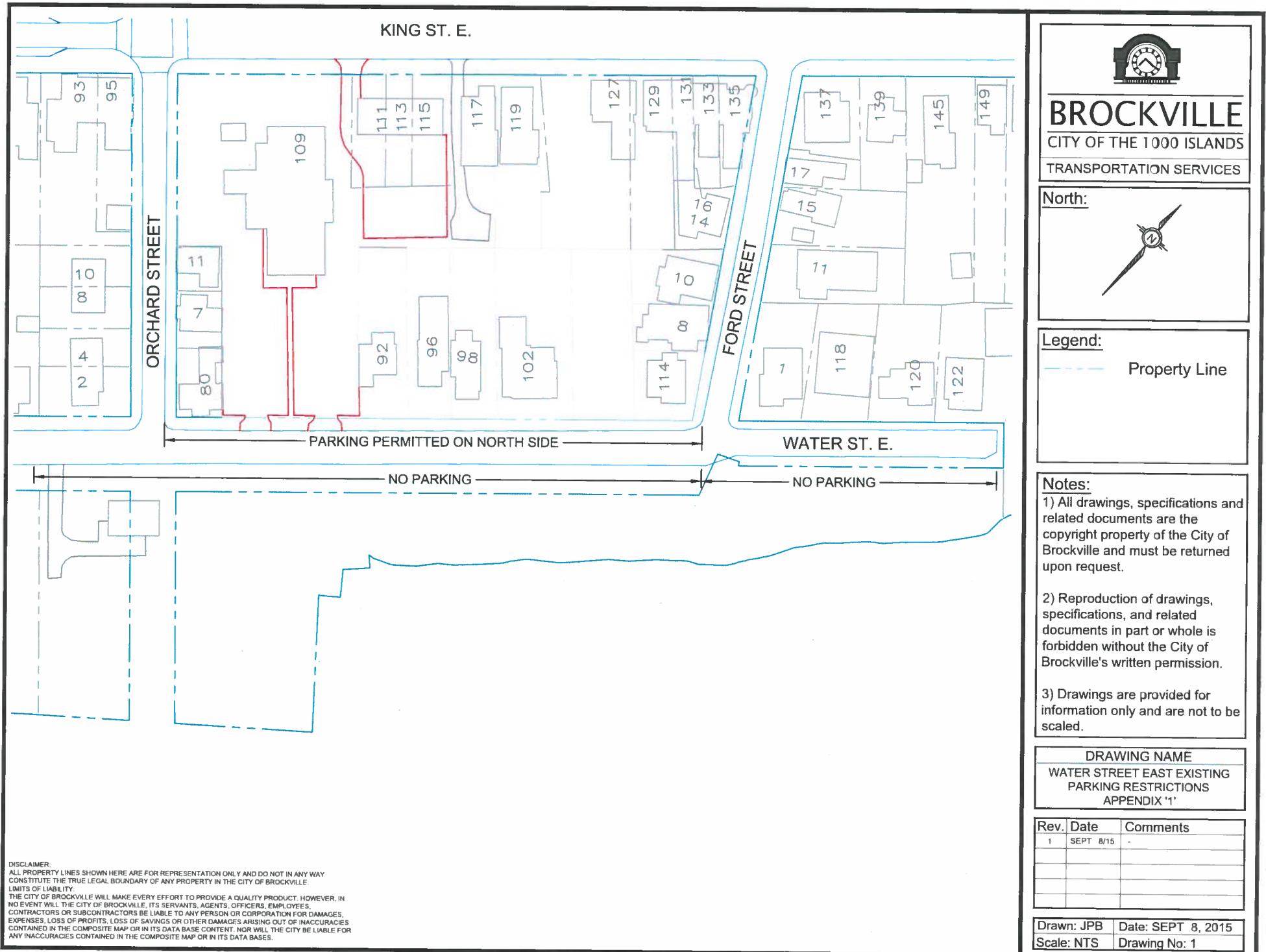
Director of Operations

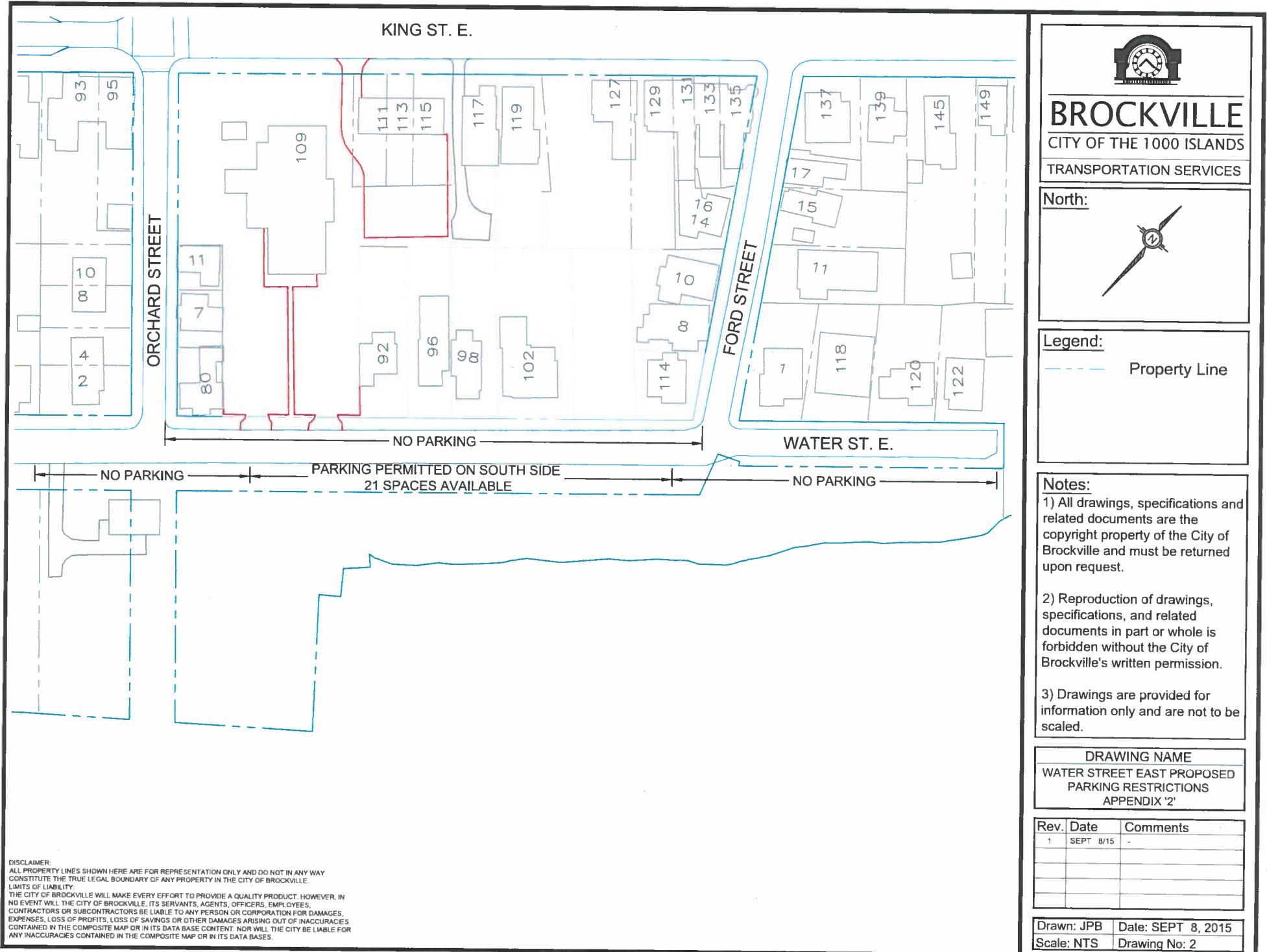

D. Dick, CA, CPA
Director of Corporate Services


P. McMunn, C.E.T

Supervisor of Transportation Services


B. Casselman
City Manager





**Report to Finance, Administration and Operations Committee
September 15, 2015**

**2015-093-09
Council Remuneration
One-Third Tax Free Allowance**

**S. MacDonald
City Clerk**

Recommendation

That Council pass a resolution under authority of Section 283 of the current Municipal Act, deeming one-third of Council remuneration shall continue as expenses incident to the discharge of Council; and

THAT the necessary by-law be enacted.

PURPOSE

The *Municipal Act, 2001*, as amended, Section 283 requires that Council shall review a by-law deeming one-third of Council remuneration as non-taxable, at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election.

ANALYSIS

A portion of Council remuneration may only be deemed "tax free" if a by-law was in effect before January 1, 2003. City Council passed By-law 093-2002, deeming one-third of Council remuneration as non-taxable on October 8, 2002. Council last reviewed this by-law in March 2013 and re-confirmed that one-third of the remuneration is deemed as expenses and passed By-law 038-2013 to continue the tax free allowance.

Council may repeal a by-law under Section 283(5) and the repealing by-law shall be effective on January 1st of the year after the year in which it is passed. Once the by-law is repealed, future Councils may not re-instate the tax free allowance.

Current Remuneration

On January 1, 2015, remuneration for council members was increased as per the non-union salary increase policy. The current amounts of remuneration are:

• Mayor	\$ 39,419.00
• Councillors	\$ 17,389.00

2015-093-09

Council Remuneration One-Third Tax Free Allowance

Page 2 of 2

In accordance with By-law 038-2013 (A By-law Deeming One-third of Council Remuneration as Non-Taxable (*Schedule 'A'*)) one-third of the annual remuneration is deemed to be for expenses incurred and therefore non-taxable.

The Leeds and Grenville Health Unit pays the City (directly) a per-meeting allowance and mileage for attendance by the Council appointee. As per by-law 70-95 this remuneration/allowance is not paid to the member of council who is appointed to the Health Unit Board.

Expenses

Members of Council are eligible to be reimbursed for expenses incurred while attending seminars, conventions, or out of City business meetings. A copy of remuneration & expenses paid to Members of Council for 2014 is attached as Schedule 'B'.

Day to day expenses such as mileage, attendance at City functions and other incidental expenses are not reimbursed, but deemed to be part of the one-third non-taxable remuneration.

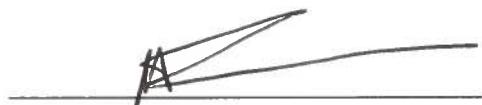
FINANCIAL CONSIDERATIONS

There would not be any financial implications to the Corporation of the City of Brockville if a resolution is passed to continue the practice of the one-third tax-free allowance.

If the tax-free allowance is discontinued, would current policies prevail, disallowing Council Members to receive reimbursement for day to day expenses? Should a policy be developed for reimbursement of Council Member's expenses? This could have an impact on the City's budget which would have to be analyzed by the Finance Department.



S. MacDonald
City Clerk



Bob Casselman
City Manager



David Dick, CPA, CA
Director of Corporate Services

THE CORPORATION OF THE CITY OF BROCKVILLE
By-Law Number 038-2013

*A By-law deeming one-third of Council
Remuneration as non-taxable*

WHEREAS the Council for the Corporation of the City of Brockville, under Section 283 of *Municipal Act, 2001* passed By-law 059-2008, deeming one-third of Council remuneration as non-taxable; and

WHEREAS under Section 283 of *Municipal Act, 2001*, Council shall review a by-law under subsection (5) at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election;

WHEREAS the Council for the Corporation has reviewed said by-law at a public meeting held March 26th, 2013.

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

THAT the Corporation of the City of Brockville hereby deems one-third of Council remuneration shall continue as expenses incident to the discharge of duties.

Given under the Seal of the
Corporation of the City of Brockville
and passed this 9th day of April, 2013



Mayor



City Clerk

MEMBERS OF COUNCIL
CITY OF BROCKVILLE
STATEMENT OF REMUNERATION & EXPENSES PAID
AS AT DECEMBER 31, 2014

	Honorariums Paid	Expenses Paid	Total Paid	Credits	Total
David Henderson	38,575.74	9,418.07	47,993.81	230.40 ¹	47,763.41
Jane Fullerton	17,091.66		17,091.66		17,091.66
David LeSueur	17,091.66	1,359.94	18,451.60		18,451.60
Jeff Earle	17,091.66		17,091.66	81.60 ²	17,010.06
Thomas Blanchard	17,091.66		17,091.66		17,091.66
Mike Kalivas	17,091.66		17,091.66		17,091.66
Jason Baker	17,091.66		17,091.66		17,091.66
Mary Jean McFall	17,091.66	39.82	17,131.48		17,131.48
Leigh Bursey	17,091.66	2,033.30	19,124.96		19,124.96
David Beatty	17,091.66		17,091.66		17,091.66
	192,400.68	12,851.13	205,251.81	312.00	204,939.81

1. This was paid directly to the City by the Cataraqui Region Conservation Authority for meetings attended by Mayor Henderson.

2. This was paid directly to the City by the Cataraqui Region Conservation Authority for meetings attended by Councillor Earle.

**ANALYSIS OF REMUNERATION AND EXPENSES PAID
FOR THE YEAR ENDED DECEMBER 31, 2014**

COUNCIL MEMBER	EXPLANATION	HONORARIUM RECEIVED	EXPENSES PAID	TOTAL RECEIVED
MAYOR HENDERSON	City Council	38,575.74		38,575.74
	Ontario Good Roads Association Conference		1,589.92	
	Ontario East Municipal Conference		368.21	
	OAPSB Conference - Toronto expenses		1,153.91	
	Ontario Bike Summit		1,674.87	
	Great Waterfront Trail Bike Trip		173.23	
	Studio 9 grand opening		44.55	
	Chef's Challenge - Kemptville		89.50	
	Breakfast with MPP Steven Clark		22.51	
	Brockville Rifle's Mess Dinner		85.00	
	Rotary Club Lobster Dinner Fundraiser		60.00	
	St. John Ambulance - Canadian Heroes Event		100.00	
	9th Annual Heritage Golf Tournament - Dinner/Awards		33.00	
	Brockville & District Hospital Foundation Golf Tournament		23.00	
	St. John Ambulance - An Evening of Art and Music		100.00	
	Brockville Community Care & Share Golf Tourney		25.00	
	Rotary Gala		150.00	
	Brockville Chamber of Commerce Annual Awards Gala		274.75	
	Greater Brockville Ad & Sales Club Meeting		36.02	
	Tourism Summit		17.70	
	Economic Development Strategy 2014		44.25	
	United Counties Economic Development Summit		19.47	
	Brockville Chamber of Commerce Christmas Function		27.02	
	Brockville Chamber of Commerce Boat Cruise		25.44	
	United Way of Leeds & Grenville - Brockville Gala		50.00	
	Ottawa - Parking		5.00	
	Mileage		2,796.17	
	Business meals		429.55	9,418.07
COUNCILLOR BAKER	City Council	17,091.66		17,091.66
COUNCILLOR BURSEY	City Council	17,091.66		17,091.66
	AMO Conference Expenses		2,006.28	2,006.28
	Chamber Christmas Function		27.02	27.02
COUNCILLOR BLANCHARD	City Council	17,091.66		17,091.66
COUNCILLOR BEATTY	City Council	17,091.66		17,091.66
COUNCILLOR EARLE	City Council	17,091.66		17,091.66
COUNCILLOR FULLARTON	City Council	17,091.66		17,091.66
COUNCILLOR KALIVAS	City Council	17,091.66		17,091.66
COUNCILLOR LESUEUR	City Council	17,091.66		17,091.66
	Ontario Good Roads Association Conference		1,359.94	1,359.94
COUNCILLOR MCFALL	City Council	17,091.66		17,091.66
	Women's Day Dinner		39.82	39.82
		192,400.68	12,851.13	205,251.81

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

CITIZEN	BOARD	DESCRIPTION	AMOUNT
<u>Police Board</u>			
No honorariums paid to Mayor or Council			
King Yee Jr	Police Board	Honorarium	1,510.00
King Yee Jr	Police Board	PAO Labour Conference	877.17
Wendy Cuthbert	Police Board	Honorarium	1,510.00
<u>Committee of Adjustment</u>			
Hugh Bates	Committee of Adjustment	Honorarium	495.00
Winston Rogers	Committee of Adjustment	Honorarium	495.00
David Cody	Committee of Adjustment	Honorarium	495.00
<u>Brockville Public Library Board</u>			
Nancy Bowman	Public Library Board	OLA Conference registration and expenses	811.90
Jennifer Cullen	Public Library Board	Mileage	142.20

August 6, 2015

REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – TUES. AUG. 18, 2015

**2015-082-08
2015 WATER RATE REVIEW**

**DAVID DICK CPA, CA
DIRECTOR OF CORPORATE SERVICES**

**LYNDA FERGUSON CPA, CGA
MANAGER OF FINANCE
MATTHEW WING – FINANCIAL ANALYST**

RECOMMENDATION

That the City establishes a system for determining the annual charges for water and wastewater as follows:

- Eliminate the fire protection charge as presently charged;
- Revenues for recovery of water system expenditures be based on flat rates representing 75% of net fixed costs;
- Fixed costs are to be defined as all fixed expenditures less offset revenues and excluding capital costs;
- A minimum level of water is included in the flat charge for residential consumers (27m³);
- Variable rates are based on the user group (residential and non-residential) as well as varying levels of consumption;
- Waste water surcharge will be dependent on the annual budgeted level of expenditures with a different surcharge to the different user groups, and;
- Discounted variable rates may be offered for a limited period to new ICI customers.

BACKGROUND

The City has been reviewing water rates, consumption levels and the rates of fire protection charged to customers dating back to the early 2000's when the PUC was transferred to the City. Prior to becoming a City run utility, the former PUC generated revenues based on a combination of flat charges, fire protection charges (FP) and variable rates dependant on levels of consumption. These rates were adjusted annually (annual % increases) to reflect the cost of running the utility. Wastewater rates are than charged based on a % of the water rate to satisfy the overall spending requirements within the wastewater system.

There have been numerous discussions and debates over the years relating to a number of water related issues including the flat charge for differing meter sizes, "free water" associated with each meter size as well as the inconsistent and inequitable fire protection charges applied to all users particularly within the ICI sector. Although all these issues are of interest, the major concern relates to fire protection charges and the perceived uneven allocation of these charges within the non-residential user group. Prior to the City becoming operator of the utility, fire protection charges were

2015-082-08
2015 WATER RATE REVIEW

allocated to users based on assessed values. The cost of providing fire protection services was recovered as follows:

- The commission collected 2.46 mils as part of the general property tax collected from all taxable properties in the City. This cost was intended to recover the cost of providing fire protection at the residential level based on 750 to 1,000 gallons of water flow per minute.
- A charge of \$.56 per \$1,000 of assessment to the ICI sector to a maximum value of \$420 based on an upset assessed value of \$750,000.

Upon assuming control of the utility, the City revenue department has maintained the relative FP charge on the residential user group (subject to annual budgetary increases) by charging a standard rate to all residents and has attempted to maintain similar allocation of FP charges on the ICI sector. Upon takeover, City staff has attempted to provide a consistent level of FP charges to new ICI customers by charging a "similar charge" to that of a comparable existing property. This has led to a number of enquiries (Chamber of Commerce) on the inequity of this charge among the ICI sector and the impact it has on the respective water bills of this consumer group. The Chamber has in fact completed their own internal analysis and has suggested that the randomness of fire protection charges and the overall level of revenues being generated through this charge results in the ICI sector subsidizing the residential sector. It has also been suggested that the arbitrary nature of this charge has led to confusion from users and the inability of City staff to explain this charge. An internal review of a number of comparable communities provides few examples of fire protection charges on water bills.

Over the past few months, a number of municipalities have debated the level and methodology of revenues generated from the sale of water. Most recently, the City of Kingston has endorsed the lowering of water charges to the residential user while raising them for the ICI sector. The Chairmen of the infrastructure committee stated the equalization of rates should happen and that it is a question of equity. Similarly, the City of Ottawa has called for a new billing system based on a significant revenue shortfall experienced in 2014. The level of revenues generated from the variable based system is causing significant revenue shortfalls and the move towards a cost based system. (see separate attachments) The City of North Bay has adopted a rate system that is based on 60% fixed rates with the balance of charges subject to variable rates. It is interesting to note that the water rate system utilized in the City of North Bay charges residential consumer's rates that are different than those charged to the ICI sector. It is clear from these examples as well as many others that the sustainability of existing water and wastewater systems are coming under significant scrutiny from municipalities not only in Ontario but across the country. Although the specific circumstances noted in the three cities mentioned may be somewhat different than those being experienced in the City of Brockville, a rate review needs to be undertaken to ensure a system of fairness, simplicity, equity and sustainability.

When discussing potential changes to the water rate system, consideration needs to be given to including discussions on recovering fixed costs as well as the recovery of costs based on rates

2015-082-08
2015 WATER RATE REVIEW

associated with consumption. This is an important tool in a well-run and managed utility. Rates based on costs provide for sufficient revenue streams to allow for operations, maintenance and long-term planning ensuring safe and reliable drinking water for the community. Proper rate models allow for both long-term sustainability as well as the potential for providing development opportunities that may assist in the future economic development plans of the City.

Over the past months, City staff has been working on a new water rate model that incorporates suggestions made by council, the Chamber, industry literature, comparator communities and employees involved in the water and wastewater divisions. Our overall goal in trying to establish new water rate models was to provide sufficient revenues to finance all expenditures in a manner that can be considered equitable to all users, generate sufficient revenues and be simple in its implementation.

DISCUSSION

In establishing a new rate system for the water utility, consideration need be given to a number of factors including:

- Water and wastewater systems need to be self-sustaining. Justice O`Connor recognized that full cost accounting and full cost recovery were key components to ensuring the sustainability of water and wastewater systems. (Walkerton Inquiry)
- The Safe Drinking Water Act requires that the system is financially viable.
- Rates need to sustain the system

Given these general guidelines, our review of alternate structures has been undertaken with the following principles in mind:

- The overall level of water revenues need to be consistent with existing model
- The overall level of wastewater revenues must remain consistent with the existing structure
- Average residential and ICI annual charges in total should remain relatively constant
- Maintain equity within and outside the user groups (Residential and non-residential)
- The water and wastewater systems must be self-sustaining
- Any model chosen needs to allow for both growth and economic development opportunities
- Potential for phasing in of large increases and decreases
- Maintain relative positions within our comparable groups (low end of residential and non-residential)
- Understandable and defensible
- Rates need to be stable and predictable
- Promoting fairness and equity
- Comply with laws and regulations

2015-082-08
2015 WATER RATE REVIEW

The City water and wastewater rates based on the BMA study are amongst the lowest in the study group. The study includes 95 municipalities representing populations ranging from 4,700 to 2.7M from across the province. The rate being charged to Brockville users is as follows:

	Res	Comm	Ind	Ind	Ind
		10,000m3	30,000m3	100,000m3	500,000m3
Brockville	\$505	\$19,536	\$47,957	\$133,647	\$606,437
Average	\$858	\$28,849	\$84,510	\$273,931	\$1,344,195
Minimum	\$354	\$9,673	\$27,369	\$68,237	\$272,512
Ranking	(5)	(14)	(7)	(5)	(6)

Given the above, the overall rates for water and wastewater are amongst the lowest in the Province. (Any adjustment to rates should in the minimum, maintain the relative standing of Brockville vs our comparators.)

In reviewing the specific rate structure in Brockville, approximately 44% of our residential users consume 27m³ or less each quarter. (This represents our minimum charge for the 5/8" meter.) Our rate analysis includes consideration of increases to the level of fixed or flat charges which may have a significant impact on the monthly minimum charge. Given the level of minimum charges, these could lead to an affordability issue for low volume consumers.

The existing rate structure allows for free water as part of the fixed rate, fire protection charges based on the old mill system subject to annual increases and "best guesses" for new customers, variable rates based on graduated quantities of water consumed and a wastewater rate based on a % of the water (non FP) charges. New rate models would include a combination of fixed and variable charges with fire protection, if included, considered a fixed charge.

Fixed (Flat) Rate Charges (Equivalency)

Our existing flat rate is based on the meter size and includes a quantity of free water per billing period. The City provides a number of meter sizes and the flat charge applied to each is based on a function of the base 5/8" meter. This ratio is known as the equivalency ratio or equivalent meter and service ratio and refers to the relationship between a base meter and the relevant cost of investment in a larger sized meter. Prior to the utility being transferred to the City, the PUC had assigned weights to the respective meter sizes. The City has continued this practice based on the relative weighting as provided by the PUC. We have reviewed a number of rate structures in the Province as well as in other provinces and states and have reviewed industry publications. Equivalency units are an industry standard with varying values based on specific circumstances at each utility. Our review of these

2015-082-08
2015 WATER RATE REVIEW

rates and proposed recommendations are listed in attachment 1. Subject to the determination of a flat or fixed charge for the 5/8" meter, all other meter values are based on their relation to the base meter.

In discussing meters and equivalent units, it is important for municipalities to implement a meter replacement program as the accuracy of meters decline over time. The City has an established program for meter replacement and based on recent replacements water losses can be limited through timely replacement of aging meters.

Fire Protection Charges

These represent the charges made to recover the cost of providing fire protection to user groups. Charges typically include direct capital and maintenance costs for fire hydrants as well as indirect costs for supply, treatment, transmission and distribution of water. Essentially it is a standby service (insurance) that the utility makes available on demand. There are many viewpoints that address the recovery of costs associated with fire protection as follows:

- Ignore the issue
- Charge as part of the property tax system. Although this is still a common approach, limitations within the taxation system (exempt properties), fire protection is a water issue and the complexities of trying to merge the assessment system with a utility system
- Charge as part of the water distribution system as this theory suggests that costs are based on relative demand for the service and or the proportionate costs associated with getting water to the fire hydrant system.

Fixed revenues and the relationship to fixed costs

One of the key financial objectives for a utility is to maintain a revenue stream from general rates, fees and charges that is adequate to meet its total annual expenditure requirement. A second key objective is that the rates recover the cost of providing the levels of service in an equitable manner. These costs are separated into a number of components including base or fixed costs, fire protection costs and extra capacity or variable costs. Fixed costs will include operating and maintenance costs of supply, treatment, pumping and distribution. Variable costs are those costs expected for changing demands in excess of the norm or average expected requirements. Fire protection costs relate strictly to fire protection which would include hydrants and possible capital equipment needed to provide extra capacity. In reviewing the system in Brockville, the costs associated with fire protection are relatively easily identifiable as are the majority of fixed and variable costs.

Recently, water revenues across North America have been declining (See Ottawa Citizen Article) due to a variety of reasons including environmental awareness, conservatism, regulatory pressures, technological changes, associated wastewater charges and the overall decline in the economy. As a result of this drop in both consumption and the associated level of revenue, the increased volatility in consumption has led many utilities to increase the proportion of fixed charges to the overall billing. These minimum charges typically include an allowance for water consumption. This allowance is the

2015-082-08
2015 WATER RATE REVIEW

minimum volume of consumption for which a customer is billed regardless of quantity of water consumed.

A water rate structure is a user charge or series of user charges designed to recover the utility's costs. These rates are a function of the utility cost as well as customer demand. The actual design of a structure however is a function of many diverse and sometimes competing objectives. In recognizing these competing objectives the structure should be developed to do more than simply recover costs. Long-term asset replacement, economic development opportunities and other competing objectives need be included in the analysis.

No one rate structure meets all utility objectives equally nor will all be valued the same by different user groups. Because of competing objectives, differing rates between customer classes may be necessary. For example, it may be appropriate for the residential user group to be charged using an increasing block rate system whereas the non-residential group could be charged on a declining or humpback system. Because of the differing objectives, it is not necessary to have a "one size fits all" rate structure. Although a number of options are available in selecting a rate structure, it is important to try and maintain a structure that is relatively simple and understandable.

In developing a rate structure a number of alternatives are available. These can be classified as follows:

- Uniform rates for all usage across all user groups. Generally considered to be simplest and most equitable as all users are charged the same unit price. It also provides a relatively stable revenue stream. Where conservation is an issue, there is considerable debate whether this method promotes conservation and may not meet utility objectives for economic development.
- Declining rates provides for decreasing rates as quantities consumed increase. This is also simple in its application and understandability. This method may conflict with conservation goals and is considered to be more difficult to implement than a uniform rate.
- Increasing block rates charge increasing volumetric rates as consumption increases. These are not as simple to understand or implement but do provide incentives for conservation.
- Hump Back rates include a combination of increasing and decreasing rates. Typically rates increase to a predetermined consumption level and then decreases as the level of consumption increases.

The BMA study provides the following:

	Water Rate	Wastewater Rate
Uniform	65%	67%
Declining	14%	14%
Increasing	11%	9%

2015-082-08
2015 WATER RATE REVIEW

Humpback	9%	9%
Other/Flat	1%	1%

ANALYSIS OF VARIOUS OPTIONS

Equivalency Ratio

As discussed earlier, the industry applies a ratio for meter charges relative to the base meter. The base meter is universally accepted as the smallest meter in service which is the 5/8" meter used for residential and a number of non-residential users. We have surveyed a number of communities and provide a brief summary of the comparators and the rates being proposed. (See attachment 1)

This provides an equivalency factor for the various meter sizes presently in the system. These are standard across the industry and will allow for additional ratios should additional sized meters ever be introduced into our system.

This attachment includes both the ratio as well as the equivalent number of units for the entire system. The total number of residential units is 7,400 with the equivalency of the non-residential units providing an additional 1,961 units for a total equivalent meters in service of 9,361. This compares to the existing equivalency of 9,729 units. The purpose of the equivalency is to provide ratios to establish minimum rates for all meter sizes once a fixed charge is determined.

Fire Protection Charges

The rate presently charged to users as fire protection charges have caused considerable debate over the past 13 years. The different charge to similar types of business as well as the overall complexity of the application has resulted in at least two different Chamber presentations to respective councils as well as a number of independent discussions around the council table. It is clear from our analysis that there is indeed a problem of inequity and we can understand the level of frustration expressed by the business community. In an attempt to try and remove this inequity, we have prepared many (many) different iterations of differing rates to provide some form of equity within the ICI sector as well as maintaining relative rates with the residential user group. We found that irrespective of the amounts charged, many users in both user groups see increases in rates that may be beyond what council would consider reasonable.

In reviewing Fire Protection charges, we did note a number of inequities as it has been charged to the ICI sector that can be summarized in the following attachments:

Attachment 2 – Revenues generated from fire protection with costs relating to hydrants and an estimate of other fire protection related charges. (Labour and materials and supplies) As can be seen, the level of revenues far exceeds a reasonable level of expenditures. In addition, a significant portion of those revenues are being generated from the ICI sector. During our review of fire protection charges, we determined that the recovery of costs can be based on a

2015-082-08

2015 WATER RATE REVIEW

number of variables including capacity requirements, fire flow formulas, (Studies show that FP revenues should be between 6 and 30% of total water revenues), cost allocations based on usage, assessment based and relative size of properties among other potential alternatives. The existing charging system is based on a modified form of assessment and although relatively consistent with the former PUC, may not provide the most equitable form of cost and revenue distribution. The inconsistency among the ICI sector has caused a significant level of confusion both within that group as well as the perception that this sector may be subsidizing the residential user group. (When factoring FP revenues with billings, the ICI group proportion of total revenues does increase to 53% of total revenues on consumption of 60%)

The review of charges and our attempt to provide a rational for distributing fire protection charges included averaging of FP charges across the ICI sector based on meter sizes and across the entire group as a whole.

Attachment 3 – Provides a summary of the various meter sizes used in the ICI sector with a summary of consumption, the water bill, fire protection charges and the wastewater charge. Use of the various meters to try and coordinate similar charges for fire protection does not provide a solution given the wide range in monthly FP charges.

Attachment 4 – Provides comparisons of 4 different samples of members within the ICI sector. The first shows two similar types of business. The level of fire protection is significantly different ranging from \$11.83 to \$52.62. The second comparator shows the difference in fire protection for two businesses with the same sized meter. As can be seen from the variance of \$564 significant adjustments would be required to provide some form of equity. The third comparator provides details on similar types of consumption with fire protection charges ranging from \$13.89 to \$33.89. The final comparator shows the difference in FP for two fast food restaurants similar in size and consumption. The variance in FP is approximately \$47. All the above noted charges are charged monthly and any changes based on any form of equalizing FP within the group projects significant increases to some users.

We then attempted to subdivide the FP charges into smaller subsets based on existing charges. The groupings were to minimize the differences between low and high charges. (FP charges between 1.12 and \$25, \$25 - \$50...) The increases are much lower than those in attachment 3 and maximize at \$768 per annum.

In addition to the above, we also allocated fire protection based on the overall level of consumption. The American Water Works Association in their analysis suggests that consumption can be used as a method to allocate cost recovery of fire protection charges. Our historical usage suggests that consumption approximates 60% ICI and 40% residential. Allocation of fire protection revenues (\$500,000 annually) based on consumption would generate a savings to the ICI community of \$100,000 with this reduction being recovered from the residential users at \$13.51 (\$1.12/month). Although this methodology is relatively simple in its implementation and is relatively painless to the

2015-082-08
2015 WATER RATE REVIEW

residential user group, it does not alleviate the problem of significant variances in FP charges to the ICI sector.

We also considered removing FP charges in their entirety. This attempt required significant adjustments to the rates being charged within both sectors to ensure consistent revenues were achieved for both the water and wastewater systems.

We also reviewed removing the charge over a five year period and allocating the reduction to the flat meter charge. Again this met most of our objectives but resulted in some significant increases to some users.

Fixed Revenues Equal Fixed Costs

As discussed above the most important objective of establishing a rate structure is to ensure the sustainability of the water system. This sustainability can be achieved through a combination of fixed or base rates and revenue based on level of consumption. Given the overall makeup of the water system in Brockville and the cost structure primarily being fixed in nature, a revenue system should be based on ensuring that fixed expenditures are considered as a rate system is developed. We have reviewed the level of expenditures for the 2014 year, (applicable to a number of years dating back to at least 2006) and have determined that fixed expenditures represent the majority of the expenditures for the utility. Conversely, the variable costs (costs that tend to vary with the quantity of water produced including chemicals, power costs and other costs associated with changes in quantity supplied) represent a proportionately smaller level of expenditures. Over the years, estimates of the level of fixed charges have varied from 75-95%, (depending on the definition of fixed costs and netting of "other revenues"). Regardless of the approach chosen, there will be customers that will benefit from the change and those that will experience an increase in charges. Subject to the flat rate chosen (presently flat charges recover between 42% and 59% of identifiable fixed costs) the charge allocated to low volume users will increase relative to the non-residential sector. This is a concern given that approximately 45% of our customers use less than the minimum monthly allotment of water. As mentioned previously, this may lead to affordability issues for many of our consumer base. Our review of costs based on the 2014 fiscal period suggests that the fixed component of costs exclusive of capital approximates 75%. Using this allocation to recover operating and capital costs results in an increase in the flat charge as follows:

	Existing at 168.24/year	Proposed at \$219/year
5/8"	14.02/ month includes 9m3	18.25/month
¾"	21.81/month includes 14m3	27.38/month
1"	35.83/month includes 23m3	45.63/month
1.5 in	70.11/month includes 45m3	91.25/month

2015-082-08
2015 WATER RATE REVIEW

2"	141.79/month includes 91m3	146.00/month
3"	319.43/month includes 205m3	273.75/month
4"	567.18/month includes 364m3	456.25/month
6"	1,276.16/month includes 819m3	912.50/month

(This model supports an increase to the 5/8" meter of \$51 per annum or 30% of the existing flat rate)
Summary of results

Residential Summary				
	Old Rate	New Rate	Difference	
Flat Charge	42.60	54.75		
Fire Protection	3.36	-		
Waste water surcharge	1.72%	1.22%		
Free Water	27m3	27m3		
Variable rate	\$ 0.8185	\$ 0.8900		
Water revenue collected	1,655,812	2,071,015	(415,203)	
FP collected	104,214	-	104,214	
Waste water revenue collected	<u>2,839,465</u>	<u>2,526,638</u>	<u>312,827</u>	
	<u>4,599,491</u>	<u>4,597,653</u>	<u>1,838</u>	
ICI Summary				
Flat Charge	Varies depending on size of meter			
Free Water	Varies depending on size of meter	0		
Variable Charge	First 227m3	\$ 0.772	1st 500	\$ 0.545
	Next 909	\$ 0.496	Next 500	\$ 0.850
	Excess	\$ 0.395	Next 2,500	\$ 0.400
			>3,500	\$ 0.360
Sewer Surcharge		1.72%	1.88%	
Water revenue collected	1,196,078	1,263,062	(66,984)	
FP collected	384,689	-	384,689	
Waste water revenue collected	<u>2,057,254</u>	<u>2,374,556</u>	<u>(317,302)</u>	
	<u>3,638,021</u>	<u>3,637,618</u>	<u>403</u>	
Total				
Total water revenue	3,340,793	3,334,077	6,716	
Total Wastewater revenue	<u>4,896,719</u>	<u>4,901,194</u>	<u>(4,475)</u>	
	<u>8,237,512</u>	<u>8,235,271</u>	<u>2,241</u>	

2015-082-08
2015 WATER RATE REVIEW

A further review of the impact on 2014 billings is as follows:

Residential decreases average \$2.33 per month for approximately 2,375 customers and increases of \$1.08 per month for the remaining customers.

Similarly, the ICI sector has 27 increases of \$1,000 or more on an annual basis (largest increase is \$5,450) and 43 decreases exceeding \$1,000 (largest decrease \$16,825). The average annual increase for 525 customers is \$435 with the average decrease for the 184 customers with a reduced bill is \$1,247.

Applying this methodology of recovering fixed costs through a level of fixed charges provides both stability and certainty with respect to long term sustainability of the water and wastewater systems. It allows for certainty in recovering fixed costs on a go forward basis and certainty in annual cost increases associated with fixed costs. It also allows for the potential of inducements for economic development opportunities.(a lower rate for high end users, discounts in first year of operation...)

Staff felt that given the potential impact on low volume users further review of fixed costs might provide for a more acceptable solution.

From a staff perspective, applying the principle of fixed revenues covering fixed costs in a normal environment provides us with the best theoretical, practical and explainable model. If we were to develop a new system, this would be a cornerstone of the model as well as establishing standards for equivalency in meter sizes. A uniform rate for all consumers would also be applied as all groups should be expected to fund the system in the same manner. We would also encourage the development of economic development tools within the rate structure that could encourage prospective development opportunities or to provide periodic benefits to existing customers.

FINANCIAL CONSIDERATION

The model chosen provides a consistent level of revenues for the water and wastewater system as the charging system presently in use. We have attempted to minimize fluctuations in annual billings as well as individual billings to maintain the overall level of revenues collected at the minimal impact to specific ratepayers. Using the rates as determined above, we have adjusted the 2014 budget to reflect the flat charge of \$219 for the 5/8" meter and used variable rates as discussed above. The net result is for a slight increase in overall revenues for both the water and wastewater systems.

CONCLUSION

The rate structure provided will generate a consistent level of revenues for the water and wastewater operations. The intent of the new model is to ensure that the systems are sustainable and provide relatively consistent billings as are presently enjoyed, remain in a competitive position relative to our comparator group, provide incentives for future economic development opportunities, provides fairness and equity within the user groups, is understandable and complies with regulations.

2015-082-08
2015 WATER RATE REVIEW



D. Dick CPA, CA
Director of Corporate Services

B. Casselman
City Manager

Equivalency Units in Meter Service

	Brockville	Proposed	AWWA	London	Cambridge	Hamilton	PUC	Welland	East Bay	Peterborough
5/8"	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3/4"	1.55	1.50	1.10	1.50	-	-	1.00	1.00	1.00	1.00
1"	2.56	2.50	1.40	2.50	2.50	2.50	1.00	1.40	1.61	1.84
1.5"	5.00	5.00	1.80	5.00	5.00	5.00	2.00	1.80	2.59	3.16
2"	10.11	8.00	2.90	8.00	8.00	8.00	3.00	2.90	3.79	4.47
3"	22.78	15.00	11.00	17.50	17.50	15.00	5.00	11.00	6.58	8.00
4"	40.44	25.00	14.00	30.00	30.00	25.00	10.00	14.00	10.56	16.18
6"	91.00	50.00	21.00	70.00	62.50	50.00	15.00	21.00	20.52	28.07

	No of meters	Equivalency Brockville	Equivalency Proposed
5/8" Monthly	74.00	74.00	74.00
5/8" Quarterly	345.00	345.00	345.00
3/4" Monthly	1.00	1.55	1.50
1" Monthly	87.00	222.72	217.50
1" Quarterly	17.00	43.52	42.50
1.5" Monthly	51.00	255.00	255.00
1.5" Quarterly	3.00	15.00	15.00
2" Monthly	90.00	909.90	720.00
3" Monthly	11.00	250.58	165.00
4" Monthly	3.00	121.32	75.00
6" Monthly	1.00	91.00	50.00
	683.00	2,329.04	1,960.50
Residential	7,400.00	7,400.00	7,400.00
Equivalency units	<u>8,083.00</u>	<u>9,729.04</u>	<u>9,360.50</u>

Attachment 2**Fire Protection**

	2014	2013	2012	2011
Revenues				
ICI	368,678	357,581	333,949	316,113
Residential	122,893	119,194	111,316	105,371
	<u>491,571</u>	<u>476,774</u>	<u>445,265</u>	<u>421,484</u>
Expenditures				
Hydrants	53,770	49,658	47,499	39,338
Other	26,000	25,750	25,500	25,000
	<u>79,770</u>	<u>75,408</u>	<u>72,999</u>	<u>64,338</u>

History suggest that the ICI sector is responsible for approximately 75% of FP revenue
The overall level of revenue far exceeds the level of expenditures.

Summary of Monthly billing for ICI Sector

	Consumption	Water Bill	Fire Protection	Waste Water	Total
5/8" meter					
Average	30.06	33.16	32.60	57.03	122.79
High	50.00	47.56	565.18	81.80	694.54
Low	3.00	14.02	1.12	24.11	39.25
1" meter					
Average	134.00	118.00	55.40	203.70	377.56
High	15.00	35.83	265.60	61.63	363.06
Low	11.00	35.83	1.12	61.63	98.58
1.5" meter					
Average	337.22	272.11	92.67	468.04	832.82
High	2,000.00	1,503.22	377.63	2,585.54	4,466.39
Low	140.00	147.83	8.81	254.27	410.91
2" meter					
Average	443.24	372.57	125.82	640.81	1,139.20
High	677.00	516.32	565.18	888.07	1,969.57
Low	1,070.00	723.03	7.55	1,243.61	1,974.19
3" meter					
Average	765.00	719.00	305.00	1,237.81	2,262.73
High	1,800.00	1,175.57	1,074.96	2,021.98	4,272.51
Low	21.00	319.43	-	549.42	868.85
4" meter					
Average	1,210.00	1,068.00	211.00	1,836.49	3,115.69
High	643.00	780.22	297.07	1,341.98	2,419.27
Low	1,801.00	1,357.12	60.42	2,334.25	3,751.79
5/8" meter billed quarterly					
Average	43.00	67.00	4.38	113.52	184.19
High	50.00	60.87	33.20	104.70	198.77
Low	-	42.06	3.36	72.34	117.76
5/8" residential					
			1.12		

Meter size	Low	High
5/8"	1.12	565.18
1"	1.12	265.6
1.5"	8.81	377.63
2"	7.55	565.18
3"	0	1,074.96
4"	60.42	297.07

Attachment 4**Sample of 4 members of ICI Group**

	Consumption	Water Bill	Fire Protection	Waste Water	Total
Similar Industry	96 18	85.19 21.39	52.65 11.83	146.53 36.79	284.37 70.01
Same meter size	3 50	14.02 47.56	1.12 565.18	24.11 81.8	39.25 694.54
Similar water useage	46 41	44.29 40.2	13.84 33.99	76.18 69.14	134.31 143.33
Fast Food Restaurant	405 441	325.76 344.7	37.77 84.33	560.31 592.88	923.84 1021.91

City of Brockville
Billings vs Consumption

	2014	2013	2012	2011	2010	2009	2008	2007
Consumption								
Residential	37.87%	1,068,878	1,170,881	1,252,000	1,216,448	1,233,720	1,293,796	1,309,603
ICI	59.60%	1,606,150	1,713,984	1,899,000	1,936,810	1,964,310	1,975,226	2,300,799
Etown/Rural	2.53%	125,000	133,050	141,000	46,282	46,939	47,654	50,550
	100.00%	2,800,028	3,017,915	3,292,000	3,199,539	3,244,969	3,316,676	3,660,952
Commercial	61.08%							
Say	60.00%							

The level of consumption at the residential level approximates 38% of total usage dating back to 2007

	2014	2013	2012	2011	2010	2009	2008	2007
Billings								
Residential	53.38%	1,573,563	1,509,790	1,456,925	1,360,058	1,399,105	1,411,340	1,421,820
ICI	43.39%	1,253,001	1,341,216	1,388,771	1,296,435	1,086,573	939,559	1,078,578
Etown/Rural	3.00%	151,756	147,352	141,173	47,014	47,450	47,924	49,844
	44.64%	2,978,320	2,998,358	2,986,869	2,703,507	2,533,128	2,398,822	2,550,242

The residential consumer is funding approximately 53% of total water billings

The existing level of fire protection is being funded 80:20 by the ICI sector and provides approximately \$500,000 in annual revenues.
Allocate 40% based on usage to residential and 60% to ICI sector.

	2014	2013	2012	2011	2010
Residential	47%	1,696,456	1,628,984	1,500,087	1,465,429
ICI	53%	1,621,679	1,698,797	1,722,720	1,612,548
		3,318,135	3,327,780	3,222,807	3,077,978

Residential sector responsible for 47% of revenues while using 38% of consumption

Fixed vs Variable

The majority of expenditures are fixed in nature.

Fixed costs would represent 85-95% of net costs.

Total expenses are net of other revenues of \$472,000

Net Expenses		3,864,312.00
Fixed	65%	2,511,802.80
	75%	2,898,234.00
	85%	3,284,665.20
	95%	3,671,096.40
Variable	35%	1,352,509.20
	25%	966,078.00
	15%	579,646.80
	5%	193,215.60
Fixed costs per user		
	65%	268.34
	75%	309.62
	85%	350.91
	95%	392.19

Revenues generated using this model			Actual Fixed @monthly rates		Additional Revenues
5/8" Monthly	74.00	350.91	25,967.12	12,449.76	(13,517)
5/8" Quarterly	345.00	350.91	121,062.92	58,042.80	(63,020)
3/4" Monthly	1.50	350.91	526.36	261.72	(265)
1" Monthly	217.50	350.91	76,322.28	37,406.52	(38,916)
1" Quarterly	42.50	350.91	14,913.55	7,309.32	(7,604)
1.5" Monthly	255.00	350.91	89,481.29	42,907.32	(46,574)
1.5" Quarterly	15.00	350.91	5,263.61	2,523.96	(2,740)
2" Monthly	720.00	350.91	252,653.06	153,133.20	(99,520)
3" Monthly	165.00	350.91	57,899.66	42,164.76	(15,735)
4" Monthly	75.00	350.91	26,318.03	20,418.48	(5,900)
6" Monthly	50.00	350.91	17,545.35	15,313.92	(2,231)
	1,960.50	350.91	687,953.22	391,931.76	(296,021)
5/8 residential	7,400.00	350.91	2,596,711.98	1,244,976.00	(1,351,736)
	9,360.50		3,284,665.20	1,636,907.76	(1,647,757)

Variable revenue required	579,646.80
----------------------------------	-------------------

Use of \$350 as a flat rate for 5/8" meters results in significant increases to 5/8" consumers



The website declined to show this webpage

HTTP



NEWS LOCAL

Xingston vows to balance water rates



By Paul Schliesmann, Kingston Whig-Standard
Wednesday, January 14, 2015 4:29:29 EST PM



The city's Infrastructure committee has endorsed the lowering of water costs for homeowners while raising them for commercial and industrial customers

However, the chairman of the Environment, Infrastructure and Transportation Policies committee would like to see the equalization between the rates happen faster — a decision that could be made during next week's 2015 budget deliberations.

"If it's a question of equity, I hoped it would happen sooner," Coun. Jim Neill said.

"It's up to council at budget to decide if we want to amend it. I would support equity across the classes in four years, or five or six years."

Councillors heard from Utilities Kingston CEO Jim Keech on Tuesday that city homeowners pay among the highest water and wastewater costs in Ontario — \$1,005 a year, compared to the provincial average of \$858.

At the same time, rates for commercial and industrial customers are among the lowest.

Keech's report recommends an initial four-year reduction for homes and increases for businesses that would still not achieve equalization.

That would take place over 10 years, because utilities officials and councillors are concerned about the added financial burden on businesses.

"The problem now is the differential is too great. It should be a matter of fairness (where) each customer class pays its fair share," Keech said.

No one knows how homeowners came to shoulder the burden for water rates.

"The genesis of this happened long before my time," Keech said. "We've been carrying through with the rates as they were."

His speculation is that commercial charges were kept low "to promote economic development."

Utilities Kingston staff found that residential water users are paying \$1.07 for every \$1 of cost associated with the system — and \$1.26 for wastewater treatment.

Larger companies are paying just 68 to 87 cents per dollar for water — and only 59 to 76 cents for wastewater services.

Commercial water users pay three different rates based on the size of their meters.

Overall, the goal is to have everyone pay rates that fall on the low end of the provincial averages.

Now in his third term on council, one of which was in the 1990s, Neill said this was the first time he'd seen the comparison costs showing the rate disparities.

"I was surprised at how high the residential rates are and how low the commercial and industrial rates are," he said.

"I think previous councils probably were more inclined to feel that to attract commercial-industrial, it was important to keep those rates down."

A portion of the water and wastewater charges goes toward sewer and water maintenance and construction.

Kingston spends, on average, about \$10 million a year on capital expenditures such as pumping station upgrades and installing new underground pipes.

There are also plans for an \$80-million water treatment plant in the west end that would be half paid out of development impost fees and half from rate charges.

Neill described much of Kingston's sewer system as "19th century" technology and he believes city council — with its ongoing 1% tax increase dedicated to infrastructure upgrades — is on the right course to modernization.

He said the recent interest by yogurt maker Chobani in coming to Kingston was based on the fact that the city "had the water and sewer capacity for that kind of operation."

"They knew they would come here paying higher taxes," Neill said, "but they were going to be able to have a business that could expand."

The infrastructure committee approved the Utilities Kingston plan unanimously, Neill said, with the intention of discussing the phase-in time next week.

It still requires full council approval.

"All we're doing is making a recommendation, but we still have an opportunity to tweak it during the budget," he said.

"You would have to say residential rates are subsidizing commercial and industrial rates. I don't disagree with the idea of a phase-in. We couldn't just do it cold turkey."

Neill said utilities staff are committed to working with industrial/commercial users to help them find ways to conserve as the water rates begin to rise.

paul.schllesmann@sunmedia.ca



Reader's comments »

If you already have an account on this newspaper, you can login to the newspaper to add your comments.

By adding a comment on the site, you accept our terms and conditions and our netiquette rules.

City of Ottawa councillors and staff want to change the way we pay for water and sewers, but they are still exhibiting the same fuzzy thinking that got the city into trouble in the first place.

The issue is that the city's water and sewer rates don't bring in enough money to cover the cost of operating and repairing the system. There was a \$22-million shortfall in revenue last year, almost seven per cent of the budget. Over the last three years, the cumulative shortfall is more than \$36 million. That has forced the city to cut back some repairs and borrow to complete others.

The gap between spending and revenue is the result of a deliberate and poorly thought out strategy by the city. A decade ago, it launched an aggressive program of water rate increases while strongly pushing water conservation. Water use has declined by 14 per cent. Over those 10 years, the city has nearly doubled the cost of water. Given that, it's hardly surprising that people would use less of it, leaving the city short of revenue.

The fundamental flaw of Ottawa's pay more, get less system was flagged by the city's auditor general in 2008, but council is only now getting around to doing something about it. Apparently it has taken that long to upgrade meters and billing software to handle a new system.

City staff propose a new billing approach that will combine a fixed fee with a charge based on how much a household uses. That will help, but a fundamental question remains: Is the city in the water selling business or the water conservation business?

Politicians, and no doubt much of the public, love the idea of water conservation because, as Mayor Jim Watson put it the other day, it's good for the environment.

This would be true in drought-stricken California, but not in Ottawa, where we are fortunate enough to be adjacent to a major river. Ottawa's water needs remove less than one per cent of the flow of the Ottawa River. Even if we took no water at all, the fresh water of our river would continue to dump into the ocean, becoming useless for human consumption. There is simply no meaningful environmental gain from conserving water here.

Nor is there any system capacity issue that should encourage us to use less water. Ottawa's two water treatment plants have a combined daily capacity of 760 million litres per day. Last year, the highest daily production was 356 million litres.

Nevertheless, the city continues to beat the water conservation drum. The city's water efficiency strategy actually calls water a "non-renewable resource." Have they heard of rain?

The water efficiency fixation has led city staff to propose a number of complex ways to charge us for water. They include factors such as time of year, time of day and type of user. Staff will

contemplate tiered rates that charge you a higher rate as your use goes up. They will even consider charging you extra if you use more water than your household typically consumes.

The cost of producing a litre of water doesn't significantly vary with time of day, time of year, or type of user. Why should the price?

The city will now spend considerable time and \$220,000 to prepare a plan for water and sewer billing. Why not keep it simple? Charge a fixed fee that covers the water and sewer pipe costs and a water rate that reflects the real cost of producing water.

Environment committee chair David Chernushenko concedes that water conservation isn't the most important factor in the city's plan to revamp water and sewer rates. You'd never know it from the city's report and its rhetoric. Chernushenko argues that if the city tells people on the main system that there is plenty of water available, that would confuse people who rely on wells.

Maybe, but it's more likely that it's just harder to tell people the truth about water in Ottawa after a decade of championing useless conservation, even when it undermined the city's ability to pay its costs.

The city is exploring options for a new approach to billing for water and sewer services in Ottawa after a revenue shortfall last year left a \$22-million hole in the budget.

Drinking water, sanitary and stormwater services combined were to generate \$318.5 million in revenue in 2014, but the forecast used by the city treasury to draft the 2015 budget earlier this year showed that the city collected \$296.7 million — a shortfall of \$21.8 million.

That came on the heels of a shortfall in 2013.

The impact of that lost revenue compounds, meaning the accumulation of more debt down the line. And that's what has prompted the call for a new approach.

What's the issue?

Ottawa, like other places in Ontario, has seen a decrease in water sales in recent years due to various conservation efforts — everything from changes to the provincial plumbing code for new construction and retrofitting existing homes to increasing environmental awareness and adoption of new gardening practices and water-efficient appliances.

Despite a growth in the number of households being serviced consumption has fallen 14 per cent between 2005 and 2014.

Put another way, water consumption levels today are roughly what they were in 1980.

Yet whether residents use a cubic metre of water or a hundred cubic metres, the cost of maintaining the pipe infrastructure and water treatment facilities is the same.

Reduced consumption means less revenue, which in turn means less money to maintain assets, some of which are more than 60 years old and need repair or replacement.

Under the city's long-range financial plan, it planned to spend \$2.7 billion on water and sewer projects between 2012 and 2022, with the vast majority of those dollars targeted for renewal projects.

How are water bills currently calculated?

The current rate structure is called uniform volumetric billing. Customers are charged a single rate based on the volume of water consumed. Ottawa is one of only four of the 25 larger municipalities in Ontario that still relies on this billing model.

Bills are sent out every two months and include three charges: water charge, which averages \$60 per household, sewer charge, which averages \$70 per household, and a fire supply charge, which is typically \$7 per bill (per household).

What are the options for a new rate structure?

There are several to consider.

A fixed charge plus tiered volumetric block — in other words, a base rate plus a variety of possible sliding scales based on how much a household uses — is most commonly used in larger municipalities in Ontario. This would involve a combination of usage-dependent and usage-independent charges, with the fixed service charge varying by meter size.

A fixed charge plus uniform volumetric billing would keep part of the current billing structure, but add a base fee that all customers would pay.

Will it cost more?

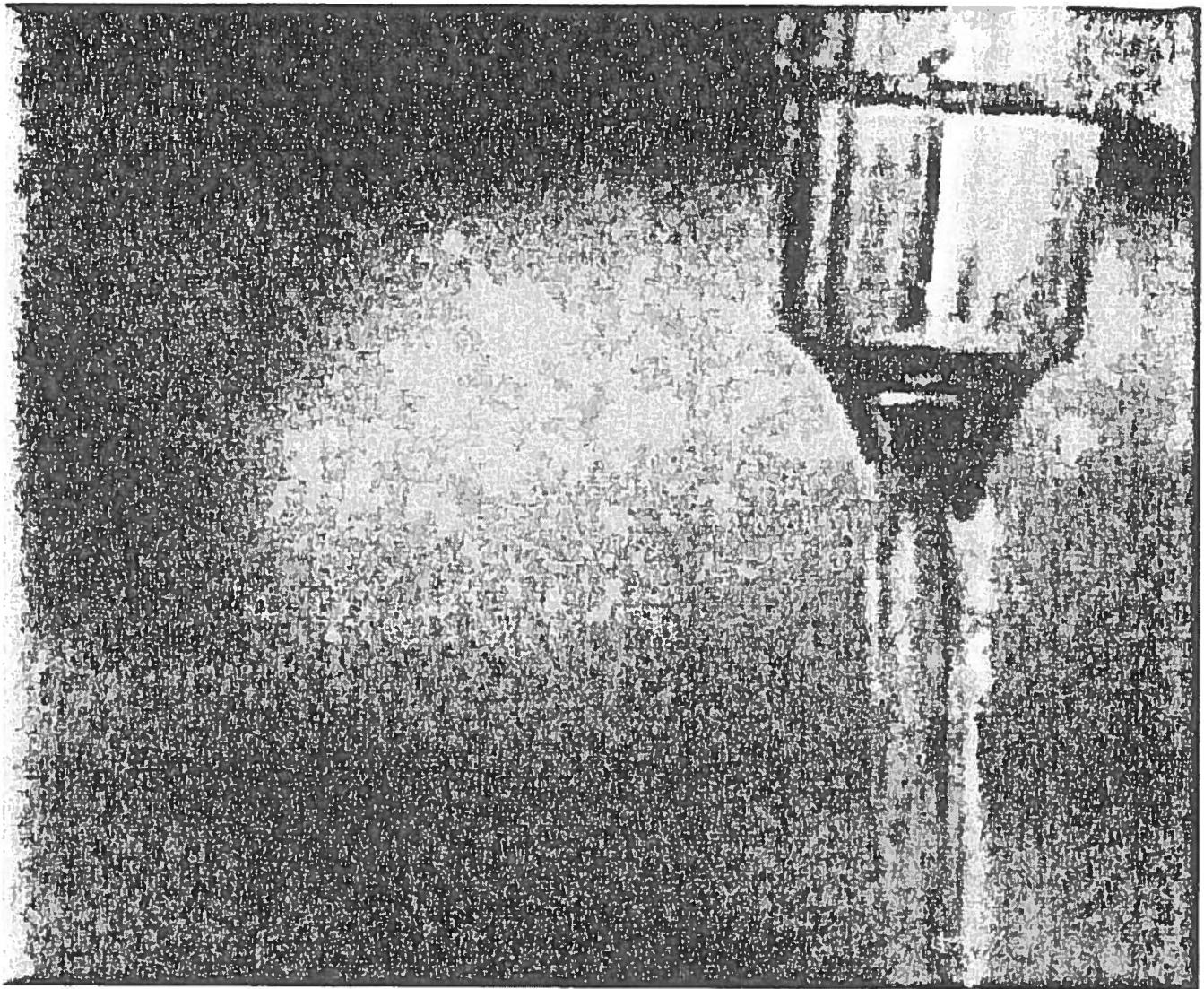
Hard to say yet. According to deputy city treasurer Isabelle Jasmin, the point of the upcoming review is to look at the impact of the various rate structures. “We’ll look at all of them and understand what the impacts would be on a regular, average bill and at every level,” she said.

What’s next?

The environment committee will be asked next week to approve a review of the current structure.

Such a review would include a study of the effectiveness of the existing rate structures, a review of practices used across the province, industry best practice research, and development of a recommended new rate structure.

The city would also host public open houses in the fall to explain the various rate options studied and how they were evaluated before a final decision by council is made.



The average water bill for Ottawa homeowners is expected to be \$852 this year - about \$150 more than it was three years ago.

Ottawa city staff are asking councillors to approve a review of how the city charges for water, saying the current system is unsustainable.

Water rates have been increasing at an average rate of six and a half per cent per year to help pay for upgrades to the city's aging water and sewage system.

In 2012 the average household paid a total of \$701 a year for water usage, the sewer surcharge and fire supply fees. In 2015 that number is expected to be about \$852.

The bulk of that cost is based on water usage. Even the sewer surcharge is calculated as a percentage — 117 per cent — of the water usage bill.

Costs reliable, but revenue isn't: Chernushenko

City staff say that creates a dilemma — since in recent years revenues have dropped as people in the city have been using less water.

So staff are asking councillors for permission, and guidance, to come up with a new rate structure.

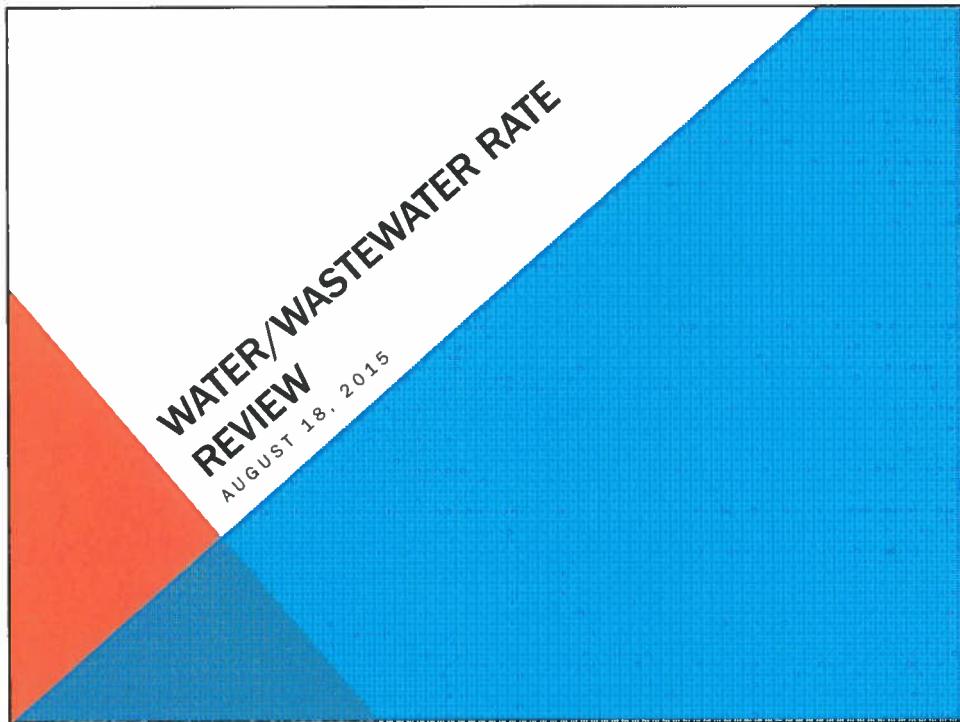
Most large municipalities in Ontario have already switched to a fixed fee component, plus an amount based on how much water residents consume.

Another consideration of the review is the fee to handle stormwater, for example the run-off from driveways. Staff say one possible option is linking the stormwater charge to the size of a property.

Councillor David Chernushenko, the chair of the environment committee, says he supports the review.

"Because of declining levels of water consumption and quite unpredictable levels there isn't a reliable source of revenue to pay for the reliable system that the city wants, people want and, in fact, the city is legally obliged to provide," he said.

If approved, the review would include public consultations in the fall, and be finished by April of next year.



W/WW RATE REVIEW

Rates have been hot button item for a number of years
Chamber has been critical of rate structure since PUC transferred to City
Councillors have requested review of rates over the years
In 2003/04 a detailed study of water rates was conducted by water rate committee
Presented to council but no recommendation made at that time

W/WW RATE REVIEW

Three main components of a water rate system include:

Equivalency ratio

Flat Charges

Variable costs

Many systems include other charges including fire protection, area charges, low income affordability rates, economic development rates miscellaneous charges...

W/WW RATE REVIEW

Based on Chamber presentation(s) to council, staff was directed to review rates for water/wastewater systems

Staff have prepared in excess of 70 different potential funding models using a variety of variables including different rates for residential and non-residential user groups, moving fire protection charges from ICI to residential users, eliminating fire protection charges, use of uniform rates across all user groups, use of fixed revenues based on % of fixed costs...

Most of these attempts at establishing equitable rates resulted in (significant) increases and decreases to many customers within each user group

W/WW RATE REVIEW

A number of Ontario municipalities are reviewing existing rate structures and engaging in similar types of reviews

Ottawa has experienced significant operating losses based on existing rates based on variable charges

Kingston is reviewing their rates based on the relative comparativeness specifically residential

North Bay is reviewing rates and has agreed that rates for residential and non-residential can be different.

W/WW RATE REVIEW - OBJECTIVES

Competitive

Sustainable

Consistent revenue streams

Understandable

Economic development considerations

Comply with regulations

Fairness and equitable

Predictable

Manageable

W/WW RATE REVIEW

BMA Study Rate comparisons

	Res	Comm	Ind	Ind	Ind
		10,000m3	30,000m3	100,000m3	500,000m3
Brockville	\$505	\$19,536	\$47,957	\$133,647	\$606,437
Average	\$858	\$28,849	\$84,510	\$273,931	\$1,344,195
Minimum	\$354	\$9,673	\$27,369	\$68,237	\$272,512
Ranking	(5)	(14)	(7)	(5)	(6)

W/WW RATE REVIEW

Main area of concern is the perceived inequity between overall charges to residential vs non-residential user groups

Chamber has felt that the ICI group has been subsidizing the residential user group

Our review indicates significant inconsistencies within ICI sector, caused by Fire Protection Charges, no similar discrepancies within Residential group

No formal charging mechanism since PUC transfer to City other than annual council budget approvals

City staff has attempted to provide equity in terms of new ICI customers since ownership transfer

Significant variations in FP rates being charged within sector

W/WW RATE REVIEW

Residential consumption averages 38% with revenues representing 51% of water Billings ICI uses ~57% of water and pays ~43%

Consumption	2014	2013
Residential	1,068,878	1,170,881
ICI	1,606,150	1,713,984
Etown/Rural	125,000	133,050
	<u>2,800,028</u>	<u>3,017,915</u>

Revenues	2014	2013
Residential	1,573,563	1,509,790
ICI	1,253,001	1,341,216
Etown/Rural	151,756	147,352
	<u>2,978,320</u>	<u>2,998,358</u>

W/WW RATE REVIEW

Fire Protection	2014	2013	2012
ICI	368,678	357,581	333,949
Residential	122,893	119,194	111,316
	<u>491,571</u>	<u>476,774</u>	<u>445,265</u>

Fire Protection Costs	2014	2013	2012
	53,770	49,658	47,499
	26,000	25,750	25,500
	<u>79,770</u>	<u>75,408</u>	<u>72,999</u>

The ICI sector is providing approximately 75% of "fire protection" revenues

W/WW RATE REVIEW

The present system has a flat rate (equivalency) which includes a quantity of free water

45% of residential customers use less than quantity included in flat charge

Consumption beyond predetermined levels is priced based on a declining rate structure over 3 separate volumes of water

Flat rate charges are relative to the cost of 5/8" meter

These ratios are consistent with those used prior to City taking over PUC

Industry has standards based on smallest meter in service

W/WW RATE REVIEW

Current Charges

5/8" Meter Includes 9m ³ free	1" Meter Includes 23m ³ free	1.5" Meter Includes 45m ³ free	2" Meter Includes 91m ³ free	3" Meter Includes 205m ³ free
14.02	35.83	70.11	141.79	319.43

Flat charge billed monthly for ICI and quarterly for residential, includes minimum charge
And consumption charge for excess water consumed

First 227m ³	.818
Next 909m ³	.526
Balance	.419

W/WW RATE REVIEW

Equivalency

	Brockville	Proposed	AWWA	London	Cambridge	Hamilton
5/8"	1	1	1	1	1	1
3/4"	1	1.5	1.1	1.5	-	-
1"	2.56	2.5	1.4	2.5	2.5	2.5
1.5"	5	5	1.8	5	5	5
2"	10.11	8	2.9	8	8	8
3"	22.78	15	11	17.5	17.5	15
4"	40.44	25	14	30	30	25
6"	91	50	21	70	62.5	50

The proposed rate is similar in proportion to those used in Cities across the Province.
We have also reviewed rates in other provinces and States with similar results.

The equivalency is important in determining relative charges and should be based on fixed cost recovery.

W/WW RATE REVIEW

Equivalent Units

	No of meters	Equivalency Brockville	Equivalency Proposed
5/8" Monthly	74.00	74.00	74.00
5/8" Quarterly	345.00	345.00	345.00
3/4" Monthly	1.00	1.00	1.50
1" Monthly	87.00	222.72	217.50
1" Quarterly	17.00	43.52	42.50
1.5" Monthly	51.00	255.00	255.00
1.5" Quarterly	3.00	15.00	15.00
2" Monthly	90.00	909.90	720.00
3" Monthly	11.00	250.58	165.00
4" Monthly	3.00	121.32	75.00
6" Monthly	1.00	91.00	50.00
	683.00	2,329.04	1,960.50
Residential	7,400.00	7,400.00	7,400.00
Equivalency units	8,083.00	9,729.04	9,360.50

W/WW RATE REVIEW

The proposed equivalency factor results in a change in the proportional recovery of fixed costs.

Theory suggests that costs to be recovered are spread over the equivalent number of units

W/WW RATE REVIEW

Fire Protection Charges

These represent the charges made to recover the cost of providing fire protection to user groups. Charges typically include direct capital and maintenance costs for fire hydrants as well as indirect costs for supply, treatment, transmission and distribution of water. Essentially it is a standby service (insurance) that the utility makes available on demand.

W/WW RATE REVIEW

Fire Protection Charges

The former PUC collected 2.46 mils as part of the general property tax collected from all taxable properties in the City. This cost was intended to recover the cost of providing fire protection at the residential level based on 750 to 1,000 gallons per minute.

A charge of \$.56 per \$1,000 of assessment to the ICI sector to a maximum value of \$420 based on an upset assessed value of \$750,000.

Since that time, residential charges have remained constant subject to annual increases.

ICI sector based on "similar" type of property

W/WW RATE REVIEW

Variances in FP Charges at meter level

Meter size	Low	High
5/8"	1.12	565.18
1"	1.12	265.6
1.5"	8.81	377.63
2"	7.55	565.18
3"	0	1,074.96
4"	60.42	297.07

W/WW RATE REVIEW

Variances in FP Charges at meter level

	Consumption	Water Bill	Fire Protection	Waste Water	Total
Similar Industry	96	85.19	52.65	146.53	284.37
	18	21.39	11.83	36.79	70.01
Same meter size	3	14.02	1.12	24.11	39.25
	50	47.56	565.18	81.8	694.54
Similar water usage	46	44.29	13.84	76.18	134.31
	41	40.2	33.99	69.14	143.33
Fast Food Restaurant	405	325.76	37.77	560.31	923.84
	441	344.7	84.33	592.88	1021.91

W/WW RATE REVIEW

The existing system is primarily based on fixed costs

Essentially this suggests that overall number of users plays a minimal role in the costs that need to be recovered from customers

Based on a series of reviews over time, fixed costs are estimated to be between 75-95% of total costs

Costs continue to increase in spite of consumption decreases

The system has seen consumption decreases of 27% (billed) over the past 11 years

Costs continue to increase based on inflationary increases as well as infrastructure improvements

W/WW RATE REVIEW

The majority of expenditures are fixed in nature.
Fixed costs would represent 85-95% of net costs.
Total expenses are net of other revenues of \$472,000

Net Expenses			3,864,312.00
Fixed	75%	2,898,234.00	
	85%	3,284,665.20	
	95%	3,671,096.40	
Variable	25%	966,078.00	
	15%	579,646.80	
	5%	193,215.60	
Fixed costs per user			
	75%	309.62	
	85%	350.91	
	95%	392.19	

W/WW RATE REVIEW

Use of 85% fixed costs resulted in significant increases to a number of customers.

Increases of such a magnitude that phase-in still may cause financial hardship

Review of 75% model also resulted in significant increases despite use of various variable rates to try and mitigate extent of increases

Next model reduced fixed expenditures by capital costs (variable) at 85, 75 and 65%

Fixed vs Variable (Capital considered variable) 75% of net fixed costs			
W/WW RATE REVIEW- 75%			
Net Expenses		3,864,312.00	
Capital		1,131,000.00	
Net expenses to be recovered		<u>2,733,312.00</u>	
Fixed	75%	2,049,984.00	1,932,156.00
Variable	25%	683,328.00	
Fixed costs per user			
	75%	219.00	
Variable rates	Residential	.89 beyond 27m3	
	Commercial	1st 500m3	0.545
		next 500m3	0.850
		next 2,500m3	0.400
		excess over 3,500m3	0.360

W/WW RATE REVIEW

Residential increases (5,000) average 1.08/month with decreases (2,400) averaging 2.33/month

Largest ICI annual increase \$5,450 with largest decrease \$16,825.

27 customers increase >\$1,000, (avg. \$525)

43 customers see decreases of >\$1,000 (average decrease is \$435)

W/WW RATE REVIEW

Residential Summary		Old Rate	New Rate	Difference
Water revenue collected		1,655.812	2,071.015	(415.203)
FP collected		104.214	-	104.214
Waste water revenue collected		2,839.465	2,526.638	312.827
		<u>4,599.491</u>	<u>4,597.653</u>	<u>1.838</u>
ICI Summary				
Water revenue collected		1,196.078	1,263.062	(66.984)
FP collected		384.689	-	384.689
Waste water revenue collected		<u>2,057.254</u>	<u>2,374.556</u>	<u>(317.302)</u>
		<u>3,638.021</u>	<u>3,637.618</u>	<u>403</u>
Total				
Total water revenue		3,340.793	3,334.077	6,716
Total Wastewater revenue		<u>4,896.719</u>	<u>4,901.194</u>	<u>(4,475)</u>
		<u>8,237.512</u>	<u>8,235.271</u>	<u>2,241</u>

MONTHLY FLAT RATE

Meter	Equivalency Factor	Fixed Costs less offset revenue			Less capital assets		
		Existing	85%	75%	85%	75%	65%
		Brockville	Proposed				
5/8"	1.00	1.00	14.02	29.24	25.80	20.68	18.25
3/4"	1.55	1.50	21.73	43.86	38.70	31.03	27.38
1"	2.56	2.50	35.89	73.11	64.50	51.71	45.63
1.5"	5.00	5.00	70.10	146.21	129.01	103.42	91.25
2"	10.11	8.00	141.74	233.94	206.42	165.47	146.00
3"	22.78	15.00	319.38	438.63	387.03	310.26	273.75
4"	40.44	25.00	566.97	731.06	645.05	517.09	456.26
6"	91.00	50.00	1,275.82	1,462.11	1,290.10	1,034.18	912.52
		Fixed Revenues	1,636,908	3,284,665		2,323,315	2,049,984
							1,776,652

July 21, 2015

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – July 21, 2015

2015-069-06

2015 Policy for Collection of Property Tax and Water and Waste Water Charges

**D. DICK
DIRECTOR OF CORPORATE SERVICES
L. FERGUSON
MANAGER OF FINANCE
S. FABER
REVENUE SUPERVISOR/TAX COLLECTOR**

RECOMMENDED

THAT the Policy for Collection of Property Taxes and Water and Waste Water Charges be accepted.

PURPOSE

To have Council approve the Policy for Collection of Property Taxes and Water and Waste Water Charges.

BACKGROUND

It has been several years since the policies for collection of property taxes and water and waste water charges have been reviewed. There are several areas where the methods of collection can be changed to increase the effectiveness in the way the tax and water billings are collected as well as increasing the efficiencies of the revenue department.

ANALYSIS/OPTIONS:

The attached document outlines the methods of payment available and provides guidance to staff on the procedures pertaining to the collection of realty taxes, water and waste water charges. The policy's design and implementation is in accordance with governing legislation as well as our own water and waste water by-laws.

POLICY IMPLICATIONS

The policy supports the establishment of fair and equitable processes when collecting overdue taxes and water and waste water charges.

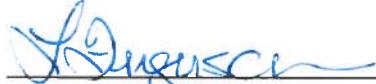
FINANCIAL CONSIDERATIONS

This policy allows for the collection of outstanding arrears on both property taxes and water and sewer billings. At present the arrears for water and waste water charges alone are in excess of \$900,000 of which approximately \$200,000 are deemed to be uncollectible. By implementing some changes in the procedures, new methods will improve billing and collection as well as provide for more effective ways to lessen arrears.

CONCLUSION

Implementing a revised policy for the collection of property taxes and water and waste water charges will not only lessen the arrears on these accounts, it will increase the effectiveness and service of the billing process and increase the City's cash flow.


S. Faber, AMCT
Revenue Supervisor/Tax Collector


L. Ferguson, CPA, CGA
Manager of Accounting


D. Dick, CPA, CA
Director of Corporate Services


B. Casselman
City Manager



BROCKVILLE
CITY OF THE 1000 ISLANDS

CITY OF BROCKVILLE

**Property Tax and Water and
Waste Water Billing
Collection Policy**

July 2015

**CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES
AND WATER AND WASTE WATER CHARGES**

TABLE OF CONTENTS

Introduction.....	2
--------------------------	---

SECTION 1: Overview of policy, procedures, and implementation

Purpose.....	2
Legislative Authority.....	2
Definitions.....	2
Administration.....	3

SECTION 2: Tax billing and payments

Billing; Interim and Final.....	4
Supplementary and Omitted Assessments.....	4
Important Dates.....	5
Payment Options	5
Pre-Authorized Payment Plan.....	6
Late Payment Charges.....	6

SECTION 3: Collection procedures on tax arrears

Collection Methods.....	7
Steps Involved.....	8
Extension Agreements.....	9
Tax Sale of Land.....	9
Public Tender – Sale of Land Process	10

SECTION 4: Write-Offs

Vesting.....	11
Minimum Balance.....	11
MPAC Adjustments.....	11

SECTION 5: Water Billing and Payments

Billing.....	13
Payment Options.....	13
Methods and Procedures.....	14
Methods of Collection.....	14
Meter Installation.....	15
Meter Repairs and Maintenance.....	15

APPENDIX:	1: Pre-Authorized Payment Plan Application - Taxes
	2: Pre-Authorized Payment Plan Application - Water
	3: Vacancy Rebate Form

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Introduction

This Policy was developed to provide guidance to staff on the procedures pertaining to the collection of realty taxes and water and waste water service charges. It is designed to be implemented in accordance with the governing legislation. Should there be any incongruences between the Policy and the governing legislation, the provisions of the governing legislation will prevail.

Overview of policy, procedures, and implementation

Purpose: The guidelines contained in this policy serve as a basis for decision-making relating to tax and water and waste water charges collection procedures for all property owners within the City of Brockville. It will also support the establishment of fair and equitable processes when collecting overdue taxes and water and waste water charges by outlining a standardized approach of how such payments will be applied.

Legislative Authority: This policy is written in compliance with *The Municipal Act, S.O. 2001*, (The Act) Parts VIII, IX, X, XI and XII in particular, related Ontario Regulations made under The Act, The Planning Act, The Assessment Act and applicable Municipal by-laws, as amended.

Definitions:

"Additions to the Roll" means fees and charges imposed by the municipality, upper-tier municipality or local board, respectively, added to the tax roll to be collected in the same manner as municipal taxes. This includes the fees and charges for the supply of a public utility under Section 398(2)1 of the Municipal Act, S.O. 2001.

"Cancellation Price" means an amount equal to all the tax arrears owing, including any other fees and charges added to the tax account in respect of land together with all current real property taxes owing, interest and penalties thereon and all reasonable costs incurred by the municipality after the treasurer becomes entitled to register a tax arrears certificate.

"Extension Agreement" is a contract between the Municipality and the registered owner of the property to obtain information for collection purposes and/or collect tax arrears including, but not limited to, title search fees, corporate search fees, registered or certified mail, administrative charges, legal costs and tax sale costs.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

"Municipal Tax Sale" is the sale of land for Tax Arrears according to proceedings prescribed by the Act and Ontario Regulation 181/03.

"Property Taxes" means the total amount of taxes for municipal and school purposes levied on a property and includes other amounts added to the tax roll as may be permitted by applicable Provincial legislation, including but not limited to, outstanding fines under the Provincial Offences Act; charges pursuant to the Property Standards By-law with authority provided by The Building Code Act; and fees and charges related to false alarms, grow-operations and/or water and waste water services charges.

"Tax Arrears" means any portion of property taxes that remain unpaid after the date on which they are due.

"Third Party Cheque" is defined to be a cheque payable to another party other than the City of Brockville.

"Treasurer" is the person appointed by the Municipality who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by Council.

Administration: This policy is administered by the Finance Department, where, the Treasurer is responsible to ensure outstanding Property Tax and Water and Waste Water Charge collection procedures are performed in accordance with this policy and all applicable legislation. In addition, the Treasurer, or designate, is responsible to:

- ensure this policy remains consistent with current legislation;
- ensure applicable staff are aware of and trained on this policy including any revisions;
- ensure this policy is used in a consistent and equitable manner; and
- ensure tax and water and waste water collection processes on overdue accounts are performed in accordance with this policy.

The Finance Department will provide the CAO and Council, on an annual basis or as otherwise directed, a list of properties against which Tax Arrears Certificates are eligible for or have been registered, a Tax Billing and Collection Summary, and a Tax Reduction Report (Section 357/358). Additional information should be requested from the Treasurer.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Tax Billing and Payments

Billing: A levying by-law passed by Council is required in advance of either an Interim or Final Tax billing. Issued billings are to meet all requirements of the provincially legislated standard tax bill. As required by The Municipal Act, tax billings must be post-marked and mailed no later than twenty-one (21) calendar days prior to the date of the first installment due date; however, when possible, a thirty (30) day notice will be provided. Contents of the tax bill is to be in accordance with The Municipal Act, Section 343.

- Interim Bill – based on 50% of the annualized taxes of the property for the previous calendar year. Does not include local improvement and special charges levied, however service area rates will be incorporated in this calculation.
- Final Bill – based on the phased-in assessed value for the current year as provided by the Municipal Property Assessment Corporation (MPAC), the appropriate tax rate, all local improvement charges, service area rates, and any special charges levied. Final tax billings are produced subsequent to the passing of the annual municipal budget and are based on the rates established by the by-law from budget requirements of the Municipality and the Minister of Finance in relation to education.

Supplementary and Omitted Assessments: Supplementary tax bills are issued and mailed in the same manner as the Interim and Final tax bills with the exception of a separate levying where a by-law is not required. The number of installments and due dates of the supplementary bills will be determined by the Treasurer. Penalties and interest charges will be assessed on supplementary taxes that are owing past their due date.

There are two sections of The Assessment Act that allow for taxation of rateable property not included in the annual revised assessment roll. They deal with omissions and additions to the roll.

- Omissions – Section 33 of The Assessment Act allows for the taxation of real property that has been omitted from the roll. The provision allows for taxation in the current year, plus a maximum of the two preceding years.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

- Additions – Section 34 of The Assessment Act allows for the taxation of assessment that has increased in value or has been added after the return of the last revised roll. These taxes apply to the current year only.

Important Dates: Due dates for the payment of property taxes shall be dependent, in the case of a final bill, on the final approval of the budget by Council and the subsequent passing of the levying by-law.

Notwithstanding fluctuations as a result of the budget approval or other unforeseeable delays, tax billing due dates will normally be as follows:

- Interim Bill: The last business day of February
- Final Bill: The last business day of August

Payment Options: Payments may be in the form of cash, cheques, money orders, bank drafts, pre-authorized payment plans, internet and telephone banking made payable to the City of Brockville. Taxpayers are responsible for any fees and charges that may be imposed when making payments. Payments must be made by the due date in order to avoid late payment charges.

Property taxes may be paid at most major financial institutions, at the City of Brockville revenue office (Monday to Friday, between 8:00am - 4:00pm), after hours in the City Hall drop box (cheques only) or via mail to:

City of Brockville
1 King Street West
PO Box 5000
Brockville, Ontario K6V 7A5

Cheques which are post-dated will be accepted and held by the Finance Department until the date indicated on the cheque. If the payer should request that the post-dated cheque not be processed, the Municipality should be contacted at least three (3) business days prior to the date indicated on the cheque. If proper advance notice is not received, staff will attempt to retrieve the payment before processing. In the circumstance of a failed attempt to retrieve the cheque before processing, the payer will be encouraged to issue a stop payment on their cheque, however, applicable return cheque fees will apply.

A cheque made payable to the property owner and the City of Brockville is not considered to be a third party cheque and is accepted as payment.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Refunds will not be issued for cheques received in excess of the amount due. The property owner must provide the Municipality with a written letter requesting a refund accompanied by the owner's signature and forwarding mailing address.

Pre-authorized Payment Plans: Taxpayers whose property tax account is not in arrears may pay current taxes through 12 monthly pre-authorized electronic payments from January through December, or through a pre-authorized electronic payment on the due date. Properties enrolled in the pre-authorized payment plan are subject to a service fees in accordance with the municipality's Fees and Charges By-Law. Pre-authorized monthly payments are not subject to any late payment charges for the non-payment of taxes on the due dates. Go to Appendix 1 for the Pre-authorized Payment (PAP) Plan Enrollment Form.

To participate in any of these options, applicants must submit a PAP Plan application in writing on the Municipality's prescribed form. Deadline is mid-June to begin in July of the current year and mid-November for January of the following year. To terminate or make any alterations to the pre-authorized payment plan, participants must provide a written request to the Municipality thirty (30) business days prior to the payment withdrawal date.

If two (2) pre-authorized payments within any twelve (12) month period are returned by the bank on a taxpayers account, enrollment in the pre-authorized payment plan will be terminated. A returned item fee will be applied to the tax account if a payment is returned by the bank.

Late Payment Charges: The purpose of a late payment charge is to persuade ratepayers to pay on time. The rate at which penalty and interest is charged is set by by-law and The Municipal Act, Section 345. This rate may be reviewed by the Municipality each year, but cannot exceed the maximum percentage stated in The Municipal Act.

Other Payment Options:

Ratepayers have the additional option to arrange a payment schedule through their financial institution, by post-dated cheques or through a pre-authorized payment plan for those tax accounts in arrears.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Collection Methods and Procedures on Tax and Water Arrears

General:

Taxes:

Some methods available to collect taxes consist of the following:

1. Computerized reminder notices will allow ratepayer to follow up on inconsistencies (ie. Late payment, forgotten payment, payment that has gone astray in the postal system).
2. Form and personalized letters outlining payment schedules.
3. Telephone follow-up
4. Legal action as appropriate and warranted.

Collection Methods: As outlined in The Municipal Act, Section 349 – taxes are a special lien on the land in priority to every claim, privilege, lien or encumbrance of every person except the Crown, and the lien and its priority are not lost or impaired by any neglect, omission or error of the municipality or its agents or through taking no action to register a tax arrears certificate.

Four basic methods set out by legislation that a Municipality may use to collect any unpaid taxes.

- **Bailiff Action:** Section 349 of The Municipal Act, provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed for them and from any subsequent owner of the assessed land or any part of it.
- **Collection Agency:** Section 304 of The Municipal Act provides that if a municipality uses a registered collection agency in good standing under The Collection Agencies Act to recover a debt, including taxes, payable to the Municipality, the collection agency may recover its costs as long as the costs do not exceed the amount approved by the municipality.
- **Rent Attornment:** Under Sections 350 of The Municipal Act, where taxes are owed in respect of any land occupied by a tenant, the Municipality may seize the rents of an income producing rental property upon giving proper notice. It is a severe action and should only be initiated after adequate notice.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

- **Tax Registration/Tax Sale:** Property taxes (including any part thereof) that are in arrears for three (3) years or more are eligible for tax registration under Part XI of The Municipal Act. The property owner or interested party has one year from the date of registration in which to redeem the property for all taxes, interest and penalty outstanding plus associated legal and/or administrative costs. Registration is a last resort and should be avoided if possible by encouraging the ratepayer to either make full payment or a mutually agreed upon payment plan. It is imperative that the schedule for registration be adhered to. Letters and correspondence should encourage payment. Further information regarding tax sales is provided within this policy.

Steps Involved: Any notices sent by ordinary mail are considered delivered to and received by the addressee unless an error in the mailing address is proven. Failure to notify the municipality of an address change in writing does not constitute an error.

Section 347 of The Municipal Act describes the priority of tax accounts for collection being that any payment shall first be applied against late payment charges owing, then be applied against the taxes owing, according to the length of time owing. (Charges and/or taxes imposed earlier will be discharged before any charges and/or taxes imposed later.)

1. **Reminder Notices:** A minimum of three notices shall be mailed no later than the 15th day of the month following the due date; March and September. A final reminder shall be mailed annually in December prior to year-end. Reminder notices for twenty-five dollars (\$25) or less are not processed.
2. **Tax Arrear Letters:** If no reply is received from any of the above reminder notices, a series of standardized letters are sent out for one, two and three year tax arrears. Ratepayers are encouraged to contact the Municipality to discuss sufficient payment arrangements.
3. **Collection:** If no reply is received and/or sufficient payment arrangements have not been made, additional collection efforts may be used at the discretion of the Treasurer. If the Municipality has been unable to secure payment of the tax arrears or a firm, suitable repayment plan, the Municipality may commence Municipal Tax Sale proceedings by registering a Tax Arrears Certificate against the property.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Extension Agreements: An extension agreement must be requested by the property owner, their spouse, the mortgage holder or their legal agent, prior to the one year period of the registration of the Tax Arrears Certificate. If no agreement is reached as to the terms and/or the agreement is denied by Council, the sale proceeds by returning to the point where the stop in the tax sale process was at immediately prior to the extension agreement being requested.

A Bylaw must be passed by Council authorizing that an extension agreement may be entered into with the property owner(s) prior to the expiration of the one year period from the date of registering the Tax Arrears Certificate. When an extension agreement is entered into, a copy shall be placed in the Municipal property files and the sale process is suspended or placed on hold until all the terms of the agreement have been fulfilled.

If there is a breach of the agreement, the tax sale process recommences by returning to that step in the tax sale procedure immediately prior to the extension agreement being entered into. When the terms of the agreement have been fulfilled, the Treasurer shall register a Cancellation Certificate on the land title thus signifying that the tax sale has been averted, and the process stops.

Tax Sale of Land: At least once per calendar year, the Municipality shall review its Property Tax Aged Trial Balance for property owners whose taxes are at or approaching three years in arrears. If acceptable payment arrangements are not negotiated, then all properties with any part of three (3) or more years in arrears shall be subject to the Municipal Tax Sale Process. Once a property is registered and tax sale proceedings have begun, payment in full is required. Otherwise, an extension agreement must be signed. The City solicitor, Treasurer, or a contracted tax registration firm may be used to process the required statutory notices / declarations once a property is registered.

Before the expiry of the one-year period, any person may have the tax arrears certificate cancelled by paying to the municipality the cancellation price as of the date the payment is tendered and, after the expiry of the one-year period, a public sale shall be conducted by the treasurer.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Public Tender – Sale of Land Process: The Municipal Act provides that the property may be sold by sealed tender, or public auction. The Municipality's preference is by sealed tender. Land is advertised for sale in the Ontario Gazette and once a week for four weeks in a local newspaper. Tenders are opened in an open forum, recorded as received, and then reviewed to ensure completeness of the tenders submitted. (Note: Council may make a bid or tender on a property, by resolution, but they must have a public purpose for the property.) The highest tender or two highest tenders, if more than one is received, is retained. The minimum acceptable bid is the cancellation price. Notice is sent to the highest bidder requesting payment of the balance of the amount tendered, applicable land transfer tax, and accumulated taxes to date. All tax sale costs are added to the Collector's Roll balance.

Payment must be received from the highest bidder within 14 days from the date of the notices of highest bidder being mailed by the Treasurer. Upon receipt, the Treasurer shall issue a receipt and declare the highest bidder to be the successful purchaser. If no payment is received within 14 calendar days of the mailing of the notice, the deposit is forfeited. A notice is then sent to the second highest bidder and the process repeats.

The proceeds of a sale under Section 379 of The Municipal Act shall,

- (a) Firstly, be applied to pay the cancellation price;
- (b) Secondly, be paid to all persons, other than the owner, having an interest in the land according to their priority at law; and
- (c) Thirdly, be paid to the person who immediately before the registration of the tax deed was the owner of the land.

If no claims have been brought forward by either the owner, or persons having interest in the land within a one (1) year period, the Municipality has the opportunity to claim any excess proceeds of sale held by the courts.

**CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES
AND WATER AND WASTE WATER CHARGES**

Write-Offs

Vesting: Where there is no successful purchaser, a Notice of Vesting may be issued and the Treasurer shall register a declaration to that effect at the local land registry office. Council has two (2) years to decide whether to vest a property. The Municipal Act allows for inspection of the property including an environmental assessment.

Council may re-advertise for another tender or auction within two (2) years without writing off the tax arrears. If Council decides not to vest, Council may choose to write off the taxes and issue a tax cancellation certificate. Each year the Tax Collector may prepare a list of such properties for annual write-off thereafter. Council may also decide to write off all or part of the taxes with the purpose of re-registration of the tax arrears and repeating the tax sale process from the beginning.

If Council decides to vest the property, the tax arrears will be written off and the property may be declared surplus and advertised for sale.

Minimum Balance: In some circumstances there remains a balance owing on a taxpayers account after a payment is received, which is often a result of interest being added to the account after a payment amount was agreed upon and mailed in. When the remaining amount is small enough that the additional cost of collection would not be deemed worthwhile, it may be expedient to write off the amount. The City authorizes the Treasurer to approve such write-offs for outstanding amount less than five dollars (\$5.00).

MPAC Adjustments:

- Vacancy Rebates: A property owner may be eligible for a vacancy rebate on their commercial or industrial taxes if the building has not been used for any purposes for a minimum of ninety (90) days. See Appendix 2 of this policy for the Vacancy Rebate Form or go online at: www.brockville.com.
- Request for Reconsideration: A property owner may be eligible to have their property reassessed if they feel that there are discrepancies in the original assessment. Forms can be obtained online at: http://www.mpac.ca/property_owners/forms.asp.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

- Section 357/358/359 Application: A property owner may be eligible to have their property taxes adjusted by MPAC if any one or more reasons apply under Section 357, 358 and 359 of The Municipal Act. The current owner may revert up to three years back if applicable. Applications can be obtained from the Municipal office or website.
- Direction of School Board Support: If a change is required, the property owner or tenant will be asked to complete an Application for Direction of School Support form. The form can be obtained from the local school board office or MPAC. As required by section 16(3) of The Assessment Act, changes to school support designation must be made in writing.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Collection of Water/Waste Water Charges

Billing:

Depending on the billing cycle, water billings are sent out quarterly with the exception of large commercial and industrial bills which are sent monthly.

Payment Options:

Payments may be in the form of cash, cheques, money orders, bank drafts, pre-authorized payment plans, internet and telephone banking made payable to the City of Brockville. Ratepayers are responsible for any fees and charges that may be imposed when making payments. Payments must be made by the due date in order to avoid late payment charges.

Water bills may be paid at most major financial institutions, at the City of Brockville revenue office (Monday to Friday, between 8:00am - 4:00pm), after hours in the City Hall drop box (cheques only) or via mail to:

City of Brockville
1 King Street West
PO Box 5000
Brockville, Ontario K6V 7A5

Cheques which are post-dated will be accepted and held by the Finance Department until the date indicated on the cheque. If the payer should request that the post-dated cheque not be processed, the Municipality should be contacted at least three (3) business days prior to the date indicated on the cheque. If proper advance notice is not received, staff will attempt to retrieve the payment before processing. In the circumstance of a failed attempt to retrieve the cheque before processing, the payer will be encouraged to issue a stop payment on their cheque, however, applicable return cheque fees will apply.

Refunds will not be issued for cheques received in excess of the amount due. The property owner must provide the Municipality with a written letter requesting a refund accompanied by the owner's signature and forwarding mailing address.

CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES AND WATER AND WASTE WATER CHARGES

Methods and Procedures:

1. All residential water billings will be set up in the name of the property owner.
2. Customers who are presently tenants will continue to be billed in the same manner until all accounts are transferred to the property owners' name as the current tenants vacate the property.
3. Commercial and Industrial tenants who are billed monthly will be required to pay a security deposit amount which is based upon historical consumption. The range will be between \$150.00 and \$1000.00. Where the premises is new, the deposit amount will be a flat rate of \$1000.00.
4. Interest will be paid on the deposit. The rate will be equal to the rate charged for interest and penalty on overdue tax accounts.
5. Any deposit on file for an account in arrears will be applied to that account. Any remaining outstanding water arrears will be transferred to the property tax account.

Methods of Collection:

Some methods available to collect water/waste water services charges consist of the following:

1. A 5% penalty will be added to the water account after the due date (a one-time only charge).
2. A form letter will be mailed the following month to the property owner or occupant advising the water bill is unpaid. If the fees and charges are not paid by the owner or occupant for any reason, the City may transfer the unpaid fees and charges to the property tax account in accordance with the provisions of the Municipal Act, 2001 and in the City of Brockville's current Water and Waste Water Rate By-laws.
3. Prior to transferring unpaid fees and charges to the property tax account, the City shall:
 - a. Transfer the deposit to the billing
 - b. Issue a reminder notice at least 14 days following the due date.
 - c. Issue a final notice at least 14 days from the issuance of the reminder notices
 - d. If the property is tenanted, a copy of the Final Notice will also be sent to the owner.
4. The water bill will be transferred to the property owner. .
5. Upon reasonable notice to the owner, the City may at any time and for any reason, discontinue billing the occupant, bill the owner directly for

**CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES
AND WATER AND WASTE WATER CHARGES**

the water and wastewater charges of the occupant or add the amounts to the property tax account.

6. The City reserves the right to shut off the supply of water to any premise that has unpaid fees and charges. The City shall restore the supply of water upon payment to the City of such overdue amounts plus any applicable service charges, penalties and interest.

All water and waste water service rate charges that are not paid within 90 days of the "due date" will be transferred the collector's roll and treated "as taxes". All remedies for tax collection will be taken.

Meter Installation:

The City shall be responsible to supply and install all meters as established by City standards. Any excess meters or an increase to the size of the meter becomes the responsibility of the owner. These meters shall remain the property of the City.

Unauthorized Interference with Meter:

Should any person change, tamper with or otherwise interfere, in any way whatsoever, with any meter placed in any building or property, the City upon providing reasonable notice, will shut off the water to such building or property, and the water shall not be turned on to such building or property without the express consent of the City and the rate for turning water on and off as specified in the Fees By-law shall be applied to the account.

Any unauthorized interference with the meter could result in legal action.

Meter Repairs and Maintenance

- a) If requests by the City to the owner or occupant to provide access to the meters for any reason receive no response, the water may be turned off until such time as the owner/occupant makes suitable arrangements to have the meter inspected, repaired or installed.
- b) If a water meter is damaged by carelessness or neglect of the owner or occupant of the property on which the meter is installed, the owner of the property shall pay the City the cost of making the necessary repairs to the meter.
- c) If a meter cannot be safely repaired, it will be removed for the purpose of testing, replacing, or repairing and the owner or occupant may be required to make repairs deemed necessary to facilitate the removal or testing of the meter at their expense. The City shall not be

**CITY OF BROCKVILLE: POLICY FOR COLLECTION OF PROPERTY TAXES
AND WATER AND WASTE WATER CHARGES**

responsible for any damages to the owner's property arising from such repair work.

- d) If the owner does not comply with the request within thirty (30) to make any repairs required, the water supply to the property will be turned off at the curb stop valve during removal, replacement, repair and testing of the meter and the owner shall pay the rate for turning the water off and on.

THE CORPORATION OF THE CITY OF BROCKVILLE
ELECTRONIC PRE-AUTHORIZED MONTHLY PAYMENTS FOR TAXES

With our pre-authorized debit option your payment is made automatically the first day of each month and credited toward your taxes. You make **12 MONTHLY PAYMENTS BEGINNING JANUARY 1; THE 12TH INSTALLMENT, DECEMBER 1**, will complete your payment for the balance of the tax year.

HOW CAN YOU JOIN?

Complete and sign the enrolment / authorization form below.

Attach your personal unsigned blank cheque, marked **VOID**.

Mail or deliver this form and voided cheque to:

The Corporation of the City of Brockville,
 P.O. Box 5000, 1 King Street West
 Brockville, Ontario K6V 7A5
 Attention: Revenue Office or
 Applications and voided cheques may also be faxed to (613) 342-2261 or
 Emailed to taxation@brockville.com or dscott@brockville.com

Note: Ratepayers who have already registered in the plan are not required to complete and submit another application.

👉cut here, and return bottom portion to Revenue Office.....

PRE-AUTHORIZED PAYMENT AUTHORIZATION

Roll # _____

Prop Location _____

Name _____

Mailing Address _____

Postal Code _____ Home Phone _____ Business Phone _____

Bank _____ Bank Account # _____

(*voided cheque is attached*).

I agree that a pre-authorized debit in the amount of \$ _____ on my account monthly beginning January 1, (_____). This amount may be increased / decreased at a future date. I acknowledge that I have read and understood all the provisions in the terms and conditions of the pre-authorized payment application; and that I have received a copy.

signature

signature

date

I (we) authorize the payee (The Corporation of the City of Brockville) to debit my (our) account as indicated on the attached void cheque under the terms and conditions agreed to by me (us) with the payee until such time as a written notice to the contrary is given. I (we) agree that delivery of this authorization to the Payee constitutes delivery by me (us) to the Financial Institution. I (we) will notify the Payee in writing of any changes in the account information or termination of this authorization 30 days prior to the next due date of the pre-authorized debit.

REGULATIONS

1. Taxpayers must not have arrears on their account in order to join the plan.
2. A taxpayer will pay the taxes in accordance with the instalments as established. Failure to remit the required payment will result in the imposition of interest payable at the prevailing rate for each month or fraction thereof.
3. Taxpayers who do not have sufficient funds to cover a payment will be levied the charge for a returned payment.
4. Taxpayers who have two instances of insufficient funds will be taken off the payment plan.
5. Taxes will be due and payable on the due dates as established by Brockville City Council from time to time. Failure to remit the required payment will result in the imposition of interest payable at the prevailing rate for each month or fraction thereof.
6. Supplementary billings will not be included in the payment plan and will be billed separately.
7. An annual fee will be charged to all participants on the final tax due date of \$5.25 (subject to change)

I (we) warrant that all persons whose signature(s) are requested to sign on this account have signed this agreement.

The Corporation of the City of Brockville may, at its sole option, cancel or suspend the right to pay the tax account by this payment method on ten days notice.

An arrears plan is available. Special arrangements can be made once the ratepayer has the approval of the Tax Collector. Interest at the prevailing rate will be charged on all arrears the first day of each month.

**THE CORPORATION OF THE CITY OF BROCKVILLE
ELECTRONIC PRE-AUTHORIZED PAYMENTS
FOR WATER**

With our pre-authorized debit option your payment is made automatically on the **DUE DATE**. Water bills are issued four times a year. The due date is 21 days after the bill is issued.

HOW CAN YOU JOIN?

Complete and sign the enrollment/authorization form below.

Attach your personal unsigned blank cheque, marked **VOID**.

Mail or deliver this form and voided cheque to:

The Corporation of the City of Brockville,
P.O. Box 5000,
1 King Street West,
Brockville, Ontario K6V 7A5

Attention: Revenue Office - Water Services

cut here, and return bottom portion to Revenue Office.....

PRE-AUTHORIZED PAYMENT AUTHORIZATION

Name _____

Water Account # _____

Mailing Address _____

Postal Code _____ Home Phone _____ Business Phone _____

Bank _____ Bank Account # _____

(attach voided cheque).

I agree that a pre-authorized debit in the full amount of the invoice will be withdrawn from my account on the due date. I acknowledge that I have read and understood all the provisions in the terms and conditions of the pre-authorized payment enrollment and that I have received a copy.

signature

date

for revenue office use only

Paid current bill Y ____ N ____

Setup date _____

VACANCY APPLICATION
 Contact: S Faber
 PH: 613-342-8772
 Ext 428
 FAX: 613-342-2261

VACANCY REBATE APPLICATION: Property Tax Rebate for Commercial and Industrial Buildings			
APP #	Tax Acct #		
Assessed Address	Roll Number		
08 02			
Assessed Owner			
<hr/> <hr/>			
Mailing Address Including Postal Code			
<hr/> <hr/>			
Phone Number			
Description of vacant Portion of Property			
<hr/> <hr/>			
Size of Vacant Area in Square Feet			
Effective Date		TO	
<hr/>		<hr/>	
Applicant's Signature		Date Of Application	
Assessment Report			
Original RTC/RTQ	Original Current Value	Revised RTC/RTQ	Value of Vacant Area
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
Date of Site Visit		<hr/>	
<hr/>		<hr/>	
<hr/>		<hr/>	
<hr/>		<hr/>	
MPAC Signature		Revenue Signature	
<hr/>		<hr/>	

EMAIL:
 taxation@brockville.com

A person who knowingly makes a false or deceptive statement in an application for rebate is liable, upon conviction, to a fine of double the amount of the rebate that the person sought to obtain through their false or deceptive statement.

September 10, 2015

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –
September 15, 2015**

2015-098-09

**2015 INTERIM
VARIANCE REPORT
July 31, 2015**

**D. Dick, Director of Corporate Service
L. Ferguson, Manager of Finance
C. Ward, Financial Analyst**

RECOMMENDATION

THAT Council receives the Interim Variance Report as of July 31, 2015 Report No. 2015-098-09, for information purposes.

PURPOSE

To report to Council the City of Brockville's projected financial position as of July 31, 2015 for General Operations, Water and Wastewater Operating Systems.

BACKGROUND

The City's Corporate Financial Controls which Council adopted in April 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted and reported on throughout the year. The analysis is to be conducted at a sufficient level of detail so that variances of line item activities may be identified in conjunction with the parameters set by the Budgetary Control By-Law.

ANALYSIS/FINANCIAL IMPLICATIONS

This report represents the analyses of operating budgets – General, Water, Wastewater which are provided for information purposes. Attachment 1, 2 and 3 are detailed variance analysis for each department.

Operating Budget

Although the variance has been prepared based on the best information available to date, it is expected to change when all financial information is finalized. Based on our review to date, a surplus of approximately \$27,000 is projected.

Variance Report at July 31, 2015

The major causes for spending beyond approved budgets are as follows:

<i>Fire -</i>	significant repairs to Aerial 5 resulted in excess expenditures of \$60,000
<i>Facilities -</i>	Revenue shortfall due to cancellation of spring ice and regular ice rentals of \$44,000
<i>Fleet -</i>	Fuel costs resulted in added expenses from excessive winter conditions resulted in increased repair and fuel costs of \$73,000
<i>Parks -</i>	Increased costs of grass cutting and unknown costs of opening Rotary Pad resulted in additional costs of \$70,000
<i>Public Works -</i>	Excessive winter maintenance resulted in additional costs of \$180,000

These additional costs have been mitigated by additional revenues and a number of cost reductions as follows:

<i>Wage & Benefits -</i>	Overall cost of benefits are expected to be somewhat less than budgeted. Contingencies for succession planning and salary survey increases as well as time to replace vacancies has resulted in overall corporate savings of approximately \$350,000
<i>Fleet -</i>	Fuel purchases and sale of parts resulted in unexpected savings of \$75,000
<i>Police Dept. -</i>	Overall savings of approximately \$25,000 are expected
<i>Finance -</i>	Debt charges are expected to generate approximately \$50,000 in savings

Water Rate Administration Budget

Water is expecting an overall deficit of \$25,000 as follows:

- The overall costs of wages and contracted services are in excess of budget due to the level of frozen services encountered in the amount of	\$97,000
- Other wage savings expected in the amount of	\$40,000
- Timing of issuing debt should generate savings of approximately	\$30,000

Wastewater Rate Administration

The waste division is expecting to generate an overall surplus of \$110,000 due primarily to timing of issuing debt.

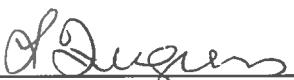
Report 2015-098-09

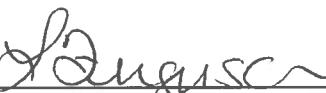
Variance Report at July 31, 2015

Page 3

CONCLUSION

This variance report is being provided to provide council with staff's estimate of our financial position as of July, 2015.


per C. Ward, Financial Analyst-General


L. Ferguson, Manager of Finance


per B. Casselman, City Manager


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



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)
CITY MANAGEMENT & SERVICES				
ANIMAL CONTROL	34,122	77,346	77,346	-
AQUARIUM	250,000	210,000	210,000	-
ARTS CENTRE	124,510	155,043	155,043	-
CITY COUNCIL/MAYOR	123,276	207,378	207,378	-
CITY MANAGER	357,583	466,945	466,945	-
CLERK	167,048	269,736	269,736	-
CORPORATE FINANCE	(464,658)	2,703,557	3,003,557	300,000
CULTURAL SERVICES	(843)	23,463	23,463	-
ECONOMIC DEVELOPMENT	137,199	313,507	309,590	(3,917)
FINANCE	393,950	671,045	671,045	-
FIRE DEPARTMENT	2,604,658	4,658,486	4,594,586	(63,900)
HUMAN RESOURCES	207,549	305,649	304,149	(1,500)
INFORMATION SERVICES	221,075	333,793	333,793	-
PARKING	(80,509)	(49,149)	(49,149)	-
PARKING RENTAL	896	7,897	7,897	-
PLANNING	341,050	626,459	626,459	-
TOURISM	135,114	193,066	191,566	(1,500)
CITY MANAGEMENT & SERVICES Total	4,552,021	11,174,221	11,403,404	229,183
OPERATIONS				
FACILITIES	260,243	297,623	273,123	(24,500)
FLEET	243,281	383,069	372,629	(10,440)
OPERATIONS/PARKS ADMINISTRATION	140,728	252,578	252,578	-
PARKS	474,559	1,070,958	1,019,807	(51,151)
PEDESTRIAN VEHICLE INFRASTRUCTURE	227,395	605,456	590,484	(14,972)
PUBLIC WORKS	1,566,241	2,790,607	2,626,277	(164,330)
TRANSIT	409,192	571,361	569,125	(2,236)
OPERATIONS Total	3,321,639	5,971,652	5,704,023	(267,629)
ENVIRONMENTAL SERVICES				
ENGINEERING	82,117	134,505	134,505	-
SOLID WASTE	499,383	1,078,109	1,073,109	(5,000)
ENVIRONMENTAL SERVICES Total	581,500	1,212,614	1,207,614	(5,000)
OUTSIDE BOARDS				
CATARAQUI REG. CONSERV. AUTHORITY	177,940	177,941	177,941	-
DOWNTOWN BUSINESS IMPROVEMENT ASS.	135,230	-	-	-
LONG TERM CARE	453,430	902,657	902,657	-
PUBLIC HEALTH GRANTS	246,820	398,129	398,129	-
OUTSIDE BOARDS Total	1,013,420	1,478,727	1,478,727	-
JOINT SERVICES				
JOINT SERVICES	2,065,869	3,506,866	3,506,866	-
JOINT SERVICES Total	2,065,869	3,506,866	3,506,866	-
DEBT CHARGES				
DEBT CHARGES	(469,628)	1,749,992	1,799,992	50,000
DEBT CHARGES Total	(469,628)	1,749,992	1,799,992	50,000
CITY BOARDS & COMMITTEES				
AIRPORT	43,675	84,645	85,542	897
CEMETERY	67,288	89,262	89,262	-
COMMITTEE OF ADJUSTMENT	1,578	17	17	-
HERITAGE BROCKVILLE	2,542	8,818	8,818	-
LIBRARY	17,331	646,425	646,425	-
MUSEUM	150,176	228,605	223,605	(5,000)
POLICE	4,054,094	7,166,736	7,191,736	25,000
CITY BOARDS & COMMITTEES Total	4,336,684	8,224,508	8,245,405	20,897
Grand Total	15,401,505	33,318,580	33,346,031	27,451



City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CITY MANAGEMENT & SERVICES					
ANIMAL CONTROL					
Revenue					
Fees & Service Charges	(22,343)	(33,500)	(33,500)	-	
Revenue Total	(22,343)	(33,500)	(33,500)	-	
Expense					
Wages & Benefits	42,945	76,822	76,822	-	
Materials & Supplies	1,627	7,179	7,179	-	
Contracted Services	11,478	22,068	22,068	-	
Other Expenses	416	4,777	4,777	-	
Expense Total	56,466	110,846	110,846	-	
ANIMAL CONTROL Total	34,122	77,346	77,346	-	
AQUATARIUM					
Revenue					
Fees & Service Charges	0	0	0	-	
Revenue Total	0	0	0	-	
Expense					
Materials & Supplies	0	0	0	-	
Contracted Services	0	60,000	60,000	-	
Other Expenses	250,000	150,000	150,000	-	
Expense Total	250,000	210,000	210,000	-	
AQUATARIUM Total	250,000	210,000	210,000	-	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
ARTS CENTRE					
Revenue					
Fees & Service Charges	(234,773)	(488,872)	(488,872)	-	
Other Revenue	(26,377)	(29,800)	(29,800)	-	
Revenue Total	(261,150)	(518,672)	(518,672)	-	
Expense					
Wages & Benefits	216,188	383,411	383,411	-	
Materials & Supplies	70,009	139,024	139,024	-	
Contracted Services	99,008	138,656	138,656	-	
Other Expenses	456	12,624	12,624	-	
Expense Total	385,660	673,715	673,715	-	
ARTS CENTRE Total	124,510	155,043	155,043	-	
CITY COUNCIL/MAYOR					
Revenue					
Fees & Service Charges	0	(1,100)	(1,100)	-	
Other Revenue	0	(6,471)	(6,471)	-	
Revenue Total	0	(7,571)	(7,571)	-	
Expense					
Wages & Benefits	109,334	185,449	185,449	-	
Materials & Supplies	13,928	28,500	28,500	-	
Contracted Services	14	1,000	1,000	-	
Expense Total	123,276	214,949	214,949	-	
CITY COUNCIL/MAYOR Total	123,276	207,378	207,378	-	



City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015

CITY MANAGER

Revenue

Grants

Other Revenue

Revenue Total

2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
----------	------------------------------------	-------------	---	----------

Expense

Wages & Benefits

Materials & Supplies

Contracted Services

Other Expenses

Expense Total

CITY MANAGER Total

0	0	0	-
0	0	0	-
0	0	0	-
181,895	306,310	306,310	-
21,573	29,874	29,874	-
153,954	92,186	92,186	-
161	38,575	38,575	-
357,583	466,945	466,945	-

CLERK

Revenue

Fees & Service Charges

Other Revenue

Revenue Total

Expense

Wages & Benefits

Materials & Supplies

Contracted Services

Other Expenses

Expense Total

CLERK Total

(35,049)	(74,834)	(74,834)	-
(1,551)	(4,860)	(4,860)	-
(36,601)	(79,694)	(79,694)	-
166,580	286,329	286,329	-
34,830	46,039	46,039	-
2,239	3,452	3,452	-
0	13,610	13,610	-
203,649	349,430	349,430	-



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CORPORATE FINANCE					
Revenue					
Fees & Service Charges	(28,071)	(20,819)	(20,819)	-	
Grants	(179,400)	(455,969)	(455,969)	-	
Other Revenue	(480,598)	(1,904,688)	(1,904,688)	-	
Revenue Total	(688,069)	(2,381,476)	(2,381,476)	-	
Expense					
Wages & Benefits	8,900	115,257	415,257	300,000	Anticipated benefit and wage savings.
Materials & Supplies	207,891	2,079,711	2,079,711	-	
Contracted Services	4,742	18,883	18,883	-	
Other Expenses	1,879	2,871,182	2,871,182	-	
Expense Total	223,412	5,085,033	5,385,033	300,000	
CORPORATE FINANCE Total	(464,658)	2,703,557	3,003,557	300,000	
CULTURAL SERVICES					
Revenue					
Other Revenue	(7,250)	0	0		
Revenue Total	(7,250)	0	0		
Expense					
Other Expenses	6,407	23,463	23,463		
Expense Total	6,407	23,463	23,463		
CULTURAL SERVICES Total	(843)	23,463	23,463		



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

ECONOMIC DEVELOPMENT

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Revenue					
Fees & Service Charges	(1,398)	(1,305)	(1,305)	-	
Grants	(146,536)	(248,193)	(253,410)	(5,217)	No Canada Day grant from Canada Heritage, large grant went to All Ships Festival;
Other Revenue	(130,087)	(19,993)	(19,993)	-	
Revenue Total	(278,021)	(269,491)	(274,708)	(5,217)	
Expense					
Wages & Benefits	214,683	383,615	383,615	-	
Materials & Supplies	53,083	99,952	101,252	1,300	Surplus from foodstuffs and printing cost efficiencies; Reduced advertisements;
Contracted Services	147,454	91,039	91,039	-	
Other Expenses	0	8,392	8,392	-	
Expense Total	415,220	582,998	584,298	1,300	
ECONOMIC DEVELOPMENT Total	137,199	313,507	309,590	(3,917)	

FINANCE

Revenue					
Fees & Service Charges	(21,490)	(40,200)	(40,200)	-	
Other Revenue	0	0	0	-	
Revenue Total	(21,490)	(40,200)	(40,200)	-	
Expense					
Wages & Benefits	346,735	621,844	621,844	-	
Materials & Supplies	68,128	60,132	60,132	-	
Contracted Services	69	8,726	8,726	-	
Other Expenses	509	20,543	20,543	-	
Expense Total	415,441	711,245	711,245	-	
FINANCE Total	393,950	671,045	671,045	-	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
FIRE DEPARTMENT					
Revenue					
Fees & Service Charges	(43,457)	(140,726)	(140,726)	-	
Fire Dispatch	(197,521)	(401,684)	(401,684)	-	
Other Revenue	(3,311)	(9,000)	(9,000)	-	
Revenue Total	(244,289)	(551,410)	(551,410)	-	
Expense					
Wages & Benefits	2,592,819	4,744,810	4,743,810	(1,000)	Deficit due to fire cause and determination investigations.
Materials & Supplies	75,594	172,751	172,751	-	
Contracted Services	95,169	119,157	116,257	(2,900)	Deficit due to SCBA compressor rebuild.
Other Expenses	85,365	173,178	113,178	(60,000)	Emergency repairs to Aerial 5.
Expense Total	2,848,947	5,209,896	5,145,996	(63,900)	
FIRE DEPARTMENT Total	2,604,658	4,658,486	4,594,586	(63,900)	
HUMAN RESOURCES					
Revenue					
Grants	0	(8,000)	(8,000)	-	
Other Revenue	0	(3,000)	(3,000)	-	
Revenue Total	0	(11,000)	(11,000)	-	
Expense					
Wages & Benefits	125,274	198,547	198,547	-	
Materials & Supplies	39,976	32,569	31,069	(1,500)	Purchased defibrulators for City Hall
Contracted Services	42,343	77,776	77,776	-	
Other Expenses	(43)	7,757	7,757	-	
Expense Total	207,549	316,649	315,149	(1,500)	
HUMAN RESOURCES Total	207,549	305,649	304,149	(1,500)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
INFORMATION SERVICES					
Revenue					
Fees & Service Charges	(20,638)	(43,480)	(43,480)	-	
Other Revenue	0	0	0	-	
Revenue Total	(20,638)	(43,480)	(43,480)	-	
Expense					
Wages & Benefits	123,030	209,752	209,752	-	
Materials & Supplies	115,721	149,112	149,112	-	
Contracted Services	2,961	8,151	8,151	-	
Other Expenses	0	10,258	10,258	-	
Expense Total	241,713	377,273	377,273	-	
INFORMATION SERVICES Total	221,075	333,793	333,793	-	
PARKING					
Revenue					
Fees & Service Charges	(213,883)	(353,755)	(353,755)	-	
Other Revenue	(21)	(60,654)	(60,654)	-	
Revenue Total	(213,904)	(414,409)	(414,409)	-	
Expense					
Wages & Benefits	45,289	43,509	43,509	-	
Materials & Supplies	15,360	99,759	99,759	-	
Contracted Services	53,554	100,538	100,538	-	
Other Expenses	19,191	121,454	121,454	-	
Expense Total	133,395	365,260	365,260	-	
PARKING Total	(80,509)	(49,149)	(49,149)	-	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PARKING RENTAL					
Revenue					
Fees & Service Charges	(960)	(2,120)	(2,120)	-	
Other Revenue	0	0	0	-	
Revenue Total	(960)	(2,120)	(2,120)	-	
Expense					
Wages & Benefits	0	0	0	-	
Materials & Supplies	432	10,017	10,017	-	
Contracted Services	1,425	0	0	-	
Other Expenses	0	0	0	-	
Expense Total	1,857	10,017	10,017	-	
PARKING RENTAL Total	896	7,897	7,897	-	
PLANNING					
Revenue					
Fees & Service Charges	(92,443)	(231,160)	(231,160)	-	
Other Revenue	(1,122)	0	0	-	
Revenue Total	(93,565)	(231,160)	(231,160)	-	
Expense					
Wages & Benefits	410,817	745,892	745,892	-	
Materials & Supplies	23,517	78,034	78,034	-	
Contracted Services	214	3,812	3,812	-	
Other Expenses	67	29,881	29,881	-	
Expense Total	434,616	857,619	857,619	-	
PLANNING Total	341,050	626,459	626,459	-	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
TOURISM					
Revenue					
Grants	(40,500)	0	0	-	
Other Revenue	(58,701)	0	0	-	
Revenue Total	(99,201)	0	0	-	
Expense					
Materials & Supplies	14,594	6,496	6,496	-	
Contracted Services	219,721	186,570	185,070	(1,500)	
Expense Total	234,315	193,066	191,566	(1,500)	
TOURISM Total	135,114	193,066	191,566	(1,500)	
CITY MANAGEMENT & SERVICES Total	4,552,021	11,174,221	11,403,404	229,183	
OPERATIONS					
FACILITIES					
Revenue					
Fees & Service Charges	(318,069)	(687,571)	(732,171)	(44,600)	Deficit due to cancelled ice during the regular ice season of \$19,200; Spring ice cancelled \$31,000
Grants	0	0	0	-	
Other Revenue	(808)	(307,038)	(307,038)	-	
Revenue Total	(318,877)	(994,609)	(1,039,209)	(44,600)	
Expense					
Wages & Benefits	353,888	617,168	633,268	16,100	
Materials & Supplies	95,128	446,070	456,070	10,000	
Contracted Services	117,915	202,460	196,460	(6,000)	Unforeseen expenses for service and repairs due to major second floor water leak, HVAC unit replacement in basement office. ESA repairs of deficiencies. Other expenditures have been reduced to help offset deficit.
Other Expenses	12,190	26,534	26,534	-	
Expense Total	579,120	1,292,232	1,312,332	20,100	
FACILITIES Total	260,243	297,623	273,123	(24,500)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

FLEET

Revenue

Fees & Service Charges

Other Revenue

Revenue Total

Expense

Wages & Benefits

Materials & Supplies

Contracted Services

Other Expenses

Expense Total

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Fleet					
Revenue					
Fees & Service Charges	(575,268)	(1,151,781)	(1,075,586)	76,195	
Other Revenue	(3,662)	(3,300)	(3,300)	-	
Revenue Total	(578,930)	(1,155,081)	(1,078,886)	76,195	
Expense					
Wages & Benefits	304,247	531,230	531,430	200	Less after-hours calls.
Materials & Supplies	441,458	911,773	838,532	(73,241)	Cost of licenses higher than budgeted. Severe winter conditions resulted in additional vehicle repairs. Fuel costs higher than budgeted.Deficit due to maintaining and operating second life vehicles.
Contracted Services	65,568	53,221	53,221	-	
Other Expenses	10,937	41,926	28,332	(13,594)	Deficit due to maintaining and operating second life vehicles.
Expense Total	822,210	1,538,150	1,451,515	(86,635)	
Fleet Total	243,281	383,069	372,629	(10,440)	

OPERATIONS/PARKS ADMINISTRATION

Revenue

Other Revenue

Revenue Total

Expense

Wages & Benefits

Materials & Supplies

Contracted Services

Other Expenses

Expense Total

OPERATIONS/PARKS ADMINISTRATION Total	140,728	252,578	252,578	-
--	----------------	----------------	----------------	----------



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PARKS					
Revenue					
Fees & Service Charges	(217,600)	(356,955)	(356,955)	-	
Other Revenue	(1,443)	(6,896)	(6,896)	-	
Revenue Total	(219,043)	(363,851)	(363,851)	-	
Expense					
Wages & Benefits	408,362	748,828	783,671	34,843	Full-time Operator position vacant. Less labour dollars expended as 1 operator off on short/long term illness; More snowfall than budgeted from Jan 1 - Apr 30.
Materials & Supplies	53,459	214,332	210,771	(3,561)	Unbudgeted anchor cable repairs for fireworks barges will result in year-end deficit. Repairs to work boat outdrive and rental of boat due to watercraft being out of service will result in year-end deficit.
Contracted Services	191,328	398,559	326,126	(72,433)	Required to contract out by the hour for month of June due to contract default. Re-tendering of contracts resulted in increased costs. Bedding plant costs were greater than budgeted amount. Unbudgeted work at Rotary Pad (purchase and installation of end netting), electrical additions (repairs) will result in a year-end deficit.
Other Expenses	40,454	73,090	63,090	(10,000)	Repairs to work boat outdrive and rental of boat due to watercraft being out of service will result in year-end deficit.
Expense Total	693,602	1,434,809	1,383,658	(51,151)	
PARKS Total	474,559	1,070,958	1,019,807	(51,151)	
PEDESTRIAN VEHICLE INFRASTRUCTURE					
Revenue					
Fees & Service Charges	(578)	0	0	-	
Other Revenue	(355)	0	0	-	
Revenue Total	(933)	0	0	-	
Expense					
Wages & Benefits	159,690	294,897	274,767	(20,130)	New underground wiring installed for advance green. Traffic counting performed by student less than anticipated. Three locations with damaged underground electrical requiring directional bore by contractor.
Materials & Supplies	6,855	211,366	212,331	965	Includes street light improvements by Council, Police, etc. No safety shoes this year. No training & development.
Contracted Services	60,413	95,390	99,583	4,193	
Other Expenses	1,370	3,803	3,803	-	
Expense Total	228,328	605,456	590,484	(14,972)	
PEDESTRIAN VEHICLE INFRASTRUCTURE Total	227,395	605,456	590,484	(14,972)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PUBLIC WORKS					
Revenue					
Fees & Service Charges	(60,241)	(101,263)	(92,263)	9,000	
Other Revenue	(9,265)	0	0	-	
Revenue Total	(69,506)	(101,263)	(92,263)	9,000	Revenue surplus a result of increased equipment useage for winter maintenance operations/spring clean-up in parking lots.
Expense					
Wages & Benefits	901,549	1,562,721	1,464,172	(98,549)	
Materials & Supplies	153,437	372,609	382,757	10,148	Repairs required due to winter maintenance operations less than 5 year average.Unbudgeted paving at California Ave crossing approaches resulted in small deficit.Colder winter temperatures resulted in less pothole formation on roadways.Additional staff required for additional 26 weeks.Jan 1 - April 30: more snow received than 1Oyr average.Extended short-term absences.
Contracted Services	370,331	506,592	453,663	(52,929)	Cost for signage replacement required to meet minimum maintenance standards (area #5) less than budget.Jan 1 - April 30: more snow received than 1Oyr average.Less sanding of sidewalks due to prolonged cold temperatures.No contracted training carried out or trade shows attended.Ditches and culvert program may have to be reduced.
Other Expenses	210,430	449,948	417,948	(32,000)	Jan 1 - April 30: more snow received than 1Oyr average.Budget not reflective of average snowfall.
Expense Total	1,635,747	2,891,870	2,718,540	(173,330)	Major repairs to winter maintenance equipment (i.e. sidewalk plows) will result in a year-end deficit.
PUBLIC WORKS Total	1,566,241	2,790,607	2,626,277	(164,330)	
TRANSIT					
Revenue					
Fees & Service Charges	(159,236)	(246,569)	(246,569)	-	
Grants	0	(212,474)	(212,474)	-	
Other Revenue	0	0	0	-	
Revenue Total	(159,236)	(459,043)	(459,043)	-	
Expense					
Wages & Benefits	278,170	468,199	470,699	2,500	Less sign repair than anticipated
Materials & Supplies	8,803	30,058	30,558	500	Less advertising in local paper, utilizing website and interior of buses for instead.
Contracted Services	171,592	341,375	336,139	(5,236)	Contracted services (rental) higher than anticipated from January to March due to inclement weather.
Other Expenses	109,863	190,772	190,772	-	
Expense Total	568,428	1,030,404	1,028,168	(2,236)	
TRANSIT Total	409,192	571,361	569,125	(2,236)	
OPERATIONS Total	3,321,639	5,971,652	5,704,023	(267,629)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
ENVIRONMENTAL SERVICES					
ENGINEERING					
Revenue					
Fees & Service Charges	(1,635)	(7,500)	(7,500)	-	
Grants	0	0	0	-	
Other Revenue	0	0	0	-	
Revenue Total	(1,635)	(7,500)	(7,500)	-	
Expense					
Wages & Benefits	64,268	101,589	101,589	-	
Materials & Supplies	19,078	31,018	31,018	-	
Contracted Services	0	2,323	2,323	-	
Other Expenses	406	7,075	7,075	-	
Expense Total	83,752	142,005	142,005	-	
ENGINEERING Total	82,117	134,505	134,505	-	
SOLID WASTE					
Revenue					
Fees & Service Charges	(53,723)	(110,875)	(125,875)	(15,000)	
Grants	(29,373)	(111,000)	(111,000)	-	
Other Revenue	0	0	0	-	
Revenue Total	(83,096)	(221,875)	(236,875)	(15,000)	
Expense					
Wages & Benefits	79,667	131,644	131,644	-	
Materials & Supplies	12,798	45,546	45,546	-	
Contracted Services	483,151	1,110,563	1,120,563	10,000	
Other Expenses	6,863	12,231	12,231	-	
Expense Total	582,479	1,299,984	1,309,984	10,000	
SOLID WASTE Total	499,383	1,078,109	1,073,109	(5,000)	
ENVIRONMENTAL SERVICES Total	581,500	1,212,614	1,207,614	(5,000)	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
OUTSIDE BOARDS					
CATARAQUI REG. CONSERV. AUTHORITY					
Expense					
Cataraqui Region Conservation Authority	177,940	177,941	177,941		
Expense Total	177,940	177,941	177,941		
CATARAQUI REG. CONSERV. AUTHORITY Total	177,940	177,941	177,941		
DOWNTOWN BUSINESS IMPROVEMENT ASS.					
Revenue					
Fees & Service Charges	0	0	0	-	
Grants	0	0	0	-	
Other Revenue	0	(294,167)	(294,167)	-	
Revenue Total	0	(294,167)	(294,167)	-	
Expense					
Wages & Benefits	55,240	95,103	95,103	-	
Materials & Supplies	65,242	104,425	104,425	-	
Contracted Services	14,562	94,439	94,439	-	
Other Expenses	186	200	200	-	
Expense Total	135,230	294,167	294,167	-	
DOWNTOWN BUSINESS IMPROVEMENT ASS. Total	135,230	0	0		
LONG TERM CARE					
Expense					
Long Term Care	453,430	902,657	902,657		
Expense Total	453,430	902,657	902,657		
LONG TERM CARE Total	453,430	902,657	902,657		



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
PUBLIC HEALTH GRANTS					
Expense					
Public Health Grants	246,820	398,129	398,129		
Expense Total	246,820	398,129	398,129		
PUBLIC HEALTH GRANTS Total	246,820	398,129	398,129		
OUTSIDE BOARDS Total					
	1,013,420	1,478,727	1,478,727	-	
JOINT SERVICES					
JOINT SERVICES					
Revenue					
Provincial Offences	(67,069)	(138,340)	(138,340)		
Revenue Total	(67,069)	(138,340)	(138,340)		
Expense					
Ambulance	656,059	1,100,901	1,100,901		
Housing	587,560	1,016,161	1,016,161		
Expense Total	2,132,938	3,645,206	3,645,206		
JOINT SERVICES Total	2,065,869	3,506,866	3,506,866		
DEBT CHARGES					
DEBT CHARGES					
Revenue					
Debt Charges	(762,897)	(1,527,717)	(1,527,717)	-	
Revenue Total	(762,897)	(1,527,717)	(1,527,717)	-	
Expense					
Debt Charges	293,269	3,277,709	3,327,709	50,000	
Expense Total	293,269	3,277,709	3,327,709	50,000	
DEBT CHARGES Total	(469,628)	1,749,992	1,799,992	50,000	Debt not issued.



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
CITY BOARDS & COMMITTEES					
AIRPORT					
Revenue					
Fees & Service Charges	(52,870)	(145,719)	(150,719)	(5,000)	
Other Revenue	(320)	(6,375)	(6,375)	-	
Revenue Total	(53,190)	(152,094)	(157,094)	(5,000)	
Expense					
Wages & Benefits	2,941	5,009	5,009	-	
Materials & Supplies	25,397	109,065	114,962	5,897	Did not attend AMCO Conference.Less fuel purchased due to less aircraft flying.Materials & Supplies lower than anticipated.
Contracted Services	68,527	120,820	120,820	-	
Other Expenses	0	1,845	1,845	-	
Expense Total	96,865	236,739	242,636	5,897	
AIRPORT Total	43,675	84,645	85,542	897	
CEMETERY					
Revenue					
Fees & Service Charges	(56,410)	(131,500)	(131,500)	-	
Other Revenue	(25,856)	(56,500)	(56,500)	-	
Revenue Total	(82,266)	(188,000)	(188,000)	-	
Expense					
Wages & Benefits	126,617	213,547	213,547	-	
Materials & Supplies	12,937	36,371	36,371	-	
Contracted Services	2,569	9,244	9,244	-	
Other Expenses	7,431	18,100	18,100	-	
Expense Total	149,554	277,262	277,262	-	
CEMETERY Total	67,288	89,262	89,262	-	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
COMMITTEE OF ADJUSTMENT					
Revenue					
Fees & Service Charges	(1,990)	(9,400)	(9,400)	-	
Revenue Total	(1,990)	(9,400)	(9,400)	-	
Expense					
Wages & Benefits	2,955	5,317	5,317	-	
Materials & Supplies	612	4,100	4,100	-	
Expense Total	3,568	9,417	9,417	-	
COMMITTEE OF ADJUSTMENT Total	1,578	17	17	-	
HERITAGE BROCKVILLE					
Revenue					
Fees & Service Charges	0	0	0	-	
Grants	0	0	0	-	
Other Revenue	(1,100)	(930)	(930)	-	
Revenue Total	(1,100)	(930)	(930)	-	
Expense					
Wages & Benefits	3,176	8,718	8,718	-	
Materials & Supplies	467	1,030	1,030	-	
Contracted Services	0	0	0	-	
Other Expenses	0	0	0	-	
Expense Total	3,642	9,748	9,748	-	
HERITAGE BROCKVILLE Total	2,542	8,818	8,818	-	
LIBRARY					
Revenue					
Library	0	0	0	-	
Revenue Total	0	0	0	-	
Expense					
Library	17,331	646,425	646,425	-	
Expense Total	17,331	646,425	646,425	-	
LIBRARY Total	17,331	646,425	646,425	-	



**City of Brockville
Treasurer's Report
GENERAL VARIANCE ANALYSIS
for period ending July 31, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT)	COMMENTS
				FAVOURABLE / (UNFAVOURABLE)	
MUSEUM					
Revenue					
Fees & Service Charges	(18,884)	(37,500)	(42,500)	(5,000)	It is anticipated that Program fees will be lower than budgeted.
Grants	(2,937)	(31,176)	(31,176)	-	
Other Revenue	(702)	(1,200)	(1,200)	-	
Revenue Total	(22,522)	(69,876)	(74,876)	(5,000)	
Expense					
Wages & Benefits	127,176	219,856	219,856	-	
Materials & Supplies	26,716	46,863	46,863	-	
Contracted Services	18,806	31,762	31,762	-	
Other Expenses	0	0	0	-	
Expense Total	172,698	298,481	298,481	-	
MUSEUM Total	150,176	228,605	223,605	(5,000)	
POLICE					
Revenue					
Fees & Service Charges	(569,560)	(908,177)	(883,177)	25,000	Anticipated surplus from criminal record checks.
Grants	(27,578)	(319,311)	(319,311)	-	
Other Revenue	(55,402)	(22,200)	(22,200)	-	
Revenue Total	(652,540)	(1,249,688)	(1,224,688)	25,000	
Expense					
Wages & Benefits	4,297,044	7,593,759	7,593,759	-	
Materials & Supplies	273,605	528,829	528,829	-	
Contracted Services	69,223	159,085	159,085	-	
Other Expenses	66,764	134,751	134,751	-	
Expense Total	4,706,635	8,416,424	8,416,424	-	
POLICE Total	4,054,094	7,166,736	7,191,736	25,000	
CITY BOARDS & COMMITTEES Total	4,336,684	8,224,508	8,245,405	20,897	
Grand Total	15,401,505	33,318,580	33,346,031	27,451	



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
FINANCE - WATER					
Revenue					
Fees & Service Charges	(11,310)	(28,367)	(28,367)		
Other Revenue	(1,993,950)	(4,041,035)	(4,041,035)		
Revenue Total	(2,005,260)	(4,069,402)	(4,069,402)		
Expense					
Wages & Benefits	198,270	338,644	338,644		
Materials & Supplies	18,150	165,708	165,708		
Contracted Services	-	11,939	11,939		
Other Expenses	1,296,445	1,016,209	1,016,209		
Expense Total	1,512,865	1,532,500	1,532,500		
FINANCE - WATER Total	(492,395)	(2,536,902)	(2,536,902)		
ADMINISTRATION					
Expense					
Wages & Benefits	75,166	127,136	127,136		
Materials & Supplies	4,356	5,881	5,881		
Contracted Services	-	-	-		
Other Expenses	-	9,397	9,397		
Expense Total	79,522	142,414	142,414		
ADMINISTRATION Total	79,522	142,414	142,414		
ELIZABETHTOWN					
Revenue					
Other Revenue	(37,559)	(78,396)	(78,396)		
Revenue Total	(37,559)	(78,396)	(78,396)		
Expense					
Wages & Benefits	678	-	-		
Materials & Supplies	1,846	9,376	9,376		
Contracted Services	5,870	5,000	5,000		
Other Expenses	-	55,612	55,612		
Expense Total	8,394	69,988	69,988		



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
ELIZABETHTOWN Total	(29,165)	(8,408)	(8,408)		
ENGINEERING					
Expense					
Wages & Benefits	94,479	167,166	167,166		
Materials & Supplies	5,934	12,986	12,986		
Contracted Services	-	402	402		
Other Expenses	-	505	505		
Expense Total	100,413	181,059	181,059		
ENGINEERING Total	100,413	181,059	181,059		
FLEET					
Revenue					
Fees & Service Charges	-	(510)	(510)		
Other Revenue	-	(408)	(408)		
Revenue Total	-	(918)	(918)		
Expense					
Wages & Benefits	21,783	40,625	40,925	300	Less after-hour calls
Materials & Supplies	283	4,500	4,200	(300)	Reduced expenses in other accounts to help offset deficit
Contracted Services	-	400	400		
Other Expenses	720	632	632		
Expense Total	22,785	46,157	46,157	-	
FLEET Total	22,785	45,239	45,239		



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
WATER DISTRIBUTION MAINTENANCE					
Revenue					
Fees & Service Charges	(13,763)	(16,892)	(16,892)		
Other Revenue	-	-	-		
Revenue Total	(13,763)	(16,892)	(16,892)		
Expense					
Wages & Benefits	325,745	504,057	472,057	(32,000)	Extensive number of frozen services and water main breaks during winter resulting in a significant increase in non-standard wages and benefits.
Materials & Supplies	92,359	177,032	172,032	(5,000)	Temporary employees required to cover short-term disability and modified duties and seasonal workload. New employees wages allocated to WD not treatment.
Contracted Services	120,069	117,047	57,047	(60,000)	Projected deficit due to external contractor utilized for damaged hydrant replacement (Stewart & Parkdale).
Other Expenses	30,005	36,393	36,393		
Expense Total	568,179	834,529	737,529	(97,000)	
WATER DISTRIBUTION MAINTENANCE Total	554,416	817,637	720,637	(97,000)	
WATER TREATMENT					
Revenue					
Other Revenue	-	-	-		
Revenue Total	-	-	-		
Expense					
Wages & Benefits	348,149	621,257	661,257	40,000	New employees wages allocated to WD wage account.



**City of Brockville
Treasurer's Report
WATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS/(DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Materials & Supplies	94,701	514,935	511,435	(3,500)	AMCTO training, additional training for staff.
Contracted Services	35,228	58,200	68,200	10,000	Increase in cost in training and professional development.
Other Expenses	19,526	(178)	(4,678)	(4,500)	Increased cost of maintaining older fleet vehicles.
Expense Total	497,604	1,194,214	1,236,214	42,000	
WATER TREATMENT Total	497,604	1,194,214	1,236,214	42,000	
DEBT CHARGES					
Expense					
Debt Charges	-	189,747	219,747	30,000	Debt not yet issued.
Expense Total	-	189,747	219,747	30,000	
DEBT CHARGES Total	-	189,747	219,747	30,000	
Grand Total	733,180	25,000	-	(25,000)	



**City of Brockville
Treasurer's Report
WASTEWATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS / (DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
FINANCE - WASTEWATER					
Revenue					
Other Revenue	(2,498,466)	(4,832,777)	(4,832,777)		
Revenue Total	(2,498,466)	(4,832,777)	(4,832,777)		
Expense					
Wages & Benefits	180,102	308,815	308,815		
Materials & Supplies	17,228	119,920	119,920		
Contracted Services	-	9,869	9,869		
Other Expenses	813,049	770,722	770,722		
Expense Total	1,010,379	1,209,326	1,209,326		
FINANCE - WASTEWATER Total	(1,488,087)	(3,623,451)	(3,623,451)		
ADMINISTRATION					
Revenue					
Other Revenue	-	-	-		
Revenue Total	-	-	-		
Expense					
Wages & Benefits	80,498	135,662	135,662		
Materials & Supplies	347	1,952	1,952		
Contracted Services	-	-	-		
Other Expenses	-	9,213	9,213		
Expense Total	80,845	146,827	146,827		
ADMINISTRATION Total	80,845	146,827	146,827		
ENGINEERING					
Revenue					
Other Revenue	-	-	-		
Revenue Total	-	-	-		



**City of Brockville
Treasurer's Report
WASTEWATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS / (DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Expense					
Wages & Benefits	88,015	150,687	150,687		
Materials & Supplies	5,489	9,506	9,506		
Contracted Services	-	357	357		
Other Expenses	-	150	150		
Expense Total	93,504	160,700	160,700		
ENGINEERING Total	93,504	160,700	160,700		
WASTEWATER COLLECTION					
Revenue					
Fees & Service Charges	(5,728)	(13,923)	(13,923)		
Revenue Total	(5,728)	(13,923)	(13,923)		
Expense					
Debt Charges	0	0	0		
Wages & Benefits	95,579	247,219	247,219		
Materials & Supplies	5,775	23,750	48,750	25,000.00	Anticipated Operations will not use their portion of this training budget as in previous years.
Contracted Services	52,370	35,600	35,600		
Other Expenses	4,350	17,004	17,004		
Expense Total	158,074	323,573	348,573	25,000.00	
WASTEWATER COLLECTION Total	152,346	309,650	334,650	25,000.00	
WATER POLLUTION CONTROL					
Revenue					
Other Revenue	(34,697)	(53,132)	(53,131)		



**City of Brockville
Treasurer's Report
WASTEWATER VARIANCE ANALYSIS
for period ending July 31st, 2015**

	2015 YTD	PROJECTED FOR DECEMBER 31, 2015	2015 BUDGET	SURPLUS / (DEFICIT) FAVOURABLE / (UNFAVOURABLE)	COMMENTS
Revenue Total	(34,697)	(53,132)	(53,131)		
Expense					
Wages & Benefits	641,418	1,079,435	1,079,435		
Materials & Supplies	237,042	1,058,715	1,083,715	25,000.00	Reduction in materials & supplies, plant chemicals and an increase in septage revenue.
Contracted Services	129,929	326,930	286,930	(40,000.00)	Failure of two radar unites (Riverview & Oxford), piping and check valve failure at Central, emergency pump and motor rebuild at West End. No Hydro charges to date.
Other Expenses	10,797	23,366	23,366		
Expense Total	1,019,187	2,488,446	2,473,446	(15,000.00)	
WATER POLLUTION CONTROL Total	984,489	2,435,314	2,420,315	(15,000.00)	
DEBT CHARGES					
Expense					
Debt Charges	-	460,959	560,959	100,000.00	Debt not yet issued.
Expense Total	-	460,959	560,959	100,000.00	
DEBT CHARGES Total	-	460,959	560,959	100,000.00	
Grand Total	(176,902)	(110,001)	0	110,000.00	

Association of Municipalities of Ontario 2015
Conference Report by: Leigh Bursey
Friday, August 21st, 2015

Each year, hundreds of municipal councillors, mayors, wardens, and support staff come together to network, talk current trends, and learn best practices for the always evolving process of moving a community forward, and navigating challenges.

This year's conference was another excellent opportunity for substantial lobbying of provincial counterparts, and learning about innovative ideas. With a variety of sessions and lectures, covering everything from police arbitration, to joint and severed liability, and creative placemaking, there was no shortage of projects to sink your teeth into, even if some of these sessions were at times very dry and sometimes hard to drag meaning from.

Exhibitor's Trade Show:

If I had to be critical of any components of this conference, it would have been the lack of meaningful information available at the trade show. While there were some great ideas on display, I felt like there was less innovation and more recycled concepts. And other than some impressive novelty items, the trade show itself left a lot to be desired in terms of covering truly progressive products and services, barring a few exceptions.

I was eager to absorb the information provided by the Ontario Energy Board on their Low Income Assistance Program (LEAP), which assists consumers with limited financial resources that have unique needs. The Ontario Energy Board is working with local utilities, social agencies, consumer groups and other energy partners on a number of initiatives to help folks manage their energy costs, which include financial assistance and special customer service rules. They even provide an online bill calculator at ontarioenergyboard.ca/OEB/consumers. I can't tell you how many residents have reached out to me both in public housing and in market rent settings, and even as independent homeowners, who are struggling to cover growing energy costs, which in turn leaves them with less financial resources to contribute to our local economy. A program like this is available year round, and might be worth trumpeting and referring citizens to in an effort to mitigate this challenging trend.

What I liked most about their presentation was that they actively help potential customers and energy users learn how to open and close an account, pay bills and manage late fees, understand time-of-use pricing and smart meters, and energy contracts.

Another company that seemed to offer a really exciting product was Thawz Inc. Eco-Alternatives, which provides research, development, manufacturing and sales on alternatives to salt or salt de-icers, which are low corrosion, safe for concrete, an excellent inhibitor, and safe for the environment. The product claims to be safe on all surfaces, as well as pet friendly, and lasts seven to ten days on average. I think that this particular find may warrant further discussion, as this company seems more than willing to go

the extra mile to affirm a customer base, and if there is an innovative product that makes winter maintenance on roads safer and more affordable, while also being greener, I think this might warrant some deliberations. I have passed along this information to our Operations Department.

Other informative vendor booths offered information on Ontario's Investment Ready Certified Site Program, which helps us to market our investment ready sites on an international level. I know that there has been minimal discussion about this item so far, but I do believe it would be worth continuing discussions with them so that we might be maximize the potential for international group marketing opportunities. I have passed along this information to our Economic Development Department.

IRG (Investigative Research Group) offered some very useful consultation tools at their table also. They are offering a service where they can be hired to help find efficiencies in policing costs and help to develop a framework that could prove beneficial to us in our continued policing conversation. This company helps to indentify needs and price points for which efficiencies can be delivered and at what cost, which could help prevent us moving away from our local police force, as well as provide us with an accurate picture of what exactly we are asking for during the costing process. I have passed this information on to our Director of Corporate Services.

I was also able to collect some information on the "Pathways to Wellbeing" framework for recreation in Canada, which was released earlier this year, as well as the updated criteria for PlayWorks Ontario's "Youth Friendly Community Designation." Also worth noting is that Precision Concrete Cutting, from right here in Brockville, were vendors at the conference. Good luck to them as they make in-roads into municipal servicing.

Provincial Leaders and Minister Keynotes:

Throughout the conference there were various keynote addresses by party leaders and guest speakers. I have tried to summarize what I thought was most relevant to us as a council, and what data would help us navigate possible trends of discussion.

Ted McMeekin - Minister of Municipal Affairs and Housing

Ted always gives a well put together presentation and his passion for affordabe housing is very clear, just as it is every year, but I personally felt that while his focus on seniors housing and the need to develop new projects and focus on the aging demographic could prove to be helpful in channeling funding for local pending developments, I did find that the examples he was providing on "innovative ways to tackle housing and homelessness issues" were not really that exciting or out of the box. There seemed to be a lot of emphasis on managing exists assets and encouraging municipalities and service managers to refinance. While that might work for certain developments, it could spell disaster for others, especially considering that over 70 percent of the non profit housing stock in Leeds and Grenville is over 30 years old.

What was interesting was that he highlighted how councils will always have the ability to ammend their

own official plans through Bill 73, which will help make planning more predictable and stable. He also highlighted that the second stream of funding for the Ontario Municipal Infrastructure Fund is now open until September 11th. And just like last year, I think it is incumbent upon us to do what we can to get suitable projects in front of that review panel so that we can maximize this funding ability.

There was also a renewed and rejuvenated interest in community hub planning, which is exciting to see. A lot of buzz about fostering collaboration, facilitating cooperation, and addressing provincial barriers. There was an encouragement to find community champions for community hub development, which speaks in part to similar projects that I have unsuccessfully tried to push in previous council deliberations. Keeping that in mind, if new funding streams have become available, certain projects might warrant a second look.

Patrick Brown - Leader of the Progressive Conservative Party of Ontario

Patrick Brown's presentation was thoughtful, if not a little reserved. One couldn't sense the divisive approach that we have all become used to in political discussion. What was clear was that Patrick had come to the table with some municipal experience, working with fixed budgets as a former city councillor. Patrick highlighted that Ontario was once the economic engine of Canada, and is now a have-not province. In his opinion, "the only way forward is to give municipalities the tools to succeed."

Patrick spent much of his speech focused on the Ontario Registered Pension Plan, and how this concept will challenge attracting investment. 57 Chambers of Commerce have sounded off against it, with 44 percent of businesses highlighting a need to reduce staff or halt hiring if this policy is implemented, coupled with expected energy price increases. While I see the value of this type of policy, these statistics are alarming.

There is an expected increase of 42 percent in Hydro. Almost double that of other provinces. There are over 350,000 red tape regulations currently at play in this province. Meanwhile, border municipalities are plugging into Quebec's energy grid, and already saving tremendous costs by doing so.

What was also interesting is how according to Brown, 40 percent of calls to the Ontario Provincial Police are in response to mental health emergencies, which is alarming. If we have a mental health problem in this province then we need to focus areas of investment into preventative measures, which can be hard to quantify with a pre-existing health care deficit.

What was also alarming is that the Ontario Government wants to cut 50 residency physician positions, again pushing the burden of compensating for these services and finding a reasonable answer to these problems to municipalities. Patrick highlighted in closing that "health care should never be a municipal responsibility."

Andrea Horwath - Leader of the Ontario New Democratic Party

Andrea kicked off her address by proclaiming that "our province can only grow when our municipalities grow." There was a lot of emphasis about how much congestion is costing our provincial tax base, and how we need to focus on effective transportation plans.

She went on to highlight how cities both urban and rural are grappling with the challenge of homelessness, and how there are over 168,000 people stuck on a waiting list for housing, while the province remains backlogged. She is confident that this will only grow larger if we pay attention to the trend of manufacturing job loss, which sits at 330,000 jobs lost in the last three years.

Andrea seemed honestly excited that urban area issues are on the agenda for the fall federal election, and is also excited about possible federal incentives to create new affordable housing in Ontario.

She was quick to remind us that municipalities collect only 9 cents of every tax dollar but we are turned to first in government. This becomes challenging when there are 800,000 Ontarians who still don't have a family doctor, and over 20,000 seniors waiting for long term care. Our ability to act as a quick fix to these problems is incredibly challenging when we have so little resource to use as incentive.

With hydro rates tripling in the last decade and 40 percent planning to delay or cancel investment based on electricity costs, we are in for a challenging road ahead until these issues are corrected.

Kathleen Wynne - Premier of Ontario

Kathleen's activist agenda shone through in her address to a fairly captive and open-minded crowd. She highlighted that it is her opinion that "Climate change is the single greatest threat to our health and prosperity." A lot of her presentation focused on the need for adaptation and mitigation of climate challenges.

She also highlighted that the ODRAP is outdated and needs updating, and that's why the government has focused on creating two individual programs to take its place. The Municipal Disaster Recovery Assistance Program which will be more transparent and accomodating for municipalities, and the Disaster Recovery Assistance For Ontarians program which will do away with the current requirement to raise matching funds through fundraising.

The bulk of her address was focused on the \$130 billion being invested over ten years through the Ontario Community Infrastructure Fund. 78 projects have been approved thus far through the initatial application process, and now with the resurrection of the Connecting Links program, the "Moving Ontario Forward" agenda seems to offer some carrots to us as stakeholders.

The "Moving Ontario Forward" agenda will see \$25 billion being invested in transportation infrastructure over a ten year period. And, as controversial as it seems, her government did begin a review of provincially owned assets, unlocking \$4 billion through the Hydro One changes. In her words, by broadening its ownership, Hydro One will be better run," and "the status quo has public value trapped in Hydro One."

It might also be interesting to note from our perspective, that of the \$15 billion earmarked for projects outside of the Greater Toronto Area, that \$11 billion remains available and unallocated.

Furthering focus on the newly minted Community Hub Strategic Framework and Action Plan, highlighted the plans to create provincial leads for community hubs, foster integrated service delivery, and develop

a provincial strategy for public spaces (which they have done). Provincial dollars have gone into these types of projects and retrofits, so the time is now to capitalize on this investment while the buzz is still centred around this type of creative space-making. The government has agreed to accept all eight of the report's recommendations, which means that funding streams will be developed and community hubs are currently being fleshed out.

Kathleen also spoke in great detail about how this year the Ontario government undertook substantial reviews of the municipal programming, and the provincial uploads have helped save municipalities \$1.7 billion this year. The Financial Sustainability Review is up for review and the provincial government is soliciting suggestions until October 30th. It would be in our best interests to offer our recommendations to the province for this framework, so that we can address our concerns directly.

No address would be complete without political rhetoric about tough conversations, reaching compromises, and wanting to see federal candidates discussing municipal issues. Kathleen has made no secret of her feelings about having municipal and provincial voices on national affairs and how intergovernmental cooperation is important to collaboration.

Provincial Minister's Forum

The highlight of the week's programming is generally always the Minister's Forum, but the hard part about the question period set-up is that it doesn't always provide the most conducive learning environment. While some ministers are reluctant to give real answers to questions being asked, some audience members ask questions with the direct intention of embarrassing ministers. That said, the process normally adds a lot of depth to the conversation.

Minister McMeekin agreed to support Ministry of Municipal Affairs and Housing staff to help municipalities to develop safe developments on private roads, and develop a municipal empowerment strategy which will highlight assessment on private roads. He also agreed that the Municipal Elections Act review needs to encompass changes to the flawed voter's list, and encouraged input from municipalities.

We received what many perceived as a complete non-answer on joint and severed liability and the negative impacts on how it affects municipalities from Madeleine Meilieur. She explained that "there is no indication that the current proposal will have any impact on municipal insurance," and welcomed proposals from AMO and from individual municipalities. This question received a lot of attention from the audience, with her response encountering a round of boos from many municipal officials. Many believe that a municipality should not be on the hook for 100% of the costs if they are only found to be 5% responsible (all of the costs if they're only marginally guilty).

Minister Hunter gave a fair answer to a question on the OMPF phase down. We are entering the final cycle of OMPF grants, with \$5.5 million in grants being awarded in 2016, with none being expected from 2017 and beyond. In 2015, there was \$3.7 billion allocated through OMPF. However, considering that much of our social service costs are currently being uploaded, and the extent of current provincial uploads, this becomes a reallocation exercise for municipal budgets.

A question was posed about a new measure from the Ministry of Environment and Climate Change, about posting a record of site condition for new residential spaces. There is a belief among many that this new regulation will have a negative impact on the residential potential above storefronts, and is cost prohibitive. This was referred to as an "unintended consequence of well-meaning regulation," which Minister Murray agreed to look at immediately and attempt to adjust to more positively resolve these concerns.

Minister Naqvi spoke about opening up the police services act (which he would later address the next morning at his own session). This will allow for boards to have more authority on operational and policy decisions and their implications. This is huge news for us in our continued discussions over emergency services costs and process. There will be a full scale review which will include regional consultations, and a willingness to modernize the police services act.

Minister Coteau was asked a question about e-books, and how public libraries are paying well above market rates for e-books. Corporations are gouging local municipalities, and the minister has agreed that he is focusing efforts on ensuring that public libraries get a fair pricing for digital resources. He has met with the Ontario Library Association, and has even gone as far as to see this agenda item added to a meeting with the federal-provincial-territorial working group, because he feels that it is a national problem.

Minister Flynn seemed pleased to tell us about a pending document about police and fire labour relations, but for the most part avoided answering any questions with any direction in regards to collective bargaining. While most municipal employees are working on a zero to one percent annual increase, or a direct pay freeze, every year for twenty years emergency services has gotten at least double that. While Minister Flynn reminded us that this issue was highlighted prominently in his mandate letter, he didn't give much context as to how this issue has evolved since last year's conference.

Premier Wynne spoke about how the federal contribution through health care transfers was at 50 percent when medicare began, it is down to 20 percent, and dropping to 18.5 percent. Premiers of all provinces agree that 25 percent across the board is fair, but right now one of our largest deficits is in health care dollars, and we have the least per capita fundraising for health care in the country.

Also worth noting is that the Connecting Links funding is to be released in spring of 2016.

Final Thoughts:

There was a lot more information made available through this conference, and a lot of genuinely open and frank discussion. One of my favourite sessions was on ranked balloting, and democratic reform. Expect to see data about that presentation in future reports. Overall, I would call the information made available useful, and the conference a success. I hope you enjoyed this report, and found some value within the contexts of the discussions.

Wednesday, September 2nd, 2015

To Whom It May Concern,

Office of the Honourable Ted McMeekin,
Minister of Municipal Affairs and Housing,
Government of Ontario
17th Floor 777 Bay Street
Toronto
M5G 2E5

Brockville City Council
1 King Street West,
Brockville, Ontario
K6V 7A5

Re: Comments In Regards to Proposed Changes to the Ontario Municipal Elections Act

In recent articles and public discussions, it has been brought to our attention that the Ministry of Municipal Affairs and Housing is currently soliciting feedback with the intention of improving the Ontario Municipal Elections Act. While we believe that updating the Ontario Municipal Elections Act before the 2018 election would be an acceptable practice in good faith and good governance, we at the Brockville Youth Advisory Committee do have some reservations about some of the proposed changes currently on the agenda, which we want to take this opportunity to voice through our local council to the Ontario Ministry of Municipal Affairs and Housing and the current minister, the Honourable Ted McMeekin.

For starters, we do not agree with the idea of increasing the fee for a citizen to put their name on the ballot and register as a potential candidate, nor do we agree with the idea of limiting the amount of time candidates have to campaign. We believe that both of these decisions will favour our incumbents, and have a negative impact on the everyday citizen's ability to effectively take part in our electoral process.

In the last municipal election, we had five local candidates who were thirty years old or younger take part in the process, and we believe that if we want to nurture the involvement of our young people in future elections and civic affairs, putting potential road blocks and barriers in place could affect our young people's ability to actively engage. An under-employed youth, recent post-secondary school graduate, new home owner, or supporter of a young family (etc.) should not be expected to pay more than the initial fees that is

already in place (\$100 for council, \$200 for mayor). Furthermore, without the namesake that an established local politician already enjoys, shortening the campaign process will limit a young person's ability to effectively campaign, fundraise or build a public profile, which will weaken their abilities to share their ideas and nurture good debate.

While we appreciate that a complicated ballot full of "fringe" candidates might also detract potential voters, we believe that the Ministry of Municipal Affairs and Housing should actively seek alternatives to making this process more costly and less accessible. The fundraising part of running for office already scares off many potential candidates, but maybe we could consider asking candidates to fill out a nomination sheet with signatures (much like other levels of government already do) as opposed to raising registration fees.

We believe that more resources should be spent on making sure that the voter list is accurate so that more young people can more easily access their right to vote. And we do applaud the decision to allow each municipality to have more control in terms of how their election is run (electronic voting, ranked balloting, at large elections, etc.).

Thank you for the opportunity for us as a committee to share our concerns, and we ask that our comments are recorded, and accepted as correspondence for information purposes by our local municipal council.

Sincerely,

Leigh Bursey
Chair, Brockville Youth Advisory Committee