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**COMMITTEE REPORT: Finance and Administration**



**MEETING DATE:** February 12, 2013  
**MEETING TIME:** 1:00 p.m.  
**LOCATION:** Council Chambers  
**PREPARED BY:** Stephen Keast, Administrative Assistant

**A. Recommendations**

**C.1 Integrated Accessibility Standards Regulation Policy, CEDC.13.2**

THAT Council receive Staff Report CEDC.13.2 “Integrated Accessibility Standards Regulation Policy”; and

THAT Council adopt the Integrated Accessibility Standards Regulation Policy POL.COR. \*\*.\*\*, **unanimously Carried.**

**C.2 The Blue Mountains Fire Department Year End Report – 2012**

THAT THAT Council receive The Blue Mountains Fire Department Year End Report – 2012, for information purposes, **Carried.**

**C.3 Investment Performance, FIT.13.06**

THAT Council receive Staff Report FIT.13.06 “2012 Investment Performance” for information purposes, **unanimously Carried.**

**C.4 Monthly Financial Report – January 2013, FIT.13.10**

THAT Council receive Staff Report FIT.13.10 “Monthly Financial Report – January 2013” for information purposes, **unanimously Carried.**

**B. Public Meetings / Deputations**

None

**C. Attachments**

- C.1 Integrated Accessibility Standards Regulation Policy, CEDC.13.2**
- C.2 The Blue Mountains Fire Department Year End Report – 2012**
- C.3 Investment Performance, FIT.13.06**
- C.4 Monthly Financial Report – January 2013, FIT.13.10**

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#### **D. New and Unfinished Business**

Rob then reported on an application previously made to the MIII capital program, noting that yesterday the Town was advised that we will not be asked to move forward in the program.

#### **E. Future Meeting Dates**

March 19, 2013, 1:00 p.m., Council Chambers

**STAFF REPORT:**



**REPORT TO:** Finance and Administration Committee  
**MEETING DATE:** February 12, 2013  
**REPORT NO.:** CEDC.13.2  
**SUBJECT:** Integrated Accessibility Standards Regulation Policy  
**PREPARED BY:** Lisa Kidd

**A. Recommendations**

THAT Council receive Staff Report CEDC.13.2 “Integrated Accessibility Standards Regulation Policy”; and

THAT Council adopt the Integrated Accessibility Standards Regulation Policy POL.COR.\*\*.\*\*.

**B. Background**

The Integrated Accessibility Standards Regulation (IASR) which was made under the Accessibility for Ontarians with Disabilities Act, 2005 came into effect on July 1st, 2011 and is now law. It applies to all organizations that are public, private and non-profit. The requirements under this regulation will be phased in over time from 2011 to 2021.

The requirements for 2012 include Accessibility plans on removing barriers with annual updates and policies that address standards for customer service. Training with respect to customer service standards for employees and our vendors has been addressed. The Town is in compliance with these requirements.

The requirements for 2013 include policies addressing accessibility standards in the areas of Information and Communications, Employment and Transportation.

The attached policy document will help to achieve compliance addressing the areas specified.

In the near future, training will be provided for staff on what is required under this regulation.

**C. The Blue Mountains’ Strategic Plan**

6.6 Implement processes for continuous improvement

**D. Environmental Impacts**

None.

## **E. Financial Impact**

There is no cost associated with the adoption of the policy. However, there is a fee of \$500.00 for the Integrated Accessibility Standards Regulation “Train the Trainer Session” that will provide us with the necessary tools to train our staff on this policy and its associated practices. This cost will be considered under the 2013 Corporate Professional Development and Training Budget.

## **F. In Consultation With**

Troy Speck, CAO  
Town AODA Committee

## **G. Attached**

Attachment 1- DRAFT IASR Policy

Respectfully submitted,

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Signature

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Troy Speck, CAO

For more information, please contact:

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Business Telephone with Extension 519-599-3131 ext. 282

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## TOWN OF THE BLUE MOUNTAINS

### POLICY & PROCEDURES

Subject Title: Integrated Accessibility Standards Regulation

Corporate Policy (Approved by Council)

Policy Ref. No.: POL.COR.\*\*.\*\*

Administrative Policy (Approved by CAO)

By-law No.:

Department Policy: (Approved by Mgr.)

Name of Dept.:

Date Approved:

Staff Report: CEDC.13.2

#### Policy Statement

The Corporation of the Town of The Blue Mountains (herein referred to as “the Town”) is committed to meeting the accessibility needs of persons with a disability in a timely manner.

#### Purpose

The purpose of this policy is to ensure that the Town meets the needs of persons with disabilities in accordance with the Integrated Accessibility Standards Regulation.

#### Application

This policy applies to management, staff, service providers and the public.

#### Definitions

None.

#### Procedures

A copy of this policy is available on the Town’s website and in hard copy in the Clerk’s office. A copy of this policy is available upon request in an accessible format in accordance with the terms of this policy.

### Accessible Information and Communications

#### Providing Accessible Formats and Communication Supports

The Town is committed to providing materials in an accessible format and providing communication supports to persons with disabilities in a timely manner, upon request. Accessible formats and communication supports will be available in accordance with this policy by January 1, 2015.

This document can be made available in other accessible formats as soon as practicable and upon request

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

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

A request for information to be provided in an accessible format or with communication supports may be submitted to the Clerk's Office. Once such a request is received, The Town will consult with the person making the request to determine a suitable format that takes the person's accessibility needs into account. The Town will determine which accessible format or communication support to be provided or arranged. The information shall be made available in an accessible format, or communication support shall be provided in a timely fashion.

If there is a fee normally charged for the information, the person making the request for information in an accessible format or provision of communication supports, will be charged only the applicable fee. There will be no additional charge for provision of the accessible format or communication support.

If information or communications cannot be converted to an accessible format The Town will provide an explanation about why the materials are not convertible along with a summary of the requested information or communications.

Notice to the public of the availability of accessible formats and communication supports shall be made available on the Town's website.

## **Training**

The Town will provide training on the requirements of the information and communications standards of the Integrated Accessibility Regulation of the Accessibility for Ontarians with Disabilities Act and the Human Rights Code. The training shall be completed by January 1, 2014 for affected employees.

Training will be provided to all employees and volunteers, all persons who participate in developing Town policies and all other persons who provide goods and services on behalf of the organization. Training will be ongoing and shall occur after a person is hired or when changes are made to Town accessibility policies.

## **Feedback Process**

We welcome feedback from the public and from our employees. No later than January 1, 2014, the Town will provide feedback processes accessible to

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persons with disabilities by providing for or arranging accessibility formats and communication supports on request.

Notice to the public of the availability of accessible formats and communication supports shall be made available on the Town's website.

### **Accessible Emergency procedure, plans or public safety information**

Emergency procedures, plans and public safety information are currently available, upon request, in an accessible format or via appropriate communication supports. Requests for such information may be made pursuant to the terms of this policy. Such information shall be made available as soon as is practicable following receipt of a request.

### **Accessible Websites and Web Content**

The Town's internet sites and web content will conform with the World Wide Consortium Web Content Accessibility Guidelines (WCAG0 2.0) initially at Level A and increasing to Level AA according to the following schedule:

- January 1, 2014 – New internet sites and web content must conform with Level A.
- January 1, 2021 – All internet websites and web content must conform with Level AA [not Captions (live) and Audio Description (Pre-recorded) 1.2.4 and 1.25]

For more information about the World Wide Consortium Web Content Accessibility Guidelines (WCAG 2.0), see the Appendix "A" attached to this policy or visit <http://www.w3.org/TR/WCAG20/>

### **Accessible Employment**

The Town is committed to meeting the accessibility and accommodation needs of persons with a disability in a timely manner. This policy shall be in effect no later than January 1, 2014.

### **Accessible Formats and Communication Supports for Job Applicants and Employees with Disabilities**

An employee or a job applicant with a disability may request that information generally available to employees in the workplace and information needed in order to perform the employee's job be made available in an accessible format or with communication supports. Once such a request is received, The Town of Blue Mountains will consult with the person making the request to determine a suitable format that takes the person's accessibility needs into account. The Town of Blue Mountains will determine which accessible format or communication support to be provided or arranged. The information shall be

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made available in an accessible format, or communication support shall be provided in a timely fashion.

### **Accessible Workplace Emergency Response Information**

The Town will provide individualized emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the Town is aware of the need for accommodation, due to the employee's disability.

If an employee who receives individualized workplace emergency response information requires assistance, and if the employee grants permission, The Town will provide the workplace emergency response information to the person that the employer designates to provide assistance to the employee. Individualized emergency response information is provided as soon as is possible.

Individualized workplace emergency response information will be reviewed when the

- employee moves to a different location in the organization;
- employee's overall accommodations needs or plans are reviewed; and
- employer reviews its general emergency response policies.

### **Recruitment, Assessment, Selection and Hiring**

We provide accommodations for applicants with disabilities. We notify our employees and the public about the provision of accommodations on our website and in our job postings.

During the recruitment process, The Town will advise applicants that accommodation for purposes of accessibility in relation to the recruitment process or materials is available upon request. Upon receipt of such a request, the Town will consult with the person making the request and will determine an accommodation that takes the person's accessibility needs into account.

### **Notice to Successful Job Applicants and Employees about Accommodations**

Successful job applicants and new employees will be advised of the Town's accommodation policies. Such information is available to current employees through the Town's Human Resources Department.

### **Individual Accommodation Plans**

The process for developing and documenting individual accommodation plans for employees with disabilities includes the following steps:



This document can be made available in other accessible formats as soon as practicable and upon request

1. We meet with the employee who requests accommodation for an initial discussion and to determine an optimal method of individualized assessment, if needed. We consult with the employee throughout the process.
2. If required, the Town will arrange and pay for an expert evaluation, such as a functional abilities evaluation, to determine if and how accommodation can be achieved.
3. The employee is welcome to have a representative from the workplace participate in the development of the accommodation plan.
4. Individual accommodation plans will be provided to the employee in an accessible format or with communication supports that take into account the employee's particular accessibility needs, due to his/her disability, upon request. All individual accommodation plans inform the employee that the Town provide information in an accessible format or with communication supports, if requested. The plans also identify all accommodations that will be provided. If needed, we include individualized workplace emergency response information, in the accommodation plan.
5. Personal information with respect to the accommodation plan will remain with the respective department and the Human Resources Department. It will not be released to any other Town employees without the employee's consent, except in the case of an emergency.
6. The Town reviews and updates individual accommodation plans annually or if or when there is a change with respect to the employee's functional status (e.g. the employee's functional status improves or regresses). The employee is encouraged to provide regular feedback about the efficiency of the accommodation. The review includes a meeting with the employee and consideration of feedback provided by the employee. Any changes that need to be made to the accommodation plan will be discussed with the employee and if necessary, an expert assessment will be arranged for at the Town's expense.
7. If a plan is denied, we will meet with the employee and provide the reasons and upon request, the Town will provide the reasons in an accessible format or with communication supports.

### **Return to Work Process**

The Town has a process for developing and documenting a return to work plan for an employee with a disability who has been away from work because of a disability and requires disability-related accommodations in order to return to work. The return to work process outlines the steps the Town will take to facilitate the employee's return to work. The process may eventually lead to an individual accommodation plan (see above).

## **Performance Management, Career Development and Advancement and Redeployment**

The Town will take the accessibility needs and individual accommodation plans into consideration for employees with disabilities during a performance management process, or during career development and advancement or when the employee is redeployed.

## **Accessible Procurement**

The Town is committed to including accessibility criteria and features, when procuring or acquiring goods, services or facilities. When it is not practicable to do so, an explanation will be provided, upon request.

The Town includes accessibility criteria and features when designing, procuring or acquiring self serve kiosks.

## **Exclusions**

None.

## **References and Related Policies**

POL.AODA.10.01 Accessibility Standards for Customer Service

## **Consequences of Non-Compliance**

Non-compliant Town employees or members of Council will be referred to this Policy (POL.COR.\*\*.\*\*).

## **Review Cycle**

This policy will be reviewed once per term of Council in open session.

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(Signature)



## 2012 YEAR END REPORT

### **The Vision of The Town of The Blue Mountains Fire Department is:**

To provide the citizens of The Blue Mountains with pro-active, effective and efficient delivery of fire, rescue, public education and fire prevention services; through a unified forward thinking organization with good morale and with the highest standards of personnel safety, fairness and professionalism.





**REPORT TO:** Finance & Administration Committee  
**FROM:** Ron Doherty, Fire Chief  
**DATE:** February 12, 2013  
**SUBJECT:** Year End Report – 2012

## **The Blue Mountains Fire Department**

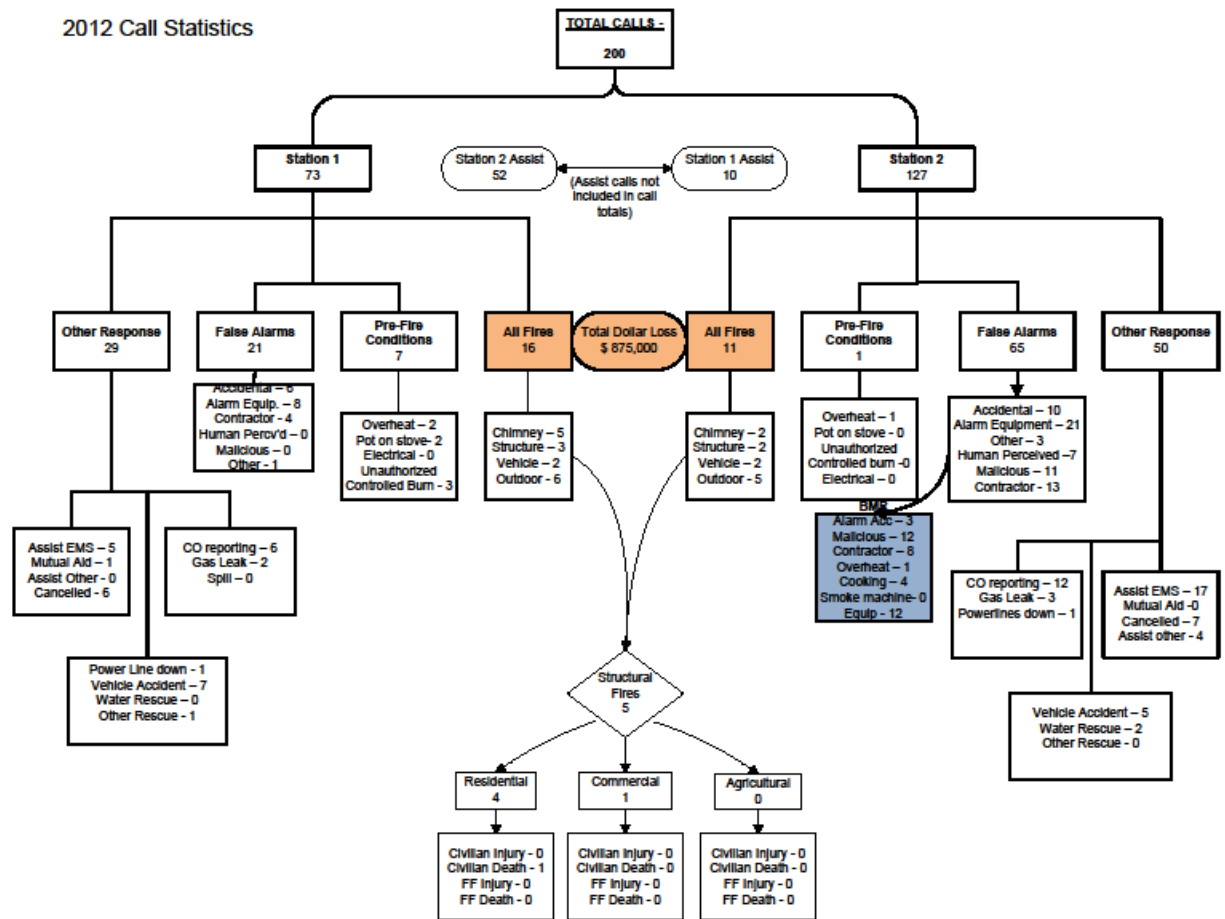
### **Year End Report - 2012**

This Year End Report provides information with regards to the operation and status of The Blue Mountains Fire Department for 2012.

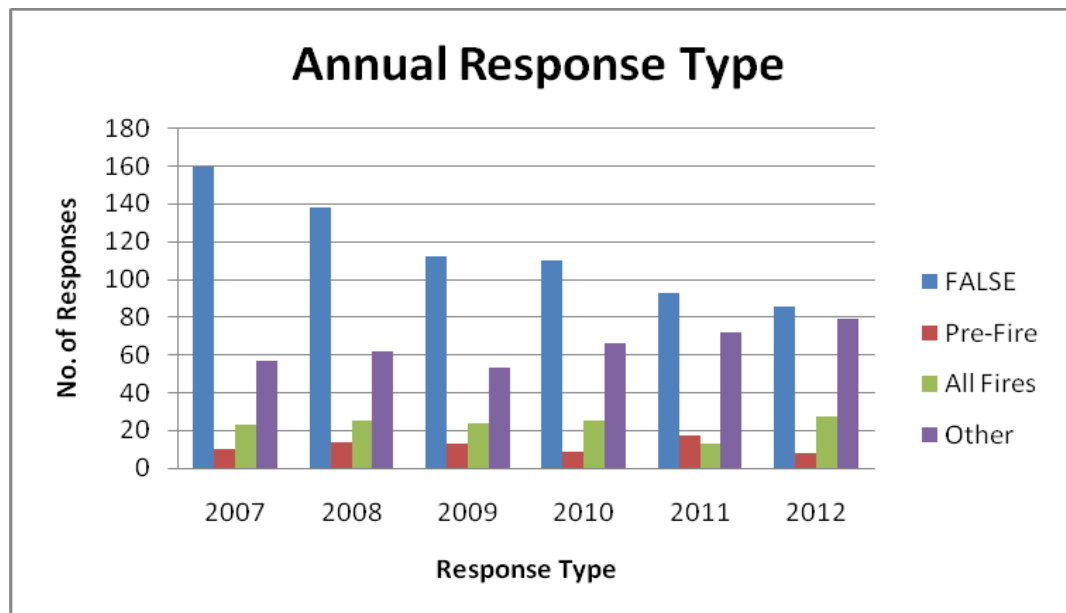
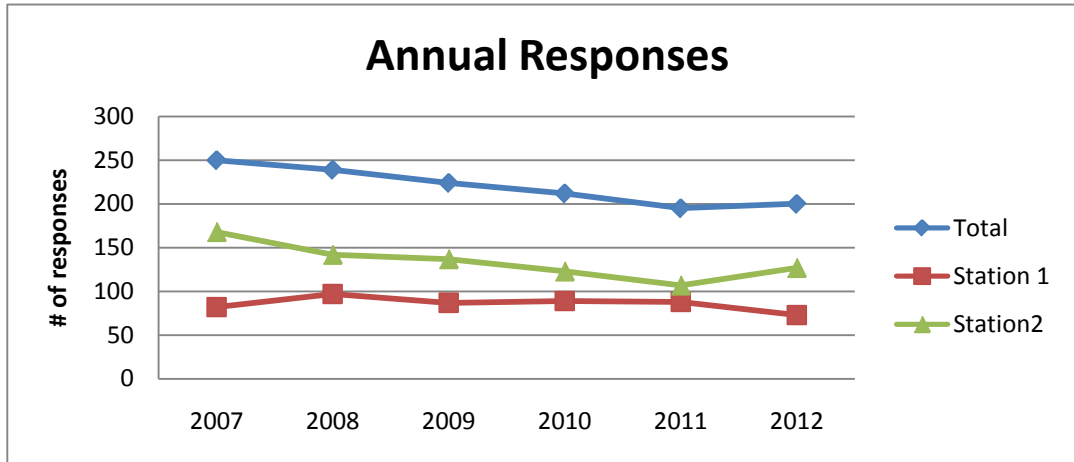
#### **Highlights of 2012 Year:**

- The department responded to a total of 200 incidents including 27 working fires, 8 pre-fire conditions, 86 false alarms and 79 other responses.
- The new Establishing & Regulating Bylaw No. 2012-65 was passed on October 29, 2012 which now includes the Fire Department's Core Services and Fire Prevention Policy.
- The Recruit Training Program for 2012 was a success with 13 applicants applying for positions. The breakdown is 3 for Station #1 and 10 for Station #2.

2012 Call Statistics

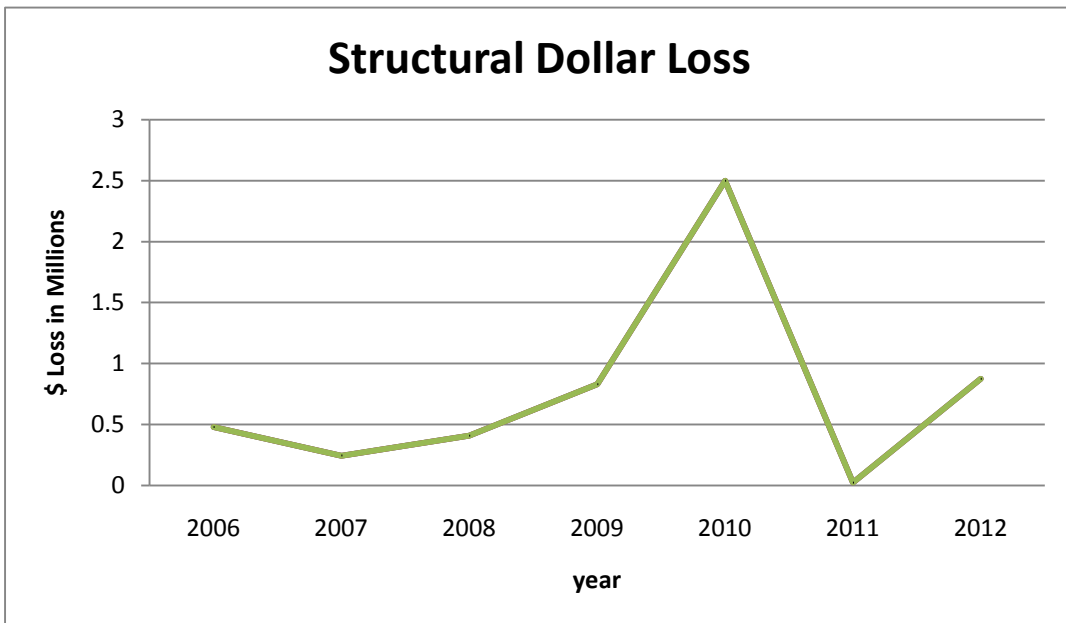
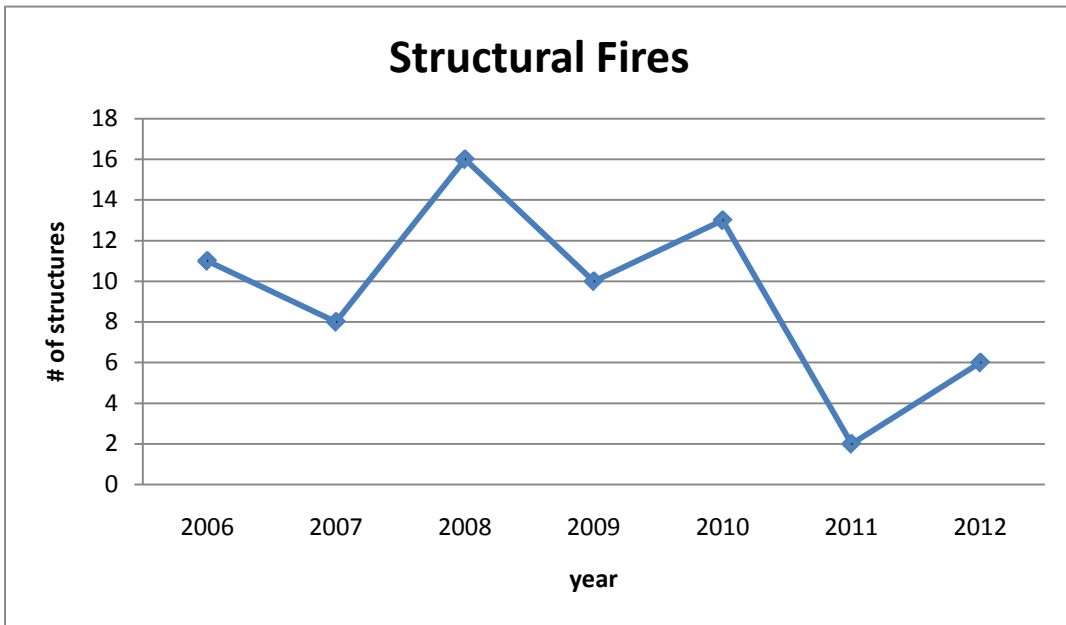


## Town of The Blue Mountains Fire Department Annual Response Comparisons 2007 - 2012



**Town of The Blue Mountains Fire Department  
Annual Structural Fire Comparison**

**2006 - 2012**



## Fire Department Responses 2012

Annual fire department responses appear to have leveled off at approximately 200 calls per year following a steady decline since 2007 from 250. Station 1 responses declined slightly in 2012 while Station 2 increased. The increase can be attributed to EMS assists. Management of Grey county EMS are often reminded that the core services provided by the fire department do not include a tiered response, primarily involving lift assists.

Approximately forty percent of station 2 responses are to Blue Mountain Resort Properties. Eighty percent of those responses are false alarms. Overall, false alarms continue to decline which can be attributed to the “false alarm user fee by-law”.

### **False Alarm By-law Letters Issued in accordance with 2009-72 Schedule D.7**

<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4+</b>
14	2	0	0	24	11	7	7

The increase to responses where fire conditions existed can be attributed to the extremely dry conditions last summer and an increase in outdoor fires, many of which were from careless disposal of smokers materials into dry vegetation.

Structure fires remain consistent as well as dollar loss, not taking into account the very quiet year in 2011. Two fires in the Grey County Housing units located in Thornbury in 2012 resulted in one fatality and one near miss. Beginning in 2011 the fire department began urging Grey County Housing to enhance their fire alarm system due to behaviour change in the residents. Recommendations also included designating the buildings as non smoking.

A brief summary of the following two pages of response statistics indicate the higher number of responses throughout the Municipality occurring:

- May - August
- Monday – Friday
- 0800 – 1600 hours



**2012**  
**Town of The Blue Mountains Fire Department**  
**Response Statistics**  
**Times of Day**  
**Station #1**  
**Total Calls = 73**

MONTH	TIME OF DAY			DAY OF WEEK		% volume
	0 - 08	08 - 16	16 - 24	M - F	S - S	
January	0	2	0	1	1	2
February	3	1	1	4	1	7
March	1	1	1	2	1	3
April	0	1	5	1	5	8
May	0	4	2	5	1	10
June	2	4	2	4	4	11
July	2	5	2	5	4	11
August	4	6	5	10	5	21
September	0	3	1	1	3	6
October	2	3	1	6	0	8
November	1	1	2	3	1	6
December	0	4	1	2	3	7
0 - 08	15					20
08 - 16		35				48
16 - 24			23			32
M - F				44		60
S - S					29	40

**2012**  
**Town of The Blue Mountains Fire Department**  
**Times of Responses to Fires**  
**Station #1**  
**Fires = 16**

TYPE	TIME OF DAY			DAY OF WEEK		% volume
	0 - 08	08 - 16	16 - 24	M - F	S - S	
CHIMNEY	1	1	3	1	3	31
STRUCTURE	2	1		3	1	19
VEHICLE		1	1	1	1	13
OUTDOOR	1	4	1	4	2	37
0 - 08	4					25
08 - 16		7				44
16 - 24			5			31
M - F				9		56
S - S					7	44

**2012**  
**Town of The Blue Mountains Fire Department**  
**Response Statistics**  
**Times of Day**  
**Station #2**  
**Total Call = 127**

MONTH	TIME OF DAY			DAY OF WEEK		% volume
	0 - 08	08 - 16	16 - 24	M - F	S - S	
January	6	2	6	4	10	12
February	2	4	2	7	3	6
March	2	4	2	7	1	6
April	1	6	2	6	3	7
May	3	3	4	8	2	8
June	6	3	1	6	4	8
July	4	3	4	8	3	9
August	1	8	5	10	4	12
September	1	5	2	2	6	6
October	3	4	2	6	3	7
November	4	3	4	5	6	9
December	2	5	6	7	6	10
0 - 08	35					28
08 - 16		52				40
16 - 24			40			32
M - F				76		60
S - S					51	40

**2012**  
**Town of The Blue Mountains Fire Department**  
**Times of Responses to Fires**  
**Station #2**  
**Fires = 11**

TYPE	TIME OF DAY			DAY OF WEEK		% volume
	0 - 08	08 - 16	16 - 24	M - F	S - S	
CHIMNEY			2	2		18
STRUCTURE	2				2	18
VEHICLE		1	1	2		18
OUTDOOR	4		1	2	3	46
0 - 08	6					55
08 - 16		1				9
16 - 24			4			36
M - F				6		55
S - S					5	45

## Town of The Blue Mountains Fire Department

### 2012 Year End Fire Prevention

<b>Annual Inspections</b>	2009	2010	2011	2012
Request	30	13	8	11
Complaint	0	0	10	10
Institutional	9	4	1	5
Re - Inspections	0	1	55	179
Commercial	90	108	30*	98
Commercial Residential				116
Kitchen Suppression Testing				9
Industrial	41	11	4	12
Assembly	111	54	7*	43
Residential	63	50	139**	128**
Tents	60	19	21	
Display Fireworks	9	12	11	12
Public Amusement Area Fireworks	1	0	9	8
Outdoor Public Amusement Area Approved	7	18	7	6
Electrical Orders Issued	3	2	0	1
Bunk house Inspections			47	59
<b>Total Inspections</b>	<b>442</b>	<b>291</b>	<b>349</b>	<b>612</b>

\* Annual life safety documentation forwarded to prevention office \*\* Residential units in commercial residential included

**Town of The Blue Mountains Fire Department  
Year End  
Fire Prevention**

**Months January -December**

**Year 2012**

Request	11
Complaint	10
Institutional	5
Re - Inspections	179
Commercial	107
Industrial	12
Assembly	43
Residential	128
Tents	31
Display Fireworks	12
Public Amusement Area Fireworks	8
Outdoor Public Amusement Area Approved	6
Electrical Orders Issued	1
Bunk house Inspections	59
<b>Total Inspections</b>	<b>612</b>

**Fire & Life Safety Education**

<b>Focus Group</b>	<b>Topic</b>	<b># of persons</b>
General Public	Fire Prevention Week Open House Station 1	200
Rusty's New Staff	Night Club Fire Safety	110
Town hall employees	After hours usage	6
Hotel Staff	Extinguisher Training	25
Municipal Staff	Extinguisher Training	31
Commercial Managers	Supervisory Responsibility	40
BTI	Extinguisher Training	43
Municipal Staff	Extinguisher Training	14
Wild Wing	Extinguisher Training	17
Marina Employees	Extinguisher Training	4
Lions Duck Race	Pub Ed Display / Sparky	75
Parks Employees	Extinguisher Training	11
		<b>Total 576</b>

(SDR – stop drop and roll, s/a – smoke alarms)

## Fire Safety Plans

Plans Under Review/ Revised	Buildings Inspected	Plans Approved / NEW
13	7	6

## Smoke Alarm Program (DR Reviewing )

Dwellings Inspected	Deficiencies Identified
57	FM Order corrected problems

## Fire Code Enforcement

Smoke alarm tickets issued – Part 1	Smoke alarm Infractions Issued – Part 3	Part 3 – Fire Code Violations Registered	Results
		1 Prosecution of business owner FSP training court date 2012-12-10	Put over for disclosure until 2013-01-28
		2 Prosecution's for life safety contractor	November conviction \$10,000 fine + court costs

## Inspection Orders

1 Ongoing	Fire Safety Commission ruling still holding property closed
2 Electrical Order Issued	ESA Inspection and repairs complete
3 Order on Condominium Corporation	Order complied with- 177 new smoke alarms installed and new annual inspection by life safety contractor

- Inspector Sauder resigned, hired Inspector Johnston
- 13 Residential units in Tyrolean village were retrofitted with exiting enhancements
- Life Safety contractor convicted and contract cancelled with Village Management
- Condo corporation inspection identified smoke alarm issues which were addressed with an Order, 177 new smoke alarms were installed

## TRAINING Annual Report

January – December 2012

**TRAINING STATS Annual Report – 2012 (In House)**

Station # 1&2 1 <sup>st</sup> Quarter	Station # 1&2 2 <sup>nd</sup> Quarter	Station # 1&2 3 <sup>rd</sup> Quarter	Station # 1&2 4 <sup>th</sup> Quarter
602 hrs	618 hrs	580 hrs	642 hrs
			<b>TOTAL TRAINING HOURS</b>
			<b>2442 hrs</b>

*In House training takes place every Monday night throughout the year.*

TOPIC	NUMBER OF HOURS
Truck / SCBA / PPE	576
Vehicle Extrication / Air Bags and Cribbing	134
Firefighter Survival Training / Search and Rescue	232
Incident Management Scenarios	154
High Angle Rescue/ Confined Space	106
Pumper Operations/ Rural Water/Pumper Relay	180
Ice/Water Rescue	316
Fire Suppression Techniques	90
Solar Power Awareness for 1 <sup>st</sup> Responders	66
First Responder/ SOG Signoffs	72
Portable Pumps	126
Fire Alarm and Detection Systems/Pre Planning	186
Grow Lab Awareness for First Responders	56
ATV Rescue	24
Water Supply	78
Hose Testing	46
<b>TOTAL</b>	<b>2442 hrs</b>

**TRAINING PERCENTAGES**

**2012 TRAINING PERCENTAGES – Annual (2012) – Hall # 1**

**HALL # 1 – January – December 2012**

<b>Below 50% Attendance</b>	<b>4 Firefighters</b>
<b>50% - 75%</b>	<b>6 Firefighters</b>
<b>76% - 100%</b>	<b>13 Firefighters</b>
	<b>TTL 23 Firefighters</b>

**2012 TRAINING PERCENTAGES – Annual (2012) – Hall # 2**

**HALL # 2 – January – December 2012**

<b>Below 50% Attendance</b>	<b>1 Firefighters</b>
<b>50% - 75%</b>	<b>5 Firefighters</b>
<b>76% - 100%</b>	<b>9 Firefighters</b>
	<b>TTL 15 Firefighters</b>

**RESPONSE PERCENTAGES**

**2012 RESPONSE PERCENTAGES – Annual (2012) – Hall # 1**

**HALL # 1 – January – December**

<b>Below 50% Attendance</b>	<b>13 Firefighters</b>
<b>50% - 75%</b>	<b>7 Firefighters</b>
<b>76% - 100%</b>	<b>3 Firefighters</b>
<b>TTL</b>	<b>23 Firefighters</b>

**2012 RESPONSE PERCENTAGES – Annual (2012) – Hall # 2**

**HALL # 2 – January - December**

<b>Below 50% Attendance</b>	<b>8 Firefighters</b>
<b>50% - 75%</b>	<b>6 Firefighters</b>
<b>76% - 100%</b>	<b>1 Firefighters</b>
<b>TTL</b>	<b>15 Firefighters</b>

**EMERGENCY MANAGEMENT**

**2012 Annual Report**

We have completed the Annual Community “Essential” Level Program. This consists of 15 elements to be completed and sent in to Emergency Management Ontario. This



Statement of Completion is to be in compliance with the Emergency Management and Civil Protection Act and its associated Regulation 380/04.

The following are the 15 elements which are required to be completed annually:

1. CEMC designated
2. CEMC training completed
3. Community Emergency Management Program Committee established
4. Emergency Management Program Bylaw current
5. Hazard identification and risk assessment current
6. Emergency Response Plan reviewed and submitted to Emergency Management Ontario
7. Emergency Response Plan Bylaw current
8. Designated Emergency Operations Center
9. Emergency Operations Center communications equipment
10. Critical Infrastructure Inventory current
11. Required annual training for Community Control Group
12. Required annual emergency management exercise for Community Control Group
13. Designated Emergency Information Officer available
14. Public Education / Awareness Program delivered to residents
15. Review elements and submitted to Emergency Management Ontario

### **2012 Significant Events:**

Mud slide from Alpine Ski Club affects 3 properties on Arrowhead Crescent. The Town responded to mitigate damage to affected properties. All departments work well to achieve a coordinated effort, outside agencies and private contractors were also utilized in this effort.

The mud slide had stabilized the Town had withdrawn equipment and staff from site. Town staff will continue to monitor the slide for the next days and weeks to ensure there is no further movement. A letter is sent to Alpine Ski Club and affected property owners from the Town on next steps moving forward.

The aggregate cost of this event was \$10 485.00

Attend Red Cross evacuee registration and inquiry form training.

Deliver mud slide presentation to Grey County CEMC's for information.

Assist Grey County Social Services with set up of evacuation centre scenario at Beaver Valley Community Centre. Town CCG was able to attend to view facility and go through evacuee registration process.

Meeting with Town CCG to discuss provincial exercise Huron Challenge, also reviewed Red Cross R&I forms.

Review and update Town Emergency Response Plan.

Annual exercise with CCG this year's scenario was "what happens when we are asked to support another community in need?"

**STAFF REPORT: Finance & IT Services**

C.3



**REPORT TO:** Finance & Administration  
**MEETING DATE:** February 12, 2013  
**REPORT NO.:** FIT.13.06  
**SUBJECT:** 2012 Investment Performance  
**PREPARED BY:** Robert Cummings, CMA  
Director of Finance & IT Services

**A. Recommendations**

THAT Council receive Staff Report FIT.13.06 "2012 Investment Performance" for information purposes.

**B. Background**

The Town's financial investments are governed by the Council approved "Investment Policy", FS.08.11 as amended. The purpose of the policy is to invest all available funds in a prudent manner so as to maximize the rate of return while minimizing the degree of risk to the principal and ensuring an adequate level of liquidity within the legislated guidelines.

In accordance with the Town's Investment Policy Section V, Part (a), Council shall be updated on the status of the investments on an annual basis or upon request.

In general, fixed income investments experienced another flat year of returns in 2012. In this investment environment, returns greater than 2% have not been experienced since 2008. The return on the Town's portfolio is reflective of this again in 2012. There a number of reasons that contributed to this:

- low interest rates
- recovering North American economy
- type and quality of investments available in 2012

The Town's attention to risk management and the preservation of invested capital limit the investment instruments available to the Town. Typically, the Town invests in fixed income type securities over shorter terms. The Town has been able to achieve relative decent returns given the low interest environment by diligently working with professionals in the field.

It should also be noted that the Town recently amended its Investment Policy to provide for investments within the ONE Fund portfolios offered through AMO. These funds provide the Town with some exposure to the equity markets. To date, the Town has not invested funds with ONE Funds.

The Town's Reserve Funds are invested in a number of investment vehicles. At year-end 2012, approximately \$12.5 million was held in the Town's TD Bank Accounts. The average interest in 2012 was 1.25%

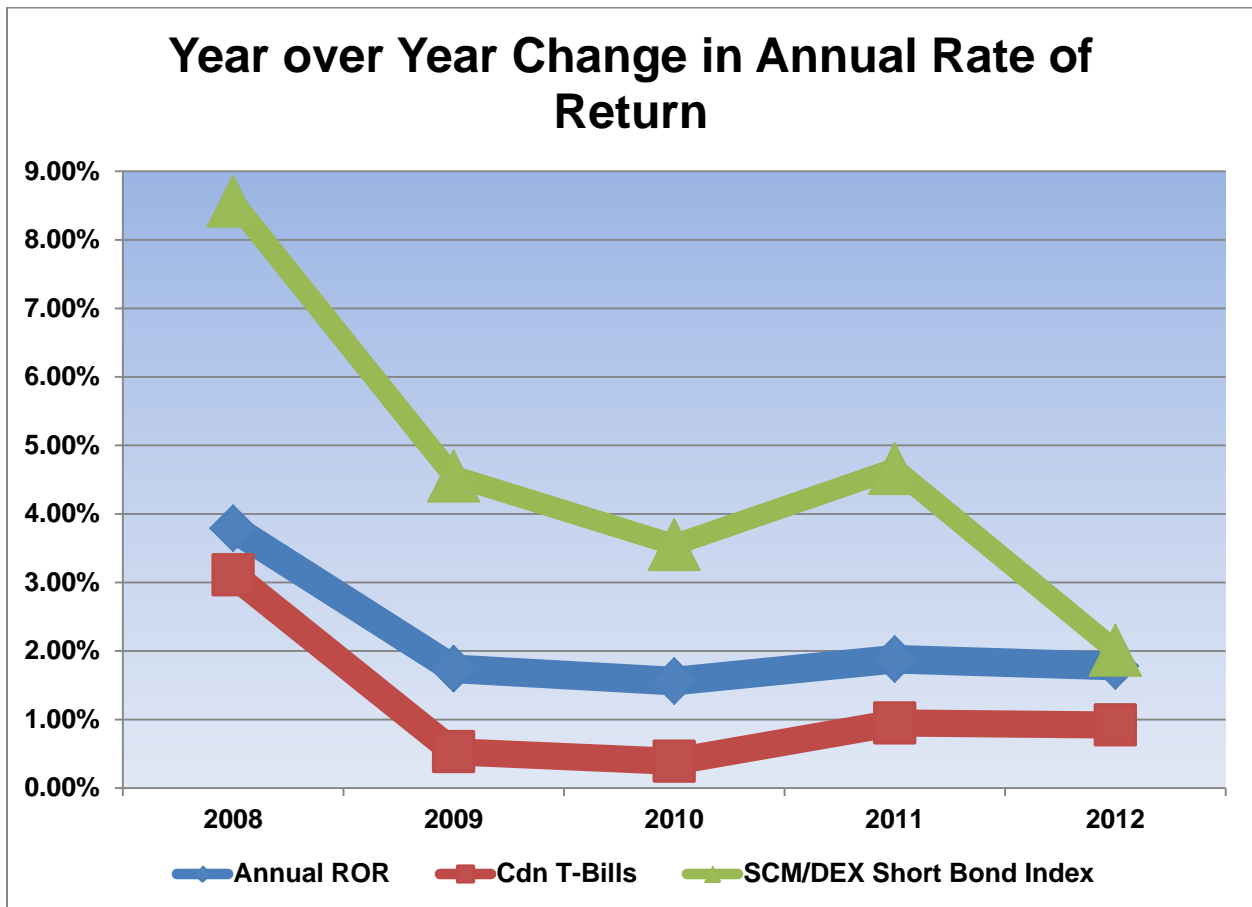
There was approximately \$2.45 million on account with BMO Nesbitt Burns at the end of 2012. This account generally earns interest at a better rate than our primary bank and invests in a more diversified range of fixed income securities in accordance with the Town's Investment Policy. This account earned approximately \$43,000 in 2012 with an average rate of return on the portfolio of 1.78%. This is down from 2011's 1.88%.

Additionally, there is about \$5.2 million in GIC's and accounts with Meridian Credit Union at the end of 2012. The GICs mature December 2013 and 2014 with \$2.2 million available on demand at a current rate of 1.48%. The annual average rate of return in 2012 was approximately 1.72%.

An Annualized Rate of Return for comparison purposes is 1.04% for the ONE Fund Money Market Portfolio offered through AMO. The AMO ONE Fund Bond Portfolio recorded a net 1-year return 1.55%.

As a comparison, the Canadian T-bill rate of return was 0.92% for the same period. DEX Short Bond Index return was 2.01%. The S&P/TSX Composite Index was up 7.19%.

A graphical illustration follows.



The 2013 outlook on interest revenue from investments is very similar to 2012. After much discussion with professionals in the field, Staff does not expect interest rates to change much over the year. However, Staff will continue to research opportunities to maximize the portfolio's returns.

### **C. The Blue Mountains' Strategic Plan**

Ensuring long-term financial sustainability

### **D. Environmental Impacts**

N/A

### **E. Financial Impact**

The 2013 Proposed Budget reflects the lower than historic rates of return. Finance continues to monitor the Town's investment portfolio maximizing returns at an acceptable level of risk in accordance with the Town's Investment Policy.

Finance staff will research further opportunities with AMO's ONE fund program in 2013 to determine if there is a good fit for the Town investments.

### **F. In Consultation With**

Debbie Brown, Financial Analyst

### **G. Attached**

1. BMO Nesbitt Burns Performance Report for 2012

Respectfully submitted,

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Robert Cummings, CMA  
Director of Finance & IT Services

For more information, please contact:

Robert Cummings  
rcummings@thebluemountains.ca  
519-599-3131 x245

# Your performance report

as of December 31, 2012

## Overview of your portfolio in Canadian \$

Account	Name	Type	Your account performance start date	Value on Dec 31, 2012	Income Earned for 12 months
370-17184	TOWN OF THE BLUE MOUNTAINS,	Corporate	Feb 1, 2001	2,437,011	43,078
Accrued interest				\$22,453	
<b>Total value of your portfolio in Canadian \$</b>				<b>\$2,459,464</b>	

## Questions?

### Doug McGregor & Associates

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(416) 359-6131  
douglas.mcgregor@nbpcd.com

CHERYL JOAQUIM  
(416) 359-6111  
cheryl.joaquim@nbpcd.com

ROSE MINASI  
(416) 359-6592  
rose.minasi@nbpcd.com

Fax: (416) 359-5379

## Your portfolio activity summary

Total value of your portfolio on Dec 31, 2011	\$2,416,530
Net deposits and withdrawals	\$0
Investment growth / loss	\$42,934
<b>Total value on Dec 31, 2012</b>	<b>\$2,459,464</b>

## Rates of return of your portfolio

Year-to-date	1.78%
3 months	0.43%
12 months	1.78%
3 years	1.74%
5 years	2.15%
10 years	2.89%
Since inception	3.08%

TOWN OF THE BLUE MOUNTAINS  
ATTN ROBERT CUMMINGS  
DIRECTOR OF FINANCE  
P.O. BOX 310  
32 MILL STREET  
THORNBURY ON N0H 2P0

## Change in value of your portfolio

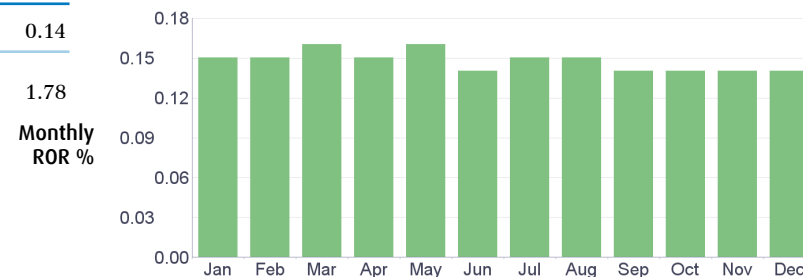
		A Net deposits and withdrawals	B Value	C Accrued interest	B + C Total value	D* Change in value	D - A Investment growth / loss
<b>Previous calendar years</b>							
Feb 1, 2001	<b>Initial value</b>	7,682,704	7,682,704		7,682,704		
Dec 31, 2001		1,012,000	9,051,068		9,051,068	1,368,364	356,364
Dec 31, 2002		-5,411,000	3,844,856		3,844,856	-5,206,211	204,789
Dec 31, 2003		656,665	4,673,713	15,202	4,688,915	844,059	187,394
Dec 31, 2004		1,000,000	5,801,971		5,801,971	1,113,055	113,055
Dec 31, 2005			5,971,807	26,571	5,998,378	196,407	196,407
Dec 31, 2006			6,227,978	8,725	6,236,703	238,325	238,325
Dec 31, 2007		-770,000	5,726,572		5,726,572	-510,131	259,869
Dec 31, 2008			5,919,090	24,499	5,943,589	217,017	217,017
Dec 31, 2009		-2,626,293	3,389,068	12,368	3,401,436	-2,542,153	84,140
Dec 31, 2010		-1,071,752	2,350,359	21,464	2,371,824	-1,029,612	42,140
Dec 31, 2011			2,392,455	24,075	2,416,530	44,706	44,706
<b>Current calendar year</b>							
Dec 31, 2011	<b>Opening value</b>		2,392,455	24,075	2,416,530		
Mar 31, 2012			2,400,934	26,703	2,427,637		
Jun 30, 2012			2,430,887	7,550	2,438,437		
Sep 30, 2012			2,431,312	17,685	2,448,998		
Dec 31, 2012			2,437,011	22,453	2,459,464		
Dec 31, 2012	<b>Year-to-date totals</b>	<b>\$0</b>	<b>\$2,437,011</b>	<b>\$22,453</b>	<b>\$2,459,464</b>	<b>\$42,934</b>	<b>\$42,934</b>
	<b>Since inception</b>	<b>\$472,323</b>					<b>\$1,987,141</b>

\*Change in value signifies the difference in value from the previous year.

## Time-weighted rates of return as of December 31, 2012

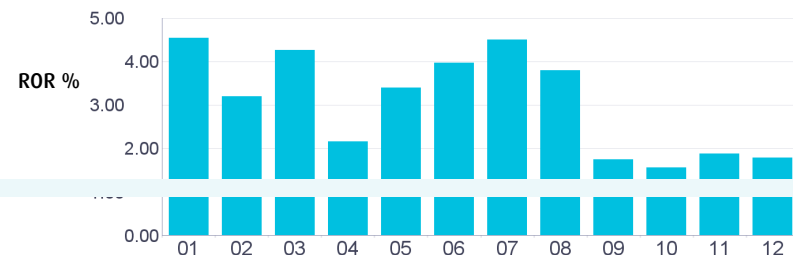
Period 2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly rates of return (%)	0.15	0.15	0.16	0.15	0.16	0.14	0.15	0.15	0.14	0.14	0.14	0.14
Compound year-to-date rates of return (%)	0.15	0.30	0.46	0.61	0.77	0.91	1.05	1.20	1.34	1.49	1.63	1.78
2012 Quarters	1st	2nd	3rd	4th								
Quarterly rates of return (%)	0.46	0.44	0.43	0.43								
Cumulative rates of return (%)	0.46	0.91	1.34	1.78								

### YEAR-TO-DATE PERFORMANCE



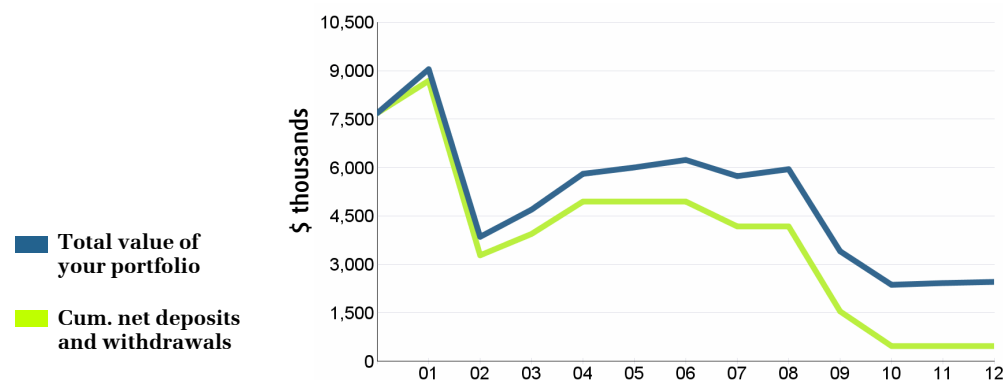
Calendar years	2012	2011	2010	2009	2008	2007	2006	2005
Rates of return (%)	1.78	1.88	1.56	1.74	3.79	4.49	3.97	3.39
	2004	2003	2002	2001				
	2.15	4.26	3.19	4.53*				

### CALENDAR YEARS PERFORMANCE



Calendar years	Net deposits and withdrawals	Total value of your portfolio	Previous balance	Change in value
2001	8,694,704	9,051,068		
2002	-5,411,000	3,844,856	9,051,068	-5,206,211
2003	656,665	4,688,915	3,844,856	844,059
2004	1,000,000	5,801,971	4,688,915	1,113,055
2005		5,998,378	5,801,971	196,407
2006		6,236,703	5,998,378	238,325
2007	-770,000	5,726,572	6,236,703	-510,131
2008		5,943,589	5,726,572	217,017
2009	-2,626,293	3,401,436	5,943,589	-2,542,153

### YOUR PORTFOLIO VALUE





YOUR PERFORMANCE REPORT AS OF DECEMBER 31, 2012  
ACCOUNT 370-17184  
TOWN OF THE BLUE MOUNTAINS

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Calendar years	Net deposits and withdrawals	Total value of your portfolio	Previous balance	Change in value
2010	-1,071,752	2,371,824	3,401,436	-1,029,612
2011		2,416,530	2,371,824	44,706
2012 YTD		2,459,464	2,416,530	42,934

\* - partial period.

## Time-weighted rates of return as of December 31, 2012 (continued)

### Benchmark comparison in C\$

Market index	Year To Date	3 months	12 months	3 years	5 years	10 years	Since inception
Your Portfolio	1.78%	0.43%	1.78%	1.74%	2.15%	2.89%	3.08%
CDN T-bills	0.92%	0.25%	0.92%	0.76%	1.18%	2.15%	2.35%
CDN CPI (One Month Lag)	0.83%	0.08%	0.83%	1.90%	1.69%	1.84%	1.94%
DEX Universe Bond Index	3.60%	0.30%	3.60%	6.64%	6.35%	5.97%	6.35%
S&P/TSX Composite Index	7.19%	1.72%	7.19%	4.79%	0.81%	9.22%	4.91%
S&P 500	13.48%	0.81%	13.48%	8.86%	1.74%	2.28%	-1.13%
MSCI EAFE	15.34%	7.87%	15.34%	2.15%	-3.14%	3.80%	0.14%
DEX Short Term Bond Index	2.01%	0.34%	2.01%	3.40%	4.64%	4.38%	4.87%
DEX Long Term Bond Index	5.21%	0.15%	5.21%	11.83%	8.65%	8.36%	8.48%
Barclays US Treasury Index	-0.24%	1.10%	-0.24%	3.92%	5.47%	0.03%	1.89%

Portfolio and all index rates of return are stated in Canadian \$ and are calculated on a total return basis (including price changes, dividend and interest income and accrued interest). Information contained herein has been obtained from sources which we believe to be reliable but is not guaranteed by BMO NB.

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Your rate of return figures for your total portfolio are reported net of fees.

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**STAFF REPORT: Finance & IT Services**

C.4



**REPORT TO:** Finance & Administration  
**MEETING DATE:** February 12, 2013  
**REPORT NO.:** FIT.13.10  
**SUBJECT:** Monthly Financial Report – January 2013  
**PREPARED BY:** Robert Cummings, CMA  
Director of Finance & IT Services  
Debbie Brown, Budget Analyst

**A. Recommendations**

THAT Council receive Staff Report FIT.13.10 “Monthly Financial Report – January 2013” for information purposes.

**B. Background**

Finance provides financial updates for review by the Finance & Administration Committee and approval by Council. The attached documentation provides Council with information on the financial activity of the Town early in 2013.

Once the 2013 Budget is approved, Staff will examine and report the financial position and activities of the Town’s operations compared to the approved budget.

**C. The Blue Mountains’ Strategic Plan**

To ensure long-term financial sustainability of the Town of The Blue Mountains

**D. Environmental Impacts**

The Blue Mountains is committed to environmental sustainability.

**E. Financial Impact**

As per above.

**F. In Consultation With**

Renee Ouellette, Financial Accountant  
Debbie Brown, Budget Analyst

**G. Attached**

1. 2013 January Flash Report (includes a 2012 OPP update)

Respectfully submitted,

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Debbie Brown, Budget Analyst

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Robert Cummings, CMA  
Director of Finance & IT Services

For more information, please contact:

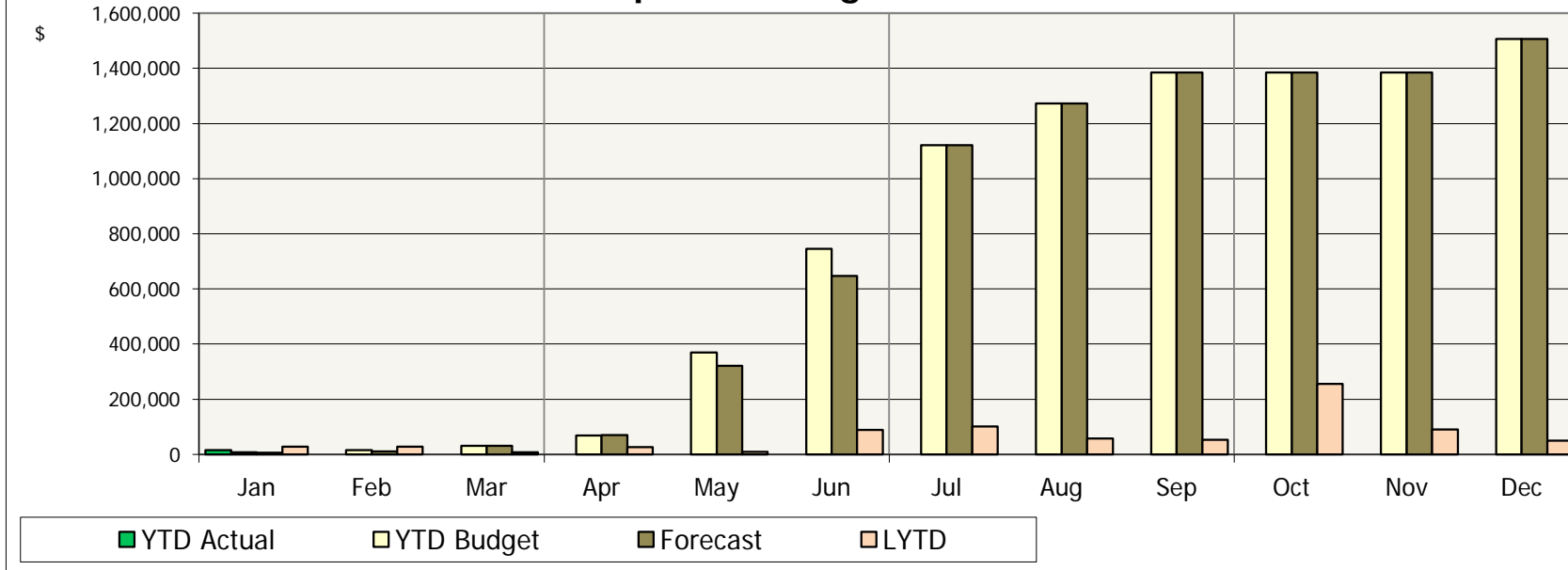
Robert Cummings  
rcummings@thebluemountains.ca  
519.599.3131 x245

**The Blue Mountains  
Monthly Flash Report -- Operating  
Jan 31/2013**

**Development Charges Collected**

Estimated D/C's	YTD Actual	% Collected	Annual Forecast	Fcst Variance
1,505,900	15,153	1%	1,505,900	-

**2013 Development Charges Collected**

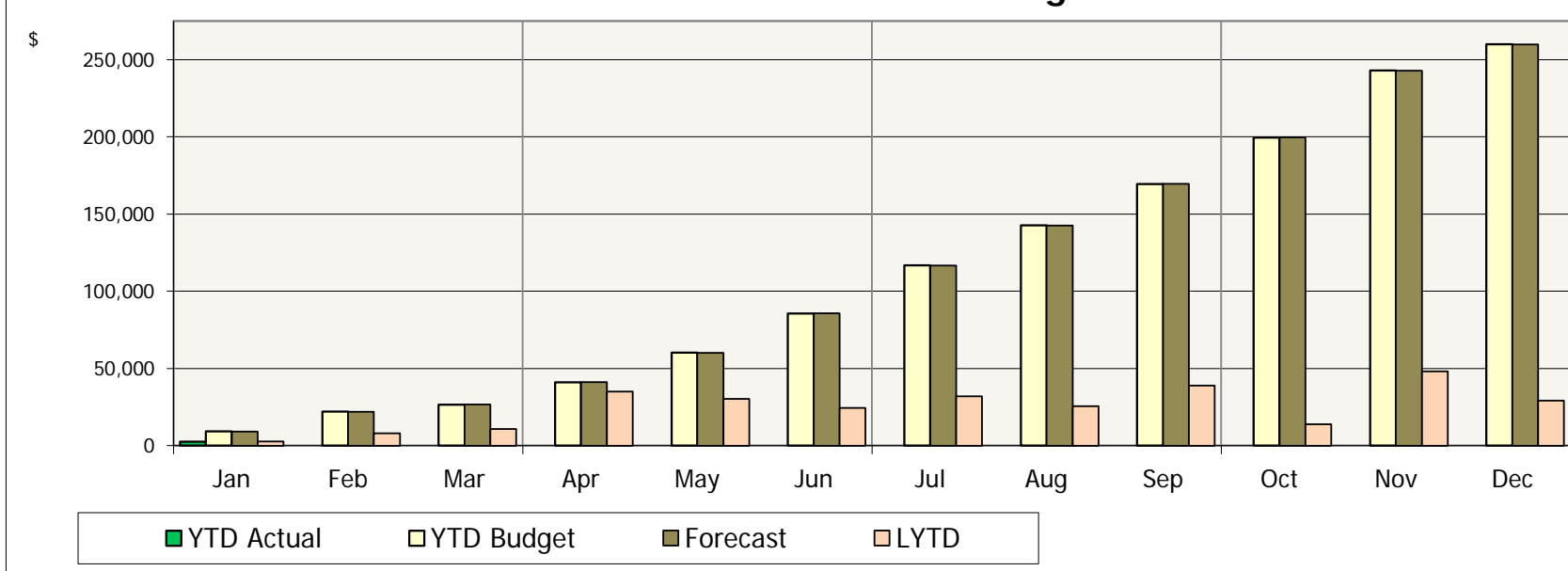


Commentary
<p><b>Soft Services -Total \$ 6,964</b>            General Government - \$ 785            Fire - \$ 1,278            Police - \$ 188            Public Works - \$ 579            Parks &amp; Recreation - \$ 3,297            Library - \$ 837</p> <p><b>Hard Services - Total \$ 8,189</b>            Roads - \$ 8,189            Water - \$            Sewer - \$</p>

**Landfill Site Fees**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
260,000	2,554	1%	260,000	-

**2013 Landfill Fees to Budget**



Commentary
<p>Total Landfill Site fees collected for January were \$2,554</p> <p>2013 YTD is down slightly from 2012 by \$ 258</p>

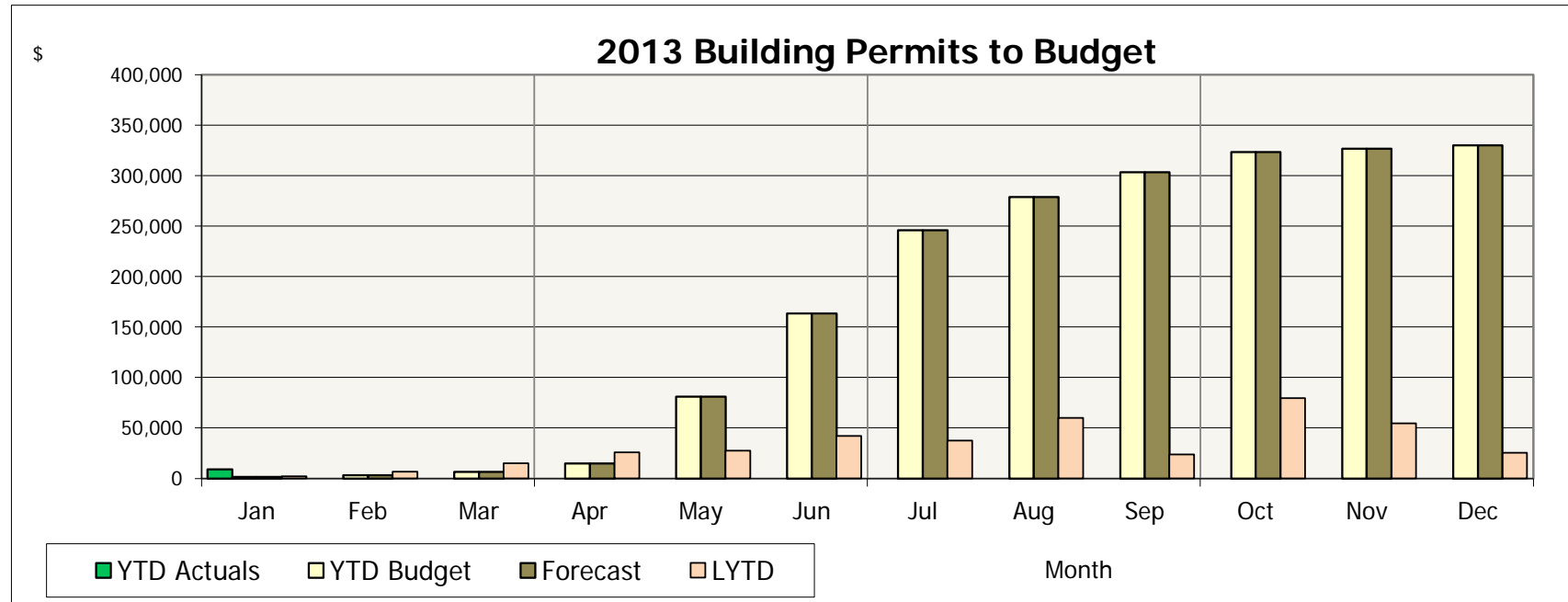
Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

**The Blue Mountains  
Monthly Flash Report -- Operating  
Jan 31/2013**

**Building Permits**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
330,000	9,165	3%	330,000	-

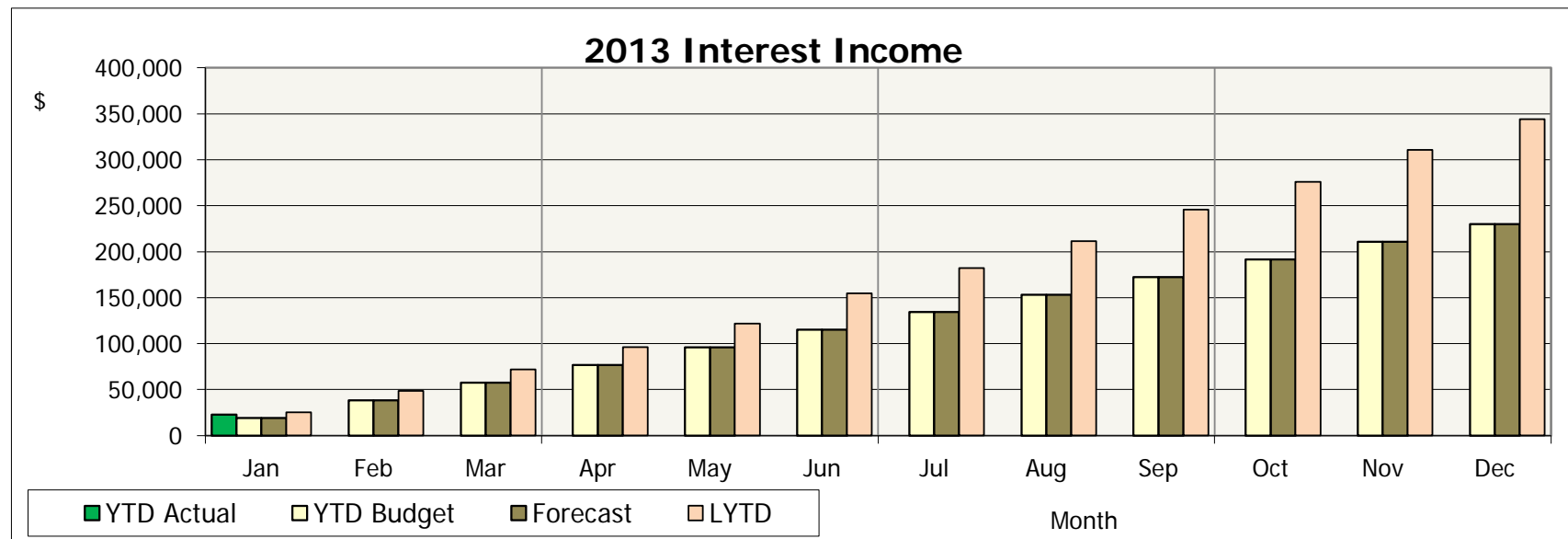
Commentary
Total Building Permit Fees collected for January were \$ 9,165
2013 YTD has increased over 2012 by \$ 7,000



**Interest Income**

Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
230,000	22,894	10%	230,000	-

Commentary
Operating Bank Account Balance at January 31, 2013 was \$ 1,254,162

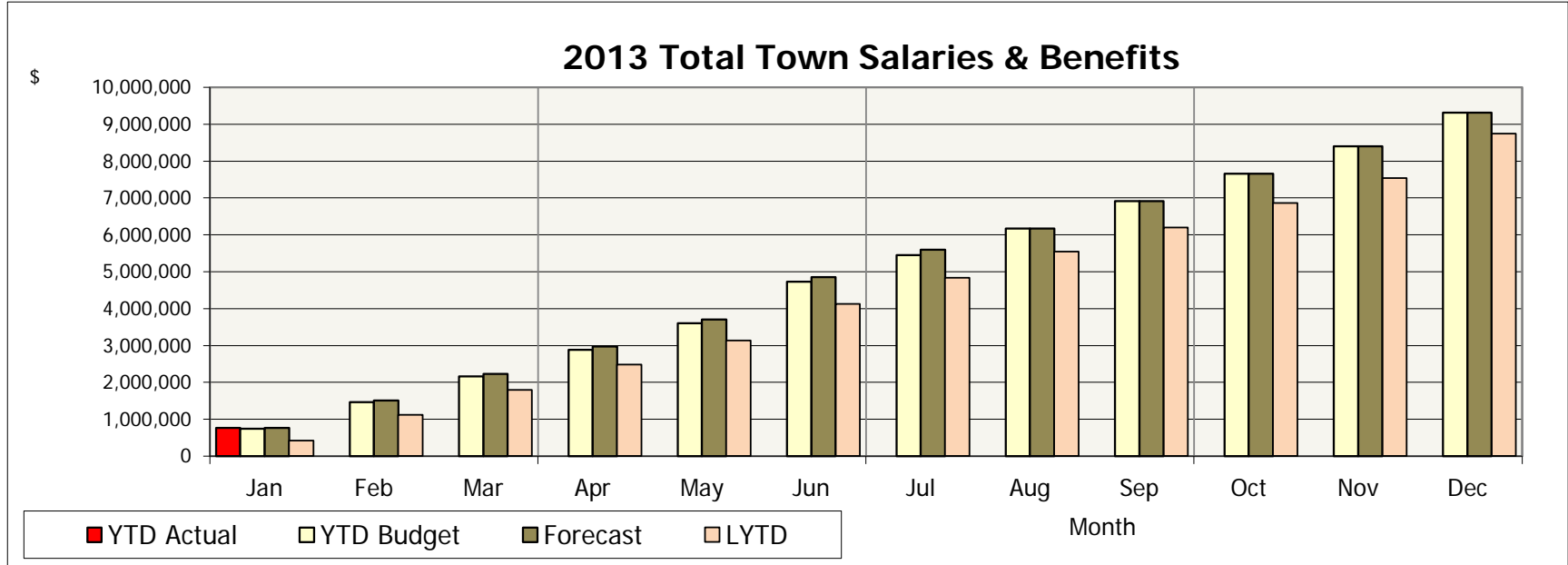


Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

**The Blue Mountains  
Monthly Flash Report -- Operating  
Jan 31/2013**

**Total Town Salaries & Benefits**

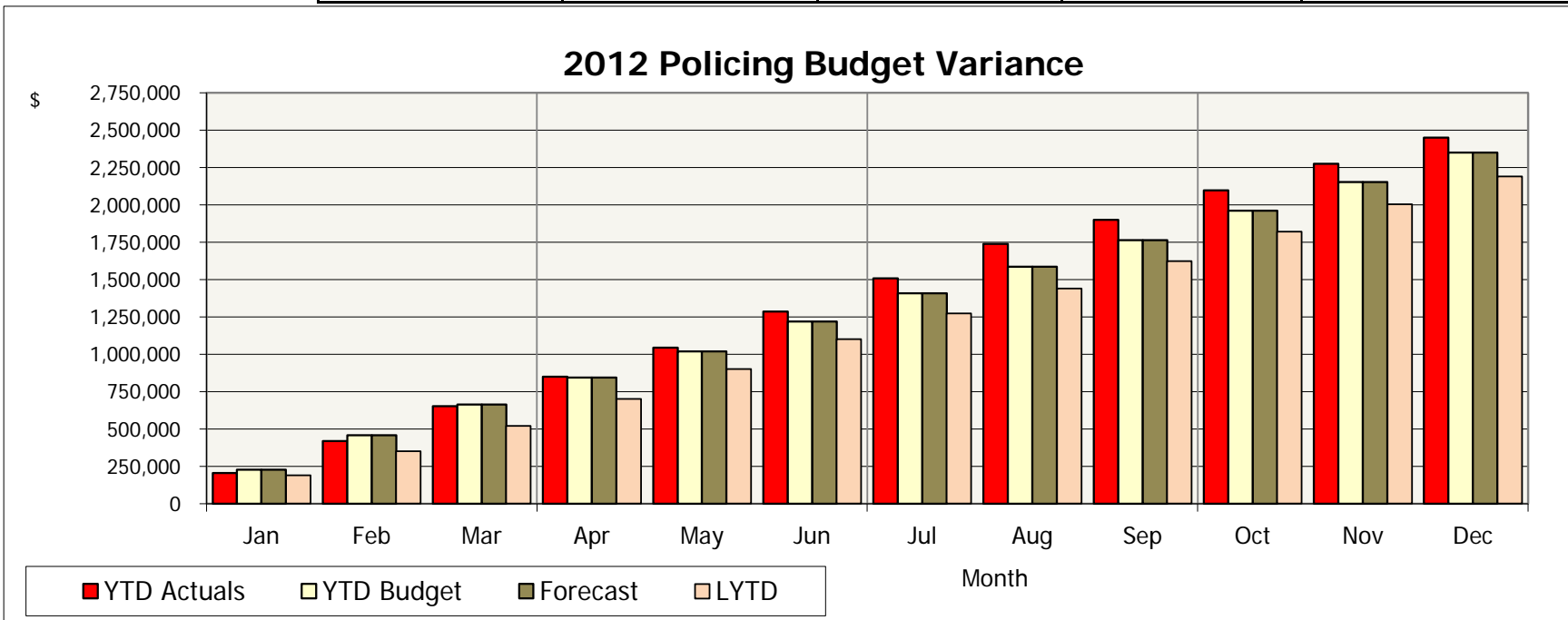
Annual Budget	YTD Actual	% of Budget	Annual Forecast	Fcst Variance
9,309,285	765,768	8%	9,309,285	8,543,517



Commentary
Salaries & Benefits for the month of January were \$ 765,768

**OPP Services**

Annual Budget 2012	YTD Actual 2012	% of Budget	Annual Forecast	Fcst Variance
2,351,000	2,450,636	104%	2,450,636	(99,636)



Commentary
Information from the OPP is provided at the end of the following month in order to be able to provide accurate statistics.
December 2012 Hours were 1894
Utilized used 290 more hours in 2012 than contracted.
Maximum billable hours as per the contract is approx 2193/month.

Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.