

**COMMITTEE REPORT: FINANCE AND ADMINISTRATION COMMITTEE**

**MEETING DATE:** November 17, 2009  
**LOCATION:** The Blue Mountains Committee Room  
**PREPARED BY:** Stephen Keast, Clerk

**A. Recommendations****1. Georgian Bay Animal Rescue Planning Application Fees, SRB.09.30**

THAT Council waive the Town fees related to the Georgian Bay Animal Rescue Planning Application Fees and the allocation of those fees be applied to the 2009 Grants and Donations program, **Carried**.

**2. Prepayment of Development Charges, FIS.09.61**

(a) THAT the Recommendation in Staff Report FIS.09.61, "Prepayment of Development Charges" be Tabled and the Chief Administrative Officer and appropriate Staff meet with Blue Water Realty and report back to the Committee, **Carried**.

(b) THAT the Committee recommends that Council consider a further review of the commercial development charge rates, **Carried**.

**3. 2008 Municipal Performance Measures, Effectiveness and Efficiency, FIS.09.57**

THAT Council receive Staff Report FIS.09.57, "2008 Municipal Performance Measures, Effectiveness & Efficiency", required by Provincial Regulation as a public document for the residents of the Town, for information purposes, **Carried**.

**4. Monthly Financial Reports – October, 2009, FIS.09.63**

THAT Council receive Staff Report FIS.09.63, "Monthly Financial Reports – October 2009", for information purposes, **Carried**.

**5. Code of Conduct for Members of Council, A.09.11**

THAT Council receive Staff Report A.09.11, "Code of Conduct for Members of Council", for information purposes;

AND THAT Council enact a By-law to adopt Corporate Policy POL.AD.07.07, Code of Conduction for Members of Council, **Carried**.

## **6. Grey County Joint Accessibility Plan – 2009 Update, A.09.12**

THAT Council receive Report A.09.12, “Grey County Joint Accessibility Plan – 2009 Update” and further does adopt the attached Municipal Facilities Inventory for forwarding to the County of Grey for inclusion as an Appendix to the Joint Accessibility Plan as part of the 2009 Plan update, **Carried**.

### **B. Staff Reports**

1. SRB.09.30, Georgian Bay Animal Rescue Planning Application Fees
2. FIS.09.61, Prepayment of Development Charges
3. FIS.09.57, 2008 Municipal Performance Measures, Effectiveness and Efficiency
4. FIS.09.63, Monthly Financial Reports – October, 2009
5. A.09.11, Code of Conduct for Members of Council
6. A.09.12, Grey County Joint Accessibility Plan – 2009 Update

### **C. Correspondence**

None

### **D. Deputations/Presentations**

None

### **E. Next Meeting Date**

December 15, 2009

**STAFF REPORT: Planning & Building Services**

**REPORT TO:** Finance & Administration Comm.  
**MEETING DATE:** November 17, 2009  
**REPORT NO.:** SRB.09.30  
**SUBJECT:** Georgian Bay Animal Rescue  
 Planning Application Fees  
**PREPARED BY:** David Finbow, Director, Planning & Building Services

**A. Recommendations**

**THAT** Council receive Staff Report SRB.09.30 respecting “Georgian Bay Animal Rescue Planning Application Fees” and provide direction to Staff with respect to the outstanding fees associated with the Planning Application for a Temporary Use By-law and Site Plan Approval for 104 Hope Street.

**B. Background**

Council at its meeting of November 9, 2009 adopted the following resolution:

THAT relevant fees for the Application for the temporary use of 104 Hope Street as an animal (cat) shelter be referred to the Finance and Administration Committee for consideration.

As noted in Staff Report PL.09.118, the relevant fees related to the application were not submitted in conjunction with the application. These fees consist of:

- \$1,600.00 - Temporary Use By-law
- \$1,500.00 - Site Plan Approval

In addition, the proponent did not submit Agency Fees in the following amounts:

- \$210.00 – GSCA
- \$150 - GBHU

The Staff Report suggested that Planning Staff recommend that the above noted fees be addressed through the Town’s 2010 Grants and Donations Program.

Other options that the Committee may consider include:

1. recovery within the 2009 Operating Fund (projected \$100,000 - \$200,000 surplus);
2. recovery from the Working Capital Reserve;
3. waive the fees per Section 69 of the Planning Act; or,
4. billing the proponent.

With respect to the waiving of fees, the *Planning Act* indicates that:

Reduction or waiver of fees

(2) Despite a tariff of fees established under subsection (1), the council of a municipality, a planning board, a committee of adjustment or a land division committee in processing an application may reduce the amount of or waive the requirement for the payment of a fee in respect of the application where the council, planning board or committee is satisfied that it would be unreasonable to require payment in accordance with the tariff.

As to the time dedicated to processing and consideration of this application, it is estimated that by the time the Planning File is closed, approximately 62 hours of Staff and Council time will have been spent on this file (see Addendum A). In addition to time and indirect costs, costs have been incurred including Public Notice Adverts in the E-B and Courier-Herald, direct mailings of Notices (Public Meeting and Notice of Passing) to residents within a 120 metre radius totalling approximately \$200.00.

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

*"Providing a strong, well managed municipal government."*

### **D. Environmental Impacts**

No environmental impacts noted and/or anticipated with this application

### **E. Budget Impact**

Non-budgeted expenditure if fees are waived and/or addressed by the municipality (Fees = \$3,460.00).

### **F. Attached**

Addendum 'A' – Processing Time

Respectfully submitted,

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David Finbow  
Director, Planning & Building Services

For more information, please contact:

Name: D. Finbow, Director, Planning & Building Services  
Email Address: [dfinbow@thebluemountains.ca](mailto:dfinbow@thebluemountains.ca)  
Business Telephone with Extension: 519.599.3131, Ext 246

## Addendum 'A'

### Application Processing Time – Georgian Bay Animal Rescue

Task	Time
Pre-consult	90 minutes
Application Receipt & File Preparation	20 minutes
Application Review	20 minutes
Development Review Committee Meeting*	100 minutes
Site Attendance (includes mileage)	40 minutes
Preparation of Newspaper Advertisement	20 minutes
Inquiries re Public Meeting	90 minutes
Public Meeting – Town Staff*	600 minutes
Public Meeting – Planning & Building Committee Members*	450 minutes
Public Meeting Minutes	60 minutes
Site Attendance	40 minutes
Research	60 minutes
Preparation of Staff Report	180 minutes
Review of Staff Report	30 minutes
Planning & Building Committee Meeting – Town Staff (est.)*	240 minutes
Planning & Building Committee Meeting – Committee Members (est.)*	180 minutes
Agenda Meeting Discussion*	60 minutes
Site Attendance – 545 10 <sup>th</sup> Line*	180 minutes
Council Meeting – Town Staff*	480 minutes
Council Meeting – Council*	420 minutes
Council Resolution & Minutes	20 minutes
Staff Time – Inquires (est.)*	180 minutes
Notice of Passing	30 minutes
Preparation of Notice of Passing (est.)	20 minutes
Circulation of Notice of Passing (est.)	20 minutes
Preparation of Notice of By-law in Full Force (est.)	20 minutes
File Closure	30 minutes
<b>Total</b>	<b>3,740 minutes (62.33 hrs)</b>

Notes to Table:

\* Cumulative Time (i.e. 7 Members of Council x 60 minutes of discussion/delegation time = 420 minutes)  
(est.) = Estimate

**STAFF REPORT: Financial & Information Services**

**REPORT TO:** Finance & Administration Committee  
**MEETING DATE:** November 17, 2009  
**REPORT NO.:** FIS.09.61  
**SUBJECT:** Pre-payment of Development Charges  
**PREPARED BY:** Robert Cummings, Director of Financial & Information Services

**A. Recommendations**

THAT Council receive Staff Report FIS.09.61, "Pre-payment of Development Charges" for information purposes; and,

THAT the proponent's request that current commercial Development Charges of \$58.36 per sq. metre, as set out in By-law 2005-27, be frozen for their proposed development pending all required reviews by Town officials be refused.

**B. Background**

Blue Sky Realty and Ron Morrison made a presentation to Council on November 9, 2009 requesting that current commercial Development Charges of \$58.36 per sq. metre, as set out in By-law 2005-27, be frozen for their proposed development pending all required reviews by Town officials.

The new Town Wide Development Charge By-law is expected to be adopted by Council for 2010. The new charge for commercial purposes in the Thornbury West service area is \$185.29 is per sq. metre. Therefore it would be considerably advantageous for the developer to pay the current rate.

As for the timing of payments, the current Town Wide Development Charge By-law, 2005-27, contains the following clause;

**Phasing, Timing of Calculation and Payment**

17. (1) The development charges set out in this By-law are not subject to phasing in and are payable in full, subject to the exemptions and credits herein, from the date this By-law comes into force.

(2) Subject to Subsection (3), Subsection (4), Section 22 and Section 23, the development charge shall be calculated as of and shall be payable on the date the first building permit is issued in relation to a building or structure on land to which the development charge applies.

(3) Notwithstanding Subsection (2) the Roads & Related Services, Sanitary Sewage System, and Waterworks System services components of the development charges for residential development and commercial resort development that require approval

of a plan of subdivision under section 51 of the Planning Act or a consent under Section 53 of the Planning Act for which a subdivision agreement or consent agreement is executed by the owner shall be calculated and shall be payable immediately upon executing the agreement, pursuant to Section 26 of the Act. The terms of such agreement shall then prevail over the other provisions of this section.

(4) Notwithstanding Subsection (2) and Subsection (3), the Town may enter into an agreement, including the provision of security for the owner's obligations under the agreement, with an owner who is required to pay a development charge providing for all or any part of a development charge to be paid before or after it would otherwise be payable, pursuant to Section 27 of the Act. The terms of such agreement shall then prevail over the other provisions of this section.

Subsection 1 is fairly self explanatory in that the Town does not discount or phase in Development Charges. Subsection 2 states that the typical timing of Development Charges is under building permit application.

Subsection 3 allows the Town to collect hard services at subdivision approval for those developments that are residential in nature only. Typically, the collection of Development Charges for commercial or industrial development only happens at building permit issuance. The Town charges based on square metre, not a standardized unit charge like residential developments, and only know the actual charge once the building permit, stating the building footprint, has been issued.

Subsection 4 is where the ideals of collection of payment can be twisted. This section reads in essence that the Town can enter into an agreement for payment at any other time before or after building permit so long as they want to. This section is the piece of the puzzle that could allow the proponent to "pre-pay" DC charges at current rates. The Town has in the past not allowed for this to happen. The Town has had developers ask for relief when a subdivision agreement is in the works but wouldn't be completed until January-February of a year. Town staff has in the past relied on our By-law and past practice to reject the idea of skirting increases due to annual inflationary factors and Development Charge By-law updates. This request asks to "lock in" the current charge to ensure they don't have to pay for the new rate, which is going up substantially and primarily due to real increases in construction costs.

Town staff has spoken with Hemson Consultants regarding this issue and have been informed that they have never heard of a municipality allowing for the pre-payment of DC's under commercial applications. Hemson believes that this practice isn't followed mainly due to the uncertainty in the final footprint of the structures. It was mentioned in the discussion that some municipalities have allowed for residential developments to pre-pay in order to gain relief from the inflationary increases, however it still is an uncommon practice.

The biggest issue with this request falls within the nature of the development. Since this is a commercial development and we do not have a finalized site plan agreement, which would take a few months, nor a finalized draft plan approval or subdivision agreement, how do we assess a fair charge for total building foot print? This is why the Town's

current By-law anticipates collection of DC's for commercial and industrial development at building permit. At the building permit stage, the Town knows what to actually charge.

This request, if granted, would set precedent for other developers to approach Council regarding their own initiatives. The issue then becomes compounded as staff try to estimate DC's for any number of developers that want this advantage.

Additionally, the Town underwent an early renewal of their DC By-law because DC's calculated in the Town Wide Development Charge By-law 2005-27 were no longer in line with the actual costs to build the capital infrastructure for growth. The new proposed By-law takes into consideration the recent actual costs of construction and a stronger growth estimate to calculate a relevant Development Charge for the expected growth of the Town. Every development that pays DC's under the 2005 By-law is generating a shortage in the future service levels or putting pressure on taxation to pay for growth. As this By-law is currently in effect, the DC's contained in it are the charges the Town must live with until the more relevant proposed By-law is adopted.

The comparison of the DC's in the 2005 By-law to the proposed By-law show a significant increase in the charges. As mentioned above, this is largely due to significant inflationary pressures in the construction industry over the past 5 years. The Town is not alone in this experience. Other municipalities that have recently updated their DC By-laws have observed similar results.

Another driver for the increase in non-residential DC's is that the 2005 Background Study incorporated four distinct Development Charges for commercial developments. The charges were based on a highly complicated calculation using best guesses by the Planning Department for differing intensifications of commercial development. This ranged from the most intensive for things such as restaurants to the least for such structures as conference centers and maintenance buildings. The calculation used a gross floor area multiplied by intensification usage to assume a person per square metre use to then calculate an equivalent per unit rate based on the standard residential unit charge. This was a very convoluted methodology that was almost impossible to explain and was hard to justify. The current Background Study uses a method commonly used by most municipalities in Ontario by establishing a 10 year household growth and using the newest Stats Can employment statistics to generate a 10 year employment growth. The employment growth is then used to establish additional commercial space by multiplying the employment growth by the average space per employee in The Blue Mountains. The change in calculation methodology now means that all commercial space pays the same rate versus a differing rate based on intensification use which was hard to substantiate.

Non-residential DC's do not contribute to growth-related capital works in the Library or Parks and Recreation. Also, the non-residential share of total growth-related capital works equates to 5% of the total. Residential DC's pick up the other 95%.

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

Providing a strong, well managed municipal government

### **D. Environmental Impacts**

n/a

### **E. Budget Impact**

Discounts to the Development Charges payable will result in pressure on taxation and rates. Alternatively, Council could choose to lower the service level provided to future residents.

### **F. Attached**

1. Comparison of Commercial / Retail Development Charge Rates per square metre

Respectfully submitted,

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Signature

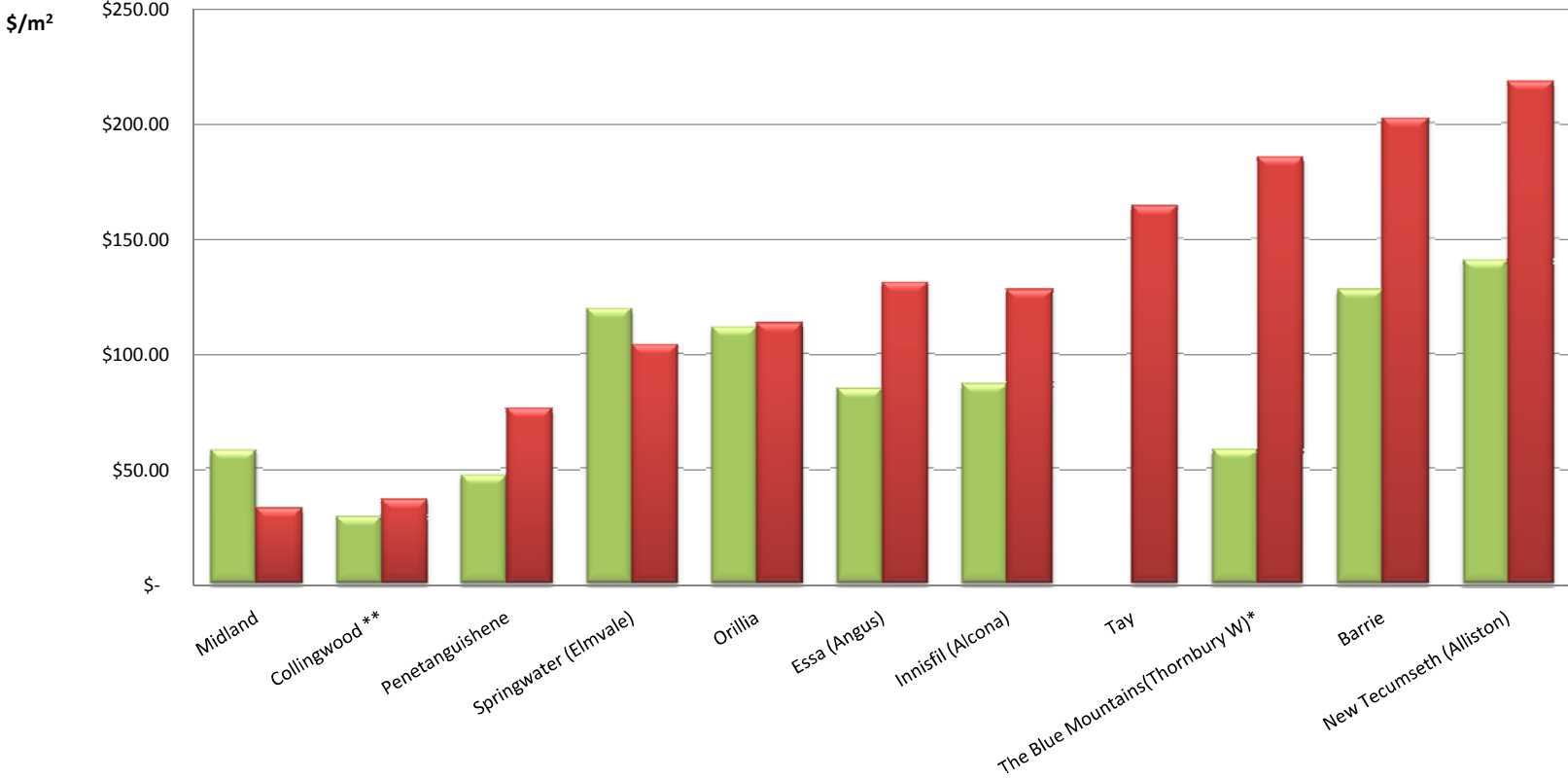
For more information, please contact:

Robert Cummings, CMA

[rcummings@thebluemountains.ca](mailto:rcummings@thebluemountains.ca)

519-599-3131 x245

### Commercial/Retail DC Rates per Square Metre



\* Proposed non-residential development charge per square metre

\*\* Phased-in amount

■ Charge in effect prior to passage of new by-law
 ■ Newly approved rate by council or proposed

**STAFF REPORT: Financial & Information Services**

**REPORT TO:** Finance & Administration  
Committee

**MEETING DATE:** November 17, 2009

**REPORT NO.:** FIS.09.57

**SUBJECT:** 2008 Municipal Performance  
Measures, Effectiveness &  
Efficiency

**PREPARED BY:** Elizabeth Thompson, Manager  
of Accounting & Budgets /  
Deputy Treasurer

**A. Recommendations**

THAT Council receive Staff Report FIS.09.57, "2008 Municipal Performance Measures, Effectiveness & Efficiency", required by Provincial Regulation as a public document for the residents of the Town, for information purposes.

**B. Background**

The attached list of Municipal Performance Measures will be available for public review on the Town's website. The attached document provides Council information of the performance of specific measures mandated by the province.

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

Providing a strong, well managed municipal government

**D. Environmental Impacts**

n/a

**E. Budget Impact**

n/a

**F. Attached**

1. 2008 Municipal Performance Measures of Effectiveness and Efficiency

Respectfully submitted,

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Signature

For more information, please contact:

Elizabeth Thompson  
[ethompson@thebluemountains.ca](mailto:ethompson@thebluemountains.ca)  
 519-599-3131 x250

**TOWN OF THE BLUE MOUNTAINS  
2008 PERFORMANCE MEASURES: EFFECTIVENESS & EFFICIENCY**

Provincial Regulations require Municipalities to report Municipal Performance Measures to the residents of the Town. Inquiries should be addressed to R.Cummings, Director of Financial & Information Services, Town of The Blue Mountains, Thornbury ON, N0H 2P0, Phone No. 519-599-

DEPARTMENT	DESCRIPTION OF PERFORMANCE MEASURE	EFFECTIVENESS MEASURE
<b>Police Services Violent Crime</b>	<u>Total Number of Actual Incidents of Violent Crime</u> Total Population / 1,000 <b>Objective: Safe Communities</b>	$\frac{33}{6.825} = 4.835$ Violent Crimes per 1,000 People
<b>Police Services Property Crime</b>	<u>Total Number of Actual Incidents of Property Crime</u> Total Population / 1,000 <b>Objective: Safe Communities</b>	$\frac{247}{6.825} = 36.190$ Property Crimes per 1,000 People
<b>Police Services Other Criminal Code Offences</b>	<u>Total Number of Actual Incidents of Other Criminal Code Offences (excluding traffic)</u> Total Population / 1,000 <b>Objective: Safe Communities</b>	$\frac{24}{6.825} = 3.516$ Other Crimes per 1,000 People
<b>Police Services Youths Charged</b>	<u>Total Number of Youth Charged</u> Total Population / 1,000 <b>Objective: Youth Education for Safe Communities</b>	$\frac{0}{0.719} = 0.00$ Youths charged per 1,000 youth
<b>Roadways</b> <b>Adequacy of Roads</b>	<u>Number of Paved Lane km where the condition is rated as good to very good</u> Total Number of Paved Lane Km <b>Objective: Provide Good to Very Good Roads</b>	$\frac{150}{284} = 52.8\%$
<b>Snow/ Ice Control</b> <b>Winter Roads</b>	<u>Number of Winter Event Responses That Met or Exceeded Municipal Road Maintenance Standards</u> Total Number of Winter Events <b>Objective: Provide Appropriate Winter Response</b>	$\frac{73}{74} = 98.6\%$
<b>Environmental Services</b> <b>Wastewater Main backup</b>	<u>Total number of backed up wastewater connections</u> Total kilometres of wastewater mains / 100 <b>Objective: Provide Appropriate Wastewater Collection</b>	$\frac{0}{0.79} = 0.0$ main backups per 100 km
<b>Wastewater Bypasses Treatment</b>	<u>Estimated megalitres of untreated wastewater</u> Total megalitres of treated wastewater + untreated MI <b>Objective: Protect the Environment &amp; Comply with Effluent Objectives</b>	$\frac{0.00}{2,105.51} = 0.00$ bypassing treatment
<b>Boil Water Advisories</b>	<u>Summation of: Number of boil water days times the number of connections affected</u> Total connections in the services area <b>Objective: Provide Potable Water at all times</b>	$\frac{0}{6.500} = 0.0$ boil water advisory per connection
<b>Water Main Breaks</b>	<u>Number of water main breaks in a year</u> Total km of water distribution Pipe /100 km <b>Objective: Provide Safe Drinking Water</b>	$\frac{2}{1.82} = 1.0989$ breaks per 100 kms
<b>Solid Waste Management</b>	<u>No. of complaints received in a year concerning the collection of garbage and recycling</u> Total Households <b>Objective: Provide Effective Waste Diverted Collection</b>	$\frac{76}{6.772} = 11.223\%$ complaints per 1,000 households
<b>Diversion of Solid Waste</b>	<u>Total Tonnes of Residential Solid Waste Diverted</u> Total Tonnes of Residential Solid Waste Disposed of and Diverted <b>Objective: Municipal Waste Diverted From Landfills</b>	$\frac{1,444.0}{3,484.0} = 41.4\%$ Residential Waste Diverted
<b>Diversion of Solid Waste</b>	<u>Total Tonnes of Solid Waste Diverted for all properties</u> Total Tonnes of Solid Waste Disposed of and Diverted for all properties <b>Objective: Municipal Waste Diverted From Landfills</b>	$\frac{3,257.0}{8,149.0} = 40.0\%$ Residential Waste Diverted
<b>Parks and Recreation</b>	<u>Total Kilometres of Trails</u> Total Population / 1,000 <b>Objective: Provide Effective Recreation Programs</b>	$\frac{259}{6.825} = 37.95$ km of Trails per 1,000 persons
<b>Library Services</b>	<u>Total Library Uses</u> Total Population <b>Objective: Provide Effective Library Services</b>	$\frac{76,524}{6,825} = 11.212$ per person

**TOWN OF THE BLUE MOUNTAINS  
2008 PERFORMANCE MEASURES: EFFECTIVENESS & EFFICIENCY**

Provincial Regulations require Municipalities to report Municipal Performance Measures to the residents of the Town. Inquiries should be addressed to R.Cummings, Director of Financial & Information Services, Town of The Blue Mountains, Thornbury ON, N0H 2P0, Phone No. 519-599-

DEPARTMENT	DESCRIPTION OF PERFORMANCE MEASURE	EFFICIENCY MEASURE
<i>Local Government</i>	<u>General Government Costs</u> X 100 Total Municipal Costs	<u>\$1,334,342</u> X 100 = 11.4% \$15,916,632
<i>Fire Services</i>	<u>Fire Services Costs</u> Total Assessment / \$1,000	<u>\$722,634</u> = \$0.30 per \$1,000 Assessment \$2,426,369
<i>Police Services</i>	<u>Police Services Costs</u> Total Population	<u>\$2,147,772</u> = \$314.69 per Person 6,825
<i>Roadways - Paved:</i>	<u>Operating Costs of Paved Roads</u> Total Paved Lane kms	<u>\$ 92,451</u> = \$325.53per Paved Lane km. 284
<i>- Unpaved:</i>	<u>Operating Costs of Unpaved Roads</u> Total Unpaved Lane kms	<u>\$266,362</u> = \$1,056.99 per Unpaved Lane km. 252
<i>- Winter Control:</i>	<u>Total Winter Maintenance of Roadways</u> Total kms Maintained in Winter	<u>\$597,180</u> = \$1,114.14 per Lane km. 536
<i>Wastewater Collection, Treatment and Disposal</i>	<u>Costs for Wastewater Collection, Treatment &amp; Disposal</u> Total Megalitres of Wastewater Treatment	<u>\$1,523,972</u> = \$723.80 per Megalitre 2,105,513
<i>Drinking Water Treatment and Distribution</i>	<u>Costs for Water Treatment and Distribution</u> Total Megalitres of Drinking Water Treated	<u>\$1,781,992</u> = \$1,057.68 per Megalitre 1,684,809
<i>Solid Waste Collection</i>	<u>Garbage Collection Costs</u> Total Households	<u>\$273,936</u> = \$40.45 per household 6,772.0
<i>Solid Waste Disposal</i>	<u>Garbage Disposal Costs</u> Total Households	<u>\$448,829</u> = \$66.28 per household 6,772.0
<i>Solid Waste Diversion</i>	<u>Solid Waste Diversion Costs</u> Total Households	<u>\$414,462</u> = \$61.20 per household 6,772.0
<i>Solid Waste Management</i>	<u>Solid Waste Management Costs</u> Total Households	<u>\$1,137,227</u> = \$167.93 per household 6,772.0
<i>Parks</i>	<u>Operation Costs for Parks</u> Total Population	<u>\$411,533</u> = \$60.30 per person 6,825
<i>Library Services</i>	<u>Costs for Library Services</u> Total Population	<u>\$489,194</u> = \$71.68 per person 6,825

**STAFF REPORT: Financial & Information Services**

**REPORT TO:** Finance and Administration Committee  
**MEETING DATE:** November 17, 2009  
**REPORT NO.:** FIS.09.63  
**SUBJECT:** Monthly Financial Reports – October 2009  
**PREPARED BY:** Elizabeth Thompson, Manager of Accounting & Budgets / Deputy Treasurer

**A. Recommendations**

THAT Council receive Staff Report FIS.09.63, "Monthly Financial Reports – October 2009", for information purposes.

**B. Background**

Financial & Information Services Staff provide a Monthly Financial Report for review by the Finance and Administration Committee and receipt by Council. The attached documentation provides Council information on the financial activity that the Town has undertaken in relation to the 2009 Budget.

These reports use the 2009 Budget for comparison purposes.

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

Providing a strong, well managed municipal government

**D. Environmental Impacts**

Supporting environmentally sound decisions

**E. Budget Impact**

None

**F. Attached**

1. Monthly Flash Report – October 2009
2. 2009 Budget Variance Report – Tax Levy Summary
3. 2009 Budget Variance Report – User Rates Summary
4. 2009 Budget Variance Report – User Fees Summary

Respectfully submitted,

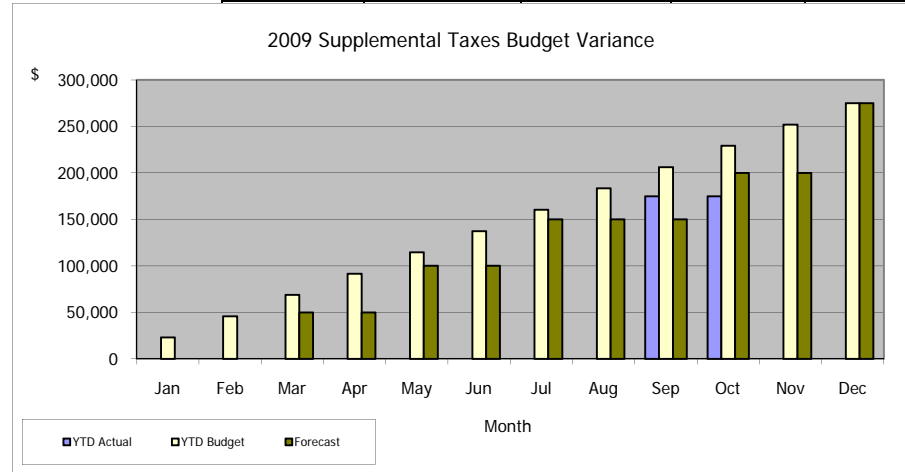
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Signature

For more information, please contact:  
Elizabeth Thompson, Manager of Accounting & Budgets / Deputy Treasurer  
[ethompson@thebluemountains.ca](mailto:ethompson@thebluemountains.ca)  
519-599-3131 x250

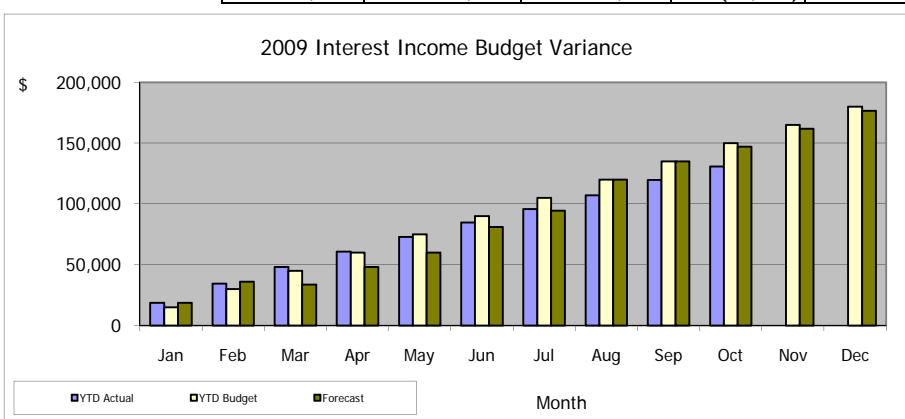
**The Blue Mountains  
Monthly Flash Report -- REVENUE  
31-Oct-09**

Supplementals	Forecast	Annual Budget	YTD Actual	Variance	% of Budget
	275,000	275,000	175,000	(100,000)	64%



Commentary
=> the information provided in August concluded an interim analysis of the Request for Reconsideration for 2009 assessments are estimated at 28,000,000 of assessment and an estimate of 87,500,000 for Supplemental and Omitted Assessments
=> the interim Supplement and Omitted Assessment run is complete with 311 bills and an additional 359 bills for Minutes of Settlement.
=> MPAC has indicated approximately 1,000 Requests for Reconsideration have been received for the Town for 2009.

Interest Income	Forecast	Annual Budget	YTD Actual	Variance	% of Budget
	176,400	180,000	130,727	(49,273)	73%

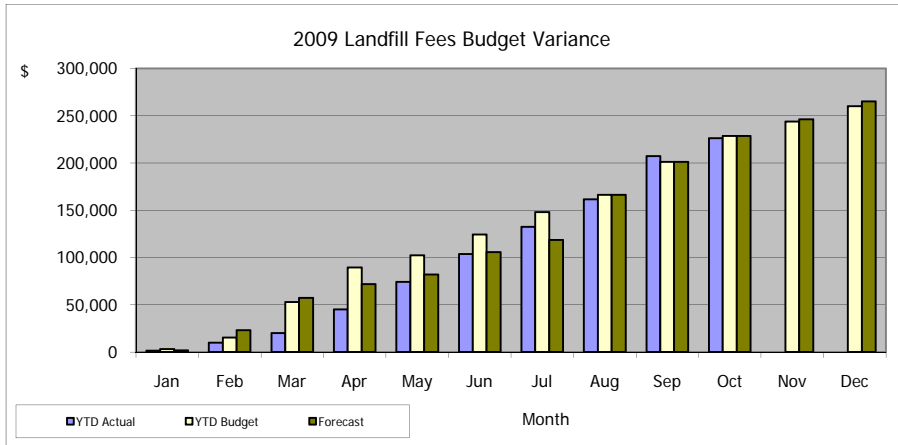


Commentary
=> Interest Income remains less than budget
=> An adjustment is made at year-end to this account that reduces the interest balance in the Revenue Fund. This account represents interest received from available cash.
=> Operating bank account balance as at October 31/09 was \$7,486,182.

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

**Landfill Fees**

Forecast	Annual Budget	YTD Actual	Variance	% of Budget
265,200	260,000	226,103	(33,897)	87%



**Commentary**

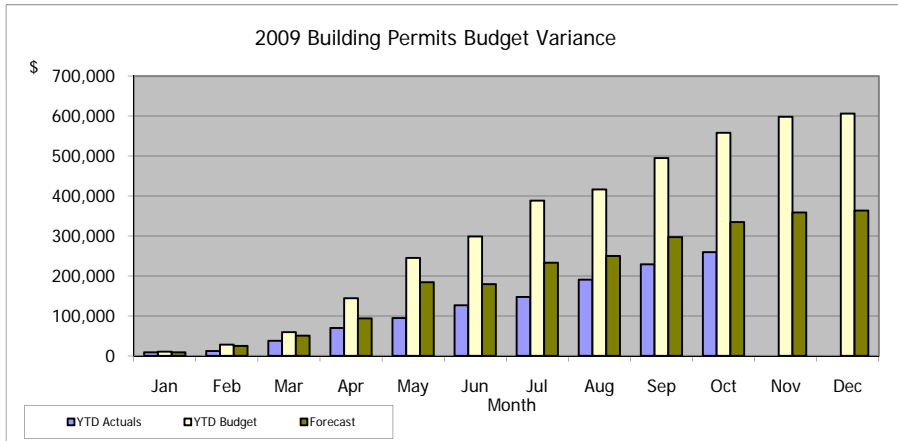
=> Landfill fees were slow to start in 2009 but is now running on track.

=> Total fees collected for the month of October \$ 26,673

=> YTD for 2008 to the end of October - \$313,177 compared to \$226,103 for 2009.

**Building Permits**

Forecast	Annual Budget	YTD Actual	Variance	% of Budget
363,600	606,000	259,641	(346,359)	43%



**Commentary**

=> Building Permit Fee revenue is still running below budget.

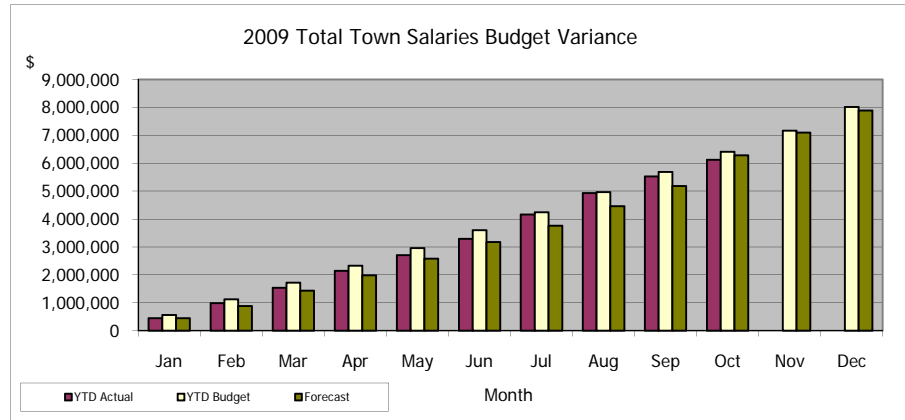
=> Total fees collected for the month of October were \$34,703.

=> Forecast has been updated to 60% of Budget.

=> YTD for 2008 to the end of October - \$348,128 compared to \$259,641 for October 2009.

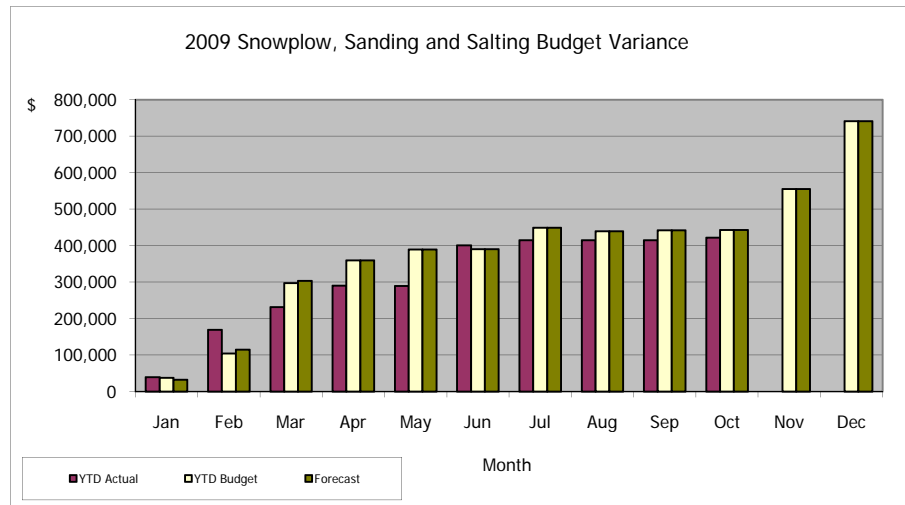
**The Blue Mountains  
Monthly Flash Report -- EXPENSES  
31-Oct-09**

Total Town Salaries & Ben	Forecast	Annual Budget	YTD Actual	Variance	% of Budget
	7,890,725	8,010,888	6,127,206	1,883,682	76%



Commentary
=> Salaries and benefits are on target for 2009.

Snowplow Sanding/Salting	Forecast	Annual Budget	YTD Actual	Variance	% of Budget
	740,678	740,678	421,341	319,337	57%



Commentary
=> Tracking under forecasted budget with a remaining budget of \$319,337 for November and December 2009.

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

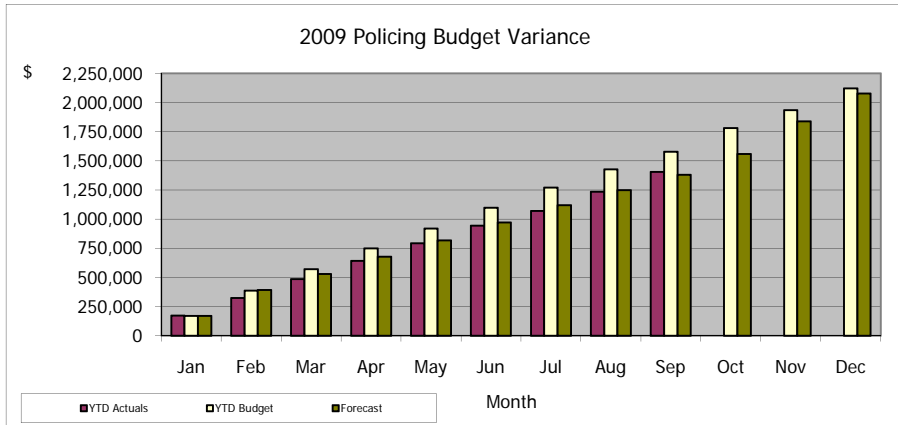
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Note: YTD Budget is an extrapolation of the Annual Budget based on estimated occurrence of transactions in our business cycle.

12/11/2009

OPP Services

Forecast	Annual Budget	YTD Actual	Variance	% of Budget
2,077,600	2,120,000	1,405,480	714,520	66%



Commentary
=> September hours were 2,013
=> Information from the OPP will be provided at the the end of the following month in order to be able to provide accurate statistics

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

Tax Levy Summary  
Revenue Fund

**Town of The Blue Mountains**  
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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
<b>EXPENSES</b>									
<b>SALARIES</b>									
Full Time Salaries	60005	\$199,689	\$3,208,552	\$4,210,471	\$1,001,919	76%	\$3,235,227	\$4,005,381	\$3,982,664
Part Time Salaries	60010	80,665	325,342	284,563	(40,779)	114%	255,072	330,930	311,051
Casual/Contract Salaries	60015	33,604	86,076	180,433	94,357	48%	1,595	44,391	66,221
Overtime	60018	40,701	58,989	43,000	(15,989)	137%	37,761	66,038	37,500
On Call	60020	600	36,439	58,700	22,261	62%	6,116	56,869	49,500
PrepTime	60025	0	0	5,000	5,000	0%	0	5,309	4,900
Per Diem	60030	3,350	18,685	29,500	10,815	63%	17,284	22,330	29,175
Suppression Hours	60035	0	105,309	110,000	4,691	96%	1,271	86,257	105,000
Training Hours	60040	34,166	100,071	75,500	(24,571)	133%	726	36,438	37,800
Captain Remuneration	60045	0	8,800	8,400	(400)	105%	0	8,967	8,000
<b>TOTAL SALARIES</b>		<b>392,775</b>	<b>3,948,263</b>	<b>5,005,567</b>	<b>1,057,304</b>	<b>79%</b>	<b>3,555,052</b>	<b>4,662,910</b>	<b>4,631,811</b>
<b>BENEFITS</b>									
Full Time Benefits	61005	58,751	740,535	1,049,247	308,712	71%	738,569	919,422	1,012,655
Part Time Benefits	61010	8,752	31,199	49,178	17,979	63%	44	18,133	53,853
Casual/Contract Benefits	61015	292	5,466	46,974	41,508	12%	0	4,284	37,024
Benefits Prior Year	61016	0	551	0	(551)	0%	0	661,066	0
Benefits Overpayment	61017	0	0	0	0	0%	0	(444,542)	0
Firefighter Insurance	61100	0	0	2,500	2,500	0%	0	2,476	2,500
Post Employment Benefits	61200	0	0	0	0	0%	0	16,935	0
Post Employment Benefits	61111	0	0	18,000	18,000	0%	0	0	0
Computer Allowance	61502	646	6,687	8,400	1,713	80%	0	0	0
Travel Allowance	(61503)	2,821	26,804	27,200	396	99%	0	16,706	750
<b>TOTAL BENEFITS</b>		<b>71,262</b>	<b>811,242</b>	<b>1,201,499</b>	<b>390,257</b>	<b>68%</b>	<b>738,613</b>	<b>1,194,480</b>	<b>1,106,782</b>
<b>ADMINISTRATIVE EXPENSES</b>									
Office Supplies	62005	4,195	27,206	37,935	10,729	72%	30,677	36,790	36,265
Computer Supplies	62006	69	6,067	13,225	7,158	46%	23,478	29,100	19,383
Office Equipment	62007	623	1,968	1,925	(43)	102%	1,918	3,705	1,900
Paper	62010	1,633	21,599	30,060	8,461	72%	29,073	36,055	29,950
Publications	62015	492	4,258	6,200	1,942	69%	4,693	5,588	7,160
Promotional Expenses	62017	0	5,374	6,300	926	85%	4,469	4,935	4,775
Meeting Expenses	62020	637	2,970	10,050	7,080	30%	5,160	8,260	10,350
Special Events	62024	164	9,446	15,000	5,554	63%	3,626	3,626	5,000
Corporate Events	62025	1,200	1,978	9,450	7,472	21%	1,825	8,773	9,000
Information Events	62026	150	433	1,775	1,342	24%	1,627	1,830	2,660
Children's Programs	62027	132	1,514	1,500	(14)	101%	907	1,571	1,500
Young Adult Programs	62028	122	222	800	578	28%	0	0	0
Adult Programs	62029	100	402	800	398	50%	0	0	0
Janitorial Supplies	62030	95	5,568	4,250	(1,318)	131%	6,504	9,100	4,255
Services	63000	0	0	110	110	0%	0	0	100
Printing	63005	1,631	30,372	23,170	(7,202)	131%	7,105	14,087	25,569
Meeting Expenses - Services	63015	103	6,687	0	(6,687)	0%	0	(111)	200

Tax Levy Summary  
Revenue Fund

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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Miscellaneous	62599	\$243	\$4,226	\$6,924	\$2,698	61%	\$11,031	\$13,336	\$8,360
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>11,589</b>	<b>130,290</b>	<b>169,474</b>	<b>39,184</b>	<b>77%</b>	<b>132,093</b>	<b>176,645</b>	<b>166,427</b>
<b>OPERATING EXPENSES</b>									
Machine Time	61600	0	87,738	130,000	42,262	67%	0	127,780	125,000
Allocated Machine Time	61601	0	(87,738)	(130,000)	(42,262)	67%	0	(127,780)	(125,000)
Materials	62000	12,314	279,684	363,800	84,116	77%	295,773	418,686	355,720
Processing Materials	62001	381	2,744	2,500	(244)	110%	1,482	2,559	2,000
Special Program Materials	62003	0	1,200	2,050	850	59%	3,509	0	2,000
Lab Expenses	62071	0	0	0	0	0%	256	256	0
Sample Testing	62072	0	771	3,335	2,564	23%	765	1,050	2,000
Merchandise Inventory	62080	0	3,060	0	(3,060)	0%	5,300	2,240	0
<b>TOTAL OPERATING EXPENSES</b>		<b>12,695</b>	<b>287,459</b>	<b>371,685</b>	<b>84,226</b>	<b>77%</b>	<b>307,085</b>	<b>424,791</b>	<b>361,720</b>
<b>BOOKS AND MATERIALS</b>									
Periodicals	62050	187	854	3,625	2,771	24%	740	3,615	3,450
Adult Books	62052	0	0	0	0	0%	13,722	22,488	16,400
Young Adult Books	62056	0	0	0	0	0%	1,078	1,747	2,000
Children's Books	62057	0	0	0	0	0%	4,349	7,197	6,900
Adult Media	62060	0	373	0	(373)	0%	2,565	4,395	2,300
Children's Media	62062	0	0	0	0	0%	850	1,349	700
<b>TOTAL BOOKS AND MATERIALS</b>		<b>187</b>	<b>1,227</b>	<b>3,625</b>	<b>2,398</b>	<b>34%</b>	<b>23,304</b>	<b>40,791</b>	<b>31,750</b>
<b>COMMUNICATIONS</b>									
Communications	62100	0	38	0	(38)	0%	0	0	0
Telephone	62105	6,287	66,523	72,415	5,892	92%	68,117	83,697	88,720
Communication Tower Repairs/Lease	62107	1,292	18,595	15,000	(3,595)	124%	0	0	0
Internet	62110	592	4,332	6,936	2,604	62%	4,581	5,448	7,050
Courier	62115	118	983	1,800	817	55%	1,425	1,885	2,790
Postage	62120	5,096	26,840	20,963	(5,877)	128%	19,832	21,223	24,550
Advertisements	62125	3,890	44,673	75,610	30,937	59%	62,756	82,614	60,860
<b>TOTAL COMMUNICATIONS</b>		<b>17,275</b>	<b>161,984</b>	<b>192,724</b>	<b>30,740</b>	<b>84%</b>	<b>156,711</b>	<b>194,867</b>	<b>183,970</b>
<b>TRAINING AND TRAVEL</b>									
Training And Travel	62200	0	0	0	0	0%	110	0	0
Membership	62205	46	24,811	23,135	(1,676)	107%	21,968	22,906	21,985
Meals	62210	514	6,823	11,048	4,225	62%	7,915	12,226	18,815
Accommodation	62215	2,378	21,029	25,410	4,381	83%	18,377	22,874	27,940
Training and Education Courses	62220	2,766	34,383	38,532	4,149	89%	29,549	33,055	42,515
Conference Workshops, Conventio	62225	48	20,804	31,762	10,958	65%	39,311	40,413	44,595
Fall Fair	62226	0	135	0	(135)	0%	70	70	0
Mileage	62506	(86)	3,982	0	(3,982)	0%	0	0	0
Travel	62230	2,936	21,870	19,138	(2,732)	114%	39,001	53,290	46,446
<b>TOTAL TRAINING AND TRAVEL</b>		<b>8,602</b>	<b>133,837</b>	<b>149,025</b>	<b>15,188</b>	<b>90%</b>	<b>156,301</b>	<b>184,834</b>	<b>202,296</b>

Tax Levy Summary  
Revenue Fund

**Town of The Blue Mountains**  
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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
<b>PERSONNEL</b>									
Health and Safety	62305	\$448	\$8,715	\$30,327	\$21,612	29%	\$13,790	\$19,832	\$11,055
Personnel	62307	0	440	0	(440)	0%	0	0	0
Donations	62310	250	404	1,960	1,556	21%	231	365	2,950
Clothing Expense	62315	2,645	5,573	12,466	6,893	45%	8,710	15,640	18,725
Uniforms	62317	0	0	600	600	0%	0	0	0
Staff Recognition	62320	7	486	400	(86)	122%	8,687	10,110	250
Volunteer Honourarium	62321	15	61	600	539	10%	72	404	500
Recruitment and Retention	62322	0	0	30,000	30,000	0%	0	0	0
Volunteers	62321	15	61	600	539	10%	72	404	500
<b>TOTAL PERSONNEL</b>		<b>3,380</b>	<b>15,740</b>	<b>76,953</b>	<b>61,213</b>	<b>20%</b>	<b>31,562</b>	<b>46,755</b>	<b>33,980</b>
<b>UTILITIES</b>									
Hydro	62405	18,811	144,248	182,235	37,987	79%	127,513	183,992	177,440
Natural Gas	62410	1,248	35,666	39,800	4,134	90%	25,288	38,702	46,616
Cable	62415	0	492	680	188	72%	0	159	600
Furnace Oil	62420	0	12,629	15,800	3,171	80%	15,833	22,333	15,500
Water	62425	0	20,001	24,700	4,699	81%	13,733	31,597	27,866
<b>TOTAL UTILITIES</b>		<b>20,059</b>	<b>213,036</b>	<b>263,215</b>	<b>50,179</b>	<b>81%</b>	<b>182,367</b>	<b>276,783</b>	<b>268,022</b>
<b>EQUIPMENT EXPENSES</b>									
Equipment Operating Costs	62509	0	1,722	1,390	(332)	124%	1,180	1,368	1,150
Equipment Repairs & Maintenance	62510	34,184	90,089	101,944	11,855	88%	48,717	92,995	77,990
Tools	62511	768	6,784	12,250	5,466	55%	8,453	10,633	10,550
Equipment Rentals	62515	0	6,670	12,525	5,855	53%	5,173	5,280	14,012
Recharges & Refills	62516	203	4,837	3,700	(1,137)	131%	3,023	3,421	7,200
Service Agreements	62520	8,061	87,560	94,441	6,881	93%	56,331	80,289	96,777
<b>TOTAL EQUIPMENT EXPENSES</b>		<b>43,216</b>	<b>197,662</b>	<b>226,250</b>	<b>28,588</b>	<b>87%</b>	<b>122,877</b>	<b>193,986</b>	<b>207,679</b>
<b>VEHICLE EXPENSES</b>									
Vehicle Repairs & Maintenance	62501	14,882	80,145	110,590	30,445	72%	89,041	115,114	97,555
Coloured Diesel	62503	1,271	17,266	0	(17,266)	0%	0	0	0
Diesel	62504	3,023	24,677	0	(24,677)	0%	0	0	0
Gas - Fuel	62505	4,791	63,810	138,380	74,570	46%	98,173	174,189	128,430
Licensing	62530	0	6,241	5,525	(716)	113%	5,426	5,764	1,200
<b>TOTAL VEHICLE EXPENSES</b>		<b>23,967</b>	<b>192,139</b>	<b>254,495</b>	<b>62,356</b>	<b>75%</b>	<b>192,640</b>	<b>295,067</b>	<b>227,185</b>
<b>PROFESSIONAL FEES</b>									
Professional Fees	63100	0	0	55,800	55,800	0%	0	0	0
Provincial Inspections	63101	0	0	0	0	0%	0	0	1,000
Legal	63105	2,643	39,597	179,200	139,603	22%	21,140	42,465	59,500
Audit	63110	0	35,000	55,450	20,450	63%	56,600	90,600	31,000
Engineering	63115	2,340	13,549	42,500	28,951	32%	78,209	73,204	53,000
Consulting	63120	52,249	299,973	959,184	659,211	31%	33,760	43,330	83,000
Contract Services	63125	193,025	2,751,349	3,341,653	590,304	82%	2,427,459	3,125,241	3,085,820

Tax Levy Summary  
Revenue Fund

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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Professional Development	63130	\$3,728	\$16,883	\$19,000	\$2,117	89%	\$24,908	\$28,408	\$30,000
<b>TOTAL PROFESSIONAL FEES</b>		<b>253,985</b>	<b>3,156,351</b>	<b>4,652,787</b>	<b>1,496,436</b>	<b>68%</b>	<b>2,642,076</b>	<b>3,403,248</b>	<b>3,343,320</b>
<b>FINANCIAL RELATED EXPENSES</b>									
Bank Service Charges	63205	0	3,802	1,350	(2,452)	282%	2,039	2,427	1,350
Card Processing Fees	63206	0	1,377	2,500	1,123	55%	1,680	4,428	100
Taxes Written Down	63208	0	0	30,000	30,000	0%	0	0	25,000
Provision for Bad Debts	63209	0	0	0	0	0%	(43)	0	0
Interest Expense	63210	773	3,385	3,794	409	89%	3,877	324,537	2,067
Principal payment	63211	2,076	7,549	7,640	91	99%	7,057	7,940	7,200
Insurance Premiums	63020	273	316,869	305,593	(11,276)	104%	285,322	280,683	238,016
Municipal Insurance Deductible	63025	0	13,452	25,000	11,548	54%	7,010	8,480	25,000
Application Fees	63215	0	693	500	(193)	139%	54	1,116	1,500
Property Taxes	63219	0	22,172	12,659	(9,513)	175%	12,441	12,441	10,165
Levy	63220	0	269,408	246,420	(22,988)	109%	252,969	252,969	253,120
Contributions	63224	0	19,584	18,456	(1,128)	106%	18,426	18,426	18,426
Sponsorship	63225	0	5,153	5,200	47	99%	30,485	25,153	5,125
Grants	63226	8,453	114,474	110,000	(4,474)	104%	100,928	140,726	115,000
Grants To Others	63227	0	37,900	35,000	(2,900)	108%	35,000	35,100	35,000
Loss Compensation	63230	530	5,375	7,500	2,125	72%	6,500	7,550	4,000
<b>TOTAL FINANCIAL RELATED EXPENSES</b>		<b>12,105</b>	<b>821,193</b>	<b>811,612</b>	<b>(9,581)</b>	<b>101%</b>	<b>763,745</b>	<b>1,121,976</b>	<b>741,069</b>
<b>PREMISES</b>									
Site Maintenance	63305	1,212	16,231	202,250	186,019	8%	73,601	201,523	175,324
Connecting Link	63306	0	1,625	13,800	12,175	12%	10,509	10,509	10,000
Cleaning	63310	3,814	27,510	36,850	9,340	75%	23,843	29,753	36,425
Waste	63315	0	7,407	13,700	6,293	54%	6,564	10,021	9,100
Facility Maintenance	63320	4,195	59,422	70,235	10,813	85%	40,717	57,886	78,366
Rent	63325	0	4,068	26,250	22,182	15%	7,066	33,659	26,250
<b>TOTAL PREMISES</b>		<b>9,221</b>	<b>116,263</b>	<b>363,085</b>	<b>246,822</b>	<b>32%</b>	<b>162,300</b>	<b>343,351</b>	<b>335,465</b>
<b>CAPITAL</b>									
Software	64004	0	0	12,000	12,000	0%	0	0	0
Replacement Equipment	64011	0	0	0	0	0%	1,560	1,560	0
Furniture & Fixtures	64015	0	0	0	0	0%	0	889	0
Replacement Furniture & Fixtures	64016	0	3,372	0	(3,372)	0%	0	0	0
Spot Improvements	64050	2,147	6,375	50,000	43,625	13%	0	0	0
Sidewalk Panel Replacement	64052	0	0	10,000	10,000	0%	0	0	0
Single /Double Surface	64056	0	0	135,000	135,000	0%	0	0	0
Hot Mix Paving	64057	0	43,235	80,000	36,765	54%	0	0	0
<b>TOTAL CAPITAL</b>		<b>2,147</b>	<b>52,982</b>	<b>287,000</b>	<b>234,018</b>	<b>18%</b>	<b>1,560</b>	<b>2,449</b>	<b>0</b>
<b>TOTAL EXPENSES</b>		<b>882,465</b>	<b>10,239,668</b>	<b>14,028,996</b>	<b>3,789,328</b>	<b>73%</b>	<b>9,168,286</b>	<b>12,562,933</b>	<b>11,841,476</b>
<b>TRANSFERS</b>									

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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Transfer to Operating fr Rev Fund	74011	\$0	\$0	\$222,200	\$222,200	0%	\$0	\$0	\$0
Transfer to Capital	74022	0	71,496	1,046,121	974,625	7%	237	881,210	1,755,801
Transfer to Reserves	74030	0	107,000	107,000	0	100%	1,963	589,323	188,600
Transfer to Reserves	74032	0	46,903	46,903	0	100%	0	44,584	48,584
Transfer To Replacement Reserve	74033	0	0	19,500	19,500	0%	0	0	19,000
Transfer To Reserves	74034	0	287,000	287,000	0	100%	0	368,600	300,100
Transfer To Reserve Fund	74042	0	19,500	0	(19,500)	0%	0	19,000	0
Transfer To Replacement Reserve Fund	74043	0	75,000	75,000	0	100%	0	50,000	50,000
Interfunctional Transfer - Council	81100	0	(4,100)	(8,305)	(4,205)	49%	0	(8,200)	(8,200)
Interfunctional Transfer - Corp Admin	81240	0	2,166	5,046	2,880	43%	0	8,339	9,289
Interfunctional Transfer - IT	81310	0	4,549	9,097	4,548	50%	0	7,903	7,903
Interfunctional Transfer - Fire	82100	0	0	(3,100)	(3,100)	0%	0	(3,060)	0
Interfunctional Transfer - Building	82410	0	(79,271)	(168,830)	(89,559)	47%	0	(156,961)	(154,319)
Interfunctional Transfer - By-law	82420	0	(24,501)	(9,097)	15,404	269%	0	(7,903)	(7,903)
Interfunctional Transfer - Roads	83080	58	(4,488)	(93,479)	(88,991)	5%	0	(78,220)	(79,557)
Interfunctional Transfer - Engineering	83150	0	0	113,066	113,066	0%	0	99,551	99,037
Interfunctional Transfer - Water & WW	84100	0	(26,212)	(52,424)	(26,212)	50%	0	(49,131)	(49,131)
Interfunctional Transfer - Th Water Dist	84110	0	0	0	0	0%	0	(32,481)	(32,398)
Interfunctional Transfer - WTP	84130	0	(16,933)	(116,205)	(99,272)	15%	0	(99,408)	(92,603)
Interfunctional Transfer - Water Distr	84150	0	(38,717)	(121,749)	(83,032)	32%	0	0	0
Interfunctional Transfer - CCCL Water	84180	0	0	(1,487)	(1,487)	0%	(84)	(70,109)	(68,211)
Interfunctional Transfer - Th WW Coll	84210	0	(19,738)	(27,438)	(7,700)	72%	0	(11,569)	(11,569)
Interfunctional Transfer - Cr WW Coll	84220	0	(21,049)	(30,438)	(9,389)	69%	0	(11,569)	(11,569)
Interfunctional Transfer - Th WW Plant	84310	0	(20,258)	(80,274)	(60,016)	25%	0	(72,606)	(70,857)
Interfunctional Transfer - Cr WW Plant	84320	0	(28,670)	(118,147)	(89,477)	24%	0	(105,567)	(100,019)
Interfunctional Transfer - Waste Mgmt	84600	0	(450)	(33,339)	(32,889)	1%	0	(31,556)	(30,070)
Interfunctional Transfer - Cemetery	85100	0	0	(11,500)	(11,500)	0%	0	(11,475)	(4,200)
Interfunctional Transfer - Parks	86110	1,262	9,802	34,045	24,243	29%	0	20,763	11,420
Interfunctional Transfer - Harbour	86310	0	(3,811)	(7,623)	(3,812)	50%	0	(7,390)	(7,401)
Interfunctional Transfer - BVCC	86410	0	1,862	3,605	1,743	52%	0	3,500	3,500
Interfunctional Transfer - Depot	86420	0	3,141	(370)	(3,511)	-849%	0	2,500	2,500
Interfunctional Transfer - Library	86500	0	(1,162)	(670)	492	173%	0	2,915	(1,220)
Interfunctional Transfer - Econ Dev	88200	(1,320)	(3,820)	(5,000)	(1,180)	76%	0	(4,510)	(2,500)
Interfunctional Transfer - BIA	88400	(3,960)	(3,960)	(6,914)	(2,954)	57%	0	2,852	(8,800)
<b>TOTAL TRANSFERS</b>		<b>(3,960)</b>	<b>331,279</b>	<b>1,072,194</b>	<b>740,915</b>	<b>31%</b>	<b>2,116</b>	<b>1,339,325</b>	<b>1,755,207</b>
<b>TOTAL TRANSFERS &amp; EXPENDITURES</b>		<b>878,505</b>	<b>10,570,947</b>	<b>15,101,190</b>	<b>4,530,243</b>	<b>70%</b>	<b>9,170,402</b>	<b>13,902,258</b>	<b>13,596,683</b>
<b>REVENUE</b>									
Property Tax Revenue	(40000)	159,704	9,781,359	9,527,545	(253,814)	103%	8,897,928	9,298,417	8,903,903
Town Share Education PILs	42000	0	0	45,000	45,000	0%	0	0	53,000
Supplementary Taxes	42001	0	0	275,000	275,000	0%	0	0	450,000
Interest on Tax Arrears	44105	21,083	279,966	360,000	80,034	78%	215,956	243,739	350,000
Penalty on Current Taxes	44110	24,323	136,743	80,000	(56,743)	171%	107,283	158,080	80,000
Federal Grants	53005	3,938	15,801	142,000	126,199	11%	52,310	6,916	7,500
Provincial Grants	53010	440,325	1,812,757	1,970,275	157,518	92%	1,332,776	1,805,413	1,870,740
Municipal Grants	53015	33,762	137,877	114,250	(23,627)	121%	20,000	20,000	20,000

Tax Levy Summary  
Revenue Fund

**Town of The Blue Mountains**  
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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Donations	53020	\$0	\$129	\$9,275	\$9,146	1%	(\$500)	\$5,628	\$13,150
Transfer to Oper Program fr Revenue Fund	54010	0	0	222,200	222,200	0%	0	0	0
Transfer From Capital	54016	0	0	77,000	77,000	0%	0	1,065	0
Transfer From Reserve	54031	0	0	0	0	0%	1,963	0	0
Transfer From Reserve	54032	0	0	0	0	0%	0	97,800	50,000
Transfer From Other Reserve	54039	0	0	184,190	184,190	0%	0	0	0
Transfer From DC Reserve Fund	54046	0	9,980	390,800	380,820	3%	0	0	0
Transfer From Other Reserve Fund	54049	0	0	0	0	0%	0	6,078	0
Roadways Capital Machine Time	54715	0	0	0	0	0%	0	320	0
Other Revenues	55000	0	351	0	(351)	0%	743	1,040	0
Interest on AR accounts	55005	1,988	3,507	2,000	(1,507)	175%	1,919	3,524	1,000
Admin Fees - NSF	55006	175	1,610	1,000	(610)	161%	1,020	1,726	1,000
Interest Revenue GST/PST Returns	55008	40	315	1,000	685	32%	(1,604)	(1,571)	1,000
Interest Revenue	55010	0	36,949	180,000	143,051	21%	284,779	270,195	74,000
Interest Local Improvements	55012	0	0	0	0	0%	0	43,621	0
Investment Income	55015	2,353	8,283	8,100	(183)	102%	34,398	206,044	83,000
Debt Repayment from Ratepayers	55020	0	10,933	10,934	1	100%	11,887	11,887	8,767
Sundry Sales	55705	74	939	8,110	7,171	12%	296	421	4,100
Photocopies Plans, Office services	55710	131	1,044	1,000	(44)	104%	897	1,564	4,900
Machine Time Chgs (internal)	55714	4,060	12,477	0	(12,477)	0%	0	986	0
Machine Time Chgs (to others)	55715	0	5,457	0	(5,457)	0%	390	5,152	0
Excavating Graves	55716	700	19,250	40,088	20,838	48%	26,735	29,074	35,000
Commissions	55720	975	2,886	3,000	114	96%	4,439	3,755	3,000
Book Sales	55725	42	576	1,000	424	58%	737	821	1,000
Merchandise Sales	55730	62	904	3,300	2,396	27%	2,133	2,221	3,000
Merchandise Sales	55732	0	810	0	(810)	0%	2,240	2,240	0
Sale of Materials	55735	82	23,083	19,350	(3,733)	119%	68,759	88,279	88,250
Sale of Town Publications	55740	92	1,104	1,050	(54)	105%	1,162	1,216	1,300
Sale of Plot	55750	0	7,560	12,000	4,440	63%	4,120	4,890	10,000
Corner Markers	55751	0	3,000	5,000	2,000	60%	1,250	1,250	5,000
Fundraising Revenue	55800	0	0	6,000	6,000	0%	0	0	6,000
Special Events Revenue	55810	225	4,910	7,000	2,090	70%	3,060	3,079	1,500
Fees, Charges, Admissions, Tags	57010	46,395	362,509	496,800	134,291	73%	523,083	641,624	550,400
Misc Receipts	57015	0	975	0	(975)	0%	1,000	1,125	0
Construction Supervision	57016	4,921	7,386	10,000	2,614	74%	7,523	11,845	0
Sponsors and Partnerships	57017	0	5,286	17,000	11,714	31%	5,143	5,143	16,500
Fees/Service Chgs - Other Municipalities	57020	0	24,933	11,000	(13,933)	227%	38,408	59,094	1,000
Memberships	57021	25	1,105	1,565	460	71%	40	65	1,535
Certificate Fees	57025	870	6,065	10,800	4,735	56%	7,505	8,315	12,000
Library Program Revenue	57027	0	312	0	(312)	0%	100	100	0
Permits	57030	575	7,600	16,600	9,000	46%	7,104	8,004	13,500
Roadways Permits	57032	0	800	7,500	6,700	11%	1,300	500	7,500
Fines	57035	1,428	31,109	34,500	3,391	90%	23,087	26,580	34,000
By Law - Fines	57036	0	1,653	3,100	1,447	53%	0	3,402	3,000
Alarm Registration Fees	57038	400	6,428	10,000	3,572	64%	5,500	6,376	20,000
Vendor Licences	57040	0	0	25	25	0%	0	0	250
Marriage Licences	57041	200	2,000	2,000	0	100%	2,100	2,200	2,000

Tax Levy Summary  
Revenue Fund

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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Lottery Licences	57042	\$200	\$898	\$1,200	\$302	75%	\$989	\$1,090	\$1,000
Development Review	57050	0	3,300	81,000	77,700	4%	43,100	43,100	120,000
Official Plan Amendment	57051	0	4,900	10,000	5,100	49%	8,500	8,500	6,000
Zoning By-Law Amendment	57052	3,450	22,950	36,000	13,050	64%	32,775	35,775	30,000
Subdivision Agreement Preparation	57053	6,900	6,900	0	(6,900)	0%	17,400	24,300	0
Site Plan Agreement Preparation	57054	3,300	15,100	0	(15,100)	0%	0	0	0
Site Plan Development Review	57055	4,600	17,700	0	(17,700)	0%	0	750	0
Severance Fees	57056	1,500	36,000	16,500	(19,500)	218%	10,000	11,500	21,000
Minor Variance & Severance Related Zoning	57058	0	13,700	11,550	(2,150)	119%	10,550	11,450	18,000
Civic Numbering 911 Signs	57300	894	3,993	10,000	6,007	40%	7,795	8,525	30,000
Facilities Rental	57500	18,842	142,053	241,375	99,322	59%	129,569	208,522	214,000
Subsidies	57501	0	0	0	0	0%	(171)	(171)	0
Concession Rent	57502	1,433	7,167	9,250	2,083	77%	6,450	7,883	9,000
Showcase Rental	57503	15	315	500	185	63%	210	210	500
Hall Rental	57505	8,763	42,284	52,000	9,716	81%	36,952	39,923	50,000
Program Fees	57570	28	2,889	14,100	11,211	20%	0	0	4,900
Public Skating	57575	0	0	5,500	5,500	0%	0	280	4,000
Proceeds from insurance	58010	0	0	0	0	0%	0	295,590	0
Proceeds from Debt	58100	0	0	82,260	82,260	0%	0	0	0
Misc Revenue	59950	100	4,137	1,000	(3,137)	414%	4,975	13,405	0
<b>TOTAL REVENUE</b>		<b>798,973</b>	<b>13,103,007</b>	<b>14,900,592</b>	<b>1,797,585</b>	<b>88%</b>	<b>12,008,063</b>	<b>13,809,875</b>	<b>13,300,195</b>
<b>NET POSITION</b>		<b>(79,532)</b>	<b>2,532,060</b>	<b>(200,598)</b>	<b>(2,732,658)</b>	<b>-1,262%</b>	<b>2,837,661</b>	<b>(92,383)</b>	<b>(296,488)</b>

**Town of The Blue Mountains**  
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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
<b>EXPENSES</b>									
<b>SALARIES</b>									
Full Time Salaries	60005	\$54,934	\$784,736	\$958,632	\$173,896	82%	\$791,576	\$985,922	\$952,258
Part Time Salaries	60010	1,578	10,537	22,398	11,861	47%	0	3,692	0
Overtime	60018	22,577	26,010	14,000	(12,010)	186%	5,994	16,672	16,370
On Call	60020	0	0	23,400	23,400	0%	0	0	19,600
<b>TOTAL SALARIES</b>		<b>79,089</b>	<b>821,283</b>	<b>1,018,430</b>	<b>197,147</b>	<b>81%</b>	<b>797,570</b>	<b>1,006,286</b>	<b>988,228</b>
<b>BENEFITS</b>									
Full Time Benefits	61005	14,982	178,459	239,997	61,538	74%	182,744	216,022	238,268
Part Time Benefits	61010	175	1,003	2,238	1,235	45%	0	0	0
Post Employment Benefits	61111	0	1,870	0	(1,870)	0%	0	1,819	0
<b>TOTAL BENEFITS</b>		<b>15,157</b>	<b>181,332</b>	<b>242,235</b>	<b>60,903</b>	<b>75%</b>	<b>182,744</b>	<b>217,841</b>	<b>238,268</b>
<b>ADMINISTRATIVE EXPENSES</b>									
Office Supplies	62005	1,897	6,638	9,285	2,647	71%	9,674	11,015	8,875
Computer Supplies	62006	0	1,189	750	(439)	159%	1,038	1,108	850
Office Equipment	62007	0	581	500	(81)	116%	480	480	0
Paper	62010	0	0	950	950	0%	618	632	1,700
Publications	62015	0	0	1,100	1,100	0%	0	3,200	800
Meeting Expenses	62020	0	4	0	(4)	0%	0	0	0
Janitorial Supplies	62030	39	2,161	1,700	(461)	127%	1,805	2,516	900
Printing	63005	1,201	2,108	2,075	(33)	102%	1,244	1,583	3,200
Miscellaneous	62599	0	(40)	1,400	1,440	-3%	13,703	15,019	1,000
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>3,137</b>	<b>12,641</b>	<b>17,760</b>	<b>5,119</b>	<b>71%</b>	<b>28,562</b>	<b>35,553</b>	<b>17,325</b>
<b>OPERATING EXPENSES</b>									
Materials	62000	175	1,092	1,050	(42)	104%	33	233	1,000
Chemicals	62070	10,355	62,955	54,125	(8,830)	116%	50,948	71,219	52,900
Lab Expenses	62071	313	8,881	11,100	2,219	80%	12,307	15,364	10,850
Sample Testing	62072	1,701	24,153	32,450	8,297	74%	23,544	33,349	31,750
Water Treatment Costs	62075	0	0	0	0	0%	0	0	240,000
Collingwood Water Agreement	62076	74,562	248,633	350,000	101,367	71%	0	259,409	0
<b>TOTAL OPERATING EXPENSES</b>		<b>87,106</b>	<b>345,714</b>	<b>448,725</b>	<b>103,011</b>	<b>77%</b>	<b>86,832</b>	<b>379,574</b>	<b>336,500</b>
<b>COMMUNICATIONS</b>									
Telephone	62105	8,125	60,845	56,475	(4,370)	108%	53,240	64,864	55,000
Internet	62110	291	2,121	1,550	(571)	137%	1,079	1,380	1,500
Courier	62115	8	261	1,060	799	25%	335	722	1,000
Postage	62120	39	11,544	21,465	9,921	54%	9,636	12,065	25,950
Advertisements	62125	18	3,053	2,775	(278)	110%	2,446	3,579	2,700
<b>TOTAL COMMUNICATIONS</b>		<b>8,481</b>	<b>77,824</b>	<b>83,325</b>	<b>5,501</b>	<b>93%</b>	<b>66,736</b>	<b>82,610</b>	<b>86,150</b>

User Rates Summary  
Water and Wastewater Services Summary

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Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
<b>TRAINING AND TRAVEL</b>									
Membership	62205	\$0	\$3,102	\$2,675	(\$427)	116%	\$2,769	\$2,769	\$2,650
Meals	62210	155	646	1,425	779	45%	626	728	1,650
Accommodation	62215	112	1,089	2,825	1,736	39%	1,709	1,709	3,100
Training and Education Courses	62220	599	10,878	11,150	272	98%	7,253	7,773	12,250
Conference Workshops, Conventio	62225	2,500	4,883	4,375	(508)	112%	3,700	3,940	4,500
Mileage	62506	0	36	0	(36)	0%	0	0	0
Travel	62230	0	232	850	618	27%	635	651	850
<b>TOTAL TRAINING AND TRAVEL</b>		<b>3,366</b>	<b>20,866</b>	<b>23,300</b>	<b>2,434</b>	<b>90%</b>	<b>16,692</b>	<b>17,570</b>	<b>25,000</b>
<b>PERSONNEL</b>									
Personnel	62300	0	0	0	0	0%	1,517	0	0
Health and Safety	62305	1,062	9,017	6,175	(2,842)	146%	6,389	6,891	8,400
Donations	62310	0	0	200	200	0%	105	105	50
Clothing Expense	62315	60	2,839	6,275	3,436	45%	3,043	3,820	7,250
<b>TOTAL PERSONNEL</b>		<b>1,122</b>	<b>11,856</b>	<b>12,650</b>	<b>794</b>	<b>94%</b>	<b>11,054</b>	<b>10,816</b>	<b>15,700</b>
<b>UTILITIES</b>									
Hydro	62405	25,840	266,915	351,250	84,335	76%	267,214	348,163	366,700
Natural Gas	62410	166	12,933	24,100	11,167	54%	9,914	14,776	23,500
Water	62425	0	7,065	8,550	1,485	83%	225,513	(741)	8,000
<b>TOTAL UTILITIES</b>		<b>26,006</b>	<b>286,913</b>	<b>383,900</b>	<b>96,987</b>	<b>75%</b>	<b>502,641</b>	<b>362,198</b>	<b>398,200</b>
<b>EQUIPMENT EXPENSES</b>									
Equipment Operating Costs	62509	546	6,142	9,620	3,478	64%	1,108	6,533	9,250
Equipment Repairs & Maintenance	62510	12,800	150,942	192,850	41,908	78%	201,601	287,632	200,500
Tools	62511	32	4,548	9,050	4,502	50%	3,897	5,525	10,250
SCADA Repair	62512	420	2,610	9,000	6,390	29%	16,840	17,680	0
Equipment Rentals	62515	432	1,935	2,275	340	85%	1,661	1,901	2,450
Recharges & Refills	62516	0	194	500	306	39%	0	1,311	500
Manhole Maintenance	62517	1,412	5,310	12,500	7,190	42%	2,488	9,127	15,000
Bio Solids Removal	62514	0	0	25,000	25,000	0%	0	25,791	0
Service Agreements	62520	32	2,952	6,350	3,398	46%	692	3,020	20,400
<b>TOTAL EQUIPMENT EXPENSES</b>		<b>15,674</b>	<b>174,633</b>	<b>267,145</b>	<b>92,512</b>	<b>65%</b>	<b>228,287</b>	<b>358,520</b>	<b>258,350</b>
<b>VEHICLE EXPENSES</b>									
Vehicle Repairs & Maintenance	62501	434	11,722	18,950	7,228	62%	13,717	19,384	17,000
Gas - Fuel	62505	3,235	22,743	34,200	11,457	67%	45,316	36,588	37,000
Licensing	62530	35	1,456	700	(756)	208%	814	814	675
<b>TOTAL VEHICLE EXPENSES</b>		<b>3,704</b>	<b>35,921</b>	<b>53,850</b>	<b>17,929</b>	<b>67%</b>	<b>59,847</b>	<b>56,786</b>	<b>54,675</b>
<b>PROFESSIONAL FEES</b>									
Consulting	63120	0	800	175,000	174,200	0%	0	0	0
Contract Services	63125	3,262	33,048	40,105	7,057	82%	29,590	56,594	48,100

User Rates Summary  
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Acct	2009					2008		
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget
<b>TOTAL PROFESSIONAL FEES</b>	<b>\$3,262</b>	<b>\$33,848</b>	<b>\$215,105</b>	<b>\$181,257</b>	<b>16%</b>	<b>\$29,590</b>	<b>\$56,594</b>	<b>\$48,100</b>
<b>FINANCIAL RELATED EXPENSES</b>								
Bank Service Charges	63205	0	1,222	0	(1,222)	0%	0	0
Taxes Written Down	63208	49	18,304	0	(18,304)	0%	26,418	36,411
Insurance Premiums	63020	0	75,102	74,601	(501)	101%	70,368	70,368
Municipal Insurance Deductible	63025	0	0	0	0	0%	7,216	7,216
Property Taxes	63219	0	106,534	55,200	(51,334)	193%	99,368	99,368
<b>TOTAL FINANCIAL RELATED EXPENSES</b>	<b>49</b>	<b>201,162</b>	<b>129,801</b>	<b>(71,361)</b>	<b>155%</b>	<b>203,370</b>	<b>213,363</b>	<b>146,287</b>
<b>PREMISES</b>								
Site Maintenance	63305	1,134	17,280	16,075	(1,205)	107%	16,412	25,518
Cleaning	63310	0	0	3,450	3,450	0%	931	931
Waste	63315	0	1,907	5,825	3,918	33%	1,970	2,973
Facility Maintenance	63320	1,478	7,537	11,700	4,163	64%	5,641	6,270
<b>TOTAL PREMISES</b>	<b>2,612</b>	<b>26,724</b>	<b>37,050</b>	<b>10,326</b>	<b>72%</b>	<b>24,954</b>	<b>35,692</b>	<b>35,950</b>
<b>CAPITAL</b>								
Equipment	64010	0	0	0	0	0%	54	54
Replacement Equipment	64011	0	0	0	0	0%	0	6
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>54</b>	<b>60</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>248,765</b>	<b>2,230,717</b>	<b>2,933,276</b>	<b>702,559</b>	<b>76%</b>	<b>2,238,933</b>	<b>2,833,463</b>	<b>2,648,733</b>
<b>TRANSFERS</b>								
Transfer to Operating fr Rev Fund	74011	0	0	75,000	75,000	0%	0	0
Transfer to Capital	74022	0	387,385	912,805	525,420	42%	0	607,893
Transfer to Reserves	74030	0	0	0	0	0%	0	269,000
Transfer to Rate Stabilization Reserve	74031	0	0	269,371	269,371	0%	0	0
Transfer to Reserves	74032	0	0	240,000	240,000	0%	0	281,772
Transfer To Replacement Reserve	74033	0	0	205,630	205,630	0%	0	202,575
Transfer To Reserve Fund	74042	0	0	260,000	260,000	0%	0	605,785
Interfunctional Transfer - Council	81100	0	26,212	52,424	26,212	50%	0	49,131
Interfunctional Transfer - CAO/Clerk's	81210	0	0	16,399	16,399	0%	0	7,485
Interfunctional Transfer - Human Resources	81220	0	0	5,850	5,850	0%	0	0
Interfunctional Transfer - Corp Admin	81240	0	72,931	145,862	72,931	50%	0	141,624
Interfunctional Transfer - IT	81310	0	49,452	98,904	49,452	50%	0	91,714
Interfunctional Transfer - Fire	82100	0	0	(1,000)	(1,000)	0%	0	0
Interfunctional Transfer - Conservation Authority	82300	0	40,000	40,000	0	100%	0	0
Interfunctional Transfer - Roads	83080	0	677	1,000	323	68%	720	1,740
Interfunctional Transfer - Engineering	83150	0	0	175,839	175,839	0%	0	154,696
Interfunctional Transfer - Th Water Dist	84110	0	0	0	0	0%	0	(248,121)
Interfunctional Transfer - WTP	84130	0	0	615,708	615,708	0%	0	506,951
Interfunctional Transfer - Water Meter	84140	0	0	111,227	111,227	0%	0	113,354
Interfunctional Transfer - Water Distr	84150	0	0	(726,935)	(726,935)	0%	0	0

User Rates Summary  
Water and Wastewater Services Summary

**Town of The Blue Mountains**  
**2009 Budget Variance Report**  
For the Ten Months Ending October 31, 2009

Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Interfunctional Transfer - CCCL Water	84180	\$0	\$0	\$0	0%	\$0	(\$372,184)	(\$425,369)	
Interfunctional Transfer - Th WW Coll	84210	0	0	(273,736)	(273,736)	0%	0	(335,186)	0
Interfunctional Transfer - Cr WW Coll	84220	0	0	(512,399)	(512,399)	0%	0	(745,011)	0
Interfunctional Transfer - Th WW Plant	84310	0	0	273,736	273,736	0%	0	335,186	0
Interfunctional Transfer - Cr WW Plant	84320	0	0	512,399	512,399	0%	0	745,011	0
Interfunctional Transfer - Parks	86110	0	0	6,684	6,684	0%	(636)	6,049	0
Interfunctional Transfer - Econ Dev	88200	0	0	6,200	6,200	0%	0	0	0
<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>576,657</b>	<b>2,510,968</b>	<b>1,934,311</b>	<b>23%</b>	<b>84</b>	<b>2,419,464</b>	<b>2,359,330</b>	
<b>TOTAL TRANSFERS &amp; EXPENDITURES</b>	<b>248,765</b>	<b>2,807,374</b>	<b>5,444,244</b>	<b>2,636,870</b>	<b>52%</b>	<b>2,239,017</b>	<b>5,252,927</b>	<b>5,008,063</b>	
<b>REVENUE</b>									
Twp Water Connection Permit	50005	350	2,215	7,700	5,485	29%	6,050	6,550	7,700
Town Water Frontage & Connection	50006	0	0	0	0	0%	6,957	6,957	0
Water Billings: NO METER	50009	0	42,935	0	(42,935)	0%	47,359	61,390	0
Water Billings: Fixed Charge	50010	0	867,884	1,337,760	469,876	65%	703,669	847,434	1,039,049
Water Billings: Consumption	50015	(217)	973,721	1,576,177	602,456	62%	1,457,939	1,705,396	1,813,068
Water Billings: Unconnected	50016	0	987	0	(987)	0%	609	730	0
Water Purchase from Hydrants	50050	2,480	28,089	0	(28,089)	0%	21,602	29,266	28,000
Twp Sewer Connection Permit	51005	200	2,100	10,350	8,250	20%	6,700	7,225	10,350
Frontage & Connection	51006	0	5,480	0	(5,480)	0%	23,247	23,247	0
Sewer Billings: NO METER	51009	0	30,088	0	(30,088)	0%	34,884	44,231	0
Sewer Billings: Fixed Charge	51010	0	625,916	972,335	346,419	64%	537,356	639,183	787,195
Sewer Billings: Usage	51015	(98)	733,869	1,188,387	454,518	62%	1,124,621	1,321,204	1,272,543
Sewer Billings: Unconnected	51016	0	10,452	0	(10,452)	0%	6,648	8,760	0
Sewer Billings: Private	51030	3,779	257,979	124,000	(133,979)	208%	171,878	203,949	24,000
Misc Water Receipts	51300	7	682	28,500	27,818	2%	518	716	1,822
Transfer to Oper Program fr Revenue Fund	54010	0	0	75,000	75,000	0%	0	0	0
Transfer From Other Reserve	54039	0	0	10,000	10,000	0%	0	0	0
Transfer From Reserve Fund	54043	0	0	0	0	0%	0	13,307	0
Transfer From DC Reserve Fund	54046	0	0	90,000	90,000	0%	0	0	0
Transfer From Other Reserve Fund	54049	0	0	0	0	0%	0	282,071	0
Interest on AR accounts	55005	2,648	19,989	0	(19,989)	0%	10,189	13,466	0
Merchandise Sales	55730	0	0	0	0	0%	576	713	300
Fees, Charges, Admissions, Tags	57010	199	12,942	15,000	2,058	86%	6,497	15,439	15,000
Misc Receipts	57015	0	4,284	9,036	4,752	47%	6,960	8,950	9,036
<b>TOTAL REVENUE</b>	<b>9,348</b>	<b>3,619,612</b>	<b>5,444,245</b>	<b>1,824,633</b>	<b>66%</b>	<b>4,174,259</b>	<b>5,240,184</b>	<b>5,008,063</b>	
<b>NET POSITION</b>	<b>(239,417)</b>	<b>812,238</b>	<b>1</b>	<b>(812,237)</b>	<b>81,223,800%</b>	<b>1,935,242</b>	<b>(12,743)</b>	<b>0</b>	

User Fees Summary  
User Fee Based

**Town of The Blue Mountains**  
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For the Ten Months Ending October 31, 2009

Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
<b>EXPENSES</b>									
<b>SALARIES</b>									
Full Time Salaries	60005	\$13,588	\$250,688	\$327,950	\$77,262	76%	\$305,937	\$387,297	\$379,350
Part Time Salaries	60010	15,243	28,896	33,000	4,104	88%	59,265	32,529	35,480
Casual/Contract Salaries	60015	3,607	23,928	20,777	(3,151)	115%	0	36,582	36,050
Overtime	60018	297	1,210	0	(1,210)	0%	0	0	3,000
<b>TOTAL SALARIES</b>		<b>32,735</b>	<b>304,722</b>	<b>381,727</b>	<b>77,005</b>	<b>80%</b>	<b>365,202</b>	<b>456,408</b>	<b>453,880</b>
<b>BENEFITS</b>									
Full Time Benefits	61005	4,888	53,337	86,302	32,965	62%	72,954	81,902	102,650
Part Time Benefits	61010	1,124	3,869	3,300	(569)	117%	0	3,318	5,350
Casual/Contract Benefits	61015	0	532	2,075	1,543	26%	0	2,206	5,410
Travel Allowance	(61503)	157	392	0	(392)	0%	0	0	0
<b>TOTAL BENEFITS</b>		<b>6,169</b>	<b>58,130</b>	<b>91,677</b>	<b>33,547</b>	<b>63%</b>	<b>72,954</b>	<b>87,426</b>	<b>113,410</b>
<b>ADMINISTRATIVE EXPENSES</b>									
Office Supplies	62005	322	2,232	3,300	1,068	68%	2,077	2,704	3,950
Paper	62010	0	78	1,100	1,022	7%	91	323	1,000
Publications	62015	0	670	1,650	980	41%	916	916	2,400
Promotional Expenses	62017	2,605	10,920	14,000	3,080	78%	500	19,649	14,000
Meeting Expenses	62020	0	64	550	486	12%	375	375	500
Janitorial Supplies	62030	(84)	1,466	1,550	84	95%	1,146	1,191	1,500
Printing	63005	222	1,648	3,305	1,657	50%	2,072	2,413	3,200
Meeting Expenses - Services	63015	34	34	275	241	12%	0	0	250
Miscellaneous	62599	0	75	612	537	12%	62	26	400
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>3,099</b>	<b>17,187</b>	<b>26,342</b>	<b>9,155</b>	<b>65%</b>	<b>7,239</b>	<b>27,597</b>	<b>27,200</b>
<b>OPERATING EXPENSES</b>									
Materials	62000	0	238	3,000	2,762	8%	1,581	3,470	3,000
Merchandise Inventory	62080	0	62,554	65,000	2,446	96%	83,089	70,111	70,000
<b>TOTAL OPERATING EXPENSES</b>		<b>0</b>	<b>62,792</b>	<b>68,000</b>	<b>5,208</b>	<b>92%</b>	<b>84,670</b>	<b>73,581</b>	<b>73,000</b>
<b>COMMUNICATIONS</b>									
Telephone	62105	406	5,979	9,400	3,421	64%	6,899	8,226	9,300
Internet	62110	55	402	0	(402)	0%	0	0	0
Courier	62115	4	21	200	179	11%	8	8	200
Postage	62120	21	697	700	3	100%	451	827	650
Advertisements	62125	1,913	7,222	14,550	7,328	50%	8,336	17,416	17,000
<b>TOTAL COMMUNICATIONS</b>		<b>2,399</b>	<b>14,321</b>	<b>24,850</b>	<b>10,529</b>	<b>58%</b>	<b>15,694</b>	<b>26,477</b>	<b>27,150</b>
<b>TRAINING AND TRAVEL</b>									
Membership	62205	0	3,377	3,540	163	95%	3,123	3,123	3,315

User Fees Summary  
User Fee Based

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For the Ten Months Ending October 31, 2009

Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Meals	62210	\$96	\$778	\$700	(\$78)	111%	\$744	\$1,042	\$825
Accommodation	62215	2,446	4,999	5,575	576	90%	2,324	1,324	4,950
Training and Education Courses	62220	1,835	5,450	7,100	1,650	77%	3,636	4,367	5,000
Conference Workshops, Conventions	62225	0	3,497	2,800	(697)	125%	3,264	3,683	2,600
Mileage	62506	191	1,066	6,500	5,434	16%	0	0	1,500
Travel	62230	33	2,625	1,200	(1,425)	219%	2,172	2,368	1,150
<b>TOTAL TRAINING AND TRAVEL</b>		<b>4,601</b>	<b>21,792</b>	<b>27,415</b>	<b>5,623</b>	<b>79%</b>	<b>15,263</b>	<b>15,907</b>	<b>19,340</b>
<b>PERSONNEL</b>									
Health and Safety	62305	0	1,247	2,850	1,603	44%	900	1,709	2,500
Clothing Expense	62315	300	537	1,350	813	40%	847	1,834	1,600
<b>TOTAL PERSONNEL</b>		<b>300</b>	<b>1,784</b>	<b>4,200</b>	<b>2,416</b>	<b>42%</b>	<b>1,747</b>	<b>3,543</b>	<b>4,100</b>
<b>UTILITIES</b>									
Hydro	62405	1,119	6,917	4,450	(2,467)	155%	6,825	9,811	4,320
Natural Gas	62410	43	318	950	632	33%	326	413	480
Water	62425	0	5,735	3,000	(2,735)	191%	1,606	3,845	4,000
<b>TOTAL UTILITIES</b>		<b>1,162</b>	<b>12,970</b>	<b>8,400</b>	<b>(4,570)</b>	<b>154%</b>	<b>8,757</b>	<b>14,069</b>	<b>8,800</b>
<b>EQUIPMENT EXPENSES</b>									
Equipment Operating Costs	62509	0	0	100	100	0%	0	200	500
Equipment Repairs & Maintenance	62510	58	58	650	592	9%	263	272	900
Tools	62511	678	1,374	1,300	(74)	106%	954	1,242	1,400
Equipment Rentals	62515	0	0	1,000	1,000	0%	480	799	1,100
Recharges & Refills	62516	0	58	0	(58)	0%	0	0	0
Service Agreements	62520	38	440	3,350	2,910	13%	643	193	3,250
<b>TOTAL EQUIPMENT EXPENSES</b>		<b>774</b>	<b>1,930</b>	<b>6,400</b>	<b>4,470</b>	<b>30%</b>	<b>2,340</b>	<b>2,706</b>	<b>7,150</b>
<b>VEHICLE EXPENSES</b>									
Vehicle Repairs & Maintenance	62501	4	6,643	5,050	(1,593)	132%	5,548	5,955	4,500
Gas - Fuel	62505	0	4,332	10,700	6,368	40%	532	8,326	10,500
Vehicle Leases	62525	1,353	10,359	12,000	1,641	86%	8,260	9,424	12,000
Licensing	62530	0	471	370	(101)	127%	471	471	370
<b>TOTAL VEHICLE EXPENSES</b>		<b>1,357</b>	<b>21,805</b>	<b>28,120</b>	<b>6,315</b>	<b>78%</b>	<b>14,811</b>	<b>24,176</b>	<b>27,370</b>
<b>PROFESSIONAL FEES</b>									
Legal	63105	0	0	2,000	2,000	0%	211	211	2,500
Engineering	63115	0	0	2,000	2,000	0%	0	2,336	3,000
Consulting	63120	0	1,341	2,000	659	67%	2,644	3,244	1,500
Contract Services	63125	1,168	10,168	14,050	3,882	72%	13,117	12,567	14,000
<b>TOTAL PROFESSIONAL FEES</b>		<b>1,168</b>	<b>11,509</b>	<b>20,050</b>	<b>8,541</b>	<b>57%</b>	<b>15,972</b>	<b>18,358</b>	<b>21,000</b>
<b>FINANCIAL RELATED EXPENSES</b>									
Bank Service Charges	63205	0	315	500	185	63%	105	210	0

User Fees Summary  
User Fee Based

**Town of The Blue Mountains**  
**2009 Budget Variance Report**  
For the Ten Months Ending October 31, 2009

Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Card Processing Fees	63206	\$0	\$2,312	\$500	(\$1,812)	462%	\$2,717	\$2,956	\$1,000
Insurance Premiums	63020	0	80,815	83,421	2,606	97%	74,878	77,041	90,486
Sponsorship	63225	0	0	10,000	10,000	0%	9,708	1,311	10,000
<b>TOTAL FINANCIAL RELATED EXPENSES</b>		<b>0</b>	<b>83,442</b>	<b>94,421</b>	<b>10,979</b>	<b>88%</b>	<b>87,408</b>	<b>81,518</b>	<b>101,486</b>
<b>PREMISES</b>									
Site Maintenance	63305	881	18,170	15,500	(2,670)	117%	13,530	15,638	15,000
Waste	63315	0	897	1,900	1,003	47%	0	673	1,800
Facility Maintenance	63320	227	5,052	2,000	(3,052)	253%	3,225	4,122	750
Rent	63325	0	0	51,500	51,500	0%	0	47,154	49,900
<b>TOTAL PREMISES</b>		<b>1,108</b>	<b>24,119</b>	<b>70,900</b>	<b>46,781</b>	<b>34%</b>	<b>16,755</b>	<b>67,587</b>	<b>67,450</b>
<b>CAPITAL</b>									
Replacement Equipment	64011	0	209	0	(209)	0%	191	191	0
<b>TOTAL CAPITAL</b>		<b>0</b>	<b>209</b>	<b>0</b>	<b>(209)</b>	<b>0%</b>	<b>191</b>	<b>191</b>	<b>0</b>
<b>TOTAL EXPENSES</b>		<b>54,872</b>	<b>636,712</b>	<b>852,502</b>	<b>215,790</b>	<b>75%</b>	<b>709,003</b>	<b>899,544</b>	<b>951,336</b>
<b>TRANSFERS</b>									
Transfer to Capital	74022	0	72,407	193,680	121,273	37%	0	110,085	137,339
Transfer to Reserves	74032	0	0	0	0	0%	0	6,505	0
Interfunctional Transfer - CAO/Clerk's	81210	0	0	5,774	5,774	0%	0	2,642	2,642
Interfunctional Transfer - Corp Admin	81240	0	74,345	146,390	72,045	51%	0	135,264	135,305
Interfunctional Transfer - IT	81310	0	8,494	16,989	8,495	50%	0	15,752	15,752
Interfunctional Transfer - By-law	82420	0	2,500	5,000	2,500	50%	0	5,000	5,000
Interfunctional Transfer - Roads	83080	0	0	0	0	0%	0	30	0
Interfunctional Transfer - Parks	86110	3,960	3,960	14,214	10,254	28%	0	7,811	13,800
Interfunctional Transfer - Econ Dev	88200	0	(2,500)	(5,000)	(2,500)	50%	0	(5,000)	(5,000)
<b>TOTAL TRANSFERS</b>		<b>3,960</b>	<b>159,206</b>	<b>377,047</b>	<b>217,841</b>	<b>42%</b>	<b>0</b>	<b>278,089</b>	<b>304,838</b>
<b>TOTAL TRANSFERS &amp; EXPENDITURES</b>		<b>58,832</b>	<b>795,918</b>	<b>1,229,549</b>	<b>433,631</b>	<b>65%</b>	<b>709,003</b>	<b>1,177,633</b>	<b>1,256,174</b>
<b>REVENUE</b>									
Federal Grants	53005	0	0	0	0	0%	1,100	1,100	0
Provincial Grants	53010	0	0	0	0	0%	1,120	1,120	0
Transfer From Reserve	54031	0	0	5,715	5,715	0%	0	0	0
Photocopies Plans, Office services	55710	420	2,325	2,700	375	86%	2,713	2,788	2,600
Merchandise Sales	55730	40	722	775	53	93%	792	792	750
Sale of Gas	55736	1,355	50,021	79,000	28,979	63%	67,111	67,866	79,000
Sale of Diesel	55737	722	12,215	12,000	(215)	102%	15,978	16,031	11,000
Sale of Hydro	55738	0	15,577	16,000	423	97%	14,948	14,948	15,000
Fees, Charges, Admissions, Tags	57010	1,750	268,814	278,331	9,517	97%	255,534	256,434	265,500
Sponsors and Partnerships	57017	0	0	0	0	0%	616	2,966	0
BIA Levy	57018	0	75,064	75,064	0	100%	76,564	75,064	75,064
Certificate Fees	57025	360	7,330	10,000	2,670	73%	10,935	11,735	10,000
Permits	57030	34,608	256,303	606,000	349,697	42%	348,128	377,471	665,948

User Fees Summary

User Fee Based

**Town of The Blue Mountains**  
**2009 Budget Variance Report**  
 For the Ten Months Ending October 31, 2009

Acct	2009					2008			
	OCT	YTD	Budget	Unexpended \$	% of Budget	OCT	Actuals	Budget	
Interfunctional Building Permits	57031	\$0	\$0	\$40,000	\$40,000	0%	\$0	\$2,798	\$80,000
Launch Fees	57057	30	2,253	2,500	247	90%	1,641	1,646	3,000
Facilities Rental	57500	922	9,712	15,225	5,513	64%	8,740	8,740	19,000
Harbour - Winter Storage	57504	454	634	22,500	21,866	3%	390	21,454	25,000
Proceeds from Debt	58100	0	0	63,439	63,439	0%	0	0	0
Misc Revenue	59950	30	2,800	300	(2,500)	933%	1,004	1,179	300
<b>TOTAL REVENUE</b>		<b>40,691</b>	<b>703,770</b>	<b>1,229,549</b>	<b>525,779</b>	<b>57%</b>	<b>807,314</b>	<b>864,132</b>	<b>1,252,162</b>
<b>NET POSITION</b>		<b>(18,141)</b>	<b>(92,148)</b>	<b>0</b>	<b>92,148</b>	<b>0%</b>	<b>98,311</b>	<b>(313,501)</b>	<b>(4,012)</b>

**STAFF REPORT: Administration**



**REPORT TO: Finance and Administration**  
**MEETING DATE: November 17, 2009**  
**REPORT NO.: A.09.11**  
**SUBJECT: Code of Conduct for Members of Council**  
**PREPARED BY: Stephen Keast, Clerk**

## **A. Recommendations**

THAT Council receive Staff Report A.09., "Code of Conduct for Members of Council", for information purposes;

AND THAT Council enact a By-law to adopt Corporate Policy POL.AD.07.07, Code of Conduction for Members of Council.

## **B. Background**

Recent revisions to the *Municipal Act, 2001* (the Act), require a municipal government to try to ensure that it is accountable to the public for its actions and that its actions, including decisions, are transparent to the public. As part of the emphasis on accountability and transparency, higher levels of scrutiny have been placed on procedures in place to address conduct of Council and Staff.

Regarding accountability, transparency and clarity for Council, Staff are recommending Council consider a Corporate Policy addressing a Code of Conduct for Members of Council. The attached Policy is based on the Grey County Policy with some modifications to comply with Town practices and Procedural By-law.

The Council Code of Conduct was first considered together with six 2007 Policies previously adopted by Council (Accountability & Transparency, Sale and Other Disposition of Land, Provision of Notice, Delegation of Powers, Purchasing and Hiring) and as each those Policies refer to the other Policies, the Policy number for the Code of Conduct remains noted as 07.07.

Councillors Martin and McGee have assisted in the review and preparation of the Code of Conduct document. Following their review, Staff have suggested some minor revisions which have been incorporated into the proposed Policy. These changes are reflected in Section 14, Interpretation, where a member seeking clarification would consult with their solicitor rather than the Chief Administrative Officer. Further, Section 15 would now permit the Mayor to commence an investigation as well as in response to a written complaint. The Mayor would also be permitted to consult with legal counsel or any other person in investigating the complaint.

Lastly, the Policy review cycle now reads "the CAO *in conjunction with* Council.

A separate exercise is under way to identify ethics and values guidelines regarding the actions and decisions of Staff.

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

Providing a strong, well-managed municipal government.

**D. Environmental Impacts**

None

**E. Budget Impact**

None

**F. Attached**

1. Draft Corporate Policy POL.COR.07.07, Code of Conduct for Members of Council

Respectfully submitted,

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For more information, please contact:  
Stephen Keast, Clerk  
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519 599 3131, ext 237

# TOWN OF THE BLUE MOUNTAINS

## POLICY & PROCEDURES

Subject Title: Code of Conduct for Members of Council

Corporate Policy (Approved by Council)

Policy Ref. No.: POL.AD.07.07

Administrative Policy (Approved by CAO)

By-law No.: 2010 -

Department Policy: (Approved by Mgr.)

Name of Dept.: Administration

Date Approved:

Staff Report:

### Policy Statement

Policy direction for the behaviour of members of Council in the performance of their duties and responsibilities as elected community representatives.

### Purpose

Subsection 223.2(1) of the *Municipal Act, 2001* authorizes a municipality to establish codes of conduct for members of the council of the municipality and of local boards. Subsection 223.3(1) also authorizes a municipality to appoint an Integrity Commissioner who would be responsible for performing in an independent manner the functions assigned by Council with regard to the application of a Code of Conduct. Such an appointment is not contemplated by this Policy at this time.

The Code of Conduct sets minimum standards for the behaviour of Council members in carrying out their functions. It has been developed to assist Council to:

1. Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
2. Fulfill their duty to act honestly and exercise reasonable care and diligence; and
3. Act in a way that enhances public confidence in local government.

### Application

This policy applies to members of the Council of the Corporation of the Town of The Blue Mountains in the performance of their duties and responsibilities as elected community representatives, as well as members of Town Committees and Local Boards.

## Definitions

Municipality – means the Corporation of the Town of The Blue Mountains.

Members – means members of The Blue Mountains Council, Town Committees and Local Boards of the municipality.

Committee - means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more Councils or local boards.

Local Board: means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include The Blue Mountains Police Services Board or The Blue Mountains Public Library Board, a school board, a hospital board or a conservation authority.

## Procedures

### 1. Statement of Principle

A written Code of Conduct helps to ensure that the members of Council, Committees and Local Boards of the municipality share a common basis of acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that The Blue Mountain's elected and appointed representatives operate from a base of integrity, justice and courtesy.

Members are responsible for making honest statements. No member shall make a statement when they know that statement is false. No member shall make a statement with the intent to mislead Council members and the public.

The Town of The Blue Mountain's Code of Conduct is a general standard that augments Provincial laws and municipal policies and by-laws that govern conduct. It is not intended to replace personal ethics.

This Code of Conduct is consistent with the existing statutes governing the conduct of members. (ie the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act* and the *Municipal Freedom of Information and Protection of Privacy Act*) The Criminal Code of Canada also governs the conduct of members of Council.

All members whom this Code of Conduct applies to shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of his or her official duties.

## **2. Gifts and Benefits**

No member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly to the performance of his or her duties of Office, unless permitted by law. Members shall make decisions based on impartial and objective assessment, free from the influence of gifts, favours, hospitality and entertainment.

Members shall decline any personal gift where the acceptance of such gift would imply a contractual agreement with or obligation to the donor.

This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$300.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$300.00 shall be the property of the municipality.

No member shall seek or obtain by reason of his or her office any personal privilege or advantage with respect to **Town** services not otherwise available to the general public and not consequent to his or her official duties.

Exceptions to Section 2. shall be approved by the Mayor and in circumstances when the exception is for the Mayor, the Chair of the Finance and Administration Committee shall approve the exception.

## **3. Confidentiality**

All information, documentation or deliberation received, reviewed or taken in closed session of Council and its Committees and Local Boards are confidential.

Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required by law to do so. Where a matter has been discussed at a closed session meeting and the information remains confidential, no member shall disclose the content of the matter or the substance of deliberations of the closed session meeting.

Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.

Particular care should be exercised in ensuring confidentiality of the following types of information:

- Labour relations and personnel matters;
- Information about suppliers provided for evaluation which might be useful to other suppliers;
- Matters relating to the legal affairs of the Town of The Blue Mountains;

- Information that infringes on the rights of others (i.e. sources of complaints where the identity of the complainant was given in confidence);
- Items under litigation or negotiation;
- Price schedules in contract tender or Request for Proposal submissions if so specified;
- Information deemed to be “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act*, and
- Statistical data required by law not to be released (e.g. certain census or assessment data).

This list is provided as an example and is not exclusive. ***It is recommended that*** requests for information be referred to the Office of the Clerk to be addressed as either an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

#### **4. Use of Town Property**

Subject to Section 5, no member shall use for personal purposes any Town property, equipment, services, supplies or services of consequence other than for purposes connected with the discharge of Town duties or associated community activities of which Town Council has been advised.

No member shall obtain financial gain from the use of Town developed intellectual property, computer programs, technological innovations or other patentable items, while an elected official or thereafter. All such property remains exclusive property of the Town of The Blue Mountains.

No member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than his or her official duties.

#### **5. Use of Town Technology Resources**

The Town of The Blue Mountains licenses the use of computer software from a variety of vendors. The Town does not own the software or its documentation. Software is normally copyrighted, and no individual may copy or distribute the software unless expressly permitted to do so under the applicable licence.

#### **6. Work of a Political/Personal Nature**

Members shall comply with Town Policy A.POL.01, Use of Corporate Resources for Election purposes and no member shall use Town facilities, services or property for his or her re-election campaign. Further, no member shall use the services of Town employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Town.

No member shall use Town facilities, services or property for his or personal business gain. No member shall use the services of Town employees for his or her personal business during the hours in which the employees are in the paid employment of the Town.

## **7. Conduct at Meetings**

Members shall conduct themselves with decorum at Council, Committee and Local Board meetings in accordance with the provisions of the Town's Procedural By-law.

Respect for deputations and for fellow members and staff requires that all members show courtesy and not distract from the business of Council, Committees and Local Boards during presentations and when other members have the floor.

## **8. Representing the Town**

Members shall make every effort to participate diligently in the activities of the Agencies, Committees and Local Boards to which they are appointed. Members are encouraged to attend openings and charity events.

## **9. Influence on Staff**

Members shall comply with Town Policy HR.06.02, Respectful Workplace, and shall be respectful of the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective. Members shall be further respectful of the fact that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual member or group of members of Council.

## **10. Business Relations**

No member shall borrow money from any person who regularly does business with the Town unless such person represents an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No member shall act as a paid agent before Council or any Committee or Local Board of Council or any Agency at which the Town is represented.

## **11. Expenses**

Members shall comply with the provisions of the Town's applicable policies relative to per diem payments and expenses governing reimbursement for attendance at conferences, seminars, training courses and workshops.

Members shall be reimbursed out-of-pocket expenses incurred in accordance with approved Town policies while attending official functions and representing the Town in their official capacity.

## **12. Encouragement of Respect for the Town and its By-Laws and Policies**

Members shall encourage public respect for the Town and its by-laws and policies.

## **13. Harassment**

Members shall comply with Town Policy HR.06.01, Discrimination and Harassment-Free Workplace. Discrimination or harassment of another member, staff or any member of the public is misconduct. All persons shall be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code.

## **14. Interpretation**

Members seeking clarification of any part of this Code should consult with their solicitor.

## **15. Complaints**

The Mayor may commence an investigation of any potential breach of this Code on his or her own accord or in response to a written complaint in the following manner:

- a) Investigate within 30 days of receipt of a formal written request and prepare a written report and recommendation for Council. Additional time, if justified, may be authorized by a resolution of Council.
- b) Determine if a member or members have committed a breach of the Code.
- c) Recommend disciplinary action as set out in the *Municipal Act, 2001*.

The Mayor may consult with legal counsel or any other person as may be required in determining points of law or any other matter.

In the event that the complaint relates to the Mayor, the written submission will be made to the Finance and Administration Committee who shall have the duties and responsibilities of the Mayor to investigate following the provisions of this Section.

### **Exclusions**

None

### **References and Related Policies**

The *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, Procedural By-law No. 2007-29, Town Policies POL.AD.07.01 through and including POL.AD.07.06, as approved, together with this Policy document and the Town of The Blue Mountains Strategic Plan.

### **Consequences of Non-Compliance**

Penalties described in subsection 223.4(5) of the *Municipal Act, 2001* that a municipality may impose if a member has contravened a Code of Conduct include:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council or local board, as the case may be, for a period of up to 90 days.

### **Review Cycle**

This policy will be reviewed in each term of Council by the C.A.O. in conjunction with Council.

**STAFF REPORT: Administration**



**REPORT TO: Finance and Administration Committee**  
**MEETING DATE: November 17, 2009**  
**REPORT NO.: A.09.12**  
**SUBJECT: Grey County Joint Accessibility Plan - 2009 Update**  
**PREPARED BY: Stephen Keast, Clerk**

### **A. Recommendation**

THAT Council receive Report A.09.12, "Grey County Joint Accessibility Plan – 2009 Update" and further does adopt the attached Municipal Facilities Inventory for forwarding to the County of Grey for inclusion as an Appendix to the Joint Accessibility Plan as part of the 2009 Plan update.

### **B. Background**

The *Ontarians with disabilities Act, 2001* (ODA) requires that each municipality in Ontario prepare an accessibility plan with annual updates detailing how it is planned to improve opportunities for persons with disabilities and to provide for their involvement in the identification and removal of barriers to access.

Municipalities with less than 10,000 population are not required to form their own Accessibility Advisory Committee (AAC) and may participate through a joint upper tier planning process. To that end the Town has participated in a planning exercise through the County of Grey Accessibility Advisory Committee by way of the Town Clerk having membership on a Joint Accessibility Advisory Committee (JAAC) which acts to support the County of Grey AAC.

The County of Grey Joint Accessibility Plan is updated annually with any new or recent renovations or construction providing increased accessibility being noted. The attached Municipal Facilities Inventory is attached to the Joint Plan as an Appendix, there being an Appendix for each participating municipality.

The first four entries in the attached Municipal Facilities Inventory represent new accessible initiatives. Reference to municipal works plant has been removed from the Inventory as per other municipal inventories in the Joint Plan. These facilities are not normally accessible to the public and approved job descriptions would direct accessibility features.

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

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

**D. Environmental Impacts**

Greenhouse gas emissions during construction. Energy savings following construction and re-construction.

**E. Budget Impact**

As contained in original capital budget planning and Council approval.

**F. Attached** (Relevant documentation not personal information about an identifiable person)

Municipal Facilities Inventory - 2009

Respectfully submitted,

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Stephen Keast

<b>MUNICIPAL FACILITIES INVENTORY - 2009</b>			
<b>Location/Facility</b>	<b>Barrier Type - Description</b>	<b>Strategy for Removal Prevention</b>	<b>Status/Action</b>
Ravenna Community Hall	Barrier-free	New entrance and washroom constructed in 2009	Newly constructed
OPP Sub-station Clark Street	Barrier-free	New facility constructed in 2009	Newly constructed
Parks and Recreation works building	Barrier-free	New facility constructed in 2009	Newly constructed
Municipal Office 26 Bridge Street	No automatic door openers	Existing facility proposed to be replaced	Proposed facility to be barrier-free
Sound amplification system in Council meetings	Address audio-challenged	In operation summer 2008	Ongoing
Audio signal crosswalk – Bridge Street (Hwy. 26)	Address sight-challenged	In operation autumn 2007	Ongoing
Solid Waste Disposal Site Operations Bldg.	Barrier-free washroom	Automatic doors not yet installed	Newly constructed
Beaver River Viewing Platform	Barrier-free	N/A	Newly constructed
Craigeith Depot restoration	Barrier-free	N/A	Newly re-constructed
Jozo Weider Boulevard reconstruction	Dropped curbs at intersections	N/A	Newly re-constructed
Beaver Valley Community Centre 81 Victoria St.	Main floor full access Upper level not accessible	Budget consideration Architectural consideration	Schedule for installation
L.E. Shore Memorial Library 175 Bruce St.	Full access		
Thornbury Harbour	No automatic door openers	Budget consideration	Schedule for installation

MUNICIPAL FACILITIES INVENTORY - 2009

Bruce St. N.	Upper office area not accessible	Architectural consideration	
Little Beaver River Park Cottage St.	No automatic door openers	Budget consideration	Schedule for installation
Fire Hall No. 1 Grey Rd 2 & Clark St.	No automatic door openers	Budget consideration	Schedule for installation
Bayview Park Bay St.	No automatic door openers Non access washroom	Budget consideration Architectural consideration	Schedule for installation
Ravenna Works Yard Ravenna	No automatic door openers Non accessible steps None access washroom	Budget consideration Architectural consideration	Schedule for installation
Ravenna Park Grey Rd. 2 Ravenna	Non accessible portable washroom	Budget consideration	Schedule for installation
Northwinds Beach Craighleith	No automatic door opener	Budget consideration	Schedule for installation
Nipissing Ridge Tennis Court Blueski George Cres.	Non-accessible portable washroom	Budget consideration	Schedule for installation
Fire Hall No. 2 Grey Rd. 19 / Kandahar Lane	No automatic door opener	Budget consideration	Schedule for installation
Information Access	Website posting of all notices, meeting agendas, minutes Offered upon diskette upon request	Braille information consideration	Staff, Budget review

**MUNICIPAL FACILITIES INVENTORY - 2009**

	No braille services		
Planning Policy	Official Plan and Zoning By-law contain no reference Site Plan Approval based on Building Code requirements	Amend Official Plan and Zoning By-law to recognize Accessibility Issues Amend Zoning By-law to require disable parking spaces on private lands	Staff review