



**THE CORPORATION OF THE
TOWN OF TECUMSEH**

**Chief Administrative Officer
Report No. 01/11**

2.9

PRESENTED
COUNCIL MEETING
JANUARY 25, 2011

TO: Mayor and Members of Council
FROM: Tony Haddad, Chief Administrative Officer
DATE: January 3, 2011
SUBJECT: 2010 Accomplishments

RECOMMENDATIONS

It is recommended that:

1. the 2010 accomplishments achieved by the various Town departments be acknowledged and the report be received.

BACKGROUND

As we have just concluded fiscal year 2010, a summary of accomplishments should be acknowledged, similar to that of 2009, which represents the various programs and services approved by Council and delivered by the Town's departments over the past twelve months.

With the annual budget process in its early stages, departments will once again embark on the delivery of programs, services and projects approved by Council for 2011. While programs and services are reviewed as part of the annual budget process, it is also important to recognize and acknowledge the completion of projects during the fiscal year.

A summary of these accomplishments for the past year are outlined by department in the next section of this report. Of particular impact once again in 2010 on the capital program was the approval of and/or completion of projects submitted under the following Federal/Provincial Programs:

- Build Canada Fund [BCF]
- Infrastructure Stimulus Fund [ISF]
- Recreation Infrastructure Canada [RInC]
- Community Adjustment Fund [CAF]
- Tourism Development Fund

The projects approved under the Federal/Provincial grant programs were to be completed by March 31, 2011. However, an extension has been announced, subject to formal approval, supported by Council resolution. As many projects were approved during 2009, most are now at or near completion. An assessment of all funded projects has been conducted and a report to Council was prepared to address any necessary extensions attributed to completion of seasonal works.

COMMENTS

As each department carries out the projects and work plans under their respective responsibility, the numbers, complexity and order of magnitude is often not recognizable. This report is intended to summarize the accomplishments achieved by the Town's departments during fiscal 2010, in accordance with the approved budget and direction provided by Town Council.

Public Works & Environmental Services

Public Works

1. **Fleet Management** – Created replacement schedule, carried out various purchases and maintenance.
2. **Vehicle Maintenance Tender** – The three year contract tender was awarded to 401 Truck Source for Town fleet maintenance.
3. **Asphalting Projects** – The Tender was awarded to Coco Paving and included asphalting Jeffery Pl., Riverside Dr., Dillon Dr., Little River Blvd., David Cres., Primrose Pl., St. Thomas St., Clapp St., McNorton St., West Lake Dr., South Talbot Rd., Kensington Dr. Asphalt paving of the parking lot at the permanent dog park was completed. The tar & chip Tender was awarded to Cornell Construction. Parts of the 9th Concession Road were completed.
4. **Train Whistle Cessation** – By-law 2010-70 was passed in November 2010 to prohibit the sounding of train whistles at the Lesperance Road and Canadian Pacific Railway Crossing – Mile 102.88 Windsor Subdivision within the Town of Tecumseh. CPR issued the order to prohibit the sounding of train whistles.
5. **Roadside Grass Cutting** – The Tender was awarded to Bellaire Landscaping. The roadside grass cutting includes: all roadsides south of County Road 42 to County Road 8, and from Manning Road west to the east side of Howard Avenue.
6. **Sidewalk Tender** – The Tender was awarded to Giorgi Bros. Approximately 300m² of deficient concrete sidewalk was replaced.
7. **Stormwater Collection System** – Major maintenance repairs were completed on two of the Towns storm water pumping stations. Repairs to the screw pumps will help to extend the pump station lifespan.
8. **Property Maintenance** – Building repairs were completed on stormwater pumping stations, including roof, siding and interior repairs.
9. **Agreement Renewal for Services** – Agreement for installation of telecommunications infrastructure with MNSi on Town facilities has been drafted and is nearing completion. The Town's Agreement with Pilot's Cove has been completed.

Engineering

1. **Brighton Road Improvements** – The Maintenance Period ended August 31 for the road works and September 25 for the stormwater pumping station. The roundabout is operating as anticipated. Additional signage may be required to alert drivers that the inner circle is a truck apron and should not be driven upon. The traffic circles located at Aloha Drive and Southwind Crescent are not operating as well as expected. The circles were designed to slow vehicles down; however, drivers are failing to yield. A traffic circle and roundabout expert has been consulted and recommendations for enhancements will be forthcoming.

The stormwater pumping station represents one of the largest stormwater facilities in the Town. It is operating better than anticipated with only a few minor start-up issues. It is also equipped with back-up power generation and programmable logic control that enable the station to be monitored (and operated) through its SCADA system.

2. **East Townline Drain Improvements** – The Engineer's Report for the improvements was considered at the July 27, 2010 Regular Meeting of Council. The report was received but no further direction given. Pending approval of financing and consideration to eliminating the enclosure along Manning Road, constructing a drain through Lakewood, and constructing a local storm sewer along Manning Road, a new report may be required. To finalize the process it will take approximately 4 months to complete from Council's direction.
3. **Manning Road Improvements** - The project has been completed to Phase 5 of the Municipal Class Environmental Assessment planning document. It is considered to have met the requirements of the *Environmental Assessment Act* and can proceed to final design and construction. The final design is not proceeding until the project is approved financially.

With the Lakewood purchase, the multi-use path can now be constructed within the golf course lands which will allow for re-positioning of the Manning Road pavement further east, freeing up a somewhat congested right-of-way. This would create a deeper front yard appearance for the Manning Road properties.

Administration will review shifting the road and its impacts on the turning movements through the roundabouts and along the road. Any suggested improvements will be incorporated into the final design.

4. **St. Alphonse Avenue Improvements** – The project was taken off of its Maintenance Period on November 9. Approximately \$1M in ISF funds is available that the Town is utilizing to upgrade McAuliffe Park and the St. Alphonse Sanitary Pumping Station.

Part of the surplus ISF funds was also utilized for repairs to the sanitary sewer along County Road 42 (Banwell to Manning) and Lesperance Road (County Road 42 to CP Rail). Preliminary comments made by the Ontario Clean Water Agency who operates the St. Alphonse Sanitary Pumping Station for the Town is that the pumps are operating at a significantly reduced level from prior to the repairs. Further details will be provided in a future report.

5. **North Talbot Trunk Facilities** - The project is wrapping up its construction with the measuring flume to the City. Administration is preparing reports and by-laws on charges for the construction of the mainline sanitary sewer and how connections to the system are to be made.
6. **Sandwich South Employment Lands Trunk Sanitary Sewer** – The City of Windsor obtained significant funds through ISF for construction of a trunk sanitary sewer from Banwell Road at County Road 22 to the Eighth Concession Road at Highway 401. Obtaining the ISF funds accelerated a project that was anticipated to be constructed in 2024-25.

Much of the project has been completed with a few interconnections to be made. The Town is a partner in this sewer that has opened up different servicing options for the Tecumseh Hamlet while creating the second outlet for the Oldcastle Hamlet. The City has recognized that there is surplus capacity available in the Banwell Road sewer that creates alternate servicing options for the Town for the areas south of the CP Rail. Further negotiation with the City will be required to allow the Town to utilize that spare capacity.

With surplus funds from the SSEL project, the City extended those funds to the Town to construct the Eighth Concession Road outlet to County Road 46 creating a sanitary outlet to a large developable parcel of lands within the Town. That project was recently tendered with construction anticipated to start within the next few weeks.

7. **Municipal Drain Works** – The following municipal drains are at various stages of completion:
 - a. Watson Drain
 - b. Downing and Wellwood Drains
 - c. Washbrook Drain Enclosure
 - d. Reconsidered Drainage Report for the Lower Portion of the East Town Line Drain
 - e. Gouin Drain
 - f. Colchester Town Line Drain
8. **Sanitary Sewer Assessment** – Following the severe rainfall event in June 2010, staff coordinated with Dillon Consulting to assess the sanitary sewer collection system to consider opportunities for further improvements that could increase the level of service.

Water Division

1. **Highway 3 Watermain Relocation** - Completion of the relocation of 300 mm (12 inch) watermain along Highway 3; part of the MTO project by Coco Paving.
2. **North Talbot Road** - Work is complete and consisted of 2,500 metres of 400 mm (16 inch) feedermain, 660 metres of 250mm (10 inch) watermain and 250 metres of 200 mm (8 inch) watermain. It also involved the replacement 500 metres of 150 mm (6 inch) ductile watermain on O'Neil Street (North of North Talbot).
3. **Oasis Water Filling Station** – Rebuilding of the coinless Oasis that re-opened June 2010.
4. **Security Fence** – Installation of fence surrounding the Water Tower for additional security of the water distribution system. Completion is estimated for December 2010 or January 2011.
5. **Decommissioning the Tecumseh Water Treatment Plant** – Deactivation of the Tecumseh Water Treatment Plant has been completed and the land has been transferred to the City of Windsor.
6. **License** – Application to operate from Limited Scope License water distribution infrastructure to a complete Full Scope License water distribution infrastructure.
7. **Internal Audit** – Completion of Internal Audit of the Operation Plan for the water distribution system. All work was completed by internal staff.
8. **E.A. Danby Certificate of Merit** – Recipients of the AMCTO 2010 E.A. Danby Certificate of Merit for "In-House Quality Management System" demonstrating outstanding achievement though

innovation with respect to municipal management or practices implemented for the purpose or delivering improved municipal programs and services.

9. **Emergency Response Plan** – Completion of the Water Division's Emergency Response Plan for the Town.
10. **Internal Training Programs** – Development of internal training programs for 16 new Standard Operating Procedures (SOPs) by internal staff trainer and training modules.

Wastewater Division

1. **Transfer of Responsibility** – Wastewater Treatment and Collection was transferred from the Public Works Division to the Water Division to comprise the new Water and Wastewater Division of the Public Works & Environmental Services Department.
2. **Ontario Clean Water Agency (OCWA) Contract** – The Town has entered into a 5-year Servicing Agreement and Overall Responsible Operator with OCWA for the Wastewater Treatment and Collection systems.
3. **Wastewater Metering Station** – Installation of a wastewater metering station on North Talbot Road.
4. **8th Concession Sanitary Sewer & Wastewater Metering Station** – Dunn Construction to install sanitary sewer and a wastewater metering station on the 8th Concession Road, north of County Road 46.
5. **SCADA** – Continuing to work with Summa Engineering and Kelcom to complete the installation of the SCADA system on the new wastewater meter stations.

Parks & Recreation

Parks Division

Capital Park Projects 2010 (status as of December 2010)

- | | | |
|-----|--|--|
| (a) | St Mary's Park – refurbished infield and replaced dugouts and some fencing | <i>complete</i> |
| (b) | Dog Park – exterior chain link fence, water connections, seeding, held grand opening | <i>complete</i> |
| (c) | Dog Park – install two new pavilions, replace small dog area gate | <i>ongoing 2011</i> |
| (d) | Star of the lake Park – new trail and landscape improvements | <i>complete</i> |
| (e) | Landscaping Improvements - Town Hall, OPP, Fire Hall
<i>Design complete, need to present to Council</i> | <i>ongoing 2011</i> |
| (f) | Little River Park – planted trees along the left field fence of ball diamond
<i>Refurbish trails within park</i> | <i>complete</i>
<i>ongoing 2011</i> |
| (g) | Boulevard on Tecumseh Road east of CP Tracks - landscaping | <i>complete</i> |
| (h) | Weston Park – ball diamond fence and infield repairs | <i>complete</i> |
| (i) | Tecumseh Road (near Beach Grove) – remove fence and landscape | <i>complete</i> |
| (j) | Chippewa Park – replace trails | <i>ongoing 2011</i> |
| (k) | Green Acres Optimist Park – repairs to pavilion | <i>complete</i> |
| (l) | New Park Signs – Southfield, Edgewater, Abraham Cole and Cranbrook | <i>ongoing</i> |
| (m) | Tecumseh Centre Park – trail connecting town hall to arena | <i>complete</i> |
| (n) | Cranbrook Park – new playground equipment | <i>ongoing 2011</i> |
| (o) | Waterfront Park – constructed portion of beach area
<i>Dragon Boats - installed dragon and started work on Dragon View Gardens</i> | <i>complete</i>
<i>ongoing 2011</i> |
| (p) | Lakewood Golf Course – finalized purchase of approximately 69 acres | <i>complete</i> |
| (q) | McAuliffe Park – Installed sports field lights, constructed filed house, replaced picnic shelter and added one additional shelter
- Install additional pathways, renovate washroom's, replace parking lot lighting, purchase new bleachers, picnic tables, in ground garbage containers | <i>complete</i>
<i>ongoing 2011</i> |
| (r) | Abraham Cole Park – installed new pathways and landscaping | <i>complete</i> |
| (s) | Waterfront Park & Lakewood Golf Course – continue to work on developing plans for design and uses with consultants for Council's consideration. | <i>ongoing 2011</i> |

Recreation Division

1. Tecumseh Arena RinC program renovations – new energy efficient arena lighting, replaced Rink A & B dehumidifiers, refurbished roofing system on Rink A & B, replace east wall, vapor barrier, insulation, and siding on Rink B, replaced dressing room heating system with a new heating and cooling unit to help control humidity and dampness in dressing rooms and hallway, painted arena dressing room hallway and dressing rooms.
2. Tecumseh Pool RinC program renovations – repaired splash pad, painted and repaired main pool and slide, replaced pool mechanical equipment, replace roof on building, upgrades to change rooms and washrooms, renovated training and storage room, renovated and upgraded concession area.

3. Strategic Master Plan for Parks & Recreation – finalized master plan document, which will be presented to council for adoption February 2011.
4. Membership in Motion Health Promotion Strategy.
5. Review of Arena and Community Centre Hours of Operation.
6. Promoted various Programs, i.e. Cop Camp, Canadian Tire JumpStart.
7. Assisted local organizations with the promotion and staging of Dragon Boat Races, BIA Art of Eating, Tecumseh Hospice triathlon at the waterfront park, along with numerous other smaller events held in Tecumseh.
8. Reviewed arena usage and alter operating hours to meet current demand. Reduced summer arena operations to one pad as per demand for ice.
9. Partnered with community to stage and promote Olympic Torch Run, Tecumseh Corn Fest, and Christmas in Tecumseh.
10. Filled vacant position, Director of Parks & Recreation and Manager Facilities.
11. Partnered with Essex Power to install solar panels on the roofing system of rink A & B.
12. Continued to promote energy efficiency in all municipal facilities including replacement of equipment with energy efficient equipment, and continuing to look for other opportunities to replace existing or installing new equipment that will provide further energy efficiency to facilities.

Fire & Rescue Services

Training

1. Continued training for Critical Incident Stress.
2. Heart & Stroke training instructor completed.
3. Firefighters trained in Firefighter Survival.
4. Four firefighters took 2 of 17 Fire Prevention Officer Course.
5. SCBA for all firefighters.
6. Rapid Intervention Team (RIT).

Public Education

1. Continued educating at the Safety Village.
2. Fire Prevention Week Open House and Schools.
3. Involved in different events including Dragon Boat, Goodfellows, Toy Drive, Wine Festival, Fundraiser to build training tower.

Equipment

1. Engine 2 acquired.
2. Smoke House retrofitted.
3. Updated SCBA purchased.

Planning & Building Services

1. **Tecumseh Transit System** – Oversaw expansion of the route, including acquiring a provincial license to enter the City of Windsor and established a bus stop at Tecumseh Mall.
2. **New Official Plan** – Completion of first Foundation Report and holding of related public open house. Initiated the pre-consultation process with the Ministry of Municipal Affairs and Housing and the County of Essex. Continued development of additional discussion papers and near completion of the Natural Heritage Background Study.
3. **RAC Retirement Home and Waterfront Park OPA/ZBA** – Led the negotiated settlement of the appealed Official Plan and Zoning By-law amendments, provided professional land use planning evidence at the related Ontario Municipal Board (OMB) hearing.
4. **Lakewood Golf Course OPA/ZBA, Partial Acquisition** – Involved in negotiations leading to settlement of appeals and municipal acquisition of a portion of the golf course, provided professional land use planning evidence at the related OMB hearing.
5. **Tecumseh Hamlet Secondary Plan** – On-going discussions regarding stormwater management issues via recommencement of the Upper Little River Stormwater Management Study, integration of County and City Banwell Road EA processes, preparation of draft RFP for urban design support.
6. **Tecumseh Road Commercial Corridor Community Improvement Plan** – Initiation of background research, preparation of draft RFP for urban design support.
7. **Municipal Steering Committee Participation** – Ongoing co-lead for the Town's Parks and Recreation Master Plan and Transportation Master Plan.
8. **Regional Steering Committee Participation** – Municipal representation on committees regarding County Official Plan Review Process, County Transit Study, County Active Transportation Study, DRIC Municipal Advisory Group, Inter-Municipal Planning Consultation Committee.
9. **Municipal Project Participation** – On-going involvement with various municipal projects including Manning Road EA from St. Gregory to Riverside Drive, Waterfront Park Design, Lakewood Golf Course Future Use Options/Design Concepts.
10. **Board of Negotiation Hearings** – Attended and provided professional land use planning opinion at three hearings related to lands expropriated as part of various Municipal Class EA processes.
11. **Committee Support** – Provided administrative support and advice for the Committee of Adjustment and the Tecumseh Accessibility Advisory Committee.
12. **Professional Presentations** – Presented at the Ontario Association of Committee of Adjustments Conference, Ontario Professional Planners Institute South-west District Regional Meeting, Regional Accessibility Workshop.
13. **Ongoing Development Review Functions, Permits/Inspections, By-law Enforcement**
14. **Municipal Building Design** – Prepared designs for McAuliffe Park Storage Building, Town Hall Garbage Enclosure.
15. **Building Designated Substance Survey** – Commissioned and oversaw completion of a survey of all municipal buildings.

Administrative Services

Staff Services/Clerk

1. Managed and conducted the **2010 Municipal Elections**.
2. Organized the **Inaugural Meeting of Town Council** and the swearing in of the Members into their respective offices.
3. Oversaw the recruitment of volunteers to the **Election Audit Committee** and developed terms of reference and meeting procedures for the new Committee as required by the *Municipal Elections Act*.
4. Developed a comprehensive **Orientation Manual** for Members of Council and organized an **information session** to educate new members and update returning members to Council on the Town's history, roles and responsibilities of Council and Administration, the Town's policies and practices and legislative issues.
5. Introduced a **Council Handbook** which was used as a reference tool to aid the members at their monthly meetings.
6. Coordinated the preparation of the **2010 Monthly Meeting Calendars** which acts as a guide for both Council and Administration over the course of the year.
7. Oversaw the recruitment of **volunteers for Council and legislated Committees and Local Boards** for 2011, namely: Accessibility and Advisory, Committee of Adjustment, Corn Festival, Cultural and Arts, Heritage, Dog Pound, Essex County Library Board, Essex Power Board of Directors, Essex Region Conservation Authority, Police Services Board, and BIA.
8. Oversaw the call for nominations for the **2010 Dr. Henri Breault Award**.
9. Organized the **Staff Holiday & Recognition Dinner** and managed the preparation of staff awards.
10. Controlled and developed agendas and minutes for:
 - 22 Council Meetings (regular, special and public)
 - 13 Council Committee Meetings (Fire, Planning, Public Works, Policy and Personnel)
 - 9 Standing Committee Meetings (Culture, Heritage and Health & Safety)
11. Prepared 87 **by-laws** and oversaw the required registrations in the land registry office, and distribution to Town departments and provincial Ministries, as needed.
12. Coordinated and prepared statutory and other required **Notices** for all Departments, including the **Town Newsletters**, Water and Wastewater Rate Cards as well as:
 - 33 weekly Tribune notices
 - 7 Shoreline Week notices
 - 4 Windsor Star
 - 1 Ontario Gazette
13. Led the information gathering and preparation of the **2011 Collection Calendar** in partnership with EWSWA.
14. Negotiated the **renewal of the Cat Intake Agreement** with the Windsor/Essex County Humane Society with no increase in costs to the Town and ratepayers for 2011.

15. Developed and implemented a **Violence and Harassment in the Workplace Policy** in accordance with Bill 168 an amendment to the *Occupation Health and Safety Act*.
16. Obtained approval of **One Time/Special Funding Application for the Golden Age Club** for retrofit lighting, in addition to the annual MOHLTC funding. This approval marks the fourth successful application for one-time funding in four straight years.

2010/2011	One time funding of:	\$4,500
2009/2010	Base budget increase of:	\$ 750
	One time funding of:	\$2,400
2008/2009	Base budget increase of:	\$2,337
	One time funding of:	\$8,950
17. Continued to work with the Treasurer in the dissolution of **Tecumseh Senior Transit Inc.**
18. Led the preparation of **applications for grants** from the Trillium Foundation and Canadian Heritage Community Anniversary Grant in partnership with the St. Clair Beach Optimist Club.
19. **Licensing:** issued over 1,400 dog tags, 230 Lottery Licenses, 22 Taxi Driver, 11 Taxi Cab Owner License.
20. Processed the approvals for 5 new liquor licenses, 3 liquor license amendments and 12 special occasion **liquor license applications**.
21. Administered 12 **temporary road closures** for various events.
22. Responsible for overseeing the acquisition and sale of lands for the municipality including: the **sale of a one-foot reserve on Mero Drive** to the Ministry of Transportation to facilitate the development of the Windsor-Essex Parkway; acquisition of land required for the reconstruction and infrastructure improvements in the areas of **Brighton Road and St. Alphonse Street**.
23. Received all **Tender, RFP and RFQ** submissions and managed the opening procedures for all Departments.
24. Successfully prepared an application to nominate Gerald Gemus to the **ECFA Hall of Fame Award**.
25. Ongoing participation in and coordination of notifications for **Requests for Repair and Maintenance under the Drainage Act**.
26. Ongoing management of **claims** against the Municipality.

Human Resources

1. Led the negotiations for renewed **Collective Agreements** with the three CUPE Locals (Inside Full-time, Inside Part-time and Outside Full-time) for a three year period.
2. Managed the **Application by CUPE for Certification** of part-time and seasonal employees.
3. Coordinated and managed the **recruitment** for a **Director, Public Works & Environmental Services** and **Manager Roads & Fleet** following the retirement of the incumbents, in addition to the recruitment for vacancies in the **Public Works Labour, Water Operator** and **Parks employee positions** and managed the internal staff movements that resulted.
4. Coordinated and managed the **recruitment** process for a **Manager Facilities**.
5. Conducted the **annual recruitment** of summer seasonal and parks employees, part-time arena staff, lifeguards and co-op students.
6. Successfully obtained **grants** from Canada Summer Job Services and HRDC to offset the cost of student employees.
7. Ongoing management of Pay Equity and other **legal issues** relating to personnel matters.
8. Continued to oversee and make arrangements for **staff training**.

Financial Services/Treasurer

1. **PSAB** – Inventory and valuation of the Town's Tangible Capital Assets has been completed. As of December 31, 2009, the historical cost of assets is \$268 million. Financial statements for 2009 prepared in compliance to the new PSAB reporting requirements received sign-off by the auditors. Prepared a reconciliation of the 2010 budget for PSAB adjustments and presented same to Council on October 12, 2010. Ongoing maintenance of the asset database is required in order to prepare future financial statements in the required format.
2. **Insured Asset Valuation Review** - Completed review to ensure proper level of insurance coverage is in place. Total value \$60,000,000.
3. **New Financial Software Implementation** – Core modules were implemented in 2010 representing a significant undertaking for the Department. Staff commitment and dedication were required in order to meet tight timelines. Changeover to Vadim financial software modules was completed as follows:
 - General Ledger and Accounts Payable modules live within 1-1/2 months of kick-off meeting.
 - Property Tax and Cash Receipts modules live one month later.
 - FMW Budget software were converted to the new chart of accounts for both the Operating and Reporting modules.
 - Payroll - All Employee information was entered and verified. Compensation types and Benefits were set up and tested. Parallel payroll calculations were performed and verified, and changes made as necessary in preparation to go live for the first pay of 2011.

4. **Budget Process Enhancement** - Continued budget process refinement by:
 - Fully utilizing the capabilities of the FMW budget software:
 - Rolling out FMW Workflow, which allows budget data to be promoted electronically thereby reducing the need for phone calls/emails regarding status of departmental budgets.
 - Implementing Transaction Detail which allows users to view account detail themselves as they develop their budget, thus eliminating the need for Finance staff to run General Ledger detail reports manually.
 - Conducting training sessions with departments.
 - Creating new FMW reports to assist in data analysis.
5. **Retail Sales Tax Recovery** – A Provincial Sales tax refund of \$4,984 was obtained by reviewing publications and determining qualifying exemptions. Eliminated the need for external tax consultant.
6. **Distinguished Budget Presentation Award** - The Town of Tecumseh 2010 Budget received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). This is a noteworthy achievement as this is the only national awards program in governmental budgeting.
7. **Employer Health Tax Audit** – Facilitated review with which resulted in no findings.
8. **Accounts Payable invoice processing and payment** – Successful processing of 3,500 cheques covering in excess of 7,600 vouchers having a value of \$56,000,000.
9. **Payroll calculation and payment** – Processed payroll and benefits for 127 employees representing \$7,300,000 through 5,700 PAP deposits and 209 T-4's.
10. **Taxation billing and collection** - \$41,000,000 tax revenue collected, 18,000 tax bills (interim and final for 9,000 properties) with 36,000 due date payments (2 interim and 2 final payments for 9,000 properties), 19,000 PAP electronic transfer records, 11,000 cash & cheque payments, 3,000 mortgage properties administered.
11. **Grant claim processing** – Submitted grant claims as follows:
 - COMRIF – final reporting completed on \$10,000,000 grant.
 - Infrastructure Stimulus Fund – grant claims submitted for \$600,000. Project scope change request submitted and approved to fully utilize grant funding available.
 - Build Canada Fund – grant claims submitted for \$2,300,000
 - RInC – Pool & Arena – grant claims submitted for \$380,000 and \$829,000 respectively.
12. **Long Term Debt borrowing** – Responsible for borrowing \$2.8M through OSIFA debentures in support of 2010 capital expenditure requirements. Managing total debt of \$19.2M.
13. **Tangible Capital Assets** – Responsible for administration of annual lifecycle allocation of \$6.8M. Capital budget for 2010 was \$21.8M.
14. **OPP Contract Renewal Review** – Reviewed OPP contract renewal with options for smoothing renewal impact.
15. **HST implementation** – Reviewed impacts and adjusted systems for seamless transfer from old value added taxation system to the new Harmonized Sales Tax system.
16. **CUPE contract negotiations costing** – Assisted negotiating team with costing analysis of various proposals.

Information Technology

1. Implemented new municipal tax and financial software package.
2. Installed GIS Enterprise software acquired through enterprise licence agreement in cooperation with the County of Essex and ESRI Canada.
3. Successfully completed audit conducted by Microsoft Canada.
4. Set up and deployed Panasonic Toughbooks in public works service vehicles.
5. Assisted in providing data for TCA project as related to all municipal infrastructure.
6. Began implementation of new anti-virus software.
7. Installed new Blackberry Enterprise Server.
8. Assisted Environment Services with expansion of SCADA network.
9. Expanded GPS AVL system.
10. Assisted water department with water oasis and meter reading technology.
11. Implemented web content filtering.
12. Arena phone system designed and purchased.
13. Began implementation for Office 2010.
14. Assisted with technology requirements for 2010 Municipal Election.
15. Conversion of sanitary sewer video to digital media and linked to Geographic Information System.

IT provided ongoing support for:

- 12 servers
- 90 desktops/laptops for 100+ end users
- Network infrastructure in 12 locations + over 20 SCADA nodes
- Town's website
- BIA
- A/V equipment
- Phone systems
- Multifunction copiers
- Security systems
- 45 cell phones / blackberries
- Backup systems
- Support and maintenance for over 30 software applications
- All Town online & GIS mapping support for use by all departments and ratepayers
- GPS - AVL systems
- Tangible Capital Asset infrastructure inventory

CONSULTATIONS

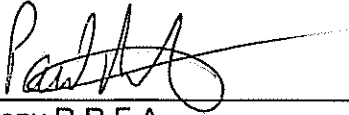
Department Directors

FINANCIAL IMPLICATIONS

Accomplishments highlighted in this report have been or are in the process of completion in accordance with the 2010 approved budget and subsequent resolutions and/or directives from Town Council.

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Reviewed by:



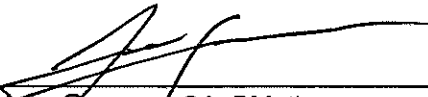
Paul Anthony R.R.F.A.
Director, Parks & Recreation

Reviewed by:



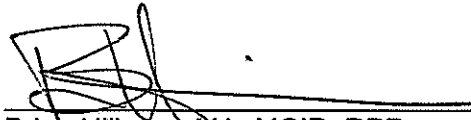
Shaun Fuerth, B.C.S.
Director, Information Systems

Reviewed by:



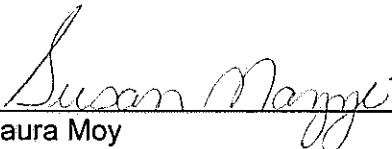
Eric Gagnon, CA, BMath
Director, Financial Services/Treasurer

Reviewed by:



Brian Hillman, MA, MCIP, RPP
Director Planning and Building Services

Reviewed by:

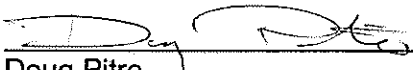
for 
Laura Moy
Director Staff Services/Clerk

Reviewed by:



Dan Piescic, P. Eng.
Director, Public Works & Environmental Services

Reviewed by:



Doug Pitre
Deputy Fire Chief

Recommended by:



Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment(s): 1.

TH/ep