



THE TORONTO AND REGION CONSERVATION AUTHORITY

Business Excellence Advisory Board Meeting #6/06

Chair:	David Barrow
Vice Chair:	Maja Prentice
Members:	Paul Ainslie
	Bill Fisch
	Rob Ford
	Peter Milczyn
	Bill O'Donnell
	Andrew Schulz
	Dick O'Brien - Chair, Authority

November 17, 2006
9:00 A.M.

SOUTH THEATRE, BLACK CREEK PIONEER VILLAGE

AGENDA

- | | | <u>Pages</u> |
|------------|---|--------------|
| 1. | MINUTES OF MEETING #5/06, HELD ON OCTOBER 20, 2006
(Enclosed herewith on <u>YELLOW</u>) | |
| 2. | BUSINESS ARISING FROM THE MINUTES | |
| 3. | DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF | |
| 4. | DELEGATIONS | |
| 5. | PRESENTATIONS | |
| 5.1 | Mr. Paul Speck, Vice President, Account Manager, Aon Reed Stenhouse Inc., in regards to Toronto and Region Conservation Authority's Risk Management Program. | |
| 6. | CORRESPONDENCE | |
| 6.1 | A letter dated October 27, 2006 from Allister Byrne, Partner, Grant Thornton LLP, in regards to a declaration of Grant Thornton's independent relationship to TRCA. | 3-4 |

7.	SECTION I - ITEMS FOR AUTHORITY ACTION	
7.1	FEDERAL FISHERIES ACT Fish Habitat Management Agreement (Level III) Renewal	5-7
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8.3	ENERGY PLANNING Toronto and Region Conservation Authority's Role <i>Item for Discussion</i>	
9.	NEW BUSINESS	

NEXT MEETING OF THE BUSINESS EXCELLENCE ADVISORY BOARD #7/06,
TO BE HELD ON FRIDAY, JANUARY 19, 2007 AT 9:00 A.M.
IN THE SOUTH THEATRE, BLACK CREEK PIONEER VILLAGE

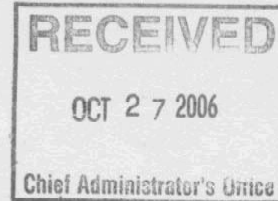
Brian Denney
Chief Administrative Officer

/af

CORRESPONDENCE 6.1

Grant Thornton LLP
Chartered Accountants
Management Consultants

Grant Thornton 



October 27, 2006

The Business Excellence Advisory Board
The Toronto and Region Conservation Authority
5 Shoreham Drive
Downsview, Ontario
M3N 1S4

Dear Board Members:

We have been engaged to audit the financial statements of Toronto and Region Conservation Authority (the "Authority") for the year ending December 31, 2006.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Authority and Grant Thornton LLP that, in our professional judgement, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that give the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since March 27, 2006, the date of our last letter.

We were not engaged to provide any services in addition to the 2006 audit engagement over the period from March 27, 2006 to the date of this letter, other than the review of the operating statement for Black Creek Pioneer Village.

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We are not aware of any relationships between the Authority and ourselves that in our professional judgement may reasonably be thought to bear on our independence that, have occurred from March 27, 2006 to the date of this letter.

GAAS requires that we confirm our independence to the Audit Committee. However, since the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario deal with the concept of independence in terms of objectivity, our confirmation is to be made in that context. Accordingly, we hereby confirm that we are objective with respect to the Authority within the meaning of the rules of professional conduct of the Institute of Chartered Accountants of Ontario as of the date of this letter.

This report is intended solely for the use of the Business Excellence Advisory Board, management and others within the Authority and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you.

Yours very truly,

GRANT THORNTON LLP

Grant Thornton LLP

Allister Byrne, F.C.A.
Partner

TO: Chair and Members of the Business Excellence Advisory Board
Meeting #6/06, November 17, 2006

FROM: Deborah Martin-Downs, Director, Ecology

RE: **FEDERAL FISHERIES ACT**
Fish Habitat Management Agreement (Level III) Renewal

KEY ISSUE

Renewal of the Level III agreement with the Department and Fisheries Oceans Canada.

RECOMMENDATION

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the Fisheries Act - Fish Habitat Management Agreement (Level III) with the Department of Fisheries and Oceans Canada (DFO) be renewed for a period of 5 years, commencing November, 2006;

THAT staff be directed to continue the development of submission protocols in concert with DFO to improve the efficiency of the review and approvals process for client groups;

THAT staff be directed to prepare proposals for funding of various research, policy or evaluation tools to assist in the delivery of both the DFO as well as Toronto and Region Conservation Authority (TRCA) mandates in the waters of our jurisdiction;

AND FURTHER THAT appropriate TRCA staff be directed and authorized to take such action as is necessary to implement the agreement, including signing of documents and obtaining all necessary approvals.

BACKGROUND

DFO and Conservation Ontario (TRCA is a member) share a common concern for the protection of watersheds, aquatic species and their habitats. They both accept and promote the objective of net gain of habitat and the goals of habitat conservation, restoration, development and no net loss as set out in Canada's Policy for the Management of Fish Habitat. They desire to build and maintain a cordial and efficient professional working relationship with each other, other agencies and groups and particularly the Ontario Ministry of Natural Resources (OMNR) in aquatic systems management, and to also share responsibilities and capabilities to manage and control developments which may harm these systems or alter fish habitat. In 1998, a protocol for detailing the fish habitat referral process in Ontario was developed between Conservation Ontario, DFO, Parks Canada and OMNR. The protocol outlines the process for obtaining project approvals and permits under the Fisheries Act, and the roles and responsibilities of the conservation authorities, OMNR, DFO and Parks Canada. This protocol was updated in 2000 and 2001, and is again being reviewed by all participating parties and will result in a revised referral document.

Since 1998, TRCA has been working under an agreement entitled *The Canada - Toronto and Region Conservation Authority Fish Habitat Management Agreement Respecting Worksharing Arrangements for Initial Review Determinations, Mitigation Requirements and Compensation Planning for the Purposes of Section 35 of the Fisheries Act*. This agreement was renewed for a five year term in 2000, and again in May 15, 2005 for a further year, as per Executive Resolution #B58/06 as follows:

THAT the existing Fisheries Act - Fish Habitat Management Agreement (Level III) with Fisheries and Oceans Canada (DFO) be renewed for the period of one year;

AND FURTHER THAT staff be directed and authorized to take such action as is necessary to implement the agreement, including signing of documents.

Although staff initiated discussions with DFO in the spring with the intent of renewing the agreement, a 6-month extension to the agreement was requested while revisions/updates to the agreement were being prepared by DFO.

The purpose of this agreement is to provide for a sharing of work obligations that arise in reviewing plans and in providing fish habitat mitigation advice for developments that may harm habitat pursuant to Section 35 of the Fisheries Act. These efforts will assist in conserving, renewing and creating fish habitat in the watersheds administered by TRCA, to give effect to the Fisheries Act, and to the conservation goals, policies and objectives of TRCA.

RATIONALE

Since the last agreement was formally signed, a number of modifications have been made to the referral process and appendices to the agreement. Signatories on both sides have also changed. TRCA staff met with senior staff of DFO to review the agreement and proposed revisions to address current guidance and updated conditions. As well, staff discussed a number of issues, including timing of reviews, duplication of effort, incorporation of the Canadian Environmental Assessment Act review process, staff training and evaluation tools.

Over the years of the agreement, TRCA and DFO have engaged in ongoing dialogue about improving our working relationship and avoiding areas of possible redundancy. TRCA and DFO have also been in dialogue with our municipal partners, Conservation Ontario members, and the Urban Development Institute (UDI) about developing approaches to improve the review process and level of service in development review. TRCA continues to see the value in undertaking the review of fish habitat during the plan review process. We have addressed concerns for apparent duplication with review and timing of approvals once applications are forwarded to DFO for authorization. We continue to work with DFO staff and clients to refine internal submission protocols to provide clarity on requirements, to ensure a more efficient approvals process and one that is seamless with the other plan review requirements.

DFO has contributed funding for a number of guidance documents currently under development, such as the Erosion and Sediment Control Guidelines and Urban Stream Crossing Guidelines. In addition, DFO supports the training and development of staff through provision of referral and technical training at no charge other than staff time to TRCA.

However, through the development review process, staff has identified the need for additional research, tools and policies to assist in the interpretation and evaluation of fish habitat, potential for harmful effects and management of risks. Staff are continuing to seek opportunities to partner and cost share the development of some of these research and development tools, with DFO as well as other partners including other conservation authorities and municipalities.

DETAILS OF WORK TO BE DONE

In view of these current discussions and referral process changes, TRCA staff would like to renew the agreement with DFO for a period of five years. Staff requests that the Authority provide authorization to enter into a five year extension of the existing agreement with Fisheries and Oceans Canada, and to complete discussions on outstanding issues and internal protocols to assist staff and clients in more efficient reviews and approvals.

Staff are also seeking direction from the board to prepare proposals for funding of various research, policy or evaluation tools to assist in the delivery of both the Fisheries and Oceans Canada as well as TRCA mandates in the waters of our jurisdiction. Where appropriate, we will partner with other conservation authorities to enable more consistent understanding and approaches across the Greater Toronto Area.

Report prepared by: Deborah Martin-Downs, extension 5706
For Information contact: Deborah Martin-Downs, Extension 5706
Date: October 30, 2006

TO: Chair and Members of the Business Excellence Advisory Board
Meeting #6/06, November 17, 2006

FROM: Derek Edwards, Director, Parks and Culture

RE: **2007 FEE SCHEDULE**
Public Facilities and Programming

KEY ISSUE

Changes to the 2006 fee schedule for the conservation areas, Black Creek Pioneer Village and the Kortright Centre for Conservation.

RECOMMENDATION

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the 2007 Fee Schedule Public Facilities and Programming, including the proposed changes for the conservation areas, Black Creek Pioneer Village (BCPV) and the Kortright Centre for Conservation be approved, effective January 1, 2007.

RATIONALE

Each year staff review the Toronto and Region Conservation Authority (TRCA) fee schedule to determine any changes. As a result of this review, it is recommended that the following fee increases and changes be implemented January 1, 2007, in order to meet Parks and Culture projected revenue targets for the 2007 budget.

CONSERVATION AREAS AND KORTRIGHT GENERAL ADMISSION

In 2004 the Authority approved changing the fee structure to the practice of adding GST and PST to most of our public facilities and programming fees. It is proposed that this practice be extended to include general admission fees for the conservation areas.

A review was made of Halton Region, Grand River and Credit Valley conservation authorities admission fees (Attachment 1) and indicates TRCA will remain competitive with this increase. The general admission base fees plus applicable taxes have been set to an even number for ease in cash handling and to facilitate the timely processing of visitors. General admission fees at Kortright will not be increased at this time in order to remain competitive.

The following items are also recommended for change:

Effective January 1, 2007, due to the amenities, programmed activities and popularity of Albion Hills Conservation Area, Boyd Conservation Area and the Kortright Centre for Conservation; a higher admission fee is proposed. General admission fees for these locations are recommended to be: Adults \$6.00; Seniors \$5.00; Children free.

A review of Halton Region, Grand River and Credit Valley conservation authorities admission fees (Attachment 1 - Conservation Area Admission Fee Comparison) indicates that TRCA will remain competitive with the proposed increases.

GLEN HAFFY TROUT PONDS AND FLY FISHER'S CLUB

The pond rental fee is proposed to be increased at Headwaters Trout Ponds to offset higher operational and capital costs for this area. Pond rentals will be offered at Glen Haffy Conservation Area including the use of the picnic shelter. The Fly Fishers Club membership fee increase reflects facility improvements and the addition of one day per week to the membership.

CAMPING FEES

Serviced site fees at Albion Hills Campground are recommended to increase to be aligned with industry competitors. An industry comparison was conducted (Attachment 1- Camping Fee Comparison) and it was determined that TRCA will remain competitive with this increase.

PETTICOAT CREEK POOL ADMISSION

Pool admission fees at Petticoat Creek to be increased to offset increasing utility, maintenance and capital expenditures due to aging infrastructure.

CROSS COUNTRY SKI TRAIL FEES AND EQUIPMENT RENTAL

Cross country ski trail fees and equipment rental fees will be increased to offset increasing program and equipment costs.

BLACK CREEK PIONEER VILLAGE FEE

The 2007 pricing schedule maintains BCPV's position in the mid-range (Attachment 1- Black Creek Pioneer Village Admission Fee Comparison & Cultural Education Tour Fee Comparison) of admission prices charged to cultural/historic attractions in the Greater Toronto Area. The Royal Ontario Museum and the McMichael Canadian Art Collection currently each charge \$15.00 for adults. The City of Toronto-owned and operated museums, including Historic Fort York, charge \$6.00. These offer significantly fewer amenities and less programming than BCPV. Casa Loma currently charges \$12.00 and the Hockey Hall of Fame currently charges \$13.00

SITE SPECIFIC PASSES

The site specific passes for conservation areas will be replaced with Conservation Journeys Memberships and Conservation Journeys Individual Memberships. The Conservation Journeys Memberships provide better value providing a one year membership valid for general admission to all TRCA conservation areas, Kortright Centre for Conservation and BCPV including parking, discounts at retail outlets and ticketed events. The Conservation Journeys Membership will provide privileges for four (4) individuals offering more flexibility to our members.

Site specific passes will be available for Kortright Centre for Conservation and Black Creek Pioneer Village due to specific client demand. These prices have been increased marginally to reflect the increase in the admission fees at both locations.

Changes from the 2006 Fee Schedule are highlighted in *bold and italic* :

Proposed Changes to TRCA's 2006 Fee Schedule

ITEM #	ITEM DESCRIPTION	PST 8%	GST 6%	2007 BASE	2007 GROSS	2006 GROSS
1.0	For general admission at conservation areas, per day;					
1.1	for each adult from sixteen to fifty-nine years of age at Heart Lake, Glen Haffy, Bruce's Mill and Petticoat Creek.	0.00	0.28	4.72	5.00	5.00
1.2	for each adult from sixteen to fifty-nine years of age at Boyd and Albion Hills.	0.00	0.34	5.66	6.00	5.00
1.3	for each senior sixty years of age or over at Heart Lake, Glen Haffy, Bruce's Mill and Petticoat Creek.	0.00	0.23	3.77	4.00	4.00
1.4	for each senior sixty years of age or over at Boyd and Albion Hills.	0.00	0.29	4.71	5.00	4.00
2.0	Annual Passes for Conservation Areas have been replaced with Conservation Journeys Memberships, as per item 32.0.					
3.0	For fishing at Glen Haffy or Heart Lake;					
3.4	for each person sixteen years of age or over, in a group with a reservation, including angling fee and general admission, per day, subject to a minimum group size of 20 persons.	0.00	0.43	7.07	7.50	7.49
3.5	for each person five to fifteen years of age, in a group with a reservation, including angling fee and general admission, per day, subject to a minimum group size of 20 persons.	0.00	0.19	3.06	3.25	3.21
3.5	for the use of a fishing pond at Glen Haffy Conservation Area for up to 75 persons including general admission, angling fee, and picnic shelter.	0.00	45.00	750.00	795.00	795.00
3.6	for each additional persons 25 or fewer in conjunction with item 3.5.	0.00	12.00	200.00	212.00	212.00
4.0	For a permit for the use of a fishing pond at the Glen Haffy Headwaters Trout Ponds, including general admission and the use of row boats, per day:					
4.1	for up to 75 persons.	0.00	50.66	844.34	895.00	795.00
4.2	for each additional persons 25 or fewer.	0.00	13.87	231.13	245.00	212.00
4.3	for a membership to Glen Haffy Fly Fisher's Club.	0.00	27.46	457.54	485.00	424.00
8.0	For each day camper, not overnight, per day, inclusive of general admission.	0.00	0.13	2.12	2.25	2.23
10.0	For a permit to occupy an individual serviced campsite, with water and hydro hook-ups, inclusive of general admission					
10.1	at Albion Hills, per night	0.00	1.70	28.30	30.00	28.25
10.2	at Albion Hills, per week	0.00	10.19	169.81	180.00	169.50
10.3	at Albion Hills per month (28 days)	0.00	28.31	471.69	600.00	565.00

16.0	For admission to the swimming area at Petticoat Creek, exclusive of general admission						
16.1	per day, for each person five years of age or over	0.00	0.20	3.30	3.50	3.00	
16.2	per day, for each child four years of age or under accompanying their family	0.00	0.00	0.00	0.00	0.00	
16.3	per day, for each child four years of age or under as part of an organized group under supervision	0.00	0.20	3.30	3.50	3.00	
16.4	for a book of ten pool passes	0.00	1.79	29.71	31.50	27.00	
19.0	For the use of cross-country trails Albion Hills, inclusive of general admission;						
19.1	for each person from sixteen to fifty nine years of age	0.00	0.80	13.20	14.00	12.00	
19.2	for each child five to fifteen years of age	0.00	0.46	7.54	8.00	6.00	
19.3	for each child four years of age or under.	0.00	0.00	0.00	0.00	0.00	
19.4	for each senior sixty years of age or over.	0.00	0.62	10.38	11.00	9.00	
19.5	for a family of one or two adults and their children who are fifteen years of age or under.	0.00	1.99	33.01	35.00	30.00	
20.0	For the use of cross-country ski trails at Albion Hills, inclusive of general admission, after 1 pm;						
20.1	for each person from sixteen to fifty nine years of age	0.00	0.68	11.32	12.00	10.00	
20.2	for each child five to fifteen years of age	0.00	0.34	5.66	6.00	4.00	
20.4	for each senior sixty years of age or over.	0.00	0.49	8.49	9.00	7.00	
20.5	for a family of one or two adults and their children who are fifteen years of age or under.	0.00	1.65	27.35	29.00	24.00	
22.0	For rental of a cross-country ski equipment package consisting of skis, boots and poles;						
22.1	for each person sixteen years of age or over, per day.	1.34	1.00	16.66	19.00	16.10	
22.2	for each person sixteen years of age or over, per day, after 1: p.m.	0.99	0.74	12.27	14.00	11.50	
22.3	for each child fifteen years of age or under, per day.	0.91	0.68	11.40	13.00	11.50	
22.4	for each child fifteen years of age or under, per day, after 1:00 p.m.	0.77	0.58	9.65	11.00	9.77	
22.5	for each person sixteen years of age or over, in a group with a reservation, including trail fees, per day, subject to a minimum group size.	1.23	0.92	15.35	17.50	17.25	
22.6	for each person fifteen years of age or under, in a group with a reservation, including trail fees, per day, subject to a minimum group size.	0.84	0.63	10.53	12.00	11.50	

26.0	For general admission to the Black Creek Pioneer Village, during the regular operating season, per day						
	26.1	for each person from sixteen to fifty-nine years of age	0.00	0.74	12.26	13.00	12.00
	26.2	for each child from five to fifteen years of age	0.00	0.51	8.49	9.00	8.00
	26.3	for each child four years of age or under accompanying their family	0.00	0.00	0.00	0.00	0.00
	26.4	for each senior sixty years of age or over	0.00	0.68	11.32	12.00	11.00
	26.5	for each student sixteen years of age or over, with student identification	0.00	0.68	11.32	12.00	11.00
	26.6	for each student participating in a general tour program	0.00	0.51	8.49	9.00	8.00
	26.7	for each student participating in a specially designated tour program subject to a minimum group size	0.00	0.57	9.43	10.00	9.00
	26.8	for each student participating in a designated activity program, subject to a minimum group size	0.00	0.68	11.32	12.00	11.00
	26.9	for each student participating in the Dickson Hill School program, per day, subject to a minimum group size of twenty persons	0.00	0.51	8.49	9.00	8.00
27.0	For an site specific membership valid for general admission, inclusive of parking fees, for Black Creek Pioneer Village;						
	27.1	for each individual.	0.00	2.83	47.17	50.00	37.10
	27.2	for a family of one or two adults and their children.	0.00	4.81	80.19	85.00	68.90
28.0	For a guided tour at Black Creek Pioneer Village, as part of a tour group with a reservation, including general admission						
	28.1	for each person from sixteen to fifty-nine years of age	0.00	0.79	13.21	14.00	13.00
	28.2	for each senior sixty years of age and over	0.00	0.74	12.26	13.00	12.00
30.0	For general admission at the Kortright Centre for Conservation;						
	30.1	for each person from sixteen to fifty-nine years of age.	0.00	0.34	5.66	6.00	5.00
	30.5	for each senior sixty years of age or over.	0.00	0.29	4.71	5.00	4.00
31.0	For an site specific pass valid only for admission to the Kortright Centre for Conservation;						
	31.1	for each individual.	0.00	2.27	37.73	40.00	37.10
	31.2	for a family of one or two adults and their children.	0.00	3.97	66.03	75.00	68.90
32.0	Conservation Journeys Memberships valid for general admission to all Conservation Areas, Kortright Centre for Conservation and Black Creek Pioneer Village;						
	32.1	for an individual	0.00	3.68	61.32	65.00	63.60
	32.2	for four individuals	0.00	7.08	117.92	125.00	106.00

Report prepared by: Derek Edwards, extension 5672
For information contact: Marty Brent, extension 5403
Martha Wilson, extension 5674

Date: October 27, 2006

Attachments: 2

Attachment 1

CONSERVATION AREA ADMISSION FEE COMPARISON								
	TRCA Proposed Fees 2007		Credit Valley 2006	Halton Region 2006				Grand River 2006
	C.A.'s	KCC		Hilton Falls	Kelso	Crawford Lake	Mountsberg	
Adult	\$5.00/\$6.00	\$6.00	\$4.25	\$4.50/4.75	\$4.50	\$6.00	\$5.50/5.00	\$4.00
Child	\$0.00	\$0.00	\$2.50	\$3.00	\$3.00/ 3.25	\$3.50	\$3.50/4.00	\$2.25
Senior	\$4.00/\$5.00	\$5.00	\$2.50	\$3.50	\$3.50/ 3.75	\$5.00	\$3.50/4.00	\$4.00

CAMPING FEE COMPARISON							
	Albion Hills Proposed Fees 2007	Indian Line Proposed Fees 2007	Grand River Conservation Authority 2006	Ontario Provincial Parks 2005	Glen Rouge Campground Toronto 2005	KOA Barrie 2005	Leisure Time Camping Palgrave 2005
Serviced Campsite	\$30.00	\$31.50	\$31.00	\$26.75/30.50/ 33.00	\$30.00	\$32.00	\$31.00

CROSS COUNTRY SKIING FEE COMPARISON					
	Albion Hills Proposed Fees 2007	Hardwood Hills 2006	Mansfield 2006	Dagmar 2006	Horseshoe 2006
TRAIL FEES:					
Adult	\$14.00	\$20.00	\$14.50	\$14.00	\$17.00
Child	\$8.00	\$12.50	\$8.00	\$12.00	\$14.00
Senior	\$11.00	\$17.50	\$14.50	\$12.00	\$11.00
Family	\$35.00	n/a	n/a	n/a	n/a
RENTALS:					
Adult	\$19.00	\$25.00	\$18.50	\$25.00	\$21.00
Child	\$13.00	\$20.00	\$10.50	\$25.00	\$13.00
Senior	\$19.00	\$25.00	\$18.50	\$25.00	\$21.00

BLACK CREEK PIONEER VILLAGE ADMISSION FEE COMPARISON								
	BCPV Proposed Fees 2007	McMichael Canadian Art Collection 2006	Historic Fort York 2006	Casa Loma 2006	Royal Ontario Museum 2006	Hockey Hall of Fame 2006	Toronto Zoo 2006	Upper Canada Village 2006
Adult	13.00	\$15.00	\$6.00	\$12.00	\$15.00	\$13.00	\$19.00	\$16.95
Child	9.00	\$12.00	\$3.00	\$6.75	\$10.00	\$9.00	\$11.00	\$7.50
Senior	12.00	\$12.00	\$3.25	\$7.50	\$12.00	\$9.00	\$13.00	\$15.95

CULTURAL EDUCATION TOUR FEE COMPARISON					
	BCPV Proposed Fee 2007 2 hrs.	McMichael Gallery 2005 1.5 hrs.	Casa Loma 2006	Toronto Zoo 2005	ROM 2005
General Program	9.00	\$9.00	\$9.75	\$6.00/\$8.00	\$7.50
Specially Designed Program	10.00	n/a	n/a		\$9.00

ANNUAL PASS COMPARISON				
	TRCA Proposed Conservation Journeys Membership	Halton Region Conservation Authority 2006	Grand River Conservation Authority 2006	Credit Valley Conservation Authority 2006
Vehicle/Family	\$125.00	\$100.00	\$110.00	\$95.00
Individual	\$65.00	\$70.00	\$45.00	\$50.00
Child	Free	\$70.00	\$30.00	\$50.00

Attachment 2

TRCA 2006 Fee Schedule Public Facilities and Programming

Conservation Areas	items 1 to 24
Black Creek Pioneer Village	items 25 to 28
Kortright Centre for Conservation	items 29 to 31
Discounts	items D1 to D2

The Authority on November 25, 2005 approved TRCA's 2006 Fee Schedule (Meeting #09/05. Most fees listed in this Schedule take effect January 1, 2006.

Detail is provided as to actual base fees and related tax amounts.

Additional copies of this Fee Schedule may be obtained from Watershed Management / conservation areas. This document may be found on-line as **f:\home\public\Conservation Parks Marketing\FEES\Fee06**

Updated material may be distributed from time to time to include supplementary fees which are related to specific program activities or to reflect changes to the schedule.

Significant changes

Please review this updated fee schedule. Note that several significant changes have been made as follows:

- age categories for child and seniors have changed
- general admission fee for children five to fifteen years of age has been eliminated
- adult general admission fee at Conservation Areas has increased
- senior general admission fee at Conservation Areas and Kortright has increased
- vehicle admission at Petticoat Creek has been changed to per person general admission
- camping fees have increased
- group picnic site fee structure has been changed
- swimming fees at Petticoat Creek have increased
- maple syrup tour fee at Bruce's Mill has increased
- general admission fees at Black Creek Pioneer Village have increased
- guided tour fees at Black Creek Pioneer Village have increased
- parking fee at the Kortright Centre has increased
- after hours use, commercial photography and wagon rides for BCPV have been removed from the fee schedule

TRCA 2006 Fee Schedule - Definition of Terms

1 Age categories

Four general age groups are used throughout the fee schedule as follows:

Adult - any person from sixteen to fifty-nine.

Child - any person from five to fifteen.

Child (pre-schoolers) - any person four years of age or under.

Senior - any person sixty years of age or over.

Some exceptions to this general categorization apply to specific fee schedule items and are detailed under those items.

2 Annual Pass categories

Two passes are offered at the Conservation Areas and Kortright

Individual - for each individual.

Family - for a family of one or two adults and their children.

3 Conservation Area

The term Conservation Area applies to Albion Hills, Bruce's Mill, Boyd, Glen Haffy, Heart Lake and Petticoat Creek. Also included in this definition are the public campgrounds at Albion Hills and Indian Line. For the purposes of this fee schedule the definition does not include the Kortright Centre for Conservation or Black Creek Pioneer Village.

4 General admission

General admission allows for basic access to a specified TRCA venue(s) during a designated operating period(s). Other fees may be charged in addition to, or in lieu of, general admission fees for certain facilities, programs or operating periods as identified in this fee schedule or under various operating policies.

5 Group Camper

Applies to members of an organized group staying overnight at a Conservation Area by permit.

6 Day Camper

Applies to members of day cares, day camps, schools or the like, who are visiting a Conservation Area during the regular operating day.

7 Operating policies

This fee schedule is provided as a general summary of fees applied by the TRCA at its various operating venues. It does not provide, nor is it intended to provide, complete information as to the various regulations and operating policies in effect at these venues which may relate to individual fee schedule items. Daily, seasonal and program operating schedules and minimum group size requirements are among these policies.

8 Discounts and premiums

Any fee may be subject to a discount or premium at the discretion of the appropriate Manager.

9 Supplementary fees

Not all fees are considered to be part of the TRCA's fee schedule as approved by the Authority. Some are set independently of that schedule. The sale of retail merchandise or the provision of incidental services represent the most common examples of such fees.

TRCA 2006 Fee Schedule - Contents

after-hours use	Conservation Areas	<i>see late permit (6.0)</i>
angling fee	Glen Haffy/Heart Lake	3.0
annual pass	BCPV	27.0
annual pass	Conservation Areas	2.0
annual pass	Kortright	31.0
barbecue / corn pot rental	Conservation Areas	15.1
boat rentals	Conservation Areas	5.0
camping - day campers	Conservation Areas	8.0
camping - group campers	Conservation Areas	7.0
camping - group campsite	Conservation Areas	7.0
camping - monthly site	Albion Hills, Indian Line	9.3, 9.6, 10.3, 10.7, 11.3
camping - group / Pleasantview	Albion Hills	13.0
camping - public camping	Albion Hills, Indian Line	9.0, 10.0, 11.0
camping - seasonal site	Albion Hills, Indian Line	10.4, 10.8, 11.4
camping - serviced site	Albion Hills, Indian Line	10.0, 11.0
camping - supplementary fees	Albion Hills, Indian Line	12.0
	<i>fees for extra campers and parking for extra cars</i>	
camping - unserviced site	Albion Hills, Indian Line	9.0
commercial photography	Conservation Areas, Kortright, BCPV	18.0
cross-country skiing - equipment rentals	Albion Hills	22.0
cross-country skiing - group rate	Albion Hills	22.5, 22.6
cross-country skiing - trail fees / full-day	Albion Hills	19.0
cross-country skiing - trail fees / half-day	Albion Hills	20.0
cross-country skiing - seasonal pass	Albion Hills	21.0
day campers	Conservation Areas	<i>see campers - day campers (8.0)</i>
Dickson Hill School	BCPV	26.9
educational tours - BCPV activity program	BCPV	26.8
educational tours - BCPV tour program	BCPV	26.6, 26.7
educational tours - general tours	Kortright	30.6
educational tours - specially designed tours	Kortright	30.7, 30.8, 30.9
fire permit	Conservation Areas	15.2
fishing -Fly Fishers Club Membership	Glen Haffy	4.3
fishing - public ponds	Glen Haffy/Heart Lake	3.0
fishing - pond rentals	Glen Haffy Headwaters Trout Ponds	4.0
general admission -	BCPV	26.0
general admission	Conservation Areas	1.0
general admission	Kortright	30.0
group discounts	BCPV, Kortright	D.1
guided tour	BCPV	28.0
late permit	Conservation Areas	6.0
maple syrup tours	Bruce's Mill	24.0
memberships	BCPV	<i>see annual pass (27.0)</i>
memberships	Kortright	<i>see annual pass (31.0)</i>
mountain biking	Albion Hills	23.0
parking	BCPV	25.0
parking	Albion Hills, Indian Line	<i>see camping, supp. fees (12.0)</i>
parking	Kortright	29.0
picnics - additional picnickers	Conservation Areas	14.0
pool pass	Petticoat Creek	16.0
skiing		<i>see cross country skiing (19.0, 20.0, 21.0, 22.0)</i>
special need persons	BCPV, Conservation Areas, Kortright	D.2
swimming - annual pass	Petticoat Creek	17.0
swimming - daily admission	Petticoat Creek	16.0

ITEM #	ITEM DESCRIPTION	PST 8%	GST 6%	2006 BASE	2006 GROSS
1.0	For general admission at all conservation areas, per day;				
1.1	for each adult from sixteen to fifty-nine years of age.	0.00	0.28	4.72	5.00
1.2	for each child from five to fifteen years of age.	0.00	0.00	0.00	0.00
1.3	for each child four years of age or under.	0.00	0.00	0.00	0.00
1.4	for each senior sixty years of age or over.	0.00	0.23	3.77	4.00
2.0	For an annual pass valid ONLY for admission to the Conservation Area for which it is purchased;				
2.1	for each individual.	0.00	2.10	35.00	37.10
2.2	for a family of one or two adults and their children.	0.00	3.90	65.00	68.90
3.0	For fishing at Glen Haffy or Heart Lake:				
3.1	per day, for each person sixteen years of age or over, exclusive of general admission	0.00	0.30	5.00	5.30
3.2	per day, for each person from five to fifteen years of age, exclusive of general admission.	0.00	0.15	2.50	2.65
3.3	per day, for each person four years of age or under, exclusive of general admission.	0.00	0.00	0.00	0.00
3.4	for each person sixteen years of age or over, in a group with a reservation, including angling fee and general admission, per day, subject to a minimum group size of 20 persons	0.00	0.42	7.00	7.42
3.5	for each person five to fifteen years of age, in a group with a reservation, including angling fee and general admission, per day, subject to a minimum group size of 20 persons.	0.00	0.18	3.00	3.18
4.0	For a permit for the use of a fishing pond at the Glen Haffy Headwaters Trout Ponds, including general admission and the use of row boats, per day;				
4.1	For up to 75 persons on Monday's excluding Statutory Holidays and 1 Sunday per month, date of which is to be determined by TRCA staff	0.00	45.00	750.00	795.00
4.2	For each additional 25 or fewer persons	0.00	12.00	200.00	212.00
4.3	for a membership to Glen Haffy Fly Fisher's Club at Glen Haffy Headwaters Trout Ponds valid Tuesday to Sunday	0.00	24.00	400.00	424.00
5.0	For the rental of a canoe, pedal boat, or rowboat where available, per hour	0.96	0.72	12.00	13.68

6.0	For a permit authorizing a special event extending past regular operating hours and up to midnight, exclusive of parking or general admission, per hour, subject to a three hour minimum.	0.00	3.00	50.00	53.00
7.0	For a permit to use a designated group campsite, subject to a limit of seven nights use, per night; for a group of up to twenty persons;				
	7.1 for a group of up to twenty persons;	0.00	5.66	94.34	100.00
	7.2 for each additional person, in conjunction with a permit issued under item 7.1	0.00	0.18	3.07	3.25
8.0	For each day camper, not overnight, per day, inclusive of general admission	0.00	0.13	2.10	2.23
9.0	For a permit to occupy an individual unserviced campsite, inclusive of general admission;				
	9.1 at Albion Hills, per night.	0.00	1.40	23.35	24.75
	9.2 at Albion Hills, per week.	0.00	8.41	140.09	148.50
	9.3 at Albion Hills, per month (28 days).	0.00	28.02	466.98	495.00
	9.4 at Indian Line, per night.	0.00	1.47	24.53	26.00
	9.5 at Indian Line, per week.	0.00	8.83	147.17	156.00
	9.6 at Indian Line, per month (28 days).	0.00	29.43	490.57	520.00
	9.7 on a holiday or other designated date, in addition to the basic permit fee specified in item 9.1 or 9.4	0.00	0.13	2.12	2.25
10.0	For a permit to occupy an individual serviced campsite, with water and hydro hook-ups, inclusive of general admission;				
	10.1 at Albion Hills, per night.	0.00	1.60	26.65	28.25
	10.2 at Albion Hills, per week.	0.00	9.59	159.91	169.50
	10.3 at Albion Hills, per month (28 days).	0.00	31.98	533.02	565.00
	10.4 at Albion Hills, per season.	0.00	111.79	1863.21	1975.00
	10.5 at Indian Line, per night.	0.00	1.78	29.72	31.50
	10.6 at Indian Line, per week.	0.00	10.70	178.30	189.00
	10.7 at Indian Line, per month (28 days).	0.00	35.66	594.34	630.00
	10.8 at Indian Line, per season.	0.00	142.64	2377.36	2520.00
	10.9 on a holiday or other designated date, in addition to the basic permit fee specified in item 10.1 or 10.4	0.00	0.13	2.12	2.25
11.0	For a permit to occupy an individual services campsite with water, 30 amp hydro service, and sewage hook-up inclusive of general admission:				
	11.1 at Indian Line, per night.	0.00	1.91	31.84	33.75
	11.2 at Indian Line, per week.	0.00	11.46	191.04	202.50
	11.3 at Indian Line per month (28 days).	0.00	38.21	636.79	675.00
	11.4 at Indian Line, per season.	0.00	152.83	2547.17	2700.00
	11.5 on a holiday or other designated date, in addition to the basic permit fee specified in item 11.1	0.00	0.13	2.12	2.25
12.0	In addition to basic camping fees as specified in Items 9.0, 10.0, and 11.0;				
	12.1 for a permit to park an additional vehicle.	0.58	0.43	7.24	8.25
	12.2 for a permit to park an additional vehicle, per season	3.86	2.89	48.25	55.00
	12.3 for each additional person occupying a campsite over and above the campgrounds specified site limit.	0.00	0.24	4.01	4.25

13.0	For a permit to occupy a group campsite at Albion Hills or Indian Line, inclusive of general admission;					
	13.1	for up to ten camping units at Albion Hills Pleasantview group campsite, for an adult group	0.00	13.59	226.42	240.00
	13.2	for each additional camping unit at Albion Hills Pleasantview group campsite, in conjunction with a permit issued to an adult group under item 13.1	0.00	1.36	22.64	24.00
	13.3	for up to ten camping units at Albion Hills Pleasantview group campsite, for a youth group	0.00	11.32	188.68	200.00
	13.4	for each additional camping unit at Albion Hills Pleasantview group campsite, in conjunction with a permit issued to a youth group under item 13.3	0.00	1.13	18.87	20.00
	13.5	for up to ten camping units at Albion Hills Meadowvale or Cedar Grove group campsite, for an adult group	0.00	11.32	188.68	200.00
	13.6	for each additional camping unit at Albion Hills Meadowvale or Cedar Grove group campsite, in conjunction with a permit issued to an adult group under item 13.5	0.00	1.13	18.87	20.00
	13.7	for up to ten camping units at Albion Hills Meadowvale or Cedar Grove group campsite, for a youth group	0.00	9.34	155.66	165.00
	13.8	for each additional camping unit at Albion Hills Meadowvale or Cedar Grove Group campsite, in conjunction with a permit issued to a youth group under item 13.7	0.00	0.93	15.57	16.50
	13.9	for up to ten camping units at Indian Line group campsite, for an adult group	0.00	11.32	188.68	200.00
	13.10	for each additional camping unit at Indian Line group campsite in conjunction with a permit issued to an adult group under item 13.9	0.00	1.13	18.87	20.00
	13.11	for up to ten camping units at Indian Line group campsite, for a youth group	0.00	9.34	155.66	165.00
	13.12	for each additional camping unit at Indian Line group campsite, in conjunction with a permit issued to a youth group under item 13.11	0.00	0.93	15.57	16.50
14.0	For a permit for use of a group picnic site, exclusive of general admission;		0.00	3.63 to 27.25	60.57 to 454.25	64.20 to 481.50

15.0	In addition to a permit for the use of group picnic site as specified in item 14.0					
	15.1	for the use of a portable barbecue unit or corn pot	3.23	2.42	40.35	46.00
	15.2	for a permit for a fire in a designated ground fire pit	0.00	3.63	60.57	64.20
16.0	For admission to the swimming area at Petticoat Creek, exclusive of vehicle or general admission;					
	16.1	per day, for each person five years of age or over.	0.00	0.17	2.83	3.00
	16.2	each child under two years of age.	0.00	0.00	0.00	0.00
	16.3	per day, for each child four years of age or under as part of an organized group under supervision.	0.00	0.17	2.83	3.00
	16.4	for a book of ten pool passes.	0.00	1.53	25.47	27.00
17.0	Petticoat Creek Pool passes have been replaced by the Conservation Journeys program.					
18.0	Commercial photography or filming fees are set out independently on a case by case basis.					
19.0	For the use of cross-country ski trails at Albion Hills, inclusive of general admission:					
	19.1	for each person sixteen to fifty-nine years of age.	0.00	0.68	11.32	12.00
	19.2	for each child five to fifteen years of age.	0.00	0.34	5.66	6.00
	19.3	for each child four years of age or under.	0.00	0.00	0.00	0.00
	19.4	for each senior sixty years of age or over.	0.00	0.51	8.49	9.00
	19.5	for a family of one or two adults and their children who are fifteen years of age or under.	0.00	1.70	28.30	30.00
20.0	For the use of cross-country ski trails at Albion Hills, inclusive of general admission, after 1 p.m.;					
	20.1	for each person sixteen to fifty nine years of age.	0.00	0.57	9.43	10.00
	20.2	for each child five to fifteen years of age.	0.00	0.23	3.77	4.00
	20.3	for each child four years of age or under.	0.00	0.00	0.00	0.00
	20.4	for each senior sixty years of age or over.	0.00	0.40	6.60	7.00
	20.5	for a family of one or two adults and their children who are fifteen years of age or under.	0.00	1.36	22.64	24.00
21.0	Albion Hills Cross Country Ski passes have been replaced by the Conservation Journeys program.					
22.0	For the rental of a cross-country ski equipment package consisting of skis, boots and poles:					
	22.1	for each person sixteen years of age or over, per day.	1.13	0.85	14.12	16.10
	22.2	for each person sixteen years of age or over, per day, after 1:00 p.m.	0.81	0.60	10.09	11.50
	22.3	for each child fifteen years of age or under, per day.	0.81	0.60	10.09	11.50
	22.4	for each child fifteen years of age or under, per day, after 1:00 p.m.	0.69	0.51	8.57	9.77

	22.5	for each person sixteen years of age or over, in a group with a reservation, including trail fees, per day, subject to a minimum group size.	1.21	0.91	15.13	17.25
	22.6	for each person fifteen years of age or under, in a group with a reservation, including trail fees, per day, subject to a minimum group size.	0.81	0.60	10.09	11.50
23.0		For use of the mountain bike trails at Albion Hills per day, for each person, exclusive of general admission.	0.00	0.11	1.89	2.00
24.0		For a guided tour at Bruce's Mill during the maple syrup program, subject to minimum group size of twenty persons.	0.00	0.34	5.66	6.00
25.0		For parking at Black Creek Pioneer Village, per vehicle, per day, exclusive of general admission.	0.42	0.32	5.26	6.00
26.0		For general admission to Black Creek Pioneer Village, during the regular operating season, per day;				
	26.1	for each adult from fifteen to fifty-nine years of age.	0.00	0.68	11.32	12.00
	26.2	for each child from five to fourteen years of age.	0.00	0.45	7.55	8.00
	26.3	for each child four years of age or under accompanying their family.	0.00	0.00	0.00	0.00
	26.4	for each senior sixty years of age or over.	0.00	0.62	10.38	11.00
	26.5	for each student fifteen years of age or over, with student identification.	0.00	0.62	10.38	11.00
	26.6	for each student participating in a general tour program.	0.00	0.45	7.55	8.00
	26.7	for each student participating in a specially designated tour program, subject to a minimum group size.	0.00	0.51	8.49	9.00
	26.8	for each student participating in a designated activity program, subject to a minimum group size.	0.00	0.62	10.38	11.00
	26.9	for each student participating in the Dickson's Hill School program, per day, subject to a minimum group size of twenty persons.	0.00	0.45	7.55	8.00
27.0		For an annual pass valid for general admission, inclusive of parking fees, for the Black Creek Pioneer Village;				
	27.1	for each individual.	0.00	2.10	35.00	37.10
	27.2	for a family on one or two adults and their children.	0.00	3.90	65.00	68.90
28.0		For a Guided Tour at Black Creek Pioneer Village, as part of a tour group with a reservation, including general admission;				
	28.1	for each adult from sixteen fifty-nine years of age	0.00	0.74	12.26	13.00
	28.2	for each senior sixty years of age and over.	0.00	0.68	11.32	12.00

29.0	For parking at the Kortright Centre for Conservation, per vehicle, per day, exclusive of general admission.		0.21	0.16	2.63	3.00
30.0	For general admission at the Kortright Centre for Conservation;					
	30.1	for each adult from sixteen to fifty-nine years of age.	0.00	0.28	4.72	5.00
	30.2	for each child from five to fifteen years of age.	0.00	0.00	0.00	0.00
	30.3	for each child four years of age or under accompanying their family.	0.00	0.00	0.00	0.00
	30.4	for each child four years of age or under visiting as part of an organized group under supervision.	0.00	0.14	2.36	2.50
	30.5	for each senior sixty years of age or over.	0.00	0.23	3.77	4.00
	30.6	for each student participating in a general tour program, subject to a minimum group size.	0.00	0.38	6.37	6.75
	30.7	for each student participating in a specially designed tour program, subject to a minimum group size.	0.00	0.42	7.08	7.50
	30.8	for each adult from sixteen to fifty-nine years of age participating in a specially designed tour program, subject to a minimum group size.	0.00	0.57	9.43	10.00
	30.9	for each senior sixty years or over participating in a specially designed tour program, subject to a minimum group size.	0.00	0.38	6.37	6.75
31.0	For an annual pass valid ONLY for admission to the Kortright Centre;					
	31.1	for each individual	0.00	2.10	35.00	37.10
	31.2	for a family of one or two adults and their children.	0.00	3.90	65.00	68.90
D.1	At Black Creek Pioneer Village and Kortright Centre, fifteen percent (15%) off regular per person admission fees, subject to a minimum group size of twenty persons, exclusive of guided tours.					
D.2	Fifty percent (50%) off general admission fees for special needs persons and their attendants to a maximum ratio of 1:1.					

TO: Chair and Members of the Business Excellence Advisory Board
Meeting #6/06, November 17, 2006

FROM: James W. Dillane, Director, Finance and Business Services

RE: ACCOUNTS RECEIVABLE POLICY

KEY ISSUE

Staff report on Toronto and Region Conservation Authority's Accounts Receivable policy and protocol for payment.

RECOMMENDATION

THE BOARD RECOMMENDS TO THE AUTHORITY THAT Toronto and Region Conservation Authority (TRCA) revise the Accounts Receivable policy as follows:

1. The Director, Finance and Business Services (Director), or designate, may extend credit terms to customers in keeping with standard commercial practices;
2. Unless otherwise agreed to in writing, when credit has been extended payment is due 30 days from the date of invoice;
3. Amounts which remain unpaid for a period of 30 days or more will be subject to penalty interest at a rate which is set by the Director to reflect market conditions and to ensure the penalty is sufficiently onerous to encourage prompt payment of invoices and shall advise the Business Excellence Advisory Board (BEAB) whenever there is a change in the rate. Interest will be compounded at 30 day intervals;
4. Credit in excess of \$1,000 may be granted on the approval of the Director or designate subject to a formal credit application process in specified format. Credit checks may be waived for long term clients with excellent payment histories, government and related agencies, charitable and nonprofit organizations;
5. Terms for first time clients, excluding those noted in #4 above, will be minimum 50% payment upon agreement to purchase, with the balance due on delivery;
6. The Director is authorized to suspend collection proceedings on amounts which do not exceed \$5,000, excluding finance charges;
7. Amounts in excess of \$5,000 may be written off only on the recommendation of the BEAB to the Executive Committee;
8. Staff will report annually to the BEAB on amounts not exceeding \$5,000 written off in the previous year.

BACKGROUND

At Authority Meeting #7/06, held on September 29, 2006, Resolution #A201/06 was approved as follows:

THAT staff report on the accounts receivable policy and protocol for payment of all services to the Toronto and Region Conservation Authority.

At Authority Meeting #5/91 held July 26, July 1991, the Authority adopted the following policy with respect to the management of accounts receivable. The policy, including amendments approved by the board in 1992 and 2004, is reproduced below:

1. All invoices issued after July 31, 1991 which remain unpaid for a period 30 days or more shall be subject to a monthly 2% (26.82% annual rate) interest charge, effective the date of the invoice; {Currently at 1.5% as per #2 below.}
2. The Director, Finance and Administration {currently Director, Finance and Business Services} may amend the aforementioned interest rate, from time to time, in keeping with market conditions and to ensure the penalty is sufficiently onerous to encourage prompt payment of invoices; and shall advise the Executive Committee of the change.
3. Approval from the Director, Finance and Administration or his designate is required before credit may be extended beyond a \$1,000 limit, such requirement may be waived for government and related agencies or charitable, not-for-profit organizations;
4. The Director, Finance and Administration is authorized to suspend collection proceedings for the purpose of expediency for amounts owing which do not exceed \$2,500, including related finance charges;
5. The suspension of collection proceedings for amounts equal to or in excess of \$2,500 shall require Executive Committee approval.

1992 Amendments:

The accounts receivable policy of the Authority is amended to ...

- 1) Impose overdue charges on all outstanding invoices, not just those issued after July 31, 1991;
- 2) Direct staff not to pursue the collection of interest charges where the amounts unpaid are less than \$100; and
- 3) Provide that prior to suspension of collection proceedings for amounts equal to or in excess of \$2,500, staff shall advise the Finance and Administration Advisory Board prior to seeking approval of the executive Committee;

2004 Amendment:

AND FURTHER THAT the payment terms for individuals and businesses who are first time customers be 50% payment up front, a credit application and check, and the remaining payment as cash on delivery.

INTRODUCTION, SCOPE AND SUMMARY OF CURRENT PRACTICES

TRCA revenue from admissions, school and other program fees, retail sales, residential and commercial property leases, nursery and tree planting programs, planning and permitting fees, special contract work, and other forms of self-generated revenue amounted to approximately \$14.9 million in 2005. The 2006 budget has a provision for TRCA generated revenue which is just over \$17.3 million. Although exact figures are not readily available, a substantial portion of this amount, exceeding several million dollars, is subject to credit terms. Since the risk of not being able to collect amounts due is generally associated with these activities, the TRCA accounts receivable policy is tailored to these revenue streams. Amounts invoiced under various government grant programs, residential leases which are governed by legislation, TRCA levy protocols and amounts due under special delivery contracts such as those signed with the Toronto Waterfront Revitalization Corporation (TWRC) would not normally come under the purview of the TRCA receivables policy.

As requested by the BEAB at meeting #4/06, held on September 15, 2006, this report examines TRCA's customer billing, credit and collection practices. The following is a summary of current guidelines and practices.

Special events, banquets and corporate functions

- Weddings, banquets, enhanced picnics, workshops, corporate and similar functions held at various TRCA venues require full payment in advance, generally two weeks. Where advance payments are based on estimates, the difference is either refunded to the customer or invoiced, as required. Exceptions are rare and would include, for example, dispensation from the policy for a client such as York University, which uses Black Creek Pioneer Village (BCPV) facilities often and where the risk of non-payment is extremely low.

Programs for schools and organized groups

- Conservation Field Centre (CFC) school programs - A \$500 deposit is required eight weeks before visit with the balance invoiced after visit. The deposit is forfeited if a cancellation occurs within eight weeks of the visit.
- CFC community programs - A \$500 deposit is required eight weeks prior to the date of the visit, with the estimated balance due one week prior to visit. A final invoice or refund is issued based on actual attendance and consumption. The \$500 deposit is forfeited if a cancellation occurs within eight weeks of the visit.
- CFC summer camps - The payment schedule based on the agreement, requiring payment of estimated amount in full either one week prior to first or final visit. A final invoice or refund is issued, based on actual attendance and consumption.
- CFC Other - The CFC program has multiple service arrangements (e.g. for the provision of food services to the Toronto District School Board at the Etobicoke Outdoor Education Centre) with payment schedules based on the agreement.

- Kortright Centre for Conservation (KCC)/ Bruce's Mill - Maple syrup education programs - For both community and school groups a 50% deposit is required two weeks prior to the visit and final payment is due upon arrival. Individual visitors pay admission at point of entry.
- BCPV Dickson's Hill School program - A \$500 non-refundable deposit is required at the time of booking, with full payment due four weeks prior to visit. A three week cancellation or reschedule notice period is granted before payment in full is forfeited by client.
- BCPV / KCC school group visits - A 50% deposit is required four weeks prior to the visit, with balance due upon arrival or invoiced, if prearranged.
- Special programs (e.g., "Investigating The Living City Spaces") - Payment in full is required at the time of arrival or invoiced, if prearranged.

Conservation Area Programs

- Group picnic site fees - Payment in full, nonrefundable, is due at the time of the booking. Re-scheduling is permitted two weeks prior to visit.
- Group picnic admission fees - These fees are due upon arrival.
- School and community groups (e.g., day-care, organized ski groups) - Fees are due upon arrival.
- Long-term day camps - A payment schedule included in the agreement may require payment on arrival, collected on a weekly or periodic basis or as otherwise stipulated in agreement.
- Picnic partner commissions - Due two weeks after the event based on contracted amount and terms.
- Vendor fees - Collected from client two weeks prior to the event.
- Camping - Generally due upon arrival or if booked on-line, payment is due at the time of booking. Groups camps (20 or more campers) pay a deposit of \$100 per night two weeks prior to visit, with final payment due upon arrival.
- All other fees including general admission, parking, retail sales and equipment rentals are not subject to terms.

Filming permits

- Filming permit fees, including damage deposits, are collected in advance, at the contracted amount.

Industry standard commercial practices and contracts

- In certain cases, 30 days' credit is extended in keeping with industry practices, such as with tour operators, nursery supply and install clients, commercial firewood clients, construction contracts (often with a municipality), etc.. Payment terms are included in the contract for the work.

Leases

- Residential rents, which are administered in accordance with lease agreements, are generally required at the beginning of the month or period. Commercial and farm leases specify payment terms, which may not necessarily require monthly payments or advance payments.

Government agreements

- Amounts invoiced to other levels of government and public sector organizations generally reflect approved grant proposal terms. There are also occasions where TRCA will enter into a fee-for-service arrangement with public sector organizations. The risk of write-off is very low and the only issue is collecting payments in a timely manner. As previously noted, the work undertaken under agreement with TWRC is a primary example under this category, as would be work undertaken on behalf of municipalities and the provincial government from time to time. Although payment terms are negotiated, there occurs from time to time unforeseen circumstances such as an additional approval that had not been anticipated or other unforeseen circumstance that delays payment. And just as TRCA does not customarily pay for work not yet performed, it is not generally possible to seek payment in advance in these circumstances.

Planning and Development Division Fees

- Development applications which come to TRCA for review and processing fall within two main categories:
 - construction permitting and minor work clearances under the Ontario Regulation 166\06 and;
 - planning applications and Committee of Adjustment applications forwarded directly from the municipalities.
- TRCA controls the collection of fees for its own permits and clearances. However in the latter category, some municipalities collect fees on behalf of the conservation authority and some do not. In these cases, TRCA must make arrangements with applicants to pay TRCA directly at the time the application enters our review system.
- In dealing with planning applications, TRCA makes the following requests of municipalities to assist in processing applications and the fee collection process:
 - ensure that TRCA is included on the checklist determining a "complete application";
 - conduct an initial screening for TRCA's interests;
 - inform the applicant of TRCA's interest, the need for consultation and fee payment;
 - distribute application form and fee schedule as supplied to each municipality;
 - where an agreement is in place, collect the fee on behalf of TRCA.
- TRCA's collection procedures for planning and development fees are as follows.

Permits under Ontario Regulation 166/06

Permitting Application Fee

- Permit fees must be paid at the time an application is submitted and according to the approved fee schedule (2005).
- On occasion, adjustments to fee requirements may be necessary once the application has received preliminary screening by staff. Fees must be paid before a comprehensive review is initiated.

Minor Clearances, Concepts and Property Inquiries

- Fee payment is required before written response is provided. The fee schedule is periodically updated.

Planning Applications

Consents and Committee of Adjustment Applications

- Although fees are required at the time of application, the fast-track nature of the process does not always allow for collection of fees in advance.
- Payment can also be made mandatory as a condition of application approval where an agreement with the municipality allows. Payments that have been conditioned must be paid within 30 days of receiving TRCA comments.

Planning Applications

- TRCA will conduct an initial screening of the submission to determine the extent of work and the applicable fee requirement under TRCA's 2005 schedule of fees, once the application has been forwarded to TRCA for review.
- TRCA staff will notify the applicant of the fee requirement and terms and conditions, in writing (with a sign back where required). Payment is due immediately in order to initiate the review process.
- No comments will be provided on the application until applicable fees are paid. TRCA will notify the municipality if fees are not paid and that the application is considered not complete.
- When applicable, clearance fees must be paid to TRCA prior to release of final clearance comments and release of conditions.

COMPONENTS OF TRCA A/R POLICY AND RECOMMENDED CHANGES TO EXISTING POLICY:

Credit

The majority of customers to whom credit is extended are repeat and known to TRCA. Where customers are new to TRCA and not in the public sector, procedures provide for a credit application to be submitted and credit checks to be performed. A credit review not only looks at the credit worthiness of the applicant through contact with the applicant's bank and other references, but also confirms the principals and the legal form of the business. Individual applicants under a residential lease are referred to Trans Union of Canada for a credit history. Staff believes the \$1,000 threshold which has been in effect for many years is appropriate.

Late payment interest charges

Currently TRCA imposes an interest penalty of 1.5% for each 30-day period an invoice remains outstanding, compounded. Between 2004 and October 2006, inclusive, TRCA has collected about \$5,400 in finance charges, \$1,800 per year on average. TRCA, like many companies, uses interest charges as a tool to induce and negotiate payment of the original invoice amount, but is not always successful in collecting the penalty itself. Given the amount of effort required and the potential for strained business relationships, staff are recommending that the proposed modifications to the A/R Policy remain silent on the issue of enforcing payment of late payment penalties and that staff be allowed to use discretion in its efforts to negotiate payment.

Write offs

Existing TRCA policy requires that amounts written off in excess of \$2,500 may only occur after seeking advice from BEAB and on the approval of the Executive Committee. This \$2,500 cut off limit has not changed since 1991. Staff is recommending that this policy component remain intact, with a revised threshold limit of \$5,000.

Staff maintains records of each amount written off, including the name of the individual or business. Total write offs in recent years have been as follows:

2002 - \$2,048 (5 items);
2003 - \$861 (5 items);
2004 - \$1,656 (4 items);
2005 - \$9,253 (15 items, including the Robertson Gaze Associates amount of \$4,621.56 on the recommendation of the BEAB.)
2006 - \$1,378 (2 items);

Given the scope of activities and volume of transactions the amounts involved are not significant. This favourable performance is indicative that TRCA practices are working as intended.

Reporting

Staff has reported to each board meeting since July 1991 on the status of receivables, including aging, classification and a listing of individual creditors who owe TRCA in excess of \$1,000 for a period which exceeds 90 days. BEAB's active interest in the report has contributed to TRCA's favourable results with respect to the management of receivables. Recognizing TRCA's favourable performance in this area and the desire to use staff time more efficiently, staff recommend that staff report annually to the BEAB on amounts written off by the Director in the previous year, as opposed to reporting at each meeting.

Collection Agency

Under certain circumstances the use of collection agencies can be a valid option for collection. Over the years TRCA staff has engaged the services of a collection agency, but never with satisfactory results. This is mostly because the volume of business that can be referred is minimal. At times, though, the issue is also that the business has closed its doors or the individual can no longer be located.

PROPOSED REVISED A/R POLICY

Based on the foregoing analysis, staff are recommending the changes to the A/R policy as proposed in the recommendation.

Summary

TRCA has had an excellent recovery rate on its accounts receivable. Write offs of uncollectible amounts have not been significant in either absolute amounts or as a percentage of total revenue. Staff continue to look for ways to stream line processes and to reduce the risk of uncollectible accounts. In recent years, the use of debit and credit cards has become more prevalent and has helped reduce the cost of handling cash and the need to extend credit. As "self serve" options which can be provided through the internet and other e-commerce solutions become more common place, the trend to lower costs and less risk will continue.

Report prepared by: Rocco Sgambelluri, extension 5232

For Information contact: Rocco Sgambelluri, extension 5232;

Jim Dillane, 416-667-6292;

Date: November 3, 2006

TO: Chair and Members of the Business Excellence Advisory Board
Meeting #6/06, November 17, 2006

FROM: Brian Denney, Chief Administrative Officer

RE: MEETING SCHEDULE 2007-2008

KEY ISSUE

To provide a schedule of meetings for the forthcoming Authority year, beginning February 23, 2007 and ending February 29, 2008.

RECOMMENDATION

THAT the Schedule of Meetings 2007-2008, dated November 6, 2006, be approved;

THAT the Executive Committee be designated the powers of the Authority during the month of August, 2007, as defined in Section 2.10 of the Rules of Conduct;

AND FURTHER THAT this schedule be distributed at the earliest opportunity to Toronto and Region Conservation Authority's (TRCA) watershed municipalities.

RATIONALE

Since almost all members of TRCA sit on councils, boards or committees which usually meet on days other than Friday, the schedule has been arranged to accommodate all TRCA board meetings on Fridays. Authority meetings have been scheduled for the last Friday of the month, with exceptions in the months of June and December to accommodate conflicts and holidays. Executive Committee meetings have been scheduled for the first Friday of the month, with the exceptions of April, August, October and January to accommodate conflicts and holidays.

An Authority meeting is not scheduled in the month of August due to the summer vacation season. To accommodate the large number of permit requests at this time, an Executive Committee meeting is scheduled. This meeting will be to primarily handle permits. Should an item requiring Authority approval need to be dealt with at this time, this is allowed for under Section 2.10 of the Authority's Rules of Conduct, should the Authority designate these powers:

- 2.10** to exercise such additional powers, excluding those powers set out in Clause (d) of Subsection (1) of Section 30 of the Act, as may be assigned to it by the Authority during the months of July and August provided that a report be given to the Authority at the first meeting of the Authority thereafter;

Staff are recommending powers be so designated to the Executive Committee for August, 2007, with the required report being brought to the Authority at its meeting to be held on September 28, 2007. Staff are also recommending that the August Executive Committee meeting be conducted with the option of teleconferencing due to the lighter agenda, unless otherwise advised as a result of items scheduled.

At Authority Annual Meeting #1/02, held on January 25, 2002, Resolution #A6/02 was approved in part as follows:

THAT the dates of future Annual Meetings be changed to accommodate the budget meeting schedule for our member municipalities, such that the Annual Meeting held following a municipal election be in January while the Annual Meetings in the interim two years between elections be moved to February;

In accordance with Resolution #A6/02, the 2008 annual Authority meeting is to be held on Friday, February 29, 2008. The 2006 meeting schedule was amended to move the 2007 annual meeting from January to February, 2007, to allow time for all citizen appointments to be made. The City of Toronto has advised that they are considering holding a Council meeting in early January following future municipal elections to deal with appointments to TRCA and other agencies in time for our January annual meeting as per Resolution #A6/02 noted above.

All meetings will be held at Black Creek Pioneer Village (BCPV), except for the December meetings which will be held in the Humber Room, Head Office, to accommodate the busy school booking season at BCPV. The Authority and Executive Committee meetings will be held at 10:00 a.m., with the exception of the Executive Committee meeting in March, which will be held at 10:30 a.m.. The Business Excellence Advisory Board (BEAB), Watershed Management Advisory Board (WMAB) and Sustainable Communities Board (SCB) meetings will be held at 9:00 a.m., 10:30 a.m. and 11:00 a.m. respectively. SCB meetings have been scheduled on the same day as most Executive Committee meetings and BEAB meetings have been scheduled on the same day as most WMAB meetings to streamline the meeting schedule.

Report prepared by: Kathy Stranks, extension 5264
For Information contact: Kathy Stranks, extension 5264
Andrea Fennell, extension 5254

Date: October 23, 2006

Attachments: 1

Attachment 1

THE TORONTO AND REGION CONSERVATION AUTHORITY
MEETING SCHEDULE 2007-2008

JANUARY 2007	TIME	DESCRIPTION
Feb. 23	10:30 a.m. Location to be confirmed	ANNUAL Authority #1/07

MARCH 2007	TIME	DESCRIPTION
Mar. 2	9:00 a.m.	BEAB #1/07
Mar. 2	10:30 a.m.	Executive #1/07
Mar. 30	10:00 a.m.	Authority #2/07

APRIL 2007	TIME	DESCRIPTION
Apr. 13	10:00 a.m.	Executive #2/07
Apr. 13	11:00 a.m.	SCB #1/07
Apr. 20	9:00 a.m.	BEAB #2/07
Apr. 20	10:30 a.m.	WMAB #1/07
Apr. 27	10:00 a.m.	Authority #3/07

MAY 2007	TIME	DESCRIPTION
May 4	10:00 a.m.	Executive #3/07
May 25	10:00 a.m.	Authority #4/07

JUNE 2007	TIME	DESCRIPTION
June 1	10:00 a.m.	Executive #4/07
June 1	11:00 a.m.	SCB #2/07
June 8	9:00 a.m.	BEAB #3/07
June 8	10:30 a.m.	WMAB #2/07
June 22	10:00 a.m.	Authority #5/07

JULY 2007	TIME	DESCRIPTION
Jul. 6	10:00 a.m.	Executive #5/07
Jul. 13	10:30 a.m.	WMAB #3/07
Jul. 27	10:00 a.m.	Authority #6/07

AUGUST 2007	TIME	DESCRIPTION
Aug. 10	10:00 a.m. Option for Teleconference	Executive #6/07

SEPTEMBER 2007	TIME	DESCRIPTION
Sept. 7	10:00 a.m.	Executive #7/07
Sept. 7	11:00 a.m.	SCB #3/07
Sept. 14	9:00 a.m.	BEAB #4/07
Sept. 14	10:30 a.m.	WMAB #4/07
Sept. 28	10:00 a.m.	Authority #7/07

OCTOBER 2007	TIME	DESCRIPTION
Oct. 12	10:00 a.m.	Executive #8/07
Oct. 19	9:00 a.m.	BEAB #5/07
Oct. 19	10:30 a.m.	WMAB #5/07
Oct. 26	10:00 a.m.	Authority #8/07

NOVEMBER 2007	TIME	DESCRIPTION
Nov. 2	10:00 a.m.	Executive #9/07
Nov. 2	11:00 a.m.	SCB #4/07
Nov. 30	10:00 a.m.	Authority #9/07

DECEMBER 2007	TIME	DESCRIPTION
Dec. 7	10:00 a.m. - Humber Room	Executive #10/07
Dec. 14	9:00 a.m. - Humber Room	BEAB #6/07
Dec. 14	10:00 a.m. - Humber Room	WMAB #6/07

JANUARY 2008	TIME	DESCRIPTION
Jan. 4	10:00 a.m.	Authority #10/07
Jan. 18	10:00 a.m.	Executive #11/07
Jan. 25	10:00 a.m.	Authority #11/07

FEBRUARY 2008	TIME	DESCRIPTION
Feb. 1	10:00 a.m.	Executive #12/07
Feb. 1	11:00 a.m.	SCB #5/07
Feb. 8	10:30 a.m.	WMAB #7/07
Feb. 29	10:30 a.m. Location to be confirmed	ANNUAL Authority #1/08

Legend: Authority
Executive Committee (Executive)
Business Excellence Advisory Board (BEAB)
Watershed Management and Business Development Advisory Board (WMAB)
Sustainable Communities Board (SCB)

- All meetings will be held in the South Theatre, Visitor's Centre, Black Creek Pioneer Village, 1000 Murray Ross Parkway, Downsview, Ontario, unless otherwise noted on the agenda.
- Authority and Executive meetings will be held at 10:00 a.m., with the exception of the Executive Committee meeting in March, which will be held at 10:30 a.m., unless otherwise noted on the agenda.
- BEAB, WMAB and SCB meetings will be held at 9:00, 10:30 & 11:00 a.m., respectively, unless otherwise noted on the agenda.

For further information, please contact Kathy Stranks at 416-661-6600, extension 5264 or Andrea Fennell at extension 5254.

TO: Chair and Members of the Business Excellence Advisory Board
Meeting #6/06, November 17, 2006

FROM: Brian Denney, Chief Administrative Officer

RE: **GOOD NEWS STORIES**
Highlights of Toronto and Region Conservation Authority's Work

KEY ISSUE

Receipt of Good News Stories for the months of September and October, 2006, from all sections of Toronto and Region Conservation Authority (TRCA).

RECOMMENDATION

IT IS RECOMMENDED THAT the report on "Good News Stories" for September and October, 2006, be received.

BACKGROUND

Management Team, a committee made up of senior staff at TRCA, meets monthly to discuss strategic initiatives and organizational development.

RATIONALE

Staff began a process of highlighting the key accomplishments of each of their sections from the past month at each Management Team meeting. In keeping with TRCA's objective of Business Excellence, these accomplishments will be brought to each Business Excellence Advisory Board for the information of the members. The following are the accomplishments cited at the September and October meetings, and a brief description of each.

- **Energy Education Program** - Approval of \$130,000 from PowerStream to implement a pilot Energy Education program in the 2006/2007 school year.
- **Husky/Earth Rangers Sponsorship** - Husky and Earth Rangers approved \$98,000 for the continuation of the Environmental Weeks Program at Albion Hills Field Centre in 2006/2007, marking the start of its 11th year.
- **Watershed Identifier** - Toronto District School Board has incorporated the watershed as part of each school's address for its 98 EcoSchools Certified schools.
- **Rouge Watershed Plan** - First draft complete using leading edge science.
- **Port Union Waterfront Park** - Phase I was officially opened to the public with a public open house on September 24th and a ribbon-cutting ceremony on the new Highland Creek pedestrian bridge on September 29th.
- **Kettle Lakes Nature Reserve at Richmond Hill** - Management plan completed.
- **Don River Bridge** - Bridge construction, as part of the Lower Don River West Remedial Flood Protection Project, was halfway complete in September.
- **Greening Retail** - Environment Canada committed \$25,000 to Greening Retail.
- **Greening Health Care** - All hospitals in the province have been invited to participate in the Greening Health Care program.
- **Villa Columbo** - The retirement home in Kleinburg launched their combined heat and emergency power facility, resulting in shift from 30% efficient to 85%

- **Tommy Thompson Park** - The park is already a banding hot-spot and an Important Bird Area, and now it is part of the Canadian Migration Monitoring Network.
- **Channel Catfish** - Found in Toronto Bay. Improved conditions allowed them to return.
- **Wilder Property** -Acquisition of Wilder property, in the Township of Uxbridge, complete. Made possible through the first major donation of stocks to purchase land from the Wilder's and donations from Durham Region, the Oak Ridges Moraine Foundation, the City of Toronto and The Conservation Foundation of Greater Toronto.
- **Brampton Official Plan (OP)** - Endorsed by Council. It's one of the most progressive OP's in terms of environmental concerns being addressed. Still needs approval by the Region of Peel.
- **City of Brampton** - The Works and Transportation department has allocated \$500,000 over 5 years to undertake channel improvement and restoration work on watercourses within the City of Brampton. TRCA is working with the city to undertake a comprehensive study to identify feasibility and restoration priorities based on erosion, flooding, stormwater management and habitat. This comprehensive approach will prevent band-aid projects and also provide a list of priorities and associated costs for long term funding for implementation. The focus is on Etobicoke and Mimico creeks. Once completed, Brampton would like to expand this approach to other watercourses.
- **Mimico Creek** - Secured \$200,000 for a bridge over the Mimico Creek through an Ontario Municipal Board decision on a development application.
- **Sustainable Technologies Evaluation Program (STEP)** - Additional \$52,000 in Great Lakes Sustainability Funds approved for STEP.
- **Sustainable Practices** - \$10,000 approved from Town of Markham for Phase II of the sustainable practices marketing project.
- **Aggregate Pit Rehabilitation** - Restoration of a former aggregate pit into the Wyndance Golf Course is nearing completion.
- **Mayor's Megawatt Challenge** - Union Gas is supporting the Mayor's Megawatt Challenge arena project by providing \$30,000 in funding.
- **Clean Water Act** - Passed Third Reading on October 18, 2006.

Report prepared by: Kathy Stranks, extension 5264
 For Information contact: Kathy Stranks, extension 5264
 Date: November 6, 2006

TO: Chair and Members of the Business Excellence Advisory Board
Meeting #6/06, November 17, 2006

FROM: James W. Dillane, Director, Finance and Business Services

RE: ACCOUNTS RECEIVABLE
October 24, 2006

KEY ISSUE

Staff report on accounts receivable, as of October 24, 2006.

RECOMMENDATION

IT IS RECOMMENDED THAT the Accounts Receivable status report, as of October 24, 2006 be received.

RATIONALE

The schedule below summarizes the status of receivables, including aging and classification. The schedule excludes \$7,968 in accumulated interest arrears on invoices outstanding for more than 30 days.

ACCOUNTS RECEIVABLE AGING, BY CATEGORY
(Excluding Municipal Levy and TWRC Funding- As at October 24, 2006)

	CURRENT	31 TO 60 DAYS	61 TO 90 DAYS	90 PLUS DAYS	TOTAL	%
SCHOOLS AND SCHOOL BOARDS	91,432	6,759	246	14,256	112,693	21.1%
GOVERNMENT	193,397	432		12,525	206,354	38.7%
DEVELOPMENT SERVICES	865			13,185	14,050	2.6%
CORPORATE, INDIVIDUAL AND COMMUNITY GROUPS	80,820	34,474	33,143	51,908	200,345	37.6%
TOTAL	366,514	41,665	33,389	91,874	533,442	100.0%
% OF TOTAL	68.7%	7.8%	6.3%	17.2%	100.0%	

Items in excess of \$1,000.00 included in the 90-plus-days column, are as follows:

CLIENT NAME	AMOUNT \$	ARREARS INTEREST \$	AGE (DAYS)	NOTES
Toronto District SB	14,124.00	645.16	103	Meal costs re Etobicoke FC at Albion
City of Miss.	9,000.00	411.11	97	Water Quality Monitoring Program
Ontario MNR	1,161.00	53.03	97	Sale of plant material
Wild Water Kingdom	34,077.13	Note	207	2006 Interim taxes
Natural Heritage Institute	13,166.47	601.43	93	Special project recoveries
Basciano Parkin Ltd.	2,000.00	989.62	824	Planning fees.
G, S, & J DeRuyter	4,500.00	800.77	344	Planning fees.
TOTALS	78,028.60	3,501.12		

Note: Interest is charged on late payments at the rate of 1% above prime, as per the lease agreement.

Staff has consulted with TRCA solicitors, Gardiner Roberts, about small claims court litigation against Basciano. On solicitors advice, no action is being taken. The applicant, DeRuyter, has been contacted and continues to refuse to make payment on the grounds that the application has been abandoned by the owner and, as agent, is no longer in a position to recover fees. Given that the applicant has been in contact with Planning and Development staff about other applications, staff is of the opinion that we can negotiate a settlement, which is preferable to legal proceedings.

All other outstanding balances on this list are deemed collectible.

Receivable balances, as reported on each of the previous reports to the advisory board, after 2002, are presented as follows:

DATE	Total (\$)	90-Day Plus (\$)
October 24, 2006	533,442	91,874
May 26, 2006	989,193	32,946
March 30, 2006	1,252,876	134,521
February 05, 2006	1,264,876	105,873
December 30, 2005	1,254,330	96,363
October 27, 2005	708,624	233,924
August 31, 2005	1,127,018	106,070
May 20, 2005	671,964	126,831
March 31, 2005	841,871	183,755
February 15, 2005	699,123	189,490
December 30, 2004	1,935,416	245,815
October 25, 2004	1,127,102	180,891
September 28, 2004	876,800	187,754
September 3, 2004	936,923	197,539
May 17, 2004	1,018,188	129,505
February 17, 2004	1,386,809	178,370
January 7, 2004	1,064,464	45,382
November 2, 2003	951,999	101,194
August 24, 2003	768,825	125,803
May 25, 2003	445,116	168,327
March 2, 2003	709,807	141,313

Report prepared by: Rocco Sgambelluri, extension 5232
 For Information contact: Rocco Sgambelluri, extension 5232
 Date: October 27, 2006