



THE TORONTO AND REGION CONSERVATION AUTHORITY

INDEX TO

BUSINESS EXCELLENCE ADVISORY BOARD MEETING #5/03

Friday, September 5, 2003

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THE TORONTO AND REGION CONSERVATION AUTHORITY

**MEETING OF THE BUSINESS EXCELLENCE ADVISORY BOARD #5/03
September 5, 2003**

The Business Excellence Advisory Board Meeting #5/03, was held in the Humber Room, Head Office, on Friday, September 5, 2003. The Chair David Barrow, called the meeting to order at 9:17 a.m.

PRESENT

David Barrow	Vice Chair
Rob Ford	Member
Dick O'Brien	Chair, Authority
Bill O'Donnell	Member
Maja Prentice	Member

REGRETS

Bas Balkissoon	Member
Ron Moeser	Chair

RES.#C10/03 - MINUTES

Moved by:	Dick O'Brien
Seconded by:	Rob Ford

THAT the Minutes of Finance and Business Development Advisory Board Meeting #4/03, held on May 16, 2003, be approved.

CARRIED

SECTION I - ITEMS FOR AUTHORITY ACTION

RES.#C11/03 - REVIEW OF TERMS OF REFERENCE

As a result of the Authority's approval of the Strategic Plan and the Business plan process, the terms of reference of the Business Excellence Advisory Board should be reviewed.

Moved by:	Dick O'Brien
Seconded by:	Rob Ford

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the amended terms of reference of the Business Excellence Advisory Board be approved as described in this report dated August 27, 2003.

CARRIED

BACKGROUND

The terms of reference of the former Finance and Business Development Advisory Board are as follows:

To initiate, study, report on, and recommend a comprehensive program of financial, personnel and administrative management for the Authority, and, without restricting the foregoing, the specific terms of reference shall include:

- budget policy, guidelines and annual recommendations
- banking and insurance policy
- purchasing policy
- audit and legal
- business development
- marketing and fundraising

RATIONALE

Given the shift in emphasis as described in the Strategic Plan, the following changes and enhancements to the work of the Advisory Board are suggested:

To initiate, study, report on, and recommend a comprehensive program of organizational development and corporate policies relating to essential services, land management of Authority lands and facilities and administrative management for the Authority, the outcomes of which will enable realization of The Living City.

Without restricting the foregoing, the specific Terms of Reference shall include:

- Strategic and Business plans;
- Budget, guidelines and annual budget recommendations;
- Liaison with The Conservation Foundation of Greater Toronto and its fundraising initiatives;
- Banking, Audit and Legal services;
- Risk management;
- Business development and revenue generation;
- Governance and decision-making;

- Marketing, communications and fundraising;
- Financial procedures;
- Leases and other Implementation tools for recreational and public use opportunities on Authority lands;
- Strategic partnerships and collaboration agreements;
- TRCA policy documents relating to, but not limited to:
 - Human Resources
 - Information Systems Technology and Management
 - Banking and Audit
 - Risk Management
 - Purchasing & Disposal of Equipment and Services
 - Environmental Management SystemsTargets
 - Marketing/communications.

Members are asked to give consideration to the foregoing for discussion at their Meeting on September 5, 2003.

Report prepared by: Jim Dillane, extension 6292
For Information contact: Jim Dillane, extension 6292
Date: August 27, 2003

RES.#C12/03 - SMOG ALERT RESPONSE POLICY
 Adoption of a formal Toronto and Region Conservation Authority (TRCA) response plan on GTA Smog Alert Days.

Moved by: Rob Ford
 Seconded by: Maja Prentice

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the attached Smog Alert Policy be approved.

CARRIED

BACKGROUND

Since the inception of the City of Toronto's Smog Alert Initiative, in 2000, TRCA has participated in modifying its work/operations on smog alert days with the goal of reducing inputs of smog causing gases into the atmosphere. In 1998, the Authority approved the following approach to smog days.

"On days on which a smog alert has been called, the EMS Committee will notify ALL work locations to refrain from the following activities for the DURATION OF THE SMOG ALERT:

- *NON-ESSENTIAL GRASS CUTTING/TRIMMING;*
- *NON -ESSENTIAL USE OF TWO STROKE MOTORS;*
- *USE OF OIL-BASED PAINTS, SOLVENTS, CLEANERS AND OTHER PRODUCTS WHICH RELEASE VOLATILE ORGANIC COMPOUNDS;*
- *Also, supervisors will encourage staff to car pool to and from work (where possible) and avoid unnecessary use of automobiles at work;*
- *Also, where possible lights fans and other electrical appliances should be turned off."*

In January 2003, TRCA's Environmental Management System began its implementation phase. One of the targets adopted for 2003 was to formalize the TRCA Smog Alert Policies and Procedures.

RATIONALE

Since TRCA's environmental management system is modeled on the Internationally recognized ISO 14000 series of EMS standards, properly formalized policies are required for each initiative. Our Smog Alert Plan is no exception. The draft smog alert policy attached was drafted with the full cooperation of those TRCA staff most knowledgeable on, and most impacted by, the application of the policy. The attached policy is also, essentially a formalized version of the actions approved by the Authority in 1998, with a few minor modifications/improvements in both the manner in which staff are alerted about smog days and in the operational changes to be employed on those days. Major changes from 1998 are:

1. A hierarchy of staff responsible for emailing notification of smog alert days is now in place to ensure smog alerts are communicated if the EMS Coordinator is on vacation;
2. Managers and supervisors are now required to monitor their radios during smog season, and/or visit the MOE air quality web site to keep informed of smog events in order to ensure that we take the proper action, even on weekends and in cases where we may be late in sending out notification to the various work locations;
3. Grass cutting is not to be done unless the grass is greater than 6 inches high and then only if necessary; and
4. Staff will now refrain from fueling up vehicles, unless absolutely necessary.

In addition, the new policy contains details pertaining to the EMS performance auditing component of this initiative. The TRCA's EMS is committed to monitoring compliance with this policy and reporting on our organizational environmental performance.

Report prepared by: Brian Dundas, extension 5262
For Information contact: Brian Dundas, extension 5262
Date: July 03, 2003
Attachments: 1

Attachment 1

The Toronto and Region Conservation Authority

**POLICY AND OPERATIONAL PROCEDURES
FOR
RESPONDING TO PROVINCIAL
SMOG ALERTS/ADVISORIES**

Environmental Management System

July 17, 2003

POLICY FOR SMOG ALERTS

PURPOSE

The purpose of the corporate smog alert response policy (and associated operating procedures) is to both outline TRCA's commitment to alternative operations during smog alerts and define the details of the said alternative operations (both mandatory and discretionary).

SCOPE

This policy governs the following activities on provincially designated smog alert days:

- Use of two stroke engines;
- Vehicle Use and equipment use;
- Lawn Cutting;
- Painting;
- Consumption of Electricity.

PHILOSOPHY

The TRCA's Smog Alert Response Policy and the associated operational procedures are intended to further TRCA's commitment to the concepts of sustainability inherent in its Living City Vision and its Corporate Environmental Policy.

TRCA recognizes that, although the EMS commits TRCA to ongoing efforts in a variety of areas which will reduce the detrimental effects of our operations on air quality, provincially designated smog alert days are special circumstances requiring specific and more aggressive actions to help reduce impacts to the environment and human health.

The Policy supports and encourages employee participation in broader organizational sustainability initiatives which go beyond the "operational" performance of the agency (such as car pooling, reducing energy consumption at home, working from home (if approved by management) etc.)

OPERATIONAL PROCEDURES

TRCA Smog Alert operational procedure governing:

- Use of two stroke engines;
- Vehicle Use and equipment use;
- Lawn maintenance;
- Painting;
- Consumption of Electricity.

See Appendix A for details of Operational Procedures

ADMINISTRATION PROCEDURES

This document also contains administrative procedures to be followed. These procedures detail are requirements and methods for:

- Notification;
- Auditing.

See Appendix B for details for Administrative Procedures

Appendix A: Operational Procedures

USE OF TWO STROKE ENGINES

- All equipment powered by two-stroke engine will be unavailable for use on Smog Alert Days, unless approved by the Director, Watershed Management or designate.

VEHICLE AND EQUIPMENT USE

- Where possible, employees will try to reduce vehicle use, by rescheduling meetings, conferencing by telephone, car pooling or taking transit;
- Employees will not fuel up automobiles unless absolutely necessary.

LAWN MAINTENANCE

- Lawn mowing will be restricted to areas in absolute need of cutting. This should generally be considered as lawns greater than 6" in length.

PAINTING

- Painting is prohibited on Smog Alert Days, unless approved in writing by the CAO (unless the paint has no volatile organic compounds in it (e.g. some new latex paints)).

CONSUMPTION OF ELECTRICITY

- Employees will take necessary steps to reduce the use of electrical energy (where possible). Primary suggestion is to turn off unnecessary lighting, which serves to both reduce our energy use and visually demonstrate our commitment to the health of the Living City.

Appendix B: Administration Procedures

NOTIFICATION PROCEDURES

- The following staff members are to receive notification of Smog Alerts and Smog Alert terminations from the City of Toronto Health Department:
 - Coordinator, EMS;
 - Administrative Clerk, Boyd Office; and
 - Human Resources Associate.

- The Coordinator, EMS will send out notifications of Smog Alerts and terminations to “Users” on the TRCA Email system. In the event of his/her absence, the Boyd Administrative Clerk will send out the message, with the final back up being the Human Resources Associate.

- All supervisors have the responsibility to make themselves aware of the Smog Alert situation. In the event they cannot, or have not received an email message, they have the following options:
 - Consult the media for indication of a Smog Alert;
 - Call the EMS Coordinator, the Administrative Clerk at Boyd, or the Human Resources Associate for an update;
 - Consult the following web site for GTA Smog Alert status:
<http://www.airqualityontario.com>

AUDITING PROCEDURES

1. **Use of two stroke engines**
Target: Zero Use
Measurement: By Audit. All instances of two-stroke use will be checked for approvals issued by the Director, Watershed Management or designate.
 2. **Vehicle and Equipment Use**
Target: Discretionary limitation of use.
Measurement: None
Target: Significant decrease in vehicle fueling activity over time.
Measurement: EMS Coordinator to monitor fueling on ARI vehicle management system.
 3. **Lawn Maintenance**
Target: No unnecessary mowing
Measurement: By audit
 4. **Painting**
Target: No painting operations on Smog Alert days
Measurement: By audit.
 5. **Consumption of Electricity**
Target: Discretionary limitation of use.
Measurement: None
-

RES.#C13/03 - CORPORATE PESTICIDE POLICY
Adoption of a Corporate Pesticides Policy.

Moved by: Rob Ford
Seconded by: Maja Prentice

THE BOARD RECOMMENDS TO THE AUTHORITY THAT the attached Pesticide Policy be approved.

CARRIED

BACKGROUND

In 1997, the Toronto and Region Conservation Authority (TRCA) approved the following resolution regarding the use of pesticides.

Resolution #A280/97

That approval for the use of Glyphosate on Authority managed lands be the responsibility of qualified field supervisors;

That the use of other forms of chemical control of vegetation or pests on Authority lands accessible to the public be subject to the approval of the Manager, Conservation Areas and that application continue to be by licensed administrators;

That restrictions on the use of pesticides in certain areas be as outlined in the Authority safety manual;

That pesticide use, as required for cost effective operation, continue on Authority tree nursery operation, and within the Authorities food service operations licensed by contractors;

That the Authority pursue the use of alternatives to chemical pesticides, and apply the principles of integrated pest management on its lands;

AND FURTHER THAT the Authority Safety Manual, Section 21, be so amended.

The attached policy is intended as a first step toward updating our approach to pesticides. The need to update our pesticide policies and operation procedures was identified as part of the corporate Environmental Management System (aimed at improving our internal environmental performance). Interested and impacted TRCA staff members were consulted, through the EMS, in the preparation of the attached draft policy.

RATIONALE

Much has changed since 1997. In the ensuing years, a number of municipalities across Canada, including the City of Toronto, have drafted pesticide bylaws in response to continued concerns over pesticides and their potential deleterious impacts. The new City of Toronto bylaw provided primary input into the development of our draft policy. We have chosen to use the City's definitions of both pests and pesticides and to make certain that our operational practices conform to the new bylaw.

Of course, TRCA has changed internally as well. We have instituted our new Living City Vision and business plan committing us to a leadership role in sustainability. TRCA has also implemented its Environmental Management System and has, as a consequence, committed itself to continual reassessment of its internal environmental performance, a routine part of which includes continual review of our pesticide use.

And finally, the need to revisit and revise the policy was dictated in part by a couple of shortcomings in the 1997 Authority resolution on pesticides. From the perspective of the Environmental Management System, the existing pesticides approach is deficient in a number of areas:

- Resolution A280/97 provides no direction for monitoring, auditing and or reporting on performance;
- The resolution lacks visionary language and direction on corporate philosophy pertain to pesticides;
- There is neither any delineation of different pesticide applications nor references/connections to operational procedures;
- There is currently no definition of either pests or pesticides.

The attached draft policy was written with these rationale in mind. It is intended as the new TRCA governing policy on pesticides, and as such it accomplishes the following:

- Provides the Authority's philosophy on pesticides and their use;
- Links to a series of Operational Procedures for different applications of pesticides;
- Commits the TRCA to targets, monitoring, auditing and reporting on performance;
- Defines pests and pesticides;
- Provides a framework for supervisors/managers to easily identify appropriate operational procedures.

The attached policy does not, it must be pointed out, outline the entire TRCA approach to pesticides, for it contains neither situation specific pesticide application procedures (e.g. procedures for use of pesticides in parklands) nor targets and monitoring and reporting requirements. It is intended as an umbrella policy under which specific operational and EMS monitoring procedures will be put in place (in 2004).

In conclusion, the draft policy is particularly necessary for TRCA, an organization whose very "reason to be" is centered on sustainability. For us, pesticides represent both a problem and, sometimes, a solution, as we recognize the environmental benefits of such chemicals if used professionally, responsibly, and as a last resort.

Report prepared by: Brian Dundas, extension 5262
For Information contact: Brian Dundas, extension 5262
Date: July 03, 2003
Attachments: 1

Attachment 1

The Toronto and Region Conservation Authority

**POLICY FOR
PESTICIDE USE
ON AUTHORITY LANDS**

May 22, 2003

POLICY FOR PESTICIDE USE ON ALL TRCA LANDS

PURPOSE

The purpose of the corporate, EMS pesticide policy is to set guidelines and outline TRCA's approach to the use of pesticides on **all** its lands and all lands on which it performs or manages pest control.

SCOPE

This policy governs pesticide and/or herbicide use in the following situations: in-building or in-structure pest control (e.g. rodents, insects):

- Kitchen/food operations pest control;
- Pest control in parks;
- Pest control on TRCA operated non-park land holdings or that which is undertaken by TRCA staff for regeneration or ecological protection purposes on any lands, or in waters, either owned or not owned by TRCA;
- Pest control on leased lands;
- Use in nursery/forestry operations.

PHILOSOPHY

The TRCA's pesticide policy is founded on the principles and ideals, which govern its mission and its Living City vision. Recognizing both the ecological benefits and potential negative impacts of pesticides, the Authority commits itself to use pesticides only after other methods of achieving our objectives have been assessed and deemed either inappropriate or impractical. Pesticides are to be used for the designated purposes only, or unless ordered to apply them by a Medical Officer of Health or a mandated authority under the Noxious Weed Act. Pesticides are not to be used for purely aesthetic reasons. Where practical and effective, the employment of Integrated Pest Management and/or the use of non-synthetic pest controlling agents represent TRCA's preferred pest control methodologies.

OPERATIONAL PROCEDURES

The cornerstone of this Pesticide Policy is a collection of operational procedures for the use of pesticides and pest control measures in different situations. These operational procedures are designed to reflect:

- The philosophy and intent of this policy and the TRCA's Environmental Policy;
- Best management practices for pesticides use;
- The ideals of the Living City and TRCA's commitment to sustainability.

All uses pesticide must conform to federal, provincial statutes and the appropriate municipal bylaws (if applicable).

PESTICIDE POLICY DECISION FRAMEWORK

TRCA employees will govern their planning for and use of pesticides using the appended tabular frameworks (Schedule A to this Document) and the applicable referenced operational procedures.

REPORTING AND DOCUMENTATION

All pesticide/herbicide and other significant pest control procedures will be documented and reported to the Coordinator, Environmental Management System for tracking. The responsible person will record:

- Alternatives to chemical control considered and reasons for or against their employment;
- A description of the use/project being undertaken;
- The date of application;
- The amount of pesticide used;
- The type of pesticide used.

ALTERNATIVES

Non-chemical methods will be considered, documented and proof of consideration and rationale for the decision will be forwarded to the EMS Coordinator for every pesticide application with the exception of those applications which are part of routine nursery operations or forest management initiatives overseen by trained nursery staff (An annual report detailing alternatives considered and rationale for or against use will be provided by the manager responsible for the nursery/forest management programs).

TARGETS, MEASURES AND MONITORING

As part of its corporate Environmental Management System, the TRCA shall set targets, decide on measures and monitor the performance of the administration of the Pesticides policy. Targets will be reviewed annually.

DEFINITIONS

(Taken from City of Toronto draft Pesticide bylaw)

Pest – An animal, plant or other organism that is injurious, noxious or troublesome whether directly, or indirectly, and an injurious, noxious or troublesome condition or organic function of an animal, a plant or other organism.

Pesticide Includes:

- A. A product, an organism or a substance that is a registered control product under the federal Pest Control Products Act which is used as a means of directly or indirectly controlling, destroying, attracting or repelling a pest or for mitigating or preventing its injurious, noxious or troublesome effects.
- B. Despite Subsection A, a pesticide does not include:
 1. A product that uses pheromones to lure pests or sticky media to trap pests.
 2. A product that is, or contains, as its only active ingredient, any of the following:
 - i. A soap
 - ii. A Mineral oil, also called dormant or horticultural oil.
 - iii. Silicon dioxide, also called diatomaceous earth.
 - iv. Bt (*Bacillus thuringiensis*), nematodes and other biological control organisms.
 - v. Borax, also called boracic acid.
 - vi. Ferrous phosphate.
 - vii. Pyrethrum or pyrethrins

Schedule A

TRCA Pesticide Planning and Decision Making Framework and Protocol (Under TRCA Pesticide Policy)

Answer the questions and procedure as arrows indicate, in order to determine which procedures your pesticide application comes under.

1. Is the proposed application a contracted in-building procedure carried out by external licensed applicators (including application in food services facilities)?

If YES:

Contract to be reviewed and approved annually by the site location supervisor and EMS Coordinator – beginning of each calendar year. See Pesticide Procedure 1 (to be drafted by Food Services Manager) - Procedures for the contracting and carrying out of contracted in- building and Food Services pesticide applications.

If NO, go to 2.

2. Is it a non-routine staff-performed application of rodent or insect control measures?

If YES:

Applications to be conducted with the approval of the location supervisor, within limits and parameters outlined in the operational procedures. See Pesticide Procedure 2 (to be drafted by EMS Coordinator) – Procedures for Staff Application of In-Building Pesticide Control Measures.

If NO, go to 3.

3. Is it for TRCA nursery and/or forest management application?

If YES:

Applications of pesticide to be conducted with the approval of the Director, Watershed Management, under the supervision of trained nursery staff, and under Operational Procedures for Pesticide Application for Nursery and Forest Management Initiatives. See Pesticide Procedure 3 (to be drafted by Nursery Supervisor) - Procedures for Nursery and Forest Management Pesticide Applications.

If NO, go to 4.

4. Is it for use by Leasees on TRCA owned lands?

If YES:

Is it for use in agricultural operations? See Pesticide Procedure 4 (to be drafted by EMS Coordinator) - Procedures for Pesticides on TRCA owned agricultural lands.

Or, is it for use on Parklands or greenspace lands? Lessee's pesticide operational procedures to take precedence.

Or, is it for use on residential leased lands? See Pesticide Policy and Procedures for Pesticide Use on TRCA owned residential lands. See also lease agreement details.

If NO, go to 5.

5. Is the proposed application to be undertaken outdoors, within the boundaries of a TRCA operated park or facility?

If YES:

Applications to be conducted with the approval of the Director, Watershed Management, under the supervision of trained nursery staff, and under Operational procedures for Pesticide Application for Nursery and Forest Management Initiatives – Appendix A: Procedures for Application in Parks and Facilities. See Pesticide Procedure 3 – (to be drafted by Nursery Supervisor) - Procedures for Nursery and Forest Management Pesticide Applications – Appendix A: Procedures for Application in Parks and Facilities (to be drafted by Manager, Conservation Parks).

If NO, go to 6.

6. Is the proposed application to be undertaken outdoors (anywhere) as part of a regeneration project, which is either managed by or implemented (partially or wholly) by TRCA staff? (including aquatic herbicide applications).

If YES:

Applications to be conducted with the approval of the Director, Watershed Management, under the supervision of trained /licensed staff, and under Operational procedures for Pesticide Application for Nursery and Forest Management Initiatives – Appendix B: Regeneration Projects. See Pesticide Procedure 3 – (to be drafted by Nursery Supervisor) - Procedures for Nursery and Forest Management Pesticide Applications – Appendix B: Procedures for Application in Regeneration Projects.

SECTION IV - ITEMS FOR THE INFORMATION OF ANOTHER BOARD

RES.#C14/03 - FINANCIAL PROGRESS REPORT

For the Period Ending July 31, 2003. Presents the Financial Progress Report as of July 31, 2003.

Moved by: Maja Prentice
Seconded by: Bill O'Donnell

IT IS RECOMMENDED THAT the Financial Progress Report dated July 31, 2003, be received.

CARRIED

RATIONALE

The Financial Progress Report is one of the tools through which staff advise the Board of the status of the Toronto and Region Conservation Authority's (TRCA's) budget. This report covers the period ending July 31, 2003.

TRCA revenues have been hurt by a number of events including SARS, the threat of West Nile Virus, the decline in value of the U.S. dollar in relation to the Canadian dollar and the weather. Staff reported on the potential impact of SARS in an earlier report and received direction to investigate opportunities to receive relief. To date, no programs have been found which will give TRCA significant assistance in 2003 to offset lost revenues.

As noted in the attached summary chart, Black Creek Pioneer Village, Kortright Centre and the conservation areas, including campgrounds have seen diminished revenues. Action has already been taken to mitigate the impact of lost revenues by reducing expenditures where possible.

If no further action were taken to deal with the reduced revenues and unplanned expenditure increases, a deficit of \$451,900 is projected.

However, staff is taking action to prevent this outcome:

- Conservation areas and Black Creek Pioneer Village will each find about \$100,000 in net expenditure reductions: this will be done by reducing expenditures in various categories.
- Development Services and Resource Science have an opportunity for additional revenue of \$100,000.
- Delaying hiring and gapping as well as reductions in corporate service spending will produce \$100,000 in savings.
- The balance will be made up from reserves as necessary.

The recent electricity outage has also had an impact. The Village for example was closed on the weekend of the power shortage and lost significant revenue. Staff is advised that the province has a program to reimburse organizations for losses and this will be explored.

In past years, staff has reported variances from budget of dimensions similar to what is described. Actions have been taken successfully to significantly reduce or eliminate the potential deficit. This year, there is much more concern because TRCA operates with little or no contingency built into the unit budgets. Reserves are very limited and there is no general contingency reserve.

Staff will report to the Board at its October 3, 2003 meeting on further changes and adjustments needed to avoid a deficit.

Report prepared by: Jim Dillane, 416-667-9292
For Information contact: Jim Dillane, 416-667-9292
Date: July 03, 2003
Attachments: 1

Attachment 1

PROGRESS REPORT AS OF JUNE 30, 2003

SUMMARY OF PROJECTED VARIANCES AT DECEMBER 31, 2003

<u>ACTIVITY</u>	<u>Expenditures</u>	<u>Revenue</u>	<u>Net</u> <u>Expenditures</u>	<u>Brief Explanation</u>
	\$Over/(Under)	\$Over/(Under)	\$Over/(Under)	
<u>FINANCE & BUSINESS DEVELOPMENT</u>				
Administration	30,000	50,000	(20,000)	<i>Job reclassification, extra interest earnings.</i>
Rental Properties	(197,300)	(258,000)	60,700	<i>Ont. Realty Corp. rental housing not transferred yet.</i>
Greenspace Protection & Acquisition	(28,800)	35,000	(63,800)	<i>Gapping and higher tax rebates.</i>
Black Creek Pioneer Village	(139,500)	(334,900)	195,400	<i>SARS and general economy impact on attendance and film revenue.</i>
Food Services	(76,300)	(112,900)	36,600	<i>Wedding Business down.</i>
<u>WATERSHED MANAGEMENT</u>				
Program Administration	(22,000)	0	(22,000)	<i>Gapping</i>
Development Services	13,000	(53,400)	66,400	<i>Gapping, revenue targets not expected to be achieved.</i>
Watershed Strategies	106,000	111,000	(5,000)	
Resource Science	(14,500)	0	(14,500)	<i>Gapping</i>
Environmental Services	(36,700)	(36,700)	0	<i>Some planting projects at less than budget.</i>
C.A. Public use & Land Management	(155,400)	(352,000)	196,600	<i>SARS and economic impacts.</i>
Enforcement and Security	0	(10,000)	10,000	
		0		
<u>CAO'S OFFICE DIVISION</u>				
Marketing	(3,500)	0	(3,500)	<i>Gapping.</i>
Communications	(44,000)	0	(44,000)	<i>Items deferred,</i>
		0		
Corporate Services	(9,700)	(35,700)	26,000	<i>CAO search under budget net of staff shift and ads for new staff</i>
Conservation Field Centres	(96,000)	(129,000)	33,000	<i>Teachers' actions affect attendance.</i>

VEHICLE & EQUIPMENT

Acquisitions and Maintenance	(25,500)	(25,500)	0
Program recoveries	0	0	0
Operating total	<u>(700,200)</u>	<u>(1,152,100)</u>	<u>451,900</u>

CAPITAL

Land Projects	0	0	0	
Admin Infrastructure	0	0	0	
Enviro. Projects	(103,900)	0	(103,900)	<i>Actual pace of work less than budget-to be spent in 2003. Also other funding not always secured.</i>
Erosion/Flood Control	0	0	0	
Waterfront incl. Port Union	(3,047,700)	(2,050,000)	(997,700)	<i>TWRC portion of Port Union work in negotiations</i>
Public Use Infrastructures	(400,000)	(400,000)	0	<i>Nursery relocation work deferred</i>
Capital total	<u>(3,551,600)</u>	<u>(2,450,000)</u>	<u>(1,101,600)</u>	
Projected Change in Levy / Grant usage			<u>(1,101,600)</u>	
Total Projected Deficit / (Surplus)			<u><u>451,900</u></u>	

RES.#C15/03 -**ACCOUNTS RECEIVABLE STATUS REPORT**

August 24, 2003. Staff report on accounts receivable.

Moved by: Bill O'Donnell

Seconded by: Dick O'Brien

IT IS RECOMMENDED THAT the report on accounts receivable of the Toronto and Region Conservation Authority, as of August 24, 2003, be received.**CARRIED****BACKGROUND**

At Meeting #3/91 the Board requested that for each of its meetings staff reports on the status of the Authority's receivables.

ANALYSIS

The schedule below summarizes the status of receivables, including aging and classification. The schedule excludes \$3,415. in accumulated interest arrears on invoices outstanding for more than 30 days.

ACCOUNTS RECEIVABLE AGING, BY CATEGORY
(Excluding Municipal Levy and MNR Grant - As at August 24, 2002)

	CURRENT	31 TO 60 DAYS	61 TO 90 DAYS	90 PLUS DAYS	TOTAL	%
SCHOOLS AND SCHOOL BOARDS	26,095	44,770	34,551	830	106,246	13.8%
GOVERNMENT	108,082	158,813	47,221	87,179	401,295	52.2%
CORPORATE, INDIVIDUAL AND COMMUNITY GROUPS	71,449	67,508	84,533	37,794	261,284	34.0%
TOTAL	205,626	271,091	166,305	125,803	768,825	100.0%
% OF TOTAL	26.7%	35.3%	21.6%	16.4%	100.0%	

Items in excess of \$1,000, included in the 90-plus-days column, are listed on the following page. These amounts are deemed collectible.

Receivable balances, as reported on each of the previous reports to the Board, after 1998, are presented below:

DATE	Total \$	90-Plus \$
August 24, 2003	768,825	125,803
May 25, 2003	445,116	168,327
March 2, 2003	709,807	141,313
October 20, 2002	774,831	46,237
August 25, 2002	326,529	109,560
May 26, 2002	658,514	201,158
January 31, 2002	585,736	64,259
December 30, 2001	1,078,071	38,666
October 23, 2001	350,385	106,343
August 27/01	371,985	17,153
May 25/01	1,132,443	44,810
March 26/01	621,560	167,094
December 30/00	1,014,021	67,981
September 06/00	596,536	47,728
March 19/00	869,266	100,758
February 15/00	1,007,850	42,952
December 30/99	694,198	81,500
October 26/99	531,118	89,630
August 29/99	565,611	97,950
May 23/99	392,070	21,841
March 29/99	464,780	61,536
February 24/99	342,696	55,726

The list below itemizes accounts greater than \$1,000 included in the 90 day plus category.

CLIENT NAME	AMOUNT \$	ARREARS INTEREST \$	AGE (DAYS)	NOTES
Environment Canada	4,671.94	213.41	100	Balance due for a function at BCPV.
Wild Water Kingdom	35,547.95	n/a	146	Amount due for interim property taxes.
Town of Markham	77,214.46	n/a	322	This amount is the balance owing from a contract of \$382,733, with the Town of Markham for the Bridal Trail Pond retrofit project. Town and TRCA staff met and agreed on an amount which is \$11,481.99 less than the invoiced amount.
TOTALS	117,434.35	213.41		

Report prepared by: Rocco Sgambelluri, extension 5232
For information contact: Rocco Sgambelluri, extension 5232
Date: August 28, 2003

TERMINATION

ON MOTION, the meeting terminated at 10:15 a.m., on Friday, September 5, 2003.

David Barrow
Vice Chair

Brian Denney
Secretary-Treasurer

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