

# SCHEDULE 80 • Statistical Information

## General Information

Schedule 80 collects statistical information that is not collected elsewhere. This schedule consists sections 1 through 8.

1. Municipal workforce profile
2. Selected investments of own sinking funds as at December 31
3. Municipal procurement this year
4. Building permit information
5. Insured value of physical assets
6. Total dollar losses due to structural fires
7. Alternate service delivery arrangements
8. Consolidated local boards including joint local boards and all local entities set up by the municipality
  - (I) Proportionally consolidated joint local boards
  - (II) Fully consolidated local boards and any local entities set up by the municipality

In Schedule 80 the number of columns and column headings change with each section to accommodate the information collected.

### 1. MUNICIPAL WORKFORCE PROFILE

Separate sections are provided for data pertaining to employees of the municipality and employees of joint local boards.

Data is collected on the number of full-time and part-time funded positions, seasonal employees and the total person hours worked.

### Description of Columns

#### Column 1            Full-time funded positions

Enter the number of full-time funded positions on a permanent or contractual basis, whether they are filled or not.

#### Column 2            Part-time funded positions

Enter the number of funded positions where the employee works 24 hours a week or less, either on a permanent or contractual basis. Include only filled positions.

Do not include volunteer positions such as volunteer fire fighters.

#### Column 3            Seasonal employees

Please report the actual number of seasonal employees. Seasonal positions are those where employment recurs each year but lasts four months or less in any given year.

Example: Staff for summer recreational programs.

## **Column 4            Total person hours worked**

Total person hours is an annual figure.

Each full-time funded position is recorded as the number of hours usual in your municipality times the number of weeks in a year. In determining the person hours worked, the preparer need not adjust the amount reported to factor time-off for vacations or short-term disability leaves.

Each part-time funded position is recorded as the number of hours times the number of weeks worked in your municipality.

For seasonal positions, enter the total number of hours actually worked.

### **Description of Lines**

Lines are provided for broad service areas. Report employees of the municipality on lines 0205 through 0290. Employees of joint local boards which are fully and proportionally consolidated are reported on lines 0305 through 0390. Include employees of DSSABs on a proportional basis on these lines.

Clerical staff should be included in the appropriate functional category.

For each service area, select the appropriate column(s): full-time funded positions, part-time funded positions or seasonal employees.

Do not include employees where service is provided by another municipality, the Ontario Provincial Police (OPP) or an external contractor.

A line is also provided to record information on the percentage of the municipal workforce covered by collective agreements (Line 0300).

### **Line 0205 and 0305            Administration**

Include all professional staff involved in general administration, including managerial, supervisory, salaried clerk-treasurer, treasurer, and clerk.

If professional staff are identified by the type of responsibility, enter the positions in the appropriate category. For example, include the Public Works Commissioner and Public Works Administrator in the public works category.

### **Line 0210 and 0310            Fire**

Do not include volunteer personnel.

### **Line 0215 and 0315            Police**

Enter the number of policing staff if policing is provided by the municipality. If policing is provided by the OPP do not report OPP staff.

### **Line 0220 and 0320            Transit**

This line includes transit staff only. Staff performing all other transportation duties should be reported under public works.

**Line 0225 and 0325            Public Works**

Include staff performing environmental services. Include staff performing transportation services, other than transit services. Exclude staff performing functions specifically identified on other lines, such as parks and recreation.

**Line 0230 and 0330            Health Services**

**Include public health employees, inspectors, and cemetery employees.**

**Line 0227 and 0327            Ambulance**

**Include only ambulance attendants.**

**Line 0235 and 0335            Homes for the Aged**

Include all staff employed in homes for the aged.

**Line 0240 and 0340            Other Social Services**

Include child care staff, social workers, and any other staff associated with social services. Exclude staff reported on line 0235 or 0335, Homes for the aged.

**Line 0245 and 0345            Parks and Recreation**

Include all staff associated with the provision of parks, recreation and cultural services, excluding libraries.

**Line 0250 and 0350            Libraries**

Include all library staff.

**Line 0255 and 0355            Planning**

Include staff performing planning functions, including planners and planning inspectors.

**Line 0290 and 0390            Other**

Include staff not specifically identified in administration and the functions listed on lines 0205 through 0255 or on lines 0305 through 0355. Examples include: clerical and professional staff who are not included in specific functions, parking staff, by-law enforcement officers and inspection officers of various kinds.

**Line 0298 and 0398            SUBTOTAL**

For each column, the subtotal for municipal employees is equal to the sum of lines 0205 through 0290. The subtotal for employees of joint local boards is equal to the sum of lines 0305 through 0390.

**Line 0399                    TOTAL**

For each column, the total is equal to the sum of lines 0298 and 0398.

**Line 0300                    Proportion of municipal employees covered by 'collective agreements'**

For each column, please report the percentage (%) of municipal staff covered by collective agreements. This is to be based on funded positions for full-time and part-time positions and on the number of actual employees for seasonal positions.

**2. SELECTED INVESTMENTS OF OWN SINKING FUNDS AS AT DECEMBER 31**

This section is required by Statistics Canada for its analysis of intergovernmental debt.

**Line 0610                    Own sinking funds**

On this line enter the amount of sinking funds invested in debt issued by the municipality, other municipalities and school boards, the province, and the federal government in the appropriate column.

**Description of Columns**

**Column 1                    Own municipality**

Enter the amount of sinking funds invested in own debt.

**Column 2                    Other municipalities, school boards**

Enter the amount of sinking funds invested in the debt of school boards and other municipalities.

**Column 3                    Provincial**

Enter the amount of sinking funds invested in provincial debt.

**Column 4                    Federal**

Enter the amount of sinking funds invested in federal debt.

**3. MUNICIPAL PROCUREMENT THIS YEAR**

This section gathers information required under the authority of the Ontario-Quebec Procurement Agreement.

A construction contract is defined in the Agreement as a contract regarding the construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work. It also includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, equipment and machinery if these are included and incidental to a construction contract, as well as the installation and repair of fixtures of a building, structure or other civil engineering or architectural work. It excludes professional consulting services related to the construction contract.

**Line 1010                    Total construction contracts awarded**

This line refers to the total number of construction contracts, as defined above, which were awarded by your municipality during the year.

**Line 1020                    Construction contracts awarded at \$100,000 or greater**

This line refers to contracts awarded where the value of each contract equals or exceeds \$100,000.

**Descriptions of Columns**

**Column 1                    Number of contracts**

Enter the number of construction contracts awarded by your municipality during the year for each category listed.

**Column 2                    Value of contracts**

Enter the value of contracts awarded by your municipality for each category listed.

**4. BUILDING PERMIT INFORMATION**

This section collects information on building permits and the number of square metres of new construction by property class.

**Line 1210                    Residential properties**

Residential properties include single family and small multi-residential properties (6 units or less).

**Line 1220                    Multi-residential properties**

Multi-residential properties include properties in the multi-residential property class (7 units or more).

**Line 1230                    All other property classes**

All other property classes refers to properties in the commercial class, industrial class, and all other property classes.

**Line 1299                    Subtotal**

The subtotal is equal to the sum of lines 1210 through line 1230.

**Descriptions of Columns**

**Column 1                    Number of building permits**

Enter the total number of building permits for each property class identified.

**Column 2                    Total value of building permits**

Enter the total value of construction associated with the issuance of building permits for each property class identified.

### **Column 3                      Square metres of new construction**

Enter the number of square metres of new construction represented by building permits issued for each property class identified.

It is recommended that square metres of new construction be estimated on the basis of gross area. Gross area means the total area of all floors above grade measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of firewalls. Except that in any other occupancy than a residential occupancy, where an access or a building service penetrates a firewall, measurements shall not be taken to the centre line of such firewall.

It is recognized that a municipality may collect data on square metres of new construction on a different basis, i.e. finished area or building area. If possible, please attempt to provide the estimate of square metres of new construction on the basis of gross area.

Please note that 1 square foot = 0.0929 square metres and, 100 square feet = 9.29 square metres.

## **5. INSURED VALUE OF PHYSICAL ASSETS**

Although fixed asset reporting is not required by PSAB at this time, municipalities are asked to enter the insured value of major fixed assets as a proxy for the value of these assets.

### **Line 1410                      Buildings**

Enter the insured value of buildings on this line. Include the insured value of contents.

### **Line 1420                      Machinery and equipment**

Enter the insured value of machinery and equipment on this line.

### **Line 1498                      Other**

Please specify other significant fixed assets and enter the insured value on this line.

### **Line 1499                      Subtotal**

The subtotal is equal to the sum of lines 1410 through 1498.

## **6. TOTAL DOLLAR LOSSES DUE TO STRUCTURAL FIRES**

### **Line 1510                      Losses due to structural fires, averaged over 3 years (2004-2006)**

Determine the average dollar loss due to structural fires for the reporting year and the two previous years. Note that fire losses are averaged over three years in order to even out the impact of one-time anomalies. Pertains to all structures within a municipality (includes municipal structures).

A structural fire is an instance of destructive and uncontrolled burning of a building or other structure or its contents, that may or may not be due to an explosion. Examples of other structures include a transmission tower, lighthouse, shed, kiosk, and gazebo.

A structural fire does not include:

- An explosion that does not result in fire.
- A vehicle fire or explosion, unless the vehicle is located inside a structure (in which case it is considered part of the structure's contents).

An open area fire or explosion, as might occur with forest, hedge or brush.

- An incident other than a fire that results in a fire department emergency response, such as an overpressure rupture, false fire call, rescue, public hazard or medical call.

The definition of total dollar losses is taken from the Ontario Fire Marshall's Occurrence Reporting Manual, which is used by municipal fire departments as a guide in completing Standard Incident Reports.

Estimated dollar loss is defined as the cost of actual damage to property and property contents. This amount includes direct losses resulting from fire, explosion, smoke, water or other destruction associated with firefighting operations. Not to be included in this total are revenue losses or costs involved due to business interruption, loss of good will, loss of sale, production down time, vacancies or environmental contamination cleanup. In accordance with Canadian insurance practices, damages and/or destruction of buildings, installed equipment and contents shall be estimated and reported at actual replacement value. For buildings under demolition or other property of little value, the dollar loss is the salvage value of the property lost in the fire.

## 7. ALTERNATE SERVICE DELIVERY ARRANGEMENTS

This section itemizes the top services provided through alternate service delivery arrangements.

### Line 1601 to 1610

On the lines provided, list up to ten top services which the municipality currently provides through an alternate service delivery arrangement. Alternative service delivery arrangements refer to services which are not directly provided by the municipality. Examples include joint service agreements and contracting out.

Select the top services according to revenue fund expenditures. However, only list those services where significant expenditures are involved in contracting out. This may result in a list of fewer than ten services.

### Descriptions of Columns

#### Column 1            Municipal service

List the top municipal services which are currently provided through an alternate service delivery arrangement.

#### Column 3            S40 Functional heading

When the FIR line number is entered in column 2, the name of the corresponding subfunction will automatically appear in this column.

**Column 2                    S40 FIR Line Number**

Enter the line number from Schedule 40 for the subfunction which best describes the municipal service.

For example, a waste collection contract would fall under the "waste collection" subfunction and line 0840 would be entered.

**Column 4                    Revenue fund expenditures**

For each municipal service listed in column 1, determine the amount of revenue fund expenditures included in Schedule 40, column 4 (Contracted services) which pertain to the particular alternate service delivery arrangement.

**Column 5                    Comments**

The completion of this column is optional. This space can be used to provide a brief description of the alternate service delivery arrangement. The amount of space is expandable.

**8. CONSOLIDATED LOCAL BOARDS INCLUDING JOINT LOCAL BOARDS AND ALL LOCAL ENTITIES SET UP BY THE MUNICIPALITY**

Part (I) identifies joint local boards which are proportionally consolidated.  
Part (II) identifies local boards and local entities which are fully consolidated by the municipality.

**Line 0801 to 0849            (I) Proportionally consolidated joint local boards**

List all local boards which are proportionally consolidated by the municipality. Include joint boards and any other local corporate entities set up by the municipality to provide service to ratepayers.

**Line 0851 to 0899            (II) Fully consolidated local boards and any local entities set up by the municipality**

List all local boards and other entities which are fully consolidated.

**Descriptions of Columns**

**Column 1                    Name of board or entity**

Enter the name of the local board or other local entity.

**Column 3                    Board description**

Select a Board Description from the drop-down List.

**Column 2                    Board code**

The Board Code corresponds to the Board Description selected in Column 3.

**Column 4                    Proportion of total municipal contributions consolidated**

In part (I), report the municipality's percentage share of total municipal contributions to the local board or entity.

In part (II), 100% is automatically shown for each fully consolidated local board or entity.

**Column 5                    Municipality's share of total municipal contributions (\$)**

This column applies to part (I) only.

Enter the dollar amount of contributions made by your municipality to the board or entity.

**Column 6                    Municipality's share of total fee revenues**

This column applies to part (I) only.

Enter the dollar amount of fee revenues received by your municipality from the local board or entity. This amount is equal to total fee revenues received by the local board or entity times the percentage reported in column 4.