

## Regulations and other acts

### M.O., 2007

#### Order of the Minister of Municipal Affairs and Regions dated 3 December 2007

An Act respecting the Ministère des Affaires municipales et des Régions  
(R.S.Q., c. M-22.1)

Regarding management indicators that relate to the administration of certain municipal bodies

WHEREAS, under section 17.6.1 of the Act respecting the Ministère des Affaires municipales et des Régions (R.S.Q., c. M-22.1), the Minister of Municipal Affairs and Regions may, after consultation with the bodies representing municipalities including the Union des municipalités du Québec and the Fédération québécoise des municipalités locales et régionales (FQM), establish management indicators that relate to the administration of municipal bodies and prescribe the conditions and procedures for the implementation of the indicators in municipal bodies;

WHEREAS, under that section, the Minister may also

— classify municipal bodies into categories and establish management indicators or conditions and procedures of implementation that may vary according to the categories of municipal bodies;

— prescribe the manner in which municipal bodies are to provide citizens with the information determined by the Minister regarding the results measured using the management indicators;

— exempt any municipal body from the application of management indicators for any period the Minister determines;

WHEREAS an order was made by the Minister of Municipal Affairs, Sports and Recreation for that purpose and was published in the *Gazette officielle du Québec* on 2 June 2004;

WHEREAS the Union des municipalités du Québec, the Fédération québécoise des municipalités locales et régionales (FQM) and various other bodies representing municipalities have been consulted in connection with work on the evaluation of the management indicators established in the order;

WHEREAS it is expedient, following the consultation, to revise the indicators and make them applicable to a greater number of municipal bodies;

WHEREAS section 12 of the Regulations Act (R.S.Q., c. R-18.1) provides that a proposed regulation may be made without having been published in the *Gazette officielle du Québec* if the authority making it is of the opinion that the urgency of the situation requires it;

WHEREAS section 18 of the Regulations Act provides that a regulation may come into force on the date of its publication in the *Gazette officielle du Québec* where the authority that has made it is of the opinion that the urgency of the situation requires it;

WHEREAS the decision of the Minister of Municipal Affairs and Regions to modify the management indicators that relate to the administration of municipal bodies and prescribe the conditions and procedures for the use of the indicators in municipal bodies must be applied as soon as possible since the next fiscal year agreed on for their application is the fiscal year 2007;

WHEREAS the procedure and the normal time periods provided for in sections 11 and 17 of the Regulations Act with regard to the publication of a draft regulation and the date of coming into force set at 15 days following its publication in the *Gazette officielle du Québec* could, if they are respected, cause the process of applying the new management indicators to be initiated too late;

WHEREAS the Minister is of the opinion that the circumstances constitute an urgency that warrants the making of this Order without the Order having been published as a draft regulation, and warrants the coming into force of the regulation on the date of its publication in the *Gazette officielle du Québec*;

THEREFORE, the Minister orders that:

1. The management indicators that appear in the Schedule to this Order are hereby established.

2. The categories of municipal bodies to which this Order applies are the following:

— municipalities except northern villages, Municipalité de Baie-James and Municipalité de Côte-Nord-du-Golfe-du-Saint-Laurent; and

— intermunicipal boards.

3. Every municipal body to which this Order applies must, in respect of each fiscal year, measure the performance of each activity of its administration as determined in the Schedule by calculating, using the formula prescribed therein, the value of each indicator relating to the activity.

The first fiscal year in respect of which the indicators in this Order are applied is the fiscal year 2007 for a local municipality and the fiscal year 2008 for a regional county municipality and an intermunicipal board.

4. Every municipal body to which this Order applies must, before 30 September of the fiscal year following the fiscal year in respect of which the management indicators established in the Schedule are applied, send to the Minister of Municipal Affairs and Regions a document including at least the results measured at the end of the fiscal year concerned.

5. The document referred to in section 4 must be tabled, at the latest on 30 December of the fiscal year following the fiscal year in respect of which the management indicators are applied, at a regular sitting of the council, or in the case of an intermunicipal board, at a meeting of the board of directors.

In respect of a local municipality, the first fiscal year in which the document referred to in the first paragraph must be tabled is the fiscal year 2008, and the document must include the results measured for the fiscal year 2007. For a regional county municipality and an intermunicipal board, the fiscal years concerned for that purpose are respectively those of 2009 and 2008.

6. This Order replaces the Order of the Minister of Municipal Affairs, Sports and Recreation regarding the establishment of management indicators that relate to the administration of certain municipal bodies made on 21 May 2004 and which came into force on 2 June 2004.

7. This Order comes into force on the day of its publication in the *Gazette officielle du Québec*.

Québec, 3 December 2007

NATHALIE NORMANDEAU,  
*Minister of Municipal Affairs  
and Regions*

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**SCHEDULE**  
**MANAGEMENT INDICATORS**

<b>Functional Area and Municipal Service</b>	<b>Indicator</b>	<b>Definition</b>	<b>Formula</b>
Road transportation <b>Municipal roads</b>	Cost per kilometre of road right-of-way	Cost of municipal roadwork per kilometre of road right-of-way.	$\frac{\text{Cost of municipal roadwork}}{\text{Number of kilometres of road right-of-way}}$  (a) operating costs – services provided; (b) operating costs + amortization – services provided
Road transportation <b>Snow removal</b>	Cost per kilometre of road right-of-way	Cost of snow removal per kilometre of road right-of-way owned by the municipality.	$\frac{\text{Cost of snow removal}}{\text{Number of kilometres of road right-of-way cleared}}$  (a) operating costs – services provided; (b) operating costs + amortization – services provided
Environmental health <b>Water supply, treatment and distribution system</b>	Percentage of breaks per 100 kilometres of pipe	Percentage of breaks in the waterworks per kilometre of water main, excluding breaks on service lines.	$\frac{\text{Number of breaks}}{\text{Number of kilometres of water main}} \times 100$
	Cost of water distribution per kilometre of pipe	Cost of drinking water distribution in relation to the number of kilometres of water pipes owned by the municipality.	$\frac{\text{Cost of drinking water distribution}}{\text{Number of kilometres of water main}}$  (a) operating costs – services provided; (b) operating costs + amortization – services provided
	Cost of supply and treatment per cubic metre of water	Cost assumed by the municipal body for treating one cubic metre of water and for water supply.	$\frac{\text{Cost of drinking water supply and treatment}}{\text{Total number of cubic metres of treated water}}$  (a) operating costs; (b) operating costs + amortization
	Cost of distribution per cubic metre of water	Cost assumed by the municipal body for the distribution of one cubic metre of drinking water.	$\frac{\text{Cost of drinking water distribution}}{\text{Number of cubic metres of water flowing through the system}}$  (a) operating costs – services provided; (b) operating costs + amortization – services provided

Functional Area and Municipal Service	Indicator	Definition	Formula
Environmental health  Wastewater treatment and sewer systems	Cost of treatment per cubic metre of wastewater	Cost price for treating one cubic metre of wastewater.	$\frac{\text{Cost of wastewater treatment}}{\text{Number of cubic metres of wastewater treated by the water purification station}}$  (a) operating costs; (b) operating costs + amortization
	Cost of the system per kilometre of pipe	Cost for the sewer system per kilometre of sewer main, excluding service lines.	$\frac{\text{Cost for sewer systems}}{\text{Number of kilometres of sewer mains}}$  (a) operating costs – services provided; (b) operating costs + amortization – services provided
Overall financial health	Percentage of debt service	Percentage of financing costs and long-term debt repayment in relation to operating costs and the amount of long-term debt repayment.	$\frac{\text{Financing costs} + \text{long-term debt Repayment}}{\text{Operating costs} + \text{long-term debt repayment}} \times 100$
	Percentage of indebtedness	Percentage of total net long-term indebtedness in relation to the value of fixed assets and of properties to be resold.	$\frac{\text{Total net long-term indebtedness}}{\text{Net value of fixed assets} + \text{value of properties to be resold}} \times 100$
Human resources	Training effort per employee	Number of training hours paid in relation to persons/year.	$\frac{\text{Number of training hours}}{\text{Persons/year}}$
	Percentage of training cost in relation to total remuneration	Percentage of training cost in relation to total remuneration.	$\frac{\text{Training cost}}{\text{Total remuneration}} \times 100$
	Average duration of employment injuries	Average duration of absence from work of employees for employment injuries.	$\frac{\text{Number of hours of absence from work for employment injuries}}{\text{Number of employment injuries}}$
	Potential retirement rate	Percentage of potential retirements within five years after 31 December of the fiscal year concerned in relation to the total number of regular employees.	$\frac{\text{Number of potential retirements within the next five years}}{\text{Number of regular employees}} \times 100$