

M.O., 2012**Order of the Minister of Municipal Affairs, Regions and Land Occupancy dated 15 February 2012**

An Act respecting the Ministère des Affaires municipales, des Régions et de l'Occupation du territoire (R.S.Q., c. M-22.1)

CONCERNING management indicators pertaining to the administration of certain municipal bodies

WHEREAS, pursuant to section 17.6.1 of the Act respecting the Ministère des Affaires municipales, des Régions et de l'Occupation du territoire (R.S.Q., c. M-22.1), the Minister of Municipal Affairs, Regions and Land Occupancy may, after consultation with the bodies that represent the municipalities, in particular the Union des municipalités du Québec and the Fédération québécoise des municipalités, establish management indicators pertaining to the administration of municipal bodies and prescribe the conditions and procedures for the implementation of the indicators in such bodies;

WHEREAS, pursuant to the same section, the Minister may also for this purpose:

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

— prescribe the manner in which municipal bodies must provide residents with the information that the Minister determines concerning the results observed by means of the management indicators applied;

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

WHEREAS the Minister of Municipal Affairs and Regions adopted an order for that purpose that was published in the *Gazette officielle du Québec* on December 19, 2007;

WHEREAS the Union des municipalités du Québec, the Fédération québécoise des municipalités and various other bodies that represent the municipalities have been consulted within the framework of deliberations on the evaluation of the management indicators stipulated in this order;

WHEREAS it is opportune, following the consultation, to revise the indicators;

WHEREAS, in accordance with sections 10 and 11 of the Regulations Act (R.S.Q., c. R-18.1), a draft order was published in Part 2 of the *Gazette officielle du Québec* on December 14th 2011, with notice that the Minister of Municipal Affairs, Regions and Land Occupancy could enact it on the expiry of a period of 45 days after this publication;

WHEREAS no comment has been received within this time limit;

WHEREAS there is good reason to enact this order unamended;

ACCORDINGLY, the Minister orders that:

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

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

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

— intermunicipal management 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 pertaining to the activity.

The first fiscal year in respect of which the indicators in this Order are applied is fiscal year 2011.

4. Every municipal body to which this Order applies must, before June 30 of the fiscal year following the fiscal year in respect of which the management indicators established in the Schedule are applied, submit to the Minister of Municipal Affairs, Regions and Land Occupancy a document that includes at least the results observed at the end of the fiscal year in question.

5. The document referred to in section 4 must be tabled at a regular meeting of the council or, in the case of an intermunicipal management board, at a meeting of the board of directors.

The first fiscal year in which the document referred to in the first paragraph must be tabled is fiscal year 2012 and the document must include the results observed for fiscal year 2011.

6. This Order replaces the Order of the Minister of Municipal Affairs and Regions respecting the establishment of management indicators pertaining to the administration of certain municipal bodies adopted on December 3, 2007 and that came into force on December 19, 2007.

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

Québec, February 15, 2012

LAURENT LESSARD,
*Minister of Municipal Affairs, Regions
and Land Occupancy*

SCHEDULE

2011 MUNICIPAL MANAGEMENT INDICATORS

Function and activity	Indicator	Definition	Formula
Public safety Fire safety	Cost of fire safety per \$100 of assessment	Cost of the fire safety activity per \$100 of assessment	$\frac{\text{Cost of the fire safety activity}}{\text{Standardized real estate value}} \times 100$ a) pre-amortization operating costs – services provided b) operating costs – services provided
Road transportation Municipal roads	Cost of municipal roads per kilometre of road	Cost of the municipal road activity per kilometre of road belonging to the municipal body	$\frac{\text{Cost of the municipal road activity}}{\text{Number of kilometres of roads}}$ a) pre-amortization operating costs – services provided b) operating costs – services provided
Road transportation Snow removal	Cost of snow removal per kilometre of road	Cost of the snow removal activity per kilometre of road belonging to the municipal body	$\frac{\text{Cost of the snow removal activity}}{\text{Number of kilometres of roads cleared of snow}}$ a) pre-amortization operating costs – services provided b) operating costs – services provided
Environmental hygiene Water supply, purification and distribution network	Number of breaks per 100 kilometres of pipe Cost of distribution per kilometre of pipe	Number of breaks in the water supply system per 100 kilometres of drinking water pipes, excluding breaks at water inlets Cost of the drinking water distribution activity in relation to the number of kilometres of drinking water pipes belonging to a municipal body	$\frac{\text{Number of breaks in the water supply system}}{\text{Number of kilometres of drinking water pipes}} \times 100$ a) pre-amortization operating costs – services provided b) operating costs – services provided

Function and activity	Indicator	Definition	Formula
	Cost of supplying and purifying drinking water per cubic metre of water	Cost assumed by the municipal body to purify one cubic metre of water and for water supply	Cost of the water supply and drinking water purification activity <u>Total number of cubic metres of water purified</u> a) pre-amortization operating costs b) operating costs
	Cost of distribution per cubic metre of water	Cost assumed by the municipal body to distribute one cubic metre of drinking water	<u>Cost of the drinking water distribution activity</u> <u>Number of cubic metres of water circulating in the network</u> a) pre-amortization operating costs – services provided b) operating costs – services provided
Environmental hygiene Wastewater treatment and sewer systems	Cost of treatment per cubic metre of wastewater	Cost of treating one cubic metre of wastewater	<u>Cost of the wastewater treatment activity</u> <u>Number of cubic metres of wastewater treated by the treatment plant</u> a) pre-amortization operating costs b) operating costs
	Cost of sewer systems per kilometre of pipes	Cost of the sewer systems activity per kilometre of sewer pipes, excluding service inlets	<u>Cost of the sewer systems activity</u> <u>Number of kilometres of sewer pipes</u> a) pre-amortization operating costs – services provided b) operating costs – services provided

Function and activity	Indicator	Definition	Formula
	Cost of sewer systems per cubic metre of wastewater	Cost of the sewer systems activity per cubic metre of wastewater	$\frac{\text{Cost of the sewer systems activity}}{\text{Number of cubic metres of wastewater circulating in the systems}}$ <p>a) pre-amortization operating costs – services provided b) operating costs – services provided</p>
Environmental hygiene Household and similar waste	Cost of collecting household and similar waste by premises	Cost of the household and similar waste collection activities by premises	$\frac{\text{Cost of the collection, transportation and elimination of household and similar waste activities}}{\text{Number of premises served by the collection of household and similar waste}}$ <p>a) pre-amortization operating costs – services provided b) operating costs – services provided</p>
Environmental hygiene Separate collection of recyclable materials	Average annual yield on separate collection	Metric tonnes of recyclable materials (separate collection) collected per inhabitant benefiting from the separate collection service	$\frac{\text{Number of metric tonnes of recyclable materials (separate collection) collected}}{\text{Total number of inhabitants in the territory served by the separate collection service}}$
	Average annual diversion	Percentage of recyclable materials (separate collection) in relation to total household and similar waste and separate collection	$\frac{\text{Number of metric tonnes of recyclable materials (separate collection) collected}}{\text{Number of metric tonnes of household and similar waste and recyclable materials (separate collection) collected}} \times 100$

Function and activity	Indicator	Definition	Formula
Planning, urban planning and development Planning, urban planning and development	Growth in residential assessed value	Percentage of the value of taxable new units and residential renovation in relation to the total value of taxable residential units	$\frac{\text{Value of taxable new units and residential renovations}}{\text{Total value of taxable residential units}} \times 100$
Human resources	Training effort per employee	Number of training hours paid in relation to persons/year	$\frac{\text{Number of hours of training}}{\text{Persons/year}}$
	Percentage of training cost in relation to total remuneration	Percentage of training cost in relation to total remuneration	$\frac{\text{Cost of training}}{\text{Total remuneration}} \times 100$
	Percentage of potential retirements	Percentage of potential retirements within five years after December 31 of the fiscal year under study in relation to the total number of regular employees	$\frac{\text{Number of potential retirements within the next five years}}{\text{Number of regular employees}} \times 100$