CITY COUNCIL AGENDA

City Council Meeting
Tuesday, December 12, 2017
Tom Davies Square

MAYOR BRIAN BIGGER, CHAIR

4:30 p.m. CLOSED SESSION, COMMITTEE ROOM C-12

6:00 p.m. OPEN SESSION, COUNCIL CHAMBER

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ROLL CALL

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Resolution to move to Closed Session to deal with One (1) Personal Matters (Identifiable Individual(s)) in accordance with the *Municipal Act*, 2001, s. 239(2)(b).
(RESOLUTION PREPARED)

RECESS

MOMENT OF SILENT REFLECTION

ROLL CALL

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

MATTERS ARISING FROM THE CLOSED SESSION

Deputy Mayor Landry-Altmann will rise and report on any matters discussed during the Closed Session. Council will then consider any resolution emanating from the Closed Session.

MATTERS ARISING FROM COMMUNITY SERVICES COMMITTEE

December 4, 2017

Council will consider, by way of one resolution, Community Services Committee resolutions, which will be posted online following the meeting. Any questions regarding these resolutions should be directed to Councillor Lapierre, Chair, Community Services Committee.
(RESOLUTION PREPARED)

MATTERS ARISING FROM FINANCE AND ADMINISTRATION COMMITTEE

November 21, 2017

Council will consider, by way of one resolution, resolutions FA2017-25 to FA2017-27, all of which are found at http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&id=1285&itemid=rec. Any questions regarding the resolutions should be directed to Councillor Jakubo, Chair, Finance and Administration Committee.
(RESOLUTION PREPARED)

December 5, 2017

Council will consider, by way of one resolution, Finance and Administration Committee resolutions, which will be posted online following the meeting. Any questions regarding these resolutions should be directed to Councillor Jakubo, Chair, Finance and Administration Committee.
(RESOLUTION PREPARED)

December 6, 2017

Council will consider, by way of one resolution, Finance and Administration Committee resolutions, which will be posted online following the meeting. Any questions regarding these resolutions should be directed to Councillor Jakubo, Chair, Finance and Administration Committee.
(RESOLUTION PREPARED)

December 7, 2017

Council will consider, by way of one resolution, Finance and Administration Committee resolutions, which will be posted online following the meeting. Any questions regarding these resolutions should be directed to Councillor Jakubo, Chair, Finance and Administration Committee.
(RESOLUTION PREPARED)

MATTERS ARISING FROM OPERATIONS COMMITTEE

December 4, 2017

Council will consider, by way of one resolution, Operations Committee resolutions, which will be posted online following the meeting. Any questions regarding these resolutions should be directed to Councillor Kirwan, Chair, Operations Committee.
(RESOLUTION PREPARED)

MATTERS ARISING FROM THE PLANNING COMMITTEE

November 20, 2017

Council will consider, by way of one resolution, resolutions PL2017-165 to PL2017-166 and PL2017-168 to PL2017-172, all of which are found at http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&id=1117&itemid=rec. Any questions regarding the resolutions should be directed to Councillor McIntosh, Chair, Planning Committee.
(RESOLUTION PREPARED)

December 11, 2017

Council will consider, by way of one resolution, Planning Committee resolutions, which will be posted online following the meeting. Any questions regarding these resolutions should be directed to Councillor McIntosh, Chair, Planning Committee.

(RESOLUTION PREPARED)

CONSENT AGENDA

(For the purpose of convenience and for expediting meetings, matters of business of repetitive or routine nature are included in the Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively.

A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Councillor. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.

Each and every matter of business contained in the Consent Agenda is recorded separately in the minutes of the meeting.)

ADOPTING, APPROVING OR RECEIVING ITEMS IN THE CONSENT AGENDA

(RESOLUTION PREPARED FOR ITEMS C-1 TO C-11)

MINUTES

C-1. City Council Minutes of November 1, 2017 **21 - 29**
(RESOLUTION PREPARED - MINUTES ADOPTED)

C-2. Operations Committee Minutes of November 6, 2017 **30 - 32**
(RESOLUTION PREPARED - MINUTES ADOPTED)

C-3. Community Services Committee Minutes of November 6, 2017 **33 - 35**
(RESOLUTION PREPARED - MINUTES ADOPTED)

C-4. Finance and Administration Committee Minutes of November 7, 2017 **36 - 38**
(RESOLUTION PREPARED - MINUTES ADOPTED)

C-5. Planning Committee Minutes of November 20, 2017 **39 - 51**
(RESOLUTION PREPARED - MINUTES ADOPTED)

C-6. Finance and Administration Committee Minutes of November 21, 2017 **52 - 55**
(RESOLUTION PREPARED - MINUTES ADOPTED)

C-7. City Council Minutes of November 22, 2017 **56 - 77**
(RESOLUTION PREPARED - MINUTES ADOPTED)

ROUTINE MANAGEMENT REPORTS

C-8. Report dated November 14, 2017 from the General Manager of Corporate Services regarding Tax Adjustments Under Sections 357 and 358 of the Municipal Act. **78 - 80**
(RESOLUTION PREPARED)

(This report provides for tax adjustments under Sections 357 and 358 of the Municipal Act, 2001 for properties eligible for cancellation, reduction or refund of realty taxes.)

C-9. Report dated November 21, 2017 from the General Manager of Community Development regarding Healthy Community Initiative Fund Applications. **81 - 85**
(RESOLUTION PREPARED)

(This report is requesting approval(s) of eligible Healthy Community Initiative Fund application(s) in accordance with By-law 2016-18.)

C-10. Report dated November 15, 2017 from the General Manager of Corporate Services regarding City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan Appendix. **86 - 89**
(RESOLUTION PREPARED)

(This report recommends the adoption of Appendix A - Maintenance of Accessible Elements to the City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan.)

C-11. Report dated November 17, 2017 from the General Manager of Corporate Services regarding Downtown Sudbury Business Improvement Area (BIA) Board of Management - Resignation. **90 - 92**
(RESOLUTION PREPARED)

(This report informs Council of the resignation on the Downtown Sudbury Business Improvement Area (BIA) Board of Management.)

CORRESPONDENCE FOR INFORMATION ONLY

C-12. Report dated November 21, 2017 from the Executive Director of Finance, Assets and Fleet regarding 2017 Third Quarter Statement of Council Expenses. **93 - 131**
(FOR INFORMATION ONLY)

(This report discloses an itemized statement of the third quarter expenses in accordance with the Payment of Expenses for Members of Council and Municipal Employees of the City of Greater Sudbury By-law.)

C-13. Report dated November 21, 2017 from the General Manager of Corporate Services regarding Cannabis Act and Municipal Impact. **132 - 139**
(FOR INFORMATION ONLY)

(This report provides information regarding the federal Cannabis Act, the proposed plan for implementing the legislation in Ontario, and potential municipal impacts.)

C-14. Report dated November 28, 2017 from the General Manager of Corporate Services regarding 2017 Capital Budget Variance Report - September. **140 - 147**
(FOR INFORMATION ONLY)

(This report identifies the capital projects completed for the period of July 1, 2017 to September 30, 2017.)

REGULAR AGENDA

REFERRED & DEFERRED MATTERS

R-1. Report dated November 24, 2017 from the General Manager of Community Development regarding Pioneer Manor Capital Redevelopment. **148 - 152**
(RESOLUTION PREPARED)

(This report which recommends Council proceed with the capital redevelopment of 149 Long-Term Care beds at Pioneer Manor was deferred from the November 22, 2017 City Council meeting.)

MANAGERS' REPORTS

R-2. Report dated November 21, 2017 from the Director of Communications and Community Engagement regarding Revised Terms of Engagement for Community Action Networks. **153 - 184**
(RESOLUTION PREPARED)

(This report provides revised Terms of Engagement for the Community Action Networks for Council's consideration.)

R-3. Report dated November 21, 2017 from the General Manager of Community Development regarding 2016 Social Infrastructure Fund (SIF) - Year 3 Notional Allocation. **185 - 191**
(RESOLUTION PREPARED)

(This report provides information regarding the Year 3 Notional Funding Allocation from the Ministry of Housing.)

R-4. Report dated November 21, 2017 from the General Manager of Corporate Services regarding Downtown Parking Options. **192 - 215**
(RESOLUTION PREPARED)

(This report provides further information regarding parking options for Council's consideration.)

BY-LAWS

Draft by-laws are available for viewing by members of the public in the Clerk's Services Department on the day of the meeting. Approved by-laws are publically posted with the meeting agenda on the day after passage.

The following By-Laws will be read and passed:

2017-200 A By-law of the City of Greater Sudbury to Authorize the Purchase of 66 Patterson Street in Sudbury Described as PIN 02136-0062 (LT), Lot 233 on Plan 1SC from Joan Barriault

(This by-law authorizes the acquisition of 66 Patterson Street in Sudbury in order to resolve an outstanding issue regarding a storm sewer which traverses the property.)

2017-211 A By-law of the City of Greater Sudbury to Confirm the Proceedings of Council at its Meeting of December 12th, 2017

2017-212 A By-law of the City of Greater Sudbury to Authorize the Purchase of 37 Mont Adam Street in Sudbury Described as PIN 02132-0068 (LT), part of Lot 113 on Plan M-103, Township of McKim, City of Greater Sudbury from Joseph Nichols

Planning Committee Resolution #PL2017-161

(This by-law authorizes the purchase of property for the Kingsway Road Widening and Realignment Project.)

2017-213 A By-law of the City of Greater Sudbury to Amend By-law 2010-1 being a By-law to Regulate Traffic and Parking on Roads in the City of Greater Sudbury

(This by-law implements the changes approved by the Operations Committee on October 23, 2017 and November 6th, 2017 and adopted by Council.)

2017-214 A By-law of the City of Greater Sudbury to Authorize a Return of Service Agreement with Dr. Tiffany Parsons **216 - 218**

(This report provides the rational for the accompanying by-law which provides authorization for the Director of Economic Development to enter into an agreement to provide a return of service incentive grant to secure the services of a newly practicing dermatologist.)

Report dated November 11, 2017 from the Chief Administrative Officer regarding Dermatology Specialist Agreement.

2017-215 A By-law of the City of Greater Sudbury to Authorize the Payment of Grants from the Healthy Community Initiative Fund, Ward 7

City Council Resolution #CC2017-350

(This by-law authorizes a grant funded through the Healthy Community Initiative Fund for Ward 7.)

2017-216 A By-law of the City of Greater Sudbury to authorize the Neighbourhood Association Grants for the year 2017. **219 - 222**

(This report requests approval of the 2017 Neighbourhood Association Annual Grant and that the appropriate by-law be passed in order to allocate the grants.)

Report dated November 20, 2017 from the General Manager of Community Development regarding 2017 Neighbourhood Association Annual Grant Allocation By-Law.

2017-217 A By-law Respecting the Prevention of Backflow into the Municipal Drinking Water of the City of Greater Sudbury **223 - 292**

(This report outlines the requirement for a Drinking Water Backflow By-law in the City of Greater Sudbury.)

Report dated November 17, 2017 from the General Manager of Growth and Infrastructure regarding Drinking Water Backflow By-law.

2017-218 A By-law of the City of Greater Sudbury to Authorize the Cancellation, Reduction or Refund of Realty Taxes

Refer to Item C-8

(This By-law provides for tax adjustments under Sections 357 and 358 of the Municipal Act, 2001 for properties eligible for cancellation, reduction or refund of realty taxes.)

2017-219Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury **293 - 294**

(This by-law amends By-law 2010-100Z pursuant to an Ontario Municipal Board Decision issued October 6, 2017. The by-law permits a retirement home complex – 1789682 Ontario Ltd., Moonrock Avenue, Sudbury.)

Report dated November 20, 2017 from the General Manager of Corporate Services regarding OMB Decision regarding Application by 1789682 Ontario Limited to Amend Zoning By-law 2010-100Z to Permit a Retirement Complex, Moonrock Avenue, Sudbury.

2017-220Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury

Planning Committee Resolution #PL2017-152

(This by-law rezones the subject property from “R1-5”, Low Density Residential One to “R2-2(35)”, Low Density Residential Two Special to permit the existing three unit multiple dwelling - Alice Bom, 72 McNaughton Street, Sudbury.)

2017-221Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury

Planning Committee Resolution #PL2017-160

(This by-law rezones the subject property from “R2-2”, Low Density Residential Two to “R2-2(36)”, Low Density Residential Two Special to permit a three unit multiple dwelling three unit multiple dwelling - Domenic Cimino, 764 Charlotte Street, Sudbury.)

2017-222 A By-Law of the City of Greater Sudbury to Establish Miscellaneous User Fees for Certain Services provided by the City of Greater Sudbury

(This report advises Council on the proposed increase to Miscellaneous User Fees in accordance with the respective By-law.)

2017-223 A By-law of the City of Greater Sudbury Regarding the 2016 Social Infrastructure Fund, Year 3 Allocation

Refer to Item R-3

(This by-law delegates to the Manager of Housing Services authority to enter Program Agreements with the Ministry of Municipal Affairs and Housing and with program participants related to the affordable housing programs and exercise related authorities using the Year 3 funding under the 2016 Social Infrastructure

Fund.)

MOTIONS

M-1. **Accessible Icon Project** **295 - 297**

Motion as presented by Councillor Landry-Altmann:
WHEREAS based on the demographics of Greater Sudbury, it is estimated that there are between 24,000 and 26,000 citizens who have disabilities living in our community and addressing the barriers in both the built environment and cultural environments has important benefits for communities and future generations;

AND WHEREAS the City of Greater Sudbury Accessibility Advisory Panel supports the Accessible Icon Project as the new accessible icon facilitates the development of attitudes of acceptance, respect and dignity amongst all individuals;

AND WHEREAS the Chair of the City of Greater Sudbury Accessibility Advisory Panel has signed a letter endorsing this project;

THEREFORE IT BE RESOLVED that the City of Greater Sudbury supports the Accessible Icon Project and that a copy of the letter containing the City of Greater Sudbury Accessibility Advisory Panel's comments together with a copy of this resolution be provided to the Honorable Minister MacCharles, Minister Responsible for Accessibility, the Honorable Glenn Thibeault, MPP for Sudbury, France Gélinas, MPP for Nickel Belt, the Honorable Paul Lefebvre, MP for Sudbury, the Honorable Marc Serré, MP for Nickel Belt, as well as the Federation of Northern Ontario Municipalities (FONOM), Federation of Canadian Municipalities (FCM), and Association of Municipalities of Ontario (AMO).

ADDENDUM

CIVIC PETITIONS

QUESTION PERIOD AND ANNOUNCEMENTS

NOTICES OF MOTION

ADJOURNMENT

CONSEIL MUNICIPAL
ORDRE DU JOUR

Réunion du Conseil municipal
12 décembre 2017
Place Tom Davies

MAYOR BRIAN BIGGER, PRÉSIDENT(E)

16 h 30 SÉANCE A HUIS CLOS, SALLE DE RÉUNION C-12

18 h SÉANCE PUBLIQUE, SALLE DU CONSEIL

Les réunions du Conseil de la Ville du Grand Sudbury et de ses comités sont accessibles et sont diffusés publiquement en ligne et à la télévision en temps réel et elles sont enregistrées pour que le public puisse les regarder sur le site Web de la Ville à l'adresse https://agendasonline.greatersudbury.ca.

Sachez que si vous faites une présentation, si vous prenez la parole ou si vous vous présentez sur les lieux d'une réunion pendant qu'elle a lieu, vous, vos commentaires ou votre présentation pourriez être enregistrés et diffusés.

En présentant des renseignements, y compris des renseignements imprimés ou électroniques, au Conseil municipal ou à un de ses comités, vous indiquez que vous avez obtenu le consentement des personnes dont les renseignements personnels sont inclus aux renseignements à communiquer au public.

Vos renseignements sont recueillis aux fins de prise de décisions éclairées et de transparence du Conseil municipal en vertu de diverses lois municipales et divers règlements municipaux, et conformément à la *Loi de 2001 sur les municipalités,* à la *Loi sur l'aménagement du territoire,* à la *Loi sur l'accès à l'information municipale et la protection de la vie privée* et au *Règlement de procédure* de la Ville du Grand Sudbury.

Pour obtenir plus de renseignements au sujet de l'accessibilité, de la consignation de vos renseignements personnels ou de la diffusion en continu en direct, veuillez communiquer avec le Bureau de la greffière municipale en composant le 3-1-1 ou en envoyant un courriel à l'adresse clerks@grandsudbury.ca.

APPEL NOMINAL

DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES ET LEUR NATURE GÉNÉRALES

Résolution de séance à huis clos pour délibérer sur une (1) question personnelle (personne(s) identifiable(s)) conformément à la *Loi de 2001 sur les municipalités*, art. 239(2)(b).
(RÉSOLUTION PRÉPARÉE)

SUSPENSION DE LA SÉANCE

MOMENT DE SILENCE

APPEL NOMINAL

DÉCLARATION D'INTÉRÊTS PÉCUNIAIRES ET LEUR NATURE GÉNÉRALES

QUESTIONS DÉCOULANT DE LA SÉANCE À HUIS CLOS

Maire adjointe Landry-Altmannr rapportera toutes questions traitée pendant la séance à huis clos. Le Conseil examinera ensuite les résolutions.

QUESTIONS DÉCOULANT DE LA RÉUNION DU COMITÉ DES SERVICES COMMUNAUTAIRES

Le 4 décembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions du Comité des services communautaires qui seront affichées après la réunion. Toute question concernant ces résolutions devrait être adressée au Conseiller Lapierre, président du Comité des services communautaires.
(RÉSOLUTION PRÉPARÉE)

QUESTIONS DÉCOULANT DE LA RÉUNION DU COMITÉ DES FINANCES ET DE L'ADMINISTRATION

Le 21 november, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions FA2017-25 à FA2017-27, qui se trouve à http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&id=1285&itemid=rec. Toute question concernant ces résolutions devrait être adressée au Conseiller Jakubo, président du Comité des finances et de l'administration.
(RÉSOLUTION PRÉPARÉE)

Le 5 décembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions du Comité des finances et de l'administration qui seront affichées après la réunion. Toute question concernant ces résolutions devrait être adressée au Conseiller Jakubo, président du Comité

des finances and de l'administration.
(RÉSOLUTION PRÉPARÉE)

Le 6 décembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions du Comité des finances et de l'administration qui seront affichées après la réunion. Toute question concernant ces résolutions devrait être adressée au Conseiller Jakubo, président du Comité des finances et de l'administration.
(RÉSOLUTION PRÉPARÉE)

Le 7 décembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions du Comité des finances et de l'administration qui seront affichées après la réunion. Toute question concernant ces résolutions devrait être adressée au Conseiller Jakubo, président du Comité des finances et de l'administration.
(RÉSOLUTION PRÉPARÉE)

QUESTIONS DÉCOULANT DE LA RÉUNION DU COMITÉ DES OPÉRATIONS

Le 4 décembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions du Comité des opérations qui seront affichées après la réunion. Toute question concernant ces résolutions devrait être adressée au Conseiller Kirwan, président du Comité des opérations.
(RÉSOLUTION PRÉPARÉE)

QUESTIONS DÉCOULANT DE LA RÉUNION DU COMITÉ DE LA PLANIFICATION

20 novembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions PL2017-165 à PL2017-166 et PL2017-168 à PL2017-172, qui se trouve à http://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&id=1117&itemid=rec Toute question concernant ces résolutions devrait être adressée à la conseillère McIntosh, presidente du Comité de la planification.
(RÉSOLUTION PRÉPARÉE)

Le 11 décembre, 2017

Le Conseil municipal étudiera, par voie d'une résolution, les résolutions du Comité de la planification qui seront affichées après la réunion. Toute question concernant ces résolutions devrait être adressée à la Conseillère McIntosh, présidente du Comité de la planification.
(RÉSOLUTION PRÉPARÉE)

Order du jour des résolutions

(Par souci de commodité et pour accélérer le déroulement des réunions, les questions d'affaires répétitives ou routinières sont incluses à l'ordre du jour des résolutions, et on vote collectivement pour toutes les questions de ce genre.

À la demande d'un conseiller, on pourra traiter isolément d'une question d'affaires de l'ordre du jour des résolutions par voie de débat ou par vote séparé. Dans le cas d'un vote séparé, la question d'affaires isolée est retirée de l'ordre du jour des résolutions et on ne vote collectivement qu'au sujet des questions à l'ordre du jour des résolutions.

Toutes les questions d'affaires à l'ordre du jour des résolutions sont inscrites séparément au procès-verbal de la réunion.)

ADOPTION, APPROBATION OU RÉCEPTION D'ARTICLES DANS L'ORDRE DU JOUR DES CONSENTEMENTS

(RÉSOLUTION PRÉPARÉE POUR LES ARTICLES DE L'ORDRE DU JOUR DES RÉSOLUTIONS C-1 À C-11)

PROCÈS-VERBAUX

C-1. Procs Verbal du 1 novembre 2017, Conseil municipal **21 - 29**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

C-2. Procs Verbal du 6 novembre 2017, Comité des opérations **30 - 32**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

C-3. Procs Verbal du 6 novembre, 2017, Comité des services communautaires **33 - 35**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

C-4. Procs Verbal du 7 novembre 2017, Comité des finances et de l'administration **36 - 38**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

C-5. Procs Verbal du 20 novembre 2017, Comité de planification **39 - 51**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

C-6. Procs Verbal du 21 novembre, 2017, Comité des finances et de l'administration **52 - 55**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

C-7. Procs Verbal du 22 novembre 2017, Conseil municipal **56 - 77**
(RÉSOLUTION PRÉPARÉE - PROCÈS-VERBAL ADOPTÉ)

RAPPORTS DE GESTION COURANTS

C-8. Rapport du Directeur général des Services corporatifs, daté du 14 novembre 2017 portant sur Réglement autorisant des rajustements d'impôt en vertu des articles 357 et 358. **78 - 80**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport prévoit des rajustements d'impôt en vertu des articles 357 et 358 de la Loi de 2001 sur les municipalités pour les terrains admissibles à l'annulation, à la réduction et au remboursement des impôts fonciers.)

C-9. Rapport de la directrice générale des Services de développement communautaire, daté du 21 novembre 2017 portant sur Demandes au fonds de l'initiative Communauté en santé. **81 - 85**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport demande l'approbation de la ou des demandes au fonds de l'initiative Communauté en santé conformément au règlement municipal 2016-18.)

C-10. Rapport du Directeur général des Services corporatifs, daté du 15 novembre 2017 portant sur Annexe du Plan d'accessibilité 2017-2021 pluriannuel de la Ville du Grand Sudbury. **86 - 89**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport recommande l'adoption de l'Annexe A – Entretien des éléments d'accessibilité du Plan d'accessibilité 2017-2021 pluriannuel de la Ville du Grand Sudbury.)

C-11. Rapport du Directeur général des Services corporatifs, daté du 17 novembre 2017 portant sur Démission au sein du Conseil de gestion du Secteur d'aménagement commercial du centre-ville de Sudbury. **90 - 92**
(RÉSOLUTION PRÉPARÉE)

(This report informs Council of the resignation on the Downtown Sudbury Business Improvement Area (BIA) Board of Management.)

CORRESPONDANCE À TITRE DE RENSEIGNEMENTS SEULEMENT

C-12. Rapport du directeur général des Finances, des Biens et des Véhicules , daté du 21 novembre 2017 portant sur Déclaration des dépenses du Conseil municipal pendant le troisième trimestre de 2017. **93 - 131**
(A TITRE D'INFORMATION)

(Ce rapport donne un état détaillé des dépenses pendant le troisième trimestre conformément au règlement de la Ville du Grand Sudbury sur le paiement des dépenses des membres du Conseil municipal et des employés municipaux.)

C-13. Rapport du Directeur général des Services corporatifs, daté du 21 novembre 2017 portant sur Loi sur le cannabis et impacts sur les municipalités. **132 - 139**
(A TITRE D'INFORMATION)

(Ce rapport donne des renseignements concernant la loi sur le cannabis fédérale, le plan proposé de mise en œuvre de la loi en Ontario et des impacts possibles sur les municipalités.)

C-14. Rapport du Directeur général des Services corporatifs, daté du 28 novembre 2017 portant sur Rapport sur les écarts par rapport au budget des immobilisations de 2017 – septembre. **140 - 147**
(A TITRE D'INFORMATION)

(Ce rapport indique les projets d'immobilisation achevés pendant la période du 1er juillet 2017 au 30 septembre 2017.)

Ordre du jour régulier

QUESTION RAPPORTÉES ET QUESTIONS RENVOYÉES

R-1. Rapport de la directrice générale des Services de développement communautaire, daté du 24 novembre 2017 portant sur Réaménagement des immobilisations au Manoir des pionniers. **148 - 152**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport recommande que le Conseil municipal aille de l'avant quant au réaménagement des immobilisations de 149 lits de soins de longue durée au Manoir des pionniers.)

RAPPORTS DES GESTIONNAIRES

R-2. Rapport de la Directrice des Communications et mobilisation communautaire, daté du 21 novembre 2017 portant sur Mandats révisés des réseaux d'action communautaire . **153 - 184**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport soumet les mandats révisés des réseaux d'action communautaire à la considération du Conseil municipal.)

R-3. Rapport de la directrice générale des Services de développement communautaire, daté du 21 novembre 2017 portant sur Fonds pour l'infrastructure sociale 2016 (FIS) – affectation théorique de l'année 3. **185 - 191**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport donne des renseignements concernant l'affectation théorique du financement de l'année 3 du ministère du Logement.)

R-4. Rapport Directeur général des Services corporatifs, daté du 21 novembre 2017 portant sur Options de stationnement au centre-ville. **192 - 215**
(RÉSOLUTION PRÉPARÉE)

(Ce rapport donne de plus amples renseignements concernant les options de stationnement pour que le Conseil municipal les considère.)

RÈGLEMENTS

Les membres du public peuvent consulter les projets de règlement municipal au Bureau de la greffière municipale le jour de la réunion. Les règlements municipaux approuvés sont affichés publiquement avec l'ordre du jour de la réunion le lendemain de leur adoption.

Les règlements suivants seront lus et adoptés :

2017-200 Règlement de la Ville du Grand Sudbury autorisant l'achat de 66, rue Patterson à Sudbury décrit comme la parcelle numéro 02136-0062 (LT), lot 233 du plan 1SC à Joan Barriault

(Ce règlement municipal autorise l’acquisition du 66, rue Patterson, à Sudbury, afin de régler une question en souffrance concernant un égout pluvial qui traverse la propriété.)

2017-211 Règlement de la Ville du Grand Sudbury pour confirmer les délibérations du Conseil municipal lors de sa réuion tenue le 12 décembre 2017

2017-212 Règlement de la Ville du Grand Sudbury autorisant l'achat de 37, rue Mont Adam à Sudbury décrit comme la parcelle numéro 02132-0068 (LT), lot 113 du plan M-103, canton de McKim, Ville du Grand Sudbury à Joseph Nichols

Résolution du Comité de planification numéro PL2017-161

(Ce règlement municipal autorise l’achat de propriétés pour le projet de modification du tracé du chemin Kingsway.)

2017-213 Règlement de la Ville du Grand Sudbury modifiant le règlement 2010-1, étant un règlement régissant la circulation et le stationnement sur les routes de la Ville du Grand Sudbury

(Ce règlement municipal met en œuvre les changements approuvés par le Comité des opérations le 23 octobre 2017 et le 6 novembre 2017 et adoptés par le Conseil municipal.)

2017-214 Règlement de la Ville du Grand Sudbury autorisant une entente d’obligation de service postdoctoral avec la docteure Tiffany Parsons **216 - 218**

(Ce rapport indique la justification du règlement municipal qui y est joint et qui donne l’autorisation au directeur du Développement économique de conclure une entente prévoyant une subvention incitative d’obligation de service postdoctoral pour obtenir les services d’une dermatologue qui vient de commencer à exercer sa profession.)

Rapport de l'Administrateur en chef, daté du 11 novembre 2017 portant sur Entente avec une spécialiste en dermatologie .

2017-215 Règlement de la Ville du Grand Sudbury autorisant le paiement des subventions provenant du fonds de l'initiative communauté en santé, Quartier 7

Résolution du Conseil municipal numéro CC2017-350

(Ce règlement autorise une subvention financée par l'entremise du fonds de l'initiative communauté en santé des quartier 7.)

2017-216 Règlement de la Ville du Grand Sudbury autorisant les subventions aux associations des terrains de jeux de voisinage pour l'année 2017. **219 - 222**

(Ce rapport demande l'approbation des subventions aux associations des terrains de jeux de voisinage pour l'année 2017 et l'adoption du règlement pertinent pour attribuer ces subventions.)

Rapport de la directrice générale des Services de développement communautaire, daté du 20 novembre 2017 portant sur Règlement municipal attribuant les subventions aux associations des terrains de jeux de voisinage pour l'année 2017.

2017-217 Règlement sur la prévention du refoulement dans l'eau potable municipale de la Ville du Grand Sudbury **223 - 292**

(Ce rapport décrit le besoin d'un règlement sur le refoulement d'eau potable dans la Ville du Grand Sudbury.)

Rapport du directeur général, Croissance et Infrastructure , daté du 17 novembre 2017 portant sur Règlement municipal sur le refoulement d'eau potable.

2017-218 Règlement de la Ville du Grand Sudbury autorisant l'annulation, la réduction ou le remboursement des impôts fonciers

Consulter l'article C-8

(Ce règlement prévoit des rajustements d'impôt en vertu des articles 357 et 358 de la Loi de 2001 sur les municipalités pour les terrains admissibles à l'annulation, à la réduction et au remboursement des impôts fonciers.)

2017-219Z Règlement de la Ville du Grand Sudbury modifiant le règlement 2010-100Z étant le règlement général sur le zonage de la Ville du Grand Sudbury **293 - 294**

(Ce rapport avise le Conseil municipal de la décision de la Commission des affaires municipales de l'Ontario de donner raison à la société 1789682 Ontario Limited quant à son appel, approuvant par le fait même la demande.)

Rapport Directeur général des Services corporatifs, daté du 20 novembre 2017 portant sur Décision de la CAMO concernant la demande de la société 1789682 Ontario Limited de modifier le règlement de zonage 2010-100Z pour permettre un complexe résidentiel de retraite, avenue Moonrock, à Sudbury.

2017-220Z Règlement de la Ville du Grand Sudbury modifiant le règlement 2010-100Z étant le règlement général sur le zonage de la Ville du Grand Sudbury

Résolution du Conseil municipal numéro PL2017-152

(Ce règlement municipal rezone la propriété en question de « R1-5 », zone résidentielle de faible densité un, à « R2-2(35) », zone résidentielle de faible densité deux spéciale, pour permettre l'immeuble à appartements existant comptant trois appartements - Alice Bom, 72, rue McNaughton, à Sudbury.)

2017-221Z Règlement de la Ville du Grand Sudbury modifiant le règlement 2010-100Z étant le règlement général sur le zonage de la Ville du Grand Sudbury

Résolution du Conseil municipal numéro PL2017-160

(Ce règlement municipal rezone la propriété en question de « R2-2 », zone résidentielle de faible densité deux, à « R2-2(36) », zone résidentielle de faible densité deux spéciale, pour permettre un immeuble à appartements comptant trois appartements - Domenic Cimino, 764, rue Charlotte, à Sudbury.)

2017-222 Règlement de la Ville du Grand Sudbury établissant divers frais d'utilisation pour certains services fournis par la Ville du Grand Sudbury

(Ce rapport donne des conseils au Conseil municipal sur l'augmentation proposée de divers droits d'utilisation conformément au règlement pertinent.)

2017-223 Règlement de la Ville du Grand Sudbury sur le fonds d'infrastructure sociale 2016

Consulter l'article R-3

(Ce règlement municipal délègue au gestionnaire des Services de logement l'autorité de signer des accords de programme avec le ministère des Affaires municipales et du Logement et avec les participants relativement à des programmes de logement abordable et d'exercer les autorités connexes xx.)

MOTION

M-1. **Motion sur le projet d'icône accessible** **295 - 297**

Motion présentée par la conseillère municipale Landry-Altmann:
ATTENDU QUE, selon les données démographiques du Grand Sudbury, on estime qu'il y a de 24 000 à 26 000 citoyens handicapés qui vivent dans notre communauté et que le fait d'aborder les obstacles dans l'environnement tant bâti que culturel comporte d'importants avantages pour les communautés et pour les générations à venir;

ATTENDU QUE le Groupe consultatif de l'accessibilité de la Ville du Grand Sudbury appuie le projet d'icône accessible (Accessible Icon Project), car la nouvelle icône accessible facilite le développement d'attitudes d'acceptation, de respect et de dignité chez toutes les personnes;

ATTENDU QUE le président du Groupe consultatif de l'accessibilité de la Ville du Grand Sudbury a signé une lettre appuyant ce projet;

PAR CONSÉQUENT, IL EST RÉSOLU QUE la Ville du Grand Sudbury appuie le projet d'icône accessible et qu'une copie de la lettre contenant les commentaires du Groupe consultatif de l'accessibilité de la Ville du Grand Sudbury ainsi qu'une copie de la

présente résolution soient remises à l’honorable MacCharles, ministre responsable de l’accessibilité, l’honorable Glenn Thibeault, député provincial de Sudbury, France Gélinas, députée provinciale de Nickel Belt, l’honorable Paul Lefebvre, député fédéral de Sudbury, l’honorable Marc Serré, député fédéral de Nickel Belt, de même que la Fédération des municipalités du nord de l'Ontario (FONOM), la Fédération canadienne des municipalités (FCM) et l’Association des municipalités de l'Ontario (AMO).

ADDENDA

PÉTITIONS CIVIQUES

PÉRIODE DE QUESTIONS ET ANNONCES

AVIS DE MOTIONS

LEVÉE DE LA SÉANCE

Location:	Tom Davies Square
Commencement:	4:05 PM
Adjournment:	8:25 PM

Minutes

City Council Minutes of 11/1/17

His Worship Mayor Bigger, In the Chair

Present — Councillors Signoretti [D 4:09 p.m., A 4:55 p.m.], Vagnini, Kirwan, Lapierre [A 4:19 p.m.], Jakubo, Sizer, McIntosh, Cormier, Reynolds, Mayor Bigger

City Officials — Ed Archer, Chief Administrative Officer; Catherine Matheson, General Manager of Community Development [D 4:55 p.m.]; Eric Labelle, City Solicitor and Clerk; Melissa Zanette, Chief of Staff; Cindi Briscoe, Manager of Housing Services [D 4:55 p.m.]; Tyler Campbell, Director of Social Services [D 4:55 p.m.]; Kristen Newman, Deputy City Solicitor/Deputy City Clerk; Eliza Bennett, Director of Communications and Community Engagement; Stephen Holmes, Acting Director of Infrastructure Capital Planning; Carolyn Dawe, Assistant City Solicitor; Guido Mazza, Director of Building Services/Chief Building Official; Keith Forrester, Manager of Real Estate; Mark Frayne, Director of Engineering Services

Declarations of Pecuniary Interests and the general nature thereof

Councillor Signoretti declared a conflict with item CM-1.

Councillor Signoretti departed at 4:09 p.m.

Closed Session — The following resolution was presented:

CC2017-317 Kirwan/Reynolds: Resolution to move to Closed Session to deal with three (3) items on the agenda, one (1) acquisition or disposition of land matter with respect to a property located on Larch Street, Sudbury; one (1) acquisition or disposition of land and solicitor-client privilege matter regarding a property located on Patterson Street, Sudbury; and one (1) litigation or potential litigation and solicitor-client privilege matter regarding Keast Drive in accordance with the Municipal Act 2001, s. 239(2)(c)(e) and (f).
CARRIED

Council moved into Closed Session at 4:09 p.m.

Deputy Mayor Sizer, In the Chair

Recess — At 5:31 p.m. Council recessed.

Reconvene — At 6:03 p.m., Council commenced the Open Session in the Council Chambers

His Worship Mayor Brian Bigger, In the Chair

Present — Councillors Signoretti [D: 7:33 p.m., A: 7:37 p.m.], Vagnini, Montpellier, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds [D: 7:40 p.m., A: 7:57 p.m.], Mayor Bigger

City Officials — Ed Archer, Chief Administrative Officer; Kevin Fowke, General Manager of Corporate Services; Eric Labelle, City Solicitor and Clerk; Catherine Matheson, General Manager of Community Development; Ed Stankiewicz, Executive Director of Finance, Assets and Fleet; Ron Foster, Auditor General; Melissa Zanette, Chief of Staff; Eliza Bennett, Director of Communications and Community Engagement; David Shelsted, Director of Infrastructure Capital Planning Services; Joanne Kelly, Director of Human Resources and Organizational Development; Kristen Newman, Deputy City Solicitor/Deputy City Clerk; Guido Mazza, Director of Building Services/Chief Building Official; Christine Hodgins, Legislative Compliance Coordinator; Lisa Locken, Clerk's Services Assistant

Declarations of Pecuniary Interests and the general nature thereof

Councillor Signoretti declared a conflict for matter CM-1 arising from the closed session.

Community Delegations

Greater Sudbury Sports Hall of Fame

Dave Petryna, Chair, Greater Sudbury Sports Hall of Fame, provided an electronic presentation regarding the Greater Sudbury Sports Hall of Fame for information only.

Rules of Procedure

Mayor Bigger moved that the Agenda be altered to deal with Addendum at this time.
CARRIED BY TWO-THIRDS MAJORITY

Addendum

The following resolution was presented:

CC2017-318 Kirwan/Vagnini: THAT the City of Greater Sudbury deals with the items on the Addendum to the Agenda at this time.
CARRIED BY SEVEN VOTES

Update Site Design Strategy for Kingsway Entertainment District

Catherine Matheson, General Manager of Community Development; David Shelsted, Project Director and Paul Szaszkiewicz, Principal, Cumulus Architects Inc., provided an electronic presentation regarding an update and status of the site design strategy for the Kingsway Entertainment District for information only.

Matters Arising from the Closed Session

Deputy Mayor Sizer, as Chair of the Closed Session, reported that Council met in Closed Session to deal with three (3) items on the agenda, one (1) acquisition or disposition of land matter with respect to a property located on Larch Street, Sudbury; one (1) acquisition or disposition of land and solicitor-client privilege matter regarding a property located on Patterson Street, Sudbury; and one (1) litigation or potential litigation and solicitor-client privilege matter regarding Keast Drive in accordance with the Municipal Act 2001, s. 239(2)(c)(e) and (f) and direction was provided to staff with respect to two (2) matters.

Councillor Signoretti, having declared a conflict of interest in the foregoing matter, did not take part in the discussion, vote on any matter or try to influence the vote in respect thereof.

Councillor Signoretti departed at 7:33 p.m.

The following resolution was presented:

CC2017-319 Montpellier/McIntosh: THAT the City of Greater Sudbury authorize the grant of 200 Larch Street, Sudbury, legally described as PIN 73584-0126(LT), part of Lot 68, Block 'A', Plan 3S, part of Lots 5 and 6, Plan 38, being Parts 14 to 22, Plan 53R-13822, Township of McKim;

And that the appropriate by-law be prepared to authorize the grant and execution of the documents required to complete the real estate transaction.
CARRIED

Councillor Signoretti returned at 7:37 p.m.

Matters Arising From the Planning Committee

October 16, 2017

Councillor McIntosh, as Chair of the Planning Committee, reported on the matters arising from the Planning Committee meeting of October 16, 2017.

The following resolution was presented:

CC2017-320 Reynolds/Kirwan: THAT the City of Greater Sudbury approves Planning Committee resolutions PL2017-151 to PL2017-155 and PL2015-157 inclusive from the meeting of October 16, 2017.
CARRIED

The following are the Planning Committee resolutions:

Application for Official Plan Amendment in order to permit one additional rural lot, Deschene Road, Hanmer

PL2017-151 Sizer/Jakubo: THAT the City of Greater Sudbury approves the application by Roch and Sandra Mailloux with respect to those lands described as Part of PIN 73504-3056, Lot 5, Concession 3, Township of Hanmer to amend the Official Plan for the City of Greater Sudbury to provide an exception to Section 5.2.2 in order to permit one additional rural lot to be created beyond the seven rural lots that are permitted to be created from a single parent parcel since the adoption date of the Official Plan on June 14, 2006 as amended by OPA #58 and OPA # 64.

AND THAT the additional lot to be created be permitted to proceed through the consent process.
CARRIED

Application for rezoning to permit a three unit multiple dwelling, 72 McNaughton Street, Sudbury

PL2017-152 Jakubo/Sizer: THAT the City of Greater Sudbury approves the application by Alice Bom to amend the Zoning By-law 2010-100Z to change the zoning classification from "R1-5", Low Density Residential One to "R2-2(S)", Low Density Residential Two Special in order to permit three dwelling units on those lands described as PIN 73584-0596, Part of Lots 373, 374, and 375, Plan 31-S, Lot 5, Concession 3, Township of McKim subject to the following conditions:

a. That prior to the enactment of the amending by-law the owner shall make application for and submit drawings for a building permit for the additional dwelling unit to the satisfaction of the Chief Building Official;

b. That in addition to the uses permitted in an R2-2 zone a multiple dwelling containing a maximum of three dwelling units shall be permitted within the existing building;

c. That one (1) parking space shall be required per dwelling unit and the required parking spaces shall be located in the rear yard;

d. That a minimum 2.9 m wide driveway accessing the parking area be permitted;

e. That an opaque wood fence with a minimum height of 1.8m shall be provided along the easterly lot line from a point perpendicular from the rear building line extending northerly a minimum of 10.0m; and

f. That the chimney on the east face of the structure be removed.
CARRIED

Purchase of Property, 1990 Maley Drive, Garson

PL2017-153 Sizer/Lapierre: THAT the City of Greater Sudbury authorize the purchase and demolition of 1990 Maley Drive, Sudbury, legally described as PIN 73496-0199(L T), Township of Garson, City of Greater Sudbury;

AND THAT a by-law be presented authorizing the purchase and the execution of the documents required to complete the real estate transaction;

AND THAT the acquisition, demolition, designated substance survey and all other costs associated with the demolition be funded from the Capital Financing Reserve Fund - Roads.
CARRIED

Purchase of Property, Heino Road, Garson

PL2017-154 Lapierre/Sizer: THAT the City of Greater Sudbury authorize the purchase of property on Heino Road, Garson, legally described as: part of PIN 73495-0581 (L T), PIN 73495-1305(L T) and PIN 73495-1307(L T), being Parts 2 and 3, Plan SR-3577, part of Lot 6 and 7, Concession 2, Township of Garson;

AND THAT the appropriate by-law be presented to authorize the sale and execution of the documents required to complete the real estate transaction;

AND THAT the acquisition be funded from the Capital Financing Reserve Fund- Wastewater.
CARRIED

Sale of Surplus Land, Van Horne Street, Sudbury

PL2017-155 Sizer/Lapierre: THAT the City of Greater Sudbury authorize the sale of part of the unopened lane south of Van Horne Street, Sudbury, legally described as: part of PIN 73584-0927(L T), being Parts 1, 5, 6, 7 and 8, Plan 53R-20886, Township of McKim;

AND THAT the appropriate by-laws be presented to authorize the sales, grant of easements and execution of the documents required to complete the real estate transactions;

AND THAT the net proceeds of the sales be credited to the Land Acquisition Reserve Fund.
CARRIED

Fairbank Lake Road, Walden - Road Closure, Declaration of Surplus Land, and Transfer

PL2017-157 Jakubo/Sizer: THAT the City of Greater Sudbury declares surplus to the City's needs the vacant land north of Fairbank Lake Road, Walden, legally described as part of PIN 73382-0815(L T), Part 17 on Plan 53R-20828, Township of Denison, City of Greater Sudbury;

AND THAT a by-law be prepared to authorize the transfer of land to Vale Canada Limited for nominal consideration, as outline.d in the report entitled "Fairbank Lake Road, Walden - Road Closure, Declaration of Surplus Land, and Transfer" from the General Manager of Corporate Services dated September 22, 2017, presented at the Planning Committee meeting on October 16, 2017.
CARRIED

Adopting, Approving or Receiving Items in the Consent Agenda

The following resolution was presented:

CC2017-321 Reynolds/Kirwan: THAT the City of Greater Sudbury approves Consent Agenda Item C-1.
CARRIED

The following is the Consent Agenda item:

Minutes

C-1 Special City Council Minutes of October 3, 2017

CC2017-322 Reynolds/Kirwan: THAT the City of Greater Sudbury adopts the Special City Council Meeting minutes of October 3, 2017.
CARRIED

Managers' Reports

R-1 Update - Amendments to Use and Occupation Agreement for the Sudbury Community Arena

Report dated October 18, 2017 from the General Manager of Community Development regarding Update - Amendments to Use and Occupation Agreement for the Sudbury Community Arena.

For Information Only.

Councillor Reynolds departed at 7:40 p.m.

R-2 Greater Sudbury Public Library Board - Resignation

Report dated October 12, 2017 from the General Manager of Corporate Services regarding Greater Sudbury Public Library Board - Resignation.

Nominations were held for the position of **Greater Sudbury Public Library Board.**

Councillor Vagnini nominated Councillor Cormier.

Councillor Signoretti nominated Councillor Councillor McIntosh.

There being no further nominiations, nominations were closed by Mayor Bigger.

Councillor McIntosh declined the nomination.

Councillor Cormier accepted the nomination.

The following resolution was presented:

CC2017-323 McIntosh/Vagnini: THAT the City of Greater Sudbury appoints Councillor Cormier to the Greater Sudbury Public Library Board for the term of this Council in accordance with the Public Libraries Act, as outlined in the report entitled "Greater Sudbury Public Library Board - Resignation", from the General Manager of Corporate Services, presented at the City Council meeting on November 1, 2017.
CARRIED

R-3 Request for Renewal of Agreement for Cellular Services and Hardware

Report dated October 12, 2017 from the General Manager of Corporate Services regarding Request for Renewal of Agreement for Cellular Services and Hardware.

The following resolution was presented:

CC2017-324 McIntosh/Signoretti: THAT the City of Greater Sudbury authorizes the General Manager of Corporate Services to enter into an agreement with Bell Mobility for the extension of our agreement for the provision of mobile services including cellular, data, and hardware devices to June 30, 2018 as outlined in the report entitled “Request for Renewal of Agreement for Cellular Services and Hardware" from the General Manager of Corporate Services, presented at the Council meeting on November 1, 2017.
CARRIED

By-Laws

The following resolution was presented:

CC2017-325 Signoretti/McIntosh: THAT the City of Greater Sudbury read and pass By-law 2017-182 to and including By-law 2017-184.
CARRIED

The following are the By-Laws:

2017-182 A By-law of the City of Greater Sudbury to Confirm the Proceedings of Council at its Meeting of November 1st, 2017

2017-183Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury Planning Committee Resolution #PL2017-143 (This by-law rezones the subject property to “R2-2(34)”, Low Density Residential Two Special in order to permit semi-detached dwellings – Marc and Louise Menard, Emily Street, Hanmer.)

2017-184 A By-law of the City of Greater Sudbury to Authorize Various Matters as Part of the Home for Good Program of the Ministry of Housing City Council Resolution #CC2017-309

Recess

At 7:46 p.m. Council recessed.

Reconvene

At 7:57 p.m. Council reconvened.

Councillor Reynolds returned at 7:57 p.m.

Motions

M-1 **Accessible Icon Project**

Motion for Deferral

Mayor Bigger moved to defer M-1 to the next Council Meeting in order for Councillor Landry-Altmann to be present.
CARRIED

M-2 **Human Resources Employee Handbook Review**

Councillor Kirwan withdrew the motion.

M-3 **Purchase of Pinecrest Public School**

Motion for Reconsideration

Rules of Procedure

By majority vote, Council authorized the City Solicitor and Clerk to disclosed information from the closed session of October 17, 2017 in order to answer whether M-3 is a reconsideration. The City Solicitor and Clerk confirmed that M-3 is a reconsideration.

Councillor Kirwan requested a simultaneous written recorded vote.

The following resolution was presented:

CC2017-326 Kirwan/Montpellier: THAT the Council for the City of Greater Sudbury reconsider the resolution dated October 17, 2017 directing staff to advise the Rainbow District School Board that the City is not interested in purchasing Pinecrest Public School located at 1650 Dominion Drive, Hanmer.

YEAS: Councillors Vagnini, Montpellier and Kirwan

NAYS: Councillors Signoretti, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds and Mayor Bigger
DEFEATED

M-4 The following resolution was presented:

CC2017-327 McIntosh/Jakubo: WHEREAS Methadone is a long-acting opioid medication that has been used in treatment for almost 60 years that helps stabilize the lives of people who are dependent on opiates, allowing them to return to a stable social, economic or home environment;

AND WHEREAS, the Government of Ontario, through the Ministry of Health and Long Term Care (the “Ministry”), administers an opioid dependence methadone treatment program;

AND WHEREAS the College of Physicians and Surgeons (the “College”) administers Ontario’s Methadone Maintenance Treatment Program on behalf of the Ministry;

AND WHEREAS the mandate of the College’s program is to improve the quality and accessibility of methadone maintenance treatment in Ontario with the Centre for Addiction and Mental Health and the Ontario College of Pharmacists;

AND WHEREAS the College is under contract to the Ministry to recruit, retain and assess physicians who prescribe methadone for the treatment of addiction, pursuant to the College’s

Methadone Maintenance Treatment Program Standards and Guidelines;

AND WHEREAS there are a number of private methadone clinics that have opened in the City of Greater Sudbury;

AND WHEREAS the activities at some clinics is a cause of concern for neighbouring businesses and residents;

NOW THEREFORE BE IT RESOLVED THAT staff be directed to prepare a report no later than first quarter of 2018 describing Ontario's methadone treatment program and the tools that the City may use to regulate the siting and operation of methadone clinics in the City of Greater Sudbury.
CARRIED

Civic Petitions

No Civic Petitions were submitted.

Question Period and Announcements

No Questions were asked.

Notices of Motion

No Notices of Motion were presented.

Adjournment

Kirwan/Jakubo: THAT this meeting does now adjourn. Time: 8:25 p.m.
CARRIED

Mayor Bigger, Chair

Eric Labelle, City Solicitor and City Clerk

Location:	Tom Davies Square
Commencement:	4:05 PM
Adjournment:	5:34 PM

Minutes

Operations Committee Minutes of 11/6/17

Councillor Kirwan, In the Chair

Present — Councillors Kirwan, Vagnini, Reynolds, Landry-Altmann, Cormier

Councillor Sizer [A 4:08 p.m., D 5:09 p.m.]

City Officials — Tony Cecutti, General Manager of Growth and Infrastructure Services; Joe Rocca, Traffic and Asset Management Supervisor; Stephen Holmes, Acting Director of Infrastructure Capital Planning; Nick Benkovich, Director of Water/Wastewater Services; Brigitte Sobush, Manager, Clerk's Services/Deputy City Clerk

Declarations of Pecuniary Interests and the general nature thereof

None declared

Correspondence for Information Only

C-1 Fluoridation of Greater Sudbury Municipal Water Supplies - Information Update

Report dated October 17, 2017 from the General Manager of Growth and Infrastructure regarding Fluoridation of Greater Sudbury Municipal Water Supplies - Information Update.

For Information Only.

Managers' Reports

R-1 Traffic Calming - 2017 Ranking

Report dated October 19, 2017 from the General Manager of Growth and Infrastructure regarding Traffic Calming - 2017 Ranking.

The following resolutions were presented:

Resolution # 1

OP2017-42 Vagnini/Landry-Altmann: THAT the City of Greater Sudbury approves the 2017

ranking list for traffic calming eligible roadways as outlined in the report entitled "Traffic Calming - 2017 Ranking" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on November 6, 2017.
CARRIED

Resolution # 2

OP2017-43 Vagnini/Landry-Altmann: THAT the City of Greater Sudbury directs staff to proceed with the next steps of the traffic calming process as per the recommendations outlined in the report entitled "Traffic Calming - 2017 Ranking" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on November 6, 2017.
CARRIED

R-2 2018 Pedestrian Crossover Program Update

Report dated October 17, 2017 from the General Manager of Growth and Infrastructure regarding 2018 Pedestrian Crossover Program Update.

The following resolution was presented:

OP2017-44 Landry-Altmann/Vagnini: THAT the City of Greater Sudbury implements a pedestrian crossover on Algonquin Road at Tuscany Trail and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury implements a pedestrian crossover on Walford Road at Ramsey View Court and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury implements a pedestrian crossover on Westmount Avenue at William Street and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury implements a pedestrian crossover on York Street at the York Street Playground and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury prepares a by-law to amend Traffic and Parking By-Law 2010-1 to implement the recommended changes, as outlined in the report entitled “2018 Pedestrian Crossover Program Update” from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on November 6, 2017.
CARRIED

Addendum

No Addendum was presented.

Civic Petitions

No Civic Petitions were submitted.

Question Period and Announcements

No Parking Signs on Wabagishik Road

Councillor Vagnini asked if additional no parking sides can be installed on Wabagishik Road.

Joe Rocca, Traffic and Asset Management Supervisor, stated that he will look into installing additional signs.

Syncing of Lights on Notre Dame Avenue and Paris Street

Councillor Landry-Altmann asked if the lights could be re-synced along Notre Dame and Paris Street so that there is effective traffic flow.

Joe Rocca, Traffic and Asset Management Supervisor, stated that it is challenging to get optimal timing for traffic lights. He advised that there are also fire stations along these routes, that have the ability to change the traffic lights to green which can impact the traffic flow.

Traffic Study for Ferndale Avenue

Councillor Landry-Altmann asked if a traffic study could be done to count traffic on Ferndale Avenue during peak times as the residents are concerned about large trucks offloading cars on Ferndale Avenue for the nearby dealerships. She advised that the residents will come forward with a petition.

Tony Cecutti, General Manager of Growth and Infrastructure Services, stated that they will continue to monitor the impact of traffic signals on Ferndale Avenue. He advised that a request for a traffic count can be made to Joe Rocca, Traffic and Asset Management Supervisor.

Notices of Motion

No Notices of Motion were presented.

Adjournment

Landry-Altmann/Vagnini: THAT this meeting does now adjourn. Time: 5:34 p.m.
CARRIED

_____
Brigitte Sobush, Deputy City Clerk

Location:	Tom Davies Square
Commencement:	6:05 PM
Adjournment:	6:31 PM

Minutes

Community Services Committee Minutes of 11/6/17

Councillor Lapierre, In the Chair

Present	Councillors Kirwan, Lapierre, Jakubo, Sizer
City Officials	Catherine Matheson, General Manager of Community Development; Jeff Pafford, Director of Leisure Services; Monique Poirier, Manager of Children Services; Tyler Campbell, Director of Social Services; Ryan Humeniuk, Physician Recruitment Coordinator; Ian Wood, Director of of Economic Development; Michelle Ferrigan, Director of Transit Services; Brigitte Sobush, Manager, Clerk's Services/Deputy City Clerk

Declarations of Pecuniary Interests and the general nature thereof

None declared

Correspondence for Information Only

C-1 James Jerome Sports Complex Fence Panel Advertising Update

Report dated October 23, 2017 from the General Manager of Community Development regarding James Jerome Sports Complex Fence Panel Advertising Update.

For Information Only.

The following resolution was presented:

CS2017-26 Jakubo/Sizer: THAT the City of Greater Sudbury directs staff to discontinue with the fence panel advertising at the James Jerome Sports Complex.
CARRIED

C-2 Child Care and Early Years System

Report dated October 16, 2017 from the General Manager of Community Development regarding Child Care and Early Years System.

For Information Only.

C-3 Social Services Operational Review

Report dated October 20, 2017 from the General Manager of Community Development regarding Social Services Operational Review.

For Information Only.

C-4 Primary Healthcare Provider Recruitment and Retention Program

Report dated October 19, 2017 from the Chief Administrative Officer regarding Primary Healthcare Provider Recruitment and Retention Program.

For Information Only.

C-5 Public Transit Infrastructure Funding Status Report

Report dated October 18, 2017 from the General Manager of Community Development regarding Public Transit Infrastructure Funding Status Report.

For Information Only.

Addendum

No Addendum was presented.

Civic Petitions

No Civic Petitions were submitted.

Question Period and Announcements

Hanmer Food Bank

Councillor Lapierre asked for an update on the move of the Hanmer Food Bank.

Tyler Campbell, Director of Social Services, stated that the Hanmer Food Bank moved into the storage garage at the Lion's Den in June. They moved the Lion's medical equipment stored in the garage into two (2) "Cubeit" storage containers. They were in search of a more cost effective option for storing the medical equipment. He has spoken to the Manager of Real Estate about the possibility of using the two (2) garage bays at the vacant depot on Desmarais Road that the Parks department formally had and still has use of. The site has been deemed surplus and has very little interest, therefore they would have plenty of time to move the equipment if necessary. This would be a good solution for all parties involved.

Notices of Motion

No Notices of Motion were presented.

Adjournment

Kirwan/Sizer: THAT this meeting does now adjourn. Time: 6:31 p.m.
CARRIED

_____
Brigitte Sobush, Deputy City Clerk

Location:	Tom Davies Square
Commencement:	4:07 PM
Adjournment:	4:57 PM

Minutes

Finance and Administration Committee Minutes of 11/7/17

Councillor Jakubo, In the Chair

Present — Councillors Signoretti, Vagnini, Montpellier, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds, Landry-Altmann, Mayor Bigger

City Officials — Ed Archer, Chief Administrative Officer; Kevin Fowke, General Manager of Corporate Services; Tony Cecutti, General Manager of Growth and Infrastructure Services; Eric Labelle, City Solicitor and Clerk; Ed Stankiewicz, Executive Director of Finance, Assets and Fleet; Catherine Matheson, General Manager of Community Development; Eliza Bennett, Director of Communications and Community Engagement; Melissa Zanette, Chief of Staff; Joseph Nicholls, Interim General Manager of Community Safety; Joanne Kelly, Director of Human Resources and Organizational Development; Rachel Adriaans, Legislative Compliance Coordinator; Renée Stewart, Clerk's Services Assistant

Declarations of Pecuniary Interests and the general nature thereof

None declared

Rules of Procedure

Councillor Vagnini moved that the order of the Agenda be altered in order to deal with Notices of Motion at this time.

Councillor Vagnini requested a simultaneous written recorded vote.

YEAS: Councillors Signoretti, Vagnini, Montpellier, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds, Landry-Altmann and Mayor Bigger.
CARRIED BY TWO-THIRDS MAJORITY

Notices of Motion

Councillor Vagnini presented a Notice of Motion regarding amending the business case for capital funding by the Board of Directors of Maison McCulloch Hospice and asked that notice be waived.

Rules of Procedure

Councillor Vagnini requested a simultaneous written recorded vote.

YEAS: Councillors Signoretti, Vagnini, Montpellier, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds, Landry-Altmann and Mayor Bigger.
CARRIED BY TWO-THIRDS MAJORITY

The following resolution was presented:

FA2017-24 Vagnini/Kirwan: WHEREAS since the Board of Directors of the Maison McCulloch Hospice submitted their capital funding request to the City of Greater Sudbury in the sum of $450,000 over 3 years to help cover the capital cost expenditures to undertake the expansion of its 10-bed community residential hospice in Sudbury in April of 2017, they have learned that their estimated capital costs for site development have increased by $300,000;

AND WHEREAS the business case prepared by City staff for the inclusion in the 2018 budget addresses the initial request for the sum of $450,000;

THEREFORE BE IT RESOLVED that the business case for the capital funding request by the Board of Directors of Maison McCulloch Hospice and the Sudbury Hospice Foundation be amended to reflect the most recent request in the sum of $750,000.

Rules of Procedure

Councillor Vagnini requested a simultaneous written recorded vote.

YEAS: Councillors Signoretti, Vagnini, Montpellier, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds, Landry-Altmann and Mayor Bigger.
CARRIED BY TWO-THIRDS MAJORITY

Rules of Procedure

Councillor Jakubo moved that the order of the Agenda be altered in order to deal with the Consent Agenda items at this time.
CARRIED BY TWO-THIRDS MAJORITY

Correspondence for Information Only

C-1 2018 Budget Input Results

Report dated October 24, 2017 from the Director of Communications and Community Engagement regarding 2018 Budget Input Results.

For Information Only.

C-2 Bill 148 Update

Report dated October 24, 2017 from the General Manager of Corporate Services regarding Bill 148 Update.

For Information Only.

Presentations

1 Ed Archer, Chief Administrative Officer, provided an electronic presentation regarding the 2018 Budget Overview for information only.

Addendum

No Addendum was presented.

Civic Petitions

No Civic Petitions were submitted.

Question Period and Announcements

Public Input for the Site Design for the Kingsway Entertainment District

Councillor Landry-Altmann asked if there was an opportunity to extend the period of public input.

Catherine Matheson, General Manager of Community Development, stated that sessions have been added for Friday.

Eliza Bennett, Director of Communications and Community Engagement, stated that there will be two (2) more sessions this Friday, November 10th. The sessions will be from 10:30 a.m. to 3:30 p.m. at the Parkside Centre and 3:30 p.m. to 8:30 p.m. at the New Sudbury Centre.

Adjournment

McIntosh/Kirwan: THAT this meeting does now adjourn. Time: 4:57 p.m.
CARRIED

Eric Labelle, City Solicitor and Clerk

Location:	Tom Davies Square
Commencement:	5:30 PM
Adjournment:	10:09 PM

Minutes

Planning Committee Minutes of 11/20/17

Councillor McIntosh, In the Chair

Present	Councillors Lapierre, Jakubo, Sizer, McIntosh, Landry-Altmann Councillor Reynolds
City Officials	Jason Ferrigan, Director of Planning Services; Eric Taylor, Manager of Development Approvals; Robert Webb, Supervisor of Development Engineering; Kris Longston, Manager, Community and Strategic Planning; Alex Singbush, Senior Planner; Mauro Manzon, Senior Planner; Ed Landry, Senior Planner, Community and Strategic Planning; Adam Kosnick, Manager, Regulated Services/Deputy City Clerk; Christine Hodgins, Legislative Compliance Coordinator; Lisa Locken, Clerk's Services Assistant

Declarations of Pecuniary Interests and the general nature thereof

None declared

Public Hearings

1 *This is a continuation of a Public Hearing from the Planning Committee meeting of September 25, 2017.*

The Planning Committee meeting was adjourned and the Public Hearing was continued to deal with the following application:

Report dated October 27, 2017 from the General Manager of Growth and Infrastructure regarding Dalron Construction Ltd. – Application for rezoning to permit the development of 40 row dwellings, 870 Auger Avenue, Sudbury.

Jaz Perry and Kristi Arnold, Dalron Contruction Ltd. and Toivo Rukholm, Transplan Associates, agents for the applicant, were present.

Jason Ferrigan, Director of Planning Services, outlined the summary report regarding concerns of the public.

Mr. Perry provided information in regards to some of the concerns of the residents such as the number of units, height, setbacks, traffic, snow removal and garbage. He advised that the single storey units will have a height of 5.33 m and the bungalofts will have a height of 7.47 m. He stated that they will have setbacks in excess of the minimum 7.5 m required.

Mr. Perry stated that the cost of snow removal, grass cutting and exterior maintenance will be the responsibility of the condo board, which will consist of the purchasers of the units.

Ward Councillor Sizer asked what is involved with the Molok Bin collection for garbage.

Mr. Perry advised that Molok Bins operate differently than typical commercial bins. They are circular in shape and the exterior is driven into the ground providing much more storage. They are bear proof and constructed of heavy pvc. The garbage is removed through a heavy duty sleeve that extracts the garbage.

Simon Nickson, concerned resident provided a picture of another development that was not finished correctly. The picture showed a severe slope that causes many drainage issues. He expressed concern that the same problems might arise if this development on Auger Avenue is allowed to proceed.

Guiliano and Lisa Mirabelli, concerned residents expressed their concerns regarding drainage. They are not confident that there will not be flooding in the spring when the snow melts if the condo board is responsible for snow removal. He would like assurance that they will take responsibility if there is water damage. Lisa Mirabelli is concerned about access to the park. She would like to make sure there is walking and vehicle access. They are also concerned about handicap accessibility for the older age groups since bungalofts have stairs and would not be accessible.

Rob Webb, Supervisor of Development Engineering, stated that the drainage of the site would be part of the Site Plan Agreement. He advised that this site would need to drain into the storm sewer on Auger Avenue. He stated that a swale would be required at the back of the units in order to have the water brought out to the City system for drainage. All of the drainage would be dealt with through the Storm Water Management Program. The Site Plan would be registered on the land and if there are any issues the City would enforce the Site Plan. He also advised that snow removal would be accommodated through the Site Plan.

Mr. Perry advised that the intention of the bungaloft units is to provide an alternative option as some purchasers would like the additional space for storage or guests. He stated that they have not developed many accessible units in the past but it is something they will consider for these units.

Mr. Perry advised that access to the parkland by the school would be reviewed by fire prevention to determine fire access. He stated that he is not sure if the parkland at the rear of the development is gated.

Ward Councillor Sizer stated that at the east end of Hawthorne there is a pedestrian walkway and there is no fence blocking access to the park.

Jason Ferrigan, Director of Planning Services stated there are two points of access to this park, one off at Hawthorne and one closer to the school. These access points appear to be sufficient to allow vehicle access.

The Chair asked whether there was anyone in the audience who wished to speak in favour or against this application and seeing none:

The Public Hearing Concerning this matter was closed and the Planning Committee resumed in order to discuss and vote on the matter.

The following resolution was presented:

PL2017-165 Lapierre/Sizer: THAT the City of Greater Sudbury approves the application by Dalron Construction Ltd. to amend Zoning By-law 2010-100Z by changing the zoning classification from “I”, Institutional to “R3-1(S)”, Medium Density Residential Special on lands described as PIN 73570-0144, Parcel 23846, Block B, Plan M-518, Lot 11, Concession 5, Township of Neelon as outlined in the report entitled "Dalron Construction Limited", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, subject to the following condition:

1.That the only permitted use shall be row dwellings having a maximum height of one storey and uses accessory thereto.

Recess

At 6:38 p.m. the Planning Committee recessed.

Reconvene

At 6:58 p.m. the Planning Committee reconvened.

Rules of Procedure

Councillor Landry-Altmann presented the following amendment:

PL2017-165A2 Landry-Altmann/Sizer: THAT Resolution PL2017-165 be amended to remove condition one (1) and replace it with the following:

1. THAT the only permitted use shall be a maximum of 38 row dwellings.

2. THAT a minimum setback of 7.5 m shall be provided along the northerly and southerly interior side yards.

3. THAT a maximum height of one storey shall be permitted with the exception that a maximum of two (2) stories shall be permitted within 30 m of the rear lot line abutting the Park Zone.

Rules of Procedure

Councillor Lapierre presented the following amendment to Councillor Landry-Altmann's amendment:

PL2017-165A1 Lapierre/Jakubo: THAT the amendment brought by Councillor Landry-Altmann, resolution PL2017-165A2 be amended to remove conditions two (2) and three (3), and replace condition one (1) with the following:

1) THAT the only permitted use shall be a maximum of 38 row dwellings at a maximum height of 11 m.

YEAS: Councillors Sizer, Lapierre
NAYS: Councillors McIntosh, Landry-Altmann, Jakubo
DEFEATED

The following amendment was presented by Councillor Landry-Altmann:

PL2017-165A2 Landry-Altmann/Sizer: THAT Resolution PL2017-165 be amended to remove condition one (1) and replace it with the following:

1. THAT the only permitted use shall be a maximum of 38 row dwellings.

2. THAT a minimum setback of 7.5 m shall be provided along the northerly and southerly interior side yards.

3. THAT a maximum height of one storey shall be permitted with the exception that a maximum of two (2) stories shall be permitted within 30 m of the rear lot line abutting the Park Zone.

YEAS: Councillors McIntosh Landry-Altmann
NAYS: Councillors Jakubo, Sizer, Lapierre
DEFEATED

Recess

At 7:11 p.m. the Planning Committee recessed.

Reconvene

At 7:21 p.m. the Planning Committee reconvened.

Rules of Procedure

Councillor Lapierre presented the following amendment:

PL2017-165A3 Lapierre/Jakubo: THAT resolution PL2017-165 to be amended to remove condition one (1) and replace it with the following:

1. That the only permitted use shall be row dwellings and uses accessory thereto.

YEAS: Councillors Sizer, Jakubo, Lapierre
NAYS: Councillors McIntosh, Landry-Altmann
CARRIED

Councillor Landry-Altmann's amendment was presented:

PL2017-165A4 Landry-Altmann/Sizer: THAT resolution PL2017-165 be amended to include the following conditions:

2. THAT the only permitted use shall be a maximum of 38 row dwellings.

3. THAT a minimum setback of 7.5 m shall be provided along the northerly and southerly interior side yards.

YEAS: Councillors McIntosh, Landry-Altmann, Sizer
NAYS: Councillors Jakubo, Lapierre
CARRIED

The resolution as amended was presented:

PL2017-165 Lapierre/Jakubo: THAT the City of Greater Sudbury approves the application by Dalron Construction Ltd. to amend Zoning By-law 2010-100Z by changing the zoning classification from “I”, Institutional to “R3-1(S)”, Medium Density Residential Special on lands

described as PIN 73570-0144, Parcel 23846, Block B, Plan M-518, Lot 11, Concession 5, Township of Neelon as outlined in the report entitled "Dalron Construction Limited", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, subject to the following condition:

1. That the only permitted use shall be row dwellings and uses accessory thereto.

2. That the only permitted use shall be a maximum of 38 row dwellings.

3. That a minimum setback of 7.5 m shall be provided along the northerly and southerly interior side yards.

YEAS: Councillors McIntosh, Lapierre, Jakubo, Landry-Altmann
NAYS: Councillor Sizer
CARRIED

Public comment was received and considered and had effected the Planning Committee's decision in the following manner:

a) changes noted in the amendments to the resolution.

With the concurrence of the Planning Committee, City staff was directed to ensure that Auger Avenue remains the number one priority for traffic calming improvements within the City of Greater Sudbury.
CARRIED

2 **The Planning Committee meeting was adjourned and the Public Hearing was opened to deal with the following application:**

Report dated October 30, 2017 from the General Manager of Growth and Infrastructure regarding Dalron Construction Ltd – Application for rezoning in order to permit multiple dwellings units, retirement home guest rooms and related accessory uses on the former St. Raphael School site, 1096 Dublin Street, Sudbury.

Jaz Perry and Kristi Arnold, Dalron Contruction Ltd. and Toivo Rukholm, Transplan Associates, agents for the applicant, were present.

Mauro Manzon, Senior Planner, outlined the report.

Recess

At 8:19 p.m. the Planning Committee recessed.

Reconvene

At 8:29 p.m. the Planning Committee reconvened.

Laraine Taylor, concerned resident, outlined her concerns from her letter attached to the agenda.

Laurie Ridley Pamseri, concerned resident, distributed an illustration to show that the majority of residents in the area are not in favour of this development. She advised that they are against the high density rezoning. The existing building could be turned into retirement units. She feels that the development along with personal offices and shops will cause excess traffic as there is not much public transportation in the area. Dublin Street is not a main thoroughfare, and cannot support high density traffic. Drainage and water run offs are a major

concern and they do not want another Mountain Street incident. They would like the neighbourhood to remain as low density.

Ted Wilson, concerned resident, stated that he is concerned about the traffic study that was completed. He has lived on the street for 31 years and has dealt with the traffic congestion when it was a school. The demographics on the street are changing, and older people are moving to apartments and young people are moving into the area with children. He would like to see the school revamped into a seniors complex. He advised that the traffic was only a concern twice a day when it was a school, and that was not year round. Traffic is already a problem on the street as many vehicles use Dublin Street as a bypass when Lasalle Boulevard has any issues. His other concern is the entrance for the development will only have one access point and he is worried that emergency vehicles will have issues accessing the property.

Kevin Squires, concerned resident, lives beside the proposed development and he is concerned about damage or injuries that may be caused if this development is approved, due to increased traffic.

Cathy Hayes, concerned resident, would like to see the developer re-purpose the existing school. She is concerned that the school cannot accommodate 180 more vehicles. There needs to be something done about the entrance to this property. There are 50 homes and this development will triple the population of the street with one (1) building. She advised she is totally against this development.

Courtney Dini, concerned resident, advised that she has lived in the neighbourhood for one year. The population in the area is aging. She advised that institutional properties are needed. She said the traffic is already bad and 180 additional spots will increase the traffic problem. It is not close to public transit and the route is sporadic. She is dreading taking her kids to the school bus pickup due to speeding vehicles. There was more caution in the area when it was a school. A second entrance is needed at the back of property. She would like to see the development be exclusive to seniors.

Gaston Robert, concerned resident, is worried about an increase in the crime rate with the extra population from this development. He has lived in the area for 38 years and the only traffic issues from the school were in the morning and afternoon and not year round.

Mr. Perry stated that there is a blind spot at the gymnasium corner and they will work on traffic calming or install a stop sign in this area. As for the crime rate they have seen a significant amount of break and enters since they have purchased the abandoned school.

Mr. Perry advised that there is a not a possibility to have a second entrance due to the Nickel District Conservation restrictions and a private lot to the east.

Eric Taylor, Manager of Development Approvals, stated that access entrances are looked at as part of the Site Plan Control Agreement. Development Engineers, the Roads Department and Fire Services review this information. Modifications to the existing configuration will be examined. There is room to provide fencing at 1090 Dublin and a landscape strip. There is 6.5 metres, the minimum width required for two-way traffic, so there is enough width to accommodate this. The total set-back to the building is 9.1 m, with a difference of 2.6 m, part of which would be the required landscape buffer and it would be tight for pedestrian access, however, they would look at making pedestrian movement as safe as possible during the Site Plan Agreement process.

Mr. Perry stated that the current gymnasium will be used for premium townhouse style units that residents can drive up to.

Mr. Rukholm stated that accidents are normally a part of a traffic impact study. In this case the City did not ask for a traffic impact study.

Eric Taylor, Manager of Development Approvals, stated that a traffic analysis was completed for Dublin Street which is a simplified traffic impact study. A traffic analysis does not include accident statistics.

Jason Ferrigan, Director of Planning Services, stated that there is a pre-consultation process with the applicants to identify any required information. Roads and traffic will decide if a traffic study or analysis is required and the results of this would form the Planning Department's decision in making a recommendation.

Mr. Perry stated that most of the concerns brought forward to this meeting were discussed at the information session. The blind spot by the gymnasium is something they are going to address.

Ward Councillor Reynolds stated that she only received two calls regarding this application and both were from the same household. She also received an an email from a resident who was collecting signatures for the petition. She attended an information meeting on September 6th, where citizens were able to voice their concerns about infrastructure and traffic. Many were also present to receive more information about the development and the units. There is now a waiting list for people wanting to live at the new development. She wonders why no one called her. Over the years she has received many calls from New Sudbury residents asking when they are going to have this kind of development, and it was suggested in the past that this should be developed when the school closed.

The Chair asked whether there was anyone in the audience who wished to speak in favour or against this application and seeing none:

The Public Hearing concerning this matter was closed and the Planning Committee resumed in order to discuss and vote on the matter.

The following resolution was presented:

PL2017-166 Lapierre/Sizer: THAT the City of Greater Sudbury approves the application by Dalron Construction Limited to amend Zoning By-law 2010-100Z by changing the zoning classification from "I", Institutional to “R4(S)”, High Density Residential Special on lands described as PIN 02124 0103, Part 1, Plan SR-713 in Lot 2, Concession 5, Township of McKim, as outlined in the report entitled “Dalron Construction Limited”, from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, subject to the following conditions:

a) The only permitted uses shall be a multiple dwelling, a retirement home, and related accessory uses;

b) The development shall not exceed 120 dwelling units or 150 guest rooms or a combination thereof. The formula for determining capacity shall be on the basis of 1.25 guest rooms being the equivalent of 1 dwelling unit;

c) The location of the existing building shall be permitted;

d) The maximum building height of the existing building shall not exceed two (2) storeys;

e) New buildings are permitted in accordance with the following provisions:

i) The minimum setback from the southerly interior side lot line abutting Lots 8 to 11, Plan M 382 shall be 80 metres;

ii) The maximum building height shall be six (6) storeys;

f) Related accessory uses are permitted in conjunction with a retirement home as follows:

i) A medical office with a maximum gross floor area of 400 m2;

ii) Not more than one personal service shop and one convenience store, not exceeding 150 m2 in total net floor area, accessory to, completely enclosed within and accessible only from inside the retirement home;

g) A planting strip with a minimum depth of 1.8 metres shall be provided along the southerly interior side lot line abutting Part 1, Plan 53R-3835;

h) A natural vegetative buffer shall be maintained 10 metres from the southerly, westerly and easterly interior side lot lines abutting the rear yards of Lots 5 and 6, Plan M-1116, Lots 8 to 14, 16 and 17, Plan M-382, and Part 1, Plan 53R-3835.

Recess

At 9:31 p.m. the Planning Committee recessed.

Reconvene

At 9:50 p.m. the Planning Committee reconvened.

Rules of Procedure

Councillor McIntosh presented the following amendments:

PL2017-166A1 McIntosh/Landry-Altmann: THAT resolution PL2017-166 be amended to add the following:

i) A natural vegetative buffer shall be maintained with a minimum width of 20 metres from the northerly (rear) lot line.

YEAS: Councillors Landry-Altmann, McIntosh, Lapierre, Sizer, Jakubo
CARRIED

PL2017-166A2 McIntosh/Landry-Altmann: THAT resolution PL2017-166 be amended to add the following:

AND THAT at the site plan stage pedestrian access to Stafford Street be maintained and the southerly access drive include a pedestrian walkway.

YEAS: Councillors McIntosh, Landry-Altmann, Sizer, Lapierre
NAYS: Councillor Jakubo
CARRIED

Rules of Procedure

With the concurrence of the committee members present, the reading of the amended resolution was waived.

The resolution as amended was presented:

PL2017-166 Lapierre/Sizer: THAT the City of Greater Sudbury approves the application by Dalron Construction Limited to amend Zoning By-law 2010-100Z by changing the zoning classification from "I", Institutional to “R4(S)”, High Density Residential Special on lands described as PIN 02124 0103, Part 1, Plan SR-713 in Lot 2, Concession 5, Township of McKim, as outlined in the report entitled “Dalron Construction Limited”, from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, subject to the following conditions:

a) The only permitted uses shall be a multiple dwelling, a retirement home, and related accessory uses;

b) The development shall not exceed 120 dwelling units or 150 guest rooms or a combination thereof. The formula for determining capacity shall be on the basis of 1.25 guest rooms being the equivalent of 1 dwelling unit;

c) The location of the existing building shall be permitted;

d) The maximum building height of the existing building shall not exceed two (2) storeys;

e) New buildings are permitted in accordance with the following provisions:

i) The minimum setback from the southerly interior side lot line abutting Lots 8 to 11, Plan M 382 shall be 80 metres;

ii) The maximum building height shall be six (6) storeys;

f) Related accessory uses are permitted in conjunction with a retirement home as follows:

i) A medical office with a maximum gross floor area of 400 m2;

ii) Not more than one personal service shop and one convenience store, not exceeding 150 m2 in total net floor area, accessory to, completely enclosed within and accessible only from inside the retirement home;

g) A planting strip with a minimum depth of 1.8 metres shall be provided along the southerly interior side lot line abutting Part 1, Plan 53R-3835;

h) A natural vegetative buffer shall be maintained 10 metres from the southerly, westerly and easterly interior side lot lines abutting the rear yards of Lots 5 and 6, Plan M-1116, Lots 8 to 14, 16 and 17, Plan M-382, and Part 1, Plan 53R-3835.

i) A natural vegetative buffer shall be maintained with a minimum width of 20 metres from the northerly (rear) lot line;

AND THAT at the site plan stage, pedestrian access to Stafford Street be maintained and the southerly access drive include a pedestrian walkway.

YEAS: Councillors McIntosh, Landry-Altmann, Jakubo, Sizer, Lapierre
CARRIED

Public comment was received and considered and had effected the Planning Committee's decision in the following manner:

a) Additional conditions included in the resolution.

Motion to Proceed past 10:00 p.m.

Sizer/Lapierre: THAT this meeting proceeds past the hour of 10:00 p.m.
CARRIED BY UNANIMOUS CONSENT

Adopting, Approving or Receiving Items in the Consent Agenda

Rules of Procedure

Councillor Landry-Altmann requested that Consent Agenda Item C-2 be pulled and dealt with separately.

The following resolution was presented:

PL2017-167 Sizer/Lapierre: THAT the City of Greater Sudbury approves Consent Agenda Item C-1 and C-3 to C-5.
CARRIED

The following are the Consent Agenda items:

Routine Management Reports

C-1 Saldan Developments Ltd. - Application to extend a draft approved plan of subdivision approval, (Larocque Avenue & Municipal Road 80, Val Therese)

Report dated October 19, 2017 from the General Manager of Growth and Infrastructure regarding Saldan Developments Ltd. - Application to extend a draft approved plan of subdivision approval, (Larocque Avenue & Municipal Road 80, Val Therese).

PL2017-168 Lapierre/Sizer: THAT the City of Greater Sudbury's delegated official be directed to amend the conditions of draft approval for a plan of subdivision on those lands described as PINs 73505-0993 & 73505-0964, Part of Parcel 16001 S.E.S., Part 20, Plan 53R-17595, Lot 7, Concession 2, Township of Hanmer, as outlined in the report entitled "Saldan Developments Ltd.", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, File # 780-7/05006, upon payment of Council's processing fee in the amount of $1,702.50, as follows:

1. That Condition #8 be deleted and replaced with the following:

"8. Draft approval does not guarantee an allocation of sewer or water capacity. Prior to the signing of the final plan, the Director of Planning Services is to be advised by the General Manager of Growth and Infrastructure, that sufficient sewage treatment capacity and water capacity exists to service the development."

2. By adding at the end of Condition #11 the following:

"A soils caution agreement, if required, shall be registered on title, to the satisfaction of the Chief Building Official and City Solicitor."

3. By adding at the end of Condition #12 the following:

"A lot grading agreement shall be registered on title; if required, to the satisfaction of the

Director of Planning Services and City Solicitor."

4. That Condition #17 and #18 be updated by replacing the words "Growth and Development" with "Growth and Infrastructure".

5. That Condition #20 and #24 be updated by replacing the words "Infrastructure Services" with "Growth and Infrastructure".

6. That Condition #27 be deleted and replaced with the following:

"27.That this draft approval shall lapse on October 14, 2020."

7. That Condition #28 be updated by deleting "#10" and adding "#11", "#12" and "#37".

8. That a new Condition #34 be added as follows:

"34.Final approval for registration may be issued in phases to the satisfaction of the Director of Planning Services, provided that:

i) Phasing is proposed in an orderly progression, in consideration of such matters as the timing of road improvements, infrastructure and other essential services; and,

ii) All agencies agree to registration by phases and provide clearances, as required, for each phase proposed for registration; furthermore, the required clearances may relate to lands not located within the phase sought to be registered."

9. That a new Condition #35 be added as follows:

"35.That the owner shall have completed all major outstanding infrastructure deficiencies that are critical to the overall function of the subdivision in previous phases of the plan that have been registered, or have made arrangements for their completion, prior to registering a new phase of the plan, to the satisfaction of the General Manager of Growth and Infrastructure."

10. That a new Condition #36 be added as follows:

"36. That the subdivision agreement contains provisions whereby the owner agrees that all the requirements of the subdivision agreement including installation of required services be completed within 3 years after registration."

11. That a new Condition #37 be added as follows:

"37. That in accordance with Section 59(4) of the Development Charges Act, a notice agreement shall be registered on title to ensure that persons who first purchase the subdivided land after registration of the plan of subdivision are informed, at the time the land is transferred, of all of the development charges related to development."

CARRIED

C-3 PL2017-169 Sizer/Lapierre: THAT the City of Greater Sudbury approves the extension of rezoning application File # 751-6/15-17 by Dalron Construction Limited on lands described as Parts 1 & 2, Plan 53R-19410, Pt. of Part 2, Plan 53R-12196, Pt. of Part 3, Plan 53R-17925 in Lot 5, Concession 6, Township of Broder, as outlined in the report entitled "Dalron Construction Limited", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, for a period of two (2) years to September 30, 2019.

CARRIED

C-4 PL2017-170 Lapierre/Sizer: THAT the City of Greater Sudbury approves the extension of rezoning application File # 751-9/11-2 by 1208627 Ontario Ltd. on lands described as Lots 25, 26, 27 & 42, Plan 53M-1229, Township of Rathbun, as outlined in the report entitled “1208627 Ontario Ltd.”, from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of November 20, 2017, for a period of two (2) years to October 20, 2019, upon payment of the processing fee of $2,900.
CARRIED

C-5 PL2017-171 Sizer/Lapierre: THAT the City of Greater Sudbury declares surplus to the City’s needs, a portion of the parkland on Catherine Drive, Garson, legally described as Part of PIN 73495-0556 (Lt) being Part of Block A on Plan M-891, Township of Garson, City of Greater Sudbury;

AND THAT the land be offered for sale to the abutting property owner(s) pursuant to the procedures governing the sale of limited marketability surplus land as outlined in Property By-law 2008-174, and outlined in the report entitled “Catherine Drive, Garson – Declaration of Surplus Parkland” from the General Manager of Corporate Services presented at the Planning Committee meeting on November 20, 2017.
CARRIED

Item C-2 was dealt with separately.

C-2 Saldan Developments Ltd. - Application to extend a draft approved plan of subdivision approval (Sunrise Ridge Subdivision, Sudbury)

Report dated October 23, 2017 from the General Manager of Growth and Infrastructure regarding Saldan Developments Ltd. - Application to extend a draft approved plan of subdivision approval (Sunrise Ridge Subdivision, Sudbury).

Motion for Deferral

Councillor Landry-Altmann moved to defer this item to the Planning Committee meeting of December 11th, 2017, in order for more information to be provided.
CARRIED

Managers' Reports

R-1 Downtown Sudbury Community Improvement Plan, and Brownfield Strategy and Community Improvement Plan Applications 185 – 227 Lorne Street

Report dated October 30, 2017 from the General Manager of Growth and Infrastructure regarding Downtown Sudbury Community Improvement Plan, and Brownfield Strategy and Community Improvement Plan Applications 185 – 227 Lorne Street.

The following resolution was presented:

PL2017-172 Lapierre/Sizer: THAT the City of Greater Sudbury accepts the Downtown Sudbury Community Improvement Plan application, and the Brownfields Strategy and Community Improvement Plan application, for lands located at 185 – 227 Lorne Street, as outlined in the report entitled “Downtown Sudbury Community Improvement Plan and Brownfield Strategy and Community Improvement Plan Applications – 185 – 227 Lorne Street”, from the General Manager of Growth and Infrastructure, presented at the Planning

Committee meeting on November 20, 2017.

AND THAT Staff be directed to table a business case for Council's consideration as part of the 2018 Budget for up to $9,507,785 over 15 years, which includes up to $7,756,432 for the Downtown Sudbury Community Improvement Plan application and up to $1,751,353 for the Brownfield Strategy and Community Improvement Plan application, and which is based on anticipated maximum cash outflow to fund the applications at 185 – 227 Lorne.
CARRIED

Addendum

No Addendum was presented.

Civic Petitions

No Civic Petitions were submitted.

Question Period and Announcements

No Questions were asked.

Notices of Motion

No Notices of Motion were presented.

Adjournment

Lapierre/Sizer: THAT this meeting does now adjourn. Time: 10:09 p.m.
CARRIED

_____
Adam Kosnick, Deputy City Clerk

Location:	Tom Davies Square
Commencement:	4:17 PM
Adjournment:	5:56 PM

Minutes

Finance and Administration Committee Minutes of 11/21/17

Councillor Jakubo, In the Chair

Present	Councillors Signoretti, Vagnini, Montpellier, Dutrisac, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier [D 5:28 p.m., A 5:39 p.m.], Reynolds, Landry-Altmann
City Officials	Ed Archer, Chief Administrative Officer; Kevin Fowke, General Manager of Corporate Services; Tony Cecutti, General Manager of Growth and Infrastructure Services; Eric Labelle, City Solicitor and Clerk; Ed Stankiewicz, Executive Director of Finance, Assets and Fleet; Ron Foster, Auditor General; Eliza Bennett, Director of Communications and Community Engagement; Catherine Matheson, General Manager of Community Development; Joseph Nicholls, Interim General Manager of Community Safety; Rachel Adriaans, Legislative Compliance Coordinator; Renée Stewart, Clerk's Services Assistant

Declarations of Pecuniary Interests and the general nature thereof

None declared

Outside Board Presentations

1 Carl Jorgensen, General Manager/Secretary-Treasurer of the Nickel District Conservation Authority, provided an electronic presentation regarding the Nickel District Conservation Authority (NDCA) Board 2018 budget for information only.

2 Michael Vagnini Chair, Board of Directors, Greater Sudbury Police Services Board; Paul Pedersen, Chief of Police and Sharon Baiden, Chief Administrative Officer for the Greater Sudbury Police Services Board provided an electronic presentation regarding the Greater Sudbury Police Services Board's 2018 budget for information only.

3 The Sudbury District Board of Health did not present as their 2018 budget has not yet been finalized by the Board.

Correspondence for Information Only

C-1 Fixed Water Service Charges on Vacant Lots

Report dated November 1, 2017 from the General Manager of Corporate Services regarding Fixed Water Service Charges on Vacant Lots.

For Information Only.

At 5:28 p.m. Councillor Cormier departed.

Managers' Reports

R-1 Commercial and Industrial Property Tax Subclasses and the Commercial/Industrial Vacancy Rebate Program

Report dated November 8, 2017 from the General Manager of Corporate Services regarding Commercial and Industrial Property Tax Subclasses and the Commercial/Industrial Vacancy Rebate Program.

The following resolution was presented:

FA2017-25 Kirwan/McIntosh: THAT the City of Greater Sudbury approves property tax policy changes with reference to the commercial and industrial subclasses and vacant unit rebates, as outlined in the report entitled "Commercial and Industrial Property Tax Subclasses and the Commercial and Industrial Vacancy Rebate Program" from the General Manager of Corporate Services, presented at the Finance and Administration Committee meeting on November 21, 2017;

AND THAT the City of Greater Sudbury request the Minister of Finance to file a regulation for the City of Greater Sudbury to have the commercial and industrial subclasses discounts eliminated and to phase out the commercial and industrial vacancy rebate program over the next three years.

CARRIED

At 5:39 p.m. Councillor Cormier returned.

Addendum

No Addendum was presented.

Civic Petitions

No Civic Petitions were submitted.

Question Period and Announcements

No Questions were asked.

Notices of Motion

Councillor Landry-Altmann presented a Notice of Motion regarding a staff direction for a business case, to be presented during the 2018 budget deliberations, to increase the operating budget to support a program of CPTED training workshops and site audit and asked that notice be waived.

WAIVED BY TWO-THIRDS MAJORITY

The following resolution was presented:

FA2017-26 Landry-Altmann/Kirwan: WHEREAS Crime Prevention Through Environmental Design (CPTED) is based on the belief that the proper design and effective use of the built environment can lead to a reduction in the fear and incidence of crime, can influence certain desired human behavior, as well as an improvement in the quality of life;

AND WHEREAS CPTED is recognized as a proactive, effective, and economical planning tool adopted by Police, Emergency and Building Services within municipalities across Canada;

AND WHEREAS the Official Plan has integrated CPTED audits for parks as a precursor to park design and equipment installation;

AND WHEREAS the Sustainable Mobility Plan of 2010, at page 94 item 12 recommended implementing the Crime Prevention Through Environmental Design (CPTED) lens as a planning tool as part of the planning approval process for such things as, but not limited to, site plans, subdivisions and re-zoning applications to ensure that the safety and security of individuals are considered; and at page 92 item #2, at the request of the local City Councillor or Community Action Network, conduct Crime Prevention Through Environmental Design (CPTED) Audits in existing areas of concern, in order to ensure that the safety and security of individuals are maintained;

AND WHEREAS the City of Greater Sudbury has financial incentives within CIPs to enhance pedestrian friendly commercial areas, to attract people and new business for the downtown;

AND WHEREAS the CIPs will apply to certain properties within the identified Town Centres of Capreol, Chelmsford, Levack, the Floor Mill Business Improvement Area (BIA), Lively, Copper Cliff and Kathleen Street;

AND WHEREAS the transit station successfully underwent a CPTED audit prior to developing the scope of work for those renovations;

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury direct staff to prepare a business case to be presented during the 2018 budget deliberations, to increase the operating budget by no less than $50,000, with funding provided by the Tax Levy, to support a program of CPTED training workshops and site audits, with a focus on area such as Memorial Park, the downtown core and town centers throughout Greater Sudbury, as well as municipal building construction and renovations.

CARRIED

Councillor Dutrisac presented a Notice of Motion regarding a staff direction to prepare a business case to be presented during the 2018 budget deliberations, to commit the remaining $1 Million in the 2018 capital budget, to leverage any available infrastructure funding opportunities for Therapeutic/Leisure Pools and asked that notice be waived.

CARRIED BY TWO-THIRDS MAJORITY

The following resolution was presented:

FA2017-27 Dutrisac/Kirwan: WHEREAS the City of Greater Sudbury endorsed the Therapeutic/Leisure pool project as a priority for any announcements related to recreation infrastructure funding;

AND WHEREAS the total cost of the Therapeutic/Leisure pool was estimated at $4.7 Million;

AND WHEREAS recreational infrastructure funding from senior levels of government is usually split 1/3 each, the City's share of the Therapeutic Pool would be approximately $1.6 Million;

AND WHEREAS the 2018 Leisure Capital budget includes $300,000 to complete the design for the project;

AND WHEREAS a Community fundraising campaign for the Therapeutic/Leisure Pool has begun with a goal of raising $300,000;

THEREFORE BE IT RESOLVED THAT City of Greater Sudbury staff be directed to prepare a business case to be presented during the 2018 budget deliberations, to commit the remaining $1 Million in the 2018 capital budget, to leverage any available infrastructure funding opportunities.
CARRIED

Adjournment

Kirwan/Sizer: THAT this meeting does now adjourn. 5:56 p.m.
CARRIED

_____
Eric Labelle, City Solictior and Clerk

Location:	Tom Davies Square
Commencement:	4:08 PM
Adjournment:	10:17 PM

Minutes

City Council Minutes of 11/22/17

His Worship Mayor Bigger, In the Chair

Present: Councillors Signoretti [A 4:14p.m.], Vagnini [D 4:50 p.m.], Montpellier [D 4:50 p.m.], Kirwan, Lapierre [A 4:14pm; D 5:15pm], Jakubo, Sizer, McIntosh [A 4:40 p.m.], Cormier, Landry-Altmann and Mayor Bigger

City Officials: Ed Archer, Chief Administrative Officer; Kevin Fowke, General Manager of Corporate Services; Tony Cecutti, General Manager of Growth and Infrastructure Services [D 4:50 p.m.]; Joseph Nicholls, Interim General Manager of Community Safety [D 4:50 p.m.]; Eric Labelle, City Solicitor and Clerk; Eliza Bennett, Director Communications and Community Engagement; Joanne Kelly, Director of Human Resources and Organizational Development; Ron Foster, Auditor General; Melissa Zanette, Chief of Staff; Lynn Webster, Manager of Strategic and Business Service; Gabrielle Servais, Coordinator of Human Resources

Declarations of Pecuniary Interests and the general nature thereof

Councillors Vagnini and Montpellier declared a conflict of interest in relation to item CM-3.

Closed Session: The following resolution was presented:

CC2017-328 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury move to Closed Session to deal with three (3) items on the agenda, two (2) labour relations/employee negotiations matters, the first regarding negotiations with CLAC Local 920 and the second regarding the Joint Distribution and Collection Committee with CUPE Local 4705; and one (1) Personal Matter (Identifiable Individual(s)) and solicitor-client privilege matter in accordance with the Municipal Act 2001, s. 239(2)(b), (d) and (f).
CARRIED
Council moved into Closed Session at 4:10 p.m.

Councillors Vagnini and Montpellier departed at 4:50 p.m.

Recess At 5:48 p.m. Council recessed.

Reconvene At 6:19 p.m., Council commenced the Open Session in the Council Chambers

His Worship Mayor Brian Bigger, In the Chair

Present Councillors Signoretti [D 10:05 p.m.], Vagnini [D 9:52 p.m.], Montpellier [D 9:55 p.m.], Dutrisac, Kirwan, Lapierre, Jakubo, Sizer, McIntosh, Cormier, Reynolds [D 9:52 p.m.], Landry-Altmann [A 6:21 p.m.], Mayor Bigger

City Officials Ed Archer, Chief Administrative Officer; Kevin Fowke, General Manager of Corporate Services; Eric Labelle, City Solicitor and Clerk; Catherine Matheson, General Manager of Community Development; Ed Stankiewicz, Executive Director of Finance, Assets and Fleet; Eliza Bennett, Director of Communications and Community Engagement; Ron Foster, Auditor General; Melissa Zanette, Chief of Staff; Kristen Newman, Deputy City Solicitor/Deputy City Clerk; Joseph Nicholls, Interim General Manager of Community Safety; Ian Wood, Director of Economic Development; Rachel Adriaans, Legislative Compliance Coordinator; Renée Stewart, Clerk's Services Assistant

Declarations of Pecuniary Interests and the general nature thereof

None declared

Rules of Procedure

Councillor Jakubo moved that the order of the agenda be altered to deal with Civic Petitions at this time.
CARRIED BY TWO-THIRDS MAJORITY

Civic Petitions

Councillor Jakubo submitted a petition to the City Clerk which will be forward to the General Manager of Growth and Infrastructure Services. The petition is regarding winter road maintenance on MacLennan Road in Skead.

Presentations

1 Barbara Nott, Chair of the Age-Friendly Steering Committee, provided an electronic presentation on the Age-Friendly Community Plan Update for decision.

The following resolution was presented:

CC2017-329 Kirwan/Landry-Altmann: THAT the City of Greater Sudbury authorizes the

application to receive Age-Friendly Community designation as outlined in the report entitled "Age-Friendly Community Plan Update", from the General Manager of Community Development, presented at the City Council meeting of November 22, 2017.
CARRIED

2 Ian Wood, Director of Economic Development, provided an electronic presentation regarding the Greater Sudbury Convention and Performance Centre/Library Art Gallery Update for decision.

Motion for Deferral

Councillor McIntosh moved to defer this item to the City Council meeting of January 9, 2018 in order to have more time to review the information provided.

Rules of Procedure

Immediately following the vote Councillor Kirwan requested a recorded vote.

YEAS: Councillors Signoretti, Montpellier, Dutrisac, Lapierre, Sizer, McIntosh, Cormier, Reynolds and Landry-Altmann.

NAYS: Councillors Vagnini, Kirwan, Jakubo and Mayor Bigger.
CARRIED

Recess

At 8:19 p.m. Council recessed.

Reconvene

At 8:34 p.m. Council reconvened.

3 Catherine Matheson, General Manager of Community Development, David Shelsted, Project Director and Paul Szaszkiewicz, Principal of Cumulus Architects provided an electronic presentation regarding the Site Design for the Kingsway Entertainment District for decision.

Resolution to Proceed past 9:20 p.m.

Sizer/Kirwan: THAT this meeting proceeds past the hour of 9:20 p.m.

Rules of Procedure

Councillor Kirwan requested a simultaneous written recorded vote.

YEAS: Councillors Vagnini, Dutrisac, Kirwan, Jakubo, Sizer, Cormier, Reynolds, Landry-Altmann and Mayor Bigger.

NAYS: Councillor Signoretti, Montpellier, Lapierre and McIntosh.
CARRIED BY TWO-THIRD MAJORITY

The following resolution was presented:

CC2017-330 Kirwan/Landry-Altmann: THAT the City of Greater Sudbury accept the Site Design Strategy for the Kingsway Entertainment District as outlined in the report entitled “Site Design Strategy for Kingsway Entertainment District”, from the General Manager of Community Development, presented at the City Council meeting of November 22, 2017.
CARRIED

Matters Arising from the Closed Session

Deputy Mayor Sizer, as Chair of the Closed Session, reported that Council met in Closed Session to deal with three (3) items on the agenda, two (2) labour relations/employee negotiations matters, the first regarding negotiations with CLAC Local 920 and the second regarding the Joint Distribution and Collection Committee with CUPE Local 4705; and one (1) Personal Matter (Identifiable Individual(s)) and solicitor-client privilege matter in accordance with the Municipal Act 2001, s. 239(2)(b), (d) and (f). Councillors Vagnini and Montpellier declared a conflict of interest with item CM-3 and left the meeting while that item was being discussed. Direction was given to staff with respect to one of the matters.

Councillors Reynolds and Vagnini departed at 9:52 p.m.

Matters Arising from Audit Committee

October 24, 2017

Councillor McIntosh, as Chair of the Audit Committee, reported on the matters arising from the Audit Committee meeting of October 24, 2017.

The following resolution was presented:

CC2017-331 Kirwan/Landry-Altmann: THAT the City of Greater Sudbury approves Audit Committee resolutions AC2017-07 and AC2017-08 inclusive from the meeting of October 24, 2017.
CARRIED

The following are the Audit Committee resolutions:

2017 External Audit Planning Report

AC2017-07 that the City of Greater Sudbury approves the 2017 External Audit Plan as outlined in the report date October 24, 2017 from KPMG LLP.
CARRIED

Performance Audit Report of Capital Budgeting Process

AC2017-08 Reynolds/Kirwan: THAT the City of Greater Sudbury endorses the recommendations as outlined in the report entitled "Performance Audit Report of Capital Budgeting Process" from the Auditor General, presented at the Audit Committee meeting on October 24, 2017.
CARRIED

Matters Arising from Community Services Committee

October 23, 2017

Councillor Lapierre, as Chair of the Community Services Committee, reported on the matters arising from the Community Services Committee meeting of October 23, 2017.

The following resolution was presented:

CC2017-332 Lapierre/Jakubo: THAT the City of Greater Sudbury approves Community Services Committee resolutions CS2017-23 to CS2017-25 inclusive from the meeting of

October 23, 2017.
CARRIED

The following are the Community Services Committee resolutions:

Framework for Partnership Opportunities for Indoor Turf and Multi-Purpose Facilities – Final Report

CS2017-23 Kirwan/Sizer: THAT the City of Greater Sudbury adopts the Partnership & Implementation Framework to guide decisions related to collaborating with third parties for the delivery and provision of recreation services and facilities, as outlined in the report entitled "Framework for Partnership Opportunities for Indoor Turf and Multi-Purpose Facilities- Final Report" from the General Manager of Community Development, presented at the Community Services Committee meeting on October 23, 2017;

AND THAT unsolicited bids be accepted and evaluated at any time during the year not limited by budget process.
CARRIED

Review of Food Bank System

CS2017-24 Sizer/Kirwan: THAT the City of Greater Sudbury directs staff to bring a report to the Community Services Committee in the third quarter of 2018 reporting on the sustainability of the local Food Bank System;

AND THAT the City of Greater Sudbury approves the continuation, until March 31, 2019, of rent free usage by the four Food Bank locations that operate out of the municipal facilities as described and identified in the report entitled "Review of Food Bank System" from the General Manager of Community Development, presented at the Community Services Committee meeting on October 23, 2017.
CARRIED

Ontario Early Years Child and Family Centres (OEYCFC) Transition Plan

CS2017-25 Kirwan/Sizer: THAT the City of Greater Sudbury approves the Ontario Early Years Child and Family Centres Planning Report, as outlined in the report entitled "Ontario Early Years Child and Family Centres Transition Plan", from the General Manager of Community Development, presented at the Community Services Committee meeting on October 23, 2017.
CARRIED

Councillor Montpellier departed at 9:55 p.m.

November 6, 2017

Councillor Lapierre, as Chair of the Community Services Committee, reported on the matters arising from the Community Services Committee meeting of November 6, 2017.

The following resolution was presented:

CC2017-333 Jakubo/Lapierre: THAT the City of Greater Sudbury approves Community Services Committee resolution CS2017-26 from the meeting of November 6, 2017.
CARRIED

The following is the Community Services Committee resolution:

Staff Direction to discontinue the fence panel advertising at James Jerome Sports Complex

CS2017-26 Jakubo/Sizer: THAT the City of Greater Sudbury directs staff to discontinue with the fence panel advertising at the James Jerome Sports Complex.
CARRIED

Matters Arising from Finance and Administration Committee

October 24, 2017

Councillor Jakubo, as Chair of the Finance and Administration Committee, reported on the matters arising from the Finance and Administration Committee meeting of October 24, 2017. No resolution emanated from this meeting.

November 7, 2017

Councillor Jakubo, as Chair of the Finance and Administration Committee, reported on the matters arising from the Finance and Administration Committee meeting of November 7, 2017.

The following resolution was presented:

CC2017-334 Lapierre/Jakubo: THAT the City of Greater Sudbury approves Finance and Administration Committee resolution FA2017-24 from the meeting of November 7, 2017.
CARRIED

The following is the Finance and Administration Committee resolution:

Notice of Motion

FA2017-24 Vagnini/Kirwan: WHEREAS since the Board of Directors of Maison McCulloch Hospice submitted their capital funding request to the City of Greater Sudbury in the sum of $450,000 over 3 years to help cover capital cost expenditures to undertake the expansion of its 10-bed community residential hospice in Sudbury in April of 2017, they have learned that their estimated capital costs for site development have increased by $300,000;

AND WHEREAS the business case prepared by City staff for inclusion in the 2018 budget addresses the initial request for the sum of $450,000;

THEREFORE BE IT RESOLVED that the business case for the capital funding request by the Board of Directors of Maison McCulloch Hospice and the Sudbury Hospice Foundation be amended to reflect the most recent request in the sum of $750,000.
CARRIED

Matters Arising from Operations Committee

October 23, 2017

Councillor Kirwan, as Chair of the Operations Committee, reported on the matters arising from the Operations Committee meeting of October 23, 2017.

The following resolution was presented:

CC2017-335 Lapierre/Jakubp: THAT the City of Greater Sudbury approves Operations Committee resolutions OP2017-19 to OP2017-41 inclusive from the meeting of October 23,

2017.
CARRIED

The following are the Operations Committee resolutions:

2017 Cycling Infrastructure Update

Resolution #1

OP2017-19 Cormier/Reynolds: THAT the City of Greater Sudbury designates the 1st lane from the north curb of Municipal Road 15, from Martin Rd to 425 m west of Martin Rd, as a cycling facility (Bike Lane), as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #2

OP2017-20 Cormier/Reynolds: THAT the City of Greater Sudbury designates the 1st lane from the south curb of Municipal Road 15, from Martin Rd to 425 m west of Martin Rd, as a cycling facility (Bike Lane), as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #3

OP2017-21 Cormier/Reynolds: THAT the City of Greater Sudbury designates the 2nd lane from the south curb of Westmount Avenue, from 50 m west of Barry Downe Road to Barry Downe Road, as a cycling facility (Bike Lane), as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #4

OP2017-22 Cormier/Reynolds: THAT the City of Greater Sudbury designates the boulevard on the west side of Paris St from York St to Ramsey Lake Rd as a cycling facility (Cycle Track), as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #5

OP2017-23 Cormier/Reynolds: THAT the City of Greater Sudbury designates the multi-use path on the west side of Paris St from Ramsey Lake Rd to Centennial Dr as a cycling facility, as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #6

OP2017-24 Cormier/Reynolds: THAT the City of Greater Sudbury designates the boulevard

on the west side of Paris St from Centennial Dr to Walford Rd as a cycling facility (Cycle Track), as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #7

OP2017-25 Cormier/Reynolds: THAT the City of Greater Sudbury designates the boulevard on the east side of Paris St from Ramsey Lake Rd to Walford Rd as a cycling facility (Cycle Track), as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #8

OP2017-26 Cormier/Reynolds: THAT a by-law be prepared to amend Traffic and Parking By-law 2010-1 in the City of Greater Sudbury to implement the recommended changes, as outlined in the report entitled "2017 Cycling Infrastructure Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Second Avenue By-law Amendment

Resolution #1

OP2017-27 Cormier/Reynolds: THAT the City of Greater Sudbury designates the center lane of Second Avenue for left turns only; from Donna Drive to north of Kenwood Drive, as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #2

OP2017-28 Cormier/Reynolds: THAT the City of Greater Sudbury authorizes the installation of new traffic signals at the intersection of Second Avenue and Scarlett Drive, as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #3

OP2017-29 Cormier/Reynolds: THAT the City of Greater Sudbury authorizes the relocation of the existing mid-block pedestrian signals from the entrance of the Morel Family Foundation Park to the north side of the intersection Second Avenue and Kenwood Drive, as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #4

OP2017-30 Cormier/Vagnini: THAT the City of Greater Sudbury designates the boulevard on east side of Second Avenue, from Donna Drive to Kenwood Street, as a cycling facility (Cycle Track), as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #5

OP2017-31 Vagnini/Cormier: THAT the City of Greater Sudbury designates the boulevard on the west side of Second Avenue, from Donna Drive to Kenwood Street, as a cycling facility (Cycle Track), as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #6

OP2017-32 Vagnini/Cormier: THAT the City of Greater Sudbury designates the shoulder on the east side of Second Avenue from Kenwood Street to 20 m south of First Avenue as a cycling facility (Multi-Use Path), as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #7

OP2017-33 Vagnini/Cormier: THAT the City of Greater Sudbury designates the first lane from the west sidewalk on Second Avenue from Kenwood Street to 20 m south of First Avenue as a cycling facility (Bike Lane), as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #8

OP2017-34 Vagnini/Cormier: THAT a by-law be prepared to amend Traffic and Parking By-law 2010-1 in the City of Greater Sudbury to implement the recommended changes, as outlined in the report entitled "Second Avenue By-law Amendments", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

One-way Street and Parking Restrictions – Lagace Street, Sudbury

Resolution #1

OP2017-35 Landry-Altmann/Cormier: THAT the City of Greater Sudbury prohibits parking on the west side of Lagace Street from the north intersection of Murray Street to 120 metres south of the north intersection of Murray Street, as outlined in the report entitled "One-Way Street and Parking Restrictions - Lagace Street, Sudbury", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #2

OP2017-36 Landry-Altmann/Cormier: THAT the City of Greater Sudbury designates Lagace Street as a "One-Way" street for northbound traffic between the south intersection of Murray Street and the north intersection of Murray Street, as outlined in the report entitled "One-Way Street and Parking Restrictions - Lagace Street, Sudbury", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #3

OP2017-37 Landry-Altmann/Cormier: THAT a by-law be prepared to amend Traffic and Parking By-law 2010-1 in the City of Greater Sudbury to implement the recommended changes as outlined in the report entitled "One-Way Street and Parking Restrictions - Lagace Street, Sudbury", from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Parking Restrictions – Hillcrest Drive, Walden

Resolution #1

OP2017-38 Landry-Altmann/Cormier: THAT the City of Greater Sudbury allows parking on the south side of Hillcrest Drive from 40 metres east of Brian Street to 30 metres west of Jessie Street and on the north side of Hillcrest Drive from Mikkola Road to 30 metres west of Jessie Street as outlined in the report entitled "Parking Restrictions - Hillcrest Drive, Walden" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #2

OP2017-39 Cormier/Landry-Altmann: THAT the City of Greater Sudbury prohibits parking on both sides of Jessie Street from Hillcrest Drive to 33 metres south of Hillcrest Drive as outlined in the report entitled "Parking Restrictions - Hillcrest Drive, Walden" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Resolution #3

OP2017-40 Landry-Altmann/Cormier: THAT a by-law be prepared to amend Traffic and Parking By-Law 2010-1 in the City of Greater Sudbury to implement the recommended changes as outlined in the report entitled "Parking Restrictions - Hillcrest Drive, Walden" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

Parking Restrictions – Ridgemount Avenue, Sudbury

OP2017-41 Cormier/Landry-Altmann: THAT the City of Greater Sudbury prohibits parking at all times of the day on both sides of Ridgemount Avenue from 234 metres south of Claude Street to 370 metres south of Claude Street;

AND THAT a by-law be prepared to amend Traffic and Parking By-Law 2010-1 in the City of Greater Sudbury to implement the recommended changes as outlined in the report entitled "Parking Restrictions - Ridgemount Avenue, Sudbury" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on October 23, 2017.
CARRIED

November 6, 2017

Councillor Kirwan, as Chair of the Operations Committee, reported on the matters arising from the Operations Committee meeting of November 6, 2017.

The following resolution was presented:

CC2017-336 Kirwan/Jakubo: THAT the City of Greater Sudbury approves Operations Committee resolutions OP2017-42 to OP2017-44 inclusive from the meeting of November 6, 2017.
CARRIED

The following are the Operations Committee resolutions:

Traffic Calming – 2017 Ranking

Resolution #1

OP2017-42 Vagnini/Landry-Altmann: THAT the City of Greater Sudbury approves the 2017 ranking list for traffic calming eligible roadways as outlined in the report entitled "Traffic Calming - 2017 Ranking" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on November 6, 2017.
CARRIED

Resolution #2

OP2017-43 Vagnini/Landry-Altmann: THAT the City of Greater Sudbury directs staff to proceed with the next steps of the traffic calming process as per the recommendations outlined in the report entitled "Traffic Calming - 2017 Ranking" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on November 6, 2017.
CARRIED

2018 Pedestrian Crossover Program Update

OP2017-44 Landry-Altmann/Vagnini: THAT the City of Greater Sudbury implements a pedestrian crossover on Algonquin Road at Tuscany Trail and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury implements a pedestrian crossover on Walford Road at Ramsey View Court and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury implements a pedestrian crossover on Westmount Avenue at William Street and prohibits parking and stopping within 30 metres of the pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury implements a pedestrian crossover on York Street at the York Street Playground and prohibits parking and stopping within 30 metres of the

pedestrian crossover to be installed;

AND THAT the City of Greater Sudbury prepares a by-law to amend Traffic and Parking By-Law 2010-1 to implement the recommended changes, as outlined in the report entitled "2018 Pedestrian Crossover Program Update" from the General Manager of Growth and Infrastructure, presented at the Operations Committee meeting on November 6, 2017.
CARRIED

Matters Arising From the Planning Committee

October 30, 2017

Councillor McIntosh, as Chair of the Planning Committee, reported on the matters arising from the Planning Committee meeting of October 30, 2017.

The following resolution was presented:

CC2017-337 Jakubo/Kirwan: THAT the City of Greater Sudbury approves Planning Committee resolutions PL2017-159 to PL2017-161 and PL2017-163 to PL2017-164 inclusive from the meeting of October 30, 2017.
CARRIED

The following are the Planning Committee resolutions:

Application for rezoning in order to eliminate the split zoning that results from a lot addition with abutting property at 1067 Stafford Street (1031 Chapman Street)

PL2017-159 Jakubo/Lapierre: THAT the City of Greater Sudbury approves the application by Richard and Mary Price to amend Zoning By-law 2010-100Z by changing the zoning classification from "R2-2", Low Density Residential Two to "R1-5", Low Density Residential One on lands described as Parts 1, 2 and 3 on Plan 53R-17647 being part of PIN 02124-0193, Part of Lot 43, Plan M-243, Lot 2, Concession 5, Township of McKim, as outlined in the report entitled "Richard and Mary Price", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of October 30, 2017.
CARRIED

Application for rezoning to permit a three unit multiple dwelling, 764 Charlotte Street, Sudbury

PL2017-160 Jakubo/Lapierre: THAT the City of Greater Sudbury approves the application by Domenic Cimino to amend Zoning By law 2010-100Z to change the zoning classification from "R2 2", Low Density Residential Two to "R2 2(S)", Low Density Residential Two Special in order to permit three dwelling units on those lands described as PIN 73589-0434, Parcel 14528, Lot 188, Plan M-99, Lot 7, Concession 2, Township of McKim, as outlined in the report entitled "Domenic Cimino", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of October 30, 2017, subject to the following conditions:

a. That in addition to the uses permitted in an R2-2 zone a multiple dwelling containing a maximum of three dwelling units shall be permitted;

b. That the required parking spaces shall be located in the rear yard;

c. That an opaque fence with a minimum height of 1.8 m shall be provided along the southerly lot line from a point perpendicular from the rear building line extending easterly to the rear property line;

d. That the minimum front yard setback shall be 4.25m; and

e. That the minimum northerly interior side yard setback shall be 1.5m for a two (2) storey building.
CARRIED

Interest in Land, 37 Mont Adam Street, Sudbury

PL2017-161 Jakubo/Lapierre: THAT the City of Greater Sudbury authorize the purchase and demolition of 37 Mont Adam Street, Sudbury, legally described as PIN 02132-0068(L T), part of Lot 113, Plan M-103, Township of McKim, City of Greater Sudbury;

AND THAT the acquisition, demolition, designated substance survey and all other costs associated with the demolition be funded from the Capital Financing Reserve Fund - Roads;

AND THAT a by-law be prepared to authorize the purchase and the execution of the documents required to complete the real estate transaction, as outlined in the report entitled "37 Mont Adam Street, Sudbury- Purchase of Property" from the General Manager of Corporate Services dated October 6, 2017, presented at the Planning Committee meeting on October 30, 2017.
CARRIED

Dalron Construction – Extension to draft plan of subdivision approval, Saddle Creek Subdivision, Dominion Drive and Saddle Creek Drive, Val Therese

PL2017-163 Lapierre/Sizer: THAT the City of Greater Sudbury's delegated official be directed to amend the conditions of draft approval for plan of subdivision on those lands known as Part of former Parcel 709 SES, being Part of PIN 73504-0953, Part Lot 6, Concession 1, Township of Hanmer, as outlined in the report entitled "Dalron Construction", from the General Manager of Growth and Infrastructure, presented at the Planning Committee meeting of October 30, 2017, File 780-7/04006, upon the payment of the processing fee of $2, 507.50 as follows:

a) By adding at the end of Condition #10 the following:

"A lot grading agreement shall be registered on title, if required, to the satisfaction of the Director of Planning Services and City Solicitor."

b) By deleting in Condition #11 reference to "General Manager of Infrastructure and Emergency Services" and replacing it with "General Manager of Growth & Infrastructure."

c) By adding at the end of Condition #11 the following:

"A soils caution agreement, if required, shall be registered on title, to the satisfaction of the Chief Building Official and City Solicitor.

d) By deleting in Conditions #13, #16, #24, #27, #29, and #33 reference to "General Manager of Public Works" and replacing it with "General Manager of Growth & Infrastructure."

e) By deleting Condition #23.

f) By deleting in Conditions #36 reference to "General Manager of Growth and Development" and replacing it with "General Manager of Growth & Infrastructure."

g) By deleting in Condition #31 reference to "Ontario Regulation 151/06" and replacing it with "Ontario Regulation 156/06."

h) By deleting Condition #34 and replacing it with the following:

"34. That this draft approval shall lapse on November 28, 2020."

i) By deleting in Condition #35 reference to "Economic Development and Planning Services Development" and replacing it with "Planning Services Division" and deleting reference to "2", "13", "14", "16", "17", "18", "21", "22", "23", "24", "25", "27", "32" and "33".

j) By adding in Condition #35 reference to "#41 ".

k) By adding Conditions #39, 40 and 41 as follows:

"39.That the owner shall have completed all major outstanding infrastructure deficiencies that are critical to the overall function of the subdivision in previous phases of the plan that have been registered, or have made arrangements for their completion, prior to registering a new phase of the plan, to the satisfaction of the General Manager of Growth & Infrastructure."

40.Final approval for registration may be issued in phases to the satisfaction of the Director of Planning, provided that:

i) phasing is proposed in an orderly progression, in consideration of such matters as the timing of road improvements, infrastructure and other essential services; and

ii) all agencies agree to registration by phases and provide clearances, as required, for each phase proposed for registration; furthermore, the required clearances may relate to lands not located within the phase sought to be registered."

"41.That in accordance with Section 59(4) of the Development Charges Act, a notice agreement shall be registered on title to ensure that persons who first purchase the subdivided land after registration of the plan of subdivision are informed, at the time the land is transferred of all of the development charges related to development."
CARRIED

Motion regarding the preparation of a report on rural lot creation

PL2017-164 McIntosh/Lapierre: THAT the City of Greater Sudbury directs staff to prepare a report describing options to facilitate rural lot creation on rural designated lands that are within close proximity of settlement areas identified in the Official Plan. This report is to be brought back to Planning Committee for its consideration prior to the Phase 1 Official Plan Review.
CARRIED

Matters Arising from Hearing Committee

October 25, 2017

Councillor Signoretti, as Chair of the Hearing Committee, reported on the matters arising from the Hearing Committee meeting of October 25, 2017.

The following resolution was presented:

CC2017-338 Kirwan/Jakubo: THAT the City of Greater Sudbury approves Hearing Committee resolutions HC2017-07 to HC2017-09 inclusive from the meeting of October 25, 2017.
CARRIED

The following are the Hearing Committee resolutions:

Vicious Dog Appeal – ACR 754470

HC2017-07 Kirwan/Cormier: THAT the City of Greater Sudbury reverse the finding of the Licence Issuer that the Dog is a vicious Dog, pursuant to Section 33 (1)(a) of By-law 2017-22.

CARRIED

to Remedy Appeal – ACR 726860 (91 Logan Street, Sudbury)

HC2017-08 Sizer/Kirwan: THAT the City of Greater Sudbury rescind the Property Standards Order to Remedy issued to the Owner of 91 Logan Street, Sudbury, ON, pursuant to Section 15.3(3.1)1 of the Building Code Act.
CARRIED

Taxi Licence Appeal – ACR 773602

HC2017-09 Sizer/Kirwan: THAT the City of Greater Sudbury accepts the Appellant's email of October 24, 2017 advising that he wishes to withdraw his appeal.
CARRIED

Adopting, Approving or Receiving Items in the Consent Agenda

The following resolution was presented:

CC2017-339 Lapierre/Kirwan: THAT the City of Greater Sudbury approves Consent Agenda Items C-1 to C-12 inclusive.
CARRIED

The following are the Consent Agenda items:

Minutes

C-1 CC2017-340 Kirwan/Lapierre: THAT the City of Greater Sudbury adopts the Special City Council meeting minutes of October 11, 2017.
CARRIED

C-2 CC2017-341 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury adopts the Planning Committee meeting minutes of October 16, 2017.
CARRIED

C-3 CC2017-342 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury adopts the City Council meeting minutes of October 17, 2017.
CARRIED

C-4 CC2017-343 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury adopts the Operations Committee meeting minutes of October 23, 2017.
CARRIED

C-5 CC2017-344 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury adopts the Community Services Committee meeting minutes of October 23, 2017.
CARRIED

C-6 CC2017-345 Jakubo/Sizer: THAT the City of Greater Sudbury adopts the Audit Committee meeting minutes of October 24, 2017.
CARRIED

C-7 CC2017-346 Sizer/Lapierre: THAT the City of Greater Sudbury adopts the Finance and Administration Committee meeting minutes of October 24, 2017.
CARRIED

C-8 CC2017-347 Lapierre/Sizer: THAT the City of Greater Sudbury adopts the Special City Council meeting minutes of October 24, 2017.
CARRIED

C-9 CC2017-348 Landry-Altmann: THAT the City of Greater Sudbury adopt the Hearing Committee meeting minutes of October 25, 2017.
CARRIED

C-10 CC2017-349 Jakubo/Lapierre: THAT the City of Greater Sudbury adopts the Planning Committee meeting minutes of October 30, 2017.
CARRIED

Routine Management Reports

C-11 Healthy Community Initiative Fund Applications

Report dated October 26, 2017 from the General Manager of Community Development regarding Healthy Community Initiative Fund Applications.

CC2017-350 Lapierre/Jakubo: THAT the City of Greater Sudbury approves the Healthy Community Initiative Fund requests, as outlined in the report "Healthy Community Initiative Fund Applications", from the General Manager of Community Development, presented at the City Council meeting on November 22, 2017;

AND THAT any necessary by-laws be prepared.
CARRIED

C-12 Administrative Corrections to the Minutes of June 28, 2016 City Council Meeting

Report dated October 27, 2017 from the General Manager of Corporate Services regarding Administrative Corrections to the Minutes of June 28, 2016 City Council Meeting.

CC2017-351 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury approves the administrative corrections to page 8 of the City Council Minutes of the June 28, 2016 meeting, as outlined in the report entitled "Administrative Corrections to the City Council Meeting Minutes of June 28, 2016" from the General Manager of Corporate Services, presented at the City Council meeting on November 22, 2017.
CARRIED

Correspondence for Information Only

C-13 Contract Awards Exceeding $50,000.00 - June and July, 2017

Report dated October 25, 2017 from the Executive Director of Finance, Assets and Fleet regarding Contract Awards Exceeding $50,000.00 - June and July, 2017.

For Information Only.

C-14 Greater Sudbury Transit Action Plan - Update

Report dated November 1, 2017 from the General Manager of Community Development regarding Greater Sudbury Transit Action Plan - Update.

For Information Only.

Managers' Reports

R-1 Affordable Access Conceptual Framework

Report dated November 3, 2017 from the General Manager of Community Development regarding Affordable Access Conceptual Framework.

The following resolution was presented:

CC2017-352 Kirwan/Landry-Altmann: THAT the City of Greater Sudbury adopts the principal statements for the development of affordable access programs and strategies as outlined in the report entitled "Affordable Access Conceptual Framework" from the General Manager of Community Development, presented at the City Council Meeting on November 22, 2017.
CARRIED

R-2 Population Health - Community Priorities

Report dated November 3, 2017 from the General Manager of Community Development regarding Population Health - Community Priorities.

The following resolution was presented:

CC2017-353 Sizer/Jakubo: THAT the City of Greater Sudbury endorses the community priorities to improve individual health and well-being;

AND THAT staff be directed to bring a follow up report to City Council in September, 2018 as outlined in the report entitled "Population Health - Community Priorities", from the General Manager of Community Development presented at the City Council meeting of November 22, 2017.

Rules of Procedure

The following amendment was presented:

CC2017-353A Sizer/Lapierre: THAT the resolution be amended to include the following after the first clause:

"AND THAT the in year savings in 2017 resulting from the Annual Grant Value for Money Review of $56,000 be set aside in the Capital Financing Reserve Fund - Health and Social Services to support population health initiatives in 2018."
CARRIED

The resolution as amended was presented:

CC2017-353 Sizer/Jakubo: THAT the City of Greater Sudbury endorses the community priorities to improve individual health and well-being;

AND THAT the in year savings in 2017 resulting from the Annual Grant Value for Money Review of $56,000 be set aside in the Capital Financing Reserve Fund - Health and Social

Services to support population health initiatives in 2018.

AND THAT staff be directed to bring a follow up report to City Council in September, 2018 as outlined in the report entitled "Population Health - Community Priorities", from the General Manager of Community Development presented at the City Council meeting of November 22, 2017.
CARRIED

Councillor Signoretti departed at 10:05 p.m.

R-3 Pioneer Manor Capital Redevelopment

Motion for Deferral

Councillor McIntosh moved to defer this item to the City Council meeting of December 12, 2017 in order for all the Councillors to be present to make the decision.

Rules of Procedure

Immediately following the vote Councillor Kirwan requested a recorded vote.

YEAS: Councillors Lapierre, Jakubo, Sizer, McIntosh, Cormier, Landry-Altmann and Mayor Bigger.

NAYS: Councillors Dutrisac, Kirwan.
CARRIED

By-Laws

The following resolution was presented:

CC2017-354 Landry-Altmann/Kirwan: THAT the City of Greater Sudbury read and pass By-law 2017-190 to and including By-law 2017-210.
CARRIED

The following are the By-Laws:

2017-190 A By-law of the City of Greater Sudbury to Confirm the Proceedings of Council at its Meeting of November 22nd, 2017

2017-191F A By-law of the City of Greater Sudbury to set an Interim Tax Levy and Tax Billing Dates Prior to the Development of the 2018 Tax Policy
(Section 317(1) of the Municipal Act, 2001, provides the authority for an interim tax levy prior to the adoption of the final estimates. For 2018 the interim due dates have been established as March 5 and April 5, 2018.)

Report dated October 24, 2017 from the General Manager of Corporate Services regarding 2018 Interim Tax Billing.

2017-192F A By-law of the City of Greater Sudbury to Levy and Collect Omitted and Supplementary Realty Taxes for the Year 2018
(This by-law authorizes the 2018 omitted and supplementary tax billing and sets the dates for omitted and supplementary assessments added after each of June 1, July 1, August 1, September 1, October 1, November 1 and December 1, 2018.)

Report dated October 23, 2017 from the General Manager of Corporate Services regarding 2018 Omitted and Supplementary Tax Billing.

2017-193 A By-law of the City of Greater Sudbury to Authorize the Transfer of Vacant Land on Algonquin Road in Sudbury Described as Parts 1, 2 and 3 on Plan 53R-14976 to the Dalron Construction Limited
Planning Committee Recommendation PL2017-145

2017-194 A By-law of the City of Greater Sudbury to Authorize the Purchase of Property at 1990 Maley Drive in Garson Described as PIN 73496-0199 (LT), Township of Garson, City of Greater Sudbury from Anja McGregor
Planning Committee Resolution #PL2017-153
(This by-law authorizes the purchase of property for Phase Two of the Maley Drive Extension Project and subsequent demolition.)

2017-195 A By-law of the City of Greater Sudbury to Authorize the Purchase of Property on Heino Road in Garson Described as Parts 2 and 3 on Plan SR-3577, Township of Garson, City of Greater Sudbury from Vale Canada Limited
Planning Committee Resolution #PL2017-154
(This by-law authorizes the purchase of property used a part of the Garson Sewage Lagoon site.)

2017-196 A By-Law of the City of Greater Sudbury to Authorize the Sale of Part of Unopened Lane South of Van Horne Street in Sudbury Described as Part of PIN 73584-0927 (LT) being Part 1 on Plan 53R-20886 to James Paul Zahavich and Wilma Ann Zahavich
Planning Committee Resolution #PL2017-155
(This by-law authorizes the transfer to an abutting owner of that part of the westerly half of formerly unopened lane being Part 1 on Plan 53R-20886, and which lane was closed by By-law 2016-93, together with a right of way over Part 5 on Plan 53R-20886 and subject to a right of way over the land conveyed in favor of the City and in favor of the owner of certain properties on Van Horne Street should she wish to acquire the easement prior to the conveyance and further subject to rights of way in favor of GSUI, Bell and the City for municipal purposes.)

2017-197 A By-Law of the City of Greater Sudbury to Authorize the Sale of Part of Unopened Lane South of Van Horne Street in Sudbury Described as Part of PIN 73584-0927 (LT) being Part 5, 6, 7 and 8 on Plan 53R-20886 to James Paul Zahavich, James Ryan Zahavich and Deena Lynn Zahavich
Planning Committee Resolution #PL2017-155
(This by-law authorizes the transfer to an abutting owner of that part of the easterly half of a formerly unopened lane, being Parts 5, 6, 7 and 8 on Plan 53R-20886, which lane was closed by By-law 2016-93, together with a right of way of Parts 1, 2, 3 and 4 on Plan 53R-20886 and subject to a right of way over the land conveyed in favor of the City and in favor of the owner of certain properties on Van Horne Street should she wish to acquire the easement prior to the conveyance and further subject to rights of way in favor of GSUI, Bell and the City for municipal purposes.)

2017-198 A By-law of the City of Greater Sudbury to Authorize the Transfer of Vacant Land North of Fairbank Lake Road in Walden Described as Part 17 on Plan 53R-20828 to Vale Canada Limited
Planning Committee Resolution #PL2017-157

2017-199 A By-law of the City of Greater Sudbury to Authorize the Transfer of 200 Larch Street in Sudbury Described as PIN 73584-0126 (LT) to Canadian Mental Health Association Sudbury / Manitoulin by Way of a Grant
Planning Committee Resolution #PL2017-157

2017-201Z A By-law of the City of Greater Sudbury to Amend By-Law 2013-195Z being a By-law to Amend the Comprehensive Zoning By-Law for the City Of Greater Sudbury
(This amending by-law corrects an error in By-law 2013-195, a by-law to amend the Zoning By-law.)

2017-202Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury
Planning Committee Resolution #PL2016-85
(This by-law lifts the “H”, Holding Designation on a portion of the subject lands and rezones the subject property from “M1(21)”, Mixed Light Industrial/Service Commercial Special and “H27M1(21)” Holding Mixed Light Industrial/Service Commercial Special to a revised “M1(21)”, Mixed Light Industrial/Service Commercial Special in order to add a contractor’s yard to the list of uses permitted on the property - Charles Olivier and Linda Lavigne, 1774 and 1794 Pioneer Road, Sudbury.)

2017-203Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury
Planning Committee Resolution #PL2016-206
(This by-law rezones portions of the subject lands to “R2-2”, Low Density Residential Two, “R3”, Medium Density Residential and “P”, Park in order to allow for the development of 24 residential lots permitting “R2-2” land uses and to expand the area of the lands permitting “R3” land uses. The amending zoning by-law also zones a block of land for park purposes – Sudbury Bayside Corporation, St. Agnes Street and Brabant Street, Azilda.)

2017-204Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury
Planning Committee Resolution #PL2017-17
(This by-law rezones the subject property from “I”, Institutional to a “I(45)”, Institutional Special in order to permit a research and development facility, assembly of electrical components, automated software systems and products - 1854159 Ontario Inc., 23 Old Wanup Road, Sudbury.)

2017-205Z A By-law of the City of Greater Sudbury to Amend By-law 2010-100Z being the Comprehensive Zoning By-law for the City of Greater Sudbury
Planning Committee Resolution #PL2017-159
(This by-law rezones the subject lands to “R1-5”, Low Density Residential One in order to facilitate a lot boundary re-alignment between two abutting properties and avoid a split-zoning of the benefitting lands - Richard & Mary Price, 1031 Chapman Street, Sudbury.)

2017-206P A By-Law of the City of Greater Sudbury to Adopt Plan Amendment No. 90 to the Official Plan for the City of Greater Sudbury
Planning Committee Resolution #PL2017-151
(The proposed amendment is a site specific amendment to provide an exception to Sections 5.2.2, 22.80 and 22.81 in order to permit one additional rural lot to be created beyond the seven rural lots permitted to be created from a single parent parcel since the adoption date of the Official Plan on June 14, 2006 as amended by OPA #58 and #64 - Roch & Sandra Mailloux, 4705 Deschene Road, Hanmer.)

2017-207 A By-Law of the City of Greater Sudbury to Authorize Grants from the Healthy Community Initiative Fund Made during the Period of January 1, 2017 to August 31, 2017
City Council Resolutions #CC2017-305
(This by-law authorizes grants made from the Healthy Community Initiative Fund during the period of January 1, 2017 to August 31, 2017.)

2017-208 A By-law of the City of Greater Sudbury to Authorize the Payment of Grants from the Healthy Community Initiative Fund, Wards 2 and 7
City Council Resolutions #CC2017-217 and CC2017-306
(This by-law authorizes grants funded through the Healthy Community Initiative Fund for Wards 2 and 7.)

2017-209 A By-law of the City of Greater Sudbury to Authorize an Agreement with Greater Sudbury Police Service Regarding the Implementation of PulsePoint
Community Services Resolution #CS2016-09

2017-210 A By-law of the City of Greater Sudbury to Amend By-law 2017-2 being a By-law of the City of Greater Sudbury Respecting the Appointment of Officials of the City
(This by-law updates certain appointments to reflect staff changes.)

Motions

R-1 **Accessible Icon Project**

Motion for Deferral

Councillor Landry-Altmann moved to defer this item to the City Council meeting of December 12, 2017 in order for all the Councillors to be present to make the decision.
CARRIED

Addendum

No Addendum was presented.

Question Period and Announcements

No Questions were asked.

Notices of Motion

No Notices of Motion were presented.

Adjournment

Kirwan/Sizer: THAT this meeting does now adjourn. Time: 10:17 p.m.
CARRIED

Mayor Brian Bigger, Chair

Eric Labelle, City Solicitor and Clerk

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 14, 2017
Type:	Routine Management Reports

Request for Decision

Tax Adjustments Under Sections 357 and 358 of the Municipal Act

Resolution

THAT the City of Greater Sudbury strikes the amount of $139,452.41 from the tax roll, as outlined in the report entitled "Tax Adjustments Under Sections 357 and 358 of the Municipal Act" from the General Manager of Corporate Services, presented at the City Council meeting on December 12, 2017;

AND THAT staff be directed to prepare a by-law.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

Sections 357 and 358 of the Municipal Act authorize the cancellation, reduction and/or refund of property taxes under certain circumstances. These may include fire/demolition, change in tax class, tax exemption, or gross or manifest error.

With the assistance of the Municipal Property Assessment Corporation the Finance Division verifies applications, calculates the tax adjustment and amends the tax roll accordingly.

Applications are reported to City Council for approval on a regular basis.

Signed By

Report Prepared By
Tony Derro
Manager of Taxation
Digitally Signed Nov 22, 17

Division Review
Ed Stankiewicz
Executive Director of Finance, Assets and Fleet
Digitally Signed Nov 22, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 22, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 22, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Financial Implications

Of the total taxes to be struck from the tax roll, the City's portion is $99,581.31.

Background

Sections 357 and 358 of the Municipal Act provide the authority for the cancellation, reduction or refund of realty taxes.

Section 357

Section 357 authorizes the cancellation, reduction or refund of realty taxes in the current year for such reasons as change in rate of taxation, change in tax status, fire/demolition or gross error. Section 357 applications are verified by the Municipal Property Assessment Corporation and processed by the municipality.

Section 358

Section 358 of the Municipal Act authorizes the reduction of realty taxes for clerical errors such as errors in key punching, transposition of figures or mathematical calculations. Such errors occur with the preparation of the assessment roll and are confirmed by the Municipal Property Assessment Corporation prior to the tax adjustment by the municipality. Section 358 applications are limited to the two (2) taxation years prior to the year in which the error(s) was made.

The Treasurer's recommendations for the cancellation, reduction or refund of realty taxes under the Municipal Act are presented to Council for approval. Attached for Council's information and action is Schedule A, summarizing the tax adjustments by authority, reason and amount.

The Municipal Act provides for a notification/appeal process for property owners that have applied for a tax adjustment. Notices were sent to property owners on or before October 20, 2017 and all queries/concerns were addressed by the Tax Department and none of the applicants have requested an appearance before the Hearing Committee of Council.

SCHEDULE 'A'
APPLICATIONS TO CITY COUNCIL FOR TAX ADJUSTMENTS
UNDER SECTIONS 357/358 OF THE MUNICIPAL ACT
December 12, 2017

Reason for Adjustment	*Applications*	*Municipal Portion*	*Education Portion*	*BIA*
Fire or Demolition	32	$ 70,783.14	$ 27,655.57	$ -
Class Change	26	$ 14,401.11	$ 9,073.71	$ -
Gross or Manifest Error	1	$ -	$ -	$ -
Exempt	22	$ 14,397.06	$ 3,141.82	$ -
TOTAL:	**81**	**$ 99,581.31**	**$ 39,871.10**	**$ -**

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 21, 2017
Type:	Routine Management Reports

Request for Decision

Healthy Community Initiative Fund Applications

Resolution

THAT the City of Greater Sudbury approves the Healthy Community Initiative Fund requests, as outlined in the report entitled "Healthy Community Initiative Fund Applications", from the General Manager of Community Development, presented at the City Council meeting on December 12, 2017;

AND THAT any necessary by-laws be prepared.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to the Healthy Community Initiative Funds that support community-based projects which advance the City of Greater Sudbury's priorities as identified in the Strategic Plan in terms of promoting high quality of life.

Report Summary

By-law 2016-18 requires Council's approval for all eligible Healthy Community Initiative Capital fund requests exceeding $10,000, and Grant requests exceeding $1,000. The General Manager of Community Development is recommending that funding requests identified in the report be approved as proposed.

Financial Implications

The Healthy Community Initiative (HCI) Fund is allocated within prescribed budgets. Approval of an HCI capital project includes approval of operating costs to be provided in the base budget in subsequent budget years for the operating department.

Signed By

Report Prepared By
Lyne Côté Veilleux
Co-ordinator of Community Initiatives & Quality Assurance
Digitally Signed Nov 21, 17

Manager Review
Barbara Dubois
Manager of Community Initiatives, Performance Support and Quality Improvement
Digitally Signed Nov 21, 17

Division Review
Barbara Dubois
Manager of Community Initiatives, Performance Support and Quality Improvement
Digitally Signed Nov 21, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 22, 17

Recommended by the Department
Catherine Matheson
General Manager of Community Development
Digitally Signed Nov 22, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Background

By-law 2016-18, requires Council's approval for all Grant requests which meet Healthy Community Initiative (HCI) funding criteria and exceed $1,000 and all Capital requests which meet HCI funding criteria and exceed $10,000. Eligible applications for Grant requests of $1,000 or less, and eligible Capital requests of $10,000 or less may be approved by the General Manager of Community Development.

HCI Fund Applications and Financial Summary

Appendix A - Healthy Community Initiative Fund - Applications, lists HCI Fund requests by Ward as recommended by the General Manager of Community Development for approval by Council. All projects listed in Appendix A have been evaluated against By-law 2016-18 and its related criteria and have been verified to ensure sufficient funds are available within each Ward's funding allocation.

Appendix B – Healthy Community Initiative Fund – Application Outcomes, provides a list of HCI Fund applications that were approved or denied by the General Manager of Community Development since the last Council report.

Appendix C – Healthy Community Initiative Fund Financials, provides a summary of HCI Fund allocation balances, including the recommended approvals contained in this report.

Next Steps

Upon Council approval, applicants will receive written notification confirming their approved funding and the intended use of funds as well as a Final Report form. The Final Report form is to be completed by the applicant and returned post-event/project completion for reconciliation. Grant recipients will be provided with a cheque (where applicable) for the approved amount, whereas a capital funded project will be managed by the City of Greater Sudbury, working closely with the applicant.

Should an HCI fund request not be approved, the applicant will be notified of same.

Resources Cited

By-law 2016-18
https://www.greatersudbury.ca/inside-city-hall/by-laws/health-community-initiative-fund/

Healthy Community Initiative Fund

Applications for Council Approval – December 12, 2017

CAPITAL FUNDS

Ward	Recipient/Event/Project/ Location	Description	Amount Requested	Amount Recommended for Approval by the GM
8	Ward 8 Community Action Network and Twin Forks Playground Association/Water Feature-Splash Pad/Twin Forks Playground, Sudbury	Requested funds will be put towards the cost of purchasing and installing a type of water feature-Splash Pad at Twin Forks Playground. Ongoing-maintenance costs will vary between approx. $7,500 and $10,000 per year depending on the size of the feature.	$94,100	$94,100
9	The Clifford and Lily Fielding Foundation/Septic System Replacement/Kivi Park, Sudbury	Request to use unexpended HCI funds from the 2017 approved Kivi Park rink building roof replacement project to replace/repair the existing septic system for this location.	$0 ($24,500 originally approved for the roof replacement project)	Requesting Council approval to expand the scope of the original application to include the replacement/repair of the existing septic system at Kivi Park

GRANTS

Ward(s)	Recipient/Event/Project	Description	Amount Requested	Amount Recommended for Approval by the GM
2, 4, 5, 10	Societa Italiana di Copper Cliff/No One Eats Alone Event	The funds requested will be put towards the costs of food for the meal and turkeys for food bank attendees.	$3,500	$3,500.00 ($2,393 of remaining uncommitted fund balance from Ward 2; $369 ea. from Wards 4, 5, 10)

Healthy Community Initiative Fund

Applications: Approved/Denied by the General Manager, Community Development

For the period of November 1, 2017 to November 15, 2017

Successful Applications

Capital		
Ward	**Group / Project**	**Amount Approved**
	None	
Grants		
Ward	**Group / Project**	**Amount Approved**
1	Delki Dozzi Bocce Association / Bocce & Court Maintenance Supplies	$600
2	Italian Ladies Bocce League / Bocce & Court Maintenance Supplies	$500

Unsuccessful Applications

Ward	Group / Project	Amount Requested	Reason(s) for Denial
None			

Healthy Community Initiative Fund

Financials for the Period Ending December 12, 2017

Schedule 1.1 - Capital

Capital	Uncommitted Funds January 2017	Approved by Community Development GM 2017	Approved by Council	Proposed Approval by Council	End Balance After Resolution
Ward 1	$ 134,968.00	$ 2,000.00	$ 100,000.00	$ -	**$ 32,968.00**
Ward 2	$ 92,638.00	$ 2,000.00	$ 7,327.00	$ -	**$ 83,311.00**
Ward 3	$ 102,340.00	$ 13,635.00	$ 18,500.00	$ -	**$ 70,205.00**
Ward 4	$ 42,379.00	$ -	$ 35,000.00	$ -	**$ 7,379.00**
Ward 5	$ 43,456.00	$ 5,000.00	$ 37,500.00	$ -	**$ 956.00**
Ward 6	$ 50,342.00	$ -	$ 45,000.00	$ -	**$ 5,342.00**
Ward 7	$ 85,167.00	$ 13,499.00	$ 30,000.00	$ -	**$ 41,668.00**
Ward 8	$ 131,283.00	$ 8,000.00	$ 29,150.00	$ 94,100.00	**$ 33.00**
Ward 9	$ 79,849.00	$ -	$ 24,500.00	$ -	**$ 55,349.00**
Ward 10	$ 47,693.00	$ -	$ 47,000.00	$ -	**$ 693.00**
Ward 11	$ 128,705.00	$ -	$ 40,500.00	$ -	**$ 88,205.00**
Ward 12	$ 39,177.00	$ -	$ 27,000.00	$ -	**$ 12,177.00**

Schedule 1.2 - Grants

Grant	Uncommitted Funds January 2017	Approved by Community Development GM 2017	Approved by Council	Proposed Approval by Council	End Balance After Resolution
Ward 1	$ 12,500.00	$ 1,641.67	$ 1,113.47	$ -	**$ 9,744.86**
Ward 2	$ 12,500.00	$ 5,691.67	$ 4,413.47	$ 2,393.00	**$ 1.86**
Ward 3	$ 12,500.00	$ -	$ 12,500.00	$ -	**$ (0.00)**
Ward 4	$ 12,500.00	$ 2,041.67	$ 4,913.47	$ 369.00	**$ 5,175.86**
Ward 5	$ 12,500.00	$ 2,041.67	$ 5,113.47	$ 369.00	**$ 4,975.86**
Ward 6	$ 12,500.00	$ 541.67	$ 3,113.47	$ -	**$ 8,844.86**
Ward 7	$ 12,500.00	$ 741.67	$ 9,713.47	$ -	**$ 2,044.86**
Ward 8	$ 12,500.00	$ 41.67	$ 3,113.47	$ -	**$ 9,344.86**
Ward 9	$ 12,500.00	$ 2,891.67	$ 4,638.47	$ -	**$ 4,969.86**
Ward 10	$ 12,500.00	$ 3,041.67	$ 1,113.47	$ 369.00	**$ 7,975.86**
Ward 11	$ 12,500.00	$ 1,491.67	$ 3,113.47	$ -	**$ 7,894.86**
Ward 12	$ 12,500.00	$ 441.67	$ 4,713.47	$ -	**$ 7,344.86**

Request for Decision

City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan Appendix

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Wednesday, Nov 15, 2017
Type:	Routine Management Reports

Resolution

THAT the City of Greater Sudbury adopts Appendix A - Maintenance of Accessible Elements as Appendix A to the 2017-2021 Multi-Year Accessibility Plan as presented in the report entitled "City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan Appendix", from the General Manager of Corporate Services, presented at the City Council meeting on December 12, 2017.

Relationship to the Strategic Plan / Health Impact Assessment

The City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan aligns with the Quality of Life and Place.

Report Summary

This report recommends the adoption of Appendix A - Maintenance of Accessible Elements to the City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan.

Financial Implications

There are no financial implications associated with this report as accessibility projects are funded from the Accessibility Reserve as and when approved by Council. There is currently an annual contribution to this reserve in the amount of $50,000. Minor accessibility upgrades are funded through departments existing operating and/or capital budgets.

Signed By

Report Prepared By
Rachel Adriaans
Legislative Compliance Coordinator
Digitally Signed Nov 15, 17

Division Review
Eric Labelle
City Solicitor and Clerk
Digitally Signed Nov 20, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 22, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 22, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Background

The Multi-Year Accessibility Plan was adopted by City Council on August 22, 2017.

The 2017-2021 Multi-Year Accessibility Plan was developed under the provincial legislative framework of the *Integrated Accessibility Standards Regulations* under the *Accessibility for Ontarians with Disabilities Act, 2005*.

As prescribed by the *Integrated Accessibility Standards Regulations* in Part IV.1, section 80.44 of the Design of Public Spaces Standard, organizations are required to ensure that their Multi-Year Accessibility Plans include the following:

1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part; and

2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order.

The attached appendix to the City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan describes how the City meets its requirements under the Design of Public Spaces Standard in relation to the accessible maintenance practices of the City of Greater Sudbury's public spaces. In combination with the Multi-Year Accessibility Plan, this appendix will assist in guiding the organization as we work towards making our City more accessible and achieving the goal of making the Province of Ontario fully accessible by 2025.

As per the legislative requirements, the appendix will be attached to the previously posted City of Greater Sudbury 2017-2021 Multi-Year Accessibility Plan on the City of Greater Sudbury's website.

Appendix A – Maintenance of Accessible Elements

Purpose

Under the *Accessibility for Ontarians with Disabilities Act,* Part IV.1 of the *Integrated Accessibility Standards Regulation* (*O. Reg 191/11*) outlines the Design of Public Spaces Standard that organizations must meet. This Standard applies to public spaces that are newly constructed or redeveloped. Public spaces include recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, and accessible parking.

Section 80.44 speaks specifically to the maintenance of these spaces' accessible elements and outlines the requirement that an organization's Multi-Year Accessibility Plan include the following:

1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part; and

2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order.

Application

The City of Greater Sudbury is committed to ensuring that any newly constructed or redeveloped elements provided for under the Design of Public Spaces Standard will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

City Departments that are responsible for maintaining the accessible elements of public spaces will apply best practices in their preventative maintenance. This will include periodic evaluations, such as:

- Annual inspections;
- Inspections after storms or events that may affect accessible elements;
- Seasonal-based maintenance; and
- Inspections in response to reports of vandalism or complaints.

City Departments will also apply best practices in the emergency maintenance and repair of the accessible elements of public spaces. These practices focus on an active response upon notification and repair as soon as practicable.

Regarding procedures for dealing with temporary disruptions to public spaces' accessible elements, City Departments will continue to provide public notification of temporary disruptions. Public notification may include signage, notification on the City's website or social media platforms, or media releases, as determined by the City based on the nature or extent of the disruption.

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Friday, Nov 17, 2017
Type:	Routine Management Reports

Request for Decision

Downtown Sudbury Business Improvement Area (BIA) Board of Management - Resignation

Resolution

THAT the City of Greater Sudbury appoints Bobbi Deisinger to the Downtown Sudbury Business Improvement Area (BIA) Board of Management for the term ending November 30, 2018 or until such time as their successor is appointed.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This report informs Council of the resignation on the Downtown Sudbury Business Improvement Area (BIA) Board of Management.

Financial Implications

There are no financial implications associated with this report.

Signed By

Report Prepared By
Brigitte Sobush
Manager, Clerk's Services/Deputy City Clerk
Digitally Signed Nov 17, 17

Division Review
Eric Labelle
City Solicitor and Clerk
Digitally Signed Nov 21, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 21, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 21, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 21, 17

Background:

The Downtown Sudbury Business Improvement Area (BIA) has advised that Rob Gregorini (Respect Is Burning) has resigned from the Downtown Sudbury BIA Board of Management.

Section 204(12) of the *Municipal Act, 2001* outlines that if a vacancy occurs, the municipality may appoint a person to fill the vacancy of the unexpired portion of the term. The appointed person is not required to be a member of the improvement area.

Article 32.4.30 of the Municipal Code provides that where a non-Council member of the Board vacates a role then the Board may, by resolution, either:

(a) Hold an election; or

(b) Pass a resolution recommending a person to Council to fill the vacancy.

The Downtown Sudbury BIA Board of Management is recommending that Bobbi Deisinger (All About Massage) be appointed to fill the vacancy for the remainder of the term 2015-2018 (see attached letter).

Resources Cited:

Municipal Act, 2001: https://www.ontario.ca/laws/statute/01m25

DOWNTOWN SUDBURY
115 LARCH STREET
SUDBURY, ON P3E 1B8

705 674 5115
www.downtownsudbury.com

November 7, 2017

ATTENTION: MAYOR AND COUNCIL

RE: VACANCY – BOARD OF DIRECTORS

This is to advise that Rob Gregorini (Respect Is Burning) has resigned from the Board of Directors of 'Downtown Sudbury' BIA.

As a result, moving to the next available name from the candidates' list of the last election, the Board recently passed the following resolution:

WHEREAS, due to the resignation of R. Gregorini, there is a vacancy on the Board of Directors of 'Downtown Sudbury';
BE IT THEREFORE RESOLVED THAT the Board requests City Council to formally appoint **Bobbi Deisinger (All About Massage)** to fill this vacancy for the balance of the Term 2015-2018.
CARRIED

Thank you.

Maureen M. Luoma
Executive Director

A PLACE FOR YOU
SINCE 1883

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 21, 2017
Type:	Correspondence for Information Only

For Information Only

2017 Third Quarter Statement of Council Expenses

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to Responsive, Fiscally Prudent, Open Governance: Focus on openness, transparency and accountability in everything we do.

Report Summary

This report is prepared in accordance with By-law 2016-16F respecting the payment of expenses for Members of Council and Municipal Employees. This report provides information relating to expenses incurred by Members of Council in the third quarter of 2017.

Financial Implications

There is no financial impact as the amounts are within the approved operating budget.

Signed By

Report Prepared By
Christina Dempsey
Co-ordinator of Accounting
Digitally Signed Nov 21, 17

Division Review
Lorraine Laplante
Manager of Accounting
Digitally Signed Nov 21, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 21, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 22, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Background

Attached is the third quarter Statement of Council Expenses for the period January 1, 2017 to September 30, 2017.

In accordance with the City's by-law on Transparency and Accountability and the Payment of Expenses for Members of Council and Municipal Employees by-law, the City of Greater Sudbury discloses an itemized statement of Council expenses on a quarterly and annual basis.

Each Councillor has an Office expense budget of $9,000 to pay for expenses that are eligible under Schedule B of the Payment of Expenses for Members of Council and Municipal Employees by-law. The Mayor has an annual operating budget. Also disclosed are Council Memberships and Travel expenses as well as Council expenses. Expenses disclosed relate to non-salary expenditures from these budgets.

The Statement of Council Expenses discloses the total transactions by Members of Council. The appendices disclose the details of each transaction including payee, date paid, amount, general description and name of benefitting organization if applicable.

List of Resources

By-law 2007-299 Policy regarding accountability and transparency

https://www.greatersudbury.ca/inside-city-hall/open-government/open-government-pdfs/by-law-delegation-of-powers/

By-law 2016-16F Payment of Expenses for Members of Council and Municipal Employees

https://agendasonline.greatersudbury.ca/index.cfm?pg=feed&action=file&attachment=15240.pdf

Statement of Council Expenses

For the period ending, September 30, 2017

Description	Annual Budget	Actual Expenses	Remaining Budget	
Office of the Mayor	626,749	470,798	155,951	**Schedule 1**
Council Expenses	1,041,395	749,124	292,271	**Schedule 2**
Council Memberships and Travel	74,896	58,790	16,106	**Schedule 3**
Net Total	1,743,040	1,278,712	464,328	

Council Expenses are reported as per By-Law 2016-16F, Payment of Expenses for Members of Council and Municipal Employees

Schedule 1

Statement of Council Expenses
Office of the Mayor
For the period ending, September 30, 2017

Description	Annual Budget	Actual Expenses	Remaining Budget	Notes	
Salaries and Benefits	482,269	365,878	116,391	(1)	
Translation Costs	3,000	3,969	(969)		Appendix 1A
Office Expense	6,487	5,179	1,308		Appendix 1B
Public Relations	6,478	2,330	4,148		Appendix 1C
Advertising	-	1,979	(1,979)	(2)	Appendix 1D
Cellular Services	2,000	2,262	(262)		Appendix 1E
Travel	24,041	12,850	11,191		Appendix 1F
Professional Development and Training	2,500	-	2,500		
Internal Recoveries - Staff Support	52,535	39,401	13,134		
Internal Recoveries - Program Support	47,439	35,579	11,860	(3)	
Internal Recoveries - Parking and Other		1,371	(1,371)	(4)	Appendix 1G
Net Total	626,749	470,798	155,951		

(1) Salaries and benefits are costs relating to the Mayor and support staff. This expense includes the salary, fringe benefits and car allowance for the Mayor. The amount noted above includes $6,300 for the Mayor's car allowance.

(2) Budget dollars from Public Relations will cover the expenditure

(3) Internal recoveries program support includes costs associated for Accounts Payable, Accounts Receivable, Information Technology, Human Resources, Payroll, Budget and the Mailroom.

(4) Budget dollars from Office Expense will cover the expenditure

Schedule 2

Statement of Council Expenses

Council Expenses

For the period ending, September 30, 2017

Description		Annual Budget	Actual Expenses	Remaining Budget	Notes	
Salaries and Benefits		749,273	555,340	193,933	(1)	Schedule 4
Office Expense		5,100	1,013	4,087		Appendix 2M
Cellular Services		7,920	5,009	2,911		Schedule 4 & Appendix 2N
Internal Recoveries - Program Support		171,102	128,327	42,776	(2)	
Internal Recoveries - Parking and Other			177	(177)	(3)	Appendix 2O
Councillors office expense						
Ward 1	Mark Signoretti	9,000	3,279	5,721		Appendix 2A
Ward 2	Michael Vagnini	9,000	7,508	1,492		Appendix 2B
Ward 3	Gerry Montpellier	9,000	1,583	7,417		Appendix 2C
Ward 4	Evelyn Dutrisac	9,000	7,645	1,355		Appendix 2D
Ward 5	Robert Kirwan	9,000	6,771	2,229		Appendix 2E
Ward 6	Rene Lapierre	9,000	5,923	3,077		Appendix 2F
Ward 7	Mike Jakubo	9,000	4,836	4,164		Appendix 2G
Ward 8	Al Sizer	9,000	6,693	2,307		Appendix 2H
Ward 9	Deb McIntosh	9,000	1,518	7,482		Appendix 2I
Ward 10	Fern Cormier	9,000	2,148	6,852		Appendix 2J
Ward 11	Lynne Reynolds	9,000	7,084	1,916		Appendix 2K
Ward 12	Joscelyne Landry-Altmann	9,000	4,272	4,728		Appendix 2L
Net Total		1,041,395	749,124	292,271		

(1) Salaries and benefits are costs relating to Councillors and support staff. This expense includes the salary, fringe benefits and mileage of the Councillors.

(2) Internal recoveries includes costs associated for Accounts Payable, Accounts Receivable, Information Technology, Human Resources, Payroll, Budget and the Mailroom.

(3) Budget dollars from Office Expense will cover the expenditure

Schedule 3

Statement of Council Expenses
Council Memberships and Travel
For the period ending, September 30, 2017

Description	Annual Budget	Actual Expenses	Remaining Budget	Notes	
Association Dues	56,500	55,500	1,000	(1)	Appendix 3A
Corporate Council Travel	16,100	-	16,100	(2)	
Insurance	2,296	3,290	(994)	(3)	
Net Total	74,896	58,790	16,106		

For Association Dues and Corporate Council Travel see attached Appendices for additional details provided as per the requirements of By-Law 2016-16F, Payment of Expenses for Members of Council

(1) General Association Dues are for City membership fees and association dues that have been approved by resolution of Council.

(2) Corporate Council Travel is for a Member of Council that has been nominated or endorsed by resolution of Council to sit on an association or organization's Board that is related to the Municipality and that meets away from our community.

(3) Insurance costs for all of Council includes Council Accident Policy, Out of Province Medical and a portion of general liability.

Schedule 4

Statement of Council Expenses
Mileage and Cell Phones
For the period ending, September 30, 2017

		Mileage	Cell phones	
Ward 1	Mark Signoretti	-	653.28	
Ward 2	Michael Vagnini	-	593.05	
Ward 3	Gerry Montpellier	2,701.44	223.06	
Ward 4	Evelyn Dutrisac	1,289.28	191.24	
Ward 5	Robert Kirwan	3,343.68	446.19	
Ward 6	Rene Lapierre	2,121.60	585.82	
Ward 7	Mike Jakubo	1,438.56	482.69	
Ward 8	Al Sizer	1,359.84	325.50	
Ward 9	Deb McIntosh	1,312.80	385.77	
Ward 10	Fern Cormier	-	391.35	
Ward 11	Lynne Reynolds	856.32	268.23	
Ward 12	Joscelyne Landry-Altmann	499.68	462.87	
	Net Total	14,923.20	5,009.05	**Appendix 2N**

Mileage by Councillor is included in Salaries and Benefits on Schedule 2.

Appendix 1A

Office of the Mayor

Translation Costs

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
28-Feb-17	163.45	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - Eating disorder awareness week, Mayor's travel FCM trip to Peru, Diversity statement from the Mayor	
13-Mar-17	59.86	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - HSNF proclamation, Passing of J. Stefura statement	
31-Mar-17	134.52	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - Special Olympics resolution, statement with regards to Fire Optimization, Human Values Day Apr 24, statement on the Federal Budget	
	357.83		**January - March Quarter**	
18-May-17	376.61	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - Celebration of the Arts, Big Bike proclamation, Green Economy North Evening of Recognition, Statement from the Mayor - proposed Optimization Plan, Reading Town, 2017 Reading Town Week	
27-Jun-17	172.38	MOTS POUR MAUX INC	Translation - Children and Youth Mental Health Week	
28-Jun-17	749.94	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - Brain Tumour Awareness Month, 2017 Mayor's Celebration of the Arts, 1st Annual Rayside Balfour Days 2017, 2017 Northern Ontario Music and Film Awards, Young Professionals 2017, Invitation for the Honorable President de la Republique du Senegal Macky Sall, Italian Heritage Month, Italian Days Proclamation, Action Sudbury Chain of Life, ACFO Gala 150 Mayor's Message, Finnish Week, Graphic-Con Media Launch	
	1,298.93		**April - June Quarter**	
18-Jul-17	1,783.36	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - State of City Address 2017	
28-Aug-17	140.40	NORMAND RENAUD	Translation for the Sudbury Community Foundation 2017 Grant Awards Ceremony	
29-Aug-17	39.32	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - statement on the passing of J. Rodriguez	
30-Sep-17	349.39	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - World Suicide Prevention Day, Cinefest International Film Festival 2017 Message from the Mayor, 2017 Sudbury Symphony Orchestra, Invitation Roundtable discussion Hon K. Gould, Proclamation NT - Sudbury Launch CROSH, Recognition of Freemasons Day, National PKD Awareness Day, Laurentian University School of Human Kinetics 50th Anniversary	
	2,312.47		**July - September Quarter**	
	3,969.23		**YTD Totals as per GL**	

Appendix 1B

Office of the Mayor

Office Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
19-Jan-17	123.01	CGS - PARKING	TDS Jan Parking Space	(1)
31-Jan-17	40.49	CGS - PARKING	Parking Office Mayor Jan	(2)
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
28-Feb-17	123.01	CGS - PARKING	TDS Feb Parking Space	(1)
28-Feb-17	31.19	CGS - PARKING	Parking Office Mayor Feb	(2)
28-Feb-17	157.73	JOURNAL PRINTING	Proclamation sheets	
28-Feb-17	76.32	NORTHERN ONTARIO BUSINESS LTD	Ticket to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	90.06	ROSERY FLORIST	Floral Tribute - Get Well wishes from the Mayor's Office	
18-Feb-17	219.38	BULK BARN	Treats for the Mayor's and Executive Leadership Team Holiday Greetings with City employees, Dec 15, 2016	
18-Feb-17	22.61	CORPORATE EXPRESS	Office supplies	
18-Feb-17	307.98	TAJ BISTRO	Meeting expense	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
31-Mar-17	17.92	CGS - PARKING	Parking Office Mayor Mar	(2)
31-Mar-17	126.55	CGS - PARKING	TDS Mar Parking Space	(1)
31-Mar-17	508.80	MELCARM GROUP INC	Office supplies	
31-Mar-17	59.63	CGS - PETTY CASH	Petty cash	
31-Mar-17	8.00	CGS - PETTY CASH	Petty cash	
31-Mar-17	25.09	CGS - PETTY CASH	Petty cash	
31-Mar-17	(0.04)	CGS - PETTY CASH	Petty cash	
5-Mar-17	49.15	PRESSREADER EPAPER	Subscription to Sudbury Star online	
5-Mar-17	59.21	THE MOTLEY KITCHEN	Meeting expense	
5-Mar-17	29.04	THE MOTLEY KITCHEN	Meeting expense	
13-Mar-17	101.76	GREATER SUDBURY CHAMBER OF COMMERCE	Tickets to Meet the Minister Hon. S. Del Duca, Minster of Transportation, MPP Vaughan	
13-Mar-17	50.37	MUNICIPAL WORLD	2016 subscription to Municipal World magazine	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	2,491.26		**January - March Quarter**	
30-Apr-17	51.11	CGS - PARKING	Parking Office Mayor Apr	(2)
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
16-May-17	126.55	CGS - PARKING	TDS Apr Parking Space	(1)
16-May-17	126.55	CGS - PARKING	TDS May parking space	(1)
31-May-17	66.37	CGS - PARKING	Parking Office Mayor May	(2)
5-May-17	187.66	CORPORATE EXPRESS	Office supplies	
5-May-17	37.44	MCDONALDS	Meeting expense	

Appendix 1B

Office of the Mayor

Office Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
5-May-17	20.48	MILESTONES	Meeting expense	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
28-Jun-17	126.55	CGS - PARKING	TDS Jun Parking space	(1)
30-Jun-17	18.58	CGS - PARKING	Parking Office Mayor Jun	(2)
30-Jun-17	(157.69)	CORPORATE EXPRESS	Returned office supplies	(3)
30-Jun-17	232.86	CORPORATE EXPRESS	Office supplies	(3)
30-Jun-17	49.50	MUNICIPAL WORLD	2017 subscription to Municipal World magazine	(3)
3-Jun-17	243.41	CORPORATE EXPRESS	Certificate frames	
3-Jun-17	121.71	CORPORATE EXPRESS	Certificate frames	
3-Jun-17	76.27	CORPORATE EXPRESS	Office supplies	
3-Jun-17	101.76	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Bell Business Excellence Awards 2017, May 10. D. McIntosh attended on behalf of the Mayor.	
3-Jun-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Meet the Minister Hon. Glenn Thibeault, Minister of Energy, MPP Sudbury & Hon. Kathleen Wynne, Premier of Ontario, May 23	
3-Jun-17	85.46	MICHAELS	Frames for retirement certificate, cost shared with the CAO's office	
3-Jun-17	24.41	MICHAELS	Frames for retirement certificate, cost shared with the CAO's office	
3-Jun-17	11.95	MICHAELS	Frames for retirement certificate, cost shared with the CAO's office	
3-Jun-17	24.41	MICHAELS	Frames for retirement certificate, cost shared with the CAO's office	
29-Jun-17	37.29	881683 ONTARIO INC	Shredding service	
29-Jun-17	37.29	881683 ONTARIO INC	Shredding service	
30-Jun-17	88.00	CGS	June Phone and Internet Allowance	
	1,964.80		**April - June Quarter**	
17-Jul-17	126.55	CGS - PARKING	July TDS Parking Space	(1)
18-Jul-17	0.01	CGS - PETTY CASH	Petty cash	
1-Jul-17	(232.86)	CORPORATE EXPRESS	Office supplies	(3)
1-Jul-17	157.69	CORPORATE EXPRESS	Returned office supplies	(3)
1-Jul-17	(49.50)	MUNICIPAL WORLD	2017 subscription to Municipal World magazine	(3)
13-Jul-17	8.45	CGS - PETTY CASH	Petty cash	
13-Jul-17	114.21	CGS - PETTY CASH	Petty cash	
13-Jul-17	60.29	CGS - PETTY CASH	Petty cash	
2-Jul-17	278.23	REG T BROWN LIMITED	Guest register book	
2-Jul-17	236.96	CORPORATE EXPRESS	Office supplies	(4)
2-Jul-17	(160.47)	CORPORATE EXPRESS	Returned office supplies	(4)

Appendix 1B

Office of the Mayor

Office Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
2-Jul-17	50.37	MUNICIPAL WORLD	2017 subscription to Municipal World magazine	(4)
31-Jul-17	88.00	CGS	July Phone and Internet Allowance	
21-Aug-17	(878.77)	CGS - PARKING	Transfer TDS parking space to internal parking and other charges	(1)
21-Aug-17	(225.66)	CGS - PARKING	Transfer Parking Office Mayor to internal parking and other charges	(2)
24-Aug-17	167.41	JOURNAL PRINTING	Award of distinction certificates	
24-Aug-17	37.28	881683 ONTARIO INC	Shredding service	
3-Aug-17	42.13	HARDROCK 42 GASTROPUB	Meeting expense	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
30-Sep-17	(0.02)	CGS - PETTY CASH	Petty Cash	
11-Sep-17	488.45	GREATER SUDBURY CHAMBER OF COMMERCE	Tickets to Mayor's State of the City Address 2017, Jun 20	
11-Sep-17	(135.60)	GREATER SUDBURY CHAMBER OF COMMERCE	Refund of 2 tickets to Mayor's State of the City Address 2017, Jun 20	
30-Sep-17	21.94	CGS - PETTY CASH	Petty Cash	
30-Sep-17	58.32	CGS - PETTY CASH	Petty Cash	
30-Sep-17	39.68	CGS - PETTY CASH	Petty Cash	
5-Sep-17	102.42	CORPORATE EXPRESS	Office supplies	
5-Sep-17	102.42	CORPORATE EXPRESS	Office supplies	
5-Sep-17	8.09	CORPORATE EXPRESS	Office supplies	
5-Sep-17	40.68	MICHAELS	Frames for retirement certificate, cost shared with the CAO's office	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	722.70		**July - September Quarter**	
	5,178.76		**YTD Totals as per GL**	

5,077.00	Mayor's Office	Reversal of accrual of cost in June (3)
101.76	D. McIntosh	Actual cost includes HST (4)
5,178.76		

Appendix 1C

Office of the Mayor

Public Relations

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
28-Feb-17	665.72	KING SPORTSWEAR	Executive pens to be given as gifts to dignitaries	
28-Feb-17	86.50	LOUGHEED'S LIMITED	Floral Tribute - Sympathy from the Mayor and Members of City Council	
28-Feb-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
28-Feb-17	63.75	FURLANI MYRNA	Guest book calligraphy for dignitary's visit	
16-Mar-17	85.00	FURLANI MYRNA	Guest book calligraphy for dignitary's visit	
31-Mar-17	65.94	CGS - PETTY CASH	Petty cash	
31-Mar-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
	1,147.03		**January - March Quarter**	
8-May-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
25-May-17	86.50	LOUGHEED'S LIMITED	Floral Tribute - Sympathy from the Mayor and Members of City Council	
30-Jun-17	40.93	SUDBURY THEATRE CENTRE	Ticket to S.K.H.C Stories of Truth W-Shkagamik-Kwe, Jun 21	(1)
8-Jun-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
3-Jun-17	125.17	MICHAELS	Framing of art work for the Mayor's Celebration of the Arts, May 17	
	432.72		**April - June Quarter**	
1-Jul-17	(40.93)	SUDBURY THEATRE CENTRE	Ticket to S.K.H.C Stories of Truth W-Shkagamik-Kwe, Jun 21	(1)
20-Jul-17	152.64	LOUGHEED'S LIMITED	Floral Tribute - Sympathy from the Mayor and Members of City Council	
20-Jul-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
20-Jul-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
2-Jul-17	41.65	SUDBURY THEATRE CENTRE	Ticket to S.K.H.C Stories of Truth W-Shkagamik-Kwe, Jun 21	(2)
21-Aug-17	152.64	LOUGHEED'S LIMITED	Floral Tribute - Sympathy from the Mayor and Members of City Council	
25-Aug-17	101.76	LOUGHEED'S LIMITED	Floral Tribute - Sympathy from the Mayor and Members of City Council	
3-Aug-17	72.05	TAMAR ANGELA TUCKER	Floral Tribute - Sympathy from the Mayor and Members of City Council	
30-Sep-17	90.06	ROSERY FLORIST	Floral Tribute - 100th Birthday from the Mayor and Members of City Council	
	749.99		**July - September Quarter**	
	2,329.74		**YTD Totals as per GL**	

Reversal of accrual of cost in June (1)

Actual cost includes HST (2)

Appendix 1D

Office of the Mayor

Advertising

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
24-Mar-17	356.16	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
	356.16		**January - March Quarter**	
24-Apr-17	218.78	LE5 COMMUNICATIONS INC	Advertising on Le Loup 98.9 for the Journee de la Francophonie	
27-Jun-17	223.47	LE VOYAGEUR	Ad for Fete de la St. Jean	
	442.25		**April - June Quarter**	
18-Jul-17	218.78	LE5 COMMUNICATIONS INC	Advertising on Le Loup 98.9 for Saint Jean Baptiste	
29-Aug-17	274.75	NORTHERN LIFE	Ad for Canada Day	
21-Sep-17	157.73	POSTMEDIA NETWORK INC	Sudbury Star ad for Canada Day	
21-Sep-17	10.18	POSTMEDIA NETWORK INC	Sudbury Star online ad for Canada Day	
28-Sep-17	150.20	LE VOYAGEUR	Ad for Canada Day	
30-Sep-17	218.78	LE5 COMMUNICATIONS INC	Advertising on Le Loup 98.9 for Canada Day	
30-Sep-17	150.20	LE VOYAGEUR	Ad for Journee des Franco-Ontariens & Drapeau	
	1,180.62		**July - Sept Quarter**	
	1,979.03		**YTD Totals as per GL**	

Appendix 1E

Office of the Mayor

Cellular services

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
17-Jan-17	123.36	BELL MOBILITY	Jan Stmt - cellular bill	
30-Jan-17	375.75	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone for Mayor	
30-Jan-17	351.28	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone for staff	
28-Feb-17	224.79	BELL MOBILITY	Feb Stmt - cellular bill	
31-Mar-17	16.88	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone case for Mayor	
31-Mar-17	48.80	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone folio and tempered glass for staff	
20-Mar-17	180.30	BELL MOBILITY	Mar Stmt - cellular bill	
	1,321.16		**January - March Quarter**	
28-Apr-17	148.42	BELL MOBILITY	Apr Stmt - cellular bill	
16-May-17	134.23	BELL MOBILITY	May Stmt - cellular bill	
30-Jun-17	208.39	BELL MOBILITY	June Stmt - cellular bill	
	491.04		**April - June Quarter**	
21-Jul-17	171.45	BELL MOBILITY	July Stmt - cellular bill	
21-Aug-17	136.00	BELL MOBILITY	Aug Stmt - cellular bill	
28-Sep-17	142.23	BELL MOBILITY	Sept Stmt - cellular bill	
	449.68		**July - September Quarter**	
	2,261.88		**YTD Totals as per GL**	

1,036.88	Mayor Brian Bigger
1,225.00	Staff
2,261.88	

Appendix 1F

Office of the Mayor

Travel

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Attendee(s)	Note / Reference
18-Jan-17	366.84	NOVOTEL OTTAWA	Hotel deposit for AMO Annual Conference Aug 13-16, Ottawa, ON	Mayor & M. Zanette	
23-Jan-17	478.44	DOUBLE TREE BY HILTON	Hotel deposit for the Mayor and M. Zanette. Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto, ON. $239.22 for the Mayor to be reallocated to GSCDC as they relate to Economic Development	Mayor & M. Zanette	(1)
22-Mar-17	171.49	ZANETTE MELISSA	Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention travel claim Mar 5-7, Toronto , ON	M. Zanette	
5-Mar-17	478.44	DOUBLE TREE BY HILTON	Hotel room for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
5-Mar-17	186.48	PORTER AIR	Flight cost for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
5-Mar-17	66.15	PORTER AIR	Mayor to refund, Feb 8 baggage fee for flight from Toronto to Sudbury after returning from Peru. All other travel costs were funded by Global Affairs Canada through the Federation of Canadian Municipalities. The Mayor travelled to Peru Jan 23-Feb 7 with the FCM as a part of the Sustainable and Inclusive Communities in Latin America Program (CISAL)	Mayor	(2)
5-Mar-17	56.96	TAXI and LIMO SERVICES	Mayor to refund, Feb 8 transportation cost in Toronto after returning from Peru. All other travel costs were funded by Global Affairs Canada through the Federation of Canadian Municipalities. The Mayor travelled to Peru Jan 23-Feb 7 with the FCM as a part of the Sustainable and Inclusive Communities in Latin America Program (CISAL)	Mayor	(2)
13-Mar-17	9.45	AKREM TAXI	Transportation cost for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	9.01	AKREM TAXI	Transportation cost for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	7.65	AMBASSADOR TAXI	Transportation cost for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	9.19	BECK TAXI	Transportation cost for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	51.33	CGS-AIRPORT	Parking fee for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	27.98	PORTER AIR	Baggage fee for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	27.98	PORTER AIR	Baggage fee for Various meetings with Stakeholders Mar 3-4, Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto , ON	M. Zanette	
13-Mar-17	324.62	SHERATON	Mayor to refund, Feb 7 hotel room cost in Toronto after returning from Peru. All other travel costs were funded by Global Affairs Canada through the Federation of Canadian Municipalities. The Mayor travelled to Peru Jan 23-Feb 7 with the FCM as a part of the Sustainable and Inclusive Communities in Latin America Program (CISAL)	Mayor	(2)
	2,272.01		**January - March Quarter**		

Appendix 1F

Office of the Mayor

Travel

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Attendee(s)	Note / Reference
19-Apr-17	(239.22)	CGS -GSCDC	Transfer of costs to GSCDC as they relate to economic development. Prospectors and Developers Association of Canada Convention Mar 5-7, Toronto, ON.	Mayor	(1)
11-Apr-17	(447.72)	BIGGER BRIAN	Refund of costs. All other travel costs were funded by Global Affairs Canada through the Federation of Canadian Municipalities. The Mayor travelled to Peru Jan 23-Feb 7 with the FCM as a part of the Sustainable and Inclusive Communities in Latin America Program (CISAL)	Mayor	(2)
18-May-17	(101.70)	PARKS AND RECREATION - CITY OF NORTH BAY	Refund for overpayment of registration 2017 FONOM / MMA Northeastern Ontario Municipal Conference May 10-12 North Bay , ON. Attended by the Deputy Mayor A. Sizer	A. Sizer	(3)
16-May-17	150.73	PORTER AIR	Flight to Toronto for Ontario Summer Games Announcement Mar 30, Toronto, ON. Travel was cancelled.	Mayor	
16-May-17	130.38	PORTER AIR	Flight to Toronto for Ontario Summer Games Announcement Mar 30, Toronto, ON. Travel was cancelled.	M. Zanette	
16-May-17	80.51	PORTER AIR	Flight to Sudbury for Ontario Summer Games Announcement Mar 30, Toronto, ON. Travel was cancelled.	Mayor	
16-May-17	80.51	PORTER AIR	Flight to Sudbury for Ontario Summer Games Announcement Mar 30, Toronto, ON. Travel was cancelled.	M. Zanette	
29-May-17	403.61	SIZER ALLAN J	2017 FONOM / MMA Northeastern Ontario Municipal Conference travel claim May 10-12, North Bay, ON . Attended by the Deputy Mayor.	A. Sizer	
5-May-17	1,638.34	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration fees AMO Annual Conference Aug 13-16, Ottawa, ON	Mayor & M. Zanette	
5-May-17	849.70	FCM - FED.OF CDN MUNICIPALITIES OF ONTARIO	Registration to FCM's 2017 Annual Conference and Trade Show, Jun 1-4, Ottawa, ON	Mayor	
5-May-17	849.70	FCM - FED.OF CDN MUNICIPALITIES OF ONTARIO	Registration to FCM's 2017 Annual Conference and Trade Show, Jun 1-4. Ottawa, ON, M. Zanette did not attend and registration is refunded.	M. Zanette	(4)
30-Jun-17	9.96	AMBASSADOR TAXI	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
30-Jun-17	14.76	BECK TAXI	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
30-Jun-17	116.00	BEST WESTERN	Hotel room for Northern Ontario Service Deliverers Association Jun 8-9, North Bay, ON	Mayor	(5)
30-Jun-17	6.45	BLUE LINE	Transportation cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
30-Jun-17	31.03	BLUE LINE	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
30-Jun-17	29.25	CAPITAL TAXI	Transportation cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
30-Jun-17	30.05	CAPITAL TAXI	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
30-Jun-17	12.17	CGS-AIRPORT	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
30-Jun-17	12.17	CGS-AIRPORT	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
30-Jun-17	(835.00)	FCM - FED.OF CDN MUNICIPALITIES OF ONTARIO	Registration refund to FCM's 2017 Annual Conference and Trade Show, Jun 1-4. M. Zanette did not attend.	M. Zanette	(5)
30-Jun-17	778.69	NOVOTEL OTTAWA	Hotel cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)

Appendix 1F

Office of the Mayor

Travel

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Attendee(s)	Note / Reference
30-Jun-17	264.00	PORTER AIR	Flight cost to Sudbury for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
30-Jun-17	383.25	PORTER AIR	Flight cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
30-Jun-17	383.25	PORTER AIR	Flight cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	Mayor	(5)
30-Jun-17	130.00	PORTER AIR	Change in Flight to Sudbury from FCM's 2017 Annual Conference and Trade show, Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
30-Jun-17	302.54	WESTJET	Flight cost to Ottawa for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
19-Jun-17	65.33	BIGGER BRIAN	Ontario Mayor's Table on Opiods travel claim Jun 12, Toronto, ON	Mayor	
19-Jun-17	65.33	ZANETTE MELISSA	Meetings with Ministers travel claim Jun 5, Ottawa, ON	M. Zanette	
19-Jun-17	65.33	ZANETTE MELISSA	Ontario Mayor's Table on Opiods travel claim Jun 12, Toronto, ON	M. Zanette	
19-Jun-17	166.74	BIGGER BRIAN	Northern Ontario Service Deliverers Association travel claim Jun 8-9, North Bay, ON	Mayor	
26-Jun-17	265.86	BIGGER BRIAN	FCM's 2017 Annual Conference and Trade Show travel claim, Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	
3-Jun-17	539.33	PARKS AND RECREATION - CITY OF NORTH BAY	Registration fees 2017 FONOM / MMA Northeastern Ontario Municipal Conference May 10-12 North Bay , ON. Attended by the Deputy Mayor A. Sizer	A. Sizer	(3)
3-Jun-17	458.04	PORTER AIR	Flight costs to FCM's 2017 Annual Conference and Trade show, Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	
30-Jun-17	357.72	BIGGER BRIAN	Northern Ontario Large Urban Mayor's meeting travel claim Jun 28-29, Timmins, ON	Mayor	
	7,047.09		**April - June Quarter**		
1-Jul-17	(9.96)	AMBASSADOR TAXI	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
1-Jul-17	(14.76)	BECK TAXI	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
1-Jul-17	(116.00)	BEST WESTERN	Hotel room for Northern Ontario Service Deliverers Association Jun 8-9, North Bay, ON	Mayor	(5)
1-Jul-17	(6.45)	BLUE LINE	Transportation cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
1-Jul-17	(31.03)	BLUE LINE	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
1-Jul-17	(29.25)	CAPITAL TAXI	Transportation cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
1-Jul-17	(30.05)	CAPITAL TAXI	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
1-Jul-17	(12.17)	CGS-AIRPORT	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
1-Jul-17	(12.17)	CGS-AIRPORT	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
1-Jul-17	835.00	FCM - FED.OF CDN MUNICIPALITIES OF ONTARIO	Registration refund to FCM's 2017 Annual Conference and Trade Show Jun 1-4, Ottawa, ON. M. Zanette did not attend.	M. Zanette	(5)
1-Jul-17	(778.69)	NOVOTEL OTTAWA	Hotel cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
1-Jul-17	(130.00)	PORTER AIR	Change in Flight to Sudbury from FCM's 2017 Annual Conference and Trade show, Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(5)
1-Jul-17	(264.00)	PORTER AIR	Flight cost to Sudbury for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
1-Jul-17	(383.25)	PORTER AIR	Flight cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(5)
1-Jul-17	(383.25)	PORTER AIR	Flight cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	Mayor	(5)

Appendix 1F

Office of the Mayor

Travel

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Attendee(s)	Note / Reference
1-Jul-17	(302.54)	WESTJET	Flight cost to Ottawa for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(5)
2-Jul-17	10.13	AMBASSADOR TAXI	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(6)
2-Jul-17	15.02	BECK TAXI	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(6)
2-Jul-17	118.04	BEST WESTERN	Hotel room for Northern Ontario Service Deliverers Association Jun 8-9, North Bay, ON	Mayor	(6)
2-Jul-17	6.56	BLUE LINE	Transportation cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(6)
2-Jul-17	31.58	BLUE LINE	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(6)
2-Jul-17	29.76	CAPITAL TAXI	Transportation cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(6)
2-Jul-17	30.58	CAPITAL TAXI	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(6)
2-Jul-17	12.38	CGS - AIRPORT	Transportation cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(6)
2-Jul-17	12.38	CGS - AIRPORT	Transportation cost for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(6)
2-Jul-17	(849.70)	FCM - FED.OF CDN MUNICIPALITIES OF ONTARIO	Registration refund to FCM's 2017 Annual Conference and Trade Show Jun 1-4, Ottawa, ON. M. Zanette did not attend.	M. Zanette	(4)(6)
2-Jul-17	792.40	NOVOTEL OTTAWA	Hotel cost for FCM's 2017 Annual Conference and Trade Show Jun 1-4 and Meetings with Ministers, Jun 5, Ottawa, ON	Mayor	(6)
2-Jul-17	132.29	PORTER AIR	Change in Flight to Sudbury from FCM's 2017 Annual Conference and Trade show Jun 1-4 and Meetings with Ministers Jun 5, Ottawa, ON	Mayor	(6)
2-Jul-17	268.65	PORTER AIR	Flight cost to Sudbury for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(6)
2-Jul-17	390.00	PORTER AIR	Flight cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	M. Zanette	(6)
2-Jul-17	390.00	PORTER AIR	Flight cost for Ontario Mayor's Table on Opiods Jun 12, Toronto, ON	Mayor	(6)
2-Jul-17	307.87	WESTJET	Flight cost to Ottawa for Meetings with Ministers Jun 5, Ottawa, ON	M. Zanette	(6)
3-Aug-17	149.59	HOLIDAY INN EXPRESS	Hotel room for Northern Ontario Large Urban Mayor's meeting Jun 28-29, Timmins, ON	Mayor	
3-Aug-17	208.92	RESIDENCE INN DOWNTOWN	Hotel room for Meetings with Ministers' Staff Jul 25-26, Toronto, ON	M. Zanette	(7)
3-Aug-17	14.41	TPA/GREEN	Parking cost for Meetings with Ministers' Staff Jul 25-26, Toronto, ON	M. Zanette	
7-Sep-17	546.60	BIGGER BRIAN	AMO Annual Conference travel claim Aug 12-16, Ottawa, ON. Travel claim includes payment to the Mayor in the amount of $242.50. The Mayor made payment of $242.50 to Councillor Lapierre for the shared cost of mileage from Sudbury to Ottawa.	Mayor	
7-Sep-17	250.38	ZANETTE MELISSA	AMO Annual Conference travel claim Aug 13-16, Ottawa, ON	M. Zanette	
7-Sep-17	496.01	ZANETTE MELISSA	Meetings with Ministers' Staff travel claim Jul 25-26, Toronto, ON	M. Zanette	
5-Sep-17	34.39	BLUE LINE TAXI	Transportation cost, AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	34.06	CAPITAL TAXI	Transportation cost, AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	49.53	CGS - AIRPORT	Parking cost, AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	49.53	CGS - AIRPORT	Parking cost, AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	(55.00)	CGS - AIRPORT	Credit for parking, AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	25.22	GOPARK MANAGEMENT	Parking cost, Meetings with Ministers' Staff Jul 25-26, Toronto, ON	M. Zanette	
5-Sep-17	377.70	NOVOTEL OTTAWA	Hotel room for AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	550.26	NOVOTEL OTTAWA	Hotel room for AMO Annual Conference Aug 12-16, Ottawa, ON	Mayor	

Appendix 1F

Office of the Mayor

Travel

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Attendee(s)	Note / Reference
5-Sep-17	277.99	PORTER AIR	Flight cost to Ottawa, AMO Annual Conference Aug 13-16, Ottawa, ON	M. Zanette	
5-Sep-17	491.77	PORTER AIR	Flight cost to Sudbury , AMO Annual Conference Aug 13-16, Ottawa, ON	Mayor & M. Zanette	
5-Sep-17	0.01	RESIDENCE INN DOWNTOWN	Hotel room for Meetings with Ministers' Staff Jul 25-26, Toronto, ON	M. Zanette	(7)
	3,530.74		**July - Sept Quarter**		
	12,849.84		**YTD Totals as per GL**		

6,358.62	Mayor Brian Bigger	Reversal of accrual of cost in June	(5)
841.24	Deputy Mayor A. Sizer	Actual cost includes HST	(6)
5,649.98	Staff		
12,849.84			

Appendix 1G

Office of the Mayor

Internal Recoveries - Parking and Other

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
	0.00		**January - March Quarter**	
	0.00		**April - June Quarter**	
21-Aug-17	878.77	CGS - PARKING	Internal charge, transfer TDS parking space from office expense (Jan to Jul)	
21-Aug-17	126.55	CGS - PARKING	TDS Aug parking space	
21-Aug-17	225.66	CGS - PARKING	Internal charge, transfer Parking Office Mayor from office expense (Jan to Jul)	
31-Aug-17	13.94	CGS - PARKING	Parking Office Mayor Aug	
30-Sep-17	126.55	CGS - PARKING	TDS Sept parking space	
	1,371.47		**July - Sept Quarter**	
	1,371.47		**YTD Totals as per GL**	

Appendix 2A

Ward 1: Mark Signoretti

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	100.00	CGS - POLICE	Ticket to Community and Police Awards Gala, May 18	
28-Feb-17	1,470.41	CDW CANADA INC	Ipad , keyboard, and Apple pencil	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
15-Mar-17	844.61	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration fee AMO Annual Conference Aug 13-16, Ottawa, ON. Refund due to City in July as M. Signoretti is unable to attend.	(1)
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	2,704.46		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
3-May-17	94.00	CLUB MONTESSORI OF SUDBURY	Ticket to the Club Montessori of Sudbury Annual Fundraiser, May 4	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
31-May-17	457.92	SOCIETA CARUSO CLUB	Ad in the Italian Festival booklet	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
3-Jun-17	101.76	SUDBURY THEATRE CENTRE	Tickets to Mayor's Celebration of the Arts, May 17	
30-Jun-17	108.97	SIGNORETTI MARK	Pizza for St. Clair depot workers, Jun 23	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	1,087.71		**April - June Quarter**	
18-Jul-17	(830.55)	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Refund of registration fee AMO Annual Conference Aug 13-16, Ottawa, ON Less cancelation fee	(1)
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
11-Sep-17	52.98	SIGNORETTI MARK	Meeting expense, parking costs	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	(513.57)		**July - September Quarter**	
	3,278.60		**YTD Totals as per GL**	

Appendix 2B

Ward 2: Michael Vagnini

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
10-Feb-17	620.72	VAGNINI MICHAEL	Meeting and hospitality expenses, ticket to Sudbury Charities Foundation fundraiser in support of under privileged children, Jan 10, Ticket to Lively High School fundraiser and comedy night, Jan 14	
10-Feb-17	22.68	VAGNINI MICHAEL	Ticket to Lively High School fundraiser and comedy night, Jan 14	
18-Feb-17	101.76	GREATER SUDBURY CHAMBER OF COMMERCE	Tickets to Meet the Minister Luncheon "Work in the Modern Ontario Economy", with the Honourable Kevin Flynn Minister of Labour, Jan 12	
28-Feb-17	70.00	AFRO HERITAGE ASSOCIATION OF SUDBURY	Tickets to Black History Month Event, Feb 11	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
5-Mar-17	46.80	CORPORATE EXPRESS	Commissioner of Affidavits stamp	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	1,151.40		**January - March Quarter**	
27-Apr-17	100.00	CGS - POLICE	Ticket to Community and Police Awards Gala, May 18	
6-Apr-17	543.89	VAGNINI MICHAEL	Meeting and hospitality expenses, books as gifts for volunteers	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
17-May-17	953.24	VAGNINI MICHAEL	Meeting and hospitality expenses, tickets to Broder Dill Snowmobilers and Walden Sno Runners Social Evening, Mar 31, tickets to Walden Minor Hockey Dinner and Dance, Apr 22, gift for individual at Copper Cliff Skating Club	
25-May-17	150.00	WILD AT HEART WILDLIFE REFUGE	Tickets to Wild at Heart Comedy Night, Jun 2	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
26-Jun-17	1,648.92	VAGNINI MICHAEL	Meeting and hospitality expenses, office supplies, tickets to Knights of Columbus Annual Widows dinner, May 12, Canada Day souvenirs to be given as gifts	
29-Jun-17	250.00	RINGROSE PEGGY	Spikes to be given as gifts to dignitaries and volunteers	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	3,910.05		**April - June Quarter**	
13-Jul-17	862.69	VAGNINI MICHAEL	Meeting and hospitality expenses, office supplies	
25-Jul-17	250.00	RINGROSE PEGGY	Spikes to be given as gifts to dignitaries and volunteers	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
30-Aug-17	1,069.48	VAGNINI MICHAEL	Meeting and hospitality expenses, office supplies	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	2,446.17		**July - September Quarter**	
	7,507.62		**YTD Totals as per GL**	

Appendix 2C

Ward 3: Gerry Montpellier

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
23-Feb-17	223.47	LE VOYAGEUR	2016 Ad for Christmas Greeting	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
27-Mar-17	99.06	AZILDA LIONS CLUB	Ad for Azilda Lions Family Hockey Tournament, Apr 7-9	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	611.97		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	264.00		**April - June Quarter**	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
19-Sep-17	442.66	NORTHERN LIFE	Ad for Labour Day	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	706.66		**July - September Quarter**	
	1,582.63		**YTD Totals as per GL**	

Appendix 2D

Ward 4: Evelyn Dutrisac

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	200.00	CGS - POLICE	Tickets to Community and Police Awards Gala, May 18	
14-Feb-17	100.00	CENTRE FRANCO-ONTARIEN DE FOLKLORE	Ticket to Souper du Patrimoine, Feb 25	
17-Feb-17	75.00	SUDBURY BETTER BEGINNINGS BETTER FUTURES	Ticket to 15th Annual Dinner and Silent Auction, Mar 14	
23-Feb-17	76.32	NORTHERN ONTARIO BUSINESS LTD	Ticket to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
31-Mar-17	64.67	CGS - COMMUNICATIONS	Corporate wear, gifts for volunteers	
15-Mar-17	697.06	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration fee AMO Annual Conference Aug 13-16, Ottawa, ON	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
27-Mar-17	99.06	AZILDA LIONS CLUB	Ad for Azilda Lions Family Hockey Tournament, Apr 7-9	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	1,601.55		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
16-May-17	844.61	FCM - FED.OF CDN MUNICIPALITIES	Registration to FCM's 2017 Annual Conference and Trade Show, Jun 1 to 4	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
16-May-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to President's Series Luncheon, Marc Serre MP Nickel Belt and Paul Lefebvre MP Sudbury, Apr 21	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
8-Jun-17	1,862.45	DUTRISAC EVELYN	FCM's 2017 Annual Conference and Trade Show travel claim, May 31-Jun 5	
8-Jun-17	217.77	REYNOLDS LYNNE	Share of mileage costs with Lynne Reynolds, FCM's 2017 Annual Conference and Trade Show travel claim. May 31-Jun 5	
12-Jun-17	100.00	ACFO-DU GRAND SUDBURY INC	Ticket to le Gala 150, Jun 8	
13-Jun-17	50.00	DUTRISAC EVELYN	Ticket to an evening with Lieutenant-General the Honourable Romeo Dallaire, May 25	
29-Jun-17	250.00	RINGROSE PEGGY	Spikes to be given as gifts to dignitaries and volunteers	
3-Jun-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Meet the Minister Hon. Glenn Thibeault, Minister of Energy, MPP Sudbury & Hon Kathleen Wynne, Premier of Ontario, May 23	
30-Jun-17	45.37	DUTRISAC EVELYN	Ticket to Richelieu International Banquet Merite Horace-Viau	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	3,797.02		**April - June Quarter**	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
30-Aug-17	1,982.08	DUTRISAC EVELYN	AMO Annual Conference travel claim Aug 12-16 , Ottawa, ON	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	2,246.08		**July - September Quarter**	
	7,644.65		**YTD Totals as per GL**	

Appendix 2E

Ward 5: Robert Kirwan

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
10-Feb-17	34.46	KIRWAN ROBERT	Meeting expense, tickets to Azilda Lions fundraiser for Keeping Them Warm - Seniors, Feb 16	
18-Feb-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Meet the Minister Luncheon "Work in the Modern Ontario Economy", with the Honourable Kevin Flynn Minister of Labour, Jan 12	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
3-Mar-17	1,342.86	KIRWAN ROBERT	OGRA Conference travel claim Feb 25-Mar 1, Toronto, ON	
15-Mar-17	697.06	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration fee AMO Annual Conference Aug 13-16, Ottawa, ON	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
5-Mar-17	585.12	ONTARIO GOOD ROADS ASSOC	Registration fee OGRA Conference Feb 26-Mar 1, Toronto, ON	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	2,999.82		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
3-Jun-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Meet the Minister Hon. Glenn Thibeault, Minister of Energy, MPP Sudbury & Hon. Kathleen Wynne, Premier of Ontario, May 23	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	375.94		**April - June Quarter**	
13-Jul-17	139.96	KIRWAN ROBERT	Office supplies	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
30-Aug-17	2,991.17	KIRWAN ROBERT	AMO Annual Conference travel claim Aug 13-16, Ottawa, ON	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	3,395.13		**July - September Quarter**	
	6,770.89		**YTD Totals as per GL**	

Appendix 2F

Ward 6: Rene Lapierre

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	25.70	LAPIERRE RENE	Meeting expense, 100 Ways to Movitate Others book	
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	200.00	CGS - POLICE	Tickets to Community and Police Awards Gala, May 18	
10-Feb-17	86.37	LAPIERRE RENE	Office supplies	
23-Feb-17	152.64	NORTHERN ONTARIO BUSINESS LTD	Tickets to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	200.00	CENTRE FRANCO-ONTARIEN DE FOLKLORE	Tickets to Souper du Patrimoine, Feb 25	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
15-Mar-17	793.73	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration fee AMO Annual Conference Aug 13-16, Ottawa, ON	
22-Mar-17	36.32	LAPIERRE RENE	Meeting expense	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
5-Mar-17	35.62	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Motivating your Workforce, Jan 24	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	1,819.82		**January - March Quarter**	
6-Apr-17	28.70	LAPIERRE RENE	Notepad app for Ipad	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
3-May-17	94.00	CLUB MONTESSORI OF SUDBURY	Ticket to the Club Montessori of Sudbury Annual Fundraiser, May 4	
15-May-17	47.14	LAPIERRE RENE	Meeting expense and accessories for Ipad	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
17-May-17	356.16	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration for the Social Media Webinars, Risks and Rewards of Social Media for Elected Officials, Apr 19, Plain Language Writing, May 17, Getting the Most Out of Facebook, Sept 20, How to be a Positive Agent for Change on Social Media, Oct 18, Leveraging YouTube and the Power of Video, Nov 15	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
12-Jun-17	200.00	ACFO-DU GRAND SUDBURY INC	Tickets to le Gala 150, Jun 8	
19-Jun-17	11.98	CGS - PETTY CASH	Refreshments for school tour of Tom Davies Square Red Acres School, May 19	
19-Jun-17	15.26	CGS - PETTY CASH	Refreshments for school tour of Tom Davies Square Red Acres School, May 19	
26-Jun-17	19.82	LAPIERRE RENE	Meeting expenses	
3-Jun-17	101.76	SUDBURY THEATRE CENTRE	Tickets to Mayor's Celebration of the Arts, May 17	
3-Jun-17	133.31	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square ,Red Acres School May 19	
30-Jun-17	39.40	LAPIERRE RENE	Meeting expenses	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	1,372.59		**April - June Quarter**	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
15-Aug-17	53.78	LAPIERRE RENE	Meeting expenses	

Appendix 2F

Ward 6: Rene Lapierre

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Aug-17	530.27	LAPIERRE RENE	AMO Annual Conference travel claim Aug 13-16, Ottawa, ON	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
12-Sep-17	143.54	LAPIERRE RENE	Brief case	
5-Sep-17	1,739.36	WESTIN HOTELS	AMO Annual Conference Aug 13-16, Ottawa, ON	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	2,730.95		**July - September Quarter**	
	5,923.36		**YTD Totals as per GL**	

Appendix 2G

Ward 7: Mike Jakubo

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	1,470.41	CDW CANADA INC	Ipad, keyboard and Apple pencil	
23-Feb-17	152.64	NORTHERN ONTARIO BUSINESS LTD	Tickets to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	300.00	CMHA	Ad in Capreol Minor Hockey Tournament, Feb 23-26	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
15-Mar-17	793.73	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration fee AMO Annual Conference Aug 13-16, Ottawa, ON	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	3,006.22		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
5-May-17	200.00	CGS - POLICE	Tickets to Community and Police Awards Gala, May 18	
3-May-17	94.00	CLUB MONTESSORI OF SUDBURY	Ticket to the Club Montessori of Sudbury Annual Fundraiser, May 4	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
31-May-17	347.28	THE CAPREOL EXPRESS	Newsletter ad in the months of Feb to May	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
19-Jun-17	322.20	JAKUBO MICHAEL	Flight cost to AMO Annual Conference Aug 13-16, Ottawa, ON	(1)
3-Jun-17	101.76	SUDBURY THEATRE CENTRE	Tickets to Mayor's Celebration of the Arts, May 17	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	1,390.30		**April - June Quarter**	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
16-Aug-17	297.65	THE CAPREOL EXPRESS	Newsletter ad in the months of Jun, Jul and Aug	
22-Aug-17	(322.20)	JAKUBO MICHAEL	Refund of flight cost to AMO Annual Conference Aug 13-16, Ottawa, ON. M. Jakubo was unable to attend.	(1)
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
19-Sep-17	200.00	LAKE WAHNAPITAE HOME & CAMPERS	Advertising billboard	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	439.45		**July - September Quarter**	
	4,835.97		**YTD Totals as per GL**	

Appendix 2H

Ward 8: Al Sizer

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	34.20	SIZER ALLAN J	Meeting expense	
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	100.00	CGS - POLICE	Ticket to Community and Police Awards Gala, May 18	(1)
23-Feb-17	152.64	NORTHERN ONTARIO BUSINESS LTD	Tickets to 14th Annual Community Builders Awards, Mar 2	
18-Feb-17	585.12	ONTARIO GOOD ROADS ASSOC	Registration fee OGRA Conference Feb 26-Mar 2, Toronto, ON	
28-Feb-17	1,391.17	SIZER ALLAN J	OGRA Conference travel claim Feb 26-Mar 2, Toronto, ON	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
31-Mar-17	11.98	LANDRY-ALTMANN JOSCELYNE	Share of cost with J Landry-Altmann, snacks for school tour of TDS, Churchill Public School Mar 24	
5-Mar-17	186.48	PORTER AIR	Flight costs OGRA Conference Feb 26-Mar 2, Toronto, ON	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	2,751.03		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
17-May-17	(100.00)	CGS - POLICE	Refund cost of ticket to the Community and Police Awards Gala, May 18. Complimentary ticket received for the Deputy Mayor A. Sizer	(1)
3-May-17	94.00	CLUB MONTESSORI OF SUDBURY	Ticket to the Club Montessori of Sudbury Annual Fundraiser, May 4	
16-May-17	844.61	FCM - FED.OF CDN MUNICIPALITIES	Registration to FCM's 2017 Annual Conference and Trade Show, Jun 1 to 4	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
16-May-17	105.32	TOPPER'S PIZZA	Pizzas for school tour of Tom Davies Square,Churchill Public School Mar 24	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
8-Jun-17	1,907.81	SIZER ALLAN J	FCM's 2017 Annual Conference and Trade Show travel claim, May 31 to Jun 5	
3-Jun-17	224.13	PORTER AIR	Flight costs to FCM's 2017 Annual Conference and Trade Show, May 31 to Jun 5	
3-Jun-17	55.98	PORTER AIR	Baggage cost to FCM's 2017 Annual Conference and Trade Show, May 31 to Jun 5	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	3,456.91		**April - June Quarter**	
13-Jul-17	126.79	SIZER ALLAN J	Meeting expense	
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
30-Aug-17	18.15	SIZER ALLAN J	Delivery of Ward 8 flyers	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
19-Sep-17	76.32	NORTHERN ONTARIO BUSINESS LTD	Ticket to 40 under 40 Awards, Nov 2	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	485.26		**July - September Quarter**	
	6,693.20		**YTD Totals as per GL**	

Appendix 2I

Ward 9: Deb McIntosh

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
23-Feb-17	152.64	NORTHERN ONTARIO BUSINESS LTD	Tickets to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	35.00	AFRO HERITAGE ASSOCIATION OF SUDBURY	Ticket to Black History Month Event, Feb 11	
28-Feb-17	55.87	LAURENTIAN UNIVERSITY	Cost to print large cheque to acknowledge the 3 million donation from Lily Fielding for Kivi Park	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
27-Mar-17	(25.44)	MCINTOSH DEBRA	Councillor covers cost of Ad for the 2017 Community Builders Awards Program, Mar 2	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	507.51		**January - March Quarter**	
25-Apr-17	176.78	CANADA POST CORPORATION	Mail out of newsletters in Mar	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
30-Jun-17	8.49	CORPORATE EXPRESS	Office supplies	(1)
30-Jun-17	79.65	SUDBURY THEATRE CENTRE	Tickets to S.K.H.C Stories of Truth W-Shkagamik-Kwe, Jun 21	(1)
26-Jun-17	164.65	MCINTOSH DEBRA	Office supplies and keyboard for Ipad	
3-Jun-17	50.88	SUDBURY THEATRE CENTRE	Ticket to Mayor's Celebration of the Arts, May 17	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	744.45		**April - June Quarter**	
1-Jul-17	(8.49)	CORPORATE EXPRESS	Office supplies	(1)
1-Jul-17	(79.65)	SUDBURY THEATRE CENTRE	Tickets to S.K.H.C Stories of Truth W-Shkagamik-Kwe, Jun 21	(1)
2-Jul-17	8.64	CORPORATE EXPRESS	Office supplies	(2)
2-Jul-17	81.05	SUDBURY THEATRE CENTRE	Tickets to S.K.H.C Stories of Truth W-Shkagamik-Kwe, Jun 21	(2)
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	265.55		**July - September Quarter**	
	1,517.51		**YTD Totals as per GL**	

Reversal of accrual of cost in June (1)

Actual cost includes HST (2)

Appendix 2J

Ward 10: Fern Cormier

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	200.00	CGS - POLICE	Tickets to Community and Police Awards Gala, May 18	
23-Feb-17	152.64	NORTHERN ONTARIO BUSINESS LTD	Tickets to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
27-Mar-17	35.88	CORMIER FERN	Meeting expense	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	677.96		**January - March Quarter**	
28-Apr-17	174.30	CORMIER FERN	Keyboard and case for Ipad	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
19-May-17	111.16	CANADA POST CORPORATION	Mail out of newsletter in Apr	
31-May-17	(40.00)	INDIA CANADA ASSOCIATION OF SUDBURY	Stale dated cheque Nov 17/16. Ticket to India Canada Association Youth Festival, Apr 23/16	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
30-Jun-17	6.97	GIANT TIGER	Snacks for school tour of Tom Davies Square Jun 12, Jeanne Sauve School	(1)
30-Jun-17	100.02	SUDBURY THEATRE CENTRE	Tickets to STC Honours Denise Vitali, Jun 8	(1)
30-Jun-17	51.00	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square Jun 12, Jeanne Sauve School	(1)
3-Jun-17	50.88	SUDBURY THEATRE CENTRE	Ticket to Mayor's Celebration of the Arts, May 17	
30-Jun-17	223.87	NORTHERN LIFE	Ad for Sudbury Business and Professional Women's Club	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	1,003.26		**April - June Quarter**	
1-Jul-17	(6.97)	GIANT TIGER	Snacks for school tour of Tom Davies Square Jun 12, Jeanne Sauve School	(1)
1-Jul-17	(100.02)	SUDBURY THEATRE CENTRE	Tickets to STC Honours Denise Vitali, Jun 8	(1)
1-Jul-17	(51.00)	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square Jun 12, Jeanne Sauve School	(1)
2-Jul-17	7.09	GIANT TIGER	Snacks for school tour of Tom Davies Square Jun 12, Jeanne Sauve School	(2)
2-Jul-17	101.78	SUDBURY THEATRE CENTRE	Tickets to STC Honours Denise Vitali, Jun 8	(2)
2-Jul-17	51.90	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square Jun 12, Jeanne Sauve School	(2)
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
15-Aug-17	200.00	GREATER SUDBURY BUSINESS & PROFESSIONAL WOMEN'S CLUB	Tickets to award gala, Jun 6	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	466.78		**July - September Quarter**	
	2,148.00		**YTD Totals as per GL**	

Reversal of accrual of cost in June (1)

Actual cost includes HST (2)

Appendix 2K

Ward 11: Lynne Reynolds

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
10-Feb-17	34.55	REYNOLDS LYNNE	Office supplies	
14-Feb-17	100.00	CENTRE FRANCO-ONTARIEN DE FOLKLORE	Ticket to Souper du Patrimoine, Feb 25	
23-Feb-17	76.32	NORTHERN ONTARIO BUSINESS LTD	Ticket to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	1,114.24	CDW CANADA INC	Ipad	
18-Feb-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to President's Series Luncheon with Alan Coutts, President and CEO of Noront Resources Ltd, Jan 26	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
22-Mar-17	229.91	REYNOLDS LYNNE	Keyboard for Ipad, screen shine and ITunes gift card for office apps	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
31-Mar-17	126.90	CDW CANADA INC	Apple pencil for Ipad	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	2,022.24		**January - March Quarter**	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
16-May-17	844.61	FCM - FED.OF CDN MUNICIPALITIES OF ONTARIO	Registration to FCM's 2017 Annual Conference and Trade Show, Jun 1 to 4	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
31-May-17	78.80	REYNOLDS LYNNE	Meeting expenses, parking, office suppies, photocopying	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
30-Jun-17	1,767.05	LORD ELGIN HOTEL	FCM's 2017 Annual Conference and Trade Show May 31-Jun 5, Ottawa, ON	(1)
8-Jun-17	440.36	REYNOLDS LYNNE	FCM's 2017 Annual Conference and Trade Show travel claim, May 31-Jun 5, Ottawa, ON	
3-Jun-17	95.41	CORPORATE EXPRESS	Office supplies	
30-Jun-17	223.87	NORTHERN LIFE	Ad for Sudbury Business and Professional Women's Club	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	3,775.16		**April - June Quarter**	
1-Jul-17	(1,767.05)	LORD ELGIN HOTEL	FCM's 2017 Annual Conference and Trade Show May 31-Jun 5, Ottawa, ON	(1)
20-Jul-17	203.52	SUDBURY DOWNTOWN INDIE CINEMA CO-OP	Ad for film screenings	
21-Jul-17	508.80	NORTHERN LIFE	Ad for Canada Day	
2-Jul-17	1,798.15	LORD ELGIN HOTEL	FCM's 2017 Annual Conference and Trade Show May 31-Jun 5, Ottawa, ON	(2)
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
15-Aug-17	169.76	REYNOLDS LYNNE	Telephone, meeting expenses and office supplies	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	

Appendix 2K

Ward 11: Lynne Reynolds

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
12-Sep-17	109.13	REYNOLDS LYNNE	Meeting expenses, office supplies	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	1,286.31		**July - September Quarter**	
	7,083.71		**YTD Totals as per GL**	

Reversal of accrual of cost in June **(1)**

Actual cost includes HST **(2)**

Appendix 2L

Ward 12: Joscelyne Landry-Altmann

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
24-Jan-17	127.69	CDW CANADA INC	Apple pencil for Ipad	
24-Jan-17	1,316.96	CDW CANADA INC	Ipad and keyboard	(1)
31-Jan-17	75.00	KNIGHTS AND LADIES OF KALEVA INC	Ad for 2017 Kalevainen	
31-Jan-17	88.00	CGS	Jan Phone and Internet Allowance	
15-Feb-17	100.00	CGS - POLICE	Ticket to Community and Police Awards Gala, May 18	
15-Feb-17	204.62	CDW CANADA INC	Replacement keyboard for Ipad	
23-Feb-17	76.32	NORTHERN ONTARIO BUSINESS LTD	Ticket to 14th Annual Community Builders Awards, Mar 2	
28-Feb-17	150.00	SUDBURY BETTER BEGINNINGS BETTER FUTURES	Tickets to 15th Annual Dinner and Silent Auction, Mar 14	
28-Feb-17	88.00	CGS	Feb Phone and Internet Allowance	
7-Mar-17	186.73	LAURENTIAN UNIVERSITY	Printing of Ward 12 flyers	
15-Mar-17	150.20	LE VOYAGEUR	Ad for Semaine Nationale de la Francophonie	
16-Mar-17	150.20	LE VOYAGEUR	Ad for Journee Internationale des Femmes	
24-Mar-17	25.44	NORTHERN LIFE	Share of cost with Council, Ad for the 2017 Community Builders Awards Program, Mar 2	
31-Mar-17	99.10	LANDRY-ALTMANN JOSCELYNE	Meeting expense, office supplies, share of cost with A Sizer, snacks for school tour of TDS, Churchill Public School Mar 24, Carl Nesbitt School May 5	
31-Mar-17	88.00	CGS	Mar Phone and Internet Allowance	
	2,926.26		**January - March Quarter**	
27-Apr-17	(198.46)	CDW CANADA INC	Return of Ipad keyboard	(1)
6-Apr-17	25.08	LANDRY-ALTMANN JOSCELYNE	Postage	
30-Apr-17	88.00	CGS	Apr Phone and Internet Allowance	
16-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
31-May-17	88.00	CGS	May Phone and Internet Allowance	
30-Jun-17	131.00	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square May 26, Carl Nesbitt School	(2)
3-Jun-17	50.88	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Meet the Minister Hon. Glenn Thibeault, Minister of Energy, MPP Sudbury & Hon. Kathleen Wynne, Premier of Ontario, May 23	
3-Jun-17	101.76	SUDBURY THEATRE CENTRE	Tickets to Mayor's Celebration of the Arts, May 17	
30-Jun-17	88.00	CGS	Jun Phone and Internet Allowance	
	435.32		**April - June Quarter**	
1-Jul-17	(131.00)	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square May 26, Carl Nesbitt School	(2)
2-Jul-17	133.31	TOPPERS PIZZA	Pizza for school tour of Tom Davies Square May 26, Carl Nesbitt School	(3)
31-Jul-17	88.00	CGS	Jul Phone and Internet Allowance	
15-Aug-17	200.00	GREATER SUDBURY BUSINESS & PROFESSIONAL WOMEN'S CLUB	Tickets to award gala, Jun 6	
31-Aug-17	88.00	CGS	Aug Phone and Internet Allowance	

Appendix 2L

Ward 12: Joscelyne Landry-Altmann

Councillor's Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
12-Sep-17	323.25	LANDRY-ALTMANN JOSCELYNE	Meeting expenses, office supplies, delivery of flyers, treats for school tour of Tom Davies Square May 26 Carl Nesbitt School	
19-Sep-17	60.00	NORTHERN CANCER FOUNDATION	Ticket to Luncheon of Hope, Sept 29	
27-Sep-17	61.06	ORION PRINTING	Artwork for Ward 12 newsletter	
30-Sep-17	88.00	CGS	Sept Phone and Internet Allowance	
	910.62		**July - September Quarter**	
	4,272.20		**YTD Totals as per GL**	

Reversal of accrual of cost in June **(2)**

Actual cost includes HST **(3)**

Appendix 2M

Council Expenses

Office Expenses

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
31-Jan-17	25.22	CGS-PARKING	Parking Office Council - Jan	(1)
28-Feb-17	17.26	CGS-PARKING	Parking Office Council - Feb	(1)
18-Feb-17	10.62	CORPORATE EXPRESS	Office supplies	
18-Feb-17	14.15	CORPORATE EXPRESS	Office supplies	
18-Feb-17	307.44	CORPORATE EXPRESS	Office supplies	
31-Mar-17	27.21	CGS - PARKING	Parking Office Council - Mar	(1)
15-Mar-17	37.99	CGS - PETTY CASH	Petty cash	
5-Mar-17	23.08	FOOD BASICS	Soft drinks	
5-Mar-17	32.18	NEIL'S YOUR INDEPENDENT	Soft drinks	
	495.15		**January - March Quarter**	
30-Apr-17	23.89	CGS - PARKING	Parking Office Council - Apr	(1)
10-Apr-17	45.79	ALLIANCE COFFEE AND WATER	Keurig rental	
31-May-17	20.58	CGS - PARKING	Parking Office Council - May	(1)
5-May-17	37.99	CGS - PETTY CASH	Petty cash	
5-May-17	15.05	CGS - PETTY CASH	Petty cash	
16-May-17	25.85	FOOD BASICS	Soft drinks	
16-May-17	91.58	LOUGHEED FLOWER SHOPS	Floral Tribute - Sympathy from the Members of City Council	
5-May-17	12.92	FOOD BASICS	Soft drinks	
5-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
5-May-17	61.06	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Mayor's State of the City Address 2017, Jun 20	
30-Jun-17	39.90	CORPORATE EXPRESS	Office supplies	(2)
30-Jun-17	36.05	REAL CANADIAN SUPERSTORE	Soft drinks	(2)
3-Jun-17	19.27	CORPORATE EXPRESS	Office supplies	
3-Jun-17	101.76	LOUGHEED FLOWER SHOPS	Floral Tribute - Sympathy from the Members of City Council	
	592.75		**April - June Quarter**	
1-Jul-17	(39.90)	CORPORATE EXPRESS	Office supplies	(2)
1-Jul-17	(36.05)	REAL CANADIAN SUPERSTORE	Soft drinks	(2)
2-Jul-17	40.60	CORPORATE EXPRESS	Office supplies	(3)
2-Jul-17	36.69	REAL CANADIAN SUPERSTORE	Soft drinks	(3)
21-Aug-17	(114.16)	CGS - PARKING	Transfer Parking Office Council to internal parking and other charges	(1)
30-Aug-17	37.99	CGS - PETTY CASH	Petty Cash	
	(74.83)		**July - September Quarter**	
	1,013.07		**YTD Totals as per GL**	

Reversal of accrual of cost in June (2)

Actual cost includes HST (3)

Appendix 2N

Council Expenses

Cellular Services

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
17-Jan-17	500.17	BELL MOBILITY	Jan Stmt - cellular bill	
28-Feb-17	460.45	BELL MOBILITY	Feb Stmt - cellular bill	
20-Mar-17	459.96	BELL MOBILITY	Mar Stmt - cellular bill	
	1,420.58		**January - March Quarter**	
28-Apr-17	459.57	BELL MOBILITY	Apr Stmt - cellular bill	
16-May-17	492.12	BELL MOBILITY	May Stmt - cellular bill	
31-May-17	160.54	NEIL COMMUNICATIONS & OFFICE CENTRE	Blackberry for F. Cormier	
24-Jun-17	35.56	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone for M. Signoretti	
24-Jun-17	351.28	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone otterbox for M. Signoretti	
30-Jun-17	566.09	BELL MOBILITY	Jun Stmt - cellular bill	
	2,065.16		**April - June Quarter**	
21-Jul-17	508.59	BELL MOBILITY	July Stmt - cellular bill	
9-Aug-17	25.43	NEIL COMMUNICATIONS & OFFICE CENTRE	Iphone screen protector for R. Lapierre	
21-Aug-17	919.23	BELL MOBILITY	Aug Stmt - cellular bill	
28-Aug-17	(403.23)	VAGINI MICHAEL	Refund personal use of cell phone charges on Aug Stmt	
28-Sep-17	473.29	BELL MOBILITY	Sept Stmt - cellular bill	
	1,523.31		**July - September Quarter**	
	5,009.05		**YTD Totals as per GL**	

Appendix 2O

Council Expenses

Internal Recoveries - Parking and Other

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
	0.00		**January - March Quarter**	
	0.00		**April - June Quarter**	
21-Aug-17	114.16	CGS - PARKING	Internal charge, transfer TDS Parking Office Council from office expense	
30-Sep-17	11.28	CGS - PARKING	TDS Parking Office Council - Sept	
31-Aug-17	52.03	CGS - MAINTENANCE	Affix power bars to desks	
	177.47		**July - Sept Quarter**	
	177.47		**YTD Totals as per GL**	

Appendix 3A

Council Memberships and Travel

Association Dues

For the period ending, September 30, 2017

Date	Amount	Payee	Description	Note / Reference
4-Jan-17	3,150.00	FEDERATION OF NORTHERN ONTARIO MUNICIPALITIES	Membership Fees Apr 1/17 to Mar 31/18	
4-Jan-17	2,798.24	ONTARIO GOOD ROADS ASSOCIATION	Membership Fees Jan 1/17 to Dec 31/17	
24-Jan-17	16,719.02	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Membership Fees Jan 1/17 to Dec 31/17	
14-Feb-17	18,052.64	FEDERATION OF CANADIAN MUNICIPALITIES	Membership Fees Apr 1/17 to Dec 31/17	
6-Mar-17	5,794.76	FEDERATION OF CANADIAN MUNICIPALITIES	Membership fees Jan 1/17 to Mar 31/17	
31-Mar-17	8,985.52	ASSOCIATION FRANCAISE DES MUNICIPALITES	Membership Fees Apr 1/17 to Mar 31/18	
	55,500.18		**January - March Quarter**	
	0.00		**April - June Quarter**	
	-		**July - September Quarter**	
	55,500.18		**YTD Totals as per GL**	

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 21, 2017
Type:	Correspondence for Information Only

For Information Only

Cannabis Act and Municipal Impact

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report provides information related to Quality of Life and Place, specifically regarding the legalization of cannabis and potential impacts to municipalities.

Report Summary

The Federal government is developing a new legislative and a regulatory framework to legalize, regulate, and restrict access to cannabis, and is expected to become law in July, 2018. Under this new law, Canada's provinces and territories will be responsible to license and oversee the distribution and sale of cannabis.

This report provides information regarding the Province of Ontario's planned response to the anticipated legislation, and the potential impacts to municipalities.

Financial Implications

No financial implications at this time.

Signed By

Report Prepared By
Rob Blackwell
Corporate Project Management Coordinator
Digitally Signed Nov 21, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 22, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 21, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Background

The Federal government is developing a new legislative and a regulatory framework to legalize, regulate, and restrict access to cannabis. A Cannabis Act has now been tabled in the House of Commons and is expected to become law in July, 2018. Under this new law, Canada's provinces and territories will be responsible to license and oversee the distribution and sale of cannabis, subject to Federal conditions.

Municipalities and local communities will also be impacted by the legislation. This report provides a summary of potential impacts and anticipated next steps.

It is important to note that there is a distinction between the proposed "recreational" use of cannabis, and medicinal cannabis usage. It is anticipated that the federally controlled medicinal use of cannabis would continue as described below.

Cannabis for Medical Purposes

Under the Access to Cannabis for Medical Purposes Regulation (ACMPR) which came into force on August 24, 2016, Canadians who had been authorized by their health care practitioner to access cannabis for medical purposes could continue to have the option of purchasing safe, quality-controlled cannabis from a producer licensed by Health Canada. Canadians would also be able to produce a limited amount of cannabis for their own medical purposes, or designate someone to produce it for them.

The ACMPR replaced the *"Marihuana Medical Access Regulations (MMAR)"* which was repealed on March 31, 2014. However, as a result of a Federal Court Order granted on March 21, 2014, individuals who were previously authorized to possess and/or produce marijuana under the former MMAR and who met the terms of the Federal Court injunction order could continue to do so until the Court orders otherwise.

Currently, medical cannabis can only be purchased directly from a federally licensed producer online or over the phone and delivered by secure mail.

Province of Ontario's Response

In response to the Federal legislation and planned legalization of cannabis for recreational use, the Province of Ontario released a plan to build on the federal framework in several key areas. The provincial government indicated that it is committed to ensuring a safe and sensible transition to federal legalization.

The provincial plan would introduce new legislation and rules that would, if passed, ensure cannabis remains a carefully controlled substance subject to strict rules on both the lawful use and retail of the product. Revenues associated with cannabis legalization will be reinvested to ensure that the priorities are maintained:

- protecting young people
- focusing on public health and community safety
- promoting prevention and harm reduction
- eliminating the illegal market

Minimum Age

Ontario will set the minimum age to purchase recreational cannabis at **19 years old,** the same as alcohol and tobacco. This minimum age would also apply to possession and use.

The province has indicated that it has consulted public health and law enforcement stakeholders and determined that raising the minimum age above the federal minimum (18 years old) will help to protect youth. It was acknowledged that setting the age too high would risk driving young people to the illegal market.

Youth Possession

The federal government's proposed possession limits for adults and youth would limit adults to possessing up to 30 grams of dried legal cannabis, while people under 18 years old could have up to five grams.

However, to protect young people in Ontario, as noted above, the province will prohibit individuals under the age of 19 from possessing or consuming recreational cannabis, which will allow police to confiscate small amounts of cannabis from young people. The province's approach to protecting youth will focus on prevention, diversion, and harm reduction without unnecessarily bringing them into contact with the justice system.

Prevention and Harm Reduction

The province will support youth, young adults and other vulnerable populations through the development of a comprehensive prevention and harm reduction. The approach will also include education, health and social service providers that work with, and educate, youth and young adults.

In the lead-up to federal legalization, to help ensure public awareness of this transition and the new measures that will take effect, the province will undertake a public information campaign. Ontario will also work to support the federal government's planned national public awareness campaign to promote prevention and harm reduction.

Where Cannabis Can Be Used

Under Ontario's proposed approach, it would only be legal to use recreational cannabis in private residences. People would not be allowed to consume any form of recreational cannabis in public places, workplaces or when inside a motor vehicle.

This approach is guided by the two key principles of a safe and sensible framework as well as lessons drawn from the existing laws for consuming alcohol and the province's Smoke-Free Ontario Act. Over the coming months, Ontario will consult with municipal partners, the Alcohol and Gaming Commission of Ontario and other organizations to explore the feasibility and implications of introducing designated establishments where recreational cannabis could be consumed. Enforcement of these regulations is one area that still needs to be addressed at the City of Greater Sudbury. Discussions with Greater Sudbury Police Services (GSPS), the Sudbury & District Health Unit (SDHU) and CGS By-law Enforcement Services are underway to bring clarity in this area.

Shutting Down Dispensaries

The province indicates that it will pursue a coordinated and proactive enforcement strategy with municipalities, local police services, the Ontario Provincial Police (OPP) and the federal government to help shut down illicit cannabis dispensaries. This strategy will aim to reduce the illegal market, enhance public safety and eliminate the sale of unregulated and potentially unsafe cannabis products. Greater Sudbury does not appear to have an issue with illegal dispensaries for recreational purposes, though there have been concerns regarding producers of medicinal cannabis. It is not anticipated that the new legislation will have an impact on these concerns.

Enforcement

The province has committed to continued engagement with municipal and policing partners, stakeholders and community partners, including Indigenous and First Nations partners to ensure police have the tools they need to prioritize the protection of public health and safety, including road safety. Keeping Ontario's roads safe is a critical part of the province's safe and sensible approach to the federal government's legalization of cannabis. New measures to address drug-impaired driving are to be introduced in the future.

The legalization of marijuana will impose responsibilities on municipalities, who may become the enforcers of laws regarding legal marijuana, such as:

- sanctioning impaired drivers
- ticketing individuals who consume marijuana outside of their private residences
- enforcing bylaws on retailers who sell marijuana
- monitoring home producers who are caught growing/manufacturing outside prescribed regulations.

The Canadian Association of Chiefs of Police have indicated the following major themes are of specific concern to law enforcement:

- Training and the Impact on Police Resources
- Personal Cultivation and Possession
- Organized Crime
- Medical Marijuana
- Packaging and Labeling, Return of Property
- Youth and Public Education.

The costs of local regulation and enforcement could be recuperated by municipalities through cost-sharing with the federal government, who could divert some of the revenue generated from taxes, such as excise taxes, back to local governments.

Workplace Safety

As a key part of Ontario's integrated awareness campaign and to help keep Ontario workplaces safe, the province will be developing resources to guide employers, labour groups and others as they manage workplace safety issues related to impairment at work through education and awareness initiatives. Locally, no significant impact is anticipated as the City of Greater Sudbury already has a duty to accommodate employees, which currently includes the medical use of cannabis. The new legislation, as it relates to recreational use of cannabis, does not impact current practices and processes, specifically regarding impairment at work but may require supervisory education and updates to CGS Health & Safety policy.

Retail and Distribution Model in Ontario

Ontario is proposing a safe and sensible approach to the retail of recreational cannabis, overseen by the Liquor Control Board of Ontario (LCBO) through a subsidiary corporation, the Ontario Cannabis Retail Corporation (OCRC). The province is proposing that approximately 150 standalone stores be opened by 2020, including 80 by July 1, 2019 servicing all regions of the province. Dedicated stores will be set up to sell only cannabis, it will not be sold alongside alcohol. The proposed model is intended to meet the standards of control and social responsibility while responding to consumer demand and eliminating the illegal market. Additionally, the province’s plan indicates:

- Online distribution will be available across the province
- All sales will be assisted via counter service, and there will be no self-service
- Retail staff will follow strict requirements for age verification

- There will be mandatory training for retail staff. Staff will have knowledge of the individual products and public health information about how to use cannabis responsibly
- Product types and formats will need to meet the federal government's requirements, including forthcoming federal regulations on packaging and labelling information
- Ontario would work closely with municipalities to consider community priorities when choosing store locations (e.g., proximity to schools)

On October 30, 2017, letters were sent to all municipalities in Ontario regarding the proposed next steps to establishing retail stores in the province. The provincial government has indicated that the public will have the opportunity to ask questions and provide feedback on proposed locations. Greater Sudbury has been identified as a community that will be receiving a retail outlet, to be operated by the OCRC, by July 2018.

It is also important to note that current the land use planning framework permits retail operations in commercial zones. This would allow for the establishment of cannabis retail outlets under the current framework. Consultations with municipalities on site selection are occurring and a website has been established to provide public information regarding the implementation of cannabis retail stores: www.lcbocannabisupdates.com.

Online sales
Online sales will allow for secure and safe delivery across the province. Products would be stored, packed and distributed in a safe and controlled manner. All of the same delivery safeguards that exist now for online alcohol sales would apply.

Public Health Perspective

The Ontario Public Health Association (OPHA) has published a position paper regarding the legalization of cannabis. OPHA calls for a Federal and Provincial regulations that advance the goals outlined in the Federal Task Force on Cannabis Legalization and Regulation's 2016 discussion paper. These include:

- **Protect young Canadians** by keeping marijuana out of the hands of children and youth
- **Protect public health and safety** by strengthening, where appropriate, laws and enforcement measures that deter and punish more serious marijuana offences (e.g. selling and distributing to children and youth, selling outside of the operating a motor vehicle while under the influence of marijuana)
- **Ensure Canadians are well-informed** through sustained and appropriate public health campaigns
- **Establish and enforce a system of strict production, distribution and sales**, taking a public health approach, with regulation of quality and safety (e.g., child-proof packaging, warning labels), restriction of access, and application of taxes, with programmatic support for addiction treatment, mental health support and education programs.
- **Conduct ongoing data collection**, including gathering baseline data to monitor the impact of the new framework

Municipal Impact and Next Steps

The terms of reference for the *Task Force on Marijuana Legalization and Regulation* call for consultation with municipalities. As local governments are best positioned to determine local implementation plans for the production, distribution and consumption of marijuana within their boundaries, any marijuana legalization framework should recognize and respect the autonomy and authority of municipalities to make and enforce local bylaws related to:

- the production and distribution of marijuana
- managing the health and safety impacts of how and where marijuana is consumed.

Based on the experience of other jurisdictions, legalizing marijuana for recreational use may lead to new revenue generation for Canada's three orders of governments. As such, the anticipated additional costs to municipalities regarding enforcing the framework must be recognized and addressed. A revenue sharing model for these potential new revenues will be required.

Production
There are two major categories of production to be considered in terms of municipal regulation of legalized marijuana: large scale producers, and growing small amounts of marijuana for personal consumption.

The recently announced new rules for medical marijuana users (ACMPR) that will allow patients to grow their own at home is a positive temporary step towards legalizing and regulating personal production of marijuana; however, more clarity and collaboration is needed to refine the recent temporary measures put into place and develop a comprehensive system regulating the personal production of marijuana and marijuana-based products, both for the safety of producers as well as the general public. The roles and responsibilities related to safety and security remain unclear. It is anticipated that there will be a municipal role regarding the enforcement of these regulations.

Distribution
Canadians currently move approximately $7 billion of marijuana around the country or across national borders with no standards for storage, transport, or distribution. Distribution of legal marijuana will be a key part of the development of a framework, including the regulation of local distribution facilities. Business licensing legislation could be used to regulate the conduct of distribution facilities within the municipality.

Several cities in Canada have taken steps to regulate the distribution of medical marijuana within their communities. Requirements and restrictions included in the licensing process for recreational cannabis production and sales could include:

- Must operate only in commercial zones, at least 300 m from schools, community centers, neighbourhood houses, youth facilities and other marijuana-related businesses
- Require both a community notification process and a signed good neighbor agreement
- Rigorous fee structures for obtaining a license (e,g, in Vancouver the license fee of for compassion clubs is $1,000 and $30,000 for medical marijuana-related retail dealers.

Next Steps
Staff will continue to monitor the progress of the proposed legislation and regulations, and will work collaboratively with our municipal peers, police and public health partners to identify impacts to municipalities and local communities.

Staff have formed an internal working group to identify potential issues and collaborate on identifying a consistent approach to managing the municipality's role in a still-evolving provincial legislative framework. Regular communication among staff with their peers in other municipalities about this subject is ongoing.

The Government of Ontario is coordinating initial meetings between their offices, the OCRC, and municipalities identified as the first to host cannabis retail stores. Discussions with CGS and several ministries and the LCBO occurred on November 20th, and included:

- Federal and provincial requirements for cannabis retail and distribution
- Proposed guidelines for siting stores and public notification regarding potential sites
- Plans for store design and operations

Staff also anticipate raising the following issues:

- Planning considerations for cannabis operations, which contemplate the input of City Council on location, siting requirements, parking, etc…
- Requirements for public engagement regarding cannabis operations
- Building, by-law, and enforcement considerations for cannabis operations
- Anticipated impact on municipal services associated with cannabis operations (e.g. increased law enforcement, social and health service costs
- Potential risk to increased extended health benefit costs (if medical cannabis becomes an eligible expense for health plans)
- Public acceptance of potential retail locations and strategies for potential consultation on this matter
- Provincial revenues to help offset any additional municipal service costs

Additional discussions will be occurring no later than the end of February 2018, which will include city staff and Council input on siting and location.

Sources:

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https://fcm.ca/home/issues/emergency-preparedness-and-response/cannabis-legalization/cannabis-legalization-how-municipalities-can-get-ready.htm

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https://www.amo.on.ca/AMO-Content/Backgrounders/2017/MarijuanaLegalizationandMunicipalImpacts

https://www.cacp.ca/index.html?asst_id=1509

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 28, 2017
Type:	Correspondence for Information Only

For Information Only

2017 Capital Budget Variance Report - September

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This report provides a listing of capital projects completed, as well as cancelled projects, from July 1, 2017 to September 30, 2017.

Financial Implications

This report has no financial implications.

Signed By

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Digitally Signed Nov 28, 17

Manager Review
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Recommended by the C.A.O.
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Appendix A
City of Greater Sudbury
Completed Capital Projects over $200,000
Completed between July 1, 2017 to September 30, 2017

Note - For all projects below, transfers have been completed in accordance with the Capital Budget Policy and variances greater than $50,000 have been explained.

Division & Department	Project Description	Year Started	Total Original Budget	Final Cost (Including O/S PO's)	Variance	Notes
Infrastructure Services	**Transportation Study**	2011				
Roads	2011 Capital Budget		100,000	450,115	(350,115)	**1**
	MR 84 Capreol Rd/Old Hwy 69	2012				
	Quadra FNX		1,062,324	602,324	459,999	**2**
	Ghandi Lane	2015				
	2015 Capital Budget		300,000			
	2015 Capital Budget		500,000			
			800,000	404,978	395,022	**3**
	Moonlight Avenue	2015				
	2015 Capital Budget		3,000,000			
	2015 Capital Budget - Hines Street from Moonlight Avenue to Equinox Cresent		630,000			
			3,630,000	2,951,168	678,832	**4**
	Crack Sealing	2017				
	2017 Capital Budget		200,000	264,325	(64,325)	**5**
Bridges	**Elbow Creek Culvert**	2016				
	2016 Capital Budget		450,000	261,281	188,719	**6**
Water	**Pressure Monitoring Condition Assessment**	2014				
	2009 Capital Budget		100,000			
	2010 Capital Budget		50,000			
			150,000	273,470	(123,470)	**7**

Water	**Moonlight Avenue - Bancroft Drive to Kingsway**	2015				
	2015 Capital Budget		1,750,000			
	2015 Capital Budget - Hines Street - Moonlight Avenue to Rheal		150,000			
			1,900,000	1,593,311	306,689	**8**
Wastewater	**Kingsway - Bancroft Drive to 0.9km West**	2013				
	2013 Capital Budget		500,000	136,672	363,328	**9**
	Moonlight Avenue - Bancroft Drive to Kingsway	2015				
	2015 Capital Budget		650,000			
	2015 Capital Budget - Hines Street - Moonlight Avenue to Rheal		50,000			
			700,000	501,281	198,719	**10**
Community Development						
Citizen & Leisure Services	**Mandatory Fire, Health and Safety Retrofits for Arenas & Buildings**	2014				
	2014 Capital Budget		300,000	325,025	(25,025)	
	Long Lake Park	2015				
	Council Report CC2015-309		179,275			
	Clifford & Lily Fielding Donations		380,000			
			559,275	499,138	60,137	**11**
Community Safety						
Paramedic Services	**Medical Equipment/Supplies**	2010				
	2010 Capital Budget		89,100	203,395	(114,295)	**12**
Corporate Services						
Fleet	**Wheel Loader**	2017				
	2017 Capital Budget		200,000	203,520	(3,520)	
Administration	**Docutech Printers**					
	2008 Capital Budget		400,000			
	2009 Capital Budget		50,000			
	2010 Capital Budget		32,000			
	2015 Capital Budget		38,091			
			520,091	246,205	273,886	**13**

CANCELLED PROJECTS

Infrastructure Services					
Drains	**Capreol Storm Drainage**				
	2011 Capital Budget	340,000	3,277	336,723	
	2013 Capital Budget	260,000	6,355	253,645	**14**
Water	**System Improvements**				
	2013 Capital Budget	250,000	4,732	245,268	**15**
	Well Building Upgrades				
	2015 Capital Budget	800,000			**16**
	Mont Adam Street				
	2017 Capital Budget	25,000			**17**
Wastewater	**Automatic Vehicle Locator**				
	2015 Capital Budget	20,000			**18**
	System Improvements				
	2015 Capital Budget	300,000			**19**
	Mont Adam Street				
	2016 Capital Budget	25,000			**20**
	2017 Capital Budget	25,000			
	Bethune - Randolph to Richard				
	2017 Capital Budget	100,000			**21**
Community Development					
Citizen & Leisure Services	**Playground / Outdoor Rinks / Play Structure / General Upgrades**				
	2016 Capital Budget	30,000			**22**
Pioneer Manor	**Floor Washing Machine**				
	2016 Capital Budget	25,000			**23**
	Pot Washing Unit				
	2017 Capital Budget	35,000			**24**
	Audio Visual and Replacement Equipment	10,000			**25**
	2017 Capital Budget				

Transit	**Transit Maintenance Software**		
	2017 Capital Budget	40,000	**26**
Corporate Services			
Assets	**Frobisher Operations Buildings - Building Shell Repairs**		
	2017 Capital Budget	30,000	**27**
Fleet	**Hybrid Cars**		
	2017 Capital Budget	32,000	**28**

Variance Explanation Notes

1	Actual expenditures were higher than budgeted due to additional scope resulting from public input and comments. The overexpenditures were funded from Future Road Projects ($110K), Kantola Cul De Sac ($10K), O'Grady Street ($21K), Loach's Road ($18K), King Street ($31K), MR 4 ($59K), Official Plan ($50K), South Lane North ($39K), and two other transfers under $5K.
2	Funds from Quadra FNX Mining on Moose Mountain Road (MR 84) were the result of the Council approved agreement from report dated Jun 29, 2011 to permit the company full loading for 2012, 2013 and 2014 in return for compensation. The funds were used for repairs and maintenance on this road. The surplus was transferred to fund the Capreol Waterfront CIP project as approved by Council during 2017.
3	Actual expenditures were lower than budgeted due to reduction in scope. The second phase of the storm sewer improvements has been postponed indefinitely until outstanding property issues are resolved. The remaining surplus will be transferred to fund other project overexpenditures by the end of 2017 or will be transferred to the Capital Financing Reserve Fund - Roads at year end.
4	Actual expenditures were lower than budgeted due to favorable tender prices that were lower than the budget estimate. Due to a change in market conditions, unit prices were tendered lower than budgeted which resulted in a cost savings. The remaining surplus will be transferred to fund other project overexpenditures by the end of 2017 or will be transferred to the Capital Financing Reserve Fund - Roads at year end.
5	Actual expenditures were higher than budgeted due to increase in scope determined due to field conditions. The overexpenditures were funded from the 2015 and 2016 Crack Sealing ($19K), and the remainder will come from other project surpluses by the end of 2017.
6	Actual expenditures were lower than budgeted due to favourable tender prices that came in lower than the budget estimate. Due to a change in market conditions, unit prices were tendered lower than budgeted which resulted in a cost savings. The surplus was transferred to Montpellier Road Culvert ($100K), and the remainder will be transferred to fund other project overexpenditures by the end of 2017.

7	Actual expenditures were higher than budgeted due to an increased scope of repairs work (ie. installation of a pressure reducing valve) identified during the monitoring phase. The deficit was funded from SCADA Repairs ($40K), Distribution Support ($120K), and the remaining surplus will be returned to Distribution Support account.
8	Actual expenditures were lower than budgeted because the budgeted amount was based on a preliminary design. The scope of work (rock removal) was reduced during detailed design and the tendered prices were more favourable than anticipated. The surplus will be transferred to fund other project overexpenditures by the end of 2017 or will be transferred to the Capital Financing Reserve Fund - Water at year end.
9	Actual expenditures were lower than budgeted due to the ability to change the method of repair from full replacement to rehabilitation which eliminated the need for road trenching and reduced the socio-economic impact on the community. The surplus will be transferred to fund other projects with overexpenditures or will be transferred to the Capital Financing Reserve Fund - Wastewater by the end of 2017.
10	Actual expenditures were lower than budgeted because the budgeted amount was based on a preliminary design. The scope of work (rock removal) was reduced during detailed design and the tendered prices were more favourable than anticipated. The surplus will be transferred to fund other projects with overexpenditures or will be transferred to the Capital Financing Reserve Fund - Wastewater by the end of 2017.
11	Actual expenditures were lower than budgeted due to favourable market conditions relating to the rehabilitation and DSS removal. The remaining surplus was transferred back to the Parks Reserve Fund.
12	Actual expenditures were higher than budgeted due to the purchase of CPAP units and Circulation/Airway bags for the front-line Paramedics. The overexpenditures were funded from Miscellaneous Equipment.
13	Actual expenditures were lower than budgeted as only replaced one of two printers in 2008. The replacement of the second printer has been cancelled due to the pending closure of the in-house print shop effective January 1, 2018, therefore the second printer replacement will not be required. The print shop is being closed due to the decline in volume of printing requests received coupled with advanced printers available to staff and move to a paperless work environment. The funds were reallocated to the Capreol CIP Waterfront Project as per Council approval during 2017 ($203K) and the remainder to Central Mailing Equipment ($70K).
14	This project to upgrade Capreol Stormsewers has been postponed as an environmental assessment is required which will begin in 2018. Once the environmental assessment is complete, the project will be planned and budgeted in future years. The funds were reallocated to the Minnow Lake Stormwater Treatment Station.
15	The funds for system developments were reallocated to the Kelly Lake Watermain project as it includes a "growth" portion, which is the intent of the use of funds set aside for system developments. The transfer of funds allowed for improved tracking of specific project costs. The funds were reallocated to the Kelly Lake Watermain project.

16	This project was postponed due to funds being needed for other projects that required immediate attention. The funds will be re-established in future capital budgets. The funds were reallocated to the Val Caron Booster Upgrades ($697,033) and the Former Transit Depot Garage Renovations ($102,967).
17	This project was originally planned to accommodate a proposed road resurfacing project. The resurfacing project was cancelled, and the water and wastewater funding was postponed accordingly. The project may be budgeted for in the future in concert with the roads division so as to maximize cost savings and efficiencies. The surplus will be used to fund deficits in other Water projects overexpenditures by year end.
18	This project was cancelled as there was sufficient funding in another account with similar description. The funds were reallocated to the GIS Maintenance System project.
19	The funds for system developments were reallocated to both the Capreol CIP Waterfront project (as includes repairs on Lakeshore and King Streets) as well as the former Transit Garage renovations as per these two Council reports during 2017. The transfer of funds allows for improved tracking of specific project costs. The funds were reallocated to the Capreol CIP Waterfront project ($200K) and the Former Transit Depot Garage Renovations ($100K).
20	This project was originally planned to accommodate a proposed road resurfacing project. The resurfacing project was cancelled, and the water and wastewater portion were postponed. The project may be budgeted for in the future in concert with the roads division so as to maximize cost savings and efficiencies. The surplus will be used to fund deficits in other Wastewater projects overexpenditures by year end.
21	This project was originally planned to accommodate a proposed road resurfacing project. The resurfacing project was changed to a shave and pave, and the wastewater portion was postponed. The project may be budgeted for in the future in concert with roads division so as to maximize cost savings and efficiencies. The surplus will be used to fund deficits in other Wastewater projects overexpenditures by year end.
22	This project's budget were reallocated to various playgrounds / parks upgrade projects as listed below. The funds were reallocated to CD Contingency ($14K), Various Facilities ($12K), Asbestos Audit ($2K), Parks Signage ($1K), Health & Safety Retrofits ($686) and Playground/Outdoor Rink ($130).
23	The project has been postponed until 2018 because there was shortage in linen and the funds ($16K) were allocated to increase our supplies to mitigate running short. Further, due to an ongoing concern with the domestic hot water system ($9K) was allocated to upgrade the hot water boilers.
24	The project has been cancelled because we are unable to source a suitable unit that will fit in the existing kitchen without having to undertake significant renovations. The funds were reallocated to Kitchen Equipment ($32K), and Mattresses ($3K).
25	The project was for security camera improvements and the addition of 13 more cameras in medication rooms and entrance ways. These funds were reallocated to the IT Capital Replacement and Software Update account which is doing the installation.

26	Project was cancelled as the existing software has capabilities to fulfill requirements, therefore, there is no need for new software. This project will not be rebudgeted. The project includes PTIF (50%) funding, the funds will be reallocated to another PTIF project by year end.
27	The project is deferred until the outcome of the facility rationalization review is complete and may be budgeted in a future budget year. The funds were reallocated to LEL Roof Repair.
28	Project was cancelled due to reallocation of priorities to accommodate other requests. The replacement of hybrids with another hybrid is not expected in the future because of performance and repair related concerns. Future budgets would be included in the light duty fleet category, or re-allocated to fulfill other replacement priorities. The funds were reallocated to Tandem Multi Function Winter Control.

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Friday, Nov 24, 2017
Type:	Referred & Deferred Matters

Request for Decision

Pioneer Manor Capital Redevelopment

Resolution

WHEREAS the Ministry of Health and Long-Term Care (MOHLTC) classifies long-term care beds for structural compliance and provides a capital per diem at the rate of approximately 50/50 cost sharing to those homes which fall below an “A” standard of structural compliance;

AND WHEREAS Pioneer Manor has been identified as having 149 of its 433 beds below the “A” standard of structural compliance qualifying it for capital redevelopment funding from the Ministry of Health and Long Term Care;

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury prepare a business case for Pioneer Manor Bed Redevelopment for consideration in the 2019 City of Greater Sudbury budget process;

AND THAT in preparation for the 2019 budget, an RFP be issued to secure an architect to prepare schematic design for the capital redevelopment, and subject to Council authorization in the 2019 budget, the same architect be secured for detailed design, tender and oversight of the capital project;

AND THAT the City of Greater Sudbury issue an RFP to secure an outside party to procure and recommend a business opportunity for the future vacated 59,000 square feet of space for the 2019 budget which would complement the seniors campus model and also contribute annual revenue to offset the municipal contribution of the capital redevelopment project for the 149 long term care beds as outlined in the report entitled "Pioneer Manor Capital Redevelopment" from the General Manager of Community Development, presented at the City Council meeting on November 22, 2017.

Signed By

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Digitally Signed Nov 24, 17

Financial Implications
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Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 28, 17

Relationship to the Strategic Plan / Health Impact Assessment

The proposed capital bed redevelopment is in alignment with the Vision, Mission and Values of the City of Greater Sudbury’s Strategic Plan by enhancing the quality of municipal services provided to residents at Pioneer Manor while also revitalizing Pioneer Manor to meet the future needs of long-term care in

the community. Investing in Pioneer Manor will strengthen the high quality of services provided at this long-term care facility while also building a sustainable infrastructure to meet the future needs with an aging population.

Report Summary

This report outlines the Ministry of Health and Long Term Care (MOHLTC) Enhanced Long-Term Care Home Renewal Strategy and the MOHLTC Construction Funding Subsidy Policy for Long-Term Care Homes to encourage the upgrading of facilities to the current long-term care building standards by December, 2024. Pioneer Manor has 149 long-term care beds that are below current Ministry standards of structural compliance. In the report, Pioneer Manor will present the rationale on why this investment into this Long-Term Care facility is beneficial while also presenting revenue opportunities to offset a portion of the financial impact.

Financial Implications

If approved, Pioneer Manor will proceed with an RFP to secure an architect to prepare schematic design for the capital redevelopment. For 2018, the project will be funded $240,000 from the approved 2016 Capital budget.

A business case will be prepared for the 2019 budget, once the redevelopment capital costs, Ministry construction funding subsidy, debt costs, revenue from recommissioned space and other available funding sources are finalized.

Background

In October 2014, the Ministry of Health and Long-Term Care (MOHLTC) announced the Enhanced Long-Term Care Home Renewal Strategy (ELTCHRS). The intention of ELTCHRS is to encourage the redevelopment of beds that are eligible for redevelopment funding. The new standard of structural compliance for bed construction was created in 1999 by the Province.

The objective of the new Long-Term Care (LTC) standards is to create a less institutional, more residential Long-Term Care Home that provides a higher quality of life to the residents who live there. Beds that are structurally non-compliant are much smaller and provide residents less privacy as up to four (4) residents share a washroom. Additionally, smaller rooms, doorways and washrooms possess many challenges for staff to safely maneuver and utilize equipment to meet the needs of residents.

Pioneer Manor (Home) has approval by the MOHLTC to provide Long-Term Care services for 433 residents (406 are long-term stay beds and 27 temporary beds funded by the NELHIN).

The City of Greater Sudbury (City) has redeveloped 284 beds at Pioneer Manor to "A" (Full) standard of structural compliance in Long-Term Care, leaving 149 beds remaining to be redeveloped. This report outlines the methodology and opportunity to redevelop the remaining beds to the new standard of structural compliance in Long-Term Care.

The Provincial redevelopment strategy is mandatory for all private and non-profit licensed Long-Term Care facilities. If municipal homes, such as Pioneer Manor do not participate in ELTCHRS, they will lag behind the private and non-profit-sector in terms of accommodation choices and standards of accommodation.

Benefits of Redevelopment for the City of Greater Sudbury

The older section of Pioneer Manor has 149 beds that fall below structural compliance. The 2015 Long-Term Care Home building standards are designed to give residents a more intimate and familiar living space. For example;

- Enhanced resident privacy and dignity - The new standard requires a separate washroom for all private and semi-private bedrooms. This change enhances resident privacy and dignity.

- Increased square footage in bedrooms - The new standard has also increased the amount of usable net floor space in the shared resident bedrooms from 90 sq. ft to 115 sq. ft. This allows for ease of moving residents, lifting and maneuvering equipment, beds and wheel chairs while reducing the possibility of injury to staff and residents.

- Increase dining room space - The new standards for dining rooms have been designed to reduce congestion while increasing space for family/guests to attend meals with loved ones.

- Home like design standards - New modern facilities that are more "home-like" have been designed to maintain a resident's dignity, but also to meet the growing need for seniors with complex behavioral needs. New design standards also allow for residents to have bigger and brighter rooms (as all resident have windows). Having a brighter space enhances mental health.

- Enhanced resident comfort - The new designs allows for better air quality and comfort in temperatures.

- Reduced resident relocation requests - The older sections of the Home experience high levels of turnover for resident transfers to the newer section of the building. In the last year, there were more than 130 resident transfers.

Financial Analysis

The Construction Funding Subsidy (CFS) Policy 2015, as issued by the Ministry of Health and Long-Term Care (MOHLTC), is a per bed/per day (per diem) capital funding model provided to eligible homes once the redevelopment project is complete and approved for occupancy. This funding is provided for a period of 25 years. Funding for large homes such as Pioneer Manor, ranges from a base level of $16.65 to a maximum of $20.40 per bed per day, depending on project design, including the number of basic vs. private beds being built. The ratio of basic accommodations is the most heavily weighted funding criteria defined in the CFS Policy. This ratio is defined as the lesser of the percentage of designated basic accommodation beds being redeveloped under this Policy and the percentage of basic accommodation beds in the overall home. In order to qualify for CFS, the minimum percentage of basic accommodation beds is 40%.

Financial Implications of 2 Possible Scenarios

Redevelopment of 149 Beds	Maximize Basic Accommodation (59 private/ 90 basic)	Maximize Private Accommodation (89 private/60 basic)
Capital Cost for 149 Beds (approx.)	$ 29.4 Million	$31.2 Million
Est. Mortgage Cost Annually (3.8%, 25 yrs)	$1,842,378	$1,955,177
Less: Est. Ministry Annual CFS Funding	$1,055,069	$959,895
Annual Mortgage Cost to Municipality	$787,309	$995,282
Annual Mortgage Costs Funded by:		
Additional Private Accommodation Revenue from Increased Number of Private Beds	$187,099	$467,748
Tax Levy/Capital Envelope/Other Redevelopment Options	$600,210	$527,534

Financial Analysis Assumptions

The estimated building redevelopment cost and overall square footage required varies depending on the configuration and ratio of private versus basic accommodation rooms.

Ministry approved private accommodation revenue rates of $25.63 per day were used in the calculation of additional revenue that could be generated. Consideration was given to whether the preferred accommodation waitlist can maintain the demand and therefore the revenue projections for these private accommodations. Existing residents paying basic rate would have to be moved into the newly built private rooms and could only be replaced by residents paying preferred rates on turnover. Therefore, it could take approximately 5 years to reach the full maximum preferred revenue budget.

All 149 beds (122 permanent and 27 temporary beds) will be requested of the Ministry for redevelopment and construction funding subsidy. The City will be applying to the Ministry to have the 27 temporary beds included as part of this redevelopment project in order to have all beds at the home redeveloped to the new design standards.

Potential funding sources for the municipal share of the bed redevelopment financing costs are: an increase to municipal tax levy, reallocation of funding from the Health and Social Services Capital envelope, and revenue to be generated from redevelopment of the vacated space at Pioneer Manor. The City's external auditors, KPMG have been asked to provide alternative redevelopment options for the vacated space as a result of the potential construction of the new wings at Pioneer Manor. The focus of these options is to extend the continuum of care for seniors through senior's apartments, assisted living or life lease units. The goal of redevelopment of the vacated space is to generate revenue to reduce the tax levy impact estimated above, and to complement the Senior's Campus. KPMG determined that senior's condominiums or private sector operated seniors retirement residences could fulfill the City's objectives and that the City should actively solicit potential third party proponents to generate interest in the facility.

Next Steps

Pioneer Manor, given Council approval, will proceed with a RFP for an architect to develop a schematic to meet the Long-Term Care Home Design Manual (2015) standards and determine capital costs for the Project. Pioneer Manor has $240,000 committed in the Capital budget.

KPMG has conducted a preliminary analysis to identify potential options for the use of surplus space at Pioneer Manor. At this point, the best case scenario for maximizing contribution to capital is to pursue a private public partnership where a turnkey operation is established such as life leases or retirement living. This would then reduce the municipal contribution for capital redevelopment by at least $100,000 per year.

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 21, 2017
Type:	Managers' Reports

Request for Decision

Revised Terms of Engagement for Community Action Networks

Resolution

THAT the City of Greater Sudbury approves the revised Terms of Engagement for the Community Action Networks, as outlined in the report entitled "Revised Terms of Engagement for Community Action Networks", from the Director of Communications and Community Engagement, presented at the City Council meeting of December 12, 2017.

Signed By

Report Prepared By
Eliza Bennett
Director of Communications and Community Engagement
Digitally Signed Nov 21, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 22, 17

Recommended by the Department
Eliza Bennett
Director of Communications and Community Engagement
Digitally Signed Nov 21, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 21, 17

Relationship to the Strategic Plan / Health Impact Assessment

This report relates to the Strategic Pillar of "Responsive, Fiscally Prudent Open Governance" by providing a comprehensive framework in which the City and the Community Action Networks can continue to work effectively together to achieve Council's, the City's, and the community's goals.

Report Summary

Council directed staff to bring forward revised Terms of Engagement for the CANs. The proposed revised Terms were developed through a consultative, inclusive process, and address issues identified by the City and the CANs. The new Terms set the groundwork for enhanced cooperation, collaboration, and support between the City and the CANs.

Financial Implications

There are no financial implications associated with this report.

Revised Terms of Engagement for Community Action Networks

Purpose

The purpose of this report is to seek Council approval on the revised Terms of Engagement for the Community Action Networks (CANs). At the Finance and Administration Committee meeting of December 2015, Council directed staff to "work together with a team comprised of members of City Council, existing Community Action Networks and City staff to review and amend the Terms of Engagement for Community Action Networks and report back to Council with recommendations in February of 2016." This report provides revised Terms of Engagement for approval (attached as separate documents to this report), as well as a summary of how the work was accomplished, key changes in the Terms of Engagement, and key opportunities in the relationship between the City and the CANs moving forward.

Background

CANs evolved from the Mayor's Task Force on Volunteerism and Community Involvement in 2001 shortly after the amalgamation of area municipalities into the City of Greater Sudbury. CANs were seen as a method for citizens, Councillors and staff to work together as part of a collaborative approach to engagement and community building. As noted in the Finance and Administration Committee report of December 2015, "The concept was supported by the Healthy Community process which employed four key strategies: broad community participation, multisectoral involvement, local government commitment and the creation of healthy public policy." The first CAN was established in Onaping Falls in 2003.

The importance of CANs was further reinforced in the 2007 Constellation City Report, "Building a Community of Communities in Greater Sudbury." The initial Terms of Engagement for the CANs were a result of the recommendations made in the Constellation City report.

Until 2017, the City's relationship with the CANs was managed primarily through the Community Development Department; however, a new organizational structure created an additional emphasis on community engagement with the establishment of a Communications and Community Engagement Division. The CANs are key partners in the City's community engagement strategies and as such, since May 2017, responsibility for the CANs lies with the Communications and Community Engagement Division.

There are currently 15 active CANs in the City of Greater Sudbury. The CANs' primary point of contact with the City is the Community Engagement Coordinator who serves as a liaison to other City departments; however, CANs create and maintain relationships and partnerships with nearly all areas of the organization.

The Terms of Engagement for CANs brought forward to Council in 2007 were developed in consultation with members of CANs, members of City Council and City staff. As CANs continued to evolve, it became evident that a review and revision to the Terms of Engagement were required to ensure that CANs remained sustainable and successful, and to enable them to encourage broad participation and representation from the communities they serve.

Analysis – the New Terms of Engagement

The Terms of Engagement are aligned with other adopted frameworks

In 2008, the City adopted the International Association for Public Participation's Public Participation Framework. This is an international standard to promote public participation in relation to individuals, government, institutions, and other entities that affect the public interest. The framework outlines five pillars of engagement: Inform, Consult, Involve, Collaborate, and Empower

In 2014, the City conducted a community engagement review. The survey done as part of this project indicated that 89 percent of respondents wanted to be engaged in municipal affairs, but 70 percent did not feel engaged. The CANs are vital to their communities as they provide opportunities for individuals to become involved at a grassroots level and to work on projects and events which have direct impact on the neighbourhoods and communities where they live. CANs are also vital to the City's engagement efforts, as they have the ability to bring together groups of people to obtain information on and discuss topics of interest.

In 2015, City Council adopted a model of Open Government based on the principles of Open Information, Open Data, Open Dialogue and Open Doors. The themes of Open Government are:

- Open Dialogue: Working with and communicating to the public and involving citizens in decision-making.
- Open Information: Opening up and proactively releasing government information.
- Open Data: Making data a publically available tool or asset.

- Open Doors: Implementing measures or plans for accountability and oversight of government actions.

Open Government aims to strengthen governance by promoting greater transparency, accountability and citizen engagement. This means that the City will engage in two-way conversations and open dialogues that engage citizens in public debate and decision making on the development and delivery of municipal programs, services and policies. The unique structure of CANs make them ideally suited to help achieve this.

The new Terms of Engagement for the CANs incorporate the Public Participation Framework as well as the principles of Open Government, and are aligned with previous decisions, directions, and principles of City Council. The new Terms of Engagement clearly detail the expectations of all partners in fulfilling the vision of City Council.

A rigorous, inclusive, and consultative process was used to establish the new Terms of Engagement

Following the initial direction from Council in December 2015, a Terms of Engagement Review Committee was established. The Committee included five members of Council and seven members of Community Action Networks and met a number of times over 2016. At the meetings, participants discussed the framework for the terms of engagement, as well as challenges and opportunities.

With the change in corporate structure in 2017, staff from the Communications and Community Engagement met with the Executive or Chair of the CANs. The purpose of these meetings was to get a better understanding of each CAN, their priorities and working relationship with CGS. In addition, the meetings provided an opportunity for staff to discuss the Terms of Engagement and what was, and was not, working.

At the same time, staff reviewed best practice from a community engagement perspective. While other examples of neighbourhood associations, volunteer groups and other grassroots organizations exist in municipalities across Canada, the CANs are unique in their relationship to the City and the framework in which they operate. As such, staff have maintained Terms of Engagement that are unique to the CANs.

The new Terms of Engagement address opportunities identified by the City and CANs

A number of concerns and opportunities were identified as part of the discussions held during the review process. The following section outlines the key changes in the new

Terms of Engagement. These changes reflect as much as possible the feedback that has been received through the various consultations that have taken place as part of this review process.

1. Discussions with the CAN Chairs and comments provided by the Terms of Engagement Review Committee showed that there was a need to more clearly define the operation of CANs, different roles and responsibilities, and the unique relationship that CANs maintain with the City, in order to ensure their success and maximize their effectiveness in the community. Staff also heard that CANs wanted more simplified Terms of Engagement, and at the same time, were looking for more clarity on how they should function (such as details on eligible operating costs and liability/insurance coverage for CAN activities).
   In response to this feedback, the proposed Terms of Engagement are now divided into two parts:

   - Terms of engagement – an overarching charter to guide CANs, defining a broad view of CANs, their role and function, and the role of CGS, staff and Council. All administrative guidelines and supporting documents for the CANs and the City are separated into appendices to this charter, including financial and reporting requirements for the grant provided to the CANs.

   - Standard operating procedures – the framework in which CANs operate and intended primarily as a resource for CAN Chairs and CAN Executive members.

2. The City provides an annual grant of $2,500 to each CAN to be used for administrative and promotional purposes. Based on feedback received from the CANs as well as City staff, a number of key changes are proposed in the administration of the grant as part of the new Terms of Engagement.

   - The terms of engagement review process identified a need for clarity around allowable expenses. The large majority of CANs expressed the desire to be able to spend some of the grant money on CAN projects like purchasing gravel for walking trails, or plants for community gardens. Under the new terms of engagement, staff are therefore proposing that CANs be permitted to spend up to 25 percent of the annual grant on such CAN projects.

   - Under the previous terms of engagement, there were no provisions around the ability for CANs to carry over grant money from one year to the next. CAN Chairs indicated that they wanted the flexibility of being able to carry over grant money for a specific purpose or project (ie, new website, significant project or campaign). As such, under the new terms of engagement, staff are recommending that CANs be permitted to carry over a maximum of 25 percent of the grant provided by the City for use in the next

year with prior CGS approval. Any grant money not spent beyond that amount would be deducted from the next year's grant.

- Under the new terms of engagement, CANs are not permitted to donate grant money received from the City to other groups or initiatives.
- Annual reports are required from each CAN that receives a grant from the City. This requirement has been maintained in response to the value for money audit that was conducted at Council's direction in 2016. The new CAN terms of engagement provide a simple template for CANs to use. Submission of the annual report is required by January 30. This is in line with the City's end of year reporting requirements and is intended to streamline the reporting process for all parties.

3. There was a desire to review the roles and responsibilities of the City and of CANs as part of the new terms of engagement.
    - The new terms more clearly outline the roles of the City, City staff, CANs, and Councillors.
    - There is a strong partnership between the City and CANs, and as such, the document reiterates the support of the City in several key areas:
        - Maintaining a single point of contact to ensure that there is an ongoing mechanism to communicate with, assist, and support CANs. Wherever possible, City staff will attend every second CAN meeting in addition to any special CAN meetings such as visioning or strategy sessions.
        - Maintaining the comprehensive liability coverage for all registered and approved CAN events, organizers and volunteers.
        - Maintaining the $2,500 yearly operating grant, contingent on Council approval.
        - Maintaining and implementing new supportive programs and activities as determined in partnership with the CANs, including forums for networking and exchanging information like CAN summits; operational guidance; and other resources and initiatives that strengthen the CANS.
    - The document also clarifies what the City expects from CANs in order to be eligible for the $2,500 grant:
        - Open, transparent, and accountable operating practices; and

- Inclusive community-building activities that expand the City's engagement reach and meet the City's and the CANs' goals of community participation and engagement.

The Terms reflect the potential for a stronger partnership between the City and CANs

Through the discussions that were held in developing the new Terms of Engagement, it was recognized that there was a need to highlight the potential for an even stronger partnership between the City and the CANs. More specifically, through collaborative processes, the City and the CANs can and should develop additional support mechanisms that are identified through mutual discussions, including enhancing communications and community engagement strategies and facilitating partnerships between individual CANS and between CANs and the broader community.

Beyond the Terms of Engagement

Beyond the new Terms of Engagement, opportunities exist for the City and the CANs to work with and learn from other another in different ways than in the past to achieve our respective objectives. Specifically:

- There are opportunities for the City to engage more broadly with the CANs and, through the CANs, with the community. Similarly, there are opportunities to more consistently support the work that the CANs do to create healthy and vibrant communities.
- Based on the discussions held to date, there is work that can begin immediately to assist in expanding the reach of the CANs. A communication and marketing plan will be developed and implemented in 2018 to promote what a CAN is, how residents can get involved, and the unique opportunities in volunteering with a CAN.
- There are opportunities to collaborate on training and mentoring to build capacity, enhance networks, expand skill sets, and engage more broadly, all of which will support the creation of resilient communities. This will align with mandatory requirements expected to take effect in the next few years for training for volunteer groups.
- The City will bring together CAN Chairs in the new year to collaborate on plans for 2018 and beyond.

Next Steps

Upon approval of the new Terms, staff will meet with the CANs to share the final documents. They will also be posted to the City's website as publicly available files.

Resources Cited

http://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&id=847&itemid=10559&lang=en

http://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&id=1167&itemid=12444&lang=en

http://agendasonline.greatersudbury.ca/index.cfm?pg=feed&action=file&attachment=13229.pdf

http://agendasonline.greatersudbury.ca/index.cfm?pg=feed&action=file&agenda=report&itemid=4&id=131

Community Action Network Terms of Engagement

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Community Action Network Terms of Engagement

BACKGROUND

The City of Greater Sudbury (CGS) established Community Action Networks (CANs) to provide a line of communication between the community and the City, and to help with the planning and implementation of community initiatives. CANs bring citizens together to build strong, engaged communities, foster civic engagement and encourage public participation in local and municipal projects.

VISION

Engagement, public participation, and constructive dialogue between the City of Greater Sudbury and its citizens are cornerstones of good governance. CANs are open to the public and inclusive. They work collaboratively with the City to inform, consult and involve residents in local and municipal projects, processes and services.

MISSION

- CANs take action and implement projects and initiatives which have a positive impact on the quality of life in Greater Sudbury.
- CANs create opportunities for broader engagement in their communities.
- CANs work collaboratively to advocate for positive change and the betterment of the community.
- CANs help identify community needs and establish cooperative working relationships with other groups within the City.

VALUES

- CANs are open and inclusive to all.
- CAN participants respect one another, municipal and CAN processes, and each other's roles and responsibilities.
- CANs take the social, economic, and environmental needs of their respective communities into consideration when establishing priorities.

- CANs reflect the unique perspective, values, and needs of their respective communities.

Strategic Framework

The City of Greater Sudbury has adopted the International Association for Public Participation's Public Participation Framework, which is an international standard to promote public participation in relation to individuals, government, institutions, and other entities that affect the public interest. This framework outlines five pillars of engagement: Inform, Consult, Involve, Collaborate, and Empower (see Appendix D – How the City of Greater Sudbury Engages CANs - A Visual Representation). The City strives to engage citizens keeping their needs, the organization's needs, and the Public Participation Policy in mind. The City is committed to engaging meaningfully with citizens, and has also adopted a model of Open Government that is based on the principles of open information, open data, open dialogue and open doors. It aims to strengthen governance by promoting greater transparency, accountability and public engagement. This means that the City will engage in two-way conversations and open dialogues that engage citizens in public debate and decision-making on the development and delivery of municipal programs, services and policies.

Community Action Network Benefits

Community Action Networks bring people together to build a healthy community. Healthy communities are strong and vibrant. They emerge from the collaborative efforts of citizens who care about where they live and want to make their neighbourhoods the best they can possibly be. Community Action Networks provide the resources to make this happen. The City of Greater Sudbury recognizes the following benefits in establishing and supporting Community Action Networks:

- CANs enhance the overall quality of life in Greater Sudbury in social, environmental and economic sectors.
- CANs enable citizens to participate, appreciate, and fully understand the services offered by community organizations, groups and the City of Greater Sudbury.
- CANs help identify community needs and establish cooperative working relationships with the CGS, and other groups within the community.
- CANs promote democracy and inclusiveness by giving participants (community, Council, City staff) a unique vehicle to work in harmony toward common goals.

- CANs provide a mechanism for planning at the community level by identifying different projects with which individual Community Action Networks will be involved.
- CANs foster civic engagement and public participation in municipal projects and services.

CAN Eligibility Requirements

- Are community driven and led.
- Are non-profit in nature and not-incorporated.
- Are open and transparent to the public.
- Strive to represent the broad interests of the community.
- Adhere to the Standard Operating Procedures of the Terms of Engagement.
- Have an elected Executive.

Objectives of CANs

- To actively respond to the community's needs and priorities by facilitating and promoting activities that empower residents to participate in community, economic and social development projects in their area.
- To operate in partnership with other community agencies and identify existing community resources to ensure their effectiveness in responding to community needs.
- To undertake and promote new initiatives in response to community priorities, and where possible, to consider the alignment between the initiatives and goals/objectives of the CAN, and the strategic priorities of the CGS.
- To work in cooperation with other community groups in nurturing civic pride and engagement within each community.

ROLES AND RESPONSIBILITIES

CANs are responsible for:

- Engaging the community and encouraging participation in the CAN.
- Providing a safe and welcoming atmosphere for citizens to come together.
- Networking within the community (other community groups, businesses, seniors, youth, and other) to represent and engage the community.
- Communicating their programs and activities to the CGS and local residents on a regular basis.
- Coordinating a visioning session to identify CAN priorities at least once every four years.
- Reviewing CAN priorities on an annual basis.
- Promoting the vision and priorities of the CAN and the City of Greater Sudbury sponsored programs and initiatives at the community level, where feasible.
- Encouraging feedback on CGS matters requesting community input.
- Operating in accordance with the CAN Standard Operating Procedures.

The City of Greater Sudbury is responsible for:

- Engaging CANs and the community through public participation and community engagement.
- Providing a staff liaison to be the primary point of contact for the CANs.
- Providing information about City programs, policies, procedures and opportunities for public input.
- Assisting CANs in obtaining access to community facilities, space and equipment/resources (as needed).
- Providing CANs with community grant funding subject to approval by City Council.
- Providing comprehensive liability coverage for registered and approved CAN events, organizers and volunteers.
- Providing information on City-wide campaigns and programs as projects of value that CANs may support and implement within their areas.

- Providing a Guidebook for the CAN Chairs/CAN Executive.
- Providing a forum for CANs to network and exchange information (CAN Summit and other).
- Providing training, educational and learning opportunities, when available.
- Assisting with CAN promotional efforts where appropriate, including marketing the CAN to the community.

The CGS Staff Liaison is responsible for:

- Building awareness and capacity within CGS about the relationship between CGS and CANs.
- Working collaboratively with the CANs to understand the concerns of the community.
- Advising the CAN on City matters (policy, business and other).
- Liaising with other CGS departments on CAN matters.
- Ensuring the CAN is informed about City Policies and Procedures.
- Assisting with CAN Visioning Sessions.
- Reviewing CAN communication materials.
- Attending every second CAN meeting, and providing support for special meetings such as annual meetings or visioning sessions, wherever possible.

The City Councillor is responsible for:

- Assisting with CAN inquiries regarding City services, facilities and programs where appropriate.
- Attending CAN meetings when available.
- Liaising with the CAN Chair.

APPENDIX A

BUDGET, ACCOUNTING AND FINANCIAL RECORD KEEPING

CANs may receive an annual community grant, subject to Council approval, through the City's Community Grants Program. The purpose of the community grant is to assist CANs with administrative costs associated with the business of the CAN. The CANs shall adhere to the following financial practices:

- CANs shall maintain accurate records of all expenditures of funds allocated through CGS.
- CANs shall prepare and submit an annual report for the previous year's activities, no later than thirty 30 days after year end (December 31).
- A maximum of 25% of the community grant may be carried over to the next grant year with CGS approval. Any grant money beyond that amount, not spent during the granting year, will be deducted from the next year's grant.

APPENDIX B

ELIGIBLE CAN OPERATING COSTS (FOR THE COMMUNITY GRANT)

CANs will receive an annual grant, pending Council approval, to cover eligible operating and administrative costs. The funds are intended to cover the costs associated with promotion of activities, photocopying, mailings, web site maintenance, and other day-to-day expenses, these include (but are not limited to):

- Office supplies (paper, printer ink, pens, CDs, and other)
- Printing and photocopying (black and white or colour)
- Postage (stamps, envelopes, ad mail, courier costs)
- Advertising
- Mileage payable to members on CAN business (paid at the CGS rate)
- Refreshments for meetings/events
- Developing a website, website administration and web page hosting
- Promotional materials and activities.

Special Consideration:

- Up to 25% of the annual grant may be spent on CAN projects. This may include capital expenditures such as contributions toward the purchase of a bench, playground equipment, signage, trees, mulch for a trail, etc.
- CANs may not donate community grant funding to other groups or initiatives.

Resources available to CANs (at no direct cost) through CGS:

- Meeting and office space at City-owned locations, subject to availability.
- Liability insurance coverage for approved CAN activities and events.
- Photocopying or printing at Libraries and Citizen Service Centres of up to 50 pages monthly (agendas and minutes).

Examples of items that are not eligible expenditures:

- Personal internet access fees
- Monthly rent/utility bills
- Computers (not including supplies such as paper, ink)
- Staff costs
- Donations to other groups or initiatives
- Alcohol.

APPENDIX C

COMMUNITY ACTION NETWORK ANNUAL REPORT

(To be submitted to your Community Engagement Co-ordinator by January 30th)

Community Action Network: _____

CAN Chair: _____

Telephone: _____ **Email:** _____

Treasurer: _____

Telephone: _____ **Email:** _____

Please list the expenditures from the CGS funds received and include all receipts for reconciliation ($2,500).

Item	CGS Grant (including tax)
Office Supplies	$
Printing/Photocopying	$
Mail/AdMail	$
Advertising	$
Website Administration	$
Meeting Expenses	$
Other (please identify)_____	$
Other (please identify)_____	$
TOTAL	$
Balance Forward (From Previous Year)	$
Current Account Balance	$

Describe any partnerships established or activities pursued during the past year, including any funding or support that you have leveraged.

What are your plans for next year?

Name **Signature** **Date**

APPENDIX D

HOW THE CITY OF GREATER SUDBURY ENGAGES CANs (A VISUAL REPRESENTATION)

	Inform	Consult	Involve	Collaborate	Empower
Overview	● To provide information to increase the community's understanding the problem, alternatives, opportunities and/or solutions	● To obtain community feedback on analysis, alternatives and/or decisions	● To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	● To partner with the public in each aspect of the decision-making process from development to solution	● Place decision-making in the hands of the public ● Promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers
CAN Development	● Few active members ● Informal operating structure ● Narrow Focus ● Undeveloped ties with local associations	● Loose structure (Co-Chairs) ● One or two active projects ● Some key community organizations involved	● Some working committees ● Well organized with regular meetings and broad community involvement	● Youth, senior and business representation ● Community associations well represented ● Functioning sub-committees and executive	● CAN well developed and connected to the community
Leadership	● Staff guiding process	● Key community champions identified to work with staff	● Transfer of leadership to CANs ● Established executive in place	● CAN Executive developing new leaders (succession planning)	● CAN lead in collaboration with the community ● Shared leadership of community-led projects with decision-making at the community level
CAN Role	● Disseminate information received to local community ● Identify additional community	● Provide feedback which represents the broad community ● Identify	● Lead, engage and mobilize community groups and members ● Use	● Involve and engage existing local community associations ● Explore external funding opportunities to	● Engage the public in decision making ● Make decisions which reflect the interests and

APPENDIX D

HOW THE CITY OF GREATER SUDBURY ENGAGES CANs (A VISUAL REPRESENTATION)

	Inform	Consult	Involve	Collaborate	Empower
	partners ● Work with CGS to increase participation in City programs (Community Clean Up Blitz, Trails, etc.)	community partners	visioning sessions & SWOT Analysis to identify community priorities	assist project funding	concerns of the community ● Seek out public participation and facilitate the involvement of those affected by or interested in a decision
CGS Staff Liaison Role	● Help navigate/guide CAN ● Respond to inquiries ● Educate CGS departments and Council regarding CANs	● Animator ● Keep other departments & Council informed	● Enable ● Engage ● Facilitate ● Keep other departments & Council informed	● Project support ● Access to resources ● Keep other departments & Council informed	● Provide tools for engagement ● Provide participants with the information they need to participate in a meaningful way
CGS Role	● Listen ● Respond to CAN inquiries ● Provide information through brochures, media releases, public meetings, etc.	● Solicit feedback ●Provide information ● Survey CANs regarding potential policy changes ● Attend meetings, as requested with CANs to discuss plans and alternatives	● Engage CANs at the onset when considering changes to policies, procedures, etc. ● Be involved in the decision-making process ● Provide feedback on how public input influences decisions	● Work with CANs to help realize outcome based Municipal projects (i.e. trails, parks, etc.) ● To use CANs as a community sounding board ● Incorporate input from CANs into decision making	● Assist CANs with community engagement and help facilitate their ability to encourage public participation

Community Action Network Standard Operating Procedures

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STANDARD OPERATING PROCEDURES

1. Membership

Membership is open to any Greater Sudbury resident who resides or owns a business or property in the established boundaries of the CAN. CANs are comprised of a minimum of two Executive members (Chair and Treasurer) and an unlimited number of members at large. Members do not receive any compensation or remuneration for participation.

2. CAN Structure – CAN Executive

The CAN Executive shall consist of members elected by the CAN membership. The business of the CAN, including management of the CAN's finances, shall be administered by the Executive, which holds the following positions for a two-year term:

- Chair (or Co-Chairs)
- Vice Chair (optional)*
- Secretary *
- Treasurer *

* CANs may chose to combine these executive positions.

2.1. Descriptions of Executive Committee Members

2.1.1. Chairperson

- Coordinate and chair all meetings of the CAN.
- Provide leadership for the CAN Executive and subcommittee activities. Ensure members are aware of their obligations and responsibilities.
- Represent the CAN at functions or meetings.
- Be a contact person between the community, the City of Greater Sudbury (CGS), and the Ward Councillor(s) in their area.
- Ensure timely responses to all inquiries from community members. Facilitate the resolution of issues that arise.

- Attend CAN functions held within the community (when possible).
- Ensure that the CAN's financial obligations are met.
- Act as the spokesperson for the CAN with media, as required.
- Act as a signing officer on CAN cheques.
- Co-ordinate the completion of the CAN Annual Report.

2.1.2. Vice-Chair/Co-Chair

- Act on behalf of the Chair, as required.
- Act as a signing officer on CAN cheques.
- Take on special projects, as requested by the Chairperson and/or Executive.

2.1.3. Secretary

- Record minutes of CAN meetings, and include a list of action items from these meetings to be published within the minutes. A complete draft of the minutes should be distributed to executive members following the meeting for review and feedback. Keep and maintain a record of the meeting minutes.
- Maintain a current mailing/contact list of all CAN members and volunteers.

2.1.4. Treasurer

- Prepare cheques as required, and act as a signing officer.
- Maintain a record of all receipts and disbursements, and a record of all assets and liabilities. Ensure records are kept for seven years.
- Deposit funds in the bank account on a timely basis and reconcile the bank account on a monthly basis.
- Coordinate the preparation of the annual budget report for approval.
- Ensure financial policies and procedures are followed.
- Make the financial books and files available for audit each year.

- Report on the CAN's financial status at CAN meetings, and alert the Executive of any concerns.
- Make the Chair aware of any issues requiring her/his attention.

3. Sub-Committees

Sub-committees may be established to meet specific needs of the CAN and can be created and/or dissolved as deemed necessary by the Executive providing that:

- The objectives are consistent with the purpose of the CAN.
- The sub-committee agrees to participate in the CAN in order to coordinate its plans and programs.
- The sub-committee agrees to operate in accordance with the CAN Terms of Engagement, Standard Operating Procedures, and CGS policies and procedures.

Sub-committees may include members of the CAN, as well as volunteers who are not CAN members. This may include individuals or organizations with a particular area of expertise. A member of the sub-committee is responsible for acting as lead, and for communicating with the Executive. A list of sub-committee members, along with their contact information, shall be provided to the CAN Secretary.

4. Meetings

With input from the members, the CAN executive determines a schedule of dates, times and location of meetings. The CAN will hold meetings or community engagement opportunities no less than four times each year. The CAN executive communicates the meeting schedule to the community, City Councillor and CGS Staff Liaison, and may use various communication methods to ensure inclusivity, including email, social media, website, Canada Post, flyers, and personal contact with members.

The CAN Executive may hold meetings to plan or discuss items that will be communicated to the broader membership. All Executive meetings are open to CAN members and the public.

5. Agendas and Minutes

Agendas and minutes for CAN meetings must be communicated to CAN members, the Ward Councillor(s) and CGS Staff Liaison in advance of the meeting. Any CAN member may submit a request to the CAN Chair for consideration to be added to the meeting agenda.

6. Delegations and Presentations

Any delegation, group or individual wishing to address the CAN, or make a presentation at a CAN meeting should submit their request to the CAN Chair at least two weeks prior to the meeting. The CAN Executive will determine whether the presentation is appropriate for the meeting and the amount of time that will be allocated to the item.

7. Public Participation

Following the City's Public Participation Policy, the CAN Terms of Engagement helps to define the interaction between Council, City staff and CANs. The CGS has adopted the International Association for Public Participation Framework. This framework outlines five pillars of engagement: Inform, Consult, Involve, Collaborate and Empower. The CGS strives to engage citizens keeping their needs, the organization's needs, keeping the policy in mind, and is committed to engaging meaningfully with citizens. This means that the CGS will engage in a two-way conversation on projects, services, policies and programs in ways and in locations that encourage participation.

8. Special Events

Special events are a great way to celebrate in the community. A well planned special event takes a significant amount of volunteer/staff time, positive energy and adequate funding and insurance to deliver. CANs should work closely with their CGS Staff Liaison by providing them with the details of the planned activity/event at least two months in advance, whether it is on City property or private property. The CGS Staff Liaison will work with CANs, and other City departments, to ensure that all the necessary permits, insurance and permissions are in place.

9. Voting

CANs make decisions by consensus. If a consensus cannot be reached, a question will be put to a vote in the form of a motion and each member will be allowed one vote. If unable to attend the CAN meeting, registered CAN members may submit their vote in advance, with an absentee ballot to the CAN Chair, either by mail or email. Motions require a simple majority to pass. The Chair will be the deciding vote if there is a tie. The CGS Staff Liaison and the Ward Councillor(s) will serve in a non-voting capacity. In order to be eligible to vote at a CAN meeting, the individual must live or work in the area of the Ward that the CAN encompasses, or own property or a business in the area of the Ward as defined by the CAN boundaries.

10. Election and Tenure of the Executive

The election of the Executive shall take place by vote every two years at a CAN meeting that is promoted to the community in advance. Executive members should not hold the same position for more than two terms unless they are elected by acclamation. If possible, the Chair and Vice-Chair/Co-Chair should be elected in alternate years for succession continuity.

11. Starting a CAN

When there is interest from a particular area of the community to start a CAN, the CGS Staff Liaison will work with interested parties to determine what area they represent and whether they can work with an existing CAN. The CGS Staff Liaison will assist the group with the process to establish the CAN, and if necessary a report will be presented to Council for consideration.

12. Dissolving a CAN

Should a CAN cease to operate, or dissolve, the assets of the CAN will be held in trust by CGS until such time that the CAN is rejuvenated or an approved allocation of residual assets is determined by the community and CGS. The CAN will submit a final report to CGS, including all financial records, historical records held by the CAN, and access to all online CAN resources.

13. Comply with Laws

The CAN shall at all times conduct itself in accordance with all federal, provincial and municipal laws, including but not limited to, the Human Rights Code and any applicable freedom of information and protection of privacy legislation. The CAN is responsible for obtaining any permits or licenses required for their activities and ensuring that their events and activities are in a location compliant with the City's Zoning By-law. The City Staff Liaison is available to provide assistance as required.

14. Relationship to CGS

The CAN will provide consolidated feedback received from the community to the CGS through the CGS Staff Liaison. The Chair will be the official CAN spokesperson to the public and the media. Messaging involving the City must be approved by the CGS in advance.

CANs are not authorized to make a promise, agreement or contract on behalf of the CGS. When dealing with the public, media and other organizations, the CAN does not represent the CGS or speak on its behalf.

15. Liability and Indemnification

The CGS will provide comprehensive liability coverage for general CAN activities and day-to-day business such as CAN meetings. CAN special events must be approved by the CGS. To obtain approval and liability coverage for an event, the CAN is required to provide details of the event in advance, which will be reviewed by City Staff and the Insurer. If the event is sanctioned by the CGS and approved by the insurance company liability coverage will be provided for CAN members and permitted volunteers at the event.

CAN member(s) will indemnify the CGS and its employees and agents against all costs, losses, expenses, or liabilities suffered by or made, brought or recovered against the CGS, resulting from any act or omission, willful misconduct or errors of the CAN member(s), when insurance coverage does not respond to the incident, unless the injury, loss, or damage was solely caused by the negligence or willful act of any employee or agent of CGS acting in the course of their employment or agency.

16. Freedom of Information and Protection of Privacy Legislation

Any collection and disclosure of information by the City under the CAN SOP is governed by the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c. M. 56.*

17. Fundraising

There are a number of different ways to raise funds to support the work of CANs in the community, these include: fundraising events, corporate support, foundations or government funding, and service clubs. CANs are not registered charities and are therefore not eligible to apply for registered charity opportunities such as lottery licenses. However, CANS may apply for other funding opportunities designated for non-profit organizations where available.

If CANs wish to solicit donations for capital projects on City property (splash pad, playground equipment, skate board park or community garden), the donations will be made to the CGS. Donations to the project will be held in trust until all the funding is in place and the project is ready to proceed. Official tax receipts will be issued for any donations over $10, if requested by the donor.

18. Conflict of Interest

Conflict of Interest includes a real, apparent, potential or perceived conflict of interest.

1. No CAN member shall:
   a. propose or undertake any actions concerning the CAN that could place Council member or CGS staff member in a conflict of interest; or
   b. through his or her actions or otherwise, place the CAN in situation of direct or indirect competition with the interests of municipal, provincial, or federal government or government bodies; or
   c. represent that his or her personal views reflect the views of the City, and/or the CAN, or otherwise purport to speak for the City and/or the CAN without authorization by the designated City or CAN (where applicable).

19. Professional Conduct

   a. A CAN member shall not seek preferential treatment by, or privileged access to any government or government body by virtue of his or her position.

b. A CAN member shall not use or attempt to use his or her participation with the CAN to directly or indirectly benefit himself or herself, or his or her spouse, parent, sibling or children.
c. A CAN member shall not use confidential information, received as a result of his or her involvement in the CAN, in any other business or undertaking.
d. When performing his or her duties for the CAN, a CAN member shall not give preferential treatment to any person or entity, including a person or entity in which a public office holder or a member of his or her family or a friend has an interest.
e. A CAN member who contracts a person on behalf of the CAN shall ensure that the person does not report to, or supervise the work of, the person's spouse, child, parent or sibling.

23. Grants and Reporting Responsibilities

23.1. CAN Annual Community Grant

CANs may receive an annual community subject to Council approval, through the City's Community Grants Program.

- The funds are intended to cover administrative costs associated with promotion of activities, photocopying, mailings, web site maintenance, and other day-to-day expenses.
- CANs may not donate community grant funding to other groups or initiatives.
- Up to 25% of the community grant may be spent on CAN projects.
- A maximum of 25% of the community grant may be carried over to the next grant year. Any unspent grant money in excess of the 25% will be deducted from the next year's grant allocation.
- CAN Executive members with signing authority for the CAN's bank account are responsible for the management and use of the community grant.
- CANs looking for financial support for projects may consider funding opportunities, including submitting an application to the CGS Healthy Community Initiative Fund.
- Funds must be spent in accordance with the City's Purchasing By-law.

Please see Appendix B (Eligible CAN Operating Costs) for details on permissible CAN community grant expenditures.

23.2. CAN Fiscal Year

The CAN's fiscal year shall run from January 1 to December 31.

23.3. Financial Procedures

All CAN funds will be kept on deposit with a Canadian chartered bank, trust company or credit union. The Treasurer, Chair, Co-Chair or Vice-Chair, are the signing officers for the account. The account must be set up to require at least two of the authorized signing officer to sign each cheque.

The CAN financial statements must be prepared by the Treasurer, and reviewed and approved by the CAN membership at the end of each year for submission to the City.

23.4. Annual Report

An Annual Report will be prepared by the CAN Executive and submitted to the CGS Staff Liaison, no later than thirty (30) days after year end (December 31). A report template will be provided by the City. The report will outline the CAN activities and achievements reached during the year, include a breakdown of expenditures of the community grant, and indicate any plans for the next year. CANs are required to retain and submit all receipts for expenditures from the community grant received from the CGS. The City has the right to inspect financial records as required for accounting purposes. The annual report is a requirement in order to receive the annual community grant. Failure to follow these guidelines may result in a CAN being excluded from future grants.

23.5. Accounting and Audit

The CAN will ensure that proper accounting records are kept in respect of the community grant and provide to the City the financial records as outlined in Appendix A (Budget, Accounting and Financial Record Keeping). CANs are required to retain and maintain all financial records for a period of seven years. The CGS may conduct an audit of the CAN's financial records at its discretion.

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 21, 2017
Type:	Managers' Reports

Request for Decision

2016 Social Infrastructure Fund (SIF) - Year 3 Notional Allocation

Resolution

THAT the City of Greater Sudbury approves the Direction Required section, as outlined in the report entitled "2016 Social Infrastructure Fund (SIF) - Year 3 Notional Funding Allocation", from the General Manager of Community Development, presented at the City Council meeting on December 12, 2017.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to participating in senior government housing programs under the Quality of Life and Place Section of the 2015-2018 Corporate Strategic Plan and addresses the Housing and Homelessness Plan endorsed by Council as the 2016 Social Infrastructure Fund will provide opportunities to improve the health and well-being of residents within the community. The investment into Housing also supports the priority within Population Health.

Report Summary

Housing Services received notification by the Ministry of Housing of the Year 3 Notional Funding Allocation of $865,100 for 2018-2019. A Program Delivery and Fiscal Plan (PDFP) is required to be completed and submitted to the Ministry of Housing by December 31, 2017.

Signed By

Report Prepared By
Cindi Briscoe
Manager, Housing Services
Digitally Signed Nov 21, 17

Division Review
Cindi Briscoe
Manager, Housing Services
Digitally Signed Nov 21, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 22, 17

Recommended by the Department
Catherine Matheson
General Manager of Community Development
Digitally Signed Nov 22, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Financial Implications

Senior government program funding will be utilized to offset all program costs and initial administration costs associated with the implementation of the housing programs. There will be no impact on prescribed budgets.

BACKGROUND

On June 21, 2016, the Province provided the City of Greater Sudbury (CGS) with a notional allocation for years 1 and 2 under the 2016 SIF Social Infrastructure Fund (SIF). On August 9, 2016, City Council endorsed the municipality's participation in the 2016 Social Infrastructure Fund (SIF) program initiatives, and authorized the Manager of Housing Services to forward the Program Delivery and Fiscal Plan (PDFP) to the Ministry of Housing (Ministry) for funding approval. The City received $3,493,800 of SIF funding for the construction of affordable housing and $3,248,600 of Social Housing Improvement Program (SHIP) for the renovation of existing social housing stock.

The 2016 Social Infrastructure Fund, to be delivered under the Investment in Affordable Housing (IAH-E) Program, is a joint initiative between the Federal and Provincial governments that will provide over $640 million for housing over three (3) years. The SIF housing investments complement the Province's updated Long Term Affordable Housing Strategy.

YEAR 1 & 2 SIF NOTIONAL ALLOCATION

Under the 2016 SIF program the City received an allocation of $3,248,600 towards the Social Housing Improvement Program (SHIP). The Social Housing Improvement Program is a capital program that aims to improve and preserve the quality of social housing in the province and ensure its long term physical sustainability. Ten (10) social housing providers took advantage of the funding to assist in repairs and improve energy efficiency:

Housing Provider	Funding	Repairs/Retrofits
La Co-operative D'Habitation Antigonish Inc.	$ 110,000	roofing – replacing all shingles
Greater Sudbury Housing Corporation	$1,337,100	balcony rail replacement, heating system replacement; LED exterior and interior light installation
Horizon Co-operative Homes Inc.	$ 150,000	window and patio door replacements
Isles of Innisfree Non-Profit Homes Inc.	$ 221,500	roof, window, and patio door replacements
Maisons Co-operative St. Jacques Inc.	$ 210,000	modified unit retrofit; LED light installation; door replacements
Palace Place Co-operative Homes Inc.	$ 290,000	roof repair, window, patio and door replacements; walkways & entrances repairs
Prism Co-operative Homes Inc.	$ 275,000	exterior stair replacement
Rockview Seniors Co-operative	$ 300,000	window and door replacements

Homes Incorporated		
Solidarity Lodge Senior Apartments Sudbury Inc.	$ 135,000	window, patio door and exterior door replacements
Springhill Co-operative Homes Inc.	$ 220,000	window, patio door and exterior door replacements
Total SHIP Allocation	**$3,248,600**	

Rental Housing Component Request for Proposal

Housing Services issued a Request for Proposal (RFP) February 17, 2017 in the amount of $3,493,800. The RFP sought proposals from both private and non-profit proponents for the construction and renovation of affordable housing. The target population for this funding included the following: low income seniors, persons with disabilities including adults with developmental disabilities, and four provincial priorities for ending homelessness. Priority was given to proposals that best satisfied the program requirements.

Proponents were required to submit a proposal which demonstrated:

- The project's financial viability and reasonableness in terms of costs, revenues and request for funding;
- The proponent's experience in project development, residential construction, project management, and rental housing management;
- The proponent's capacity to complete the proposed project within Ministry mandated timelines;
- The project's adherence to good planning principles;
- Viable project design;
- The project's long term sustainability; and
- The project would start construction within 4 months after the provincial contribution agreement is signed.

Projects which had obtained a building permit, site plan approval, incorporated both energy efficiency and universal accessibility, proposed a longer affordability period as well as requested minimal funding were given preference in the evaluation.

The RFP was awarded to the March of Dimes Canada Non Profit Housing Corporation. The March of Dimes Canada Non Profit Housing Corporation is currently developing a twelve (12) unit supportive housing structure at 2915 Bancroft Drive in Sudbury, ON. The target population for this project is individuals with Acquired Brain Injuries (ABI) who require affordable, fully accessible housing as well as personal attendant care. This new build will improve access to affordable, safe and suitable housing in a model that has proven to be sustainable at the existing Bancroft Street site. This build assists in addressing the lack of affordable supportive housing for individuals with disabilities in a residential community that has proximity to local amenities. The funding for this project has provided capital support to the construction of the new building, enabling the expansion of 24 hour support services to another twelve individuals with ABI. The twelve (12) units will be fully accessible with

rents under the Investment in Affordable housing guidelines. The affordability term offered is 25 years.

YEAR 3 NOTIONAL ALLOCATION

Under the SIF – AIH Program, the City of Greater Sudbury received $865,100 for the 2018-2019 funding allocation.

Council has the flexibility to select the capital or operating components they feel will be the best options for the community to assist in one or more of the following priority areas:

- Seniors;
- Persons with disabilities including adults with development disabilities;
- Four (4) provincial priorities for ending homelessness (indigenous peoples, youth, chronically homeless, homelessness following transitions from provincially funded institutions and service systems; or
- Projects that support provincial priorities of transit corridor intensifications and/or community hubs.

The 2016 SIF IAH program offers the following program components to Service Managers:

Capital Components:

Rental Housing (6 units)

The rental housing option will increase the supply of rental housing for households. Eligible projects must be one of the following: new construction, acquisition of and rehabilitation of existing residential buildings to maintain or increase the affordable rental housing stock, or conversion of non-residential buildings or units to purpose built rental buildings/units.

Projects that are not eligible include secondary suites in owner-occupied housing, nursing and retirement homes, social housing projects/units that receive ongoing federal and/or provincial subsidies, shelters and crisis care facilities, owner-occupied housing and student residences. Units must be modest in size and are expected to be self contained. Proponents who wish to develop supportive housing may be eligible for program funding and should provide a rationale in order to receive funding.

Homeownership

The homeownership option aims to assist low to moderate income renter households to purchase affordable homes by providing down payment assistance in the form of a forgiveable loan.

To be eligible for down payment assistance, prospective purchasers must:

- Be a renter household buying a sole and principal residence in the Greater Sudbury area;
- Have household income at or below $85,200 pending Ministry approval;
- The maximum house price is set at $253,068 pending Ministry approval;

- The program will be delivered through a Homeowner Revolving Fund;
- Down payment mortgage loans of up to $20,000 would be made available. The mortgage is forgiveable after the full 20 year period;
- If the home is sold within the 20 years, the homeowner is required to repay the original loan plus 5% of the capital gain;
- The home must be the applicant's prime residence;
- The Revolving Fund (Fund) must be operational for a minimum of 15 years with a 5 year close out period. The Fund is expected to recycle returned monies;
- Ministry approval for each loan is required; and
- Decisions on the program and program delivery details must be presented to the Ministry in the form of a Housing Development Plan.

Ontario (ON) Renovates

The ON Renovates option assists low to moderate income homeowner households to repair their home to bring it to acceptable standards while improving the energy efficiency of the unit as well as increase accessibility of their unit through modifications and adaptations.

The funding provided would be in the form of a forgivable 10 year loan up to $20,000. The loan would be repayable should the home be sold prior to the 10 year term. The household income would have to be at or below $85,200. The actual amount of the loan would be dependent on the cost of the eligible repairs (up to the maximum of $20,000).

Projects that are not eligible for ON Renovates funding are retirement homes, long term care homes, units not subject to the Residential Tenancies Act, 2006, projects that received funding under AHP (2005), AHP Extension (2009) – Rental and Supportive and IAH – Rental Housing; units for which the homeowner received Homeownership component funding under AHP or IAH, social housing units as defined under the Housing Services Act, 2011, and creation of new rental units (except secondary suites in a single family home and garden suites on the property lot or a primary residence).

Operating Components:

Rent Supplement

A rent supplement is a subsidy paid to the landlord on behalf of a household in need of rental assistance.

Housing Allowance

A housing allowance is a subsidy paid directly to a household in need of rental assistance. Service Managers have the discretion to allow housing allowance payments to be made directly to landlords on their clients' behalf where they deem it appropriate and where the clients have chosen this approach and provided written direction and consent.

Service Managers must give priority to tenants of social housing projects where operating agreements and/or federal subsidies have expired. Proving housing

allowances or rent supplements is intended to promote housing stability for tenants who would otherwise face affordability challenges.

Under the operating component options, Service Managers must make all funding commitments by March 31, 2018 but may extend funding for their clients up to March 31, 2024.

DIRECTION REQUIRED

As the supply and demand for affordable housing does not currently align, Housing Services is recommending that the Capital Component/Rental Housing option be selected and an RFP be issued under the Rental Housing Component of the 2016 Social Infrastructure Fund Agreement under the Agreement for Investment in Affordable Housing (2016 SIF IAH).

Summary of Ministry of Housing Requirements

There are several requirements that need to be endorsed by Council as of December 31, 2017. They are as follows:

- That the City of Greater Sudbury endorse the municipality's participation in the Ministry of 2016 Social Infrastructure Fund – Investment in Affordable Housing (IAH) Program;
- That the Manager of Housing Services be authorized to sign the appropriate Funding Agreements and Take-Up Plans with the Ministry of Housing and with program participants;
- That the Manager of Housing Services be authorized to distribute the 2016 SIF funding in order to deliver the 2016 Social Infrastructure Fund Program;
- That the Manager of Housing Services continue to be authorized to allocate funding received under the Province's Delivering Opportunities for Ontario Renters Program (DOORS) to supplement the various affordable housing programs funding as needed;
- That the City of Greater Sudbury authorize the Manager of Housing Services to adjust the required Ministry documentation (PDFP's, PIF's, etc.) to reflect any changes and/or recommendations required by the Ministry of Housing; and
- That the appropriate by-law be prepared.

NEXT STEPS

Upon receipt of confirmation of approval by the Minister of Housing, Housing Services will enter into the necessary program agreements with the proponents and oversee the development of the approved project(s).

Housing Services is required to submit a Program Delivery and Fiscal Plan (PDFP) to the Ministry of Housing by December 31, 2017 regarding the option selected.

If there are no successful proponents realized through the RFP process then Housing Services be directed to pursue the Housing Allowance Program with the notional allocation received under the 2016 Social Infrastructure Fund (SIF) Program.

REFERENCES

City Council Meeting, May 9, 2017, RFP for 2016 Social Infrastructure Fund – Investment in Affordable Housing, https://agendasonline.greatersudbury.ca/?pg=agenda&action=navigator&lang=en&id=1127&itemid=12739

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Tuesday, Nov 21, 2017
Type:	Managers' Reports

Request for Decision

Downtown Parking Options

Resolution

THAT the City of Greater Sudbury directs staff to further investigate the development of the Dufferin Street Road allowance as a parking lot as well as public and private sector funding opportunities for the pedestrian overpass – Energy Court expansion in order to determine its viability;

AND THAT the City of Greater Sudbury directs staff to investigate and implement pay by plate technology for on street parking, as outlined in the report entitled "Downtown Parking Options", from the General Manager of Corporate Services, presented at the City Council meeting on December 12, 2017.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This report provides further information on parking options requested at the October 17th, 2017 Council meeting. Staff have made recommendations concerning each option.

Signed By

Report Prepared By
Shawn Turner
Director of Assets and Fleet Services
Digitally Signed Nov 21, 17

Division Review
Ed Stankiewicz
Executive Director of Finance, Assets and Fleet
Digitally Signed Nov 21, 17

Financial Implications
Ed Stankiewicz
Executive Director of Finance, Assets and Fleet
Digitally Signed Nov 21, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 21, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 21, 17

Financial Implications

If approved, financing for the Pay by Plate Initiative will be provided by reallocating previous years Capital Budgets in the amount of $200,000 as well as $100,000 from the 2018 Capital Budget.

Background

The purpose of this report is to provide Council with baseline information on the state of parking in the downtown and the potential effect of downtown parking and transportation initiatives in the short and long term. Armed with this information, staff is interested in engaging Council in a policy discussion about the preferred approach to downtown parking supply and demand issues.

There are a number of large initiatives being undertaken or considered for the downtown core of Sudbury in the near future. A number of these initiatives will have a direct impact on the supply of parking in the downtown core. The proposed Place des Arts and Phase 1 of the Elgin Greenway will cause reductions of 59 and 90 spaces respectively. As a result, downtown business owners have expressed concerns over the scarcity of parking in the downtown core and are inquiring as to how the City will manage the loss of additional spaces.

The potential loss of these lots, along with the urging of the downtown business community have lead staff to consider what actions if any, should be taken by the City of Greater Sudbury. The policy direction indicated by Council with respect to the loss of the 149 spaces would also be helpful in recommending potential transportation and parking solutions which would be required if new large projects were located in the downtown (e.g. a new Art Gallery / Library and / or the proposed Synergy Centre).

Policy

The City of Greater Sudbury recognizes the need to ensure that downtown land uses remain supported by an effective transportation infrastructure network. The Downtown Master Plan anticipates that the planned intensification of the downtown will be supported through incremental investments in active transportation infrastructure and parking. These investments can be made by the private and public sectors.

The City of Greater Sudbury has a long-standing policy to waive most parking requirements for new development in downtown Sudbury. According to the Official Plan and Zoning By-law, all development with the exception of a limited range of residential construction, are not required to provide parking. This policy was enacted to encourage downtown revitalization. It also recognizes that Downtown Sudbury is one of the most walkable neighbourhoods in Greater Sudbury that is also very well-served by public transit.

Current State of Parking

For the purposes of this report parking in the downtown core is defined by Paris Street on the east, St. Annes Road to the north, Elgin Street and Lorne Street to the south and west. This area can be seen in Appendix "A".

Parking in the downtown core consists of both public and private sector parking alternatives. The City of Greater Sudbury owns and maintains 14 off-street municipal lots and 438 on-street meters for a total of 2,170 parking spaces. Private operator parking is estimated to be 2,244 (excluding Beech St. S lot) for a total of 4,414. Appendix "A" also depicts the public and private sector parking in the downtown core.

Currently, the publicly owned parking contributes to approximately 49% of the available parking in the downtown core.

Other municipalities have various shares of public and private parking ownership models. Exhibit 1 below provides examples of 5 municipalities and the relative share of public/private parking ownership.

Exhibit 1 - Public/Private Parking Ownership				
	Public Parking Spaces	**Private Parking Spaces**	**Total**	**% of Parking Publicly Owned**
Peterborough	2155	1452	3607	60%
Thunder Bay	1930	2100	4030	48%
North Bay	1800	50	1850	97%
Kitchener	3500	5000	8500	41%
Sudbury	2170	2244	4414	49%

Municipal Parking Lots

All 14 municipal parking lots are paid parking Monday to Friday, 8:00 a.m. to 6 p.m. Parking is available for free on weekday evenings from 6:00 p.m. to midnight, and weekends except during special events at the Sudbury Arena. In addition, the Energy court lot offers free parking up to two hours. Of the 14 municipal parking lots, 1 is pay upon exit (TDS), 1 has an attendant (Centre for

life) and the remaining 12 use pay and display machines to administer parking fees.

Exhibit 2 below, shows the municipally owned parking lots, the respective monthly and daily fees, comparable private sector fees, the parking spaces available and the impact that some large downtown development initiatives will have on the supply at these lots. The lots are also depicted in Appendix "A

EXHIBIT 2- Municipally Owned Parking Lots							
Lot	**Monthly Pass Cost**	**Hourly Cost**	**Comp Private lot Monthly Cost**	**Comp Private lot Hourly Cost**	**Monthly Pass Holders as % of Spaces**	**Spaces**	**Potential Reduction in Spaces**
Sudbury Arena	$82	$1.30	$80	$2.00	80%	81	
Sudbury Arena Annex	$82	$1.30	$80	$2.00	80%	165	
Beech Street	$93	$1.30	$70-$140	$4.00	30%	79	
Shaughnessy East	$82	$1.30	$80	$2.00	80%	110	
Shaughnessy West	$82	$1.30	$80	$2.00	80%	56	
Shaughnessy "B"	$82	N/A	$80	N/A	100%	30	
Elgin- CP	$51	N/A	$50	N/A	100%	300	90
Larch Street	N/A	$1.30	N/A	$2.00	N/A	59	59
Lisgar Street	N/A	$1.30	N/A	$3.00	N/A	9	
Elgin and Larch	N/A	$1.30	N/A	$2.00	N/A	60	
Medina	N/A	$1.30	N/A	$2.00	N/A	20	
Energy Court	$41	$1.30	$33	N/A	50%	218	
Elgin/YMCA (leased to YMCA)	N/A	N/A	N/A	N/A	N/A	95	
Tom Davies	$143	$1.50	$180	$2.00	70%	295	
Centre For Life	N/A	$1.40	N/A	$2.00	N/A	155	
					Total Spaces	1732	149

As can be seen in exhibit 2, the monthly rates of municipal parking lots are variable based on geographic location. Monthly parking is more expensive in the lots where

demand for parking is greatest. Higher parking rates in the most convenient parking lots are used to encourage access to high demand parking for short stay patrons and encourage longer stay patrons to use peripheral parking.

Parking rates for private sector lots are comparable for monthly stays. However, private sector parking is approximately 50% higher than public lots on an hourly basis.

The elimination of 59 spaces at the Larch street lot is attributable to the development of the Place des arts. The Place des Arts will be built upon the Larch street lot and will result in the elimination of this parking lot. Similarly, if approved the first phase of the Elgin Greenway will encroach on the CP lot and will result in an elimination of 90 spaces at this lot. The loss of these spaces will represent approximately 9% of the total municipally owned parking supply.

On-Street

The City has 438 single space meters in the downtown core. The on-street meters are intended to service short stay hourly customers. The cost of hourly parking is $1.30 per hour, 2-hour maximum with the exception of Elm Street at $2.00 per hour with a 1-hour maximum. While it is difficult to monitor and obtain accurate data, there are concerns that the time allotted maximums are being exceeded and some on street parking is being used for all day parking. All day parking is more suited to a monthly pass in an off-street lot and on-street parking left available for short stay customers. Appendix "A" exhibits the streets where metered parking is available in the downtown core.

Financial Position

A five year financial history of the parking section can be seen in exhibit 3 below. Exhibit 3 details the history of revenues, contributions to reserve (net income derived from parking operations), as well as the reserve fund balances in each respective year. On a positive note parking revenues have increased by approximately 15% over the 5 year period as a result of increased rates and utilization.

As per By-law 2015-9, net proceeds from all parking operations in excess of the net operating budget are credited to the Parking Improvements Reserve Fund. As at December 31, 2016 the Parking Improvements Reserve Fund has a balance of $0. This is a result of the contribution to fund the TDS Courtyard waterproofing project. Additionally, $330,000 is to be funded annually from the Parking Improvements Reserve Fund for the courtyard project until 2023. This will limit funds available for capital improvements or expansion in the parking section. Further, the loss of spaces as a result

of downtown development will result in an annual reduction in parking revenues of approximately $100,000 at the Larch Street lot and approximately $50,000 at the CP lot.

Exhibit 3 - Parking Financial History						
	2012	**2013**	**2014**	**2015**	**2016**	**2017 ***
Revenues	1,726,400	1,788,001	1,810,899	1,861,564	1,982,950	1,990,000
Contribution to Reserve	476,025	608,586	582,809	738,041	673,936	630,000
Reserve Fund Balance	1,525,142	1,954,672	2,593,541	1,207,922	0	300,000

*2017 is the forecasted result

Utilization

The most recent parking utilization survey was completed in November 2014. This survey looked exclusively at utilization in municipally owned parking facilities. That survey indicated an average utilization of 70%. This average utilization represents a combination of both on-street and off-street parking.

Indications from both the general public and the downtown business sector, is that utilization of municipal lots has increased to approximately 90%. At current levels the City still has the supply to meet the current demand. However, there are areas in downtown where the demand exceeds the supply and customers are forced to park at further distances from their place of business.

Utilization in the near future will be higher due to the reduction in parking supply and increased parking demand as a result of the School of Architecture, the Place des Arts, and the Elgin Greenway development. Additionally, there is potential that a new art gallery, library and/or a synergy convention centre is located downtown which would spur further parking demand and potentially decrease supply further.

Solutions

Solutions to the impending issue of demand exceeding parking capacity can largely be broken down into supply or demand side solutions. These proposed solutions are largely related to publicly owned parking and would need to be further researched and detailed in order to be implemented. There are also solutions that could come from the private sector that would have similar positive impacts. Several of the supply side solutions could be fertile areas for public-private partnership wherein the City exchanged land for the rights to build and maintain private parking spaces.

Supply Side Solutions

Supply side solutions are predicated on increasing the amount of parking spaces available to patrons. They will help alleviate the constraints in parking and have an immediate impact once constructed. Conversely, some options do entail considerable capital funding and as can be seen in exhibit 3, parking have minimal capital funds available. The following options to increase the supply of publicly owned parking spaces are for consideration.

1) Energy Court: The City owns lands adjacent to the current Energy Court parking lot that could be used for expansion. Expansion into these areas could generate approximately 180 additional parking spaces. The cost to expand Energy Court would be in the range of $350,000 to $750,000 depending on the type of treatment (gravel or asphalt) used for the lot. If expansion of this lot was to proceed, the City would need to enter into an agreement with the adjacent landowner for pedestrian access to the property via Elm Street west of the railway tracks or find alternative access to the lands. Data gathered by the City indicates that utilization of this lot and any further expansion is greatly inhibited by the perception of the distance needed to walk around the lots to the existing street level crossing on Elm Street. There has been private sector interest expressed in partnering with the City on these lands to enhance the service with a pedestrian crossing or covered bridge leading directly to Elgin Street, thereby providing a more direct route to the downtown core and increasing the marketability of the lot. Canadian Pacific Railway has indicated that a level crossing is not feasible due to a variety of risk factors. In developing a solution such as a pedestrian bridge, staff could explore a partnership model with private sector interests and upper levels of government. Costs for such a structure would need to be developed in conjunction with design. Design elements such as a covered bridge, elevators, length, width and aesthetics can change the price dramatically. Exhibit 4 below provides details of recently constructed pedestrian bridges including size and cost.

Exhibit 4 - Recently Constructed Pedestrian Bridges

City	Bridge	Cost	Length (metres)	Width (metres)	Covered	Overhead Lights	Opened
Calgary	Bow Trail	$6M	50	3	No	No	2011
Calgary	Peace	$24.5M	126	6	Yes	Yes	2012
Calgary	St. Patrick's Island	$25M	182	7.3-10.7	No	No	2014
Cambridge	Galt	$2M	102	N/A	No	No	Construction
Milton	CPR	$3M	N/A	N/A	Yes	No	2013

It should be noted that the Downtown Master Plan's vision for these lands in the long-term, calls for them to be transformed into a new office park known as Inno-Tech Park.

2) Dufferin/Pine Street: The City owns a parcel of property at Dufferin and Pine Streets that could be opened up and used to create an additional 40 spaces. The cost to open this lot would be approximately $40,000 which would be required to grade, provide drainage, fencing and for a pay and display machine.

3) Parking Structure: The construction of a multi-level parking structure can be investigated. This is the most expensive option and one that takes the most time to complete. The Canadian Parking Association estimates that a stand-alone parking structure will cost approximately $35,000 per parking space. If a 250 space parking structure was built, it would cost approximately $9 million.

4) Lourdes Street: The vacant storage building on Lourdes Street could be demolished and replaced with parking. This would require a significant capital outlay, but could create approximately 60 parking spaces. A lower rate could be offered to encourage monthly pass holders to move farther from the core. Currently, there are approximately 15 parking spaces that exist on this lot.

5) On Street Parking: The City could provide parking on streets for an 8 hour limit on the fringe of the downtown core. This may encourage some monthly pass holders to relinquish their parking spots and park for free within a reasonable walking distance. This would have some impacts on the neighbourhoods along the outer crust of the downtown core.

Demand Side Solutions

Demand side solutions are directed at relocating demand to the most suitable areas within a suite of available options. The highest demand areas are in the middle of the downtown core. The following solutions would attempt to move some of the demand (particularly long term parking) to the fringe of the core so that short term stays have available spaces.

1) Technology: The replacement of on-street meters with pay by plate technology would provide a reliable and efficient means of enforcing the 2 hour parking maximum as there is a record for each vehicles start and end time. The current system requires manual intervention to determine a start time that is not very efficient or effective. Downtown business owners have

expressed concerns regarding the practice of patrons feeding the metres and staying in excess of the 2 hour parking maximum, particularly along Cedar, Larch, Durham and Lisgar streets. It would also provide an increased level of convenience for those that do not regularly carry coin. The cost to replace all 438 metres with pay by plate would be approximately $250,000. Costs for the removal of the current metres would be in addition to this. Conversely, the current meters provide a marker for the parking spots which are of value during winter months where street lines are not visible.

2) Advertise: Advertising the lots that are available for longer term stays and/or the benefits of these lots (ex. 2-hour free parking at Energy Court). Additionally, clearly marked way finding and improved signage at municipal parking lots, would assist patrons in understanding which areas are for public parking and may provide for a more simple and seamless experience.

3) Incent: Provide incentives for patrons to park at lots where demand is least, to take the transit system or to car pool. Programs such as discounted transit passes for large employers in the downtown core could encourage employees of these organizations to use the transit system. Similarly, park and ride programs that have express transit routes from a designated parking lot on the periphery of the City may free up spaces normally occupied by monthly pass holders. Further promotion of the City's current car pool initiative may also alleviate parking demand in the downtown core.

4) Adjust Parking Rates: Currently, municipal hourly rates are approximately 65% of the comparable private sector hourly rates. Hourly parking rates could be increased in the highest demand areas (such as on-street parking locations) in order to dampen demand in the area. This could create supply for short term stays and would encourage monthly parking on the peripheral. Pricing parity may also spread the demand across public and private sector lots.

Conclusion

Demand for parking in the downtown core has been increasing over the last decade. There are also a number of proposed large projects that will spur more demand and reduce the supply of parking in the near future. Downtown intensification such as that caused by large development projects need to be supported by transportation infrastructure including parking. These investments can be made by the public or private sector. There are various solutions that can affect the supply or demand for parking. City staff would be pleased to add additional information to any of the options raised in subsequent reports, or upon Council's direction as budget options for

the 2018 budget deliberations. Further, staff will consider Council's input and policy discussion surrounding this report to raise options for further exploration in the 2018 budget process or in subsequent budget deliberations.

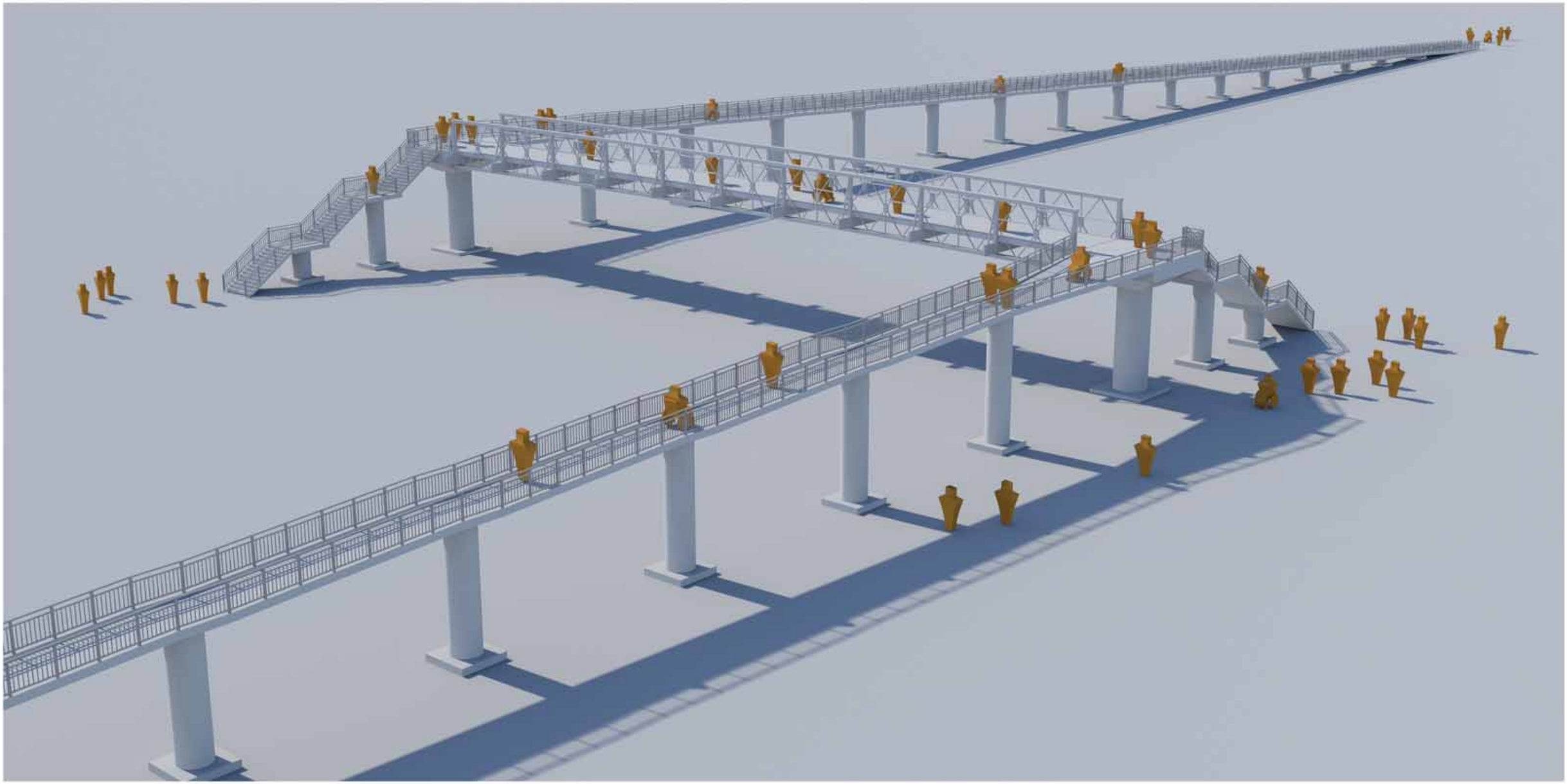
Composite Rendering #1

Option #1: Standard Pedestrian Bridge with ramps

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS



Rendering #1

Option #1: Standard Pedestrian Bridge with ramps

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

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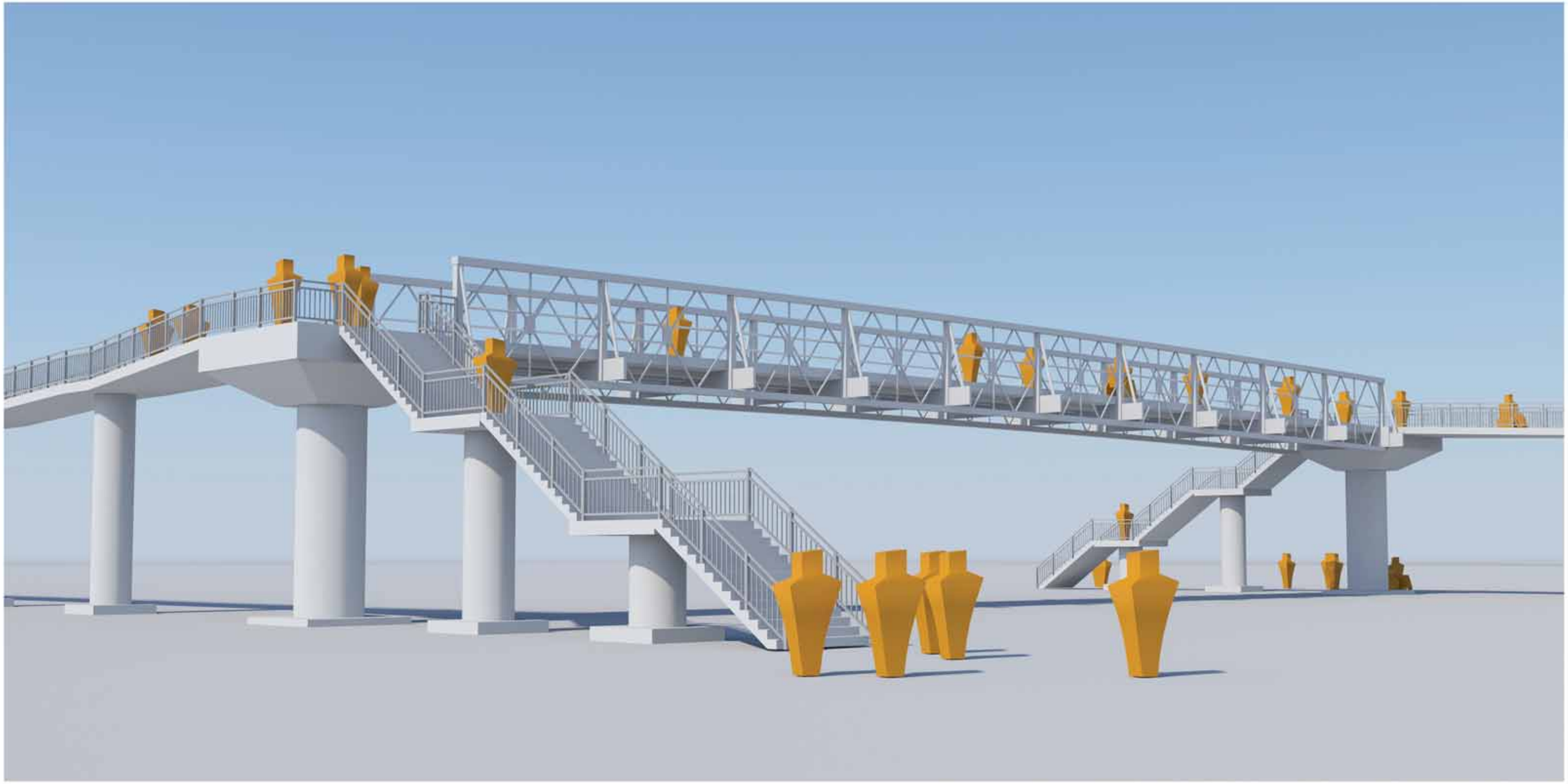

Rendering #2

Option #1: Standard Pedestrian Bridge with ramps

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

Rendering #4

Option #1: Standard Pedestrian Bridge with ramps

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
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Composite Rendering #1

Option #1A: Standard Pedestrian Bridge with elevators

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

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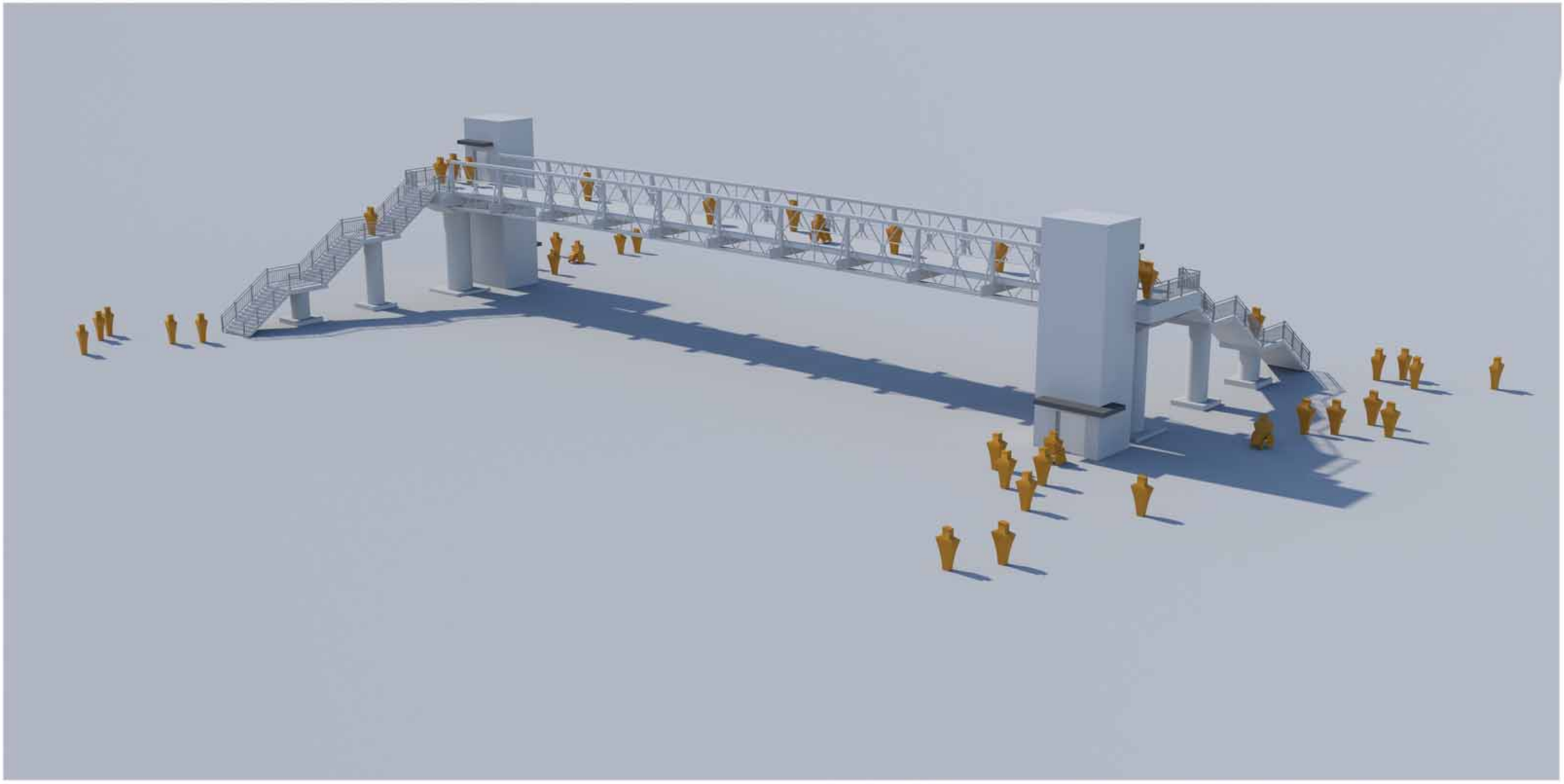

Rendering #1

Option #1A: Standard Pedestrian Bridge with elevators

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
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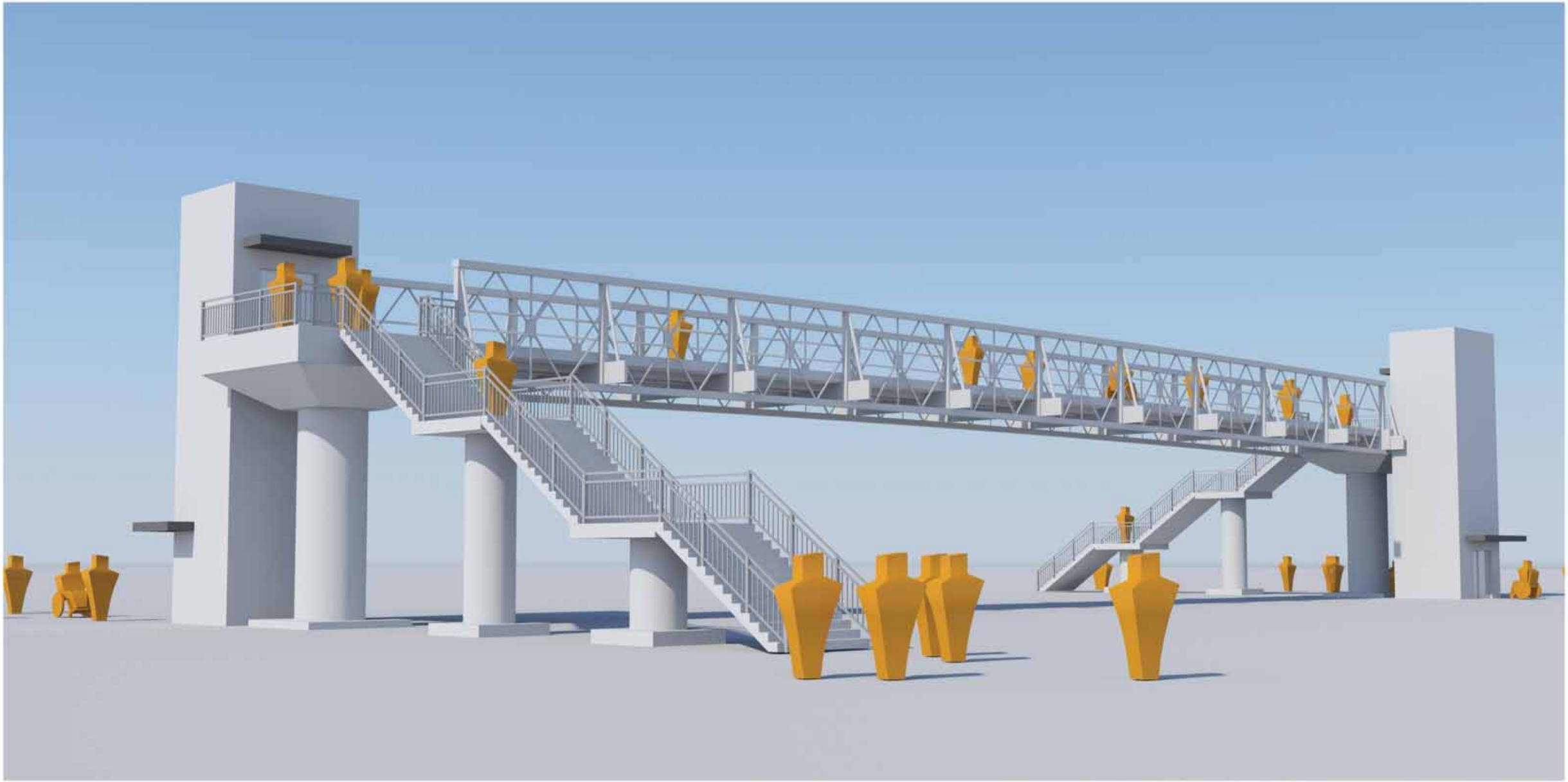

Rendering #2

Option #1A: Standard Pedestrian Bridge with elevators

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
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Conceptual Renderings

Option #2: Covered Pedestrian Bridge

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
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Conceptual Renderings

Option #3: Covered Pedestrian Bridge with Architectural Details and Green Spaces on Ramps

Energy Court Pedestrian Bridge

Downtown Sudbury | November 15, 2017 | JLR No.: 27777-000.0

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

Background

A report on downtown parking was presented at the October 17th, 2017 Council meeting. It is attached as appendix "A". In response to this report, members of the committee requested additional information on several initiatives that could be undertaken to improve the availability of parking in the downtown core of the City. This report will provide additional information on those initiatives that were identified by members of Council.

Of the initiatives that were presented to Council at the October 17th meeting, three (3) were identified as being of interest. They were the Dufferin Street road allowance lot development, the pedestrian overpass linking Energy Court to Elgin Street and implementing pay by plate technology. Additionally, information was requested on the viability of a developing a parking lot on Louise Street.

Initiatives

Louise Street

Located on Louise Street/Vincent Street (unopened road allowance) at the bridge that traverses Junction Creek, this area is currently being illegally utilized as a parking area. This area is outside of the downtown core and is being utilized by longer stay parkers who prefer not to pay. This area is designated parkland and is part of the linear park known as the Junction Creek Waterway Park. It is recommended that the area remain parkland and enforcement be increased in this area. Dufferin Street Road Allowance

The City owns a parcel of property described as the Dufferin Street road allowance, at the east end of Pine Street that could be opened up, and used to create an additional 40 spaces. It is currently a gravel lot and the intention would be to keep it in this condition. The location of the lot is slightly outside of the downtown core; however it is certainly within walking distance, would not present any traffic issues and would increase parking capacity for long term stays.

The cost to open this lot would be approximately $40,000 which would be required to grade, provide drainage, fencing and for a pay and display machine.

Financing for this option could be provided from a reallocation of unspent capital funds (approximately $200,000) from previous years.

Pedestrian Overpass – Energy Court Expansion

Parking supply will be negatively affected as a result of a number of large initiatives being considered and/or undertaken in the downtown core in the near future. The proposed Place des Arts and Phase 1 of the Elgin Greenway will cause reductions of 59 and 90 spaces respectively. Additionally, proposed large projects such as the Art Gallery/Library and/or the Synergy Centre could also reduce the supply of

parking. As a result, this alternative was put forth as it was an opportunity to add supply to the downtown parking utilizing existing City-owned lands. Figure 1 shows the existing energy court lot outlined in red and the potential expansion area outlined in blue. The existing Energy Court parking lot is comprised of 218 spaces that are approximately 70% utilized. Expansion into the adjacent City owned lands could add approximately 180 spaces. As indicated in Appendix "A", utilization of this lot is particularly hampered by the perception of the distance needed to walk to the Elm Street railway crossing in order to traverse the railway tracks. Additionally, the current parking lot has an easement agreement with the abutting land owner that would not extend to additional parking lot development.

Figure 1

There has been private sector interest in partnering with the City in order to build a pedestrian bridge that would link the Energy Court parking lot directly to Elgin Street. This would provide a more direct route to the downtown core, thus increasing the marketability of the lot. In exploring the option of a pedestrian bridge, the downtown B.I.A. had a local engineering firm develop a draft concept of a pedestrian bridge in order to provide Council with a point of reference in terms of scope and cost. Appendix "B" attached has renderings of four (4) options for a pedestrian bridge. Options 1 and 1A are differentiated only by their mode of meeting Accessibility for Ontarians with Disabilities Act (A.O.D.A). Option 1 incorporates a ramp, while option 1A uses an elevator. Options 2 and 3 are included to provide

Council with an understanding of the additional finishes that could be included such as a covering across the full length of the bridge and some architectural features and green spaces.

The construction and engineering costs of a bridge such as that in 1A (elevator and uncovered) could be expected to be approximately $5 million. Moderate cost impacts could be expected based on whether a steel ($4.8M) or aluminum bridge ($5.0M) is constructed. Though slightly more costly, an aluminum bridge offers improved durability, reduced maintenance costs, reduced foundation requirements and improved aesthetics. This opinion of probable costs considers the use of passenger elevators as the preliminary review indicates that it would be marginally more cost effective than the construction of concrete ramps due to the overall length of the ramp required. This costing does not include any architectural features including a covering. A more detailed design with defined attributes would be required to ascertain a reliable cost estimate and an understanding of the effects on the Elgin Greenway design as well as attrition of existing parking along the west side of Elgin Street.

The overall cost of a pedestrian bridge and expansion of Energy Court would entail a number of costs. The project would include land acquisition, expansion costs, engineering costs, and construction costs.

- Land Acquisition: As can be seen in Figure 1 above, land would be required along the west side of the railway tracks in order to construct a pedestrian overpass.

- Lot Expansion Costs: As indicated in Appendix "A", costs to expand Energy Court would range from $350,000 -$750,000 depending on the type of treatment (gravel or asphalt) used for the lot.

- Engineering and Construction Costs: Engineering and construction costs for a base level bridge such as that in 1A would be approximately $5 million. Additional features such as a covering and or any architectural designs would be in addition to this. Operational impacts of maintaining a safe pedestrian bridge in the winter and shoulder seasons would likely lead to a requirement for a covered walkway.

In considering the above estimates, the total cost for such a project would likely be in the $6 -$8 million dollar range depending on land costs, lot expansion costs and bridge attributes. This scale of project would represent a cost of approximately $30,000-$40,000 per space based on a 200 space lot expansion. On a per space basis this is comparable to the cost of a parking structure.

Financing for the Energy Court expansion and pedestrian overpass would need to be explored further. There has been support from Canadian Pacific Railway (C.P.) as an overpass would improve the safety of their rail yard. C.P. has indicated that they would be interested in contributing financially towards the pedestrian overpass.

As the City continues to discuss and undertake some large projects in the downtown core such as the site selection that is underway for the Art Gallery/Library or Synergy Centre, it is recommended that staff continue to explore private and public sector financing partnerships for a pedestrian overpass linking Energy Court to Elgin Street.

Pay by Plate Technology

The highest demand area for parking is in the downtown core and the most desirable parking spaces are on street. Pay by plate would replace the individual street parking meters that are used for on street parking throughout the downtown core with strategically located multi space meters similar to a pay and display machine. Pay by plate offers some distinct advantages over single meters or pay by space that include affecting demand for long term stays, flexibility of payment, efficiency of enforcement and efficiency of operation.

On-street parking is intended for short term stays. A pay by plate system offers the ability to affect demand for these spaces by limiting parking to a maximum time frame based on a license plate. Once a license plate exceeds the allotted time frame, there is no further ability to extend the parking privilege in that particular area. Downtown business owners have expressed concerns regarding the practice of patrons feeding the meters and staying in excess of the 2 hour parking maximum, particularly along Cedar, Larch, Durham and Lisgar streets. However, enforcement of this 2 hour parking maximum is quite onerous and difficult to apply consistently. A pay by plate system will have the affect of transferring demand from on-street parking to off-street lots, thereby providing more supply for short term stays in the downtown core.

One of the most obvious advantages of pay by plate is the flexibility of payment methods that is offered. Through online payment capability and fixed machines throughout downtown, pay by plate would provide a user with more flexibility when parking downtown including payment by coin, credit card or online using a smart phone. The current meters only accept coin and in an increasingly electronic age, this method of payment is diminishing rapidly. Additionally, if more time is required patrons are able to buy additional time online via a smart phone or at the nearest pay station. This level of convenience eliminates the need to walk back to the vehicle to buy additional time providing customers with increased level of satisfaction.

Pay by plate also offers efficiencies to enforcement of parking regulations. Pay-by-plate systems manage enforcement by comparing which license plates are parked with the ones that have activated parking sessions. As there is no requirement for enforcement officer on foot to check each meter, pay-by-plate systems can achieve higher compliance rates with less enforcement personnel.

Lastly, operational efficiencies can also be achieved using pay by plate technology. Pay stations do not need to be placed in such close proximity to parking spaces to accommodate customers walking back to their vehicles. As a result, fewer pay stations than meters need to be deployed, as they can be conveniently spaced along key pedestrian routes. For parking operations, this results in reduced coin collection and maintenance costs. Additionally, the availability of real time data regarding parking trends such as utilization can be used to more specifically tailor parking services to meet the needs of the public.

The estimated cost to replace all 438 meters with multi space meters that would incorporate pay by plate technology would be approximately $250,000. Other costs would include signage and costs for the removal of the current meters. In addition to the equipment costs, operational costs for the system would be approximately $25,000 annually for real time wireless connectivity, data hosting and battery replacement. As well, licensing for pay by phone applications would cost approximately $9,000 annually, which could be recouped via a small convenience charge per use as in many other municipalities.

Financing for this could be provided by reallocating previously approved capital budgets (approximately $200,000) in addition to the 2018 capital budget of $100,000.

Conclusion

Increasing demand for parking in the downtown core, along with future supply reductions will create a strain on downtown parking availability. Regarding the initiatives raised in this report, it is recommended that Louise Street remain parkland and enforcement of this area be increased; the Dufferin Street road allowance expansion be maintained as a viable option that could be developed in a short time frame; funding opportunities for the pedestrian overpass- Energy Court expansion be further investigated in order to determine its viability; and that staff further the Pay by Plate project.

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Saturday, Nov 11, 2017
Type:	By-Laws
By-Law:	2017-214

For Information Only

Dermatology Specialist Agreement

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

Successful recuitment of a second dermatology specialist to Greater Sudbury will help to address significant wait times for thhese services in the CGS and across NE Ontario.

Report Summary

The City of Greater Sudbury has an opportunity to enter into a return of service agreement with a new Dermatologist. While securing this much needed community-based medical specialist is in line with previous municipal commitments and a reasonable extension of the city's existing physician recruitment policy, Council approval of a specific bylaw is required for this agreement.

Signed By

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Digitally Signed Nov 11, 17

Financial Implications
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Digitally Signed Nov 23, 17

Recommended by the Department
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Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 29, 17

Financial Implications

The funds required for this agreement will come from the 2017 Operating Budget in the Economic Development Division.

Background

Current Status

Currently Northeastern Ontario is served by two dermatologists, one located in Greater Sudbury and the other located in North Bay but has scaled back the practice and is not seeing as many patients. To exacerbate the shortage, the dermatologist in Barrie who many from Northern Ontario were referred to has closed practice.

Over the last twelve years attempts were made to recruit a second dermatologist to Greater Sudbury to assist with the backlog of patients however these attempts were unsuccessful. Very few dermatologists graduate each year due to limited residency spots, making the pool of potential candidates quite small.

Current Opportunity

Recently an opportunity has presented itself to recruit a dermatologist to Greater Sudbury which would result in increased access to these specialized services for citizens of Greater Sudbury and those from across Northeastern Ontario, further enhancing our position as a referral centre for the region.

A graduate of NOSM who is originally from Northern Ontario, is in the final year of Dermatology residency training in Southern Ontario and will complete training in July 2018 .

The candidate is exploring several practice opportunities located in various communities. Staff have recently been in contact with the candidate who has indicated that another community has made financial incentives available to specialists in the amount of $40,000 and is requesting access to a similar amount if the candidate were to decide to set up practice in Greater Sudbury.

Staff are recommending that the City of Greater Sudbury enter into a four year return of service agreement with the prospective Dermatology Specialist whereby the physician would agree to serve our community for four years in exchange for receipt of a financial recruitment incentive of $40,000.

Previous CGS Specialist Recruitment Activities

The City of Greater Sudbury has been previously involved in the recruitment of specialists to our community who practice within a community setting versus a hospital based setting. In fact, the previous City of Sudbury was involved in the recruitment of our current dermatologist approximately 18 years ago and more recently, the City of Greater Sudbury recruited a geriatrician who provides care to our residents as well as those living across Northeastern Ontario

Next Steps

In most cases, Health Sciences North is responsible for the recruitment of specialists while the City of Greater Sudbury focuses on the recruitment of family physicians and nurse practitioners to the community. In this situation, this dermatology candidate is planning to practice within a community based office rather than within a hospital setting therefore Health Sciences North likely won't take part

or provide any type of incentives to assist with the recruitment of the candidate. The City of Greater Sudbury has stepped up to the plate in previous situations where opportunities such as this have presented themselves when the community need for the medical service justified it.

Staff have identified the funding required to recruit the dermatologist and is seeking Council approval through a bylaw in order to proceed with securing the candidate.

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Monday, Nov 20, 2017
Type:	By-Laws
By-Law:	2017-216

For Information Only

2017 Neighbourhood Association Annual Grant Allocation By-Law

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

Neighbourhood Associations address the City of Greater Sudbury Council's priority of Quality of Life and Place. Neighbourhood Associations create and deliver services to improve the health and well being of youth, families and seniors and maintaining great public spaces. The annual grants assist the Neighbourhood Associations in these areas.

Report Summary

This report provides an overview of the Neighbourhood Association annual grant eligibility requirements and requests from 2017 grant recipients.

Financial Implications

Funds are budgeted in the 2017 Leisure Services operating budget under the Neighbourhood Association Annual Grant Allocation.

Signed By

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Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Background

The primary goal of the Neighbourhood Association Annual Grant Allocation is to recognize and respond to individual neighbourhood needs, promote neighbourhood uniqueness and to encourage neighbourhood participation. Neighbourhood Associations which are affiliated with the City of Greater Sudbury Leisure Services Division are considered for a grant within the limits of the available financial resources.

As part of the 2017 budget process, Council approved the annual budget allocation in support of the Neighbourhood Associations. Associations are entitled to no more than one grant per year and are required to complete a grant application form which details the purpose of their grant.

A Post-Project Report must be submitted by each Association upon utilization of the funds. Subsequent grant applications from an Association will not be considered unless a Post-Project Report has been submitted for previous grants issued to that Association.

Grant applications have been reviewed by an ad-hoc committee consisting of Leisure Services Division staff and Neighbourhood Associations volunteers.

The following are eligible expenditure categories for Neighbourhood Association annual grants:

Equipment
Equipment purchases should create opportunities for people of all ages and abilities to take part in a wide range of sports and leisure programs and support Neighbourhood Association activities. The purchased equipment will remain the property of the City of Greater Sudbury should an Association dissolve.

Community Special Events
Community special events hosted by the Association will reflect neighbourhood needs and priorities. Localized special events allow volunteers to create new partnerships, sponsorships, attract new volunteers and foster community engagement and involvement for all ages.

Operating Costs
Operating costs are defined as the Association's ongoing costs, i.e. mail outs, gas, oil, telephone, etc. Costs to hire staff are not eligible for funding. The intent of the operating fund is to assist Associations in effectively conducting their business and enabling them to use their own fundraising dollars for ongoing activities.

The attached summary sheet (Appendix A – Neighbourhood Association 2017 Grant Allocation) outlines the 2017 allocation requests. The budgeted funds are being distributed to a total of 36 Neighbourhood Playground Associations throughout the City of Greater Sudbury.

NEIGHBOURHOOD ASSOCIATION	PROJECT DESCRIPTION FOR 2017	2017 GRANTS
Antwerp	Canteen supplies, small snow blower	$1,545.17
Azilda	Canteen supplies, fuel for snow blower, hot chocolate and cups	$1,545.17
Beaver Lake	Contribute towards three special events and equipment	$1,545.17
Carol Richard Park	Fuel for snow blower	$200.00
Cedar Park	Host winter carnival, purchase hockey jerseys and socks	$1,545.17
Coniston	Winterfest activities, maintenance for snow blower, summer play program equipment	$1,545.17
Den-Lou	Canteen supplies, hockey helmets, Winter Fun Day, indoor play equipment for youth	$1,545.17
Diorite	Canteen supplies, fuel for snow blower, Family Day activities	$1,545.17
Downe	Canteen supplies, fuel for snow blower, hockey equipment	$1,545.17
East End	Fuel for snow blower, hockey sticks, fridge, ball hockey tournament,	$1,545.17
Elm West	New snow blower, fuel for snow blower, Halloween and Family Day events, Learn to Skate program	$1,545.17
Farmdale	Canteen supplies, snow blower, special events	$1,545.17
Four Lakes Community Assoc.	Summer carnival, equipment for games	$1,545.17
Kin Park of Valley East	Canteen supplies, fuel for snow blower, rubber flooring, Canada Day	$1,545.17
Levack	Canteen supplies, fuel for snow blower, small fridge	$1,545.17
LoEllen	Canteen supplies, support SPHL with players jerseys, ping pong table	$1,545.17
Long Lake	Maintenance for snow blower, support SPHL hockey players jerseys	$1,545.17
Lonsdale	Canteen supplies, Halloween event, winter carnival, multi-media projector for movie nights	$1,545.17
Louis St. Community Assoc.	Community events, nutritional snacks , printer supplies	$1,545.17
McFarlane	New snow blower, support two SPHL team jerseys	$1,545.17
McLean	Canteen supplies, fuel for snow blower	$1,545.17
Morel Foundation Park	Canteen Supplies, hockey equipment	S1,545.17
Penage Rd Community Centre	Fuel for snow blower, family skate, Christmas event, summer program equipment	$1,545.17
Penman Playground	Fuel for snow blower, community activities, outdoor storage	$1,545.17
Percy	Canteen supplies, fuel for snow blower, Family Day and March Break events	$1,545.17
Ridgecrest	Canteen supplies, pancake breakfast for New Sudbury Days, Learn to Skate program, Volunteer recruitment	$1,545.17
Riverdale	Canteen supplies, new snow blower, fuel for snow blower	$1,545.17
Robinson	Canteen supplies, winter carnival, family New Year party	$1,545.17
Rosemarie	Canteen supplies, fuel for snow blower, Learn to Skate, community events	$1,545.17
Russell Beaudry	Canteen supplies, fuel for snow blower, volunteer appreciation	$1,545.17
Ryan Heights	Supplies for neighborhood events	$1,545.17

Skead Road Community Club	Host carnival, community events	$1,545.17
Skead Community Centre & Rink	Canteen supplies, three community events, helmets, summer sports equipment	$1,545.17
Twin Forks	Canteen supplies and equipment, community events, outdoor equipment	$1,545.17
Valley Acres	Fuel for snow blower, Halloween event, Learn to Skate program	$1,545.17
Westmount	New snow blower, fridge, New Sudbury Days	$1,545.17
	36 Associations - Total	**$54,280.95**

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Friday, Nov 17, 2017
Type:	By-Laws
By-Law:	2017-217

For Information Only

Drinking Water Backflow By-law

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to a priority identified n the 2015-2018 Corporate Strategic Plan under Quality of Life and Place. More specifically, this report creates a program and service designed to improve and protect the health and well-being of our citizens of Greater Sudbury.

Report Summary

This report recommends a strategy to finalize a Backflow Prevention By-law and implement a risk reduction program for the City of Greater Sudbury and provides the key elements of the Backflow By-law as directed by Council following an Operations Committee Report on May 15th, 2017. This By-law will satisfy our municipal duty of care as owners of drinking water systems, and address one of the City's corporate strategic priorities.

Financial Implications

A business case outlining the amendments to the Water/Wastewater Fees for drinking water backflow related fees was included in the 2018 Budget Document.

Signed By

Report Prepared By
Dave Brouse
Compliance Supervisor
Digitally Signed Nov 17, 17

Division Review
Nick Benkovich
Director of Water/Wastewater
Digitally Signed Nov 20, 17

Financial Implications
Jim Lister
Manager of Financial Planning and Budgeting
Digitally Signed Nov 24, 17

Recommended by the Department
Tony Cecutti
General Manager of Growth and Infrastructure
Digitally Signed Nov 24, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 28, 17

Background

This report updates Council with regards to the completed Drinking Water Backflow By-law which appears on this agenda for final approval.

On December 7th, 2015 staff initiated the process of developing an appropriate by-law (Drinking Water Backflow Prevention By-law) to regulate and protect safe and clean drinking water delivery to the citizens of Greater Sudbury including an implementation plan, communication plan, and financial consideration, for further consideration at Operations Committee. The following resolutions were passed with regards to this By-law:

December 7th, 2015 - OP2015-45 - THAT the City of Greater Sudbury directs staff to develop an appropriate by-law (Drinking Water Backflow Prevention By-law) to regulate and protect safe and clean drinking water delivery to the citizens of Greater Sudbury including an implementation plan, communication plan, and financial consideration, for further consideration at Operations Committee

May 15th, 2017 - OP2017-06 - THAT the City of Greater Sudbury receives the report dated may 2, 2017 from the General manager of Growth and Infrastructure, entitled "Drinking Water Backflow By-law";

AND THAT staff be authorized to proceed with the next steps of the continued development of a Drinking Water Backflow Prevention By-law

The By-law has been drafted in accordance with the direction received from Operations Committee.

Presented To:	Operations Committee
Presented:	Monday, Dec 07, 2015
Report Date	Monday, Nov 23, 2015
Type:	Presentations

Request for Decision

Drinking Water Backflow By-Law

Recommendation

THAT the City of Greater Sudbury directs staff to develop an appropriate by-law (Drinking Water Backflow Prevention By-law) to regulate and protect safe and clean water delivery to the citizens of Greater Sudbury including an implementation plan, communication plan, and financial consideration, for further consideration at Operations Committee.

Signed By

Report Prepared By
Dave Brouse
Compliance Supervisor
Digitally Signed Nov 23, 15

Division Review
Nick Benkovich
Director of Water/Wastewater Services
Digitally Signed Nov 23, 15

Recommended by the Department
Tony Cecutti
General Manager of Infrastructure Services
Digitally Signed Nov 23, 15

Recommended by the C.A.O.
Kevin Fowke
Acting Chief Administrative Officer
Digitally Signed Nov 25, 15

Background

The purpose of this report is to enhance Water/Wastewater Services commitment to maintain the delivery of safe, clean water to the residents of the City of Greater Sudbury (CGS). The development of a new by-law is required to oversee the appropriate installation and regular maintenance of devices which are designed to protect the CGS water systems from the risk of backflow contamination events.

In recognition of the potential risks involved with backflow contamination, the Ministry of Municipal Affairs and Housing amended the Ontario Building Code in 2014 to require the installation of backflow prevention devices in all new Industrial, Commercial and Institutional buildings. The Ontario Building Code is not retroactive and therefore cannot insist on backflow prevention device installations in existing facilities.

To address the existing facilities which may pose a threat to municipal drinking water, over 18 other municipalities in Ontario, including Toronto, Ottawa, London, Hamilton and Guelph, presently have Backflow By-laws in effect. Staff is recommending that a Backflow Prevention By-law for the City of Greater Sudbury be introduced to prevent contamination from entering our City drinking water systems.

What is Backflow?

In municipal drinking water systems, backflow is the undesired reversal of water flow against normal direction, which can cause contaminants to enter into the drinking water supply system. There are two causes for backflow: Back-pressure and Back-siphonage. Back-pressure occurs when the pressure in a

private water system is greater than the pressure in the City's water supply system. If this happens, water from a private water system can force its way into the City water supply system. This can be caused by a pump, elevated tank, temperature increase in boiler systems, or other events causing an increase in local pressure.

Back-siphonage is the reversal of normal flow. This is caused by a reduction in the pressure in the local water supply system which can result from nearby fire-fighting water consumption or a water-main break. Back-siphonage can cause contaminated water to be pulled into the municipal water supply system. Both situations pose risks to the integrity of the water supply and the safety of the water supply system.

Key Elements

The City of Greater Sudbury W/WW Services delivers safe and clean drinking water through our distribution systems. The Safe Drinking Water Act and Ontario Ministry of the Environment and Climate Change (MOECC) regulations mandate water purveyors to protect the water supply to the point of delivery. The proposed program would involve the isolation of private plumbing systems from the public waterworks in situations which present a risk to the municipal water supply. This is typically done through the installation of a backflow prevention device connected immediately after the water meter. This is called premise isolation.

The Safe Drinking Water Act places expectations upon everyone involved with the production and distribution of the municipal drinking water supply. Due to the fact that there have been documented backflow incidents in Ontario, staff recommends firm action to mitigate these backflow risks in our community.

The proposed Drinking Water Backflow Prevention By-law will require the installation and maintenance of backflow prevention devices in existing facilities that present risks to the drinking water supply. Also, the proposed by-law will monitor and confirm that the required annual maintenance on all existing backflow prevention devices within the City of Greater Sudbury is completed.

Recently staff has consulted with local stakeholders, such as the local office of the Ministry of The Environment and Climate Change and the Sudbury District Health Unit, concerning the need for a Drinking Water Backflow Prevention By-law. All parties agree that the development of this by-law would be beneficial in protecting our municipal drinking water supplies.

Who will be affected by this bylaw?

The proposed by-law will affect customers whose activities pose a backflow risk to the municipal water supply. This could include various Industrial, Commercial and Institutional customers as well as specific residential customers (i.e. with swimming pools and/or irrigation systems) where there is a greater potential for backflow and contamination to the drinking water supply.

The proposed program would commence with a focus on Education and Outreach and voluntary compliance with the by-law. This would be followed by a prioritized implementation of the by-law according to levels of risk, (highest to lowest) once the by-law receives approval.

Conclusion

That the City of Greater Sudbury support and approve the development of a Drinking Water Backflow

Prevention By-law and implementation program to protect our City's drinking water systems.

Staff will then draft a proposed by-law and implementation program which will be presented for Council's review in early 2016 at the Operations Committee. The implementation program will include the following:

- communications plan
- financial plan / new business plan
- information on cost to community

A Guide for Drinking Water System Owners Seeking To Undertake a Backflow Prevention Program

MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE

PIBS #9676e

Ontario

Disclaimer:

This guide is for information purposes only and is intended to provide suggested parameters for the development and implementation of backflow prevention programs should a drinking water system owner decide it wishes to undertake such a program. It is not intended to provide specific advice or recommendations in any circumstances. Moreover, this guide is not, and should not be construed as, legal advice. It is intended for information and educational purposes only and must be read in light of any applicable Acts, regulations and other provincial publications related to backflow prevention programs that are currently in use or as may be published from time to time. If you have any questions about the application or interpretation of referenced legislation or regulations or have other legal questions, including authority for backflow prevention programs, you should consult a lawyer.

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1.0 Background

Backflow incidents have caused contamination of drinking water distribution systems around the world and have not only resulted in a loss of confidence by the public as to the safety of the water that comes from their taps, but also numerous health-related issues. Justice O'Connor also considered their impacts during the Walkerton Inquiry. On pages 236 and 237 of Part Two - Report of the Walkerton Inquiry, he noted that "In addition, as part of their comprehensive distribution program, water providers should have active programs, working together with building inspectors and public health agencies, to detect and deter cross-contamination" and "Distribution systems should have regularly tested backflow prevention valves that can prevent or at least isolate incursions."

Ontario is recognized by many as being a world leader in issues pertaining to drinking water. Stakeholders have consistently highlighted the need for backflow prevention programs. On March 7, 2005 a drinking water advisory was issued to the 30,000 residents of the City of Stratford after a red, foamy substance from a car wash was discovered in the drinking water system. Businesses and schools shut down and some residents were unable to drink the water that came from their taps for a number of days. Upon investigation it was discovered that a properly installed and functioning backflow prevention device could have prevented this event from happening. This incident is just one of many that have occurred in Ontario over the last twenty years that have been reported.

The ministry, responding to the Stratford incident, established a multi-stakeholder working group which included staff and representatives from the Ministry of Municipal Affairs and Housing, the Ontario Water Works Association (OWWA) and the Ontario Municipal Water Association (OMWA). Membership within the working group grew to include representatives from a number of other ministries, building/plumbing associations/organizations, training groups and municipalities which have direct experience with cross-connection control/backflow prevention. The working group was tasked with reviewing existing information and developing ideas/concepts for reducing the frequency and risk of cross-connection/backflow incidents and the impacts they have on drinking water systems.

The working group and many other jurisdictions have recognized that backflow prevention programs are needed. They have also recognized that the prevention of backflow is a critical component in ensuring the safety of the drinking water supply and ultimately public health.

To proactively assist our ministry program partners and regulatory stakeholders in understanding and adapting to issues raised by the working group and in response to requests from stakeholders, the ministry's Chief Drinking Water Inspector requested the development of a document which could serve as a

guide for those partners seeking to develop or implement backflow prevention programs.

The efforts of the working group resulted in the development of this document. It provides technical guidance to the owners of drinking water systems who have moderate and severe hazard facilities (as defined within the Canadian Standards Association (CSA) B64.10-11) connected to their drinking water systems. Though primarily focused on owners/operators of municipal drinking water systems, the information contained within this guide can be used by any owner of a drinking water system seeking to develop and implement a backflow prevention program.

This guide is not intended to be a detailed engineering or procedural manual. However, it is intended to address aspects pertinent to the design of water treatment units, as well as cross-connection control considerations that may help protect drinking water consumers in a more standardized and consistent manner.

2.0 Introduction

Cross-connections are present in every drinking water supply system and, depending on the size of the system, hundreds or thousands of potential cross-connections can exist. Cross-connections that are not protected against backflow are potentially a dangerous source of contamination. When backflow occurs through an unprotected cross-connection, pollutants and contaminants can enter the private plumbing system and the municipal water distribution system and be delivered to other consumers or locations. The task of eliminating, mitigating or reducing the risks created by cross-connections is enormous.

Water typically flows within a drinking water system in one direction. If the water within the system begins to flow in the opposite direction as a result of back pressure (pressure greater than water supply pressure) or back-siphonage (caused by negative pressure within a water system), there is a possibility for contamination as a result of a backflow. This possibility can be increased if there are potential cross-connections within/to the system. These can occur in any building, structure or property - whether industrial, commercial, institutional, multi-residential or residential - connected to the drinking (potable) water supply distribution system. Problems can be caused by breaks or repairs to watermains, fire fighting activities or reductions to or stoppages of the main water supply pressure.

Backflow as a result of actual or potential cross-connections between a drinking water system and any source of pollution or contamination (such as pathogens or chemicals) has the potential to impact the users of the drinking water system. The purpose of backflow prevention programs is to ensure that the drinking water supply is protected against the entry of contaminants, pollutants, infectious agents (pathogens) and other materials and substances from cross-connections which could harm users and negatively impact the water supply distribution network.

> ***NOTE:*** *The terms cross-connection control and backflow prevention are often used interchangeably.*

It is important to understand that for a drinking water supply to become contaminated via a cross-connection three things need to happen simultaneously:

1. an open source of drinking water supply piping must be unprotected (or improperly protected) from a cross-connection;
2. a physical cross-connection must be made between the drinking water supply piping and a contaminant source; and
3. hydraulic event/backflow conditions must occur.

In general terms, plumbing codes attempt to address backflow prevention. They do so in various ways. The method can be as simple as the provision of an air gap or as complex as requiring the installation of a backflow prevention device. Within any building, it is possible to have interconnections between the drinking water supply and any fixture, appliance, system, or process which has a drinking water supply. These connections are defined as cross-connections and some form of backflow prevention device should be in place to prevent backflow (including back-siphonage and back pressure) from impacting the drinking water supply.

Regulatory requirements under the Building Code are supplemented by good engineering practices as outlined in CSA B64.10- 11/ CSA B64.10.1-11 as amended, the AWWA M14 Manual and the AWWA – Canadian Cross Connection Control Manual, as amended. In the case of a conflict between the provisions of the Building Code and a standard referenced in the Building Code, the provisions of the Building Code prevail (Division A, Article 1.5.1.2, Ontario Regulation 332/12).

2.1 Methods for Backflow Prevention

Water distribution systems - due to their size, complexity and variety of users - are often exposed to potential health risks. Sources of such health risks include cross-connections and backflow. Implementing a backflow prevention program is one way in which a drinking water system owner can minimize water quality degradation from a source connected to the distribution system.

There are several ways to mitigate the potential for backflow:

- provide a physical separation between drinking and non-drinking water systems
- install backflow prevention devices and assemblies
  - ***NOTE:*** *The choice depends on the health hazard of the actual or potential cross-connection and the plumbing hydraulics using a risk based approach.*
- maintain positive pressures in the distribution system
- implement backflow prevention programs

Three primary methods (individual [point of use], zone/area, and premise) are available to protect the drinking water supply. The method used is dependent upon the degree of the hazard. Through the incorporation of the available protection methods the property owner is able to implement a multi-barrier approach that is designed to not only protect the drinking water supply but also the users within the building.

Individual (Point of Use) Protection

Individual (point of use) protection is a means by where backflow devices are installed on each potential source of backflow within the piping of a building/facility in order to protect the rest of the piping within that building/facility from potential contamination.

Zone/Area Protection

Zone or area protection is practiced within buildings/facilities where there exist both drinking and non-drinking water piping systems. This type of protection may also be practised within the distribution system of a drinking water system in order to protect individual zones or areas from possible contamination from another zone or area within the distribution system.

Premise Isolation

Backflow preventers in this instance are typically installed within the facility on the service line connection to the drinking water supply.

NOTE: *Overall, water distribution system operations, including maintaining chlorine residuals, maintaining positive pressures, performing appropriate levels of distribution system maintenance and procedures for responding to customer complaints about water aesthetics, should be covered under a municipality's or drinking water system owner's total water quality management program. A backflow prevention program complements these other aspects of the multi-barrier approach to providing safe drinking water.*

Based on the number of actual and potential cross-connections in a drinking water system, and the potential resulting health hazards, it is important that effective cross-connection control measures be in place. This guide sets out some comprehensive measures that can be adopted into any backflow prevention program established by a drinking water system owner. These include:

- Establishing the need;
- Reviewing regulations and standards;
- Establishing program policy and authority;
  - Obtaining legal advice on what is authorized if the program will be established through a by-law or involves measures that are more than merely voluntary for owners of pre-existing buildings;
- Assessing hazards and classifying them;
- Fire Protection Systems
- Conducting a review of records to identify hazards;
- Establishing a budget and a source of funding;
- Establishing program requirements – including roles and responsibilities

for the drinking water system owner and property owners; and
- Implementing and maintaining the program.

These measures are detailed further under individual headings within the body of this guide.

2.2 Establishing Need

Drinking water system owners/operators need to review the types of facilities that are connected to the drinking water supply and the potential hazard that each one presents in order to determine if and what kind of a backflow prevention program is needed. Each type of facility (industrial, commercial, institutional) and residential building (multi-tenant vs. single family) presents different hazards. For example, a single family residential property presents a different set of potential hazards compared to those typically associated with an industrial connection to the drinking water supply. Backflow prevention programs should be flexible enough to address the hazard present rather than treating all connections in the same manner.

2.3 Reviewing Regulations and Standards

When undertaking the task of establishing a backflow prevention program, drinking water system owners should consider the following legislation and standards.

- *Building Code Act, 1992*
  - Ontario Regulation 332/12, Building Code
    - Canadian Standards Association (CSA) (B64 Series Standards) – *standard referenced in the Code for the selection and installation of backflow prevention devices*
- *Safe Drinking Water Act, 2002*
  - Ontario Regulation 170/03 Drinking Water Systems Regulation,
  - Ontario Regulation 248/03 Drinking Water Testing Services,
  - Ontario Regulation 169/03 Ontario Drinking Water Quality Standards,
- *Municipal Act, 2001*
- *Fire Protection and Prevention Act, 1997*
  - Ontario Regulation 213/07, Fire Code

The Building Code includes provisions to prevent the contamination of the drinking water in plumbing. The Building Code is a regulation made under the *Building Code Act, 1992* and sets out technical and administrative requirements that must be met when a building is constructed, renovated or undergoes a change of use.

The Building Code contains objectives and provisions to limit the probability that, as a result of the design or construction of *a* building:

- a person in or adjacent to the building will be exposed to an unacceptable risk of injury,
- a person will be exposed to an unacceptable risk of illness,
- a person in the building will be exposed to an unacceptable risk of illness due to unsanitary conditions caused by consumption of contaminated water; or
- the public will be exposed to an unacceptable risk of illness due to the release of hazardous substances from the building.

Part 7 of the Building Code specifically deals with plumbing and requirements associated with plumbing. Section 7.6 of Part 7 addresses the requirements for potable water systems and includes provisions to protect potable water systems from contamination. This includes the requirements that potable water systems be designed, fabricated and installed in accordance with good engineering practices (Article 7.6.3.1.), and that connections to potable water systems be designed and installed so that non-potable water or substances that may render the water non-potable cannot enter the system (Article 7.6.2.1.).

The Building Code also generally requires backflow preventers where either backflow or back-siphonage may occur from a source of potential contamination (e.g. Articles 7.6.2.2. and 7.6.2.3.). Premise isolation is covered in Article 7.6.2.6. of the Building Code. Article 7.6.2.4. deals with backflow from fire protection systems.

Section 20 of the *Safe Drinking Water Act, 2002* expressly prohibits any person from causing or permitting any thing to enter a drinking water system if it could result in,

- a drinking water health hazard;
- a contravention of a prescribed standard; or
- interference with the normal operation of the system.

Persons who allow contaminants to enter a municipal drinking water system and interfere with its normal operation have been successfully prosecuted under section 20 of the *Act*.

The CSA B64 standards require that the cross-connection control requirements meet all local, provincial and national building permit and code requirements. In Ontario, this includes the Building Code and local by-laws.

> ***NOTE:*** *There are a number of reference manuals also available to assist with program development. These include the InfraGuide Methodology for Setting a Cross Connection Control Program, AWWA M-14 and the AWWA Canadian Cross Connection Control Manual.*

2.4 Establishing Program Policy and Authority

In the event a drinking water system owner (e.g. a municipality) decides to implement a backflow prevention program, the drinking water system owner may wish to develop policies containing detailed information about the program and its goals and make them available to all parties involved in the program (drinking water system owner staff, customers, installers and testers, engineers, mayor and council, and other interested parties).

> ***NOTE:*** *The terms backflow prevention device tester and cross-connection control specialist are often used interchangeably.*

Drinking water system owners/operators may also want to consider developing a separate policy document detailing an education and outreach campaign designed to increase the level of awareness around the issue and the potential impacts to the drinking water supply.

Stakeholders that have developed backflow prevention programs have raised questions about the legal authority for certain aspects of programs which may go beyond Building Code requirements for new construction or changes in use, or may involve more than voluntary actions on the part of owners of existing buildings. Section 35 of the *Building Code Act, 1992* provides that the Act and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings. Legal advice should be sought in respect of questions associated with more comprehensive backflow prevention programs, including those that are proposed to be established by municipal by-law in light of Section 35 of the Act.

2.5 Assessing and Classifying Hazards

A backflow prevention program should include a method to assess the risk or "hazard" of each potential cross-connection to the drinking water supply and whether the property owner has implemented the appropriate protections for that category of risk. The CSA B64.10-11 standard defines hazards to the drinking water system in three categories; Severe, Moderate and Minor.

- Minor is nuisance to the water supply and results in a reduction in only the aesthetic quality of the water.
- Moderate is any minor hazard connection that has a low probability of being a severe hazard.
- Severe is any type of cross-connection or potential cross-connection involving water that has additives or substances that, under any concentration, can create a danger to health.

Each type of facility (industrial, commercial, institutional) and residential building (multi-tenant vs. single family) connected to a drinking water system presents

different hazards. For each hazard category, the backflow prevention program should be explicit about the kinds of protections needed. For example, a fulsome program may require protection at the fixture as well as zone/area and premise isolation, plus monitoring and tracking of backflow devices and assemblies. A more minimal program may only require premise isolation and monitoring, leaving other requirements up to the owner of the facility.

> ***NOTE:*** *There are a variety of backflow prevention assemblies and devices designed to protect the levels of hazard. The CSA B64.10-11 standard and the Canadian Cross Connection Control Manual provide a guide for the assessment of hazards and the selection of backflow preventers for both internal and premise protection.*

The hazards present within industrial, commercial and institutional facilities are well known but it is also important to consider the hazard that multi-tenant residential buildings may present. Policies may be developed to address multi-tenant residential building connections and the potential for backflow from such buildings. However, it is important to note that the Building Code states "*Buildings of residential occupancy within the scope of Part 9 are not required to be isolated unless they have access to an auxiliary water supply.*" In most cases residential connections would fall in the moderate or minor categories.

2.6 Conducting a Records Review to Identify Hazards

Once the categorization of hazards and level of protection required has been established the owner of the drinking water system can begin the process of identifying sites that may present a hazard to the drinking water system. This process can begin with an internal review of records associated with water billings, building permits, business licences, and planning and zoning.

> ***NOTE:*** *Other local officials (e.g., works, local fire department) may also have information as to the hazard potential that a site may present which could be useful in the identification of sites.*

The list of sites that is compiled as a result of this process should also be divided into specific categories associated with industrial, commercial, and institutional connections and then by the level of potential hazard that each may present. The adoption of such an approach allows the drinking water system owner to focus its resources on those facilities which present the highest hazard.

> ***NOTE:*** *Protecting all services the same way may have hidden costs – For drinking water system owners who choose to protect all services (industrial, commercial, institutional and residential) at the service connection/meter, inspection costs for their program may be higher than necessary. By treating all facilities in the same manner, regardless of the level of hazard presented by the cross-connection, inspections cannot be tailored to best*

meet the risks posed.

2.7 Establishing a Budget

A backflow prevention program requires an established budget. Costs associated with program development, implementation and maintenance (including adequate staff time and resources) should be defined, and any additional funding requirements identified. Typical budget costs include:

- survey and hazard assessment
- records/data management
- education and outreach
- training

The drinking water system owner should also budget for implementation of the backflow prevention program requirements for its own facilities at the initial phase of the program. This would demonstrate to affected facility and property owners that the drinking water system owner is supportive of and committed to the success of the program.

The cost of implementing a successful backflow prevention program can vary significantly depending on the type of program the municipality decides to implement and the number of identified potential hazard connections. A municipality's historical cost for water quality incident responses associated with potential backflow events could be applied to the implementation costs of a backflow prevention program, since hazards are now being assessed, controlled, and reduced (assuming the municipality can tabulate these historical costs).

2.8 Fire Protection Systems

Devices installed in fire suppression systems, as required by the Fire Code, should be maintained and tested in accordance with the requirements of the associated Fire Code standards.

- Fire suppression systems, as required by the Fire Code, should have check valve(s) or equivalent installed to ensure that the system is "charged" and ready for use. If this assembly is determined to be functioning as designed, no additional device would be required.
- If a hazard from the fire suppression system is identified during the survey of the facility, an assessment of the fire suppression system should be conducted by a qualified person, prior to the installation of a device.
- Any devices that are found to be non-functional should be replaced with a similar device by a qualified person.

When implementing a backflow prevention program, the drinking water system owner should be aware of requirements for backflow preventers on certain types

of fire protection systems. These are outlined in CSA B64.10–11, CSA B64.10.1–11 and Article 7.6.2.4. of the Building Code.

It is recommended that retrofitting older fire protection systems to apply backflow prevention devices be done only with a comprehensive evaluation of each system by a qualified, competent person (such as a professional engineer). This qualified person will be able to ensure adequate flow and pressure through the device(s) to meet fire protection needs, and to address the thermal expansion issues associated with installing backflow prevention devices on sections of the fire protection system that include anti-freeze.

> ***NOTE:*** *AWWA Research Foundation (AwwaRF), Impact of Wet-Pipe Fire Sprinkler Systems on Drinking Water Quality (AwwaRF, 1998) provides more information on the application of backflow preventers to new fire protection systems, as well as possible hydraulic problems associated with retrofitting existing wet-pipe fire sprinkler systems.*

3.0 Establishing Program Requirements

Backflow prevention programs should set out the roles and responsibilities of the drinking water system owner and the property owner.

3.1 - Drinking Water System Owners - Roles and Responsibilities

Drinking water system owner responsibilities would typically include:

- providing safe water to all drinking water users, including facilities that may present a risk through cross-connections
- providing staff to administer the backflow prevention program
- providing resources to assess facilities connected to the drinking water supply
- reporting back to the property owner the results of the assessment and recommended actions for the protection, installation and ongoing testing of the backflow prevention assemblies and devices (see 3.1.7); and
- developing an education and outreach awareness program (see 3.1.1)

3.1.1 - Education and Outreach / Awareness

Raising awareness of the issues associated with cross-connections and the potential for contaminating and damaging the drinking water supply and public health is critical to the success of the backflow prevention program. Support for and credibility of the program depends on the participation of those implementing the program as well as those affected by it (e.g., industry, plumbers, design engineers, suppliers and other related agencies).

The public relations and education components of a backflow prevention program are also essential to its success. Many groups should be targeted, including municipal staff (e.g., works, fire department), councillors, the mayor, and administrators; residential, commercial, and industrial consumers; and stakeholders such as professional, trade, and technical groups including private house/business inspection firms.

Municipal staff, councillors, the mayor, and administrators should be educated about the drinking water system and backflow prevention program so they can communicate effectively with consumers and the public.

Awareness can happen through personal contact and presentations as well as written letters, brochures and bill stuffers to customers. To date some very successful approaches have included:

- presentations;
- advertising;

- displays;
- brochures;
- bill stuffers;
- letters;
- articles in newspapers and electronic publications; and
- information on the drinking water system owner's web page.

Presentations made at related organizational conferences and seminars as well as advertising in print, radio and TV media can be used as a way to get the message out to a large number of customers in a relatively short time. Displays at fairs, malls, hardware stores or home shows are another venue to publicize the program. A key message to share in the materials generated and distributed is that the program is designed to protect the drinking water supply from potential contamination and the health of all users.

Stakeholders are an important part of a successful program, since they are directly involved with the piping systems where cross-connections can occur. Architects, engineers, contractors, builders and trades associated with the installation/maintenance of irrigation systems, sprinkler systems, fire protection systems, HVAC (heating, ventilation and air conditioning) and plumbing should all be educated about the drinking water system owner's requirements for cross-connection control. Trade associations can be an effective venue through which to educate these stakeholders.

Establishing a backflow prevention committee and having stakeholders as members of the committee will increase awareness of the program and enable more groups to be reached. Representatives for a backflow prevention committee could include a drinking water system owner's staff, building/plumbing inspectors, bylaw/legal representatives, health department representatives, plumbing contractors, cross-connection control instructors from local accredited schools, and other interested parties (e.g., industrial, commercial, institutional, multi-unit residential, etc.).

Approaches such as these will foster a greater level of buy-in from these stakeholders, as they will feel some ownership in the process and become champions of the program within their respective local community, organizations and associations.

3.1.2 - Supporting Documentation Currently Available

Information concerning explanations of cross connection control and backflow prevention can be found on:

ABPA video, (2010) available on YouTube or through www.abpa.org;

ABPA Michigan Chapter video, "Mission: Educating the Public", available on YouTube or by contacting the Michigan Chapter through www.abpa.org;

AWWA video, "Backflow Prevention and Cross-Connection Control" (AWWA, 2003).

> ***NOTE:*** *Each video presents the concepts of how backflow can occur, methods to prevent backflow, and elements of a cross-connection control program. It should be noted that these videos use American terminology, which in some cases is different than Canadian terminology.*

3.1.3 - Records Management

A document and record control system should be developed to track the facilities assessed/inspected, assessment/inspection records and requirements, the devices and assemblies installed and the testing requirements of those assemblies.

> ***NOTE:*** *Municipal drinking water system owners should use Ontario's Drinking Water Quality Management Standard - Pocket Guide (Element 5) to develop this system.*

Drinking water system owners/operators should also consider requiring that property owners make documentation associated with backflow prevention program requirements available for inspection by the system owner or its agent.

As part of a backflow prevention program, a drinking water system owner may need to track licensed testers and equipment, and be able to develop and generate standard templates, letters and notifications. To help with these tracking activities, manual and/or computerized systems could be developed internally or available data management packages used.

> ***NOTE:*** *The drinking water system owner should assess its end requirements at the start of the program to develop a tracking system that will meet its needs and will be flexible enough to evolve as the program develops.*

3.1.4 - Qualified Persons

The program should outline not only the requirements for hazard assessment and device inspection and testing, but who can perform such activities. In most cases, the property owner will retain a registered or licensed tester who meets the requirements established by the drinking water system owner.

Many tasks associated with cross-connection control and backflow prevention require training. These include program administration, survey and hazard

assessment, device selection and installation, inspection, testing, repair and potentially enforcement. While a drinking water system owner may wish to conduct its own in-house training for some elements, especially for administration of its program, an increasing number of accredited schools and colleges are offering cross-connection control survey courses, and backflow prevention device tester certification and re-certification courses.

> ***NOTE:*** *The requirements for the selection and installation of backflow preventers for new construction or changes in use are set out in the Building Code and this work should be conducted by persons qualified for those purposes. The working group has identified that the testing of backflow preventers should also be carried out by qualified persons, as identified within the CSA B64 standards.*

Backflow prevention device testers can obtain certification through an accredited school or college, and will have to attend a recertification course within the period specified by the certification body after the issuance of the certificate. In addition to certification, a municipality registering or licensing the tester should require a calibration certificate for its testing equipment, another trade or professional qualification (e.g., plumbing certificate), and current liability insurance coverage (CSA B64.10.1-11).

Testers of backflow prevention devices/cross-connection control equipment should meet the requirements outlined within the CSA B64.10.1-11 standard; which states that a tester should be a journeyman/apprentice plumber, pipefitter or equal professional and certified cross connection control specialist from an accredited school. The testing equipment used should be verified and calibrated on an annual basis to maintain and confirm its accuracy.
The regular testing and inspection of the backflow prevention assemblies should be carried out by journeyman/apprentice plumbers registered/licensed by the drinking water system owner (typically the municipality) to perform that work. Licensed testers should be certified by a recognized training institution, in the proper testing and maintenance of backflow prevention assemblies. In Ontario that training is available through commercial training organizations.

> ***NOTE:*** *Proper training of staff in the area of cross-connection control/backflow prevention and experience/knowledge of plumbing principles and systems would be an asset.Cross-connection control courses, offered by accredited schools or colleges, also provide guidance on hazard assessment.*

When undertaking a backflow prevention program it would be helpful to provide a central contact for any inquiries that may arise (e.g., who the drinking water system owner accepts as "qualified persons").

Representatives of the drinking water system owner involved with a cross-connection survey and hazard assessment, inspection, and testing should also be trained in safety procedures, including access issues associated with entry into private buildings, dealing with difficult customers, use of special tools to inspect and test backflow preventers, and access to hazardous locations for both municipal and private property applications. They should also be familiar with relevant Occupational Health and Safety Act requirements.

> ***NOTE:*** *The AWWA has implemented a Cross Connection Control Specialist course and facilitates its delivery through accredited teaching institutions. In Ontario, this and other accredited courses are provided through third party training providers and local colleges. It is up to the drinking water system owner to ensure that testers working in the system owner's jurisdiction are qualified and that the testers' test equipment is verified and/or calibrated on a regular basis. The drinking water system owner could maintain a list of qualified testers and make it available to those customers installing and/or testing backflow prevention assemblies.*

3.1.5 - Registering / Licensing Device Testers

When making application to the drinking water system owner for licensing or registration as a backflow prevention device tester, the applicant should have the following qualifications:

- a certificate as a backflow prevention device tester that has been issued by an accredited organization or association or renewed by that organization or association following completion by the applicant of a re-certification course;
- a current calibration certificate for test equipment (dated within the 12 months before the date of application for licensing or registration);
- another trade or professional qualification (i.e., as per the authorized functions list within the CSA standard); and
- current liability insurance coverage (with an expiry date no less than 6 months after the date of application for licensing or registration).

> ***NOTE:*** *The regulatory authority administering the cross-connection control program should license or register backflow prevention device testers who have the above-noted qualifications.*

3.1.6 - Survey and Hazard Criteria

Although the Building Code mandates that a drinking water supply be protected from cross-connections, backflow incidents still occur both within the internal plumbing of buildings and externally into the drinking water supply. A cross-connection survey and hazard assessment can identify any actual or potential cross-connections, the potential risk of contamination, the probability that backflow could occur, and a determination of the appropriate backflow preventer

to use.

The drinking water system owner, or an acceptable third party, would conduct this assessment to ensure appropriate backflow preventers are identified, and to satisfy itself that adequate protection of the drinking water supply has been provided.

The primary focus of the assessment should be based on the hazards that a facility may pose to the drinking water supply. A systematic approach needs to be taken. Typically, the municipality would identify each facility to determine the types of industrial, commercial and institutional uses that exist, and conduct a cross-connection survey and hazard assessment, focusing first on the types of uses with the highest potential for contamination. Connection size may also be a consideration when deciding which facilities to assess first as this can impact whether a service connection needs be isolated.

> ***NOTE:*** *The drinking water system owner is normally responsible for preparing the survey and hazard assessment templates to be used and accepting the templates completed by those authorized in the program. Using templates is desirable in order to maintain consistency of information and ensure the proper protection of drinking water systems.*

The drinking water system owner, or its representative conducting the assessment, would begin by contacting the property/building owner either directly or in writing to make arrangements to conduct the assessment.

> ***NOTE:*** *The majority of water services a drinking water system owner will have will be in the single family residential sector. The Building Code exempts residential buildings within the scope of Part 9 from having premise isolation unless an auxiliary water supply is present. A municipality may choose to educate these property owners through an awareness campaign.*

The assessment should identify the cross-connections found and whether the required protection is in place. The assessment results should be documented and provided to the property owner. The assessment results could include information such as when installations are needed and the device testing frequency.

> ***NOTE:*** *The type of survey conducted and accepted by the drinking water system owner (i.e., owner self-report; registered/licensed external qualified person conducting assessment on behalf of owner; assessment by qualified staff of drinking water system owner) should recognize the potential hazards present and the manner in which backflow prevention devices may have been previously installed. It should also identify any changes made since original construction that may require that action be taken to protect*

the drinking water supply within the facility, or the connection between the drinking water supply and the facility.

For the hazard assessment, Clause 5.1.4 of CSA B64.10-11 requires identification of:

- the probability that back siphonage will cause backflow;
- the probability that back pressure will cause backflow;
- the severity of any hazard; and
- the type of building.

NOTE: *Assessment of the probability of backflow and severity of the hazard is a very subjective task, since there is no simple formula to apply.*

New building permits need to be reviewed and backflow prevention requirements need to be identified as part of the process in accordance with the Building Code. Educating building officials and building inspectors with respect to Building Code requirements and the objectives of the backflow prevention program may improve the success of the program.

The CAN/CSA B64.10–11 Standard, AWWA Canadian Cross Connection Control Manual, and AWWA Manual M14 all provide guidance on the type of backflow prevention device and level of hazard protected against (i.e., minor, moderate, or severe), and the type of cross-connection and level of hazard (e.g., Annex B of CSA B64.10–11 where photo lab sinks are considered a severe hazard).

NOTE: *Many of the standards and manuals use different terminology for some aspects. For example, AWWA Manual M14 uses the classification of health hazard, or non-health hazard, while the Canadian publications use a three-tiered classification of minor, moderate, or severe. The AWWA Manual M14 provides guidance on the "recommended protection for water purveyor's hazards," which covers the distribution system, treatment plants, offices, and work areas.*

The assessment process should also include the inspection of facilities owned by the drinking water system owner. It is a good idea to carry out these inspections, and any resulting installation and testing of the required backflow prevention devices prior to implementing the program with respect to other potentially affected property owners. Doing so demonstrates that the drinking water system owner has proactively conducted a review of its facilities and addressed the potential hazards. Through such an approach the drinking water system owner can ensure that its assessment/inspection reporting processes are working and foster increased "buy in" from other property owners.

NOTE: *In accordance with the CSA B64.10-11 standard as referenced in the Building Code for the selection and installation of devices, it would be appropriate to isolate the premise as a preventative measure where access*

to a facility is restricted. If the facility owner refuses to install the required protection, then the drinking water system owner may use the tools available, based upon the advice of legal counsel, to protect the drinking water supply.

Survey and hazard assessments should be conducted every five (5) years or as warranted by a change in ownership or facility operations.

3.1.7 - Regular Inspection and Testing (Device)

Regular inspection and testing of backflow prevention devices should be carried out according to recognized industry standards, including CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers. There are many other sources for inspection and testing standards, including the AWWA Canadian Cross Connection Control Manual. Generally, backflow prevention assemblies should be tested on installation, when repaired or relocated and at least once a year following installation.

NOTE: *A unit that has been taken out of service for maintenance should be tested prior to putting it back in service.*

Temporary water connections to hydrants should not be allowed unless protected as well as being metered. The protection required would be a Reduced Pressure backflow (RP) preventer supplied by the applicant with test results indicating it is in good working order, or an RP backflow preventer supplied by the drinking water system owner as part of a hydrant use permit process.

3.1.8 - Incident Response Planning and Reporting

Municipal drinking water system owners must have a plan in place to respond to adverse water quality incidents and other problems (other drinking water system owners should also consider having a plan in place). This would include appropriate and expeditious communication to the customers in the affected area, and between the different personnel involved in sampling, flushing, lab analysis, and on-site inspections. This plan should be expanded to incorporate information specific to backflow incidents. This would include procedures municipal staff should follow to isolate and sample the affected area. An on-site cross-connection survey and hazard assessment of the facilities to determine the source of contamination should also be performed. By isolating and flushing the contaminant, it can typically be removed from the system in a timelier manner.

NOTE: *There is an obligation under s.18 of the Safe Drinking Water Act, 2002 to report adverse drinking water test results prescribed in the Drinking Water Systems Regulation, Ontario Regulation 170/03, to the Ministry of the Environment and Climate Change and the medical officer of*

health, and to take such other steps as are directed by the medical officer of health under that regulation.

In instances where detected backflow incidents may result in severe hazards such as depletion of disinfection potential or danger to consumer health, priority measures are required of the drinking water system owner/operator to notify water consumers and resolve the situation. Detection of backflow related to severe hazards that could adversely affect the quality of drinking water must be reported as an "other observation" in accordance with section 16-4 of the Drinking Water Systems Regulation.

The plan should provide for collection of as much information as possible, including licensed laboratory results to determine the type of contamination and the required measures based on health impacts (e.g., boil water advisory, drinking water advisory, etc.). A data management system can be used to identify the addresses where existing backflow prevention devices are installed. This will help reduce or narrow the facilities that may require an on-site inspection for determination of the origin of the contaminant.

While the contaminants can come from facilities with unknown cross-connections that are not protected by backflow prevention devices, they can also come from malfunctioning backflow preventers. In these cases, it is important for the drinking water system owner to have the proper authority available to require immediate testing during a water quality incident to check if a backflow preventer is malfunctioning.

As a follow-up to a backflow incident, the drinking water system owner should promptly review its records and where it is identified that unprotected facilities may have caused the incident, work to have proper backflow preventers installed and tested, and that malfunctioning backflow preventers are repaired or replaced, and re-tested, all in a manner consistent with the policy.

Although the Ontario Ministry of Environment and Climate Change does not specifically regulate or require backflow prevention programs, where such programs exist, operating them in accordance with this guideline will help promote continuous improvement of drinking water safety and security of drinking water distribution systems and provide a consistent approach across the province when dealing with backflow prevention.

3.1.9 - Program Compliance

When a drinking water system owner decides to put in place a backflow prevention program, it will also need to consider ways to promote compliance with affected stakeholders. Backflow prevention programs include selection, installation, inspection (maintenance), testing and reporting requirements that will need to be monitored. In situations where stakeholders refuse to participate the

drinking water system owner will need to consider whether mechanisms are available to it that will promote compliance such as notifications, work orders, fines, etc. If so, these should be clearly detailed within the policy, and communicated in the education program.

3.1.10 - Quality Assurance

The program should be flexible enough to provide for changes due to technology and new innovations in the industry. Program administrators should review their processes and refine them to best suit the requirements of the drinking water system owner on a regular basis.

A process could be put into place that allows the drinking water system owner to review the performance of testers and the validity of test results submitted. The drinking water system owner should maintain a historical record of test results. If need be the drinking water system owner should have a means of revoking a tester's registration/licence. Another quality assurance component would be to maintain records that may verify performance and the impact that the backflow prevention devices may have on local water quality.

3.1.11 - Program Maintenance

The drinking water system owner should be responsible for program maintenance and administration. This includes maintaining ongoing testing records and information as to the location of the devices.

3.2 - Property Owners - Roles and Responsibilities

Property Owner/Customer responsibilities may typically include:

- developing and implementing an internal program to meet insurance and legal requirements (e.g., availability of Material Safety Data Sheet (MSDS));
- deciding on a voluntary basis whether to provide the drinking water system owner or its agent with access to the facility in order for the system owner to determine appropriate cross connection control measures;
- protecting cross-connections found on property or within facility in accordance with the assessment/inspection report provided by the drinking water system owner or its agent;
- receiving approval from the drinking water system owner prior to the removal of any devices;
- advising the drinking water system owner of any changes to its backflow prevention devices so that the hazard survey can be updated;
- the purchase, installation and testing of the backflow prevention devices and assemblies;

- providing the drinking water system owner with a copy of test results; and
- conducting ongoing testing (usually annually) and maintenance of the unit (e.g., as per manufacturer directions or CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers).
    - ***NOTE:*** *If a unit fails the testing process it should be repaired or replaced within a certain time period set out by the drinking water system owner.*

3.2.1 - Device Ownership

In most programs, the property owner is the owner of the backflow prevention devices and assemblies. The rationale is that the potential cross-connection was created by the property owner, or its tenant, and therefore the property owner should be responsible for providing the protection.

In this case, as owner of the device, the property owner is responsible for maintaining and testing the backflow prevention device in accordance with best practices and/or the backflow prevention programs requirements.

> ***NOTE:*** *In some cases the drinking water system owner may supply a water meter and backflow preventer for premise isolation and thus retain ownership. In such instances the drinking water system owner would also assume the ongoing maintenance and testing responsibilities associated with the device and any implemented backflow prevention program requirements.*

3.2.2 - Education and Outreach

Raising awareness of the issues associated with cross-connections and the damage to the drinking water supply and public health is critical if a backflow prevention program is to succeed. A strong commitment to education and outreach on the part of those that have decided to implement such a program is integral to ensuring that affected property owners are aware of the risks associated with cross-connections and the role that they play in ensuring that they are protected. For these reasons, if a drinking water system owner establishes a backflow prevention committee, affected property owners should be encouraged to actively participate in and become involved with the committee.

3.2.3 - Survey and Hazard Assessment

The property owner should ensure that a survey and hazard assessment is conducted in accordance with the drinking water system owner's backflow prevention program and that any piping and process changes are conducted under a building/plumbing permit issued by the municipality.

3.2.4 - Selection and Installation of Devices

The property owner should ensure that backflow prevention devices are selected and installed in accordance with the requirements of the Building Code and outlined within CSA B64.10–11 Selection and Installation of Backflow Preventers.

> ***NOTE:*** *The requirements for the selection and installation of backflow preventers for new construction or changes in use are set out in the Building Code and this work should be conducted by persons qualified for those purposes.*

3.2.5 - Regular Inspection and Testing (Device)

Generally, annual testing of each backflow prevention device is recommended as a minimum; however this should be evaluated on a case-by-case basis depending on the risks to the drinking water system. The drinking water system owner may have special testing requirements and the property owner should discuss these with the drinking water system owner.

> ***NOTE:*** *Inspection and testing should be carried out according to the requirements as detailed within the backflow prevention program and should recognize industry standards, such as CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers.*

3.2.6 - Records Management

The property owner should maintain copies of the survey and hazard assessment, inspection, testing, maintenance and repair records on the premises where the devices are located. The property owner should also make records available in accordance with any requirements contained in the backflow prevention program.

Reference Materials

- Ontario Water Works Association (OWWA) - Cross Connection Control Committee
- AWWA Canadian Cross Connection Control Manual
- Ontario Backflow Prevention Association (OBPA) Model By-Law
- American Water Works Association (AWWA) M14 Manual Recommended Practice for Backflow Prevention and Cross Connection Control
- InfraGuide – Methodology for Setting a Cross Connection Control Program
- *Municipal Act, 2001*
- *Building Code Act, 1992*
    - Building Code, Ontario Regulation 332/12
- *Safe Drinking Water Act, 2002*
    - Drinking Water Systems Regulation, Ontario Regulation 170/03
- Ontario's Drinking Water Quality Management Standard – Pocket Guide Ontario Ministry of the Environment (July 2007 – PIBS 6278e)
- *Fire Protection and Prevention Act, 1997*
    - Fire Code, Ontario Regulation 213/07
- NFPA Standards
- Canadian Standards Association (B64 Series Standards)
- Canadian Standards Association (CSA) B64.10-11 Selection and Installation of Backflow Preventers
- Canadian Standards Association (CSA) B64.10.1-11 Maintenance and Field Testing of Backflow Preventers
- CAN/CSA–B125–12 Plumbing Fittings
- Saskatchewan Ministry of Environment - Cross Connection Control and Backflow Prevention Guidelines (February 2010 – EPB #422)
- Ontario Ministry of the Environment - Guidance Document Preparing for Corrosion Control Plans for Drinking Water Systems (December 2009 – PIBs #7463)

Presented To:	Operations Committee
Presented:	Monday, May 15, 2017
Report Date	Tuesday, May 02, 2017
Type:	Managers' Reports

Request for Decision

Drinking Water Backflow By-law

Resolution

THAT the City of Greater Sudbury receives the report dated May 2, 2017 from the General Manager of Growth and Infrastructure, entitled "Drinking Water Backflow By-law";

AND THAT staff be authorized to proceed with the next steps of the continued development of a Drinking Water Backflow Prevention By-law.

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to a priority identified in the 2015-2018 Corporate Strategic Plan under Quality of Life and Place. More sepcifically, this report creates a program and service designed to improve the health and well-being of our youth, families and seniors.

Report Summary

This report recommends a strategy to finalize a Backflow Prevention By-law and implement a risk reduction program for the City of Greater Sudbury and provides the key elements of the backflow By-law as directed by Council following an Operations Committee Report of December 7, 2015. This By-law will satisfy our municipal duty of care as owners of drinking water systems, and address one of the City's corporate strategic priorities.

Financial Implications

This report has no financial implications.

Signed By

Report Prepared By
Dave Brouse
Compliance Supervisor
Digitally Signed May 2, 17

Health Impact Review
Dave Brouse
Compliance Supervisor
Digitally Signed May 2, 17

Division Review
Nick Benkovich
Director of Water/Wastewater
Digitally Signed May 2, 17

Recommended by the Department
Tony Cecutti
General Manager of Growth and Infrastructure
Digitally Signed May 2, 17

Financial Implications
Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed May 3, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed May 3, 17

Duty of Care

Our municipality has a "Duty of Care" that must be exercised with respect to the drinking water supply. A water purveyor has an obligation under the Safe Drinking Water Act to protect its drinking water supply from contamination, and to supply potable water to its customers. Section 11 of the Safe Drinking Water Act requires every owner of a municipal drinking water system ensure the following:

"That all water provided by the system to the point where the system is connected to a user's plumbing system meets the requirements of the prescribed drinking water quality standards"

While contamination events are admittedly rare, experiences with backflow incidents in Stratford and Walkerton show that once the municipal system is contaminated, it can take weeks to completely remove the contaminants from the drinking water system and restore the potable water supply to a safe condition. The public health consequences of such an event can be very significant.

Background

On December 7th, 2015 the Operations Committee directed staff to develop an appropriate by-law (Drinking Water Backflow Prevention By-law) to regulate and protect safe and clean drinking water delivery to the citizens of Greater Sudbury. Staff is currently working on such a By-law including an implementation plan, communication plan, and financial impacts on customers, for further consideration at Operations Committee.

The proposed By-law addresses all properties within the city of Greater Sudbury as well as any properties located outside the city boundaries who are directly connected to our City drinking water systems through a Council approved agreement. Industrial Commercial, Institutional (ICI) and multi-residential properties that pose a higher risk for backflow contamination are required to strictly adhere to this By-law. Residential properties are generally exempt from this By-law, except for those properties that operate an irrigation system, or other features that elevate their backflow risk profile.

The By-law will require property owners identified as posing a "risk" to the municipal drinking water systems to install backflow prevention devices and perform annual testing and maintenance on their backflow prevention devices. It is the responsibility of the property owner to install, test and maintain backflow prevention devices. Provisions of the By-law also require property owners to conduct and submit a plumbing survey (called a Cross Connection Survey) of their property once every five (5) years to identify any changes or additions made that could impact their backflow risk profile. Should any

changes be recognized as a contamination threat the property owner will be required to correct the issue and install a backflow prevention device immediately.

The By-law aligns with the current Ontario Building Code requirements for backflow prevention. The By-law does not supersede the Building Code or impose any higher standards than are required for construction of a new building and plumbing systems. The By-law is also consistent with the By-laws adopted by many other municipalities in Ontario.

Key Elements

- The By-law addresses all properties who are directly connected to our City drinking water system through Council approved agreement;
- The By-law supports the Ontario Building Code (OBC) requirements for backflow prevention without superseding the OBC or imposing any higher standards;
- The By-law requires a "full" Drinking water Backflow Prevention program for Industrial/Commercial/Institutional (ICI) and multi-residential property owners;
- The By-law aligns with the current building code standard for all properties by addressing retroactive backflow prevention device installations as well as existing backflow prevention devices;
- The By-law requires property owners to conduct plumbing surveys (Cross Connection Survey) once every five (5) years;

Implementation Plan

Drawing from the Canadian Standards Association published list of types of ICI activity, the Water/Wastewater Compliance department will prioritize properties in the City of Greater Sudbury by level of backflow hazard risk they present.

The Water/Wastewater Compliance department will utilize existing staff who are already involved with ICI customers under the Source Control programs and are trained to educate, investigate, administer and enforce the provisions of the by-law. Initially the Water/Wastewater Environmental Compliance Officers will visit each potential "severe Risk" property and educate the owner/manager of the new Drinking Water backflow Prevention by-law and explain their responsibilities under the By-law. Officers will also provide the "Cross Connection Survey" form to the property owner to initiate a risk assessment.

The “Cross Connection Survey” will identify specific risk information for benefit of both the CGS and the property owner and will assess any unaddressed backflow prevention situations. The Environmental Compliance Officers will work with the property owner throughout the process to help resolve the backflow risks within a specified time frame.

Implementation of the Drinking Water Backflow prevention By-law will be handled through the Water/Wastewater Compliance department with existing staffing. The format of the program and the database of current ICI customers, which was developed through our Source Control program inspections over the past five (5) years, will facilitate the planned program implementation.

The implementation program will be delivered in three phases over a ten year time frame. Initially properties recognized as “Severe Risk” will be address in Phase one, while “Moderate and Minor Risk” properties will be approached during Phase Two and Three.

Departmental Alignment & Cooperation

The Ontario Building Code and the CSA Standards provide the framework for the Drinking Water Backflow Prevention By-law program. The Ontario Building code (OBC) was amended in 2014 to require backflow prevention device installations on all new ICI buildings and certain classes of multi-residential properties. Since this amendment, the City Building Services have required necessary backflow prevention devices on all permit applications. The proposed Drinking Water Backflow Prevention By-law will ensure the OBC maintenance requirements of these installed backflow prevention devices will be completed annually. The OBC does not address any retroactive requirements to any properties constructed prior to 2014 so the proposed Backflow Prevention by-law will require any properties posing backflow risks to install and maintain backflow prevention devices in accordance to the OBC specifications.

Communication Plan

Property owners throughout the City of Greater Sudbury will be educated about the new Drinking Water Backflow Prevention By-law through a communication plan. Brochures and flyers have been developed in conjunction with the CGS Communications department. A series of Public Information sessions will be organized to speak to the general public, ICI and multi-residential property owners, and the Development Liaison Advisory Committee (DLAC). The City’s website and social media will also play an important role in educating the public of the new By-law. Staff has already met with the local MOECC and Sudbury and District Health Unit staff members to discuss the proposed Backflow Prevention Program and both parties support the initiative.

Program Elements

Staff conducted a survey throughout Ontario and collected best practices from various municipalities who presently administer a backflow prevention program. Staff has recommended a program that will achieve the following outcomes:

Premise Isolation

Premise Isolation is defined as the prevention of backflow into the drinking water system from a private property building or structure by the installation of a backflow prevention device located at the lot line or the first building/structure on the private property. This type of installation aims to protect the water quality in the municipal drinking water system only. The property owner is only responsible to install one backflow prevention device per water service line in most circumstances.

Zone Isolation

Zone Isolation is a more comprehensive program not only designed to protect the municipal drinking water system, but also to provide backflow prevention devices within each privately owned building where required. This type of installation will require the private property owner to not only install a backflow prevention device per water service prevention devices throughout the private facilities to protect the residents / workers on that private property from a backflow risk.

Next Steps

The next steps of the Drinking Water Backflow Prevention By-law program are as follows:

- Complete the Drinking Water Backflow Prevention By-law for Council approval
- Proceed with the Communication plan; education and outreach to the Public
- Proceed with the three phase implementation plan; Phase One (Severe Risk); Phase Two (Moderator Risk); Phase Three (Minor Risk)
- Proceed with administration and enforcement strategies to ensure compliance with the By-law
- Monitor compliance and effectiveness of the By-law

Conclusion

A comprehensive Backflow Prevention By-law with the key elements and implementation strategies as described in this report will satisfy our municipal duty of care as intended in the Safe Drinking Water Act, and satisfy our corporate strategic priority to strengthen the high quality of life we already know and love.

Presented To:	Operations Committee
Presented:	Monday, Dec 07, 2015
Report Date	Monday, Nov 23, 2015
Type:	Presentations

Request for Decision

Drinking Water Backflow By-Law

Recommendation

THAT the City of Greater Sudbury directs staff to develop an appropriate by-law (Drinking Water Backflow Prevention By-law) to regulate and protect safe and clean water delivery to the citizens of Greater Sudbury including an implementation plan, communication plan, and financial consideration, for further consideration at Operations Committee.

Signed By

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Background

The purpose of this report is to enhance Water/Wastewater Services commitment to maintain the delivery of safe, clean water to the residents of the City of Greater Sudbury (CGS). The development of a new by-law is required to oversee the appropriate installation and regular maintenance of devices which are designed to protect the CGS water systems from the risk of backflow contamination events.

In recognition of the potential risks involved with backflow contamination, the Ministry of Municipal Affairs and Housing amended the Ontario Building Code in 2014 to require the installation of backflow prevention devices in all new Industrial, Commercial and Institutional buildings. The Ontario Building Code is not retroactive and therefore cannot insist on backflow prevention device installations in existing facilities.

To address the existing facilities which may pose a threat to municipal drinking water, over 18 other municipalities in Ontario, including Toronto, Ottawa, London, Hamilton and Guelph, presently have Backflow By-laws in effect. Staff is recommending that a Backflow Prevention By-law for the City of Greater Sudbury be introduced to prevent contamination from entering our City drinking water systems.

What is Backflow?

In municipal drinking water systems, backflow is the undesired reversal of water flow against normal direction, which can cause contaminants to enter into the drinking water supply system. There are two causes for backflow: Back-pressure and Back-siphonage. Back-pressure occurs when the pressure in a

private water system is greater than the pressure in the City's water supply system. If this happens, water from a private water system can force its way into the City water supply system. This can be caused by a pump, elevated tank, temperature increase in boiler systems, or other events causing an increase in local pressure.

Back-siphonage is the reversal of normal flow. This is caused by a reduction in the pressure in the local water supply system which can result from nearby fire-fighting water consumption or a water-main break. Back-siphonage can cause contaminated water to be pulled into the municipal water supply system. Both situations pose risks to the integrity of the water supply and the safety of the water supply system.

Key Elements

The City of Greater Sudbury W/WW Services delivers safe and clean drinking water through our distribution systems. The Safe Drinking Water Act and Ontario Ministry of the Environment and Climate Change (MOECC) regulations mandate water purveyors to protect the water supply to the point of delivery. The proposed program would involve the isolation of private plumbing systems from the public waterworks in situations which present a risk to the municipal water supply. This is typically done through the installation of a backflow prevention device connected immediately after the water meter. This is called premise isolation.

The Safe Drinking Water Act places expectations upon everyone involved with the production and distribution of the municipal drinking water supply. Due to the fact that there have been documented backflow incidents in Ontario, staff recommends firm action to mitigate these backflow risks in our community.

The proposed Drinking Water Backflow Prevention By-law will require the installation and maintenance of backflow prevention devices in existing facilities that present risks to the drinking water supply. Also, the proposed by-law will monitor and confirm that the required annual maintenance on all existing backflow prevention devices within the City of Greater Sudbury is completed.

Recently staff has consulted with local stakeholders, such as the local office of the Ministry of The Environment and Climate Change and the Sudbury District Health Unit, concerning the need for a Drinking Water Backflow Prevention By-law. All parties agree that the development of this by-law would be beneficial in protecting our municipal drinking water supplies.

Who will be affected by this bylaw?

The proposed by-law will affect customers whose activities pose a backflow risk to the municipal water supply. This could include various Industrial, Commercial and Institutional customers as well as specific residential customers (i.e. with swimming pools and/or irrigation systems) where there is a greater potential for backflow and contamination to the drinking water supply.

The proposed program would commence with a focus on Education and Outreach and voluntary compliance with the by-law. This would be followed by a prioritized implementation of the by-law according to levels of risk, (highest to lowest) once the by-law receives approval.

Conclusion

That the City of Greater Sudbury support and approve the development of a Drinking Water Backflow

Prevention By-law and implementation program to protect our City's drinking water systems.

Staff will then draft a proposed by-law and implementation program which will be presented for Council's review in early 2016 at the Operations Committee. The implementation program will include the following:

- communications plan
- financial plan / new business plan
- information on cost to community

A Guide for Drinking Water System Owners Seeking To Undertake a Backflow Prevention Program

MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE

PIBS #9676e

Ontario

Disclaimer:

This guide is for information purposes only and is intended to provide suggested parameters for the development and implementation of backflow prevention programs should a drinking water system owner decide it wishes to undertake such a program. It is not intended to provide specific advice or recommendations in any circumstances. Moreover, this guide is not, and should not be construed as, legal advice. It is intended for information and educational purposes only and must be read in light of any applicable Acts, regulations and other provincial publications related to backflow prevention programs that are currently in use or as may be published from time to time. If you have any questions about the application or interpretation of referenced legislation or regulations or have other legal questions, including authority for backflow prevention programs, you should consult a lawyer.

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1.0 Background

Backflow incidents have caused contamination of drinking water distribution systems around the world and have not only resulted in a loss of confidence by the public as to the safety of the water that comes from their taps, but also numerous health-related issues. Justice O'Connor also considered their impacts during the Walkerton Inquiry. On pages 236 and 237 of Part Two - Report of the Walkerton Inquiry, he noted that "In addition, as part of their comprehensive distribution program, water providers should have active programs, working together with building inspectors and public health agencies, to detect and deter cross-contamination" and "Distribution systems should have regularly tested backflow prevention valves that can prevent or at least isolate incursions."

Ontario is recognized by many as being a world leader in issues pertaining to drinking water. Stakeholders have consistently highlighted the need for backflow prevention programs. On March 7, 2005 a drinking water advisory was issued to the 30,000 residents of the City of Stratford after a red, foamy substance from a car wash was discovered in the drinking water system. Businesses and schools shut down and some residents were unable to drink the water that came from their taps for a number of days. Upon investigation it was discovered that a properly installed and functioning backflow prevention device could have prevented this event from happening. This incident is just one of many that have occurred in Ontario over the last twenty years that have been reported.

The ministry, responding to the Stratford incident, established a multi-stakeholder working group which included staff and representatives from the Ministry of Municipal Affairs and Housing, the Ontario Water Works Association (OWWA) and the Ontario Municipal Water Association (OMWA). Membership within the working group grew to include representatives from a number of other ministries, building/plumbing associations/organizations, training groups and municipalities which have direct experience with cross-connection control/backflow prevention. The working group was tasked with reviewing existing information and developing ideas/concepts for reducing the frequency and risk of cross-connection/backflow incidents and the impacts they have on drinking water systems.

The working group and many other jurisdictions have recognized that backflow prevention programs are needed. They have also recognized that the prevention of backflow is a critical component in ensuring the safety of the drinking water supply and ultimately public health.

To proactively assist our ministry program partners and regulatory stakeholders in understanding and adapting to issues raised by the working group and in response to requests from stakeholders, the ministry's Chief Drinking Water Inspector requested the development of a document which could serve as a

guide for those partners seeking to develop or implement backflow prevention programs.

The efforts of the working group resulted in the development of this document. It provides technical guidance to the owners of drinking water systems who have moderate and severe hazard facilities (as defined within the Canadian Standards Association (CSA) B64.10-11) connected to their drinking water systems. Though primarily focused on owners/operators of municipal drinking water systems, the information contained within this guide can be used by any owner of a drinking water system seeking to develop and implement a backflow prevention program.

This guide is not intended to be a detailed engineering or procedural manual. However, it is intended to address aspects pertinent to the design of water treatment units, as well as cross-connection control considerations that may help protect drinking water consumers in a more standardized and consistent manner.

2.0 Introduction

Cross-connections are present in every drinking water supply system and, depending on the size of the system, hundreds or thousands of potential cross-connections can exist. Cross-connections that are not protected against backflow are potentially a dangerous source of contamination. When backflow occurs through an unprotected cross-connection, pollutants and contaminants can enter the private plumbing system and the municipal water distribution system and be delivered to other consumers or locations. The task of eliminating, mitigating or reducing the risks created by cross-connections is enormous.

Water typically flows within a drinking water system in one direction. If the water within the system begins to flow in the opposite direction as a result of back pressure (pressure greater than water supply pressure) or back-siphonage (caused by negative pressure within a water system), there is a possibility for contamination as a result of a backflow. This possibility can be increased if there are potential cross-connections within/to the system. These can occur in any building, structure or property - whether industrial, commercial, institutional, multi-residential or residential - connected to the drinking (potable) water supply distribution system. Problems can be caused by breaks or repairs to watermains, fire fighting activities or reductions to or stoppages of the main water supply pressure.

Backflow as a result of actual or potential cross-connections between a drinking water system and any source of pollution or contamination (such as pathogens or chemicals) has the potential to impact the users of the drinking water system. The purpose of backflow prevention programs is to ensure that the drinking water supply is protected against the entry of contaminants, pollutants, infectious agents (pathogens) and other materials and substances from cross-connections which could harm users and negatively impact the water supply distribution network.

> ***NOTE:*** *The terms cross-connection control and backflow prevention are often used interchangeably.*

It is important to understand that for a drinking water supply to become contaminated via a cross-connection three things need to happen simultaneously:

1. an open source of drinking water supply piping must be unprotected (or improperly protected) from a cross-connection;
2. a physical cross-connection must be made between the drinking water supply piping and a contaminant source; and
3. hydraulic event/backflow conditions must occur.

In general terms, plumbing codes attempt to address backflow prevention. They do so in various ways. The method can be as simple as the provision of an air gap or as complex as requiring the installation of a backflow prevention device. Within any building, it is possible to have interconnections between the drinking water supply and any fixture, appliance, system, or process which has a drinking water supply. These connections are defined as cross-connections and some form of backflow prevention device should be in place to prevent backflow (including back-siphonage and back pressure) from impacting the drinking water supply.

Regulatory requirements under the Building Code are supplemented by good engineering practices as outlined in CSA B64.10- 11/ CSA B64.10.1-11 as amended, the AWWA M14 Manual and the AWWA – Canadian Cross Connection Control Manual, as amended. In the case of a conflict between the provisions of the Building Code and a standard referenced in the Building Code, the provisions of the Building Code prevail (Division A, Article 1.5.1.2, Ontario Regulation 332/12).

2.1 Methods for Backflow Prevention

Water distribution systems - due to their size, complexity and variety of users - are often exposed to potential health risks. Sources of such health risks include cross-connections and backflow. Implementing a backflow prevention program is one way in which a drinking water system owner can minimize water quality degradation from a source connected to the distribution system.

There are several ways to mitigate the potential for backflow:

- provide a physical separation between drinking and non-drinking water systems
- install backflow prevention devices and assemblies
  - ***NOTE:*** *The choice depends on the health hazard of the actual or potential cross-connection and the plumbing hydraulics using a risk based approach.*
- maintain positive pressures in the distribution system
- implement backflow prevention programs

Three primary methods (individual [point of use], zone/area, and premise) are available to protect the drinking water supply. The method used is dependent upon the degree of the hazard. Through the incorporation of the available protection methods the property owner is able to implement a multi-barrier approach that is designed to not only protect the drinking water supply but also the users within the building.

Individual (Point of Use) Protection

Individual (point of use) protection is a means by where backflow devices are installed on each potential source of backflow within the piping of a building/facility in order to protect the rest of the piping within that building/facility from potential contamination.

Zone/Area Protection

Zone or area protection is practiced within buildings/facilities where there exist both drinking and non-drinking water piping systems. This type of protection may also be practised within the distribution system of a drinking water system in order to protect individual zones or areas from possible contamination from another zone or area within the distribution system.

Premise Isolation

Backflow preventers in this instance are typically installed within the facility on the service line connection to the drinking water supply.

NOTE: *Overall, water distribution system operations, including maintaining chlorine residuals, maintaining positive pressures, performing appropriate levels of distribution system maintenance and procedures for responding to customer complaints about water aesthetics, should be covered under a municipality's or drinking water system owner's total water quality management program. A backflow prevention program complements these other aspects of the multi-barrier approach to providing safe drinking water.*

Based on the number of actual and potential cross-connections in a drinking water system, and the potential resulting health hazards, it is important that effective cross-connection control measures be in place. This guide sets out some comprehensive measures that can be adopted into any backflow prevention program established by a drinking water system owner. These include:

- Establishing the need;
- Reviewing regulations and standards;
- Establishing program policy and authority;
  - Obtaining legal advice on what is authorized if the program will be established through a by-law or involves measures that are more than merely voluntary for owners of pre-existing buildings;
- Assessing hazards and classifying them;
- Fire Protection Systems
- Conducting a review of records to identify hazards;
- Establishing a budget and a source of funding;
- Establishing program requirements – including roles and responsibilities

for the drinking water system owner and property owners; and
- Implementing and maintaining the program.

These measures are detailed further under individual headings within the body of this guide.

2.2 Establishing Need

Drinking water system owners/operators need to review the types of facilities that are connected to the drinking water supply and the potential hazard that each one presents in order to determine if and what kind of a backflow prevention program is needed. Each type of facility (industrial, commercial, institutional) and residential building (multi-tenant vs. single family) presents different hazards. For example, a single family residential property presents a different set of potential hazards compared to those typically associated with an industrial connection to the drinking water supply. Backflow prevention programs should be flexible enough to address the hazard present rather than treating all connections in the same manner.

2.3 Reviewing Regulations and Standards

When undertaking the task of establishing a backflow prevention program, drinking water system owners should consider the following legislation and standards.

- *Building Code Act, 1992*
  - Ontario Regulation 332/12, Building Code
    - Canadian Standards Association (CSA) (B64 Series Standards) – *standard referenced in the Code for the selection and installation of backflow prevention devices*
- *Safe Drinking Water Act, 2002*
  - Ontario Regulation 170/03 Drinking Water Systems Regulation,
  - Ontario Regulation 248/03 Drinking Water Testing Services,
  - Ontario Regulation 169/03 Ontario Drinking Water Quality Standards,
- *Municipal Act, 2001*
- *Fire Protection and Prevention Act, 1997*
  - Ontario Regulation 213/07, Fire Code

The Building Code includes provisions to prevent the contamination of the drinking water in plumbing. The Building Code is a regulation made under the *Building Code Act, 1992* and sets out technical and administrative requirements that must be met when a building is constructed, renovated or undergoes a change of use.

The Building Code contains objectives and provisions to limit the probability that, as a result of the design or construction of *a* building:

- a person in or adjacent to the building will be exposed to an unacceptable risk of injury,
- a person will be exposed to an unacceptable risk of illness,
- a person in the building will be exposed to an unacceptable risk of illness due to unsanitary conditions caused by consumption of contaminated water; or
- the public will be exposed to an unacceptable risk of illness due to the release of hazardous substances from the building.

Part 7 of the Building Code specifically deals with plumbing and requirements associated with plumbing. Section 7.6 of Part 7 addresses the requirements for potable water systems and includes provisions to protect potable water systems from contamination. This includes the requirements that potable water systems be designed, fabricated and installed in accordance with good engineering practices (Article 7.6.3.1.), and that connections to potable water systems be designed and installed so that non-potable water or substances that may render the water non-potable cannot enter the system (Article 7.6.2.1.).

The Building Code also generally requires backflow preventers where either backflow or back-siphonage may occur from a source of potential contamination (e.g. Articles 7.6.2.2. and 7.6.2.3.). Premise isolation is covered in Article 7.6.2.6. of the Building Code. Article 7.6.2.4. deals with backflow from fire protection systems.

Section 20 of the *Safe Drinking Water Act, 2002* expressly prohibits any person from causing or permitting any thing to enter a drinking water system if it could result in,

- a drinking water health hazard;
- a contravention of a prescribed standard; or
- interference with the normal operation of the system.

Persons who allow contaminants to enter a municipal drinking water system and interfere with its normal operation have been successfully prosecuted under section 20 of the *Act*.

The CSA B64 standards require that the cross-connection control requirements meet all local, provincial and national building permit and code requirements. In Ontario, this includes the Building Code and local by-laws.

> ***NOTE:*** *There are a number of reference manuals also available to assist with program development. These include the InfraGuide Methodology for Setting a Cross Connection Control Program, AWWA M-14 and the AWWA Canadian Cross Connection Control Manual.*

2.4 Establishing Program Policy and Authority

In the event a drinking water system owner (e.g. a municipality) decides to implement a backflow prevention program, the drinking water system owner may wish to develop policies containing detailed information about the program and its goals and make them available to all parties involved in the program (drinking water system owner staff, customers, installers and testers, engineers, mayor and council, and other interested parties).

> ***NOTE:*** *The terms backflow prevention device tester and cross-connection control specialist are often used interchangeably.*

Drinking water system owners/operators may also want to consider developing a separate policy document detailing an education and outreach campaign designed to increase the level of awareness around the issue and the potential impacts to the drinking water supply.

Stakeholders that have developed backflow prevention programs have raised questions about the legal authority for certain aspects of programs which may go beyond Building Code requirements for new construction or changes in use, or may involve more than voluntary actions on the part of owners of existing buildings. Section 35 of the *Building Code Act, 1992* provides that the Act and the Building Code supersede all municipal by-laws respecting the construction or demolition of buildings. Legal advice should be sought in respect of questions associated with more comprehensive backflow prevention programs, including those that are proposed to be established by municipal by-law in light of Section 35 of the Act.

2.5 Assessing and Classifying Hazards

A backflow prevention program should include a method to assess the risk or "hazard" of each potential cross-connection to the drinking water supply and whether the property owner has implemented the appropriate protections for that category of risk. The CSA B64.10-11 standard defines hazards to the drinking water system in three categories; Severe, Moderate and Minor.

- Minor is nuisance to the water supply and results in a reduction in only the aesthetic quality of the water.
- Moderate is any minor hazard connection that has a low probability of being a severe hazard.
- Severe is any type of cross-connection or potential cross-connection involving water that has additives or substances that, under any concentration, can create a danger to health.

Each type of facility (industrial, commercial, institutional) and residential building (multi-tenant vs. single family) connected to a drinking water system presents

different hazards. For each hazard category, the backflow prevention program should be explicit about the kinds of protections needed. For example, a fulsome program may require protection at the fixture as well as zone/area and premise isolation, plus monitoring and tracking of backflow devices and assemblies. A more minimal program may only require premise isolation and monitoring, leaving other requirements up to the owner of the facility.

> ***NOTE:*** *There are a variety of backflow prevention assemblies and devices designed to protect the levels of hazard. The CSA B64.10-11 standard and the Canadian Cross Connection Control Manual provide a guide for the assessment of hazards and the selection of backflow preventers for both internal and premise protection.*

The hazards present within industrial, commercial and institutional facilities are well known but it is also important to consider the hazard that multi-tenant residential buildings may present. Policies may be developed to address multi-tenant residential building connections and the potential for backflow from such buildings. However, it is important to note that the Building Code states "*Buildings of residential occupancy within the scope of Part 9 are not required to be isolated unless they have access to an auxiliary water supply.*" In most cases residential connections would fall in the moderate or minor categories.

2.6 Conducting a Records Review to Identify Hazards

Once the categorization of hazards and level of protection required has been established the owner of the drinking water system can begin the process of identifying sites that may present a hazard to the drinking water system. This process can begin with an internal review of records associated with water billings, building permits, business licences, and planning and zoning.

> ***NOTE:*** *Other local officials (e.g., works, local fire department) may also have information as to the hazard potential that a site may present which could be useful in the identification of sites.*

The list of sites that is compiled as a result of this process should also be divided into specific categories associated with industrial, commercial, and institutional connections and then by the level of potential hazard that each may present. The adoption of such an approach allows the drinking water system owner to focus its resources on those facilities which present the highest hazard.

> ***NOTE:*** *Protecting all services the same way may have hidden costs – For drinking water system owners who choose to protect all services (industrial, commercial, institutional and residential) at the service connection/meter, inspection costs for their program may be higher than necessary. By treating all facilities in the same manner, regardless of the level of hazard presented by the cross-connection, inspections cannot be tailored to best*

meet the risks posed.

2.7 Establishing a Budget

A backflow prevention program requires an established budget. Costs associated with program development, implementation and maintenance (including adequate staff time and resources) should be defined, and any additional funding requirements identified. Typical budget costs include:

- survey and hazard assessment
- records/data management
- education and outreach
- training

The drinking water system owner should also budget for implementation of the backflow prevention program requirements for its own facilities at the initial phase of the program. This would demonstrate to affected facility and property owners that the drinking water system owner is supportive of and committed to the success of the program.

The cost of implementing a successful backflow prevention program can vary significantly depending on the type of program the municipality decides to implement and the number of identified potential hazard connections. A municipality's historical cost for water quality incident responses associated with potential backflow events could be applied to the implementation costs of a backflow prevention program, since hazards are now being assessed, controlled, and reduced (assuming the municipality can tabulate these historical costs).

2.8 Fire Protection Systems

Devices installed in fire suppression systems, as required by the Fire Code, should be maintained and tested in accordance with the requirements of the associated Fire Code standards.

- Fire suppression systems, as required by the Fire Code, should have check valve(s) or equivalent installed to ensure that the system is "charged" and ready for use. If this assembly is determined to be functioning as designed, no additional device would be required.
- If a hazard from the fire suppression system is identified during the survey of the facility, an assessment of the fire suppression system should be conducted by a qualified person, prior to the installation of a device.
- Any devices that are found to be non-functional should be replaced with a similar device by a qualified person.

When implementing a backflow prevention program, the drinking water system owner should be aware of requirements for backflow preventers on certain types

of fire protection systems. These are outlined in CSA B64.10–11, CSA B64.10.1–11 and Article 7.6.2.4. of the Building Code.

It is recommended that retrofitting older fire protection systems to apply backflow prevention devices be done only with a comprehensive evaluation of each system by a qualified, competent person (such as a professional engineer). This qualified person will be able to ensure adequate flow and pressure through the device(s) to meet fire protection needs, and to address the thermal expansion issues associated with installing backflow prevention devices on sections of the fire protection system that include anti-freeze.

> ***NOTE:*** *AWWA Research Foundation (AwwaRF), Impact of Wet-Pipe Fire Sprinkler Systems on Drinking Water Quality (AwwaRF, 1998) provides more information on the application of backflow preventers to new fire protection systems, as well as possible hydraulic problems associated with retrofitting existing wet-pipe fire sprinkler systems.*

3.0 Establishing Program Requirements

Backflow prevention programs should set out the roles and responsibilities of the drinking water system owner and the property owner.

3.1 - Drinking Water System Owners - Roles and Responsibilities

Drinking water system owner responsibilities would typically include:

- providing safe water to all drinking water users, including facilities that may present a risk through cross-connections
- providing staff to administer the backflow prevention program
- providing resources to assess facilities connected to the drinking water supply
- reporting back to the property owner the results of the assessment and recommended actions for the protection, installation and ongoing testing of the backflow prevention assemblies and devices (see 3.1.7); and
- developing an education and outreach awareness program (see 3.1.1)

3.1.1 - Education and Outreach / Awareness

Raising awareness of the issues associated with cross-connections and the potential for contaminating and damaging the drinking water supply and public health is critical to the success of the backflow prevention program. Support for and credibility of the program depends on the participation of those implementing the program as well as those affected by it (e.g., industry, plumbers, design engineers, suppliers and other related agencies).

The public relations and education components of a backflow prevention program are also essential to its success. Many groups should be targeted, including municipal staff (e.g., works, fire department), councillors, the mayor, and administrators; residential, commercial, and industrial consumers; and stakeholders such as professional, trade, and technical groups including private house/business inspection firms.

Municipal staff, councillors, the mayor, and administrators should be educated about the drinking water system and backflow prevention program so they can communicate effectively with consumers and the public.

Awareness can happen through personal contact and presentations as well as written letters, brochures and bill stuffers to customers. To date some very successful approaches have included:

- presentations;
- advertising;

- displays;
- brochures;
- bill stuffers;
- letters;
- articles in newspapers and electronic publications; and
- information on the drinking water system owner's web page.

Presentations made at related organizational conferences and seminars as well as advertising in print, radio and TV media can be used as a way to get the message out to a large number of customers in a relatively short time. Displays at fairs, malls, hardware stores or home shows are another venue to publicize the program. A key message to share in the materials generated and distributed is that the program is designed to protect the drinking water supply from potential contamination and the health of all users.

Stakeholders are an important part of a successful program, since they are directly involved with the piping systems where cross-connections can occur. Architects, engineers, contractors, builders and trades associated with the installation/maintenance of irrigation systems, sprinkler systems, fire protection systems, HVAC (heating, ventilation and air conditioning) and plumbing should all be educated about the drinking water system owner's requirements for cross-connection control. Trade associations can be an effective venue through which to educate these stakeholders.

Establishing a backflow prevention committee and having stakeholders as members of the committee will increase awareness of the program and enable more groups to be reached. Representatives for a backflow prevention committee could include a drinking water system owner's staff, building/plumbing inspectors, bylaw/legal representatives, health department representatives, plumbing contractors, cross-connection control instructors from local accredited schools, and other interested parties (e.g., industrial, commercial, institutional, multi-unit residential, etc.).

Approaches such as these will foster a greater level of buy-in from these stakeholders, as they will feel some ownership in the process and become champions of the program within their respective local community, organizations and associations.

3.1.2 - Supporting Documentation Currently Available

Information concerning explanations of cross connection control and backflow prevention can be found on:

ABPA video, (2010) available on YouTube or through www.abpa.org;

ABPA Michigan Chapter video, "Mission: Educating the Public", available on YouTube or by contacting the Michigan Chapter through www.abpa.org;

AWWA video, "Backflow Prevention and Cross-Connection Control" (AWWA, 2003).

> ***NOTE:*** *Each video presents the concepts of how backflow can occur, methods to prevent backflow, and elements of a cross-connection control program. It should be noted that these videos use American terminology, which in some cases is different than Canadian terminology.*

3.1.3 - Records Management

A document and record control system should be developed to track the facilities assessed/inspected, assessment/inspection records and requirements, the devices and assemblies installed and the testing requirements of those assemblies.

> ***NOTE:*** *Municipal drinking water system owners should use Ontario's Drinking Water Quality Management Standard - Pocket Guide (Element 5) to develop this system.*

Drinking water system owners/operators should also consider requiring that property owners make documentation associated with backflow prevention program requirements available for inspection by the system owner or its agent.

As part of a backflow prevention program, a drinking water system owner may need to track licensed testers and equipment, and be able to develop and generate standard templates, letters and notifications. To help with these tracking activities, manual and/or computerized systems could be developed internally or available data management packages used.

> ***NOTE:*** *The drinking water system owner should assess its end requirements at the start of the program to develop a tracking system that will meet its needs and will be flexible enough to evolve as the program develops.*

3.1.4 - Qualified Persons

The program should outline not only the requirements for hazard assessment and device inspection and testing, but who can perform such activities. In most cases, the property owner will retain a registered or licensed tester who meets the requirements established by the drinking water system owner.

Many tasks associated with cross-connection control and backflow prevention require training. These include program administration, survey and hazard

assessment, device selection and installation, inspection, testing, repair and potentially enforcement. While a drinking water system owner may wish to conduct its own in-house training for some elements, especially for administration of its program, an increasing number of accredited schools and colleges are offering cross-connection control survey courses, and backflow prevention device tester certification and re-certification courses.

> ***NOTE:*** *The requirements for the selection and installation of backflow preventers for new construction or changes in use are set out in the Building Code and this work should be conducted by persons qualified for those purposes. The working group has identified that the testing of backflow preventers should also be carried out by qualified persons, as identified within the CSA B64 standards.*

Backflow prevention device testers can obtain certification through an accredited school or college, and will have to attend a recertification course within the period specified by the certification body after the issuance of the certificate. In addition to certification, a municipality registering or licensing the tester should require a calibration certificate for its testing equipment, another trade or professional qualification (e.g., plumbing certificate), and current liability insurance coverage (CSA B64.10.1-11).

Testers of backflow prevention devices/cross-connection control equipment should meet the requirements outlined within the CSA B64.10.1-11 standard; which states that a tester should be a journeyman/apprentice plumber, pipefitter or equal professional and certified cross connection control specialist from an accredited school. The testing equipment used should be verified and calibrated on an annual basis to maintain and confirm its accuracy.
The regular testing and inspection of the backflow prevention assemblies should be carried out by journeyman/apprentice plumbers registered/licensed by the drinking water system owner (typically the municipality) to perform that work. Licensed testers should be certified by a recognized training institution, in the proper testing and maintenance of backflow prevention assemblies. In Ontario that training is available through commercial training organizations.

> ***NOTE:*** *Proper training of staff in the area of cross-connection control/backflow prevention and experience/knowledge of plumbing principles and systems would be an asset.Cross-connection control courses, offered by accredited schools or colleges, also provide guidance on hazard assessment.*

When undertaking a backflow prevention program it would be helpful to provide a central contact for any inquiries that may arise (e.g., who the drinking water system owner accepts as "qualified persons").

Representatives of the drinking water system owner involved with a cross-connection survey and hazard assessment, inspection, and testing should also be trained in safety procedures, including access issues associated with entry into private buildings, dealing with difficult customers, use of special tools to inspect and test backflow preventers, and access to hazardous locations for both municipal and private property applications. They should also be familiar with relevant Occupational Health and Safety Act requirements.

> ***NOTE:*** *The AWWA has implemented a Cross Connection Control Specialist course and facilitates its delivery through accredited teaching institutions. In Ontario, this and other accredited courses are provided through third party training providers and local colleges. It is up to the drinking water system owner to ensure that testers working in the system owner's jurisdiction are qualified and that the testers' test equipment is verified and/or calibrated on a regular basis. The drinking water system owner could maintain a list of qualified testers and make it available to those customers installing and/or testing backflow prevention assemblies.*

3.1.5 - Registering / Licensing Device Testers

When making application to the drinking water system owner for licensing or registration as a backflow prevention device tester, the applicant should have the following qualifications:

- a certificate as a backflow prevention device tester that has been issued by an accredited organization or association or renewed by that organization or association following completion by the applicant of a re-certification course;
- a current calibration certificate for test equipment (dated within the 12 months before the date of application for licensing or registration);
- another trade or professional qualification (i.e., as per the authorized functions list within the CSA standard); and
- current liability insurance coverage (with an expiry date no less than 6 months after the date of application for licensing or registration).

> ***NOTE:*** *The regulatory authority administering the cross-connection control program should license or register backflow prevention device testers who have the above-noted qualifications.*

3.1.6 - Survey and Hazard Criteria

Although the Building Code mandates that a drinking water supply be protected from cross-connections, backflow incidents still occur both within the internal plumbing of buildings and externally into the drinking water supply. A cross-connection survey and hazard assessment can identify any actual or potential cross-connections, the potential risk of contamination, the probability that backflow could occur, and a determination of the appropriate backflow preventer

to use.

The drinking water system owner, or an acceptable third party, would conduct this assessment to ensure appropriate backflow preventers are identified, and to satisfy itself that adequate protection of the drinking water supply has been provided.

The primary focus of the assessment should be based on the hazards that a facility may pose to the drinking water supply. A systematic approach needs to be taken. Typically, the municipality would identify each facility to determine the types of industrial, commercial and institutional uses that exist, and conduct a cross-connection survey and hazard assessment, focusing first on the types of uses with the highest potential for contamination. Connection size may also be a consideration when deciding which facilities to assess first as this can impact whether a service connection needs be isolated.

> ***NOTE:*** *The drinking water system owner is normally responsible for preparing the survey and hazard assessment templates to be used and accepting the templates completed by those authorized in the program. Using templates is desirable in order to maintain consistency of information and ensure the proper protection of drinking water systems.*

The drinking water system owner, or its representative conducting the assessment, would begin by contacting the property/building owner either directly or in writing to make arrangements to conduct the assessment.

> ***NOTE:*** *The majority of water services a drinking water system owner will have will be in the single family residential sector. The Building Code exempts residential buildings within the scope of Part 9 from having premise isolation unless an auxiliary water supply is present. A municipality may choose to educate these property owners through an awareness campaign.*

The assessment should identify the cross-connections found and whether the required protection is in place. The assessment results should be documented and provided to the property owner. The assessment results could include information such as when installations are needed and the device testing frequency.

> ***NOTE:*** *The type of survey conducted and accepted by the drinking water system owner (i.e., owner self-report; registered/licensed external qualified person conducting assessment on behalf of owner; assessment by qualified staff of drinking water system owner) should recognize the potential hazards present and the manner in which backflow prevention devices may have been previously installed. It should also identify any changes made since original construction that may require that action be taken to protect*

the drinking water supply within the facility, or the connection between the drinking water supply and the facility.

For the hazard assessment, Clause 5.1.4 of CSA B64.10-11 requires identification of:

- the probability that back siphonage will cause backflow;
- the probability that back pressure will cause backflow;
- the severity of any hazard; and
- the type of building.

NOTE: *Assessment of the probability of backflow and severity of the hazard is a very subjective task, since there is no simple formula to apply.*

New building permits need to be reviewed and backflow prevention requirements need to be identified as part of the process in accordance with the Building Code. Educating building officials and building inspectors with respect to Building Code requirements and the objectives of the backflow prevention program may improve the success of the program.

The CAN/CSA B64.10–11 Standard, AWWA Canadian Cross Connection Control Manual, and AWWA Manual M14 all provide guidance on the type of backflow prevention device and level of hazard protected against (i.e., minor, moderate, or severe), and the type of cross-connection and level of hazard (e.g., Annex B of CSA B64.10–11 where photo lab sinks are considered a severe hazard).

NOTE: *Many of the standards and manuals use different terminology for some aspects. For example, AWWA Manual M14 uses the classification of health hazard, or non-health hazard, while the Canadian publications use a three-tiered classification of minor, moderate, or severe. The AWWA Manual M14 provides guidance on the "recommended protection for water purveyor's hazards," which covers the distribution system, treatment plants, offices, and work areas.*

The assessment process should also include the inspection of facilities owned by the drinking water system owner. It is a good idea to carry out these inspections, and any resulting installation and testing of the required backflow prevention devices prior to implementing the program with respect to other potentially affected property owners. Doing so demonstrates that the drinking water system owner has proactively conducted a review of its facilities and addressed the potential hazards. Through such an approach the drinking water system owner can ensure that its assessment/inspection reporting processes are working and foster increased "buy in" from other property owners.

NOTE: *In accordance with the CSA B64.10-11 standard as referenced in the Building Code for the selection and installation of devices, it would be appropriate to isolate the premise as a preventative measure where access*

to a facility is restricted. If the facility owner refuses to install the required protection, then the drinking water system owner may use the tools available, based upon the advice of legal counsel, to protect the drinking water supply.

Survey and hazard assessments should be conducted every five (5) years or as warranted by a change in ownership or facility operations.

3.1.7 - Regular Inspection and Testing (Device)

Regular inspection and testing of backflow prevention devices should be carried out according to recognized industry standards, including CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers. There are many other sources for inspection and testing standards, including the AWWA Canadian Cross Connection Control Manual. Generally, backflow prevention assemblies should be tested on installation, when repaired or relocated and at least once a year following installation.

NOTE: *A unit that has been taken out of service for maintenance should be tested prior to putting it back in service.*

Temporary water connections to hydrants should not be allowed unless protected as well as being metered. The protection required would be a Reduced Pressure backflow (RP) preventer supplied by the applicant with test results indicating it is in good working order, or an RP backflow preventer supplied by the drinking water system owner as part of a hydrant use permit process.

3.1.8 - Incident Response Planning and Reporting

Municipal drinking water system owners must have a plan in place to respond to adverse water quality incidents and other problems (other drinking water system owners should also consider having a plan in place). This would include appropriate and expeditious communication to the customers in the affected area, and between the different personnel involved in sampling, flushing, lab analysis, and on-site inspections. This plan should be expanded to incorporate information specific to backflow incidents. This would include procedures municipal staff should follow to isolate and sample the affected area. An on-site cross-connection survey and hazard assessment of the facilities to determine the source of contamination should also be performed. By isolating and flushing the contaminant, it can typically be removed from the system in a timelier manner.

NOTE: *There is an obligation under s.18 of the Safe Drinking Water Act, 2002 to report adverse drinking water test results prescribed in the Drinking Water Systems Regulation, Ontario Regulation 170/03, to the Ministry of the Environment and Climate Change and the medical officer of*

health, and to take such other steps as are directed by the medical officer of health under that regulation.

In instances where detected backflow incidents may result in severe hazards such as depletion of disinfection potential or danger to consumer health, priority measures are required of the drinking water system owner/operator to notify water consumers and resolve the situation. Detection of backflow related to severe hazards that could adversely affect the quality of drinking water must be reported as an "other observation" in accordance with section 16-4 of the Drinking Water Systems Regulation.

The plan should provide for collection of as much information as possible, including licensed laboratory results to determine the type of contamination and the required measures based on health impacts (e.g., boil water advisory, drinking water advisory, etc.). A data management system can be used to identify the addresses where existing backflow prevention devices are installed. This will help reduce or narrow the facilities that may require an on-site inspection for determination of the origin of the contaminant.

While the contaminants can come from facilities with unknown cross-connections that are not protected by backflow prevention devices, they can also come from malfunctioning backflow preventers. In these cases, it is important for the drinking water system owner to have the proper authority available to require immediate testing during a water quality incident to check if a backflow preventer is malfunctioning.

As a follow-up to a backflow incident, the drinking water system owner should promptly review its records and where it is identified that unprotected facilities may have caused the incident, work to have proper backflow preventers installed and tested, and that malfunctioning backflow preventers are repaired or replaced, and re-tested, all in a manner consistent with the policy.

Although the Ontario Ministry of Environment and Climate Change does not specifically regulate or require backflow prevention programs, where such programs exist, operating them in accordance with this guideline will help promote continuous improvement of drinking water safety and security of drinking water distribution systems and provide a consistent approach across the province when dealing with backflow prevention.

3.1.9 - Program Compliance

When a drinking water system owner decides to put in place a backflow prevention program, it will also need to consider ways to promote compliance with affected stakeholders. Backflow prevention programs include selection, installation, inspection (maintenance), testing and reporting requirements that will need to be monitored. In situations where stakeholders refuse to participate the

drinking water system owner will need to consider whether mechanisms are available to it that will promote compliance such as notifications, work orders, fines, etc. If so, these should be clearly detailed within the policy, and communicated in the education program.

3.1.10 - Quality Assurance

The program should be flexible enough to provide for changes due to technology and new innovations in the industry. Program administrators should review their processes and refine them to best suit the requirements of the drinking water system owner on a regular basis.

A process could be put into place that allows the drinking water system owner to review the performance of testers and the validity of test results submitted. The drinking water system owner should maintain a historical record of test results. If need be the drinking water system owner should have a means of revoking a tester's registration/licence. Another quality assurance component would be to maintain records that may verify performance and the impact that the backflow prevention devices may have on local water quality.

3.1.11 - Program Maintenance

The drinking water system owner should be responsible for program maintenance and administration. This includes maintaining ongoing testing records and information as to the location of the devices.

3.2 - Property Owners - Roles and Responsibilities

Property Owner/Customer responsibilities may typically include:

- developing and implementing an internal program to meet insurance and legal requirements (e.g., availability of Material Safety Data Sheet (MSDS));
- deciding on a voluntary basis whether to provide the drinking water system owner or its agent with access to the facility in order for the system owner to determine appropriate cross connection control measures;
- protecting cross-connections found on property or within facility in accordance with the assessment/inspection report provided by the drinking water system owner or its agent;
- receiving approval from the drinking water system owner prior to the removal of any devices;
- advising the drinking water system owner of any changes to its backflow prevention devices so that the hazard survey can be updated;
- the purchase, installation and testing of the backflow prevention devices and assemblies;

- providing the drinking water system owner with a copy of test results; and
- conducting ongoing testing (usually annually) and maintenance of the unit (e.g., as per manufacturer directions or CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers).
    - ***NOTE:*** *If a unit fails the testing process it should be repaired or replaced within a certain time period set out by the drinking water system owner.*

3.2.1 - Device Ownership

In most programs, the property owner is the owner of the backflow prevention devices and assemblies. The rationale is that the potential cross-connection was created by the property owner, or its tenant, and therefore the property owner should be responsible for providing the protection.

In this case, as owner of the device, the property owner is responsible for maintaining and testing the backflow prevention device in accordance with best practices and/or the backflow prevention programs requirements.

> ***NOTE:*** *In some cases the drinking water system owner may supply a water meter and backflow preventer for premise isolation and thus retain ownership. In such instances the drinking water system owner would also assume the ongoing maintenance and testing responsibilities associated with the device and any implemented backflow prevention program requirements.*

3.2.2 - Education and Outreach

Raising awareness of the issues associated with cross-connections and the damage to the drinking water supply and public health is critical if a backflow prevention program is to succeed. A strong commitment to education and outreach on the part of those that have decided to implement such a program is integral to ensuring that affected property owners are aware of the risks associated with cross-connections and the role that they play in ensuring that they are protected. For these reasons, if a drinking water system owner establishes a backflow prevention committee, affected property owners should be encouraged to actively participate in and become involved with the committee.

3.2.3 - Survey and Hazard Assessment

The property owner should ensure that a survey and hazard assessment is conducted in accordance with the drinking water system owner's backflow prevention program and that any piping and process changes are conducted under a building/plumbing permit issued by the municipality.

3.2.4 - Selection and Installation of Devices

The property owner should ensure that backflow prevention devices are selected and installed in accordance with the requirements of the Building Code and outlined within CSA B64.10–11 Selection and Installation of Backflow Preventers.

> ***NOTE:*** *The requirements for the selection and installation of backflow preventers for new construction or changes in use are set out in the Building Code and this work should be conducted by persons qualified for those purposes.*

3.2.5 - Regular Inspection and Testing (Device)

Generally, annual testing of each backflow prevention device is recommended as a minimum; however this should be evaluated on a case-by-case basis depending on the risks to the drinking water system. The drinking water system owner may have special testing requirements and the property owner should discuss these with the drinking water system owner.

> ***NOTE:*** *Inspection and testing should be carried out according to the requirements as detailed within the backflow prevention program and should recognize industry standards, such as CSA B64.10.1-11 Maintenance and Field Testing of Backflow Preventers.*

3.2.6 - Records Management

The property owner should maintain copies of the survey and hazard assessment, inspection, testing, maintenance and repair records on the premises where the devices are located. The property owner should also make records available in accordance with any requirements contained in the backflow prevention program.

Reference Materials

- Ontario Water Works Association (OWWA) - Cross Connection Control Committee
- AWWA Canadian Cross Connection Control Manual
- Ontario Backflow Prevention Association (OBPA) Model By-Law
- American Water Works Association (AWWA) M14 Manual Recommended Practice for Backflow Prevention and Cross Connection Control
- InfraGuide – Methodology for Setting a Cross Connection Control Program
- *Municipal Act, 2001*
- *Building Code Act, 1992*
    - Building Code, Ontario Regulation 332/12
- *Safe Drinking Water Act, 2002*
    - Drinking Water Systems Regulation, Ontario Regulation 170/03
- Ontario's Drinking Water Quality Management Standard – Pocket Guide Ontario Ministry of the Environment (July 2007 – PIBS 6278e)
- *Fire Protection and Prevention Act, 1997*
    - Fire Code, Ontario Regulation 213/07
- NFPA Standards
- Canadian Standards Association (B64 Series Standards)
- Canadian Standards Association (CSA) B64.10-11 Selection and Installation of Backflow Preventers
- Canadian Standards Association (CSA) B64.10.1-11 Maintenance and Field Testing of Backflow Preventers
- CAN/CSA–B125–12 Plumbing Fittings
- Saskatchewan Ministry of Environment - Cross Connection Control and Backflow Prevention Guidelines (February 2010 – EPB #422)
- Ontario Ministry of the Environment - Guidance Document Preparing for Corrosion Control Plans for Drinking Water Systems (December 2009 – PIBs #7463)

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Monday, Nov 20, 2017
Type:	By-Laws
By-Law:	2017-219Z

Request for Decision

OMB Decision regarding Application by 1789682 Ontario Limited to Amend Zoning By-law 2010-100Z to Permit a Retirement Complex, Moonrock Avenue, Sudbury

Resolution

For Information Only

Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

Report Summary

This report advises Council of the Ontario Municipal Board's decision to uphold the appeal by 1789682 Ontario Limited thereby approving the application.

Financial Implications

This report has no financial implications.

Signed By

Report Prepared By
Kristen Newman
Deputy City Solicitor/Deputy Clerk
Digitally Signed Nov 20, 17

Division Review
Eric Labelle
City Solicitor and Clerk
Digitally Signed Nov 22, 17

Financial Implications
Apryl Lukezic
Co-ordinator of Budgets
Digitally Signed Nov 22, 17

Recommended by the Department
Kevin Fowke
General Manager of Corporate Services
Digitally Signed Nov 22, 17

Recommended by the C.A.O.
Ed Archer
Chief Administrative Officer
Digitally Signed Nov 22, 17

Ontario Municipal Board Decision – PL160045 – Rezoning Application for a Retirement Complex – Moonrock Avenue, Sudbury

In January 2017, the Ontario Municipal Board heard the appeal filed by 1789682 Ontario Limited from the City of Greater Sudbury's decision to refuse approval of an application to amend Zoning By-law No. 2010-100Z in order to permit the development of a retirement complex comprised of 108 assisted-living units and 144 independent-living units, having a maximum building height of three storeys at a site located on Moonrock Avenue, Lot 7, Concession 1.

The Ontario Municipal Board upheld 1789682 Ontario Limited's appeal thereby approving the application to amend the Zoning By-law to permit the retirement complex development. The link to the decision of the Board appears below and includes the draft by-law to be approved by Council. A by-law appears on the Agenda for Council's approval.

Ontario Municipal Board Decision: http://www.omb.gov.on.ca/e-decisions/pl160045-oct-06-2017-1.pdf

Reference Materials

Planning Committee Reports and Minutes

May 12, 2014:
http://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&lang=en&id=754&itemid=8122

November 23, 2015:
https://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&id=876&itemid=10581&lang=en

City Council Minutes:

December 15, 2015:

http://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&id=825&itemid=min

April 12, 2016 (administrative correction to City Council Minutes of December 15, 2015):

http://agendasonline.greatersudbury.ca/index.cfm?pg=agenda&action=navigator&lang=en&id=943&itemid=11278

Request for Decision

Accessible Icon Project

Presented To:	City Council
Presented:	Tuesday, Dec 12, 2017
Report Date	Thursday, Nov 23, 2017
Type:	Motions

Signed By

No signatures or approvals were recorded for this report.

Resolution

Motion as presented by Councillor Landry-Altmann: (see attached letter)

WHEREAS based on the demographics of Greater Sudbury, it is estimated that there are between 24,000 and 26,000 citizens who have disabilities living in our community and addressing the barriers in both the built environment and cultural environments has important benefits for communities and future generations;

AND WHEREAS the City of Greater Sudbury Accessibility Advisory Panel supports the Accessible Icon Project as the new accessible icon facilitates the development of attitudes of acceptance, respect and dignity amongst all individuals;

AND WHEREAS the Chair of the City of Greater Sudbury Accessibility Advisory Panel has signed a letter endorsing this project;

THEREFORE IT BE RESOLVED that the City of Greater Sudbury supports the Accessible Icon Project and that a copy of the letter containing the City of Greater Sudbury Accessibility Advisory Panel's comments together with a copy of this resolution be provided to the Honorable Minister MacCharles, Minister Responsible for Accessibility, the Honorable Glenn Thibeault, MPP for Sudbury, France Gélinas, MPP for Nickel Belt, the Honorable Paul Lefebvre, MP for Sudbury, the Honorable Marc Serré, MP for Nickel Belt, as well as the Federation of Northern Ontario Municipalities (FONOM), Federation of Canadian Municipalities (FCM), and Association of Municipalities of Ontario (AMO).

October 4, 2017

The Honourable Tracy MacCharles
Minister Responsible for Accessibility
80 Grosvenor Street, 11th Floor, Hepburn Block
Toronto, Ontario
M7A 1E9

Dear Minister MacCharles:

Re: Accessible Icon Project

As Chair of the City of Greater Sudbury Accessibility Advisory Panel, I am pleased to write this letter in support of the Accessible Icon Project.

Based on the demographics of Greater Sudbury, it is estimated that there are between 24,000 and 26,000 citizens who have disabilities living in our community. Of these, approximately 1,000 are children under the age of 15 and 1,000 are teens and young adults.

The City of Greater Sudbury in partnership with the Accessibility Advisory Panel has worked since 2009 on projects to enhance accessibility and inclusiveness in our community. Addressing the barriers in both the built environment and cultural environments has important benefits for communities and future generations.

The new accessible icon invokes a more active, progressive and positive image in comparison with the current International Symbol of Access. The new accessible icon facilitates the development of attitudes of acceptance, respect and dignity amongst all individuals.

The Accessibility Advisory Panel is pleased to support and commend the Accessible Icon Project for their commitment to design activism.

Regards,

Lionel Courtemanche
Chair, City of Greater Sudbury Accessibility Advisory Panel

cc: France Gelinas, MPP Nickel Belt
Glenn Thibeault, MPP Sudbury
Marc Serré, MP Nickel Belt
Paul Lefebvre, MP Sudbury
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Federation of Northern Ontario Municipalities (FONOM)

City of Greater Sudbury Charter

WHEREAS Municipalities are governed by the Ontario Municipal Act, 2001;

AND WHEREAS the City of Greater Sudbury has established Vision, Mission and Values that give direction to staff and City Councillors;

AND WHEREAS City Council and its associated boards are guided by a Code of Ethics, as outlined in Appendix B of the City of Greater Sudbury's Procedure Bylaw, most recently updated in 2011;

AND WHEREAS the City of Greater Sudbury official motto is "Come, Let Us Build Together," and was chosen to celebrate our city's diversity and inspire collective effort and inclusion;

THEREFORE BE IT RESOLVED THAT Council for the City of Greater Sudbury approves, adopts and signs the following City of Greater Sudbury Charter to complement these guiding principles:

As Members of Council, we hereby acknowledge the privilege to be elected to the City of Greater Sudbury Council for the 2014-2018 term of office. During this time, we pledge to always represent the citizens and to work together always in the interest of the City of Greater Sudbury.

Accordingly, we commit to:

- Perform our roles, as defined in the Ontario Municipal Act (2001), the City's bylaws and City policies;
- Act with transparency, openness, accountability and dedication to our citizens, consistent with the City's Vision, Mission and Values and the City official motto;
- Follow the Code of Ethical Conduct for Members of Council, and all City policies that apply to Members of Council;
- Act today in the interest of tomorrow, by being responsible stewards of the City, including its finances, assets, services, public places, and the natural environment;
- Manage the resources in our trust efficiently, prudently, responsibly and to the best of our ability;
- Build a climate of trust, openness and transparency that sets a standard for all the City's goals and objectives;
- Always act with respect for all Council and for all persons who come before us;
- Ensure citizen engagement is encouraged and promoted;
- Advocate for economic development, encouraging innovation, productivity and job creation;
- Inspire cultural growth by promoting sports, film, the arts, music, theatre and architectural excellence;
- Respect our historical and natural heritage by protecting and preserving important buildings, landmarks, landscapes, lakes and water bodies;
- Promote unity through diversity as a characteristic of Greater Sudbury citizenship;
- Become civic and regional leaders by encouraging the sharing of ideas, knowledge and experience;
- Work towards achieving the best possible quality of life and standard of living for all Greater Sudbury residents;

Charte
de la Ville du Grand Sudbury

ATTENDU QUE les municipalités sont régies par la Loi de 2001 sur les municipalités (Ontario);

ATTENDU QUE la Ville du Grand Sudbury a élaboré une vision, une mission et des valeurs qui guident le personnel et les conseillers municipaux;

ATTENDU QUE le Conseil municipal et ses conseils sont guidés par un code d'éthique, comme l'indique l'annexe B du Règlement de procédure de la Ville du Grand Sudbury dont la dernière version date de 2011;

ATTENDU QUE la devise officielle de la Ville du Grand Sudbury, « Ensemble, bâtissons notre avenir », a été choisie afin de célébrer la diversité de notre municipalité ainsi que d'inspirer un effort collectif et l'inclusion;

QU'IL SOIT RÉSOLU QUE le Conseil de la Ville du Grand Sudbury approuve et adopte la charte suivante de la Ville du Grand Sudbury, qui sert de complément à ces principes directeurs, et qu'il y appose sa signature:

À titre de membres du Conseil, nous reconnaissons par la présente le privilège d'être élus au Conseil du Grand Sudbury pour le mandat de 2014-2018. Durant cette période, nous promettons de toujours représenter les citoyens et de travailler ensemble, sans cesse dans l'intérêt de la Ville du Grand Sudbury.

Par conséquent, nous nous engageons à :

- assumer nos rôles tels qu'ils sont définis dans la Loi de 2001 sur les municipalités, les règlements et les politiques de la Ville;
- faire preuve de transparence, d'ouverture, de responsabilité et de dévouement envers les citoyens, conformément à la vision, à la mission et aux valeurs ainsi qu'à la devise officielle de la municipalité;
- suivre le Code d'éthique des membres du Conseil et toutes les politiques de la municipalité qui s'appliquent à eux;
- agir aujourd'hui pour demain en étant des intendants responsables de la municipalité, y compris de ses finances, biens, services, endroits publics et du milieu naturel;
- gérer les ressources qui nous sont confiées de façon efficiente, prudente, responsable et de notre mieux;
- créer un climat de confiance, d'ouverture et de transparence qui établit une norme pour tous les objectifs de la municipalité;
- agir sans cesse en respectant tous les membres du Conseil et les gens se présentant devant eux;
- veiller à ce qu'on encourage et favorise l'engagement des citoyens;
- plaider pour le développement économique, à encourager l'innovation, la productivité et la création d'emplois;
- être une source d'inspiration pour la croissance culturelle en faisant la promotion de l'excellence dans les domaines du sport, du cinéma, des arts, de la musique, du théâtre et de l'architecture;
- respecter notre patrimoine historique et naturel en protégeant et en préservant les édifices, les lieux d'intérêt, les paysages, les lacs et les plans d'eau d'importance;
- favoriser l'unité par la diversité en tant que caractéristique de la citoyenneté au Grand Sudbury;
- devenir des chefs de file municipaux et régionaux en favorisant les échanges d'idées, de connaissances et concernant l'expérience;
- viser l'atteinte de la meilleure qualité et du meilleur niveau de vie possible pour tous les résidents du Grand Sudbury.