



# FINANCE AND ADMINISTRATION COMMITTEE AGENDA

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Finance and Administration Committee Meeting

**Tuesday, July 7, 2020**

Tom Davies Square - Council Chambers / Electronic Participation

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**COUNCILLOR MIKE JAKUBO, CHAIR**

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**Deb McIntosh, Vice-Chair**

9:00 A.M. CLOSED SESSION, COMMITTEE ROOM C-11 / ELECTRONIC PARTICIPATION

10:00 A.M. OPEN SESSION, COUNCIL CHAMBER / ELECTRONIC PARTICIPATION

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## **ROLL CALL**

Resolution to move to Closed Session to deal with one (1) Personal Matters (Identifiable Individual(s)) regarding a performance review in accordance with the Municipal Act, 2001, s. 239(2)(b).

**(RESOLUTION PREPARED)**

## **RECESS**

## **ROLL CALL**

## **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

## **MATTERS ARISING FROM THE CLOSED MEETING**

At this point in the meeting, Vice-Chair McIntosh will rise and report the results of the closed session. The Committee will then consider any resolutions.

## **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 ITEM C-1)

## **ROUTINE MANAGEMENT REPORTS**

- C-1. Report dated June 11, 2020 from the General Manager of Community Development regarding Healthy Community Initiative Fund Applications. **5 - 10**

**(RESOLUTION PREPARED)**

(This report provides a recommendation regarding approval(s) of eligible Healthy Community Initiative Fund application(s) in accordance with By-law 2018-129.)

## **REGULAR AGENDA**

## **PRESENTATIONS**

1. Report dated June 22, 2020 from the General Manager of Corporate Services regarding Community Safety Building Condition Assessment Presentation. **11 - 22**  
**(ELECTRONIC PRESENTATION) (FOR INFORMATION ONLY)**

- John Kirkpatrick, Director, Corporate Projects, McIntosh Perry

(This presentation provides an overview of the Building Condition Assessments that were conducted on Fire and Paramedic stations in 2018.)

2. Report dated June 24, 2020 from the Chief Administrative Officer regarding 2020 CAO Performance Objectives and Quarterly Performance Report. **23 - 28**  
**(ELECTRONIC PRESENTATION) (RESOLUTION PREPARED)**

- Ed Archer, Chief Administrative Officer

(This report outlines the Chief Administrative Officer's 2020 Personal Performance and Development Plan as well a quarterly update of the CAO's performance.)

## **MANAGERS' REPORTS**

- R-1. Report dated June 24, 2020 from the General Manager of Corporate Services regarding 2020 Property Tax Policy. **29 - 40**  
**(RESOLUTION PREPARED)**

(This report provides a recommendation regarding the adoption of the 2020 Property Tax Policy decision.)

- R-2. Financial Implications Associated with the Corporation's COVID-19 Response  
**(FOR INFORMATION ONLY) (REPORT TO FOLLOW)**

(This report provides information regarding the financial implications associated with the Corporation's response to COVID-19 developments projected to July 31, 2020.)

- R-3. MR 80 Finance Options and Capital Budget Update  
**(RESOLUTION PREPARED) (REPORT TO FOLLOW)**

(As requested at the June 2 Finance and Administration Committee, this report contains an updated estimate to enhance the scope of MR 80 from Maley Drive to McCrea Heights, an option to finance the enhanced scope, and an update on the Roads Capital Budget. )

## **MEMBERS' MOTION**

## **CORRESPONDENCE FOR INFORMATION ONLY**

- I-1. Report dated June 19, 2020 from the General Manager of Corporate Services regarding 2020 First Quarter Statement of Council Expenses. **41 - 70**  
**(FOR INFORMATION ONLY)**

(This report provides an itemized statement of the first quarter expenses in accordance with the By-law regarding Payment of Expenses for Members of Council.)

- I-2. Report dated June 23, 2020 from the General Manager of Corporate Services regarding 2020 Annual Repayment Limit. **71 - 75**  
**(FOR INFORMATION ONLY)**  
(This report provides information regarding the Annual Repayment Limit as provided by the Province.)
- I-3. Report dated June 22, 2020 from the General Manager of Corporate Services regarding Cancelled Capital Projects Update (24 Months No Activity). **76 - 80**  
**(FOR INFORMATION ONLY)**  
(This report provides a summary of the cancelled capital projects with no activity over the past 24 months as of December 31, 2019.)
- I-4. Report dated June 19, 2020 from the General Manager of Corporate Services regarding Contract Awards Exceeding \$100,000 January 1 - March 31, 2020. **81 - 93**  
**(FOR INFORMATION ONLY)**  
(This report provides information regarding the contract awards \$100,000 and Greater from January 1 to March 31, 2020.)
- I-5. Report dated May 22, 2020 from the General Manager of Corporate Services regarding 2019 Investment Report. **94 - 95**  
**(FOR INFORMATION ONLY)**  
(The Provincial Government requires the Chief Financial Officer to present an investment report to Council annually.)
- I-6. Report dated June 24, 2020 from the General Manager of Corporate Services regarding 2020 Operating Budget Variance Report - April. **96 - 100**  
**(FOR INFORMATION ONLY)**  
(This report provides information regarding identifies the areas of concern in the 2020 Operating Budget as of April 30, 2020.)

## **ADDENDUM**

## **CIVIC PETITIONS**

## **QUESTION PERIOD**

## **ADJOURNMENT**

## Request for Decision

### Healthy Community Initiative Fund Applications

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Thursday, Jun 11, 2020

Type: Routine Management  
Reports

### 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 Finance and Administration Committee meeting on July 7, 2020;

AND THAT the City of Greater Sudbury directs staff to prepare a by-law to implement the recommended changes.

### Relationship to the Strategic Plan / Health Impact Assessment

This report supports Council's Strategic Plan with respect to the goal: Create a Healthier Community, as it aligns with the Population Health Priorities of Building Resiliency, Investing in Families, Creating Play Opportunities, Promoting Mental Health Awareness, Achieving Compassionate City Designation and Implementing an Age-Friendly Strategy. The Healthy Community Initiative funds support community-based projects and initiatives that are affordable and promote inclusiveness for the benefit of citizens.

#### Signed By

##### **Report Prepared By**

Lyne Côté Veilleux  
Co-ordinator of Community Initiatives &  
Quality Assurance  
*Digitally Signed Jun 11, 20*

##### **Division Review**

Jeff Pafford  
Director of Leisure Services  
*Digitally Signed Jun 11, 20*

##### **Financial Implications**

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 12, 20*

##### **Recommended by the Department**

Steve Jacques  
General Manager of Community  
Development  
*Digitally Signed Jun 24, 20*

##### **Recommended by the C.A.O.**

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 25, 20*

### Report Summary

By-law 2018-129 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.

## **Background**

By-law 2018-129, 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 (GM) 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 GM of Community Development for approval by Council. All projects listed in Appendix A have been evaluated against By-law 2018-129 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 GM of Community Development since the last report presented at the Finance and Administration Committee meeting on April 14, 2020.

Appendix C – Healthy Community Initiative Fund Financials, includes the recommended approvals contained in this report as well as a summary of HCI Fund allocation balances up to July 7, 2020. The amounts may increase due to reimbursement of under-spent funds from completed and reconciled projects/initiatives.

## **Next Steps**

Upon Council approval, applicants will receive written notification confirming their approved funding and the intended use of funds, and grant recipients will also receive a Final Report form. The Final Report form is to be completed by the applicant and returned post-event/project completion for reconciliation by Financial Services. Grant recipients will receive funding via electronic fund transfer or by 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**

Healthy Community Initiative Fund, By-law 2018-129  
<http://agendasonline.greatersudbury.ca/index.cfm?pg=feed&action=file&attachme nt=24310.pdf>

## Healthy Community Initiative (HCI) Fund

### Applications for Council Approval – July 7, 2020

#### CAPITAL FUNDS

Ward	Recipient/ Project/ Location	Purpose for Funds	Estimated Operating Costs/Yr	Amount Requested	Amount Recommended for Approval by the GM
5	Hidden Valley Neighbourhood Association / Playground / Val Caron	To support the installation of a new playground in the Hidden Valley subdivision	\$4,000	\$50,000	\$50,000

#### GRANTS

Ward	Recipient/Initiative	Purpose for Funds	Amount Requested	Amount Recommended for Approval by the GM
3	Café Héritage / Summer Thursday Night Concert Series (TBD)	To support costs for entertainment and sound	\$3,000	\$783 (Balance of remaining ward funds)
8	Ward 8 Community Action Network / New Sudbury Days event (Aug. 29-30/20)	To support costs for advertisement and promotion, food/refreshments, honorariums, movies, fireworks and children's activities	\$3,000	\$3,000



**Healthy Community Initiative Fund****Applications: Approved/Denied by the General Manager, Community Development**

For the period of March 24, 2020 to June 15, 2020

**Successful Applications**

<b>Capital Funds</b>				
<b>Ward</b>	<b>Group / Project</b>	<b>Estimated Operating Costs/Yr</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
12	Ridgecrest Accessible Park Association / Benches at Ridgecrest Accessible Park	\$500	\$ 1,200	\$ 1,200

<b>Grants</b>			
<b>Ward</b>	<b>Group / Project</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
1	Robinson Bocce Association / 2020 bocce competition and appreciation luncheon	\$ 500	\$ 500
3	Onaping Falls Hamper Committee / 2020 Christmas food hampers (Dec./20)	\$ 1,000	\$ 1,000

**Unsuccessful Applications**

<b>Ward</b>	<b>Group / Project</b>	<b>Amount Requested</b>	<b>Reason(s) for Denial</b>
No items to report			

## Healthy Community Initiative (HCI) Fund Financials for the Period Ending July 7, 2020

### Schedule 1.1 – Capital

Ward	2020 Allocation*	Uncommit- ted Funds from 2019 (carry forward)	Fund Adjustments from Completed Projects	Approved by Community Development GM 2020	Approved by Council 2020	Proposed for Approval by Council	End Balance of Uncommitted Funds After Resolution	Pending Requests (to Jun. 15/20)
1	\$ 24,625	\$ 28,511	\$	\$ -	\$ -	\$ -	\$ 53,136	\$ 67,300
2	\$ 24,625	\$ 8,936	\$	\$ 8,500	\$ -	\$ -	\$ 25,061	\$ -
3	\$ 24,625	\$ 39	\$	\$ -	\$ 24,500	\$ -	\$ 164	\$ 5,000
4	\$ 24,625	\$ 10,060	\$	\$ -	\$ -	\$ -	\$ 34,685	\$ 11,554
5	\$ 24,625	\$ 48,506	\$	\$ -	\$ -	\$ 50,000	\$ 23,131	\$ -
6	\$ 24,625	\$ 45,850	\$	\$ -	\$ -	\$ -	\$ 70,475	\$ -
7	\$ 24,625	\$ 40,158	\$	\$ 4,900	\$ -	\$ -	\$ 59,883	\$ 15,000
8	\$ 24,625	\$ 52,390	\$ (10,156) <sup>1</sup>	\$ 10,000	\$ -	\$ -	\$ 56,859	\$ 34,100
9	\$ 24,625	\$ 38,576	\$	\$ -	\$ -	\$ -	\$ 63,201	\$ -
10	\$ 24,625	\$ 65,413	\$	\$ -	\$ -	\$ -	\$ 90,038	\$ -
11	\$ 24,625	\$ 28,328	\$	\$ -	\$ 24,500	\$ -	\$ 28,453	\$ 31,000
12	\$ 24,625	\$ 37,410	\$	\$ 6,200	\$ -	\$ -	\$ 55,835	\$ 50,000

### Schedule 1.2 – Grants

Ward	2020 Allocation	Uncommit- ted Funds from 2019 (carry forward)	Fund Adjustments from Underspent Initiatives	Approved by Community Development GM 2020	Approved by Council 2020	Proposed for Approval by Council	End Balance of Uncommitted Funds After Resolution	Pending Requests (to Jun. 15/20)
1	\$ 12,250	N/A	\$	\$ 1,000	\$ 2,500 <sup>2</sup>	\$ -	\$ 8,750	\$ 500
2	\$ 12,250	N/A	\$	\$ 1,000	\$ 2,500 <sup>2</sup>	\$ -	\$ 8,750	\$ -
3	\$ 12,250	N/A	\$	\$ 1,000	\$ 10,467 <sup>2</sup>	\$ 783	\$ 0	\$ -
4	\$ 12,250	N/A	\$	\$ -	\$ 8,467 <sup>2</sup>	\$ -	\$ 3,783	\$ -
5	\$ 12,250	N/A	\$	\$ -	\$ 6,467 <sup>2</sup>	\$ -	\$ 5,783	\$ 500
6	\$ 12,250	N/A	\$	\$ 1,000	\$ 3,967 <sup>2</sup>	\$ -	\$ 7,283	\$ -
7	\$ 12,250	N/A	\$	\$ 700	\$ 2,500 <sup>2</sup>	\$ -	\$ 9,050	\$ -
8	\$ 12,250	N/A	\$	\$ -	\$ 2,500 <sup>2</sup>	\$ 3,000	\$ 6,750	\$ 500
9	\$ 12,250	N/A	\$	\$ -	\$ 2,967 <sup>2</sup>	\$ -	\$ 9,283	\$ -
10	\$ 12,250	N/A	\$	\$ -	\$ 2,967 <sup>2</sup>	\$ -	\$ 9,283	\$ -
11	\$ 12,250	N/A	\$	\$ -	\$ 2,500 <sup>2</sup>	\$ -	\$ 9,750	\$ 500
12	\$ 12,250	N/A	\$	\$ 400	\$ 2,500 <sup>2</sup>	\$ -	\$ 9,350	\$ -

\* The annual HCI Reserve Fund contribution was less than 2% in 2020 to achieve the maximum threshold of \$24,000 resulting in an increase in the capital allocation of \$125 per ward.

<sup>1</sup> Additional amount of \$10,156 required to award the Twin Forks splash pad tender

<sup>2</sup> \$2,500 per ward to Banque d'aliments Sudbury Food Bank for the Cultivate Your Neighbourhood program (By-law 2020-90)

## For Information Only

### Community Safety Building Condition Assessment Presentation

Presented To: Finance and Administration Committee

Presented: Tuesday, Jul 07, 2020

Report Date Monday, Jun 22, 2020

Type: Presentations

### Resolution

For Information Only

### Relationship to the Strategic Plan / Health Impact Assessment

This report supports strategic initiative **1. Asset Management and Service Excellence Planning**.

### Report Summary

This report is one in a series of reports that will be presented to Finance Committee to assist in understanding the sustainability of the Emergency Services stations including condition, as well as current and future operational impacts. The context of this report is intended to provide the Finance Committee with information regarding the condition of the City of Greater Sudbury's 24 Emergency Services Stations.

### Financial Implications

There are no financial implications associated with this report.

#### Signed By

##### Report Prepared By

Nick Najdenov  
Capital Projects Co-ordinator  
*Digitally Signed Jun 22, 20*

##### Manager Review

Shawn Turner  
Director of Assets and Fleet Services  
*Digitally Signed Jun 22, 20*

##### Division Review

Ed Stankiewicz  
Executive Director of Finance, Assets and Fleet  
*Digitally Signed Jun 22, 20*

##### Financial Implications

Steve Facey  
Manager of Financial Planning & Budgeting  
*Digitally Signed Jun 22, 20*

##### Recommended by the Department

Kevin Fowke  
General Manager of Corporate Services  
*Digitally Signed Jun 24, 20*

##### Recommended by the C.A.O.

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*

TABLE OF CONTENTS

1.0 OVERVIEW ..... 1

2.0 COMPANY PROFILE ..... 2

3.0 STATE-OF-GOOD REPAIR DEFINITION..... 3

4.0 COSTING ..... 3

5.0 BUILDING CONDITION ASSESSMENT PROCESS ..... 5

6.0 BCA SUMMARY TABLE ..... 7

## 1.0 OVERVIEW

The Community Safety Stations (Fire & EMS) portfolio is made up of twenty-four (24) single and two storey buildings with an average age of forty-six (46) years. The majority of the buildings have gross floor areas of less than 9,000 square feet (sf). The 2018 Building Condition Assessments (BCA's) performed by McIntosh Perry Limited (MPL) concluded that the majority of buildings share common conditional and functional deficiencies including:

- Limited site area to allow for expansion;
- Growing back log of required component repairs/replacements;
- Older building envelope components (windows, doors, sealants, roofing) that have surpassed or are approaching the end of their expected life cycle;
- Poor thermal efficiencies (building envelope and HVAC);
- Aging sanitary plumbing systems;
- Lack of direct capture exhaust systems for vehicles;
- Lack of HVAC monitoring/balancing;
- Small apparatus bays and shortage of sufficient storage areas for PPE;
- Little to no compliance to barrier-free regulations (parking, entrances, interior circulation, and washrooms);
- Little to no compliance to separate sex washrooms and locker rooms, etc.;
- Presence of designated substances (hazardous materials) in areas being renovated;
- Aging site and building infrastructure;
- Deteriorated hard landscaping components.

It is estimated at over the next ten years (2018 to 2027) that the anticipated total portfolio expenditures are in the range of \$36 million dollars which is equivalent to the 2018 replacement value estimate for these buildings (refer to Section 6.0 Table). The primary reason is that engineered renovation costs to rectify the deficiencies are typically higher than new-builds. Costs will continue to increase as years pass, presuming a status quo position, as other components outside the 10-year window become added into the capital expenditure plan.

The underlying theme of the assessments is that the buildings require substantial renovation for compliance to current standards (*Ontario Building Code, Ontario Fire Code, NFPA 1 Uniform Fire Code, NFPA 1500 Standard on Fire Department Occupational Safety and Health Program and NFPA 1581 Standard on Fire Department Infection Control Program*) as well as bringing them into a state-of-good repair over the short term. This will aid in mitigating or eliminating deterioration of the assets and providing a safe working environment for the men and women who reside at these locations.

## **2.0 COMPANY PROFILE**

McIntosh Perry is a national multi-disciplinary engineering and related professional services firm. We employ over 600 full time professional and technical staff members, operating throughout Ontario, Quebec, Alberta, and British Columbia. Our company assists projects from the conceptual design stage through to administration of construction contracts. Our work in civil engineering, administration and inspection services has earned us a reputation as a company with the ability to get things completed in a cost-effective and timely manner.

In October 2016, McIntosh Perry merged with CCI Group (CCIG, Kleinfeldt Consultants), a consulting engineering firm specializing in building science, structural engineering, and geotechnical engineering. In April 2017, OEL Projects Ltd., an Alberta based engineering firm that primarily provides services to the oil and gas industry, joined McIntosh Perry.

John Kirkpatrick heads the Corporate Projects Department with primary responsibility of leading and conducting building condition assessments and expenditure planning for large portfolio public and private sector clients. He has been in this role for thirty-four (34) years.

### 3.0 STATE-OF-GOOD REPAIR DEFINITION

*State-of-Good Repair* is defined as “A condition in which the existing physical assets, both individually and as a system, are functioning as designed within their useful life’s and are sustained through regular maintenance and replacement programs.” (Law Insider). In terms of buildings, this can be expanded to mean all items are in good condition and are compliant with all applicable standards, codes and guidelines and there is minimal backlog of capital repairs or replacements due. Simply stated, state-of-good repair means that the building systems and components are not extended unreasonably beyond the end of their expected life cycle, which may increase the risk of unexpected failure, service disruptions and/or liability.

### 4.0 COSTING

The 2018 BCA Reports prepared by MPL included a current replacement value (CRV) for each of the buildings. This was derived using the 2018 RS Means costing handbooks for the particular building type, adjusted for the City of Greater Sudbury locale. These are not appraisal values but are considered industry standard for developing replacement values. The cost per square foot (\$/sf) ranged from \$201/sf to \$330/sf. These numbers are considered rudimentary and exclude site costs. The cost of fire stations is really dependent on the space needs of the fire department, the location and condition of the site and also any needed improvements. It is not uncommon to have cost per square feet rise well over the \$330/sf threshold.

The anticipated capital expenditure costs are considered the estimated cost of replacing or providing major repairs to a component at current prices including factors such as demolition, disposal, material, labour and contractor’s overhead and profit. The item excludes HST. This is the calculated dollar value (2018 dollars) to complete the described work based on quantity measurement and acceptable costs for various replacement, repair and renovation work. It is the single occurrence cost for the item and not the cumulative total over the 10-year period.

The cost basis is that work is being replaced/repaired with similar materials and not upgraded unless stated. The costs developed for this project are for renovation work as opposed to new work. When renovation occurs, additional costs are incurred for demolition and difficulty. Other times, not all components for the assembly would need repair/replacement. In these cases, reductions in cost usually are negated by other factors such as unforeseen conditions.

Costs were developed using 2018 RS Means Repair & Remodelling Cost Data, adjusted to a Sudbury index, with a 10% Design Contingency and a 20% General Contingency. In some cases, unit rates from RS Means cannot be easily applied. In this case, we have either applied allowances to cover for the repair/replacement based on our experience in similar situations or have unit rates that were derived from previous restoration projects of a similar nature, e.g. concrete repairs. Costs have been rounded up to the nearest \$1,000. These are standard industry methods for deriving probable costs for replacements or repairs.

Opinions of probable costs are only to be construed as preliminary budgets. As defined in the ASTM E-2018-01 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, "Opinions of probable costs should only be construed as preliminary budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, Quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of work (if applicable), quality of contractor, quality of project management exercised, market conditions and whether competitive pricing is solicited, etc."

All probable cost estimates provided are based on the American Society of Testing and Materials (ASTM) Standard E-2516 for Class 5 type and are not to be considered quotations. This is a high level estimate based on a conceptual design or replacing like with like with no upgrades. Designs and specifications are to be prepared prior to obtaining quotations for most work.

Class	Description	Purpose	Method	Level of Project Definition	Expected Estimate Accuracy
5	Indicative/ Conceptual	Screening/ Feasibility	Historical Info/ Judgment	0% - 2%	-30% - +50%
4	Feasibility/ OOM	Concept Study or Feasibility	Parametric Ratios	1% - 15%	-20% - +30%
3	Preliminary	Budget Authorization/ Control -NB*	Equipment/ Factored/ Semi-detailed	10% - 40%	-15% - +20%
2	Definitive	Control or Bid/ Tender	Detail - Quantity Based	30% - 70%	-10% - +15%
1	Pre-tender	Check Estimate/ Bid - NB*	Detail - Quantity & Full Spec Based	50% - 100%	-5% - +10%



## 5.0 BUILDING CONDITION ASSESSMENT PROCESS

The building condition assessment process generally follows *ASTM E-2018-01 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process*. In summary, this includes:

Review of Historical Documentation – request and review all available documentation including construction, as-built, and renovation drawings, past BCAs, roof reports, designated substance surveys/asbestos surveys, etc.

Questionnaire – requested prior to the site visits for each facility to document past work, current concerns, and upcoming work.

Site Visit – Walk-through of all accessible building and sites areas, look above ceiling tiles and behind access panels and hatched in random locations, assess roofs where accessible by roof hatch or ladder or assess from grade, record measurements of handrails, guards, door widths, washroom accessories, photograph all accessible components, record model and serial numbers of equipment.

Analysis – All data (quantity, year installed, description, etc.) is entered into the spreadsheet template and summarized in the front end report. All components are rated as good, fair, poor or very poor (as defined below) based on their visual condition, observed or reported defects, and estimated life. Estimating the age (in years) of the building element, from date of installation or date of major repair, if it is known from data plates or work orders .In most instances the actual age of a repair or the date of installation is unknown due to the change in process of paper based archived storage versus computerized work tracking methods, and a reasonable age estimate has been provided by MPL.

Good Condition	Minor defects, superficial wear and tear, some deterioration to finishes, major maintenance not required, and not requiring capital expenditure.
Fair Condition	Average condition, significant defects are evident, worn finishes require maintenance, services are functional but need attention, likely to become “poor” within a few years if not addressed.
Poor Condition	Badly deteriorated, potential structural problems, inferior appearance, major defects, components fail frequently, observable deterioration requiring capital repair and the component failing
Very Poor Condition	Building or component has failed, not operational, not viable, and unfit for occupancy or normal use, environmental/contamination/pollution issues exist.

All capital requirements are given Priority Ranking as defined by the City of Greater Sudbury:

Must (10)	Fire Safety, Life, OHS, address dangerous situations.
Critical (9)	Legislated, health and welfare.
Urgent (8)	Items that threaten the operation of the facility/shutdown, loss of service, etc.
Essential (7)	Projects that are not urgent but cannot be postponed due to building integrity.
Necessary (6)	Barrier free access related items and commitments from previous years as warranted as public need.
Highly Desirable (5)	Energy conservation, projects for external funding is available.
Strategic (4)	Items that have worn out, are of high maintenance cost and requires replacement to prevent costly further repair.
Enhancement (3)	Modification, addition, renovation to improve operational needs of facility.
Aesthetic (2)	Items that are an aesthetic nature (painting, landscaping, asphalt).
Deferrable (1)	Items that are in working order but have surpassed their useful life expectancy. Projects that can be postponed with detriment effect to present operation.

## 6.0 BCA SUMMARY TABLE

BUILDING CONDITION ASSESSMENT SUMMARY					
Location	Year Constructed	Age (Years)	Square Feet	Estimated Replacement Cost (2018)	Estimated 10 Year Capital Requirements
Capreol EMS Station	1958	62	7,487	\$1,978,000	\$1,286,574
Van Horne	1975	45	18,000	\$4,600,000	\$4,755,400
Minnow Lake	1981	39	5,862	\$1,610,000	\$1,471,990
New Sudbury (Leon Street)	1974	46	5,000	\$1,351,250	\$1,578,210
Long Lake	1976	44	6,762	\$2,029,750	\$1,569,750
Copper Cliff	1973	47	3,511	\$845,250	\$1,346,899
Waters/Black Lake	1969	51	6,970	\$1,725,000	\$1,560,553
Lively	1953	67	2,065	\$506,000	\$840,593
Whitefish	1965	55	6,332	\$1,512,250	\$1,613,950
Beaver Lake	1977	43	2,768	\$690,000	\$1,376,700
Azilda (LEL)	2006	14	11,486	\$2,875,000	\$983,870
Chelmsford	1970	50	13,651	\$3,243,000	\$1,631,890
Dowling	1965	55	4,992	\$1,265,000	\$1,350,668
Vermillion	1974	46	1,331	\$362,250	\$819,910
Levack	1971	49	3,740	\$951,050	\$1,156,691
Val Caron	1985	35	4,092	\$1,035,000	\$974,805
Val Therese	1993	27	8,480	\$1,960,750	\$1,439,458
Hanmer	1958	62	3,036	\$805,000	\$1,511,511
Capreol	1983	37	10,495	\$2,426,500	\$1,882,920
Garson	1955	65	6,400	\$1,776,750	\$1,709,923
Falconbridge	1977	43	2,200	\$586,500	\$1,168,850
Skead	1979	41	2,255	\$598,000	\$1,150,240
Coniston	1985	35	2,000	\$546,250	\$1,165,528
Wahnapiatae	1974	46	2,008	\$546,250	\$1,192,126
<b>TOTAL</b>				<b>\$35,824,800</b>	<b>\$35,539,009</b>

## BACKGROUND

The City of Greater Sudbury has been working diligently towards the development of an asset management plan for its buildings and facilities to meet the requirement of *O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure* which also aligns with Council's strategic priority of Asset Management and Service Excellence.

The Long-Term Financial Plan prepared by KPMG in April 2017, estimates a 10-year building and facility need of \$325M. The Asset Management Plan Water and Wastewater prepared by WSP professional services estimates an additional 10-year plant and facility need of \$43.6M. These are estimates based on facility age in relation to expected useful life and do not account for the effect of maintenance programs or repairs. Detailed condition assessments, currently planned or underway, will produce updated information to inform adjustments to current estimates and help establish specific asset management plans.

Detailed condition assessments, which are the subject of this report, have now been completed for Emergency Services stations. These follow from a report presented to Emergency Services Committee in the fourth quarter of 2019. Additionally, value for money audits on Fire and Paramedic Services performed by the City's Auditor General and presented to Audit Committee in 2017 included recommendations regarding asset renewal requirements and building condition assessments for existing Emergency Services stations.

## ASSET MANAGEMENT – BUILDINGS AND FACILITIES ASSET CLASS

Buildings and facilities are utilized to deliver a multitude of services across the city. The municipality owns and operates approximately 550 buildings including 143 water and wastewater plants and facilities. There is an array of uses for municipal buildings including arenas, pools, ski chalets, field houses, libraries, museums, community centers, municipal offices, depots, garages, long-term care facilities, storage buildings, archives, fire and paramedic halls, water and wastewater treatment plants, lift stations and booster stations.

Building maintenance and asset renewal needs vary for each of these building types, but it is generally accepted that, for decades, maintenance programs and timely asset renewal investments have been insufficient to sustain the corporation's portfolio in a state of good repair. Investments are needed to restore building capacity and/or bring them into a state where they can help meet contemporary service levels in an efficient, sustainable manner.

In addition to the City's extensive facility portfolio, Greater Sudbury Housing owns an inventory of 280 facilities that comprise a portfolio of 1,848 social housing units and provide accommodation to approximately 4,300 community members. Condition information for the housing portfolio is documented in asset planning software and is undergoing a detailed review and update of the information to ensure that the timing and extent of asset renewal investments corresponds to the current conditions of the portfolio to make the most efficient use of limited financial resources

As of January 2020, consistent with a multi-year plan, the corporation has completed approximately 20% or 120 Building Condition Assessments. An additional 85 BCAs are anticipated to be completed in

2020 with the remainder to be completed by 2022. All water and wastewater facilities are anticipated to have BCAs completed by 2021. The major facilities will be addressed in 2020 with the remainder of water and wastewater facilities to be completed in 2021.

Committee will be familiar with detailed building condition analysis performed on each of our fifteen municipal arenas in 2018. This data was analyzed and used to provide recommendations to either continue with repair and maintenance to extend arena life cycle or to discontinue use and consider the construction of a new replacement facility.

#### DETAILED BUILDING CONDITION DATA IS ESSENTIAL

The most critical aspect of any asset management plan is the asset condition data. It is from this information that projections of asset life cycle and investment decisions are made. Commencing in 2018, the corporation issued a Request for Proposal for the provision of Building Condition Assessment (BCA) services for various CGS owned facilities. Building Condition Assessments are conducted by a licensed engineering firm and are used to identify and prioritize the current and future repairs and/or replacements of building components or systems.

Staff use these reports to inform capital budgeting recommendations and to guide maintenance activities. Standard practice for the revision of BCA data is at approximately 5 year intervals. This allows owner/operators to fully understand the effect of their investments over time as well as have a clear picture of the requirement for future investments to assist in ensuring the asset is sustained over time.

#### ASSET PLANNER – A NEW TOOL FOR STORING AND ANALYZING BUILDINGS AND FACILITIES

The need for this data to be housed in a capital planning tool from which staff are able to view, analyze, project and report on investment decisions is of vital importance. Council approved the procurement of a capital planning tool via the 2020 budget that will be the data repository for the City portfolio. This database is scheduled to begin construction in June 2020 and will continue to add data and sophisticated analysis capability as the BCA project and asset management planning progresses. The system is called “Asset Planner” and is the same system used by Housing Operations to store, analyze and report on condition of social housing building and facilities.

#### BUILDING CONDITION ASSESSMENTS – EMERGENCY SERVICES STATIONS

The City of Greater Sudbury conducts emergency services (Fire and Paramedics) from 24 stations throughout the City. Emergency Services stations are designed to have useful lives of approximately 50 years. However, the useful lives of these stations can be extended with the proper treatments at the proper life-cycle intervals. Emergency Services stations are largely in the latter stages of their anticipated 50 year life cycle. Specifically, 2 are under 30 years, 14 are between 30 and 50 years and 8 stations exceed 50 years of age.

The BCA's that were procured in 2018 for the data collection project were for the 24 emergency services stations. The successful proponent for the provision of BCA services in 2018 was McIntosh Perry

Consulting Engineers Ltd (MPCE). Prior to 2018, BCAs were completed on these stations in 2014. These facilities were selected for the initial BCA collection due to age, and existing concerns from capital planning and operational staff.

## RESULTS OF BUILDING CONDITION ASSESSMENTS – EMERGENCY SERVICES STATIONS

MPCE completed their reviews and prepared BCA reports to provide information on the state of building components of the twenty-four (24) Emergency Service stations. The BCA reports identified repair/replacement requirements by criticality over a 10 year time period. The cost of these identified repairs/replacements have been estimated using an industry standard methodology known as “RS Means”. This standard allows for Class 5 engineering estimates that are adjusted for regional pricing across North America. These BCAs anticipate the repair or replacement of existing/similar facilities but they do not anticipate any added functionality or capacity.

BCAs were completed on the emergency services stations in 2014 and in 2018. The 2014 reports identified required expenditures of approximately \$17.1 million dollars over 10 years to bring the facilities to a state of good repair. By comparison, the results of the 2018 BCA’s for the 24 Emergency Services stations identified 10 year required expenditures have increased to approximately \$35.5 million dollars to bring the stations to a state of good repair.

The anticipated 10 year capital investment of \$35.5 million for the Emergency Service stations is approximately equivalent to the overall replacement value of these stations which is estimated at \$35.8 million. Therefore, when evaluating capital investment decisions for Emergency Services stations, it will be important to consider long-term implications of alternatives. For example, the choice to renew an existing building may have approximately the same cost as a new replacement, but features offered by the new replacement may not be available in a renewed, existing building.

Appendix A to this report is a summary of the BCA’s provided by MPCE and include additional data and information on the firm, methodology and results by station.

## SUMMARY

Asset management planning for buildings and facilities is progressing at a rate that will allow the City to meet or exceed the provincial deadlines for asset management plans. Condition data has been produced for approximately 20% of the corporation’s buildings and facilities. The information included in this report about Emergency Services stations is part of that effort.

Staff are also implementing a digital planning tool that supports a consistent understanding about the overall needs for this asset class. The building condition assessments conducted on the 24 Emergency Services stations in 2018 have yielded a 10 year capital investment requirement of approximately \$35 million. This approximates the replacement value of these structures.

Committee can expect further reports that incorporate the insights provided by such condition information to inform future choices about asset renewal or replacement.

## Request for Decision

### 2020 CAO Performance Objectives and Quarterly Performance Report

Presented To: Finance and Administration Committee

Presented: Tuesday, Jul 07, 2020

Report Date: Wednesday, Jun 24, 2020

Type: Presentations

### Resolution

THAT the performance objectives, as outlined in Appendix A of the report entitled “2020 CAO Performance Objectives and Quarterly Performance Report”, presented at the City Council meeting on July 7, 2020, be approved and included in the Chief Administrative Officer's 2020 Personal Performance and Development Plan as set out in the CAO's Performance Evaluation Process approved by City Council in Motion CC2017-36.

### Relationship to the Strategic Plan / Health Impact Assessment

Fulfilling the objectives described in Appendix A produces a variety of outcomes directly related to the goals described in City Council's 2019-2027 Strategic Plan. The emphasis is on Goal 1.5 – “Demonstrate innovation and cost effective service delivery”, although several planned outcomes influence progress on multiple goals within the Strategic Plan.

### Report Summary

This report outlines the Chief Administrative Officer's 2020 performance objectives and provides a summary of first and second quarter performance.

### Financial Implications

There are no direct financial implications associated with the recommended resolutions.

#### Signed By

##### **Report Prepared By**

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*

##### **Financial Implications**

Steve Facey  
Manager of Financial Planning & Budgeting  
*Digitally Signed Jun 24, 20*

##### **Recommended by the C.A.O.**

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 25, 20*

## **BACKGROUND**

One of the consequences of the Covid-19 virus response is the delay of an agreed set of 2020 CAO performance objectives. Expected organizational results were described and approved as part of the 2020 Budget. So while there is a basis for assessing organizational progress, the approved process for setting the CAO's performance objectives was interrupted by the activation of the Community Control Group ("CCG") and the need to manage the corporation as part of the community's response to the Covid-19 threat.

During the preparation of the 2020 Budget, ELT identified key deliverables that reflected its understanding of efforts required this year to fulfil Council's strategic directions, sustain organizational change initiatives and promote innovation:

- Efforts to Fulfil Council's Strategic Directions
  - Asset Management plans
  - IT Strategy implementation
  - Human Capital Management Plan
  - Enterprise Risk Management policy implementation
  - Customer Service Strategy – CRM implementation & Customer Service training
  - Enterprise planning and performance reporting development
  - Land Management Information System product selection
  - Employment Land Strategy
  - Advanced Metering Infrastructure implementation
  - Community Energy and Emissions Plan
  - Government Relations Framework
- Organizational Change Initiatives
  - Leadership development initiatives for both management and non-management staff
  - Operationalize the Enterprise Risk Management Policy
  - Indigenous Relations Training
  - Core Services Review
- Promote Innovation
  - Develop enterprise-wide time and attendance reporting policies and processes
  - Introduce new software to support customer service and process improvements (PerfectMind, Customer Relationship Management, Automated Metering Infrastructure, Land Management Information System, Pay-by-Plate Parking Technology, Meeting Agenda and Management Software)
  - Employee and citizen surveys

For practically all of these, the need to redirect resources and the substantial disruption caused by the Covid-19 response prompts some reconsideration of planned service efforts. Combined with ongoing work carried forward from 2019, ELT identified priority projects that should proceed in 2020, subject to the requirements of the corporation's Covid-19 response.

## **ANALYSIS**

### **2020 Objectives**

The following projects require a shared focus among members of the Executive Leadership Team ("ELT"), and it is the consensus view of ELT that work on these projects continue:

- a) Customer Service Strategy
- b) Communications and Community Engagement Review/Recommendations
- c) Economic Development/Development Financing/Development Approval Process Improvement
- d) Leadership Development
- e) Large Projects



- f) Enterprise Risk Management
- g) Time and Activity Reporting
- h) Employee survey
- i) Community Emergency Management of the COVID-19 Response
- j) Service Restoration From the COVID-19 Response
- k) Service Innovations Arising From the COVID-19 Response

**Appendix A** provides more details about each of the above projects. Subject to Council's approval of the recommendations in this report, each executive team member will identify these projects in their personal performance plans as significant objectives.

Quarterly reporting to Council will continue. It is important to note that the priority projects described here are not the only projects that will proceed in 2020, but they are examples of projects that require extensive collaboration across the organization. Consistent with prior periods, a list of Key Projects and their status will be included with each quarterly update.

## **First and Second Quarter Performance**

The first and second quarters of 2020 were dominated by the presence of the Covid-19 virus. The CAO is the Chair of the CCG, which is part of the governance structure included in Greater Sudbury's Community Emergency Response Plan. The CCG has been meeting at least weekly since January, first to monitor global events related to the Covid-19 response and, when the virus made its way to Greater Sudbury, as frequently as daily to coordinate resources and share information among stakeholders. It established a series of objectives to guide its efforts, which were communicated several times with City Council and the organization as a whole throughout the last three and a half months:

1. Prioritize community support for critical care capacity
2. Provide critical and essential services
3. Address the need for social cohesion and connection, and minimize social disruption
4. Support community businesses and economic recovery
5. Inventory and analyze all available programs from senior levels of government and apply/implement where they assist with other current and planned objectives
6. Collect and consolidate key data that best facilitates real-time CCG decision support

Both City Council and staff have been receiving daily email updates describing the status of the corporation's Covid-19 response. These have been augmented by a series of staff reports providing information about the status of municipal services and the financial implications of the corporation's response:

## **Covid-19 Service Status Reports**

[COVID-19 Update, Report to Council April 7, 2020](#)

[Report to Finance and Administration Committee April 14, 2020](#)

[COVID-19 Update, Report to Council May 5, 2020](#)

[COVID-19 Update, Report to Council May 19, 2020](#)

[Report to Finance and Administration Committee June 2, 2020](#)

[COVID-19 Update, Report to Council June 9, 2020](#)

[COVID-19 Update, Report to Council June 23, 2020](#)

[Support for Community Business and Economic Recovery, Report to Council June 23, 2020](#)

Collectively, these reports describe service efforts that reflect the CCG objectives. These service efforts, combined with effective interagency coordination and effective community response to provincial orders and PHSD guidance, helped produce a series of outcomes including:

- A relatively low number of Covid-19 community infections
- Sufficient local health care system capacity to effectively manage Covid-19 cases
- Enhanced social services support for vulnerable populations
- Effective management of Pioneer Manor to protect residents and staff
- Sustained provision of critical and essential municipal services
- Coordination of Community Control Group activities, supported by data, to maintain effective communication, alignment between critical health care and community service organizations, and to create a clear “line of sight” on shared priorities

## **NEXT STEPS**

Subject to Council’s decisions on the recommendations in this report, a third quarter update will be provided early in the fourth quarter.

## Appendix A: Priority Projects and Expected Outcomes

Priority Projects	Expected 2020 Outcome	Relationship to the Strategic Plan	Timing and Dependencies
Customer Service Strategy	Go live with new Customer Relationship Management software	Goal 1.5 – Demonstrate Innovation and Cost Effective Service Delivery	Q4, subject to Covid-19 restoration work.
Communications and Community Engagement	Create an implementation plan that responds to third party recommendations received in Q1 2020	Goal 1.5 – Demonstrate Innovation and Cost Effective Service Delivery	Q3, subject to Covid-19 restoration work.
Economic Development/Development Financing/Development - Approval Process Improvement	Assess changes made in 2019 that respond to development community feedback; complete the GSDC Governance Review	Goal 1.5 – Demonstrate Innovation and Cost Effective Service Delivery	Q3, subject to Covid-19 restoration work.
Large Projects	Advance the work required for producing outcomes related to Council's Large Projects	Goal 4.4 – Invest in Transformative Facilities, Spaces and Infrastructure Initiatives that support Economic Activity	Q3 and Q4
Enterprise Risk Management	Build staff training and administrative processes in accordance with previous ELT directions	Goal 1.5 – Demonstrate Innovation and Cost Effective Service Delivery	Q4, subject to Covid-19 restoration work.
Time and Activity Reporting	Prepare a business case for capital funding	Goal 1.5 – Demonstrate Innovation and Cost Effective Service Delivery	Q4
<b>New:</b> Community Emergency Management of the COVID-19 Response	Minimize community risk and fulfil the objectives established by the Community Control Group, all in accordance with Council's directions	Not applicable	Q1-Q3

<b>New:</b> Service Restoration from the COVID-19 Response	Restore suspended municipal services and bring modified municipal services back online in accordance with provincial/PHSD guidance	Not applicable	Q3 and Q4
<b>New:</b> Service Innovations Arising from the COVID-19 Response	Identify, define and create plans for capturing policy/process improvements developed as part of the corporation's COVID-19 response	Not applicable	Q3-Q4, aligned with service restoration, core services review and other data-driven analyses across organization. Expected implementation will address immediate, 2-3 year and 4 to 10 year time frames.

## Request for Decision

### 2020 Property Tax Policy

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Wednesday, Jun 24,  
2020

Type: Managers' Reports

### Resolution

#### Resolution #1:

THAT the City of Greater Sudbury approves property tax ratios as outlined in the report entitled "2020 Property Tax Policy", from the General Manager of Corporate Services, presented at the Finance and Administration Committee Meeting on July 7, 2020 as follows:

Multi-Residential - 1.965000; Commercial - 1.912000; Industrial – 3.726326; Large Industrial - 4.325445; Pipeline – 2.179489; Farm – 0.200000;

AND THAT the necessary Tax Ratio by-law and Tax Rate by-law be prepared.

#### Resolution #2:

THAT the City of Greater Sudbury use capping and clawback tools as follows:

a)Implement a 10% tax increase cap b)Implement a minimum annual increase of 10% of CVA level taxes for capped properties c)Move capped and clawed back properties within \$500 of CVA taxes directly to CVA taxes d)Eliminate commercial and industrial properties that were at Current Value Assessment in 2019 from the capping exercise e) Eliminate commercial and industrial properties that crossed between capping and clawback in 2020 from the capping exercise

AND THAT the necessary by-law be prepared;

AND THAT the following clawback percentages, as calculated by the Online Property Taxation Analysis (OPTA) System, be adopted by the City of Greater Sudbury:

Commercial – 62.4323%; Industrial – 70.8106%;

### Signed By

#### Report Prepared By

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 24, 20*

#### Division Review

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 24, 20*

#### Financial Implications

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 24, 20*

#### Recommended by the Department

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 24, 20*

#### Recommended by the C.A.O.

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*

AND THAT the City of Greater Sudbury approves the recommendations as outlined in the report entitled “2020 Property Tax Policy”, from the General Manager of Corporate Services, presented at the Finance and Administration Committee Meeting on July 7, 2020.

### **Relationship to the Strategic Plan / Health Impact Assessment**

This report refers to operational matters.

### **Report Summary**

This report deals with the adoption of property tax policy decisions.

### **Financial Implications**

There are no financial implications associated with this report.

## Executive Summary

The purpose of this report is to establish 2020 property tax ratios to determine final property tax bills. There are two decisions:

- a) Determine the property tax ratios applicable for 2020 tax bills following a review of changes since the prior year, with particular regard for the impact of property reassessment and information regarding Council's area rating policy.
- b) Determine the approach for managing tax capping and clawback provisions.

The recommendations in this report are consistent with property tax policy decisions adopted in prior years. As a result of valuation changes from the 2016 reassessment, assessment shifts amongst property classes continue to occur.

These assessment shifts change the relative share of taxes payable for each property class. Staff have analyzed options for mitigating the effect of assessment shifts.

## Background

### Calculation of Property Taxes

Rules governing property assessment values in Ontario are complex. However, the ultimate purpose of property assessment values is straightforward – to determine how the City's tax levy is allocated to each property class.

Provincial regulations require decisions regarding tax policy options to be made prior to issuing final property tax bills, even if existing tax ratios (status quo) are being maintained.

Calculating property taxes is based on information provided by the Municipal Property Assessment Corporation (MPAC), under the authority of the Provincial Assessment Act and the Municipal Act, 2001. MPAC is responsible for the classification and identification of property values for all individual properties in Ontario. Municipalities use MPAC data to assign property tax obligations to each property.

The City must establish its tax rates through a by-law on an annual basis to raise the required levy set out in the annual budget. The municipal tax rates are based on assessment values, tax ratios and the annual tax-based operating budget. Tax rates are calculated as follows:

$$\text{Property Tax Rate} = \frac{\text{Property Tax Levy}}{\text{Weighted Assessment for All Classes}} \times \text{Tax Ratio for the Class}$$

For 2020, the City of Greater Sudbury will levy \$341 million in property taxation. This funds both municipal operations (\$289 M) and Greater Sudbury's four school boards (\$52 M).

### Decisions Required for 2020 Property Tax Policy

Generally, and consistent with other municipalities' practices, Greater Sudbury's traditional approach has been to establish tax ratios that minimize the impact to the residential property class. This means benefits from assessment growth have historically benefited the residential property class to a greater extent than other property classes.

As a result of the COVID-19 virus, staff have been conducting outreach to businesses throughout Greater Sudbury to assess the impact the pandemic is having on their businesses. This outreach has revealed that the hardest hit sectors appear to be in the service industries (tourism, hospitality, retail, etc.) while the mining and mining supply and services sectors appear to be faring better.

Property tax policy differs from the annual budget process, although both the budget and the choices in this report affect the amount of tax payable by each tax class. It is useful to think of the budget process as determining the “size of the pie”; it establishes how much tax needs to be collected.

Property tax ratios, the subject of this report, determine “how the pie is sliced”. Property tax ratios are used to calculate the tax rates. The tax rates are then used to calculate the specific amounts each property owner pays. Unlike the budget process, property tax policy decisions do not change the amount of money the City receives through taxation.

## **Deciding Whether to Adjust Tax Ratios**

Considering whether to adjust tax ratios is reasonable because several factors influence assessment values and these could lead to undesirable changes in taxes payable for some tax classes. For example, every four years MPAC resets its property values; this is called a “reassessment”. A reassessment could result in a shift in property tax burden from one property class to another continually during the four year period. By adjusting the tax ratios, this could be avoided and property classes will remain responsible for a consistent share of property tax payable.

In 2019, the tax ratios for the industrial class were reduced. In 2020, staff’s recommends reducing the only the commercial ratio to assist those businesses negatively impacted by COVID-19.

## **Tax Ratios**

A tax ratio represents the property tax level for a property class in relation to the residential property class. The tax ratio for residential properties is required by legislation to be equal to one (1.0). The tax ratios established for property classes determine how the tax rate for that class compares to the residential tax rate. For example, the commercial tax ratio recommended for 2020 is 1.912000 which means that, for every residential property tax dollar paid, the commercial property class pays \$1.912 based on its current value assessment.

The industrial and large industrial ratios were reduced from 2019. This results from provincial policy requiring property tax ratios for non-residential properties to be within specified ranges compared to residential properties. Historically in Greater Sudbury, industrial and large industrial ratios have been outside the range specified by the province.



The recommended tax ratios are:

	<b>2020 Proposed</b>	<b>2019 Approved</b>
Residential	1.000000	1.000000
Multi-Residential	1.965000	1.965000
Commercial	1.912000	1.942000
Industrial	3.726326	3.795000
Large Industrial	4.325445	4.405160
Pipelines	2.179489	2.179489
Farm	0.200000	0.200000

These recommended ratios include a reduction for the Commercial tax class as a way of providing some relief to businesses most impacted by COVID-19. This supports economic development objectives and provides assistance to commercial businesses negatively impacted. For example, by reducing the commercial tax ratio, the city's competitive position improves slightly relative to other municipalities across the province.

While the lower tax ratio recommended for the Commercial property class reduces the proportion of property tax payable for commercial properties, it also has the effect of increasing the share of property tax payable by other tax classes. As described later in this report, staff believe this is an appropriate choice because overall, approximately 42% of residential properties will have an increase of less than \$100 per year as a result of applying these ratios.

If approved, the tax rates can be generated and the billing process can proceed. See Appendix "A" for Tax Rates.

### **Residential Property Tax Distribution**

This next chart reflects the tax impact in the residential class (municipal and education) of the approved tax rates.

<b>Tax Change</b>	<b># Properties</b>
0 - \$100	24,587
\$100 - \$200	27,872
> \$200	5,494
Total	57,953

There are 24,587 (42%) of the total 57,953 residential properties that will experience an increase of less than \$100 on their 2020 property tax bill. The average increase would be \$69, but this figure will vary depending on area of the City, type of dwelling and valuation change year over year.

The average increase for residential properties experiencing a tax increase of under \$200, is \$104.

## Tax Rates

In 2016, MPAC conducted the provincially mandated reassessment to update the assessment valuation date from January 1, 2012 to January 1, 2016. Assessment increases were to be phased in uniformly over the subsequent four-year taxation cycle from 2017 to 2020, while assessment decreases were fully implemented in the first year per Provincial Legislation. The CVA increase for the residential class was less than 4%. These valuation increases are phased in over a four year period. Therefore in 2020, the City's average residential assessment valuations increased by less than 1.0%. The valuation increases did not generate additional revenue for the City.

## Impact of Provincially Regulated Education Tax Rates

### Residential Education Taxes

As a result of the 2016 province wide reassessment, to account for the residential valuation increase throughout the province, the Ministry of Finance continues to reduce the provincially regulated residential education tax rate.

The residential property education tax rate went from .161% to .153%, representing a 5.0% decrease. This means that for areas of the province where property valuations are increasing by more than 5%, they would pay an increased share of education taxes. If the valuation was below 5.0%, the property would realize an assessment related education tax decrease. In Greater Sudbury, while changes in property values increased, the rate of increase was lower relative to the provincial average providing education tax savings to residents.

Collectively, the residential class will realize a reduction in education taxes of approximately \$1.2 million over 2019 values.

### Commercial, Industrial and Pipeline Education Taxes

For 2020, the Ministry of Finance regulated the business class education tax rate at 0.98% representing a 5.0% reduction.

Education Tax Rates			
	2019	2020	% change
Residential, Multi-Residential	0.161%	0.153%	(5.0)
Commercial, Industrial, Pipeline	1.03%	0.98%	(5.0)

## Tax Increase by Property Class

Council will recall the 2020 approved budget anticipated a 4.8% tax increase to support planned service levels, including a capital levy specifically for accelerating asset renewal efforts. As described in this report, based on the impacts of property valuation reassessments and the recommended property tax policy decisions presented here, the following tax changes for specific property types would be as follows:

### **Residential Properties**

Municipal Tax Increase	4.5%
Reduction in Education Tax Rate	(0.9%)
<b>Final Tax Impact</b>	<b><u>3.6%</u></b>

### **Commercial Properties**

Municipal Tax Increase	5.6%
Reduction in Education Tax Rate	(2.0%)
<b>Final Tax Impact</b>	<b><u>3.6%</u></b>

### **Industrial Properties**

Municipal Tax Increase	4.4%
Reduction in Education Tax Rate	(1.2%)
<b>Final Tax Impact</b>	<b><u>3.2%</u></b>

Without the recommended change to the commercial tax ratio, the municipal tax increase for the residential, commercial and industrial classes would be 3.3%, 4.6% and 3.0% respectively net of the reduction in the Education Tax Rate.

## **MPAC Reassessment - Valuation Changes Affecting Residential Tax Increases**

Although the broad residential class would realize a 4.5% property tax increase, the individual property taxpayer may see a different tax increase based on the type of dwelling and the new reassessed value.

## **Area Rating**

Another factor affecting 2020 tax increase is area rating. The methodology of area rating for the City of Greater Sudbury was developed at amalgamation and has remained unchanged, aside from minor adjustments. Area rating establishes different levels of taxation for different parts of the City, with the premise being that service levels in those areas are sufficiently different and so the basis for allocating costs should also be different. The two services that are area rated are Transit and Fire Services.

## Fire Services

This service was area rated based on the level of career firefighters compared to volunteer firefighters. This created three distinct service levels and area rates:

**1) Career Fire Rate**

This rate recognizes that the former City of Sudbury is predominantly serviced by career firefighters.

**2) Composite Fire Rate**

This rate applies only to the former City of Valley East, which has some career firefighters heavily supplemented by volunteer forces.

**3) Volunteer Fire Rate**

This area includes every former area municipality excluding the former City of Sudbury and Valley East, but taking into account the annexed area and is serviced by volunteer firefighters.

The actual fire tax rate for each area is calculated by taking the cost of fire services for the area and dividing it by the weighted assessment for that area. As has been recently discussed with Council, this method of allocation does not match service levels or costs incurred for the different service areas.

## Public Transportation

There are two distinct areas for the public transportation area rate.

**1) Urban Rate**

This rate is applied to all properties in the former City of Sudbury and recognizes that this area requires more frequent service along both main arterial roads and residential streets. Based on the service hours received for this area, 77% of the conventional transit costs are allocated to this area. In addition, the Handi-Transit costs realized within this boundary are also applied to this area.

**2) Commuter Rate**

This rate is applied to all other areas outside the former City of Sudbury with the exception of the annexed area, where no transportation rate would apply. This area would see approximately ten trips daily on main arteries and represents 23% of the service hours for conventional transit. Handi-Transit actual costs for this area are used in the calculation of the area rate.

The transportation area rate is calculated for each area by taking the total costs (conventional and Handi-Transit) for the area and dividing by the assessment for the area.

As a result, tax impact on properties will vary based on area rating and assessment changes from 2016 provincial reassessment.

## Tax Capping and Clawback Provisions

As a result of provincial legislation, there are limits to tax increases that can be applied to business properties. This is known as “tax capping”. Under Bill 140, the cap was set at 5% over the previous year's taxes plus the municipal levy increase. These caps are not intended to be permanent, and since 2005 the Province has allowed municipalities some ability to manage the effects of property tax capping. Generally, this involves shifting the tax burden among properties within the affected property tax class.

The clawback is the amount that the decreasing property owners must forgo in order to fund the increasing properties' cap on tax increases. This is represented by a percentage and not a dollar value.

All of the measures are still available for use by municipalities and have been enhanced for 2016 in an attempt to eliminate more properties from the capping exercise. In Greater Sudbury, this currently affects only Commercial and Industrial properties.

The following tools are being recommended for approval:

1. Implement a 10% tax increase cap – this means that properties in the commercial and industrial classes, that were previously in the capping/clawback exercise, will continue to see property tax increases limited to 10% of the preceding year's annualized taxes, plus a portion of the Council's approved levy increase.
2. Implement a minimum annual increase of 10% of CVA level taxes for capped properties this means that properties in the commercial and industrial classes, that were previously in the capping/clawback exercise, will continue to see property tax increases limited to 10% of the preceding year's CVA taxes, plus a portion of the Council's approved levy increase.
3. Move capped and clawed back properties within \$500 of CVA taxes directly to CVA taxes.
4. Eliminate commercial and industrial properties that were at Current Value Assessment in 2019 from the capping exercise.
5. Eliminate commercial and industrial properties that crossed between capping and clawback in 2020 from the capping exercise.

The following table reflects the clawback percentage, capping dollars and properties affected by implementing the approved noted tools for the capping process.

	<b>Commercial</b>	<b>Industrial</b>	<b>Total</b>
Decrease Clawback %	62.4323%	70.8106%	
Clawback \$	\$156,969	\$1,120,017	\$1,276,986
Shortfall \$	\$0	\$0	\$0
# of Capped Properties	26	148	174
# of Clawback Decreasing Properties	12	21	33
# of CVA Tax Properties	2,628	274	2,902
Total # in Class	2,662	425	3,087

The use of all tax policy tools available is recommended to set the clawback percentage at:

Commercial	62.4323%
Industrial	70.8106%

By approving these clawback percentages it ensures that properties seeing a tax decrease will fund a portion of taxes payable by properties seeing a tax increase of more than 10%.

## **2016 Reassessment – Industrial Properties**

As mentioned in previous years, the 2016 reassessment returned a reduction of \$122 million in assessment (\$500 million in weighted assessment) for the industrial class. As a result, staff appealed the property valuations applied by MPAC to 13 large properties in an attempt to recoup this reduced assessment. MPAC, the property owners and the municipality are proceeding through the appeal process. As appeals are resolved, staff will report the results to Council.

## **Summary**

The effect of the recommendations in this report produce a 3.6% change in residential property taxes payable for 2020 compared to 2019 levels. For over 90% of residential properties, the average change in property taxes is \$104, although for 42% of residential taxpayers the average change will be much lower (approximately \$69). Actual changes in taxes payable for each property will be determined by its assessed value, type of dwelling and its location within the City.

Commercial properties will pay relatively less than they did in previous periods in recognition of the impact cause by COVID-19 and to promote investment in these areas. Approving these recommendations will result in timely production of final tax bills. Refer to Appendix “A” for Tax Rates and Appendix “B” for comparison regarding property taxation across Ontario, as reflected in the BMA Study.

## 2020 Tax Policy Report - Appendix A

### City of Greater Sudbury 2020 Final Tax Rates for all Municipal Purposes

(all figures in the form of %'s)

Property Description	General	Career	Fire Rate		Transportation Rate		Career/Urban Area	Composite/ Commuter Area	Volunteer/ Commuter Area	Volunteer Area
			Composite	Volunteer	Urban	Commuter				
Residential/New Multi-Res	1.075202	0.163302	0.113644	0.069518	0.100685	0.050606	1.339189	1.239452	1.195326	1.144720
Multiple Residential	2.112772	0.320888	0.223310	0.136603	0.197846	0.099441	2.631506	2.435523	2.348816	2.249375
Commercial Occupied	2.055786	0.312233	0.217287	0.132918	0.192510	0.096759	2.560529	2.369832	2.285463	2.188704
Commercial Excess Land	2.055786	0.312233	0.217287	0.132918	0.192510	0.096759	2.560529	2.369832	2.285463	2.188704
Commercial Vacant Land	2.055786	0.312233	0.217287	0.132918	0.192510	0.096759	2.560529	2.369832	2.285463	2.188704
Industrial Occupied	3.935674	0.608516	0.423475	0.259047	0.375185	0.188574	4.919375	4.547723	4.383295	4.194721
Industrial Excess Land	3.935674	0.608516	0.423475	0.259047	0.375185	0.188574	4.919375	4.547723	4.383295	4.194721
Industrial Vacant Land	3.935674	0.608516	0.423475	0.259047	0.375185	0.188574	4.919375	4.547723	4.383295	4.194721
Large Industrial Occupied	4.568453	0.706354	0.491561	0.300696	0.435507	0.218893	5.710314	5.278907	5.088042	4.869149
Large Industrial Excess Land	4.568453	0.706354	0.491561	0.300696	0.435507	0.218893	5.710314	5.278907	5.088042	4.869149
Pipelines	2.343391	0.355915	0.247686	0.151514	0.219442	0.110295	2.918748	2.701372	2.605200	2.494905
Farm	0.215040	0.032660	0.022729	0.013904	0.020137	0.010121	0.267837	0.247890	0.239065	0.228944
Managed Forests	0.268801	0.040826	0.028411	0.017380	0.025171	0.012652	0.334798	0.309864	0.298833	0.286181

#### Fire Area Rate

Career - this rate is applied to properties in the former City of Sudbury

Composite - this rate is applied to the properties in the former City of Valley East

Volunteer - this rate is applied to all other areas of the City of Greater Sudbury

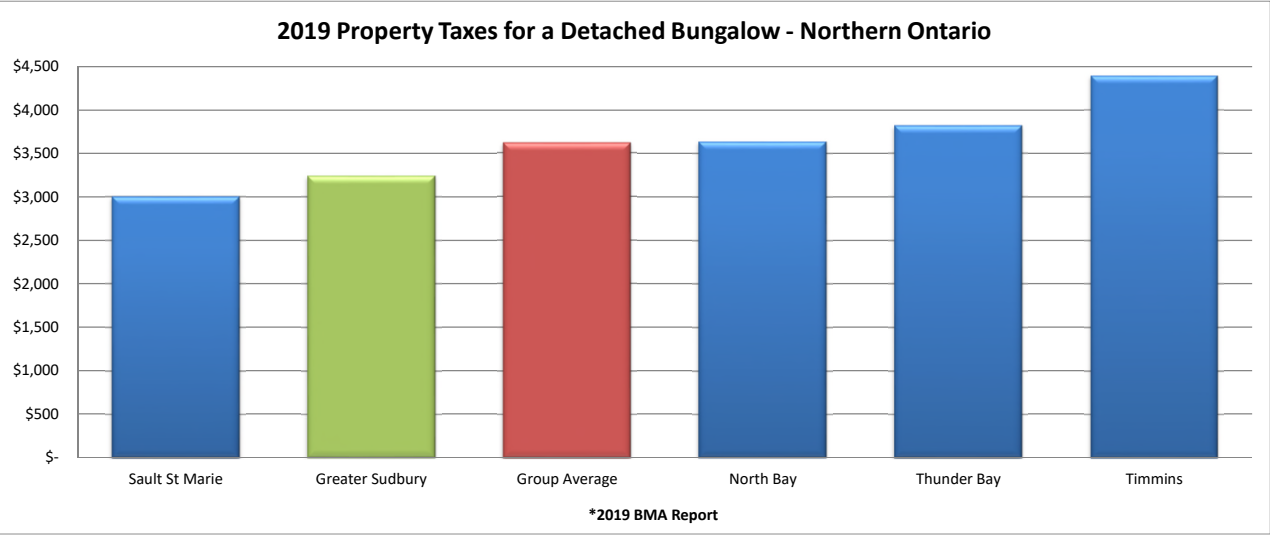
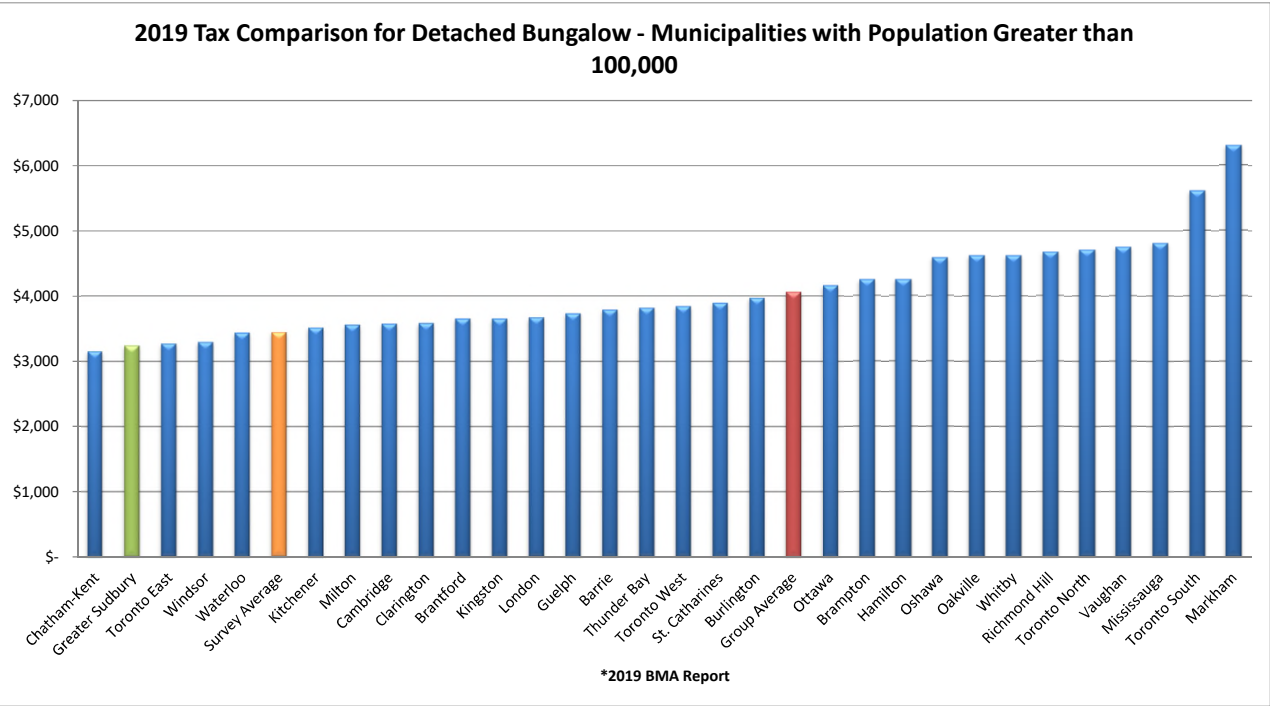
#### Transportation Rate

Urban - this rate applies to properties in the former City of Sudbury

Commuter Rate - this rate applies to all other areas of the City of Greater Sudbury with the exception of the formerly Unorganized areas

No Rate - applies to formerly Unorganized areas

Appendix B - BMA Study





## For Information Only

### 2020 First Quarter Statement of Council Expenses

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Friday, Jun 19, 2020

Type: Correspondence for  
Information Only

### 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 first quarter of 2020.

### 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 Jun 19, 20*

#### Manager Review

Jim Lister  
Manager of Accounting/Deputy  
Treasurer  
*Digitally Signed Jun 19, 20*

#### Division Review

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 19, 20*

#### Financial Implications

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 19, 20*

#### Recommended by the Department

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 22, 20*

#### Recommended by the C.A.O.

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*

## Background

Attached is the first quarter Statement of Council Expenses for the period January 1, 2020 to March 31, 2020.

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. The Statement of Council Expenses discloses the:

- Operating budget and expenses for the office of the Mayor;
- Office expense budget and expenses for each Councillor;
- Council Memberships and Travel expenses; and
- Council expenses.

Expenses disclosed relate to non-salary expenditures from these budgets and are eligible expenses in the Payment of Expenses for Members of Council and Municipal Employees by-law, including Schedule B, where applicable.

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 ended March 31, 2020*

Description	Annual Budget	Actual Expenses	Remaining Budget	
Office of the Mayor	736,904	176,663	560,241	<a href="#">Schedule 1</a>
Council Expenses	1,210,725	283,365	927,360	<a href="#">Schedule 2</a>
Council Memberships and Travel	77,729	63,892	13,837	<a href="#">Schedule 3</a>
<b>Net Total</b>	<b>2,025,358</b>	<b>523,920</b>	<b>1,501,438</b>	

Council Expenses are reported as per By-Law 2016-16F, Payment of Expenses for Members of Council and Municipal Employees and By-Law 2019-154 a by-law to amend By-law 2016-16F.

Schedule 1

**Statement of Council Expenses**  
**Office of the Mayor**  
*For the period ended March 31, 2020*

Description	Annual Budget	Actual Expenses	Remaining Budget	Notes
Salaries and Benefits	605,178	151,547	453,631	(1)
Translation Costs	3,060	443	2,617	Appendix 1A
Office Expense	4,056	4,681	(625)	Appendix 1B
Public Relations	5,608	524	5,084	Appendix 1C
Cellular Services	1,208	432	776	Appendix 1D
Travel	12,000	5,701	6,299	Appendix 1E
Internal Recoveries - Staff Support	52,535	-	52,535	
Internal Recoveries - Program Support	51,655	12,914	38,741	(2)
Internal Recoveries - Parking and Other	1,604	420	1,184	Appendix 1F
<b>Net Total</b>	<b>736,904</b>	<b>176,663</b>	<b>560,241</b>	

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

## Schedule 2

# Statement of Council Expenses

## Council Expenses

*For the period ended March 31, 2020*

Description		Annual Budget	Actual Expenses	Remaining Budget	Notes
Salaries and Benefits		935,746	221,761	713,985	(1) <a href="#">Schedule 4</a>
Office Expense		5,100	5	5,095	<a href="#">Appendix 2M</a>
Cellular Services		4,782	1,491	3,291	<a href="#">Schedule 4 &amp; Appendix 2N</a>
Internal Recoveries - Program Support		154,937	38,734	116,203	(2)
Internal Recoveries - Parking and Other		-	21	(21)	<a href="#">Appendix 2O</a>
<i>Councillors office expense</i>					
Ward 1	Mark Signoretti	9,180	2,371	6,809	<a href="#">Appendix 2A</a>
Ward 2	Michael Vagnini	9,180	-	9,180	<a href="#">Appendix 2B</a>
Ward 3	Gerry Montpellier	9,180	436	8,744	<a href="#">Appendix 2C</a>
Ward 4	Geoff McCausland	9,180	1,350	7,830	<a href="#">Appendix 2D</a>
Ward 5	Robert Kirwan	9,180	4,893	4,287	<a href="#">Appendix 2E</a>
Ward 6	Rene Lapierre	9,180	1,280	7,900	<a href="#">Appendix 2F</a>
Ward 7	Mike Jakubo	9,180	1,011	8,169	<a href="#">Appendix 2G</a>
Ward 8	Al Sizer	9,180	2,861	6,319	<a href="#">Appendix 2H</a>
Ward 9	Deb McIntosh	9,180	1,926	7,254	<a href="#">Appendix 2I</a>
Ward 10	Fern Cormier	9,180	297	8,883	<a href="#">Appendix 2J</a>
Ward 11	Bill Leduc	9,180	4,539	4,641	<a href="#">Appendix 2K</a>
Ward 12	Joscelyne Landry-Altmann	9,180	388	8,792	<a href="#">Appendix 2L</a>
<b>Net Total</b>		<b>1,210,725</b>	<b>283,365</b>	<b>927,360</b>	

- (1) Salaries and benefits are costs relating to Councillors and support staff. This expense includes the salary, fringe benefits (including internet and phone allowance for 2020) 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.

## Statement of Council Expenses

### Council Memberships and Travel

*For the period ended March 31, 2020*

Description	Annual Budget	Actual Expenses	Remaining Budget	Notes
Association Dues	57,630	61,753	(4,123)	(1) <a href="#">Appendix 3A</a>
Corporate Council Travel	16,100	366	15,734	(2) <a href="#">Appendix 3B</a>
Corporate Council Travel Recoveries	-	(150)	(150)	<a href="#">Appendix 3B</a>
Insurance	3,999	1,923	2,076	(3)
<b>Net Total</b>	<b>77,729</b>	<b>63,892</b>	<b>13,538</b>	

For Association Dues and Corporate Council Travel see attached Appendices for additional details provided as per the requirements of By-Law 2019-154 to amend 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.

# Statement of Council Expenses

## Mileage and Cell Phones

*For the period ended March 31, 2020*

		Mileage	Cell phones
Ward 1	Mark Signoretti	-	58.36
Ward 2	Michael Vagnini	-	212.74
Ward 3	Gerry Montpellier	-	58.33
Ward 4	Geoff McCausland	-	126.42
Ward 5	Robert Kirwan	1,099.22	59.04
Ward 6	Rene Lapierre	439.90	426.36
Ward 7	Mike Jakubo	-	58.38
Ward 8	Al Sizer	176.49	170.79
Ward 9	Deb McIntosh	-	77.87
Ward 10	Fern Cormier	-	58.53
Ward 11	Bill Leduc	-	82.29
Ward 12	Joscelyne Landry-Altmann	-	58.65
<b>Net Total</b>		<u>1,715.61</u>	<u>1,447.76</u>

Appendix 2N

Appendix 1A

# Office of the Mayor

## Translation Costs

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
25-Feb-20	51.82	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - Bell Let's Talk poster, Bell Let's Talk Day Community Event	
19-Mar-20	123.65	MOTS POUR MAUX INC	Translation - Working together for a healthy and strong Greater Sudbury	
19-Mar-20	267.35	LES TRADUCTIONS GHP TRANSLATION SERVICES	Translation - Holy Trinity Men's Club 70th Anniversary, Motorcycle Awareness, News Release Get out Get Active and Enjoy Everything Greater Sudbury has to offer this Family Day, Easter Seals Month, Special Olympics Ontario Flag Relay proclamation, Prime Minister Trudeau at City Hall	
	<b>442.82</b>		<b>January - March Quarter</b>	
	<b>442.82</b>		<b>YTD Totals as per GL</b>	



Appendix 1B

# Office of the Mayor

## Office Expenses

For the period ended March 31, 2020

Date	Amount	Payee	Description	Note / Reference
3-Feb-20	172.25	CORPORATE EXPRESS	Office supplies	
3-Feb-20	55.97	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to President Series Luncheon with Dino Otranto, Feb 11	
3-Feb-20	109.86	MICHAELS	Frames for retirement certificates, cost shared with the CAO's office	
3-Feb-20	54.83	WAL-MART	Kitchen supplies	
28-Feb-20	1,953.80	ROBSON TODD	Communications and Advisory services in Jan	
6-Mar-20	148.57	REGENCY BAKERY LTD	Catering for meeting expense	
13-Mar-20	1,953.80	ROBSON TODD	Communications and Advisory services in Feb	
2-Mar-20	55.97	GREATER SUDBURY CHAMBER OF COMMERCE	Ticket to Meet the Minister: Hon. G. Rickford, Minister of Energy, Mines, Northern Development and Indigenous, Mar 5	
2-Mar-20	25.48	SIZZLE MONGOLIAN GRILL	Hospitality and meeting expense	
2-Mar-20	101.74	STAPLES STORE	Office supplies	
2-Mar-20	9.16	WAL-MART	Kitchen supplies	
2-Mar-20	39.93	YIG BATTISTELLI'S	Catering for meeting expense	
	<b>4,681.36</b>		<b>January - March Quarter</b>	
	<b>4,681.36</b>		<b>YTD Totals as per GL</b>	

Appendix 1C

# Office of the Mayor

## Public Relations

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
3-Feb-20	165.08	FUNERAL FLOWERS	Floral Tribute - Sympathy from the Mayor and Members of City Council	
31-Mar-20	211.66	FLOWER TOWN	Floral Tribute - Right Honourable Justin Trudeau, Prime Minister of Canada dignitary visit, Feb 27. Cancelled due to weather conditions.	
6-Mar-20	96.67	LOUGHEED'S LIMITED	Floral Tribute - Sympathy from the Mayor and Members of City Council	
2-Mar-20	50.88	STACK BREWING	Gift shirt - Right Honourable Justin Trudeau, Prime Minister of Canada dignitary visit, Feb 27. Cancelled due to weather conditions.	
	<b>524.29</b>		<b>January - March Quarter</b>	
	<b>524.29</b>		<b>YTD Totals as per GL</b>	

Appendix 1D

# Office of the Mayor

## Cellular services

For the period ended March 31, 2020

Date	Amount	Payee	Description	Note / Reference
20-Jan-20	59.27	BELL MOBILITY	Jan Stmt - cellular bill	
28-Feb-20	311.15	BELL MOBILITY	Feb Stmt - cellular bill	
28-Mar-20	61.68	BELL MOBILITY	Mar Stmt - cellular bill	
	<b>432.10</b>		<b>January - March Quarter</b>	
	<b>432.10</b>		<b>YTD Totals as per GL</b>	

311.12	Mayor Brian Bigger
120.98	Staff
<u>432.10</u>	

## Appendix 1E

## Office of the Mayor

## Travel

For the period ended March 31, 2020

Date	Amount	Payee	Description	Attendee(s)	Note / Reference
15-Jan-20	33.58	BIGGER BRIAN	Modernization of Public Health and Emergency Health Service Consultations Sessions travel claim Jan 14, North Bay, ON	Mayor	
21-Jan-20	156.68	ZANETTE MELISSA	Modernization of Public Health and Emergency Health Service Consultations Sessions travel claim Jan 14, North Bay, ON	M. Zanette	
22-Jan-20	549.92	ZANETTE MELISSA	ROMA AGM and Annual Conference travel claim Jan 19-21, Toronto, ON	M. Zanette	
3-Feb-20	407.04	ROMA	Registration to ROMA AGM and Annual Conference Jan 19-21, Toronto, ON	M. Zanette	
3-Feb-20	355.27	TOWN INN SUITES	Hotel costs to ROMA AGM and Annual Conference Jan 19-21, Toronto, ON	M. Zanette	
28-Feb-20	359.32	BIGGER BRIAN	LUMCO meeting Feb 21, Toronto, ON and 2020 OGRA Conference travel claim Feb 23-26, Toronto, ON	Mayor	
13-Mar-20	705.13	ZANETTE MELISSA	PDAC conference travel claim Feb 28-Mar 4, Toronto, ON	M. Zanette	
2-Mar-20	13.06	AIRFLIGHT SERVICES	Transportation to 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
2-Mar-20	11.48	AMBASSADOR TAXI	Transportation to 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
2-Mar-20	33.77	BECK TAXI	Transportation to 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
2-Mar-20	35.57	BECK TAXI	Transportation to 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
2-Mar-20	531.28	CHELSEA HOTEL	Hotel deposit PDAC conference Feb 28-Mar 4, Toronto, ON	M. Zanette	
2-Mar-20	1,200.11	NOVOTEL TORONTO CENTRE	Hotel costs to LUMCO meeting Feb 21, Toronto, ON and 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
2-Mar-20	793.73	ONTARIO GOOD ROADS ASSOCIATION	Registration to 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
2-Mar-20	515.16	PORTER AIRLINES	Flight to LUMCO meeting Feb 21, Toronto, ON and 2020 OGRA Conference Feb 23-26, Toronto, ON	Mayor	
<b>5,701.10</b>		<b>January - March Quarter</b>			
<b>5,701.10</b>		<b>YTD Totals as per GL</b>			

2,995.78 Mayor Brian Bigger

2,705.32 Staff

5,701.10

**Office of the Mayor*****Internal Recoveries - Parking and Other******For the period ended March 31, 2020***

Date	Amount	Payee	Description	Note / Reference
31-Jan-20	61.06	CGS - PARKING	Parking office Jan	
31-Jan-20	138.05	CGS - PARKING	TDS Jan parking space	
29-Feb-20	82.96	CGS - PARKING	Parking office Feb	
29-Feb-20	138.05	CGS - PARKING	TDS Feb parking space	
	<b>420.12</b>		<b>January - March Quarter</b>	
	<b>420.12</b>		<b>YTD Totals as per GL</b>	

Appendix 2A

# Ward 1: Mark Signoretti

## Councillor's Expenses

For the period ended March 31, 2020

Date	Amount	Payee	Description	Note / Reference
3-Feb-20	909.74	FEDERATION OF CANADIAN MUNICIPALITIES	Registration to FCM Annual Conference Jun 4-7, Toronto, ON. Event cancelled and refunded in May.	
3-Feb-20	86.50	LAURENTIAN PUBLISHING	Ticket to Community Builders Award Mar 12. Event is postponed.	
3-Feb-20	126.03	PROSPECTORS AND DEVELOPERS ASSOCIATION OF CANADA	Registration to PDAC Conference Mar 2-4, Toronto, ON	
28-Feb-20	177.02	SIGNORETTI MARK	Pizza for volunteers at the Robinson Playground Family Day, Feb 17	
11-Mar-20	134.09	SIGNORETTI MARK	PDAC Conference travel claim Mar 2-4, Toronto, ON	
2-Mar-20	615.92	CHELSEA HOTEL	Hotel cost for the PDAC Conference Mar 2-4, Toronto, ON	
2-Mar-20	5.55	CORPORATE EXPRESS	Office supplies	
2-Mar-20	316.43	WESTIN HOTELS	Hotel deposit for the FCM Annual Conference Jun 4-7, Toronto, ON. Event cancelled and refunded in May.	
	<b>2,371.28</b>		<b>January - March Quarter</b>	
	<b>2,371.28</b>		<b>YTD Totals as per GL</b>	

**Ward 2: Michael Vagnini*****Councillor's Expenses******For the period ended March 31, 2020***

Date	Amount	Payee	Description	Note / Reference
	0.00		January - March Quarter	
	0.00		YTD Totals as per GL	

Appendix 2C

## Ward 3: Gerry Montpellier

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
3/27/2020	150.00	ONAPING FALLS RECREATION COMMITTEE	Ad in the Onaping Falls News Jan-Mar editions	
31-Mar-20	41.85	MONTPELLIER GERRY	Hospitality meeting expenses	
31-Mar-20	48.66	MONTPELLIER GERRY	Hospitality meeting expenses	
31-Mar-20	195.56	MONTPELLIER GERRY	Hospitality meeting expenses	
	<b>436.07</b>		<b>January - March Quarter</b>	
	<b>436.07</b>		<b>YTD Totals as per GL</b>	



## Ward 4: Geoff McCausland

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
21-Jan-20	42.60	MCCAUSLAND GEOFF	Hospitality and meeting expenses	
3-Feb-20	666.53	ONTARIO GOOD ROADS ASSOCIATION	Registration to OGRA Conference Feb 23-26, Toronto, ON	
28-Feb-20	640.45	MCCAUSLAND GEOFF	OGRA Conference travel claim Feb 23-26, Toronto, ON	
	<b>1,349.58</b>		<b>January - March Quarter</b>	
	<b>1,349.58</b>		<b>YTD Totals as per GL</b>	

Appendix 2E

## Ward 5: Robert Kirwan

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
18-Feb-20	73.35	KIRWAN ROBERT	Book purchase for the Seniors Advisory Panel research	
3-Feb-20	909.74	FEDERATION OF CANADIAN MUNICIPALITIES	Registration to FCM Annual Conference Jun 4-7, Toronto, ON. Event cancelled and refunded in May.	
3-Feb-20	742.85	ONTARIO GOOD ROADS ASSOCIATION	Registration to OGRA Conference Feb 22-25, Toronto, ON	
3-Feb-20	15.25	STAR	Toronto Star online subscription Feb	
28-Feb-20	1,589.24	KIRWAN ROBERT	OGRA Conference travel claim Feb 22-25, Toronto, ON	
6-Mar-20	403.97	KIRWAN ROBERT	Office supplies, parking cost to attend Laurentian University's Aging Workshop, Feb 22	
2-Mar-20	813.06	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration to AMO Annual Conference Aug 17-20, Ottawa, ON. Event postponed and will take place as a virtual conference at a reduced rate for registration.	
2-Mar-20	329.90	CORPORATE EXPRESS	Office supplies	
2-Mar-20	15.25	STAR	Toronto Star online subscription Mar	
	<b>4,892.61</b>		<b>January - March Quarter</b>	
	<b>4,892.61</b>		<b>YTD Totals as per GL</b>	

## Ward 6: Rene Lapierre

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
15-Jan-20	373.13	LAPIERRE RENE	Provincial Public Health and Paramedic Modernization Consultation travel claim, Jan 13-14, North Bay, ON	
13-Feb-20	24.17	JOURNAL PRINTING	Business cards	
3-Feb-20	33.00	MUNICIPAL WORLD	Digital connection book	
13-Mar-20	36.89	LAPIERRE RENE	Office supplies	
2-Mar-20	813.06	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration to AMO Annual Conference Aug 17-20, Ottawa, ON. Event postponed and will take place as a virtual conference at a reduced rate for registration.	
	<b>1,280.25</b>		<b>January - March Quarter</b>	
	<b>1,280.25</b>		<b>YTD Totals as per GL</b>	

## Ward 7: Mike Jakubo

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
19-Mar-20	198.43	THE CAPREOL EXPRESS	Ad in the Jan 15, Feb 1, Feb 15 and Mar 1 editions	
2-Mar-20	813.06	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration to AMO Annual Conference Aug 17-20, Ottawa, ON. Event postponed and will take place as a virtual conference at a reduced rate for registration.	
	<b>1,011.49</b>		<b>January - March Quarter</b>	
	<b>1,011.49</b>		<b>YTD Totals as per GL</b>	

**Ward 8: Al Sizer*****Councillor's Expenses******For the period ended March 31, 2020***

Date	Amount	Payee	Description	Note / Reference
21-Jan-20	35.88	SIZER ALLAN	Membership to the Art Gallery of Sudbury	
3-Feb-20	909.74	FEDERATION OF CANADIAN MUNICIPALITIES	Registration to FCM Annual Conference Jun 4-7, Toronto, ON. Event cancelled and refunded in May.	
3-Feb-20	307.97	INTERCONTINENTAL TORONTO	Hotel cost for the FCM Annual Conference Jun 4-7, Toronto, ON. Event cancelled and refunded in May.	
3-Feb-20	86.50	LAURENTIAN PUBLISHING	Ticket to Community Builders Award Mar 12. Event is postponed.	
3-Feb-20	742.85	ONTARIO GOOD ROADS ASSOCIATION	Registration to OGRA Conference Feb 22-26, Toronto, ON	
28-Feb-20	760.21	SIZER ALLAN	OGRA Conference travel claim Feb 22-26, Toronto, ON	
28-Feb-20	18.15	SIZER ALLAN	Parking cost to attend the Nickel Kim Mine tour Feb 27. A. Sizer attended the event as the Deputy Mayor.	
	<b>2,861.30</b>		<b>January - March Quarter</b>	
	<b>2,861.30</b>		<b>YTD Totals as per GL</b>	

Appendix 2I

## Ward 9: Deb McIntosh

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
3-Feb-20	45.03	EVENTBRITE	Ticket to International Elimination of Racial Discrimination, Mar 21. Event cancelled and refunded in Apr.	
3-Feb-20	742.85	ONTARIO GOOD ROADS ASSOCIATION	Registration to OGRA Conference Feb 23-26, Toronto, ON	
6-Mar-20	253.65	MCINTOSH DEB	OGRA Conference travel claim Feb 23-26, Toronto, ON	
2-Mar-20	9.01	EVENTBRITE	Ticket to Hold the Salt event, Mar 25. Event cancelled and refunded in Apr.	
2-Mar-20	76.40	EVENTBRITE	Tickets to Sudbury Theatre Centre's International Women's Day, Mar 6	
2-Mar-20	280.09	PORTER AIRLINES	Flight cost Sudbury to Toronto OGRA Conference Feb 23-26, Toronto, ON	
2-Mar-20	518.56	ROYAL YORK HOTEL	Hotel cost for OGRA Conference Feb 23-26, Toronto, ON	
	<b>1,925.59</b>		<b>January - March Quarter</b>	
	<b>1,925.59</b>		<b>YTD Totals as per GL</b>	

**Ward 10: Fern Cormier*****Councillor's Expenses******For the period ended March 31, 2020***

Date	Amount	Payee	Description	Note / Reference
12-Mar-20	296.73	PUBLICATION VOYAGEUR	Ad for semaine nationale de la francophonie	
	296.73		January - March Quarter	
	296.73		YTD Totals as per GL	

Appendix 2K

# Ward 11: Bill Leduc

## Councillor's Expenses

For the period ended March 31, 2020

Date	Amount	Payee	Description	Note / Reference
20-Jan-20	135.08	ONTARIO ASSOCIATION OF COLD IN-PLACE RECYCLING CONTRACTORS	Registration to Responsible In-Place Pavement Recycling Technologies Seminar Jan 28, Alliston, ON	
11-Feb-20	100.00	INNER CITY HOME OF SUDBURY	Ticket to Loving Hands Campaign Gala, Feb 29	
18-Feb-20	322.20	LEDUC BILL	Responsible In-Place Pavement Recycling Technologies Seminar travel claim Jan 28, Alliston, ON	
3-Feb-20	909.74	FEDERATION OF CANADIAN MUNICIPALITIES	Registration to FCM Annual Conference Jun 4-7, Toronto, ON. Event cancelled and refunded in May.	
3-Feb-20	742.85	ONTARIO GOOD ROADS ASSOCIATION	Registration to OGRA Conference Feb 23-26, Toronto, ON	
28-Feb-20	582.71	LEDUC BILL	OGRA Conference travel claim Feb 23-26, Toronto, ON	
13-Mar-20	630.74	LEDUC BILL	PDAC Conference travel claim Mar 2-4, Toronto, ON	
2-Mar-20	813.06	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Registration to AMO Annual Conference Aug 17-20, Ottawa, ON. Event postponed and will take place as a virtual conference at a reduced rate for registration.	
2-Mar-20	86.50	LAURENTIAN PUBLISHING	Ticket to Community Builders Award Mar 12. Event is postponed.	
2-Mar-20	126.03	PROSPECTORS AND DEVELOPERS ASSOCIATION OF CANADA	Registration to PDAC Conference Mar 2-4, Toronto, ON	
2-Mar-20	90.06	SUDBURY BETTER BEGINNINGS	Ticket to Better Beginnings Better Futures Gala, Mar 7	
	<b>4,538.97</b>		<b>January - March Quarter</b>	
	<b>4,538.97</b>		<b>YTD Totals as per GL</b>	



## Ward 12: Joscelyne Landry-Altmann

### *Councillor's Expenses*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
3-Feb-20	97.36	EVENTBRITE	Tickets to Afro Heritage Association of Sudbury's Black History Month Celebration, Feb 1	
3-Feb-20	90.06	EVENTBRITE	Tickets to International Elimination of Racial Discrimination, Mar 21. Event cancelled and refunded in Apr.	
3-Feb-20	162.09	SUDBURY BETTER BEGINNINGS	Tickets to Better Beginnings Better Futures Gala, Mar 7	
2-Mar-20	38.20	EVENTBRITE	Ticket to Sudbury Theatre Centre's International Women's Day, Mar 6	
	<b>387.71</b>		<b>January - March Quarter</b>	
	<b>387.71</b>		<b>YTD Totals as per GL</b>	

## Council Expenses

### *Office Expenses*

***For the period ended March 31, 2020***

Date	Amount	Payee	Description	Note / Reference
3-Feb-20	5.04	REXALL PHARMACY	Office supplies	
	5.04		January - March Quarter	
	5.04		YTD Totals as per GL	

# Council Expenses

## Cellular Services

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
20-Jan-20	381.09	BELL MOBILITY	Jan Stmt - cellular bill	
28-Feb-20	530.83	BELL MOBILITY	Feb Stmt - cellular bill	
13-Mar-20	49.11	LAPIERRE RENE	Icloud storage cost in 2019 for R. Lapierre	
28-Mar-20	530.38	BELL MOBILITY	Mar Stmt - cellular bill	
	<b>1,491.41</b>		<b>January - March Quarter</b>	
	<b>1,491.41</b>		<b>YTD Totals as per GL</b>	

1,447.76 Councillors

43.65 Staff

1,491.41

## Council Expenses

*Internal Recoveries - Parking and Other*

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
29-Feb-20	21.24	CGS - PARKING	TDS Parking Office Council - Feb	
	21.24		January - March Quarter	
	21.24		YTD Totals as per GL	

## Council Memberships and Travel

### Association Dues

*For the period ended March 31, 2020*

Date	Amount	Payee	Description	Note / Reference
2-Jan-20	32,839.71	FEDERATION OF CANADIAN MUNICIPALITIES	Membership Fees Mar 31/20 to Mar 31/21	
14-Jan-20	(8,209.93)	FEDERATION OF CANADIAN MUNICIPALITIES	Transfer membership fees Jan 1/2021 to Mar 31/2021 to prepaid expense	
31-Jan-20	6,356.79	FEDERATION OF CANADIAN MUNICIPALITIES	Membership fees Jan 1/20 to Mar 31/20 from prepaid expense	
11-Jan-20	18,187.11	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Membership fees Jan 1/20 to Dec 31/20	
16-Jan-20	9,564.22	ASSOCIATION FRANCAISE DES MUNICIPALITES	Membership fees Jan 1/20 to Dec 31/20	
31-Jan-20	3,014.67	ONTARIO GOOD ROADS ASSOCIATION	Membership fees Jan 1/20 to Dec 31/20	
	<b>61,752.57</b>		<b>January - March Quarter</b>	
	<b>61,752.57</b>		<b>YTD Totals as per GL</b>	

Appendix 3B

## Council Memberships and Travel

### *Council Travel*

***For the period ended March 31, 2020***

Date	Amount	Payee	Description	Attendee	Location	Date	Note / Reference
24-Feb-20	366.45	MCINTOSH DEB	AMO Board of Directors meeting	D. McIntosh	Toronto, ON	31-Jan	
	366.45		January - March Quarter				
	366.45		YTD Totals as per GL				

### ***Council Travel - Recoveries***

***For the period ended March 31, 2020***

Date	Amount	Payee	Description	Attendee	Location	Date	Note / Reference
26-Mar-20	(149.58)	AMO	Refund for attending the Board of Directors meeting	D. McIntosh	Toronto, ON	31-Jan	
	(149.58)		January - March Quarter				
	(149.58)		YTD Totals as per GL				

216.87 Net YTD Totals as per GL

Council Member	Association/Board
216.87 Deb McIntosh	Association of Municipalities of Ontario

## For Information Only

### 2020 Annual Repayment Limit

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Tuesday, Jun 23, 2020

Type: Correspondence for  
Information Only

### Resolution

For Information Only

### Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

### Report Summary

This report provides an update on the City's 2020 annual debt repayment limit as determined by the Province.

### Financial Implications

There are no financial implications associated with this report.

#### Signed By

##### **Report Prepared By**

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 23, 20*

##### **Division Review**

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 23, 20*

##### **Financial Implications**

Apryl Lukezic  
Co-ordinator of Budgets  
*Digitally Signed Jun 23, 20*

##### **Recommended by the Department**

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 23, 20*

##### **Recommended by the C.A.O.**

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*

## 2020 Annual Repayment Limit

### Background

Each year, the Province calculates an Annual Repayment Limit (ARL) for every municipality in the Province as of January 1st. The 2020 Annual Repayment Limit for the City of Greater Sudbury has been received and is attached to this report. It is based on information extracted from the 2018 Financial Information Return (FIR). The 2019 FIR, which was filed in May, will form the basis for the calculation of the 2021 annual repayment limit.

Under Provincial guidelines, no municipality should spend more than 25% of its net revenues on debt repayment. Based on this percentage, the ARL indicates the maximum debt repayment a municipality could support. Under the Provincial formula of 25%, the City of Greater Sudbury has the capacity to increase debt repayments to \$94.9 million.

For illustrative purposes, the Province indicates that, based upon the stated \$94.9 million annual repayment limit at a 5% and 7% interest rate over an amortization period of 20 years, the City could undertake a further \$1.2 billion or \$1.0 billion respectively in long-term borrowing. Of course, if this were done, the operating budget would have to increase by the \$94.9 million necessary for the debt repayments. However, Council has approved setting a limit of 10% of the City's own purpose revenue for annual debt repayment. Using the Council approved 10% threshold of net revenues the City had the capacity to increase annual debt repayments by \$31.9 million as of January 1, 2020, which would enable the City to borrow \$625 million over 30 years at 3.0% and remain within Council guidelines. However, the City did issue a bond of \$200 million in 2020 to fund the large projects and Municipal Road 35 construction. The bond was issued at a very favorable interest rate of 2.416%, which translates into annual debt repayments of \$9.0 million dollars.

At 2019 year-end, the total long-term liabilities of the City of Greater Sudbury were approximately \$70.3 million (2018 - \$76.5 million) with debt repayments and interest of \$8.8 million recorded in 2019. As contained in the 2019 BMA Study, the City of Greater Sudbury's tax debt interest as a percentage of own source revenues was 0.3% at December 31, 2018, well below the survey average of 1.2%. Also, the City of Greater Sudbury's debt to reserve ratio at December 31, 2018 was 0.5, which is below the BMA survey average of 0.9. Based on the recently submitted 2019 FIR these ratios are 0.3 and 0.5 respectively.

As of January 1<sup>st</sup>, 2020, the annual debt repayment for the City was \$10.9 million. The \$200 million debt secured increases the debt repayments to \$19.9 million from \$10.9 million. In addition, the 2020 capital budget contains \$33 million of debt financing, which will increase the City's annual debt repayment to \$21.6 million. This represents a debt repayment of 5.1% of the City's net revenue. The City's borrowing capacity



maintains a robust \$400 million at current interest rates. However the tax debt interest as a percentage of own source revenues is estimated to increase to 1.7% from 0.3% and will be above the average of 1.2% from the BMA Study.

Based on the current Council approved limit of 10% of net revenues and taking into account: debt currently incurred; projects approved in current and prior budgets the City does have the capacity to incur more debt.

## 2020 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	23103
MUNID:	53005
MUNICIPALITY:	Greater Sudbury C
UPPER TIER:	
REPAYMENT LIMIT:	\$ 94,897,006

The repayment limit has been calculated based on data contained in the 2018 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2018 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2020

### FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate		
(a)	20 years @ 5% p.a.	\$ 1,182,626,443
(a)	15 years @ 5% p.a.	\$ 984,998,466
(a)	10 years @ 5% p.a.	\$ 732,769,522
(a)	5 years @ 5% p.a.	\$ 410,854,371
7% Interest Rate		
(a)	20 years @ 7% p.a.	\$ 1,005,340,228
(a)	15 years @ 7% p.a.	\$ 864,313,765
(a)	10 years @ 7% p.a.	\$ 666,516,856
(a)	5 years @ 7% p.a.	\$ 389,096,459

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Greater Sudbury C

MMAH CODE:

23103

## Debt Charges for the Current Year

		1 \$
0210	Principal (SLC 74 3099 01) . . . . .	7,220,836
0220	Interest (SLC 74 3099 02) . . . . .	2,835,355
0299	<b>Subtotal</b>	10,056,191
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01) . . . . .	0
9910	<b>Total Debt Charges</b>	10,056,191

## Amounts Recovered from Unconsolidated Entities

		1 \$
1010	Electricity - Principal (SLC 74 3030 01) . . . . .	0
1020	Electricity - Interest (SLC 74 3030 02) . . . . .	0
1030	Gas - Principal (SLC 74 3040 01) . . . . .	0
1040	Gas - Interest (SLC 74 3040 02) . . . . .	0
1050	Telephone - Principal (SLC 74 3050 01) . . . . .	0
1060	Telephone - Interest (SLC 74 3050 02) . . . . .	0
1099	<b>Subtotal</b>	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02) . . . . .	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02) . . . . .	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02) . . . . .	0
1420	<b>Total Debt Charges to be Excluded</b>	0
9920	<b>Net Debt Charges</b>	10,056,191

		1 \$
1610	Total Revenue (SLC 10 9910 01) . . . . .	622,615,237
<b>Excluded Revenue Amounts</b>		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04) . . . . .	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) . . . . .	153,521,479
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01) . . . . .	14,231,363
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01) . . . . .	2,649,965
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01) . . . . .	6,938,287
2230	Revenue from other municipalities including revenue for Tangible Capital Assets ( SLC 10 1098 01 + SLC 10 1099 01) . . . . .	131,813
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01) . . . . .	-1,565,630
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01) . . . . .	4,286,405
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01) . . . . .	142,653
2252	Donated Tangible Capital Assets (SLC 53 0610 01) . . . . .	2,124,151
2253	Other Deferred revenue earned (SLC 10 1814 01) . . . . .	1,141,560
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01) . . . . .	5,994,814
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01) . . . . .	13,205,591
2299	<b>Subtotal</b>	202,802,451
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged . . . . .	0
2610	<b>Net Revenues</b>	419,812,786
2620	<b>25% of Net Revenues</b>	104,953,197
9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b> (25% of Net Revenues less Net Debt Charges)	94,897,006

\* SLC denotes Schedule, Line Column.

## For Information Only

### Cancelled Capital Projects Update (24 Months No Activity)

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Monday, Jun 22, 2020

Type: Correspondence for  
Information Only

### Resolution

For Information Only

### Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

### Report Summary

This report provides a summary of cancelled capital projects with no activity over the past 24 months as of December 31, 2019.

### Financial Implications

This report has no financial implications.

#### Signed By

##### Report Prepared By

Apryl Lukezic  
Co-ordinator of Budgets  
*Digitally Signed Jun 22, 20*

##### Manager Review

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 22, 20*

##### Division Review

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 22, 20*

##### Financial Implications

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 22, 20*

##### Recommended by the Department

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 23, 20*

##### Recommended by the C.A.O.

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*

## Background

This report provides the transparency and accountability by providing a summary of cancelled/closed projects with no activity for at least 24 months as of December 31, 2019. The analysis for cancelled/closed capital projects that were identified as part of the June 2, 2020 COVID report were decisions made during 2020 and does not relate to this report.

Oversight requirements exist that call for project status to be regularly reported. Regular information about the progress of capital projects is important so that adjustments or changes to planned activities, where required, can be made in a timely fashion. When certain triggering events occur, such as 24 months passing with no activity on an approved project, the policy calls for staff to further review the project and the reasons for inactivity.

## Analysis

The Capital Budget Policy aligns capital budgeting practices with the principles described in the Asset Management Strategy and the long-term perspective anticipated by the Long-Term Financial Plan.

The Policy encourages timely project completion. Prior to 2019, it was possible for a project to remain inactive for several periods after Council approval. This occurred when staff resources were not available to support the project, new priorities were introduced that require resources to be redirected, or conditions affecting the specific project changed and required plans to be reassessed. Since 2019, the policy calls for approved projects that experience 24 months of inactivity to be closed and funds returned to the Holding Account. If the project is still required, it would re-enter the prioritization process and be considered along with other capital project priorities.

This manages the risk that scarce capital funds are sitting idle when they could be redeployed to fund other work that achieves Council's priorities and meets recognized community needs. The Capital Budget Policy states:

If a Capital Project has not had any activity for 24 months the project will be closed and the remaining capital project funds will be transferred to the Holding Account or relevant capital financing reserve fund where applicable. The ELT member can request that the CAO approve an extension in exceptional circumstances.

This report describes the transfers completed of capital projects that did not have activity in the last 24 months.

Appendix A and B provides details about each closed project. It is important to note that where these projects are still required, they will be subject to review and prioritization in future capital budgets.

Appendix A represents tax levy funded closed capital projects (excluding water/wastewater) and provides details of the 26 projects that were identified as complete or canceled and resulted in \$1.2 million transferred to the Capital Holding Account Reserve as well as \$278,000 that was transferred to the 199 Larch Street Reserve Fund.

Appendix B represents water and wastewater closed capital projects and provides details of four Water projects that were identified as complete or canceled with a total of \$64,000 transferred to the Water Holding Reserve. A total of nine Wastewater projects were identified as complete or canceled with a total of \$470,000 transferred to the Wastewater Holding Reserve.

Appendix A - Completed / Cancelled Projects - Tax Levy (excluding Water and Wastewater) - for Information Only

Department	Division	Sub-Division	Project	2018 Cost	2019 YTD Cost	Total Project Cost	PO	Total	Project Budget	Remaining Budget	Moved to RF
Asset & Fleet Services	Facilities	199 Larch	Accessibility Audit	-	-	5,063	-	5,063	74,245	69,182	(69,182.11)
Asset & Fleet Services	Facilities	199 Larch	Exterior Stairs	-	-	-	-	-	20,000	20,000	(20,000.00)
Asset & Fleet Services	Facilities	199 Larch	Upper Concourse - Day Care	-	-	-	-	-	150,000	150,000	(150,000.00)
Asset & Fleet Services	Facilities	199 Larch	Upper Concourse - Planters	-	-	-	-	-	37,965	37,965	(37,964.80)
Asset & Fleet Services	Facilities	Assets	Energy Conservation-VariousLoc	-	-	115,153	-	115,153	177,024	61,871	(61,870.96)
Asset & Fleet Services	Facilities	Assets	Energy Saving Initiatives	-	-	-	17,833	17,833	44,001	26,168	(26,167.97)
Asset & Fleet Services	Facilities	Assets	Health and Safety Upgrades	-	-	19,045	-	19,045	21,023	1,978	(1,977.96)
Asset & Fleet Services	Facilities	Assets	Loading Dock Bumpers	-	-	27,511	-	27,511	32,802	5,292	(5,291.53)
Asset & Fleet Services	Facilities	Tom Davies Square	Fire Rating Repairs Design	-	-	-	-	-	100,000	100,000	(100,000.00)
Asset & Fleet Services	Facilities	Tom Davies Square	Plumbing Upgrades	-	-	-	-	-	25,000	25,000	(25,000.00)
Asset & Fleet Services	Facilities	Tom Davies Square	Plumbing Upgrades	-	-	10,438	-	10,438	25,000	14,562	(14,561.94)
Asset & Fleet Services	Facilities	Tom Davies Square	Rain Water Drainage Repair	-	-	-	-	-	20,000	20,000	(20,000.00)
Asset & Fleet Services	Facilities	Tom Davies Square	Smoke Exhaust Fans 200 Brady	-	-	-	-	-	53,487	53,487	(53,487.35)
Asset & Fleet Services	Facilities	Tom Davies Square	Smoke Seal and Firestop	-	-	-	-	-	25,000	25,000	(25,000.00)
Asset & Fleet Services	Facilities	Tom Davies Square	Various Mechanical Upgrades	-	-	-	-	-	15,000	15,000	(15,000.00)

**Appendix A - Completed / Cancelled Projects - Tax Levy (excluding Water and Wastewater) - for Information Only**

Department	Division	Sub-Division	Project	2018 Cost	2019 YTD Cost	Total Project Cost	PO	Total	Project Budget	Remaining Budget	Moved to RF
Asset & Fleet Services	Facilities	Tom Davies Square	Window Pane Replacement	-	-	-	-	-	50,000	50,000	(50,000.00)
Asset & Fleet Services	Facilities	Tom Davies Square	Window Pane Replacement	-	-	8,801	-	8,801	10,074	1,273	(1,273.02)
CAO & Communications	Citizen Services	Library Projects	South End Renovations	-	-	81,417	-	81,417	84,567	3,150	(3,149.51)
Community Development	Transit Services	Transit Projects	Stop Announcement Upgrade	-	-	-	-	-	7,123	7,123	(7,123.21)
Corporate Services	Farmers Market	Farmers Market	Farmer's Market Building	-	-	871,855	-	871,855	1,371,855	500,000	(500,000.00)
Corporate Services	Information Technology	Info Tech Projects	Database Licenses	-	-	-	-	-	40,000	40,000	(40,000.00)
Growth & Infrastructure	Infrastructure & Capital Planning	Road Projects	Junction Crk BridgeKelly Lk Rd	-	-	-	-	-	250,000	250,000	(250,000.00)
Growth & Infrastructure	Infrastructure & Capital Planning	Road Projects	Railway Crossing Improvements	-	-	878,808	-	878,808	890,013	11,205	(11,205.31)
Growth & Infrastructure	Infrastructure & Capital Planning	Roads-Clean W/WW Fund	Edward Avenue - Culvert	-	-	174,397	-	174,397	175,271	874	(873.82)
Growth & Infrastructure	Infrastructure & Capital Planning	Roads-Clean W/WW Fund	Seguin Street - Culvert	-	-	194,891	-	194,891	196,639	1,748	(1,747.63)
Growth & Infrastructure	Infrastructure & Capital Planning	Roads-Clean W/WW Fund	Yorkshire Dr - Culvert	-	-	239,339	-	239,339	241,087	1,748	(1,747.63)
All Projects Excluding W/WW Limited Activity in 24 Months				-	-	2,626,719	17,833	2,644,552	4,137,177	1,492,625	(1,492,624.75)

Funds to be Transferred:

199 Larch Street Reserve Fund	(277,146.91)
Capital General Holding Account	(1,215,477.84)

(1,492,624.75)

Appendix B - Completed / Cancelled Projects - Water and Wastewater - for Information Only

Department	Division	Sub-Division	Project	2018 Cost	2019 YTD Cost	Total Project Cost	PO	Total	Project Budget	Remaining Budget	Moved to RF
Growth & Infrastructure	Wastewater Linear	Wastewater Projects	Attlee - Gemmell to Lasalle	-	-	-	-	-	200,000	200,000.00	(200,000.00)
Growth & Infrastructure	Wastewater Linear	Wastewater Projects	Loach's Lining -Eden to Aspen.	-	-	-	-	-	100,000	100,000.00	(100,000.00)
Growth & Infrastructure	Wastewater Linear	Wastewater Projects	Sewer System Annual Repairs	-	-	95,800	-	95,800	100,000	4,199.82	(4,199.82)
Growth & Infrastructure	Wastewater Plants	Sudbury WWTP Ph 2	Effluent System	-	-	444,115	-	444,115	451,209	7,094.17	(7,094.17)
Growth & Infrastructure	Wastewater Plants	Sudbury WWTP Ph 2	Odour Control	-	-	816,831	-	816,831	817,974	1,142.77	(1,142.77)
Growth & Infrastructure	Wastewater Plants	Sudbury WWTP Ph 2	Odour Control	-	-	17,111	-	17,111	88,894	71,782.73	(71,782.73)
Growth & Infrastructure	Wastewater Plants	Sudbury WWTP Ph 2	Ultimate Plant Expansion	-	-	70,195	-	70,195	75,150	4,954.55	(4,954.55)
Growth & Infrastructure	Wastewater Plants	Sudbury WWTP Ph3	Parking Lot Upgrades	-	-	-	-	-	70,000	70,000.00	(70,000.00)
Growth & Infrastructure	Water Plants	Wahnapiatae WTP ph 2 & 3	Wanapitei WTP Phase 3	-	-	40,506	-	40,506	62,583	22,076.90	(22,076.90)
Growth & Infrastructure	Water Linear	Water Projects	Consultant Guidelines Manual	-	-	-	-	-	25,000	25,000.00	(25,000.00)
Growth & Infrastructure	Water Linear	Water Projects	St Nicholas	-	-	364,593	-	364,593	361,351	(3,241.94)	3,241.94
Growth & Infrastructure	Water Plants	Water Plants	Backflow Cross-Con Reduction	-	-	-	-	-	20,000	20,000.00	(20,000.00)
Growth & Infrastructure	WW-Clean W/WW Fund	WW-Clean W/WW Fund	Strathmere - Wastewater Lining	-	-	90,155	-	90,155	100,000	9,844.63	(9,844.63)
W/WW Projects Limited Activity in 24 Months				-	-	1,939,307	-	1,939,307	2,472,160	532,853.63	(532,853.63)
Funds to be Transferred:											
Wastewater Holding Account											(469,018.67)
Water Holding Account											(63,834.96)
											(532,853.63)



## For Information Only

### Contract Awards Exceeding \$100,000 January 1 - March 31, 2020

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Friday, Jun 19, 2020

Type: Correspondence for  
Information Only

### Resolution

For Information Only

### Relationship to the Strategic Plan / Health Impact Assessment

This report supports Council's Strategic Initiative to Demonstrate Innovation and Cost-Effective Service Delivery. It specifically continues the evolution of business planning, financial and accountability reporting systems to support effective communication with taxpayers about the City's service efforts and accomplishments.

### Report Summary

The Purchasing By-Law (By-Law 2014-01) requires regular information to the Council on the Bid Solicitations, Cooperative Purchases, Emergency Purchases and Revenue Generated Contracts Awarded with a Total Acquisition Cost or revenue of \$100,000 or greater.

During the reporting period there were 23 Contract Awards valued at \$100,000 or greater as a result of a competitive procurement process, one Contract Award valued at \$100,000 or greater as a result of Cooperative Purchasing, one non-competitive procurement Contract Award valued at \$100,000 or greater and 10 Contract Awards valued at \$100,000 or greater as a result of Standing Offers.

Bid Solicitations are advertised electronically on bids&tenders in the form of either Request for Tender or Request for Proposal. Where a Request for Tender is used, the Award is to the Lowest Compliant Bid. Where a Request for Proposal is used, the Award is to the highest scored Proposal based on Best Value, which is defined as the optimal balance of performance and cost

#### Signed By

##### Report Prepared By

Kari Bertrand  
Chief Procurement Officer  
*Digitally Signed Jun 19, 20*

##### Manager Review

Jim Lister  
Manager of Accounting/Deputy  
Treasurer  
*Digitally Signed Jun 19, 20*

##### Division Review

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 19, 20*

##### Financial Implications

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 19, 20*

##### Recommended by the Department

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 19, 20*

##### Recommended by the C.A.O.

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 22, 20*

determined in accordance with pre-defined evaluation criteria; all in accordance with the Purchasing By-law.

### **Financial Implications**

Council approved policies for the Operating and Capital Budgets enable staff to reallocate budget dollars or funding from Holding Accounts/respective reserve funds in order to award tenders when the tendered amount exceeds the budgeted amount. In addition, some transfers for capital projects may have resulted under a previous capital budget policy. This report provides both the council approved budget compared to the tendered amount that the City received through a competitive tender process from the marketplace.

## BACKGROUND

This report provides a summary of procurements \$100,000 or greater for the period of January 1, 2020 to March 31, 2020.

As required by the City of Greater Sudbury's Purchasing By-Law:

- Section 8(2), regular information reports shall be provided to Council on the Bid Solicitations, cooperative purchases, Emergency purchases and Revenue Generating Contracts Awarded with a Total Acquisition Cost or revenue of \$100,000 or greater.
- Section 26(2), soon after the purchase as reasonably possible, a report to Council is required advising of the circumstances of the Emergency Purchase when greater than \$100,000. Only emergency procurements where budget authorization is not required are included in this report. Other emergencies may be reported separately.

## BID SOLICITATION DETAILS:

- For additional information regarding Bid Solicitations posted on or after March 29, 2019, please visit the City's bids&tenders webpage:  
<https://greatersudbury.bidsandtenders.ca/Module/Tenders/en>
- For additional information regarding Bid Solicitations posted before March 29, 2019, please visit the City's tenders & Results webpage: <https://www.greatersudbury.ca/do-business/bidding-opportunities/tenders/>

## APPENDICIES:

- **APPENDIX A - Competitive Procurement Contract Awards  $\geq$  \$100,000:** All competitive procurements where awards were executed during the reporting period.
- **APPENDIX B – Cooperative Purchasing Contract Awards  $\geq$  \$100,000:** All contract awards through cooperative procurement contracts that were executed during the reporting period.
- **APPENDIX C - Non-Competitive Procurement Contract Awards (Including Emergency Purchases)  $\geq$  \$100,000:** All non-competitive contracts that were executed during the reporting period.
- **APPENDIX D – Contract Awards  $\geq$  \$100,000 Resulting from Standing Offers**

### Explanations and Legend for Appendices:

- Prices exclude applicable taxes.
- **Budget** amount:
  - o Operating budgets are presented on an annual basis and are identified as **(O)**.
  - o Capital budgets are presented on a project basis and are identified as **(C)**.
  - o Housing budgets are identified as **(H)**.
- **Estimate** amount identifies the Total Acquisition Cost (potential value of the entire agreement, including option years) and is used to:
  - determine applicable By-Law and trade agreement requirements for open-competitive procurements
  - provide a basis for a value comparison when multiple procurements are funded from the same budget
  - allows for the procurement to account for current market conditions at the time of posting
- **Contract Award Value** is the value of the initial term of the contract that the City has committed to and does not include option years.

## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Tender CDD19-222 Clearing and Maintenance of the Ramsey Lake Skate Path</b>	1	<u>\$53,860(O)</u> \$200,000	Candu Construction Ltd.	\$123,438	\$123,438/ 3 year contract	Candu Construction Ltd.  01/27/2020	Multi-Year (2020-2023 Option Years: 2023-2025)
<b>Request for Proposal ISD19-2 City Wide Water Meter and Advanced Metering Infrastructure (AMI) System and Installation Project</b>	3	\$21,695,000(C) <small>Note: This budget is used for multiple procurements.</small> \$13,000,000	KTI Limited	83	\$10,296,638	KTI Limited  01/29/2020	One Time
			Neptune technology Group	75			
			KTI Limited/Tribus Services	73			
<b>Request for Proposal CPS19-6 Customer Relationship Management System (CRM)</b>	5	<u>\$2,100,000(C)</u> \$2,500,000	AmberLeaf Partners Inc.	88	\$1,431,210	AmberLeaf Partners Inc.  02/28/2020	Multi-Year (2020-2025)
			Verint	80			
			Catalyst	78			
			Disqualified Proponents: - KPMG LLP - Rock Solid Technologies				

(O) = Operating budgets and are presented on an annual basis  
(C) = Capital budgets and are presented on a project basis

(H) = Housing budgets

## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Request for Proposal CPS19-242 Seven (7) Diesel Tandem Multi-Function Plow Trucks</b>	2	The 2020 Budget included a reduction to the contribution to capital to facilitate a five-year financing plan. The vehicles have been purchased and funded from reserve. \$2,065,000	Rush Truck Centres of Canada Ltd.	79	\$2,109,153	Rush Truck Centres of Canada Limited 02/06/2020	One Time
			Cambrian Truck Centre Inc.	78			
<b>Request for Proposal CPS19-244 Street Sweeper</b>	4	\$775,000(C) Note: This budget is used for multiple procurements. \$370,000	Cubex Ltd.  Disqualified Proponents: - Jade Equipment Company Ltd. - FST Canada Inc. - A & G Road Cleaners	80	\$323,680	Cubex Ltd. 02/12/2020	One Time
<b>Tender CPS20-85 Purchase of One (1) Backhoe</b>	4	\$710,000(C) Note: This budget is used for multiple procurements. \$170,000	Toromont Cat	\$144,568	\$144,568, plus \$4,800 in optional equipment	Toromont Cat 02/19/2020	One Time
			Tracks and Wheels	\$146,063			
			Brandt Tractor Ltd.	\$150,800			
			ReadyQuip	\$158,289			

## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Tender ENG19-57 MR 55 Vermilion River Bridge (1007) Rehabilitation &amp; Watermain Replacement 5.6 km East of Hwy 17</b>	6	\$7,000,000(C) <small>Note: This budget is used for multiple procurements.</small> \$5,303,000	Bélanger Construction (1981) Inc.	\$6,345,000	\$6,345,000	Bélanger Construction (1981) Inc.  02/21/2020	One Time
			Teranorth Construction & Engineering Limited	\$7,063,765			
			National Structures Inc.	\$7,400,737			
			Eiffage Innovative Canada Inc.	\$8,005,525			
			1468792 Ontario Inc. o/a/ GDB Constructeurs	\$8,351,899			
			Bot Engineering & Construction Ltd.	\$9,820,000			
<b>Tender ENG20-28 Asphalt/Concrete Reinstatement - South, Southwest &amp; Northwest</b>	4	\$2,397,825(O) <small>Note: This budget is used for multiple procurements.</small> \$915,891	Bruce Tait Construction Ltd.	\$979,750	\$979,750	Bruce Tait Construction Ltd.  02/19/2020	One Time
			Bélanger Construction (1981) Inc.	\$1,229,980			
			Beamish Construction Inc.	\$1,239,723			
			Garson Pipe Contractors	\$1,562,175			

(O) = Operating budgets and are presented on an annual basis  
(C) = Capital budgets and are presented on a project basis

(H) = Housing budgets

## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Tender ENG20-29 Asphalt/Concrete Reinstatement - Southeast &amp; Northeast Sections</b>	5	\$1,171,000(O) Note: This budget is used for multiple procurements. \$684,086	Comet Contracting Ltd. Bruce Tait Construction Ltd. Beamish Construction Inc. Bélanger Construction (1981) Inc. Garson Pipe Contractors	\$599,088 \$672,215 \$869,803 \$914,830 \$1,060,589	\$599,088	Comet Contracting Ltd. 02/20/2020	One Time
<b>Tender FES19-112 Two (2) Custom Pumper Trucks</b>	4	\$3,068,062(C) Note: This budget is used for multiple procurements. \$1,800,000	Metz Fire & Rescue Darch Fire Inc. Disqualified Bidders: - Safetek Emergency Vehicles Ltd. - Resqtech Systems Inc.	\$1,576,021 \$1,779,798	\$2,364,031 Note: An additional truck was purchased after Tender close, as permissible by the terms and conditions contained within the Tender.	Metz Fire & Rescue 02/18/2020	One Time
<b>Tender FES19-175 Fast Rescue Rigid Hull Inflatable Boat</b>	2	\$250,000(C) \$250,000	Inland Liferrafts & Marine Limited Disqualified Bidder: - MetalCraft Marine	\$268,419	\$268,419	Inland Liferrafts & Marine Limited 02/04/2020	One Time
<b>Tender ISD19-239 Rock Soundings at Various Locations</b>	3	\$1,633,347(C) Note: This budget is used for multiple procurements. \$72,000	Garson Pipe Contractors Bélanger Construction (1981) Inc. Dominion Construction	\$52,280 \$80,360 \$90,802	\$52,280	Garson Pipe Contractors 02/05/2020	One Time

(O) = Operating budgets and are presented on an annual basis  
(C) = Capital budgets and are presented on a project basis

(H) = Housing budgets

## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Request for Proposal ISD19-253 Construction Inspection &amp; Contract Administration of Vermilion River Bridge (1007) MR55</b>	5	\$6,350,000(C) <small>Note: This budget is used for multiple procurements. \$500,000</small>	EXP Services Inc.	89	\$335,620	EXP Services Inc.  02/20/2020	One Time
			McIntosh Perry Consulting Engineers Ltd.	84			
			WSP Canada Group Limited	80			
			AECOM Canada Ltd.	78			
			Tulloch Engineering Inc.	73			
<b>Tender CDD19-117 Supply &amp; Delivery of Annual Flowers</b>	2	\$121,468(O) <small>Note: This budget is used for multiple procurements. \$265,200</small>	2499975 Ontario Inc. o/a Floral Dimensions	\$186,378	\$186,378/ 3 year contract	2499975 Ontario Inc. o/a Floral Dimensions  03/04/2020	Multi-Year (2020-2023)
			Rainbow Gardens Greenhouses & Nursery Ltd.	\$248,115			
<b>Tender CDD19-211 Pocket Park at Twin Forks Playground</b>	1	\$130,991 (C) <small>Note: This budget is used for multiple procurements. \$107,000</small>	Yard Weasels Inc.	\$127,500.00	\$127,500	Yard Weasels Inc.  03/24/2020	One Time
<b>Request for Proposal CPS19-235 Office Supplies (Standing Offer)</b>	2	<u>Various Budgets</u> \$50,000/yr	Corporate Express Canada, Inc., o/a Staples Advantage Canada	95	Approx. \$50,000/yr	Corporate Express Canada, Inc., o/a as Staples Advantage Canada  03/16/2020	Multi-Year (2020-2023 Option Years: 2023-2025)
			1814623 Ontario Limited	83			

(O) = Operating budgets and are presented on an annual basis  
(C) = Capital budgets and are presented on a project basis

(H) = Housing budgets



## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Tender CPS20-9</b> <b>Three (3) Medium Duty Flatdeck Dump Trucks Regular Cab</b>	3	\$920,000(C) Note: This budget is used for multiple procurements. \$195,000	Cambrian Ford Sales Inc. Downtown Autogroup Blue Mountain Chrysler Ltd.	\$170,633 \$181,881 \$199,974	\$170,633	Cambrian Ford Sales Inc. 03/13/2020	One Time
<b>Tender CPS20-9</b> <b>Four (4) Medium Duty (3500) Service Body Trucks</b>	4	\$920,000(C) Note: This budget is used for multiple procurements. \$300,000	Downtown Autogroup Cambrian Ford Sales Inc. Blue Mountain Chrysler Ltd. Disqualified Bidder: - East Court Ford Lincoln	\$293,244 \$300,318 \$305,980	\$293,244	Downtown Auto Group 03/31/2020	One Time
<b>Tender ENG20-21</b> <b>Large Spreader Laid Asphalt Patches - Various Locations</b>	2	\$688,980(O) <del>\$6,000,000(C)</del> \$4,566,300	Pioneer Construction Inc. Garson Pipe Contractors	\$4,742,001 \$4,851,391	\$4,742,001	Pioneer Construction Inc. 03/17/2020	One Time
<b>Tender ENG20-26</b> <b>Surface Treatment - Various Locations</b>	4	<del>\$5,000,000(C)</del> \$4,995,000	Denis Gratton Construction Ltd. Bélanger Construction (1981) Inc. Beamish Construction Inc. Garson Pipe Contractors	\$4,541,303 \$4,780,404 \$4,911,164 \$5,202,686	\$4,541,303	Denis Gratton Construction Ltd. 03/10/2020	One Time

(O) = Operating budgets and are presented on an annual basis  
(C) = Capital budgets and are presented on a project basis

(H) = Housing budgets

## APPENDIX A –Competitive Procurement Contract Awards ≥ \$100,000

Report period: January to March 2020

Procurement Method Contract Number Description	No. of Bids	Budget Estimate (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
<b>Request for Proposal ISD19-212 Shrubs &amp; Deciduous Tree Seedlings</b>	3	\$230,000(O) <small>Note: This budget is used for multiple procurements.</small> \$358,000	Verbinnen's Nursery Ltd.	91	\$286,125	Verbinnen's Nursery Ltd.  3/02/2020	Multi Year (2021-2025)
			St. Williams Nursery & Ecology Centre	75			
			Hortico Inc.	51			
<b>Tender ISD20-1 Street and Road Sweeping</b>	3	<u>\$830,760(O)</u> \$600,000	P. Munro Group Inc.	\$548,321	\$548,321	P. Munro Group Inc.  03/24/2020	Multi Year (2020-2021 Option Years: 2021-2023)
			Jara Sweeping	\$874,665			
			A & G The Road Cleaners Ltd.	\$934,310			
<b>Tender ISD20-104 Supply and Delivery of Aggregates (Standing Offer)</b>	5	<u>Various Accounts</u> \$3,500,000/yr	Denis Gratton Construction Ltd	Various Rates for material and delivery	Approx. \$3,500,000/yr	03/25/2020  All Bidders	Multi Year (2020-2023 Option Years: 2023-2025)
			OCL Custom Crushing & Quarrying Ltd	Various Rates for material and delivery			
			Ethier Sand and Gravel Ltd.	Various Rates for material and delivery			
			William Day Construction Ltd	Various Rates for material and delivery			
			Bruce Tait Construction	Delivery only			

(O) = Operating budgets and are presented on an annual basis  
(C) = Capital budgets and are presented on a project basis

(H) = Housing budgets

## APPENDIX B – Cooperative Purchasing Contract Awards ≥ \$100,000

Report period: January to March 2020

Description	Budget (\$)	Cooperative Purchasing Group	Contract Award Value (\$)	Contractor	Contract Term
				Contract Award Date	
<b>PUR20-124</b> <b>Fourteen (14) 2020</b> <b>Police Interceptors</b>	\$858,200(C) Note: This budget is used for multiple procurements.	Police Cooperative Purchasing Group (PCPG)	\$634,258	Belanger Ford Lincoln Centre Ltd.  2/27/2020	One Time

**APPENDIX C – Non-Competitive Procurement Contract Awards (Including. Emergency) ≥ \$100,000**

Report period: January to March 2020

Description	Budget (\$)	Trade Agreement / By-Law Exemption	Contract Award Value (\$)	Contractor	Contract Term
				Contract Award Date	
<b>Three (3) Ambulance Purchase</b>	\$510,000(C)	Resolutions ES2018-03 to ES2018-05 inclusive from meeting of May 16, 2018.  Trade Agreement Exemption: CFTA - Article 513 1. (b)(iii) due to absence of competition for technical reasons.	\$540,516	Demers Ambulance Manufacturer Inc.  2/7/2020	One Time

(C) = Capital budgets and are presented on a project basis

**APPENDIX D – Contract Awards ≥ \$100,000 Resulting from Standing Offers**

Report period: January to March 2020

<b>Standing Offer Number/Title &amp; Project Description</b>	<b>Contractor</b>	<b>Contract Award Value (\$)</b>	<b>Contract Award Date</b>
<b>ISD19-19 Engineering &amp; Architectural Services M&amp;J Well Upgrades</b>	RV Anderson Associates Limited	\$170,117	1/28/2020
<b>ISD19-19 Engineering &amp; Architectural Services Condition Assessment for Dowling and Levack Wastewater Treatment Plants</b>	WSP Canada Group Limited	\$204,844	1/28/2020
<b>ISD19-19 Engineering &amp; Architectural Services Wanapetei Water Supply Pipe Condition Assessment</b>	Aecom Canada Limited	\$239,160	1/29/2020
<b>ISD19-19 Engineering &amp; Architectural Services Electrical Upgrades Sudbury Plant</b>	RV Anderson Associates Limited	\$245,285	1/29/2020
<b>ISD19-19 Engineering &amp; Architectural Services Lively Infrastructure Upgrades - Flow Monitoring</b>	JL Richards & Associates Limited	\$180,500	2/18/2020
<b>ISD19-19 Engineering &amp; Architectural Services Lively Infrastructure Upgrades - Geotechnical Work &amp; Biological Investigation</b>	Wood Environment & Infrastructure	\$138,174	2/18/2020
<b>ISD19-19 Engineering &amp; Architectural Services Hot In-Place Recycling Pilot Project</b>	Wood Environment & Infrastructure	\$118,000	3/4/2020
<b>ISD19-19 Engineering &amp; Architectural Services Richard Lake Watershed Study – Scoping</b>	Kilgour & Associates	\$198,000	3/5/2020
<b>ISD19-19 Engineering &amp; Architectural Services Garson Wells Environmental Assessment</b>	WSP Canada Group Limited	\$281,528	3/23/2020
<b>ISD19-19 Engineering &amp; Architectural Services Solid Waste (Project Management &amp; Administration)</b>	GHD Limited	\$196,162	3/25/2020

## For Information Only

### 2019 Investment Report

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Friday, May 22, 2020

Type: Correspondence for  
Information Only

### Resolution

For Information Only

### Relationship to the Strategic Plan / Health Impact Assessment

This report supports Council's strategic pillar of Responsive,  
Fiscally Prudent, Open Governance.

### Report Summary

This report summarizes the investment activities for the year and  
certifies that all investments made in the year 2019 were in  
compliance with both City's Investment Policy (Bylaw  
2010-246F) and Ontario Regulation 655/05.

### Financial Implications

There are no financial implications associated with this report.

#### Signed By

##### **Division Review**

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed May 22, 20*

##### **Financial Implications**

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 1, 20*

##### **Recommended by the Department**

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 2, 20*

##### **Recommended by the C.A.O.**

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 2, 20*

## Background

In accordance with the City's Investment Policy (Bylaw 2010-246F), there is a requirement that the Treasurer present an investment report to Council annually.

This report summarizes the investment activities for the year and certifies that all investments made in the year 2019 were in compliance with both the policy and the Ontario Regulation 655/05.

The City of Greater Sudbury's investment portfolio, at cost, was as follows:

	December 31, 2019	December 31, 2018
Long Term Investment	\$120,527,633	\$133,235,987
Short Term Investment	\$184,945,606	\$171,563,729
Total Investment Portfolio	\$305,473,239	\$304,799,716

The breakdown of these investments is as follows:

	December 31, 2019	December 31, 2018
Canada Bonds	\$648,715	\$4,701,158
Provincial Bonds	\$71,446,932	\$45,474,333
Municipal Bonds	\$18,985,523	\$16,168,710
Term Deposits, GIC's, etc	\$214,392,069	\$238,455,515
Total	\$305,473,239	\$304,799,716

During the year, 50 (2018 -55) separate investment transactions were completed. Interest earned on investments, excluding capital gains, plus interest earned on average daily bank balances, yielded an average rate of return of 2.58% (2018 – 2.31%).

Interest earnings of \$5,368,937 (2018 - \$4,452,841) were credited to reserve and trust funds. The balance of investment income was earned by capital and current funds. In accordance with the investment policy, the investment income earned by the capital fund was attributed to the current fund. Including interest earned from the bank, other sources, and capital gains, the current fund was credited with \$4,527,223 (budget \$3,655,000) interest revenue. In 2018, \$4,013,062 of interest revenue was credited to the current fund.

## For Information Only

### 2020 Operating Budget Variance Report - April

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jul 07, 2020

Report Date Wednesday, Jun 24,  
2020

Type: Correspondence for  
Information Only

### Resolution

For Information Only

### Relationship to the Strategic Plan / Health Impact Assessment

This report refers to operational matters.

### Report Summary

This report provides a variance analysis based on the City's results from January to April 2020. Staff have identified areas where material year end variances in the operating budget may occur.

### Financial Implications

There are no financial implications associated with this report.

#### Signed By

#### Report Prepared By

Steve Facey  
Manager of Financial Planning &  
Budgeting  
*Digitally Signed Jun 24, 20*

#### Division Review

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#### Recommended by the C.A.O.

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 24, 20*



## **Executive Summary**

This report provides a variance analysis based on the City's results from January to April 2020. Staff have identified areas where material year end variances in the operating budget may occur.

## **Background**

The purpose of this report is to provide the Finance and Administration Committee with a preliminary overview of potential year end variances. The monitoring and reporting of variances has been conducted in accordance with the Operating Budget Policy. The April variance report reflects expenditures and revenues for the first four months of the year.

The Finance and Administration Committee has been receiving frequent updates on the financial impact and the corporation's response to COVID-19. The report presented on June 2<sup>nd</sup> included a potential impact of \$14 million to the end of 2020 with some mitigation efforts identified. Staff continue to react and adapt to the ever-changing situation.

A more detailed projection will be undertaken in the summer based on the expenditures and revenues realized from January to June 2020. During this process, each department will be requested to project a year end value for each account. Based on this information, a corporate year end projection will be made. The Finance and Administration Committee will receive this report in September of 2020.

In accordance with the Operating Budget Policy approved by Council, the following explanations relate to areas where a potential variance of greater than \$200,000 may occur within a division or section, or areas that Finance is monitoring closely:

### **1) Taxation Revenue**

The first 2020 supplementary tax roll has not yet been received and therefore staff is unable to forecast the potential year end position. In 2019, the City received \$2.1 million in supplement taxation, approximately \$200,000 under the budgeted amount. This is an area where the potential for a variance exists. The pandemic has caused delays in assessments performed by MPAC, which delays the preparation of supplemental tax bills. Staff will continue to monitor and provide an up to date forecast for the June Variance Report when more information becomes available.

### **2) Other Revenue and Expenses**

The City is anticipating that the revenue from the Municipal Accommodation Tax will be less than budgeted due to impact of COVID-19 on the hospitality industry. In accordance with legislation, 50% of the revenue net of costs must be contributed to the City's eligible tourism entity. Of the City's funds, \$800,000 have been previously allocated to fund the debt repayment for the Kingsway Entertainment District Arena /

Event Centre. Any additional funds received will be contributed to the Tax Rate Stabilization Reserve.

In 2019, the City received funds from The Ontario Cannabis Legalization Implementation Fund to help offset increased costs due to the legalisation of cannabis. The City has not yet received confirmation if this funding will continue into 2020.

The City is experiencing a number of unbudgeted expenses and lost revenues due to COVID-19. The potential financial impact continues to be presented to the Finance and Administration Committee on a monthly basis. The latest report highlighted increased expenditures with respect to staffing, personal protective equipment and other related costs. The revenue impacts are highlighted throughout this report. The services hit the hardest include Transit and Leisure services. Further detail can be found in the report presented to the Finance and Administration Committee on June 2, 2020(<https://agendasonline.greatersudbury.ca/index.cfm?pg=feed&action=file&attachment=30468.pdf>)

### **3) Legal Services**

The Provincial Offences Court adjourned all court attendance matters until July 6<sup>th</sup>. This has in turn decreased the amount of revenue to be received. Staff will continue to monitor the impact of this and report back to committee when more information becomes available.

### **4) Parking Services**

Parking revenues are projected to be in a shortfall due to COVID-19. These lost revenues will be funded from the parking reserve with the assumption there are sufficient funds within the reserve.

### **5) Fleet Services**

It is anticipated that maintenance of the Transit fleet will result in an over expenditure for 2020. An aging fleet of buses combined with limited capital investment continues to drive costs. However, the reduction in service as a result of the COVID pandemic will result in a relatively smaller over expenditure than in previous years.

### **6) Leisure Services**

Leisure services is experiencing budget pressures mainly due to lost revenues. Staff are currently offsetting some of these variances by following Council's direction to not hire summer students. The lost revenues may fluctuate depending on the regulations in place as well as the status of the state of emergency.

### **7) Transit Services**

Transit is experiencing budget pressures due to lost revenues. Fares were discontinued from March 20 to June 15. Ridership is also expected to be lower than anticipated, which means that even though the City is collecting fares, Transit revenue will not meet this years target. To offset a portion of these variances, conventional service levels have been temporarily modified to reflect the reduced demand.

## **8) Roads Winter Control Operations**

Roads winter control is anticipating an over expenditure of \$290,000 by year end. This is largely due to over expenditures in snow removal with offsetting savings in plowing, sanding and salting. The City received 204.1 cm. of snow to date in 2020, compared to the 30 year average of 165 cm. In accordance with the Reserve and Reserves Fund bylaw, any Roads Winter Control over expenditures may be funded from the Roads Winter Control Reserve Fund. It is to be noted that the Roads Winter Control Reserve Fund has a balance of \$0 at year end (December 31, 2019).

## **9) Environmental Services**

Revenues from tipping fees may result in a variance at the end of 2020. Residential access to municipal landfill sites was restricted until May 15, 2020. The sale of recyclables continues to remain volatile, which may result in a variance at year end.

## **10) Water Wastewater**

Based on the actual read information, the following can be determined:

- Water production is down 6-7%.
- Commercial and industrial sectors is reflecting a decreased consumption of 5-10%.
- Residential consumption is comparable to the same period of last year.

Staff continue to monitor consumption data once it becomes available. As water and wastewater services are 100% user-pay, any variance will drawn from the reserve or funded by deferring capital projects. If the amount of the draw is substantial, staff will recommend a financing plan in a future budget to restore the reserve.

## **11) Fire Services**

Fire Services is experiencing budget pressures with overtime costs due to current staffing levels. To mitigate this pressure, a career recruitment of 10 firefighters was initiated at the beginning of 2020, however due to the pandemic and the physical distancing requirement, this recruitment was put on hold. The staffing levels have continued to decrease due to retirements and longer term absences related to the WSIB presumptive legislation. Fire Services is projected to be over budget is salaries and benefits for 2020 as the current staffing level cannot support the minimum staffing level as outlined in the SPFFA Collective Bargaining Agreement without incurring significant overtime costs.

## **12) Fuel**

The price of diesel and unleaded fuel has decreased significantly as a result of COVID-19. The corporation has experienced a 25-40% reduction in prices for diesel and unleaded respectively. The consumption of fuel has been impacted with changing service levels. Staff continue to analyze consumption data will provide projected financial impact in the next report.

## **13) Slot Revenue**

Gateway Casino Sudbury remains closed to the public. Northern casinos are hoping to re-open, but at this point, it is difficult to determine the lasting effect. The City receives

approximately \$2.1 million annually, therefore each month the facility is not operational translates into lost revenue of \$175,000. This will result in a variance at year end.

#### **14) Financial Relief from Senior Levels of Government**

Programs created by the Federal and Provincial governments are currently assisting municipalities combat the COVID-19 crisis. Additional funding has been announced for Social Services as well as Pioneer Manor. These amounts will offset some of the additional costs that the City is facing. AMO and FCM are advocating for direct financial support for municipalities. Staff continue to monitor announcements and will incorporate any changes into the next report.

#### **15) Provincial funding**

The City has begun receiving funding letters from the Provincial Government. To date, a number of funding announcements have not yet been received. Staff continue to monitor announcements and will incorporate any changes into the next report.

### **Summary**

The Executive Leadership Team reviews operating variance reports on a monthly basis in an effort to manage costs and strive to mitigate the financial pressures described in this report.

This has been a preliminary review of the revenues and expenditures for the first four months of 2020. Continued diligence will be required throughout the remainder of 2020 to reduce the risk of realizing a deficit. A more comprehensive review will take place after the June 2020 month end and Council will be presented with a corporate year end projection in September.