



# FINANCE AND ADMINISTRATION COMMITTEE AGENDA

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Finance and Administration Committee Meeting  
**Tuesday, June 20, 2017**  
Tom Davies Square

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**COUNCILLOR MIKE JAKUBO, CHAIR**

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**Deb McIntosh, Vice-Chair**

4:00 p.m. FINANCE AND ADMINISTRATION COMMITTEE MEETING  
COUNCIL CHAMBER

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

## **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.)

## **CORRESPONDENCE FOR INFORMATION ONLY**

- C-1. Report dated June 5, 2017 from the General Manager of Corporate Services **4 - 6**  
regarding 2017 Operating Budget Variance Report - March.  
**(FOR INFORMATION ONLY)**

(This report identifies the areas of concern in the 2017 Operating Budget as of March 31, 2017.)

- C-2. Report dated May 31, 2017 from the General Manager of Corporate Services **7 - 8**  
regarding 2017 Water Wastewater Operating Budget Variance Report - March.  
**(FOR INFORMATION ONLY)**

(This report projects a year end position of the Water Wastewater Operating Budget based on expenditures and revenues to the end of March, 2017.)

## **ADDENDUM**

## **CIVIC PETITIONS**

## **QUESTION PERIOD AND ANNOUNCEMENTS**

## **NOTICES OF MOTION**

## **ADJOURNMENT**

## For Information Only

### 2017 Operating Budget Variance Report - March

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jun 20, 2017

Report Date Monday, Jun 05, 2017

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 of the City's first quarter results (January to March 31, 2017). Staff has 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**

Liisa Brule  
Coordinator of Budgets  
*Digitally Signed Jun 5, 17*

**Division Review**

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed Jun 5, 17*

**Recommended by the Department**

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 5, 17*

**Financial Implications**

Liisa Brule  
Coordinator of Budgets  
*Digitally Signed Jun 5, 17*

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

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 5, 17*

# **2017 Operating Budget Variance Report - March**

## **Background**

The purpose of this report is to provide Council 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 March variance report reflects expenditures and revenues for the first three months of the year. In many areas, only three months of data is not sufficient to identify potential variances; however in other areas, there may have been significant factors identified that may result in year-end variances.

A more detailed projection will be undertaken in the summer based on the expenditures and revenues contained in the June 2017 Cost Centre Report. 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. Council will receive this report in September of 2017.

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 2017 supplementary tax roll has not yet been received and therefore staff is unable to forecast the potential yearend position. In 2016, the City received \$3.0 million in supplement taxation, approximately \$800,000 over the budgeted amount, however this was offset by an increase in tax write offs. This is an area where the potential for a variance exists, therefore staff will monitor and provide an up to date forecast for the June variance when more information becomes available.

### **2) Provincial Offences Act**

The City has received \$1 million in POA revenue as a result of fines imposed on a mining company by the Ministry of Labour.

### **3) Environmental Services**

The results of the City's recycling processing facility contract which will be tendered and awarded during 2017 has the potential to impact the division's financial position. Since this tender award is financially significant, at this time the overall position is too difficult to predict.

### **4) Roads Winter Control Operations**

The net over expenditure of approximately \$700,000 to the end of March is largely a result of the increased requirement for salting, sanding, plowing and snow removal. This

section is weather dependant, therefore, making it challenging to project a potential year end position for this area. In accordance with to the Reserve and Reserves Fund bylaw, any Roads Winter Control over expenditures may be funded from the Roads Winter Control Reserve Fund.

## **Summary**

This has been a preliminary review of the revenues and expenditures for the first three months of 2017. It is still too early to provide an accurate year-end projection. A more comprehensive review will take place after the June 2017 month end and Council will be presented with a corporate year-end projection in September. Quarterly reports will be prepared for Council throughout 2017.

## For Information Only

### 2017 Water Wastewater Operating Budget Variance Report - March

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Jun 20, 2017

Report Date Wednesday, May 31,  
2017

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 preliminary review of Water Wastewater Services for 2017 based upon the first three months of the year.

#### Financial Implications

There is no financial impact.

#### Signed By

**Report Prepared By**

Dion Dumontelle  
Co-ordinator of Finance, Water  
Wastewater  
*Digitally Signed May 31, 17*

**Division Review**

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed May 31, 17*

**Recommended by the Department**

Kevin Fowke  
General Manager of Corporate  
Services  
*Digitally Signed Jun 5, 17*

**Financial Implications**

Ed Stankiewicz  
Executive Director of Finance, Assets  
and Fleet  
*Digitally Signed May 31, 17*

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

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Jun 7, 17*

## **Background**

Actual water and wastewater revenues and expenditures are being tracked against budgets. At this early point in the year, potential budget variances that may occur are described below.

## **User Fees**

Actual user fees are tracking below budgeted amounts at the end of March. It is too early in the year to project consumption levels with accuracy. Staff will have a better indication of consumption levels with the June projection report.

## **Purchased Contract Services**

The City has adopted a new policy of using external contractors to affect temporary patches on excavations performed by city crews. The intent is to free up staff enabling them to perform regular operations and maintenance work which they are licensed to do. The tender for this contract was significantly higher than the regular budget for restoration services, but staff has earmarked funds previously dedicated to external water and wastewater emergency repairs that are now being performed by city crews, to supplement the budget. The extent of the restoration costs will not be known until the June or September variance report.

It is very difficult to budget for the amount of watermain break related repair work required during the year as breaks fluctuate based on a number of factors. Due primarily to favourable weather conditions there have been a below average number of breaks in 2016 and 2017. There were only 34 watermain breaks through the end of March. That compares to 29 in 2016 (85 annual) and 101 in 2015 (184 annual).

## **Summary**

Staff continues to manage and closely monitor Water and Wastewater Services budgets. This has been a preliminary review of the revenues and expenditures for the first three months of 2017.





# City of Greater Sudbury Charter

**WHEREAS** Municipalities are governed by the Ontario Municipal Act, 2001;

**AND WHEREAS** the City of Greater Sudbury has established Vision, Mission and Values that give direction to staff and City Councillors;

**AND WHEREAS** City Council and its associated boards are guided by a Code of Ethics, as outlined in Appendix B of the City of Greater Sudbury's Procedure Bylaw, most recently updated in 2011;

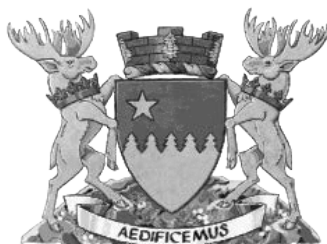
**AND WHEREAS** the City of Greater Sudbury official motto is "Come, Let Us Build Together," and was chosen to celebrate our city's diversity and inspire collective effort and inclusion;

**THEREFORE BE IT RESOLVED THAT** Council for the City of Greater Sudbury approves, adopts and signs the following City of Greater Sudbury Charter to complement these guiding principles:

**As Members of Council, we hereby acknowledge** the privilege to be elected to the City of Greater Sudbury Council for the 2014-2018 term of office. During this time, we pledge to always represent the citizens and to work together always in the interest of the City of Greater Sudbury.

**Accordingly, we commit to:**

- Perform our roles, as defined in the Ontario Municipal Act (2001), the City's bylaws and City policies;
- Act with transparency, openness, accountability and dedication to our citizens, consistent with the City's Vision, Mission and Values and the City official motto;
- Follow the Code of Ethical Conduct for Members of Council, and all City policies that apply to Members of Council;
- Act today in the interest of tomorrow, by being responsible stewards of the City, including its finances, assets, services, public places, and the natural environment;
- Manage the resources in our trust efficiently, prudently, responsibly and to the best of our ability;
- Build a climate of trust, openness and transparency that sets a standard for all the City's goals and objectives;
- Always act with respect for all Council and for all persons who come before us;
- Ensure citizen engagement is encouraged and promoted;
- Advocate for economic development, encouraging innovation, productivity and job creation;
- Inspire cultural growth by promoting sports, film, the arts, music, theatre and architectural excellence;
- Respect our historical and natural heritage by protecting and preserving important buildings, landmarks, landscapes, lakes and water bodies;
- Promote unity through diversity as a characteristic of Greater Sudbury citizenship;
- Become civic and regional leaders by encouraging the sharing of ideas, knowledge and experience;
- Work towards achieving the best possible quality of life and standard of living for all Greater Sudbury residents;



# Charte de la Ville du Grand Sudbury

**ATTENDU QUE** les municipalités sont régies par la Loi de 2001 sur les municipalités (Ontario);

**ATTENDU QUE** la Ville du Grand Sudbury a élaboré une vision, une mission et des valeurs qui guident le personnel et les conseillers municipaux;

**ATTENDU QUE** le Conseil municipal et ses conseils sont guidés par un code d'éthique, comme l'indique l'annexe B du Règlement de procédure de la Ville du Grand Sudbury dont la dernière version date de 2011;

**ATTENDU QUE** la devise officielle de la Ville du Grand Sudbury, « Ensemble, bâtissons notre avenir », a été choisie afin de célébrer la diversité de notre municipalité ainsi que d'inspirer un effort collectif et l'inclusion;

**QU'IL SOIT RÉSOLU QUE** le Conseil de la Ville du Grand Sudbury approuve et adopte la charte suivante de la Ville du Grand Sudbury, qui sert de complément à ces principes directeurs, et qu'il y appose sa signature:

**À titre de membres du Conseil**, nous reconnaissons par la présente le privilège d'être élus au Conseil du Grand Sudbury pour le mandat de 2014-2018. Durant cette période, nous promettons de toujours représenter les citoyens et de travailler ensemble, sans cesse dans l'intérêt de la Ville du Grand Sudbury.

**Par conséquent, nous nous engageons à :**

- assumer nos rôles tels qu'ils sont définis dans la Loi de 2001 sur les municipalités, les règlements et les politiques de la Ville;
- faire preuve de transparence, d'ouverture, de responsabilité et de dévouement envers les citoyens, conformément à la vision, à la mission et aux valeurs ainsi qu'à la devise officielle de la municipalité;
- suivre le Code d'éthique des membres du Conseil et toutes les politiques de la municipalité qui s'appliquent à eux;
- agir aujourd'hui pour demain en étant des intendants responsables de la municipalité, y compris de ses finances, biens, services, endroits publics et du milieu naturel;
- gérer les ressources qui nous sont confiées de façon efficiente, prudente, responsable et de notre mieux;
- créer un climat de confiance, d'ouverture et de transparence qui établit une norme pour tous les objectifs de la municipalité;
- agir sans cesse en respectant tous les membres du Conseil et les gens se présentant devant eux;
- veiller à ce qu'on encourage et favorise l'engagement des citoyens;
- plaider pour le développement économique, à encourager l'innovation, la productivité et la création d'emplois;
- être une source d'inspiration pour la croissance culturelle en faisant la promotion de l'excellence dans les domaines du sport, du cinéma, des arts, de la musique, du théâtre et de l'architecture;
- respecter notre patrimoine historique et naturel en protégeant et en préservant les édifices, les lieux d'intérêt, les paysages, les lacs et les plans d'eau d'importance;
- favoriser l'unité par la diversité en tant que caractéristique de la citoyenneté au Grand Sudbury;
- devenir des chefs de file municipaux et régionaux en favorisant les échanges d'idées, de connaissances et concernant l'expérience;
- viser l'atteinte de la meilleure qualité et du meilleur niveau de vie possible pour tous les résidents du Grand Sudbury.