



OPERATIONS COMMITTEE AGENDA

Operations Committee Meeting
Monday, April 3, 2017
Tom Davies Square

COUNCILLOR ROBERT KIRWAN, CHAIR

Evelyn Dutrisac, Vice-Chair

4:00 p.m. OPERATIONS COMMITTEE MEETING
COMMITTEE ROOM C-11

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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 February 13, 2017 from the General Manager of Growth and Infrastructure regarding W/WW Standard of Care Information Update. **4 - 7**
(FOR INFORMATION ONLY)
(This report intends to help councilors and senior staff to understand their standard of care responsibilities and reinforce the need for ongoing vigilant oversight by providing information and access to resources.)
- C-2. Report dated March 17, 2017 from the General Manager of Growth and Infrastructure regarding Winter Control Operations Update for December 2016. **8 - 10**
(FOR INFORMATION ONLY)
(This report provides the financial results of the 2016 winter roads operations.)
- C-3. Report dated March 17, 2017 from the General Manager of Growth and Infrastructure regarding Winter Control Operations Update February 2017. **11 - 13**
(FOR INFORMATION ONLY)
(This report provides the financial results of the 2017 winter roads operations up to and including the month of February 2017)

ADDENDUM

CIVIC PETITIONS

QUESTION PERIOD AND ANNOUNCEMENTS

NOTICES OF MOTION

ADJOURNMENT

For Information Only

W/WW Standard of Care Information Update

Presented To: Operations Committee

Presented: Monday, Apr 03, 2017

Report Date: Monday, Feb 13, 2017

Type: Correspondence for Information Only

Resolution

For Information Only

Finance Implications

There are no financial implications

Background

Safe, high quality drinking water is essential to the public health of everyone in Greater Sudbury and effective oversight has been identified as a key foundation for the supply and delivery of consistently safe municipal water supply. Providing safe drinking water is a vital responsibility that is shared by many partners.

Municipal Councilors play a key role in the supply of drinking water to the municipality in their various roles representing residents, providing stewardship, and policy-making. Most Council decisions will not only affect the short term but often also have long-term implications that may extend beyond the current mandate and impact the long-term health and welfare of our community.

Similarly, several senior level CGS officials (ie Executive Leadership Team, ELT) also may have oversight and decision making roles that can also impact municipal water supply systems. While legislation does not require or expect that either Councilors or municipal officials become experts in water treatment and distribution, they are responsible for having policies, management tools, and processes in place so that the municipality meets all of its legislative and regulatory requirements under the SDWA.

This report intends to help councilors and senior staff to understand their standard of care responsibilities and reinforce the need for ongoing vigilant oversight by providing information and access to resources for anyone wishing to demonstrate compliance with the standard of care requirements or wanting to learn more about Greater Sudbury's municipal water systems.

The Safe Drinking Water Act, 2002 (SDWA) recognizes that diligent and conscientious oversight is a key pillar for safe municipal water supply. For that reason, the SDWA includes a statutory standard of care requirement that applies to individuals who have decision making authority over municipal drinking water systems or who oversee the operating authority of a municipal drinking water system. This requirement can

Signed By

Report Prepared By

Nick Benkovich
Director of Water/Wastewater
Digitally Signed Feb 13, 17

Recommended by the Department

Tony Cecutti
General Manager of Growth and Infrastructure
Digitally Signed Feb 13, 17

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Mar 8, 17

also extend to members of Council and senior administrative staff.

Water / Wastewater Division Activities Related to Standard of Care

Staff has implemented programs and other provincially mandated program requirements to demonstrate an appropriate level of care, diligence, and skills are in place to meet the standard of care of care obligations and produce consistently safe drinking water including:

- Using Certified Operators as required and Overall Responsible Operator (ORO) designated in compliance with O. Reg. 170/03;
- Drinking Water Quality System (DWQMS) includes operating, financial, emergency response, and reporting plans;
- Programs in place to proactively manage risks through ongoing regular audits and inspections;
- Robust training programs in place for operational staff;
- Comprehensive operations, maintenance, and monitoring programs are in place;
- Annual Water Quality Reports submitted to the province and made available to public.
- Commitment and ongoing programs in place to promote continual improvement

Training

Council is now over half way through their current mandate and with recent organizational changes to the senior administrative team this report attempts to build on previous training and ongoing communication initiatives to continuously promote diligent oversight of water systems in Greater Sudbury by reinforcing existing tools and information.

Given the serious penalties and personal liability repercussions of breaching the standard of care requirements, both groups may want information about CGS system performance, ongoing training opportunities, and guidance materials related to meeting the standard of care.

A training session was delivered early on in the mandate of the current Council to help prepare Council and senior staff to meet these obligations. The session entitled 'Standard of Care – Safe Drinking Water Act Training' incorporated an electronic presentation was delivered by Mr. Larry Moore from the Walkerton Clean Water Centre on April 20, 2015.

The 2015 training session provided content specifically developed for the needs of Councilors and senior officials attempting to understand and meet their standard of care obligations. A guidebook was provided as part of the sessions entitled: **'Taking Care of Your Drinking Water: A Guide for Municipal Councils'**. This publication was developed and commissioned by the province specifically to provide information and guidance for municipal councils and officials and is available at the following link:

<https://www.ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils>;

Anyone requiring a copy can forward a request to Water / Wastewater staff.

Helpful Information Resources Related to Standard of Care:

There are multiple sources of information available for Councilors and municipal officials wishing to learn more about CGS systems to guide their actions and decisions as they oversee their municipal drinking water systems. Several convenient sources have been identified below and facility tours and information sessions with staff are also available on request.

1. Provincial Drinking Water Framework

The province has implemented a comprehensive framework designed to safeguard drinking water from Source to Tap called the drinking water protection safety net. The framework has eight components:

- A source to tap focus;
- A strong legislative and regulatory framework;
- Regulated health-based standards for drinking water;
- Strong timely action on adverse water quality incidents;
- Mandatory licensing, operator certification and training requirements;
- A multi-faceted compliance improvement tool kit;
- Partnership, transparency, and public engagement

2. Key Sections of the Safe Drinking Water Act for Councilors & Officials

Section 11: Duties of Owners and Operating Authorities

This Section describes the legal responsibilities of owners and operating authorities of regulated drinking water systems including:

- providing water that meets all prescribed drinking water quality standards;
- operating in accordance with the act and its regulations and are kept in a fit state of repair;
- are appropriately staffed and supervised by qualified persons;
- comply with all sampling, testing, and monitoring requirements
- meet all reporting requirements

Section 14: Duties of Owner

This section specifically clarifies that an owner is not relieved of their duty to comply with Section 19 even if the operation is delegated to someone else through an agreement. The owner is still obligated to ensure that the operating authority is carrying out its responsibilities according to the act and if not to take reasonable steps to ensure they do.

Section 19: Duty of Standard of Care

This Section extends legal responsibility to people with decision making authority over municipal drinking water systems and those that oversee the accredited operating authority for the system. It requires that they exercise a level of care, diligence, and skill with regard to a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation and that they exercise this diligence honestly, competently, and with integrity.

3. Municipal Licensing Documents

All Ontario municipal drinking water systems must have a license from the Ministry of the Environment and Climate Change. For a drinking water system to receive or renew its license, the owner and operator must have the following documents in place:

- A drinking water works permit;
- An accepted operational plan;
- An accredited operating authority;
- A financial plan;
- A permit to take water

Of these documents, both the operational plan and the financial plan contain information pertinent to Councilors and Officials:

Operational Plan:

This document includes important basic information about every water system owned by the City, including a process for risk assessment; a description of the organizational structures (with descriptions of roles and responsibilities).

The Operational Plan is available at the following link:

<http://citylinks.greatersudbury.ca/departments/infrastructure-services/waterwastewater/quality-management-sy>

Financial Plan:

This document was developed as ten-year plan that includes water supply and wastewater treatment systems in Greater Sudbury and was approved by Greater Sudbury Finance Committee in 2011.

The financial plan does not constitute a budget but is intended to provide a strategy to guide decisions towards achieving financial sustainability, and to establish benchmarks to measure progress toward sustainability.

The financial plan is available at the following link:

<http://www.greatersudbury.ca/living/sewer-and-water/waterwastewater-financial-plan/>

4. Annual Water Quality Reports:

Greater Sudbury provides the best water quality possible for its customers. The annual reports outline the current status of water delivered in the distribution systems and our ongoing efforts to improve these already high standards.

Reports can be found at the following link:

<http://www.greatersudbury.ca/living/sewer-and-water/water-source/water-quality-reports/>

For Information Only

Winter Control Operations Update for December 2016

Presented To: Operations Committee

Presented: Monday, Apr 03, 2017

Report Date: Friday, Mar 17, 2017

Type: Correspondence for Information Only

Resolution

For Information Only

Finance Implications

In accordance with the Reserve and Reserve Fund By-law, any Roads Winter Control year end under expenditure shall be credited to the Roads Winter Control Reserve Fund provided that the contribution would not place the City into a deficit position, and any year end over expenditure may be funded from this Reserve Fund.

Signed By

Report Prepared By

Kelsi Bernier
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Digitally Signed Mar 17, 17

Division Review

David Shelsted
Director of Roads & Transportation
Digitally Signed Mar 17, 17

Recommended by the Department

Tony Cecutti
General Manager of Growth and Infrastructure
Digitally Signed Mar 20, 17

Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
Digitally Signed Mar 21, 17

Background

This report provides the financial results of the 2016 winter roads operations up to and including the month of December 2016. As depicted in Table 1 below, the result for the fiscal year 2016 winter roads operations is an over expenditure of approximately \$2.3 million.

Table 1			
2016 Winter Summary			
As at December 31, 2016			
	Annual Budget	YTD Actual	Annual Variance
Administration & Supervision	2,357,174	2,449,200	(92,026)
Sanding/Salting/Plowing	6,847,831	8,261,845	(1,414,014)
Snow Removal	526,531	1,050,432	(523,901)
Sidewalk Maintenance	898,182	1,016,080	(117,898)
Winter Ditching/Spring Cleanup	1,746,086	1,855,751	(109,665)
Miscellaneous Winter Roads	4,180,398	4,219,516	(39,118)
Totals	16,556,202	18,852,824	(2,296,622)

2016 Winter Control Activities

As shown in Table 2 below, the City received approximately 425 centimeters or 166% of the average annual snowfall in 2016. From January to April, approximately 203% of the annual average snowfall was received. November and December reached 61% and 166%, respectively, of the average annual snowfall.

The above average snowfall throughout the year contributed to the over expenditure of approximately \$2.3 million in winter control activities. The largest contributors were sanding/salting/plowing (\$1.4 million) and snow removal (\$0.5 million).

Table 2							
2016 Snowfall							
	Jan.	Feb.	Mar.	Apr.	Nov.	Dec.	Total
Normal 30 Year Avg. (cm)	60	52	35	17	30	63	257
2016 Actual (cm)	91	117	40	55	18	105	425
% of Actual to Normal	152%	225%	113%	322%	61%	166%	166%

Miscellaneous Winter Roads

At the April 18th, 2016 Operations Committee, there was a request for more detail on what is included in the Miscellaneous Winter Roads cost centre as displayed in Table 1 above. This cost centre totals approximately \$4.2 million, and the major expenses in this cost centre are outlined in Table 3 below.

Table 3 2016 Miscellaneous Winter Roads	
Expense Type	Annual Budget (millions \$)
Employee Benefits	\$ 1.4
Asphalt Patching	\$ 0.8
Internal Recoveries (HR, Finance, IT)	\$ 0.7
Standby (Contracted Service)	\$ 0.7
Health & Safety	\$ 0.2
Other (Road Patrol, Emergency Response, Tool Repair, Property Restoration, etc.)	\$ 0.4
Total	\$ 4.2

Summary

In summary, winter roads operations for 2016 were over budget by \$2.3 million. As per the Reserve and Reserve Fund policy, any annual over/under expenditures in winter roads operations may be funded/contributed towards the Roads Winter Control Reserve Fund.

For Information Only

Winter Control Operations Update February 2017

Presented To: Operations Committee

Presented: Monday, Apr 03, 2017

Report Date: Friday, Mar 17, 2017

Type: Correspondence for
Information Only

Resolution

For Information Only

Finance Implications

In accordance with the Reserve and Reserve Fund By-law, any Roads Winter Control year end under expenditure shall be credited to the Roads Winter Control Reserve Fund provided that the contribution would not place the City into a deficit position, and any year end over expenditure may be funded from this Reserve Fund.

Signed By

Report Prepared By

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Division Review

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Recommended by the Department

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General Manager of Growth and
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Recommended by the C.A.O.

Ed Archer
Chief Administrative Officer
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Background

This report provides the financial results of the 2017 winter roads operations up to and including the month of February 2017. As depicted in Table 1 below, the results for the first two months of 2017 is an over expenditure of approximately \$0.68 million. Certain estimates were necessary to account for outstanding invoices.

Table 1				
2017 Winter Summary				
As at February 28, 2017				
	Annual Budget	2017 YTD		
		Budget	Actual	Variance
Administration & Supervision	2,479,180	821,556	851,393	(29,837)
Sanding/Salting/Plowing	6,885,895	3,235,828	4,046,912	(811,084)
Snow Removal	603,086	340,702	460,390	(119,688)
Sidewalk Maintenance	1,027,728	513,864	497,329	16,535
Winter Ditching/Spring Cleanup	1,762,369	227,670	204,720	22,950
Miscellaneous Winter Roads	4,275,342	1,238,493	996,082	242,411
Totals	17,033,600	6,378,113	7,056,827	(678,714)

2017 Winter Control Activities

As shown in Table 2 below, the City received approximately 122 centimeters or 109% of the average January and February snowfall.

The above average snowfall and freezing rain contributed to an over expenditure of approximately \$0.68 million in winter control activities. Large over expenditures occurred in sanding/salting/plowing (\$0.8 million) and snow removal (\$0.12 million). Freezing rain during these months required an increase use of sand/salt. The over expenditure was partially offset by the Miscellaneous Winter Road's activities.

Table 2							
2017 Snowfall							
	Jan.	Feb.	Mar.	Apr.	Nov.	Dec.	Total
Normal 30 Year Avg. (cm)	60	52					112
2017 Actual (cm)	56	66					122
% of Actual to Normal	93%	128%					109%

Miscellaneous Winter Roads

The annual budget for the miscellaneous winter roads cost centre totals approximately \$4.28 million, and the major expenses in this cost centre are outlined in Table 3 below.

Table 3 2017 Miscellaneous Winter Roads	
Expense Type	Annual Budget (millions \$)
Employee Benefits	\$ 1.4
Asphalt Patching	\$ 0.9
Internal Recoveries (HR, Finance, IT)	\$ 0.7
Standby (Contracted Service)	\$ 0.7
Health & Safety	\$ 0.2
Other (Road Patrol, Emergency Response, Tool Repair, Property Restoration, etc.)	\$ 0.4
Total	\$ 4.3

Summary

In summary, winter roads operations for the first two months of 2017 resulted in an over expenditure of approximately \$0.68 million. As per the Reserve and Reserve Fund policy, any annual over/under expenditures in winter roads operations may be funded/contributed towards the Roads Winter Control Reserve Fund.



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;

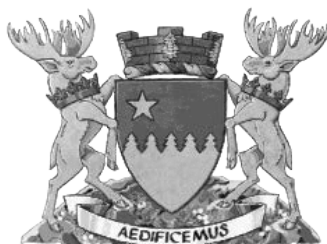
AND WHEREAS the City of Greater Sudbury official motto is "Come, Let Us Build Together," and was chosen to celebrate our city's diversity and inspire collective effort and inclusion;

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.