



COMMUNITY SERVICES COMMITTEE AGENDA

Community Services Committee Meeting
Monday, August 10, 2015
Tom Davies Square

COUNCILLOR RENE LAPIERRE, CHAIR

Fern Cormier, Vice-Chair

10:45 a.m. COMMUNITY SERVICES COMMITTEE MEETING
COUNCIL CHAMBER

Council and Committee Meetings are accessible. For more information regarding accessibility, please call 3-1-1 or email clerks@greatersudbury.ca.

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 July 9, 2015 from the General Manager of Health, Social and Emergency Services regarding 2014 Report Card on Homelessness. **4 - 5**
(FOR INFORMATION ONLY)
(This report provides the 2014 Report Card on Homelessness.)
- C-2. Report dated July 9, 2015 from the General Manager of Health, Social and Emergency Services regarding CGS Housing and Homelessness Plan Update. **6 - 11**
(FOR INFORMATION ONLY)
(This report provides an update on the progress, goals and status on the CGS Housing and Homelessness Plan.)
- C-3. Report dated July 15, 2015 from the General Manager of Health, Social and Emergency Services regarding 2015 Period Prevalence Homelessness Count. **12 - 54**
(FOR INFORMATION ONLY)
(This report provides information from a Period Prevalence Homelessness Count completed within the City of Greater Sudbury.)
- C-4. Report dated July 14, 2015 from the General Manager of Health, Social and Emergency Services regarding Investment in Affordable Housing for Ontario 2014 Extension (IAH-E) Update. **55 - 62**
(FOR INFORMATION ONLY)
(This report provides an update on the Investment in Affordable Housing for Ontario 2014 Extension (IAH-E) program.)
- C-5. Report dated July 15, 2015 from the General Manager of Health, Social and Emergency Services regarding Volunteer Firefighter Statistics Update. **63 - 74**
(FOR INFORMATION ONLY)

(This report is an update with regards to the direction from council to bring back a report to the Community Services Committee regarding the types of calls received for fire services, manpower at each fire station and turnover rates at each of the fire stations.)

REGULAR AGENDA

MANAGERS' REPORTS

R-1. Report dated July 17, 2015 from the General Manager of Growth & Development regarding Update on Film By-law Development - Draft for Review.

75 - 119

(RECOMMENDATION PREPARED)

(A draft of the film by-law will be presented to Committee, along with a public notification plan to solicit public, business and film stakeholder input prior to presenting a final draft of the by-law to City Council.)

ADDENDUM

CIVIC PETITIONS

QUESTION PERIOD AND ANNOUNCEMENTS

NOTICES OF MOTION

ADJOURNMENT

BRIGITTE SOBUSH, DEPUTY CITY CLERK

For Information Only

2014 Report Card on Homelessness

Presented To: Community Services Committee

Presented: Monday, Aug 10, 2015

Report Date Thursday, Jul 09, 2015

Type: Correspondence for Information Only

Recommendation

For Information Only

Health Impact Assessment

The Report Card on Homelessness is intended to inform the community, identify barriers, and evaluate the system we have in place to address homelessness. Community data is collected and reported on annually.

Background

The Community Advisory Board on Homelessness Partnering Initiatives has completed the Report Card on Homelessness for 2014, a copy which is attached. Since 2008, an Annual Report Card on Homelessness for the City of Greater Sudbury has been developed and released to the Community.

The completion of an Annual Report Card is used as a way to monitor, measure and evaluate the system we have in place to address homelessness within the City of Greater Sudbury. One of the priorities identified within the City of Greater Sudbury's Ten-Year Housing and Homelessness Plan was a need to monitor and report on progress towards meeting the Housing and Homelessness Plan objectives and targets. Annual reporting to the Community can help to enhance local transparency and accountability, and ensure that the local Community remains informed and engaged.

In early 2015 Dr. Carol Kauppi, Centre for Research in Social Justice and Policy, Laurentian University, completed a Period Prevalence Homelessness Count in the City of Greater Sudbury. Some of the key findings from the Count have been highlighted in this Report Card. Previous to this the most recent homelessness count was conducted in 2009.

Other information, data, and statistics included in the Report Card were collected through:

Signed By

Report Prepared By

Gail Spencer
Coordinator of Shelters and Homelessness
Digitally Signed Jul 9, 15

Health Impact Review

Gail Spencer
Coordinator of Shelters and Homelessness
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Division Review

Luisa Valle
Director of Social Services
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Recommended by the Department

Tim P. Beadman
General Manager of Health, Social and Emergency Services
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Recommended by the C.A.O.

Bob Johnston
Interim Chief Administrative Officer
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- HIFIS (Homeless Individuals and Families Information System)
- CHPI (Community Homelessness Prevention Initiative) reporting measures
- Ministry of Community and Social Services
- Canadian Mortgage and Housing Corporation Rental Market Report
- Greater Sudbury Housing Services
- Homelessness Network Final Report
- Local community partner agencies

As well, the Report Card provides information about services available in our Community and new initiatives aimed to reduce homelessness.

The Report Card on Homelessness is intended to provide information to all sectors of the Community including business, education, health, government, social services, faith community and members of the general public. It will be made available on the City's website and made available to the citizens of the City of Greater Sudbury through the Citizen Service Centres, Social Services Agencies, post secondary schools, and members of the Community Advisory Board on Homelessness.

Annual homelessness community reports enhance local transparency, increase accountability, inform citizens, foster engagement and support the principles of open government adopted by the City of Greater Sudbury.

Appendix A- 2014 Report Card on Homelessness

For Information Only

CGS Housing and Homelessness Plan Update

Presented To: Community Services Committee

Presented: Monday, Aug 10, 2015

Report Date Thursday, Jul 09, 2015

Type: Correspondence for Information Only

Recommendation

For Information Only

Finance Implications

There are no financial implications

Health Impact Assessment

The goal of the CGS Housing and Homelessness Plan is to enhance services and reduce barriers along the full housing continuum to facilitate citizen access to affordable housing. Measures taken and progress achieved will be monitored by CGS staff and reported annually.

Background

The Long-Term Affordable Housing Strategy developed by the Ministry of Municipal Affairs and Housing recognized that local Service Managers across the Province are best positioned to understand and respond to the changing housing and homelessness needs of their specific respective communities. Through new legislation, the Housing Services Act (HSA), 2011 and the Long-Term Affordable Housing Strategy required Service Managers to create comprehensive, multi-year plans for local housing and homelessness services to be in place by January 1, 2014.

In the development of local plans, Service Managers had a more active, strategic role in working with others in the community to identify priorities and set a course of action to address these priorities. The Housing and Homelessness Plan (The Plan) is intended to address areas of provincial interest while guiding municipalities in creating a flexible, community centred housing and homelessness system. City Council approved Greater Sudbury's Housing and Homelessness Plan via resolution CS2013-53 on November 18, 2013. A copy of the Plan was reviewed by the Minister of Municipal Affairs and Housing to ensure that it met all legislated requirements.

Signed By

Report Prepared By

Cindi Briscoe
Co-Ordinator Housing Programs
Digitally Signed Jul 9, 15

Health Impact Review

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Co-Ordinator Housing Programs
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Division Review

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Recommended by the Department

Tim P. Beadman
General Manager of Health, Social and
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Recommended by the C.A.O.

Bob Johnston
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The City of Greater Sudbury (CGS) Plan builds on the community gains already achieved. The CGS has been working over a number of years to co-ordinate and harmonize local housing and homelessness services, and has already established a community network to deliver services. The CGS will continue to collaborate with its partners and stakeholders while moving the housing and homelessness system to a more co-ordinated, people centred system which is focused on achieving positive outcomes for individuals and families.

The goal of the CGS Housing and Homelessness Plan is to ensure systems are in place along the full housing continuum which facilitates citizen access to affordable housing.

The Plan's guiding principle is to continue to support community based delivery of housing and homelessness services.

Reporting

As part of the Long Term Affordable Housing Strategy, the government made several commitments related to performance measurement and reporting. One of the commitments entailed Service Managers to report annually to the public on the progress of their Plans based on the previous year's activities beginning in 2015. Creating an annual reporting progress requirement is intended to enhance local transparency and accountability, while ensuring that local communities remain engaged in the Plan through regular progress updates.

The City of Greater Sudbury's Housing and Homelessness Plan identified six priority areas. Listed below are the objectives, measures taken, and progress achieved in 2014.

Priority #1. There is a need to improve housing options across the housing continuum.

Objectives within this priority are:

- Improve and maintain the existing housing stock
- Improve the accessibility of new housing and full utilization of existing housing stock
- Increase the diversity of affordable housing options
- Increase community acceptance of and provide consistent support for multi-residential housing

Measures Taken and Progress Achieved in 2014:

- CGS enforces changes to the Ontario Building Code regarding energy and water efficiency. Changes to the code are communicated to the construction industry through regular meetings. Energy Star for New Homes information is available at the Building Services counter.
- Under the EarthCare Sudbury Action Plan, information is provided to the public about promoting energy efficiency through televised advertisement, EarthCare Minutes, along with promotion of rebates for residential or business energy programs on the CGS website, and through monthly newsletters.
- CGS enforces accessibility requirements of the Ontario Building Code. Information on barrier free design is available through Building Services
- The 2013 Report Card on Homelessness reported on the six priority areas identified within the Ten Year Housing and Homelessness Plan. The Report Card is a public document that is released widely throughout the private sector and economic development circles of the City.
- CGS undertook a study on Second Units in 2013 and the findings were presented to Planning Committee and the development community.
- Greater Sudbury Housing Corporation has identified the need to bring on newer affordable housing through their strategic plan

In 2014:

- 48% of all new dwelling units created were single detached, 38% were apartments and 14% were semi-detached and townhouses.
- CGS approved 16 temporary zoning applications for Garden Suites.
- CGS approved 5 applications for second units in single detached homes.
- CGS processed 6 Site Plan applications for Multi-Residential Buildings

Planned for 2015:

- Second Unit policies are being considered as part of the five year Official Plan Review.

Priority #2. There is a need to improve housing access and affordability for low income households.

Objectives within this priority are:

- Improve housing access and affordability for low income households

Measures Taken and Progress Achieved in 2014:

- CGS participation in the Investment in Affordable Housing for Ontario 2014 Extension (IAH-E) Program has been confirmed. A Program Delivery & Funding Plan has been submitted to the Province and has been approved. The Plan identifies the majority of senior government funding for new build projects.
- Information about subsidized housing, affordable housing and housing allowance programs are communicated to low income households through CGS Social Services staff, Housing Services staff, homelessness service providers and community agencies.
- CGS will continue to advocate for additional affordable housing through the Long Term Affordable Housing Strategy response.
- 32 households were assisted through the Housing Allowance Program operated by the City of Greater Sudbury Housing Services.

Planned for 2015:

- CGS Investment in Affordable Housing for Ontario (IAH-E) funding was allocated to the shared delivery of the Sudbury Housing Assistance Rent Program (SHARP). An additional 57 low income households will receive funding over a five year period. CGS partners in this venture include the Ministry of Finance, the Ministry of Municipal Affairs & Housing, & CGS.

Priority #3: There is a need to strengthen approaches to preventing homelessness, increase the diversity of emergency shelter options and support individuals with multiple barriers in obtaining and maintaining their housing.

Objectives within this priority are:

- Ensure emergency accommodation is available when needed, but focus on transitioning to permanent housing.
- Address the needs of the most vulnerable populations of homeless
- Stop discharging people into homelessness from key points of contact like hospitals and corrections
- Address the need for additional educational and awareness of social housing providers and landlords of available crisis services and supports for tenants with special needs

Measures Taken and Progress Achieved in 2014:

- CGS partnered with the North East Local Health Integration Network (NELHIN), Canadian Mental

Health Association, and 17 other community agencies to develop priorities within a Harm Reduction Strategy to meet the needs of persons who are chronically homeless and have active addictions.

- CGS opened a barrier free “Out of the Cold” emergency shelter program which provided up to 30 additional cots per night for persons who were homeless, under the influence of drugs or alcohol, or otherwise disengaged from mainstream shelter programs. A pilot program ran from February 19th to March 31st, 2014, and again from December 1st, 2014 to April 15th, 2015. Between 15 and 30 homeless persons per night utilized the program for sleeping. Additional persons used the program as a drop in service.
- A full review of eligibility criteria was completed with the two emergency shelter service providers.
- The NELHIN committed annualized funding to the Canadian Mental Health Association for the operation of a Managed Alcohol Program within the City of Greater Sudbury. This program is in development and is seeking a suitable facility for possible co-location with emergency shelter and health care services.
- Continued connectivity and relationship building has occurred between emergency shelter staff, Homelessness Network case managers, CGS social services case managers, hospital social workers and corrections discharge planners.

In 2014, with support of funding received from the Provincial Community Homelessness Prevention Initiative (CHPI):

- 958 persons who were homeless used an emergency shelter
- 303 households who were homeless moved to permanent housing
- 126 households moved from emergency shelter to long term housing
- 1,025 households who were at risk of homelessness remained housed

Planned for 2015:

- Continued work with community partners on meeting the priorities within the Harm Reduction Strategy that will address the needs of persons who are chronically homeless with active addictions.
- A “Meet and Greet” opportunity was planned for the Out of the Cold Emergency shelter for January 2015 for community service providers to increase awareness and support enhanced access to the program
- Preparation is underway for development of an Intensive Case Management Housing First program.
- Training for front line service providers in the Service Prioritization Decision Assistance Tool (SPDAT), an acuity tool used for prioritizing the most vulnerable for housing case management.
- A Period Prevalence Homelessness Count will be completed to identify the number of persons who are homeless or at risk of homelessness in our community, including the number of chronically or episodically homeless, which will be used as a baseline to identify the success of programs aimed at providing services to the homeless in our community.

Priority #4. There is a need for additional supportive services coupled with permanent housing (both supportive housing and supports in private homes).

Objectives within this priority were:

- Ensure the supports are available for individuals to achieve and maintain housing stability
- Ensure adequate permanent housing linked with supports
- Reduce barriers to accessing housing, services and supports

Measures Taken and Progress Achieved in 2014:

- Over 800 households responded to a survey that was sent to social assistance recipients regarding the Community Homelessness Prevention Initiative (CHPI) program that is available to support

housing stability by providing funds for paying rental arrears, utility arrears, last month's rent deposits and/or utility deposits.

- Greater Sudbury Housing Corporation recently developed a 5 year strategic plan which is focused on the building of healthy, safe and affordable communities. Two of the main pillars of the plan, and the objectives for each, are "Residents" (successful tenancies, safety, health and well-being, engagement, access to services) and "Community" (partnerships and collaboration, healthy and sustainable communities, resident empowerment, improve social determinants of health).

Several housing programs linked with supports operate in our community. For example, in 2014:

- 34 people were housed and supported through the ASH (Addiction Supportive Housing) Program operated by Monarch Recovery Services
- 14 people were housed and supported at Beyond the Rock, a transitional housing program for men operated by Monarch Recovery Services
- 17 women were supported through Monarch Women's Aftercare program
- 18 people were housed and supported at Victoria place, a six bed transitional home operated by Canadian Mental Health Association

Planned for 2015:

- Preparation is underway for development of an Intensive Case Management Housing First Program
- CGS will participate in the Federal/Provincial Investment in Affordable Housing – 2014 Extension Initiative. Housing proponents may submit proposals through the CGS RFP process to build new affordable housing in 2017/2018
- CGS staff are working with local developers to increase affordable housing options

Priority #5. There is a need to improve co-ordination, collaboration and partnerships among a broad range of stakeholders.

Objectives within this priority are:

- Improve effectiveness of the local housing system by increasing coordination, collaboration and partnerships among a broad range of stakeholders involved in housing

Measures Taken and Progress Achieved in 2014:

- CGS partnered with the North East Local Health Integration Network (NELHIN), Canadian Mental Health Association, and 17 community agencies to develop priorities within a Harm Reduction Strategy to meet the needs of persons who are chronically homeless and have active addictions.
- Community Mobilization Sudbury (CMS) began the operation of the Rapid Mobilization Table. CMS is a community partnership representing many different sectors and agencies that provide human services – health, children's services, policing, education, mental health and addictions, and social services. Partner agencies meet twice weekly at a Rapid Mobilization Table to work together to identify situations that place individuals and families at high risk of harm. Together, they respond to those situations in a coordinated and timely way (typically within 24 or 48 hours), connecting those at risk with the services and supports that can help. "No access to permanent housing" was one of the top five risk factors identified in situations presented in 2014.
- CGS advocated through meetings with municipal associations & sector organizations i.e. Ontario Municipal Social Services Association (OMSSA), Association of Municipalities Ontario (AMO) and Northern Ontario Service Deliverers Association (NOSDA)
- EarthCare Sudbury is a unique partnership with the City of Greater Sudbury, over 180 community agencies, organizations and businesses, and hundreds of individuals coming together to chart our own course for a greener, healthier and more sustainable community.

- The 2013 Report Card on Homelessness was released in August 2014. The Report Card on Homelessness is intended to inform, monitor and evaluate the system we have in place to address homelessness within CGS and is released widely to the public, including direct mailings to the business sector and faith based groups.
- The CGS Coordinator of Shelters and Homelessness met with a Downtown Churches committee to provide information about homelessness initiatives within the City of Greater Sudbury and discuss opportunities for their congregations to play a role in meeting the needs of the homeless.

Priority #6. There is a need to monitor and report on progress towards meeting the Housing and Homelessness Plan objectives and targets.

Objectives within this priority are:

- Monitor, analyze and respond to information about the local housing and homelessness situation

Measures Taken and Progress Achieved in 2014:

- The 2013 Report Card on Homelessness was released to the public in August 2014. The report card reported on data around housing and homelessness and outlined the priority areas that had been identified in the Ten Year Housing and Homelessness Plan.
- In September 2014, the Community Plan was approved for the Federal Homelessness Partnering Strategy funding. Priorities for this funding were identified through input from the Ten Year Housing and Homelessness Plan. CGS reports back to the Federal Government on outcomes achieved.
- Five year review of City's Official Plan is currently underway.
- CGS receives funding through the Provincial Community Homelessness Prevention Initiative (CHPI) and Federal Homelessness Partnering Strategy (HPS) and reports back to both levels of government on the required measures. The goals of these funding agreements are aligned with the priorities identified in the Plan.

Next Steps

CGS will continue to work in partnership with the community to meet the objectives within the Priority areas identified in the Plan and will report back annually on the measures taken and progress achieved.

For Information Only

2015 Period Prevalence Homelessness Count

Presented To:	Community Services Committee
Presented:	Monday, Aug 10, 2015
Report Date	Wednesday, Jul 15, 2015
Type:	Correspondence for Information Only

Recommendation

For Information Only

Health Impact Assessment

The Period Prevalence Homelessness Count is intended to identify and measure the homeless population in our Community in order to allocate resources effectively. Service data will be collected to monitor the impact of services on the homeless population.

Background

The City of Greater Sudbury (CGS) recently signed a five-year Funding Agreement with the Federal Government to receive \$226,189 annually through the Homelessness Partnering Strategy (HPS). The HPS is a Community-Based Program aimed at preventing and reducing homelessness across Canada, primarily using a Housing First Approach. The Community Advisory Board for the Homelessness Partnering Initiatives (CAB) is responsible for implementing the priorities established in the current Community Plan that addresses homelessness in the City of Greater Sudbury, with the resources available from the HPS. Board members reside within the City of Greater Sudbury, are representatives of various sectors such as health, police, and social services, and reflect the linguistic and cultural diversity of our Community.

Evidence demonstrates that Housing First is an effective approach to reducing homelessness. The HPS approach to Housing First focuses on moving people who are experiencing chronic and episodic homelessness as rapidly as possible from street or emergency shelter into permanent housing with supports that vary according to client need.

Our Community is required under the Funding Agreement to invest a minimum of 40% of our HPS funding into Housing First activities by March 31st, 2016. The target to address the needs of the most vulnerable of

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Report Prepared By

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 Coordinator of Shelters and Homelessness
Digitally Signed Jul 15, 15

Health Impact Review

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Division Review

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 Director of Social Services
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 General Manager of Health, Social and Emergency Services
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Recommended by the C.A.O.

Bob Johnston
 Interim Chief Administrative Officer
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the homeless population aligns with priorities within the City of Greater Sudbury's Ten-Year Housing and Homelessness Plan.

As a first step, communities need to identify and locate the chronic and episodic homeless populations:

- Chronically homeless refers to individuals, often with disabling conditions (e.g. chronic physical or mental illness, substance abuse problems) who have been continuously homeless for more than one year.
- Episodically homeless refers to individuals, often with disabling conditions, who have experienced three or more episodes of homelessness in the past year.

Emergency Shelter Programs within the City of Greater Sudbury utilize the Homeless Individuals and Families Information System (HIFIS) to capture data on persons who are using the shelter program, including age, gender, family composition, reason for service, length of stay and repeat visits. Through HIFIS, the CGS has access to thorough data about emergency shelter use in our Community. Community service providers are aware, however, that many other persons experiencing homelessness in our Community do not access the shelter programs, choosing instead to couch surf (stay temporarily with friends or family), sleep outdoors, in cars, tents, or other places not intended for human habitation. Persons experiencing homelessness who also have a disabling condition such as substance abuse issues or mental illness may be less likely to use an emergency shelter program and more likely to experience chronic and episodic homelessness.

There was a need to have a full picture of the homeless population within our Community in order to create a baseline for measurement, allocate resources appropriately, and monitor the effectiveness of the Housing First activities moving forward over the next five years.

Period Prevalence Count

Homelessness counts can provide a "snapshot" of homelessness within a community. Period prevalence counts are similar to 24-hour point in time counts but take place over a longer period such as seven or more days. In the City of Greater Sudbury, several homelessness counts have been conducted between 2000 and 2009.

As organizations with expertise in homelessness research in our Community, CGS approached Dr. Carol Kauppi from the Centre for Research in Social Justice and Policy at Laurentian University, and the Social Planning Council, to submit a proposal for the completion of a homelessness count. Dr Carol Kauppi submitted a proposal that was recommended by the CAB. The total cost of the project was \$67,115, with \$29,375 being funded through the Federal HPS Funding and \$37,740 as in-kind contributions through the Poverty Homelessness and Migration Project, Centre for Research in Social Justice and Policy.

The proposal followed similar methodology to the previous homelessness counts conducted in Sudbury, but was expanded to include the outlying Communities within Greater Sudbury. As well as the number of persons experiencing chronic or episodic homelessness, the count also identified the number of people who identified as Aboriginal, Francophone, youth, women and children, or veterans. The count was conducted through service providers within the City of Greater Sudbury between January 28 to February 24, 2015.

Attached is the final report as submitted by Dr. Carol Kauppi. Some key findings are:

- 440 people stated they were absolutely homeless
- 979 people stated they were at risk of homelessness
- 161 persons reported they were episodically homeless
- 325 persons reported they were chronically homeless
- Indigenous people, including First Nations and Metis comprised 44.5% of the study sample
- 76 people who participated in the survey had military service

- 21 people stated they had slept outdoors the previous night, even though the Homelessness Network had issued Extreme Cold Weather Alerts during that period.

Next Steps

CGS staff will use the information from the Period Prevalence Homelessness Count to inform services, allocate resources, identify gaps, create partnerships and align priorities to better meet the needs of persons experiencing homelessness in the Community. Staff will use this information as a baseline to measure the impact, progress and effectiveness of Housing First activities and funding allocations, and will report back to both the Federal Government and the Community on progress.

Appendix A: Homelessness in Greater Sudbury: 2015 Period Prevalence Count Report

HOMELESSNESS IN GREATER SUDBURY: 2015 PERIOD PREVALENCE COUNT

Report prepared for the City of Greater Sudbury

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18 May 2015

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This study was funded in part by the Social Sciences and Humanities Research Council and the City of Greater Sudbury.

POVERTY, HOMELESSNESS AND MIGRATION
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Acknowledgments

This project undertaken to estimate the size of the homeless population in the City of Greater Sudbury was larger than other studies previously conducted in this city. It involved a research team comprising over 35 people as well as staff in numerous participating agencies who facilitated the research or collected information for the survey. The contributions of many people were needed to ensure the success of this project.

First and foremost, we pay tribute to the participants of the study, who were unhoused, homeless or at risk of becoming homeless and who shared information about their circumstances by completing the questionnaire.

Second, the assistance of service providers and agency personnel was vital in enabling this project to be completed successfully. They assisted in many ways, such as facilitating recruitment, providing access to their clients and collecting information for the study.

Third, staff of the Centre for Research in Social Justice and Policy and students from various schools and departments at Laurentian University—most notably the School of Social Work, the Department of Law and Justice, the Department of Economics and the School of Nursing—made essential contributions by assisting with many phases of the study, such as liaison with agency personnel, project planning, data collection, data entry and analysis.

This study was supported by funding from the City of Greater Sudbury and the Social Sciences and Humanities Research Council of Canada. The research is the responsibility of the authors of the report and the findings do not necessarily reflect the views of the funders.

HOMELESSNESS IN GREATER SUDBURY: 2015 PERIOD PREVALENCE COUNT

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HOMELESSNESS IN GREATER SUDBURY: 2015 PERIOD PREVALENCE COUNT

Executive Summary

OBJECTIVE

The purpose of this study was to gather up-to-date information about various subgroups within the homeless population in Sudbury. The City of Greater Sudbury (CGS) required a point-in-time count (PIT) of homeless persons—including a count of chronically and episodically homeless people—in order to obtain information about their socio-demographic/linguistic characteristics as well as to identify the number of veterans/people with military service.

METHODOLOGY

A service-based methodology was used to conduct a period prevalence count (PPC) for the current study because it captures most of the homeless population.

Conducting the survey

Ethics approval was obtained from the Laurentian University Research Ethics Board as well as from those participating agencies requiring independent ethics approval. The 2015 period prevalence count involved data collection in the downtown area of the CGS, the Donovan, Chelmsford, Val Caron, Hanmer, Capreol and Walden. Information regarding background, experiences and forms of homelessness was gathered from homeless persons using a structured questionnaire. Thirty-one agencies, programs or services participated in the study and research assistants collected data at 20 of the service locations. Data collection continued at food services following the seven-day PPC until February 27, 2015. The data collection instrument allowed for the identification of duplicate cases which were excluded.

RESULTS

Number of participants

- The unduplicated results are based on 1,264 participants in addition to 155 dependent children under the age of 18 for a total count of 1,419. The number of participants includes adults and children who were absolutely homeless (n=440) as well as those who were at risk of homelessness (n=979). The number of individuals and children who participated in outlying regions of the City of Greater Sudbury was 223. Of these, eleven (10 participants and 1 child) were absolutely homeless.

Demographic Results

- Indigenous people (including First Nations and Métis) were present within the study sample in proportions greater than their numbers in the total population of the CGS according to 2011 census data. Excluding dependent children, Indigenous people (n=544) comprised 44.5% of the subsample based on socio-cultural identity but only 8.2% of the population in the City of Greater Sudbury. Francophones (n=194) were under-represented among the study participants (15.9%) compared to their proportion within the total population in the City of Greater Sudbury based on mother tongue (28.6%) as reported in the 2011 census.
- A relatively small proportion of young people under age 18 and not connected to a family unit (n=17) participated in the survey. Of these, 12 were absolutely homeless and 5 were at risk of homelessness.
- Women (n=463) comprised 37.2% of those who indicated their gender (n=1245) while men (n=765) comprised 61.4% of this subsample. Persons who self-identified as LGBTQQ or transgender comprised 1.4% (n=17) of the subsample.
- The number of people with military service who participated in the survey was 76. A third of these people had been called into active duty.

Chronic and Episodic Homelessness

- Two hundred and seventy-two (272) of the absolutely homeless persons indicated that they were chronically homeless (i.e., continuously homeless for more than one year) or episodically homeless (more than 4 episodes within 3 years). Two hundred and fourteen (214) individuals in the at risk population—that is another three quarters over and above those in the absolutely homeless group—reported that they were either chronically or episodically homeless.

History of Homelessness

- Between one-quarter to over two-thirds of absolutely homeless people had prior histories of homelessness. A substantial proportion—20 to 42%—of those at risk reported chronic homelessness, having slept outdoors in the previous year, or absolute homelessness within their lifetime.
- It is particularly remarkable that 17 people who were absolutely homeless and 4 who were at risk of homelessness reported that they had slept outdoors the previous night. The 27 days from January 28 to February 24 were considered extremely cold and the *Homelessness Network/Réseau sans-abri* in the City of Greater Sudbury had issued extreme cold weather alerts on all dates during that period.

HIFIS and Non HIFIS Reporting Agencies

- An overall majority of the participants of the survey—about 50% of absolutely homeless people and 67% of those at risk—was *not* reflected in the numbers of people in the survey who participated at agencies that report to the HIFIS database.

HOMELESSNESS IN GREATER SUDBURY: 2015 PERIOD PREVALENCE COUNT

REPORT

1.0 BACKGROUND AND DEFINITIONS OF HOMELESSNESS

Despite a growing body of research, defining and studying homelessness is a contentious undertaking (Gaubatz, 2001; Haber & Toro, 2004; Lee, Tyler & Wright, 2010; Social Planning Council of Winnipeg, 2011). Within the literature on homelessness, varied terms have been used to describe differing housing and shelter situations. The Canadian Homelessness Research Network (CHRN, 2012) developed a comprehensive typology of homelessness that includes four major categories: homeless persons may be (i) unsheltered, (ii) emergency sheltered, (iii) provisionally accommodated, and (iv) at risk of homelessness. The first two categories refer to circumstances for those who are absolutely without housing. The third and fourth categories describe the varied circumstances for persons whose shelter arrangements lack permanence and those who are at risk of becoming homeless. Terms used to refer to persons in the latter two categories include technically homeless, near homeless, precariously housed, provisionally or temporarily accommodated, inadequately housed, at-risk or at imminent risk. Those at risk of being homeless have also been described as relatively homeless (Peressini, McDonald and Hulchanski, 2010). The European Union has developed a similar, four category typology of homelessness which recognizes that people living in insecure or inadequate housing are threatened by homelessness (FEANTSA, 2006). FEANTSA (2006, p.4) completed extensive work on the typology in order to support research on forms of homelessness in Europe and to improve “comparability between countries.”

The frequency and duration of homeless episodes can have important implications for how the problem is understood and addressed. Taking into account the time element, homelessness may be divided into three categories including chronic, cyclical and temporary forms (Kauppi, Shaikh, Pallard & Rawal, 2013). According to the U.S. Department of Housing and Urban Development or HUD (2012), chronic homelessness is a term used to describe people who have been continuously homeless for approximately one year or more. Yet chronic homelessness is often experienced by those with recurring or continuing illness or addiction problems. An alternative way of defining chronic homelessness is to consider the number of episodes of homelessness within a set period of time, such as three years; HUD (2012) considers people to be chronically homeless if they have a disability and have been homeless four times within three years prior to a study.

The term episodic homelessness is used to describe people who frequently experience homelessness but transition into and out of shelter or housing, including health and social service systems such as institutions (Substance Abuse and Mental Health Services Administration or SAMHSA, 2011). Episodic homelessness may be cyclical and may result from changes in circumstances, for example release or discharge from an institution such as prison or hospital (Kauppi et al., 2013). Thus, challenges related to the categorization of homeless people must be recognized given the inter-related and overlapping nature of the concepts; categories of people who are considered to be chronically, episodically and cyclically homeless are not always distinct.

The purpose of the current study was to gather up-to-date information about various subgroups within the homeless population in Sudbury, including information gathered previously in research on homelessness in Sudbury, such as age, gender, socio-cultural data and history of homelessness. In addition this study provides information about aspects of homelessness not studied in prior research in Sudbury, such as chronic and episodic homelessness. As well, the study sought to identify persons with military service within the homeless population as this has become a focus of attention for researchers, policy makers and service providers in recent years (Montgomery et al., 2014; Metraux et al., 2013).

2.0 OBJECTIVE

The City of Greater Sudbury required a point-in-time count (PIT) of homeless persons—including a count of chronically and episodically homeless people—in order to obtain information about their socio-demographic/linguistic characteristics, and to identify the number of veterans/people with military service.

3.0 METHODOLOGIES FOR COUNTING AND STUDYING HOMELESSNESS

Researchers working in this field have noted the difficulties in studying this population; a key problem is that particular subgroups are not captured in “homeless counts” that use certain methodologies, such as 24-hour counts and studies that focus on homeless persons who live on the streets (i.e., living and sleeping outdoors, rough sleepers). In a review of methods for counting homeless people, Peressini et al. (2010) reported that “service-based methods produce the most accurate and reliable results”. Indeed, they state that such service-based methods reportedly produce more accurate population estimates than the Canadian census. Moreover, Peressini et al. (2010) noted that collecting data at a wide range of organizations providing front-line services can potentially capture nearly all of the urban homeless population (90 to 95%).

Peressini et al. (1996) noted that there has been a tendency to utilize a variation of the service-based methodology in most studies of homelessness conducted since the late 1980s. This methodology was used for the current study because it captures most of the population. Including the agencies offering front-line services and programs to people experiencing forms of homelessness can yield results that capture the complexity of the forms of homelessness as well as increase accuracy in counting people in various socio-demographic groups (e.g. by gender, socio-cultural/linguistic group and age). PIT counts have been funded by HUD in the U.S.A. and HUD has produced manuals that outline procedures. Many PIT counts are conducted over a 24 hour period. Period prevalence counts (PPC) are similar but take place over a longer period, such as seven or more days.

4.0 CONDUCTING A SURVEY OR COUNT OF HOMELESS PERSONS

4.1 Ethics Approvals

Poverty, Homelessness and Migration had previously received approval from the Research Ethics Board at Laurentian University (LU REB) for conducting period prevalence counts (7-day PIT counts) in various communities, including the City of Greater Sudbury. A revised application was submitted to the LU REB in January, 2015. Ethics approval was received on January 20, 2015. Northern Initiative for Social Action (NISA) and the Canadian Mental Health Association Sudbury Branch (CMHA) also required the completion of ethics applications. Both the CMHA's Ethics Committee and NISA's reviewers approved the project on January 27, 2015. The procedures for data collection and all aspects of the study met the standards required by all ethics review committees.

4.2 Qualifications and Experience of the Research Team

Carol Kauppi, with the Social Planning Council of Sudbury (SPCS), conducted the Study of Homelessness in Sudbury, 2000-2007. She led the project team for the 2015 count. She is the Director of the 6-year federally-funded project Poverty, Homelessness and Migration in the Centre for Research in Social Justice and Policy at Laurentian University and a professor of social work. The lead researcher on this project, Dr. Kauppi has extensive experience in conducting policy and action research, as well in undertaking large scale research projects at the national, provincial and regional levels. The research team includes two additional university researchers, Dr. Emily Faries and Dr. Henri Pallard, the staff of the Centre for Research in Social Justice and Policy, as well as three upper year social work students who were involved as research assistants. In total, the research team comprised over 35 members, including research assistants who were hired and trained to work on the project. The lead university researchers were from the School of Social Work, the Department of Indigenous Studies and the Department of Law and Justice. The research team included Anglophone, Francophone and Aboriginal faculty members and students from varied schools and departments. The project team had the required skills and knowledge to conduct the project activities, including bilingual capacity and

connections to the key cultural communities (i.e. Francophones, Aboriginals, and Anglophones) in Sudbury.

4.3 Geographic Area

The study sought to include all regions within the City of Greater Sudbury (CGS). The 2015 period prevalence count involved data collection not only in the downtown area of the CGS, but also the Donovan, Chelmsford, Val Caron, Hanmer, Capreol and Walden; the decision about locations was made following a consultation with service providers in January and February 2015 (see Appendix A). The areas outside the downtown had not been included in any of the previous homeless counts in Sudbury as the prior studies (2000 to 2009) focussed on the city centre. However, data gathered by Poverty, Homelessness and Migration (PHM) have shown that homeless people also are found in areas outside the downtown core. In order to obtain an accurate count of homeless persons in the City of Greater Sudbury, especially since an overall purpose of the study is to gather baseline data to guide initiatives over the next five years, it was important to conduct the survey in outlying population centres.

4.4 Data Collection Tool

The data collection instrument consisted of a questionnaire for collecting information on each homeless person using shelters and allied services (Kauppi et al., 2012). The definitions of homelessness used in previous studies in Sudbury and other northeastern Ontario communities were also employed in 2015. The definitions were specified in the questionnaire to ensure consistency:

Absolute homelessness: A homeless person does not have a place that he/she considers to be home or a place where he/she sleeps regularly.

Longer definition:

You are homeless if

- You have no place to call home OR
- Your home is neither a room, an apartment, nor a house, OR
- Your room, apartment or house is not your own OR
- You either stay there **four times** a week or less OR
- You have no arrangement to sleep there regularly.

At-risk of homelessness: Due to particular circumstances, a person is at an elevated risk for homelessness (i.e. pending eviction, extremely low income, familial abuse, inability to pay rent, existing medical condition with no benefits).

The questionnaire/tool was designed to generate information providing a valid, unduplicated count of the homeless population without raising concerns about violating the privacy rights of individuals using services. This tool was adapted in 1999 from the Automated National Client-specific Homeless Services Recording System (ANCHoR), an information system developed to support the coordination of services to homeless people. It also collected basic socio-demographic information about homeless persons, including the first, middle, and last initials, date of birth, gender, socio-cultural group, linguistic background, family status, use of services and referral (Peressini, McDonald and Hulchanski, 1996). In addition, information regarding employment, education, sources of income, reasons for homelessness, physical and mental health, history of homelessness and migration patterns was collected through this questionnaire. Questions to obtain information about chronic and episodic homelessness as well as military service and receipt of any income or benefits from military service were added in 2015 (Appendix B). The data collection tool is similar to that used in U.S. government mandated PIT counts. The number of people who participated in the study at programs or services that participate in the HIFIS database was compared to the number of participants at agencies that do not participate in the HIFIS database. This comparison was intended to provide information about the extent to which HIFIS captures the totality of the absolutely homeless and at risk population and various subgroups of the homeless population.

4.5 Data Collection Procedures

Using a service-based methodology, data were collected from homeless persons using a structured questionnaire in order to gather information regarding background, experiences and forms of homelessness. We used the same methodology that we have used successfully in the past in our period-prevalence studies of persons accessing a broad range of front-line services for poor and homeless people. The survey was conducted over 7 consecutive days beginning in the last week of January (i.e., January 28, 2015). HUD (2014) acknowledges that some people do not access services every day and thus counts may be extended to 7 days to allow for greater accuracy. Furthermore, we continued the count in food banks and meal programs, especially

those outside the downtown core, after the initial one-week period. The extended data collection period for food banks was required since many operate on specific days of a week or month. As the questionnaire collects specific information that allows for the elimination of duplicate cases, extending the time frame of the study did not raise concerns about counting the same person more than once. Expanding the timeline and the geographic area allowed us to collect data about persons accessing services in the outlying areas. Our procedure led to more accurate data than studies/counts that take place over a shorter time and in a single central area.

We used the same instrument as in our prior studies in Sudbury, Timmins, North Bay, Hearst, Moosonee and Cochrane, with a small number of additional questions. The use of a similar instrument and methodology permits comparisons to other northern Ontario communities as well as to the previous homeless counts conducted in Sudbury, and this may be useful in planning as our prior research has shown that there is considerable migration of homeless people between communities.

The data collection activity addressed all requirements specified by the City of Greater Sudbury, including:

- number of chronically homeless persons;
- number of episodically homeless persons;
- number of persons who identified as Aboriginal;
- number of persons who identified as Francophone;
- number of youth under the age of 18 not connected to a family unit;
- number of women and children;
- number of veterans; and
- number of LGBTQQ and transgender persons.

The survey was conducted in a manner that allowed all people experiencing forms of homelessness to participate, including those who had prior military service.

There are inherent difficulties in conducting research involving people experiencing forms of homelessness, as noted above. Building on our previous experience in Sudbury as well as Timmins, North Bay and smaller towns in northeastern Ontario, the research team worked closely with local service providers in the City of Greater Sudbury in order to create an accurate snapshot of the homeless population (cf. Kauppi et al., 2012). It must be recognized that any count will produce an under-estimate of the total homeless population. However, the

participation of a large majority of service providers offering services to poor and homeless people in the City of Greater Sudbury made it possible to obtain a reasonable estimate of the homeless population and provided baseline data for ongoing homelessness initiatives, including Housing First. In the 2015 study, we included food banks and services where meals were offered (e.g., Out of the Cold Dinner and NOAH's SPACE), which had not been involved in prior studies in Sudbury. In addition, through a consultation with service providers located in the Samaritan Centre, permission was obtained for research assistants to administer questionnaires in a common area at all times when the Centre was open.

A preliminary list of providers was developed from existing lists of programs and services and it was expanded in early January 2015 to ensure that all organizations serving this population, within the boundaries of the City of Greater Sudbury, were invited to participate. Particular attention was given to the participation of the local shelters and organizations in the Homelessness Network/Réseau sans-abri. Searches were conducted to identify and locate additional services, notably food banks in the outlying communities of the City of Greater Sudbury. Using the internet, telephone directories and the networks of identified service providers, a list of services was produced. Every provider known to serve extremely poor and homeless people was contacted by telephone in order to explain the study and to set a date and time for a meeting. The purpose of the meeting was to review the information to be collected in the study and to determine how the data could be collected from that agency.

Following the telephone contact, a letter explaining the objectives of the study and the need for participation from all providers was delivered to the agencies along with a copy of the data collection instrument to be used for the count. By involving service providers in discussions about the data collection, strategies were developed to reduce the level of intrusiveness of the data collection and maximize confidentiality. A few service providers decided not to participate due to limited resources or a reluctance to allow research assistants to collect data on the agency premises. However those who did not participate stated that they informed people accessing their services about the survey and locations where they could complete the questionnaire.

Given the service pressures and limited staff resources to collect the data, research assistants were made available to administer the questionnaire in most agencies. A job advertisement was posted online to recruit and hire a team of research assistants; they included

bi-lingual and Indigenous people. In total, 32 research assistants collected data in agencies, services or programs that agreed to participate. The research team members were trained and closely supervised to ensure that the study protocols were followed. Thirty-one¹ agencies, programs or services participated in the study (see Appendix A) and research assistants collected data at 20 of the service locations.

4.6 Timeframe for the Study

The PPC was conducted at agencies or services located in the city centre or the Donovan area from January 28 to February 3, 2015. Data collection continued at food services within the City of Greater Sudbury following the seven-day PPC until February 27, 2015. Duplicate cases were excluded as explained below. It should be noted that U.S. government guidelines for conducting a PIT count state that the usual timeline for planning purposes is six months prior to the study (Rodriguez, 2013). Despite this advice, given that PHM has extensive expertise in conducting such studies, the PPC was organized and conducted within a two-month period. Condensing the timeline for the study involved some additional costs due to staffing requirements and the importance of providing small honoraria (\$5.00) to survey participants (which is noted as an acceptable cost by Rodriguez, 2013 and was approved by the LU REB).

4.7 Unduplicated Count

The data collection instrument allowed for the identification of duplicate cases. An unduplicated count was obtained by examining the first, middle, and last initials as well as the date of birth, gender and sociocultural/linguistic background. Individuals with identical information were considered to be the same person and the duplicated case was eliminated from further analysis. As in prior studies, most individuals provided the information required to identify duplicate cases. Ten questionnaires were excluded from data entry because some information required to identify duplicates was not provided. In a small proportion of cases where there was some uncertainty as to whether questionnaires were duplicates, the physical

¹ One additional agency collected data for the survey in March, 2015. Four participants completed the survey at this agency; however, data from these individuals is not included in the analysis for the current report.

questionnaires were compared in order to further examine similarities or differences and to allow us to verify unique cases. Duplicate cases have been excluded from the analyses and results.

5.0 RESULTS

5.1 Number of Participants

The number of questionnaires completed in the PPC count was 1,562, including 233 duplicate cases or potentially duplicate cases, yielding an unduplicated count of 1,329. However 65 individuals did not provide information about their homeless status and thus are not included in the analysis. All duplicate cases were removed for the current analysis. As shown in Table 1, the unduplicated results are based on 1,264 participants in addition to 155 dependent children under the age of 18 for a total count of 1,419. The number of participants and children who were absolutely homeless (n=440) as well as those who were at risk of homelessness (n=979) is shown.

Table 1: Number of Unduplicated Individuals in the Period Prevalence Count

	Absolutely homeless Number	At risk of homelessness Number	Total Number
Number of participants	422	842	1264
Children under 18	18	137	155
Total	440	979	1419

5.2 Results for Specified Data Points Required by the CGS

The City of Greater Sudbury only required data about absolutely homeless people. However this report provides information about absolutely homeless persons as well as those at risk of homelessness. It is important to include both subgroups of people because evidence

shows that there is a strong interrelationship between these categories. For example, 45% of persons at risk of homelessness previously had been absolutely homeless. These two groups are not distinct from each other as people who are at risk of homelessness are vulnerable to becoming absolutely homelessness. Moreover, some who fit accepted definitions of absolute homelessness may not self-define and self-report as homeless.

Table 2 shows the results for data points required by the City of Greater Sudbury for both groups. Dependent children are not included in these results except where they are specifically noted.

Table 2: Age, Cultural Background, Sexual Orientation and Military Service

	Absolutely homeless Number	At risk of homelessness Number	Total Number
<i>Cultural background</i>			
Indigenous	232	312	544
Francophone	60	134	194
<i>Age, gender and sexual orientation</i>			
Youth under age 18 not connected to a family unit	12	5	17
Women	131	332	463
Men	281	484	765
LGBTQQ and transgender	6	11	17
LGBTQQ children (dependents)	2	4	6
<i>Military service</i>			
Veterans	28	48	76
Veterans—active duty	11	14	25

Note: missing values are within acceptable parameters.

5.3 Demographic Results

As we have consistently found in prior studies in northeastern Ontario, Indigenous people (including First Nations and Métis) were present within the study sample in proportions greater than their numbers in the total population of the City of Greater Sudbury, according to 2011 census data (Statistics Canada, 2013). Indigenous people (n=544) comprised 44.5% of the participants who provided information about their cultural background (n=1220) for the study but only 8.2% of the population in the City of Greater Sudbury. Among those who were absolutely homeless, Indigenous people constituted 54.9% of this subsample (i.e. 232 of 422). In contrast, Francophones (n=194) were under-represented among the study participants (15.9%) compared to their proportion within the total population in the City of Greater Sudbury based on mother tongue (28.6%) as reported in the 2011 census (Statistics Canada, 2012). Francophones comprised 14.5% of those who were absolutely homeless.

A relatively small number of young people under age 18 and not connected to a family unit (n=17) participated in the survey. Of these, 12 were absolutely homeless while a further 5 individuals were at risk of homelessness. These participants were between the ages of 15 and 17. It is important to note that this subgroup is extremely vulnerable; it is possible that more young people were present among homeless people but may not have participated in the survey in order to remain part of the hidden homeless population.

Women (n=463) comprised 37.2% of those who indicated their gender; men (n=765) comprised 61.4% of this sample while persons who self-identified their gender as LGBTQQ or transgender comprised 1.4% of the sample (n=17) based on gender identity. Several parents (n=6) stated that their children were LGBTQQ or transgender (3.9% of the children).

The number of people with backgrounds involving military service who participated in the survey was 76. Over a third (36.8%) were absolutely homeless. About a third of those with military service had been called into active duty.

5.4 Chronic and Episodic Homelessness

An examination of the type of homelessness indicated by the participants reveals the interconnected nature of categories of homelessness within the current context. As shown in Table 3, more of the absolutely homeless persons (n=272) compared to those at risk (n=214) indicated that they were chronically homeless (i.e., continuously homeless for more than one year) or episodically homeless (more than four episodes within the prior three years). However, it is notable that 214 individuals in the at risk population—a proportion that is over three-quarters of the absolutely homeless subgroup—reported that they had been either chronically or episodically homeless. This finding reflects the challenges of asking homeless people to classify themselves using categories defined by researchers.

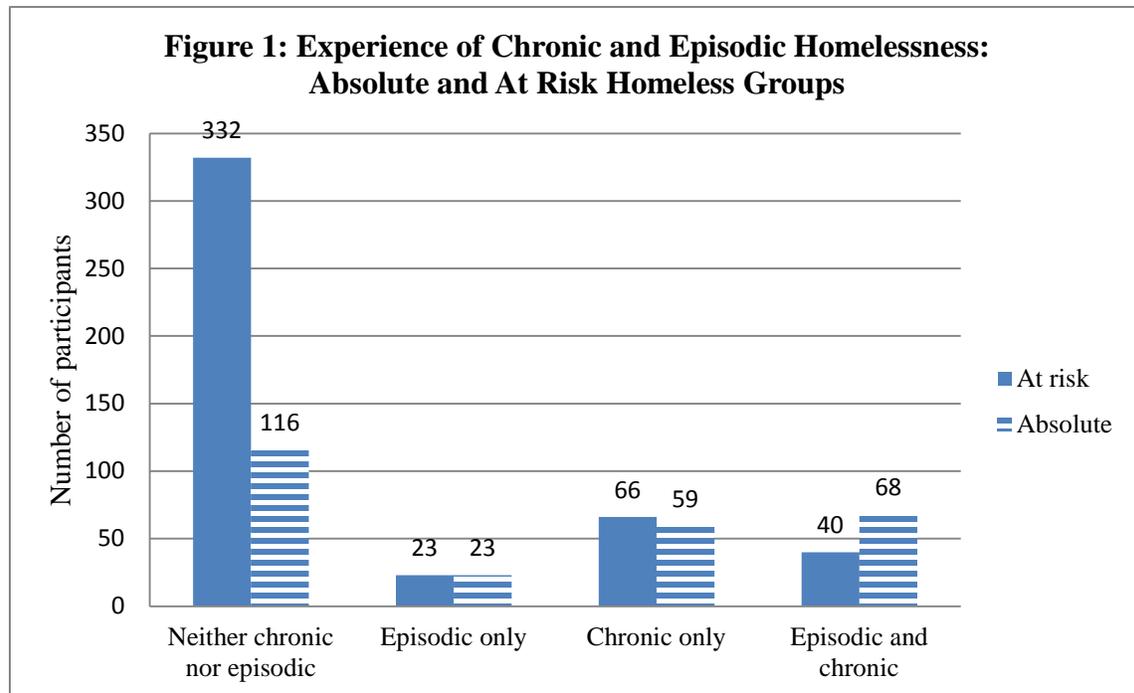
A cross tabulation of the subgroups that were chronically and episodically homeless showed that there is a statistically significant relationship between these forms of homelessness among both absolutely homeless and at risk people (Figure 1). Those who were *not* episodically homeless tended *not* to have experienced chronic homelessness. Yet there was an overlap between chronic and episodic homelessness in that 15% (n=68) of absolutely homeless people indicated both forms of homelessness compared to 4% (n=40) of those who were at risk of homelessness at the time of the study.

Table 3: Type of Homelessness

	Absolutely homeless Number	At risk of homelessness Number	Total Number
<i>Type of homelessness</i>			
Chronically homeless	178	147	325
Episodically homeless	94	67	161
Total	272	214	486

Figure 1 compares the pattern of results from the cross tabulation of episodic (defined as more than 4 episodes in a three-year period) and chronic (continuously homeless for one year) homelessness among participants at risk of homelessness and absolutely homeless. In this

analysis, the subsample comprising those at risk comprises 461 participants while the subsample for the absolutely homeless group is based on 266 participants. The results show that most people had not experienced either chronic or episodic homelessness. However, a larger proportion of those who self-reported absolute homelessness also reported chronic or episodic forms of homelessness (n=150) compared with the group that indicated neither chronic nor episodic homelessness (n=116). Among those at risk or absolutely homeless, chronic homelessness was reported more often than episodic homelessness. A slightly larger number of participants who were absolutely homeless reported that they experienced *both* episodic and chronic homelessness compared to those who reported *only* episodic or chronic forms of homelessness. In the at risk category, the combination of chronic and episodic homelessness was reported by more individuals than was episodic homelessness alone. The results clearly show that it was more common for homeless people to experience homelessness continuously for one year than it was to experience multiple episodes (4) over a three-year period. Nevertheless, as shown in Figure 1, most people in the at risk category reported neither chronic nor episodic homelessness.



$$\phi = .42, p < .001$$

5.5 History of Homelessness

Table 4 provides information about the history of homelessness among those who participated in the survey. Results regarding episodic and chronic homelessness were provided above; however, they are shown again in Table 4 to allow for comparisons between subgroups of people within the sample. Between one-quarter to two-thirds of absolutely homeless people reported the experiences listed in Table 4. More absolutely homeless people reported having experienced absolute homelessness within the previous year and within their lifetime; a larger proportion had also slept outdoors within the previous year. In addition, they reported more episodic and chronic homelessness as well as the combination of chronic and episodic homelessness. Individual definitions of homelessness influence how people answer questions. Some participants indicated that they were at risk of homelessness but also reported chronic and/or episodic homelessness. Indeed, a substantial proportion—a fifth or more—of those at risk reported chronic homelessness or absolute homelessness within their lifetime and having slept outdoors in the previous year. In addition, more people in the at risk group stated that they had slept outdoors in the previous year (n=153) compared with the number who stated that they were homeless in the previous year (n=135). These responses may reflect differences between

researchers and participants in definitions of homelessness, as various researchers have found in the past (Kauppi, et al., 2009; Rahimian et al., 1992).

Table 4: History of Homelessness

	Absolute		At risk	
	<i>N</i>	%	<i>N</i>	%
Episodically homeless (more than 4 times)	94	32	67	13
Chronically homeless	178	48	147	20
Episodically and chronically homeless	68	26	40	9
Homeless previously in lifetime	217	65	292	42
Homeless in the last year	227	68	135	20
Slept outdoors in the last year	186	65	153	26
Slept on streets the previous night	17	4	4	0.5

Note: Data are based on the number of responses. Some participants did not answer all questions.

It is particularly remarkable that 17 people who were absolutely homeless and 4 who indicated that they were at risk of homelessness reported that they had slept outdoors the previous night, given that the 27 days between January 28 and February 24 were considered extremely cold. Indeed, the *Homelessness Network/Réseau sans-abri* in the City of Greater Sudbury had issued extreme cold weather alerts each day during this period. The program is an initiative funded by the City of Greater Sudbury to protect those who are most vulnerable to intensely cold weather conditions. The alert puts into action a short-term emergency plan to increase community services when the temperature drops below -15° C, or when Environment Canada issues a storm watch or weather warning. A daily low of -20° C, including the wind chill, also warrants an Extreme Cold Weather Alert. During alert periods, people on the street are encouraged to go voluntarily into shelters and services to stay warm.

5.6 HIFIS and Non HIFIS Reporting Agencies

Human Resources and Skills Development Canada (2013) utilizes the term National Homelessness Information System (NHIS) to describe the “federal data development initiative designed to collect and analyze baseline data on the use of shelters in Canada”. HRSDC notes that “NHIS supports the implementation and deployment of the Homeless Individuals and Families Information System (HIFIS) software, HIFIS training at the community level, and projects related to community shelter data coordination.”

Ten organizations or programs provide information for the HIFIS database in the City of Greater Sudbury. They include agencies within the *Homelessness Network/Réseau sans-abri* (Centre de santé/Corner Clinic, Elizabeth Fry Society, John Howard Society, Canadian Red Cross, Sudbury Action Centre for Youth and N’Swakamok Native Friendship Centre). In addition, four emergency shelter programs (Salvation Army Men’s, Salvation Army Women and Families program, male and female youth emergency shelter programs at Foyer Notre Dame), as well as the Elgin Street Mission provide information for HIFIS. Table 5 compares our PPC results from agencies that participate in the HIFIS database with those that do not. The results in Table 5 are based on our PPC survey conducted between January 28 and February 27, 2015.

The results shown in Table 5 under the heading “HIFIS” are not based on the actual HIFIS database but rather on data collected within the PPC by agencies that report to HIFIS. Most of the agencies, services or programs that participated in the study do not provide information for the HIFIS database. Based on the results in Table 5, overall, 50% of absolutely homeless people and 67% of those at risk are not reflected in the numbers of people who accessed programs or services that report to the HIFIS database. Thus, the results suggest that substantial proportions of people in varied subgroups did not participate at agencies, programs or services that collect data for HIFIS.

Table 5: Counts from Agencies Participating and Not Participating in HIFIS

	Absolute			At risk		
	<i>HIFIS</i>	<i>Non HIFIS</i>	<i>Total</i>	<i>HIFIS</i>	<i>Non HIFIS</i>	<i>Total</i>
Number	211	211	422	259	583	842
Chronically homeless	81	97	178	45	102	147
Episodically	42	52	94	19	48	67
Indigenous	105	127	232	105	207	312
Francophone	39	19	58	35	99	134
Youth under 18, not connected	7	5	12	4	1	5
Women	63	68	131	78	254	332
Men	142	139	281	173	311	484
LGBTQQ and transgender	3	3	6	1	10	11
Veterans	18	10	28	26	22	48
Veterans, active service	8	3	11	9	5	14
Slept on the streets the previous year	98	88	186	64	89	153
Slept on the streets the previous night	7	10	17	0	4	4
Do not get enough food to eat each day	109	123	232	123	296	419

Note: Missing values are within accepted parameters.

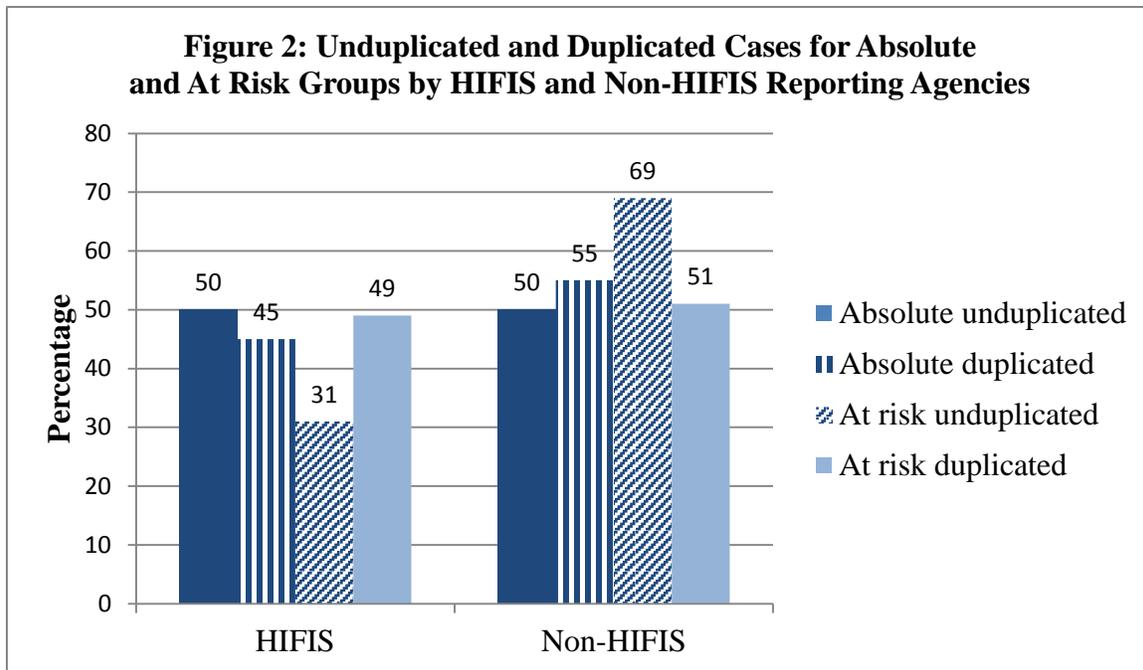
It is important to note that, among people who were absolutely homeless, a larger number of those who were episodically or chronically homeless, Indigenous, women, people who had recently slept on the streets, and who do not get enough food to eat each day apparently may not be reflected in the HIFIS database. Indeed, among those who self-reported absolute homelessness, less than half of Indigenous people (45%) and a similar proportion of chronically homeless people completed our survey at services, programs or agencies that participate in HIFIS.

The information about food insecurity listed in Table 5 was not a required data point but is an indicator of the extent to which basic needs for survival are being met. The PPC results indicate that only 47% of those who were absolutely homeless and did not get enough to eat each day participated at services or programs at agencies that report to in HIFIS.

Consideration was given to the possibility that the duplicated count might provide a more accurate assessment of the extent to which homeless people are reflected in HIFIS versus non-HIFIS reporting agencies. This analysis examined the proportion of individuals who participated more than once in the PPC—for example, potentially once in a HIFIS agency and later in a non-HIFIS agency or vice versa.

The results showing the overall proportions of people who were absolutely homeless and at risk of homelessness based on the unduplicated count were shown in Table 5 (i.e., the top row titled “Number”). The results comparing the duplicated and unduplicated cases for people who were absolutely homeless or at risk of homelessness and accessing HIFIS and non-HIFIS reporting agencies are shown in Figure 2. This analysis is based on 1,264 unduplicated cases and 224 duplicates.

The results confirm the general result shown in Table 5 in which a larger percentage of homeless people participated in the survey at non-HIFIS agencies than HIFIS agencies. The results also suggest that HIFIS data may significantly under-estimate the size of the absolutely homeless population as well as the at risk population. The largest difference is amongst the unduplicated cases of people who were at risk of homelessness with regard to agencies reporting to HIFIS compared to those that do not. Less than a third (31%) of this group were accessing HIFIS-reporting agencies when participating in the PPC study while over two-thirds (69%) were accessing non-HIFIS agencies.



5.7 Location of participation—city core or outlying communities

Table 6 compares the number of participants and their dependent children with regard to the location where they completed the questionnaire. The number of adults and children who were absolutely homeless within the downtown core of the city was 427 while the number at risk was 766. The total number of adults and children in outlying communities was 223; this number includes 11 who were absolutely homeless and 212 who were at risk of homelessness. A third of these participants completed the survey in “The Valley”. In prior studies of homelessness in Sudbury, participants in the outlying regions were not included. The 223 individuals and children constitute 16% of the total count in this study. However, they constitute 19% of those in the downtown core, the area previously studied (cf., Kauppi et al., 2009). Thus, a method to gain a rough estimate of the number of people who may have been homeless in previous studies in Sudbury would be to increase the previous counts by 19 percent.

It is important to recognize that that it is difficult to capture, with accuracy, the number of people experiencing forms of homelessness in the outlying communities of Sudbury. The number, 223, is certainly a conservative estimate as some food banks opted not to participate and some people who attended the participating food banks declined participation in the survey. In

addition, the hidden homeless population who did not attend food banks did not have an opportunity to participate in this PPC.

Table 6: Number of homeless people and children in the city and in outlying areas

	Absolutely homeless Number	At risk of homelessness Number	Total Number
Within the city	427	766	1193
In outlying communities	11	212	223
Total	438	978	1416

Note: Missing values for the locality of participation within the City of Greater Sudbury are within accepted parameters.

5.8 Incorporation of the Database into the PPC Database

The data collected for the current study are subject to requirements of the Laurentian University Research Ethics Board (LU REB) and the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010) as ethical review was required for the study. These requirements have implications for the storage and use of data. The data collected for the PPC study allow for comparisons with data collected in Sudbury and other towns and cities in northeastern Ontario.

6.0 CONCLUSION

An important finding of this study is that the number of people who were absolutely homeless or at risk of homelessness was more than double (n=1,419) the highest number found in prior studies of homelessness conducted between 2000 and 2009 (n=608). The increase in the homeless count was due to three factors: (1) an actual increase in the number of people experiencing forms of homelessness; (2) improved methods for conducting the study and; (3) expansion of the geographic region for the data collection.

First, there are a number of indicators that point towards the underlying factors linked to rising homelessness. One indicator is the need for food banks. Food Banks Canada reported in the Hunger Count 2014 that the number of people relying on food banks had increased by 25 percent between 2008 and 2014. This report also showed that, in Ontario, the average difference between the financial support provided by social assistance and the actual costs of a basic standard of living was 28%. The City of Greater Sudbury has also noted that there is a substantial gap between social assistance benefits and the requirements of rent and basic needs (City of Greater Sudbury, 2013). Given the costs of rent in the private rental market, the long waiting lists for social housing and challenges of obtaining adequate income, increases in the rates of homelessness are not surprising. Another important factor appears to be an increase in the number of Indigenous people who are homeless in Sudbury.

Second, in addition to rising rates of homelessness, we also improved our methods for measuring homelessness. The 2015 study incorporated certain changes that likely contributed to a more accurate count of the prevalence of homelessness. We built upon connections and relationships with community agencies. Two-thirds of the agencies allowed our research assistants to collect data within the agency setting. Providing space for research assistants enabled people living with homelessness to participate in the survey when they were accessing services. Many participants commented that data collection by university researchers helped to ensure confidentiality. The results of the PPC conservatively estimate or under estimate the number of homeless people in the City of Greater Sudbury due to the inability to include all people who are among the hidden homeless as well as those who do not wish to participate in the survey; nevertheless, a larger number of people participated than in the past. The provision of a small payment of \$5.00 was important to many participants. For example, in the face of extreme poverty, the small payment provided a means to obtain a meal or transportation.

Third, prior studies of homelessness were conducted in the downtown core where most services and programs for poor and homeless people have been located. However, in the current study, food banks in the outlying regions of the City of Greater Sudbury were invited to participate. The inclusion of these regions in the study increased the number of participants but also allowed for a more accurate count. Many people accessing food banks in the outlying regions of the city are among the hidden homeless.

As noted above, a significant finding of this study pertains to the substantial number of Indigenous participants. The indication that Indigenous people comprised more than half of the absolutely homeless participants reveals a shift in the factors underlying homelessness within northeastern Ontario. Our study of homelessness in Timmins also showed that Indigenous people were the most prominent group amongst homeless people in that city (Kauppi, Pallard, Lemieux, Matukala Nkosi, 2012). The migration of Indigenous people from northern communities to urban centres must be recognized and addressed using a culturally sensitive approach.

People are self-identifying as LGBTQQ or transgender. We found that 17 participants identified their gender as other than female or male and participants stated that 6 children were LGBTQQ or transgender. Local agencies must accommodate gender issues in a respectful manner that is consistent with the values and standards within Canada, such as those specified by the Human Rights Code and the Human Rights Tribunal of Ontario which assert the equal right to treatment regardless of sexual orientation.

This study identified 76 people who reported a background in military service. The Homeless Partnering Strategy of Canada has recognized the vulnerability of military veterans to forms of homelessness. The presence of a substantial number of individuals with military service amongst those accessing front-line services for homeless people requires attention.

A further conclusion pertains to the number of people who reported chronic or episodic homelessness. The analysis of questions relating to experiences of homelessness shows that individuals interpret their circumstances in varied ways. A large number of people who identified themselves as at risk of homelessness also reported experiencing chronic or episodic homelessness. This is consistent with findings reported by the Winnipeg Social Planning Council (2012) indicating that individual definitions of homelessness may vary considerably from formal or researcher-based definitions. Persons experiencing homelessness rapidly shift from one category to another. Data from the current study also show that there are significant overlaps between categories of chronic and episodic homelessness. Prior estimates of chronic and episodic homelessness noted by Gaetz et al. (2013) are not consistent with the findings of the present study in which the prevalence of chronic homelessness is substantially higher than episodic homelessness. The findings of the current study indicate that patterns present in southern Ontario cities do not appear to reflect the realities of northern Ontario.

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APPENDIX A

LIST OF PARTICIPATING AGENCIES, PROGRAMS, SERVICES AND FOOD BANKS

Participating Agencies, Programs and Services

APANO — Aboriginal People’s Alliance of Northern Ontario	Inner City Home of Sudbury (food bank and related services)
BBBF — Better Beginnings Better Futures (Noah’s S.P.A.C.E., Baby’s Breath, Community Closet)	Monarch Recovery Services (for men)
Canadian Mental Health Association	N’Swakamok Native Friendship Centre
Canadian Red Cross	NISA—Northern Initiative for Social Action
Cedar Place Cèdre	Our Children Our Future
Clinique du coin/Corner Clinic	Out of the Cold Shelter
Elgin Street Mission	Réseau ACCESS Network
Elizabeth Fry Society	Salvation Army Shelter
Foyer Notre Dame House	Samaritan Center (table on main floor)
Independent Living Sudbury-Manitoulin	St. Andrew's Out of the Cold Dinner
	Sudbury Action Centre for Youth
	YMCA Employment and Career Services
	YWCA Geneva House

Food Banks

Capreol Food Bank	Hanmer Food Bank
Chelmsford Food Bank	Salvation Army Food Bank (Notre Dame)
Coniston Food Bank	St. Vincent de Paul Food Bank (Val Caron)
Grace Family Food Bank (Donovan)	Walden Food Bank

Notes:

1. John Howard Society was not included in the database for the report as this agency participated after the PPC in January and February, 2015.
2. Programs/services that participated in 2015 but not in prior studies of homelessness in Sudbury were APANO, BBBF, the Out of the Cold Dinner, Out of the Cold Shelter and Cedar Place Cèdre. However, it is important to note that some changes have taken place in the service system, with some services/programs emerging while others were no longer in existence or had changed names. The number of agencies participating in the study in 2015 in the downtown city centre was similar to the studies in 2000-2009.

APPENDIX B

SELECTED QUESTIONS FROM THE QUESTIONNAIRE HOMELESSNESS IN SUDBURY: 2015 PERIOD PREVALENCE COUNT

Definitions of homelessness

Absolute homelessness: A homeless person does not have a place that he/she considers to be home or a place where he/she sleeps regularly.

Longer definition:

You are homeless if

- You have no place to call home OR
- Your home is neither a room, an apartment, nor a house, OR
- Your room, apartment or house is not your own OR
- You either stay there **four times** a week or less OR
- You have no arrangement to sleep there regularly.

At-risk for homelessness: Due to particular circumstances, a person is at an elevated risk for homelessness (i.e. pending eviction, extremely low income, familial abuse, inability to pay rent, existing medical condition with no benefits etc.).

Unique identifier

Name of Agency: _____ Date: _____

2. Date of Birth _____ (Day) _____ (Month) _____ (Year)

3. Gender/Sexual Orientation:

1.....Female 2.....Male 3.....LGBTQ 3..... Transgender

Homelessness—Absolute and at-risk

4a. Do you meet the definition of **absolute homelessness**?

1.....YES 2.....NO (see definition above)

4b. Do you meet the definition of being **at-risk for homelessness**?

1.....YES 2.....NO (see definition above)

Episodically homeless

16. How many times have you been homeless in the last three years (separate instances/episodes)?

Less than 4 OR 4+

Chronically homeless

16a. Have you:

been continuously homeless for a year or more? 1 YES 2 NO

been **absolutely** homeless in your lifetime? 1 YES 2 NO

been **absolutely** homeless in the last year? 1 YES 2 NO

in the last year, slept outdoors/on the streets because you had nowhere to go? 1..YES 2.. NO

Aboriginal/Francophone

5. Ethnic/cultural/racial group:
- i.. European origin (Caucasian/White)
 - ii. Aboriginal/Indigenous (specify): _____
 - iii. Visible minority (specify): _____
 - iv. Other (specify): _____
6. What language was first learned as a child? *Please circle all that apply:*
- i.. English
 - ii. French
 - iii. Cree, Ojibway or other First Nation language (specify):
 - iv. Other (specify):
- 6a. Do you still speak this language? 1.....YES 2.....NO

Youth

2. Date of Birth _____ (Day) _____ (Month) _____ (Year)
11. Number of children or other dependents: _____
12. Do you have any children who:
- | | | |
|-----------------------|---------|--------|
| are accompanying you? | 1...YES | 2...NO |
| are in your custody? | 1...YES | 2...NO |

Gender and Youth

3. Gender/Sexual Orientation: 1..Female 2. Male 3..LGBTQ 3..Transgender
- 12a. Please provide the information about the gender, sexual orientation and age of each of your children:

	Gender and sexual orientation			Age in years
Child #1	1..Female	2..Male	3..LGBTQ	3..Transgender
Child #2	1..Female	2..Male	3..LGBTQ	3..Transgender
Child #3, etc.				

Veterans

17. Have you served in the military, peace keeping missions, reserves or Coast Guard?
- 1..YES 2.. NO
- 17a. Were you ever called into active duty for military service, including peace keeping?
- 1...YES 2.. NO
- 17b. Have you ever received health care/benefits from Veterans Affairs Canada, USA or another country?
- 1.YES ..2..NO
- 17c. How long were you in military service? _____(# years)
- 17d. Please describe the kind of military service you were involved in

Food Security

- 16d. Do you get enough food to eat every day? 1...YES 2...NO

Presented To: Community Services Committee

Presented: Monday, Aug 10, 2015

Report Date Tuesday, Jul 14, 2015

Type: Correspondence for Information Only

For Information Only

Investment in Affordable Housing for Ontario 2014 Extension (IAH-E) Update

Recommendation

For Information Only

Finance Implications

There is no financial impact to the City as all program costs will be funded by senior levels of government.

Health Impact Assessment

The IAH-E Program is designed to allow municipalities to address affordable housing needs within their communities. The City's Program Delivery and Fiscal Plan is structured to allow the implementation of IAH-E initiatives which will help low income households access safe, suitable and affordable housing.

Background

On February 3rd, 2015, City Council endorsed Housing Services' IAH-E Program Delivery and Fiscal Plan (PDFP) and authorized the Manager of Housing Services to forward the PDFP to the Ministry of Municipal Affairs and Housing for funding approval. (Manager's Report attached.)

On May 27th, 2015, Housing Services received confirmation (copy attached) from Ms. Janet Hope, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing, that the City of Greater Sudbury will receive \$8,785,500 in IAH-E funding over the 2014 to 2020 period as follows:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
(2014-15)	(2015-16)	(2016-17)	(2017-18)	(2018-19)	(2019-20)	
\$896,200	\$0	\$0	\$6,315,000	\$736,000	\$838,300	\$8,785,500

NEXT STEPS

Now that approval has been received, Housing Services will proceed to operationalize the various program

Signed By

Report Prepared By
 Robert Sutherland
 Acting Manager, Housing Services
Digitally Signed Jul 14, 15

Health Impact Review
 Robert Sutherland
 Acting Manager, Housing Services
Digitally Signed Jul 14, 15

Recommended by the Department
 Tim P. Beadman
 General Manager of Health, Social and
 Emergency Services
Digitally Signed Jul 14, 15

Recommended by the C.A.O.
 Bob Johnston
 Interim Chief Administrative Officer
Digitally Signed Jul 14, 15

initiatives in accordance with the PDFP and Ministry of Municipal Affairs and Housing requirements.

Given the very short commitment deadlines for the Year 1 funding, Council elected at its September 9th, 2014 meeting to allocate the full \$896,200 amount to the IAH-E Rent Supplement/Housing Allowance initiative. This component is providing rental assistance to low income households on social housing wait lists making their rents more affordable over a 5 year period. This program selection was pre-approved by the Ministry and has since been used to subsidize approximately 57 households over this past spring and summer.

The pooling of \$6,315,000 in Year 4 will permit the development of a minimum of 40 affordable housing units which is consistent with the Housing and Homelessness Plan's recommendation that the majority of senior government funding be utilized to develop new housing projects. This component provides interest free forgivable loans to construction proponents in exchange for less than market project rents for low income households. These low end market rents are to be set by the program over the 20 year term of the loan. It is anticipated that a Request for Proposal (RFP) will be issued in the market place in the second quarter of 2016 (April to June); with an approximate construction start date of June 2017 to completion/occupancy in April 2018.

The Year 5 allocation of \$736,000 will be used for the Ontario Renovates component of the IAH-E. It will provide interest free forgivable loans to eligible low income homeowners so that they can address accessibility and energy efficiency (and structural) issues in their homes. The program loans will make their homes more liveable, more energy efficient and therefore, more affordable.

Finally, Year 6 will see a return to re-funding the IAH-E Rent Supplement/Housing Allowance component. The \$838,300 will again be used to provide rental assistance to low income households on social housing wait lists, making their rents more affordable over a 5 year period. This will extend this rental assistance component for another 5 years covering the full 10 year time frame of the City of Greater Sudbury Housing and Homelessness Plan.

The IAH-E Program is designed to allow municipalities to address affordable housing needs within their communities. The City's Program Delivery and Fiscal Plan is structured to allow the implementation of IAH-E initiatives which will help low income households to access safe, suitable and affordable housing.

Request for Decision

Investment in Affordable Housing for Ontario 2014 Extension (IAH-E)

Presented To: Community Services Committee

Presented: Tuesday, Feb 03, 2015

Report Date Tuesday, Jan 20, 2015

Type: Managers' Reports

Recommendation

WHEREAS at the September 9, 2014 Council meeting, the City of Greater Sudbury endorsed the municipality's participation in the Investment in Affordable Housing for Ontario Program Extension (IAH-E), and;

WHEREAS the City of Greater Sudbury further directed that the Manager, Housing Services prepare, for Council review and endorsement, the City's Program Delivery and Fiscal Plan (PDFP) outlining the anticipated funding expenditures for the IAH-E final five years;

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury endorse the Program Delivery and Fiscal Plan (PDFP) outlined in this report, and;

THAT the City of Greater Sudbury authorize the Manager, Housing Services to forward the City's PDFP to the Ministry of Municipal Affairs and Housing for funding approval, and;

THAT the City of Greater Sudbury authorize the Manager, Housing Services to adjust the PDFP to reflect any further changes and/or recommendations required by the Ministry of Municipal Affairs and Housing.

Signed By

Report Prepared By

Denis Desmeules
Director of Housing services
Digitally Signed Jan 21, 15

Health Impact Review

Denis Desmeules
Director of Housing services
Digitally Signed Jan 21, 15

Recommended by the Department

Catherine Matheson
General Manager of Community Development
Digitally Signed Jan 21, 15

Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
Digitally Signed Jan 21, 15

Finance Implications

Senior government program funding will be utilized to offset all program costs & initial administration costs associated with the implementation of the new housing program.

Health Impact Assessment

The IAH-E Program is designed to allow municipalities to address affordable housing needs within their communities. The City's PDFP is structured to allow the implementation of IAH-E initiatives which will help low income households to access safe, suitable and affordable housing.

Background

Since 2007, the municipality has participated in various Canada-Ontario Affordable Housing Programs (AHP). The AHP components have included the building of new affordable housing projects, a homeowner repair initiative, a homeownership assistance program, social housing repair initiatives and housing allowance components.

The community has benefitted from these initiatives. Of note, five (5) new affordable housing projects received \$25.3 million resulting in the creation of 280 affordable housing units. In addition, program funding of \$2.7 million was directed to 242 local low income homeowners to repair their homes and 34 low income renter households received loans totaling \$361,000 to help them purchase homes. The programs provided \$507,000 which allowed 47 low income renter households to receive rental assistance to make their rents affordable. Under the social housing project renovation component, funding of \$11.2 million was distributed to local non-profit housing providers to renovate their projects and make them more energy efficient. In total the CGS received and distributed over \$40.1 million in program funding over the 7 year period.

Funding from all these programs has come to an end and has been fully committed.

Investment in Affordable Housing for Ontario Program Extension (IAH-E)

In late August 2014, the CMHC and the Ministry of Municipal Affairs and Housing jointly announced the IAH-E. This program extension is to run until March 31, 2020.

Like its predecessors, the IAH-E will allow the service manager flexibility in targeting the program dollars to those initiatives which best address local needs.

The IAH-E has retained many of the components of the previous AHP/IAH programs. These include a rental component for new construction, a home repair component, a down payment assistance initiative and a rent supplement/housing allowance assistance program. It should be noted that the IAH-E does not have an initiative which would see funding available to repair/renovate existing social housing projects.

Shortly after the IAH-E announcement, the Ministry provided the CGS with its Year 1 (2014-15) notional allocation of \$896,200. The Ministry advised that the allocation for the remaining 5 years would be announced at a later date.

The annual IAH-E notional allocation must be committed within the established deadlines of each program year. Funding that is not committed by these deadlines may not be carried forward and will be re-allocated to other Service Managers in the province.

Given the very short commitment deadlines for the Year 1 funding, Council elected at its September 9th, 2014 meeting to allocate the full Year 1 amount under the IAH-E Rent Supplement/Housing Allowance initiative. This component will provide rental assistance to approximately 57 low income households making their rents more affordable over a 5 year period. The Ministry has since approved this program selection.

On December 18, 2014, the Province provided the notional allocations for the final 5 years of the program. The annual allocations are listed below:

Year 2 (2015-16)	Year 3 (2016-17)	Year 4 (2017-18)	Year 5 (2018-19)	Year 6 (2019-20)
\$1,765,200	\$1,764,100	\$1,763,000	\$1,758,700	\$838,300

As previously stated, the annual funding is provided on a use it or lose it basis. Unused program dollars in any given year will be clawed back by the Province.

Included in the above is a nominal amount to help offset municipal administrative costs related to program delivery. These funds will help Housing Services secure the resources it needs to design and deliver the various program options. The actual costs attributed to these tasks will vary depending on the actual program initiatives delivered and the actual number of program participants.

As in the previous versions of the AHP/IAH programs, there are no on-going admin dollars provided by the Province beyond 2020. The CGS is expected to absorb any on-going program admin expenditures. Based on our previous AHP program delivery experience, it is not anticipated that these costs will be significant.

Program Delivery and Fiscal Plan (PDFP)

In order to proceed with IAH-E funding over Years 2 to 6, Service Managers are required to submit a Program Delivery and Fiscal Plan (PDFP). The PDFP is a tool developed by the Province to help identify which of the IAH-E components will be selected by the municipality and when they anticipate flowing the funds.

One of the objectives of the IAH-E is to provide municipalities with programs which enable them to meet the local needs and priorities identified in their 10 Year Housing & Homelessness Plan (H & H Plan). In preparing the City's PDFP, Housing Services has based the plan on past AHP program results along with the priorities and recommendations identified in the City's H & H Plan.

The H & H Plan supports the City's approach of working with the community to achieve local affordable housing goals. Housing Services will therefore play the role of overall IAH-E program administrator, facilitator and funder. This is a similar role to that performed by Housing Services in the delivery of the previous affordable housing program initiatives. Housing Services will also be responsible for ensuring that projects and program participants meet the full program requirements over the life of the programs. This will minimize the City's risk associated with the program loans and rental assistance.

The H & H Plan identified a need to improve access and affordability for low income households. In order to achieve this, the H & H Plan recommended that the CGS devote the majority of future senior government affordable funding allocations for new affordable housing projects.

In reviewing the Province's notional allocation schedule, we note that it proposes to spread the remaining funding over 5 years. There is a concern that this funding approach may hamper the City's ability to encourage the development of new affordable housing units. The annual allocations are too small to provide enough incentive for developers to come forward with viable project proposals.

A similar situation occurred in the allocation process for the previous IAH initiative. At that time, the CGS received a total allocation of \$4.7 million to be dispersed over a 5 year period. Based on community need, the municipality wanted to fund the development of a seniors housing project. Unfortunately, the individual annual allocations on their own would be insufficient to bring the project to fruition. In response, the CGS requested that the Province permit the pooling of the CGS allocation so that it could be fully committed in a specific year. Under this scheme, the project would be able to proceed. The Province reviewed the CGS

request and granted its approval. The 32 unit seniors housing project was able to proceed.

We will therefore once again recommend the pooling of funding envelope. The creation of a \$6 million envelope will permit the development of a minimum of 40 affordable housing units. This recommendation is consistent with the H & H recommendation that the majority of senior government funding be utilized to develop new housing projects.

The IAH-E Rental component would be used to develop new affordable housing units. That component provides interest free forgivable loans to proponents in exchange for the project rents to be set by the program over the 20 year program term. The program also requires that the funded units be targeted specifically to low income households. The tenant selection process must be designed to allocate program units only to households whose income meets the program parameters.

This Rental component is similar to ones previously offered under the AHP/IAH programs. Local developers are familiar with those initiatives and are therefore likely to respond.

The H & H Plan also recommended that the CGS devote a portion of future senior government affordable housing funding towards Housing Allowance/Rent Supplement programs. To that end, the CGS has approved the expenditure of the Year 1 IAH-E funding in this regard. The funding will provide rental assistance for approximately 57 households making their rent affordable for 5 years. It is recommended that an amount similar to the Year 1 funding (\$894,885) be allocated in the final year of the IAH-E. This will extend the rental assistance for another 5 years thus covering the full 10 year time frame of the H & H Plan

The H & H Plan also indicated that the CGS devote a portion of future senior government affordable housing funding towards initiatives incorporating unit accessibility and energy efficiency modifications. The current IAH-E allocation is sufficient to allow the CGS to address accessibility and energy efficiency modifications. Both of these will be requirements in the Rental component.

In addition, it is recommended that \$600,000 be allocated towards the Ontario Renovates component of the IAH-E. This component provides interest free forgivable loans to eligible low income homeowners so that they can address accessibility and energy efficiency issues in their homes. The program loans will make their home more liveable, more energy efficient and therefore, more affordable. The dollars can also help eligible homeowners deal with structural deficiencies in their homes.

A similar home repair initiative was delivered in the past and was well received. It is anticipated that the funding would be able to assist at least 30 low income homeowners.

PDFP Summary

The Provincial notional allocation model needs to be revised to meet our local needs. The revised schedule and rationale is listed below.

The majority of the IAH-E funding (\$6M) is to be committed under the Rental component in Year 3 (2016). The \$6M represents the combination of Year 2, 3, 4 and some of the Year 5 funding envelope. This approach is being selected to allow the Ministry of Municipal Affairs time to review the program's provincial commitments and determine its ability to redistribute funding among the 47 Service Managers. This time frame would provide Housing Services time to ramp up for program delivery and allow local developers sufficient time to prepare viable proposals which meet the program requirements.

The dollars for the Home Repair (\$600,000) would be awarded from the Year 5 (2018) of the program. Again, the Ministry has to reallocate dollars among Service Managers and it was felt that this time line would provide sufficient time for the provincial remix to occur. Housing Services would market the program to allow low income homeowners requiring assistance time to review the program parameters and come forward.

The final program year (2019) would see the remainder of our IAH-E funding allocation (\$894,835) committed to the Housing Allowance/Rent Supplement component. This would allow the rental assistance to continue for an additional 5 years, matching the 10 Year H & H Plan.

Program admin dollars will begin flowing this year to help the CGS deliver the Year 1 Housing Allowance initiative. Funds will also be used to ramp up for the delivery of the above noted IAH-E components.

Next Steps

The IAH-E is seen as a key component in the CGS's housing strategy for dealing with local housing needs.

Approval is being requested allowing Housing Services to complete the PDFP in accordance with the recommendations in this report. The PDFP will identify the selected program components while reflecting the above noted IAH-E pooling of program dollars.

The PDFP will reflect the recommendations of the H & H Plan and be consistent with Official Plan policies.

Once approval is given, Housing Services will forward the PDFP to the Ministry of Municipal Affairs and Housing for review and final approval. The deadline for submission is February 28, 2015.

Though the Ministry is open to the pooling approach, it cannot guarantee that it will be able to exactly match our request. Should the Ministry be unable to meet our request, approval is being requested to allow Housing Services to make the necessary PDFP adjustments having regard to the H & H Plan recommendations. Any changes will be incorporated into the PDFP to ensure that full funding allocation is properly utilized. Housing Services will then resubmit the PDFP to the Ministry for final approval.

Once approval is received, Housing Services will proceed to operationalize the various program initiatives in accordance with the PDFP and Ministry requirements.

**Ministry of
Municipal Affairs
and Housing**

**Ministère des
Affaires municipales
et du Logement**

Assistant Deputy Minister's Office
Housing Division
777 Bay St 14th Floor
Toronto ON M5G 2E5
Telephone: (416) 585-6277
Fax: (416) 585-6800

Bureau du sous-ministre adjoint
Division du Logement
777, rue Bay 14^e étage
Toronto ON M5G 2E5
Téléphone: (416) 585-6277
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MAY 27 2015

HOUSING SERVICES

May 20, 2015

Mr. Denis Desmeules
Manager, Housing Services
City of Greater Sudbury
200 Brady Street, P.O. Box 5000, Station A
Sudbury, ON
P3A 5P3

Dear Mr. Desmeules:

**Re: Investment in Affordable Housing for Ontario (IAH) Program (2014 Extension)
Revised Notional Funding Allocation**

In response to your confirmation e-mail dated May 13, 2015 and that of other Service Managers, the Ministry has facilitated the reallocation of some Service Managers' annual notional funding allocations. Adjustments made through this process does not result in any change in your total IAH (2014 Extension) funding allocation over the life of the program.

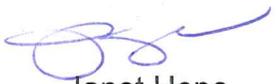
The Ministry is pleased to approve the resulting revised annual notional funding allocation for the City of Greater Sudbury as indicated below:

City of Greater Sudbury						
Year 1 (2014-15)	Year 2 (2015-16)	Year 3 (2016-17)	Year 4 (2017-18)	Year 5 (2018-19)	Year 6 (2019-20)	Total
\$896,200	\$0	\$0	\$6,315,000	\$736,000	\$838,300	\$8,785,500

The Service Manager Administration Agreement dated December 3, 2014 between the Ministry and the City of Greater Sudbury will apply to the above revised annual notional funding allocations.

I trust this revision to your annual notional funding allocation allows you to better respond to the affordable housing needs in your community.

Sincerely,


Janet Hope
Assistant Deputy Minister

For Information Only

Volunteer Firefighter Statistics Update

Presented To:	Community Services Committee
Presented:	Monday, Aug 10, 2015
Report Date	Wednesday, Jul 15, 2015
Type:	Correspondence for Information Only

Recommendation

For Information Only

Background

This report is a follow up to the Volunteer Firefighter Update presentation to the Community Services Committee meeting of May 4th, 2015.

Recommendation CS2015-06 Vagnini/Kirwan: THAT the City of Greater Sudbury direct staff to bring back a report to Community Services Committee regarding:

- Types of calls received for fire services
- Manpower at each fire station
- Turnover rates at each of the fire stations

Note: All figures and tables referenced in this report are in Appendix A attached, which is required for reference.

Types of Emergency Services Responses (calls) attended by Fire Services

Table 1 in Appendix A depicts the summary of types of emergency response service requests attended by Fire Services for 2014. This table is sorted with the most requested service request types at the top to the least requested service request at the bottom.

Table 2 in Appendix A depicts the 'by station' details of types of emergency response service requests attended by Fire Services for 2014.

Number of Firefighters per Station

Table 3 in Appendix A provides information regarding the approved Firefighter complement per station, the number of active Firefighters per station, and the percentage of Firefighters who have actively been on duty (based on payroll data).

Signed By

Report Prepared By

Trevor Bain
Chief of Fire and Paramedic Services
Digitally Signed Jul 15, 15

Recommended by the Department

Tim P. Beadman
General Manager of Health, Social and
Emergency Services
Digitally Signed Jul 15, 15

Recommended by the C.A.O.

Bob Johnston
Interim Chief Administrative Officer
Digitally Signed Jul 15, 15

Notes: Prior to July 2014, station assignment data was reported based on Fire Districts and not on a per station basis; hence, per station data is not available prior to July 2014. Increased data collection was implemented in July 2014 to include this data point. Per station manpower figures in this document are based on data from July 2014 onward.

Turnover Rate of Fire Services per Station

Figure 1 in Appendix A depicts the annualized turnover rate for Volunteer Firefighters by station based on data from July 2014 to March 2015. Turnover rates are calculated using the approved complement at each station and the number of resignations that occurred at that station. The rate is then adjusted to represent an annualized forecasted rate, assuming resignation trends persist.

Additional information: Retention Profile – Resignation distribution (Volunteer Firefighters only).

Figure 2 in Appendix A depicts the total number of resignations by station including retirements and exits due to employment or conflicts with personal schedules. In one case, a resignation was due to a Volunteer Firefighter experiencing difficulty completing the fire survival training.

Figure 3 in Appendix A depicts the number of resignations by station that could not be attributed to reasons such as employment, conflicts with personal schedules, retirements, or fire survival training requirements.

Figure 4 in Appendix A depicts the number of resignations for the period 2014 to end of Q1 2015 by years of service. The orange coloured bars correspond to resignations in the first ten years of service. Hence, Figure 5 in Appendix A depicts a breakout of the number of resignations for the first ten years of services.

Figure 6 in Appendix A depicts the composition of resignations by reason given by the Volunteer Firefighter at time of termination.

Table 1. Summary of service requests by type - Fire Services (2014)

Code	Description	Number of Calls in 2014	% of Total
62	Vehicle Collision	823	19.4%
1	Fire	259	6.1%
38	CO False Alarm - equipment malfunction (no CO present)	251	5.9%
31	Alarm System Equipment - Malfunction	233	5.5%
84	Medical Aid Not Required on Arrival	222	5.2%
96	Call Cancelled on Route	175	4.1%
32	Alarm System Equipment - Accidental activation (exc. Code 35)	169	4.0%
98	Assistance no required by other agency	168	4.0%
34	Human - Perceived Emergency	157	3.7%
23	Open air burning / unauthorized controlled burning (no uncontrolled fire)	126	3.0%
93	Assisting Other Agencies (exc. 921, 922)	113	2.7%
85	Vital signs absent, DOA	110	2.6%
86	Alcohol or drug related	110	2.6%
35	Human - Accidental (alarm accidentally activated by person)	105	2.5%
37	CO False Alarm - perceived emergency (no CO present)	97	2.3%
24	Other cooking toasting smoke steam (no fire)	91	2.1%
22	Pot on Stove (no fire)	67	1.6%
89	Other Medical / Resuscitator Call	64	1.5%
97	Incident not found	64	1.5%
21	Overheat (no fire, e.g. engines, mechanical devices)	61	1.4%
3	No loss outdoor fire	56	1.3%
29	Other pre fire conditions (no fire)	56	1.3%
53	CO incident, CO present (NOT false alarm)	56	1.3%
39	Other False Fire Call	54	1.3%
36	Authorized controlled burning - complaint	53	1.2%
41	Gas Leak - Natural Gas	46	1.1%
33	Human - Malicious intent, prank	45	1.1%
50	Power Lines Down, Arcing	44	1.0%
73	Seizure	40	0.9%
88	Accident or illness related - cuts, fractures, person fainted, etc.	40	0.9%
898	Medical / Resuscitator call no action required	38	0.9%
61	Vehicle Extrication	32	0.8%
92	Assisting Police (exc. 921, 922)	32	0.8%
59	Other public hazard	20	0.5%
94	Other Public Service	20	0.5%
99	Other Response	18	0.4%
701	Oxygen administered	17	0.4%
76	Chest pains or suspected heart attack	14	0.3%
49	Ruptured Water, Steam Pipe	13	0.3%

Code	Description	Number of Calls in 2014	% of Total
57	Public Hazard no action required	10	0.2%
11	Overpressure Rupture (no fire, e.g. steam boilers, hot water)	9	0.2%
69	Other Rescue	9	0.2%
45	Spill - Gasoline or Fuel	8	0.2%
58	Public Hazard call false alarm	5	0.1%
25	Lightning (no fire)	4	0.1%
66	Persons Trapped in Elevator	4	0.1%
71	Asphyxia, Respiratory Condition	4	0.1%
698	Rescue no action required	4	0.1%
44	Gas Leak - Miscellaneous	3	0.1%
51	Bomb, Explosive Removal, Standby	3	0.1%
64	Commercial / Industrial Accident	3	0.1%
65	Home / Residential Accident	3	0.1%
67	Water Rescue	3	0.1%
899	Medical / Resuscitator call False Alarm	3	0.1%
42	Gas Leak - Propane	2	0.0%
54	Suspicious substance	2	0.0%
68	Water Ice Rescue	2	0.0%
702	CPR administered	2	0.0%
703	Defibrillator used	2	0.0%
12	Munitions Explosion - (no fire, e.g. bombs, dynamite)	1	0.0%
26	Fireworks (no fire)	1	0.0%
47	Spill - Miscellaneous	1	0.0%
63	Building Collapse	1	0.0%
75	Traumatic Shock	1	0.0%
603	High angle rescue (non fire)	1	0.0%
605	Animal rescue	1	0.0%
2	Combustion Explosion (no fire)	0	0.0%
13	Overpressure Rupture - gas pipe (no fire)	0	0.0%
43	Gas Leak - Refrigeration	0	0.0%
46	Spill - Toxic Chemical	0	0.0%
48	Radio-Active Material Problem	0	0.0%
74	Electric Shock	0	0.0%
82	Burns	0	0.0%
601	Trench rescue (non fire)	0	0.0%
602	Confined space rescue (non fire)	0	0.0%
604	Low angle rescue (non fire)	0	0.0%
699	Rescue false alarm	0	0.0%

Table 2. Details by station - service request by type - Fire Services (2014)

		STATION																								
Code	Description	1 Van Horne	2 Minnow Lake	3 New Sudbury	4 Long Lake	5 Copper Cliff	6 Waters	7 Lively	8 Whitefish	9 Beaver Lake	10 Azilda	11 Chelmsford	12 Dowling	13 Vermillion Lk	14 Levack	15 Val Caron	16 Val Therese	17 Hanmer	18 Capreol	20 Garson	21 Falconbridge	22 Skead	23 Coniston	24 Wahnapiatae	25 Red Deer Lk	
	Total Calls Per Station	1577	339	569	586	21	86	41	35	8	110	120	111	1	12	29	353	14	54	109	4	9	34	26	3	
1	Fire	74	17	26	33	4	6	1	2	3	7	13	9		1	4	26	3	11	12	1	2	1	2	1	
2	Combustion Explosion (no fire)																									
3	No loss outdoor fire	17	3	10	6		4		1		2		3	1			4	1	1	2					1	
11	Overpressure Rupture (no fire, e.g. steam boilers, hot water)	1	3		2								1				2									
12	Munitions Explosion - (no fire, e.g. bombs, dynamite)			1																						
13	Overpressure Rupture - gas pipe (no fire)																									
21	Overheat (no fire, e.g. engines, mechanical devices)	16	4	10	10	1	3	2			3		2				5		1	4						
22	Pot on Stove (no fire)	33	3	14	10			2			1	1	1				1			1						
23	Open air burning / unauthorized controlled burning (no uncontrolled fire)	42	7	15	5	4	4	5	2		7	8	2			1	15		2	3			2	2		
24	Other cooking toasting smoke steam (no fire)	24	12	15	19		1				3	3	1			1	5			7						
25	Lightning (no fire)	1			1							1	1													
26	Fireworks (no fire)	1																								
29	Other pre fire conditions (no fire)	16	5	7	8			1	1		3	7	2			1	2	1	1				1			
31	Alarm System Equipment - Malfunction	86	15	27	42	2	7	2	1		4	7	5		2	1	19		7	3	1		1	1		
32	Alarm System Equipment - Accidental activation (Code 35)	59	12	21	43		5	1	1		3	1	2		1	2	7	1		6		1	2	1		

		STATION																								
Code	Description	1 Van Horne	2 Minnow Lake	3 New Sudbury	4 Long Lake	5 Copper Cliff	6 Waters	7 Lively	8 Whitefish	9 Beaver Lake	10 Azilda	11 Chelmsford	12 Dowling	13 Vermillion Lk	14 Levack	15 Val Caron	16 Val Therese	17 Hanmer	18 Capreol	20 Garson	21 Falconbridge	22 Skead	23 Coniston	24 Wahnapiatae	25 Red Deer Lk	
33	Human - Malicious intent, prank	27	3	4	7						1						3									
34	Human - Perceived Emergency	63	13	22	18	3	7				1	2	3			2	12		1	6			3	1		
35	Human - Accidental (alarm accidentally activated by person)	34	7	13	30	1		2			3				1		9			1		2	2			
36	Authorized controlled burning - complaint	15	4	10	5		2	1			1	2	1				8			2			1	1		
37	CO False Alarm - perceived emergency (no CO present)	26	12	12	8	1	2		1		8	5	1		1		8		2	9			1			
38	CO False Alarm - equipment malfunction (no CO present)	67	20	30	23		4	10			14	13	4			4	43	1	5	5		1	5	1	1	
39	Other False Fire Call	18	6	4	8		2	1				12					2		1							
41	Gas Leak - Natural Gas	7		6	6						5		4		1	1	8	1	1	6						
42	Gas Leak - Propane				1		1																			
43	Gas Leak - Refrigeration																									
44	Gas Leak - Miscellaneous				1								1				1									
45	Spill - Gasoline or Fuel	2		2					1				1				2									
46	Spill - Toxic Chemical																									
47	Spill - Miscellaneous																				1					
48	Radio-Active Material Problem																									
49	Ruptured Water, Steam Pipe	7	1		4																		1			
50	Power Lines Down, Arcing	7	5	2	7		2	2		1	1	1	3		1	1	3	1	1	4				2		
51	Bomb, Explosive Removal, Standby	2															1									
53	CO incident, CO present (NOT false alarm)	13	2	12	10		2		1		6	3	2				2			3						
54	Suspicious substance	1			1																					

		STATION																								
Code	Description	1 Van Horne	2 Minnow Lake	3 New Sudbury	4 Long Lake	5 Copper Cliff	6 Waters	7 Lively	8 Whitefish	9 Beaver Lake	10 Azilda	11 Chelmsford	12 Dowling	13 Vermillion Lk	14 Levack	15 Val Caron	16 Val Therese	17 Hanmer	18 Capreol	20 Garson	21 Falconbridge	22 Skead	23 Coniston	24 Wahnapiatae	25 Red Deer Lk	
57	Public Hazard no action required	4		3	2								1													
58	Public Hazard call false alarm	1			3												1									
59	Other public hazard	4	4	4	2		1										4			1						
61	Vehicle Extrication	8	2	2	6		4			1	1	1					3			1				3		
62	Vehicle Collision	259	66	140	104	4	24	5	23	2	27	17	19		3	4	72	3	6	25	1	2	9	8		
63	Building Collapse		1																							
64	Commercial / Industrial Accident	2								1																
65	Home / Residential Accident	2											1													
66	Persons Trapped in Elevator	2			2																					
67	Water Rescue	1		1							1															
68	Water Ice Rescue	1											1													
69	Other Rescue	1	1	2	1		1	1									1							1		
71	Asphyxia, Respiratory Condition	1	1										1				1									
73	Seizure	15	3	15	2								1				3		1							
74	Electric Shock																									
75	Traumatic Shock	1																								
76	Chest pains or suspected heart attack	2		4	1								5				2									
82	Burns																									
84	Medical Aid Not Required on Arrival	136	14	22	20				1				4		1	1	22	1								
85	Vital signs absent, DOA	42	10	21	18						1		1				15		2							
86	Alcohol or drug related	81	3	12	8											1	3		2							
88	Accident or illness related - cuts, fractures, person fainted, etc.	13	5	10	4								3				2		2	1						

		STATION																								
Code	Description	1 Van Horne	2 Minnow Lake	3 New Sudbury	4 Long Lake	5 Copper Cliff	6 Waters	7 Lively	8 Whitefish	9 Beaver Lake	10 Azilda	11 Chelmsford	12 Dowling	13 Vermillion Lk	14 Levack	15 Val Caron	16 Val Therese	17 Hanmer	18 Capreol	20 Garson	21 Falconbridge	22 Skead	23 Coniston	24 Wahnapiatae	25 Red Deer Lk	
89	Other Medical / Resuscitator Call	20	7	8	6								7			3	13									
92	Assisting Police (exc. 921, 922)	15	2	1	3		1	3			1	2								1				2	1	
93	Assisting Other Agencies (exc. 921, 922)	57	5	17	14			1			1	4	7				2	1	1					1	2	
94	Other Public Service	5	6	2	4							1					2									
96	Call Cancelled on Route	102	21	16	19			1				1	2			2	9		1					1		
97	Incident not found	23	5	8	9	1	3				2	4					3		2	3				1		
98	Assistance not required by other agency	89	24	10	23							10	7				4		1							
99	Other Response	7		1	2						3	1								3					1	
601	Trench rescue (non fire)																									
602	Confined space rescue (non fire)																									
603	High angle rescue (non fire)	1																								
604	Low angle rescue (non fire)																									
605	Animal rescue												1													
698	Rescue no action required	1		1	2																					
699	Rescue false alarm																									
701	Oxygen administered	6	1	2	4								1				2		1							
702	CPR administered				2																					
703	Defibrillator used	1			1																					
898	Medical / Resuscitator call no action required	14	4	2	16												1		1							
899	Medical / Resuscitator call False Alarm	1		2																						

Table 3. Manpower by station - Fire Services (April 2014)

	Approved Complement Full-time Fire Fighters	Approved Complement Volunteer Fire Fighters	VFF Complement (April 2014)	Percent of VFF Approved Complement	Percent of VFF active based on approved complement.
1 Van Horne	45				
2 Minnow Lake	16				
3 New Sudbury	16				
4 Long Lake	16				
5 Copper Cliff		16	17	106%	100%
6 Waters		20	20	100%	100%
7 Lively		18	17	94%	89%
8 Whitefish		20	17	85%	85%
9 Beaver Lake		10	7	70%	70%
10 Azilda		18	20	111%	117%
11 Chelmsford		20	24	120%	115%
12 Dowling		20	14	70%	70%
13 Vermillion Lake		10	8	80%	80%
14 Levack		20	14	70%	80%
15 Val Caron		18	19	106%	106%
16 Val Therese	9	18	12	67%	67%
17 Hanmer		18	20	111%	111%
18 Capreol		20	13	65%	65%
20 Garson		20	24	120%	115%
21 Falconbridge		16	10	63%	69%
22 Skead		20	11	55%	55%
23 Coniston		20	19	95%	95%
24 Wahnapiatae		18	18	100%	100%
25 Red Deer Lake		10	7	70%	70%
Total	102	350	311	89%	89%
Grand Total	452				

Figure 1. Annualized Turnover Rate - by Station

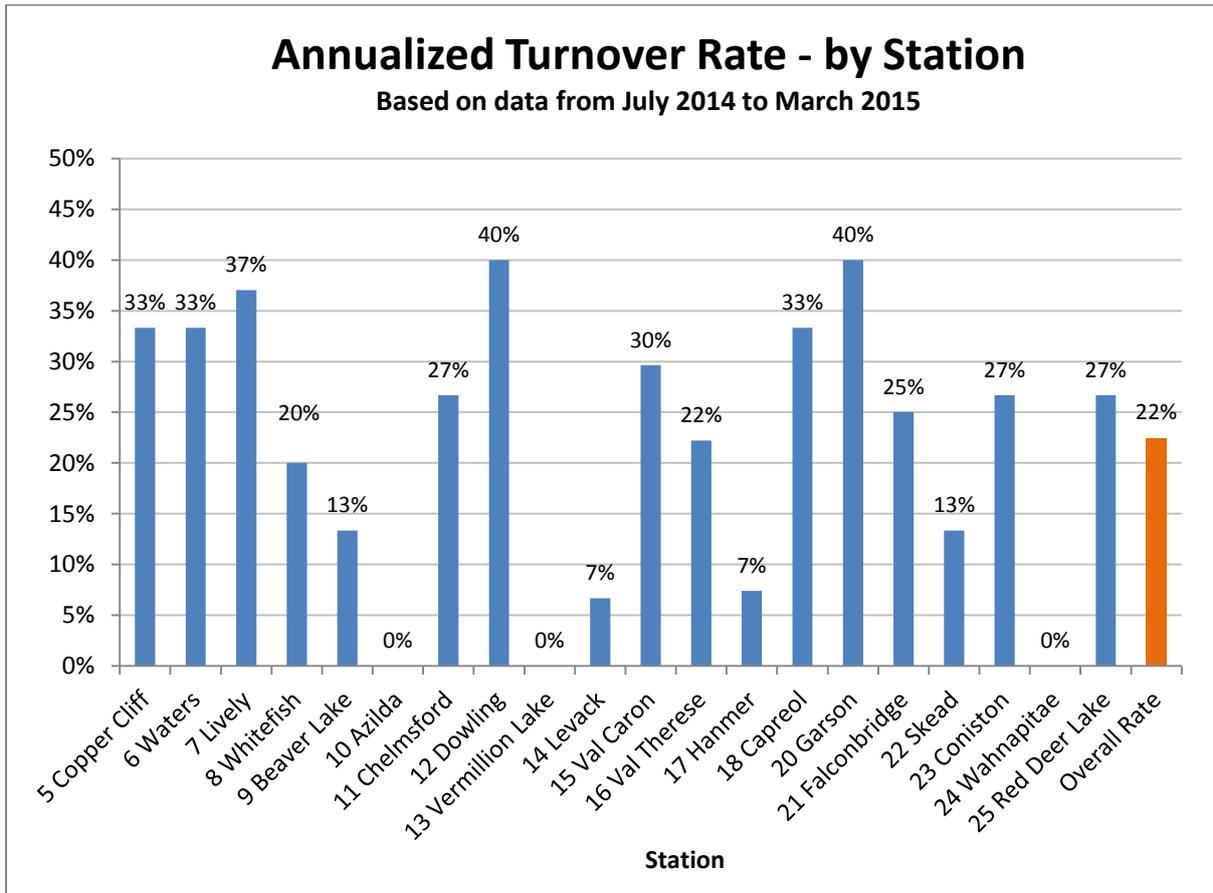
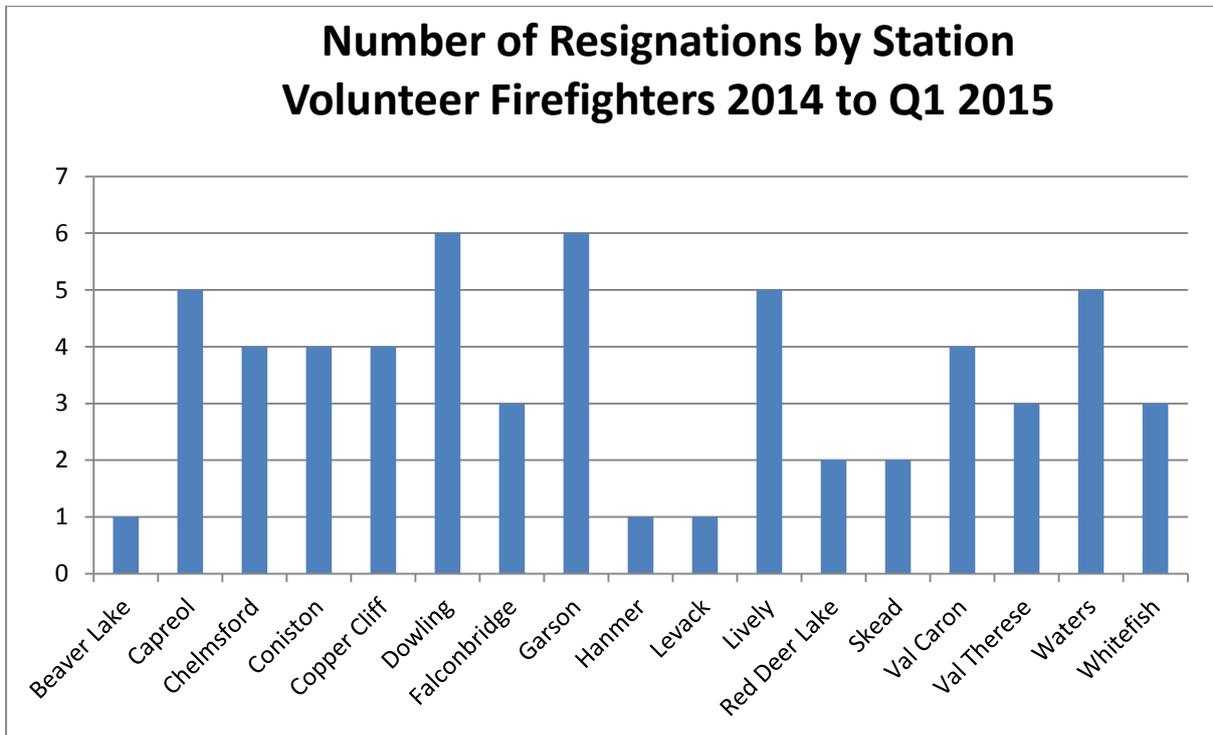


Figure 2. Number of Resignations by Station



NOTE: Azilda, Vermillion Lake and Wahnapiatae stations had no resignations in 2014 to Q1 2015.

Figure 3. Number of Resignations by Station - No Reason Noted

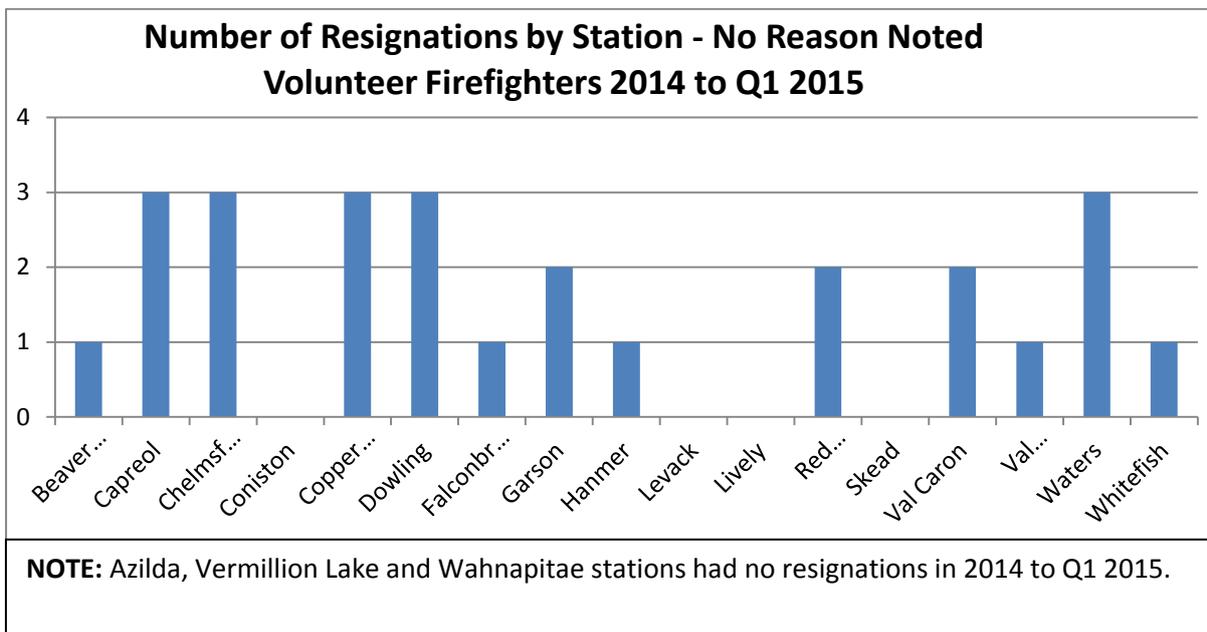


Figure 4. Number of Resignations by Years of Service cohorts

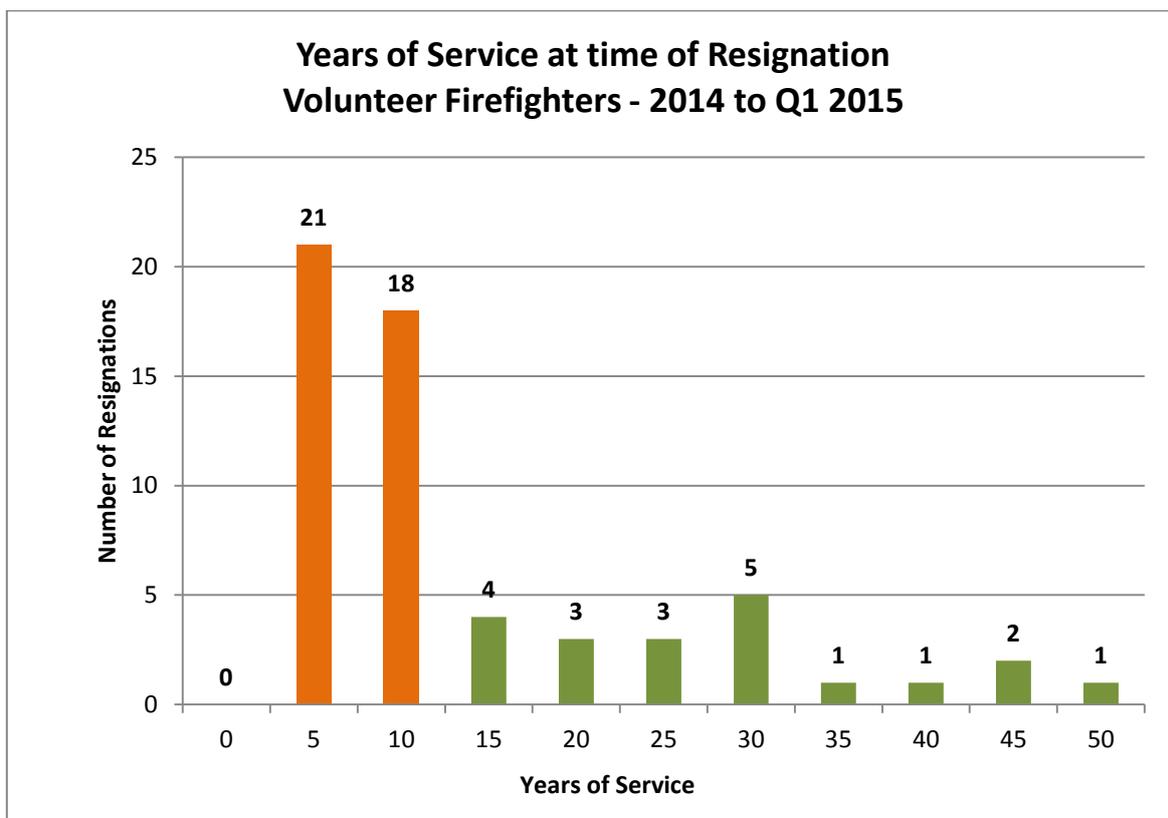
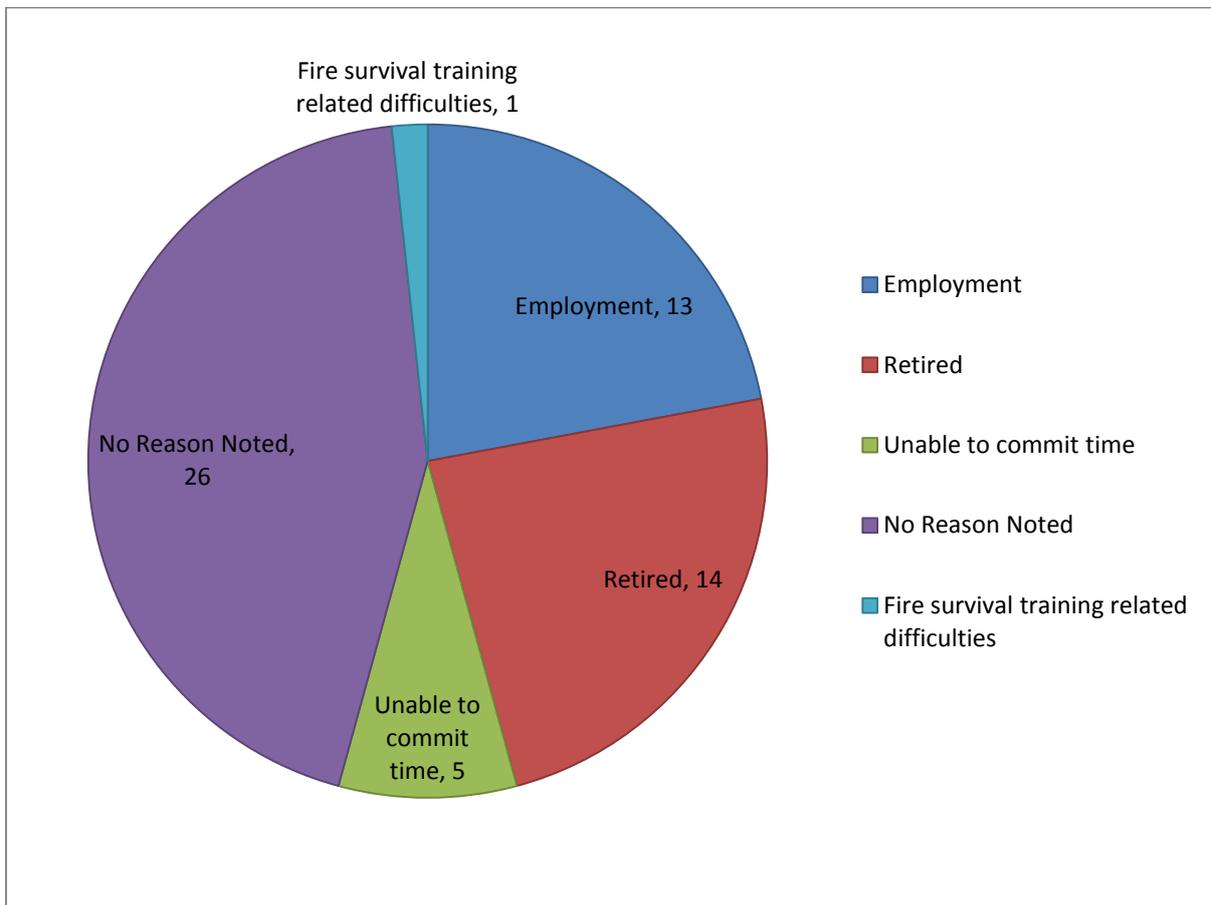


Figure 5. Number of Resignations by Years of Service cohorts (first 10 years)



Figure 6. Number of Resignations by Reason



Request for Decision

Update on Film By-law Development - Draft for Review

Presented To: Community Services Committee

Presented: Monday, Aug 10, 2015

Report Date: Friday, Jul 17, 2015

Type: Managers' Reports

Recommendation

THAT The City of Greater Sudbury directs staff to conduct a public input process to solicit community and stakeholder feedback on the Proposed Draft By-laws attached to the report of the General Manager of Growth and Development dated August 10, 2015 prior to presenting a final report describing the public feedback and recommending draft by-laws to the Community Services Committee.

Health Impact Assessment

The existing film policy has been reviewed and proposed changes will remove identified barriers and allow for more responsive servicing to the film industry due to expedited timelines and streamlined permitting processes. The results will be reported by monitoring film permitting processes as well as by tracking the total impact of film productions attracted to the city. Clarity in decision-making and required notices will also allow citizens to better understand the implications of film production activity in their neighbourhoods. Finally, the revised policy is intended to enhance the city's economic vitality.

Background

Greater Sudbury has seen significant growth in the film industry in recent years. Due to the high volume of film traffic in such a quick moving industry, and in consideration of current staffing levels to service film requests, a streamlined approach has been outlined and recommended.

At its meeting in May staff received direction from the Community Services Committee to develop and amend appropriate film by-laws in order to streamline regulation of filming on municipal property. In addition staff was directed to update existing policies that may affect filming on private property in order to ensure expedited turnaround times and a more responsive service to the industry.

The staff report from the May meeting is attached for reference. It outlines the implications of this approach,

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Report Prepared By

Emily Trottier
Business Development Officer
Digitally Signed Jul 17, 15

Health Impact Review

Ian Wood
Director of Economic Development
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Division Review

Ian Wood
Director of Economic Development
Digitally Signed Jul 17, 15

Recommended by the Department

Paul Baskcomb
General Manager of Growth & Development
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Recommended by the C.A.O.

Bob Johnston
Interim Chief Administrative Officer
Digitally Signed Jul 17, 15

an industry scan of other municipal policies as well as the assistance most commonly provided to film productions by the City of Greater Sudbury.

Since May staff from the Legal Department and Economic Development have continued to work with representatives across multiple departments of the City of Greater Sudbury “Special Events Internal Team” to amend related by-laws and to develop a new film-specific by-law that would govern filming on municipal property. These drafts are presented here for consideration by the Community Services Committee, along with a plan for public input on these drafts prior to review by Council this fall.

Highlights of the Draft Film By-law & Related By-laws

The attached draft Film By-law, as well as the recommended amendments to the *Road Occupancy/Road Closure By-law* (By-law 2011-218), the *Traffic and Parking By-law* (By-law 2010-1) and the *Delegation of Authority By-law* (By-law 2014-225) (“Proposed Draft By-laws”) are geared towards tailoring permit application deadlines and permitting processes to the needs of the film industry. The following are highlights of the recommended changes:

Draft Film By-law to Replace *Film Policy* (By-law 2005-118)

- Filming activities that occur on municipal property shall require a film permit.
- Permit application deadlines are relative to the complexity of the filming request. For simple requests the completed application must be submitted four business days prior to the shoot date. For film productions that involves multiple licenses, exemptions or permits or involve potentially hazardous activities up to 30 days may be required.
- All film permitting is conducted under the authority of the General Manager of Finance, Transit, Assets and Chief Financial Officer or his/her designate (GM). The GM will consult with related departments where warranted, for example when special effects, traffic control or use of municipal buildings or parking is being requested.
- Standard conditions are listed in the by-law in order to ensure the protection of municipal property and consideration of residents. Additional conditions may be imposed at the discretion of the GM on a case by case basis depending on each location-specific film request, for example consultation with agencies and neighbourhood notification with appropriate lead time depending on the level of the anticipated impact.
- Permit applications must be fully complete prior to submission. Amendments to approved film permits are allowed at the GM’s discretion, as long as they are in writing no less than two days prior to the film shoot.
- Refundable security deposits may be required at the GM’s discretion, for example if the film activity has the potential to incur additional fees to the City.
- Film permits may be revoked or refused if there is reason to believe that the filming activities will not be conducted in a way consistent with the application details or if they pose a threat to public safety or enjoyment of public spaces.
- Film permits will not be required under the Film By-law if filming occurs on a road falling within the jurisdiction of the *Road Occupancy/Road Closure By-law* because the *Road Occupancy/Road Closure By-law* already contains a permitting process (amendments proposed to accommodate filming are described below).

Draft By-law Amending the *Road Occupancy/Road Closure By-law*

- Permit request related to the use of roadways for filming will be processed under the authority of the General Manager of Infrastructure Services or his/her designate.

- Permit application deadlines for filming activities in the roadway will be consistent with those under the Film By-law.
- Standard conditions similar to those contained in the draft Film By-law are included to address concerns arising from conducting filming events on roads. Additional conditions may be imposed at the GM's discretion.

Draft By-law Amending the *Delegation of Authority By-law*

- Authority for the issue of noise exemptions pertaining to filming activities will be placed with the General Manager of Growth & Development or his/her designate.

Draft By-law amending the *Traffic and Parking By-law*

- Parking of film trailers will be permitted if parking is authorized under the *Road Occupancy/Road Closure By-law*.

Zoning By-law

Staff from across the Planning, Building and Legal Departments is looking at issues associated with on-site location filming in relation to the *Zoning By-law*. A separate report will be presented to the Planning Committee and any amendments to the *Zoning By-law* will be presented in accordance with the requirements of the Planning Act.

User Fees

Staff are reviewing the fees typically associated with facility use permits in light of the proposed filming permitting system. Staff will provide the results of that review and recommendations at the September 2015 Community Services Committee meeting.

Public Input

Filming activities can impact the neighbouring businesses and residents and, while the community has proven itself very welcoming to film productions overall, it is recommended that Council consider public input as per the *Notice Policy* (By-law 2012-204).

Following direction from the Community Services Committee, staff would implement the following plan:

- A public service announcement (PSA) would be distributed to the media regarding the Proposed Draft By-laws, outlining the channels for public input.
- This PSA would also be shared on City social media along with the links to the relevant information on the City's website.
- Paper copies of the input form would be circulated to all Citizen Service Centres.
- Electronic copies of the input form would be available on the City's website.
- Staff would host a public meeting at Tom Davies Square to present the highlights of the Proposed Draft By-laws and to solicit input. Invitation details of this meeting would be sent to film stakeholders, the Business Improvement Association and through the media to the general public.

Results from this public input process would be relayed back to Council in a report along with any resulting revisions to the Proposed Draft By-laws.

Conclusion

The goal of passing a new Film By-law and the amendments to the other by-laws is to streamline the permit

requirements and create a process that enables efficient communication among departments for expedited turnaround times as required by the film industry.

Once staff receives direction to proceed with the steps described in this report, staff will conduct a public input process to gather feedback from film stakeholders, local businesses and residents in order to then present a final draft of the Film By-law to City Council in the fall.

If adopted, this by-law would enable staff to develop a user-friendly permitting process where film crew members could access guidelines and templates tailored specifically for the needs of the film industry. Additional tools can also be made available for film productions through an online portal, for example maps, neighbourhood notification templates, checklists and a code of conduct for cast and crew.

Staff across City departments could then access the relevant information in a coordinated and timely manner so that the General Managers could then process film permits in a more responsive manner. This expedited decision-making would allow for appropriate neighbourhood notification as a part of this process.



Request for Decision Update on Film By-law Development

Presented To:	Community Services Committee
Presented:	Monday, May 04, 2015
Report Date:	Tuesday, Apr 14, 2015
Type:	Managers' Reports

[show/hide decisions](#)

Decisions
<p>THAT the City of Greater Sudbury directs staff to develop and amend appropriate by-laws in order to streamline regulation of filming on municipal property; and</p> <p>THAT staff be directed to update existing processes and policies that may affect filming on private property in order to ensure expedited turnaround times and a more responsive service to the industry.</p>

Recommendation

THAT the City of Greater Sudbury directs staff to develop and amend appropriate by-laws in order to streamline regulation of filming on municipal property; and

THAT staff be directed to update existing processes and policies that may affect filming on private property in order to ensure expedited turnaround times and a more responsive service to the industry.

Background

Since 2010 Greater Sudbury has seen significant growth in the film industry. During an

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Report Prepared By

Emily Trottier
Business Development Officer
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Division Review

Ian Wood
Director of Economic
Development

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average year, the city welcomes feature films, television series, commercial segments and student film projects. Film industry projects generally have a large economic impact over a condensed period of time, with the average feature film shooting for six weeks and hiring and training upwards of 50 crew members from northern Ontario. Estimates of direct local spending from film and television total more than \$31 million since 2012.

The City of Greater Sudbury supports the film industry by offering a number of services. An Economic Development staff person acts as Film Liaison to assist with identifying locations and other resources for filming and to refer production companies to the appropriate departmental contacts for specific permits based on the production's needs and municipal requirements. At the present time, the City also provides assistance with these common film production needs:

- Road occupancy permits, for example when vehicles are parked on the side of a road with no traffic interruption
- Facilitating with hiring on-set Paid Duty Police Officers to implement traffic control plans if the regular flow of traffic is being altered
- Developing parking plans if municipal lots or meters are being used for film vehicles
- Use of municipal facilities that are either regularly rented by the public (e.g.: community halls and arenas) or facilities that are not typically rented by the public (e.g.: Tom Davies Square, parks, fire halls and ski hill)
- Modifying municipal infrastructure (e.g.: removal of signage if Greater Sudbury is being portrayed as another city)
- Applying for by-law exemptions (e.g.: noise, parking, etc.)
- Managing risk and developing safety plans for stunts and special effects occurring on or near City property

In addition, municipal funding supports the activities of Cultural Industries Ontario North (CION). CION is a not-for-profit organization with a pan-northern mandate to support and promote the film and television industries through the activities previously offered by Music & Film in Motion. CION works with the CGS municipal Film Liaison to refer services accordingly in order to maximize availability and use of local services.

While the community has been accommodating and welcoming to film productions overall, by their very nature filming activities sometimes pose inconveniences to residents and neighbouring businesses – regardless of whether the filming takes place on public or private property. Proper and timely notification has proven critical to ensure that everyone who may be affected by filming is aware of parking, traffic, noise or unexpected activities, sometimes at odd hours. The film industry as a whole generally operates on a fast-paced basis with often-changing priorities, so efficient turnaround times are essential on all fronts so that notification can take place.

To respond to this emerging industry, City Council adopted a film policy in 2005 (By-law 2005-118, attached for reference). As noted above, the volume of film production in Sudbury has increased since 2005 and the current policy and by-law no longer reflect the way staff and the community have adapted to accommodate the needs of the film industry.

For example, the current CGS Road Occupancy Permit template does not offer adequate space to capture additional details specific to the filming activity, such as special effects or traffic control points that may be required by the production and that have the potential to disrupt regular business of citizens. This means that supplementary information is almost always required separately from the film production, and this extra step in the process can delay staff response time. The current noise by-law exemption is another case for streamlining: film productions work within tight timelines, often making decisions within days, which makes it difficult for these clients

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Recommended by the Department

Paul Baskcomb
General Manager of Growth & Development

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Recommended by the C.A.O.

Kevin Fowke
Acting Chief Administrative Officer

Digitally Signed Apr 21, 15

to abide by the 30-day processing time generally required for a noise by-law exemption.

Based on these examples and others, it is recommended that the current film policy and by-law be revisited in order to create a permitting process that is streamlined and better able to accommodate the industry's expectations for turnaround times.

This report outlines a recommendation to streamline regulation of film and television productions on municipal property, while at the same time expediting permits most frequently requested by production companies when filming on private property (such as by-law exemptions and Road Occupancy Permits).

Industry scan

In 2010 a "Special Events Internal Team" was formed to facilitate interdepartmental communication and policies, in particular when a project, such as filming, requires collaboration among department and agency representatives (e.g.: Nickel District Conservation Authority, Greater Sudbury Police Services and the Sudbury District Health Unit). Staff from the Legal Department and Economic Development have initiated individual and group meetings to discuss the implications of filming on existing regulations and the potential for streamlining these processes.

An environmental scan was conducted to collect information about municipal film policies and by-laws in other cities. It is worth noting that although there are some standard approaches for specific requirements, some cities opt to regulate municipal property only, whereas other cities require a production to obtain a permit to film on private property as well as municipal property.

The table below represents the permitting approach adopted by a selection of Ontario municipalities:

Municipality	Permit Required to Film on Municipal Property	Permit Required to Film on Private Property
Sarnia	Yes (if public use will be impacted)	No
Clarington	Yes	Yes
Oshawa	Yes	Yes
Peterborough	Yes	Yes, if it impacts on the rights of others who are not home owners
Hamilton	Yes	Yes

Newmarket	Yes	Yes
St. Catharines	Yes	Yes
Markham	Yes	No
Mississauga	Yes	No
Bradford West Gwillimbury	Yes	No
Burlington	Yes, for specific properties available for filming	No
Regional Municipality of Waterloo	Yes	No
Toronto	Yes	No

Recommendation

Based on the current context for filming in Greater Sudbury and the models used by other cities, staff are recommending the development of a film policy and associated by-laws that streamline regulation of filming on municipal property. In order to remain responsive to the industry, it is also recommended that there be direction to expedite those permits most frequently requested by production companies when filming on private property as well:

- Under this direction, the CGS film policy and associated by-laws would be drafted and amended to reflect permitting when the filming activities take place on municipal property.
- Staff would also look for opportunities to standardize existing processes to ensure efficient permitting of film productions on CGS property.
- Standard insurance requirements and security deposits would be included for filming on City property, in addition to the introduction of case-specific risk management activities or insurance where required, and
- A public notification requirement would be included depending on the impact of the filming activities on the neighbourhood.

Although City staff would not necessarily be made aware of film-related activities or issues that take place on private property, potential neighbourhood concerns could be addressed under existing regulations (such as noise by-laws, open air burning permit, etc.), and associated permitting could be expedited to respond better to the industry:

- Council's direction to staff to develop an expedited permitting process specific to film productions would enable streamlining of permits or grant by-law exemptions for related activities, whether they occur on City-owned or private property, thus allowing for a more responsive service to this growing industry.
- This expediting is in recognition of the film industry's expectation of turnaround times. Such an effort also acknowledges the significant investment the film & television sector has made in this community over the past decade. The City could risk losing this important economic impact of the film and television industry (local spending and job creation) if the conditions are not

favourable for filming activities.

- This streamlined service should also have regard for existing staffing resources required to process each location-specific permit.

In addition, if the filming were to be situated on property that is not City-owned, staff would also provide a referral service to direct the film representatives to the relevant contact person, for example, at CION, Nickel District Conservation Authority (NDCA) or the Ontario Provincial Police.

Additional Information

Should Council wish to follow the lead of municipalities like Hamilton and regulate all filming activities, regardless of whether they take place on private or City-owned property, staff have outlined some of the implications of this alternative approach below.

- This all-encompassing approach would require the creation of a film policy and by-law to govern all filming within CGS boundaries (with the exception of minor scale productions and some other exclusions that would be considered by City Council in a draft by-law).
- This option would put pressure on the ability to deliver services within the existing staff complement and may require additional resources and coordination across multiple departments in order to complete each step. It represents significant staff time to develop the streamlined system as well as to address the ongoing work created by the resulting increase in volume of permits to be enforced.
- Should Council chose to regulate filming on both municipal and private property, Council may wish to exclude small scale film productions that take place entirely on private property with little to no impact on the public; this way they are not required to adhere to this wholesale CGS permitting and regulation process.
- This approach would, however, enable CGS staff to better track all film activity that takes place, identify frequently used locations and monitor growth within the local industry. The City would act as a main point of contact for permitting inquiries.

Conclusion

The goal of developing an updated film policy and associated by-laws is to streamline the permit requirements and create a process that enables efficient communication among departments for efficient turnaround times as required by the film industry.

Once staff receives direction, staff will work with the Special Events Internal Team to develop a draft film policy and associated by-law which will be presented for Council's review at an upcoming meeting of the Community Services Committee.

Supporting Documents

1. [By-law 2005 Film Policy \(pdf\)](#)
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DRAFT BY-LAW FOR PUBLIC CONSULTATION**By-law 2015-xx**

**A By-law of the City of Greater Sudbury to Amend By-law 2014-225
being a By-law of the City Of Greater Sudbury
respecting the Delegation of Authority
to Various Employees of the City**

Whereas section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, requires that a municipal power be exercised by by-law;

And Whereas on May 4, 2015, the Community Services Committee of the Council of the City of Greater Sudbury recommended and on May 26, 2015, City of Greater Sudbury Council approved a resolution directing staff to develop and amend appropriate by-laws in order to streamline regulation of filming on municipal property and update existing processes;

And Whereas for that purpose Council for the City of Greater Sudbury deems it advisable to amend By-law 2014-225 being a By-law of the City Of Greater Sudbury respecting the Delegation of Authority to Various Employees of the City;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

1. By-law 2014-225 being a By-law of the City Of Greater Sudbury respecting the Delegation of Authority to Various Employees of the City, as amended, is further amended by inserting the following after the definition of Executive Director Administrative Services / City Clerk and before the definition of Fire Chief in section 1:

“ “Filming Event” means Recording, except in a film studio or film laboratory, for a feature film, television film, television program or series, documentary, paid advertisement, including a commercial, music video, educational film, including the pre-production activities associated therewith, but does not include:

- i) activities by news media related to the dissemination of information;
- ii) location scouting; or
- iii) recording personal movies or photographs;”.

2. By-law 2014-225 being a By-law of the City Of Greater Sudbury respecting the Delegation of Authority to Various Employees of the City, as amended, is further amended by inserting the following after the definition of Person in section 1 and before the definition of Senior Management Team in section 1:

DRAFT BY-LAW FOR PUBLIC CONSULTATION

“Recording” means filming, videotaping, photographing or any other form of visual recording;”.

3. By-law 2014-225 being a By-law of the City Of Greater Sudbury respecting the Delegation of Authority to Various Employees of the City, as amended, is further amended by repealing section 22 of Schedule A and enacting in its place and stead:

“22.(1) Subject to section 16 of Schedule G and section 11 of Schedule D, the Executive Director Administrative Services / City Clerk is authorized to grant exemptions from the application of, or permission under, City and Former Municipality by-laws regulating noise.”

4. By-law 2014-225 being a By-law of the City Of Greater Sudbury respecting the Delegation of Authority to Various Employees of the City, as amended, is further amended by inserting the following after section 10 in Schedule D and before Schedule E:

“Noise By-law Exemptions – Filming Events

11.-(1) The General Manager of Growth and Development is authorized to grant exemptions from, or permission under, City and Former Municipality by-laws regulating noise for Filming Events and such exemptions or permissions may include conditions to be determined by the General Manager of Growth and Development.

(2) Applications for an exemption issued pursuant to subsection 1 shall be filed with the General Manager of Growth and Development no less than two weeks prior to the Filming Event.”

Enactment

5. This By-law shall come into force and effect on xx, 2015.

Read and Passed in Open Council this xx day of xx, 2015.

_____ Mayor

_____ Clerk

DRAFT BY-LAW FOR PUBLIC CONSULTATION

By-law 2015-xx

**A By-law of the City of Greater Sudbury to Amend By-law 2010-1
being A By-law of the City of Greater Sudbury to Regulate
Traffic and Parking in the City of Greater Sudbury**

Whereas section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, requires that a municipal power be exercised by by-law;

And Whereas on May 4, 2015, the Community Services Committee of the Council of the City of Greater Sudbury recommended and on May 26, 2015, City of Greater Sudbury Council approved a resolution directing staff to develop and amend appropriate by-laws in order to streamline regulation of filming on municipal property and update existing processes;

And Whereas for that purpose Council for the City of Greater Sudbury deems it advisable to amend By-law 2010-1 being A By-law of the City of Greater Sudbury to Regulate Traffic and Parking in the City of Greater Sudbury, as amended;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

1. By-law 2010-1 being A By-law of the City of Greater Sudbury to Regulate Traffic and Parking in the City of Greater Sudbury, as amended, is further amended by repealing subsection 4(19) and enacting in its place and stead:

“(19) No person shall park a trailer on any highway unless:

- (a) it is attached to a motor vehicle; or
- (b) parking the trailer is authorized under a permit issued pursuant to By-law 2011-218 being a By-law of the City of Greater Sudbury To Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes or any successor by-law thereto.”

Enactment

3.(1) This By-law shall come into force and effect on xx, 2015.

Read and Passed in Open Council this xx day of xx, 2015.

_____ Mayor

_____ Clerk

DRAFT BY-LAW FOR PUBLIC CONSULTATION**By-law 2015-xx****A By-law of the City of Greater Sudbury to Amend By-law 2011-218
being a By-law of the City of Greater Sudbury to Regulate
Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes**

Whereas section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, requires that a municipal power be exercised by by-law;

And Whereas on May 4, 2015, the Community Services Committee of the Council of the City of Greater Sudbury recommended and on May 26, 2015, City of Greater Sudbury Council approved a resolution directing staff to develop and amend appropriate by-laws in order to streamline regulation of filming on municipal property and update existing processes;

And Whereas for that purpose Council for the City of Greater Sudbury deems it advisable to amend By-law 2011-218, being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes to streamline regulation of filming on municipal property and update existing processes;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

Add Definition – “Filming Event”

1. By-law 2011-218 being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes, as amended, is further amended by inserting the following after the definition of Deleterious Material in section 1 and before the definition of “General Manager” in section 1:

“Filming Event” means Recording, except in a film studio or film laboratory, for a feature film, television film, television program or series, documentary, paid advertisement, including a commercial, music video, educational film, including the pre-production activities associated therewith, but does not include:

- (i) activities by news media related to the dissemination of information;
- (ii) location scouting; or
- (iii) recording personal movies or photographs;”.

DRAFT BY-LAW FOR PUBLIC CONSULTATION

Add Definition – “Potentially Hazardous Activity”

2. By-law 2011-218 being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes, as amended, is further amended by inserting the following after the definition of Person in section 1 and before the definition of Public Works in section 1:

“Potentially Hazardous Activity” includes but is not limited to use of special effects, fire, fireworks, stunts or pyrotechnics;”.

Add Definition – “Recording”

3. By-law 2011-218 being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes, as amended, is further amended by inserting the following after the definition of Public Utility in section 1 and before the definition of Road Closure in section 1:

“Recording” means filming, videotaping, photographing or any other form of visual recording;”.

Additional Requirements – Filming Event

4. By-law 2011-218 being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes, as amended, is further amended by adding the following after paragraph (h) of subsection 6(1) and before section 7:

“(i) in the case of an application for a Road Occupancy Permit, Road Closure Permit or Box Occupancy Permit for the purpose of conducting a Filming Event also:

(i) provide particulars of the proposed Filming Event, including:

(A) the production type of Filming Event;

(B) a synopsis of the activities at the location and a detailed description of any proposed Potentially Hazardous Activity;

(C) dates and times proposed for the Filming Event including setup and takedown, and, if postponed for any reason, alternative dates and times;

DRAFT BY-LAW FOR PUBLIC CONSULTATION

- (ii) provide a release, in a form and with content established by the General Manager, releasing the City from responsibility or liability in relation to the Filming Event;
- (iii) provide an indemnity, in a form and with content established by the General Manager, indemnifying and saving harmless the City from claims arising from the Film Event;
- (iv) file a copy of the crew list;
- (v) file a copy of the script for the Filming Event; and
- (vi) file evidence satisfactory to the General Manager that the Person filing the application is a duly authorized representative of the applicant.”

Permit Deadline – Filming Event

5. By-law 2011-218 being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes, as amended, is further amended by repealing section 8 and enacting in its place and stead:

“8.-(1) Every applicant for a Permit shall submit a fully complete application to the General Manager at least 10 working days, and in the case of an application for the purpose of conducting a Filming Event 4 working days, before the applicant proposes to start the road occupancy or road closure to be authorized by the Permit. The application is complete once all required information, documentation and fees have been submitted.

(2) The General Manger shall not be required to review or process any application for a Permit which is not complete at least 10 working days, and in the case of an application for the purpose of conducting a Filming Event 4 working days, before the proposed date for the road occupancy or the road closure.”

Filming Event - Conditions

6. By-law 2011-218 being a By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes, as amended, is further amended by inserting the following after subsection 26(2) and before subsection 27(1):

**“Part 9.1 – Road Occupancy or Road Closure or Box Occupancy Permit –
For the Purpose of Conducting a Filming Event - Conditions**

DRAFT BY-LAW FOR PUBLIC CONSULTATION

26.1-(1) Without limiting the generality of subsection 11(1) and in addition to subsection 11(4), whether or not it is specified on the face of the Road Occupancy Permit, Road Closure Permit or Box Occupancy Permit issued for the purpose of conducting a Filming Event, it is a condition of every permit that:

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- (a) an authorized representative of the Permit Holder shall be present during the Filming Event;
- (b) the Permit Holder shall ensure the safety and security of the location of the Filming Event;
- (c) the Film Permit does not authorize a Filming Event on private property without the consent of the property owner and it is the obligation of the Permit Holder to obtain such consent;
- (d) the Permit Holder shall ensure compliance with the Code of Conduct for Cast and Crew;
- (e) the Permit Holder shall comply and ensure compliance with the rules authorized in accordance with this By-law;
- (f) the Permit Holder, its heirs, executors, administrators and assigns indemnifies and saves harmless the City, its elected and non-elected officials, employees, agents, servants and workmen from all causes of action, losses, costs, damages, charges, damages or expenses that may be incurred, sustained or paid by the City by reason of the granting of the Permit or reason of existence or operation of the Filming Event, and this indemnity shall survive the expiry of the Permit;
- (g) the Permit Holder, its heirs, executors, administrators and assigns release the City, its elected and non-elected officials, employees, agents, servants and workmen from all causes of action, losses, costs, damages, charges or expenses that may be incurred, sustained or paid by the Permit Holder by reason of the granting of the Permit or reason of the existence, or operation of the Filming Event other than those actions, losses, costs, damages, charges or expenses that arose from the negligence, acts or omissions of the City and its its elected and non-elected officials, employees, agents, servants and workmen, and this release shall survive the expiry of the Permit;

DRAFT BY-LAW FOR PUBLIC CONSULTATION

- (h) the Permit Holder shall place and maintain in good standing during the effective period of the Film Permit and any extension:
 - (i) a policy of comprehensive general liability insurance with an insurer licenced in the Province of Ontario:
 - (A) with limits of not less than two million (\$2,000,000) dollars per occurrence for bodily injury, death and damage to property including loss of use thereof;
 - (B) which names the City as an additional insured or as its interest appears; and
 - (C) which contains an endorsement to provide the City with thirty (30) days prior written notice of cancellation of the policy; and
 - (ii) such other forms of insurance or such greater amounts of insurance as the General Manager may reasonably require in the form and amounts and for insurance risks against which a prudent party would insure, or such other forms or amounts of insurance as may be required by By-law; and
- (i) the Filming Event shall be conducted in a manner that is minimally disruptive to businesses, residents and institutions;

(2) Without limiting the generality of subsection 11(1)(a) and in addition to subsections 11(4) and 26.1(1), the General Manager may issue Road Occupancy Permit, Road Closure Permit or Box Occupancy Permit for the purpose of conducting a Filming Event with one or more of the following conditions:

- (a) requiring the applicant to do or not to things that, in the General Manager's opinion, would reduce or eliminate adverse impacts associated with the Filming Event;
- (b) requiring payment of a security deposit as provided herein; and
- (c) the Permit Holder shall provide evidence of any of the following:
 - (i) the Permit Holder shall provide notice in the form and content to be determined by the General Manager to occupants, property owners,

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homes, businesses, institutions, organizations, boards of management of business improvement areas, business associations, neighbourhood associations or other Persons or groups as determined by the General Manager, and a copy of such notice shall be provided to the General Manager prior to commencement of the Filming Event;

- (ii) when a Filming Event takes place in a Business Improvement Area, that the Permit Holder has the support of the Board of Management; and
- (iii) that the Permit Holder has consulted with other Persons regarding matters identified by the General Manager including:
 - (A) other City divisions, departments or sections;
 - (B) Province of Ontario;
 - (C) Government of Canada;
 - (D) Greater Sudbury Police Service;
 - (E) Ontario Provincial Police Service;
 - (F) Union Gas;
 - (G) Ontario Hydro;
 - (H) Greater Sudbury Utilities Inc.;
 - (I) Railway Corporations; and
 - (J) Nickel District Conservation Authority.

(3) If the Permit Holder fails to pay the security deposit or provide evidence satisfactory to the General Manager by the date and time determined by the General Manager in his sole discretion of fulfillment of the conditions described in subsection (2)(b), the Road Occupancy Permit, Road Closure Permit or Box Occupancy Permit issued for the purpose of conducting a Filming Event shall be void.

26.2-(1) In addition to security required by other By-laws of the City of Greater Sudbury and any fees or charges for a Permit or required under any other By-law, an applicant for a Film Permit shall provide, as a condition to the Permit, security in the amount to be determined by the General Manager.

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(2) Security shall be provided by way of irrevocable letter of credit in a form acceptable to the City, certified cheque or cash.

(3) The City shall release the Permit Holder's security where:

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- (a) an application for a Film Permit is withdrawn;
- (b) the Filming Event has concluded, the Film Permit expired and the Permit Holder has complied with all of the requirements of the Film Permit to the satisfaction of the General Manager; or
- (c) the Filming Event has concluded, the Film Permit expired and after paying City fees and charges or costs for damages or expenses incurred by the City as a result of the Filming Event, there is a balance remaining on the security.

(4) The City may draw on the security deposit to pay for City fees and charges or costs for damages or expenses incurred by the City as a result of the Filming Event.

(5) If the Permit Holder fails to provide security in accordance with the terms of the Film Permit to the General Manager by the date and time determined by the General Manager in his sole discretion the Film Permit shall be void."

Enactment

7. This By-law shall come into force and effect on xx, 2015.

Read and Passed in Open Council this xx day of xx, 2015.

_____ Mayor

_____ Clerk

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By-law 2015-xx

A By-law of the City of Greater Sudbury to Regulate Filming Activity on City of Greater Sudbury Property

Whereas section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, requires that a municipal power be exercised by by-law;

And Whereas section 10(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 authorize a municipality to pass by-laws respecting the public assets of the municipality acquired for the purpose of exercising its authority, the economic, social and environmental well-being of the municipality, health, safety and well-being of persons, the provision of any service or thing that it considers necessary or desirable for the public and the protection of persons and property;

And Whereas subsections 425(1) and 429(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorize a municipality to pass by-laws providing that any person who contravenes a municipal by-law passed under that Act be guilty of an offence and for establishing a system of fines for offences under such by-law;

And Whereas the *Municipal Act, 2001*, S.O. 2001, c. 25 authorizes a municipal council, amongst other things, to delegate its authority, to provide for inspections and inspection orders, to impose fees and charges for services and for the use of its property or property under a municipality's control;

And Whereas the Council of the City of Greater Sudbury wishes to promote film production in the City of Greater Sudbury;

Now therefore the Council of the City of Greater Sudbury hereby enacts as follows:

Part 1 - Interpretation

Definitions

1. In this By-law:

“Appointment By-law” means By-law 2007-161 being *A By-law of the City of Greater Sudbury respecting the Appointment of Officials of the City of Greater Sudbury*;

“Board of Management” means a board of management established for a Business Improvement Area in accordance with section 204 of the *Municipal Act, 2001*, S.O. 2001, c. 25,

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“Business Day” means any day excluding Saturdays, Sundays and statutory or City holidays;

“Business Improvement Area” means an improvement area designated by the City of Greater Sudbury in accordance with section 204 of the *Municipal Act, 2001*, S.O. 2001, c. 25;

“By-law Enforcement Officer” means a member of any police service with jurisdiction in the City or any natural person appointed by Council for the enforcement of by-laws, including this by-law;

“Chief Building Official” means the designate appointed in the City’s Appointment By-law and any amendments or successive By-laws thereto pursuant to the *Building Code Act, 1992*, S.O. 1992, c. 23;

“Chief of Fire and Paramedic Services” means the designate appointed in the City’s Appointment By-law and any amendments or successive By-laws thereto;

“Chief of Police” means the Chief of Police of the Greater Sudbury Police Service;

“City” means the municipality of the City of Greater Sudbury or the geographic area, as the context requires;

“City Property” means land owned or occupied by the City, including buildings or other structures or facilities, and includes but is not limited to a building and Highway;

“Code of Conduct for Cast and Crew” means the code of conduct for cast and crew of film productions approved by the Director of Asset Services;

“Council” means the municipal council of the City of Greater Sudbury;

“Delegation By-law” means By-law 2014-225 being *A Bylaw of the City of Greater Sudbury Respecting the Delegation of Authority to Various Employees of the City*;

“Film Permit” means a permit issued under Part 3 of this By-law;

“Film Production” means one or more Filming Events which are intended to form or be part of a feature film, television film, television program or series, documentary, paid advertisement, including a commercial, music video, educational film, including the pre-production activities associated therewith;

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“Filming Event” means Recording, except in a film studio or film laboratory, for a feature film, television film, television program or series, documentary, paid advertisement, including a commercial, music video, educational film, including the pre-production activities associated therewith, but does not include:

- (i) activities by news media related to the dissemination of information;
- (ii) location scouting; or
- (iii) recording personal movies or photographs;

“Director of Asset Services” means the Director of Asset Services of the City of Greater Sudbury or his designate;

“Hearing Committee” means the Hearing Committee appointed by Council from time to time to hear matters referred to the Hearing Committee by By-law;

“Highway” means a common and public highway, street, avenue, alleyway, lane, parkway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between lateral property lines thereof;

“Land or Facility Use Permit” means a permit issued for use of land for a Filming Event issued under the authority of this By-law;

“Mayor” means the head of the Council;

“Permit Holder” means a Person to whom a Film Permit has issued and includes Persons doing work on behalf of the Permit Holder;

“Person” includes a natural person, firm, partnership, association, corporation, company or organization of any kind whether acting by themselves or by a servant, agent or employee and the heirs, executors, administrators, successors and assigns or other legal representative of such person;

“Personal Information” means information about an identifiable individual, including,

- (i) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (ii) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or

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information relating to financial transactions in which the individual has been involved,

- (iii) any identifying number, symbol or other particular assigned to the individual,
- (iv) the address, telephone number, fingerprints or blood type of the individual,
- (v) the personal opinions or views of the individual except if they relate to another individual,
- (vi) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (vii) the views or opinions of another individual about the individual,
- (viii) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual; and
- (ix) images of a person or recordings of a person's voice.

"Potentially Hazardous Activity" includes but is not limited to use of special effects, fire, fireworks, stunts or pyrotechnics;

"Recording" means filming, videotaping, photographing or any other form of visual recording;

"Restricted Lands, Buildings or Areas" means a City-owned or occupied building or part thereof or any lands within the geographic limits of the City in or on which a Filming Event is prohibited or restricted;

"Road Occupancy By-law" means By-law 2011-218 being *A By-law of the City of Greater Sudbury to Regulate Road Occupancy including Road Cuts, Temporary Closures and Sidewalk Cafes*;

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“Senior Management Team” has the same meaning as defined in By-law 2014-225 being *A By-law of the City of Greater Sudbury respecting the Delegation of Authority to Various Employees of the City*;

“User Fee By-law” means By-law 2015-8 being *A By-law of the City of Greater Sudbury to Establish Miscellaneous User Fees for Certain Services Provided by the City of Greater Sudbury* By-law and any amendments or successive By-laws thereto; and

“Ward Councillor” means a member of Council for a ward established by By-law 2005-250 being *A By-law of the City of Greater Sudbury to Dissolve the Existing Wards, to Divide the City into Twelve New Wards, and to Create Single Member Wards* and any amendments or successive By-laws thereto

Interpretation

2. The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede them.
3. The obligations imposed by this By-law are in addition to obligations otherwise imposed by law or by contract.
4. Specific references to laws, including By-laws, in the By-law are printed in italic font and are meant to refer to the current laws applicable as at the time that the By-law was enacted, as they are amended or replaced from time to time.

Application

5. This By-law shall apply within the geographic limits of the City.

Part 2 – Prohibitions

Prohibitions

6. No Person shall cause, allow or permit a Filming Event to occur on City Property except in accordance with a valid Film Permit.
7. No Person shall participate in a Filming Event on City Property except in accordance with a valid Film Permit.

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Part 3 – Permit

Permit – Eligibility

8. A Person who intends to cause a Filming Event on City Property shall apply to the City for a Film Permit.

No Permit Required – City

9. Despite sections 6 and 7, a Film Permit shall not be required where the Filming Event is undertaken by the City or by a contractor carrying out work on behalf of the City.

No Permit Required – Road or Box Occupancy or Road Closure Permitted

10. Despite sections 6 and 7, a Film Permit shall not be required where the applicant has obtained a valid Road Occupancy Permit, a valid Road Closure Permit or a valid Box Occupancy Permit for the Filming Event issued in accordance with the Road Occupancy By-law.

Permit – Information and Documentation Required

11. In making application for a Film Permit, an applicant shall:

- (a) File an application with the Director of Asset Services in a form established by the Director of Asset Services from time to time which shall include:
 - i. Applicant's legal name;
 - ii. Name of the authorized representative of the applicant;
 - iii. Contact information, including telephone number, email address, municipal address and fax number for the applicant and authorized representative(s) of the applicant;
 - iv. If the applicant is a corporation, the corporate headquarters of the applicant;
 - v. Production type of Filming Event;
 - vi. The location(s) proposed for the Filming Event, including a synopsis of the activities at the location(s) and a detailed description of any Potentially Hazardous Activity

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- vii. Dates and times proposed for the Filming Event including setup and takedown, and, if postponed for any reason, alternative dates and times;
 - viii. and
 - x. A signature by a natural person with signing authority for the applicant.
- (b) Provide a release, in a form and with content established by the Director of Asset Services, releasing the City from responsibility or liability in relation to the Filming Event;
 - (c) Provide an indemnity, in a form and with content established by the Director of Asset Services, indemnifying and saving harmless the City from claims arising from the Film Event;
 - (d) File a copy of the crew list;
 - (e) File a copy of the script for the Filming Event;
 - (f) File evidence satisfactory to the Director of Asset Services that the Person filing the application is a duly authorized representative of the applicant;
 - (g) File additional documentation as required by the Director of Asset Services, which the Director of Asset Services, in his sole discretion, deems necessary in the circumstances for the purpose of administering this By-law;
 - (h) Pay to the City any fee or charge required by this By-law; and
 - (i) File a certified copy of an insurance policy or other proof of insurance acceptable to the Director of Asset Services as evidence of compliance with subsection 23(1).

Application – Time

12.(1) Subject to subsection (2), the applicant shall file the application for a Film Permit four (4) business days prior to the date on which the Filming Event is planned to commence.

(2) Despite subsection (1), where:

- (a) a Film Production is likely to or does require more than eight (8) licences, permits or exemptions under this or any other By-law of the City of Greater Sudbury; or
- (b) a Filming Event will involve a Potentially Hazardous Activity;

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the Director of Asset Services may require additional days of processing time for Film Permits but shall require no more than thirty (30) days for any one Film Permit.

Application – Review

13. The Director of Asset Services is not required to review or process an application for a Film Permit which:

- (a) is not complete as determined by the Director of Asset Services in his sole discretion; or
- (b) is not submitted in accordance with this By-law.

14. Upon receipt of a complete application, the Director of Asset Services shall consult with and have regard for the comments of the:

- (a) where applicable, the Chief of Police, the Chief of Fire and Paramedic Services and the Chief Building Official where a Filming Event involves a Potentially Hazardous Activity; and
- (b) the Manager of Security, By-law and Court Services where the Filming Event occurs in a building or facility on City Property or near a building or facility on City Property as determined by the Director of Asset Services.

Application – Powers of Director of Asset Services

15. After receipt of a complete application and after the consultation described in section 14, the Director of Asset Services shall:

- (a) issue a Film Permit with standard conditions as provided in this By-law;
- (b) issue a Film Permit with some or none of the standard conditions as provided in this By-law and the Director of Asset Services may include:
 - i. such other terms and conditions as may be required by any other By-law of the City of Greater Sudbury; and
 - ii. such additional conditions as the Director of Asset Services determines necessary in the circumstances; or
- (c) refuse to issue the Film Permit as provided in this By-law.

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16. When deciding whether to issue or refuse a Film Permit, the Director of Asset Services may have regard for the following:

- (a) whether or not the Filming Event is likely to be carried out in compliance with the Film Permit and this or other By-laws having regard for the Person applying for the permit, the participants or Persons providing services to the Person applying for the applicant;
- (b) if the Filming Event would cause a conflict with a previously scheduled activity for which the City has issued a licence, permit, approval or other type of permission;
- (c) if the Filming Event is proposed in Restricted Lands, Buildings or Areas;
- (d) if the Filming Event would be disruptive to:
 - i. emergency vehicles or services;
 - ii. residents, occupants or businesses;
 - iii. City work or activities of any type; or
 - iv. traffic or public transit.
- (e) if the Filming Event may result in damage to the City's assets or infrastructure including cultural and heritage resources;
- (f) if the Filming Event could result in a threat to public safety or conflict with By-laws or policies;
- (g) the number and frequency of other Filming Events which have occurred at the same location or in close proximity;
- (h) if the content being recorded during the Filming Event:
 - i. is directly or indirectly derogatory or exploitative of any natural person or groups of natural persons;
 - ii. may cause offence, in light of community standards; or
- (i) If the content being recorded during the Filming Event contains violent or sexual content.

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Permit - Refusal

17.-(1) The Director of Asset Services shall refuse to issue a Film Permit:

- (a) if the application is incomplete;
- (b) the applicant has not paid a prescribed fee;
- (c) if, for any reason, the issue of the Film Permit would be inconsistent with this By-law or any other By-law; or
- (d) the applicant owes any fine, debt, administrative penalty, charge or fee to the City.

(2) Where an applicant has applied for a licence, permit or exemption for a Filming Event under another By-law of the City of Greater Sudbury and the applicant still proposes to use the City Property for the activity for which the licence, permit or exemption was refused, the Director of Asset Services shall refuse to issue the Film Permit.

(3) The Director of Asset Services shall advise the applicant of his decision to refuse a Film Permit and provide a reason or reasons for the refusal.

Permit – Issue

18. A Film Permit is issued when it is dated and signed by the Director of Asset Services.

19. The Permit Holder shall ensure that the Permit Holder or an authorized representative of the Permit Holder can be contacted at the contact number provided in the application for the Film Permit, 24 hours per day, seven days per week, during the period that the Film Permit is effective.

20. The Permit Holder shall keep or cause to be kept, a copy of the Film Permit at the site of the Filming Event.

21. The Permit Holder shall produce or cause to be produced the Film Permit when asked to do so by the Director of Asset Services or a By-law Enforcement Officer.

22. The Director of Asset Services may notify the Mayor and the affected ward's Ward Councillor of the issue of a Film Permit for a Filming Event and provide the Ward Councillor with the following information:

- (a) name of the Permit Holder,

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- (b) authorized representative of the Permit Holder,
- (c) title of the production, and
- (d) permitted activities.

Film Permit - Standard Conditions - General

23. Whether or not it is specified on the face of the Film Permit, it is a condition of every Film Permit or extension of a Film Permit that:

- (a) an authorized representative of the Permit Holder shall be present during the Filming Event;
- (b) the Permit Holder shall ensure the safety and security of the location of the Filming Event;
- (c) the Film Permit does not authorize a Filming Event on private property without the consent of the property owner and it is the obligation of the Permit Holder to obtain such consent;
- (d) the Permit Holder shall ensure compliance with the Code of Conduct for Cast and Crew;
- (e) the Permit Holder shall comply and ensure compliance with the rules authorized in accordance with this By-law;
- (f) the Permit Holder, its heirs, executors, administrators and assigns indemnifies and saves harmless the City, its elected and non-elected officials, employees, agents, servants and workmen from all causes of action, losses, costs, damages, charges, damages or expenses that may be incurred, sustained or paid by the City by reason of the granting of the Permit or reason of existence or operation of the Filming Event, and this indemnity shall survive the expiry of the Permit;
- (g) the Permit Holder, its heirs, executors, administrators and assigns release the City, its elected and non-elected officials, employees, agents, servants and workmen from all causes of action, losses, costs, damages, charges or expenses that may be incurred, sustained or paid by the Permit Holder by reason of the granting of the Permit or reason of the existence, or operation of the Filming Event other than those actions, losses, costs, damages, charges or expenses that arose from the negligence, acts or omissions of the City and its elected and

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non-elected officials, employees, agents, servants and workmen, and this release shall survive the expiry of the Permit;

- (h) the Permit Holder shall place and maintain in good standing during the effective period of the Film Permit and any extension:
 - i. a policy of comprehensive general liability insurance with an insurer licenced in the Province of Ontario:
 - 1. with limits of not less than two million (\$2,000,000) dollars per occurrence for bodily injury, death and damage to property including loss of use thereof;
 - 2. which names the City as an additional insured or as its interest appears; and
 - 3. which contains an endorsement to provide the City with thirty (30) days prior written notice of cancellation of the policy; and
 - ii. such other forms of insurance or such greater amounts of insurance as the Director of Asset Services may reasonably require in the form and amounts and for insurance risks against which a prudent party would insure, or such other forms or amounts of insurance as may be required by By-law; and
- (i) the Filming Event shall be conducted in a manner that is minimally disruptive to businesses, residents and institutions.

Film Permit – Additional Conditions

24.-(1) In addition to the conditions provided herein and such other conditions as the Director of Asset Services may determine, the Director of Asset Services may issue a Film Permit with one or more of the following conditions:

- (a) requiring the applicant to do or not to do things that, in the Director of Asset Services's opinion, would reduce or eliminate adverse impacts associated with the Filming Event;
- (b) requiring payment of a security deposit as provided herein; and
- (b) the Permit Holder shall provide evidence of any of the following:

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- i) the Permit Holder shall provide notice in the form and content to be determined by the Director of Asset Services to occupants, property owners, homes, businesses, institutions, organizations, boards of management of business improvement areas, business associations, neighbourhood associations or other Persons or groups as determined by the Director of Asset Services, and a copy of such notice shall be provided to the Director of Asset Services prior to commencement of the Filming Event;
- ii) when a Filming Event takes place in a Business Improvement Area, that the Permit Holder has the support of the Board of Management; and
- iii) that the Permit Holder has consulted with other Persons regarding matters identified by the Director of Asset Services including:
 - 1. other City divisions, departments or sections;
 - 2. Province of Ontario;
 - 3. Government of Canada;
 - 4. Greater Sudbury Police Service;
 - 5. Ontario Provincial Police Service;
 - 6. Union Gas;
 - 7. Ontario Hydro;
 - 8. Greater Sudbury Utilities Inc.;
 - 9. Railway Corporations; and
 - 10. Nickel District Conservation Authority.

(2) If the Permit Holder fails to pay the security deposit or provide evidence satisfactory to the Director of Asset Services by the date and time determined by the Director of Asset Services in his sole discretion of fulfillment of the conditions described in subsection (1), the Film Permit shall be void.

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Permit - Additional Conditions – After Issue

25.-(1) After issue of a Film Permit, the Director of Asset Services may impose additional conditions on the Film Permit upon notice in writing to the Permit Holder and upon that notice the Film Permit shall be deemed to be amended.

(2) Notice may be provided in writing by facsimile, email or letter mail to the authorized representative and is deemed to be received upon issue of the notice.

Permit – Suspension or Revocation

26.-(1) The Director of Asset Services may, without notice, revoke or suspend a Film Permit if

- (a) the Film Permit was issued in error;
- (b) the Permit Holder requests in writing that the Film Permit be revoked; or
- (c) the Permit Holder or participants in a Filming Event fail to comply with this or any other By-law, the conditions of the Film Permit or the Code of Conduct for Cast and Crew.

(2) The revocation or expiry of a Film Permit shall not release the Permit Holder from its obligations under this By-law, another By-law of the City of Greater Sudbury or the Film Permit to indemnify and release the City.

(3) The Director of Asset Services shall advise a Permit Holder of his decision to revoke a Film Permit under this By-law and the reason for the refusal.

Permit – Withdrawal

27.-(1) At any time prior to the issue or refusal of a Film Permit, the applicant may withdraw his application for a Film Permit.

(2) Upon written request of the applicant, the Director of Asset Services, in his sole discretion, may issue a full or partial refund of any application fees after considering how much work has been executed in preparing to issue the Film Permit.

Film Permit – Security Deposit

28.-(1) In addition to security required by other By-laws of the City of Greater Sudbury and any fees or charges for a Permit or required under any other By-law, an applicant for a Film Permit

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shall provide, as a condition to the Film Permit, security in the amount to be determined by the Director of Asset Services.

(2) Security shall be provided by way of irrevocable letter of credit in a form acceptable to the City, certified cheque or cash.

(3) The City shall release the Permit Holder's security where:

- a) an application for a Film Permit is withdrawn;
- b) the Filming Event has concluded, the Film Permit expired and the Permit Holder has complied with all of the requirements of the Film Permit to the satisfaction of the Director of Asset Services; or
- c) the Filming Event has concluded, the Film Permit expired and after paying City fees and charges or costs for damages or expenses incurred by the City as a result of the Filming Event, there is a balance remaining on the security

(4) The City may draw on the security deposit to pay for City fees and charges or costs for damages or expenses incurred by the City as a result of the Filming Event.

(5) If the Permit Holder fails to provide security in accordance with the terms of the Film Permit to the Director of Asset Services by the date and time determined by the Director of Asset Services in his sole discretion the Film Permit shall be void.

Permit – Offence – False Information

29. No person applying for a Film Permit shall knowingly provide false information to the City.

30. Where it is discovered or revealed that the Permit Holder or authorized representative has provided misleading or false information on the application for a Film Permit, the Film Permit shall be revoked by the Director of Asset Services and the Permit Holder shall immediately cease the Filming Event.

Refusal or Revocation - Hearing

31.-(1) Subject to subsection (4), in the event that the applicant or Permit Holder is not satisfied with the Director of Asset Services's decision to refuse or revoke a Film Permit, the applicant is entitled to appeal the decision, in writing within 30 days of the Director of Asset Services's

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decision along with the fee prescribed in the City's User Fees By-law, to the Hearing Committee.

(2) The Hearing Committee may make any decision that the Director of Asset Services may make under this By-law with respect to the revocation or refusal of a Film Permit.

(3) A decision of the Hearing Committee is final.

Permit – Expiry

32. Notwithstanding the status of the Filming Event, a Film Permit shall expire at the date and time indicated on the Film Permit or on an extended or amended date and time as approved by the Director of Asset Services in accordance with this By-law.

33. If an expiry date is not specified on the Film Permit, a Filming Event shall expire on the date of completion of the Filming Event authorized on the Permit.

Permit – Time – Valid

34. A Film Permit shall be valid for the period or periods of time stated on the Film Permit or for an extended or amended period as provided in accordance with sections 35 and 37 of this By-law.

Permit – Extension

35.-(1) Where the Filming Event authorized under a Film Permit cannot be completed prior to the expiry date specified in the Film Permit, a Permit Holder may apply in writing to the Director of Asset Services, for an extension to the expiry date of the Film Permit.

(2) When applying for an extension, the Permit Holder shall:

- (a) request an extension in writing from the Director of Asset Services, including:
 - i. particulars of the need for the extension; and
 - ii. such other information and documentation as may be required by the Director of Asset Services to make the request for extension complete; and
- (b) pay a non-refundable Film Permit extension fee determined in accordance with the City's Miscellaneous User Fee By-law.

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(3) Requests for extensions may only be made after the issue of the Film Permit and no less than two business days prior to the expiry of the Film Permit.

36. The Director of Asset Services has the same powers in relation to an application for an extension as he or she has when considering whether to issue or refuse a Permit application.

Permit – Amendment

37.-(1) Where the activities associated with the Filming Event authorized under a Film Permit are modified, a Permit Holder shall apply in writing to the Director of Asset Services, for an amendment to the Film Permit.

(2) When applying for an amendment, the Permit Holder shall:

- (a) request an amendment in writing from the Director of Asset Services including:
 - i. particulars of the need for the extension; and
 - ii. such other information and documentation as may be required by the Director of Asset Services to make the request for amendment complete; and
- (b) Pay a non-refundable Film Permit amendment fee determined in accordance with the City's Miscellaneous User Fee By-law.

(3) Requests for amendments to the Film Permit may be submitted after the issue of the Film Permit and no less than two business days prior to the expiry of the Film Permit.

38.-(1) Subject to subsection (2), the Director of Asset Services has the same powers in relation to an application for an amendment as he or she has when considering whether to issue or refuse a Permit application.

(2) The Director of Asset Services may issue an amendment only in respect of minor matters associated with a Film Permit and Film Permits shall not be amended to change the location of the Filming Event.

Permit – No Transfer

39.-(1) No Person shall transfer a Film Permit.

(2) No Person shall use a Film Permit for a Filming Event:

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- (a) at a location or in a building other than that for which the Film Permit was issued;
or
- (b) for a Filming Event other than that for which the Film Permit was issued.

Part 4 - Enforcement

40.-(1) This By-law may be enforced by a By-law Enforcement Officer.

(2) Without limiting subsection (1), for the purpose of conducting an inspection to determine whether a Person is complying with a Film Permit, this By-law, or an order made under section 431 of the *Municipal Act, 2001* in respect of this Bylaw, a By-law Enforcement Officer may do any of the following:

- (a) investigate;
- (b) enter onto lands at a reasonable time;
- (c) require the production for inspection of documents or things relevant to the inspection;
- (d) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (e) require information from any Person concerning a matter related to the inspection; and
- (f) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples, or photographs or visual recordings.

41. No Person shall hinder or obstruct, or attempt to hinder or obstruct, a By-law Enforcement Officer exercising a power or performing a duty under this By-law.

42. No Person required to produce documents, things or information by a By-law Enforcement Officer shall fail to respond forthwith.

Offence

43.-(1) Any:

- (a) Person who, or
- (b) director or officer who knowingly,

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contravenes any of the provisions of this By-law or rules authorized by this By-law is guilty of an offence.

(2) Any Person or director or officer committing an offence under this By-law is liable:

- (a) on a first conviction to a fine of not more than \$5,000;
- (b) on a second conviction to a fine of not more than \$10,000; and
- (c) on a third and subsequent conviction to a fine of not more than \$100,000.

(3) For the purposes of subsections (1) and (2), each day on which a Person contravenes any of the provisions of this By-law shall be deemed to constitute a separate offence under this By-law.

(4) The levy and payment of any fine under this By-law shall not relieve a Person from the necessity of paying any costs or charges for which such Person is liable under this By-law.

(5) When a Person has been convicted of an offence under this By-law, a By-law Enforcement Officer may issue an order, in addition to any other penalty imposed on the Person convicted, requiring the Person who contravened this By-law or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention.

(6) Where a Person fails to comply with an order issued pursuant to subsection (5), the work ordered may be done by the City at the Person's expense.

Prohibition Order

44. The City may, in addition to any other penalty imposed on the Person convicted, seek an order from the Ontario Court (Provincial Division) or any court of competent jurisdiction, prohibiting the continuation of the offence or doing of any act or thing by the Person convicted directed towards the continuation of the offence.

Recovery of Costs

45. An offence and subsequent conviction under this By-law pursuant to the *Provincial Offences Act* or the *Municipal Act, 2001*, shall not be deemed in any way to preclude the City from issuing a separate legal proceeding to recover charges, costs and expenses incurred by the City and which may be recovered in a court of competent jurisdiction.

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Debt

46. Any unpaid costs or charges levied upon a Person and any interest associated with such costs or charges shall be a debt owing by the Person to the City.

Part 5 – General

Intellectual Property and Privacy

47.-(1) Subject to subsection (2) and section 48, nothing in this By-law or a Film Permit authorizes a Person to use City or third party intellectual property, including trademarks, logos, or information subject to copyright, or confidential or proprietary information.

(2) A Permit Holder may use an approved version of a City logo or the City's name in the credits or promotional materials of a Film Production that includes Recording from a Filming Event for which a Film Permit was issued.

48.-(1) Subject to subsections (2) and (3), if a Recording from a Filming Event for which a Film Permit was issued contains images of City Property, a Permit Holder may publish the images of City Property.

(2) The authorization to use the images described in subsection (1) is subject to the consent of any natural persons whose Personal Information was recorded and it is the obligation of the Permit Holder to obtain such consent.

(3) The authorization to use the images described in subsection (1) is subject to the consent of the Manager of Communications and French Language Services where such images contain signs, markers or materials which identify the intellectual property of the City of Greater Sudbury, including signs, logos or other materials.

49. Nothing in this By-law or the Film Permit authorizes a Person to collect, use or disclose the Personal Information of any natural person.

Agreements – Locations Databases

50. Members of the Senior Management Team or their designates are delegated the authority to approve and execute agreements to include photographs of City Property in a location library database where the City Property is within the member's departmental or divisional responsibility.

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Part 6 - General

Confidential Information

51.-(1) The Director of Asset Services is authorized to collect Personal Information necessary for the purpose of administering this By-law.

(2) All information submitted to and collected by the City in accordance with this By-law, shall, unless the City Clerk determines otherwise, be available for disclosure to the public in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA).

(3) In the event that a Person submits information to the City in accordance with this By-law which such Person considers to be confidential, proprietary or exempt from disclosure under the MFIPPA, the Person submitting the information shall so identify that information upon its submission to the City or the Director of Asset Services and shall provide sufficient details as to the reason for its purported exemption from disclosure.

Administration

52.-(1) This by-law shall be administered by the Director of Asset Services who is also delegated the authority to make all other decisions required of the Director of Asset Services under this By-law and to perform all administrative functions identified herein and those incidental to and necessary for the due administration of this by-law.

(2) The Director of Asset Services may delegate, in writing and from time to time, the performance of any one or more of his or her functions under this By-law to one or more natural persons from time to time as the occasion requires but may impose conditions upon such delegation and may revoke any such delegation.

Authority – Director of Asset Services

53. In addition to other powers as described in this By-law, the Director of Asset Services has the authority to:

- (a) from time to time issue rules relating to the conduct of a Filming Event including but not limited to:
 - i. the use of lighting;

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- ii. the hours during which a Filming Event, including takedown and setup, may be conducted; and
 - iii. conditions or limitations on Filming Events in particular areas of the City including but not limited to residential neighbourhoods and requiring notice to Persons in areas of the City;
- (b) determine what constitutes Restricted Lands, Buildings or Areas; and
- (c) from time to time, issue a code of conduct for cast and crew of film productions.

Severability / Conflict

54. If any section, subsection, part or parts of this By-law is declared by any court of law to be bad, illegal or *ultra vires*, such section, subsection, paragraph, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

55. Subject to subsection (2), where a provision of this By-law conflicts with the provisions of another By-law, licence, permit, approval, agreement or other type of permission required, the provision of the other By-law, licence, permit, approval, agreement or other type of permission prevails.

56. Nothing in this By-law relieves any Person from complying with any provision of any federal or provincial legislation or any other By-law of the City.

Short Title

57. This By-law shall be cited as the “Film By-law”.

Repeal

58. By-law 2005-118 being a By-law of the City of Greater Sudbury to Adopt a Film Policy is repealed upon the coming into force of this By-law.

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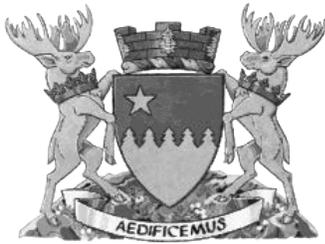
Enactment

59. This By-law shall come into force and effect on xx, 2015.

Read and Passed in Open Council this xx day of xx, 2015.

_____ Mayor

_____ Clerk



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;

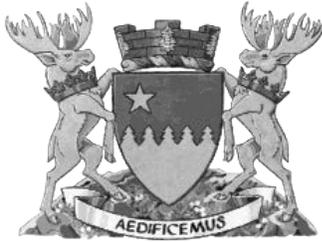
AND WHEREAS the City of Greater Sudbury official motto is "Come, Let Us Build Together," and was chosen to celebrate our city's diversity and inspire collective effort and inclusion;

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.