



Finance and Administrative Committee Agenda

Tuesday, September 21, 2021

Tom Davies Square

Councillor Jakubo, Chair

6:00 p.m. Open Session, Council Chamber / Electronic Participation

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1. Call to Order

2. Roll Call

3. Declarations of Pecuniary Interest and the General Nature Thereof

4. 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.

4.1. Routine Management Reports

4.1.1. Healthy Community Initiative Fund Applications – September 2021

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This report provides a recommendation regarding Healthy Community Initiative (HCI) funding requests. By-law 2019-129 requires Council's approval for all eligible HCI Capital fund requests exceeding \$10,000 and Grant requests exceeding \$1,000.

5. Managers' Reports

5.1. City Support for 2022 Curling Canada Events

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This report provides a recommendation regarding the 2022 Curling Canada events being hosted in Greater Sudbury.

5.2. Red Cross Personal Disaster Assistance Program

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This report provides recommendations regarding the Red Cross Personal Disaster Assistance (PDA) Program.

5.3. Comparative Municipal Tax Levy Changes

18

This report provides information that outlines how other municipalities achieve tax levy changes lower than the rate of inflation.

5.4. Zero Based Budgeting

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This report responds to Council's direction to provide a report describing Zero Based Budgeting and the work required if the City chose to adopt this budgeting method.

6.	Members' Motions	
7.	Correspondence for Information Only	
7.1.	Public Sale for Tax Arrears Under the Municipal Act – November 10, 2021	28
	This report provides information regarding a public tax sale for properties in tax arrears under the authority of Part XI of the Municipal Act of Ontario. On Wednesday, November 10, 2021 the City of Greater Sudbury will offer approximately thirty five (35) properties for sale in accordance with the rules and procedures governing a public tax sale.	
7.2.	Capital Budget Variance Report – July 2020 to March 2021	47
	This report provides information regarding completed capital projects, as well as holding account reserve activity for the period of July 1, 2020 to March 31, 2021.	
7.3.	Healthy Community Initiative Fund 2021 Semi-Annual Report	64
	This report provides information regarding the financial particulars of each Ward's Healthy Community Initiative Fund allocation for the period of January 1, 2021 to June 30, 2021, in accordance with By-law 2018-129.	
7.4.	2021 Operating Budget Variance Report	79
	This report provides information regarding a variance analysis based on the City's second quarter results (January to June 30, 2021). The projected surplus for 2021 is approximately \$2.4 million.	
7.5.	Contract Awards Exceeding \$100,000 April 1 – June 30, 2021	84
	This report provides information regarding contract awards \$100,000 or greater awarded from April 1, 2021 to June 30, 2021 and may include any previously omitted reports from past reporting periods.	
8.	Addendum	
9.	Civic Petitions	
10.	Question Period	
11.	Adjournment	

Healthy Community Initiative Fund Applications – September 2021

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Routine Management Reports
Prepared by:	Lyne Côté Veilleux Leisure Services
Recommended by:	General Manager of Community Development

Report Summary

This report provides a recommendation regarding Healthy Community Initiative (HCI) funding requests. By-law 2019-129 requires Council's approval for all eligible HCI Capital fund requests exceeding \$10,000 and Grant requests exceeding \$1,000.

Resolution

THAT the City of Greater Sudbury approves the Healthy Community Initiative Fund requests, as outlined in the report entitled "Healthy Community Initiative Fund Applications – September 2021", from the General Manager of Community Development, presented at the Finance and Administration Committee meeting on September 21, 2021;

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

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to the goal: Create a Healthier Community as identified in the Strategic Plan, as it aligns with the Population Health Priorities of Building Resiliency, Investing in Families, Creating Play Opportunities, Promoting Mental Health Awareness, Achieving Compassionate City Designation and Implementing an Age-Friendly Strategy. The information in this report has no relationship to the Community Energy & Emissions Plan.

Financial Implications

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

Background

By-law 2018-129, requires Council's approval for all Grant requests that meet Healthy Community Initiative (HCI) funding criteria and exceed \$1,000 and all Capital requests that meet HCI funding criteria and exceed \$10,000. Eligible applications for Grant requests of \$1,000 or less, and eligible Capital requests of \$10,000 or less may be approved by the General Manager (GM) of Community Development.

HCI Fund Applications and Financial Summary

Appendix A - Healthy Community Initiative Fund - Applications, lists HCI Fund requests by Ward as recommended by the GM of Community Development for approval by Council. All projects listed in Appendix A have been evaluated against By-law 2018-129 and its related criteria and have been verified to ensure sufficient funds are available within each Ward's funding allocation.

Appendix B – Healthy Community Initiative Fund – Application Outcomes, provides a list of HCI Fund applications that were approved or denied by the GM of Community Development since the last report presented at the Finance and Administration Committee meeting on June 22, 2021.

Appendix C – Healthy Community Initiative Fund Financials, includes the recommended approvals contained in this report as well as a summary of HCI Fund allocation balances up to September 21, 2021. The amounts may be adjusted due to reimbursement of under-spent funds from completed and reconciled projects/initiatives.

Next Steps

Upon Council approval, applicants will receive written notification confirming their approved funding and the intended use of funds, and grant recipients will also receive a Post-project Final Report form. This form is to be completed by the applicant and returned following completion of their initiative for reconciliation by Financial Services.

Grant recipients will receive funding via electronic fund transfer or by cheque (where applicable) for the approved amount, whereas a capital funded project will be managed by the City of Greater Sudbury, working closely with the applicant.

During the pandemic, approved grant funds supporting social activities will be issued upon confirmation that the initiative can proceed pursuant to public health protocols or restrictions established by the Province of Ontario, Public Health Sudbury & Districts, the City of Greater Sudbury and/or other regulatory bodies.

HCI funded capital projects will be prioritized based on Leisure Services' (or other assigned operating department's) annual workplans and initiated within 24 months in accordance with the HCI policy.

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

Resources Cited

Healthy Community Initiative Fund, By-law 2018-129

<https://www.greatersudbury.ca/city-hall/grants-and-funding/hci-fund/application-process/hci-fund-policy/>

**Healthy Community Initiative (HCI) Fund
Applications for Council Approval – September 21, 2021**

CAPITAL FUNDS

Ward	Recipient/ Project/ Location	Purpose for Funds	Estimated Operating Costs/Yr	Amount Requested	Amount Recommended for Approval by the GM
7	Penman Playground Association / Outdoor rink improvements / Penman Playground, Garson	To assist with costs to purchase and install outdoor lighting and conduct a geo-technical survey for a concrete pad	\$2,000	\$31,500	\$31,500

GRANTS

Ward	Recipient/Initiative	Purpose for Funds	Amount Requested	Amount Recommended for Approval by the GM
No items to report				

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

For the period of May 22, 2021 to August 20, 2021

Successful Applications

Capital Funds				
Ward	Group / Project	Estimated Operating Costs/Yr	Amount Requested	Amount Approved
5, 6	Valley East Community Action Network / Holiday street lights in Valley East	N/A	\$8,000	\$8,000
8	Sudbury 4-H Club / Garden shed & greenhouse at Westmount community garden	\$200	\$9,000	\$9,000
8	Ward 8 Community Action Network / Picnic tables at Place Hurtubise Park	\$1,500	\$7,500	\$7,500
12	Ridgecrest Accessible Neighbourhood Association / Bear-proof garbage receptacle at Ridgecrest Playground	N/A	\$3,600	\$3,600

Grants				
Ward	Group / Project	Amount Requested	Amount Approved	
4	Donovan Elm West Community Action Network/Antwerp Community Gardens / Pollinator garden at Antwerp Community Garden	\$500	\$500	
9	Coniston Community Garden / Pollinator garden at Coniston community garden	\$500	\$500	
9	Coniston Community Action Network / Flower bed enhancements (various locations)	\$1,000	\$1,000	
10	Sudbury Arts Council / Sudbury Theatre Centre's 50 th anniversary celebration (Sept. 14/21)	\$1,000	\$1,000	
11	Minnow Lake Community Action Network / Pollinator gardens at Minnow Lake Community Centre and Minnow Lake dog park community garden site	\$1,000	\$1,000	
12	Live Love Louder / Murals on hydro boxes at Place Nolin	\$1,000	\$1,000	

Unsuccessful Applications

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

Healthy Community Initiative (HCI) Fund Financials for the Period Ending September 21, 2021

Schedule 1.1 – Capital

Ward	2021 Allocation*	2020 Uncommitted Funds (carry forward)	Adjustments from Completed Projects	Approved by General Manager 2021	Approved by Council 2021	Proposed for Approval by Council	Balance of Uncommitted Funds After Resolution	Pending Requests (to Aug. 20, 2021)
1	\$ 22,967	\$ 63,191	\$ (4,464) ¹	\$ -	\$ -	\$ -	\$ 81,694	\$ 93,300
2	\$ 22,967	\$ 34,448	\$ -	\$ -	\$ -	\$ -	\$ 57,415	\$ -
3	\$ 22,967	\$ 1,185	\$ 111 ²	\$ -	\$ -	\$ -	\$ 24,263	\$ 24,150
4	\$ 22,967	\$ 37,170	\$ -	\$ -	\$ -	\$ -	\$ 60,137	\$ -
5	\$ 22,967	\$ 30,557	\$ (689) ³	\$ 4,000	\$ -	\$ -	\$ 48,835	\$ 3,000
6	\$ 22,967	\$ 77,390	\$ -	\$ 4,000	\$ -	\$ -	\$ 96,357	\$ 3,600
7	\$ 22,967	\$ 29,912	\$ 11 ⁴	\$ -	\$ -	\$ 31,500	\$ 21,390	\$ -
8	\$ 22,967	\$ 30,692	\$ 2,300 ⁵	\$ 16,500	\$ -	\$ -	\$ 39,459	\$ -
9	\$ 22,967	\$ 6,088	\$ -	\$ -	\$ -	\$ -	\$ 29,055	\$ 2,425
10	\$ 22,967	\$ 99,446	\$ -	\$ -	\$ 19,400	\$ -	\$ 103,013	\$ 2,425
11	\$ 22,967	\$ 13,045	\$ 1,968 ⁶	\$ -	\$ -	\$ -	\$ 37,980	\$ 11,250
12	\$ 22,967	\$ 91,097	\$ -	\$ 3,600	\$ 55,000	\$ -	\$ 55,464	\$ -

Schedule 1.2 – Grants

Ward	2021 Allocation*	2020 Uncommitted Funds (carry forward)	Adjustments from Completed Initiatives	Approved by General Manager 2021	Approved by Council 2021	Proposed for Approval by Council	Balance of Uncommitted Funds After Resolution	Pending Requests (to Aug. 20, 2021)
1	\$ 10,417	N/A	\$ -	\$ -	\$ -	\$ -	\$ 10,417	\$ -
2	\$ 10,417	N/A	\$ -	\$ -	\$ -	\$ -	\$ 10,417	\$ -
3	\$ 10,417	N/A	\$ -	\$ 1,000	\$ 8,000	\$ -	\$ 1,417	\$ 3,000
4	\$ 10,417	N/A	\$ -	\$ 500	\$ 5,500	\$ -	\$ 4,417	\$ -
5	\$ 10,417	N/A	\$ -	\$ -	\$ -	\$ -	\$ 10,417	\$ -
6	\$ 10,417	N/A	\$ -	\$ -	\$ -	\$ -	\$ 10,417	\$ -
7	\$ 10,417	N/A	\$ -	\$ -	\$ -	\$ -	\$ 10,417	\$ 1,400
8	\$ 10,417	N/A	\$ -	\$ -	\$ -	\$ -	\$ 10,417	\$ -
9	\$ 10,417	N/A	\$ -	\$ 1,500	\$ -	\$ -	\$ 8,917	\$ -
10	\$ 10,417	N/A	\$ -	\$ 1,000	\$ -	\$ -	\$ 9,417	\$ -
11	\$ 10,417	N/A	\$ -	\$ 1,000	\$ -	\$ -	\$ 9,417	\$ -
12	\$ 10,417	N/A	\$ -	\$ 1,000	\$ 1,500	\$ -	\$ 7,917	\$ -

* There were no contributions to the HCI Reserve Fund in 2021 as the maximum threshold of \$24,000 was achieved in 2020. There was a one-time deduction of \$100,000 in the HCI Fund to support the Transitional Housing business case in the 2021 budget (Resolution FA2021-24-A17). The contribution to the Playground Revitalization project for 2021 is \$99,394.

¹Additional amount of \$4,464 required for the Marcel Tot Lot project

²Surplus of \$111 from the Cote Park pickleball project

³Additional amount of \$689 required for the Hidden Valley playground project

⁴Surplus of \$11 from the Capreol Lions Club roof replacement project

⁵Surplus of \$2,300 from the Westmount engineering for concrete pad project

⁶Surplus of \$1,968 from the Carmichael Community Centre outdoor rink project

City Support for 2022 Curling Canada Events

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Managers' Reports
Prepared by:	Meredith Armstrong Economic Development
Recommended by:	Chief Administrative Officer

Report Summary

This report provides a recommendation regarding the 2022 Curling Canada events being hosted in Greater Sudbury.

Resolution

THAT the City of Greater Sudbury approves the in-kind contribution of \$100,000 in the form of reduced ice rental costs for the 2022 Curling Canada events to be held at the Gerry McCrory Countryside Sports Complex in March 2022 as outlined in the report entitled “City support for 2022 Curling Canada Events”, from the Chief Administrative Officer, presented at the Finance and Administration Committee meeting on September 21, 2021.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to the strategic attraction of meetings and sport hosting opportunities for the City of Greater Sudbury as noted in the Community Economic Development Strategic Plan *From the Ground Up* as well as the *Tourism Strategy 2019-2023*. The event hosting opportunity also aligns with the GSDC's *Economic Recovery Strategic Plan* and its objectives related to supporting recovery of the tourism industry locally.

Financial Implications

According to fees outlined in User Fee By-law and the number of hours and days required by Curling Canada to host the three events in March 2022, the City would receive revenues from this ice rental of approximately \$130,000 if full costs were applied.

As part of the City's contribution to the event hosting, this request is for the City to subsidize these ice rental costs to reduce the expenses to the local Curling Clubs to \$30,000 for the use of Countryside Arena. This in-kind contribution from the City toward the national event represents an impact of \$100,000 to the revenues for that facility. To manage this investment and loss of revenue to a maximum of \$100,000, Community Development and Arenas will budget with this lower revenue target for 2022, which may in part be offset by increased revenues resulting from displaced users rebooking ice time at other arenas.

Background

On August 4, 2021, Curling Canada announced that it has selected Greater Sudbury to host three consecutive national curling events from March 15 to 27, 2022, including U-Sport/CCAA, U-15 and Canadian Mixed Doubles.

The 2022 Host Committee is comprised of three local curling clubs: Curl Sudbury, Copper Cliff Curling Club and Coniston Curling Club. Historically, this will be the first time the three clubs have worked together to host a large curling event. In support of the hosting efforts, SportLink Sport Council and the City of Greater Sudbury's Economic Development and Leisure Services staff are providing support for the committee, including staff from Tourism & Culture and Arenas. Staff are also providing assistance with funding applications to leverage resources from all three levels of government.

All three events will be held at the Gerry McCrory Countryside Sports Complex using both ice pads. The three events are as follows:

1. U-Sport / CCAA - March 15 to 19, 2022
 - a. 160 Athletes, 40 Coaches
 - b. Estimated number of hotel room nights: 700
2. U-15 - March 20 to 21, 2022
 - a. 128 Athletes, 36 Coaches
 - b. Estimated number of hotel room nights: 384
3. Canadian Mixed Doubles - March 22 to 27, 2022
 - a. 64 Athletes, 36 Coaches
 - b. Estimated number of hotel room nights: 1,300

Economic Impact

The 2022 Curling Canada events in Greater Sudbury are expected to result in:

- 352 players and coaches
- 2,400 spectators, including 950 non-local
- 2,384 hotel rooms nights over the course of the event
- An estimated economic impact of \$1.3 million in local spending, based on the anticipated number of participants and spectators, hotel room nights and average spending data

Canadian Mixed Doubles will also be a nationally televised event which will feature a Sudbury-specific 30-second advertisement to play every commercial break; it is estimated that the ad will air 350-400 times throughout the week. The major network will also do a profile piece on Greater Sudbury during the broadcast.

The Host Committee will work with the City's Tourism & Culture staff to develop itineraries and opportunities for all participants, officials and parents to experience Sudbury and to visit our local attractions including Science North, Dynamic Earth as well as many local restaurants and retailer as part of the player and fan experience events that the Host Committee is organizing.

The potential carry over effect that this will have for the local tourism sector is significant, as the event will provide a vehicle to promote the City of Greater Sudbury as a unique tourist destination to groups from as far away as British Columbia and Newfoundland and several provinces in between.

GSDC Support

At their regular meeting of August 11, 2021, the Greater Sudbury Development Corporation (GSDC) passed Motion 2021-059 approving a contribution of \$40,000 from the 2021 Tourism Development Fund to assist with costs associated with the 2022 Curling Canada championships with particular focus on marketing and

hospitality expenses.

This contribution was based on the review and recommendation of the GSDC's Tourism Development Committee, which includes representation from local hotels and accommodations, retail, hospitality, culture and attractions including Science North. The Committee was established by the GSDC to provide advice and recommendations on investments to strengthen the tourism sector, including investments of the GSDC's portion of the Municipal Accommodation Tax (MAT), which funds the Tourism Development Fund.

Previous Bid Effort

Previously, the City of Greater Sudbury and the Idylwyld Golf & Country Club partnered to bid on the 2020 U-18 National Curling Championships, and were the successful proponents. As the COVID pandemic prevented this event from proceeding, the City continued conversations with Curling Canada directly to secure future events when it was safe to do so. Based on this ongoing discussion, Curling Canada has selected Greater Sudbury to host three consecutive national curling events in 2022.

Impact on Existing User Groups

Countryside Arena is the busiest and most frequently used facility of the City's arenas. March is generally a month that sees peak usage during the year as many community groups and sports clubs make use of the ice.

This means that Countryside Arena relies on the revenue generated during this time as part of budget projections to help offset ongoing operating expenses. In addition, a number of stakeholders will need to consider alternate arrangements for their programming in spring 2022 since Countryside will not be available. While ice time is in great demand at all arena facilities in March each year, many groups may be able to make use of ice bookings available at other arenas, adjusting their programming to factor in different travel distances and time slots for their participants.

Ice time for the three Curling Canada events is approximately \$130,000 as advised by Arenas staff. Should Council approve the City's in-kind contribution of \$100,000 to offset ice time costs, the 2022 Host Committee will be responsible for approximately \$30,000 in expenses associated with their use of Countryside Arena. Community Development and Arena staff have confirmed that 2022 budget projections would be adjusted to reflect this lower revenue target, which may be partly offset by increased revenues resulting from displaced users able to rebook ice time at other arenas.

Nevertheless, the Curling Canada event provides an opportunity for significant return on the City's investment. In addition to immediate economic impacts estimated at \$1.3 million, as well as national coverage and exposure for Greater Sudbury, the 2022 national curling events bring economic benefits to the local tourism and hospitality sector which have been severely impacted by COVID, and by providing future opportunities for Greater Sudbury to host national-level events.

Event Budget

The City's Economic Development staff continue to work closely with the Host Committee, including representation from the three local curling clubs, together with Sportlink Sport Council, in order to develop the event budget and explore opportunities for funding, sponsorship and revenue generation.

EXPENSES	
Facility Rentals	\$130,000
Marketing and Promotions	\$40,000
Event Logistics	\$116,000
Hospitality and Volunteers	\$30,000
Legacy Fund	\$30,000
TOTAL	\$346,000

REVENUES			
FUNDER NAME	FUNDING TYPE	FUNDING STATUS	TOTAL FUNDING
City of Greater Sudbury	In Kind	Pending	\$100,000
Curling Canada Grant	Cash	Confirmed	\$18,000
Provincial-NOHFC/Ontario Sport Hosting Grant	Cash	Pending	\$55,000
FedNor	Cash	Pending	\$25,000
Event Revenue – ticket, sponsorship, merch, etc	Cash	Pending	\$108,000
GSDC – Tourism Development Fund	Cash	Confirmed	\$40,000
TOTAL			\$346,000

Funding applications have been submitted to federal and provincial funding partners. The GSDC has approved a contribution of \$40,000 to support marketing and hospitality-related expenses. As part of funding application and the hosting agreement requirements, the Host Committee (which includes representation from Coniston Curling Club, Copper Cliff Curling Club and Curl Sudbury) has provided a letter stating that they will guarantee any and all deficits related to hosting the event.

Strategic Alignment

The City's Community Economic Development Strategic Plan From the Ground Up includes Goal Seven – One of Ontario's Top Tourism Destinations:

7.1.3 - prioritize attraction efforts for meetings, conferences, sporting and other events/business to the community.

The event hosting opportunity also aligns with the GSDC's Economic Recovery Strategic Plan and its objectives related to supporting recovery of the tourism industry locally.

Greater Sudbury Tourism Strategy includes objectives as follows:

1.2 Aggressively pursue meetings, conventions, sporting and other events/business to the community

1.4 Investment in the enhancement and capacity building of festivals, tournaments, events, etc.

Future Opportunities

Greater Sudbury has been granted a significant opportunity to host national-level sports and reintroduce major events in 2022, tying into recovery efforts for the local tourism industry.

This event and partnership will serve as a catalyst to grow the game of curling in this part of Ontario, strengthen the community's experience in hosting national events and further increase our competitive advantage.

Attachments

1. Greater Sudbury Development Corporation Board Resolution 2021-059



CITY OF GREATER SUDBURY COMMUNITY DEVELOPMENT CORPORATION
GSDC Regular Meeting of August 11th, 2021
Motion 2021 - 059

Moved by: _____

Seconded by: _____

WHEREAS the Tourism Development Committee (TDC) provides advice and recommendations as a subcommittee of the Greater Sudbury Development Corporation (GSDC) Board for investments to strengthen and support the city's tourism sector and increase visitation and occupancy; and

WHEREAS the GSDC has prioritized the importance of targeted attraction of meetings, conventions and sport tourism hosting opportunities for the community as one of the objectives in *From the Ground Up and the Tourism Strategy 2019-2023*;

WHEREAS Curling Canada has announced that it has officially selected Greater Sudbury to host three consecutive national curling events in March 2022, including U-Sport/CCAA, U-15 and Canadian Mixed Doubles;

WHEREAS the 2022 Host committee, which consists of Curl Sudbury, Copper Cliff Curling Club and Coniston Curling Club with the participation and support of City of Greater Sudbury staff and SportLink Sport Council, has outlined a commitment to Curling Canada to host the Curling Canada Championship events to be held March 15 to 27, 2022;

WHEREAS hosting a national event such as the 2022 Curling Canada Mixed Doubles and U-Sport/CCAA Championships is of great value to Sudbury's event hosting resume and will further develop the community for future opportunities, and will bring a significant number of out of town guests to the community including athletes, coaches, family of athletes and spectators; and

THEREFORE BE IT RESOLVED that the Board of the Greater Sudbury Development Corporation support the 2022 Curling Canada events in coordination with the Host Committee with a contribution of \$40,000, from the 2021 Tourism Development Fund to assist with costs associated with the 2022 Curling Canada championships with particular focus on marketing and hospitality expenses; and

FURTHER, that a holdback of 10% be imposed, to be released upon receiving a report from the 2022 Curling Canada Host Committee satisfactory to the GSDC Board, regarding the economic impact of the event and the results of the marketing and promotion initiatives, before, during and after the event; and finally,

THAT the *Resourceful City* logo be supported and used on all communication materials in acknowledgement of this contribution.

Chair of the Meeting

Red Cross Personal Disaster Assistance Program

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Managers' Reports
Prepared by:	Latoya McGaw Community Safety
Recommended by:	General Manager of Community Safety

Report Summary

This report provides recommendations regarding the Red Cross Personal Disaster Assistance (PDA) Program.

Resolutions

Resolution 1:

THAT the City of Greater Sudbury authorizes a one-time increase to the Red Cross Personal Disaster Assistance Program of up to \$80,000 for 2021 to be funded from Social Services through the Federal Reaching Home COVID-19 Program, as outlined in the report entitled "Red Cross Personal Disaster Assistance Program", from the General Manager of Community Safety, presented at the Finance and Administration Committee meeting on September 21, 2021.

Resolution 2:

THAT the City of Greater Sudbury directs staff to create a business case for additional funding for the Red Cross Personal Disaster Assistance Program effective 2022, as outlined in the report entitled "Red Cross Personal Disaster Assistance Program", from the General Manager of Community Safety, presented at the Finance and Administration Committee meeting on September 21, 2021.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to operational matters and has no direct connection to the Community Energy and Emissions Plan.

Financial Implications

With a projected cost of \$112,000 needed to support the PDA Program for the 2020-2021 financial year, Emergency Management is requesting the cost of up to \$80,000 to be funded from CGS Social Services through the Federal Reaching Home COVID-19 Program.

The 2021 Emergency Management operating budget was approved with a \$30,000 Red Cross grant to support the Personal Disaster Assistance Program, and as a result requires additional funding at this time.

If approved, a business case will be developed for consideration during the 2022 budget process.

Background

The current COVID-19 pandemic has shown that every emergency is unique with its complexities and individual sets of circumstances. With many people remaining at home to help reduce the spread of COVID-19, there has been an increase in the number of residential fires resulting in the loss of personal items and residents being displaced. This is not unique to Greater Sudbury and is currently being experienced by municipalities across Canada.

Our homes have become places of work and schooling, and as such, families now have more distractions at home. This distraction has led to many unfortunate situations including house fires, particularly in multifamily dwellings, affecting more individuals and families.

Many occupants do not have home insurance as they are faced with socio-economic challenges, making them vulnerable after a fire incident. When displaced by a fire, occupants will need to access services such as the PDA Program in the first 72 hours to reduce further vulnerabilities, followed by further supports from municipal social services, if required.

In 2019, there were 82 reported residential fires in Greater Sudbury compared to 106 in 2020, representing a 30% increase from the previous year. To date (August 30th 2021), there has been 81 reported residential fires in Greater Sudbury. It is projected that 122 residential fires will be recorded in 2021.

The City of Greater Sudbury has been providing funding to the Canadian Red Cross on a reimbursement basis to support its delivery of the PDA program since 2001. In 2012, Council authorized funding at a level of up to \$20,000 on a multi-year basis, ending with the 2017 calendar year.

With a further increase in demand and individuals in need over the last few years, and since the Red Cross has exceeded \$20,000 in costs for the PDA Program over the last four consecutive years, the current grant agreement was approved up to a level of \$30,000 for a five (5) year period from 2018-2022 to provide for the continued delivery of the Personal Disaster Assistance Program.

This funding is used for direct client assistance with items such as lodging, food, and clothing.

The aim of the program is to help individuals reduce the impact of disaster and emergencies and encourage a return to self-sufficiency. Personal disasters may include but are not limited to:

- Flood
- Fire
- Gas leak
- Hostage taking
- Explosion
- Interruption of public services
- Public health crisis

The Personal Disaster Assistance Program is available throughout the City of Greater Sudbury on a twenty-four hour, seven day-a-week basis via the local Red Cross network of trained personal disaster assistance volunteers. At all times there are two volunteers with pagers who are on-call and ready to respond. Should the situation warrant additional responders, a call out system is in place to obtain additional responders as needed. Red Cross volunteers provide on-site emotional support and can offer impacted households, at no cost to the beneficiary, the following services for up to 72 hours through established agreements with suppliers:

- Accommodations
- Food

- Clothing
- Personal care items
- Immediate medication needs

Red Cross is activated upon request by the City's Emergency Services (EMS, Police, Fire, and Infrastructure Services) personnel and/or by the client themselves. With the immediate needs of disaster victims taken care of, Emergency Services personnel are able to focus their efforts on responding to the emergency. When activated directly by the client, we always follow up with City contacts to validate the response.

Conclusion

COVID-19 has affected many areas in our lives such as work and social activities. In Ontario, the pandemic has had many other less obvious ramifications due to the implementation of public health measures such as the Stay At Home Order and quarantine. With more people staying at home during the pandemic, there has been an increase in the frequency and severity of residential fires.

This increase in fire incidents in Greater Sudbury during the pandemic has seen an uptake in the number of individuals and families accessing the PDA Program because of being displaced from their dwelling and not having home insurance.

Given the increased demand on the PDA program, the current approved annual grant of \$30,000 will be insufficient in covering the cost of operating the program for the 2021 financial year.

City of Greater Sudbury's (CGS) Emergency Management works closely with CGS Social Services to ensure support for the City's most vulnerable, especially during times of crisis. CGS Social Services has approved funds from their Federal Reaching Home COVID-19 Program to cover the outstanding costs for 2021 of providing this immediate personal disaster assistance to individuals and families who meet the criteria for this support.

Comparative Municipal Tax Levy Changes

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Managers' Reports
Prepared by:	Steve Facey Financial Support & Budgeting
Recommended by:	General Manager of Corporate Services

Report Summary

This report provides information that outlines how other municipalities achieve tax levy changes lower than the rate of inflation.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to operational matters and has no direct connection to the Community Energy & Emissions Plan.

Financial Implications

There are no financial implications associated with this report.

Background

During the June 22, 2021 Finance and Administration Committee meeting, staff were directed to present a report outlining how other municipalities have achieved property tax levy increases lower than the rate of inflation. This report presents information obtained by surveying other single tier municipalities and describes a number of factors that influence the organization's property tax levy. Staff focused on other single tier municipalities because they are the most similar with respect to services provided as well as similar local governance frameworks.

Analysis

Municipal Tax Change Calculation

A municipality's tax levy is its net revenue requirement for providing the service levels selected by City Council after accounting for all other funding sources and changes in property assessment values. The calculation of how municipal taxes change is as follows:

Property Tax Levy Change (%) – Assessment Growth (%) = Municipal Tax Change

When expressed as a percentage, the property tax levy change typically compares the current levy with the prior year levy. For example, a “3% tax levy increase” indicates the current period levy is 3% higher than last year’s tax levy.

Assessment growth is the sum of all changes, be it new construction and renovations offset by demolitions and property tax appeals. It is the net change in the organization’s tax base. A large amount of new construction and renovations will provide a larger positive change to the tax base and will ultimately lower the municipal tax increase required. As an example, if the cost to provide all city services and capital budgets increased by 2% (including any service level enhancements), while the municipality experienced 2% assessment growth, the municipality could achieve a property tax levy increase of 0%. It should be noted that assessment does not equate to valuation change. Assessment growth is an offset to the overall municipal tax change, however valuation change may alter how much of the property tax levy derives from each property tax class. These decisions are made when contemplating Property Tax Policy once the budget process is complete.

As highlighted in the BMA study, the City of Greater Sudbury remains the city with the 2nd lowest level of property taxation in the province when comparing the typical detached bungalow amongst municipalities with over 100,000 in population. This means that compared to cities that provide generally similar services, Sudbury is one of the lowest cost service providers.

Municipal Tax and Rate Changes in 2021

Municipalities, including Greater Sudbury, network extensively to share information, examples and ideas that help the entire sector demonstrate resilience and adaptability. Municipal staff, specifically the Executive Director of Finance, Assets & Fleet, is part of a working group that is made up of Ontario Regional & Single Tier Treasurers. This group, representing jurisdictions with over 90% of the province’s population, meets on a monthly basis to discuss current topics and issues of municipal interest. The group also receives presentations from external groups to inform their collective view on various matters including interest rate projections, economic forecasts and policy issues affecting municipalities that could involve senior orders of government.

During 2020/21, a budget survey was conducted that compared property taxes and utility rates (Water/Wastewater). The survey reported 2021 property tax changes ranging from 0% to 4.4%. Among the factors influencing the individual changes, the most significant insight from this information was the range of assessment growth that municipalities were experiencing. Annual assessment growth varied between 0.23% and 2.06%. Generally, where assessment growth was higher, overall property tax changes were lower.

The City of Greater Sudbury experienced assessment growth of 0.49%, which was included within the 2021 Budget. Of the 18 Municipalities that participated in the survey, Sudbury experienced the third lowest assessment growth.

The Role of Consumer Price Index Changes in Determining Municipal Property Taxes

The direction for this report called for staff to offer some insight into how other municipalities could have property tax changes “below the rate of inflation”. This typically refers to household price changes, as reported monthly by Statistics Canada. This figure has no relationship to municipal services or budgets.

The Consumer Price Index (CPI) represents the change in prices of a basket of goods from point in time to another. There are 8 major components that make up CPI, and they are: Food, shelter, household operations, furnishing and equipment; clothing and footwear; transportation; health and personal care; recreation; education and reading, and alcoholic beverages, tobacco products and recreational cannabis. Some of the organization’s expenditures include items tied to CPI, such as contract services and the annual increase noted within each contract and some that are not, such as benefit rates, insurance, the

organization's Service Partners, utility costs etc. The budget direction report presented each year highlights the pressures that the organization is facing from a finance and budgetary perspective.

In summation, CPI remains a comparative figure that can be used as a benchmark of what can be strived towards, however there is no direct relationship between the increases in municipal property taxes to CPI.

Other Influencing Factors

Varying factors outside of the organization's control could impact the City's ability to grow, from both a population and assessment perspective. These factors could include the general economic condition of the City, assessment mix (residential versus industrial and commercial), ability to collaborate with other municipalities and agencies (cost sharing) as well as the following:

- Geography
 - The City of Sudbury presents a unique environment from both a weather and terrain perspective. The organization's budget for Winter Control is substantial, but required in order to deliver the approved service levels of Council. Capital budgets may also be higher than comparators due to extensive blasting required for certain projects that other municipalities may not face during construction.
- Population Density
 - The population of the City of Greater Sudbury is spread over an area of 3,228 square kilometers. As per the latest BMA Study, the population density is ranked low with a population density of 53 people per square kilometer. It should be noted that the average for northern municipalities is a population of 158 per square kilometer.
 - Lower population density also creates a requirement for more facilities that service areas with low population. This results in lower utilization, therefore lower user fees and a higher level of subsidization.

Council controls a variety of policy choices that influence the property tax levy. For example, Council controls service levels and the property tax levy is the major source of financing. To support service level decisions, Council has access to benchmarking data in the budget document, annual report and various presentations that reflect Greater Sudbury's current service levels, efficiency and quality compared to the MBNCanada median. Further, Council also has the results of a core service review that it directed to be delivered in 2019, which shows where/how services could be adjusted to reduce net costs (or allow existing resources to be shifted to higher priority service areas). Other examples of changes Council can control, and which reflect variations in practice between municipalities, include the following:

- Policy Choices
 - User Fees
 - Municipalities decide the level of subsidy for user pay services, such as Arenas, Play Fields, Cemeteries etc. A higher level of subsidy requires a higher tax levy.
 - Some municipalities have a 100% user pay financing model in place for some of their services. For example, in Greater Sudbury water and wastewater services are completely funded by user rates and do not require any property tax subsidy, which is typical in most communities. Some other cities also use this financing approach for waste collection and storm water management, further reducing the requirement for tax subsidies.
 - The Core Service Review recommended analyzing and changing the City's user fee structure. Council approved a User Fee Framework, which helps define an appropriate level of tax subsidy by understanding the level of community benefit provided by a particular service. This will inform future user fee policy decisions and could reduce future property tax levy changes.
 - Development Charges

- Development charges are a source of capital funding for growth related capital projects. Depending on the amount of development charges collected or rates charged, this will impact how much can be spent on growth related projects using this source, rather than the tax levy. Sudbury's development charge rates are lower than the averages reflected in the 2020 BMA study.
 - Reserves and Reserve Funds
 - Reserves and reserve funds are amounts set aside for a specific purpose, such as to accumulate in order to replace assets, to ensure funds are set aside for unanticipated or unbudgeted expenditures. Ensuring that reserves and reserve funds have healthy balances are a key component of the City's Long-term Financial strategy.
 - Municipalities have the ability to offset expenditures with the utilization of reserves, however, best practice is to use one-time funding sources to fund one-time expenditures. Any use of one-time funding sources for on-going expenditures will reflect an impact on the tax levy once the funding source is removed or depleted.
 - Some municipalities have explicit strategies to increase their flexibility by budgeting funds to grow reserve balances. This long-term strategy increases flexibility and gives Council more choice when considering how to pay for one-time expenditures. It can be noted that municipalities may have projected additional funding from senior levels of government to support COVID-19 related pressures in 2021 and/or included the utilization of reserves to balance to a desired tax levy change target.
 - Budget Flexibility
 - The organization's budget consists of both operating and capital requirements. Municipalities decide the balance that is allocated to Capital, along with the requirement of funding service levels in operating.
 - Along the same lines, municipalities have the ability to be flexible in terms of how debt repayment is budgeted. Council may choose to increase the tax levy to fund debt repayments, or reduce the capital program to fund the same debt repayments. Using capital funds to fund debt reduces the amount ultimately on capital projects.
- Service Level Choices
- Number of Assets or Facilities
 - As discussed during the 2021 Budget, specifically facility rationalization, municipalities have the ability to decide the mix of assets to be used to deliver Council approved service levels. This includes the number of arenas, playing fields, municipally owned properties etc. Each facility includes both fixed and variable operating expenditures and opportunities exist to be more effective with respect to service delivery.
 - Scale of Services Available
 - The level of service provided by operating departments can be adjusted to reduce the impact on the tax levy. Council has the ability to reduce, eliminate, or enhance, levels of service and the financial costs associated. The Core Service Review prepared by KPMG includes a substantial amount of information on service levels, performance and financial implications of each service.
 - Service Delivery Methods
 - Municipalities have the ability to adjust the service delivery methods for outward facing services, as well as internal support services. This includes the mix of contractors versus City staff, utilization of volunteers instead of paid staff as well as offering services online versus in-person. Each of these choices may have positive, or negative financial implications and can impact the amount of tax levy required.
- Corporate Cultural Choices
- Risk Tolerance
 - Council and staff have finalized work on the Enterprise Risk Management Policy and have established Key Enterprise Risks that have been identified and analyzed. The

level of risk appetite which drives the requirement for mitigation strategies may require additional resources (financial, additional staff etc.) to implement.

- Innovation
 - Similar to the service level decisions highlighted above, Council has the ability to focus on sustaining current service levels or invest in innovation to change the way services are delivered. Investments, even though may impact the current year's tax levy, may result in long-term savings for the municipality.
 - The organization has taken strides with respect to innovation with GOVA, Customer Service Strategy (and its new CRM and the One-Stop Shop now under construction), the water meter upgrade program and Land Management Information System (LMIS), to name a few examples. These recent changes improve service levels and/or reduce net costs. In addition, Council approved the business case for COMPASS. This foundational change will regularly provide better information about productivity levels for all services.
- Development
 - As of September, 2020 the City engaged with the Greater Sudbury Development Corporation with a revised operating agreement that renews the mandate and role of the Corporation to focus on economic development, investment attraction by encouraging , facilitating and supporting community strategic planning, investment and job creation. This supports the City's interest in leveraging resources to support development and to ultimately grow the tax base. The GSDC is another opportunity for the City to engage business and development stakeholders in collaborative efforts in support of development. An excellent example of this collaboration is the Employment Lands Strategy, coordinated by City staff in both Planning Services and Economic Development and supported with a financial contribution from the GSDC.
 - The Employment Lands Strategy in support of the City's strategic plan 2019 - 2027 is designed to develop an employment lands strategy and community improvement plan that links infrastructure and economic development and ensures that the City has an adequate supply of serviced employment land and incentive framework in place to stimulate investment, development and job creation. The consultation process has included stakeholder engagement meetings with the Mayor and Council, community groups such as the GSDC board and the Chamber of Commerce, the Mining sector, Real Estate and Development sectors and input received from the City's Over to You website. It is anticipated that the final report to be completed in Q4 of 2021 by the lead consultant Cushman - Wakefield, aimed at enhancing Greater Sudbury's investment readiness. These may include servicing recommendations for existing industrial areas, amendments to the City's Zoning By - Laws and the creation of a jobs and investment CIP and incentive program. The implementation of any of these measures will require City Council approval as well as ongoing public engagement as these new policies and programs are developed.

Conclusion

Each municipality differs with respect to factors within or beyond of Council's control. Each municipality also differs on the levels of service that are provided to rate payers as well as the financing mix of what is funded by the tax levy, and what is funded by user fees, such as Stormwater and Solid Waste expenditures.

The topics highlighted in this report indicate a number of decision points that can be made which would impact the property tax levy, and potentially lower overall change to a rate less or equal to the rate of inflation. Some of the decision points highlighted within this report may include financing policy choices that are not recommended, but do indeed result in a lower overall tax levy change.

While each municipality has outside factors that influence the property tax level, decisions of Council through the budget deliberation process also influence the rate of taxation for any given year.

References

2021 Property Tax Policy - <https://pub-greatersudbury.escibemeetings.com/filestream.ashx?DocumentId=39949>

2020 BMA Study - <https://www.greatersudbury.ca/city-hall/budget-and-finance/performance-measurement/2020-bma-report/>

Core Service Review - <https://pub-greatersudbury.escibemeetings.com/filestream.ashx?documentid=1158>

Long-term Financial Plan Update 2021 - <https://pub-greatersudbury.escibemeetings.com/filestream.ashx?DocumentId=40230>

Enterprise Risk Management Update - <https://pub-greatersudbury.escibemeetings.com/filestream.ashx?DocumentId=40219>

Zero Based Budgeting

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Managers' Reports
Prepared by:	Liisa Lenz Financial Support & Budgeting
Recommended by:	General Manager of Corporate Services

Report Summary

This report responds to Council's direction to provide a report describing Zero Based Budgeting and the work required if the City chose to adopt this budgeting method.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to operational matters and has no direct connection to the Community Energy & Emissions Plan.

Financial Implications

There are no financial implications associated with this report.

Background

During the June 22, Finance and Administration Committee meeting, staff were directed to present a report describing Zero Based Budgeting and what would be required for the City to utilize this budgeting method. This report describes the City's current practices, describes Zero Based Budgeting, and the implications to the City to transition to this budget method.

What is Budgeting?

A budget is a plan that describes, in financial terms, expected service efforts for a defined period. It includes both the planned funding sources (ie. revenues) and resource requirements (ie. expenditures). Typically, although not always, a municipality's budget describes more than just planned financial cost. A municipal budget also provides important contextual information about its operating environment, planned activities and goals as well as prior year results.

There are several different methods used to prepare a budget, including:

Incremental Budgeting: The prior period budget becomes the starting point for adjustments made to reflect the changing environment and determine the current period budget. This approach anticipates planned

services and service levels are consistent between reporting periods.

Zero Based Budgeting: Using this approach, every budget line begins at zero for each new budget period. Each cost and revenue element is assessed to determine if it is still required for delivering the business plan. Services and service levels are reviewed and changes are considered to find a result that achieves desired financial objectives.

Service Level Budgeting: This approach begins with defining desired outputs and requires a comprehensive understanding of services and service levels, as well as the cost implications of planned service levels. Costs are determined after confirming planned service levels/outputs (“Services drive costs”).

Outcome Budgeting: This approach begins with a review of the broad outcomes anticipated in documents such as the strategic plan and evaluates the services, outputs and resources required to achieve them. Much like with service level budgeting, planned revenues and costs are determined based on the understanding of what is required to achieve the outcomes. A series of program evaluations is undertaken to assess results.

The City of Greater Sudbury’s Budget Process

Over the last five years the City has been developing a service-based budget process, emphasizing planned service levels and performance. Historically, it used an incremental budget process, with adjustments each year to reflect the prior period’s actual revenues and expenditures and focusing on line item adjustments.

The budget process begins with an assessment of the operating environment and service performance. Departments are instructed to first review their actual costs, contractual agreements, changes in legislation and operating environment to assess if current resources can sufficiently address planned service requirements in the upcoming period. At the same time, departments will also review their revenues, including third party funders, user fee rates and service utilization levels. This leads to adjustments that reflect actual prior period experience and keeps the budget from simply being an incremental change from the prior period. The objective is to provide Council with information that supports a discussion about whether, or how, to make adjustments to services, service levels or service delivery methods.

This approach is more comprehensive than incremental budgeting, since it requires an extensive awareness of service objectives, service levels, actual performance and resource requirements. It depends on effective collaboration between finance professionals and operational staff that have detailed understanding of services and cost drivers.

Zero-Based Budgeting

As described above, zero-based budgeting or ZBB is the approach to budgeting where all accounts start at zero at the beginning of each planning period. Resource requirements are assessed and confirmed with each budget, such that no service level or workflow is deemed to be outside an annual review to determine their continued need. Based on the results of such a review resource needs are costed to determine the expenditure budgets. The purpose of ZBB is to enhance the understanding of resources required to perform a task, their cost and their value-added in producing planned results.

This approach to using ZBB is extremely limited, primarily due to the significant resources required to prepare such a budget. However, examples exist of municipalities that use an adapted approach of ZBB to prepare part, or all of their annual budget.

The expectation is that a ZBB model presents several different options/budget packages for review that show the implications of maintaining expenditure levels and/or adjusting expenditures to meet anticipated requirements. This would include illustrating the implications of service reductions. Typically, different options are not provided and the focus is on reviewing accounts to evaluate whether resource levels can be justified by decision makers. This means departments use ZBB to thoroughly review the factors influencing resource levels and associated cost for continuing existing services.

The main advantage of ZBB is the insights it provides for a better understanding of the costs to provide services, and how best to allocate scarce financial resources. It enables clear choices about strategic priorities and which operations or services will be funded based on their perceived value. Another advantage is that the method allows departments to gain a firm understanding of the resources required to undertake their regular operations. These features of ZBB exist within the City of Greater Sudbury's current budget process.

There are also disadvantages with ZBB, primarily its focus on inputs and current operations rather than the outputs desired from service levels and an organization's longer-term strategies. ZBB is based on defining operational needs, which can create a disconnect between strategic documents such as Council's Strategic Plan, the Official Plan or other long range policy documents. Other drawbacks include the time and resources required to perform the budget on an annual basis. Typically the ZBB method requires more involvement by both management level and Council than other models to review all inputs and decision points.

Comparative Practices

The Government Finance Officers Association (GFOA) is an association that represents more than 20,000 public finance officials throughout Canada and the United States with the mission of advancing excellence in public finance. In 2011 GFOA published a study of ZBB. The study included a survey which indicated approximately 20% use ZBB, with the remaining survey respondents not adopting it after some investigation, or simply not considering its adoption. The primary reason for such a small uptake is due to the large amount of work and time required to perform this method of budgeting, and the concern that benefits may not outweigh the costs.

What would it take for CGS to Transition to Zero Based Budgeting?

The City of Greater Sudbury's current budget process incorporates the key benefits of ZBB and offers more information than ZBB provides. Requiring a ZBB approach would nonetheless incur more resource demands.

These resource demands would generally involve more staff time from service areas to document and assess the activities, define service levels and resource requirements to perform that activity. This would include introducing new steps as part of the annual budget development process to systematically identify the type of service adjustments Council would be willing to consider. This change from the current process would increase the scope of Council's budget deliberations and require more time to debate budget directions.

Unlike the current approach, which anticipates services and service levels remain generally consistent between budget periods (with exceptions noted and debated in the form of a Business Case), a ZBB process would assess the potential for change in each service. This level of analysis and preparation would require additional staff who have the requisite financial analysis skills needed to prepare documentation that would support Council's deliberations.

The corporation's current enterprise system does not support ZBB, so it would need to be replaced or augmented with some additional software if there was a desire to adopt a ZBB approach. Alternatively, the City can maintain the existing system and have more reliance on the use of spreadsheets to prepare and justify a ZBB, but this would not be efficient. Training for staff and Council would be developed to ensure a ZBB process was well understood and properly applied. The cost of this change requires further investigation.

From an operating perspective, the process of ZBB would require more staff time than the current budget process. This is the main drawback for almost all municipalities that have considered this method. Currently, staff invest approximately 12,000 hours to prepare the annual budget. Moving to a ZBB process would require approximately 18,000 hours, or approximately 6,000 hours more than the current process requires. Extra time is needed at all steps of the process, from developing, to reviewing, to preparing the final document. This is not just about dedicating more time, however. As noted, more analytical staff would be

required to support a ZBB process and to prepare the draft budget.

It should be noted that this does not reflect the time for operating departments to prepare their individual budget submissions. Based on what is involved in preparing a ZBB, it is anticipated that 50%-100% more time would be required putting additional pressures on operating departments to perform operations and provide services at Council approved levels. With the implementation of COMPASS, it will be better understood how much time is dedicated to the budget process as the time requirement varies throughout the organization. The additional time required of operating departments may not produce an incremental financial impact, but it would draw resources currently dedicated to supporting other elements of their services.

For Council's reference, in November 2011, the Finance Committee was presented with a Zero Base Budget report for the Summer Roads Maintenance program. This report highlighted the operating expenditures required to maintain all roads assets (roadway, sidewalk, curbs, gutters, catch basins, signs etc.). The analysis reflected the type of work and frequency using best maintenance practices described by the Ministry of Transportation.

This produced a recommended budget of \$18 million (at the time) for Summer Roads Maintenance. However the City's budget was \$13.8 million, a shortfall of \$4.2 million. The reason that the ZBB exercise resulted in such a large shortfall is because the method of budgeting at the time did not reflect the best practices for frequency of work required. For example, the base budget at the time accounted for the resurfacing of gravel roads every 80 years for an annual cost of \$257,000. The recommended service level called for resurfacing gravel roads every 20 years resulting in a budget requirement of \$1,075,000. This example allowed Council and staff to better understand the current summer roads maintenance program, as well as the recommended maintenance program, and the financial cost of each.

Staff have the ability to implement zero based budgeting if directed by Council, but we view the current approach as a more strategic and comprehensive process. Incorporating a program of zero-based reviews, like what was undertaken for a review of the Summer Roads Maintenance program, or like what has been done by the City of Calgary, could be introduced outside the budget process with appropriate resources.

Conclusion

Staff believe the current budget process is effective for the insights it provides into comparative performance, alignment with policies and strategies and for minimizing the administrative time required to produce a draft budget. Adopting a ZBB would increase the amount of administrative time required to produce the budget without incrementally greater benefits.

Resources Cited

Zero Based Budgeting: Modern Experiences and Current Perspectives GFOA

<https://www.gfoa.org/materials/zero-base-budgeting>

Budgeting Approaches for Municipalities: Municipal Finance Officers Association of Ontario

https://www.mfoa.on.ca/mfoa/main/pdfs/AC17_Tues_Sept19_Budgeting_Approaches_Dunbar_Collins.pdf

Summer Roads Maintenance – Zero Based Budget (Pg 5 – Pg 14)

<https://pub-greatersudbury.escribemeetings.com/FileStream.ashx?DocumentId=35546>

Public Sale for Tax Arrears Under the Municipal Act – November 10, 2021

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Correspondence for Information Only
Prepared by:	Kyla Bell Taxation
Recommended by:	General Manager of Corporate Services

Report Summary

This report provides information regarding a public tax sale for properties in tax arrears under the authority of Part XI of the Municipal Act of Ontario. On Wednesday, November 10, 2021 the City of Greater Sudbury will offer approximately thirty five (35) properties for sale in accordance with the rules and procedures governing a public tax sale.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to operational matters.

Financial Implications

There are no financial implications associated with this report.

Executive Summary

Part XI of the Municipal Act, 2001 (the Act) provides the authority for a municipality to collect property tax arrears through tax registration and public sale. On Wednesday, November 10, 2021, the City of Greater Sudbury will conduct a sale of land by public tender (tax sale) in accordance with this legislation. Approximately thirty five (35) properties will be offered for sale. Tenders will be accepted until 3:00 pm on the day of the sale and tenders will be opened at 3:30 pm.

Background

On November 10, 2021, the City of Greater Sudbury will conduct a sale of land by public tender for properties with tax arrears, under the authority of the Municipal Act, 2001. The Finance Division will be coordinating the public sale in accordance with the Rules and Procedures as outlined in Provincial Legislation.

Approximately thirty five (35) properties will be offered for sale on November 10, 2021, and full payment in certified funds by the current property owner will be accepted up until 3:00 pm, after which tenders will be opened at 3:30 pm the same day and a successful tenderer declared.

In the past, the number of properties offered for tax sale was approximately thirty five (35) on average. A majority of these properties have their outstanding taxes paid off prior to the deadline, resulting in only approximately five (5) to ten (10) properties proceeding to the tax sale.

The following outlines the procedures undertaken with respect to the collection of tax arrears:

- Regularly throughout each year, arrears notices are sent to the assessed owners of all properties on which realty taxes remain unpaid.
- Under the authority of the Municipal Act, 2001, for those properties which are two (2) years in arrears, a notice of upcoming legal action is sent to the owner.
- If payment is not received or if satisfactory repayment arrangements are not made, a tax arrears certificate representing a lien against the property is registered on title in accordance with the Municipal Act, 2001. Notices are sent by registered mail to the assessed owner and all parties having an interest in the property. An administration charge representing costs of collection is levied on the property.
- The property owner has one (1) year from the date of registration to pay the taxes and administration fee in full or enter into a tax extension agreement with the municipality.
- A final notice is sent by registered mail to the assessed owner and all interested parties 280 days after the lien is registered.

If taxes still remain unpaid after the redemption period (one year), the Municipal Act, 2001 authorizes the Treasurer of the municipality to offer the property for public sale. For all of the properties proceeding to tax sale, the one-year redemption period has expired.

- Due to the COVID-19 Pandemic, some of these properties were provided an extension of up to 180 days because of emergency orders that were in place by the Province of Ontario.
- A notice is sent to the assessed owner by registered mail advising of pending tax sale action.
- All affected properties are advertised for sale in accordance with procedures outlined in the Municipal Act, 2001 and Ontario Regulation 181/03.

Tax Extension Agreements

The City of Greater Sudbury offers the option for a tax extension agreement as per Section 378 of the Municipal Act, 2001, for properties that have a tax arrears certificate registered on title. As per the Act this option is only available before the expiry of the one-year period following the date of the registration of the tax arrears certificate. The one-year redemption period has expired for all properties that will be available for sale.

Cancellation of Sale of Land by Public Tender

A property can only be cancelled from the sale of land by public tender if:

- the cancellation price is paid in full by certified funds or other acceptable methods as set out in the Municipal Act, 2001, prior to the registration of a Tax Deed; or
- by the treasurer of the municipality if in his or her opinion,
 - it is not in the best interests of the municipality to continue with the proceedings; or
 - because of some neglect, error or omission, it is not practical or desirable to continue proceedings.

Postponement of Sale of Land by Public Tender

The sale of a property may be postponed and conducted at a later date, if after advertising the treasurer is of the opinion that completing the sale would be impractical or would be unfair to the tenderers.

Summary

The process of the sale of land by public tender is a collection tool used by the City of Greater Sudbury to collect unpaid property tax arrears. This process is authorized under the Municipal Act, 2001. All aspects of this collection method are regulated by the Municipal Act, 2001, and the Municipal Tax Sale Rules as set out in Ontario Regulation 181/03.

For reference, attached is the information package and checklist (Appendix 'A') that will be provided to potential tenderers online and by hard copy as part of the tender package for each property advertised for sale. The information package and checklist provide the details about the sale, the process, obligations and provide a checklist to assist potential tenderers with submitting their tender(s).

Also provided is Ontario Regulation 181/03 (Municipal Tax Sale Rules) in Appendix 'B' which has to be adhered to throughout the process for the sale to be valid.

Resources Cited

Municipal Act, 2001
Ontario Regulation 181/03



IMPORTANT INFORMATION REGARDING THE SALE OF LAND BY PUBLIC TENDER

Definitions:

All references to section numbers in this Information Sheet are references to the *Municipal Act, 2001*. Additionally, this Information Sheet uses certain terms which are defined in the *Municipal Act, 2001*, Part XI Section 371 as set out below:

“Cancellation Price” means an amount equal to all the tax arrears owing at any time in respect of the land together with all current real property taxes owing, interest and penalties thereon and all reasonable costs incurred by the municipality after the treasurer becomes entitled to register a tax arrears certificate under section 373 or 373.1 in proceeding under this Part or in contemplation of proceeding under this Part and may include,

- a. legal fees and disbursements
- b. the cost of preparing an extension agreement under section 378,
- c. the costs of preparing any survey required to register a document under this Part, and
- d. a reasonable allowance for costs that may be incurred subsequent to advertising under section 379

“Tax Deed” means a tax deed prepared under section 379 and includes the title conferred by the registration of the tax deed.

“Notice of Vesting” means a notice of vesting prepared under section 379 and includes the title conferred by the registration of the notice of vesting.

Limitations:

The City of Greater Sudbury makes no representation regarding the title to or any other matters relating to the land to be sold. Responsibility for ascertaining these matters rests with the tenderers who are advised to investigate matters of interest prior to submitting a tender.

No verbal information or advice provided in furtherance or for the purposes of this tender by the Municipality or its staff will be binding on the Municipality. All written instructions, specifications and terms will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the official closing.

Although this Information Sheet sets out as summary of the procedures, for your convenience, interested parties should reference the relevant sections of the *Municipal Act, 2001* as well as *Ontario Regulation 181/03* (Municipal Tax Sales Rules). These can be found online at <https://www.ontario.ca/laws>, among other locations.

In the event of a conflict between the contents of this document and the content of the *Municipal Act, 2001* or Regulations thereunder, the provisions of the *Municipal Act, 2001* and/or Regulation shall govern.

At any time prior to the registration of a Tax Deed the treasurer may halt proceedings and register a cancellation certificate as per section 382 of the *Municipal Act, 2001*, if in his or her opinion,

- a. it is not in the financial interests of the municipality to continue with the proceedings; or

- b. because of some neglect, error or omission, it is not practical or desirable to continue proceedings

The treasurer may postpone the tax sale and conduct it on a later date as per section 22 of the Regulation, if after advertising the treasurer is of the opinion that completing the sale would be impractical or would be unfair to the tenderers.

About Sale of Land by Public Tender (Tax Sale):

A Sale of Land by Public Tender (also referred to in this Information Sheet as a 'Tax Sale') is governed by the *Municipal Act, 2001*, and Ontario Regulation 181/03 (the "Municipal Tax Sales Rules"). By following the process set out in this legislation, the municipality has an opportunity to sell land which is in arrears of taxes in order to recover the arrears.

The Municipality registers a Tax Arrears Certificate on the title of a property in tax arrears for at least two (2) years. This certificate indicates that the property will be sold if the "Cancellation Price" is not paid within one year of registration of the certificate.

The Municipality advertises the property(s) for sale due to non-payment of taxes if the "Cancellation Price" is not paid within the one year registration of the certificate and no tax extension agreement has been executed.

Tender packages for properties being offered for Sale of Public Tender as part of a tax sale process will be made available for pickup through the City of Greater Tax Department on the 2nd Floor, Tom Davies Square, 200 Brady St, Sudbury. Municipal office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday, holidays excluded. Documents will also be available online at <https://www.greatersudbury.ca/city-hall/tax-services/tax-sale-properties>, and may be printed and used.

All sealed tender envelopes received will be date and time stamped when received and will be retained unopened in a safe place by the treasurer.

All sealed tender and withdrawals will be opened at 3:30 p.m. local time on the closing date in a public place as indicated in the tender package and the advertisement.

After the opening of all sealed envelopes, the treasurer will examine all envelopes, tender to purchase forms and bid deposits. Any tender that does not meet all of the necessary criteria will be rejected.

All rejected tenders together with the tenderer's deposit will be returned by registered mail, along with an explanation as to the reason for its rejection to the mailing address provided on the Tender to Purchase Form submitted by the tenderer.

If two or more tenders of equal amount are tendered, then the tenderer who submitted the earlier tender will be deemed to be the higher tenderer.

The two highest tenders will be retained until the successful tenderer has met all commitments. The successful tenderer will be notified in writing by ordinary mail to the address provided on the Tender to Purchase Form, that the tenderer will be declared the successful purchaser if, within 14 days of the notice the balance reflected on the notice is paid in full. This balance will include the balance of the amount tendered, any taxes that may be applicable, such as land transfer tax and/or HST and accumulated taxes. As a result, the total amount required to close, including registration costs will exceed the tendered amount.

The tenderer will be required to retain a lawyer to act on their behalf to process the transaction and register the transfer.

If the highest tenderer does not remit the remaining funds as required within the 14 days of the notification, the highest tenderer's deposit is forfeited to the Municipality and the property is offered with the same terms and conditions to the second highest tenderer.

If the second highest tenderer does not remit the remaining funds as required, then the second highest tenderer's deposit is forfeited to the Municipality and the treasurer shall declare that there is no successful purchaser.

For every property advertised for Sale of Land by Public Tender that has a successful purchaser, the Municipality does obtain (prior to transfer) a statement from the Ministry of Energy, Northern Development and Mines that the land:

- a) is liable to a tax imposed under the *Mining Act* and accordingly, under section 384 of the *Municipal Act, 2001*, the registration of this document creates a severance of the surface rights from the mining rights, or
- b) is not liable for a tax imposed under the *Mining Act* and accordingly, under section 384 of the *Municipal Act, 2001*, the registration of this document does not create a severance of the surface rights from the mining rights.

Note: This process is required by law and may increase the timeframe between the tender opening and the transfer of title.

Certain interests in the land will survive the tax sale. The Tax Deed provides the successful tenderer with title to the land free of all interests except:

- a) easements and restrictive covenants that run with the land,
- b) any estates and interests of the Crown in right of Canada or in right of Ontario,
- c) any interest or title acquired by adverse possession by abutting landowners before registration of the tax deed.

The Municipality does not provide vacant possession of any property purchased through a Sale of Land by Public Tender or provide keys to any building on the property on closing. If the property purchased through a Tax Sale is not vacant, it is the sole responsibility of the tenderer to secure possession at their own cost.

If no tenders are received or if no tenders remain for a property after the review process, then the treasurer shall declare that there is no successful purchaser.

If there is no successful purchaser, the Municipality has the option to register a notice of vesting in favour of the Municipality.

Additional Information About Sale of Land by Public Tender:

You should be aware that Sale of Land by Public Tender is not a regular real estate transaction. If you are participating in a sale of land by public tender **it is highly recommended that you seek independent legal advice prior to submitting a tender to ensure your interests are protected.**

The City of Greater Sudbury does not own or have access to the properties being advertised for Sale by Public Tender and cannot provide access to potential tenderers for viewing. All property is sold 'as is'.

All potential tenderers are advised to obtain all required information about the property prior to submitting a tender.

The onus is on the tenderer to conduct their own inquiries into such matters as zoning, access, work orders, environmental concerns, water, hydro and other arrears, building restrictions, access to public roads, title problems or the physical condition of the land and/or any structure(s) thereon.

The Municipality does not provide legal opinions or advice to potential tenderers in respect of issues which may arise in the context of a Sale of Land by Public Tender.

The Municipality makes no representations as to the quality of the title, the value or marketability of the property(s) being sold under Sale of Land by Public Tender. Under the provisions of the *Municipal Act, 2001*, the treasurer is not bound to inquire about or form any opinion of the value of the properties before conducting a sale and has no duty to obtain the highest or best price for the property(s).

The Municipality is not obligated to provide a survey or reference plan or any document other than a Tax Deed to a successful purchaser for any parcel of land being sold under tax sale.

Instructions for submitting a Tender to Purchase:

Below are the steps and instructions to be followed for completing tender and tender envelope and for submitting the tender in a Sale of Land by Public Tender. These must be followed to ensure these items are prepared and submitted in accordance with the Municipal Tax Sales Rules: Failure to comply can result in a rejection of the tender:

1. Tender Amount

The minimum tender amount for a property is the amount advertised as the 'Cancellation Price' (taxes, penalties, interest, administration charges etc) at time of advertising. Your tender amount must be this amount or more. Should your tender be accepted as the successful tender, you will also be required to pay 'accumulated taxes' being any further taxes, penalties, interest, administration charges etc that have accumulated since the time of advertising along with Land Transfer Tax and any applicable HST.

2. Tender to Purchase Form (Form 7)

All tenders must be on Tender to Purchase Form (Form 7).

- a. There is a Tender to Purchase (Form 7) in your tender package or one may be obtained at the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs.
- b. All information is required to be typewritten or legibly handwritten in ink.
- c. Information must be accurately completed and provided in full.

3. Deposit (Must be at least 20% of your tender)

- a. Your tender must be accompanied by a deposit of at least 20 per cent (20%) of your tender amount.
- b. The deposit needs to be rounded to the 'higher cent' where applicable. (For example: if your tender is \$10,000.01 then 20% of \$10,000.01 equals \$2,000.002 and you must round up, so the deposit will be at least \$2,000.01).
- c. Deposit shall be made by way of money order/bank draft/certified cheque by a bank or authorized foreign bank within the meaning of section 2 of the *Bank of Act (Canada)*, a trust corporation registered under the *Loan and Trust Corporations Act* or credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*.
- d. The deposit must be made payable to **City of Greater Sudbury**.
- e. **IMPORTANT** – if you receive notification that your tender has been accepted, you must pay the full amount owing (as provided) within 14 days of the notice. **If payment in full is not received as required, for any reason, your deposit will be forfeited to the Municipality.**

4. Tender Envelope

The tender and deposit must be submitted in a sealed envelope, addressed to the treasurer. You must note on the face of the envelope:

- a) it is for a Sale of Land by Public Tender,
- b) set out a short description or municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which the tender relates.

You may wish to use the envelope label provided in the tender package and affix it to your envelope.

5. Only One Parcel Per Tender to Purchase (Form 7)

Each tender shall relate to only one parcel of land. If you are submitting a tender(s) for more than one property, you must submit a separate Tender to Purchase (Form 7), each with its own separate deposit and in its own envelope for each property.

6. Terms and Conditions

No additional terms or conditions that are not provided for in the Municipal Sales Tax Rules will be accepted. If your Tender to Purchase (Form 7) includes any additional terms or conditions, it will be rejected.

7. Submitting a Tender(s)

- a. Tenders must be received no later than 3:00 p.m. local time (closing time) on Thursday, April 30, 2020 (closing date) at the Tax Department, 2nd Floor, Tom Davies Square, 200 Brady Street, Sudbury, Ontario P3E 3L9.
- b. Closing time will be determined in accordance with the clock on the computer at the Tax Department counter.
- c. Tenders may be submitted in person, by courier or by mail. Tenderers are solely responsible for the actual delivery of their tender. The tender must be received by the treasurer on or before the closing time on the closing date or it will be rejected. The treasurer will consider only the time of delivery to the Tax Department and will not consider the day and time of delivery of the tender to a courier, delivery service or Canada Post, etc. or whether it was delivered to the Municipality prior to the closing time, if it is not actually in the possession of the treasurer at the closing time.

Note: If sent by mail or the mailing address includes a Post Office Box, there is no guarantee the Municipality will collect their mail before 3:00 p.m. on the day of the sale.

8. Withdrawing a Tender(s)

A tender may be withdrawn if the tenderer delivers a written request to have their tender withdrawn to the treasurer by 3:00 p.m. local time on the closing date. Any tender withdrawals will be opened at the opening of the sealed envelopes. The delivery envelope and notice of withdrawal must:

- a. be delivered in a sealed envelope
- b. be addressed to the treasurer
- c. indicate that it is in relation to the Sale of Land for Public Tender and
- d. provide a short description or the municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which the withdrawal letter relates.

9. Questions

All questions regarding this Sale of Land by Public Tender must be submitted in writing via email to taxdepartment@greatersudbury.ca or by fax to 705-671-9327.

Tender's Checklist for Submitting a Valid Tender

If your tender does not meet all of the below criteria, the Tender shall be rejected:

- ☐ Tender is submitted on the **Tender to Purchase Form (Form 7)** and:
 - a. Must be addressed to the person who holds the position of Treasurer under Section 286(2), even if their Title is different.
 - b. Shall be typewritten or legibly handwritten in ink. Ensure to complete each section.
 - c. Only deals with one parcel of land.
- ☐ Tender includes only the terms and conditions as provided for in the Municipal Tax Sale Rules.
- ☐ Tender amount is equal to or greater than the Minimum Tender Amount as advertised for the property.
- ☐ Tender is accompanied by a deposit of at least 20% of **your** tendered amount.
 - a. Deposit of at least 20% must always be rounded up the 'Higher' cent
ie: your tender \$10,000.01
20% of \$10,000.01 equals \$2,000.002 therefore your deposit must be at least \$2,000.01
- ☐ Deposit is made out in the favour of the City of Greater Sudbury.
- ☐ Deposit is made by way of money order/bank draft/certified cheque by a bank or authorized foreign bank within the meaning of section 2 of the *Bank of Act (Canada)*, a trust corporation registered under the *Loan and Trust Corporations Act* or credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*.
- ☐ Tender is submitted in a sealed envelope and sets out the following information whether on the envelope label provided or otherwise:
 - a. Addressed to the "treasurer"
 - b. Specifies it relates to a Tax Sale
 - c. Short description or municipal address of the land sufficient to allow the Treasurer to identify the parcel of land which the tender relates
- ☐ Only one Tender to Purchase Form (Form 7) per envelope.
- ☐ Your tender(s) must be received in the office of City of Greater Sudbury, Tax Department, Attn: City Treasurer, 2nd Floor, Tom Davies Square, 200 Brady Street, PO Box 5555, Stn 'A', Sudbury, ON, P3A 4S2, before 3:00 p.m. local time, Thursday, April 30, 2020.

***If you have not met all of the above criteria,
the Tender will be rejected!***

Municipal Act, 2001

ONTARIO REGULATION 181/03 MUNICIPAL TAX SALES RULES

Consolidation Period: From January 1, 2018 to the [e-Laws currency date](#).

Last amendment: 571/17.

Legislative History: 580/06, 571/17.

This is the English version of a bilingual regulation.

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PART I

INTERPRETATION AND FORMS

Definitions

1. In this Regulation,

“accumulated taxes” means real property taxes that have accumulated with respect to a parcel of land from the first day of advertising of the parcel for sale by public sale until the day a successful purchaser is declared; (“impôts accumulés”)

“board” means a board described in subsection 371 (2) of the Act. (“conseil”) O. Reg. 181/03, s. 1.

Public sale of land

2. A public sale of land under the Act shall be conducted in accordance with this Regulation. O. Reg. 181/03, s. 2.

Required information on documents

3. (1) A tax arrears certificate referred to in subsection 373 (1) or 373.1 (1) of the Act shall contain the information set out in Schedule 1. O. Reg. 181/03, s. 3 (1); O. Reg. 571/17, s. 1 (1).

(2) A tax arrears cancellation certificate referred to in subsection 375 (2), 378 (6) or 382 (3) or (6) of the Act or subsection 22 (2) of this Regulation shall contain the information set out in Schedule 2. O. Reg. 181/03, s. 3 (2); O. Reg. 580/06, s. 1.

(3) A tax deed and the statement related to it, as required by clause 379 (5) (a) and subsection 379 (6) of the Act, shall contain the information set out in Schedule 3. O. Reg. 181/03, s. 3 (3); O. Reg. 571/17, s. 1 (2).

(4) A notice of vesting and the statement related to it, as required by clause 379 (5) (b) and subsection 379 (6) of the Act, shall contain the information set out in Schedule 4. O. Reg. 181/03, s. 3 (4); O. Reg. 571/17, s. 1 (2).

Matters prescribed for purposes of s. 381 (3) of the Act

3.1 The matters described in subparagraphs 5 (i), (ii), (iii) and (v) of Schedule 3 and subparagraphs 6 (i), (ii), (iii) and (v) of Schedule 4 are prescribed for the purposes of subsection 381 (3) of the Act. O. Reg. 571/17, s. 2.

Forms

4. (1) The forms set out in the Table to Schedule 5 are prescribed as required forms for the purposes indicated in the Table. O. Reg. 571/17, s. 3.

(2) The forms prescribed by subsection (1) are the forms that are available on the website of the Government of Ontario Central Forms Repository under the listing for the Ministry of Municipal Affairs. O. Reg. 571/17, s. 3.

PART II SALE BY PUBLIC TENDER

Advertisement

5. (1) If the treasurer conducts a sale by public tender, the advertisement required by clause 379 (2) (b) or clause 379 (2.0.1) (b) of the Act, as the case may be, shall comply with this section. O. Reg. 571/17, s. 4.

(2) The treasurer shall advertise the land for sale once in *The Ontario Gazette* and once a week for four weeks in a newspaper that, in the opinion of the treasurer, has such circulation within the municipality as to provide reasonable notice of the sale or, if there is no such newspaper, post a notice in the municipal office and one other prominent place in the municipality. O. Reg. 571/17, s. 4.

(3) The following rules apply to advertisements under subsection (2):

1. The advertisement in *The Ontario Gazette* shall be in Form 6.

2. If the land is advertised for sale in a newspaper,

i. during the first week, the advertisement in the newspaper shall be in Form 6,

ii. during the second, third and fourth weeks, the advertisement shall either be in Form 6 or shall contain the information set out in subsection (4), and

iii. if the advertisement is not in Form 6 during one or more of the weeks described in subparagraph ii, the treasurer shall make a copy of the advertisement in Form 6 available on a website of the treasurer's choosing during those weeks that the advertisement is not in Form 6.

3. If the land is advertised for sale by the posting of a notice, the notice shall be in Form 6. O. Reg. 571/17, s. 4.

(4) If Form 6 is not used for a newspaper advertisement in one or more of the weeks described in subparagraph 2 ii of subsection (3), the advertisement shall contain the following information during those weeks that the advertisement is not in Form 6:

1. The name of the municipality or board.

2. The street address and municipality in which the land is located or, if there is no street address, the location of the land.

3. The deadline for receiving tenders.

4. The minimum tender amount (*set out the cancellation price as of the first day of advertising*).

5. The following statements:

- i. This sale is governed by the *Municipal Act, 2001* and the Municipal Tax Sales Rules made under that Act.
- ii. Further information about this matter is available online at (*website address*), or you may contact (*contact information for the municipality or board, such as address, email address, telephone number, and one or more contact names*). O. Reg. 571/17, s. 4.

(5) An advertisement may relate to the sale of any number of parcels of land. O. Reg. 571/17, s. 4.

(6) The treasurer shall allow at least seven days after the publication of the last advertisement in *The Ontario Gazette* or a newspaper, or where there is no newspaper, the posting of the notice, for the submission of tenders. O. Reg. 571/17, s. 4.

Tender

6. (1) A tender shall be in Form 7 and shall be,

- (a) typewritten or legibly handwritten in ink;
- (b) accompanied by a deposit of at least 20 per cent of the tender amount, which deposit shall be made by way of money order or by way of bank draft or cheque certified by a bank or authorized foreign bank within the meaning of section 2 of the *Bank Act* (Canada), a trust corporation registered under the *Loan and Trust Corporations Act* or a credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*;
- (c) submitted in a sealed envelope which indicates on it that it is a tax sale and provides a short description or municipal address of the land sufficient to permit the treasurer to identify the parcel of land to which the tender relates; and
- (d) addressed to the treasurer. O. Reg. 181/03, s. 6 (1); O. Reg. 571/17, s. 5.

(2) A tender shall relate to only one parcel of land. O. Reg. 181/03, s. 6 (2).

Receipt of tender

7. (1) On receiving an envelope identified as containing a tender, the treasurer shall mark on it the time and date on which it was received and shall retain it unopened in a safe place. O. Reg. 181/03, s. 7 (1).

(2) For the purposes of this Part, where two or more tenders are equal, the tender that was received earlier shall be deemed to be the higher. O. Reg. 181/03, s. 7 (2).

Withdrawn tender

8. (1) A tender is withdrawn if the tenderer's written request to have the tender withdrawn is received by the treasurer before 3 p.m. local time on the last date for receiving tenders. O. Reg. 181/03, s. 8 (1).

(2) The envelope containing a withdrawn tender shall be opened at the time of the opening of the sealed envelopes. O. Reg. 181/03, s. 8 (2).

Opening of tenders

9. (1) The treasurer, at a place in the municipality that is open to the public, shall open the sealed envelopes containing the tenders as soon as possible after 3 p.m. local time on the last date for receiving tenders. O. Reg. 181/03, s. 9 (1).

(2) The sealed envelopes shall be opened in the presence of at least one person who did not submit a tender, which person may be a municipal employee. O. Reg. 181/03, s. 9 (2).

(3) After opening the sealed envelopes, the treasurer shall examine their contents and shall reject every tender that,

- (a) is not equal to or greater than the minimum tender amount as shown in the advertisement;
- (b) does not comply with section 6;
- (c) includes any term or condition not provided for in this Regulation; or
- (d) has been withdrawn as set out in subsection 8 (1). O. Reg. 181/03, s. 9 (3).

(4) After complying with subsection (3), the treasurer shall reject all but the two highest of the remaining tenders. O. Reg. 181/03, s. 9 (4).

(5) Every rejected tender shall be returned to the tenderer together with the tenderer's deposit, if any, and a statement of the reason for rejection. O. Reg. 181/03, s. 9 (5).

Notice of vesting

10. If, after complying with section 9, no tenders remain, the treasurer shall declare that there is no successful purchaser. O. Reg. 181/03, s. 10.

Two remaining tenders

11. (1) If, after complying with section 9, two tenders remain, the treasurer shall immediately notify the higher tenderer, by ordinary mail sent to the address shown in the tender, that the tenderer will be declared to be the successful purchaser if, within 14 days of the mailing of the notice, the balance of the amount tendered, any taxes that may be applicable, such as a land transfer tax, and the accumulated taxes are paid, in cash, to the treasurer. O. Reg. 181/03, s. 11 (1); O. Reg. 571/17, s. 6.

(2) If the higher tenderer makes the payment as set out in subsection (1), the treasurer shall declare the tenderer to be the successful purchaser. O. Reg. 181/03, s. 11 (2).

(3) If the higher tenderer does not make the payment as set out in subsection (1), the tenderer's deposit shall be immediately forfeited to the municipality and the treasurer shall offer the parcel of land to the lower tenderer in accordance with section 12. O. Reg. 181/03, s. 11 (3).

One remaining tender

12. (1) If, after complying with section 9, only one tender remains or if, in accordance with subsection 11 (3), the treasurer is required to offer the parcel of land to the lower tenderer, the treasurer shall immediately notify the tenderer, by ordinary mail sent to the address shown in the tender, that the tenderer will be declared to be the successful purchaser if, within 14 days of the mailing of the notice, the balance of the amount tendered, any taxes that may be applicable, such as a land transfer tax, and the accumulated taxes are paid, in cash, to the treasurer. O. Reg. 181/03, s. 12 (1); O. Reg. 571/17, s. 7.

(2) If the tenderer makes the payment as set out in subsection (1), the treasurer shall declare the tenderer to be the successful purchaser. O. Reg. 181/03, s. 12 (2).

(3) If the tenderer does not make the payment as set out in subsection (1),

(a) the treasurer shall declare that there is no successful purchaser and may register a notice of vesting in the name of the municipality; and

(b) the tenderer's deposit shall be immediately forfeited to the municipality. O. Reg. 181/03, s. 12 (3).

PART III SALE BY PUBLIC AUCTION

Advertisement

13. (1) If the treasurer conducts a sale by public auction, the advertisement required by clause 379 (2) (b) or clause 379 (2.0.1) (b) of the Act, as the case may be, shall comply with this section. O. Reg. 571/17, s. 8.

(2) The treasurer shall advertise the land for sale once in *The Ontario Gazette* and once a week for four weeks in a newspaper that, in the opinion of the treasurer, has such circulation within the municipality as to provide reasonable notice of the sale or, if there is no such newspaper, post a notice in the municipal office and one other prominent place in the municipality. O. Reg. 571/17, s. 8.

(3) The following rules apply to advertisements under subsection (2):

1. The advertisement in *The Ontario Gazette* shall be in Form 8.

2. If the land is advertised for sale in a newspaper,

i. during the first week, the advertisement in the newspaper shall be in Form 8,

ii. during the second, third and fourth weeks, the advertisement shall either be in Form 8 or shall contain the information set out in subsection (4), and

iii. if the advertisement is not in Form 8 during one or more of the weeks described in subparagraph ii, the treasurer shall make a copy of the advertisement in Form 8 available on a website of the treasurer's choosing during those weeks that the advertisement is not in Form 8.

3. If the land is advertised for sale by the posting of a notice, the notice shall be in Form 8. O. Reg. 571/17, s. 8.

(4) If Form 8 is not used for a newspaper advertisement in one or more of the weeks described in subparagraph 2 ii of subsection (3), the advertisement shall contain the following information during those weeks that the advertisement is not in Form 8:

1. The name of the municipality or board.

2. The street address and municipality in which the land is located or, if there is no street address, the location of the land.

3. The time and place of the auction.

4. The minimum bid amount (*set out the cancellation price as of the first day of advertising*).

5. The following statements:

i. This sale is governed by the *Municipal Act, 2001* and the Municipal Tax Sales Rules made under that Act.

ii. Further information about this matter is available online at (*website address*), or you may contact (*contact information for the municipality or board, such as address, email address, telephone number, and one or more contact names*). O. Reg. 571/17, s. 8.

(5) An advertisement may relate to the sale of any number of parcels of land. O. Reg. 571/17, s. 8.

(6) The treasurer shall allow at least seven days after the publication of the last advertisement in *The Ontario Gazette* or a newspaper, or where there is no newspaper, the posting of the notice, before holding the auction. O. Reg. 571/17, s. 8.

(7) The auction shall be held at such place in the upper-tier municipality or single-tier municipality or, in the case of unorganized territory, in the territorial district in which the land is located as the treasurer may name in the advertisement. O. Reg. 571/17, s. 8.

Auctioneer

14. (1) The treasurer or such other person as the treasurer may name shall act as auctioneer. O. Reg. 181/03, s. 14 (1).

(2) The auctioneer shall open the auction by declaring the tax sale officially open and by reading out sections 15, 16, 17 and 18. O. Reg. 181/03, s. 14 (2).

Duties of auctioneer

15. For each parcel of land to be sold during the auction, the auctioneer shall,

- (a) in opening or reopening the bidding on the parcel, state the minimum bid as set out in the advertisement;
- (b) acknowledge each bidder, repeat each bid made and call for higher bids; and
- (c) if no higher bid is made, repeat the last bid three times and if there is still no higher bid, acknowledge the highest bidder. O. Reg. 181/03, s. 15.

Highest bidder is purchaser

16. The highest bidder shall be declared to be the successful purchaser if the bidder immediately pays the amount bid, any taxes that may be applicable, such as a land transfer tax, and the accumulated taxes, in cash, to the auctioneer. O. Reg. 181/03, s. 16; O. Reg. 571/17, s. 9.

Failure to pay

17. If the highest bidder fails to make the payment as set out in section 16 and the bidding has not been previously reopened under this Regulation, the auctioneer shall immediately reopen the bidding. O. Reg. 181/03, s. 17.

No bids

18. If no bid is made for a parcel of land after the opening of the bidding or if, after the reopening of the bidding under section 17, no bid is made or there is no successful purchaser, the auctioneer shall declare that there is no successful purchaser. O. Reg. 181/03, s. 18.

Receipt

19. The auctioneer shall issue a receipt to the successful purchaser for the amounts received under section 16 and the receipt shall include a legal description of the parcel of land and the name of the purchaser and the name in which the tax deed will be registered. O. Reg. 181/03, s. 19.

Auction closed

20. The auctioneer shall declare the auction closed upon completion of the bidding on all the parcels of land offered for sale in the auction. O. Reg. 181/03, s. 20.

List

21. The auctioneer shall prepare and keep a list showing each parcel of land offered for sale in the auction and the name and address of the successful purchaser or, where there is no successful purchaser, that there is no successful purchaser. O. Reg. 181/03, s. 21.

PART IV GENERAL

Postponement of sale

22. (1) If, after a public sale under the Act is advertised in accordance with section 5 or 13, as the case may be, the treasurer is of the opinion that completing the sale would be impractical or would be unfair to the bidders or tenderers, the treasurer may postpone the sale and conduct it on a later date after readvertising it in accordance with section 5 or 13, as the case may be. O. Reg. 580/06, s. 3; O. Reg. 571/17, s. 10.

(2) If a public sale is postponed under subsection (1) and the rescheduled sale does not occur within 90 days after the date that was originally advertised for the sale, the treasurer shall immediately register a tax arrears cancellation certificate. O. Reg. 580/06, s. 3.

(3) Subsection (2) does not prevent the treasurer from registering a new tax arrears certificate and proceeding under Part XI of the Act. O. Reg. 580/06, s. 3.

Returning tenders

22.1 If the treasurer postpones or cancels a sale by public tender, the treasurer shall,

- (a) open the sealed envelopes, if he or she has not already done so; and
- (b) return to the tenderers any tenders that he or she retains together with the appropriate deposits, if any, and a statement setting out the reason for the return. O. Reg. 580/06, s. 3.

Registration

23. As soon as possible after a successful purchaser is declared in a sale under the Act, the treasurer shall prepare and register the necessary documents in accordance with the Act. O. Reg. 181/03, s. 23.

Condition

24. Before registering a tax deed or a notice of vesting in respect of land that is in a local municipality referred to in Schedule 2 to Regulation 995 of the Revised Regulations of Ontario, 1990 (Forms and Records) made under the *Registry Act*, the treasurer shall obtain a statement in Form 9 signed by an authorized employee of the Ministry of Northern Development and Mines. O. Reg. 181/03, s. 24; O. Reg. 580/06, s. 4.

Method of payment

25. Subject to clause 6 (1) (b), any payment required by this Regulation to be made in cash may be made by way of cash or money order or by way of bank draft or cheque certified by a bank or authorized foreign bank within the meaning of section 2 of the *Bank Act* (Canada), a trust corporation registered under the *Loan and Trust Corporations Act* or a credit union within the meaning of the *Credit Unions and Caisses Populaires Act, 1994*. O. Reg. 181/03, s. 25; O. Reg. 571/17, s. 11.

Forfeited funds

26. All deposits forfeited under this Regulation to a municipality shall form part of the general funds of the municipality. O. Reg. 181/03, s. 26.

Transition, certificate registered before January 1, 2018

27. If, before January 1, 2018, a tax arrears certificate is registered in respect of land, this Regulation as it read on December 31, 2017 applies in respect of the proceedings or other steps that may be taken as a result of the registration of that certificate. O. Reg. 571/17, s. 12.

28. OMITTED (REVOKES OTHER REGULATIONS). O. Reg. 181/03, s. 28.

SCHEDULE 1 TAX ARREARS CERTIFICATE

A tax arrears certificate shall contain the following information:

1. The name of the municipality or board.
2. The street address and municipality in which the land is located or, if there is no street address, the location of the land.
3. A statement by the treasurer of the municipality verifying,
 - (i) the amount of tax arrears owing on December 31 of the relevant year and that at least part of the amount plus any additional real property taxes and costs are still owing to the municipality or board, and
 - (ii) that the land described in the certificate will be sold by public sale if the cancellation price is not paid within (*choose one year or 90 days, as appropriate*) following the date of the registration of the certificate.
4. The name of the treasurer and the date of the statement.
5. A notice setting out,
 - (i) that the time period for paying the cancellation price may be extended if, before the expiry of the (*choose one-year or 90-day, as appropriate*) period, the municipality or board enters into an extension agreement with any owner of the land, the spouse of any owner, any mortgagee, any tenant in occupation of the land or any person the treasurer is satisfied has an interest in the land,
 - (ii) that the cancellation price will be calculated as of the date that the amount of the tax arrears is paid to the municipality or board and may be higher than the amount set out in the certificate,
 - (iii) that, if there is no successful purchaser at the public sale, the land, upon registration of a notice of vesting, will vest in the municipality or board, and
 - (iv) the name and address of the municipality or board to which any inquiries may be directed, including an address for service.
6. A legal description of the land.

O. Reg. 181/03, Sched. 1; O. Reg. 580/06, s. 6; O. Reg. 571/17, s. 13.

SCHEDULE 2
TAX ARREARS CANCELLATION CERTIFICATE

1. A tax arrears cancellation certificate referred to in subsection 375 (2), 378 (6) or 382 (3) or (6) of the Act or subsection 22 (2) of this Regulation shall, in relation to a tax arrears certificate that was registered under section 373 or 373.1 of the Act, contain the following information:

1. The name of the municipality or board.
2. The street address and municipality in which the land is located or, if there is no street address, the location of the land.
3. A statement by the treasurer verifying that the tax arrears certificate registered on (*date of registration*) as (*instrument number*) is cancelled in respect of the land described in the tax arrears cancellation certificate.
4. If applicable, a statement by the treasurer verifying that the cancellation price was paid on (*date of payment*).
5. If applicable, a statement by the treasurer verifying that the cancellation price remains unpaid and a new tax arrears certificate may be registered in this matter.
6. The name of the treasurer and the date of the statement.
7. The name and address of the municipality or board to which any inquiries may be directed, including an address for service.
8. A legal description of the land.

2. In addition to the information set out in section 1 of this Schedule, a tax arrears cancellation certificate shall, in relation to a tax arrears certificate that was registered under section 373 of the Act, contain a statement by the treasurer stating, if applicable, that,

- (a) the cancellation price was paid by a person, other than the owner or spouse of the owner of the land, who was entitled to receive notice under subsection 374 (1) of the *Municipal Act, 2001* or an assignee of such person; and
- (b) as a result of the payment of the cancellation price, (*name and address of person*) has a lien on the land for (*amount of lien*), except in the circumstances where subsection 375 (3.1) of the *Municipal Act, 2001* applies to the land.

O. Reg. 571/17, s. 14.

SCHEDULE 3
TAX DEED

A tax deed and the statement related to it, as required by clause 379 (5) (a) and subsection 379 (6) of the Act, shall contain the following information:

1. The name of the municipality or board.
2. The street address and municipality in which the land is located or, if there is no street address, the location of the land.
3. A statement that, by virtue of the *Municipal Act, 2001*, the registration of the tax deed vests in the transferee an estate in fee simple in the land together with all rights, privileges and appurtenances and free from all estates and interests except,
 - (i) easements and restrictive covenants that run with the land,
 - (ii) any estates and interests of the Crown in right of Canada or in right of Ontario, other than an estate or interest in the land that,
 - (A) is vested in the Crown in right of Ontario because of an escheat or forfeiture as a result of the dissolution of a corporation, or
 - (B) belongs to the Crown in right of Ontario as a result of the death of an individual who did not have any lawful heirs, and
 - (iii) any interest or title acquired by adverse possession by abutting landowners before registration of the tax deed.
4. A statement that the registration of the tax deed vests in the transferee any interest in or title to adjoining land acquired by adverse possession before the registration of the tax deed if the person originally acquiring the interest or title did so as a consequence of possession of the land described in the tax deed.
5. A statement by the treasurer verifying that,
 - (i) a tax arrears certificate was registered under (*choose section 373 or section 373.1, as appropriate*) of the *Municipal Act, 2001* as (*instrument number*) with respect to the land at least (*choose one year or 90 days, as appropriate*) before the land was advertised for sale,
 - (ii) notices were sent and statutory declarations were made in substantial compliance with the *Municipal Act, 2001* and the regulations under that Act,

- (iii) the cancellation price was not paid within (*choose one year or 90 days, as appropriate*) following the date of the registration of the tax arrears certificate,
 - (iv) there was no subsisting extension agreement when the land was advertised for sale,
 - (v) the land was advertised for sale in substantial compliance with the *Municipal Act, 2001* and the regulations under that Act, and
 - (vi) if applicable, the (*name of municipality*) passed a by-law under subsection 379 (3) of the *Municipal Act, 2001* excluding mobile homes from the sale of the land.
6. If applicable, a statement by the treasurer verifying that the Ministry of Northern Development and Mines has advised the municipality that the land described in this tax deed (*choose (i) or (ii) as appropriate*),
 - (i) is liable to a tax imposed under the *Mining Act* and accordingly, under section 384 of the *Municipal Act, 2001*, the registration of this document creates a severance of the surface rights from the mining rights, or
 - (ii) is not liable to a tax imposed under the *Mining Act* and accordingly, under section 384 of the *Municipal Act, 2001*, the registration of this document does not create a severance of the surface rights from the mining rights.
 7. The name and address of the municipality or board to which any inquiries may be directed, including an address for service.
 8. A legal description of the land.

O. Reg. 181/03, Sched. 3; O. Reg. 580/06, s. 8; O. Reg. 571/17, s. 15.

SCHEDULE 4 NOTICE OF VESTING

A notice of vesting and the statement related to it, as required by clause 379 (5) (b) and subsection 379 (6) of the Act, shall contain the following information:

1. The name of the municipality or board.
2. The street address and municipality in which the land is located or, if there is no street address, the location of the land.
3. A statement that registration is made under the *Municipal Act, 2001* and, under that Act, the municipality or board attempted to sell the land described in the notice of vesting for arrears of taxes but could not find a successful purchaser and, accordingly, the registration of the notice vests the land described in the notice of vesting in the municipality or board.
4. A statement that, by virtue of the *Municipal Act, 2001*, the registration of the notice of vesting vests in the municipality or board an estate in fee simple in the land together with all rights, privileges and appurtenances and free from all estates and interests, including all estates and interests of the Crown in right of Ontario, except,
 - (i) easements and restrictive covenants that run with the land, including those for the benefit of the Crown in right of Ontario,
 - (ii) any estates and interests of the Crown in right of Canada, and
 - (iii) any interest or title acquired by adverse possession by abutting landowners, including the Crown in right of Ontario, before registration of the notice of vesting.
5. A statement that the registration of the notice of vesting vests in the municipality or board any interest in or title to adjoining land acquired by adverse possession before the registration of the notice if the person originally acquiring the interest or title did so as a consequence of possession of the land described in the notice.
6. A statement by the treasurer verifying that,
 - (i) a tax arrears certificate was registered under (*choose section 373 or section 373.1, as appropriate*) of the *Municipal Act, 2001* as (*instrument number*) with respect to the land at least (*choose one year or 90 days, as appropriate*) before the land was advertised for sale,
 - (ii) notices were sent and statutory declarations were made in substantial compliance with the *Municipal Act, 2001* and the regulations under that Act,
 - (iii) the cancellation price was not paid within (*choose one year or 90 days, as appropriate*) following the date of the registration of the tax arrears certificate,
 - (iv) there was no subsisting extension agreement when the land was advertised for sale,
 - (v) the land was advertised for sale in substantial compliance with the *Municipal Act, 2001* and the regulations under that Act, and

- (vi) if applicable, (*name of municipality*) passed a by-law under subsection 379 (3) of the *Municipal Act, 2001* excluding mobile homes from the sale of the land.
7. If applicable, a statement by the treasurer verifying that the Ministry of Northern Development and Mines has advised the municipality that the land described in this notice (*choose (i) or (ii) as appropriate*),
- (i) is liable to a tax imposed under the *Mining Act* and accordingly, under section 384 of the *Municipal Act, 2001*, the registration of this notice creates a severance of the surface rights from the mining rights, or
 - (ii) is not liable to a tax imposed under the *Mining Act* and accordingly, under section 384 of the *Municipal Act, 2001*, the registration of this notice does not create a severance of the surface rights from the mining rights.
8. The name and address of the municipality or board to which any inquiries may be directed, including an address for service.
9. A legal description of the land.

O. Reg. 181/03, Sched. 4; O. Reg. 580/06, s. 9; O. Reg. 571/17, s. 16.

SCHEDULE 5 FORMS

Column 1 Form	Column 2 Title	Column 3 Date	Column 4 Purpose for which form is used
1	Notice of Registration of Tax Arrears Certificate	January 2018	a notice required by section 374 of the Act
2	Statutory Declaration Regarding Sending of Notice of Registration of Tax Arrears Certificate	January 2018	a statutory declaration required by subsection 374 (3) of the Act
3	Final Notice of Registration of Tax Arrears Certificate Under Section 373 of the Act	January 2018	a final notice required by subsection 379 (1) of the Act
4	Statutory Declaration Regarding Sending of Final Notice	January 2018	a statutory declaration required by subsection 379 (2) of the Act
5	Payment into Court – Statement of Facts	January 2018	the statement required by subsection 380 (2) of the Act
6	Sale of Land by Public Tender	January 2018	form of advertisement required by paragraphs 1, 2 and 3 of subsection 5 (3) of this Regulation
7	Tender to Purchase	January 2018	form of tender required by subsection 6 (1) of this Regulation
8	Sale of Land by Public Auction	January 2018	form of advertisement required by paragraphs 1, 2 and 3 of subsection 13 (3) of this Regulation
9	Mining Act Information	January 2018	a statement required by section 24 of this Regulation
10	Notice of Readvertisement	January 2018	a notice required by subsection 380.1 (2) of the Act

O. Reg. 571/17, s. 17.

FORMS 1-10 REVOKED: O. Reg. 571/17, s. 18.

Français

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Capital Budget Variance Report – July 2020 to March 2021

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Correspondence for Information Only
Prepared by:	Apryl Lukezic Financial Support & Budgeting
Recommended by:	General Manager of Corporate Services

Report Summary

This report provides information regarding completed capital projects, as well as holding account reserve activity for the period of July 1, 2020 to March 31, 2021.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to operational matters and has no direct connection to the Community Energy & Emissions Plan.

Financial Implications

There are no financial implications associated with this report.

Background

The Capital Budget Policy states that the CFO will provide the Finance and Administration Committee or Council with a Capital Variance Report. This report is for the period of July 2020 to March 2021.

In accordance with the Capital Budget Policy, this capital variance report includes two sections: **Part A** – Completed Capital Report; and **Part B** – Holding Account Reserves Activity.

Part A – Completed Capital Report

This section of the report identifies capital projects in excess of \$200,000 which have been completed for the period of July 1, 2020 to March 31, 2021. Variance explanations are included for variances over \$100,000 on completed capital projects (Appendix A – Table 1). There were no cancelled projects for this period.

The variances were as a result of tender pricing or relating to site conditions/scope changes. Most of the capital projects have achieved their approved scope.

The adjustments column on Appendix A – Table 1 and Appendix A – Table 2 represent transfers completed prior to January 1, 2019 between capital projects under the previous Capital Budget Policy. The Capital Budget Policy (in effect up to December 31, 2018) enabled staff to reallocate funds when projects were projected to exceed the approved budgets due to tender pricing or site conditions/scope changes in order to ensure completion of the approved scope of the project.

Capital projects reported as completed on Appendix A – Table 1 may not have all surpluses or deficits transferred to the Holding Account Reserves as of this report. Any other transfers made will be reflected as transfers to/from the Holding Account Reserve in future capital variance reports.

Appendix A – Completed Capital contains:

1. Table 1 –

Completed Capital Projects over \$200,000 with variances over \$100,000

This table provides a listing of all completed capital projects over \$200,000 with explanations of variances over \$100,000.

2. Table 2 –

Completed Capital Projects over \$200,000 with variances below \$100,000

This table provides a listing of all completed capital projects over \$200,000 with variances below the threshold of \$100,000.

Part B – Holding Account Reserves Activity

The second part of this report provides the activity details of the three Holding Account Reserves.

Appendix B – Holding Account Reserves Activity for July 1, 2020 to March 31, 2021 contains the following information:

- 1. Capital General Holding Account Reserve – Tables 1-3**
- 2. Water Holding Account Reserve – Tables 4-6**
- 3. Wastewater Holding Account Reserve – Tables 7-9**

There were no transactions recorded for these three Holding Account Reserves between January 1, 2021 to March 31, 2021 due to completion of 2020 year end, as well as deliberations of the 2021 Budget (which was approved in early April 2021).

These three Holding Account Reserves were created in 2019 after Council approved the revised Capital Budget Policy and these reserves are to fund all project deficits (overspending) from other project surpluses (underspending).

The overall continuity schedule of the Holding Account Reserve details the transactions to and from, which highlight under and overspending.

Table 1 highlights the transactions from July 1, 2020 to March 31, 2021, which include transfers due to over and underspending. Other transfers have been made with CAO and Council approvals, as well as transfers for emergency purchases as defined in the Purchasing By-law.

Table 2 highlights the surplus transfers to the Holding Account Reserve by project.

Table 3 shows the transfers from the Holding Account Reserve along with the corresponding explanations. It is to be noted that any project requiring more than \$100,000 from the Holding Account Reserve requires the

approval of the CAO if it exceeds 10% of the original budget but is below \$250,000 total funding from the Holding Account Reserve. For projects that require more than \$250,000, Council approval is required as per the Capital Budget Policy.

Tables 4-6 provides information in the same format for the Water Holding Account Reserve.

Tables 7-9 provides information in the same format for the Wastewater Holding Account Reserve.

Conclusion

This report provided a list of completed capital projects, and holding account reserve activity for the period of July 1, 2020 to March 31, 2021.

Appendix A - Table 1 - Variances over \$100,000
City of Greater Sudbury
Completed Capital Projects over \$200,000
Completed between July 1, 2020 to March 31, 2021

Division	Project Description	Year Started	Budget	Council Approved Budget (A)	Adjustments (B)	Revised Budget (A) + (B) = (C)	Final Cost (D)	Transfer (to) / from Reserves/Reserve Funds (E)	Additional transfer (to)/from Reserves/Reserve Funds Needed	Total Variance (Final Cost less Council Approved Budget) =(A-D) or (B+E)	Accomplishments	Variance Explanation
Variances Over \$100,000												
Assets & Fleet												
199 Larch	Skylight Replacement	2015	2015 Capital Budget	80,000	172,515	252,515	182,589	(69,926)	-	102,589	Replaced existing skylights and provided pathway improvements with new auto operators at vestibule doors.	Adjustment of \$172,515 was consolidation of older accounts from 2016 (per previous budget policy). Tender for the Skylight Replacement came in higher than the original budget as well as additional costs for replacing the 4 fire egress doors at shared corridor between TDS and 199 Larch Street to meet building code.
CD Facilities	BAS - 1160 Lorne	2019	2019 Capital Budget	465,000		465,000	101,316	(368,071)	4,387	(363,684)	New automation front end system installed for energy management. The units were running independently from each other prior to this project.	New system tied into main BAS front-end at TDS, and an overall cost savings for the Building Management System scope not pursued with TDS Maintenance overseeing this work.
Fleet Services	Garbage Packers	2019	2019 Capital Budget	660,000	332,775	992,775	991,916	(859)	(0)	331,916	Three garbage packers purchased and in production.	\$332,775 of insurance proceeds included in adjustments.
Tom Davies Square	Elevator Upgrades	2013	2013 Capital Budget	2,485,000	489,069	2,974,069	2,880,710	(93,360)	0	395,710	Replacement of obsolete aged hydraulic elevators. New elevator is hydraulic, but with modern and more efficient equipment.	The \$489,069 adjustment was consolidation of older accounts from 2016/2017 (per previous budget policy). Variance due to unfavourable tender conditions as well as change orders for unforeseen site conditions.
Tom Davies Square	Generator Replacement-Equipment	2015	2015 Capital Budget	600,000	465,430	1,065,430	1,019,117	(46,312)	-	419,117	Replaced multiple aged equipment with new single larger site-consolidated generator unit.	The \$465,430 adjustment was a consolidation of older accounts from 2016/2017 (per previous budget policy). The tender process resulted in pricing higher than budgeted, as well as change orders due to unforeseen site conditions.
Community Development												
Leisure Services	Terry Fox Field Turf	2019	2019 Capital Budget	225,000		225,000	329,745	104,745	-	104,745	Original scope was to install artificial turf on field #1 at the Terry Fox sports complex, which was completed in 2020. There was no substantial change to the original approved scope of the project.	Over expenditure was due to unforeseen ground conditions and additional aggregates for the field surface were required as a result of saturated grounds. Other unplanned costs were for restoration of outer areas.
Leisure Services	Victory Payground Field House	2019	Community Based Early ON Child and Family Centre Capital Program (CBEP)	-	202,302	202,302	221,483	17,181	2,000	221,483	This was a project funded by Community based Early ON Child and Family Centre Capital Program (CBEP). Scope of the project was mould remediation, rebuild of exterior wall and improvement to structure and interior.	Over budget due to additional remediation work, spray foam, insulation, moldicide block sealant and repair of roof leak, patching and painting.
Transit Services	Garage Improvements	2017	2017 Capital Budget	3,700,000	(162,420)	3,537,580	3,530,701	(6,879)	(0)	(169,299)	Initial objectives of replacement of deteriorated asphalt parking lot, replace roof, and replace garage doors were accomplished.	Council approved budget portion re-allocated to other PTIF projects per approved guidelines.
Emergency Services												
Fire Services	Fire Tanker	2020	2020 Capital Budget	836,000		836,000	716,593	(119,407)	-	(119,407)	This purchase of two tankers from the vendor results in a total of four identical tankers in the fleet. This improves the effectiveness and efficiency in terms of fleet maintenance, training, and operation and aligns with the standardization project. The two tankers were replacements for two existing units that are being retired from service due to age. In the Fire Service units over 15 years of age must have a replacement program and 20 year old front line units must be retired from service.	Due to changes in the design and standardization of the tanker model, efficiencies and savings were realized with the vendor.

Appendix A - Table 1 - Variances over \$100,000
City of Greater Sudbury
Completed Capital Projects over \$200,000
Completed between July 1, 2020 to March 31, 2021

Division	Project Description	Year Started	Budget	Council Approved Budget	Adjustments	Revised Budget	Final Cost	Transfer (to) / from Reserves/Reserve Funds	Additional transfer (to)/from Reserves/Reserve Funds Needed	Total Variance (Final Cost less Council Approved Budget)	Accomplishments	Variance Explanation
Growth & Infrastructure												
Environmental Services	Sudbury Landfill Site Cell Closure Miscellaneous Works	2015	2015 Capital Budget	1,572,598	(150,883)	1,421,715	1,379,101	(42,614)	-	(193,497)	Final cover on approximately 16,000 m2, north side slope of the waste disposal footprint, was completed. Some intermediate horizontal gas collection trenches were installed to collect landfill gas from the new waste filled areas, along with other miscellaneous works.	Work was completed within the approved budget. Actuals for various projects were below original estimated costs.
Roads	Brady Durham Greenstairs	2016	2016 Capital Budget	1,300,000	341,515	1,641,515	1,817,601	176,085	0	517,601	Improvements to park space complete near the intersection of Brady-Larch near the YMCA.	Architectural & Structural Components were modified during construction due to site issues not anticipated during design
Roads	Depot Facility Rationalization Study	2014	2014 Budget Reallocation of \$250,000 from Various Depot accounts	-	250,000	250,000	225,186	(24,814)	-	225,186	Initial study on depot rationalization study to provide recommendations for improving depot properties for safety and efficiency. Preliminary layouts and costs for changes to public works depots were reported and presented to Council.	The Depot Rationalization Study was under budget due to consultant invoices coming under budget and work approved under change order #4 being cancelled.
Wastewater Plants	Dechlorination	2010	2010 Capital Budget	2,900,000	(853,997)	2,046,003	312,311	(1,733,691)	-	(2,587,689)	Original scope of project was installation of a dechlorination process at the Valley East Sewage Treatment Plant, but due to alternative alterations made to the process, dechlorination was not needed. This satisfied Ministry regulations at a far lower cost.	Alterations were made to the process that negated the original scope of the project and need for the full budget.

Appendix A - Table 2 - Variances under \$100,000
City of Greater Sudbury
Completed Capital Projects over \$200,000
Completed between July 1, 2020 to March 31, 2021

Division	Project Description	Year Started	Budget	Council Approved Budget	Adjustments	Revised Budget	Final Cost	Transfer (to) / from Reserves/Reserve Funds	Additional transfer (to)/from Reserves/Reserve Funds Needed	Total Variance (Final Cost less Council Approved Budget)	Accomplishments
Variances Under \$100,000				(A)	(B)	(A) + (B) = (C)	(D)	(E)		=(A-D) or (B+E)	
Assets & Fleet											
Assets	DSS & BCA Reports - Various	2018	2018 Capital Budget	235,000	(20,938)	214,062	219,427	5,357	9	(15,573)	Completion of 93 building condition assessments.
Assets	Van Horne Station Roof	2017	2017 Capital Budget	250,000	74,886	324,886	328,549	3,663	(0)	78,549	Replacement of leaking roof
Fleet Services	Heavy Duty Equipment	2019	2019 Capital Budget	350,000		350,000	346,516	(3,484)	(0)	(3,484)	Two backhoes purchased and in production
Fleet Services	Specialty Equipment	2020	2020 Capital Budget	775,000		775,000	798,148	23,148	0	23,148	Various units purchased (two asphalt hot boxes, and one each of litter collector, culvert pressure washer/steamer trailer unit, street sweeper, sidewalk plow) and in production
Fleet Services	Specialty Equipment	2019	2019 Capital Budget	350,000		350,000	378,640	28,640	-	28,640	Four MT7's (trackless sidewalk equipment) purchased and in production
Tom Davies Square	Boiler Replacement	2015	2015 Capital Budget	180,000	3,168	183,168	201,373	18,205	-	21,373	Removal of existing non-functional boilers and installation of new, more-efficient equipment in TDS.
Emergency Services											
Paramedic Services	Ambulances	2020	2020 Capital Budget	510,000		510,000	548,240	38,240	-	38,240	Three ambulances were purchased and in service prior to the end of 2020. These purchases form part of the annual fleet renewal program that replace older vehicles that are at the end of their life cycle in order to reduce maintenance costs and reduce vehicle down time.
Paramedic Services	Front Line Response Vehicles	2018	2018 Capital Budget	559,798	(16,555)	543,243	544,329	3,182	(2,095)	(15,469)	Three ambulances and 1 paramedic response unit were purchased. These purchases form part of the annual fleet renewal program that replace older vehicles that are at the end of their life cycle in order to reduce maintenance costs and reduce vehicle down time.
Paramedic Services	Technology	2018	2018 Capital Budget	240,000		240,000	224,544	(15,456)	-	(15,456)	Forty one Toughbooks were purchased and form part of the annual asset renewal program that replace older laptops that are at the end of their life cycle in order to reduce maintenance costs and laptop down time.
Community Development											
Transit Services	Accelerated Rebuild	2017	2017 Capital Budget	1,350,000		1,350,000	1,334,477	(15,523)	(0)	(15,523)	Goals met of 25 buses with engine rebuilds. Expected results is to maintain the est useful life with these buses and reducing added maintenance pressures.

Appendix A - Table 2 - Variances under \$100,000
City of Greater Sudbury
Completed Capital Projects over \$200,000
Completed between July 1, 2020 to March 31, 2021

Division	Project Description	Year Started	Budget	Council Approved Budget	Adjustments	Revised Budget	Final Cost	Transfer (to) / from Reserves/Reserve Funds	Additional transfer (to)/from Reserves/Reserve Funds Needed	Total Variance (Final Cost less Council Approved Budget)	Accomplishments
Growth & Infrastructure											
Bridges	Panache Lake Road Bridge	2013	2013 Capital Budget	650,000	(37,837)	612,163	601,229	(10,934)	-	(48,771)	Rehabilitation of existing bridge. Bridge deck repairs, new waterproofing and asphalt placed, miscellaneous concrete repairs and structural steel coating completed.
Environmental Services	Hanmer Landfill Site - Cell Closure	2014	2014 Capital Budget	900,000		900,000	859,605	(40,395)	-	(40,395)	Final cover on approximately 20,000 m2, south side of the waste disposal footprint, was completed. Work included grading, compaction, drainage & protective granular material, geo-synthetic clay liner, top soil and application of grass seed mixture.
Roads	Gravel Resurfacing	2019	2019 Capital Budget	600,000		600,000	600,281	281	(0)	281	Improvements to gravel roads to improve road infrastructure are complete.
Roads	Pavement Management	2017	2017 Capital Budget	200,000	17,709	217,709	216,521	(1,188)	(0)	16,521	Pavement condition data collected in 2017 and ongoing maintenance of asset management system
Roads	Stormwater Asset Management Plan	2016	Resolution CC2016-339 (Clean Water and Wastewater Fund)	400,000	(4,139)	395,861	392,906	(2,955)	(0)	(7,094)	Study complete which will be used to plan and improve storm water infrastructure.
Roads	Surface Treatment	2020	2020 Capital Budget	5,000,000		5,000,000	5,010,858	10,421	437	10,858	Improvements to local roads to improve road infrastructure are complete.
Wastewater Linear	Sewer Annual Rehabilitation	2018	2018 Capital Budget	1,425,000		1,425,000	1,370,880	-	(54,120)	(54,120)	Annual sewer lining program of approximately 6.0 km of sewer main in various locations which is a lower cost alternative to replacement.

CITY OF GREATER SUDBURY
Continuity of Reserve - Capital General Holding Account
Appendix B - Table 1

Opening Balance - July 1, 2020			8,727,275
Transfer to Holding Account - Project Surpluses			
199 Larch	5,217	Note A	
Assets	245,300		
Bridges	498,058		
CD Facilities	418,073		
Citizen Services	4,384		
Environmental Services	83,779		
Fire Services	20,195		
GSHC	402,923		
Housing Services	21,564		
Information Technology	917		
Leisure Services	342,901		
Library	93,837	Note A	
Paramedic Services	21,679	Note A	
Parking	1,275	Note A	
Pioneer Manor	31,816		
Planning	24,121		
Roads	6,209,108		
Tom Davies Square	225,025		
Transit Services	101,548		
	Appendix B - Table 2		8,751,720
Transfer from Holding Account - Project Deficits			
Administration	(322)		
Assets	(15,291)		
CD Facilities	(12,655)		
Citizen Services	(91,162)		
Drains	(493,701)		
Environmental Services	(66,769)		
Fire Services	(62,652)		
Leisure Services	(96,717)		
Parking	(10,236)	Note A	
Roads	(712,545)		
Tom Davies Square	(37,483)		
Transit Services	(1,301)		
Wastewater Linear	(1,257)	Note A	
	Appendix B - Table 3		(1,602,091)
Transfer from Holding Account - Council Approvals			
Administration	(464,000)		
Fleet Services	(27,500)		
Leisure Services	(359,500)		
Roads	(15,000)		
	Appendix B - Table 3		(866,000)
Transfer from Holding Account - Emergency Purchases			
CD Facilities	(15,439)		
Leisure Services	(79,255)		
Pioneer Manor	(22,560)		
Roads	(19,741)		
	Appendix B - Table 3		(136,994)
Ending Balance - March 31, 2021			14,873,910

Note B

Note A - these amounts will be adjusted through separate Holding Reserve or Reserve Fund (ie. WW Holding Reserve, 199 Larch St Reserve Fund, etc) in the next report.

Note B - A portion of this balance is committed as a potential funding source in the amount of \$5.2 million towards the anticipated COVID deficit.

Appendix B - Table 2 - Transfers to Holding Account (Project Surpluses)

Transfers to Holding Account		
Section	Description	Holding Account Contribution (July to March 2021)
199 Larch	Distribution Audit & Review	5,217
Assets	HVAC - Fire & EMS Stations	97,406
Assets	Window/Door Replace-Firehalls	49,931
Assets	Boiler Replacement-CLEC	4,651
Assets	Assets Contingency	4,678
Assets	Emergency Lighting-CLEC	1,365
Assets	Assets Contingency	486
Assets	Various Repairs - PW Depots	3,769
Assets	Building Automation - CLEL	72,945
Assets	Water&Ice buildup Lively FS#7	10,069
Bridges	Junction Crk BridgeKelly Lk Rd	432,542
Bridges	Little PanacheLkNarrows Bridge	34,352
Bridges	Garson Coniston Rd Bridge	11,522
Bridges	Panache Lake Rd Bridge	10,934
Bridges	Government Rd Bridge(Coniston)	91
Bridges	Balsam St. Bridge	5,091
Bridges	Old Soo Road Culvert	3,527
CD Facilities	SudburyArena-Structural Repair	39,960
CD Facilities	Health and Safety - Retrofits	92
CD Facilities	HARC Roof	9,950
CD Facilities	BAS - 1160 Lorne	368,071
Citizen Services	Construction	4,384
Environmental Services	Hamner LS-Cell Closure	40,395
Environmental Services	Sudbury LS Cell Closure Misc	42,614
Environmental Services	Environmental Contingency	770
Fire Services	Station Generator-Equipment	17,316
Fire Services	Training Vehicle & Equipment-Equipment	2,817
Fire Services	Bunker Gear-Equipment	61
GSHC	Stormwater Retention & Treatment at 1960 Paris St	402,923
Housing Services	Housing Registry System	21,564
Information Technology	Microsoft Products	917
Leisure Services	Utility Truck-Equipment	832
Leisure Services	Rheal Belisle Centre	192
Leisure Services	Victory Payground Field House	57,819
Leisure Services	McClelland Arena-Heating,Ventilation,Dehumidifi	1,820
Leisure Services	Roof Leak at McClelland Arena	15,039
Leisure Services	Playground Revitalization	267,200
Library	Lively Citizen Service Centre	67,621
Library	Capreol CSC - Boiler	375
Library	Anderson Farm	6,106
Library	City Museums - Repairs	18,106
Library	MacKenzie Library	1,630
Paramedic Services	Tactical Paramedic Services	21,679
Parking	Parking Improvements	1,275
Pioneer Manor	Tub Lifts-Equipment	1,806
Pioneer Manor	Floor Lifts	10
Pioneer Manor	Boiler Replacement	30,000
Planning	Pop Projection Study	24,121
Roads	Future Roads Projects	10,000
Roads	Surface Treatment	37,208
Roads	Sidewalk/Curb	6,920
Roads	Stormwater Asset Mgmt Plan	739
Roads	Mikkola Road - Culvert	873
Roads	Brookside Road	100,570
Roads	Roads Contingency	68
Roads	Traffic Lights	23,000
Roads	Big Nickel Mine Road	119,048
Roads	Tarneaud Street	83,421
Roads	Automatic Vehicle Locator	205,673
Roads	Avalon Road	51,539
Roads	Transportation Demand Mgt Prgm	7,560
Roads	Pavement Management	1,188
Roads	Intelligent Transportation Sys	117
Roads	Study Cost	24,814
Roads	GIS/Maintenance Mgmt Sys-Equipment	18,432
Roads	Contribution from Operating due to unsecured debt	1,705,124
Roads	Contribution from Capital due to change in debt financing	3,812,815
Tom Davies Square	Structural Repairs	6,015
Tom Davies Square	Interior Renovations	3,330
Tom Davies Square	Caulking Replacement	455
Tom Davies Square	Investigation / Repairs	8,385
Tom Davies Square	Pump Replacements	78,550
Tom Davies Square	Boiler Replacement	5,190
Tom Davies Square	Generator Replacement-Equipment	23,156
Tom Davies Square	Air Quality Upgrades	1,257
Tom Davies Square	Elevator Upgrades	93,360
Tom Davies Square	Generator Replacement	5,327
Transit Services	Transit Branding	101,012
Transit Services	Terminal Improv - Elm St	536
		8,751,720

Appendix B - Table 3 - Transfers from Holding Account (Project Deficits)

Transfers from Holding Account - Period of July 1, 2020 to March 31, 2021					
Section	Description	Original Budget	Max Draw	Holding Account Draw	Explanation for Funding from Holding Account
Administration	By-law Enforcement Equip	100,000	100,000	322	Insignificant overage compared to original budget - no explanation required.
Assets	Van Horne Station Roof	250,000	100,000	3,663	iRC completion of their scope - final site review and invoice
Assets	Energy Saving Initiatives	50,000	100,000	4,591	This work is complete. \$26,167 was moved to holding in 2019, but we required \$4,591.42 to finish the project. This amount is the final invoice from Alkon.
Assets	Health & Safety - Firehalls	70,000	100,000	1,679	STN-8 Whitefish wood siding repairs completed at truck entrance for water leaks.
Assets	DSS & BCA Reports- Various	185,000	100,000	5,357	Demo of Naughton Salt Dome and STN-25 Red Deer Lake was completed in 2019, but Golder's final DSS invoice came in 2020. Work is finished.
CD Facilities	CSC-Interior&Privacy Retrofits	25,000	100,000	5,559	Completed repair of water & mould damaged drywall at egress staircase to children's play area (15 Kin Drive Lively).
CD Facilities	Naughton Salt Dome Demo	47,000	100,000	7,096	Overage was from tendered amount due to market conditions.
Citizen Services	The Junction	113,000,000	250,000	91,162	Funding adjustment due to budgeted debt amount of \$68,091,162 compared to actual debt amount of \$68 million.
Drains	Misc Storm Sewer Improv	100,000	100,000	74,468	Funds used for Cost Sharing Agreement on a development project to adress drainage improvements outside the development.
Drains	Countryside Drainage Phase 2	1,275,000	127,500	19,233	Modifications to scope required due to conditions discovered during construction that were not anticipated in budget estimate.
Drains	McNaughton Treatment Facility	2,850,000	250,000	400,000	Funding adjustment due to budgeted debt amount of \$2.5 million compared to actual debt amount of \$2.1 million. As the draw exceeds the maximum draw allowed - will be reversed in 2021 and \$400,000 shown in 2022 Capital Budget.
Environmental Services	Azilda LF - Cell Closure	90,000	100,000	66,000	Additional funds were required to process a change order to remedy waste found outside the disposal footprint and removal of bedrock to complete the ditching that redirects stormwater to reduce the generation of leachate as well as remobilization/demobilization in 2020 to complete the project.
Environmental Services	Environmental Contingency	80,000	100,000	769	Involved multiple AVL projects - slightly over budget to reach completion
Fire Services	Records Management System	250,000	100,000	47,059	Draw required to complete CAD Refresh in 2020
Fire Services	Fire Tanker	836,000	100,000	15,593	Change order required to complete purchase
Leisure Services	Sudbury Arena Chiller	190,000	100,000	29,950	Over expenditure due to higer contract cost
Leisure Services	Terry Fox Field Turf	225,000	100,000	65,530	Over expenditure was due to unforeseen ground conditions and additional aggregates for the field surface were required as a result of saturated grounds. Other unplanned cost were for restoration of outer areas.
Leisure Services	Arena Safety Upgrades	104,000	100,000	868	Over expenditure due to higher contract cost.
Leisure Services	Moonlight Beach Upgrades	75,000	100,000	368	Over expenditure due to higher material cost.
Parking	TDS Underground Garage Fans	70,000	100,000	10,236	TDS maintenance requested upgrade of VFD from specified manufacturer's unit to Eaton unit. There was no return available for the Nidec unit.
Roads	Westmount Avenue	600,000	100,000	19,608	Actual quanties exceeded estimated quantities
Roads	Sidewalk/Curb	500,000	100,000	92,637	Additional sidewalk & curb repair was required to be added to the contract. Year end deficit balance.
Roads	Streetlighting Upgrades	100,000	100,000	9,581	Modifications to scope required due to conditions discovered during construction that were not anticipated in budget estimate.
Roads	Property Acquisition	250,000	100,000	59,931	Additional property acquisition was required. Year end deficit balance
Roads	Gravel Resurfacing	600,000	100,000	281	FA2019-57 OCIF Funding Reallocated to Gravel Resurfacing
Roads	Pavement Management	200,000	100,000	1,374	Insignificant overage compared to original budget - no explanation required.
Roads	Asphalt Patching	4,550,000	250,000	103,103	Additional asphalt patching was required to be added to the contract. Year end deficit balance.
Roads	Kingsway Sidewalk	2,700,000	250,000	54,678	Property acquisition costs to accommodate widened boulevard and new sidewalk were higher than anticipated during budget estimate. Year end deficit balance.
Roads	Elm St - Frood to Elgin	550,000	100,000	25,044	Actual quanties exceeded estimated quantities
Roads	New Streetlights	55,000	100,000	71,685	Modifications to scope required due to conditions discovered during construction that were not anticipated in budget estimate.

Roads	Scenic Dr - Valleyview - S End	380,000	100,000	7,510	Actual quantities exceeded estimated quantities
Roads	Annual Recurring Roads Program - Streetlighting Upgrades	5,075,000	250,000	200,727	Modifications to scope required due to conditions discovered during construction that were not anticipated in budget estimate.
Roads	Vagnini Crt-Mumford to End	545,000	100,000	1,616	Insignificant overage compared to original budget - no explanation required
Roads	Various Subdivisions-Asphalt	1,000,000	100,000	9,500	Insignificant overage compared to original budget - no explanation required.
Roads	Surface Treatment	5,000,000	250,000	10,421	Insignificant overage compared to original budget - no explanation required.
Roads	Danforth Avenue	770,000	100,000	79	Insignificant overage compared to original budget - no explanation required.
Roads	Lillian Street	285,000	100,000	1,166	Insignificant overage compared to original budget - no explanation required
Roads	McAllister Avenue	320,000	100,000	11,838	Actual quantities exceeded estimated quantities
Roads	Second Avenue (Sudbury)	6,500,000	250,000	113	Insignificant overage compared to original budget - no explanation required
Roads	Manninen Road - Culvert	180,000	100,000	1,406	Insignificant overage compared to original budget - no explanation required
Roads	Yorkshire Dr - Culvert	250,000	100,000	2,811	Insignificant overage compared to original budget - no explanation required
Roads	MR55 - Culvert	630,000	100,000	23,222	Actual quantities exceeded estimated quantities
Roads	Seguin Street - Culvert	240,000	100,000	2,811	Insignificant overage compared to original budget - no explanation required
Roads	Edward Avenue - Culvert	180,000	100,000	1,406	Insignificant overage compared to original budget - no explanation required
Tom Davies Square	Distribution Audit & Review	114,154	100,000	3,210	This amount represents the aggregate of the final invoices from McGregorAllsop received in 2019/2020.
Tom Davies Square	Interior Finishes-Elevator Rel	40,000	100,000	2,365	This work is completed. \$903.17 was moved to holding in 2019, but we required \$2,364.87 to finish the project. This amount is a sum of the final invoices for Alkon.
Tom Davies Square	Exterior Stairs	150,000	100,000	13,478	Granite failed past warranty, and a credit was offered by JLR due to error on their part. The amount shown here is for the corrections completed on site, and we are following up with JLR reimburse the account.
Tom Davies Square	Skylight Replacement	80,000	100,000	18,430	Original contractor closed for business in 2018. This amount is for repairs and parts replacement to allow for doors to function. Work is completed.
Transit Services	Light Fleet	100,000	100,000	1,301	To finance small overexpenditure of light fleet requirements
Wastewater Linear	Algonquin Sewer	220,000	100,000	1,257	Insignificant overage compared to original budget - no explanation required
1,602,091					

Council Approvals

Section	Description	Draw	Details
Administration	Tom Davies Square One StopShop-Equipment	464,000	Resolution CC2020-210
Fleet Services	Sidewalk Ice Breaker-Equipment	27,500	Resolution OP2020-22
Leisure Services	Sudbury Roof Repair	359,500	Resolution FA2020-38
Roads	Sidewalk Condition Assessment	15,000	Resolution FA2020-46
		866,000	

Emergency Purchases

Section	Description	Draw	Details
CD Facilities	Mould Remediation	15,439	Unplanned event. Roof leaked at AY Jackson. Roof repairs, mould remediation, and drywall replacement work completed.
Leisure Services	Sud Arena AcrylicGlass&SoftCap	7,447	Additional cost related to glass behind the benches and around the penalty boxes, which were not part of the original scope.
Leisure Services	EmergRoofRepair-EastEndPlygrd	19,127	Roof failed, but replaced before extensive damage to facility interior.
Leisure Services	Emergency Roof Repair-Lonsdale	18,806	Roof failed, but replaced before extensive damage to facility interior.
Leisure Services	ReplacePoolHeater-GatchellPool	33,875	Unplanned event. Pool heater failed over night (no heat to pool water). New unit installed and commissioned.
Pioneer Manor	Laundry& Housekeeping Equipment	22,560	Replacement of a 50lb washing machine that was needed immediately.
Roads	Griffith Storm Sewer	19,741	Modifications to scope required due to conditions discovered during construction that were not anticipated.
		136,994	

CITY OF GREATER SUDBURY
Reserve - Water Rate General Holding Account
Appendix B - Table 4

Opening Balance - July 1, 2020			1,706,661
Transfer from Capital Financing Reserve Fund - Water			-
Transfer to Holding Account - Project Surpluses			
	Water Linear	203,408	
	Water Works	580	
		Appendix B - Table 5	203,988
Transfer from Holding Account - Project Deficits			
	Water Linear	(79,726)	
	Water Plants	(32,886)	
		Appendix B - Table 6	(112,612)
Ending Balance - March 31, 2021			1,798,037

Appendix B - Table 5 - Transfers to Holding Account (Project Surpluses)

Transfers to Holding Account		
Section	Description	Holding Account Contribution (July to Mar 2021)
Water Works	Hydraulic Model Licence-Contract Costs	580
Water Linear	Beatrice Culvert - Watermain-Contract Costs	82,886
Water Linear	Lining Projects-Consultant Costs	6,612
Water Linear	Bridges & Culvert - Watermains-Contract Costs	5,436
Water Linear	Distr'n Health and Safety Eqt-Equipment - Capital	912
Water Linear	Douglas Street Bridge-Contract Costs	26,679
Water Linear	St Nicholas-Contract Costs	8,328
Water Linear	West End Trunk Watermain Repl-Contract Costs	904
Water Linear	Depot Needs Study-Consultant Costs	3,840
Water Linear	Avalon Road-Contract Costs	67,811
		203,988

Appendix B - Table 6 - Transfers from Holding Account (Project Deficits)

Transfers from Holding Account - Period of Jul 1, 2020 to March 31, 2021					
Section	Description	Original Budget	Max Draw	Holding Account Draw	Reason for Draw
Water Plants	Generator TSSA Upgrades-Contract Costs	135,000	100,000	32,886	Compliance with TSSA regulation
Water Linear	Automatic Vehicle Locator-Equipment - Capital	300,000	100,000	142	Insignificant overage compared to original budget - no explanation required
Water Linear	McAllister Avenue-Contract Costs	575,000	100,000	15,900	Had to replace some pipe versus lining which was original scope
Water Linear	Arthur St.-Contract Costs	324,000	100,000	47,602	Settlement funds not budgeted
Water Linear	Locates-Contract Costs	50,000	100,000	1,250	Insignificant overage compared to original budget - no explanation required
Water Linear	Spruce St-Regent to Travers St-Contract Costs	4,257,000	250,000	2,452	Insignificant overage compared to original budget - no explanation required
Water Linear	Attlee - Gemmell to Lasalle-Contract Costs	800,000	100,000	5,171	Insignificant overage compared to original budget - no explanation required
Water Linear	Kingsway-Contract Costs	1,000,000	100,000	1,564	Insignificant overage compared to original budget - no explanation required
Water Linear	O'Neil Dr E-Penman to Margaret-Watermain Priority Rehab	475,000	100,000	5,644	Insignificant overage compared to original budget - no explanation required
				112,612	

CITY OF GREATER SUDBURY
Continuity of Reserve - Wastewater Rate Holding Account
Appendix B - Table 7

Opening Balance - July 1, 2020			2,574,904
Transfer from Capital Financing Reserve Fund - Wastewater			-
Transfer to Holding Account - Project Surpluses			
	Water Linear	23,705	
	Wastewater Linear	57,599	
	Wastewater Plants	1,733,691	
		Appendix B - Table 8	1,814,996
Transfer from Holding Account - Project Deficits			
	Wastewater Linear	(88,267)	
	Wastewater Plants	(1,316)	
		Appendix B - Table 9	(89,583)
Ending Balance - March 31, 2021			4,300,317

Appendix B - Table 8 - Transfers to Holding Account (Project Surpluses)

Transfers to Holding Account			
Section	Description	Holding Account Contribution (Jul 2020 to March 2021)	
Wastewater Plants	Dechlorination-Contract Costs	1,733,691	Note A
Water Linear	Lining Projects-Consultant Costs	23,705	
Wastewater Linear	Sewer Annual Rehabilitation-Consultant Costs	17,630	
Wastewater Linear	Hydraulic Model Licence-Contract Costs	580	
Wastewater Linear	Avalon Road-Contract Costs	39,384	
Wastewater Linear	Depot Needs Study-Consultant Costs	5	
		1,814,996	

Note A - Lining projects is a water project and this contribution to Wastewater Holding Reserve will be moved to Water Holding Reserve in next report.

Appendix B - Table 9 - Transfers from Holding Account (Project Deficits)

Transfers from Holding Account - Period of July 1, 2020 to March 31, 2021					
Section	Description	Original Budget	Max Draw	Holding Account Draw	Reason for Draw
Wastewater Linear	Sewer & Watermain Contingency-Contract Costs	71,233	100,000	74,619	Kelly Lake road reconstruction, had to use contingency and holding account as wastewater portion not budgeted previously
Wastewater Plants	Equipment Upgrades-Contract Costs	800,000	100,000	1,316	Insignificant overage compared to budget - no explanation required
Wastewater Linear	Consulting Fees-Consultant Costs	250,000	100,000	2,429	Insignificant overage compared to budget - no explanation required
Wastewater Linear	Sewer & Watermain Contingency-Contract Costs	51,707	100,000	6,640	Pine St road rehabilitation, ww support to project was previously unbudgeted
Wastewater Linear	Capreol CIP-Contract Costs	150,000	100,000	4,579	Additional costs for trench stabilization
				89,583	

Healthy Community Initiative Fund 2021 Semi-Annual Report

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Correspondence for Information Only
Prepared by:	Lyne Côté Veilleux Leisure Services
Recommended by:	General Manager of Community Development

Report Summary

This report provides information regarding the financial particulars of each Ward's Healthy Community Initiative Fund allocation for the period of January 1, 2021 to June 30, 2021, in accordance with By-law 2018-129.

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to the goal: Create a Healthier Community as identified in the Strategic Plan, as it aligns with the Population Health Priorities of Building Resiliency, Investing in Families, Creating Play Opportunities, Promoting Mental Health Awareness, Achieving Compassionate City Designation and Implementing an Age-Friendly Strategy. The information in this report has no relationship to the Community Energy & Emissions Plan.

Financial Implications

There are no financial implications associated with this report.

Background

By-law 2018-129, requires Council be provided with semi-annual reports identifying by ward, the financial particulars of the Healthy Community Initiative (HCI) Fund allocations.

Appendix A – Healthy Community Initiative Fund – 2021 Semi-Annual Report, provides detailed information relating to carry-forward and year-to-date fund balances, fund allocations, donation revenues, as well as specifics of expenditures and of unexpended commitments for the period of January 1, 2021, to June 30, 2021.

Next Steps

A 2021 year-end report of ward-specific HCI Fund financials will be presented for Council's information in 2022.

Resources Cited

Healthy Community Initiative Fund, By-law 2018-129

<https://www.greatersudbury.ca/city-hall/grants-and-funding/hci-fund/application-process/hci-fund-policy/>

Healthy Community Initiative Fund (HCI) Summary

For the period ending June 30, 2021

By Ward	Funding Sources							Committed Funds / Projects in Progress	Total Uncommitted Funds	Notes
	Uncommitted 2020 Funds (Carry Forward)	Prior Year(s) Committed / Projects in Progress (Carry Forward)	2021 Fund Allocation	Donation Revenue 2021	Total of Funding Sources	Total Funds Spent in 2021	Fund Balance			
Reserve	24,000.00	-	-	-	24,000.00	-	24,000.00	-	24,000.00	1
Ward 1	63,190.58	98,947.58	33,384	-	195,521.99	6,140.00	189,381.99	97,271.58	92,110.41	
Ward 2	34,447.99	57,195.00	33,384	-	125,026.82	-	125,026.82	57,195.00	67,831.82	2
Ward 3	1,185.25	25,110.95	33,384	-	59,680.03	5,500.00	54,180.03	28,500.00	25,680.03	3
Ward 4	37,169.81	50,832.44	33,384	-	121,386.08	3,500.00	117,886.08	53,332.44	64,553.64	
Ward 5	30,557.10	50,000.00	33,384	-	113,940.93	50,689.35	63,251.58	-	63,251.58	4
Ward 6	77,389.70	10,000.00	33,384	-	120,773.53	-	120,773.53	10,000.00	110,773.53	
Ward 7	29,912.17	29,726.40	33,384	-	93,022.40	25,989.00	67,033.40	3,726.40	63,307.00	5
Ward 8	30,692.44	39,724.75	33,384	-	103,801.02	-	103,801.02	37,424.75	66,376.27	6
Ward 9	6,087.95	67,655.00	33,384	-	107,126.78	1,500.00	105,626.78	67,655.00	37,971.78	
Ward 10	99,446.26	3,500.00	33,384	-	136,330.09	-	136,330.09	22,900.00	113,430.09	
Ward 11	13,045.10	62,859.40	33,384	1,200.00	110,488.33	5,200.00	105,288.33	57,891.92	47,396.41	7
Ward 12	91,097.47	13,754.67	33,384	-	138,235.97	1,500.00	136,735.97	72,354.67	64,381.30	
Total	538,221.82	509,306.19	400,605.96	1,200.00	1,449,333.97	100,018.35	1,349,315.62	508,251.76	841,063.86	

Notes:

- 1 In accordance with By-law 2018-129, there was no contribution made from the 2021 allocation to the HCI Reserve Fund to cap the Reserve at \$24,000
- 2 Deficit of \$4,464 from the Marcel Tot Lot: fence, wood fiber materials for swing, edging project (2019) was deducted from the Total Uncommitted Funds balance
- 3 Surplus of \$110.95 from the pickleball courts at Cote Park project (2020) was added to the Total Uncommitted Funds balance
- 4 Deficit of \$689.35 from the Hidden Valley playground project (2020) was deducted from the Total Uncommitted Fund Balance
- 5 Surplus of \$11 from the Capreol Lions Club roof replacement project (2020) was added to the Total Uncommitted Funds balance
- 6 Surplus of \$2,300 from the Westmount Community Centre: engineering of concrete pad & roof project (2019) was added to the Total Uncommitted Funds balance
- 7 Surplus of \$1,967.66 from the Carmichael outdoor rink project (2020) was added to the Total Uncommitted Funds balance

HCI Fund: Ward 1
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes	Eligible Expenditure Category	HCI/Population Health Priority
Capital								
08-Feb-21	M&G Fencing	Marcel Tot Lot: fence, wood fiber materials for swing, edging	Ward-wide	CC2019-294	6,140.00	1	3	f,h
					Total Capital	6,140.00		
Grant								
					Total Grants	-		
Total for January - June 2021					6,140.00			
					Total Spent on Grants	-		
					Maximum Grant Allocation	10,416.67		
Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)					
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth		f. Play Opportunities			
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency		g. Housing			
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families		h. Holistic Health			
		4. Civic Engagement/Social Capital	d. Mental Health		i. Age Friendly Strategy			
			e. Compassionate City		j. Healthy Streets			
Donation Revenues								
					-			
Commitments / Projects in Progress								
25-Apr-17	Ward 1 Community Action Network	Installation of an accessible splash pad at Delki Dozzi	Ward-wide	CC2017-114	50,000.00			
	Splash Pad Committee							
30-May-17	Robinson Playground Association	Cement pad in main rink	Ward-wide	CC2017-153	47,271.58			
					97,271.58			

Notes:

¹ Deficit of \$4,464 from the Marcel Tot Lot: fence, wood fiber materials for swing, edging project (2019) was deducted from the Total Uncommitted Funds balance

HCI Fund: Ward 2
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population
Capital							
					Total Capital	-	
Grant							
					Total Grant	-	
Total for January - June 2021						-	
						Total Spent on Grants	-
						Maximum Grant Allocation	10,416.67

Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families
		4. Civic Engagement/Social Capital	d. Mental Health
			e. Compassionate City
			f. Play Opportunities
			g. Housing
			h. Holistic Health
			i. Age Friendly Strategy
			j. Healthy Streets

Donation Revenues							
							-

Commitments / Projects in Progress							
24-Apr-18	Donovan Elm West Community Action Network	Therapeutic/leisure pool at Lionel E. Lalonde	Multi- wards	CC2018-108	10,000.00		
25-Sep-18	Anderson Farm Museum Heritage Society	Centre Pavilion	Ward-wide	CC2018-256 & CC2019-197	47,195.00		
					57,195.00		

Note

HCI Fund: Ward 3
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					Total Capital	-	
Grant							
28-Jun-21	Café Heritage	Rayside-Balfour Heritage Days Park Party event 2021	Ward-wide	CC2021-157	3,000.00	1	c
30-Jun-21	Onaping Falls Recreation Committee Inc.	A.Y. Jackson Lookout program 2021	Ward-wide	CC2021-157	2,500.00	2	f
					Total Grant	5,500.00	
Total for January - June 2021					5,500.00		
					Total Spent on Grants	5,500.00	
					Maximum Grant Allocation	10,416.67	
Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)				
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth				
	2. Grants: other programs or initiatives	2. Environmental Sustainability	f. Play Opportunities				
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	b. Resiliency				
		4. Civic Engagement/Social Capital	g. Housing				
			c. Families				
			h. Holistic Health				
			d. Mental Health				
			i. Age Friendly Strategy				
			e. Compassionate City				
			j. Healthy Streets				
Donation Revenues							
						-	
Commitments / Projects in Progress							
24-Apr-18	Donovan Elm West Community Action Network	Therapeutic/leisure pool at Lionel E. Lalonde	Multi- wards	CC2018-108	25,000.00		
19-May-21	Onaping Falls Hamper Fund	2021 Christmas hampers	Ward-wide	GM	1,000.00		
25-May-21	Onaping Falls Recreation Committee Inc.	Onaping Falls Youth Choir 2021	Ward-wide	CC2021-157	1,500.00		
25-May-21	Onaping Falls Recreation Committee Inc.	Onaping Falls Summerfest 2021	Ward-wide	CC2021-157	1,000.00		
					28,500.00		

Notes:

HCI Fund: Ward 4
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					Total Capital	-	
Grant							
07-Jun-21	Donovan Elm West Community Action Network/Antwerp Community Gardens	Pollinator garden at Antwerp community garden	Ward-wide	GM	500.00	2	e
28-Jun-21	Café Heritage	2021 Thursday Night Summer Concerts event	Ward-wide	CC2021-157	3,000.00	1	c
					Total Grant	3,500.00	
Total for January - June 2021					3,500.00		
					Total Spent on Grants	3,500.00	
					Maximum Grant Allocation	10,416.67	
Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)				
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth				
	2. Grants: other programs or initiatives	2. Environmental Sustainability	f. Play Opportunities				
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	g. Housing				
		4. Civic Engagement/Social Capital	h. Holistic Health				
			i. Age Friendly Strategy				
			j. Healthy Streets				
Donation Revenues							
						-	
Commitments / Projects in Progress							
20-Mar-18	Azilda Community Action Network	Tree in seniors/library park	Ward-wide	GM	1,000.00		
24-Apr-18	Donovan Elm West Community Action Network	Therapeutic/leisure pool at Lionel E. Lalonde Centre	Multi- wards	CC2018-108	25,000.00		
31-Dec-18	Azilda Community Action Network	Arena parkette	Ward-wide	CC2018-285	5,137.44		
1-Oct-19	Sudbury Shared Harvest	Edible forest garden sign at Donovan Elm West	Ward-wide	GM	1,195.00		
10-Dec-19	Azilda Community Action Network	Azilda splash pad	Ward-wide	CC2019-358 &	18,500.00		
25-May-21	Café Heritage	2021 Lions SuperSTARS Vocal Competition event	Ward-wide	CC2021-157	2,500.00		
					53,332.44		

Notes:

HCI Fund: Ward 5
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
30-Mar-21	New World Park Solutions Inc	Hidden Valley playground	Ward-wide	CC2020-169	50,689.35	1 3	f
Total Capital					50,689.35		
Grant							
Total Grant					-		
Total for January - June 2021					50,689.35		

Total Spent on Grants -

Maximum Grant Allocation 10,416.67

Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families
		4. Civic Engagement/Social Capital	d. Mental Health
			e. Compassionate City
			f. Play Opportunities
			g. Housing
			h. Holistic Health
			i. Age Friendly Strategy
			j. Healthy Streets

Donation Revenues
-
Commitments / Projects in Progress
\$ -

Notes:

1 Deficit of \$689.35 from the Hidden Valley playground project (2020) was deducted from the Total Uncommitted Fund Balance

HCI Fund Ward 6
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/Resolution/General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					Total Capital	-	
Grant							
					Total Grant	-	
Total for January - June 2021						-	
						Total Spent on Grants	-
						Maximum Grant Allocation	10,416.67
<p>Legend:</p> <div> <div> Eligible Expenditure Categories <ol style="list-style-type: none"> 1. Grants: event support 2. Grants: other programs or initiatives 3. Capital expenditures to purchase, build or replace municipally-owned assets </div> <div> HCI Priorities <ol style="list-style-type: none"> 1. Human Health & Well-Being 2. Environmental Sustainability 3. Economic Vitality 4. Civic Engagement/Social Capital </div> <div> Population Health Priorities (eff. Jul./18) <ol style="list-style-type: none"> a. Indigenous Youth b. Resiliency c. Families d. Mental Health e. Compassionate City f. Play Opportunities g. Housing h. Holistic Health i. Age Friendly Strategy j. Healthy Streets </div> </div>							
Donation Revenues							
						-	
Commitments / Projects in Progress							
24-Apr-18	Donovan Elm West Community Action Network	Therapeutic/leisure pool at Lionel E. Lalonde Centre	Multi- wards	CC2018-108	10,000.00		
					10,000.00		

Notes:

HCI Fund: Ward 7
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes	Eligible Expenditure Category	HCI/Population Health Priority
Capital								
24-Jun-21	Briscoe Plumbing Services Ltd.	Roof replacement (Capreol Lions Club)	Ward-wide	CC2020-242	25,989.00	1	3	e
					Total Capital	25,989.00		
Grant								
					Total Grant	-		
Total for January - June 2021					25,989.00			
					Total Spent on Grants	-		
					Maximum Grant Allocation	10,416.67		
Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)					
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth		f. Play Opportunities			
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency		g. Housing			
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families		h. Holistic Health			
		4. Civic Engagement/Social Capital	d. Mental Health		i. Age Friendly Strategy			
			e. Compassionate City		j. Healthy Streets			
Donation Revenues								
					-			
Commitments / Projects in Progress								
07-Dec-20	Garson Falconbridge Community Action Network	Holiday street lights	Ward-wide	GM	3,726.40			
					3,726.40			

Notes:

1 Surplus of \$11 from the Capreol Lions Club roof replacement project (2020) was added to the Total Uncommitted Funds balance

HCI Fund: Ward 8
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					-		
Grant							
					-		
Total for January - June 2021						-	

Total Spent on Grants -

Maximum Grant Allocation 10,416.67

Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families
		4. Civic Engagement/Social Capital	d. Mental Health
			e. Compassionate City
			f. Play Opportunities
			g. Housing
			h. Holistic Health
			i. Age Friendly Strategy
			j. Healthy Streets

Donation Revenues

-

Commitments / Projects in Progress

22-Nov-17	Westmount 4-H Club	Community garden	Ward-wide	CC2017-350	3,324.75
06-Oct-20	Don Lita Park Neighbourhood Association	Rink boards & fieldhouse flooring	Ward-wide	CC2020-242	34,100.00
					37,424.75

Notes:

HCI Fund: Ward 9
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					Total Capital	-	
Grant							
07-Jun-21	Coniston Community Garden	Pollinator garden at Coniston community garden	Ward-wide	GM	500.00	2	b
28-Jun-21	Coniston Community Action Network	Flower bed enhancements (various locations)	Ward-wide	GM	1,000.00	2	e
					Total Grant	1,500.00	
Total for January - June 2021					1,500.00		
					Total Spent on Grants	1,500.00	
					Maximum Grant Allocation	10,416.67	
Legend: <div> <div> Eligible Expenditure Categories <ol style="list-style-type: none"> 1. Grants: event support 2. Grants: other programs or initiatives 3. Capital expenditures to purchase, build or replace municipally-owned assets </div> <div> HCI Priorities <ol style="list-style-type: none"> 1. Human Health & Well-Being 2. Environmental Sustainability 3. Economic Vitality 4. Civic Engagement/Social Capital </div> <div> Population Health Priorities (eff. Jul./18) <ol style="list-style-type: none"> a. Indigenous Youth b. Resiliency c. Families d. Mental Health e. Compassionate City f. Play Opportunities g. Housing h. Holistic Health i. Age Friendly Strategy j. Healthy Streets </div> </div>							
Donation Revenues							
						-	
Commitments / Projects in Progress							
21-Dec-20	Coniston Playground Association	Age and Ability Inclusive Park (Phase I)	Ward-wide	CC2020-318	67,655.00		
					67,655.00		

Notes:

HCI Fund: Ward 10
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/Resolution/General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					Total Capital	-	
Grant							
					Total Grant	-	
					Total for January - June 2021	-	
						Total Spent on Grants	-
						Maximum Grant Allocation	10,416.67
<p>Legend:</p> <div> <p>Eligible Expenditure Categories</p> <ol style="list-style-type: none"> 1. Grants: event support 2. Grants: other programs or initiatives 3. Capital expenditures to purchase, build or replace municipally-owned assets </div> <div> <p>HCI Priorities</p> <ol style="list-style-type: none"> 1. Human Health & Well-Being 2. Environmental Sustainability 3. Economic Vitality 4. Civic Engagement/Social Capital </div> <div> <p>Population Health Priorities (eff. Jul./18)</p> <ol style="list-style-type: none"> a. Indigenous Youth b. Resiliency c. Families d. Mental Health e. Compassionate City f. Play Opportunities g. Housing h. Holistic Health i. Age Friendly Strategy j. Healthy Streets </div>							
Donation Revenues							
						-	
						-	
Commitments / Projects in Progress							
11-Jul-17	York K9 Club	South End dog park (formerly Riverdale dog park)	Ward-wide	CC2017-217	3,500.00		
29-Jun-21	Nepahwin Lake Watershed Stewardship Group	Water bottle refill station/fountain	Ward-wide	CC2021-194	19,400.00		
					22,900.00		

Notes:

HCI Fund: Ward 11
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
30-Jan-21	Bruce Tait Construction Ltd	Carmichael Community Centre upgrades (Phase II)	Ward-wide	CC2018-123	4,200.00	3	4
Total Capital					4,200.00		
Grant							
07-Jun-21	Minnow Lake Community Action Network	Pollinator gardens at Minnow Lake Community Centre and Minnow Lake dog park community garden	Ward-wide	GM	1,000.00	2	b
Total Grant					1,000.00		
Total for January - June 2021					5,200.00		
Total Spent on Grants					1,000.00		
Maximum Grant Allocation					10,416.67		
Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)				
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth		f. Play Opportunities		
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency		g. Housing		
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families		h. Holistic Health		
		4. Civic Engagement/Social Capital	d. Mental Health		i. Age Friendly Strategy		
			e. Compassionate City		j. Healthy Streets		
Donation Revenues							
26-Feb-21	Minnow Lake Lions	Carmichael outdoor rink	Ward-wide	CC2020-242	1,000.00		
8-Feb-21	Bayridge Neighbourhood Association	Korpela Park enhancements (Phase II)	Ward-wide	CC2018-194 & 2018-285	200.00		
					1,200.00		
Commitments / Projects in Progress							
24-Apr-18	Donovan Elm West Community Action	Therapeutic/leisure pool at Lionel E. Lalonde Centre	Multi- wards	CC2018-108	10,000.00		
08-May-18	The Sudbury Art Club	Carmichael Community Centre upgrades (Phase II)	Ward-wide	CC2018-123	5,000.00		
11-Dec-18	Bayridge Neighbourhood Association	Korpela Park enhancements (Phase II)	Ward-wide	CC2018-194 & 2018-285	9,761.51		
13-Aug-19	Minnow Lake Lions	Sunshades at Carmichael skate park	Ward-wide	CC2019-237	33,130.41		
					57,891.92		

Notes:

HCI Fund: Ward 12
For the period ending June 30, 2021

Date	Payee/Community Group	Description (including event or project)	Benefitting Group/Organization	By-Law/ Resolution/ General Manager (GM)	Amount (\$)	Notes Eligible Expenditure Category	HCI/Population Health Priority
Capital							
					Total Capital	-	
Grant							
30-Jun-21	Association canadienne-française de l'Ontario du grand Sudbury	Heritage document on the Flour Mill silos	Ward-wide	CC2021-194	1,500.00	2	e
					Total Grant	1,500.00	
Total for January - June 2021					1,500.00		
					Total Spent on Grants	1,500.00	
					Maximum Grant Allocation	10,416.67	

Legend:	Eligible Expenditure Categories	HCI Priorities	Population Health Priorities (eff. Jul./18)
	1. Grants: event support	1. Human Health & Well-Being	a. Indigenous Youth
	2. Grants: other programs or initiatives	2. Environmental Sustainability	b. Resiliency
	3. Capital expenditures to purchase, build or replace municipally-owned assets	3. Economic Vitality	c. Families
		4. Civic Engagement/Social Capital	d. Mental Health
			e. Compassionate City
			f. Play Opportunities
			g. Housing
			h. Holistic Health
			i. Age Friendly Strategy
			j. Healthy Streets

Donation/Grant Revenues
-

Commitments / Projects in Progress						
25-Apr-17	Ridgecrest Accessible Park Neighbourhood Association	Adult exercise equipment (ESDC \$26,867)	Ward-wide	CC2017-114 & CC2016-279	3,254.67	
09-Jul-19	Le Centre Victoria pour femmes	Percy Park community garden	Ward-wide	GM	5,000.00	
16-Jan-20	Ukrainian Seniors' Centre	Landscape architect design for Hantyshyn Park enhancements	Ward-wide	GM	5,000.00	
20-Mar-20	Ridgecrest Accessible Park Neighbourhood Association	Celebration of equipment installation at Ridgecrest (reallocate \$100 donation from adult exercise equipment project)	Ward-wide	GM	500.00	
22-Jun-21	Ridgecrest Accessible Park Neighbourhood Association	Bear-proof garbage receptacle at Ridgecrest Playground	Ward-wide	GM	3,600.00	
29-Jun-21	Ridgecrest Accessible Park Neighbourhood Association	Outdoor exercise equipment at Redfern Senior and Tot Lot	Ward-wide	CC2021-194	55,000.00	
					72,354.67	

Notes:

2021 Operating Budget Variance Report

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Correspondence for Information Only
Prepared by:	Liisa Lenz Financial Support & Budgeting
Recommended by:	General Manager of Corporate Services

Report Summary

This report provides information regarding a variance analysis based on the City's second quarter results (January to June 30, 2021). The projected surplus for 2021 is approximately \$2.4 million

Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)

This report refers to operational matters and has no direct connection to the Community Energy & Emissions Plan.

Financial Implications

There are no financial implications associated with this report.

Background

The purpose of this report is to provide the Finance and Administration Committee with an overview of year-end variances in accordance with the Operating Budget Policy. In the last forecast, provided in June, staff identified areas where material year-end variances may occur. The monitoring and reporting of variances has been conducted in accordance with the Operating Budget Policy. The June variance report reflects expenditures and revenues for the first half of the year, as well as anticipated expenditures and revenues to the end of the year.

Appendix 1 reflects the annual net budget, projected year end position and variance for each area. In accordance with the Operating Budget Policy approved by Council, the following explanations relate to areas where a potential variance of greater than \$200,000 may occur within a division or section:

Variance Explanations

1) Other Revenues and Expenses

This area is reflecting a net over expenditure of \$1.9 million as follows:

- An anticipated shortfall in OLG Slot Revenues resulting from Provincial stay-at-home orders and capacity limitations due to COVID-19.

2) Legal and Clerks Services

This area is reflecting a net over expenditure of \$490,000 as follows:

- The anticipated deficit is largely due to the delay in implementation of the Red Light Camera Program. The projected revenue generated by this program has been reduced to account for implementation in the fourth quarter.

3) Security, By-Law and Parking

This area is reflecting a net over expenditure of \$720,000 as follows:

- An anticipated shortfall in revenues for lottery licenses, parking fines and fees, and portable sign permits of \$690,000 primarily due to COVID-19 restrictions in the first half of the year.

4) Infrastructure Capital Planning

This area is reflecting a net under expenditure of \$400,000 as follows:

- The anticipated surplus is largely due to the delay in implementation of the Red Light Camera Program as well as some staff vacancies.

5) Linear Infrastructure Maintenance

This area is reflecting a net under expenditure of \$3,800,000 as follows:

- An anticipated surplus of \$3.4M in Winter Control as a result of favourable weather conditions in the first half of the year.
- An anticipated surplus of \$440,000 primarily due to less than expected COVID-19 expenditures which would result in a reduced contribution from Reserve related to COVID-19 related expenditures.

6) Environmental Services

This area is reflecting a new under expenditure of \$360,000 as follows:

- Anticipated under expenditure in waste collection costs of \$840,000 as a result of temporary reductions in waste collection programs related to COVID-19 and centralized collection services.
- Anticipated increases in costs associated with diversion from the landfill of \$230,000 primarily due to the increasing costs of blue boxes and green carts.
- Anticipated decrease in tipping fee revenue of \$125,000 as a result of COVID-19 restrictions on business operations.
- Anticipated increases in security costs of \$80,000 to ensure proper COVID-19 protocols are in place at landfill sites.

7) Planning and Development

This area is reflecting a net under expenditure of \$220,000 as follows:

- Anticipated under expenditures in Materials and Equipment of \$140,000 due to reduced purchases as a result of COVID-19 restrictions.
- Anticipated under expenditures in Salaries and Benefits of \$80,000 due to vacancies in year.

8) Emergency Medical Services

This area is reflecting a net under expenditure of \$280,000 as follows:

- Anticipated under expenditure of \$280,000 in salaries and benefits primarily due to staff secondment to the vaccination clinics, Community Paramedicine for Long Term Care Program, and in year vacancies.

Covid-19

Covid-19 continues to be a factor in daily operations. Factors such as capacity, and enhanced safety and cleaning measures continue to add additional pressures, as well as costs associated with the closing of facilities for extended times during stay-at-home orders, and the re-opening of those facilities. In addition to extra costs, the City is also experiencing reduced user fee revenue as many services have experienced periods of closures, or reduced utilization. Similar to 2020, several Provincial funding sources have been

announced to help offset these added pressures. It is difficult to determine the overall impact that Covid-19 will have on 2021 services as this largely depends on provincial guidelines. The City will continue to follow the lead of the Province, and ensure that services are available to citizens when it is safe to do so.

For the 2021 budget, the City anticipated all COVID-19 related expenditures would be covered through Provincial funding, and a contribution from reserve. A reconciliation of the revenues and expenditures will take place at year end.

Covid-19 Vaccination

The City continues to be an active partner in Public Health Sudbury and Districts efforts to vaccinate the community. This is a large undertaking with significant financial requirements. It is anticipated that the cost to vaccinate the community will be funded from the Province. Most recently, Public Health Sudbury and Districts have made the switch from Mass Immunization Clinics to mobile/pop-up clinics. As a result, three of the four arenas that were previously used for clinic purposes have returned to regular arena functions and will be earning revenue.

Summary

As per the attached chart, the City's projected net year end position is anticipated to be a \$2.4 million surplus. Any surplus related to winter control activities will be contributed to the Winter Control Reserve if the contribution does not put the City in an overall deficit position. Any remaining surplus will be contributed equally to the Tax Rate Stabilization Reserve and the Capital Financing Reserve Fund – General in accordance with the Reserve and Reserve Fund by-law.

Appendix 1

City of Greater Sudbury Net Operating Revenue and Expenditure Projection For the year ended December 31, 2021



	Net Operating Budget	YE Position	Surplus (Deficit)	Notes
Corporate Rev and Exp Summary				
Revenue Summary	(333,191,201)	(333,255,937)	64,736	
Other Revenues and Expenses	29,770,709	31,704,205	(1,933,496)	1
TOTAL CORPORATE REVENUES	(303,420,492)	(301,551,732)	(1,868,760)	
Executive and Legislative				
Office of the Mayor	783,724	783,724	0	
Council Memberships & Travel	85,395	78,980	6,415	
Council Expenses	1,251,233	1,178,973	72,260	
Auditor General	410,490	428,964	(18,474)	
Office of the C.A.O. Summary	12,404,872	12,566,037	(161,165)	
TOTAL EXECUTIVE AND LEGISLATIVE	14,935,714	15,036,678	(100,964)	
Corporate Services				
Corporate Services -GM Office	560,929	560,929	0	
Legal & Clerks Services	1,689,682	2,183,786	(494,104)	2
Security, By-Law & Parking	452,247	1,174,374	(722,127)	3
Information Technology	20,307	(103,205)	123,512	
Human Resources and O.D.	(127,548)	37,812	(165,360)	
Finance, Assets and Fleet	14,698,873	14,534,796	164,077	
TOTAL CORPORATE SERVICES	17,294,490	18,388,492	(1,094,002)	
Economic Development Summary				
G. M. Office	0	0	0	
Economic Development	4,993,797	4,990,197	3,600	
TOTAL ECONOMIC DEVELOPMENT SUMMARY	4,993,797	4,990,197	3,600	
Community Development Services				
G.M. Office	444,605	444,605	0	
Housing Services & Operations	20,614,685	20,498,465	116,220	
Long Term Care-Senior Services	6,211,605	6,273,343	(61,738)	
Social Services	5,944,639	5,778,479	166,160	
Children Services	1,820,243	1,820,243	0	
Leisure & Cemetery Services	24,752,776	24,796,396	(43,620)	
Transit	18,012,285	17,861,674	150,611	
TOTAL COMMUNITY DEVELOPMENT SERVICES	77,800,838	77,473,205	327,633	
Growth and Infrastructure				
Growth I.S. Other	215,864	215,864	0	
Inf Capital Planning	6,920,940	6,516,819	404,121	4
Engineering Services	(14,656)	(97,601)	82,945	
Water - Wastewater	(0)	0	(0)	
Linear Infr Maintenance	45,576,407	41,730,556	3,845,851	5
Environmental Services	15,508,169	15,151,366	356,803	6
Planning and Development	5,819,658	5,598,833	220,825	7
Treatment & Compliance	(0)	0	(0)	
Building Services	0	0	0	

Appendix 1

City of Greater Sudbury Net Operating Revenue and Expenditure Projection For the year ended December 31, 2021



	Net Operating Budget	YE Position	Surplus (Deficit)	Notes
TOTAL GROWTH AND INFRASTRUCTURE	74,026,381	69,115,837	4,910,544	
Community Safety				
C.S. G.M.'s Office	(3,824)	(3,824)	0	
Emergency Management	508,938	502,438	6,500	
CLELC Section	(763,050)	(755,711)	(7,339)	
Emergency Medical Service	11,722,702	11,446,113	276,589	8
Fire Services	28,791,720	28,896,822	(105,102)	
TOTAL COMMUNITY SAFETY	40,256,486	40,085,838	170,648	
Outside Boards				
Outside Boards Other	8,386,175	8,386,175	0	
Police Services	65,726,611	65,721,879	4,732	
TOTAL OUTSIDE BOARDS	74,112,786	74,108,054	4,732	
TOTAL EXPENDITURES	303,420,492	299,198,301	4,222,191	
TOTAL	\$0	(\$2,353,431)	\$2,353,431	

Contract Awards Exceeding \$100,000 April 1 – June 30, 2021

Presented To:	Finance and Administration Committee
Meeting Date:	September 21, 2021
Type:	Correspondence for Information Only
Prepared by:	Kari Bertrand Purchasing
Recommended by:	General Manager of Corporate Services

Report Summary

This report provides information regarding contract awards \$100,000 or greater awarded from April 1, 2021 to June 30, 2021 and may include any previously omitted reports from past reporting periods.

Relationship to the Strategic Plan / Health Impact Assessment

This report supports Council's Strategic Initiative to Demonstrate Innovation and Cost-Effective Service Delivery. It specifically continues the evolution of business planning, financial and accountability reporting systems to support effective communication with taxpayers about the City's service efforts and accomplishments. This report does not have any relationship to the CEEP goals.

Financial Implications

Sufficient funding exists within the previous approved budgets in accordance with the Operating and Capital Budget Policies at that time. Council approved policies for the Operating and Capital Budgets enable staff to reallocate operating budget dollars or obtain funding from the respective Holding Account Reserve (for Capital only) in order to award tenders when the tendered amount exceeds the budgeted amount. The budget amount is an estimate whereas the tendered amount is the actual cost received by the City through a competitive tender process from the marketplace.

Background

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

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

During the reporting period there were 35 contract awards valued at \$100,000 or greater as a result of a competitive procurement process, six non-competitive contract awards valued at \$100,000 or greater, five

cooperative contract awards valued at \$100,000 or greater, and 16 contract awards valued at \$100,000 or greater as a result of Standing Offers.

Bid Solicitations are advertised electronically on bids&tenders in the form of either Request for Tender or Request for Proposal. Where a Request for Tender is used, the Award is to the Lowest Compliant Bid. Where a Request for Proposal is used, the Award is to the highest scored Proposal based on Best Value, which is defined as the optimal balance of performance and cost determined in accordance with pre-defined evaluation criteria; all in accordance with the Purchasing By-law.

BID SOLICITATION DETAILS:

- For additional information regarding Bid Solicitations, please visit the City's bids&tenders webpage: <https://greatersudbury.bidsandtenders.ca/Module/Tenders/en>

APPENDICIES:

- APPENDIX A - Competitive Contract Awards \geq \$100,000
- APPENDIX B - Non-Competitive Contract Awards (Including Emergency Purchases) \geq \$100,000
- APPENDIX C – Cooperative Contract Awards \geq \$100,000
- APPENDIX D - Contract Awards \geq \$100,000 Resulting from Standing Offers

Explanations and Legend for Appendices:

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

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
SHO20-127 Janitorial Services for Various GSHC Locations	8	<u>\$270,550(O)(H)</u> \$811,650	GDI Services (Canada) LP	\$367,259 (Partial Bid)	\$877,338	Green Maples Environmental Inc. 4/01/2021	Three-year initial term, plus two one-year renewal options
			Green Maples Environmental Inc.	\$877,338			
			SQM Janitorial Services	\$1,066,655			
			Dexterra 10647802 Canada	\$1,129,530			
			Masterpiece Maintenance	\$1,142,905			
			Toure Cleaning Services Ltd.	\$1,253,340			
			Tricom Building Maintenance	\$1,510,839			
			SkyBlue Services Corp.	\$1,880,010			
CDD21-27 Grass Cutting at Municipal Cemeteries	5	<u>\$199,438(O)</u> \$786,733	1232359 Ontario Ltd. o/a Turf King – TurfScapes	\$613,215	\$613,215 Note: Contract Award Value is based on estimated cuts.	1232359 Ontario Ltd. o/a Turf King – TurfScapes 4/06/2021	Three-year initial term, plus two one-year renewal options
			Mowr Landscapes Inc.	\$698,255			
			Disqualified Bidders: - Lalonde Property Management Inc. - Your Yard Necessities Inc. - 1929853 Ontario Inc.				

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ISD21-112 Demolition, Removal and Site Restoration of Structures at Various Locations for the City of Greater Sudbury	12	<u>\$4,210,000(C)</u> Note: This budget will be used for multiple contracts/purchases. \$107,500	Colin's Haulage Inc.	\$78,165	\$78,165	Colin's Haulage Inc. 4/07/2021	One Time
			Canor Construction	\$86,277			
			Maxx North America Group Inc.	\$95,000			
			Ed Seguin and Sons Trucking and Paving Ltd.	\$96,374			
			Comet Contracting Ltd.	\$98,072			
			Lacroix Construction Co. (2014)	\$110,505			
			Bélanger Construction (1981) Inc.	\$143,000			
			Tri-Phase Contracting Inc.	\$193,520			
			1594686 Ontario Inc.	\$194,711			
			CLC Infrastructure Inc.	\$198,175			
			Denis Gratton Construction Ltd.	\$258,000			
			Priestly Demolition Inc.	\$266,580			
ISD21-89 Digital Aerial Photography, Photogram- metric Mapping and Ortho- Imagery	5	<u>\$125,000(O)</u> \$625,000	Aeroquest Mapcon Inc.	89	\$84,892	Aeroquest Mapcon Inc. 4/07/2021	One-year term, plus four one-year renewal options
			Northway/Photomap/Remote Sensing Ltd.	74			
			J.D. Barnes Ltd.	74			
			XEOS Imaging Inc.	53			
			Aero Geometrics Ltd.	51			
CPS20-138 Anderson Farm Museum Building Envelope Repairs and Upgrades	4	<u>\$425,000(C)</u> \$350,000	Alkon Ltd.	\$307,660	\$307,660	Alkon Ltd. 4/09/2021	One Time
			Build North Construction Inc.	\$326,253			
			Barne Building and Construction Inc.	\$353,886			
			Preeminent Construction Inc.	\$395,483			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ISD21-130 Supply and Delivery of Culverts	1	\$4,000,000(C) Note: This budget will be used for multiple contracts/purchases. \$414,000	Decast Ltd.	\$287,378	\$287,378	Decast Ltd. 4/16/2021	One Time
ISD21-88 Digital Aerial Photography, Photogram-metric Mapping and Ortho-Imagery for Various Landfills Sites	7	<u>\$71,000(O)</u> \$200,000	J. D. Barns Ltd.	91	\$25,699	J. D. Barnes Ltd.	One-year term, plus four one-year renewal options
			Northway/Photmap/Remote Sensing Ltd.	86		4/16/2021	
			GeoVerra Inc.	75			
			Aero Geometrics Ltd.	66			
			Disqualified Proponents: • Canadian UAV Solutions • CIMA Canada Inc. • Point of Interest Aerial				
ENG21-5 Watermain Replacement & Road Improvements, Will Street, Falconbridge Highway (MR86) to Josephine Street	7	<u>\$1,520,000(C)</u> \$1,312,000	Lacroix Construction Co. (2014)	\$1,037,052	\$1,037,052	Lacroix Construction Co. (2014)	One Time
			Hollaway Equipment Rental Ltd.	\$1,186,410			
			Garson Pipe Contractors	\$1,231,709		4/23/2021	
			Bélanger Construction (1981) Inc.	\$1,249,000			
			Teranorth Construction & Engineering Limited	\$1,340,095			
			Denis Gratton Construction Ltd.	\$1,343,599			
			MCA Contracting Ltd.	\$1,345,258			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ISD21-113 Traffic Paint Material	1	<u>\$432,140(O)</u> \$1,858,200	Ennis Paint Canada ULC	\$1,114,920	\$1,114,920	Ennis Paint Canada ULC 4/23/2021	Three-year term, plus two one-year renewal options
ENG21-18 Pavement Rehabilitation, Old Highway 69 (MR84), Skead Road (MR86) & Longyear Drive (MR89)	2	\$7,300,000(C) Note: This budget will be used for multiple contracts/purchases. \$3,602,600	Interpaving Limited Inc.	\$3,445,460	\$3,445,460	Interpaving Limited Inc.	One Time
			Pioneer Construction Inc.	\$3,517,003		4/27/2021	
ENG21-3 Dell Street Reconstruction, Snowdon Avenue to Notre Dame Avenue	5	\$7,790,000(C) Note: This budget will be used for multiple contracts/purchases. \$5,685,013	Bélanger Construction (1981) Inc.	\$5,845,491	\$5,845,491	Bélanger Construction (1981) Inc.	One Time
			Garson Pipe Contractors	\$6,089,680			
			Interpaving Ltd.	\$6,492,876		4/28/2021	
			Denis Gratton Construction Ltd.	\$6,648,066			
			Teranorth Construction & Engineering Ltd.	\$6,913,839			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ENG21-2 Road Reconstruction, Watermain and Sewer Improvements, Hyland Drive and Wellington Heights	4	\$11,325,000(C) <small>Note: This budget will be used for multiple contracts/purchases.</small> \$8,086,636	Garson Pipe Contractors	\$7,136,716	\$7,136,716	Garson Pipe Contractors 4/29/2021	One-Time
			Interpaving Ltd.	\$7,306,477			
			Teranorth Construction & Engineering Ltd.	\$7,450,093			
			Bélanger Construction (1981) Inc.	\$7,855,891			
CPS21-92 One (1) Vacuum Sewer Cleaner Unit	2	\$3,225,000(C) <small>Note: This budget will be used for multiple contracts/purchases.</small> \$700,000	FST Canada Inc. o/a Joe Johnson Equipment Disqualified Bidder: - C.M. Equipment Inc.	\$595,335	\$595,335	FST Canada Inc. o/a Joe Johnson Equipment 4/30/2021	One Time
ISD20-184 Various Lagoons Upgrades	4	\$2,800,000(C) <small>Note: This budget will be used for multiple contracts/purchases.</small> \$1,695,838	Bélanger Construction (1981) Inc.	\$1,588,326	\$1,588,326	Bélanger Construction (1981) Inc. 4/30/2021	One Time
			Dominion Construction	\$1,687,178			
			Cast Construction Inc.	\$1,934,410			
			Cecchetto & Sons Ltd.	\$2,034,600			
GSP20-62 Short-Term Disability Adjudication Services and Workplace Accommodation Request Validation	5	\$39,477(O) \$210,000	Acclaim Ability Management Inc.	90	Approx. \$90,000 for three years	Acclaim Ability Management Inc. 5/03/2021	Three-year term, plus two one-year renewal options
			Workplace Medical Corp.	86			
			Organizational Solutions Inc.	84			
			Homewood Health Inc.	76			
			Disqualified proponent: -Lifemark				

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ENG21-7 Sanitary Lining – Various Locations	6	<u>\$1,325,000(C)</u> \$1,417,000	Insituform Technologies Ltd.	\$775,775	\$775,775	Insituform Technologies Ltd. 5/07/2021	One Time
			Clean Water Works Inc.	\$882,250			
			Services Infraprec Inc.	\$890,200			
			Sewer Technologies Inc.	\$898,750			
			Capital Sewer Services Inc.	\$1,096,380			
			Aqua Tech Solutions Inc.	\$1,167,418			
CPS20-126 Internet and Paper Ballot / Tabulator Count Voting Solutions	2	\$0(O) Note: Funding from Election Reserve for 2022 \$915,000	Scytl Canada	90	\$403,999	Scytl Canada 5/12/2021	One Time
			Dominion Voting Systems Corp.	65			
CDD21-15 Geese Management	1	<u>\$70,300(O)</u> \$315,500	Environmental Ecosystems Inc.	96	\$201,096	Environmental Ecosystems Inc. 5/13/2021	Three-year term, plus two one-year renewal options
ENG21-17 Pavement Rehabilitation, Long Lake Road (MR80)	3	<u>\$4,500,000(C)</u> \$4,200,000	Teranorth Construction & Engineering Ltd.	\$3,567,854	\$3,567,854	Teranorth Construction & Engineering Ltd. 5/14/2021	One Time
			Pioneer Construction Inc.	\$3,720,004			
			Interpaving Ltd.	\$3,797,450			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ENG21-9 Watermain Improvements Old Highway 536 (MR24) Twelfth Avenue to Old Creighton Road	9	\$6,200,000(C) <small>Note: This budget will be used for multiple contracts/purchases.</small> \$1,900,000	Teranorth Construction & Engineering Ltd.	\$1,476,760	\$1,476,760	Teranorth Construction & Engineering Ltd. 5/14/2021	One Time
			Hollaway Equipment Rental Ltd.	\$1,489,400			
			Bélanger Construction (1981) Inc.	\$1,590,000			
			Denis Gratton Construction Ltd.	\$1,627,592			
			MCA Contracting Ltd.	\$1,743,739			
			Dominion Construction	\$1,870,389			
			Garson Pipe Contractors	\$2,016,250			
			Cecchetto & Sons Ltd.	\$2,106,259			
			Lacroix Construction Co. (2014)	\$2,153,392			
ENG21-30 Infrastructure Improvements – Kingsway to 150 m North of Westmount Ave.	5	\$9,712,420(C) <small>Note: This budget will be used for multiple contracts/purchases.</small> \$6,765,000	Interpaving Ltd.	\$5,196,475	\$5,196,475	Interpaving Ltd. 05/27/2021	One Time
			Bélanger Construction (1981) Inc.	\$5,217,973			
			Pioneer Construction Inc.	\$6,202,005			
			Garson Pipe Contractors	\$6,235,670			
			Teranorth Construction & Engineering Ltd.	\$6,482,276			
SHO21-64 Boiler Replacement at 1920 Paris Street	1	\$440,000(C)(H) <u>\$97,065 (Energy Rebate)</u> \$450,000	Mike Witherell Mechanical Ltd.	\$487,770	\$487,770	Mike Witherell Mechanical Ltd. 6/03/2021	One Time

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ENG21-10 Lively Infrastructure Upgrades Lively/Walden Phase 2: Sixth Avenue to Eleventh Avenue	4	\$23,920,000(C) <small>Note: This budget will be used for multiple contracts/purchases.</small> \$10,257,325	Teranorth Construction & Engineering Ltd.	\$8,840,018	\$8,840,018	Teranorth Construction & Engineering Ltd. 6/04/2021	One Time
			Bélanger Construction (1981) Inc.	\$9,240,969			
			Dominion Construction	\$9,498,436			
			Garson Pipe Contractors	\$12,979,711			
ENG21-27 Tender for Crack Sealing - Various Locations	4	\$234,600(O) \$225,325	Roadlast Asphalt & Sealing Maintenance Inc.	\$128,753	\$128,753	Roadlast Asphalt & Sealing Maintenance Inc. 6/04/2021	One-year term, plus two one-year renewal options
			Pavetech Ottawa Ltd.	\$132,539			
			Upper Canada Road Services Inc.	\$153,224			
			Northern Contracting & Maintenance (Sault) Ltd.	\$178,100			
CPS21-86 Lobby Upgrades at Tom Davies Square	7	\$789,285(C) and \$24,667(O) \$788,369	Magnum Constructors Inc.	\$875,000	\$875,000	Magnum Constructors Inc. 6/07/2021	One Time
			Northwall Contracting Company Ltd.	\$991,750			
			2519181 Ontario Inc. O/A Preston Construction	\$1,058,730			
			J.N. Construction Ltd.	\$1,059,400			
			Schutt Restoration Services (Thunder Bay) Ltd.	\$1,083,900			
			Alkon Ltd.	\$1,198,600			
			Maki Construction Ltd.	\$1,249,000			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
SHO21-70 Interior Move Out Painting	5	<u>\$309,680(O)(H)</u> \$929,040	J.L. Painters and Maintenance	\$1,089,495	Note: Contract Award value based on past estimates.	J.L. Painters and Maintenance 6/10/2021	Three-year term, plus two one-year renewal options
			2406642 Ontario Inc.	\$2,101,260			
			1519448 Ontario Inc. o/a Creative Concepts Construction	\$2,211,000			
			Brampton Painting Co. Ltd.	\$3,892,619			
			Neptune Security Services Inc.	\$5,010,279			
ENG21-51 Manninen Road Bridge #1003 Rehabilitation Worthington, ON	6	\$1,200,000(C) Note: This budget will be used for multiple contracts/purchases. \$345,930	MCA Contracting Ltd.	\$365,819	\$365,819	MCA Contracting Ltd. 6/11/2021	One Term
			Dominion Construction	\$389,916			
			Bélanger Construction (1981) Inc.	\$436,705			
			Denis Gratton Construction Ltd.	\$518,220			
			1468792 Ontario Inc. o/a GDB Constructeurs	\$547,610			
			Teranorth Construction & Engineering Ltd.	\$619,849			
CPS21-78 Email Migration from Micro Focus Groupwise to Microsoft Outlook	3	\$1,851,000(C) Note: This budget will be used for multiple contracts/purchases. \$150,000	Mazzanti Inc.	87	\$106,895	Mazzanti Inc. 6/15/2021	One Time
			5006508 Ontario Inc. (dbayourIT)	69			
			Lara Joh IT Services Inc.	46			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ENG21-61 Nelson Lake Road Bridge #3000 Replacement	5	<u>\$1,250,000(C)</u> \$1,749,671	Bélanger Construction (1981) Inc.	\$1,745,000	\$1,745,000	Bélanger Construction (1981) Inc. 6/15/2021	One Time
			Dominion Construction	\$1,889,384			
			Teranorth Construction & Engineering Ltd.	\$1,897,182			
			Denis Gratton Construction Ltd.	\$2,024,281			
			MCA Contracting Ltd.	\$2,058,564			
ENG21-4 Road Reconstruction, Roy Avenue, Lasalle Boulevard to Rinfret Street	6	<u>\$5,185,000(C)</u> \$4,212,143	Garson Pipe Contractors	\$3,857,777	\$3,857,777	Garson Pipe Contractors 6/17/2021	One Time
			Interpaving Ltd.	\$3,891,140			
			Dominion Construction	\$4,158,845			
			MCA Contracting Ltd.	\$4,304,390			
			Denis Gratton Construction Ltd.	\$4,326,963			
Bélanger Construction (1981) Inc.	\$4,843,203						
CPS21-17 Supply and Delivery of Snow Plow Blades and Accessories	2	\$2,450,000(O) Note: This budget is used for multiple purchases/contracts. \$300,000	Valley Blades Ltd.	\$417,475	\$417,475	Valley Blades Ltd. 6/21/2021	Three-year term, plus two one-year renewal options
			White’s Wearparts Ltd.	\$502,077			

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

Report period: April to June 2021

Contract	No. of Bids	Budget Estimate for Contract Term (\$)	Bidder(s)	Bid Amount (\$) or Score	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
ISD21-136 Contract Administration, Inspection Services and Quality Assurance Testing for Lively Infrastructure Improvement	3	<u>\$23,920,000(C)</u> Note: This budget will be used for multiple contracts/purchases. \$2,100,000	R. V. Anderson Associates Ltd.	79	\$1,770,095	R. V. Anderson Associates Ltd. 6/28/2021	Two-year initial term
			Tulloch Engineering Inc.	73			
			PML Consultants Ltd.	69			
ISD21-150 Supply and Delivery of Traffic Paint ReflectORIZED Glass Beads	1	<u>\$355,680(O)</u> \$250,000	Potters Canada, Division of PNA Partnership	\$253,500	\$253,500	Potters Canada, Division of PNA Partnership 6/28/2021	Three-year term, plus two one-year renewal options
ENG21-8 Watermain Lining- Various Locations	2	<u>\$1,600,000(C)</u> \$1,869,250	Fer-Pal Construction Ltd.	\$2,797,890	\$1,568,845 Note: Tender quantities reduced due to insufficient budget.	Fer-Pal Construction Ltd. 6/30/2021	One Time
			North Rock Group Ltd.	\$3,981,655			
ENG21-50 Beatty and Dufferin Bridge Replacement	5	<u>\$4,150,000(C)</u> Note: This budget will be used for multiple contracts/purchases. \$2,192,593	MCA Contracting Ltd.	\$2,779,750	\$2,779,750	MCA Contracting Ltd. 6/30/2021	Two-year initial term
			Dominion Construction	\$2,805,303			
			Bélanger Construction (1981) Inc.	\$3,079,000			
			Teranorth Construction & Engineering Ltd.	\$4,321,141			
			1468792 Ontario Inc. o/a GDB Constructeurs	\$4,730,943			

APPENDIX B – Non-Competitive Contract Awards ≥ \$100,000

Report period: April to June 2021

Contract	Budget (\$)	Trade Agreement / By-Law Exemption / Council Resolution	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
PUR21-93 Tactical and Security Robot for Police (Caliber T5)	\$1,179,620(C) Note: This budget will be used for multiple contracts/purchases	Greater Sudbury Police Service Board Resolution (2021-043) CFTA Exemption Article 513: 1. (b) if the goods or service can be supplied by only a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reason: (iii) due to absence of competition for technical reasons.	\$159,065	ICOR Technology Inc. 4/01/2021	One Time
PUR21-123 Professional Services Relating to Event Centre Project	\$100,000,000(C) Note: This budget will be used for multiple contracts/purchases	Council Resolution #CC2021-43 CFTA Exemption Article 513: 1. (c) for additional deliveries by the original supplier of goods or services not included in the initial procurement, if a change in the supplier for such additional good or service (ii) would cause significant inconvenience or substantial duplication of costs for the procuring entity.	\$104,600	Pricewaterhouse Coopers (PWC) 4/14/2021	One Time
PUR21-124 Community Safety Department Station Revitalization	\$800,000(C) Note: This budget will be used for multiple contracts/purchases.	Council Resolution #CC2021-63 CFTA Exemption Article 513: 1. (b) if the goods or service can be supplied by only a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reason: (ii) the protection of patents, copyrights or other exclusive rights and (iii) due to absence of competition for technical reasons.	\$195,000	Operational Research in Health Limited (ORH Ltd.) 5/01/21	One Time
PUR21-148 Security Services for Homelessness at YMCA and YMCA Parking Lot	\$10,595(O) Note: Expense to be covered by SSRF COVID funding.	Emergency (urgent) purchase due to COVID-19: Homeless shelter project (extended and resulted in costs exceeding \$100,000, as of May 1, 2021). CFTA Exemption Article 513: 1. (d) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the procuring entity, the goods or services could not be obtained by open tendering.	\$301,046 (Final value of contract)	Corporation Gardaworld Services 5/1/2021	One Time

APPENDIX B – Non-Competitive Contract Awards ≥ \$100,000

Report period: April to June 2021

Contract	Budget (\$)	Trade Agreement / By-Law Exemption / Council Resolution	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
PUR21-152 Air Conditioning Rentals for Carmichael Arena and Gerry McCrory Countryside Sports Complex Vaccine Sites	\$0(O) To support Vaccination Clinics and costs recovered from PHSD.	Emergency (urgent) purchase due to COVID-19: Vaccine support efforts. CFTA Exemption Article 513: 1. (d) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the procuring entity, the goods or services could not be obtained by open tendering.	\$140,725	Ainsworth Inc. 5/12/2021	One Time
PUR21-141 Municipal Easement Database Acquisition	\$500,000(O)	Council Resolution CC2021-102 CFTA Article 513/ CETA – Article 19.12 Exemption: <i>1. (b) if the goods or service can be supplied by only a particular supplier and no reasonable alternative or substitute goods or services exist for any of the following reason: (iii) due to absence of competition for technical reasons.</i>	\$459,619	Teranet Inc. 5/31/2021	One Time

APPENDIX C – Cooperative Contract Awards ≥ \$100,000

Report period: April to June 2021

Contract	Budget (\$)	Cooperative/Buying Group	Contract Award Value (\$)	Contractor Contract Award Date	Contract Term
CPS20-166a Microsoft Subscription Licensing	\$601,910(O) Note: This budget will be used for multiple contracts/purchases.	Ministry of Government and Consumer Services (MGS) – Supply Chain Ontario - Ontario Shared Services	\$495,000	Softchoice 4/05/2021	Three-year term
CPS20-166b Microsoft Subscription Licensing	\$1,861,000(C) \$295,908(O) Note: This budget will be used for multiple contracts/purchases.	Ontario Educational Collaborative Marketplace	\$1,930,930	Softchoice 4/05/2021	Three-year term
PUR21-56 Procurement Card (P-Card) Services	Revenue Generating	Ontario Educational Collaborative Marketplace	Approx. \$55,000 in annual revenue	Bank of Montreal 5/31/2021	Two-year term, plus two one- year renewal options
PUR21-125 Automatic Passenger Counters (Supply and Installation)	\$4,987,000(C) Note: This budget will be used for multiple contracts/purchases.	Metrolinx	\$228,782	Consat Canada Incorporated 6/18/2021	One Time
PUR21-139 Purchase of Seven (7) 12m Conventional Diesel Transit Bus	\$4,474,000(C)	Metrolinx Council Resolution 2020-42	\$4,192,657	Nova Bus Corporation, A Division of Volvo Group Canada Inc. 6/22/2021	One Time

APPENDIX D - Contract Awards > \$100,000 Resulting from Standing Offers

Report period: April to June 2021

Standing Offer Number/Title & Project Description	Contractor	Contract Award Value (\$)	Contract Award Date
ISD19-19 ENG21-1 Hyland Drive	Peto MacCallum Ltd.	\$155,410	4/12/2021
ISD19-19 System Hydraulic Transient Pressure Study	Associated Engineering (ONT) Ltd.	\$249,598	4/13/2021
ISD19-19 David St WTP Membrane and Performance Assessment	AECOM Canada Ltd.	\$115,650	4/14/2021
ISD19-19 Azilda I&I Study	EXP Services Inc.	\$189,043	4/20/2021
ISD19-19 Charette Lift Station Catchment I&I Study	EXP Services Inc.	\$179,006	4/20/2021
ISD19-19 Lagace Lift Station Catchment I&I Study	EXP Services Inc.	\$104,851	4/20/2021
ISD19-19 CA & Inspection Lively Infrastructure, Third Avenue	RV Anderson Associates Ltd.	\$245,628	4/26/2021
ISD19-19 ENG21-13 Larch Street Roads, Water and WasteWater	JL Richards & Associates Ltd.	\$111,600	5/13/2021
CPS20-10 Ice Resurfaces Note: Previous procurement process allowed for the purchase of additional units.	Zamboni	\$114,550	5/18/2021
CPS20-85 Backhoe Note: Previous procurement process allowed for the purchase of additional units.	Toromont Cat	\$151,624	5/19/2021
CPS20-140 Loader – 2021 John Deere 624 Note: Previous procurement process allowed for the purchase of additional units.	Brandt Tractor Ltd.	\$246,150	5/19/2021
ISD19-19 Architectural Services for Anderson Farm updates	Republic Architecture Inc.	\$103,550	5/27/2021

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

(H) = Housing budgets

APPENDIX D - Contract Awards > \$100,000 Resulting from Standing Offers

Report period: April to June 2021

Standing Offer Number/Title & Project Description	Contractor	Contract Award Value (\$)	Contract Award Date
ISD19-19 Water facilities Condition Assessment Maley, Sunrise Ridge, Falconbridge Wells	WSP Canada Inc.	\$126,715	6/03/2021
ISD19-19 Lift Stations Condition Assessment	RV Anderson Associates Ltd.	\$168,915	6/04/2021
ISD19-19 Condition Assessment for 12 Lift Stations	WSP Canada Inc.	\$160,645	6/04/2021
ISD19-19 Condition Assessment for four (4) Booster Stations	Associated Engineering (ONT) Ltd.	\$107,063	6/21/2021

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

(H) = Housing budgets