

## CITY OF ELLIOT LAKE



**CITY COUNCIL - REGULAR MEETING  
AGENDA**

Monday, August 25, 2014

7:00 pm

COUNCIL CHAMBERS

Pages

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13. **ADDENDUM**

14. **CLOSED SESSION BUSINESS**

- 14.1 **August 20 2014. Report of the City Clerk**  
re: appointments to White Mountain Academy Board. As this matter deals with personal information about identifiable individuals, it may be discussed in closed session under Section 239.(2)(b) of the Municipal Act.
- 14.2 **June 17, 2014. Request for extension on waterfront lot**  
As this matter deals with personal information about an identifiable individual as well as the acquisition and / or disposition of property by the Municipality, it may be discussed in closed session under Section 239.(2)(b) and (c) of the Municipal Act.

15. **ADJOURNMENT**



Minutes of a regular meeting of the Council of The Corporation of The City of Elliot Lake

Monday, August 11, 2014, 7:00 PM
COUNCIL CHAMBERS

Present Mr. R. Hamilton
Mr. A. Collett
Mr. C. Patrie
Mr. N. Mann
Mr. T. Farquhar
Mrs. S. Finamore

Regrets Mr. K. Rastin
Mrs. D. Halcrow

Present Mr. R. deBortoli
Mr. P. Officer
Mr. S. McGhee
Miss N. Bray, Clerk pro tempore

1. CALL TO ORDER

2. ROLL CALL

Res. 331/14

Moved By: Mr. N. Mann

Seconded By: Mrs. S. Finamore

That Natalie Bray be appointed City Clerk pro tempore for the purposes of this meeting.

Carried

3. DECLARATIONS OF CONFLICT OF INTEREST

Councillor Patrie declared a direct pecuniary interest with respect to item 11. Other Business, with respect to cheque number 60614 on cheque write no. 07/31/14-1, as the cheque was payable to his employer.

Councillor Mann declared an in direct pecuniary interest with respect to item 11. Other Business, with respect to cheque number 60630 on cheque write no. 07/31/14-1, as the cheque was payable to his employer.

**4. ADOPTION OF PREVIOUS MINUTES**

**4.1. July 28, 2014 – Regular.**

**Res. 332/14**

Moved By: Mr. A. Collett

Seconded By: Mr. N. Mann

That the following minutes be adopted:

July 28, 2014 - Regular.

**Carried**

**6. CORRESPONDENCE LIST**

**6.1. July 29, 2014. Letter from Raymond Racine**

re: resignation from Economic Development Advisory Committee

**Res. 333/14**

Moved By: Mr. A. Collett

Seconded By: Mr. N. Mann

That the resignation of Raymond Racine from the Economic Development Advisory Committee dated July 29, 2014 be accepted with regret.

**Carried**

**7. MAYOR'S REPORT**

The Mayor and Councillor Finamore attended the Serpent River First Nation Pow Wow over the weekend.

Councillor Collett attended Peace Keepers Day on Saturday, August 9, 2014.

The Canada Cares Tour was in Elliot Lake on Friday August 8, 2014 and was attended by the Mayor and Councillor Collett.

The Mayor and CAO will be attending the annual AMO Conference in London from August 18-20.

**8. UNFINISHED BUSINESS**

**9. REPORTS**

**9.1. July 7, 2014. Report from the City Clerk**

re: Establish Compliance Audit Committee - 2014 Municipal Election

**Res. 334/14**

Moved By: Mr. T. Farquhar

Seconded By: Mrs. S. Finamore

That Staff Report CK2014-10 of the Director of Clerks and Planning Services dated July 7, 2014 concerning the re-establishment of the Compliance Audit Committee for the purposes of the 2014 Municipal Election be received;

And that the Council of the City of Elliot Lake authorize the establishment of the Compliance Audit Committee for the purposes of the 2014 Municipal Election in cooperation with the Township of the North Shore, the Town of Spanish, and the Town of Blind River;

And that Kathryn Scott, Brenda Green and Pam Lortie are hereby appointed to the City of Elliot Lake's Compliance Audit Committee, with Elliot Lake's City Clerk serving as Secretary.

**Carried**

**9.2. August 6, 2014. Report from By-laws and Planning Committee**

re: Amendments to By-Law 10-69 - Feeding of Wildlife.

**Res. 335/14**

Moved By: Mr. A. Collett

Seconded By: Mr. C. Patrie

That Report CBO2014-08 of the Chief Building Official dated July 22, 2014 concerning an amendment to the Feeding of Wildlife By-Law #10-69 be received; And That the wording for the definition of "Wildlife" be amended to read:

Wildlife"- shall mean any animal which is wild by nature and not normally domesticated in Ontario, including Crows, Seagulls or other scavenging birds but excluding song-birds, squirrels and chipmunks.

And That the wording of item #3 under the section titled "exemptions" be amended to read "This By-Law shall not apply to:

The feeding of song-birds using a Bird feeder, and using bird feed only."

**Carried**

**9.3. August 6, 2014. Report from By-laws and Planning Committee**

re: Proposed Lease Agreement for the purpose of a wheelchair ramp.

**Res. 336/14**

Moved By: Mr. C. Patrie

Seconded By: Mr. T. Farquhar

That Staff Report CK2014-11 of the Director of Clerks and Planning Services dated July 30, 2014 concerning the request from Elliot Lake Hearing Services Ltd. to lease a portion of the City's sidewalk for the purposes of a wheelchair ramp be received;

And That the lease agreement be approved at the appropriate rate.

At the request of Councillor Collett, the following roll call vote was recorded:

**Recorded**

|                  |          |          |
|------------------|----------|----------|
| Mr. R. Hamilton  | Yes      |          |
| Mr. A. Collett   |          | No       |
| Mr. C. Patrie    | Yes      |          |
| Mr. N. Mann      | Yes      |          |
| Mr. T. Farquhar  | Yes      |          |
| Mrs. S. Finamore | Yes      |          |
| <b>Results</b>   | <b>5</b> | <b>1</b> |

**Carried**

**Res. 337/14**

Moved By: Mr. A. Collett

Seconded By: Mr. T. Farquhar

That the notice provisions of the Municipality's procedural bylaw be suspended in order that the following matters be introduced:

- Signage- disabled child
- Site Plan Revision - Pearson Plaza





**Res. 341/14**

Moved By: Mr. C. Patrie

Seconded By: Mr. A. Collett

That the Site Plan Revisions for the Pearson Plaza be forwarded to the Accessibility Advisory Committee for review and recommendation to council.

At the request of Councillor Collett, the following roll call vote was recorded:

**Recorded**

|                  |          |          |
|------------------|----------|----------|
| Mr. R. Hamilton  |          | No       |
| Mr. A. Collett   | Yes      |          |
| Mr. C. Patrie    | Yes      |          |
| Mr. N. Mann      | Yes      |          |
| Mr. T. Farquhar  | Yes      |          |
| Mrs. S. Finamore | Yes      |          |
| <b>Results</b>   | <b>5</b> | <b>1</b> |

**Carried**

**10. NOTICES OF MOTION**

**11. OTHER BUSINESS**

**11.1. Cheque Write No. 07/31/14-1 - \$577,356.18.**

Councillor Patrie requested that Council consider removing cheque number 60614 on cheque write no. 07/31/14-1 as the cheque was payable to his employer.

Councillor Mann requested that Council consider removing cheque number 60630 on cheque write no. 07/31/14-1 as the cheque was payable to his employer.

Councillors Mann and Patrie withdrew from their positions at the Council table.

**Res. 342/14**

Moved By: Mr. T. Farquhar

Seconded By: Mr. A. Collett

That cheque numbers 60614 and 60630 be removed from cheque write no. 07/31/14-1.

**Carried**

Councillors Mann and Patrie returned to their chairs.

**Res. 343/14**

Moved By: Mr. A. Collett

Seconded By: Mr. T. Farquhar

That Cheque write no. 07/31/14-1 be received.

**Carried**

Councillors Mann and Patrie withdrew from their positions at the Council table.

**Res. 344/14**

Moved By: Mr. A. Collett

Seconded By: Mr. T. Farquhar

That cheque no 60614 and 60630 on cheque write no. 07/31/14-1 be received.

**Carried**

Councillors Mann and Patrie returned to their chairs.

**12. BY-LAWS**

**12.1. By-law No. 14-22**

Being a by-law to authorize the leasing of .0331 hectares to Dairy Queen for the purposes of an outdoor eating area and drive-through

**Res. 345/14**

Moved By: Mr. N. Mann

Seconded By: Mr. C. Patrie

That By-Law No. 14-22, being a by-law to authorize a lease of certain land to Dairy Queen for the purpose of an outdoor eating area and drive through, be passed.

**Carried**

**12.2. By-law No. 14-51**

Being a by-law to authorize the leasing of sidewalk space to Elliot Lake Hearing Services Ltd. for the purpose of a barrier free access ramp

**Res. 346/14**

Moved By: Mr. N. Mann

Seconded By: Mr. C. Patrie

That By-Law No 14-51, being a by-law to authorize the leasing of sidewalk space to Elliot Lake Hearing Services Ltd. for the purpose of a barrier free access ramp be passed.

At the request of Councillor Collett, the following roll call vote was recorded:

**Recorded**

|                  |          |          |
|------------------|----------|----------|
| Mr. R. Hamilton  | Yes      |          |
| Mr. A. Collett   |          | No       |
| Mr. C. Patrie    | Yes      |          |
| Mr. N. Mann      | Yes      |          |
| Mr. T. Farquhar  | Yes      |          |
| Mrs. S. Finamore | Yes      |          |
| <b>Results</b>   | <b>5</b> | <b>1</b> |

**Carried**

**12.3. By-Law No. 14-52**

Being a By-law to authorize an agreement with respect to the provisions of policing services in Elliot Lake by the Ontario Provincial Police.

**Res. 347/14**

Moved By: Mrs. S. Finamore

Seconded By: Mr. T. Farquhar

That By-Law No. 14-52 being a by-law to authorize an agreement with respect to the provisions of policing services in Elliot Lake by the Ontario Provincial Police be passed.

At the request of councillor Collett, the following roll call vote recorded:

**Recorded**

|                  |          |          |
|------------------|----------|----------|
| Mr. R. Hamilton  | Yes      |          |
| Mr. A. Collett   |          | No       |
| Mr. C. Patrie    |          | No       |
| Mr. N. Mann      | Yes      |          |
| Mr. T. Farquhar  | Yes      |          |
| Mrs. S. Finamore | Yes      |          |
| <b>Results</b>   | <b>4</b> | <b>2</b> |

**Carried**

**13. ADDENDUM**

**14. CLOSED SESSION BUSINESS**

**15. ADJOURNMENT**

**Res. 348/14**

Moved By: Mr. N. Mann

Seconded By: Mrs. S. Finamore

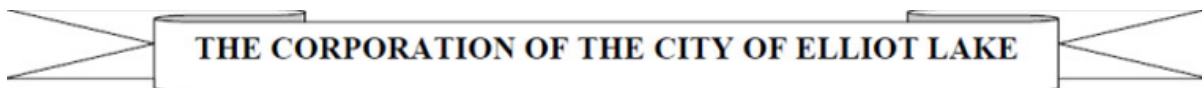
That this meeting adjourn at the hour of 8:10 PM.

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Mayor

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City Clerk



Minutes of a special meeting of the Council of The Corporation of The City of Elliot Lake

Friday, August 15, 2014, 4:00 PM
COUNCIL CHAMBERS

Present Mr. R. Hamilton
Mr. A. Collett
Mr. C. Patrie
Mr. N. Mann
Mr. T. Farquhar
Mrs. S. Finamore

Regrets Mr. K. Rastin

Present Mr. R. deBortoli
Mr. P. Officer
Natalie Bray
Mr. S. McGhee
Mr. B. Ewald

Media The Standard

1. CALL TO ORDER

2. ROLL CALL

Res. 349/14

Moved By: Mr. A. Collett

Seconded By: Mr. T. Farquhar

That Natalie Bray be appointed City Clerk pro tempore for the purpose of this meeting.

Carried

3. DECLARATIONS OF CONFLICT OF INTEREST

4. REPORTS

4.1. August 15, 2014. Verbal Update

re: Pearson Plaza





Outline of Proposal Package for Elliot Lake, July 2014 Copyright © Stephen Vassilev

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News Media: For Release as of August 10, 2014

**Economic Development Proposal Package for Elliot Lake and Canada**

1. A National Safety Organization is to be created with centre in Elliot Lake utilizing the Canmet / White Mountain Academy building and 10-12 Brunswick Walk: Cities' Emergency Management Organizations have to be educated to implementing new procedures that should lower the herding of professionals in front of fires and put more people and equipment and procedures in place to deliver first responders and fire fighters more efficiently, accomplish the actual evacuation of victims more readily, actually dousing the fires far more effectively, and training staff to accomplish these new (but also old) goals in a much more focused, efficient way. Avoiding and Preventing Progressive Building Collapse systems and technologies to be applied as well through a national safety organization to implement new systems, procedures and standards, with educational (Seminars, programs, DVDs, published papers, books, literature, among other things), research components, as well as coding this work into general use.
2. A Subsidiary of the National Research Council is to be created with centre in Elliot Lake, located at the White Mountain Academy building at 99 Spine Road. Proposed Name: Nuclear Pad (New Clear Path to Advancing Development). This is intended to re-enable the National Research council for fundamental or foundation research to enable new scientific fields, safety technologies, and replace the sound and vibration federal study research Elliot Lake had, but lost through the obsolescence clauses in the uranium contracts between Ontario Hydro and the mining companies.
3. The author has a new system of designs for:
  - 1.) world trade centers, (for one sample design please see Yahoo flickr, Stephen Vassilev)
  - 2.) harbourfront designs,
  - 3.) visitor centers,
  - 4.) memorial designs, that he wants to see marketed.
  - 5.) Particularly the modular design approach can create a whole new industry in modular production.



Outline of Proposal Package for Elliot Lake, July 2014 Copyright © Stephen Vassilev

6) The world trade center designs effectively illustrate the new systems to avoid and prevent progressive collapse.

7) Work on Avoiding Progressive building collapse has survived in its most essential parts, thanks to a European location.

Initial Funding: \$50 million with Elliot Lake the focal point.

Funding Package: \$50 million Start-up Package:

4. Universities across the country that support us, along with industries and commercial entities and other professionals are to share in trade secrets, patenting, trade marks, and copyright revenues,

along with Cities' Emergency Management organizations and other First Responder and Safety Organizations are to share in the funding package of \$50 million, to the extent that they contribute.

5. A publishing centre needs to be established to uphold ethical standards, provide reports, research papers, epidemiology studies, among other works. Printing could be contracted out.

6. A List might look like this:

Summary of what is to happen in Elliot Lake:

1.) Elcan Claims Committee, restored, this time charitable status provided.

2.) Elcan Academy of Law, Compensation and Health

3.) An organization to be formed to assist the Elliot Lake Public, ex-union members, and seniors. A useful name has already been found.

4.) Nuclear Pad or New Clear Pad (New clear Path to advancing development) to be a branch of the National Research Council stressing innovative research and development.

5.) Elliot Lake Cancer and Debilitating Diseases Clinic

A good and useful name has already been found.

Preparations to developing a clinic. The former elementary school beside Woodlands Cemetery in Elliot Lake is proposed to be used, as per the recommendations of Wendy Bromley, whose father Ralph Bromley was a Town and City of Elliot councillor.

**More Details:**

The package would include a new cancer clinic concentrating on providing both cancer and debilitating diseases care using the most positive outcome treatments, generally with over 90 percent success rates, as a model. Currently fraudulent

## Outline of Proposal Package for Elliot Lake, July 2014 Copyright © Stephen Vassilev

diffusion, diversion and suppression of the most promising methods result in moderately successful health care.

Right now, patients/victims, have to travel to Sudbury and Sault Ste. Marie for care.

Following the methodology of the Oaks Treatment Centre for people with substance abuse issues, outsiders would be allowed to come to Elliot Lake for treatment. As advocated by Wendy Bromley (her father, Ralph Bromley a former Elliot Lake Town and City councillor from Dec. 1, 1980 to 1985, Dec. 5, 1988 to 1994, who assisted in the formation of Elliot Lake Retirement Living in a large way), the former French Elementary school, in the vicinity of Elliot Lake's Woodlands Cemetery, located near Canmet / White Mountain Academy ("WMA") could be used for convalescence (and where and for whom necessary: palliative care - other facilities in town are full, as at St. Joseph's, next door to WMA and near the former French Elementary School) and joined in with Stephen Vassilev's proposal on servicing cancer patients and those with debilitating diseases using top choices in effective treatments.

6.) A corporation (the name I already have) to avoid and prevent progressive collapse of tall buildings.

To the extent that the name gets revealed, please, preserve the name for these purposes - not to have disclosure misused, or confidentiality breached.

7.) Avoiding and Preventing Progressive Building Collapse

8.) World Trade Center Designs

9.) Harbourfront Designs

10.) Visitor Centre Designs

11.) Memorial Designs

Modular design approach to market existing conceptual designs as well as new designs world-wide.

12.) Elliot Lake Enterprise Centre, Innovations Centre and Business Incubator Centre.

13. Elliot Lake Publishing Centre, along with:  
an educational organization to disseminate new standards of business conduct and innovation in the form of seminars and the like.

14. Drive to establish a building fund for 10-12 Brunswick Walk.

15. Records Centre - document management, with advanced security measures in place

Outline of Proposal Package for Elliot Lake, July 2014 Copyright © Stephen Vassilev

16. Library with numerous scientific, humanistic, innovative, administrative and legal sections and comprehensive coverage.

17. Getting Ready to incorporate new Corporations

18. Websites:

Restoration of 19 and 20 where the opportunity to operate them was lost due to innocent house arrest due to many years of thefts.

19. World Investment Network Inc.

20. World Venture Realty Inc.

21. Among other initiatives to be announced.

22. Non-Disclosure and Non-Circumvention Agreements, Joint Venture Agreements, among other agreements and documents to solidify the economic initiatives into workable package for economic development for Elliot Lake and Ontario.

7. A more formal package is to be developed with other professionals, and where appropriate, the public along with data input from the City of Elliot Lake and others.

8. The governmental authorities are expected to see excellent returns as well, particularly excellent returns as they market these new systems, procedures, methods, equipment globally, offsetting or mitigating the earlier serious, negative consequences from earlier industrial efforts, that is, nuclear technology. (Remember the nuclear sale of 15 million, after spending billions of dollars?)

9. New financial procedures should be put in place, re-establishing the government as an efficient money generating revenue producing organization. Financial estimates for the group of corporations should be performed by cost estimators that have the training and spare me aggravation for having hearing loss with ear noise or tinnitus. I did thorough pro forma cost estimates on the 1994 Capital Place deal and the authorities failed to justly award the project to me. Written works to aid more efficient financing by authorities have been put in place. They merely have to be considered and implemented.

I thank you, for considering the proposed umbrella group of corporations and organizations designed to spur Canada's economy.

Innovatively

and new Organizationally yours,

Immediate Release to News Media:  
evaluation by authorities and public as required therefor.

Email: [stephenvassilev@yahoo.ca](mailto:stephenvassilev@yahoo.ca)

Stephen Vassilev, 661 Dufferin Sreet, Apt. 709, Toronto ON M6K 2B3 416-929-4604



August 20<sup>th</sup>, 2014

To Mayor and Council,

On Saturday, October 4th, the Downtown Revitalization Project, in conjunction with the City, will be holding the 2nd annual Fall Festival in downtown Elliot Lake.

The event will run from 11 am- 6pm in the lower plaza parking lot. The event will be expanded in order for us to build upon last year's success. Attached you will find a diagram that outlines where the event will take place.

We are currently making our rounds to the businesses located in the area who will have limited parking directly in front of their business due to the event. Parking will be available in the ELNOS parking lot as well as directly beside the crafter's area which spans from outside of Freitag's all the way down to the Old No Frills. Drivers can access this parking area by turning down Horne Walk and driving down the ally where the taxi company is located. Parking along Horne Walk is also another option.

While we realize this is a temporary inconvenience, we should remember that this event only takes place once a year and gives the citizens a fun and exciting day in downtown with their families. The extra foot traffic will also benefit the surrounding businesses.

We are here today to ask for the temporary closing of the lower plaza parking lot as laid out on the attached diagram. Set up will take place the evening before the event (around 6 or 7 when the businesses close) to give us more time for additional set up in the morning. When the event shuts down at 6, the barricades will be removed.

We thank you in advance for your positive feedback and we look forward to an exciting 2nd run of the Fall Festival.

Thanks

Lesley Kaross  
Downtown Revitalization Project Coordinator



*The Corporation of the City of Elliot Lake*

**SR IT2014-04**

**Report of the Information Technology Manager  
For the Consideration of Council**

---

**RE:            MUNICIPAL BROADBAND PROJECT**

**Objective**

To provide Council with proposed solution for the purchase of three self-support towers and the ancillary equipment required for various locations associated with the Wireless Municipal Broadband project.

**Recommendation**

**THAT** Staff Report *IT 2014-04* dated *August 12, 2014* of the *I.T. Manager* be received;

**AND THAT** Council authorize the budgeted expenditure in the amount of \$35584.40 for purchase of three self-support towers and the ancillary equipment.

Prepared by: R. Scott

Respectfully submitted,



Robyn Scott

Approved:

  
\_\_\_\_\_  
Chief Administrative Officer

**Background**

The City of Elliot Lake is implementing a wireless infrastructure project to establish reliable connectivity to city owned and operated sites, the primary goal being to establish communication services to multiple city sites and link them to City Hall.

To build this network, the City has developed a series of Request for Quotation documents (RFQs) RFQ-2014-IT-01 was issued to identify a vendor to provide three self-support towers and the ancillary equipment required.

The engineered drawings from the tower supplier once received will provide information required for final RFQ 2014 IT-0-5 for tower foundations.

RFQ 2014 IT-02 and RFQ 2014 IT-03 for wireless, networking and miscellaneous equipment was presented to council in Report SR IT2014-03 earlier this year.

**Analysis**

The tower requirement list was developed as part of design phase of the project and all quotes were received and reviewed for price and completeness. We received three vendor submissions from

|                                 |            |
|---------------------------------|------------|
| MacFarlane Electronics Ltd      | \$35584.40 |
| Hutton Communications of Canada | \$34561.80 |
| Consertek Telecom               | \$47153.00 |

Each quote was evaluated by pricing, references and experience, the resulting recommendation is:

MacFarlane Electronics \$35584.40

## **Financial / Budget Impact**

Capital Budget approvals in 2013/2014 for the Wireless Municipal Broadband Project is in the amount \$120,000. The proposed equipment solution of \$35584.40 and already expensed consultant fees with Lloyd Research Group of \$9226.50, wireless, networking and miscellaneous equipment of \$19,154.55 are within the estimated scope of the project as originally budgeted for.

## **Links to the Strategic Plan**

Goal 9– To maximize opportunities for intra-municipal through the continued maintenance and further improvement and development of municipal infrastructure.

Goal 10 – To ensure that residents, business and visitors have access to the full range of modern technology to make and maintain business and personal connections in Elliot Lake and abroad.

Goal 11 – To ensure all residents receive a high quality of customer service in their dealings with the municipality.

## **Summary / Conclusion**

The proposed solution has been reviewed and is being recommended by committee consisting of city staff and wireless consultant Lloyd Research Group.



THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

- That the letters from the Renaissance Senior's Centre be received;
- And That this matter be referred to the 2015 budget process;
- And That the letters be forwarded to Council for their information.

Copies of the letters are attached for Council's information.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

Dawn Halcrow  
Director of Finance

DH/eal



July 2, 2014

# Renaissance Seniors' Centre

2 Veteran's Way, Elliot Lake, ON P5A 1Z6

www.renaissanceseniorscentre.ca

(705) 848-9721 telephone

rensecty@persona.ca



TO: City of Elliot Lake Finance Committee

From: The Renaissance Seniors Centre

Re: Financial Support - URGENT REQUEST

This request follows on the footsteps of the announcement in the Standard regarding the City's support for a Junior A Hockey League in Elliot Lake.

Although the City is to be commended for supporting the interest of many (especially youth), the lack of support for the seniors in this community is all that much more apparent.

We approached you in April in regards to financial assistance in the amount of \$28,000.00 so that we could leverage an additional 32,000.00 from the Ministry of Health and Long-Term Care. Although you were prepared to look at in-kind dollars for 2015 whereby our members would be donating their time and energy in exchange for a letter of support for the Ministry, no cash dollars were forthcoming.

In the majority of Cities, Senior Centres are run and operated by their Municipalities at a much greater cost than \$28,000.00 per year. Here, in Elliot Lake, being an established retirement community created to keep the city alive and vibrant, the seniors are on their own and have been asked to work in exchange for in-kind dollars! Seniors have earned their retirement and should not be forced to donate their time and energy to keep a much needed seniors' centre open.

Businesses such as Bayshore Home Health, Home Instead and Red Cross Care Partners are flourishing due to the government's initiative to keep seniors at home and out of Retirement Homes. These businesses provide medical support and daily care routines for seniors who are unable to care for themselves. The Renaissance Centre, on the other hand, provides physical, mental and social activities in order to help maintain the health of our senior population so that they remain healthy and active and able remain in their homes and care for themselves. Not only does this service alleviate the burden on our Hospitals and Doctors but also on the cost associated with these services.

Attached is a copy of our Audited Financial Statement for 2013. This statement includes the City's financial cash support in the amount of \$22,500.00 and an in-kind property tax rebate of \$3,554.87. It also includes the \$32,000.00 grant from the Ministry of Health and Long-Term Care for a total of \$58,054.87 in financial support. For our Centre to have lost this amount of yearly financial support is devastating. Our building is at an age where it requires constant upkeep and renovations. In 2015 for example, it will cost us \$15,000.00 to repair the roof and extend our roof warranty for another 10 years. As well, we are now faced with a very expensive retrofit of our walk-in cooler. Without this cooler, we are unable to provide nutritious, affordable meals to our Members, unable to hold fundraising events such as Pancake Breakfasts and unable to rent our hall for Banquets and other events requiring meals.

Although we show a cash balance of \$68,645.00 at the end of 2013 keep in mind we have now lost over \$58,000.00 in grants which allowed us to save for capital expenditures and unexpected expenses. What should have been for capital expenses is now being used to operate and maintain the centre on a day to day basis. We are in fact operating at a deficit this year using up all of our reserves.

Our request is that the City of Elliot Lake provide us with yearly, on-going, financial support in the amount of \$28,000.00, as a cash donation with the exception of an in-kind tax rebate effective January 2015 to be reviewed January 2020 by both parties with a possible extension.

We are anxiously waiting for a positive response as our centre is in jeopardy of closing in the near future without this assistance.

Sincerely,

A handwritten signature in cursive script that reads "Mary Sawers".

Mary Sawers, President

On behalf of The Renaissance Seniors' Centre Board of Directors

# THE RENAISSANCE SENIORS' CENTRE

## Statement of Financial Position

December 31, 2013, with comparative information for 2012

|   | 2013              | 2012           |
|---|-------------------|----------------|
| <b>Assets</b>                                     |                   |                |
| Current assets:                                   |                   |                |
| Cash  | \$ 68,645         | 52,069         |
| Accounts receivable                               | 7,057             | 6,936          |
| Supplies and prepaid expenses                     | 5,703             | 5,708          |
|   | <u>81,405</u>     | <u>64,713</u>  |
| Capital assets (note 2)                           | 398,998           | 386,798        |
| Less accumulated amortization                     | <u>170,856</u>    | <u>160,043</u> |
|   | 228,142           | 226,755        |
|   | <u>\$ 309,547</u> | <u>291,468</u> |
| <b>Liabilities and Fund Balances</b>              |                   |                |
| Current liabilities:                              |                   |                |
| Accounts payable and accrued liabilities (note 3) | \$ 6,248          | 11,203         |
| Deferred revenue                                  | <u>2,962</u>      | <u>2,820</u>   |
|   | 9,210             | 14,023         |
| Deferred capital contributions (note 4)           | <u>10,980</u>     | <u>-</u>       |
|   | 20,190            | 14,023         |
| Fund balances:                                    |                   |                |
| Contributed surplus                               | 140,164           | 140,164        |
| Operating   | <u>149,193</u>    | <u>137,281</u> |
|   | 289,357           | 277,445        |
| Commitments (note 5)                              |                   |                |
|   | <u>\$ 309,547</u> | <u>291,468</u> |

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# THE RENAISSANCE SENIORS' CENTRE

## Statement of Operations

Year ended December 31, 2013, with comparative information for 2012

|  | 2013             | 2012           |
|--|------------------|----------------|
| Revenue:                                       |                  |                |
| Kitchen and bar                                | \$ 56,847        | 58,884         |
| Membership and other                           | 45,027           | 51,583         |
| Provincial funding                             | 32,000           | 32,000         |
| Fundraising                                    | 31,513           | 26,685         |
| Municipal funding                              | 22,500           | 25,935         |
| Rental income                                  | 19,539           | 17,503         |
| Amortization of deferred capital contributions | 1,220            | -              |
|  | <u>208,646</u>   | <u>212,590</u> |
| Expenses:                                      |                  |                |
| Salaries and benefits                          | 62,089           | 60,797         |
| Kitchen and bar                                | 33,347           | 35,526         |
| Repairs and maintenance                        | 17,629           | 24,079         |
| Office and general                             | 9,530            | 17,535         |
| Utilities                                      | 19,989           | 15,983         |
| Realty taxes                                   | 11,385           | 12,093         |
| Amortization of capital assets                 | 10,813           | 11,468         |
| Program costs                                  | 6,573            | 7,805          |
| Insurance                                      | 6,923            | 6,887          |
| Fundraising costs                              | 6,299            | 5,088          |
| Professional fees                              | 5,651            | 4,100          |
| Interest and bank charges                      | 1,042            | 1,144          |
| Advertising                                    | 5,464            | 874            |
|  | <u>196,734</u>   | <u>203,379</u> |
| <b>Excess of revenue over expenses</b>         | <b>\$ 11,912</b> | <b>9,211</b>   |

See accompanying notes to financial statements.

# THE RENAISSANCE SENIORS' CENTRE

## Statement of Changes in Fund Balances

Year ended December 31, 2013, with comparative information for 2012

|                                  | Operating         | Contributed<br>Surplus | 2013<br>Total  | 2012<br>Total  |
|----------------------------------|-------------------|------------------------|----------------|----------------|
| Fund balance, beginning of year  | \$ 137,281        | 140,164                | 277,445        | 268,234        |
| Excess of revenues over expenses | 11,912            | -                      | 11,912         | 9,211          |
| <b>Fund balance, end of year</b> | <b>\$ 149,193</b> | <b>140,164</b>         | <b>289,357</b> | <b>277,445</b> |

See accompanying notes to financial statements.

# THE RENAISSANCE SENIORS' CENTRE

## Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

|   | 2013             | 2012          |
|---|------------------|---------------|
| Cash flows from operating activities:                           |                  |               |
| Excess of revenue over expenses                                 | \$ 11,912        | 9,211         |
| Items not involving cash:                                       |                  |               |
| Amortization of deferred capital contributions                  | (1,220)          | -             |
| Amortization of capital assets                                  | 10,813           | 11,468        |
|   | 21,505           | 20,679        |
| Changes in non-cash operating working capital:                  |                  |               |
| Increase (decrease) in accounts receivable                      | (121)            | 4,087         |
| Increase (decrease) in accounts payable and accrued liabilities | (4,955)          | 5,681         |
| Decrease (increase) in supplies and prepaid expenses            | 5                | (592)         |
| Increase in deferred revenue                                    | 142              | 965           |
|   | 16,576           | 30,820        |
| Cash flows from financing activities:                           |                  |               |
| Increase in deferred capital contributions                      | 12,200           | -             |
| Cash flows from investing activities:                           |                  |               |
| Purchase of capital assets                                      | (12,200)         | -             |
| <b>Net increase in cash</b>                                     | <b>16,576</b>    | <b>30,820</b> |
| Cash, beginning of year   | 52,069           | 21,249        |
| <b>Cash, end of year</b>  | <b>\$ 68,645</b> | <b>52,069</b> |

See accompanying notes to financial statements.



July 24, 2014

# Renaissance Seniors' Centre

2 Veteran's Way, Elliot Lake, ON P5A 1Z6

[www.renaissanceseniorscentre.ca](http://www.renaissanceseniorscentre.ca)

(705) 848-9721 telephone

[renscty@persona.ca](mailto:renscty@persona.ca)



TO: City of Elliot Lake Finance Committee

From: The Renaissance Seniors Centre

Re: Contract Proposal

This letter is a follow-up to our letter sent to you on July 2<sup>nd</sup> requesting financial assistance from the City of Elliot Lake due to our financial difficulties.

The Board of Directors has been working at arriving at a possible solution that would be favourable to both parties. We are prepared to offer a service for a fee.

Attached is a proposal for your consideration. If approved, this \$25,000.00 in cash would enable us to be financially secure.

We are confident that our members would embrace this project with enthusiasm and take pride in promoting our beautiful City to all who visit the Lookout Tower and afford us the opportunity of marketing all of the services available to seniors in Elliot Lake.

We ask that this proposal be available to all City Councillors at the August 18<sup>th</sup> meeting. Our members will be in attendance at this meeting and a representative will be available to answer any questions.

Sincerely,

Mary Sawers, President

On behalf of The Renaissance Seniors' Centre Board of Directors



## Tourism Ambassador

The Renaissance Seniors' Centre proposes to man the Fire Tower Lookout during the summer of 2015. Contract details as follows:

Duration: 22 weeks –150 days

Start Date: May 16<sup>th</sup>, 2015

End Date: October 12<sup>th</sup>, 2015

Staff: 2 employees/day

Hours: 10:00 a.m. to 6 p.m.– 8 hours/day

Days per week: 7

Duties: Act as Tourism Ambassador for the City and surrounding areas. Clean cabin, weed flower beds, sell ice cream, popsicles, chips and pop etc. (supplied by city)

Total Cost of Contract: \$25,000.00

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

- That the letter from the Royal Canadian Legion be received;
- And That the City donate \$2,000.00 toward the purchase of new flag poles at the cenotaph;
- And That Operations staff assist with the installation of the poles.

A copy of the letter is attached for Council's consideration.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

A handwritten signature in blue ink that reads "Dawn Halcrow".

Dawn Halcrow  
Director of Finance

DH/eal



# THE ROYAL CANADIAN LEGION

**Branch 561 Elliot Lake**

**10 Veterans Way, Box 483, Elliot Lake, ON P5A 2J9**

**Tel: (705) 848-2712 Fax: (705) 848-6733**

**e-mail: rcl561@bellnet.ca**



**June 13, 2014**

**City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, Ontario P5A 1X5**

**Attention: Mayor Rick Hamilton**

**Your Worship:**

**The Legion is seeking assistance with the purchase and installation of three flag poles at the cenotaph.**

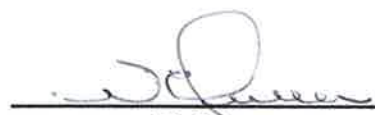
**We are hoping to replace the current pole and cross arm with two 25' poles on either side of a 35' pole. (Footage is above ground measurement)**

**You may have noticed that we have not been able to fly the flag at recent ceremonies as the pulley system is broken. This system has never been user friendly, especially with the cross arm. That is why we would like to replace it with three separate poles.**

**We would greatly appreciate any assistance the city is able to contribute.**

*To  
F & A*

**Respectfully yours,**

  
**Virginia Fuller,  
President**



## THE ROYAL CANADIAN LEGION

**Branch 561 Elliot Lake**

**10 Veterans Way, Box 483, Elliot Lake, ON P5A 2J9**

**Tel: (705) 848-2712 Fax: (705) 848-6733**

**e-mail: [rcl561@bellnet.ca](mailto:rcl561@bellnet.ca)**

**July 26, 2014**

**City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, Ontario P5A 1X5**

**Attention: Dawn Halcrow  
Director of Finance**



**Dear Ms. Halcrow:**

**Further to your letter of July 14 requesting pricing for new flag poles at the cenotaph, I submit the attached for your consideration.**

**Should you have any other questions or concerns please contact me.**

**Respectfully submitted,**

  
**Virginia Fuller, President**

# FLAG OUTLET Ltd.

www.flagoutlet.ca  
www.flagpole.ca

117- 42 Fawcett Rd, Coquitlam, BC, V3K 6X9  
Office: 604-526-0999 Fax: 604-526-9399  
Email: Don@flagoutlet.ca  
ORDER DESK: 1-800-596-0999

## 2-25' & 30' Cone Taper Flagpole

July 22, 2014

RCL 561 Elliot Lake  
10 Alberta Road,  
Elliot Lake, ON, P5A 1Z6

Tel: 705-461-8486  
Email: tombuoy@eastlink.ca

Attn: Tom Buoy

### Quote

| <b>Qty</b> | <b>Product</b>                | <b>Retail Price</b> | <b>Wholesale Price</b> | <b>Total</b>      |
|------------|-------------------------------|---------------------|------------------------|-------------------|
| 2          | 25' Alum Cone Taper Pole      | \$940.00            | \$836.60               | \$1,673.20        |
| 1          | 30' Alum Cone Taper Pole      | 1132.00             | 1007.48                | 1007.48           |
| 1          | Anodize Finish 30'            | 200.00              | 180.00                 | 180.00            |
| 2          | Anodize Finish 25'            | 175.00              | 157.00                 | 314.00            |
| 3          | Internal Halyard (Deluxe)     | 240.00              | 216.00                 | 648.00            |
| 3          | Revolving Trucking Ball       | 150.00              | 135.00                 | 405.00            |
| 3          | Tilt Base                     | 90.00               | 81.00                  | 243.00            |
|            | <b>Subtotal</b>               | <b>2,927.00</b>     | <b>2,613.08</b>        | <b>4,470.68</b>   |
|            | Shipping & Insurance (approx) |                     |                        | 350.00            |
|            | <b>Subtotal</b>               |                     |                        | <b>4,820.68</b>   |
|            | HST                           |                     |                        | 626.69            |
|            | <b>Totals</b>                 |                     |                        | <b>\$5,447.37</b> |

### Specifications:

Height 25', Butt Dia 5", Top Dia 3", Wall Thickness .125"  
Recommended Flag 3'x 6', 45"x 90"  
Base shield 12"x.091, Concrete foundation 3.5'x 14"  
All Parts Stainless Steel & Alum  
Weight pole only 54 lbs, extras 20 lbs  
Max unflagged working wind speed: 157 MPH (253 KPH)  
Maximum working wind for 3'x 6' flag, 100 MPH, 165 KPH

Signed  
Don Williams  
*Account Manager*

**Flag Outlet is Canada's finest flagpole manufacturer!**

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

That the letter from the Elliot Lake Wrestling Club be received;  
And That the City donate \$1,000.00 from the Youth Advisory budget to support Gracelyne Doogan's entry in the Worlds Championship in Croatia.

A copy of the letter is attached for Council's consideration.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

A handwritten signature in blue ink that reads 'Dawn Halcrow'.

Dawn Halcrow  
Director of Finance

DH/eal

City of Elliot Lake Ad Hoc  
Dear Mayor Rick Hamilton and Council;

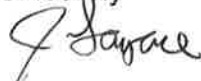
I am writing to you on behalf of the Elliot Lake Wrestling Club. Last year we introduced you to our wrestler Gracelynn Doogan and you helped us send her to the Worlds Championships in Serbia through a donation, Thank You again for your help. Gracelynn placed 7th out of the 18 countries participating. This past season was once again very successful, Gracelynn won Gold in the OFSAA (Ontario Federation Secondary School Association) Province wide championships, this was her third year in a row winning this, Nationally she won Gold in the Canadian Nationals for the fourth year in her own age category and a second National Gold in the next age division up, Junior Varsity.

This is Gracelynn's second year achieving a place on the Canadian National team and has recently won Gold for the third year in a row in the International Canada Cup and Silver in the Jr. Pan American Games. Gracelynn has yet to compete in the Worlds Championships this year in Croatia in early August. Wrestling Canada, the governing body for amateur wrestling helps to sponsor the team but unfortunately a large portion of the financial cost falls to the individual athletes. As a club we hope to raise \$4,000 to help send Gracelynn to the Worlds Championships and become the first Elliot Laker to achieve a World Championship title in wrestling.

We would like to ask if you could help us once more in sending Gracelynn to Croatia to represent Canada and Elliot Lake through a donation. Every size donation helps and would be greatly appreciated.

Thank for taking the time to read this letter and considering helping. I can be contacted directly through email or in the evenings by phone.

Sincerely



Joey Lagace  
Head Coach  
Elliot Lake Wrestling Club

Email: [elliottlakewc@hotmail.com](mailto:elliottlakewc@hotmail.com)  
Evening Phone #: 705-461-7555



To Fund A.

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

That Staff Report FIN 2019-22, Capital Budget Variance Report as at June 30, 2014, dated July 11, 2014 of the Director of Finance be received;

And that the report be forwarded to Council for information.

A copy of the report is attached for Council's consideration.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

A handwritten signature in blue ink that reads 'Dawn Halcrow'.

Dawn Halcrow  
Director of Finance

DH/eal





The Corporation of the City of Elliot Lake

**Staff Report FIN2014-22**

Report of the **Director of Finance**  
for the Consideration of Council

**RE: CAPITAL VARIANCE REPORT AS AT JUNE 30, 2014**

**OBJECTIVE**

To provide monthly Capital Budget Status & Variance Reports.

**RECOMMENDATION**

**THAT** Staff Report FIN 2014-22, Capital Budget Variance Report as at June 30, 2014, dated July 11, 2014 of the Director of Finance be received;

**AND THAT** the report be forwarded to Council for information.

Prepared by:

V. Brant  
Financial Analyst

Respectfully Submitted

Dawn Halcrow  
Director of Finance

Approved

Rob deBortoli  
Chief Administrative Officer

July 11, 2014

## BACKGROUND

As part of Best Budgeting Practices, a municipality should monitor, measure and evaluate capital program implementation.

Monitoring the status of capital projects helps to ensure that projects progress as planned, problems (such as delays in key milestones and cost overruns) are identified early enough to take corrective action, funds are available when needed, and legal requirements are met.

It is also an essential input in demonstrating accountability.

## ANALYSIS

Attached is the 2014 Capital Budget Status Report for all City Services & Water/Wastewater as at June 30, 2014. Department Heads, Managers and Supervisors are monitoring the capital projects within their area and project status is reported, as follows:

### GENERAL GOVERNMENT

- **Information Technology**
  - ✧ IT Projects & New Software/Licenses – Broadband project RFQ's are ready, we are waiting on soil sampling reports and locates to proceed. GP Optimization project is moving to next phase with Worktech.
- **Treasury**
  - ✧ Asset Management Plan – This is a carryover from 2013. It was anticipated that this plan would be complete and a report presented to the Finance and Administration Committee before the end of April, 2014. However, due to scheduling conflicts for the consultant and the change in date of the May F & A regularly scheduled meeting, the presentation of this plan was delayed until June 2014.
- **Municipal Buildings**
  - ✧ City Hall Roof 50% 2014 and 2015 – this project is not expected to start until August 2014
  - ✧ City Hall Renovations – Lobby –Completed under budget with \$3000 remaining

### PROTECTIVE SERVICES

- **Fire**
  - ✧ Bell 911 Computer Upgrade Router –(Installation scheduled for Sept.2014)
  - ✧ ¾ Ton 4x4 Replacement - Received in early July and is slightly under budget.
- **Police Services**
  - ✧ Police Station Roof – this project is not expected to start until August 2014

### TRANSPORTATION

- **Fleet**
  - ✧ Replace 2 ½ ton trucks – Purchase complete.
  - ✧ Grader – Purchase complete.
- **Roads**
  - ✧ Sidewalk & Curb Repairs – Seasonal work. Projects underway.
  - ✧ Panel Mine Road Culvert – Tender for work has been issued and will close on July 11<sup>th</sup>, 2014;
  - ✧ Road Improvements – Dunlop Shores (2013-14) – Seasonal work. Work has not been started

- **Airport**

- ✧ AWOS (Aircraft Weather Observation System) – Some information gathered regarding a suitable Aircraft Weather Observation System (AWOS) equipment. Various grant options are being investigated
- ✧ Generator – This project has not been started. Tender document pending.

### ENVIRONMENTAL SERVICES

- **Waste Management**

- ✧ Landfill EA/Expansion/Waste Management Plan – Ongoing project.

- **Storm Sewers**

- ✧ Repair Deteriorated Pipes – Tender awarded to KJ Beamish Construction Co – Work to commence soon.

### HEALTH AND SOCIAL SERVICES

- **Woodlands Cemetery**

- ✧ Storage Building Construction – completed in May 2014 – additional cost of \$500 for eaves trough installation

### PARKS, RECREATION & CULTURE

- **Centennial Arena**

- ✧ Condenser 50% 2014 & 2015 – On hold till 2015
- ✧ Arena & Pool Structural Engineer's Report – Began process June 10, 2014

- **Pool**

- ✧ Saunas – July 2014
- ✧ Roof – September 2014

- **Civic Centre**

- ✧ Courtyard Interlocking Brick Repair (2013 Carry Over) – August 2014
- ✧ Replace HVAC System (2013 Carry Over) – Completed
- ✧ North Side Steps – October 2014
- ✧ Weeping Tiles – September 2014
- ✧ Stucco – October 2014

- **Museum**

- ✧ Display Cabinets – Awaiting quotes

- **Parks**

- ✧ Westview washrooms – repair brick walls – Seasonal work. This project has not been started and was carried forward from 2013;
- ✧ Spine Beach Building Repairs (2013) – Seasonal work. This project is in progress.
- ✧ Park Signage – Signs have been ordered. Some signs delivered by service provider and installation underway;
- ✧ Relocate Little White Facility to EL Boat Launch – This work scheduled to be completed by end July.
- ✧ Boardwalk Replacement – This project has not been started;
- ✧ Burley Park Accessible Playground – This project is complete;
- ✧ Accessible Playground Equipment – Supplier Representative attended all parks with Parks Supervisor on May 9th to determine accessibility needs – under review by Parks Supervisor.

- **Library**

- ✧ Pearson Plaza Architect Fees – These costs are to be funded by OMAFRA and/or Insurance Recoveries.

## **PLANNING & DEVELOPMENT**

- **Commercial and Industrial Development**

- ✧ Pearson Plaza – Canadian Tire parking lot damaged during the blasting of the rock face adjacent to the property has been paved and invoice is pending. Sod on Ontario Ave, where rock knob was removed from the boulevard remains the only outstanding item.

- **Cottage Lot Development**

- ✧ Lake Management Plans – The 2014 ELRDC Budget has yet to be received.

## **WATER & WASTEWATER**

- **Wastewater Treatment Plant**

- ✧ Boiler Replacement (Carry over 2013) – Units are on site. Work has commenced with one boiler installed and awaiting TSSA variance approval on exhaust. Anticipated completion with TSSA approval by August 2014.
  - ✧ WWTP paperless recorders – Pricing secured. Awaiting verification of compatibility of units with existing system prior to ordering.
  - ✧ Sludge Heat Exchanger Replacement – This project has not been started.
  - ✧ Effluent Flow Meter – This project has not been started.
  - ✧ Sludge Pit Cleanout – RFP under development.
  - ✧ Sludge Disposal Site ECA – Ongoing.

- **Water Treatment Plant**

- ✧ Exterior Painting of WTP Structure – Tender has been released and mandatory site visit complete. Tender closes on Tuesday, May 13th, 2014. No acceptable bids were received. Looking at alternate approaches to complete work.
  - ✧ Chlorination System (2013 Carryover) – This project is complete.
  - ✧ SCADA Automation (Reallocation of 2013 C/O Boiler Replacement) – This project is complete.
  - ✧ Filter To Waste Actuator Installation – Replacement butterfly valves have been installed on all filter trains. Actuators have been ordered.
  - ✧ Lime Feed System Upgrade – This project is complete.
  - ✧ High Lift Pump #3 – Preliminary pricing for variable frequency drive has been received. Suitability of application verified. Met with alternate suppliers to receive budget pricing.
  - ✧ WTP Replace Front Doors – Door installation complete – paint pending by plant personnel.
  - ✧ WTP Intercom System – This project has not been started.

- **Lift Stations**

- ✧ Washington Lift Station (2013 Carry Over) – This project is ongoing. Met with H&C Poleline to have remainder of work to be coordinated with Ontario Hydro. Anticipated completion in fall of 2014.

## **FINANCIAL IMPACT**

Financial Impact Unknown at this time.

## **LINKS TO STRATEGIC PLAN**

Consistent and timely financial reports are a key element in the City's goal to operate in a fiscally responsible manner and deliver value in our municipal services.

## **SUMMARY / CONCLUSION**

Capital Projects are monitored, and costs reviewed by Department Heads, Managers and Supervisors. The current status, as well as any major plan deviation or cost variance has been reported.

## THE CORPORATION OF THE CITY OF ELLIOT LAKE

### 2014 CAPITAL BUDGET STATUS REPORT AS AT JUNE 30, 2014

| Capital Project                                   | Account Number | 2014 Actual YTD | 2014 Budget YTD | \$ Variance   | 2014 Budget Annual |
|---|----------------|-----------------|-----------------|---------------|--------------------|
| <b>STUDIES &amp; ONE-TIME PROJECTS</b>            |                |                 |                 |               |                    |
| Official Plan Review (2011)                       | 2-821-990-3410 | 0               | 0               | 0             | 20,350             |
| <b>TOTAL STUDIES &amp; ONE-TIME PROJECTS</b>      |                | <b>0</b>        | <b>0</b>        | <b>0</b>      | <b>20,350</b>      |
| <b>GENERAL GOVERNMENT</b>                         |                |                 |                 |               |                    |
| <b>Information Technology</b>                     |                |                 |                 |               |                    |
| IT Projects & New Software/Licenses               | 2-161-990-4216 | 15,393          | 49,200          | 33,807        | 147,601            |
| <b>Total Information Technology</b>               |                | <b>15,393</b>   | <b>49,200</b>   | <b>33,807</b> | <b>147,601</b>     |
| <b>Treasury</b>                                   |                |                 |                 |               |                    |
| Asset Management Plan (2013 Carry Over)           | 2-141-990-3410 | 0               | 0               | 0             | 26,152             |
| <b>Total Treasury</b>                             |                | <b>0</b>        | <b>0</b>        | <b>0</b>      | <b>26,152</b>      |
| <b>Municipal Buildings</b>                        |                |                 |                 |               |                    |
| City Hall Roof 50% 2014 and 2015                  | 2-181-990-3410 | 0               | 0               | 0             | 91,500             |
| City Hall Renovations - Lobby (2013 C/O)          | 2-181-990-3410 | 44,432          | 53,168          | 8,736         | 53,168             |
| <b>Total Municipal Buildings</b>                  |                | <b>44,432</b>   | <b>53,168</b>   | <b>8,736</b>  | <b>144,668</b>     |
| <b>TOTAL GENERAL GOVERNMENT</b>                   |                | <b>59,825</b>   | <b>102,368</b>  | <b>42,543</b> | <b>318,422</b>     |
| <b>PROTECTION TO PERSONS &amp; PROPERTY</b>       |                |                 |                 |               |                    |
| <b>Fire</b>                                       |                |                 |                 |               |                    |
| Fire-3/4 Pick Up Truck-Replacement from Reserve   | 2-211-990-4211 | 39,593          | 39,593          | 0             | 0                  |
| Bell 911 Computer Upgrade Router                  | 2-211-990-4210 | 0               | 0               | 0             | 20,000             |
| <b>Total Fire</b>                                 |                | <b>39,593</b>   | <b>39,593</b>   | <b>0</b>      | <b>20,000</b>      |
| <b>Police Services</b>                            |                |                 |                 |               |                    |
| Police Station Roof                               | 1-221-884-4213 | 0               | 0               | 0             | 60,000             |
| <b>Total Police Services</b>                      |                | <b>0</b>        | <b>0</b>        | <b>0</b>      | <b>60,000</b>      |
| <b>TOTAL PROTECTION TO PERSONS &amp; PROPERTY</b> |                | <b>39,593</b>   | <b>39,593</b>   | <b>0</b>      | <b>80,000</b>      |
| <b>HEALTH</b>                                     |                |                 |                 |               |                    |
| <b>Cemetery</b>                                   |                |                 |                 |               |                    |
| Storage Building Construction (2011 Carry Over)   | 2-551-990-4213 | 1,713           | 1,709           | -4            | 11,000             |
| <b>TOTAL HEALTH</b>                               |                | <b>1,713</b>    | <b>1,709</b>    | <b>-4</b>     | <b>11,000</b>      |

## THE CORPORATION OF THE CITY OF ELLIOT LAKE

### 2014 CAPITAL BUDGET STATUS REPORT AS AT JUNE 30, 2014

| Capital Project                             | Account Number | 2014 Actual YTD | 2014 Budget YTD | \$ Variance    | 2014 Budget Annual |
|---|----------------|-----------------|-----------------|----------------|--------------------|
| <b>TRANSPORTATION</b>                       |                |                 |                 |                |                    |
| <b>Fleet</b>                                |                |                 |                 |                |                    |
| Replace 2 1/2 ton trucks                    | 2-311-990-4211 | 47,268          | 54,000          | 6,732          | 54,000             |
| Grader                                      | 2-311-990-4211 | 271,908         | 279,350         | 7,442          | 279,350            |
| <b>Roads</b>                                |                |                 |                 |                |                    |
| Sidewalk & Curb Repairs (2014)              | 2-321-995-3410 | 0               | 10,200          | 10,200         | 25,500             |
| Panel Mine Road Culvert                     | 2-321-995-3410 | 5,414           | 150,000         | 144,586        | 500,000            |
| Road Improvements - Dunlop Shores (2013-14) | 2-321-995-3410 | 0               | 0               | 0              | 275,000            |
| <b>Airport</b>                              |                |                 |                 |                |                    |
| AWOS (Weather Observation)                  | 2-381-990-4210 | 0               | 0               | 0              | 150,000            |
| Generator                                   | 2-381-990-4212 | 0               | 46,000          | 46,000         | 46,000             |
| <b>TOTAL TRANSPORTATION</b>                 |                | <b>324,590</b>  | <b>493,550</b>  | <b>214,960</b> | <b>1,329,850</b>   |
| <b>ENVIRONMENTAL SERVICES</b>               |                |                 |                 |                |                    |
| <b>Waste Management</b>                     |                |                 |                 |                |                    |
| Landfill EA/Expansion/Waste Management Plan | 2-441-990-3410 | 0               | 0               | 0              | 75,000             |
| Storm Sewers - repair deteriorated pipes    | 2-422-995-3410 | 41              | 0               | -41            | 475,000            |
| <b>TOTAL ENVIRONMENTAL SERVICES</b>         |                | <b>41</b>       | <b>0</b>        | <b>-41</b>     | <b>550,000</b>     |

## THE CORPORATION OF THE CITY OF ELLIOT LAKE

### 2014 CAPITAL BUDGET STATUS REPORT AS AT JUNE 30, 2014

| Capital Project                                       | Account Number     | 2014 Actual YTD | 2014 Budget YTD | \$ Variance   | 2014 Budget Annual |
|---|--------------------|-----------------|-----------------|---------------|--------------------|
| <b>RECREATION &amp; CULTURAL SERVICES</b>             |                    |                 |                 |               |                    |
| <b>Centennial Arena</b>                               |                    |                 |                 |               |                    |
| Condenser 50% 2014 & 2015                             | 2-721-990-4213     | 0               | 0               | 0             | 86,500             |
| Dehumidifier/Header (2013 Carry Over)                 | 2-721-990-4212     | 20,486          | 20,486          | 0             | 44,887             |
| Arena & Pool Structural Engineer's Report             | 2-721/731-990-3410 | 0               | 0               | 0             | 50,000             |
| <b>Pool</b>   |                    |                 |                 |               |                    |
| Saunas  | 2-731-990-4213     | 0               | 0               | 0             | 15,265             |
| Roof  | 2-731-990-4213     | 0               | 0               | 0             | 32,800             |
| <b>Parks</b>  |                    |                 |                 |               |                    |
| Skate Park - cement pad                               | 2-735-990-4213     | 0               | 0               | 0             | 15,000             |
| Westview washrooms - repair brick walls               | 2-735-990-4213     | 0               | 0               | 0             | 6,105              |
| Spine Beach Building Repairs (2013)                   | 2-735-990-4213     | 1,226           | 3,075           | 1,849         | 3,075              |
| Park Signage (2013)                                   | 2-735-990-4213     | 0               | 0               | 0             | 10,200             |
| Relocate Little White Facility to EL Boat Launch      | 2-735-990-4213     | 0               | 0               | 0             | 6,100              |
| Boardwalk Replacement                                 | 2-735-990-4213     | 0               | 0               | 0             | 30,000             |
| Burley Park Accessible Playground                     | 2-735-990-4213     | 0               | 0               | 0             | 25,500             |
| Accessible Playground Equipment                       | 2-735-990-4213     | 0               | 0               | 0             | 10,200             |
| <b>Civic Centre</b>                                   |                    |                 |                 |               |                    |
| Courtyard Interlocking Brick Repair (2013 Carry Over) | 2-765-990-4213     | 0               | 20,352          | 20,352        | 20,352             |
| Replace HVAC System (2013 Carry Over)                 | 2-765-990-4213     | 493,427         | 493,427         | 0             | 395,840            |
| North Side Steps                                      | 2-765-990-4213     | 0               | 0               | 0             | 50,000             |
| Weeping Tiles   | 2-765-990-4213     | 0               | 0               | 0             | 168,000            |
| Stucco  | 2-765-990-4213     | 0               | 0               | 0             | 64,500             |
| <b>Museum</b>   |                    |                 |                 |               |                    |
| Display Cabinets                                      | 2-771-990-4212     | 0               | 0               | 0             | 10,200             |
| <b>Library</b>  |                    |                 |                 |               |                    |
| Pearson Plaza - Architect Fees                        | 2-761-990-4320     | 7,325           | 7,325           | 0             | 0                  |
| <b>TOTAL PARKS, RECREATION &amp; CULTURAL</b>         |                    | <b>522,463</b>  | <b>544,664</b>  | <b>22,201</b> | <b>1,044,524</b>   |
| <br>  |                    |                 |                 |               |                    |
| <b>Mount Dufour Ski Hill - Chairlift Audit</b>        | 2-834-995-4213     | <b>4,000</b>    | <b>4,000</b>    | <b>0</b>      |                    |



## THE CORPORATION OF THE CITY OF ELLIOT LAKE

### 2014 CAPITAL BUDGET STATUS REPORT AS AT JUNE 30, 2014

| Capital Project                                    | Account Number | 2014 Actual YTD  | 2014 Budget YTD  | \$ Variance    | 2014 Budget Annual |
|--|----------------|------------------|------------------|----------------|--------------------|
| <b>PLANNING &amp; DEVELOPMENT</b>                  |                |                  |                  |                |                    |
| <b>COMMERCIAL AND INDUSTRIAL DEVELOPMENT</b>       |                |                  |                  |                |                    |
| Pearson Plaza Development                          | 2-821-990-3410 | 7,096            | 0                | -7,096         | 0                  |
| <b>Total Commercial and Industrial Development</b> |                | <b>7,096</b>     | <b>0</b>         | <b>-7,096</b>  | <b>0</b>           |
| <b>EDO PROJECTS</b>                                |                |                  |                  |                |                    |
| Community Improvement Plan                         | 2-834-995-4368 | 6,198            | 6,198            | 0              |                    |
| <b>Total EDO Projects</b>                          |                | <b>6,198</b>     | <b>6,198</b>     | <b>0</b>       | <b>0</b>           |
| <b>Cottage Lot Development</b>                     |                |                  |                  |                |                    |
| Lake Management Plans                              |                | 85,896           | 0                | -85,896        | 0                  |
| <b>Total Cottage Lot Development</b>               |                | <b>85,896</b>    | <b>0</b>         | <b>-85,896</b> | <b>0</b>           |
| <b>TOTAL PLANNING &amp; DEVELOPMENT</b>            |                | <b>99,190</b>    | <b>6,198</b>     | <b>-92,992</b> | <b>0</b>           |
| <b>TOTAL CAPITAL BUDGET</b>                        |                | <b>1,051,415</b> | <b>1,192,082</b> | <b>186,666</b> | <b>3,354,146</b>   |

**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

Water and Wastewater

2014 Capital Budget

STATUS REPORT AS AT JUNE 30, 2014

| Cost Centre | 2014<br>Actual<br>YTD | 2014<br>Budget<br>YTD | \$ Variance | 2014<br>Budget<br>Annual |
|-------------|-----------------------|-----------------------|-------------|--------------------------|
|-------------|-----------------------|-----------------------|-------------|--------------------------|

**WATER / WASTE WATER**

**420 WASTEWATER TREATMENT PLANT**

|   |               |               |               |                |
|---|---------------|---------------|---------------|----------------|
| 990-4213 Boiler Replacement (2013 Carry Over) | 1,324         | 1,324         | 0             | 171,954        |
| 990-4213 WWTP Paperless Recorders             | 0             | 11,700        | 11,700        | 11,700         |
| 990-4213 Sludge Heat Exchanger Replacement    | 0             | 0             | 0             | 69,700         |
| 990-4213 Effluent Flow Meter                  | 0             | 3,560         | 3,560         | 3,560          |
| 990-4213 Sludge Pit Cleanout                  | 0             | 0             | 0             | 40,700         |
| 990-4212 Sludge Pump Replacement              | 8,433         | 0             | -8,433        | 0              |
| 990-3410 Sludge Disposal Site ECA             | 1,018         | 7,875         | 6,857         | 31,500         |
| <b>TOTAL SEWAGE TREATMENT PLANT</b>           | <b>10,775</b> | <b>24,459</b> | <b>13,684</b> | <b>329,114</b> |

**424 LIFT STATIONS**

|   |              |          |               |               |
|---|--------------|----------|---------------|---------------|
| 990-4213 Washington Pump Station Electrical (2012 Carry Over) | 3,234        | 0        | -3,234        | 0             |
| <b>TOTAL LIFT STATIONS</b>                                    | <b>3,234</b> | <b>0</b> | <b>-3,234</b> | <b>28,756</b> |

**430 WATER TREATMENT PLANT**

|   |                |                |               |                |
|---|----------------|----------------|---------------|----------------|
| 990-4210 SCADA Automation (Reallocation of 2013 C/O Boiler Replacement) | 44,952         | 44,952         | 0             | 50,000         |
| 990-4212 Chlorination System (2013 Carry Over)                          | 16,177         | 16,177         | 0             | 17,980         |
| 990-4213 Exterior Painting of WTP Structure                             | 0              | 0              | 0             | 38,160         |
| 990-4212 Filter to Waste Actuator Installation                          | 31,682         | 47,065         | 15,383        | 47,065         |
| 990-4212 Lime Feed System Upgrade                                       | 21,161         | 35,620         | 14,459        | 35,620         |
| 990-4212 High Lift Pump #3  | 0              | 0              | 0             | 61,520         |
| 990-4212 WTP Replace Front Doors  | 8,345          | 12,200         | 3,855         | 12,200         |
| 990-4212 WTP Intercom System  | 0              | 0              | 0             | 10,150         |
| <b>TOTAL WATER TREATMENT PLANT</b>                                      | <b>122,318</b> | <b>156,014</b> | <b>33,697</b> | <b>272,695</b> |

**TOTAL WATER / WASTEWATER CAPITAL**

|  |                |                |               |                |
|--|----------------|----------------|---------------|----------------|
|  | <b>136,327</b> | <b>180,473</b> | <b>44,146</b> | <b>630,566</b> |
|--|----------------|----------------|---------------|----------------|

|  |                |                |          |                |
|--|----------------|----------------|----------|----------------|
| Water Billing Revenue                    | 341,875        | 341,875        | 0        | 341,875        |
| Grants                                   | 0              | 0              | 0        | 0              |
| Reserves                                 | 0              | 0              | 0        | 0              |
| Prior Year's Unexpended Capital          | 288,691        | 288,691        | 0        | 288,691        |
| <b>TOTAL WATER/WASTE WATER FINANCING</b> | <b>630,566</b> | <b>630,566</b> | <b>0</b> | <b>630,566</b> |

**PERCENTAGE COST RECOVERY**

**100%**

**AMOUNT COVERED BY TAXATION**

|           |
|-----------|
| <b>0%</b> |
|-----------|

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

That Staff Report FIN 2014-21, Operating Budget Variance Report as at June 30, 2014, dated July 11, 2014 of the Director of Finance be received.

And that the report be forwarded to Council for information.

A copy of the report is attached for Council's consideration.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

A handwritten signature in blue ink that reads 'Dawn Halcrow'.

Dawn Halcrow  
Director of Finance

DH/eal



The Corporation of the City of Elliot Lake

**Staff Report FIN2014-21**

Report of the **Director of Finance**  
for the Consideration of Council

**RE: OPERATING VARIANCE REPORT AS AT JUNE 30, 2014**

**OBJECTIVE**

To provide monthly Operating Budget Status & Variance Reports.

**RECOMMENDATION**

**THAT** Staff Report FIN 2014-21, Operating Budget Variance Report as at June 30, 2014, dated July 11, 2014 of the Director of Finance be received.

**AND THAT** the report be forwarded to Council for information.

Prepared by:

V. Brant  
Financial Analyst

Respectfully Submitted

Dawn Halcrow  
Director of Finance

Approved

Rob deBortoli  
Chief Administrative Officer

July 11, 2014

## BACKGROUND

As part of Best Budgeting Practices, a municipality should evaluate its financial performance relative to the adopted budget.

Regular monitoring of budgetary performance provides an early warning of potential problems and gives decision makers time to consider actions that may be needed if major deviations in budget-to-actual results become evident. Reasons for deviations should be evaluated. These factors are important in assessing the significance of variations, including whether they are expected to be temporary or long-term in duration. It is also an essential input in demonstrating accountability.

## ANALYSIS

Attached is the Statement of Operations for City services and Water/Wastewater as at June 30, 2014.

The approach to setting the 2014 City budget, although similar to 2012 and 2013, was different from the typical municipal budget process, in that the approach resulted in a revenue shortfall of \$1 Million between the budget and the 2014 tax levy. It is Council's intent to borrow from City Reserves to off-set this shortfall and to replenish these reserves in future budgets. Restructuring within the organization, as well as opportunities identified in the 2011 Service Delivery Review, have or will be considered and/or implemented as part of the on-going efforts to minimize the year end shortfall and borrowing requirements.

Therefore, the 2014 monthly variance reports will be addressed on two levels. The first is based on the service delivery as submitted by staff on a line by line basis for each of the programs as presented and approved by Council in the 2014 Budget.

The second level will be based upon the areas identified for service adjustments as those adjustments are approved by Council and implemented.

The following comments deal with the budget issues respecting programs as authorized by Council, as per the first level of review, as well as identify any issues affecting the areas targeted for service adjustments:

### GENERAL GOVERNMENT

#### ▪ Mayor & Council

- ❖ Overall the cost centre is not showing any significant variances. Sundry expenditures are over due to the request for a review of White Mountain Academy capital over-expenditures. Memberships have been paid for 2014 and thus creating a large variance in this cost centre.

#### ▪ CAO

- ❖ No significant variances to report, although membership dues paid for 2014 along with benefit costs, stationary, postage and photocopying are producing a variance slightly above what would be anticipated for the period.

#### ▪ Clerk

- ❖ no significant variances to report.
- ❖ Elections accounts – no variances to report.

#### ▪ Treasury-Administration

- ❖ Statutory Benefits are slightly over budget at this time but will be on target for the year.
- ❖ Group Benefits are slightly over budget for this period, as they are based upon actual usage and difficult to predict.
- ❖ Subscriptions and Conference & Convention expenditures occurred sooner than anticipated, but should be on track with the Annual Budget.

- **Treasury-Revenue Management**

- ❖ Interest on Accounts Receivable is greater than originally anticipated for this period and exceeds the Annual Budget Estimate.

- **Treasury-Accounting**

- ❖ No major variance to report for this period.

- **Treasury-Financial Expenses**

- ❖ Lower than anticipated collection costs & write-offs are a result of our very successful tax collection program.
  - ❖ Interest earned on the general bank account is lower than anticipate to date.
  - ❖ The Interest Earned on the Reserve Account is lower than anticipated for this period, but is off-set by the corresponding Transfer to Reserves. Based upon 2013 interest earnings, it is expected that this line item will be on line with the Annual Budget.

- **Personnel**

- ❖ Retired Employees Benefits expenditures continue to be monitored monthly as this account is 100% usage-based making it difficult to forecast throughout the year.
  - ❖ Advertising & Promotions expenditures are over due to the unplanned costs of advertising for two positions - Electrician and Chief Administrative Officer.
  - ❖ Professional Development expenditures continue to be monitored monthly. Our usage is up compared to last month and we hope to see this continue even as we continue to experience scheduling conflicts and availability.
  - ❖ Training courses expenditures under Health and Safety continue to be monitored monthly as we monitor Professional Development as a whole. Usage is increased this past month and we hope this will continue and eventually even out by year-end.

- **Information Systems**

- ❖ No variance to report.

- **General Government-Administration**

- ❖ Legal costs are under budget to date, and Insurance Claims are greater than anticipated for this period. These items are difficult to accurately forecast and will be monitored throughout the year.
  - ❖ The YTD Budget includes a total of \$130,000 for Long Term Debt Principal and Interest expense which has yet to be recorded.
  - ❖ Insurance Recoveries is lower than anticipated for this period.

- **Tax Registration Building Expenses**

- ❖ Natural Gas costs are greater than originally anticipated and exceed the Annual Budget.

- **White Mountain**

- ❖ Revenue is off as budgeted numbers as it looks to me that the Parks and Recs revenue is not included in the overall number
  - ❖ Expenses are on track

- **Rio Den Building**

- ❖ No variance to report for the period.

- **City Hall**

- ❖ No variance to report for this period

**PROTECTIVE SERVICES**

- **Fire Services**
  - ✧ No variance to report for this period.
- **Emergency Management**
  - ✧ No variance to report for this period.
- **Police – Vehicles**
  - ✧ No variance to report for this period.
- **Police Services – Administration / Crossing Guards**
  - ✧ Costs for Community Based Policing and School Patroller programs have not occurred as originally planned for this period.
  - ✧ Taxi License Revenue is lower than anticipated for this period.
- **Board of Police Commission**
  - ✧ No Honorarium, Conference, Membership or other incidental costs have been incurred in this cost centre, to-date.
- **OPP Operations**
  - ✧ Policing Revenue, usually posted in April, has yet to be received. We do not anticipate any variance to the Annual Budget.
- **Police Station**
  - ✧ No variance to report for this period
- **Building Controls**
  - ✧ Building Permit revenues for this period are low, as fewer permits have been issued
- **Animal Control**
  - ✧ No variance to report for this period
- **By-Law Enforcement**
  - ✧ General licenses is low as fewer licenses have been issued this year.
  - ✧ Traffic fines is low likely because we have not yet received our cheque from the tickets issued

**TRANSPORTATION**

- **310 Engineering**
  - ✧ No overall variance to report
- **311 Public Works – No overall variance to report**
  - ✧ Administration – Non-Productive time continues to trend lower however vacation season is beginning. There is a one month lag in wage distribution. No overall variance to report for the period;
  - ✧ Building & Grounds– Expenses below projected for this period. This is partially due to lag in wage distribution. There is no overall variance to report for the period;
  - ✧ Equipment – Material expenses below projected for YTD. Wages below target YTD due to lag in wage distribution. Diesel expenses continue to trend higher than budgeted due to year to date seasonal conditions. Natural Gas remains over target as a result of the heating season this year;
  - ✧ Operations – Vehicle cost and salary distribution is lagging by one month. Overtime is significantly higher than anticipated values primarily due to winter maintenance activities;
- **321 Road Maintenance – No overall variance to report**
  - ✧ Machinery rentals are over as a direct result of winter road maintenance and snow removal

- **353 – 354 Transit (Regular and Specialized)**

- ✦ Conventional and Specialized Transit – No overall variance to report on expenditures;
- ✦ Transit Revenue – Greyhound shuttle revenue higher than anticipated for YTD.

- **Street Lighting**

- ✦ Contracted services trending on target. This cost center is trending below budget largely due issues associated with a lag in billing by hydro for the year to date;

- **Airport**

- ✦ Overall expenses are below budgeted levels. This is largely due to the lack of fuel purchases to date.
- ✦ Fuel sales are nearing targeted levels.

- **Parks**

- ✦ Below anticipated due in part to a lag in wage distribution.

### ENVIRONMENTAL SERVICES

- **Storm Sewer Connections**

- ✦ This cost centre is over YTD budget. Numerous failures throughout the system have resulted in unanticipated salary and (internal) machinery rental costs;

- **Waste Management – Garbage Collection**

- ✦ This centre is trending high for the reporting period as a result of cost for overtime incurred during clean up week.

- **Waste Management – Recycling**

- ✦ This cost center is currently below anticipated for contracted services. Once processed, the cost associated with hazardous waste recycling will bring the contracted services expenses in line with projections.

- **Waste Management – Landfill Site**

- ✦ This cost center is trending below budgeted amounts for expense and revenue as the implementation of the new landfill operation contract is not yet complete. The weight scales have now been installed and calibrated. The new operational structure was implemented on July 2nd.

### HEALTH SERVICES

- **Algoma Health Unit**

- ✦ No variance to report for this period.

- **Physician Recruitment**

- ✦ No variance to report for this period.

- **Ambulance Services**

- ✦ The 2014 ADSAB Levy was set and received after the City's Budget was established, and therefore, based upon an estimate. The actual levy is slightly lower than estimates.

- **Woodlands Cemetery**

- ✦ Distributed wages are over budget for the year, and corresponding vehicle and machinery rentals are also over budget.
- ✦ Revenue from burial charges is higher than estimated for this period.



**SOCIAL & FAMILY SERVICES**

- ◇ The 2014 ADSAB Levy was set and received after the City's Budget was established, and therefore, based upon an estimate. The actual levy is slightly lower than estimates.

**RECREATION & CULTURAL SERVICES****▪ Administration**

- ◇ No variance to report for the period.

**▪ Youth Activities**

- ◇ No variance to report for the period.

**▪ Programming**

- ◇ No variance to report for the period.

**▪ Collins Hall**

- ◇ No variance to report for the period.

**▪ Centennial Arena**

- ◇ No variance to report for the period.

**▪ Aquatics**

- ◇ Fitness Room single admissions and memberships are up this period.
- ◇ Contracted Services are up due to repairs to showers and hot water.

**▪ Trails**

- ◇ No variance to report for the period.

**▪ Lester B. Pearson Civic Centre**

- ◇ Contracted Services are up due to servicing on the HRV Systems and Elevator repairs.

**▪ Arts on the Trail**

- ◇ No variance to report for the period.

**▪ Nuclear & Mining Museum**

- ◇ No variance to report for the period.

**▪ Miners Memorial Monument Brick Program**

- ◇ No variance to report for the period.

**▪ Special Events**

- ◇ No variance to report for the period.

**▪ Drag Races**

- ◇ No variance to report for the period.

**▪ Library**

- ◇ Sundry Building Maintenance – under budget – New space no repairs needed.
- ◇ Circ. /Catalogue System – under budget – Will be paid later in year.
- ◇ Subscriptions – under budget – Will be paid in October.
- ◇ Duplicating Supplies – under budget – Will be placing order.
- ◇ Library New Books - under budget - All new book orders are being put through local history grant.
- ◇ Historical Book Collection – over budget – This is grant money – supposed to be spent by Sept. 2014.
- ◇ Audio and Video- under budget - All audio and video orders being put through local history grant.
- ◇ Conferences and Conventions – under budget - Will be attending later this year.
- ◇ Adult Programming – under budget – Will be using this later in year.
- ◇ Advertising and Promotions – under budget - Will be doing advertising in summer

- ❖ Rebinding Books – under budget – All books are new have not had to send for rebinding
- ❖ Office Equipment – over budget – Just received large order.
- ❖ Insurance Premiums – over budget – Paid for year
- ❖ Transfer to Reserve – over budget – Commission on transit higher than expected.
- ❖ Audit and Accounting – over budget – Fees were higher than anticipated
- ❖ Library Grant has yet to be received and posted to Revenue.

▪ **Mississagi Park**

- ❖ This cost centre is based on a seasonal operation (May 1 - Sept. 30).
- ❖ Overall operation to date is trending in a positive direction as net expenditures are \$5,500 below budget.

**PLANNING & DEVELOPMENT**

▪ **Committee of Adjustment**

- ❖ Revenue is up due to ELRL requesting numerous severances as they sell off some of their rental houses

▪ **Community Events**

- ❖ No variances to report.

▪ **Welcome Centre**

- ❖ No variances to report.

▪ **Pearson Plaza Development**

- ❖ This represents the interest on the construction loan from OMEIFA. Financing methods will be finalized upon completion of the project.

▪ **EDO-Administration & Operations**

- ❖ Wages and benefits are over due to the fact that the funded position is scheduled to terminate at the end of June, memberships for 2014 have been paid in Q1 and 150K earmarked for economic development has been transferred to a reserve account. Expenditures are below the anticipated mark as there has been minimal spending with regard to contracted services, consulting and advertising and promotions. Revenues reflect monies received to date to support various projects.

▪ **Residential Development – Wireless Towers**

- ❖ With the Wireless Project complete, contracted services account is over due to the implementation of back-up equipment on the tower sites. Hydro costs are being reviewed and monthly billing is ongoing with continued support/reviews between city staff and ISP provider.

**COMMUNITY ADJUSTMENT**

- ❖ Cost Centres for Community Adjustment were established as a result of the Algo Mall Collapse, and are fully funded.
  - Community Adjustment Centre (*Elliot Lake Centre for Development*) - costs are funded by MTCU.
  - Assistance to Businesses (*Business Continuity Fund*) - administered by ELNOS, costs are funded by NOHFC.

**TAXATION**

▪ **Payments In Lieu**

- ❖ No variance to report for this period.

- **Supplementary Taxes**

- ❖ No variance to report for this period.

- **Tax Adjustments**

- ❖ No variance to report for this period.

- **OMPF**

- ❖ No variance to report for this period.

- **PRIOR YEAR SURPLUS/DEFICIT**

- ❖ The 2013 Year End Audit is complete and the Prior Year’s Deficit has been determined and recorded in 2014.

**WATER & WASTEWATER**

- **Plants Administration**

- ❖ Salaries below anticipated due to ongoing recruitment for electrical technician and a lag in wage distribution. Overtime continues to trend below budgeted levels but is expected to increase with the optimization of the plant automation project.

- **Wastewater Treatment Operation – Plant and Lift Stations**

- ❖ Natural gas costs continue to trend high due inability to burn methane while the new boiler installation continues;
  - ❖ Hydro billing trending on target as presented YTD for wastewater;
  - ❖ Hydro billing is non-representative and inaccurate for lift stations YTD;
  - ❖ Overall variance is trending below target as presented;

- **Sanitary Sewer Connections**

- ❖ Overall variance is trending below target. Seasonal work is underway, which includes flushing of lines with external contracted services.

- **Water Treatment Operation – Plant and Facilities**

- ❖ Hydro billing trending slightly below target as presented YTD for water;
  - ❖ Overall variance is trending below target as presented

- **Water Mains**

- ❖ Trending below anticipated. Water-main repairs in 2014 are trending well below the annual average.

**FINANCIAL IMPACT**

Financial Impact Unknown at this time.

**LINKS TO STRATEGIC PLAN**

Consistent and timely financial reports are a key element in the City’s goal to operate in a fiscally responsible manner and deliver value in our municipal services.

## SUMMARY

Overall Expenditures are approximately \$1.4 million or 10.5% below estimates for this period. Although, some cost centres are tracking slightly higher than estimates, others are tracking lower.

The overall Revenue collected for this period is approximately \$1.7 million or 14.5% less than estimates. The 2013 Deficit is a major contributing factor to this significant variance. Although this source of funding is based upon expenditures incurred, The Assistance to Business (Business Continuity Fund) is also a major contributing factor. Other Revenues reflecting lower than estimates for this period are Reserve Investment Income, Library and Policing Grants, Building Permits, Traffic Violation Fines, General By-Law Licenses, Airport Fuel Sales, Arena Fees, Civic Centre Rentals, Admissions and Corporate Sponsorships, and Special Events Funding.

Accounts have been reviewed by Department Heads, Managers and Supervisors and explanations/comments have been provided to address variances in each Division/Cost Centre. Any Council approved service adjustments have also been identified and comments/explanations for any issues affecting these adjustments have been provided.

It should be noted that, although Hydro One is making some progress in resolving billing issues, accurate invoices have not been produced for all City operations. Therefore, based upon our estimates, the outstanding amounts could be as much as \$112,000. We continue to work with Hydro One to have these issues resolved.

It should also be noted that the \$1 million in Revenue to be borrowed from reserves is not included in the YTD Budget for this period. Savings in costs and or revenues above projections must be realized to off-set this \$1M.

Caution should, therefore, be exercised in forward projections of anticipated savings that are not supported by adjustments in services or programs, as they are subject to many variables such as, but not limited to weather conditions and equipment breakdowns and may not be sustainable to year end.

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|                                      | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE       | 2014<br>BUDGET      | % OF<br>ANNUAL<br>BUDGET |
|--------------------------------------|---------------------|---------------------|----------------------|---------------------|--------------------------|
| <b>GENERAL GOVERNMENT</b>            |                     |                     |                      |                     |                          |
| <b>111 MAYOR &amp; COUNCIL</b>       |                     |                     |                      |                     |                          |
| <b>110-Administration</b>            |                     |                     |                      |                     |                          |
| Expenditures                         | \$70,956.74         | \$74,950.00         | \$3,993.26           | \$140,328.00        | 51%                      |
| Net                                  | 70,956.74           | 74,950.00           | 3,993.26             | 140,328.00          | 51%                      |
| <b>117-Joint Relations Committee</b> |                     |                     |                      |                     |                          |
| <b>TOTAL MAYOR &amp; COUNCIL</b>     |                     |                     |                      |                     |                          |
|                                      | <b>\$70,956.74</b>  | <b>\$74,950.00</b>  | <b>\$3,993.26</b>    | <b>\$140,328.00</b> | <b>51%</b>               |
| <b>121 CAO</b>                       |                     |                     |                      |                     |                          |
| <b>110 - Administration</b>          |                     |                     |                      |                     |                          |
| Expenditures                         | 149,079.69          | 139,058.00          | (10,021.69)          | 275,572.00          | 54%                      |
| Net                                  | 149,079.69          | 139,058.00          | (10,021.69)          | 275,572.00          | 54%                      |
| <b>TOTAL CAO</b>                     |                     |                     |                      |                     |                          |
|                                      | <b>\$149,079.69</b> | <b>\$139,058.00</b> | <b>(\$10,021.69)</b> | <b>\$275,572.00</b> | <b>54%</b>               |
| <b>131 CLERK</b>                     |                     |                     |                      |                     |                          |
| <b>110-Administration</b>            |                     |                     |                      |                     |                          |
| Expenditures                         | 76,415.64           | 77,610.00           | 1,194.36             | 155,926.00          | 49%                      |
| Revenue                              | 6,089.50            | 4,107.00            | (1,982.50)           | 8,900.00            | 68%                      |
| Net                                  | 70,326.14           | 73,503.00           | 3,176.86             | 147,026.00          | 48%                      |
| <b>170 - Elections</b>               |                     |                     |                      |                     |                          |
| Expenditures                         | 6,905.46            | 10,800.00           | 3,894.54             | 57,445.00           | 12%                      |
| Revenue                              | 32,900.00           | 31,500.00           | (1,400.00)           | 31,500.00           | 104%                     |
| Net                                  | (25,994.54)         | (20,700.00)         | 5,294.54             | 25,945.00           | -100%                    |
| <b>TOTAL CLERK</b>                   |                     |                     |                      |                     |                          |
|                                      | <b>\$44,331.60</b>  | <b>\$52,803.00</b>  | <b>\$8,471.40</b>    | <b>\$172,971.00</b> | <b>26%</b>               |
| <b>141 TREASURY</b>                  |                     |                     |                      |                     |                          |
| <b>110-Administration</b>            |                     |                     |                      |                     |                          |
| Expenditures                         | 125,136.40          | 115,242.00          | (9,894.40)           | 233,178.00          | 54%                      |
| Net                                  | 125,136.40          | 115,242.00          | (9,894.40)           | 233,178.00          | 54%                      |
| <b>130-Revenue Management</b>        |                     |                     |                      |                     |                          |
| Expenditures                         | 177,051.60          | 185,777.00          | 8,725.40             | 374,575.00          | 47%                      |
| Revenue                              | 22,763.55           | 8,250.00            | (14,513.55)          | 16,500.00           | 138%                     |
| Net                                  | 154,288.05          | 177,527.00          | 23,238.95            | 358,075.00          | 43%                      |
| <b>140-Accounting</b>                |                     |                     |                      |                     |                          |
| Expenditures                         | 161,915.16          | 156,493.00          | (5,422.16)           | 314,700.00          | 51%                      |
| Net                                  | 161,915.16          | 156,493.00          | (5,422.16)           | 314,700.00          | 51%                      |
| <b>142-Financial Expenses</b>        |                     |                     |                      |                     |                          |
| Expenditures                         | 20,032.01           | 97,750.00           | 77,717.99            | 190,500.00          | 11%                      |
| Revenue                              | 66,469.88           | 130,750.00          | 64,280.12            | 265,500.00          | 25%                      |
| Net                                  | (46,437.87)         | (33,000.00)         | 13,437.87            | (75,000.00)         | 62%                      |
| <b>TOTAL TREASURY</b>                |                     |                     |                      |                     |                          |
|                                      | <b>\$394,901.74</b> | <b>\$416,262.00</b> | <b>\$21,360.26</b>   | <b>\$830,953.00</b> | <b>48%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL         | YTD<br>BUDGET         | \$<br>VARIANCE      | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|--|-----------------------|-----------------------|---------------------|-----------------------|--------------------------|
| <b>151 PERSONNEL</b>                   |                       |                       |                     |                       |                          |
| <b>110-Administration</b>              |                       |                       |                     |                       |                          |
| Expenditure                            | \$142,569.77          | \$161,898.00          | \$19,328.23         | \$377,519.00          | 38%                      |
| Revenue                                |                       |                       |                     | 50,000.00             | 0%                       |
| Net                                    | 142,569.77            | 161,898.00            | 19,328.23           | 327,519.00            | 44%                      |
| <b>180-Professional Development</b>    |                       |                       |                     |                       |                          |
| Expenditure                            | 11,892.07             | 21,750.00             | 9,857.93            | 42,000.00             | 28%                      |
| Net                                    | 11,892.07             | 21,750.00             | 9,857.93            | 42,000.00             | 28%                      |
| <b>186-Health &amp; Safety</b>         |                       |                       |                     |                       |                          |
| Expenditure                            | 31,572.37             | 70,530.00             | 38,957.63           | 139,902.00            | 23%                      |
| Net                                    | 31,572.37             | 70,530.00             | 38,957.63           | 139,902.00            | 23%                      |
| <b>TOTAL PERSONNEL</b>                 | <b>186,034.21</b>     | <b>254,178.00</b>     | <b>68,143.79</b>    | <b>509,421.00</b>     | <b>37%</b>               |
| <b>161 INFORMATION SYSTEMS</b>         |                       |                       |                     |                       |                          |
| <b>110-Administration</b>              |                       |                       |                     |                       |                          |
| Expenditures                           | 147,923.45            | 160,448.00            | 12,524.55           | 339,520.00            | 44%                      |
| Net                                    | 147,923.45            | 160,448.00            | 12,524.55           | 339,520.00            | 44%                      |
| <b>TOTAL INFORMATION SYSTEMS</b>       | <b>\$147,923.45</b>   | <b>\$160,448.00</b>   | <b>\$12,524.55</b>  | <b>\$339,520.00</b>   | <b>44%</b>               |
| <b>181 GENERAL GOVERNMENT</b>          |                       |                       |                     |                       |                          |
| <b>110-Administration</b>              |                       |                       |                     |                       |                          |
| Expenditures                           | 120,223.14            | 265,215.00            | 144,991.86          | 348,225.00            | 35%                      |
| Revenue                                | 25,326.12             | 27,502.00             | 2,175.88            | 1,155,000.00          | 2%                       |
| Net                                    | 94,897.02             | 237,713.00            | 142,815.98          | (806,775.00)          | -12%                     |
| <b>182-Rio Don Building</b>            |                       |                       |                     |                       |                          |
| Expenditures                           | 11,367.77             | 17,318.00             | 5,950.23            | 32,330.00             | 35%                      |
| Net                                    | 11,367.77             | 17,318.00             | 5,950.23            | 32,330.00             | 35%                      |
| <b>183-City Hall</b>                   |                       |                       |                     |                       |                          |
| Expenditures                           | 149,597.13            | 155,038.00            | 5,440.87            | 228,588.00            | 65%                      |
| Revenue                                | 15,259.86             | 7,500.00              | (7,759.86)          | 12,000.00             | 127%                     |
| Net                                    | 134,337.27            | 147,538.00            | 13,200.73           | 216,588.00            | 62%                      |
| <b>186 - White Mountain</b>            |                       |                       |                     |                       |                          |
| Expenditures                           | 176,039.54            | 161,521.98            | (14,517.56)         | 415,757.00            | 42%                      |
| Revenue                                | 182,495.00            | 207,360.00            | 24,865.00           | 415,757.00            | 44%                      |
| Net                                    | (6,455.46)            | (45,838.02)           | (39,382.56)         |                       | 0%                       |
| <b>187-Tax Reg. Building Expenses</b>  |                       |                       |                     |                       |                          |
| Expenditures                           | 2,706.87              | 1,452.00              | (1,254.87)          | 2,900.00              | 93%                      |
| Net                                    | 2,706.87              | 1,452.00              | (1,254.87)          | 2,900.00              | 93%                      |
| <b>TOTAL GENERAL GOVERNMENT</b>        | <b>\$236,853.47</b>   | <b>\$358,182.98</b>   | <b>\$121,329.51</b> | <b>(\$554,957.00)</b> | <b>-43%</b>              |
| <b>General Government Expenditures</b> | <b>\$1,581,384.81</b> | <b>\$1,872,850.98</b> | <b>\$291,466.17</b> | <b>\$3,668,965.00</b> | <b>43%</b>               |
| <b>General Government Revenue</b>      | <b>\$351,303.91</b>   | <b>\$416,969.00</b>   | <b>\$65,665.09</b>  | <b>\$1,955,157.00</b> | <b>18%</b>               |
| <b>TOTAL GENERAL GOVERNMENT</b>        | <b>\$1,230,080.90</b> | <b>\$1,455,881.98</b> | <b>\$225,801.08</b> | <b>\$1,713,808.00</b> | <b>72%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|   | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE      | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|---|---------------------|---------------------|---------------------|-----------------------|--------------------------|
| <b>PROTECTION TO PERSONS &amp; PROPERTY</b> |                     |                     |                     |                       |                          |
| <b>211 FIRE SERVICES</b>                    |                     |                     |                     |                       |                          |
| <b>110-Administration</b>                   |                     |                     |                     |                       |                          |
| Expenditures                                | \$147,659.41        | \$145,131.00        | (\$2,528.41)        | \$275,329.00          | 54%                      |
| Revenue                                     | 10,627.96           | 10,000.00           | (627.96)            | 14,500.00             | 73%                      |
| Net   | 137,031.45          | 135,131.00          | (1,900.45)          | 260,829.00            | 53%                      |
| <b>112-Equipment Maintenance</b>            |                     |                     |                     |                       |                          |
| Expenditures                                | 79,043.36           | 93,173.00           | 14,129.64           | 103,154.00            | 77%                      |
| Net   | 79,043.36           | 93,173.00           | 14,129.64           | 103,154.00            | 77%                      |
| <b>214-Fire Fighting</b>                    |                     |                     |                     |                       |                          |
| Expenditures                                | 278,884.74          | 310,795.00          | 31,910.26           | 624,026.00            | 45%                      |
| Revenue                                     | 17,487.07           | 15,308.00           | (2,179.07)          | 17,208.00             | 102%                     |
| Net   | 261,397.67          | 295,487.00          | 34,089.33           | 606,818.00            | 43%                      |
| <b>215-Fire Prevention</b>                  |                     |                     |                     |                       |                          |
| Expenditures                                | 304,492.58          | 336,265.00          | 31,772.42           | 673,836.00            | 45%                      |
| Revenue                                     |                     | 1,800.00            | 1,800.00            | 9,500.00              | 0%                       |
| Net   | 304,492.58          | 334,465.00          | 29,972.42           | 664,336.00            | 46%                      |
| <b>220-Training</b>                         |                     |                     |                     |                       |                          |
| Expenditures                                | 18,262.29           | 47,623.00           | 29,360.71           | 92,201.00             | 20%                      |
| Revenue                                     | 13,127.79           | 5,000.00            | (8,127.79)          | 16,000.00             | 82%                      |
| Net   | 5,134.50            | 42,623.00           | 37,488.50           | 76,201.00             | 7%                       |
| <b>P01-P07-Vehicles</b>                     |                     |                     |                     |                       |                          |
| Expenditures                                | 3,192.64            | 11,322.00           | 8,129.36            | 23,000.00             | 14%                      |
| Net   | 3,192.64            | 11,322.00           | 8,129.36            | 23,000.00             | 14%                      |
| <b>TOTAL FIRE SERVICES</b>                  | <b>\$790,292.20</b> | <b>\$912,201.00</b> | <b>\$121,908.80</b> | <b>\$1,734,338.00</b> | <b>46%</b>               |
| <b>212 EMERGENCY MANAGEMENT</b>             |                     |                     |                     |                       |                          |
| <b>110-Administration</b>                   |                     |                     |                     |                       |                          |
| Expenditures                                | 10,447.32           | 12,218.00           | 1,770.68            | 15,450.00             | 68%                      |
| Net   | 10,447.32           | 12,218.00           | 1,770.68            | 15,450.00             | 68%                      |
| <b>TOTAL EMERGENCY MANAGEMENT</b>           | <b>\$10,447.32</b>  | <b>\$12,218.00</b>  | <b>\$1,770.68</b>   | <b>\$15,450.00</b>    | <b>68%</b>               |
| <b>221 POLICE OPERATIONS</b>                |                     |                     |                     |                       |                          |
| <b>P13-P14-Vehicles</b>                     |                     |                     |                     |                       |                          |
| Expenditures                                | 6,585.39            | 6,852.00            | 266.61              | 8,600.00              | 77%                      |
| Net   | 6,585.39            | 6,852.00            | 266.61              | 8,600.00              | 77%                      |
| <b>184-Police Station Building</b>          |                     |                     |                     |                       |                          |
| Expenditures                                | 34,456.17           | 40,252.00           | 5,795.83            | 72,312.00             | 48%                      |
| Net   | 34,456.17           | 40,252.00           | 5,795.83            | 72,312.00             | 48%                      |
| <b>TOTAL POLICE OPERATIONS</b>              | <b>\$41,041.56</b>  | <b>\$47,104.00</b>  | <b>\$6,062.44</b>   | <b>\$80,912.00</b>    | <b>51%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL                | YTD<br>BUDGET                | \$<br>VARIANCE              | 2014<br>BUDGET               | % OF<br>ANNUAL<br>BUDGET |
|--|------------------------------|------------------------------|-----------------------------|------------------------------|--------------------------|
| <b>221 POLICE ADMINISTRATION</b>                         |                              |                              |                             |                              |                          |
| <b>110-Administration</b>                                |                              |                              |                             |                              |                          |
| Expenditures   | \$2,519.75                   | \$5,301.00                   | \$2,781.25                  | \$9,200.00                   | 27%                      |
| Revenue  | <u>4,650.00</u>              | <u>6,552.00</u>              | <u>1,902.00</u>             | <u>7,000.00</u>              | <u>66%</u>               |
| Net  | (2,130.25)                   | (1,251.00)                   | 879.25                      | 2,200.00                     | -97%                     |
| <b>220-Board of Police Commission</b>                    |                              |                              |                             |                              |                          |
| Expenditures   |                              | 1,896.00                     | 1,896.00                    | 5,100.00                     | 0%                       |
| Net  |                              | 1,896.00                     | 1,896.00                    | 5,100.00                     | 0%                       |
| <b>230-School Crossing Guards</b>                        |                              |                              |                             |                              |                          |
| Expenditures   | 15,949.74                    | 16,097.00                    | 147.26                      | 27,346.00                    | 58%                      |
| Net  | <u>15,949.74</u>             | <u>16,097.00</u>             | <u>147.26</u>               | <u>27,346.00</u>             | <u>58%</u>               |
| <b>TOTAL POLICE ADMINISTRATION</b>                       | <b><u>\$13,819.49</u></b>    | <b><u>\$16,742.00</u></b>    | <b><u>\$2,922.51</u></b>    | <b><u>\$34,646.00</u></b>    | <b><u>40%</u></b>        |
| <b>223 OPP OPERATIONS</b>                                |                              |                              |                             |                              |                          |
| <b>113-OPP Contract</b>                                  |                              |                              |                             |                              |                          |
| Expenditures   | 1,719,787.43                 | 1,710,816.00                 | (8,971.43)                  | 3,421,635.00                 | 50%                      |
| Revenue  | <u>94,936.36</u>             | <u>157,000.00</u>            | <u>62,063.64</u>            | <u>166,240.00</u>            | <u>57%</u>               |
| Net  | 1,624,851.07                 | 1,553,816.00                 | (71,035.07)                 | 3,255,395.00                 | 50%                      |
| <b>TOTAL OPP OPERATIONS</b>                              | <b><u>\$1,624,851.07</u></b> | <b><u>\$1,553,816.00</u></b> | <b><u>(\$71,035.07)</u></b> | <b><u>\$3,255,395.00</u></b> | <b><u>50%</u></b>        |
| <b>241 BUILDING CONTROLS</b>                             |                              |                              |                             |                              |                          |
| <b>110-Administration</b>                                |                              |                              |                             |                              |                          |
| Expenditures   | 148,929.06                   | 152,007.00                   | 3,077.94                    | 289,652.00                   | 51%                      |
| Revenue  | <u>26,908.11</u>             | <u>77,450.00</u>             | <u>50,541.89</u>            | <u>163,620.00</u>            | <u>16%</u>               |
| Net  | 122,020.95                   | 74,557.00                    | (47,463.95)                 | 126,032.00                   | 97%                      |
| <b>TOTAL BUILDING CONTROLS</b>                           | <b><u>\$122,020.95</u></b>   | <b><u>\$74,557.00</u></b>    | <b><u>(\$47,463.95)</u></b> | <b><u>\$126,032.00</u></b>   | <b><u>97%</u></b>        |
| <b>261 ANIMAL CONTROL</b>                                |                              |                              |                             |                              |                          |
| <b>110-Administration</b>                                |                              |                              |                             |                              |                          |
| Expenditures   | 39,499.00                    | 37,912.00                    | (1,587.00)                  | 71,662.00                    | 55%                      |
| Revenue  | <u>32,188.50</u>             | <u>35,800.00</u>             | <u>3,611.50</u>             | <u>35,800.00</u>             | <u>90%</u>               |
| Net  | 7,310.50                     | 2,112.00                     | (5,198.50)                  | 35,862.00                    | 20%                      |
| <b>TOTAL ANIMAL CONTROL</b>                              | <b><u>\$7,310.50</u></b>     | <b><u>\$2,112.00</u></b>     | <b><u>(\$5,198.50)</u></b>  | <b><u>\$35,862.00</u></b>    | <b><u>20%</u></b>        |
| <b>271 BY-LAW ENFORCEMENT</b>                            |                              |                              |                             |                              |                          |
| <b>110-Administration</b>                                |                              |                              |                             |                              |                          |
| Expenditures   | 15,787.61                    | 16,140.00                    | 352.39                      | 42,212.00                    | 37%                      |
| Revenue  | <u>27,351.12</u>             | <u>39,508.00</u>             | <u>12,156.88</u>            | <u>116,016.00</u>            | <u>24%</u>               |
| Net  | (11,563.51)                  | (23,368.00)                  | (11,804.49)                 | (73,804.00)                  | 16%                      |
| <b>TOTAL BY-LAW ENFORCEMENT</b>                          | <b><u>(\$11,563.51)</u></b>  | <b><u>(\$23,368.00)</u></b>  | <b><u>(\$11,804.49)</u></b> | <b><u>(\$73,804.00)</u></b>  | <b><u>16%</u></b>        |
| <b>Protection to Persons &amp; Property Expenditures</b> | <b>\$2,825,496.49</b>        | <b>\$2,943,800.00</b>        | <b>\$118,303.51</b>         | <b>\$5,754,715.00</b>        | <b>49%</b>               |
| <b>Protection to Persons &amp; Property Revenue</b>      | <b>\$227,276.91</b>          | <b>\$348,418.00</b>          | <b>\$121,141.09</b>         | <b>\$545,884.00</b>          | <b>42%</b>               |
| <b>TOTAL PROTECTION TO PERSONS &amp; PROPERTY</b>        | <b><u>\$2,598,219.58</u></b> | <b><u>\$2,595,382.00</u></b> | <b><u>(\$2,837.58)</u></b>  | <b><u>\$5,208,831.00</u></b> | <b><u>50%</u></b>        |



The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|                                    | YTD<br>ACTUAL         | YTD<br>BUDGET         | \$<br>VARIANCE       | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|------------------------------------|-----------------------|-----------------------|----------------------|-----------------------|--------------------------|
| <b>TRANSPORTATION</b>              |                       |                       |                      |                       |                          |
| <b>310 ENGINEERING</b>             |                       |                       |                      |                       |                          |
| Expenditures                       | \$51,101.42           | \$93,462.00           | \$42,360.58          | \$181,826.00          | 28%                      |
| <b>TOTAL ENGINEERING</b>           | <b>\$51,101.42</b>    | <b>\$93,462.00</b>    | <b>\$42,360.58</b>   | <b>\$181,826.00</b>   | <b>28%</b>               |
| <b>311 PUBLIC WORKS</b>            |                       |                       |                      |                       |                          |
| <b>110-Administration</b>          |                       |                       |                      |                       |                          |
| Expenditures                       | 160,205.12            | 217,898.00            | 57,692.88            | 434,549.00            | 37%                      |
| Net                                | 160,205.12            | 217,898.00            | 57,692.88            | 434,549.00            | 37%                      |
| <b>111-Building Maintenance</b>    |                       |                       |                      |                       |                          |
| Expenditures                       | 41,966.41             | 64,836.00             | 22,869.59            | 129,661.00            | 32%                      |
| Net                                | 41,966.41             | 64,836.00             | 22,869.59            | 129,661.00            | 32%                      |
| <b>112-Equipment</b>               |                       |                       |                      |                       |                          |
| Expenditures                       | 24,660.45             | 152,004.00            | 127,343.55           |                       | 0%                       |
| Net                                | 24,660.45             | 152,004.00            | 127,343.55           |                       | 0%                       |
| <b>113-Operations</b>              |                       |                       |                      |                       |                          |
| Expenditures                       | 52,213.33             | 6.00                  | (52,207.33)          |                       | 0%                       |
| Net                                | 52,213.33             | 6.00                  | (52,207.33)          |                       | 0%                       |
| <b>TOTAL PUBLIC WORKS</b>          | <b>\$279,045.31</b>   | <b>\$434,744.00</b>   | <b>\$155,698.69</b>  | <b>\$564,210.00</b>   | <b>49%</b>               |
| <b>321 ROAD MAINTENANCE</b>        |                       |                       |                      |                       |                          |
| Expenditures                       | 902,176.02            | 834,774.00            | (67,402.02)          | 1,669,541.00          | 54%                      |
| Revenue                            | 20.95                 |                       | (20.95)              |                       | 0%                       |
| <b>TOTAL ROAD MAINTENANCE</b>      | <b>\$902,155.07</b>   | <b>\$834,774.00</b>   | <b>(\$67,381.07)</b> | <b>\$1,669,541.00</b> | <b>54%</b>               |
| <b>353 TRANSIT SYSTEM</b>          |                       |                       |                      |                       |                          |
| Expenditures                       | 415,645.99            | 425,661.00            | 10,015.01            | 714,079.00            | 58%                      |
| Revenue                            | 215,016.29            | 212,212.00            | (2,804.29)           | 379,429.00            | 57%                      |
| <b>TOTAL TRANSIT SYSTEM</b>        | <b>\$200,629.70</b>   | <b>\$213,449.00</b>   | <b>\$12,819.30</b>   | <b>\$334,650.00</b>   | <b>60%</b>               |
| <b>354 HANDI LIFT BUS</b>          |                       |                       |                      |                       |                          |
| Expenditures                       | 81,041.32             | 93,226.00             | 12,184.68            | 156,055.00            | 52%                      |
| Revenue                            | 60,000.00             | 60,000.00             |                      | 60,000.00             | 100%                     |
| <b>TOTAL HANDI LIFT BUS</b>        | <b>\$21,041.32</b>    | <b>\$33,226.00</b>    | <b>\$12,184.68</b>   | <b>\$96,055.00</b>    | <b>22%</b>               |
| <b>361 STREET LIGHTING</b>         |                       |                       |                      |                       |                          |
| Expenditures                       | 23,391.58             | 73,794.00             | 50,402.42            | 147,587.00            | 16%                      |
| Revenue                            | 362.43                |                       | (362.43)             |                       | 0%                       |
| <b>TOTAL STREET LIGHTING</b>       | <b>\$23,029.15</b>    | <b>\$73,794.00</b>    | <b>\$50,764.85</b>   | <b>\$147,587.00</b>   | <b>16%</b>               |
| <b>381 AIRPORT</b>                 |                       |                       |                      |                       |                          |
| Expenditures                       | 184,940.92            | 287,080.00            | 102,139.08           | 549,273.00            | 34%                      |
| Revenue                            | 184,732.97            | 229,010.00            | 44,277.03            | 458,050.00            | 40%                      |
| <b>TOTAL AIRPORT</b>               | <b>\$207.95</b>       | <b>\$58,070.00</b>    | <b>\$57,862.05</b>   | <b>\$91,223.00</b>    | <b>0%</b>                |
| <b>Transportation Expenditures</b> | <b>\$1,937,342.56</b> | <b>\$2,242,741.00</b> | <b>\$305,398.44</b>  | <b>\$3,982,571.00</b> | <b>49%</b>               |
| <b>Transportation Revenues</b>     | <b>\$460,132.64</b>   | <b>\$501,222.00</b>   | <b>\$41,089.36</b>   | <b>\$897,479.00</b>   | <b>51%</b>               |
| <b>TOTAL TRANSPORTATION</b>        | <b>\$1,477,209.92</b> | <b>\$1,741,519.00</b> | <b>\$264,309.08</b>  | <b>\$3,085,092.00</b> | <b>48%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE     | 2014<br>BUDGET      | % OF<br>ANNUAL<br>BUDGET |
|--|---------------------|---------------------|--------------------|---------------------|--------------------------|
| <b>ENVIRONMENTAL SERVICES</b>              |                     |                     |                    |                     |                          |
| <b>422 STORM SEWER CONNECTIONS</b>         |                     |                     |                    |                     |                          |
| <b>113-Operations</b>                      |                     |                     |                    |                     |                          |
| Expenditures                               | \$70,222.31         | \$47,285.00         | (\$22,937.31)      | \$166,980.00        | 42%                      |
| <b>TOTAL STORM SEWER CONNECTIONS</b>       | <b>70,222.31</b>    | <b>47,285.00</b>    | <b>(22,937.31)</b> | <b>166,980.00</b>   | <b>42%</b>               |
| <b>441 WASTE MANAGEMENT</b>                |                     |                     |                    |                     |                          |
| <b>113-Garbage Collection</b>              |                     |                     |                    |                     |                          |
| Expenditures                               | 131,831.64          | 126,667.00          | (5,164.64)         | 220,000.00          | 60%                      |
| Net  | 131,831.64          | 126,667.00          | (5,164.64)         | 220,000.00          | 60%                      |
| <b>440-Recycling</b>                       |                     |                     |                    |                     |                          |
| Expenditures                               | 57,811.17           | 79,154.00           | 21,342.83          | 157,804.00          | 37%                      |
| Revenue                                    | 13,374.61           | 12,750.00           | (624.61)           | 55,000.00           | 24%                      |
| Net  | 44,436.56           | 66,404.00           | 21,967.44          | 102,804.00          | 43%                      |
| <b>442-Landfill Site</b>                   |                     |                     |                    |                     |                          |
| Expenditures                               | 191,794.39          | 252,500.00          | 60,705.61          | 365,000.00          | 53%                      |
| Revenue                                    | 38,578.62           | 52,050.00           | 13,471.38          | 110,100.00          | 35%                      |
| Net  | 153,215.77          | 200,450.00          | 47,234.23          | 254,900.00          | 60%                      |
| <b>TOTAL WASTE MANAGEMENT</b>              | <b>\$329,483.97</b> | <b>\$393,521.00</b> | <b>\$64,037.03</b> | <b>\$577,704.00</b> | <b>57%</b>               |
| <b>Environmental Services Expenditures</b> | <b>\$451,659.51</b> | <b>\$505,606.00</b> | <b>\$53,946.49</b> | <b>\$909,784.00</b> | <b>50%</b>               |
| <b>Environmental Services Revenue</b>      | <b>\$51,953.23</b>  | <b>\$64,800.00</b>  | <b>\$12,846.77</b> | <b>\$165,100.00</b> | <b>31%</b>               |
| <b>TOTAL ENVIRONMENTAL SERVICES</b>        | <b>\$399,706.28</b> | <b>\$440,806.00</b> | <b>\$41,099.72</b> | <b>\$744,684.00</b> | <b>54%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|                                     | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE     | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|-------------------------------------|---------------------|---------------------|--------------------|-----------------------|--------------------------|
| <b>HEALTH SERVICES</b>              |                     |                     |                    |                       |                          |
| 511 ALGOMA HEALTH UNIT              | \$249,048.00        | \$247,875.00        | (\$1,173.00)       | \$330,500.00          | 75%                      |
| 512 PHYSICIAN RECRUITMENT           | \$102,302.77        | \$104,998.00        | \$2,695.23         | \$150,000.00          | 68%                      |
| 531 AMBULANCE-ELLIOT LAKE           | \$431,017.46        | \$447,702.00        | \$16,684.54        | \$895,400.00          | 48%                      |
| 551 WOODLANDS CEMETERY              |                     |                     |                    |                       |                          |
| Expenditures                        | 47,144.13           | 38,630.00           | (8,514.13)         | 67,250.00             | 70%                      |
| Revenue                             | 38,632.84           | 37,764.00           | (868.84)           | 66,146.00             | 58%                      |
| TOTAL WOODLANDS CEMETERY            | \$8,511.29          | \$866.00            | (\$7,645.29)       | \$1,104.00            | 771%                     |
| <i>Health Services Expenditures</i> | \$829,512.36        | \$839,205.00        | \$9,692.64         | \$1,443,150.00        | 57%                      |
| <i>Health Services Revenue</i>      | \$38,632.84         | \$37,764.00         | (\$868.84)         | \$66,146.00           | 58%                      |
| <b>TOTAL HEALTH SERVICES</b>        | <b>\$790,879.52</b> | <b>\$801,441.00</b> | <b>\$10,561.48</b> | <b>\$1,377,004.00</b> | <b>57%</b>               |

|   |                     |                     |                    |                       |            |
|---|---------------------|---------------------|--------------------|-----------------------|------------|
| <b>SOCIAL &amp; FAMILY SERVICES</b>       |                     |                     |                    |                       |            |
| 611 WELFARE BOARD                         | \$263,885.42        | \$269,448.00        | \$5,562.58         | \$538,900.00          | 49%        |
| 613 SOCIAL HOUSING                        | \$285,354.36        | \$293,598.00        | \$8,243.64         | \$587,200.00          | 49%        |
| 621 HOME FOR THE AGED                     |                     |                     |                    |                       |            |
| 621-Long Term Care Facility               | 81,014.58           | 81,018.00           | 3.42               | 162,029.00            | 50%        |
| TOTAL HOME FOR THE AGED                   | \$81,014.58         | \$81,018.00         | \$3.42             | \$162,029.00          | 50%        |
| 641 DAY CARE CENTRE                       | \$86,089.76         | \$88,374.00         | \$2,284.24         | \$176,750.00          | 49%        |
| <b>TOTAL SOCIAL &amp; FAMILY SERVICES</b> | <b>\$716,344.12</b> | <b>\$732,438.00</b> | <b>\$16,093.88</b> | <b>\$1,464,879.00</b> | <b>49%</b> |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|   | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE     | 2014<br>BUDGET      | % OF<br>ANNUAL<br>BUDGET |
|---|---------------------|---------------------|--------------------|---------------------|--------------------------|
| <b>RECREATION &amp; CULTURAL SERVICES</b> |                     |                     |                    |                     |                          |
| <b>713 GENERAL RECREATION</b>             |                     |                     |                    |                     |                          |
| <b>110-Administration</b>                 |                     |                     |                    |                     |                          |
| Expenditures                              | \$67,059.27         | \$70,234.00         | \$3,174.73         | \$119,472.00        | 56%                      |
| Revenue                                   | 48.12               | 2,000.00            | 1,951.88           | 3,000.00            | 2%                       |
| Net                                       | 67,011.15           | 68,234.00           | 1,222.85           | 116,472.00          | 58%                      |
| <b>714-Youth Activities</b>               |                     |                     |                    |                     |                          |
| Expenditures                              | 2,094.77            | 3,750.00            | 1,655.23           | 7,500.00            | 28%                      |
| Net                                       | 2,094.77            | 3,750.00            | 1,655.23           | 7,500.00            | 28%                      |
| <b>715-Drag Races</b>                     |                     |                     |                    |                     |                          |
| Expenditures                              | 42,480.30           | 44,500.00           | 2,019.70           | 270,200.00          | 16%                      |
| Revenue                                   | 2,030.57            |                     | (2,030.57)         | 212,072.00          | 1%                       |
| Net                                       | 40,449.73           | 44,500.00           | 4,050.27           | 58,128.00           | 70%                      |
| <b>716-Programming</b>                    |                     |                     |                    |                     |                          |
| Expenditures                              | 4,307.97            | 10,100.00           | 5,792.03           | 54,281.00           | 8%                       |
| Revenues                                  | 9,915.00            | 3,000.00            | (6,915.00)         | 27,000.00           | 37%                      |
| Net                                       | (5,607.03)          | 7,100.00            | 12,707.03          | 27,281.00           | -21%                     |
| <b>717-OCA Bike Races</b>                 |                     |                     |                    |                     |                          |
| Expenditures                              |                     |                     |                    | 3,750.00            | 0%                       |
| Revenues                                  | 80.00               |                     | (80.00)            | 3,750.00            | 2%                       |
| Net                                       | (80.00)             |                     | 80.00              |                     | 0%                       |
| <b>771-N.E.O.R.A CONFERENCE</b>           |                     |                     |                    |                     |                          |
|   |                     |                     |                    |                     |                          |
| <b>TOTAL GENERAL RECREATION</b>           | <b>\$103,868.62</b> | <b>\$123,584.00</b> | <b>\$19,715.38</b> | <b>\$209,381.00</b> | <b>50%</b>               |
| <b>720 COLLINS HALL</b>                   |                     |                     |                    |                     |                          |
| Expenditures                              | 85,438.50           | 90,200.00           | 4,761.50           | 102,000.00          | 84%                      |
| Revenue                                   | 47,039.82           | 43,500.00           | (3,539.82)         | 87,000.00           | 54%                      |
| <b>TOTAL COLLINS HALL</b>                 | <b>\$38,398.68</b>  | <b>\$46,700.00</b>  | <b>\$8,301.32</b>  | <b>\$15,000.00</b>  | <b>256%</b>              |
| <b>721 CENTENNIAL ARENA</b>               |                     |                     |                    |                     |                          |
| <b>110-Administration</b>                 |                     |                     |                    |                     |                          |
| Expenditures                              | 178,005.32          | 211,484.00          | 33,478.68          | 366,137.00          | 49%                      |
| Revenue                                   | 44,460.92           | 58,744.00           | 14,283.08          | 114,000.00          | 39%                      |
| Net                                       | 133,544.40          | 152,740.00          | 19,195.60          | 252,137.00          | 53%                      |
| <b>740-Canteen</b>                        |                     |                     |                    |                     |                          |
| Expenditures                              | 11,590.30           | 12,750.00           | 1,159.70           | 27,577.00           | 42%                      |
| Revenue                                   | 17,645.68           | 17,145.00           | (500.68)           | 40,000.00           | 44%                      |
| Net                                       | (6,055.38)          | (4,395.00)          | 1,660.38           | (12,423.00)         | 49%                      |
| <b>TOTAL CENTENNIAL ARENA</b>             | <b>\$127,489.02</b> | <b>\$148,345.00</b> | <b>\$20,855.98</b> | <b>\$239,714.00</b> | <b>53%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE     | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|--|---------------------|---------------------|--------------------|-----------------------|--------------------------|
| <b>724 GOLF COURSE</b>                   |                     |                     |                    |                       |                          |
| Expenditures                             | \$11,988.55         | \$15,500.00         | \$3,511.45         | \$15,500.00           | 77%                      |
| <b>TOTAL GOLF COURSE</b>                 | <b>\$11,988.55</b>  | <b>\$15,500.00</b>  | <b>\$3,511.45</b>  | <b>\$15,500.00</b>    | <b>77%</b>               |
| <b>726 SKI HILL</b>                      |                     |                     |                    |                       |                          |
| Expenditures                             | 38,673.66           | 40,000.00           | 1,326.34           | 65,000.00             | 59%                      |
| <b>TOTAL SKI HILL</b>                    | <b>\$38,673.66</b>  | <b>\$40,000.00</b>  | <b>\$1,326.34</b>  | <b>\$65,000.00</b>    | <b>59%</b>               |
| <b>731 POOL</b>                          |                     |                     |                    |                       |                          |
| <b>110-Administration</b>                |                     |                     |                    |                       |                          |
| Expenditures                             | 292,318.64          | 321,569.00          | 29,250.36          | 583,880.00            | 50%                      |
| Revenue                                  | 102,681.56          | 95,030.00           | (7,651.56)         | 158,000.00            | 65%                      |
| Net                                      | 189,637.08          | 226,539.00          | 36,901.92          | 425,880.00            | 45%                      |
| <b>731-Beaches</b>                       |                     |                     |                    |                       |                          |
| Expenditures                             | 1,849.51            | 1,536.00            | (313.51)           | 58,095.00             | 3%                       |
| Revenue                                  |                     |                     |                    | 5,500.00              | 0%                       |
| Net                                      | 1,849.51            | 1,536.00            | (313.51)           | 52,595.00             | 4%                       |
| <b>TOTAL POOL</b>                        | <b>\$191,486.59</b> | <b>\$228,075.00</b> | <b>\$36,588.41</b> | <b>\$478,475.00</b>   | <b>40%</b>               |
| <b>TOTAL RECREATION</b>                  | <b>\$511,905.12</b> | <b>\$602,204.00</b> | <b>\$90,298.88</b> | <b>\$1,023,070.00</b> | <b>50%</b>               |
| <b>735 PARKS</b>                         |                     |                     |                    |                       |                          |
| <b>110-Administration</b>                |                     |                     |                    |                       |                          |
| <b>111-Building Maintenance</b>          |                     |                     |                    |                       |                          |
| Expenditures                             | 2,140.64            | 2,300.00            | 159.36             | 4,500.00              | 48%                      |
| Net                                      | 2,140.64            | 2,300.00            | 159.36             | 4,500.00              | 48%                      |
| <b>735-Simpson Trailer Park</b>          |                     |                     |                    |                       |                          |
| Expenditures                             | 156.05              | 2,010.00            | 1,853.95           | 3,000.00              | 5%                       |
| Revenue                                  | 2,035.66            | 5,500.00            | 3,464.34           | 15,000.00             | 14%                      |
| Net                                      | (1,879.61)          | (3,490.00)          | (1,610.39)         | (12,000.00)           | 16%                      |
| <b>P00-P09-P90-Equipment Maintenance</b> |                     |                     |                    |                       |                          |
| Expenditures                             | 794.44              | 3,050.00            | 2,255.56           | 5,000.00              | 16%                      |
| Net                                      | 794.44              | 3,050.00            | 2,255.56           | 5,000.00              | 16%                      |
| <b>733-Leisure Parks</b>                 |                     |                     |                    |                       |                          |
| Expenditures                             | 117,107.64          | 112,130.00          | (4,977.64)         | 383,093.00            | 31%                      |
| Net                                      | 117,107.64          | 112,130.00          | (4,977.64)         | 383,093.00            | 31%                      |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL         | YTD<br>BUDGET         | \$<br>VARIANCE       | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|--|-----------------------|-----------------------|----------------------|-----------------------|--------------------------|
| <b>755-Miners Monument Maintenance</b>                 |                       |                       |                      |                       |                          |
| <b>757-Trails</b>                                      |                       |                       |                      |                       |                          |
| Expenditures   | \$27,238.21           | \$26,600.00           | (\$638.21)           | \$47,600.00           | 57%                      |
| Revenue  | 3,899.20              |                       | (3,899.20)           |                       | 0%                       |
| Net  | 23,339.01             | 26,600.00             | 3,260.99             | 47,600.00             | 49%                      |
| <b>758-Trailhead</b>                                   |                       |                       |                      |                       |                          |
| Expenditures   |                       |                       |                      | 15,000.00             | 0%                       |
| Net  |                       |                       |                      | 15,000.00             | 0%                       |
| <b>759-Skate Park</b>                                  |                       |                       |                      |                       |                          |
| Expenditures   |                       | 500.00                | 500.00               | 1,000.00              | 0%                       |
| Revenue  | 250.00                | 500.00                | 250.00               | 1,000.00              | 25%                      |
| Net  | (250.00)              |                       | 250.00               |                       | 0%                       |
| <b>759-Mississaugi Park</b>                            |                       |                       |                      |                       |                          |
| Expenditures   | 45,178.83             | 41,894.00             | (3,284.83)           | 135,240.00            | 33%                      |
| Revenue  | 31,798.16             | 22,950.00             | (8,848.16)           | 90,000.00             | 35%                      |
| Net  | 13,380.67             | 18,944.00             | 5,563.33             | 45,240.00             | 30%                      |
| <b>TOTAL PARKS</b>                                     | <b>\$154,632.79</b>   | <b>\$159,534.00</b>   | <b>\$4,901.21</b>    | <b>\$488,433.00</b>   | <b>32%</b>               |
| <b>761 LIBRARY</b>                                     |                       |                       |                      |                       |                          |
| Expenditures   | 251,036.31            | 253,813.00            | 2,776.69             | 500,321.00            | 50%                      |
| Revenue  | 4,786.73              | 45,873.00             | 41,086.27            | 88,397.00             | 5%                       |
| <b>TOTAL LIBRARY</b>                                   | <b>\$246,249.58</b>   | <b>\$207,940.00</b>   | <b>(\$38,309.58)</b> | <b>\$411,924.00</b>   | <b>60%</b>               |
| <b>765 PEARSON CENTRE</b>                              |                       |                       |                      |                       |                          |
| Expenditures   | 115,876.33            | 143,871.00            | 27,994.67            | 263,608.00            | 44%                      |
| Revenue  | 66,227.95             | 83,864.00             | 17,636.05            | 166,710.00            | 40%                      |
| <b>TOTAL PEARSON CENTRE</b>                            | <b>\$49,648.38</b>    | <b>\$60,007.00</b>    | <b>\$10,358.62</b>   | <b>\$96,898.00</b>    | <b>51%</b>               |
| <b>766 ARTS TOUR</b>                                   |                       |                       |                      |                       |                          |
| Expenditures   | 5,517.50              | 1,681.00              | (3,836.50)           | 9,620.00              | 57%                      |
| Revenue  | 2,947.30              | 2,990.00              | 42.70                | 11,590.00             | 25%                      |
| <b>TOTAL ARTS TOUR</b>                                 | <b>2,570.20</b>       | <b>(1,309.00)</b>     | <b>(3,879.20)</b>    | <b>(1,970.00)</b>     | <b>-130%</b>             |
| <b>771 NUCLEAR MUSEUM</b>                              |                       |                       |                      |                       |                          |
| Expenditures   | 66,816.91             | 73,464.00             | 6,647.09             | 150,688.00            | 44%                      |
| Revenue  | 1,331.17              | 1,745.00              | 413.83               | 22,085.00             | 6%                       |
| <b>TOTAL NUCLEAR MUSEUM</b>                            | <b>\$65,485.74</b>    | <b>\$71,719.00</b>    | <b>\$6,233.26</b>    | <b>\$128,603.00</b>   | <b>51%</b>               |
| <b>772 MINER'S MEMORIAL MONUMENT BRICK PROGRAM</b>     |                       |                       |                      |                       |                          |
| Expenditures   | 6,646.17              | 3,430.00              | (3,216.17)           | 15,000.00             | 44%                      |
| Revenue  | 6,984.95              | 7,500.00              | 515.05               | 15,000.00             | 47%                      |
| <b>TOTAL MINER'S MEMORIAL MONUMENT</b>                 | <b>(338.78)</b>       | <b>(4,070.00)</b>     | <b>(3,731.22)</b>    |                       | <b>0%</b>                |
| <b>780 SPECIAL EVENTS</b>                              |                       |                       |                      |                       |                          |
| Expenditures   | 100,085.22            | 89,180.00             | (10,905.22)          | 122,730.00            | 82%                      |
| Revenue  | 65,930.48             | 103,250.00            | 37,319.52            | 128,500.00            | 51%                      |
| <b>TOTAL SPECIAL EVENTS</b>                            | <b>\$34,154.74</b>    | <b>(\$14,070.00)</b>  | <b>(\$48,224.74)</b> | <b>(\$5,770.00)</b>   | <b>-592%</b>             |
| <b>Recreation &amp; Cultural Services Expenditures</b> | <b>\$1,474,401.04</b> | <b>\$1,575,546.00</b> | <b>\$101,144.96</b>  | <b>\$3,329,792.00</b> | <b>44%</b>               |
| <b>Recreation &amp; Cultural Services Revenues</b>     | <b>\$410,093.27</b>   | <b>\$493,591.00</b>   | <b>\$83,497.73</b>   | <b>\$1,188,604.00</b> | <b>35%</b>               |
| <b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>        | <b>\$1,064,307.77</b> | <b>\$1,081,955.00</b> | <b>\$17,647.23</b>   | <b>\$2,141,188.00</b> | <b>50%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL       | YTD<br>BUDGET       | \$<br>VARIANCE       | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|--|---------------------|---------------------|----------------------|-----------------------|--------------------------|
| <b>PLANNING &amp; DEVELOPMENT</b>                |                     |                     |                      |                       |                          |
| <b>815 COMMITTEE OF ADJUSTMENT</b>               |                     |                     |                      |                       |                          |
| Expenditures                                     | \$62.15             | \$2,730.00          | \$2,667.85           | \$6,785.00            | 1%                       |
| Revenue  | 2,455.00            | 500.00              | (1,955.00)           | 2,100.00              | 117%                     |
| <b>TOTAL COMMITTEE OF ADJUSTMENT</b>             | <b>(\$2,392.85)</b> | <b>\$2,230.00</b>   | <b>\$4,622.85</b>    | <b>\$4,685.00</b>     | <b>-51%</b>              |
| <b>824 COMMUNITY EVENTS</b>                      |                     |                     |                      |                       |                          |
| Expenditures                                     | 5,521.16            | 4,498.00            | (1,023.16)           | 10,000.00             | 55%                      |
| <b>TOTAL COMMUNITY EVENTS</b>                    | <b>\$5,521.16</b>   | <b>\$4,498.00</b>   | <b>(\$1,023.16)</b>  | <b>\$10,000.00</b>    | <b>55%</b>               |
| <b>827 WELCOME CENTRE</b>                        |                     |                     |                      |                       |                          |
| Expenditures                                     | 24,118.99           | 29,483.00           | 5,364.01             | 53,967.00             | 45%                      |
| Revenue  | 21,623.21           | 7,350.00            | (14,273.21)          | 15,940.00             | 136%                     |
| <b>TOTAL WELCOME CENTRE</b>                      | <b>\$2,495.78</b>   | <b>\$22,133.00</b>  | <b>\$19,637.22</b>   | <b>\$38,027.00</b>    | <b>7%</b>                |
| <b>821 COMMERCIAL AND INDUSTRIAL DEVELOPMENT</b> |                     |                     |                      |                       |                          |
| <b>110-Pearson Plaza Development</b>             |                     |                     |                      |                       |                          |
| Expenditures                                     | 25,897.95           | 37,500.00           | 11,602.05            | 75,000.00             | 35%                      |
| <b>TOTAL PEARSON PLAZA DEVELOPMENT</b>           | <b>\$25,897.95</b>  | <b>\$37,500.00</b>  | <b>\$11,602.05</b>   | <b>\$75,000.00</b>    | <b>35%</b>               |
| <b>832 ECONOMIC DEVELOPMENT</b>                  |                     |                     |                      |                       |                          |
| <b>110-Administration</b>                        |                     |                     |                      |                       |                          |
| Expenditures                                     | 202,550.82          | 288,996.00          | 86,445.18            | 499,820.00            | 41%                      |
| Revenue  | 18,878.48           | 23,633.00           | 4,754.52             | 238,143.00            | 8%                       |
| Net  | 183,672.34          | 265,363.00          | 81,690.66            | 261,677.00            | 70%                      |
| <b>113-Operations</b>                            |                     |                     |                      |                       |                          |
| Expenditures                                     | 7,123.20            |                     | (7,123.20)           |                       | 0%                       |
| Net  | 7,123.20            |                     | (7,123.20)           |                       | 0%                       |
| <b>TOTAL ECONOMIC DEVELOPMENT</b>                | <b>\$190,795.54</b> | <b>\$265,363.00</b> | <b>\$74,567.46</b>   | <b>\$261,677.00</b>   | <b>73%</b>               |
| <b>837 RESIDENTIAL DEVELOPMENT</b>               |                     |                     |                      |                       |                          |
| <b>113-Wireless Towers Operations</b>            |                     |                     |                      |                       |                          |
| Expenditures                                     | 7,805.63            | 7,972.00            | 166.37               | 22,000.00             | 35%                      |
| Revenue  | 9,602.20            | 10,998.00           | 1,395.80             | 22,000.00             | 44%                      |
| <b>TOTAL RESIDENTIAL DEVELOPMENT</b>             | <b>(\$1,796.57)</b> | <b>(\$3,026.00)</b> | <b>(\$1,229.43)</b>  |                       | <b>0%</b>                |
| <b>839 COMMUNITY ADJUSTMENT</b>                  |                     |                     |                      |                       |                          |
| <b>110-Development Centre - Other</b>            |                     |                     |                      |                       |                          |
| Expenditures                                     | 3,555.35            |                     | (3,555.35)           |                       | 0%                       |
| Revenue  | 5,990.79            |                     | (5,990.79)           |                       | 0%                       |
| Net  | (2,435.44)          |                     | 2,435.44             |                       | 0%                       |
| <b>160-Development Centre-MTCU Program</b>       |                     |                     |                      |                       |                          |
| Expenditures                                     | 119,379.44          | 115,386.00          | (3,993.44)           | 134,657.00            | 89%                      |
| Revenue  | 86,733.27           | 115,416.00          | 28,682.73            | 134,657.00            | 64%                      |
| Net  | 32,646.17           | (30.00)             | (32,676.17)          |                       | 0%                       |
| <b>161-Remobilization Project</b>                |                     |                     |                      |                       |                          |
| <b>162-Assistance to Businesses</b>              |                     |                     |                      |                       |                          |
| Expenditures                                     | 10,000.00           | 428,562.00          | 418,562.00           | 500,000.00            | 2%                       |
| Revenue  |                     | 428,568.00          | 428,568.00           | 500,000.00            | 0%                       |
| Net  | 10,000.00           | (6.00)              | (10,006.00)          |                       | 0%                       |
| <b>TOTAL COMMUNITY ADJUSTMENT</b>                | <b>\$40,210.73</b>  | <b>(\$36.00)</b>    | <b>(\$40,246.73)</b> |                       | <b>0%</b>                |
| <b>Planning &amp; Development Expenditures</b>   | <b>\$406,014.69</b> | <b>\$915,127.00</b> | <b>\$509,112.31</b>  | <b>\$1,302,229.00</b> | <b>31%</b>               |
| <b>Planning &amp; Development Revenues</b>       | <b>\$145,282.95</b> | <b>\$586,465.00</b> | <b>\$441,182.05</b>  | <b>\$912,840.00</b>   | <b>16%</b>               |
| <b>TOTAL PLANNING &amp; DEVELOPMENT</b>          | <b>\$260,731.74</b> | <b>\$328,662.00</b> | <b>\$67,930.26</b>   | <b>\$389,389.00</b>   | <b>67%</b>               |

The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|   | YTD<br>ACTUAL           | YTD<br>BUDGET           | \$<br>VARIANCE        | 2014<br>BUDGET           | % OF<br>ANNUAL<br>BUDGET |
|---|-------------------------|-------------------------|-----------------------|--------------------------|--------------------------|
| <b>190-TAXATION</b>   |                         |                         |                       |                          |                          |
| Expenditures  | \$14,450.25             | \$15,200.00             | \$749.75              | \$71,000.00              | 20%                      |
| Revenue   | 5,918,946.22            | 5,903,618.00            | (15,328.22)           | 12,193,780.64            | 49%                      |
| Net   | (5,904,495.97)          | (5,888,418.00)          | 16,077.97             | (12,122,780.64)          | 49%                      |
| <b>TOTAL TAXATION</b>   | <b>(\$5,904,495.97)</b> | <b>(\$5,888,418.00)</b> | <b>\$16,077.97</b>    | <b>(\$12,122,780.64)</b> | <b>49%</b>               |
| <b>195 SCHOOL BOARDS</b>  |                         |                         |                       |                          |                          |
| Expenditures  | 696,799.00              | 681,508.50              | (15,290.50)           | 1,363,017.00             | 51%                      |
| Revenue   |                         |                         |                       | 25,000.00                | 0%                       |
| Net   | 696,799.00              | 681,508.50              | (15,290.50)           | 1,338,017.00             | 52%                      |
| <b>TOTAL SCHOOL BOARDS</b>  | <b>\$696,799.00</b>     | <b>\$681,508.50</b>     | <b>(\$15,290.50)</b>  | <b>\$1,338,017.00</b>    | <b>52%</b>               |
| <b>CAPITAL LEVY</b>   | <b>\$915,188.64</b>     | <b>\$915,188.64</b>     |                       | <b>\$915,188.64</b>      | <b>100%</b>              |
| <b>ONTARIO MUNICIPAL PARTNERSHIP FUND</b>                             | <b>\$3,127,650.00</b>   | <b>\$3,127,650.00</b>   |                       | <b>\$6,255,300.00</b>    | <b>50%</b>               |
| <b>SURPLUS/ [DEFICIT]</b>   | <b>(\$917,043.30)</b>   |                         | <b>\$917,043.30</b>   |                          | <b>0%</b>                |
| <hr/>   |                         |                         |                       |                          |                          |
| Sub-total Municipal Operating Expenditures (excluding Community Adju  | 11,715,658.68           | 12,695,263.12           | 979,604.44            | 23,570,633.64            | 50%                      |
| Sub-total Municipal Operating Revenue (excluding Community Adjustme   | 9,721,504.61            | 10,936,513.00           | 1,215,008.39          | 23,570,633.64            | 41%                      |
| <b>Sub-Total Municipal Operating (excluding Community Adjustment)</b> | <b>\$1,994,154.07</b>   | <b>\$1,758,750.12</b>   | <b>(\$235,403.95)</b> |                          | <b>0%</b>                |
| <hr/>   |                         |                         |                       |                          |                          |
| Municipal Operating Expenditures                                      | \$11,848,593.47         | \$13,239,211.12         | \$1,390,617.65        | \$24,205,290.64          | 49%                      |
| Municipal Operating Revenue   | \$9,814,228.67          | \$11,480,497.00         | \$1,666,268.33        | \$24,205,290.64          | 41%                      |
| <b>TOTAL MUNICIPAL OPERATING (excluding Depreciation)</b>             | <b>\$2,034,364.80</b>   | <b>\$1,758,714.12</b>   | <b>(\$275,650.68)</b> |                          | <b>0%</b>                |
| <hr/>   |                         |                         |                       |                          |                          |
| Municipal Operating Expenditures                                      | \$11,848,593.47         | \$13,239,211.12         | \$1,390,617.65        | \$24,205,290.64          | 49%                      |
| Municipal Operating Revenue   | \$9,814,228.67          | \$11,480,497.00         | \$1,666,268.33        | \$24,205,290.64          | 41%                      |
| <b>TOTAL MUNICIPAL OPERATING (including Depreciation)</b>             | <b>\$2,034,364.80</b>   | <b>\$1,758,714.12</b>   | <b>(\$275,650.68)</b> |                          | <b>0%</b>                |
| <hr/>   |                         |                         |                       |                          |                          |
| VERIFY TOTAL OPERATING EXPENDITURES                                   | 13,428,011.48           | 15,345,329.12           | 1,917,317.64          | 27,746,130.64            | 48%                      |
| VERIFY TOTAL OPERATING REVENUE  | 13,028,080.12           | 14,526,533.00           | 1,498,452.88          | 27,746,130.64            | 47%                      |
| NET   | 399,931.36              | 818,796.12              | 418,864.76            |                          | 0%                       |
| Verify Total WTP/WWTP Expenditures                                    | 1,556,201.12            | 2,106,118.00            | 549,916.88            | 3,540,840.00             | 44%                      |
| Verify Total WTP/WWTP Revenue   | 3,198,988.11            | 3,046,036.00            | (152,952.11)          | 3,540,840.00             | 90%                      |
|   | (1,642,786.99)          | (939,918.00)            | 702,868.99            |                          | 0%                       |
| Verify Total ELRD Expenditures  | 23,216.89               |                         | (23,216.89)           |                          | 0%                       |
| Verify Total ELRD Revenue   | 14,863.34               |                         | (14,863.34)           |                          | 0%                       |
|   | 8,353.55                |                         | (8,353.55)            |                          | 0%                       |
| Verify Net Operating Expenditures(exclgd WTP & ELRD)                  | 11,848,593.47           | 13,239,211.12           | 1,390,617.65          | 24,205,290.64            | 49%                      |
| Verify Net Operating Revenue (exclgd WTP & ELRD)                      | 9,814,228.67            | 11,480,497.00           | 1,666,268.33          | 24,205,290.64            | 41%                      |
|   | 2,034,364.80            | 1,758,714.12            | (275,650.68)          |                          | 0%                       |



The City of Elliot Lake  
 STATEMENT OF OPERATIONS  
 For the Six Months Ending June 30, 2014

|  | YTD<br>ACTUAL           | YTD<br>BUDGET         | \$<br>VARIANCE        | 2014<br>BUDGET        | % OF<br>ANNUAL<br>BUDGET |
|--|-------------------------|-----------------------|-----------------------|-----------------------|--------------------------|
| <b>WATER / WASTE WATER</b>                             |                         |                       |                       |                       |                          |
| <b>411 PLANTS ADMINISTRATION</b>                       |                         |                       |                       |                       |                          |
| 110-Administration                                     | \$101,883.11            | \$120,252.00          | \$18,368.89           | \$296,895.00          | 34%                      |
| 113-Operations   | 18,138.50               | 6.00                  | (18,132.50)           |                       | 0%                       |
| <b>Total Plants Administration</b>                     | <b>120,021.61</b>       | <b>120,258.00</b>     | <b>236.39</b>         | <b>296,895.00</b>     | <b>40%</b>               |
| <b>420 WASTEWATER TREATMENT PLANT</b>                  |                         |                       |                       |                       |                          |
| 110-Administration                                     | 159,634.92              | 158,600.00            | (1,034.92)            | 318,700.00            | 50%                      |
| 112-Equipment  | 40,506.78               | 76,014.00             | 35,507.22             | 150,733.00            | 27%                      |
| 113-Operations   | 86,324.46               | 123,630.00            | 37,305.54             | 247,257.00            | 35%                      |
| 430-Lab Analysis                                       | 18,551.24               | 20,210.00             | 1,658.76              | 38,719.00             | 48%                      |
| <b>Total Sewage Treatment Plant</b>                    | <b>305,017.40</b>       | <b>378,454.00</b>     | <b>73,436.60</b>      | <b>755,409.00</b>     | <b>40%</b>               |
| <b>423 SANITARY SEWER CONNECTIONS</b>                  |                         |                       |                       |                       |                          |
| 113-Operations   | 24,990.39               | 148,651.00            | 123,660.61            | 316,788.00            | 8%                       |
| <b>424 LIFT STATIONS</b>                               |                         |                       |                       |                       |                          |
| 113-Operations   | 45,461.30               | 157,686.00            | 112,224.70            | 315,371.00            | 14%                      |
| <b>430 WATER TREATMENT PLANT</b>                       |                         |                       |                       |                       |                          |
| 110-Administration                                     | 156,961.05              | 237,602.00            | 80,640.95             | 403,100.00            | 39%                      |
| 112-Equipment Maintenance                              | 41,228.57               | 64,848.00             | 23,619.43             | 129,694.00            | 32%                      |
| 113-Operations   | 136,469.93              | 150,876.00            | 14,406.07             | 244,757.00            | 56%                      |
| 430-Lab Analysis                                       | 19,311.96               | 26,082.00             | 6,770.04              | 52,170.00             | 37%                      |
| <b>Total Water Treatment Plant</b>                     | <b>353,971.51</b>       | <b>479,408.00</b>     | <b>125,436.49</b>     | <b>829,721.00</b>     | <b>43%</b>               |
| <b>431 WATER BILLING</b>                               |                         |                       |                       |                       |                          |
| 110-Administration                                     | 257,577.87              | 257,502.00            | (75.87)               | 305,729.00            | 84%                      |
| <b>432 WATER MAINS</b>                                 |                         |                       |                       |                       |                          |
| 113-Operations   | 105,363.64              | 209,280.00            | 103,916.36            | 353,552.00            | 30%                      |
| <b>433 WATER FACILITIES</b>                            |                         |                       |                       |                       |                          |
| 435-Porrige Reservoir                                  | 216.13                  | 1,502.00              | 1,285.87              | 2,500.00              | 9%                       |
| 436-Roman Booster                                      |                         | 6,498.00              | 6,498.00              | 13,000.00             | 0%                       |
| 437-Water Tower  | 1,643.37                | 4,128.00              | 2,484.63              | 8,250.00              | 20%                      |
| 438-Fabris Spring                                      | 62.90                   | 876.00                | 813.10                | 1,750.00              | 4%                       |
| <b>Total Water Facilities</b>                          | <b>1,922.40</b>         | <b>13,004.00</b>      | <b>11,081.60</b>      | <b>25,500.00</b>      | <b>8%</b>                |
| <b>TOTAL WATER/WASTEWATER OPERATIONS</b>               | <b>1,214,326.12</b>     | <b>1,764,243.00</b>   | <b>549,916.88</b>     | <b>3,198,965.00</b>   | <b>38%</b>               |
| Capital Levy   | 341,875.00              | 341,875.00            |                       | 341,875.00            | 100%                     |
| <b>TOTAL WATER/WASTEWATER EXPENDITURES</b>             | <b>\$1,556,201.12</b>   | <b>\$2,106,118.00</b> | <b>\$549,916.88</b>   | <b>\$3,540,840.00</b> | <b>44%</b>               |
| <b>TOTAL WATER/WASTEWATER (Including Depreciation)</b> | <b>\$1,556,201.12</b>   | <b>\$2,106,118.00</b> | <b>\$549,916.88</b>   | <b>\$3,540,840.00</b> | <b>44%</b>               |
| Water Billing Revenue                                  | 2,974,452.39            | 3,030,040.00          | 55,587.61             | 3,508,840.00          | 85%                      |
| Other Revenue  | 224,535.72              | 15,996.00             | (208,539.72)          | 32,000.00             | 702%                     |
| <b>TOTAL WATER/WASTE WATER REVENUE</b>                 | <b>\$3,198,988.11</b>   | <b>\$3,046,036.00</b> | <b>(\$152,952.11)</b> | <b>\$3,540,840.00</b> | <b>90%</b>               |
| <b>NET WATER/WASTE WATER(excluding Depreciation)</b>   | <b>(\$1,642,786.99)</b> | <b>(\$939,918.00)</b> | <b>\$702,868.99</b>   |                       | <b>0%</b>                |
| <b>NET WATER/WASTE WATER(including Depreciation)</b>   | <b>(\$1,642,786.99)</b> | <b>(\$939,918.00)</b> | <b>\$702,868.99</b>   |                       | <b>0%</b>                |
| <b>PERCENTAGE COST RECOVERY 100%</b>                   |                         |                       |                       |                       |                          |
| <b>AMOUNT COVERED BY TAXATION = 0.00</b>               |                         |                       |                       |                       |                          |

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

That Staff Report FIN-2014-25 dated August 13, 2014 of the Director of Finance be received;

And that the RFP for Corporate Purchasing Card Services be awarded to Desjardin Card Services (DCS);

And that the Director of Finance be authorized to execute an agreement with DCS.

A copy of the report is attached for Council's consideration.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

A handwritten signature in blue ink that reads 'Dawn Halcrow'.

Dawn Halcrow  
Director of Finance

DH/eal

The Corporation of the City of Elliot Lake

**REPORT SR FIN-2014-25**

Report of the Director of Finance  
for the Consideration of Council

**Re: RFP – Purchasing Card Services**

**OBJECTIVE**

To provide Council with a recommendation regarding the RFP for Corporate Purchasing Card Services and the appointment of the successful proponent.

**RECOMMENDATION**

THAT Staff Report FIN-2014-25 dated August 13, 2014 of the Director of Finance be received;  
And that the RFP for Corporate Purchasing Card Services be awarded to Desjardin Card Services (DCS);  
And that the Director of Finance be authorized to execute an agreement with DCS.

Respectfully Submitted,



Dawn Halcrow  
Director of Finance



Rob deBortoli  
Chief Administrative Officer

DATE: August 13, 2014

## BACKGROUND

A Request for Proposals for Purchasing Card Services was issued on July 4, 2014. The deadline for submissions was July 22, 2014. Five (5) proposals were received.

## ANALYSIS

Staff formed the RFP Review Committee consisting of the Director of Finance, and the Administrative Assistant to the Director of Finance (the credit card policy administrator). Evaluation of the proposals considered the annual cost, rewards program offered, terms & restrictions, accounting & reporting, and value added options.

All proposals were reviewed independently and scored using standardized criteria (attached).

The RFP Review committee met on August 11&12 to review the individual scoring. The preferred candidate was unanimously selected by the RFP review Committee.

The proposal that scored #1 was submitted by Desjardin Card Services (DCS), which offers a cash-back VISA card. The cash rebate is 1% up to \$1Million, 1.01% from \$1-1.5Million, 1.02% from \$1.5-2Million, 1.03% from 2-3.5Million, and 1.05% over \$3.5Million. For example, if the yearly spending is \$2Million, the rebate paid out is \$20,600 ( $\$2M \times 1.03\%$ ). Rebates are paid by cheque annually. The proposal waives all annual and replacement card fees. There are no minimum spending requirements and no maximum spending limits. Rather, limits are decided by the City according to each cardholder's needs and responsibilities, i.e. the City will establish limits in accordance with its own Policies re: Purchasing and Corporate Credit Cards. Online reporting is available to individual card holders, managers, and administrators, and can be scheduled to be run automatically. Online reporting includes reconciliation and account distribution. Transaction data can be imported directly into Great Plains. Program safe-guards and security will be set up to reflect City policies. Value-added items include travel insurance and business assistance programs, as well as a service team to increase card acceptance by suppliers. References provided include the City of Montreal, Algonquin College, Bell Canada, Molson, and Holcim (Global cement supplier).

The proposal that scored #2 was submitted by Scotiabank, which offers a cash back VISA card. The rebate is 1% on spending over \$10K. Rebates are paid out in October of each year and are based on the annual spending of each cardholder. For example, if the yearly spending is \$2Million, and there are 10 cardholders each spending \$200K, the rebate paid out would be \$18,800.

Annual fees are \$65 per card for a 'silver' card and \$95 per card for 'gold' cards that offer travel insurance. For example if we have 5 managers with 'gold' cards and 5 employees with 'silver' cars, the annual cost would be \$800, The minimum spending requirement is \$12,000 and the overall limit is \$1Million. Individual cardholders have access to their own statements on-line. There is no automated report generation option, and no import to Great Plains. The City is required to have a Scotiabank Business account from which payments are automatically withdrawn monthly. Online management of cardholder

spending limits is available to administrators. Value added items include customized file formats & reporting (fee to be quoted) and a supplier matching service.

### **FINANCIAL / BUDGET IMPACT**

The proposal will result in a cost reduction of current credit card savings and a new revenue source from the cash-back program.

### **LINKS TO THE STRATEGIC PLAN**

Goal 13 – To ensure the continued long term financial viability of the municipality at the lowest possible cost to the taxpayer.

### **SUMMARY / CONCLUSION**

The RFP Review Committee has agreed that due diligence was taken in completing the Corporate Purchasing Card RFP and recommends that Council authorize staff to proceed with the Desjardins Card Services proposal.

| <b>Condolidated Results</b>   | <b>AMEX</b> | <b>Desjardins</b> | <b>RBC</b> | <b>Scotiabank</b> | <b>US Bank</b> |
|-------------------------------|-------------|-------------------|------------|-------------------|----------------|
| Rewards Program & annual fees | 20          | 55                | 40         | 47                | 13             |
| Terms & Restrictions          | 20          | 44                | 35         | 35                | 25             |
| Accounting & Reporting        | 47          | 52                | 30         | 40                | 45             |
| Value Added                   | 12          | 16                | 14         | 14                | 10             |
|                               | 99          | 167               | 119        | 136               | 93             |
| <b>RANK</b>                   | <b>4</b>    | <b>1</b>          | <b>3</b>   | <b>2</b>          | <b>5</b>       |

| <b>Evaluator # 1</b>          | <b>AMEX</b> | <b>Desjardins</b> | <b>RBC</b> | <b>Scotiabank</b> | <b>US Bank</b> |
|-------------------------------|-------------|-------------------|------------|-------------------|----------------|
| Rewards Program & annual fees | 10          | 27                | 20         | 22                | 8              |
| Terms & Restrictions          | 10          | 24                | 20         | 20                | 15             |
| Accounting & Reporting        | 22          | 27                | 18         | 25                | 20             |
| Value Added                   | 7           | 8                 | 7          | 7                 | 5              |
|                               | 49          | 86                | 65         | 74                | 48             |
| <b>RANK</b>                   | <b>4</b>    | <b>1</b>          | <b>3</b>   | <b>2</b>          | <b>5</b>       |

| <b>Evaluator # 2</b>          | <b>AMEX</b> | <b>Desjardins</b> | <b>RBC</b> | <b>Scotiabank</b> | <b>US Bank</b> |
|-------------------------------|-------------|-------------------|------------|-------------------|----------------|
| Rewards Program & annual fees | 10          | 28                | 20         | 25                | 5              |
| Terms & Restrictions          | 10          | 20                | 15         | 15                | 10             |
| Accounting & Reporting        | 25          | 25                | 12         | 15                | 25             |
| Value Added                   | 5           | 8                 | 7          | 7                 | 5              |
|                               | 50          | 81                | 54         | 62                | 45             |
| <b>RANK</b>                   | <b>4</b>    | <b>1</b>          | <b>3</b>   | <b>2</b>          | <b>5</b>       |

THE CORPORATION OF THE CITY OF ELLIOT LAKE  
MUNICIPAL OFFICE  
45 HILLSIDE DRIVE NORTH  
ELLIOT LAKE, ON P5A 1X5



August 19, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**ATTENTION: L. SPRAGUE, DIRECTOR OF CLERKS PLANNING SERVICES**

Your Worship and Members of Council:

**RE: FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

We wish to advise that at a meeting of the Finance & Administration Committee held Monday, August 18, 2014 the Committee reviewed the Procurement Policy and recommended revising Section C(3) to "\$5,000 - \$20,000" and adding "Department Heads may approve invoices for purchases authorized under this Section" and passed the following resolution:

**FINANCE & ADMINISTRATION COMMITTEE RESOLUTION**

That Council receive Report SR FIN 2014-17 of the Director of Finance dated May 22, 2014;

And That the Procurement Policy & Procedures be approved as amended.

A copy of the report is attached and a by-law has been prepared for Council's consideration. The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

Dawn Halcrow  
Director of Finance

DH/eal

*The Corporation of the City of Elliot Lake*  
**REPORT SR FIN 2014-17**

Report of the Director of Finance  
For the Consideration of the Council for the City of Elliot Lake

**RE: Procurement Policy & Procedures**

**OBJECTIVE**

To provide Council with information regarding the auditor's recommendations with respect to the City's Procurement Policy & Procedures, and to recommend amendments to the Policy.

**RECOMMENDATION**

THAT Report SR FIN 2014-17 of the Director of Finance dated May 22, 2014 be received;  
AND THAT the Procurement Policy & Procedures be amended.

Respectfully Submitted



Dawn Halcrow  
Director of Finance

Approved



Robert deBortoli  
Chief Administrative Officer

May 22, 2014



## BACKGROUND

In the course of performing the 2013 Audit of the City Of Elliot Lake, BDO Canada LLP noted that the purchasing procedures in place do not agree with the stated policy. Every year, the auditor submits a management letter following the audit, and comment on policies and procedures. These matters do not have a material effect on the City's consolidated financial statements, and as such do not affect the auditor's opinion. However these comments are considered by management, and may lead to revisions in City policies and/or procedures.

## ANALYSIS

The management letter states: *"... purchases between \$5,000 and \$15,000 should be approved by the CAO. Currently as long as the department head initials the invoice, the invoice will be processed. We recommend that the policy in place of CAO approval be followed or if this process is too cumbersome then the City's policy be updated to show that the department heads have authority..."*

The current policy reads as follows: "for the acquisition of goods and services with a value of at least \$5,001 and less than \$15,000, at least three written quotations shall be solicited by the Purchasing Agent in consultation with the CAO."

In practice, department heads have been approving invoices over \$5,000 for budgeted items. Unbudgeted items have been approved by the CAO. For items that are approved by Council, i.e. RFP or tender, department heads typically approve the invoice. (note: all progress payments & holdback releases are signed by the Department Head, Treasurer and CAO).

There are provisions in the policy related to over-expenditures, which are now also covered by variance reporting.

During the policy review, staff looked at purchasing policies of similar municipalities, and found that the purchasing limits are less than others. This may be a reflection of the fact that the City's policy has not been updated since 2004. It would be appropriate to change the limits to reflect current costs and inflation.

Staff have reviewed the policy with Senior Management, and has proposed that the policy be amended. A copy of the proposed policy is attached. The proposed wording of the section noted above is "for the acquisition of goods and services with a value of at least \$10,000 and less than \$20,000, at least three written quotations shall be solicited by the Purchasing Agent. The purchase of unbudgeted items requires authorization of the CAO". Purchasing limits have been revised. Definitions & position titles have been updated.

## FINANCIAL IMPACT

None.

**LINKS TO STRATEGIC PLAN**

None.

**SUMMARY**

It is recommended that the Procurement Policy & Procedures be amended.

|   |
|---|
| <b>THE CORPORATION OF THE CITY OF ELLIOT LAKE</b> |
|---|

***B***Y-LAW NO. 14-48

Being a by-law to establish policies and procedures for the procurement of goods and services, and the disposal of surplus goods by the Corporation of the City of Elliot Lake.

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 224(d) of the Municipal Act, S.O. 2001, as amended, states that it is the role of Council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

**AND WHEREAS** Section 286 (1) of the Municipal Act, S.O. 2001, requires that the Treasurer is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the Council of the municipality;

**AND WHEREAS** the Council of The Corporation of the City of Elliot Lake, recognizing its responsibility for the effective utilization of all its resources, is desirous of codifying sound policies for the purpose of procuring goods and services in a manner that is congruent with and fulfils its mandate to provide effective, responsive government and efficient delivery of services to the residents of the City of Elliot Lake;

**AND WHEREAS** in view of the volume and complexity of City buying activity, it is recognized that Directors are required to ensure that the required quality and quantity of goods and services are procured in the most efficient and economical manner;

**AND WHEREAS** the City Staff are charged with the responsibility for acquisition of all goods and services required by their respective departments, and shall seek the most efficient overall bid or solution by considering total acquisition cost and benefits to the Corporation in carrying out this responsibility in accordance with this by-law;

**AND WHEREAS** the City desires to ensure objective and equitable treatment of all vendors and purchasers;

**AND WHEREAS** it is deemed necessary to revise the existing Purchasing Policy in order to strengthen the procurement function while maintaining the integrity of the process.

**NOW THEREFORE** the Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. That the Council of the Corporation of the City of Elliot Lake hereby adopts the Purchasing Policy and Procedures for the Corporation of the City of Elliot Lake attached hereto and marked as Schedule "A" to this By-Law.
2. That the Corporation of the City of Elliot Lake By-Law # 04-108 be repealed in its entirety.
3. That the effective date of this by-law shall be the date of final passage thereof.

4. That this by-law may be cited as the "Purchasing By-Law".

**PASSED** this 25<sup>th</sup> day of August, 2014.

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**MAYOR**

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**CITY CLERK**



# **THE CORPORATION OF THE CITY OF ELLIOT LAKE**

## **PROCUREMENT POLICY AND PROCEDURES**

**“SCHEDULE A”**

**to By-Law 14-48**

**August 2014**

**THE CORPORATION OF THE CITY OF ELLIOT LAKE  
PURCHASING POLICY AND PROCEDURES**

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**THE CORPORATION OF THE CITY OF ELLIOT LAKE**  
**PROCUREMENT POLICY AND PROCEDURES**

**SECTION I**

**PROCUREMENT POLICY PURPOSE**

**1. LEGISLATIVE AUTHORITY:**

- 1.1 The Municipal Act, 2001, Part VI, Section 271, as amended states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services, including policies with respect to:
- (a) The types of procurement processes that shall be used;
  - (b) The goals to be achieved by using each type of procurement process;
  - (c) The circumstances under which each type of procurement process shall be used;
  - (d) The circumstances under which a tendering process is not required;
  - (e) The circumstances under which in-house bids will be encouraged as part of a tendering process;
  - (f) How the integrity of each procurement process will be maintained;
  - (g) How the interests of the municipality or local board, as the case may be, the public and persons participating in a procurement process will be protected;
  - (h) How and when the procurement process will be reviewed to evaluate their effectiveness; and
  - (i) Any other prescribed matter. 2001, c25, s. 271 (1).

**2. PURPOSE OF PURCHASING POLICY**

- 2.1 The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.
- 2.2 An open and honest process shall be maintained that is fair and impartial.
- 2.3 The purchasing policy will promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.



## SECTION II

### PROCUREMENT PRINCIPLES and GOALS

In order to maintain, promote and protect the integrity of the Municipal Procurement Policy, the following guiding purchasing principles of the Corporation of the City of Elliot Lake will be applied:

1. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
2. to encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors rather than only the lowest invoice price;
4. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the City as a whole prior to determining the appropriate acquisition method;
5. to operate a departmentally decentralized process for the purchase of goods and services through the most cost effective means having due regard for the quality of the goods and services required;
6. to encourage the procurement of goods and services with due regard to the preservation of the natural environment, vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable; and
7. this By-Law and Policy will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five years or more frequently as required.
8. It will be the policy of the City, wherever possible, to standardize the procurement of goods and services to allow for:
  - (a) reduced number of goods and services required
  - (b) increased volume on common items or services
  - (c) maximizing volume buying opportunities
  - (d) providing economies of scale
  - (e) reduced handling, training and storage costs
  - (f) minimizing maintenance costs
  - (g) co-operative purchasing activities
  - (h) competitive bid results
  - (i) reduce overall cost.

## SECTION III

### DEFINITIONS

The words and phrases listed below when used in this Policy shall have the following meanings ascribed to them:

1. "Accountability" means having responsibility to account for one's conduct in an explicable and understanding manner;
2. "Acquisition Method" means the process by which goods or services are procured;
3. "Agreement" means a legal document that binds the Corporation of the City of Elliot Lake and all other parties, subject to the provisions of the contract;
4. "Annual Aggregate Value" means the total amount anticipated to be spent annually by all departments on a particular type of goods or services;
5. "Approval" means authorization to proceed with the purchase or disposal of goods and/or services;
6. "Award", "Awarded" and "Awarding" mean authorization to proceed with the purchase of goods and/or services from a chosen vendor;
7. "Bid" means an offer or submission received from a prospective vendor, contractor or consultant in response to a request, which offer or submission may be subject to acceptance or rejection;
8. "Bid Deposit" shall mean a financial guarantee to ensure the successful bidder will enter into an agreement;
9. "Bid Irregularity" means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule C);
10. "Bid Request" means a formal request for bids or a solicitation, which may be in the form of a Request For Quotation, Request For Tender or Request For Proposal;
11. "Blanket Purchase Order" means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods or services to the purchaser upon the purchaser's demand;
12. "Chief Administrative Officer" means the individual identified as Chief Administrative Officer for the City, or designate(s);
13. "City" means The Corporation of the City of Elliot Lake;
14. "Clerk" means the City Clerk for the Corporation of the City of Elliot Lake;
15. "Competitive Method" means an Acquisition Method where vendors are given an equal opportunity to submit bids in accordance with City policy and procedures;
16. "Contract" means an agreement by way of a Purchaser Order or other agreement approved by the Council or the Chief Administrative Officer;
17. "Council" means City Council of the Corporation of the City of Elliot Lake;
18. "Council Approved Budgets" means Council approved department budgets including authorized revisions, or where applicable, Council approved budgets of local boards to which this Policy applies;
19. "Department" means an organizational unit of the Corporation of the City of Elliot Lake headed by a Director or Manager;

20. "Department Head" may be a Director or a Manager, includes the Chief Administrative Officer, but does not include an Assistant Manager.
21. "Director" means the authorized person in charge of any City department or designate(s);
22. "Director of Finance " means the individual identified as the Director of Finance for the City, or designate(s);
23. "Disposal" means the removal of materials owned by the Town by sale, trade-in, auction, alternative use, gift, or destruction which are deemed surplus;
24. "Elected Officials" means the Mayor and/or members of Council of the Council of the Corporation of the City of Elliot Lake;
25. "Emergency" means a situation where the immediate acquisition of goods or services is essential to prevent serious delays, injury, further damage or to restore or maintain minimum service;
26. "Emergency Method" means a procurement process where the usual competitive acquisition rules are suspended due to the prevailing emergency circumstances;
27. "Expression of Interest" means a situation where vendors are solicited by the City to advise the City of their ability or desire to undertake City requirements;
28. "Goods and Services" includes labour, supplies, materials, equipment and services of every kind not otherwise provided for in Schedule "A";
29. "In House Bid" means a bid made by a department and authorized by the Director or Manager of that department, submitted in response to a bid solicitation, where the provision of the goods and/or services will be provided entirely by the employees of the City;
30. "Integrity" means the condition of being complete, ethical, logical and sound in the treatment of vendors and the awarding of supply contracts, in accordance with City policies, procedures and standards;
31. "Lowest Acceptable Bid" means the lowest price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted;
32. "Manager" means the authorized person in charge of any City Department ;
33. "Material Safety Data Sheets (MSDS)" means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures;
34. "Negotiation Method" means an Acquisition Method whereby the City may confer with one or more vendors leading to an agreement on needed goods or services under the conditions outlined in this By-law;
35. "Procure" means to acquire by purchase, rental, lease or trade;
36. "Professional and Consulting Services" includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the City;
37. "Proposal (Request for Proposal /RFP)" means an offer to provide goods or services to the City, where it is not practical to prepare precise specifications, or where "alternatives" to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price;

38. "Purchase Order" means a written offer to procure goods and services or a written acceptance of an offer to acquire goods and services made on the City's form;
39. "Purchasing Agent" means a Director or designate(s), or Manager requesting the service;
40. "Quotation (Request for Quotation/RFQ)" means an offer to sell goods and services to the City or an offer to purchase surplus goods from the City;
41. "Real Property" means land or buildings and any interest, estate or right of easement affecting same;
42. "Request for Information" means a written request for details on a vendor's background and the goods or services they are offering, such information may be used to pre-qualify vendors to be invited to submit bids;
43. "Sealed bids" are bids submitted in a sealed envelope to a specified location, by a specified date;
44. "Sole Source" means there is only one source of supply of particular goods or services;
45. "Standard Form Contract" means a completed Purchase Order, or a duly executed contract in the form approved by Council;
46. "Surety" means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the City;
47. "Tender" means a document, which sets out particular specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate;
48. "The Corporation of The City of Elliot Lake" herein is also referred to as the "City" or the "Corporation";
49. "Total Acquisition Cost" means an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the Lowest Acceptable Bid;
50. "Total Project Cost" means the sum of all costs that would normally be paid to one vendor for goods or services required to meet a major objective over a period of time;
51. "Transparency" means the condition of being easily seen through, discerned, evident or obvious in a way that is understandable, frank and open to all persons;
52. "Treasurer" means the City Treasurer of the Corporation of the City of Elliot Lake;
53. "Vendor" shall mean any person or enterprise supplying goods or services to the Corporation of the City of Elliot Lake;
54. "Verbal Quotation" means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation.

## SECTION IV

### GENERAL CONDITIONS

1. (a) Council has the sole authority to allocate funds for City purposes and to approve City programs;
- (b) All reports to Council recommending the commitment of funds shall:
  - i. indicate if approval from the Ontario Municipal Board or other outside authority is required,
  - ii. whether such approval has been obtained,
  - iii. the source of funding, and
  - iv. Impact on the City operations with respect to financial, human, or physical resources and according to 25(e) if required.
2. All acquisitions made by the City shall be carried out in accordance with this Policy and other City policies and principles established from time to time.
3. No expenditure, debt or commitment shall be incurred or made and no account shall be paid by the City for goods or services, except as approved by Council or as otherwise authorized in accordance with this Policy.
4. The City shall be under no obligation to accept the lowest bid or any bid received in response to a verbal or written request.
5. The City may remove a vendor's name from consideration for a contract under this Policy for a period of up to two years on the basis of documented poor performance or non-performance on a City contract. A written notice of the decision will be provided to the vendor by the City.
6. Where a Director is authorized to undertake any act pursuant to this Policy, such act may be undertaken by the Director's authorized designate.
7. Any commitments being made where it is required that a contract be executed by the Mayor and the Clerk must first be authorized by a By-Law enacted by Council.
8. Where it is required that a contract other than a purchase order be executed, it will be authorized:
  - (a) For contracts over \$20,000 by the Mayor and Clerk or as specified in the authorizing By-law
  - (b) For contracts under \$20,000 by a Department Head or where requested the Mayor and Clerk.
9. All petty cash purchases must exclude tendered goods and services .
10. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
11. The procurement of legal services shall be contracted for by the Chief Administrative Officer (CAO) and appointed by Council By-law
12. When using the privilege clause which reads in part "the lowest or any tender may not necessarily accepted", the specific reasons must be stated why the bids may not be accepted.
13. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process, a copy of which must also be forwarded to the Personnel Department.
14. During the purchasing process, in-house bids will not be considered.

15. No employee shall purchase or offer to purchase, on behalf of the City any goods and/or services, except in accordance with this Policy.
16. Elected Officials, in their own right, shall neither approve nor acquire any goods and services.
17. The Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act, R.S.O. 1996. The Clerk shall, whenever possible, be guided by the provisions of this by-law and the Purchasing Policy and Procedures.
18. No appointed officer or employee or elected official of the City will have any interest directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in any contract for goods or services or in any portion of the profits thereof or on any supplies to be used herein, or in any of the monies to be derived there from, unless approved by resolution of Council prior to the officer or employee tendering or quoting.
19. If a Department Head has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by Chief Administrative Officer. Where the Chief Administrative Officer has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by Council.
20. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the City in contravention of any section of this Policy, as amended from time to time, shall be subject to appropriate disciplinary action.
21. Purchase by the City of any goods or services for personal use by or on behalf of any City employee or elected official or their families is prohibited; except where authorized by Council, and approved employee purchase plans.
22. No purchase of goods and services shall be authorized unless it is in compliance with the Purchasing Policy and Procedures. Goods and services that are obtained without following the provisions of the aforementioned will not be accepted and any invoices received will not be processed for payment.
23. Disputes, received in writing, shall be resolved by:
  - (a) Meeting between the bidder and Department Head responsible;
  - (b) If (a) does not lead to a resolution, the decision can be appealed to the Treasurer;
  - (c) If (b) does not lead to a resolution, the decision can be appealed to the City's Finance and Administration Committee, whereby a final decision will be rendered and provided to the bidder in writing.

Schedules A-D (attached hereto) may be amended by the Treasurer without a requirement of a report to Council, provided such amendments have been approved by the Chief Administrative Officer and amended Schedule(s) has been circulated to affected staff.(c )

## SECTION V

### REQUIREMENT FOR APPROVED FUNDS

1. Net Departmental expenditures are authorized by Council each year as part of either the Budget process. Pending Council's approval of the budget, Department Heads are authorized to spend up to 50% of the previous year's approved Operating Budget. Department Heads are not authorized to exceed net departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
  - (a) the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
  - (b) the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available, and

The Purchasing Agent may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the Treasurer that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The Treasurer will ensure that all lease commitments comply with Municipal Act, 2001 as amended and regulations made there under.

4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head , or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
  - (a) all costs to be paid to the supplier under the contract, excluding all taxes
  - (b) less any rebates.
5. Over-Expenditures

Where a Department Head has committed expenditures exceeding the funding available in a budget by an amount not exceeding 10 per cent of such funding, the Treasurer is authorized to pay such excess provided that:

- (a) this Policy is otherwise complied with;
- (b) the amount of the excess is available from another departmental appropriation so that the total expenditures by the department do not exceed the estimates approved by Council for the department, and;
- (c) the excess commitment is reported by the Department Head to the Chief Administrative Officer as soon as possible, acting reasonably, together with a detailed explanation of the reasons therefore.
- (d) Overrun on Amount Specifically Approved: Where the cost of goods or services will exceed the amount approved by Council, the Department Head in whose departmental estimated funds for such goods or services are provided, shall report this fact to the Chief Administrative Officer as soon as possible, acting

reasonably, together with a detailed explanation of the reasons therefore and recommendations on an appropriate course of action.

- (e) Overrun on Capital Expenditures: Where a capital expenditure will exceed the appropriation or capital account therefore, the Department Head responsible therefor shall report this fact to the Treasurer as soon as possible, acting reasonably, together with a detailed explanation of the reasons therefore and recommendations on an appropriate course of action.
- (f) The Treasurer, in consultation with the Chief Administrative Officer, will determine matters to be reported to Council and the Treasurer shall prepare a report for Council, approved by the Chief Administrative Officer, of the overrun that exceeds 10%.

## **SECTION VI**

### **SPECIFICATIONS**

1. The Department Head whose budget provides for the procurement of goods and services shall be responsible for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- (a) the Department Head responsible for the specifications shall be advised by the vendors or potential vendors;
- (b) the contracted vendor will be considered as a consultant and unable to make an offer for the supply of the goods and services;
- (c) a fee shall be paid; and
- (d) the detailed specification shall become the property of the City for use in obtaining competitive bids.

## **SECTION VII**

### **RESPONSIBILITIES AND AUTHORITIES**

1. City Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Treasury cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. This purchasing policy provides guidelines outlining how spending authority is to be used.
2. Department Heads shall be responsible for and shall have authority for all procurement activity and decisions within their Department and may delegate their authority, where appropriate.



3. The Chief Administrative Officer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the City.

## **SECTION VIII**

### **METHODS OF PROCUREMENT**

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule "A" do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time.

#### **1. PROCUREMENT OF GOODS AND/OR SERVICES**

##### **A. BLANKET PURCHASE ORDERS**

- (1) A Blanket Purchase Order may be used where:
  - (a) one or more departments repetitively order the same goods and/or services and the actual demand is not known in advance; or
  - (b) a need is anticipated for a range of goods and/or services for a specific purpose and for which convenience and location are major factors but the actual demand is not known at the outset.
- (2) The Purchasing Agent shall establish and maintain Blanket Purchase Orders.
- (3) To establish prices and select sources, the Purchasing Agent shall employ the provisions contained in this Policy for the acquisition of goods and/or services.
- (4) More than one supplier may be selected where it is in the best interests of the City and the bid solicitation allows for more than one.
- (5) The expected quantity of the specified goods and/or services to be purchased over the time period of the agreement will be as accurate as practical and be based, to the greatest extent possible, on previous usage adjusted for any known factors.

##### **B. PETTY CASH (local items)**

There may be established in a department a petty cash fund in an amount approved by the Treasurer having regard to the operational requirements of the department;

\$0.00 to \$50.00

- (a) A Department Heads may authorize petty cash expenditures not exceeding \$50.00 in any one instance. There may be exceptional circumstances, which require a payment in excess of the \$50.00 limit.

- (b) The Treasurer is authorized to reimburse a petty cash fund upon delivery by the Department Head of receipts and such other documentation as the Treasurer may from time to time require.
- (c) All Petty Cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer.

### **C. COMPETITIVE METHODS**

Where the required product or service can be specified, (and such goods and services are not stocked in the central stores or covered by a Blanket Purchase Order), it shall be acquired by Purchase Order. Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

(1) up to \$1,000

The acquisition of goods and services having a value up to \$1000.00, which are not covered by a blanket purchase order, shall be carried out by the Department Head in accordance with the principles set out in this Policy and such other applicable policies and procedures established from time to time.

(2) \$1,001 to \$5,000

For the acquisition of goods and services with a value of over \$1,000 and less than \$5,000, at least three verbal quotations recorded and retained shall be solicited by the Purchasing Agent.

(3) \$5,001 to 20,000

For the acquisition of goods and services with a value of over \$5,000 and less than \$20,000, at least three written quotations shall be solicited by the Purchasing Agent and reviewed with the Chief Administrative Officer.

Written quotations can be issued and received by e-mail and/or fax transmission at the using department location. Department Heads may approve invoices for purchases authorized under this Section.

(4) \$20,001 AND OVER

For the acquisition of goods and services with a value of \$20,000 or more the Department Head in consultation with the Chief Administrative Officer shall not order goods or services without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction. At least three (3) bids must be obtained whenever possible.

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the Clerk's Department and are opened at a public tender meeting. If only one tender is received, the City has the option of not opening the bid and closing the call for tender (See Schedule "B" Tender Process).

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists (See Schedule "C", Bid Irregularities for action to be taken).

## D. NEGOTIATION METHOD

Notwithstanding any other provisions of this Policy, the Purchasing Agent may enter into negotiation with one or more vendors for the supply of goods or services when any of the following conditions exist:

- (a) due to market conditions goods or services are in short supply;
- (b) there is only one source of the subject goods or services;
- (c) two or more identical acceptable low bids have been received;
- (d) efforts at breaking identical bids have previously been unsuccessful and the same goods or services are required again;
- (e) all acceptable bids exceed the amount budgeted for the goods or services;
- (f) all bids received are not acceptable;
- (g) the extension or reinstatement of an existing contract would be more cost effective or beneficial to the City;
- (h) a particular vendor is being recommended because it is more cost-effective or beneficial, or;
- (i) when authorized by Council.

Where the negotiation method set out above is used to select a vendor of goods or services, except professional and consulting services, with a value of the lessor of \$20,000 (20% of the contract price) where the extension of an existing contract exceeds twenty per cent (20%) of the original contract value, the Department Head shall submit a report to Council prior to the award of the contract setting out the circumstances for recommending the award.

## E. EMERGENCY METHOD

Notwithstanding the provisions of this Policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head and/or the Chief Administrative Officer to be:

- a threat to public health
- the maintenance of essential Town services
- the welfare of persons or of public property or
- the security of the City's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

The above criteria are to be applied on the basis of:

### 1. Procurement under \$20,000:

Wherever feasible, the Department Head shall secure by the most open market procedure at the lowest obtainable price, any goods and services required. A purchase order shall be issued.

## 2. Procurement Over \$20,000:

The Department Head shall obtain the prior approval of the Chief Administrative Officer. An information report shall be submitted to Council explaining the actions taken and the reason(s) therefore.

A purchase order shall be issued.

## 2. REQUESTS FOR PROPOSALS

### (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)

1. A Request for Proposal shall be used where one or more of the criteria for issuing a Request for Tender cannot be met such as:
  - (a) owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone; or
  - (b) it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirement.
2. Where the contract price is anticipated to be \$20,000 or greater and the Request for Proposal method of procurement is utilized, the Purchasing Agent shall be a member of the committee formed to evaluate the response to the Request for Proposal.
3. Every Request for Proposal shall contain an evaluation grid.
4. The Purchasing Agent shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation grid, which criteria may include, but are not limited to, factors such as approach, equipment and facilities, experience and qualifications, methodology, past performance and scheduling, price and strategy.
5. The Department Head in charge of the particular bid solicitation or the Department Head's designate, may award contracts emanating from a Request for Proposal provided that:
  - (a) the estimated Total Acquisition Cost of the goods and/or services does not exceed \$20,000;
  - (b) the award is to be made to the supplier meeting all mandatory requirements and determined, by reference to an evaluation grid, as providing the best value; and
  - (c) sufficient funds are available and identified in appropriate accounts within Council Approved Budgets.
6. Proposals submitted pursuant to Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.
7. If only one proposal is received, the Purchasing Agent in consultation with the Chief Administrative Officer, has the option of not opening the bid and closing the call for proposal.
8. The above is guided by the Request for Proposal Process in Schedule "D".

### **3. CO-OPERATIVE VENTURES**

The City may participate with other government agencies, public authorities or other municipalities in co-operative acquisition ventures where it is in the best interests of the City to do so and where the purposes, goals and objectives of this Policy are complied with.

### **4. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION**

The Purchasing Agent may compile a list of qualified bidders and develop the criteria for pre-qualification when:

- (b) a large number of bids is anticipated and the evaluation of bids would create an undue cost burden for the City, or;
- (c) where it is desirable to pre-qualify bidders according to established criteria prior to bidding.

In order to compile the list of qualified bidders:

- (a) potential bidders shall be invited by the Purchasing Agent to reply to a Request for Information advertised in a publication of general circulation, and;
- (b) all submissions received in response to (a) shall be reviewed by a vendor selection committee composed of at least one member of the Purchasing Agent's staff and one member of another department, which committee shall prepare a list of all potential bidders who meet the stated criteria.

**METHODS OF PROCUREMENT – SUMMARY TEMPLATE**

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

| METHOD OF PROCUREMENT   | TYPE OF QUOTATION  | SOURCE OF BIDS  | TYPE OF CONTRACT                                | REPORTING STATUS  |
|---|--|---|---|---|
| <b>1. GOODS AND SERVICES</b>  |  |   |   |   |
| a. under \$50   |  |   | <b>direct acquisition</b>                       | <b>no report to Council required</b>                        |
| b. \$50-- 1,000   |  | <b>Purchases made from the competitive marketplace where possible and practicable</b> | <b>no Purchase Order required</b>               | <b>no report to Council required</b>                        |
| c. \$1,000-5,000  | <b>Verbal quotation required</b>   | <b>3 verbal quotes to be obtained where possible</b>                                  | <b>Purchase Order</b>                           | <b>no report to Council required</b>                        |
| d. \$5,000-20,000   | <b>Three (3) Written quotations are required</b>   | <b>Advertised on website and/or newspaper</b>   | <b>Purchase Order</b>                           | <b>no report to Council required</b>                        |
| e. over \$20,000  | <b>Written quotation acquired by REQUEST FOR TENDER</b>                                    | <b>Advertised on website, may advertise in local, regional, and/or national paper</b> | <b>Purchase Order or Executed Contract</b>      | <b>report to Council</b>                                    |
| <b>2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)</b> |  |   |   |   |
| a. under \$5,000  | <b>Written quotation acquired by Department Head</b>                                       | <b>3 written quotes to be obtained where possible</b>                                 | <b>Purchase Order or agreement</b>              | <b>no report to Council required</b>                        |
| b. \$5,000-20,000   | <b>Three (3) Written quotations through REQUEST FOR PROPOSAL</b>                           | <b>Advertised on website, may advertise in local regional and/or national paper</b>   | <b>Purchase Order or agreement</b>              | <b>no report to Council required</b>                        |
| c. over \$20,000  | <b>Written quotations through REQUEST FOR PROPOSAL</b>                                     | <b>Advertised on website, may advertise in local regional and/or national paper</b>   | <b>Purchase Order or agreement</b>              | <b>review by City Solicitor</b><br><b>report to Council</b> |
| <b>3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION</b>                               |  |   |   |   |
|   | <b>Request for information only, followed by INVITATION TO BID or PREQUALIFIED TENDER.</b> | <b>Advertised on website, may advertise in local regional and/or national paper</b>   | <b>no contract. Followed by further request</b> | <b>no report to Council required</b>                        |

## SECTION IX

### REPORTING

#### GOODS AND SERVICES and PROFESSIONAL AND CONSULTING SERVICES

1. Where the;
  - (a) value of the goods and services is less than \$20,000 and
  - (b) procedures defined by this policy has been followed, and
  - (c) acquisition is within the approved departmental net budget amount, and
  - (d) lowest responsive bid has being recommended,

No report to Council is required and the Department Head shall execute a purchase order or arrange for a contract to be signed by the Clerk, Mayor or Corporate Signing Officer(s).

2. Council approval is required where the:
  - (a) value of the goods and services is over \$20,000, or
  - (b) (c) purchasing policy is being waived, or
  - (d) acquisition exceeds the approved capital budget amount by more than 10%, or
  - (e) lowest responsive vendor submission is not being recommended, or
  - (f) there was no provision in the budget for the item, or
  - (g) the CAO requests that a report be presented for Council consideration and approval.

Based on the above criteria, a purchase order shall be issued and/or contract executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

3. All contracts will be held by the City Clerk with copies being sent to the Department Head of the issuing department.
4. Contents of Reports:

Every report to Council recommending the expenditure of money shall:

- (a) State the grounds on which the recommendation is made in sufficient detail to enable a member to judge the recommendation;
- (b) provide an estimate of the probable cost or, in the absence of an estimate, a limit on the amount recommended to be expended;
- (c) state the source of the funding for the expenditure including the following, to the extent applicable:
  - (i) for expenditures the cost of which, or a portion thereof, is to be raised in the current year, whether funds are available in the appropriation;
  - (ii) for expenditures the cost of which, or a portion thereof, is to be raised in a subsequent year, the value of the future cost and the method of financing;
  - (iii) whether any other approval is required before the expenditure may be made and, if so, identify the nature of such approval;
  - (iv) any reserve or reserve fund available to provide the funding, or;
  - (v) any other source of funding, and;
  - (vi) detailed plans if available.
- (d) be signed by the Department Head and approved by the Chief Administrative Officer.

## **SECTION X DISPOSAL OF SURPLUS GOODS**

1. On an annual basis, all Departments shall identify goods and equipment which become surplus to their needs. Lists of such surplus goods shall be submitted to the Treasurer.
2. The Treasurer shall have authority to sell, exchange or otherwise dispose of all goods declared to be surplus to the City's needs where it is cost effective and in the City's best interests to do so:
  - (a) by arranging for the materials or equipment to be transferred to another department of the Corporation which can utilize them, or;
  - (b) Disposed of:
    - (i) by public sale, or;
    - (ii) by a call for competitive bids, or;
    - (iii) by way of trade-in at a fair value in connection with the acquisition of other materials or equipment, or;
    - (iv) by transfer to not for profit organizations, or;
    - (v) waste disposal, or;
    - (vi) as the Council may otherwise direct.
3. Real Property:
 

All real property surplus to the requirements of a Department shall be disposed of in accordance with the policies adopted by Council from time to time.

## **SECTION XI CONFLICT OF INTEREST**

All consultants (e.g.: architects, engineers, etc.) retained by the City shall disclose to the City prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the City as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a City assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the City.

## **SECTION XII ACCESS TO INFORMATION**

The disclosure of information received relevant to the issue of Bid Solicitations or the Aware of Contracts emanating from Bid Solicitations shall be in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.



## Schedule "A"

### GOODS AND SERVICES "EXEMPT" from PROVISIONS OF THE PROCUREMENT POLICIES

- 1. Petty Cash Items**
- 2. Training and Education**
  - a) Conferences
  - b) Courses
  - c) Conventions
  - d) Memberships
  - e) Seminars
  - f) Periodicals
  - g) Magazines
  - h) Staff training
  - i) Staff development
  - j) Staff workshops
  - k) Subscriptions
- 3. Council / Employee Expenses**
  - a) Advances
  - b) Meal allowances
  - c) Travel & Hotel accommodation
  - d) Entertainment
  - e) Miscellaneous – Non-Travel
- 4. Employer's General Expenses**
  - a) Payroll deduction remittances
  - b) Licenses (vehicles, elevators, radios, etc.)
  - c) Debenture payments
  - d) Grants to agencies
  - e) Payments of damages
  - f) Tax remittances
  - g) Charges to/from other Government or Crown Corporations
  - h) Employee income
  - i) Benefits
- 5. Professional and Special Services**
  - a) Appraisers
  - b) Honoraria
  - c) Arbitrators
  - d) Legal settlements
- 6. Utilities**
  - a) Postage
  - b) Water and sewer charges
  - c) Hydro
  - d) Cable television charges
  - e) Natural gas
  - f) Telephone service charges
- 7. External Board Allocations**
  - a) Algoma District Social Administration Board
  - b) Algoma Health Unit

Schedule "B"  
**TENDER PROCESS**

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**Tenders will be called for all work, equipment, and materials with a value exceeding \$20,000 by way of public advertising or invitational bid, as outlined in the City's Purchasing Policy.**

The Department Head will produce tender specification documents, and advertise & otherwise distribute tenders.

The Department Head will send a draft advertisement and tender documents to the Clerk, providing the following information:

- dollar value
- account number & Council authority
- description of work
- closing date

The Clerk will book a suitable room for the tender opening:

- all public tenders will be advertised on the City's Website, and advertised in a local, regional, and/or national newspaper or on a relevant industry on-line publication.
- In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

When a tender fee is applicable, advertised tender packages will be available at the Treasury Department, Main Floor, City Hall, 45 Hillside Drive North. The tender fee will be paid to Treasury and Treasury will keep a record of bidders as documents are picked up. A copy will be available for viewing prior to purchase.

All tender submissions must be addressed to as set out in the tender documents . Treasury will receive all sealed tender submissions and issue a date and time-stamped receipt.

Treasury will refuse to accept any tender submission that is

- not sealed
- received after the closing deadline
- submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders shall be opened publicly at City Hall, by the Clerk and Department Head promptly after closing time as specified in the tender documents

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Schedule "C").

Tenders shall be tabulated and evaluated by the using department.

A report initiated by the issuing Department Head and reviewed by the Chief Administrative Officer shall be prepared for Council consideration and approval.

Following Council's approval, the Department Head shall issue a purchase order, or ensure that a contract which legally binds the City is executed in accordance with the authorizing By-law.

The tender documents/package must include the Conflict of Interest clause in Section XII.

Tender results, if requested, shall be made public by the Clerk in accordance with Section XIV of this Policy.

All tenders will also be governed by the City's Standard Operating Procedure No. 4, attached and forming a part of this Schedule "B".

**CITY OF ELLIOT LAKE  
STANDARD OPERATING PROCEDURES NO. 4**

**POLICY:           AWARDING AND MANAGING CONSTRUCTION AND SERVICE  
                          CONTRACTS**

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1. PLANS

The Department requesting the work is responsible for determining the respective specifications of the needs of the project.

If engineering drawings are required co-ordination is to be made with the City Engineer for the provision of Approved plans whether in-house or by contract.

The City Clerk should be contacted and information obtained to ensure compliance with all zoning issues.

The Department Head should ensure that the project is in compliance with the stated objectives or terms of reference.

2. FUNDING/APPROVAL

Council has the sole authority to allocate funds to corporate appropriations and projects.

All project plans should be presented to Council at the Budget approval process to be included in the annual review and approval process.

If a project is commenced after the Annual Budget process then a report is to be presented to Council indicating the priority of the project, the source of funding and the rationale. Council should establish the project approval by resolution.

3.(i) TENDERS/INVITATIONAL BIDS

Bidders Lists

Lists in the City Engineer's office may be compiled and updated annually of eligible contractors.

Contractors may be determined to be eligible:

- (a) If they provide updated data on their firm on the application form provided by the City Engineer;
- (b) If they provide a demonstrated history of proven work in their field.

The Engineer may establish categories of bidders.

3.(II) TENDER DEPOSITS/BID BONDS

Tender Deposits/Bid Bonds of 10% shall be required on all contracts.

3.(iii) RELEASE OF TENDER BID

The Tender Deposits of all Bidders except the low and second low Bidders shall be returned within 10 days of the tender closing. No interest shall be paid for the Tender Deposit retained by the City in connection with the Bid.

The Tender Deposit of the second low Bidder shall be returned when the successful Bidder has returned the applicable documents to the City.

Where either of the low or second low Bidders have not been notified within 30 Days after tender opening that their Bids have been accepted, application may be made to the City for the return of the Tender Deposit.

The Successful Bidder's Tender Deposit shall be returned after the executed agreement and other applicable documents have been received by the City.

The Tender Deposit may be forfeited if the successful Bidder fails to return the applicable documents to the City Clerk, within (7) seven days of receipt.

3.(iv) **SECURITY/BONDING REQUIREMENTS**

**A) CONSTRUCTION CONTRACTS**

- Performance Bonds
- Material Bonds
- Letter of Credit
- Certified Cheque

All Security/Bonds to be held in the office of the Treasurer.

If the total tender price is less than \$100,000.00 annually, performance materials bonds are not required unless it is municipal works on municipal property which requires a completion within a prescribed finite timeframe when performance failure is an inhibition factor for timely completion and the consequence of delay would have a substantial effect on the City.

A Letter of Credit in the form approved by the City Treasurer, and attached, will be required for the annual amount of the contract, or a certified cheque payable to the Corporation of the City of Elliot Lake in the amount of the annual amount of the contract.

If the Total Tender Price is greater than \$100,000.00 annually, one of the following three surety options shall be furnished by the contractor prior to acceptance of the contract by the City:

- Option A: a Performance Bond for 50% of the amount of tender and a Materials Bond for 50% of the amount of Total Tender Price, issued by an approved guaranty company on bond forms approved by the City;
- Option B: a Letter of Credit equivalent to the amount of the Total Tender Price;
- Option C: a Certified Cheque equivalent to the amount of the Total Tender Price.

In the case of Option A, the Materials Bond will be retained by the City for 120 Days after final Completion of the Work. For Option B and C, the Letter of Credit or the Certified Cheque will be held until the Final Completion of the Work.

All tender deposits to be held in the office of the Treasurer, following receipt of the properly executed documents, Certificate of Liability Insurance, Section 9, and, where applicable, the contract security, the contractor will receive written authority to proceed with the work.

**B) SERVICE CONTRACTS**

Performance Bonds  
 Material Bonds  
 Letter of Credit  
 Certified Cheque

All Security/Bonds to be held in the office of the Treasurer.

If the total tender price is less than \$100,000.00 annually, performance materials bonds are not required unless it is municipal works on municipal property which requires a completion within a prescribed finite timeframe when performance failure is an inhibition factor for timely completion and the consequence of delay would have a substantial effect on the City.

A renewable Letter of Credit in the form approved by the City Treasurer, and attached, will be required for the annual amount of the contract, or a certified cheque payable to the Corporation of the City of Elliot Lake in the amount of the annual amount of the contract for the term of the contract.

If the Total Tender Price is greater than \$100,000.00 annually, one of the following three surety options shall be furnished by the contractor prior to acceptance of the contract by the City:

Option A: a Performance Bond for 50% of the amount of the annual tender price and a Materials Bond for 50% of the amount of the annual tender price, issued by an approved guaranty company on bond forms approved by the City, renewable on an annual basis for the term of the contract;

Option B: a Letter of Credit equivalent to the amount of the annual tender price, renewable on an annual basis for the term of the contract;

Option C: a Certified Cheque equal to the amount of the annual tender price.

In the case of Option A, the Materials Bond will be retained by the City for 120 Days after final Completion of the Work. For Option B and C, the Letter of Credit or the Certified Cheque will be held until the Final Completion of the Work and/or the term of the contract.

All tender deposits to be held in the office of the Treasurer, following receipt of the properly executed documents, Certificate of Liability Insurance, Section 9, and, where applicable, the contract security, the contractor will receive written authority to proceed with the work.

In the case of unit price contracts, a certified cheque or renewable Letter of Credit in the amount of the anticipated total annual discount will be retained by the City for the term of the contract.

4. **CONTRACTS AND TENDERS:**

- (a) A contract shall be used to commit to a project unless Council otherwise directs;

- (b) the form of tender, general conditions and the kind and amount of security forming part of a contract shall be as approved by Council from time to time;
- (c) All invitations to tender shall be advertised at least 10 days before tenders are to be opened unless Council otherwise directs;
- (d) All tenders shall be opened in public;
- (e) The Department Head under whose supervision the project will be carried out shall prepare a report to Council recommending the awarding of the contract to the lowest tender which meets specifications;
- (f) All contracts shall be awarded by Council.

#### Types of Contracts

- (i) Stipulated price or lump sum
- (ii) Unit Price
- (iii) Cost plus
- (iv) Guaranteed maximum price plus bonus
- (v) Design built

### 5.(i) PAYMENT CERTIFICATE

Payment certificate forms are available through the Engineering Department for the issue of timely payments in accordance with the terms of the respective contracts.

It is the responsibility of the Department Head who initiated the project to ensure the form is completed in the required format.

In addition to those provisions and the completion of the monthly payment certificates, any requisitioned payment should have attached the completed statutory declaration which is appropriate to that payment certificate.

### 6. HOLDBACK

To provide protection to lien claimants, 10% of the value of the work and materials actually done, placed or furnished, must be retained by the City from the contractor as the work progresses. This sum is generally referred to as the holdback.

A holdback must also be retained by the general contractor or subcontractor which is calculated in a similar fashion.

The amount of the holdback is calculated on the basis of the actual value of the work. As the work progresses the amount of the holdback increases. When progress payments are made, 10% of each payment must generally be held back.

The City may not reduce the amount of the holdback by the cost of completion, damages for non-completion, payment of any lien holder's claim or any other purpose.

The City may make payments under the contract up to the amount of the required holdback, provided the City does so in good faith and has not received written notice of lien.

If the City pays over monies exceeding the holdback, a double liability may be incurred to the extent of the holdback money paid out since the City will have to account to lien claimants.



The provisions of the Mechanics' Lien Act dealing with the retaining of the holdback, override the payment terms of any contract.

After receipt of a written notice of lien, the City must, in addition to the holdback, retain an amount equal to that claimed in the written notice. If after receiving such notice, payment is made, the City may be required to pay again the amount claimed in the notice of the lien claimant.

The holdback must be retained for a period of forty-five days after the substantial completion, or as required under the Construction Liens Act as amended from time to time.

7. SUBSTANTIAL COMPLETION

Substantial Completion of the contract means substantial performance not necessarily total performance.

A contract is deemed to be substantially performed:

- (a) when the work or a substantial part thereof is ready for use or is being used for the purpose intended; and
- (b) when the work to be done under the contract is capable of completion or correction at a cost not more than:
  - (i) 3% of the first \$250,000.00 of the contract price;
  - (ii) 2% of the next \$250,000.00 of the contract price;
  - (iii) 1% for the balance of the contract price.

The holdback is only available to the lien claimants for the thirty-seven day period and at the expiration of this period, the lien rights expire and are completely lost unless proceedings are commenced to enforce such rights.

Before final payment is made to the contractor, at the expiration of the thirty-seven day period, the City must make a search in the appropriate registry or land titles office to ascertain if a lien has been registered. Such a search is not necessary with respect to progress payments made up to the amount of the holdback.

The City is also liable to pay any contribution under the Workplace Safety and Insurance Board Act which contractor or sub-contractor is liable to make but has not paid. In addition to the completed payment certificate and statutory declaration it is also necessary to have a Workplace Safety and Insurance Board Certificate attached with the final payment.

8. CONTRACT COMPLETION

When the work on a contract is complete it is the responsibility of the Department Head to design a check list to ensure all items have been addressed.

If the work involved a title transfer, the Department Head is to contact the City Clerk to effect a transfer of title.

The Department Head must prepare the necessary documents to ensure the appropriate general ledger amounts have been changed for the relevant costs and reflect appropriate revenues.

If the contract has an expiry date with a renewal option, the respective Department Head must ensure the agreement is duly extended if so desired by Council.

## 9. INSURANCE

The standard insurance minimums are as follows(per occurrence with no annual aggregate):

- \$3 million – general liability policy
- \$3 million - automobile liability policy
- \$3 million – homeowners (e.g. for rental of facilities)
- \$5 million – general liability and automobile liability policies – for contract work done for most Public Works and Environmental Services Department projects
- \$3 million – professional errors and omissions liability
- Builder’s Risk – the amount of the project cost

Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

The successful bidder must furnish the City at his/her cost a “certified copy” of liability insurance policy covering public liability and property damage for no less than the minimum amounts, stated above, to the satisfaction of the City and in force for the entire contract period. The policy must contain:

- (a) a “Cross Liability” clause or endorsement;
- (b) an endorsement certifying that The Corporation of The City of Elliot Lake and the successful bidder are included as an additional named insured;
- (c) an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to The Corporation of the City of Elliot Lake.

Contractor’s Liability Insurance Policy shall not contain any exclusions of liability for damage, etc. to property, building or land arising from:

- (a) the removal or weakening of support of any property, building or land whether such support be natural or otherwise;
- (b) the use of explosives for blasting;
- (c) the vibration from pile driving or caisson work, provided that the minimum coverage for any such loss or damage shall be \$5,000,000.00.

### LETTER OF CREDIT

**NAME OF BANK:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Letter of Credit No.** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Issued subject to the Uniform Customs and Practices for Documentary Credits being ICC Publication UCP 500.**

**TO:** THE CORPORATION OF THE CITY OF ELLIOT LAKE

**Address:** 45 Hillside Drive North, Elliot Lake, Ontario, P5A 1X5

**WE HEREBY AUTHORIZE YOU TO DRAW ON THE**

\_\_\_\_\_

**(Name of Bank)**

**for the account of** \_\_\_\_\_

**(Name of Customer)**

**UP TO AN AGGREGATE AMOUNT OF** \_\_\_\_\_

Dollars ( \_\_\_\_\_ ) available on demand.

**PURSUANT TO THE REQUEST OF** our customer:

we the \_\_\_\_\_

**(Name of Bank)**

hereby establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

**DEMAND** shall be by way of a Letter signed by the Treasurer of the Corporation of the City of Elliot Lake under the corporate seal attached to which shall be the original Letter of Credit.

Presentation shall be made to the bank at:

\_\_\_\_\_  
\_\_\_\_\_

**(address)**

**THE LETTER OF CREDIT** we understand relates to those Municipal services and financial obligations set out in an Agreement between the customer and the Municipality and referred to as

\_\_\_\_\_  
**(Name of Project)**

**THE AMOUNT** of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned by the Treasurer of The Corporation of the City of Elliot Lake.

**THIS LETTER OF CREDIT** will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth.

**IT IS A CONDITION** of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period.

**DATED AT** \_\_\_\_\_, Ontario, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**COUNTERSIGNED BY:**

**Per:**

\_\_\_\_\_

\_\_\_\_\_

## Schedule "C"

### **BID IRREGULARITIES**

#### **BID IRREGULARITY**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A **"major irregularity"** is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The City Clerk must reject any bid, which contains a major irregularity.

A **"minor irregularity"** is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The City Clerk may permit the bidder to correct a minor irregularity.

#### **MATHEMATICAL ERRORS - RECTIFIED BY STAFF**

The Purchasing Co-ordinator will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

#### **ACTION TAKEN:**

The City Clerk, CAO, City Solicitor and Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the City may disqualify such vendor from participating in City quotations/tenders/requests for proposals for a period of up to two years.

**BID IRREGULARITIES - SUMMARY**

| ITEM | DESCRIPTION  | MAJOR | MINOR | ACTION  |
|------|--|-------|-------|---|
| 1.   | late bids (by any amount of time)  | X     |       | automatic rejection   |
| 2.   | bids completed in pencil   | X     |       | automatic rejection   |
| 3.   | bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required   | X     |       | automatic rejection   |
| 4.   | EXECUTION OF AGREEMENT TO BOND:<br>a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing<br>b. surety company not licensed to do business in Ontario  | X     |       | automatic rejection   |
| 5.   | EXECUTION OF BID BONDS:<br>a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing<br>b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing | X     |       | automatic rejection   |
| 6.   | OTHER BID SECURITY:<br>Cheque which has not been certified   | X     |       | automatic rejection   |
| 7.   | bidders not attending mandatory site meeting   | X     |       | automatic rejection   |
| 8.   | unsealed tender envelopes  | X     |       | automatic rejection   |
| 9.   | proper response envelope or label not used   |       | X     | acceptable if officially received on time   |
| 10.  | pricing or signature pages missing   | X     |       | automatic rejection   |
| 11.  | insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)   | X or  | X     | where security is required & amount is not specified in request, automatic rejection unless insufficiency is <u>deminimus</u> (trivial or insignificant)<br>-where security is required and amount of security is specified in request, automatic rejection |
| 12.  | bid received on documents other than those provided in request   | X     |       | automatic rejection unless specified otherwise in the request   |
| 13.  | EXECUTION OF BID DOCUMENT<br>proof of authority to bind is missing   | X     |       | automatic rejection   |
| 14.  | part bids (all items not bid)  | X or  | X     | acceptable unless complete bid has been specified in the request  |

|     |  |   |   |  |
|-----|--|---|---|--|
| 15. | bids containing minor clerical errors  |   | X | 2 working days to correct initial errors. City reserves the right to waive initialling and accept bid      |
| 16. | uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled) |   | X | 2 working days to correct initial errors. City reserves the right to waive initialling and accept bid      |
| 17. | alternate items bid in whole or in part  |   | X | available for further consideration unless specified otherwise in request                                  |
| 18. | unit prices in the schedule of prices have been changed but not initialled   |   | X | 2 working days to correct initial errors. city reserves the right to waive initialling and accept bid      |
| 19. | other mathematical errors which are not consistent with the unit prices  |   | X | 2 working days to initial corrections. Unit prices will govern.  |
| 20. | pages requiring completion of information by vendor are missing  | X |   | automatic rejection  |
| 21. | bid documents which suggest that the bidder has made a major mistake in calculations or bid  |   |   | consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable |

**NOTE:** The above list of irregularities should not be considered all-inclusive. The City Clerk, in consultation with the requisitioning department will review minor irregularities not listed. The City Clerk may then accept the bid, or request that the bidder rectify the deviation.

**Schedule “D”**  
**REQUEST FOR PROPOSAL PROCESS**

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REQUESTS FOR PROPOSALS (RFP's) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the City's Purchasing Policy:

- when requirements or services cannot be definitively specified, or
- when the requirements or services are non-standard or specialized in nature, or
- the cost is only a minor component making up the award.

The following information must be provided:

- description of work
- closing date

The Department Head will produce RFP specification documents, and advertise & otherwise distribute tenders.

All public RFP's will be advertised on the City's Website. Additionally, at the discretion of the Department Head, RFP's may be advertised in a local, regional, and/or national newspaper or on a relevant industry on-line publication. Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

RFP's must be addressed as specified in the RFP document. . Treasury will receive all sealed submissions and issue a date and time-stamped receipt, if requested.

The City will refuse to accept any submission that is:

- not sealed
- received after the closing deadline
- submitted after an RFP has been cancelled.

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the City Clerk by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened publicly at City Hall, by the Clerk and Department Head, promptly after closing time as specified in the RFP documents. Only names of bidders will be made public.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee.

RFP's with an anticipated value over \$20,000 requires a report from the department to Council for consideration and approval prior to the award. Following Council's approval, a contract will be executed by the Mayor and Clerk.

Once an award is made by Council, the report recommending an award shall be a matter of public record.

When issuing RFP's, the documents and/or package must include the Conflict of Interest clause in Section XII.

RFP results, if requested, shall be made public by the City Clerk in accordance with Section XIV of this Policy.



## Public Services Committee



August 20, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**Attention: L. Sprague, Director of Clerks & Planning Services**

Your Worship and Members of Council:

**RE: SCREENING, TREATING, AND STOCKPILING OF WINTER SAND**

At the regular meeting of the Public Services Committee held Tuesday, August 19<sup>th</sup>, 2014, the following resolution was passed:

**RESOLUTION No. 29-14**

**THAT** Staff Report OPS2014-12 dated August 12, 2014 of the Director of Operations be received;

**AND THAT** contract 2014-10 for the screening, treating and stockpiling of winter sand in the amount of \$42,600.<sup>00</sup> be awarded to Wendell Farquhar Trucking Limited.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

Sean McGhee  
Recording Secretary



The Corporation of the City of Elliot Lake

**Staff Report OPS2014-12**

Report of the **Director of Operations**  
for the Consideration of Council

**RE: SCREENING, TREATING, AND STOCKPILING OF WINTER SAND**

**OBJECTIVE**

To provide Mayor and Council with information regarding the tender for the supply of winter sand.

**RECOMMENDATION**

**THAT** Staff Report OPS2014-12 dated August 12, 2014 of the Director of Operations be received;

**AND THAT** contract 2014-10 for the screening, treating and stockpiling of winter sand in the amount of \$42,600.<sup>00</sup> be awarded to Wendell Farquhar Trucking Limited.

Respectfully Submitted

Sean McGhee  
Director of Operations

Approved

Rob deBortoli  
Chief Administrative Officer

August 12, 2014

## BACKGROUND

Bids for the supply of 2500 cubic meters of winter sand were requested based on the specifications as set out in tender document 2014-10. The contract provides for the screening, treating, remixing and stockpiling of the winter sand supply at the Public Works Storage Yard located on Highway 108 in the vicinity of Esten Drive North.

The acquisition and stockpiling of winter sand is conducted annually prior to the onset of the winter season.

The tender was advertised on the City of Elliot Lake website. Responses were received from Wendell Farquhar Trucking Limited and K.J. Beamish Construction Company Ltd.

## ANALYSIS

The pricing received through the tender responses was as follows:

- Wendell Farquhar Trucking Ltd. - Unit price of \$17.<sup>04</sup> per cubic meter for a total of \$42,600.<sup>00</sup>
- K.J. Beamish Construction Ltd. - Unit price of \$17.<sup>25</sup> per cubic meter for a total of \$43,125.<sup>00</sup>

No bid irregularities were noted during the tender review process.

## FINANCIAL IMPACT

The costs associated with the supply of this material are expensed to the roads contracted service account and are included in the 2014 operations budget.

## LINKS TO STRATEGIC PLAN

This project is consistent with Goal 9 of the strategic plan which is “To maximize opportunities for intra-municipal mobility through continued maintenance and further improvement and development of municipal infrastructure”.

## SUMMARY

It is recommended that the tender submitted by Wendell Farquhar Trucking Ltd., in the amount \$42,600.<sup>00</sup> plus applicable taxes for the screening, treating, and stockpiling of winter sand be accepted.

## Public Services Committee



August 20, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**Attention: L. Sprague, Director of Clerks & Planning Services**

Your Worship and Members of Council:

**RE: ASPHALT PAVEMENT CRACK SEALING**

At the regular meeting of the Public Services Committee held Tuesday, August 19<sup>th</sup>, 2014, the following resolution was passed:

**RESOLUTION No. 30-14**

**THAT** Staff Report OPS2014-13 dated August 12, 2014 of the Director of Operations be received;

**AND THAT** contract 2014-09 for asphalt pavement crack sealing in the amount of \$46,600.<sup>00</sup> plus applicable taxes be awarded to Upper Canada Asphalt Limited.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

Sean McGhee  
Recording Secretary



The Corporation of the City of Elliot Lake

**Staff Report OPS2014-13**

Report of the **Director of Operations**  
for the Consideration of Council

**RE: ASPHALT PAVEMENT CRACK SEALING**

**OBJECTIVE**

To provide Mayor and Council with information regarding the tender for asphalt pavement crack sealing.

**RECOMMENDATION**

**THAT** Staff Report OPS2014-13 dated August 12, 2014 of the Director of Operations be received;

**AND THAT** contract 2014-09 for asphalt pavement crack sealing in the amount of \$46,600.<sup>00</sup> plus applicable taxes be awarded to Upper Canada Asphalt Limited.

Respectfully Submitted

Sean McGhee  
Director of Operations

Approved

Rob deBortoli  
Chief Administrative Officer

August 12, 2014

## BACKGROUND

Tender 2014-09 was released to request bids for approximately 40,000 linear meters of hot rubberized crack sealing for use on various asphalt paved surfaces within the Municipality. The sealant material is MTO approved for all district use (acceptable for use in Northern and Southern Ontario).

Annual sealing of cracks in asphalt pavement reduces the impact of freeze/thaw cycles and helps preserve municipal roadways.

The tender was advertised on the City of Elliot Lake website and through the Merx website. Only one response was received which was from Upper Canada Asphalt Ltd.

## ANALYSIS

The pricing received through the tender responses was as follows:

- Upper Canada Asphalt Ltd. - \$46,600.<sup>00</sup>

No bid irregularities were noted during the tender review process.

## FINANCIAL IMPACT

There was a total of \$48,000.<sup>00</sup> designated for asphalt pavement crack sealing in the 2014 road maintenance budget. Total amount for the work, inclusive of applicable taxes is \$47,420.<sup>16</sup>.

## LINKS TO STRATEGIC PLAN

This project is consistent with Goal 9 of the strategic plan which is “To maximize opportunities for intra-municipal mobility through continued maintenance and further improvement and development of municipal infrastructure”.

## SUMMARY

It is recommended that the tender submitted by Upper Canada Asphalt Ltd., in the amount \$46,600.<sup>00</sup> plus applicable taxes for asphalt pavement crack sealing be accepted.

## Public Services Committee



August 20, 2014

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, ON P5A 1X5

**Attention: L. Sprague, Director of Clerks & Planning Services**

Your Worship and Members of Council:

**RE: WATER TREATMENT PLANT EXTERIOR FINISH**

At the regular meeting of the Public Services Committee held Tuesday, August 19<sup>th</sup>, 2014, the following resolution was passed:

**RESOLUTION No. 31-14**

**THAT** Staff Report OPS2014-14 dated August 12, 2014 of the Director of Operations be received;

**AND THAT** contract 2014-11 for the application of a water treatment plant exterior finish in the amount of \$34,894.<sup>00</sup> plus applicable taxes be awarded to Morin Industrial Coatings Limited.

The foregoing is respectfully submitted for your information and appropriate action.

Yours truly,

Sean McGhee  
Recording Secretary



The Corporation of the City of Elliot Lake

**Staff Report OPS2014-14**

Report of the **Director of Operations**  
for the Consideration of Council

**RE: WATER TREATMENT PLANT EXTERIOR FINISH**

**OBJECTIVE**

To provide Mayor and Council with information regarding the tender for the application of an exterior finish on the Elliot Lake water treatment plant.

**RECOMMENDATION**

**THAT** Staff Report OPS2014-14 dated August 12, 2014 of the Director of Operations be received;

**AND THAT** contract 2014-11 for the application of a water treatment plant exterior finish in the amount of \$34,894.<sup>00</sup> plus applicable taxes be awarded to Morin Industrial Coatings Limited.

Respectfully Submitted

Handwritten signature of Sean McGhee in black ink.

Sean McGhee  
Director of Operations

Approved

Handwritten signature of Rob deBortoli in blue ink.

Rob deBortoli  
Chief Administrative Officer

August 12, 2014



## BACKGROUND

The Elliot Lake water treatment plant is a poured concrete structure with an epoxy type finish applied to the front (south) face of the building. The finish has exceeded the expected duty cycle and begun peeling and flaking as a result of age and exposure. Tender 2014-11 was released to request bids for the removal of the existing finish and the application of elastomeric exterior acrylic latex masonry paint. The tender included all associated costs including any necessary site prep and hoarding required to complete the work.

Product standards and requirements for application of the finish were all identified within the tender document. All work must be completed by not later than October 15<sup>th</sup>.

The tender was advertised on the City of Elliot Lake website. Only one response was received which was from Morin Industrial Coatings Ltd.

## ANALYSIS

The pricing received through the tender responses was as follows:

- Morin Industrial Coatings Ltd. - \$34,894.<sup>00</sup>

Morin Industrial Coatings Ltd. has extensive experience in this field. No bid irregularities were noted during the tender review process.

## FINANCIAL IMPACT

There was a total of \$38,160.<sup>00</sup> budgeted in the 2014 Plants Department capital budget. Total amount for the work, inclusive of applicable taxes is \$35,508.<sup>13</sup>.

## LINKS TO STRATEGIC PLAN

This project is consistent with Goal 9 of the strategic plan which focuses on continued maintenance and improvement of municipal infrastructure.

## SUMMARY

It is recommended that the tender submitted by Morin Industrial Coatings Ltd., in the amount \$34,894.<sup>00</sup> plus applicable taxes for the removal and application of the water treatment plant exterior finish be accepted.



August 21, 2014

Parks & Recreation Standing Committee

Mayor and Members of Council  
City of Elliot Lake  
45 Hillside Drive North  
Elliot Lake, Ontario  
P5A 1X5

**RE: RECOMMENDATION FROM THE PARKS AND RECREATION STANDING COMMITTEE - Wildcats Jr. A. Hockey Team Centennial Arena Facility Use Agreement**

Dear Mayor and Members of Council:

At the regular meeting of the Parks & Recreation Standing Committee held on Tuesday, August 11, 2014 the following resolution was passed:

*Resol. 17/14 "That the Facility Use Agreement between the Elliot Lake Wildcats Jr. A. Hockey Team and the Centennial Arena dated August 21, 2014 be received ; and the agreement be approved."*

Sincerely,



Jocelyne Labreche,  
Secretary.



# Centennial Arena Facility Use Agreement

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This agreement is made between the Elliot Lake Wildcats of Elliot Lake, ON, (referred to as "USER") and The Corporation of the City of Elliot Lake (referred to as the "City"), concerning the use of the following City of Elliot Lake facility for the dates specified below:

Facility: City of Elliot Lake Centennial Arena

Dates: August 1, 2014 – April 30, 2015

The "USER" agrees to comply with the following terms and conditions:

1. The USER will pay for ice time in accordance with the following rates: \$83/hour for the hours of 5pm to 12 am, Monday to Friday prime time, unless there are no other users of the facility during these hours and then those hours and any other hours are charged at \$53/hour. Game day rates are 3 hours @ \$83/hour, all fees to have applicable taxes applied.
2. Cancellations to ice time must be received by the Facilities Supervisor seventy-two working hours prior to cancellation, unless weather related and/or other unforeseen events are beyond the control of the Wildcats, otherwise it will be considered a no show and charges will apply.
3. Elliot Lake Wildcats commit to making a minimum monthly payment on the 1<sup>st</sup> day of the month in the amount of \$2300.00 by cheque commencing October 1, 2014 along with the August 2014 payment due September 30, 2014. A monthly invoice will be sent by the City on or about the 1<sup>st</sup> day of each month, commencing September 1, 2014, for the actual balance due, and said balance will be required to be paid within 30 days from the date of said invoice.
4. If payments are not received in accordance with this contract, the City may terminate the USER's rights hereunder without the necessity of any further notice.
5. The USER assumes all responsibility and liability for the requested use and agrees to defend, indemnify and hold the City harmless from any and all loss, damage or injury to any person or property arising from use of the facilities.
6. The USER agrees to obtain, at its own expense, public liability insurance in the sum of not less than Two Million Dollars (\$2,000,000) and property damage insurance in the amount of not less than Two Million Dollars (\$2,000,000). The USER will provide the City with proof of such insurance at the time of entering into this agreement, and will ensure that the City is named as an additional insured.
7. The parties agree that the USER, its agents and employees are not agents or employees of City. The USER will be solely responsible and will assume full responsibility for the actions and omissions of its agents and employees when using the City facility, as an independent contractor.
8. The USER will be solely responsible to provide adequate supervision of the activities conducted in the facility.
9. Signage on outside arena will be permitted at the discretion of the Manager of Recreation &

Culture, signage will be maintained and in good condition.

10. Rinkboard advertising is available at a cost of \$200.00 per board per season (Season running August 2014 until April 30, 2015). All signage preparation is the sole responsibility of the Elliot Lake Wildcats. Current contracts with the City of Elliot Lake will remain in effect until such time as the individuals' or companies' contract is no longer valid. Signs must be approved by the Manager of Recreation & Culture. Signage after Ice is installed may be a peel and stick advertising banner with a limited life span.
11. Six hours of practice time a week. Practices to run from \_\_\_\_\_ pm weeknights until the Wildcats are eliminated from NOJHL playoffs and/or leading up to their departure for the Dudley Hewitt Cup Championship.
12. The City will advertise on both the sign outside the Centennial arena and electronic sign at the Lester B. Pearson Civic Centre games times and tournaments. The games, dates and times must be provided at least three days prior to wishing it to be advertised.
13. Proposed schedules for training camps and practice ice at the Arena will be submitted to the City for consideration by March 1st annually.
14. Playoff schedules will be confirmed as soon as possible, taking into account each Playoff series relies on what happens in the previous series to determine what dates can be used.
15. Full access to the Jr. Team dressing room. The dressing room must be kept clean and in good condition at all times. Any damages incurred will be charged back to the Elliot Lake Wildcats. The dressing room will be made available to the Elliot Lake Wildcats, August 2014 to April 2015. Any alterations to the dressing room must be requested in writing and given to the Manager of Recreation & Culture for final approval. The dressing room must be supervised by senior personnel from the Wildcats Team at all times when players are present. A list of individuals responsible for access to the outside canteen and dressing area must be supplied to the Facilities Supervisor in writing no later than the first use of the facility.
16. The City will provide the Wildcats with use of office space only at Centennial Arena. This space will be above the Zamboni Room. The space will also be shared during tournaments and special events with other users.
17. Two (2) licenced/bonded Security Guards on game nights (costs incurred to be covered by the Elliot Lake Wildcats), if there are not the appropriate number of security guards on game night we have the right to cancel the game and you will be charged for three (3) hours ice time.
18. Access to the use of the gate booth on game nights.
19. The creation of on ice logos and sponsorships advertising is the sole responsibility of the Wildcat organization and must be approved by Manager of Recreation and Culture and co-ordinate the installation with the Facility Supervisor.



THE CORPORATION OF THE CITY OF ELLIOT LAKE

Disbursement Sheet Inquiries

To: Dawn Halcrow, Director of Finance

Date: August 14, 2014  
 For Council Meeting: August 25<sup>th</sup>, 2014

From: \_\_\_\_\_  
 Disbursement Sheet No. 08/14/14-1

| Page # | Cheque # | Vendor Name & Vendor ID | Amt. | Query | Response<br><u>O</u> ral<br><u>W</u> ritten | Response |
|--------|----------|-------------------------|------|-------|---|----------|
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**PLEASE SEE READING FILE FOR DETAILS**

Referral

Department Head: \_\_\_\_\_

Response Date: \_\_\_\_\_

System: 8/14/2014 9:55:10 AM  
 User Date: 8/14/2014

City Of Elliot Lake  
 VENDOR CHEQUE REGISTER REPORT  
 Payables Management

Page: 1  
 User ID: Neta

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|---------------|-------|-------|--|---------------|------------|
| Ranges:       | From: | To:   |  | From:         | To:        |
| Cheque Number | 60690 | 60793 |  | Cheque Date   | First Last |
| Vendor ID     | First | Last  |  | Chequebook ID | First Last |
| Vendor Name   | First | Last  |  |               |            |

Sorted By: Cheque Number

\* Voided Cheques

| Cheque Number | Vendor ID | Vendor Cheque Name             | Cheque Date | Chequebook ID | Audit Trail Code | Amount       |
|---------------|-----------|--------------------------------|-------------|---------------|------------------|--------------|
| 60690         | 9BRAN001  | VICKI BRANT                    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$240.00     |
| 60691         | 9DEBO002  | ROBERT DEBORTOLI               | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$801.45     |
| 60692         | 9GAUT001  | REJEAN GAUTHIER                | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$240.00     |
| 60693         | 9OFFI001  | PAUL OFFICER                   | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$104.87     |
| 60694         | ABELL002  | ABELL PEST CONTROL INC.        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$56.50      |
| 60695         | AIRLI001  | AIR LIQUIDE CANADA INC.        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$15.41      |
| 60696         | ALGOM001  | ALGOMA DISTRICT SERVICES ADMIN | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$177,724.50 |
| 60697         | ALGOM012  | ALGOMA BUILDERS SUPPLY - RONA  | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$3,843.44   |
| 60698         | AMPEL001  | AMP ELECTRICAL                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$406.80     |
| 60699         | APPLI001  | APPLIANCE BUSTERS LIMITED      | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$203.55     |
| 60700         | AVTIR001  | AV TIRE                        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$102.17     |
| 60701         | BARAN001  | BARANYI WELDING LIMITED        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,570.70   |
| 60702         | BELL001   | BELL CANADA                    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$129.78     |
| 60703         | BELL002   | BELL CANADA                    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$310.02     |
| 60704         | BELLCA002 | BELL CANADA                    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$77.50      |
| 60705         | BELLM001  | BELL MOBILITY INC.             | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$156.66     |
| 60706         | BELLT001  | BELL TV                        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$57.46      |
| 60707         | BESTF001  | BEST FRIENDS PET CENTRE        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,469.00   |
| 60708         | BOIS002   | PAUL BOIS                      | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$734.50     |
| 60709         | BUCKT001  | THE BUCK STOPS HERE            | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$33.88      |
| 60710         | CARRI001  | CARRIERE INDUSTRIAL SUPPLY LTD | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$2,164.18   |
| 60711         | CARSW001  | CARSWELL                       | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$382.87     |
| 60712         | CAVAN001  | MR. JACQUES CAVANAGH           | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$363.74     |
| 60713         | CHEMN001  | CHEMNORTH SYSTEMS AND SERVICES | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$570.92     |
| 60714         | CHOIC001  | CHOICE TIRE & REPAIR CENTRE    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$76.62      |
| 60715         | COORD001  | COORDINATE GIS                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$149.16     |
| 60716         | CREAT001  | CREATIVE GLASS                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$701.23     |
| 60717         | ELECT003  | ELECTRICAL SAFETY AUTHORITY    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$4,158.34   |
| 60718         | ELLI0010  | ELLIOT LAKE ENTERTAINMENT SERI | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$5,494.26   |
| 60719         | ELLI0031  | ELLIOT LAKE ATV CLUB           | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$750.00     |
| 60720         | ELNOS001  | ELNOS                          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$2,500.00   |
| 60721         | FOODL001  | FOODLAND                       | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$94.37      |
| 60722         | G&KSE001  | G&K SERVICES CANADA INC        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,202.69   |
| 60723         | GLBA002   | GLOBALSTAR CANADA SATELLITE CO | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$56.49      |
| 60724         | GRAPH001  | GRAPHIC CONTROLS CANADA CO.    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$184.28     |
| 60725         | GREEN003  | GREEN SHIELD CANADA            | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$35,880.73  |
| 60726         | GRENT001  | G.R. ENTERPRISES               | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$253.03     |
| 60727         | HARRI001  | HARRISON ELECTRIC              | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$847.50     |
| 60728         | HICKS001  | HICKS MORLEY HAMILTON STEWART  | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$2,350.40   |
| 60729         | HILLS002  | HILLSIDE SHOP & SAVE           | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$215.06     |
| 60730         | HUGHE001  | HUGHES SUPPLY COMPANY          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$97.06      |
| 60731         | HYDRO001  | HYDRO ONE NETWORKS INC.        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$49,430.58  |
| 60732         | IRONS001  | IRONSIDE CONSULTING SERVICES I | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,762.80   |
| 60733         | JBREE001  | J. BREEN COFFEE SERVICE LTD.   | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,888.80   |
| 60734         | JOHNC001  | JOHN CRANE CANADA INC.         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$492.62     |
| 60735         | KANSK001  | ELIZABETH KANSKI               | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$230.75     |
| 60736         | KEARN001  | KEARNS LAW OFFICE              | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,017.00   |
| 60737         | KKEMB001  | K & K EMBROIDERY               | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$5,188.90   |
| 60738         | KOOLI001  | KOOL-IT-ICE-INDUSTRIES         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$426.20     |
| 60739         | LAJOI001  | LAJOE BROS. CONTRACTING LTD.   | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$279.56     |
| 60740         | LEEVA001  | LEE VALLEY TOOLS LTD.          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$108.31     |
| 60741         | LIBRA001  | LIBRAIRIE RENAUD-BRAY          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$92.35      |
| 60742         | LOBLA001  | LOBLAW CO.LTD.                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$504.12     |
| 60743         | MACLE004  | M. VIRGINIA MACLEAN, Q.C.      | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,844.16   |
| 60744         | MANIT001  | MANITOU LIN TRANSPORT INC.     | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$555.87     |
| 60745         | MARKU001  | MARKU SYSTEMS INC.             | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$2,141.35   |
| 60746         | MASLA001  | MASLACK SUPPLY LIMITED         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,629.94   |

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| 60747         | MBSPL001  | MBS PLUMBING & HEATING LTD     | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,590.14  |
| 60748         | MCSHE001  | MCSHEFFREY, TAMARA             | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$100.00    |
| 60749         | METCO001  | METCON SALES & ENGINEERING LTD | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$653.14    |
| 60750         | MINFIN014 | MINISTER OF FINANCE            | 8/14/2014   | GENERAL       | PMCHQ00000561    | -\$5,185.97 |
| 60751         | MINIS001  | MINISTRY OF COMMUNITY & SOCIAL | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$212.50    |
| 60752         | MTNIS002  | MINISTER OF FINANCE            | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$94.35     |
| 60753         | MORGA002  | GARY MORGAN                    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,668.75  |
| 60754         | MOUNT001  | MOUNT DUFOUR SKI HILL          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$3,731.62  |
| 60755         | MUNIC001  | MUNICIPAL WASTE & RECYCLING CO | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$29,247.77 |
| 60756         | NEDCO001  | NEDCO                          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$90.29     |
| 60757         | NORTH002  | NORTHSHORE TRACTOR LTD.        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,616.56  |
| 60758         | NORTH013  | NORTHERN ENVIRONMENTAL CONTRAC | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$4,520.00  |
| 60759         | NORTH046  | NORTH SHORE FORD INC.          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$765.57    |
| 60760         | OMERS001  | OMERS-ONT.MUN.EMPLOYEES RETIRE | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$37,994.64 |
| 60761         | ONTAR012  | ONTARIO MUSEUM ASSOCIATION     | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$183.00    |
| 60762         | ONTER001  | ONTERA                         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,175.83  |
| 60763         | OVERL002  | OVERLAND CUSTOM COACH (2007) I | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$119.76    |
| 60764         | OWLLI001  | OWL-LITE SALES AND RENTALS     | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,471.01  |
| 60765         | PAULI001  | PAULI'S MAID SERVICE           | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$146.90    |
| 60766         | PERR002   | SHERRIE PERRON                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$816.87    |
| 60767         | POLLAQ001 | POLLARD HIGHWAY PRODUCTS LTD   | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$7,844.58  |
| 60768         | PUROL001  | PUROLATOR COURIER LTD.         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$169.66    |
| 60769         | QUERN001  | QUERNEY'S OFFICE PLUS          | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$840.61    |
| 60770         | R&DMA001  | R & D MANAGEMENT SERVICES      | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$110.81    |
| 60771         | RECGEN006 | RECEIVER GENERAL FOR CANADA    | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$76,142.52 |
| 60772         | REINH001  | REINHARDT'S GLASS & CAR CARE   | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$90.40     |
| 60773         | RELIA004  | RELIABLE INDUSTRIAL SUPPLY LTD | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$9,754.16  |
| 60774         | RITCH001  | STEVE RITCHIE                  | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,356.00  |
| 60775         | RLBRU001  | R.L. BRUNET LIMITED            | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$512.50    |
| 60776         | ROYAL004  | ROYAL BANK VISA                | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$17,549.95 |
| 60777         | SCMIN001  | SCM INSURANCE SERVICES         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$287.50    |
| 60778         | SEASO001  | 4 SEASONS SEPTIC SERVICE       | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$5,963.01  |
| 60779         | SGS001    | SGS CANADA INC.                | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,432.84  |
| 60780         | SOUCI001  | SOUCIE-SALO SAFETY INC.        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$13.13     |
| 60781         | STJOH002  | ST. JOHN AMBULANCE             | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$368.00    |
| 60782         | STRIC001  | STRICKER BOOKS                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$94.81     |
| 60783         | SUPER011  | SUPERIOR BUSINESS SOLUTIONS LT | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$90.34     |
| 60784         | TECHN003  | TECHNICAL STANDARDS AND SAFETY | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$105.00    |
| 60785         | TOPT001   | TOP TECH AUTO SERVICES         | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$203.40    |
| 60786         | TULLO001  | TULLOCH ENGINEERING INC.       | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$12,378.16 |
| 60787         | TULLO003  | TULLOCH AUTOMOTIVE POWERSPORTS | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$813.36    |
| 60788         | UBNT001   | UBNT.ca                        | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$5,935.86  |
| 60789         | WAMCO001  | WAMCO NORTHERN                 | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$8,052.78  |
| 60790         | WISHA001  | WISHART LAW FIRM LLP           | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$341.26    |
| 60791         | WORKE001  | WORK EQUIPMENT LTD.            | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,163.26  |
| 60792         | WORKP001  | WORKPLACE SAFETY & INSURANCE B | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$16,419.03 |
| 60793         | WORKT001  | WORKTECH INC.                  | 8/14/2014   | GENERAL       | PMCHQ00000561    | \$1,463.35  |

Total Cheques: 104

Total Amount of Cheques: \$575,244.88

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|---|
| <b>THE CORPORATION OF THE CITY OF ELLIOT LAKE</b> |
|---|

***B***Y-LAW NO. 14-48

Being a by-law to establish policies and procedures for the procurement of goods and services, and the disposal of surplus goods by the Corporation of the City of Elliot Lake.

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 224(d) of the Municipal Act, S.O. 2001, as amended, states that it is the role of Council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

**AND WHEREAS** Section 286 (1) of the Municipal Act, S.O. 2001, requires that the Treasurer is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the Council of the municipality;

**AND WHEREAS** the Council of The Corporation of the City of Elliot Lake, recognizing its responsibility for the effective utilization of all its resources, is desirous of codifying sound policies for the purpose of procuring goods and services in a manner that is congruent with and fulfils its mandate to provide effective, responsive government and efficient delivery of services to the residents of the City of Elliot Lake;

**AND WHEREAS** in view of the volume and complexity of City buying activity, it is recognized that Directors are required to ensure that the required quality and quantity of goods and services are procured in the most efficient and economical manner;

**AND WHEREAS** the City Staff are charged with the responsibility for acquisition of all goods and services required by their respective departments, and shall seek the most efficient overall bid or solution by considering total acquisition cost and benefits to the Corporation in carrying out this responsibility in accordance with this by-law;

**AND WHEREAS** the City desires to ensure objective and equitable treatment of all vendors and purchasers;

**AND WHEREAS** it is deemed necessary to revise the existing Purchasing Policy in order to strengthen the procurement function while maintaining the integrity of the process.

**NOW THEREFORE** the Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. That the Council of the Corporation of the City of Elliot Lake hereby adopts the Purchasing Policy and Procedures for the Corporation of the City of Elliot Lake attached hereto and marked as Schedule "A" to this By-Law.
2. That the Corporation of the City of Elliot Lake By-Law # 04-108 be repealed in its entirety.
3. That the effective date of this by-law shall be the date of final passage thereof.

4. That this by-law may be cited as the "Purchasing By-Law".

**PASSED** this 25<sup>th</sup> day of August, 2014.

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**MAYOR**

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**CITY CLERK**



**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

**PROCUREMENT POLICY AND PROCEDURES**

**“SCHEDULE A”**

**to By-Law 14-48**

**August 2014**

**THE CORPORATION OF THE CITY OF ELLIOT LAKE  
PURCHASING POLICY AND PROCEDURES**

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**THE CORPORATION OF THE CITY OF ELLIOT LAKE**  
**PROCUREMENT POLICY AND PROCEDURES**

**SECTION I**

**PROCUREMENT POLICY PURPOSE**

**1. LEGISLATIVE AUTHORITY:**

- 1.1 The Municipal Act, 2001, Part VI, Section 271, as amended states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services, including policies with respect to:
- (a) The types of procurement processes that shall be used;
  - (b) The goals to be achieved by using each type of procurement process;
  - (c) The circumstances under which each type of procurement process shall be used;
  - (d) The circumstances under which a tendering process is not required;
  - (e) The circumstances under which in-house bids will be encouraged as part of a tendering process;
  - (f) How the integrity of each procurement process will be maintained;
  - (g) How the interests of the municipality or local board, as the case may be, the public and persons participating in a procurement process will be protected;
  - (h) How and when the procurement process will be reviewed to evaluate their effectiveness; and
  - (i) Any other prescribed matter. 2001, c25, s. 271 (1).

**2. PURPOSE OF PURCHASING POLICY**

- 2.1 The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service.
- 2.2 An open and honest process shall be maintained that is fair and impartial.
- 2.3 The purchasing policy will promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.

## SECTION II

### PROCUREMENT PRINCIPLES and GOALS

In order to maintain, promote and protect the integrity of the Municipal Procurement Policy, the following guiding purchasing principles of the Corporation of the City of Elliot Lake will be applied:

1. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
2. to encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors rather than only the lowest invoice price;
4. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the City as a whole prior to determining the appropriate acquisition method;
5. to operate a departmentally decentralized process for the purchase of goods and services through the most cost effective means having due regard for the quality of the goods and services required;
6. to encourage the procurement of goods and services with due regard to the preservation of the natural environment, vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable; and
7. this By-Law and Policy will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five years or more frequently as required.
8. It will be the policy of the City, wherever possible, to standardize the procurement of goods and services to allow for:
  - (a) reduced number of goods and services required
  - (b) increased volume on common items or services
  - (c) maximizing volume buying opportunities
  - (d) providing economies of scale
  - (e) reduced handling, training and storage costs
  - (f) minimizing maintenance costs
  - (g) co-operative purchasing activities
  - (h) competitive bid results
  - (i) reduce overall cost.

## SECTION III

### DEFINITIONS

The words and phrases listed below when used in this Policy shall have the following meanings ascribed to them:

1. "Accountability" means having responsibility to account for one's conduct in an explicable and understanding manner;
2. "Acquisition Method" means the process by which goods or services are procured;
3. "Agreement" means a legal document that binds the Corporation of the City of Elliot Lake and all other parties, subject to the provisions of the contract;
4. "Annual Aggregate Value" means the total amount anticipated to be spent annually by all departments on a particular type of goods or services;
5. "Approval" means authorization to proceed with the purchase or disposal of goods and/or services;
6. "Award", "Awarded" and "Awarding" mean authorization to proceed with the purchase of goods and/or services from a chosen vendor;
7. "Bid" means an offer or submission received from a prospective vendor, contractor or consultant in response to a request, which offer or submission may be subject to acceptance or rejection;
8. "Bid Deposit" shall mean a financial guarantee to ensure the successful bidder will enter into an agreement;
9. "Bid Irregularity" means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule C);
10. "Bid Request" means a formal request for bids or a solicitation, which may be in the form of a Request For Quotation, Request For Tender or Request For Proposal;
11. "Blanket Purchase Order" means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods or services to the purchaser upon the purchaser's demand;
12. "Chief Administrative Officer" means the individual identified as Chief Administrative Officer for the City, or designate(s);
13. "City" means The Corporation of the City of Elliot Lake;
14. "Clerk" means the City Clerk for the Corporation of the City of Elliot Lake;
15. "Competitive Method" means an Acquisition Method where vendors are given an equal opportunity to submit bids in accordance with City policy and procedures;
16. "Contract" means an agreement by way of a Purchaser Order or other agreement approved by the Council or the Chief Administrative Officer;
17. "Council" means City Council of the Corporation of the City of Elliot Lake;
18. "Council Approved Budgets" means Council approved department budgets including authorized revisions, or where applicable, Council approved budgets of local boards to which this Policy applies;
19. "Department" means an organizational unit of the Corporation of the City of Elliot Lake headed by a Director or Manager;



20. "Department Head" may be a Director or a Manager, includes the Chief Administrative Officer, but does not include an Assistant Manager.
21. "Director" means the authorized person in charge of any City department or designate(s);
22. "Director of Finance " means the individual identified as the Director of Finance for the City, or designate(s);
23. "Disposal" means the removal of materials owned by the Town by sale, trade-in, auction, alternative use, gift, or destruction which are deemed surplus;
24. "Elected Officials" means the Mayor and/or members of Council of the Council of the Corporation of the City of Elliot Lake;
25. "Emergency" means a situation where the immediate acquisition of goods or services is essential to prevent serious delays, injury, further damage or to restore or maintain minimum service;
26. "Emergency Method" means a procurement process where the usual competitive acquisition rules are suspended due to the prevailing emergency circumstances;
27. "Expression of Interest" means a situation where vendors are solicited by the City to advise the City of their ability or desire to undertake City requirements;
28. "Goods and Services" includes labour, supplies, materials, equipment and services of every kind not otherwise provided for in Schedule "A";
29. "In House Bid" means a bid made by a department and authorized by the Director or Manager of that department, submitted in response to a bid solicitation, where the provision of the goods and/or services will be provided entirely by the employees of the City;
30. "Integrity" means the condition of being complete, ethical, logical and sound in the treatment of vendors and the awarding of supply contracts, in accordance with City policies, procedures and standards;
31. "Lowest Acceptable Bid" means the lowest price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted;
32. "Manager" means the authorized person in charge of any City Department ;
33. "Material Safety Data Sheets (MSDS)" means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures;
34. "Negotiation Method" means an Acquisition Method whereby the City may confer with one or more vendors leading to an agreement on needed goods or services under the conditions outlined in this By-law;
35. "Procure" means to acquire by purchase, rental, lease or trade;
36. "Professional and Consulting Services" includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the City;
37. "Proposal (Request for Proposal /RFP)" means an offer to provide goods or services to the City, where it is not practical to prepare precise specifications, or where "alternatives" to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price;

38. "Purchase Order" means a written offer to procure goods and services or a written acceptance of an offer to acquire goods and services made on the City's form;
39. "Purchasing Agent" means a Director or designate(s), or Manager requesting the service;
40. "Quotation (Request for Quotation/RFQ)" means an offer to sell goods and services to the City or an offer to purchase surplus goods from the City;
41. "Real Property" means land or buildings and any interest, estate or right of easement affecting same;
42. "Request for Information" means a written request for details on a vendor's background and the goods or services they are offering, such information may be used to pre-qualify vendors to be invited to submit bids;
43. "Sealed bids" are bids submitted in a sealed envelope to a specified location, by a specified date;
44. "Sole Source" means there is only one source of supply of particular goods or services;
45. "Standard Form Contract" means a completed Purchase Order, or a duly executed contract in the form approved by Council;
46. "Surety" means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the City;
47. "Tender" means a document, which sets out particular specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate;
48. "The Corporation of The City of Elliot Lake" herein is also referred to as the "City" or the "Corporation";
49. "Total Acquisition Cost" means an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the Lowest Acceptable Bid;
50. "Total Project Cost" means the sum of all costs that would normally be paid to one vendor for goods or services required to meet a major objective over a period of time;
51. "Transparency" means the condition of being easily seen through, discerned, evident or obvious in a way that is understandable, frank and open to all persons;
52. "Treasurer" means the City Treasurer of the Corporation of the City of Elliot Lake;
53. "Vendor" shall mean any person or enterprise supplying goods or services to the Corporation of the City of Elliot Lake;
54. "Verbal Quotation" means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation.

## SECTION IV

### GENERAL CONDITIONS

1. (a) Council has the sole authority to allocate funds for City purposes and to approve City programs;
- (b) All reports to Council recommending the commitment of funds shall:
  - i. indicate if approval from the Ontario Municipal Board or other outside authority is required,
  - ii. whether such approval has been obtained,
  - iii. the source of funding, and
  - iv. Impact on the City operations with respect to financial, human, or physical resources and according to 25(e) if required.
2. All acquisitions made by the City shall be carried out in accordance with this Policy and other City policies and principles established from time to time.
3. No expenditure, debt or commitment shall be incurred or made and no account shall be paid by the City for goods or services, except as approved by Council or as otherwise authorized in accordance with this Policy.
4. The City shall be under no obligation to accept the lowest bid or any bid received in response to a verbal or written request.
5. The City may remove a vendor's name from consideration for a contract under this Policy for a period of up to two years on the basis of documented poor performance or non-performance on a City contract. A written notice of the decision will be provided to the vendor by the City.
6. Where a Director is authorized to undertake any act pursuant to this Policy, such act may be undertaken by the Director's authorized designate.
7. Any commitments being made where it is required that a contract be executed by the Mayor and the Clerk must first be authorized by a By-Law enacted by Council.
8. Where it is required that a contract other than a purchase order be executed, it will be authorized:
  - (a) For contracts over \$20,000 by the Mayor and Clerk or as specified in the authorizing By-law
  - (b) For contracts under \$20,000 by a Department Head or where requested the Mayor and Clerk.
9. All petty cash purchases must exclude tendered goods and services .
10. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
11. The procurement of legal services shall be contracted for by the Chief Administrative Officer (CAO) and appointed by Council By-law
12. When using the privilege clause which reads in part "the lowest or any tender may not necessarily accepted", the specific reasons must be stated why the bids may not be accepted.
13. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process, a copy of which must also be forwarded to the Personnel Department.
14. During the purchasing process, in-house bids will not be considered.

15. No employee shall purchase or offer to purchase, on behalf of the City any goods and/or services, except in accordance with this Policy.
16. Elected Officials, in their own right, shall neither approve nor acquire any goods and services.
17. The Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act, R.S.O. 1996. The Clerk shall, whenever possible, be guided by the provisions of this by-law and the Purchasing Policy and Procedures.
18. No appointed officer or employee or elected official of the City will have any interest directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in any contract for goods or services or in any portion of the profits thereof or on any supplies to be used herein, or in any of the monies to be derived there from, unless approved by resolution of Council prior to the officer or employee tendering or quoting.
19. If a Department Head has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by Chief Administrative Officer. Where the Chief Administrative Officer has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by Council.
20. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the City in contravention of any section of this Policy, as amended from time to time, shall be subject to appropriate disciplinary action.
21. Purchase by the City of any goods or services for personal use by or on behalf of any City employee or elected official or their families is prohibited; except where authorized by Council, and approved employee purchase plans.
22. No purchase of goods and services shall be authorized unless it is in compliance with the Purchasing Policy and Procedures. Goods and services that are obtained without following the provisions of the aforementioned will not be accepted and any invoices received will not be processed for payment.
23. Disputes, received in writing, shall be resolved by:
  - (a) Meeting between the bidder and Department Head responsible;
  - (b) If (a) does not lead to a resolution, the decision can be appealed to the Treasurer;
  - (c) If (b) does not lead to a resolution, the decision can be appealed to the City's Finance and Administration Committee, whereby a final decision will be rendered and provided to the bidder in writing.

Schedules A-D (attached hereto) may be amended by the Treasurer without a requirement of a report to Council, provided such amendments have been approved by the Chief Administrative Officer and amended Schedule(s) has been circulated to affected staff.(c )

## SECTION V

### REQUIREMENT FOR APPROVED FUNDS

1. Net Departmental expenditures are authorized by Council each year as part of either the Budget process. Pending Council's approval of the budget, Department Heads are authorized to spend up to 50% of the previous year's approved Operating Budget. Department Heads are not authorized to exceed net departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved Operating budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
  - (a) the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
  - (b) the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available, and

The Purchasing Agent may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the Treasurer that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The Treasurer will ensure that all lease commitments comply with Municipal Act, 2001 as amended and regulations made there under.

4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head , or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
  - (a) all costs to be paid to the supplier under the contract, excluding all taxes
  - (b) less any rebates.
5. Over-Expenditures

Where a Department Head has committed expenditures exceeding the funding available in a budget by an amount not exceeding 10 per cent of such funding, the Treasurer is authorized to pay such excess provided that:

- (a) this Policy is otherwise complied with;
- (b) the amount of the excess is available from another departmental appropriation so that the total expenditures by the department do not exceed the estimates approved by Council for the department, and;
- (c) the excess commitment is reported by the Department Head to the Chief Administrative Officer as soon as possible, acting reasonably, together with a detailed explanation of the reasons therefore.
- (d) Overrun on Amount Specifically Approved: Where the cost of goods or services will exceed the amount approved by Council, the Department Head in whose departmental estimated funds for such goods or services are provided, shall report this fact to the Chief Administrative Officer as soon as possible, acting

reasonably, together with a detailed explanation of the reasons therefore and recommendations on an appropriate course of action.

- (e) Overrun on Capital Expenditures: Where a capital expenditure will exceed the appropriation or capital account therefore, the Department Head responsible therefor shall report this fact to the Treasurer as soon as possible, acting reasonably, together with a detailed explanation of the reasons therefore and recommendations on an appropriate course of action.
- (f) The Treasurer, in consultation with the Chief Administrative Officer, will determine matters to be reported to Council and the Treasurer shall prepare a report for Council, approved by the Chief Administrative Officer, of the overrun that exceeds 10%.

## **SECTION VI**

### **SPECIFICATIONS**

1. The Department Head whose budget provides for the procurement of goods and services shall be responsible for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- (a) the Department Head responsible for the specifications shall be advised by the vendors or potential vendors;
- (b) the contracted vendor will be considered as a consultant and unable to make an offer for the supply of the goods and services;
- (c) a fee shall be paid; and
- (d) the detailed specification shall become the property of the City for use in obtaining competitive bids.

## **SECTION VII**

### **RESPONSIBILITIES AND AUTHORITIES**

1. City Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Treasury cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. This purchasing policy provides guidelines outlining how spending authority is to be used.
2. Department Heads shall be responsible for and shall have authority for all procurement activity and decisions within their Department and may delegate their authority, where appropriate.

3. The Chief Administrative Officer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the City.

## **SECTION VIII**

### **METHODS OF PROCUREMENT**

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule "A" do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time.

#### **1. PROCUREMENT OF GOODS AND/OR SERVICES**

##### **A. BLANKET PURCHASE ORDERS**

- (1) A Blanket Purchase Order may be used where:
  - (a) one or more departments repetitively order the same goods and/or services and the actual demand is not known in advance; or
  - (b) a need is anticipated for a range of goods and/or services for a specific purpose and for which convenience and location are major factors but the actual demand is not known at the outset.
- (2) The Purchasing Agent shall establish and maintain Blanket Purchase Orders.
- (3) To establish prices and select sources, the Purchasing Agent shall employ the provisions contained in this Policy for the acquisition of goods and/or services.
- (4) More than one supplier may be selected where it is in the best interests of the City and the bid solicitation allows for more than one.
- (5) The expected quantity of the specified goods and/or services to be purchased over the time period of the agreement will be as accurate as practical and be based, to the greatest extent possible, on previous usage adjusted for any known factors.

##### **B. PETTY CASH (local items)**

There may be established in a department a petty cash fund in an amount approved by the Treasurer having regard to the operational requirements of the department;

\$0.00 to \$50.00

- (a) A Department Heads may authorize petty cash expenditures not exceeding \$50.00 in any one instance. There may be exceptional circumstances, which require a payment in excess of the \$50.00 limit.

- (b) The Treasurer is authorized to reimburse a petty cash fund upon delivery by the Department Head of receipts and such other documentation as the Treasurer may from time to time require.
- (c) All Petty Cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer.

### **C. COMPETITIVE METHODS**

Where the required product or service can be specified, (and such goods and services are not stocked in the central stores or covered by a Blanket Purchase Order), it shall be acquired by Purchase Order. Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

(1) up to \$1,000

The acquisition of goods and services having a value up to \$1000.00, which are not covered by a blanket purchase order, shall be carried out by the Department Head in accordance with the principles set out in this Policy and such other applicable policies and procedures established from time to time.

(2) \$1,001 to \$5,000

For the acquisition of goods and services with a value of over \$1,000 and less than \$5,000, at least three verbal quotations recorded and retained shall be solicited by the Purchasing Agent.

(3) \$5,001 to 20,000

For the acquisition of goods and services with a value of over \$5,000 and less than \$20,000, at least three written quotations shall be solicited by the Purchasing Agent and reviewed with the Chief Administrative Officer.

Written quotations can be issued and received by e-mail and/or fax transmission at the using department location. Department Heads may approve invoices for purchases authorized under this Section.

(4) \$20,001 AND OVER

For the acquisition of goods and services with a value of \$20,000 or more the Department Head in consultation with the Chief Administrative Officer shall not order goods or services without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction. At least three (3) bids must be obtained whenever possible.

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the Clerk's Department and are opened at a public tender meeting. If only one tender is received, the City has the option of not opening the bid and closing the call for tender (See Schedule "B" Tender Process).

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists (See Schedule "C", Bid Irregularities for action to be taken).



## **D. NEGOTIATION METHOD**

Notwithstanding any other provisions of this Policy, the Purchasing Agent may enter into negotiation with one or more vendors for the supply of goods or services when any of the following conditions exist:

- (a) due to market conditions goods or services are in short supply;
- (b) there is only one source of the subject goods or services;
- (c) two or more identical acceptable low bids have been received;
- (d) efforts at breaking identical bids have previously been unsuccessful and the same goods or services are required again;
- (e) all acceptable bids exceed the amount budgeted for the goods or services;
- (f) all bids received are not acceptable;
- (g) the extension or reinstatement of an existing contract would be more cost effective or beneficial to the City;
- (h) a particular vendor is being recommended because it is more cost-effective or beneficial, or;
- (i) when authorized by Council.

Where the negotiation method set out above is used to select a vendor of goods or services, except professional and consulting services, with a value of the lessor of \$20,000 (20% of the contract price) where the extension of an existing contract exceeds twenty per cent (20%) of the original contract value, the Department Head shall submit a report to Council prior to the award of the contract setting out the circumstances for recommending the award.

## **E. EMERGENCY METHOD**

Notwithstanding the provisions of this Policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head and/or the Chief Administrative Officer to be:

- a threat to public health
- the maintenance of essential Town services
- the welfare of persons or of public property or
- the security of the City's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

The above criteria are to be applied on the basis of:

### **1. Procurement under \$20,000:**

Wherever feasible, the Department Head shall secure by the most open market procedure at the lowest obtainable price, any goods and services required. A purchase order shall be issued.

## 2. Procurement Over \$20,000:

The Department Head shall obtain the prior approval of the Chief Administrative Officer. An information report shall be submitted to Council explaining the actions taken and the reason(s) therefore.

A purchase order shall be issued.

## 2. REQUESTS FOR PROPOSALS

### (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)

1. A Request for Proposal shall be used where one or more of the criteria for issuing a Request for Tender cannot be met such as:
  - (a) owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone; or
  - (b) it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirement.
2. Where the contract price is anticipated to be \$20,000 or greater and the Request for Proposal method of procurement is utilized, the Purchasing Agent shall be a member of the committee formed to evaluate the response to the Request for Proposal.
3. Every Request for Proposal shall contain an evaluation grid.
4. The Purchasing Agent shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation grid, which criteria may include, but are not limited to, factors such as approach, equipment and facilities, experience and qualifications, methodology, past performance and scheduling, price and strategy.
5. The Department Head in charge of the particular bid solicitation or the Department Head's designate, may award contracts emanating from a Request for Proposal provided that:
  - (a) the estimated Total Acquisition Cost of the goods and/or services does not exceed \$20,000;
  - (b) the award is to be made to the supplier meeting all mandatory requirements and determined, by reference to an evaluation grid, as providing the best value; and
  - (c) sufficient funds are available and identified in appropriate accounts within Council Approved Budgets.
6. Proposals submitted pursuant to Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.
7. If only one proposal is received, the Purchasing Agent in consultation with the Chief Administrative Officer, has the option of not opening the bid and closing the call for proposal.
8. The above is guided by the Request for Proposal Process in Schedule "D".

### **3. CO-OPERATIVE VENTURES**

The City may participate with other government agencies, public authorities or other municipalities in co-operative acquisition ventures where it is in the best interests of the City to do so and where the purposes, goals and objectives of this Policy are complied with.

### **4. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION**

The Purchasing Agent may compile a list of qualified bidders and develop the criteria for pre-qualification when:

- (b) a large number of bids is anticipated and the evaluation of bids would create an undue cost burden for the City, or;
- (c) where it is desirable to pre-qualify bidders according to established criteria prior to bidding.

In order to compile the list of qualified bidders:

- (a) potential bidders shall be invited by the Purchasing Agent to reply to a Request for Information advertised in a publication of general circulation, and;
- (b) all submissions received in response to (a) shall be reviewed by a vendor selection committee composed of at least one member of the Purchasing Agent's staff and one member of another department, which committee shall prepare a list of all potential bidders who meet the stated criteria.

**METHODS OF PROCUREMENT – SUMMARY TEMPLATE**

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

| METHOD OF PROCUREMENT   | TYPE OF QUOTATION  | SOURCE OF BIDS  | TYPE OF CONTRACT                                | REPORTING STATUS  |
|---|--|---|---|---|
| <b>1. GOODS AND SERVICES</b>  |  |   |   |   |
| a. under \$50   |  |   | <b>direct acquisition</b>                       | <b>no report to Council required</b>                        |
| b. \$50-- 1,000   |  | <b>Purchases made from the competitive marketplace where possible and practicable</b> | <b>no Purchase Order required</b>               | <b>no report to Council required</b>                        |
| c. \$1,000-5,000  | <b>Verbal quotation required</b>   | <b>3 verbal quotes to be obtained where possible</b>                                  | <b>Purchase Order</b>                           | <b>no report to Council required</b>                        |
| d. \$5,000-20,000   | <b>Three (3) Written quotations are required</b>   | <b>Advertised on website and/or newspaper</b>   | <b>Purchase Order</b>                           | <b>no report to Council required</b>                        |
| e. over \$20,000  | <b>Written quotation acquired by REQUEST FOR TENDER</b>                                    | <b>Advertised on website, may advertise in local, regional, and/or national paper</b> | <b>Purchase Order or Executed Contract</b>      | <b>report to Council</b>                                    |
| <b>2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)</b> |  |   |   |   |
| a. under \$5,000  | <b>Written quotation acquired by Department Head</b>                                       | <b>3 written quotes to be obtained where possible</b>                                 | <b>Purchase Order or agreement</b>              | <b>no report to Council required</b>                        |
| b. \$5,000-20,000   | <b>Three (3) Written quotations through REQUEST FOR PROPOSAL</b>                           | <b>Advertised on website, may advertise in local regional and/or national paper</b>   | <b>Purchase Order or agreement</b>              | <b>no report to Council required</b>                        |
| c. over \$20,000  | <b>Written quotations through REQUEST FOR PROPOSAL</b>                                     | <b>Advertised on website, may advertise in local regional and/or national paper</b>   | <b>Purchase Order or agreement</b>              | <b>review by City Solicitor</b><br><b>report to Council</b> |
| <b>3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION</b>                               |  |   |   |   |
|   | <b>Request for information only, followed by INVITATION TO BID or PREQUALIFIED TENDER.</b> | <b>Advertised on website, may advertise in local regional and/or national paper</b>   | <b>no contract. Followed by further request</b> | <b>no report to Council required</b>                        |

## SECTION IX

### REPORTING

#### GOODS AND SERVICES and PROFESSIONAL AND CONSULTING SERVICES

1. Where the;
  - (a) value of the goods and services is less than \$20,000 and
  - (b) procedures defined by this policy has been followed, and
  - (c) acquisition is within the approved departmental net budget amount, and
  - (d) lowest responsive bid has being recommended,

No report to Council is required and the Department Head shall execute a purchase order or arrange for a contract to be signed by the Clerk, Mayor or Corporate Signing Officer(s).

2. Council approval is required where the:
  - (a) value of the goods and services is over \$20,000, or
  - (b) (c) purchasing policy is being waived, or
  - (d) acquisition exceeds the approved capital budget amount by more than 10%, or
  - (e) lowest responsive vendor submission is not being recommended, or
  - (f) there was no provision in the budget for the item, or
  - (g) the CAO requests that a report be presented for Council consideration and approval.

Based on the above criteria, a purchase order shall be issued and/or contract executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

3. All contracts will be held by the City Clerk with copies being sent to the Department Head of the issuing department.
4. Contents of Reports:

Every report to Council recommending the expenditure of money shall:

- (a) State the grounds on which the recommendation is made in sufficient detail to enable a member to judge the recommendation;
- (b) provide an estimate of the probable cost or, in the absence of an estimate, a limit on the amount recommended to be expended;
- (c) state the source of the funding for the expenditure including the following, to the extent applicable:
  - (i) for expenditures the cost of which, or a portion thereof, is to be raised in the current year, whether funds are available in the appropriation;
  - (ii) for expenditures the cost of which, or a portion thereof, is to be raised in a subsequent year, the value of the future cost and the method of financing;
  - (iii) whether any other approval is required before the expenditure may be made and, if so, identify the nature of such approval;
  - (iv) any reserve or reserve fund available to provide the funding, or;
  - (v) any other source of funding, and;
  - (vi) detailed plans if available.
- (d) be signed by the Department Head and approved by the Chief Administrative Officer.

## **SECTION X DISPOSAL OF SURPLUS GOODS**

1. On an annual basis, all Departments shall identify goods and equipment which become surplus to their needs. Lists of such surplus goods shall be submitted to the Treasurer.
2. The Treasurer shall have authority to sell, exchange or otherwise dispose of all goods declared to be surplus to the City's needs where it is cost effective and in the City's best interests to do so:
  - (a) by arranging for the materials or equipment to be transferred to another department of the Corporation which can utilize them, or;
  - (b) Disposed of:
    - (i) by public sale, or;
    - (ii) by a call for competitive bids, or;
    - (iii) by way of trade-in at a fair value in connection with the acquisition of other materials or equipment, or;
    - (iv) by transfer to not for profit organizations, or;
    - (v) waste disposal, or;
    - (vi) as the Council may otherwise direct.
3. Real Property:
 

All real property surplus to the requirements of a Department shall be disposed of in accordance with the policies adopted by Council from time to time.

## **SECTION XI CONFLICT OF INTEREST**

All consultants (e.g.: architects, engineers, etc.) retained by the City shall disclose to the City prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the City as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a City assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the City.

## **SECTION XII ACCESS TO INFORMATION**

The disclosure of information received relevant to the issue of Bid Solicitations or the Aware of Contracts emanating from Bid Solicitations shall be in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

## Schedule “A”

### GOODS AND SERVICES “EXEMPT” from PROVISIONS OF THE PROCUREMENT POLICIES

- 1. Petty Cash Items**
- 2. Training and Education**
  - a) Conferences
  - b) Courses
  - c) Conventions
  - d) Memberships
  - e) Seminars
  - f) Periodicals
  - g) Magazines
  - h) Staff training
  - i) Staff development
  - j) Staff workshops
  - k) Subscriptions
- 3. Council / Employee Expenses**
  - a) Advances
  - b) Meal allowances
  - c) Travel & Hotel accommodation
  - d) Entertainment
  - e) Miscellaneous – Non-Travel
- 4. Employer’s General Expenses**
  - a) Payroll deduction remittances
  - b) Licenses (vehicles, elevators, radios, etc.)
  - c) Debenture payments
  - d) Grants to agencies
  - e) Payments of damages
  - f) Tax remittances
  - g) Charges to/from other Government or Crown Corporations
  - h) Employee income
  - i) Benefits
- 5. Professional and Special Services**
  - a) Appraisers
  - b) Honoraria
  - c) Arbitrators
  - d) Legal settlements
- 6. Utilities**
  - a) Postage
  - b) Water and sewer charges
  - c) Hydro
  - d) Cable television charges
  - e) Natural gas
  - f) Telephone service charges
- 7. External Board Allocations**
  - a) Algoma District Social Administration Board
  - b) Algoma Health Unit

Schedule "B"  
**TENDER PROCESS**

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**Tenders will be called for all work, equipment, and materials with a value exceeding \$20,000 by way of public advertising or invitational bid, as outlined in the City's Purchasing Policy.**

The Department Head will produce tender specification documents, and advertise & otherwise distribute tenders.

The Department Head will send a draft advertisement and tender documents to the Clerk, providing the following information:

- dollar value
- account number & Council authority
- description of work
- closing date

The Clerk will book a suitable room for the tender opening:

- all public tenders will be advertised on the City's Website, and advertised in a local, regional, and/or national newspaper or on a relevant industry on-line publication.
- In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

When a tender fee is applicable, advertised tender packages will be available at the Treasury Department, Main Floor, City Hall, 45 Hillside Drive North. The tender fee will be paid to Treasury and Treasury will keep a record of bidders as documents are picked up. A copy will be available for viewing prior to purchase.

All tender submissions must be addressed to as set out in the tender documents . Treasury will receive all sealed tender submissions and issue a date and time-stamped receipt.

Treasury will refuse to accept any tender submission that is

- not sealed
- received after the closing deadline
- submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.



Tenders shall be opened publicly at City Hall, by the Clerk and Department Head promptly after closing time as specified in the tender documents

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Schedule "C").

Tenders shall be tabulated and evaluated by the using department.

A report initiated by the issuing Department Head and reviewed by the Chief Administrative Officer shall be prepared for Council consideration and approval.

Following Council's approval, the Department Head shall issue a purchase order, or ensure that a contract which legally binds the City is executed in accordance with the authorizing By-law.

The tender documents/package must include the Conflict of Interest clause in Section XII.

Tender results, if requested, shall be made public by the Clerk in accordance with Section XIV of this Policy.

All tenders will also be governed by the City's Standard Operating Procedure No. 4, attached and forming a part of this Schedule "B".

**CITY OF ELLIOT LAKE  
STANDARD OPERATING PROCEDURES NO. 4**

**POLICY:           AWARDING AND MANAGING CONSTRUCTION AND SERVICE  
                      CONTRACTS**

**INDEX**

1.    Plans
  - Specifications
  - Engineering Drawings
  - Zoning Approvals
  - Terms of Reference
  
2.    Funding Approval For The Program
  - Budget
  - Council Resolution
  
3.    Tenders/Invitational Bids and Documents
  - Pre-qualified bidders, bidders list, bonding, bid bond
  - Determine process for selection of successful bidder
  
4.    Contract
  - Council Authorization
  - Types of contracts
    - a) Stipulated price or lump sum
    - b) Unit price
    - c) Cost plus
    - d) Guaranteed maximum price plus bonus
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  - Services, Performance Bond, Letter of Credit, Materials Bond, Certified Cheque
  
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  - Payment cycle
  
6.    Holdback
  - Maintenance holdback
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  - Statutory declarations
  - Title search
  - W.S.I.B. certificate
  
8.    Contract Completion
  - Checklist
  - Title transfer
  - Notification
  - G/L adjustments - Operating Budget adjustment
  - Renewals
  
9.    Insurance

1. PLANS

The Department requesting the work is responsible for determining the respective specifications of the needs of the project.

If engineering drawings are required co-ordination is to be made with the City Engineer for the provision of Approved plans whether in-house or by contract.

The City Clerk should be contacted and information obtained to ensure compliance with all zoning issues.

The Department Head should ensure that the project is in compliance with the stated objectives or terms of reference.

2. FUNDING/APPROVAL

Council has the sole authority to allocate funds to corporate appropriations and projects.

All project plans should be presented to Council at the Budget approval process to be included in the annual review and approval process.

If a project is commenced after the Annual Budget process then a report is to be presented to Council indicating the priority of the project, the source of funding and the rationale. Council should establish the project approval by resolution.

3.(i) TENDERS/INVITATIONAL BIDS

Bidders Lists

Lists in the City Engineer's office may be compiled and updated annually of eligible contractors.

Contractors may be determined to be eligible:

- (a) If they provide updated data on their firm on the application form provided by the City Engineer;
- (b) If they provide a demonstrated history of proven work in their field.

The Engineer may establish categories of bidders.

3.(II) TENDER DEPOSITS/BID BONDS

Tender Deposits/Bid Bonds of 10% shall be required on all contracts.

3.(iii) RELEASE OF TENDER BID

The Tender Deposits of all Bidders except the low and second low Bidders shall be returned within 10 days of the tender closing. No interest shall be paid for the Tender Deposit retained by the City in connection with the Bid.

The Tender Deposit of the second low Bidder shall be returned when the successful Bidder has returned the applicable documents to the City.

Where either of the low or second low Bidders have not been notified within 30 Days after tender opening that their Bids have been accepted, application may be made to the City for the return of the Tender Deposit.

The Successful Bidder's Tender Deposit shall be returned after the executed agreement and other applicable documents have been received by the City.

The Tender Deposit may be forfeited if the successful Bidder fails to return the applicable documents to the City Clerk, within (7) seven days of receipt.

3.(iv) **SECURITY/BONDING REQUIREMENTS**

**A) CONSTRUCTION CONTRACTS**

- Performance Bonds
- Material Bonds
- Letter of Credit
- Certified Cheque

All Security/Bonds to be held in the office of the Treasurer.

If the total tender price is less than \$100,000.00 annually, performance materials bonds are not required unless it is municipal works on municipal property which requires a completion within a prescribed finite timeframe when performance failure is an inhibition factor for timely completion and the consequence of delay would have a substantial effect on the City.

A Letter of Credit in the form approved by the City Treasurer, and attached, will be required for the annual amount of the contract, or a certified cheque payable to the Corporation of the City of Elliot Lake in the amount of the annual amount of the contract.

If the Total Tender Price is greater than \$100,000.00 annually, one of the following three surety options shall be furnished by the contractor prior to acceptance of the contract by the City:

- Option A: a Performance Bond for 50% of the amount of tender and a Materials Bond for 50% of the amount of Total Tender Price, issued by an approved guaranty company on bond forms approved by the City;
- Option B: a Letter of Credit equivalent to the amount of the Total Tender Price;
- Option C: a Certified Cheque equivalent to the amount of the Total Tender Price.

In the case of Option A, the Materials Bond will be retained by the City for 120 Days after final Completion of the Work. For Option B and C, the Letter of Credit or the Certified Cheque will be held until the Final Completion of the Work.

All tender deposits to be held in the office of the Treasurer, following receipt of the properly executed documents, Certificate of Liability Insurance, Section 9, and, where applicable, the contract security, the contractor will receive written authority to proceed with the work.

**B) SERVICE CONTRACTS**

- Performance Bonds
- Material Bonds
- Letter of Credit
- Certified Cheque

All Security/Bonds to be held in the office of the Treasurer.

If the total tender price is less than \$100,000.00 annually, performance materials bonds are not required unless it is municipal works on municipal property which requires a completion within a prescribed finite timeframe when performance failure is an inhibition factor for timely completion and the consequence of delay would have a substantial effect on the City.

A renewable Letter of Credit in the form approved by the City Treasurer, and attached, will be required for the annual amount of the contract, or a certified cheque payable to the Corporation of the City of Elliot Lake in the amount of the annual amount of the contract for the term of the contract.

If the Total Tender Price is greater than \$100,000.00 annually, one of the following three surety options shall be furnished by the contractor prior to acceptance of the contract by the City:

- Option A: a Performance Bond for 50% of the amount of the annual tender price and a Materials Bond for 50% of the amount of the annual tender price, issued by an approved guaranty company on bond forms approved by the City, renewable on an annual basis for the term of the contract;
- Option B: a Letter of Credit equivalent to the amount of the annual tender price, renewable on an annual basis for the term of the contract;
- Option C: a Certified Cheque equal to the amount of the annual tender price.

In the case of Option A, the Materials Bond will be retained by the City for 120 Days after final Completion of the Work. For Option B and C, the Letter of Credit or the Certified Cheque will be held until the Final Completion of the Work and/or the term of the contract.

All tender deposits to be held in the office of the Treasurer, following receipt of the properly executed documents, Certificate of Liability Insurance, Section 9, and, where applicable, the contract security, the contractor will receive written authority to proceed with the work.

In the case of unit price contracts, a certified cheque or renewable Letter of Credit in the amount of the anticipated total annual discount will be retained by the City for the term of the contract.

4. **CONTRACTS AND TENDERS:**

- (a) A contract shall be used to commit to a project unless Council otherwise directs;

- (b) the form of tender, general conditions and the kind and amount of security forming part of a contract shall be as approved by Council from time to time;
- (c) All invitations to tender shall be advertised at least 10 days before tenders are to be opened unless Council otherwise directs;
- (d) All tenders shall be opened in public;
- (e) The Department Head under whose supervision the project will be carried out shall prepare a report to Council recommending the awarding of the contract to the lowest tender which meets specifications;
- (f) All contracts shall be awarded by Council.

#### Types of Contracts

- (i) Stipulated price or lump sum
- (ii) Unit Price
- (iii) Cost plus
- (iv) Guaranteed maximum price plus bonus
- (v) Design built

### 5.(i) PAYMENT CERTIFICATE

Payment certificate forms are available through the Engineering Department for the issue of timely payments in accordance with the terms of the respective contracts.

It is the responsibility of the Department Head who initiated the project to ensure the form is completed in the required format.

In addition to those provisions and the completion of the monthly payment certificates, any requisitioned payment should have attached the completed statutory declaration which is appropriate to that payment certificate.

### 6. HOLDBACK

To provide protection to lien claimants, 10% of the value of the work and materials actually done, placed or furnished, must be retained by the City from the contractor as the work progresses. This sum is generally referred to as the holdback.

A holdback must also be retained by the general contractor or subcontractor which is calculated in a similar fashion.

The amount of the holdback is calculated on the basis of the actual value of the work. As the work progresses the amount of the holdback increases. When progress payments are made, 10% of each payment must generally be held back.

The City may not reduce the amount of the holdback by the cost of completion, damages for non-completion, payment of any lien holder's claim or any other purpose.

The City may make payments under the contract up to the amount of the required holdback, provided the City does so in good faith and has not received written notice of lien.

If the City pays over monies exceeding the holdback, a double liability may be incurred to the extent of the holdback money paid out since the City will have to account to lien claimants.

The provisions of the Mechanics' Lien Act dealing with the retaining of the holdback, override the payment terms of any contract.

After receipt of a written notice of lien, the City must, in addition to the holdback, retain an amount equal to that claimed in the written notice. If after receiving such notice, payment is made, the City may be required to pay again the amount claimed in the notice of the lien claimant.

The holdback must be retained for a period of forty-five days after the substantial completion, or as required under the Construction Liens Act as amended from time to time.

7. SUBSTANTIAL COMPLETION

Substantial Completion of the contract means substantial performance not necessarily total performance.

A contract is deemed to be substantially performed:

- (a) when the work or a substantial part thereof is ready for use or is being used for the purpose intended; and
- (b) when the work to be done under the contract is capable of completion or correction at a cost not more than:
  - (i) 3% of the first \$250,000.00 of the contract price;
  - (ii) 2% of the next \$250,000.00 of the contract price;
  - (iii) 1% for the balance of the contract price.

The holdback is only available to the lien claimants for the thirty-seven day period and at the expiration of this period, the lien rights expire and are completely lost unless proceedings are commenced to enforce such rights.

Before final payment is made to the contractor, at the expiration of the thirty-seven day period, the City must make a search in the appropriate registry or land titles office to ascertain if a lien has been registered. Such a search is not necessary with respect to progress payments made up to the amount of the holdback.

The City is also liable to pay any contribution under the Workplace Safety and Insurance Board Act which contractor or sub-contractor is liable to make but has not paid. In addition to the completed payment certificate and statutory declaration it is also necessary to have a Workplace Safety and Insurance Board Certificate attached with the final payment.

8. CONTRACT COMPLETION

When the work on a contract is complete it is the responsibility of the Department Head to design a check list to ensure all items have been addressed.

If the work involved a title transfer, the Department Head is to contact the City Clerk to effect a transfer of title.

The Department Head must prepare the necessary documents to ensure the appropriate general ledger amounts have been changed for the relevant costs and reflect appropriate revenues.

If the contract has an expiry date with a renewal option, the respective Department Head must ensure the agreement is duly extended if so desired by Council.

## 9. INSURANCE

The standard insurance minimums are as follows(per occurrence with no annual aggregate):

- \$3 million – general liability policy
- \$3 million - automobile liability policy
- \$3 million – homeowners (e.g. for rental of facilities)
- \$5 million – general liability and automobile liability policies – for contract work done for most Public Works and Environmental Services Department projects
- \$3 million – professional errors and omissions liability
- Builder’s Risk – the amount of the project cost

Bid documents must clearly indicate insurance requirements to be provided by the successful bidder.

The successful bidder must furnish the City at his/her cost a “certified copy” of liability insurance policy covering public liability and property damage for no less than the minimum amounts, stated above, to the satisfaction of the City and in force for the entire contract period. The policy must contain:

- (a) a “Cross Liability” clause or endorsement;
- (b) an endorsement certifying that The Corporation of The City of Elliot Lake and the successful bidder are included as an additional named insured;
- (c) an endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without thirty days prior written notice to The Corporation of the City of Elliot Lake.

Contractor’s Liability Insurance Policy shall not contain any exclusions of liability for damage, etc. to property, building or land arising from:

- (a) the removal or weakening of support of any property, building or land whether such support be natural or otherwise;
- (b) the use of explosives for blasting;
- (c) the vibration from pile driving or caisson work, provided that the minimum coverage for any such loss or damage shall be \$5,000,000.00.



**LETTER OF CREDIT**

**NAME OF BANK:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Letter of Credit No.** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Issued subject to the Uniform Customs and Practices for Documentary Credits being ICC Publication UCP 500.**

**TO:** THE CORPORATION OF THE CITY OF ELLIOT LAKE

**Address:** 45 Hillside Drive North, Elliot Lake, Ontario, P5A 1X5

**WE HEREBY AUTHORIZE YOU TO DRAW ON THE**

\_\_\_\_\_

**(Name of Bank)**

**for the account of** \_\_\_\_\_

**(Name of Customer)**

**UP TO AN AGGREGATE AMOUNT OF** \_\_\_\_\_

Dollars ( \_\_\_\_\_ ) available on demand.

**PURSUANT TO THE REQUEST OF** our customer:

we the \_\_\_\_\_

**(Name of Bank)**

hereby establish and give you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

**DEMAND** shall be by way of a Letter signed by the Treasurer of the Corporation of the City of Elliot Lake under the corporate seal attached to which shall be the original Letter of Credit.

Presentation shall be made to the bank at:

\_\_\_\_\_  
\_\_\_\_\_

**(address)**

**THE LETTER OF CREDIT** we understand relates to those Municipal services and financial obligations set out in an Agreement between the customer and the Municipality and referred to as

\_\_\_\_\_  
**(Name of Project)**

**THE AMOUNT** of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned by the Treasurer of The Corporation of the City of Elliot Lake.

**THIS LETTER OF CREDIT** will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth.

**IT IS A CONDITION** of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period.

**DATED AT** \_\_\_\_\_, Ontario, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**COUNTERSIGNED BY:**

**Per:**

\_\_\_\_\_

\_\_\_\_\_

## Schedule "C"

### **BID IRREGULARITIES**

#### **BID IRREGULARITY**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The City Clerk must reject any bid, which contains a major irregularity.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The City Clerk may permit the bidder to correct a minor irregularity.

#### **MATHEMATICAL ERRORS - RECTIFIED BY STAFF**

The Purchasing Co-ordinator will correct errors in mathematical extensions and/or taxes, and the unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the requisitioning department.

#### **ACTION TAKEN:**

The City Clerk, CAO, City Solicitor and Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the City may disqualify such vendor from participating in City quotations/tenders/requests for proposals for a period of up to two years.

**BID IRREGULARITIES - SUMMARY**

| ITEM | DESCRIPTION  | MAJOR | MINOR | ACTION  |
|------|--|-------|-------|---|
| 1.   | late bids (by any amount of time)  | X     |       | automatic rejection   |
| 2.   | bids completed in pencil   | X     |       | automatic rejection   |
| 3.   | bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required   | X     |       | automatic rejection   |
| 4.   | EXECUTION OF AGREEMENT TO BOND:<br>a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing<br>b. surety company not licensed to do business in Ontario  | X     |       | automatic rejection   |
| 5.   | EXECUTION OF BID BONDS:<br>a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing<br>b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing | X     |       | automatic rejection   |
| 6.   | OTHER BID SECURITY:<br>Cheque which has not been certified   | X     |       | automatic rejection   |
| 7.   | bidders not attending mandatory site meeting   | X     |       | automatic rejection   |
| 8.   | unsealed tender envelopes  | X     |       | automatic rejection   |
| 9.   | proper response envelope or label not used   |       | X     | acceptable if officially received on time   |
| 10.  | pricing or signature pages missing   | X     |       | automatic rejection   |
| 11.  | insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)   | X or  | X     | where security is required & amount is not specified in request, automatic rejection unless insufficiency is <u>deminimus</u> (trivial or insignificant)<br>-where security is required and amount of security is specified in request, automatic rejection |
| 12.  | bid received on documents other than those provided in request   | X     |       | automatic rejection unless specified otherwise in the request   |
| 13.  | EXECUTION OF BID DOCUMENT<br>proof of authority to bind is missing   | X     |       | automatic rejection   |
| 14.  | part bids (all items not bid)  | X or  | X     | acceptable unless complete bid has been specified in the request  |

|     |  |   |   |  |
|-----|--|---|---|--|
| 15. | bids containing minor clerical errors  |   | X | 2 working days to correct initial errors. City reserves the right to waive initialling and accept bid      |
| 16. | uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled) |   | X | 2 working days to correct initial errors. City reserves the right to waive initialling and accept bid      |
| 17. | alternate items bid in whole or in part  |   | X | available for further consideration unless specified otherwise in request                                  |
| 18. | unit prices in the schedule of prices have been changed but not initialled   |   | X | 2 working days to correct initial errors. city reserves the right to waive initialling and accept bid      |
| 19. | other mathematical errors which are not consistent with the unit prices  |   | X | 2 working days to initial corrections. Unit prices will govern.  |
| 20. | pages requiring completion of information by vendor are missing  | X |   | automatic rejection  |
| 21. | bid documents which suggest that the bidder has made a major mistake in calculations or bid  |   |   | consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable |

**NOTE:** The above list of irregularities should not be considered all-inclusive. The City Clerk, in consultation with the requisitioning department will review minor irregularities not listed. The City Clerk may then accept the bid, or request that the bidder rectify the deviation.

**Schedule “D”**  
**REQUEST FOR PROPOSAL PROCESS**

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REQUESTS FOR PROPOSALS (RFP's) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the City's Purchasing Policy:

- when requirements or services cannot be definitively specified, or
- when the requirements or services are non-standard or specialized in nature, or
- the cost is only a minor component making up the award.

The following information must be provided:

- description of work
- closing date

The Department Head will produce RFP specification documents, and advertise & otherwise distribute tenders.

All public RFP's will be advertised on the City's Website. Additionally, at the discretion of the Department Head, RFP's may be advertised in a local, regional, and/or national newspaper or on a relevant industry on-line publication. Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

RFP's must be addressed as specified in the RFP document. . Treasury will receive all sealed submissions and issue a date and time-stamped receipt, if requested.

The City will refuse to accept any submission that is:

- not sealed
- received after the closing deadline
- submitted after an RFP has been cancelled.

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the City Clerk by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened publicly at City Hall, by the Clerk and Department Head, promptly after closing time as specified in the RFP documents. Only names of bidders will be made public.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee.

RFP's with an anticipated value over \$20,000 requires a report from the department to Council for consideration and approval prior to the award. Following Council's approval, a contract will be executed by the Mayor and Clerk.

Once an award is made by Council, the report recommending an award shall be a matter of public record.

When issuing RFP's, the documents and/or package must include the Conflict of Interest clause in Section XII.

RFP results, if requested, shall be made public by the City Clerk in accordance with Section XIV of this Policy.

**THE CORPORATION OF THE CITY OF ELLIOT LAKE*****B*Y-LAW NO. 14-53**

Being a by-law to amend By-law No. 10-69, a by-law to prohibit the feeding of wildlife within the corporate limits of the City of Elliot Lake.

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the Municipality's "Feeding of Wildlife By-law" No. 10-69 is hereby amended as follows:
  - i) Under DEFINITIONS, "Wildlife" be amended to read as follows:

"Wildlife"- shall mean any animal which is wild by nature and not normally domesticated in Ontario, including Crows, Seagulls or other scavenging birds but excluding song-birds, squirrels and chipmunks."
  - ii) Under EXEMPTIONS, item 3. be deleted and replaced as follows:

"3. The feeding of song-birds using a bird feeder, and using bird feed only."

**PASSED** this 25<sup>th</sup> day of August, 2014.

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**MAYOR**

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**CITY CLERK**

**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

***B*Y-LAW NO. 14-54**

Being a by-law to authorize the entering into of an agreement for provision of services with respect to asphalt pavement crack sealing.

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the Corporation enter into an agreement with Upper Canada Asphalt Ltd., for asphalt pavement crack sealing, a copy of which agreement is attached hereto as Schedule "A" and forms part of this by-law.
  
2. **THAT** the Mayor together with the City Clerk of the Corporation are hereby authorized and directed to execute the agreement on behalf of the Corporation under the corporate seal.

**PASSED** this 25<sup>th</sup> day of August, 2014.

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**MAYOR**

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**CITY CLERK**



**SECTION III**

**AGREEMENT**

THIS AGREEMENT made in triplicate the 25<sup>th</sup> day of August in the year Two Thousand Fourteen by and between

Upper Canada Asphalt Limited

Hereinbefore and hereinafter called the "**Contractor**"

and

The Corporation of the City of Elliot Lake

Hereinbefore and hereinafter called the "**Owner**"

WITNESSETH: That the Contractor and Owner for the considerations hereinafter indicated undertake and agree as follows:

**ARTICLE I**

The Instructions to Bidders, the Tender Form, and Specifications/Terms of Reference are to be read herewith and form part of the present Agreement as fully and completely to all intents and purposes as though all the stipulations thereof had been embodied herein.

**ARTICLE II**

The Contractor undertakes and agrees:

- a) To provide all necessary labour, equipment and materials and perform all the works as described in the Contract Specifications entitled:

**Contract No. 2014-09  
Asphalt Pavement Crack Sealing**

which were prepared by The Corporation of the City of Elliot Lake, Public Works Department, 3 Timber Road, Elliot Lake, Ontario.

- b) To do and fulfill everything indicated by this agreement and the Instructions to Bidders and Specification/Terms of Reference.
- c) To commence the work within seven days of being given written notice to proceed with the work and complete, substantially, all the work to which this agreement refers by a date mutually agreed upon by both parties.

**ARTICLE III**

The owner undertakes and agrees:

To pay the Contractor in lawful money of Canada for the performance of the work (subject to additions and deductions as provided in the General Conditions of the Contract) at the lump sum price of Forty-Seven Thousand, Four Hundred and Twenty Dollars and 16 cents including taxes (\$47,420.16)

**ARTICLE IV**

The Contractor and the Owner for themselves, their successors, and assigns, hereby undertake and agree to the full performance of the covenant contained herein and in the General Conditions of the Contract, and that this Agreement with the General Conditions of the Contract, and the Specifications constitute the Contract and the Plans.

**ARTICLE V**

The Contractor agrees to carry out this Agreement in a manner calculated to avoid additional expenses and additional legal costs being incurred by the Owner and undertakes to indemnify the Owner for all such additional legal expenses and any legal costs arising from the carrying out of this Agreement including, without limited the generality of the foregoing, the Contractor agrees to indemnify the Owner for all legal expenses and legal costs that the Owner may be compelled to pay in respect of any Lien claim or claims which may be claimed or registered.

**ARTICLE VI**

The terms "Owner", and "City" and "Corporation" as mentioned in the Agreement, the Information for Bidders, the Tender, the General Conditions and the Special Conditions of the Contract, and Specifications, shall mean "The Corporation of the City of Elliot Lake."

**ARTICLE VII**

If and whenever either party hereto desires to give notice to the other party or in connection with this Agreement, such notice will be effectively given if sent by registered mail to:

The Contractor at: 115 Apple Creek Blvd, Unit 3, Markham Ontario, L3R 6C9

The Owner at

Municipal Office  
45 Hillside Drive North  
Elliot Lake, Ontario  
P5A 1X5

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement the day and year first above written.

**SIGNED, SEALED AND DELIVERED**  
in the presence of

**(THE CONTRACTOR**  
(  
(BY \_\_\_\_\_

(AND \_\_\_\_\_ (SEAL)

**(THE CORPORATION OF THE CITY OF**  
**ELLIOT LAKE**

(  
(BY \_\_\_\_\_  
(MAYOR

(  
(AND \_\_\_\_\_ (SEAL)  
(CLERK

\_\_\_\_\_  
**WITNESS**

**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

***B*Y-LAW NO. 14-55**

Being a by-law to authorize the entering into of an agreement for provision of services with respect to exterior finish for the Water Treatment Plant.

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the Corporation enter into an agreement with Morin Industrial Coatings Limited, for the application of a water treatment plant exterior finish, a copy of which agreement is attached hereto as Schedule "A" and forms part of this by-law.
  
2. **THAT** the Mayor together with the City Clerk of the Corporation are hereby authorized and directed to execute the agreement on behalf of the Corporation under the corporate seal.

**PASSED** this 25<sup>th</sup> day of August, 2014.

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**MAYOR**

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**CITY CLERK**

**SECTION III**

**AGREEMENT**

THIS AGREEMENT made in triplicate the 25<sup>th</sup> day of August in the year Two Thousand Fourteen by and between

Morin Industrial Coatings Limited

Hereinbefore and hereinafter called the "**Contractor**"

and

The Corporation of the City of Elliot Lake

Hereinbefore and hereinafter called the "**Owner**"

WITNESSETH: That the Contractor and Owner for the considerations hereinafter indicated undertake and agree as follows:

**ARTICLE I**

The Instructions to Bidders, the Tender Form, and Specifications/Terms of Reference are to be read herewith and form part of the present Agreement as fully and completely to all intents and purposes as though all the stipulations thereof had been embodied herein.

**ARTICLE II**

The Contractor undertakes and agrees:

- a) To provide all necessary labour, equipment and materials and perform all the works as described in the Contract Specifications entitled:

**Contract No. 2014-11  
Water Treatment Plant exterior Finish**

which were prepared by The Corporation of the City of Elliot Lake, Public Works Department, 3 Timber Road, Elliot Lake, Ontario.

- b) To do and fulfill everything indicated by this agreement and the Instructions to Bidders and Specification/Terms of Reference.
- c) To commence the work within seven days of being given written notice to proceed with the work and complete, substantially, all the work to which this agreement refers by a date mutually agreed upon by both parties.

**ARTICLE III**

The owner undertakes and agrees:

To pay the Contractor in lawful money of Canada for the performance of the work (subject to additions and deductions as provided in the General Conditions of the Contract) at the lump sum price of Thirty-Four Thousand, Eight Hundred and Ninety-Four Dollars plus applicable taxes (\$34,894.00)

**ARTICLE IV**

The Contractor and the Owner for themselves, their successors, and assigns, hereby undertake and agree to the full performance of the covenant contained herein and in the General Conditions of the Contract, and that this Agreement with the General Conditions of the Contract, and the Specifications constitute the Contract and the Plans.

**ARTICLE V**

The Contractor agrees to carry out this Agreement in a manner calculated to avoid additional expenses and additional legal costs being incurred by the Owner and undertakes to indemnify the Owner for all such additional legal expenses and any legal costs arising from the carrying out of this Agreement including, without limited the generality of the foregoing, the Contractor agrees to indemnify the Owner for all legal expenses and legal costs that the Owner may be compelled to pay in respect of any Lien claim or claims which may be claimed or registered.

**ARTICLE VI**

The terms "Owner", and "City" and "Corporation" as mentioned in the Agreement, the Information for Bidders, the Tender, the General Conditions and the Special Conditions of the Contract, and Specifications, shall mean "The Corporation of the City of Elliot Lake."

**ARTICLE VII**

If and whenever either party hereto desires to give notice to the other party or in connection with this Agreement, such notice will be effectively given if sent by registered mail to:

The Contractor at: P.O Box 765. Fielding Road Lively, Ontario P3Y 1M7

The Owner at

Municipal Office  
45 Hillside Drive North  
Elliot Lake, Ontario  
P5A 1X5

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement the day and year first above written.

**SIGNED, SEALED AND DELIVERED**  
in the presence of

**(THE CONTRACTOR**

(  
(BY \_\_\_\_\_

(AND \_\_\_\_\_ (SEAL)

**(THE CORPORATION OF THE CITY OF**  
**ELLIOT LAKE**

(  
(BY \_\_\_\_\_

(MAYOR

(  
(AND \_\_\_\_\_ (SEAL)

(CLERK

\_\_\_\_\_  
**WITNESS**

**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

***B*Y-LAW NO. 14-56**

Being a by-law to authorize the entering into of an agreement for provision of services with respect to screening, treating and stockpiling of winter sand.

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the Corporation enter into an agreement with Wendell Farquhar Trucking Limited, for the screening, treating and stockpiling of Winter Sand, a copy of which agreement is attached hereto as Schedule “A” and forms part of this by-law.
  
2. **THAT** the Mayor together with the City Clerk of the Corporation are hereby authorized and directed to execute the agreement on behalf of the Corporation under the corporate seal.

**PASSED** this 25<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CITY CLERK**



**SECTION III**

**AGREEMENT**

THIS AGREEMENT made in triplicate the 25<sup>th</sup> day of August in the year Two Thousand Fourteen by and between

Wendell Farquhar Trucking Limited

Hereinbefore and hereinafter called the "**Contractor**"

and

The Corporation of the City of Elliot Lake

Hereinbefore and hereinafter called the "**Owner**"

WITNESSETH: That the Contractor and Owner for the considerations hereinafter indicated undertake and agree as follows:

**ARTICLE I**

The Instructions to Bidders, the Tender Form, and Specifications/Terms of Reference are to be read herewith and form part of the present Agreement as fully and completely to all intents and purposes as though all the stipulations thereof had been embodied herein.

**ARTICLE II**

The Contractor undertakes and agrees:

- a) To provide all necessary labour, equipment and materials and perform all the works as described in the Contract Specifications entitled:

**Contract No. 2014-10  
Screen Treat and Stockpile Winter Sand**

which were prepared by The Corporation of the City of Elliot Lake, Public Works Department, 3 Timber Road, Elliot Lake, Ontario.

- b) To do and fulfill everything indicated by this agreement and the Instructions to Bidders and Specification/Terms of Reference.
- c) To commence the work within seven days of being given written notice to proceed with the work and complete, substantially, all the work to which this agreement refers by a date mutually agreed upon by both parties.

**ARTICLE III**

The owner undertakes and agrees:

To pay the Contractor in lawful money of Canada for the performance of the work (subject to additions and deductions as provided in the General Conditions of the Contract) at the unit price of \$17.04 per cubic meter for a total estimated sum of Forty-Two Thousand, Six Hundred Dollars (\$42,600.00)

**ARTICLE IV**

The Contractor and the Owner for themselves, their successors, and assigns, hereby undertake and agree to the full performance of the covenant contained herein and in the General Conditions of the Contract, and that this Agreement with the General Conditions of the Contract, and the Specifications constitute the Contract and the Plans.

**ARTICLE V**

The Contractor agrees to carry out this Agreement in a manner calculated to avoid additional expenses and additional legal costs being incurred by the Owner and undertakes to indemnify the Owner for all such additional legal expenses and any legal costs arising from the carrying out of this Agreement including, without limited the generality of the foregoing, the Contractor agrees to indemnify the Owner for all legal expenses and legal costs that the Owner may be compelled to pay in respect of any Lien claim or claims which may be claimed or registered.

**ARTICLE VI**

The terms "Owner", and "City" and "Corporation" as mentioned in the Agreement, the Information for Bidders, the Tender, the General Conditions and the Special Conditions of the Contract, and Specifications, shall mean "The Corporation of the City of Elliot Lake."

**ARTICLE VII**

If and whenever either party hereto desires to give notice to the other party or in connection with this Agreement, such notice will be effectively given if sent by registered mail to:

The Contractor at:

Highway 108 North  
Elliot Lake, Ontario  
P5A 2T1

The Owner at

Municipal Office  
45 Hillside Drive North  
Elliot Lake, Ontario  
P5A 1X5

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement the day and year first above written.

**SIGNED, SEALED AND DELIVERED**  
in the presence of

**(THE CONTRACTOR**

(  
(BY \_\_\_\_\_

(AND \_\_\_\_\_ (SEAL)

**(THE CORPORATION OF THE CITY OF  
ELLIOT LAKE**

(  
(BY \_\_\_\_\_

(MAYOR

(  
(AND \_\_\_\_\_ (SEAL)

(CLERK

\_\_\_\_\_  
**WITNESS**

**THE CORPORATION OF THE CITY OF ELLIOT LAKE**

**B**Y-LAW NO. 14-57

Being a by-law to authorize  
A facility use agreement for use of  
the Centennial Arena.

The Council of The Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

1. **THAT** the Corporation enter into an agreement with the Elliot Lake Wildcats for the use of the Centennial arena facility, according to the terms and conditions as set out in the agreement attached hereto as schedule "A" and forming part of this by-law.
2. **THAT** the Mayor together with the City Clerk of the Corporation are hereby authorized and directed to execute the Agreement on behalf of the Corporation under the corporate seal.

**PASSED** this 25<sup>th</sup> day of August, 2014.

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**MAYOR**

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**CITY CLERK**

# Centennial Arena Facility Use Agreement

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This agreement is made between the Elliot Lake Wildcats of Elliot Lake, ON, (referred to as "USER") and The Corporation of the City of Elliot Lake (referred to as the "City"), concerning the use of the following City of Elliot Lake facility for the dates specified below:

Facility: City of Elliot Lake Centennial Arena

Dates: August 1, 2014 – April 30, 2015

The "USER" agrees to comply with the following terms and conditions:

1. The USER will pay for ice time in accordance with the following rates: \$83/hour for the hours of 5pm to 12 am, Monday to Friday prime time, unless there are no other users of the facility during these hours and then those hours and any other hours are charged at \$53/hour. Game day rates are 3 hours @ \$83/hour, all fees to have applicable taxes applied.
2. Cancellations to ice time must be received by the Facilities Supervisor seventy-two working hours prior to cancellation, unless weather related and/or other unforeseen events are beyond the control of the Wildcats, otherwise it will be considered a no show and charges will apply.
3. Elliot Lake Wildcats commit to making a minimum monthly payment on the 1<sup>st</sup> day of the month in the amount of \$2300.00 by cheque commencing October 1, 2014 along with the August 2014 payment due September 30, 2014. A monthly invoice will be sent by the City on or about the 1<sup>st</sup> day of each month, commencing September 1, 2014, for the actual balance due, and said balance will be required to be paid within 30 days from the date of said invoice.
4. If payments are not received in accordance with this contract, the City may terminate the USER's rights hereunder without the necessity of any further notice.
5. The USER assumes all responsibility and liability for the requested use and agrees to defend, indemnify and hold the City harmless from any and all loss, damage or injury to any person or property arising from use of the facilities.
6. The USER agrees to obtain, at its own expense, public liability insurance in the sum of not less than Two Million Dollars (\$2,000,000) and property damage insurance in the amount of not less than Two Million Dollars (\$2,000,000). The USER will provide the City with proof of such insurance at the time of entering into this agreement, and will ensure that the City is named as an additional insured.
7. The parties agree that the USER, its agents and employees are not agents or employees of City. The USER will be solely responsible and will assume full responsibility for the actions and omissions of its agents and employees when using the City facility, as an independent contractor.
8. The USER will be solely responsible to provide adequate supervision of the activities conducted in the facility.
9. Signage on outside arena will be permitted at the discretion of the Manager of Recreation &

Culture, signage will be maintained and in good condition.

10. Rinkboard advertising is available at a cost of \$200.00 per board per season (Season running August 2014 until April 30, 2015). All signage preparation is the sole responsibility of the Elliot Lake Wildcats. Current contracts with the City of Elliot Lake will remain in effect until such time as the individuals' or companies' contract is no longer valid. Signs must be approved by the Manager of Recreation & Culture. Signage after Ice is installed may be a peel and stick advertising banner with a limited life span.
11. Six hours of practice time a week. Practices to run from \_\_\_\_\_ pm weeknights until the Wildcats are eliminated from NOJHL playoffs and/or leading up to their departure for the Dudley Hewitt Cup Championship.
12. The City will advertise on both the sign outside the Centennial arena and electronic sign at the Lester B. Pearson Civic Centre games times and tournaments. The games, dates and times must be provided at least three days prior to wishing it to be advertised.
13. Proposed schedules for training camps and practice ice at the Arena will be submitted to the City for consideration by March 1st annually.
14. Playoff schedules will be confirmed as soon as possible, taking into account each Playoff series relies on what happens in the previous series to determine what dates can be used.
15. Full access to the Jr. Team dressing room. The dressing room must be kept clean and in good condition at all times. Any damages incurred will be charged back to the Elliot Lake Wildcats. The dressing room will be made available to the Elliot Lake Wildcats, August 2014 to April 2015. Any alterations to the dressing room must be requested in writing and given to the Manager of Recreation & Culture for final approval. The dressing room must be supervised by senior personnel from the Wildcats Team at all times when players are present. A list of individuals responsible for access to the outside canteen and dressing area must be supplied to the Facilities Supervisor in writing no later than the first use of the facility.
16. The City will provide the Wildcats with use of office space only at Centennial Arena. This space will be above the Zamboni Room. The space will also be shared during tournaments and special events with other users.
17. Two (2) licenced/bonded Security Guards on game nights (costs incurred to be covered by the Elliot Lake Wildcats), if there are not the appropriate number of security guards on game night we have the right to cancel the game and you will be charged for three (3) hours ice time.
18. Access to the use of the gate booth on game nights.
19. The creation of on ice logos and sponsorships advertising is the sole responsibility of the Wildcat organization and must be approved by Manager of Recreation and Culture and co-ordinate the installation with the Facility Supervisor.

