

CITY OF ELLIOT LAKE



**CITY COUNCIL - REGULAR MEETING
AGENDA**

Monday, January 26, 2015

7:00 pm

COUNCIL CHAMBERS

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

Monday, January 12, 2015
 7:00 PM
 COUNCIL CHAMBERS

Present
 D. Marchisella, Mayor
 L. Cyr, Councillor
 C. Nykyforak, Councillor
 C. Martin, Councillor
 N. Mann, Councillor
 T. VanRoon, Councillor
 S. Reinhardt, Councillor

Present
 Mr. R. deBortoli, Chief Administrative Officer
 Ms. D. Halcrow, Director of Finance
 Mr. P. Officer, Fire Chief
 Mr. S. McGhee, Director of Operations
 Ms. L. Sprague, City Clerk

Media
 D. Briggs
 K. McSheffrey

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DECLARATIONS OF CONFLICT OF INTEREST**

Councillor Cyr declared an indirect pecuniary interest with respect to item 11. Other Business, with respect to cheque number 61782 on cheque write no. 12/30/14-1, as the cheque was payable to his employer and with respect to item 9.5 under Reports and the associated By-law No. 15-5 as these items pertain to his employer.

Councillor VanRoon declared an indirect pecuniary interest with respect to item 11. Other Business, with respect to cheque number 61758 on cheque write no. 12/18/14-1, as the cheque was payable to her husband’s employer.

Councillor Nykyforak declared an indirect pecuniary interest with respect to item 11. Other Business, with respect to cheque number 71882 on cheque write no. 12/18/14-1, and cheque number 61767 on cheque write no. 12/30/14-1, as the cheques were payable to her employer.

4. ADOPTION OF PREVIOUS MINUTES

4.1. December 15, 2014 – Regular.

Res. 17/15

Moved By: Mr. N. Mann

Seconded By: Mr. L. Cyr

That the following minutes be adopted:

December 15, 2014 - Regular.

Carried

4.2. December 22, 2014 - Special.

Res. 18/15

Moved By: Mrs. C. Martin

Seconded By: Mrs. C. Nykyforak

That the following minutes be adopted:

December 22, 2014 - Special.

Carried

4.3. January 5, 2015 - Special.

Res. 19/15

Moved By: Mr. L. Cyr

Seconded By: Mrs. T. VanRoan

That the following minutes be adopted:

January 5, 2015 - Special.

Carried

4.4. Resolutions passed following the closed sessions of the December 15, December 22, and January 5 Council meetings, were read.

5. PUBLIC PRESENTATIONS

5.1. East Algoma Connects - digital resource for the community

Presenter: Malin Johnson, North Shore Community Support Services

The help-lines and contact information for medical, education, Legal, Housing, Food and financial assistance services offered by Elliot Lake and North Shore communities have been made available on-line and maintained by North Shore Community Support Services. Go to www.eastalgomaconnects.com

5.2. Elliot Lake Public Library Board - lease agreement - Pearson Plaza

presenter: Ken Pierce, Chair

The Elliot Lake Public Library Board authorized the signing of the lease agreement for library space at the new Pearson Plaza.

6. CORRESPONDENCE LIST

7. MAYOR’S REPORT

100th birthday was celebrated by Yvette Smith.

Many young achievers and athletes were recognized for their achievements.

Work is ongoing with respect to obtaining a retail store for the new mall.

Proclamation was read:

January 2015 as “National Alzheimers Awareness Month”.

Thank-you to all members of the public who offered their time to serve on our many committees and boards.

Winterfest will be held from March 6th to 8th, 2015.

On Monday January 19th at 6 PM, a special council meeting will be held for the purpose of considering the future management of the White Mountain Academy facility.

Propose future open Town Hall meetings to hear from the public. The format for these meetings will be determined.

8. UNFINISHED BUSINESS

8.1. 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.

Res. 20/15

Moved By: Mrs. T. VanRoon

Seconded By: Mr. L. Cyr

That the review of appointments to the White Mountain Academy Board be deferred to the January 19th, 2015 special Council Meeting.

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

In Favour

Councillor Cyr
 Councillor Martin
 Councillor Mann
 Councillor VanRoos
 Mayor Marchisella

Not In Favour

Councillor Reinhardt
 Councillor Nykyforak

Carried

9. REPORTS

9.1. December 18, 2014. Memo from the City Clerk

re: attendance at the Annual AMO conference to be held August 16-19, 2015

Res. 21/15

Moved By: Mr. L. Cyr
 Seconded By: Mrs. T. VanRoos

That the Mayor and three members of Council be authorized to attend the 2015 Annual Association of Municipalities conference to be held in Niagara Falls from August 16th to 19th, 2015, with expenses to be paid by the Municipality.

Carried

9.2. January 6, 2014. Report from the By-laws & Planning Committee

re: amendment to Municipal No-Smoking By-law No. 03-4

Res. 22/15

Moved By: Mrs. T. VanRoos
 Seconded By: Mrs. C. Martin

That Staff Report CK2014-20 of the Director of Clerks and Planning Services dated December 15, 2014 concerning an amendment to the Municipality's By-law No. 03-4 which regulates smoking in public places be received; and

That By-law No. 03-4, as amended, be further amended by increasing the distance prohibiting smoking within 15 metres of playground equipment and recreation fields to 20 metres, in accordance with provincial legislation .

Carried

9.3. December 19, 2014. Memo from the Chief Administrative Officer

re: Council Remuneration

Res. 23/15

Moved By: Mr. S. Reinhardt

Seconded By: Mrs. T. VanRooy

That an ad hoc committee be struck consisting of three persons from the community selected by the CAO and Personnel Manager to review Council remuneration; and that the ad hoc committee provide a report and recommendation to Council within 30 days of the ad hoc committee's first sitting.

Carried

9.4. January 6, 2015. Memo from the Director of Operations

re: amendments to RealTerm Energy LED Streetlight retrofit agreement

Res. 24/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. L. Cyr

That the partnership agreement with RealTerm Energy to retrofit all of the municipal streetlights with energy efficient LED fixtures be amended to reflect increased savings to the municipality and that the appropriate by-law to authorize the amended agreement be passed.

Carried

Councillor Cyr withdrew from his position at the Council table.

9.5. January 7, 2015. Memo from the Chief Administrative Officer

re: lease amending agreement - Sobeys Capital Incorporated

Memo dated January 7, 2015 from the CAO concerning an amendment to extend the lease agreement with Sobeys Capital Incorporated, was read.

Councillor Cyr returned to his chair.

9.6. January 8, 2015. Report from the ad hoc 2015 Budget Committee

re: renew Chamber of Commerce Membership at Champion level

Res. 25/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. N. Mann

That Council pre-approve the proposed 2015 budget with respect to the renewal of the City's 2015 Chamber of Commerce membership at the "Champion" level at a cost of \$10,000.00;

And that payment of 2015 membership dues be approved.

Carried

9.7. Grievance Case No. 2014-01

As this matter deals with labour relations and/or employee negotiations, it may be discussed in closed session under Section 239.(2)(d) of the Muicipal Act.

Res. 26/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. N. Mann

That Grievance Case No. 2014-01 be discussed in closed session under Section 239.(2)(d) of the Municipal Act as this matter deals with labour relations and employee negotiations.

Carried

10. NOTICES OF MOTION

11. OTHER BUSINESS

Councillor VanRoon requested that Council consider removing cheque no.61758 on cheque write no. 12/18/14-1 from the register.

Councillor Cyr requested that Council consider removing cheque no.61782 on cheque write no. 12/30/14-1 from the register.

Councillor Nykyforak requested that Council consider removing cheque no.71882 on cheque write no. 12/18/14-1 and cheque no. 61767 on cheque write no. 12/30/14-1 from the register.

Councillors Nykyforak and VanRoon withdrew from their positions at the Council table.

Res. 27/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. N. Mann

That cheque nos. 61758 and 71882 be removed from cheque write no. 12/18/14-1.

Carried

Councillors Nykyforak and VanRoon returned to their chairs.

11.1. Cheque Write No. 12/18/14-1 - \$632,824.50.

Res. 28/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. N. Mann

That the following cheque write be received:

12/18/14-1.

Carried

Councillors Cyr and Nykyforak withdrew from their positions at the Council table.

Res. 29/15

Moved By: Mrs. C. Martin

Seconded By: Mr. N. Mann

That cheque nos. 61782 and 61767 be removed from cheque write no. 12/30/14-1.

Carried

Councillors Cyr and Nykyforak returned to their chairs.

11.2. Cheque Write No. 12/30/14-1 - \$391,681.78.

Res. 30/15

Moved By: Mrs. C. Martin

Seconded By: Mr. S. Reinhardt

That the following cheque write be received:

12/30/14-1.

Carried

Councillors Nykyforak and VanRoon withdrew from their positions at the Council table.

Res. 31/15

Moved By: Mr. S. Reinhardt

Seconded By: Mrs. C. Martin

That cheque nos. 61758 and 71882 on cheque write no. 12/18/14-1 be received.

Carried

Councillor VanRoon returned to her chair.

Councillor Cyr withdrew from his position at the Council table.

Res. 32/15

Moved By: Mr. N. Mann

Seconded By: Mrs. T. VanRoon

That cheque nos. 61782 and 61767 on cheque write no. 12/30/14-1 be received.

Carried

Councillors Cyr and Nykyforak returned to their chairs.

12. BY-LAWS

12.1. By-law No. 15-1

Being a By-law to authorize an agreement with RealTerm Energy Corporation for provision of energy conservation measures with respect to street lighting, and to repeal By-law No. 14-58

Res. 33/15

Moved By: Mr. N. Mann

Seconded By: Mrs. C. Martin

That By-Law No. 15-1, being a by-law to authorize an agreement with RealTerm Energy Corporation for provision of energy conservation measures with respect to street lighting, and to repeal By-law No. 14-58, be passed.

Carried

12.2. By-law No. 15-2

Being a by-law to amend the Municipality's No-Smoking By-law No. 03-4 by increasing the smoke-free zone perimeter at recreation fields and playgrounds to 20 metres

Res. 34/15

Moved By: Mr. L. Cyr

Seconded By: Mrs. T. VanRoon

That By-law No. 15-2, being a by-law to amend the Municipality's No-Smoking By-law No. 03-4 by increasing the smoke-free zone perimeter at recreation fields and playgrounds to 20 metres, be passed.

Carried

12.3. By-law No. 15-4

Being a by-law to authorize a tax arrears extension agreement for a condominium unit at 23 Mississauga Avenue

Res. 35/15

Moved By: Mr. L. Cyr

Seconded By: Mrs. C. Nykyforak

That By-law No. 15-4, being a by-law to authorize a tax arrears extension agreement for a condominium unit at 23 Mississauga Avenue, be passed.

Carried

Councillor Cyr withdrew from his position at the Council table.

12.4. By-law No. 15-5

Being a by-law to authorize a lease amending agreement with respect to the agreement to lease the Collins Hall to Sobeys for the purposes of a food supermarket

Res. 36/15

Moved By: Mr. N. Mann

Seconded By: Mrs. C. Martin

That By-law No. 15-5, being a by-law to authorize a lease amending agreement with Sobeys Capital Incorporated with respect to the extension of the lease for the Collins Hall for the purposes of a food supermarket, be passed.

Carried

Councillor Cyr returned to his chair.

13. ADDENDUM

14. CLOSED SESSION BUSINESS

Res. 37/15

Moved By: Mr. N. Mann

Seconded By: Mr. L. Cyr

That this meeting proceed into closed session at the hour of 8:12 PM.

Carried

Res. 38/15

Moved By: Mrs. C. Nykyforak

Seconded By: Mr. N. Mann

That this meeting come outof closed session at the hour of 8:45 PM.

Carried

Res. 39/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. L. Cyr

That Grievance Case No. 2014-01 be denied.

Carried

15. ADJOURNMENT

Res. 401/15

Moved By: Mr. N. Mann

Seconded By: Mrs. T. VanRoon

That this meeting adjourn at the hour of 8:47 PM.

Carried

Mayor

City Clerk



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

Monday, January 19, 2015, 6:05 PM
COUNCIL CHAMBERS

Present D. Marchisella, Mayor
L. Cyr, Councillor
C. Nykyforak, Councillor
C. Martin, Councillor
N. Mann, Councillor
T. VanRoon, Councillor
S. Reinhardt, Councillor

Present R. deBortoli, Chief Administrative Officer
D. Halcrow, Director of Finance
L. Sprague, Director of Clerks & Planning Services

Media D. Briggs

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DECLARATIONS OF CONFLICT OF INTEREST**
- 4. PUBLIC PRESENTATIONS**
 - 4.1. January 19, 2015. Presentation concerning the White Mountain Academy facility**
Presenter: Ed Pearce, Chair, Northern Institute of the Arts
- 6. REPORTS**
 - 6.1. 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.

10. CLOSED SESSION BUSINESS

Res. 41/15

Moved By: Mr. S. Reinhardt

Seconded By: Mrs. C. Nykyforak

That the appointments to the White Mountain Academy Board be discussed in closed session under section 239.(2)(b) of the Municipal Act as this matter deals with personal information about identifiable individuals and that the legal opinion concerning the Northern Institute of the Arts - White Mountain Academy be discussed in closed session under section 239.(2)(f) as this matter deals with advice that is subject to solicitor-client privilege.

Carried

Res. 42/15

Moved By: Mr. S. Reinhardt

Seconded By: Mrs. C. Martin

That this meeting proceed into closed session at the hour of 7:48PM.

Carried

Res. 43/15

Moved By: Mr. S. Reinhardt

Seconded By: Mr. L. Cyr

That this meeting come out of closed session at the hour of 8:25 PM.

Carried

11. ADJOURNMENT

Res. 44/15

Moved By: Mr. N. Mann

Seconded By: Mrs. T. VanRoon

That this meeting adjourn at the hour of 8:28 PM.

Carried

Mayor

City Clerk



377, rue Bank Street,
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238 fax/téléc. 613 563 7861

January 15, 2015

Mr. Don Marchisella
Mayor
City of Elliot Lake
45 Hillside Dr N
Elliot Lake, ON P5A 1X5



Dear Mr. Marchisella,

Re: Request for Support to Save Canada Post

Over a year ago, Canada Post Corporation announced a plan to change public postal service as we know it, and the government endorsed this plan. As a result, the corporation has dramatically hiked postage rates and is planning on eliminating door-to-door delivery, closing and downsizing post offices, reducing post office hours, and destroying thousands of decent jobs in communities throughout our country.

These major changes will be bad for seniors, people with mobility issues, charities, small businesses and many other people who rely on public postal service.

The Canadian Union of Postal Workers wants the federal government to reverse the Canada Post plan, and to look instead for ways to increase service and revenues in areas like postal banking, as other postal administrations have done. At the very least, we think the government should properly consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes.

CUPW has attached a fact sheet with more information about Canada Post's plan.

The union has also attached a resolution that it would like your municipality to consider passing. To date, over 400 municipalities and municipal organizations have passed resolutions opposing Canada Post plan for cuts, or calling for a halt to door-to-door delivery cuts until there is proper consultation. CUPW hopes you will think about joining and building on these efforts by passing our or your own resolution.

Thank you very much for considering this request. Thanks as well if your municipality passed an earlier resolution in support of postal banking or improving the Canadian Postal Service Charter. If you would like an electronic version of the resolution, please contact Brigitte Klassen at bklassen@cupw-sttp.org. Please call me at 613-236-7238 if you have any questions or concerns.

In solidarity,

Denis Lemelin
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

/bk cope 225





377, rue Bank Street,
Ottawa, Ontario K2P 1Y3
tel./tél. 613 236 7238 fax/télé. 613 563 7861

SAVE CANADA POST - STOP THE CUTS

WHEREAS Canada Post and the Conservatives are taking an axe to long-treasured postal services – killing good jobs, eliminating door-to-door delivery, drastically increasing postage rates and closing, downsizing and reducing hours at post offices:

WHEREAS Canada Post did not properly consult on these changes, effectively eliminating any opportunity for input from the people who will be most affected; and

WHEREAS closing and downsizing post offices, reducing post office hours, and eliminating door-to-door delivery will reduce service and eliminate thousands of jobs in communities throughout our country.

WHEREAS Canada Post offers a public service that needs to be protected;

BE IT RESOLVED THAT the (name of municipality) write a letter to the Minister responsible for Canada Post that calls on the government to reverse the changes to services announced by Canada Post, and to look instead for ways to increase service and revenues in areas such as postal banking.

BE IT FURTHER RESOLVED THAT (name of municipality) ask the Federation of Canadian Municipalities to request that the federal government consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes to public postal service.

MAILING INFORMATION

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to: Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website:
<http://www.parl.gc.ca/common/index.asp?Language=E>.

Brad Woodside, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/bk cope 225



Save Canada Post.ca

Canada Post has announced a plan to:

1. Attack the public postal network.

Canada Post plans to use more private post offices while streamlining the public postal network. This means closing and downsizing public post offices, as well as reducing their hours. Canada Post has closed about 40 urban and 75 rural post offices since 2012. This is the largest number of closures we have seen since the Conservatives closed about 1,500 rural and urban post offices in the eighties and nineties. More closures are expected. The corporation is also reviewing all urban offices to see if they can be made smaller and operated with fewer workers. In addition, it is dramatically reducing hours of service in rural communities.

2. Introduce huge postage rate hikes.

On March 31, 2014, the price of buying one stamp increased by 59% while the price of buying a book or coil of stamps increased by 35%. The price for pre-sorted and incentive letters increased by 15% and metred mail increased by 19%. These sudden and dramatic increases are unfair,

unreasonable and bad for the corporation's business. It would have been wiser and more reasonable for Canada Post to adopt gradual increases to keep up with rising costs.

3. Make our country the first in the world to eliminate door-to-door delivery.

Canada Post plans on taking away door-to-door delivery from over five million Canadian households and replacing it with community mailbox (CMB) delivery. There is a great deal of opposition to this plan, which will create huge problems for many Canadians, especially seniors and people with mobility issues. According to a recent poll, sixty per cent of people oppose the delivery cuts. In spite of this, Canada Post is determined to wipe out home mail delivery within a five year period. So far, Canada Post has announced its plans to convert more than a million households. The bulk of conversions will occur after the 2015 federal election. The federal government fully supports this major cut to public postal service.

4. Destroy 6000 to 8000 decent jobs.

Canada Post would need fewer employees if it goes to community mailbox delivery. It expects to eliminate 6000 to 8000 positions. Closing and downsizing post offices and reducing post office hours will also reduce the number of jobs in communities throughout the country. Our communities and our economy cannot afford to lose thousands of decent paying jobs.

The future of Canada Post

Canada Post and the Conservatives should consult on their plan to change public postal service as we know it. The public owns Canada Post. They have a right to input. This has not really happened in any meaningful way. Canada Post engaged in some discussions, but they were completely inadequate. The corporation held invite-only meetings in 46 communities and conducted a largely online public consultation on its future, focusing on cut. Since this time, over 400 municipalities and municipal organizations have passed resolutions or sent letters protesting the cuts or asking for a halt until there is meaningful consultation. Moreover, many thousands of Canadians have signed petitions and sent messages to their Members of Parliament (MPs). People have asked their federal representatives to tell Canada Post to stop the cuts and consider alternatives such as postal banking. Cutting might help Canada Post with its money problems in the short-term but it is not a good long-term strategy and it certainly won't improve the future of postal service in our country. The corporation should be following the lead of other postal administrations by innovating and introducing new revenue-generating services.

For more information, go to:

**Save
Canada
Post.**

Postal banking

The Canadian Union of Postal Workers (CUPW) believes that our country needs improved financial and banking services and that Canada Post is well placed to fulfill this need. Moreover, the union thinks that adding financial and banking services at Canada Post will help the corporation preserve public postal service and generate revenue. CUPW is not alone. Close to two-thirds of Canadians support Canada Post expanding revenue-generating services like bill payments, insurance and banking, according to a poll from April 2014. Many municipalities like the idea too. About 600 municipalities have passed resolutions endorsing the addition of financial and banking services at our public post office. Not only that, three former Canada Post Presidents have spoken favourably about the corporation getting more involved in financial services (i.e. Michael Warren, Andre Ouellet and Moya Greene). In recent years, Canada Post has even conducted studies on postal banking that appear to indicate that getting into financial services would be “a win-win strategy” and a “proven money-maker” for the corporation. This positive assessment was obtained through an Access to Information (ATI) request. Unfortunately, 701 of 811 pages of the ATI request were redacted. To date, Canada Post President Deepak Chopra has refused to release the 811 pages in their entirety.

Learn more. Check out *Why Canada Needs Postal Banking* at <https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

Date: October-25-13

Number: 440

Whereas the federal government will look at how it handles public postal services with a review of the Canadian Postal Service Charter in 2014; and
Whereas the public has a right to have input on matters involving its publicly owned post office; and
Whereas the current Charter has a number of serious problems that need fixing; and
Whereas the government could use the Charter review to reduce our public post office's obligation to provide service (instead of improving the Charter) and even lay the groundwork for privatizing or deregulating Canada Post; now therefore be it resolved;
That the City of Elliot Lake write a letter to the Minister responsible for Canada Post to request 1) that the upcoming review of the Canadian Postal Service Charter be open to public input and 2) that the Charter be improved by:
-ensuring that the moratorium on post office closures in small and rural communities protects the public nature of post offices;
-eliminating the exceptions to the moratorium;
-extending the consultation process over possible closures and making the process and moratorium more transparent;
-Establishing an independent Canada Post ombudsperson to report on Canada Post's performance in meeting Charter expectations;
-Establishing a reasonable, uniform and democratic process for making changes to the postal and delivery network (closures, downsizing, removal of rural mailboxes, etc), but only after consultation with the public and other stakeholders.
Carried.

City of Elliot Lake Council

Resolution 440/13

Date: April-28-14

Number: 149

Whereas local governments in Canada have a direct financial interest in the security and stability of Canada's postal system, to ensure reliable communications with rate-payers and certainly in the timely payment of taxes and other fees;

And whereas Canada Post, a consistently profitable Crown Corporation, has announced its intention to eliminate door-to-door mail delivery in Canada, calling into question the stability of Canada's postal system, the certainty of communications and payment, and the reliability of business transaction;

And whereas this proposed change would entail the downloading of responsibilities cost, and liabilities to local government, including requirements for municipal land and right-of-way, infrastructure such as paving and lighting, and policing related to vandalism, graffiti and mail theft;

And whereas this fundamental change to Canada's communications system is unprecedented in the G7 countries and has been announced in the absence of any meaningful consultation with local government, Canada Post customers or postal workers;

Therefore be it resolved that the Federation of Canadian Municipalities request that the Federal Government direct Canada Post to maintain the current system of door-to-door postal delivery in Canada;

And that this resolution be forwarded to our MP.

City of Elliot Lake Council
Resolution 149/14

Public Services Committee

January 20, 2015

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: SUMMARY REPORT FOR MUNICIPALITIES

At the regular meeting of the Public Services Committee held Monday, January 19th, 2015, the following resolution was passed:

RESOLUTION No. 02-15

THAT Staff Report OPS 2015-01 dated January 5, 2015 of the Director of Operations be received;

AND THAT the Summary Report for Municipalities be posted on the City's web site and made available in print (free of charge) to members of the public upon request.

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 OPS2015-01

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

RE: SUMMARY REPORT FOR MUNICIPALITIES

OBJECTIVE

To provide Mayor and Council with information as required under the Safe Drinking Water Act, 2002 – O. Reg. 170/03 – Schedule 22 (Summary Reports for Municipalities).

RECOMMENDATION

THAT Staff Report OPS 2015-01 dated January 5, 2015 of the Director of Operations be received;

AND THAT the Summary Report for Municipalities be posted on the City's web site and made available in print (free of charge) to members of the public upon request.

Respectfully Submitted

A blue ink signature of Sean McGhee, consisting of a stylized 'S' and 'M' followed by a horizontal line.

Sean McGhee
Director of Operations

Approved

A blue ink signature of Rob deBortoli, consisting of a stylized 'R' and 'dB' followed by a horizontal line.

Rob deBortoli
Chief Administrative Officer

January 5, 2015

BACKGROUND

Under Schedule 22 of Ontario Regulation 170/03, sub-section 22-2 (1) states that; The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance to subsections (2) and (3) for the preceding calendar year and is given to, in the case of a drinking water system owned by a municipality, the members of the municipal council.

(2) The report must,

- (a) list the requirements of the Act, regulations, the system's approval and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure; and
- (b) for each failure referred to in clause (a), describe the measures that were taken to correct the failure.

(3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including the monthly average and maximum daily flows and daily instantaneous peak flow.
2. A comparison of the summary referred to in paragraph 1 to the related capacity and flow rates approved in the system's Municipal Drinking Water License.

ANALYSIS

Please refer to the attached report.

FINANCIAL IMPACT

Not applicable

LINKS TO STRATEGIC PLAN

This report will provide Mayor and Council with assurances that as Officers of the Corporation, Council is exercising the prescribed standard of care with respect to the operations of the water treatment system, and by doing so Council is providing value in its municipal services.

SUMMARY

Receiving this report will ensure the municipality's compliance with regard to prescribed legislation under the Safe Drinking Water Act.

January 5, 2015

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



ATTENTION: Mayor and Member of Council

RE: ELLIOT LAKE WATER TREATMENT PLANT SUMMARY REPORT FOR MUNICIPALITIES: Municipal Large Residential

Your Worship Mayor Marchisella and Members of Council:

Please find attached, the 2014 Summary Report for the Elliot Lake Water Treatment Plant. This report has been prepared in accordance to the guidelines set out in Schedule 22 of the Safe Drinking Water Act, 2002 (Ontario Regulation 170/03).

The report covers the period from January 1, 2014 to December 31, 2014.

Please direct any questions or concerns to the undersigned.

Yours truly,

A handwritten signature in blue ink, appearing to be "Sean McGhee", with a stylized flourish at the end.

Sean McGhee
Director of Operations

Elliot Lake Water Treatment Plant 2014 Summary Report

The purpose of this report is to summarize water quality and quantity data pertaining to the Elliot Lake water treatment plant. This report is prepared in accordance with Schedule 22 of Regulation 170/03 of Ontario's Safe Drinking Water Act and covers the reporting period from January 1, 2014 to December 31, 2014.

This report contains the following information:

- A summary of the quantities and flow rates of the water supplied including monthly average and maximum daily flows.
- A comparison of the peak flows and capacities to the rated capacities referenced in the drinking water works permit and municipal drinking water license.
- A listing of all requirements of the Act or any regulatory requirement that the system failed to meet during the period covered by the report. This includes any measures taken to mitigate the failure and the duration of the incident.
- Terms and conditions identified in the Act, relevant regulations, drinking water permit, and municipal drinking water licence.

Annual Quantities and Flow Rates:

MONTH	Minimum Flow / Day (M ³)	Maximum Flow / Day (M ³)	Average Flow / Day (M ³)	Instantaneous Peak flow (l/s)	Total Flow (M ³)
January	5,084	7,197	6,072	183.01	193,091
February	5,442	8,117	6,394	183.06	183,575
March	4,227	9,433	6,498	182.84	207,851
April	5,401	7,637	6,261	185.64	194,085
May	4,817	8,488	5,815	211.32	189,235
June	3,740	9,979	6,529	299.68	206,610
July	4,526	8,259	5,879	238.97	192,761
August	3,508	15,343	6,124	237.18	199,999
September	4,127	6,625	5,069	257.73	160,010
October	3,556	6,102	4,902	231.64	161,070
November	4,013	6,159	5,241	222.33	160,106
December	4,449	7,074	5,761	220.44	187,684

Minimum	3,508	6,102	4,902	182.84	160,010
Maximum	5,442	15,343	6,529	299.68	207,851
Average	4,408	8,368	5,879	221.15	186,340
Total					2,236,077

NOTE: The maximum rated capacity of **28,400** m³/day (as identified in the facility's Municipal Drinking Water License) was not exceeded for the period of this report.

Compliance Report

Section 18 of the Safe Drinking Water Act requires the system operator to report adverse test results or conditions immediately after the result is obtained or situation identified.

An adverse test result constitutes a parameter failing to meet, at a minimum, the requirements of the prescribed drinking water standards established for that parameter, under the Ontario Drinking Water Standards. Adverse test results must be identified in the Summary Report.

Situations involving the depressurization of any portion of the distribution system for repair of a watermain can be deemed as an adverse event due to the potential for contamination through back siphonage or pressurized backflow. These incidents are included in the list of adverse events. They are indicated as evidence of best practice on the part of the Public Works Department.

There were 16 instances in 2014 where reports were made to the Spills Action Centre in accordance with Section 18 of the Safe Drinking Water Act.

Adverse Water Quality Incidents:

INCIDENT DATE	PARAMETER	RESULTS	UNIT OF MEASURE	CORRECTIVE ACTION	CORRECTIVE ACTION DATE
02-Jan-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	15-Jan-14
06-Mar-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	14-Mar-14
05-May-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	12-May-14
20-Jun-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	27-Jun-14
07-Jul-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	18-Jul-14
08-Aug-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	14-Aug-14
13-Aug-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	18-Aug-14
16-Oct-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	27-Oct-14
13-Nov-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	24-Nov-14
24-Nov-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	01-Dec-14
28-Nov-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	08-Dec-14
28-Nov-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	08-Dec-14
05-Dec-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	12-Dec-14
12-Dec-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	18-Dec-14
15-Dec-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	22-Dec-14
29-Dec-14	Watermain Repair	Pressure Loss	PSI	Boil Water Advisory - flush - resample	02-Jan-15

Corrective Action:

In all cases when repair or maintenance carried out on the distribution system requires depressurization of any part of the system, the Algoma Health Unit is notified. This scenario is considered to be a “failure of mechanical containment”, which can potentially lead to contamination through back siphonage or pressurized backflow.

These situations are without exception, treated as an adverse incident by the Algoma Health Unit, and a boil water advisory is issued in order to protect the consumer from potential risk.

Following the repair, flushing is undertaken to restore quality. Once completed, two consecutive sets of bacteriological tests are taken, at 24 hour intervals, after which, if all is clear, the advisory is lifted.

Regulatory Inspection

The Ministry of the Environment carried out a facility inspection on June 25th, 2014. The inspection noted instances relating to loss of chlorine residual in the distribution system in 2013. In all cases, the corrective action taken by plant staff was deemed as appropriate and acceptable. No orders were issued and no additional action was required. The final inspection rating for the system was 97.37%.

Identified Terms and Conditions**Performance:**

The Elliot Lake Water Treatment Plant meets the requirement of the Ontario “Drinking Water Standards.” Disinfection of treated water is achieved as per Ministry Procedure B13-3. Required CT was continuously monitored and met at all times ensuring appropriate levels of disinfection were attained. Backwash water discharge suspended solids were monitored with an average of **16 mg/l** which is well below the required **25 mg/l** annual average.

Monitoring and Recording:

Flow meters, chlorine analyzers and turbidimeters are calibrated per manufacturer’s specifications. Third party certification is secured on an annual basis as a quality assurance, quality control measure.

Operations and Maintenance:

Maintenance of the water treatment plant is conducted, monitored, documented, and controlled through a preventive maintenance program. All operators are certified with at least one operator certified at the designated level of the facility. All treatment chemicals meet A.W.W.A. (American Water Works Association) and ANSI / NSF 60 quality criteria for drinking water.

Process Parameters:

The following are the chemicals used and dosage rates:

- Polyaluminum Chloride - 26.88 mg/l
- Hydrofluorosilicic Acid – 0.457 mg/l
- Chlorine – 2.42 mg/l
- Hydrated Lime – 19.02 mg/l

Drinking Water Quality Management System

The Quality Management System (QMS) consists of an Operational Plan that defines and documents the various policies and procedures with respect to water quality management which were established to meet Province of Ontario standards as identified within the Safe Drinking Water Act.

The Management Review, Internal Audit, Surveillance Audit, and Site Audit were all completed in 2014 per the requirements outlined in the Operational Plan.

Documentation:

Contingency plans, the Facility Operations Manual, Standard Operating Procedures and the Drinking Water Quality Management Standard documents which provide guidance in the event of emergencies, upset conditions and breakdowns are located in the office at the water treatment facility. Detailed drawings of the facility are centrally located in the Operational Control Room.

Public Services Committee

January 20, 2015

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: DUNLOP SHORES GEOMETRIC EVALUATION REPORT

At the regular meeting of the Public Services Committee held Monday, January 19th, 2015, the following resolution was passed:

RESOLUTION No. 03-15

THAT Staff Report OPS2015-02 dated January 13th, 2015 of the Director of Operations be received;

AND THAT the speed limit of the Dunlop Shores Road be reduced to 30 kilometers per hour in keeping with recommendations outlined in the Tulloch Engineering Dunlop Shores Road Geometric Design Report.

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 OPS2015-02

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

RE: DUNLOP SHORES ROAD GEOMETRIC EVALUATION REPORT

OBJECTIVE

To provide Mayor and Council with information regarding the Dunlop Shores Road Geometric Evaluation Report and proposed course of action;

RECOMMENDATION

THAT Staff Report OPS2015-02 dated January 13th, 2015 of the Director of Operations be received;

AND THAT the speed limit of the Dunlop Shores Road be reduced to 30 kilometers per hour in keeping with recommendations outlined in the Tulloch Engineering Dunlop Shores Road Geometric Design Report.

Respectfully Submitted

Approved

A blue ink signature of Sean McGhee.

A blue ink signature of Rob deBortoli.

Sean McGhee
Director of Operations

Rob deBortoli
Chief Administrative Officer

January 13th, 2014

BACKGROUND

Dunlop Shores Road (DSR) is a 15.06 kilometer gravel road which is classified as Local Rural Undivided. The Municipality has taken a number of steps to ensure that the road meets the operational needs of the users, both seasonal and year round residential.

The road was designed and constructed to provide cottage lot access with minimum disruption to the natural terrain.

Tulloch Engineering was retained by the City of Elliot Lake to complete a high level road hazard analysis of the Dunlop Shores Road. This included a detailed review of all vertical and horizontal curves with a reference to the standards outlined in “The Geometric Design Guide for Canadian Roads, 1999 Edition” to identify potential hazards.

The analysis was requested to address concerns raised by residents of the Dunlop Shores Road as well as to assist City staff in the prioritization of maintenance and upgrade priorities for the DSR.

ANALYSIS

In order to assess the road, Tulloch Engineering applied design standards found in the 1999 Edition of the “Geometric Design Guide for Canadian Roads”. This document identifies minimum and maximum standards for corner radius, grade, crest and sag on Canadian roads and applies maximum vehicular speeds to the standard.

Although the document is intended as a standard for planning and design of roads, the standards can be applied to existing roads for the determination of recommended driving speed.

The report identified the following speed related issues;

Horizontal Curves-	40 curves with a radius less than or equal to the design requirements for a 30 km/h curve; 47 additional curves with a radius less than the design requirements for a 50 km/h curve;
Sag Curves (dips)-	88 dips with a radius less than or equal to the design requirements for a 30 km/h posted road speed; 28 additional curves with a radius less than the design requirements for a 50 km/h posted speed;
Crest Curves (peaks)-	60 peaks with a radius less than or equal to the design requirements for a travelling speed of 30 km/h; 25 additional peaks with a radius less than the design requirements for a speed of 50 km/h;
Grades > 12%-	There are 20 hills with grades which exceed the design standards for a road posted at 50 kilometers per hour.

In all, there were approximately 308 identified areas where the road was constructed to a design standard which supports travelling speeds below 50 kilometers per hour.

FINANCIAL IMPACT

Not applicable.

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

A multi-tiered approach is required to address the findings and recommendations found in the Tulloch report. These steps are as follows:

1. Posting the road to 30 kilometres per hour;
2. Application of granular material to the road to enhance drivability, and;
3. Installation of steel beam guide rail on the steepest grade of the road past Beaver Pond Rd.

The application of granular material, as well as the installation of the guide rail, was completed under a previous contract. Reducing the speed limit to 30 kilometers per hour, in keeping with the Tulloch report, is a measure that will assist in reducing vehicle speed on the road to a level consistent with its design.

These combined initiatives are intended to provide a degree of safety and security for all users of the road.



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13-2067

February 20, 2014

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

Attention: Rob deBortoli, CAO

Dear Rob:

**Re: Dunlop Shores Road
Geometric Evaluation Report**

INTRODUCTION

Tulloch Engineering (Tulloch) has been retained by The City of Elliot Lake (City) to undertake a High Level Geometric Evaluation of Dunlop Shores Road to identify the corresponding design speed and hazard locations. The following report is a summary of the findings of the evaluation.

METHODOLOGY

In October of 2013, a topographic survey of the Dunlop Shores Road surface was completed to record the existing horizontal and vertical centerline alignments. In addition, a high level roadside hazard analysis was completed for embankments and waterbodies. The October survey which began approximately 2km from the intersection with Highway 108 and continued westerly to the end of Dunlop Shores Road was subsequently expanded in January of 2014 to complete the full length of the road.

The topographic and hazard analysis data was then analyzed by creating an existing centerline alignment and comparing to currently accepted geometric design standards. Plan and profile drawings were generated to identify the existing design speeds of each horizontal and vertical curve which are less than the posted speed, as well as the location of roadside hazards. These drawings have been enclosed.



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GEOMETRIC DESIGN STANDARDS

The Geometric Design Guide for Canadian Roads, 1999 Edition, produced by the Transportation Association of Canada, hereinafter called “the Guide”, was utilized to outline roadway geometry standards and associated design speeds. As identified in the Guide, Dunlop Shores Road is a gravel road classified as Local Rural Undivided (LRU) road which typically have design and driving speeds of 50 to 80km/hr.

Dunlop Shores Road is 15.06km in length and is posted at a driving speed of 50km/hr. The road has been “snaked” through the topography of the land with an approximate total of 176 horizontal curves and 281 vertical curves throughout the length.

The follow is a summary of the corresponding roadway geometry which would apply to the Dunlop Shores Road as identified in the Guide.

Design Speed (km/hr)	Minimum Horizontal Radius (m)	Maximum Grade (%)	Minimum K Factor for Vertical Curves	
			Crest	Sag
30	< 60	12	2	4
40	60	12	4	7
50	100	12	6 - 7	11 - 12
60	150	12	10 - 13	15 - 18
70	200	12	16 - 23	20 - 25
80	280	12	24 - 36	25 - 32

References to the Guide

Horizontal Radius Table 2.1.2.3

Maximum Grades Table 2.1.3.1

K Factor for Stopping Sight Distance on Crest Vertical Curves Table 2.1.3.2

K Factor for Stopping Sight Distance on Sag Vertical Curves Table 2.1.3.4

As the posted speed of the road is 50km/hr, Tulloch began the comparison with the corresponding geometric criteria and identified any areas where the existing geometry were less than those required for 50km/hr.



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HORIZONTAL CURVES

As mentioned previously, Dunlop Shores Road has an approximate total of 176 horizontal curves. We use the term approximate as there could be additional, larger radius curves which were interpreted as tangent sections based on the high level evaluation being completed. The following is a breakdown of the number of horizontal curves with a radius less than or equal to that required for a 50km/hr design speed.

- 40 curves are less than 60 metres radius which is less than a 30km/hr design speed,
- 47 curves are between 60 and 100 metres radius, which is between 40km/hr and 50km/hr design speed,
- 34 curves are between 100 and 150 metres radius, which is between 50km/hr and 60km/hr design speed.

Therefore, there are approximately 87 horizontal curves along Dunlop Shores Road that are less than the posted 50km/hr speed. A listing of the horizontal curve evaluation is presented in Appendix A.

In addition, there are 73 reverse curves with less than 50 metres tangent between the curves, commonly referred to as “S” curves, which makes it undesirable to the driver and increasingly dangerous depending on the location of the vertical curvatures.

VERTICAL CURVES

Along Dunlop Shores Road, there are approximately 281 vertical curves which is considered as a hilly road. Of these vertical curves, 144 are sag curves (dips) and 137 are crest curves (peaks). The following is a breakdown of the number vertical curves with a K Factor less than or equal to that required for a 50km/hr design speed. The K Factor is a calculation based on the grades into and out of the vertical curve as well as the length of the curve to allow for adequate stopping sight distance.

Sag Curves

- 88 curves have a K Factor less than 7 which is less than a 30km/hr design speed.
- 28 curves have a K Factor between 7 and 11 which is between 40km/hr and 50km/hr design speed.
- 11 curves have a K Factor between 11 and 15 which is between 50km/hr and 60km/hr design speed.



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Crest Curves

- 60 curves have a K Factor less than 4 which is less than a 30km/hr design speed.
- 25 curves have a K Factor between 4 and 6 which is between 40km/hr and 50km/hr design speed.
- 32 curves have a K Factor between 6 and 10 which is between 50km/hr and 60km/hr design speed.

Therefore, there are approximately 201 vertical curves along Dunlop Shores Road that are less than the posted 50km/hr speed. A listing of the vertical curve evaluation is presented in Appendix B.

GRADES

The maximum gradient on a rural road is evaluated at 12%, however a 7% gradient is the preferred maximum depending on the terrain for a 50 km/hour operating speed. The following is a breakdown of the number of grades in excess of 7% with long ascent or descent lengths.

- 53 hills with more than 7% slope; of those locations,
- 33 locations are between 7% to 12%, and
- 20 locations are between 12% to 18.4%.

Therefore, there are approximately 20 grades along Dunlop Shores Road that are in excess of the posted 50km/hr speed. A listing of the grade evaluation is presented in Appendix C.

ROADSIDE HAZARDS

Two types of roadside hazards were evaluated at a high level, specifically embankments with heights over 3m that had foreslopes steeper than 3:1, as well as waterbodies. Without undertaking a detailed survey to determine the exact height of each embankment, there are 37 locations in excess of 3m fills with foreslopes steeper than 3:1. Additionally, there are four water crossing locations with the potential for water depths greater than 4m. A listing of these hazard locations is presented in Appendix D.

RECOMMENDATION

As detailed above, there are numerous locations on Dunlop Shores Road where the horizontal and vertical geometry is less than the corresponding values for the posted 50km/hr driving speed. In addition, several grades are in excess of the maximum and roadside hazards are present throughout the length of the road.



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It is recommended that the City of Elliot Lake consider lowering the posted speed of Dunlop Shores Road to 30km/hr throughout its length to correlate with the geometry of the travelled road. Additionally, reconstruction of the road to 50km/hr could result in an overall posting of 50km/hr with select areas posted at 30km/hr where reconstruction is not economical.

Lastly, it is recommended that a detailed review of road side hazards, including embankments and waterbodies be undertaken to identify the appropriate course of action to mitigate the hazard. Some possible mitigation measures would be guide rail or slope flattening but will need to be evaluated on a case by case scenario.

REFERENCES

The reference manuals used in preparation of this report are as follows:

- Geometric Design Standards for Ontario Highways, MTO manual, 1994
- TAC (Transportation Association of Canada) manual, 1999 Edition, Geometric Design Guide for Canadian Roads
 - Table 1.3.2.1, page 1.3.2.2, Design Classification
 - Table 1.3.4.1, page 1.3.4.2, Characteristics of Rural Roads
 - Table 2.1.2.3, page 2.1.2.8, Minimum Radii for Limiting Values of e and f for Rural and High Speed Urban Roadways,
 - Table 2.1.3.1, page 2.1.3.2, Maximum Gradients,
 - Table 2.1.3.2, page 2.1.3.6, K Factors to Provide Stopping Sight Distance on Crest Vertical Curves,
 - Table 2.1.3.4, page 2.1.3.9, K Factors to Provide Minimum Stopping Sight Distance on Sag Vertical Curves,
 - Figure 3.1.6.1, page 3.1.6.5, Embankment Warrant Guide
 - Table 3.1.6.2, page 3.1.6.6, Roadside Obstacles Normally Considered for Shielding



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CLOSURE

Tulloch Engineering Inc. has prepared this report for the exclusive use of The Corporation of the City of Elliot Lake and their authorized agents. We trust that the information contained in this report is sufficient for your present purposes.

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Chris Kirby'.

Chris L. Kirby, P.Eng.

TULLOCH ENGINEERING INC.

13-2067 Dunlop Shores Geometric Evaluation Report 02.18.14



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APPENDIX A – HORIZONTAL CURVE EVALUATION

City of Elliot Lake
Dunlop Shores Road
Horizontal Curve Evaluation

Tulloch Project No. 13-2067

R < 60m (30km/hr)
60 < R < 100m (40km/hr)
100 < R < 150m (50km/hr)

Station	Direction	Radius (m)	Station	Direction	Radius (m)	Station	Direction	Radius (m)
0+039.62	Left	63.6	6+284.73	Right	55.4	11+897.15	Right	133.8
0+106.15	Right	252.5	6+509.17	Left	60.4	11+949.77	Right	97.5
0+166.99	Left	139.6	6+593.90	Right	148.8	12+035.24	Left	31.2
0+237.12	Right	246.7	6+874.16	Right	43.5	12+098.54	Left	94.4
0+345.64	Right	190.1	7+075.58	Left	68.3	12+157.22	Right	124.3
0+540.30	Left	119.3	7+231.02	Left	403.1	12+195.81	Right	40.9
0+657.66	Right	80.6	7+274.67	Right	53.4	12+209.49	Right	51.7
0+784.37	Right	200.8	7+325.29	Left	74.3	12+235.18	Right	54.4
1+018.08	Left	230.2	7+419.08	Right	229.6	12+267.36	Right	84.2
1+143.27	Left	859.0	7+524.34	Left	73.9	12+297.84	Right	79.5
1+246.38	Right	95.3	7+740.15	Right	83.0	12+372.83	Left	183.7
1+327.18	Left	196.6	7+907.91	Right	144.3	12+420.13	Left	38.5
1+488.67	Right	225.7	7+999.27	Left	96.9	12+452.52	Left	60.5
1+608.99	Left	283.2	8+089.87	Right	57.0	12+497.95	Left	155.6
1+711.87	Left	699.3	8+184.79	Left	162.0	12+618.50	Right	103.1
1+791.08	Right	368.1	8+255.80	Right	189.7	12+718.90	Left	785.1
1+882.16	Right	132.3	8+400.09	Right	67.8	12+760.51	Right	51.1
1+942.58	Left	99.3	8+494.37	Left	78.1	12+811.74	Left	93.2
2+033.68	Right	92.1	8+556.46	Left	96.1	12+885.28	Right	106.2
2+134.05	Left	115.5	8+777.27	Right	423.8	12+965.45	Right	73.2
2+326.55	Right	370.9	8+958.07	Left	144.3	13+019.20	Left	83.6
2+404.40	Left	601.0	9+117.90	Right	244.4	13+054.82	Left	56.2
2+608.61	Left	273.9	9+285.87	Right	136.4	13+108.28	Right	251.9
2+739.63	Right	161.5	9+363.69	Left	90.4	13+192.27	Left	76.9
2+946.88	Right	57.8	9+431.40	Right	103.5	13+257.10	Right	265.5
3+047.69	Left	58.1	9+546.20	Right	83.6	13+334.82	Right	28.3
3+128.25	Left	102.6	9+623.48	Left	89.3	13+399.27	Left	35.2
3+276.91	Right	97.4	9+683.66	Right	108.6	13+440.30	Left	56.9
3+360.33	Left	62.4	9+777.56	Left	70.7	13+483.12	Left	43.7
3+508.67	Right	150.9	9+866.56	Right	80.8	13+518.99	Right	26.0
3+655.72	Left	142.1	9+933.97	Right	56.6	13+542.99	Right	30.6
3+743.51	Right	154.0	9+971.75	Right	77.0	13+563.29	Right	49.0
3+866.97	Left	138.4	10+025.35	Left	55.7	13+618.60	Left	392.5
4+039.99	Right	60.4	10+073.13	Right	142.9	13+670.55	Right	195.9
4+125.74	Left	241.7	10+128.62	Left	126.8	13+702.80	Right	133.7
4+219.51	Right	134.5	10+203.08	Right	57.8	13+739.54	Right	146.0
4+343.85	Right	189.9	10+247.76	Right	97.0	13+795.82	Right	35.5
4+356.78	Left	5.1	10+340.25	Left	124.5	13+857.61	Left	57.9
4+369.84	Right	146.1	10+404.27	Right	55.6	13+904.67	Right	23.9
4+435.47	Left	41.6	10+543.22	Right	81.4	14+020.78	Left	77.7
4+516.49	Left	54.1	10+608.40	Left	135.8	14+061.12	Left	40.6
4+588.52	Right	59.8	10+710.78	Right	244.1	14+089.66	Left	43.9
4+638.76	Left	312.7	10+777.19	Left	214.0	14+150.89	Right	170.6
4+689.60	Right	51.3	10+836.77	Left	202.3	14+260.26	Right	190.5
4+752.05	Right	114.1	10+917.02	Right	754.8	14+294.18	Right	101.4
4+825.56	Right	72.1	11+022.84	Left	227.5	14+340.15	Left	57.6
4+975.59	Left	117.7	11+108.39	Right	109.3	14+406.38	Left	118.6
5+073.84	Left	40.3	11+140.55	Left	82.7	14+456.02	Left	246.7
5+161.16	Right	70.9	11+223.50	Right	705.6	14+548.89	Left	170.7
5+252.10	Right	176.2	11+272.04	Left	299.5	14+601.57	Left	218.4
5+356.90	Right	111.7	11+362.25	Right	397.0	14+644.71	Right	330.7
5+581.38	Left	73.6	11+403.64	Right	99.0	14+673.10	Right	58.7
5+724.09	Left	179.6	11+460.60	Left	155.5	14+698.25	Right	122.5
5+823.76	Left	146.1	11+516.17	Left	61.9	14+754.49	Left	290.9
5+883.52	Left	69.7	11+615.50	Left	74.7	14+841.55	Right	301.1
5+954.64	Left	611.8	11+656.51	Left	88.1	14+885.70	Right	49.8
6+024.13	Right	53.9	11+728.14	Right	140.3	14+954.62	Right	78.2
6+083.58	Left	196.2	11+793.70	Right	98.5	15+037.46	Left	98.6
6+201.87	Right	224.2	11+848.99	Right	42.1			



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APPENDIX B – VERTICAL CURVE EVALUATION

City of Elliot Lake
Dunlop Shores Road
Vertical Curve Evaluation



Tulloch Project No. 13-2067

 Sag less than K of 15
 Crest less than K of 10

Station	K Factor	Sag	Crest	Station	K Factor	Sag	Crest	Station	K Factor	Sag	Crest
0+033.17	10.0	x		2+040.82	2.8		x	4+101.78	4.4	x	
0+072.95	7.0		x	2+155.35	7.8	x		4+168.32	11.9	x	
0+095.20	0.5	x		2+244.54	16.0	x		4+254.28	30.1		x
0+101.08	1.0		x	2+366.76	9.2		x	4+347.32	37.3		x
0+104.10	0.2	x		2+422.69	13.4	x		4+389.32	15.7	x	
0+111.40	0.6		x	2+497.34	5.3		x	4+440.51	8.9		x
0+165.91	3.9		x	2+554.77	3.8		x	4+534.39	19.8	x	
0+200.20	3.5	x		2+565.28	1.0	x		4+640.52	2.7	x	
0+249.57	27.0		x	2+572.32	1.6		x	4+690.41	1.7		x
0+288.49	11.5	x		2+578.42	5.7	x		4+727.84	3.6	x	
0+322.82	29.4		x	2+604.15	6.0		x	4+775.17	1.4		x
0+366.96	5.8	x		2+662.94	7.5	x		4+797.79	1.2		x
0+384.33	1.9		x	2+770.49	7.6		x	4+824.49	1.9	x	
0+401.48	14.0	x		2+841.46	2.7	x		4+912.25	12.1		x
0+455.59	15.2	x		2+879.18	6.4		x	4+996.69	3.2	x	
0+494.05	8.1		x	2+906.68	5.4	x		5+025.38	7.7	x	
0+547.53	15.2	x		2+964.96	4.1		x	5+051.34	6.7		x
0+558.75	26.2	x		2+973.74	2.3	x		5+066.20	4.7	x	
0+585.22	18.8		x	2+997.79	10.0		x	5+097.90	5.8		x
0+602.71	19.4		x	3+028.30	3.0		x	5+124.22	3.9		x
0+619.89	16.9	x		3+071.70	3.7	x		5+140.62	6.8	x	
0+652.63	15.5		x	3+126.81	8.8	x		5+194.70	24.9	x	
0+691.46	7.6	x		3+184.24	8.6		x	5+238.01	3.6		x
0+741.84	34.0	x		3+210.32	14.8	x		5+267.14	9.8	x	
0+814.33	10.2	x		3+294.43	9.2		x	5+318.38	2.1	x	
0+844.96	8.7		x	3+329.42	4.4	x		5+352.14	1.1		x
0+905.21	8.0	x		3+350.88	8.0	x		5+406.31	9.0		x
0+968.18	3.4		x	3+364.30	1.2		x	5+463.54	1.9	x	
0+992.94	7.1	x		3+384.85	4.5	x		5+482.74	4.4		x
1+019.04	2.2		x	3+396.14	1.2		x	5+545.84	10.5		x
1+079.54	6.8	x		3+432.91	9.5	x		5+601.45	2.7		x
1+165.30	9.2	x		3+489.38	8.3		x	5+626.00	9.6	x	
1+222.32	4.9		x	3+560.35	34.0	x		5+658.88	3.5		x
1+324.08	4.1	x		3+626.20	6.2	x		5+723.52	4.1	x	
1+365.36	6.6		x	3+676.37	2.3		x	5+777.06	11.5	x	
1+402.02	5.0	x		3+687.24	1.0	x		5+835.66	1.9		x
1+434.74	4.1		x	3+697.26	1.7		x	5+885.35	3.5	x	
1+480.66	9.4		x	3+704.45	0.4	x		5+947.97	7.2	x	
1+531.87	7.7		x	3+708.49	0.2		x	6+013.72	2.6		x
1+563.59	4.2		x	3+742.74	6.4	x		6+047.02	2.1		x
1+595.77	5.7	x		3+803.75	12.1	x		6+074.64	2.6	x	
1+664.16	25.6	x		3+876.82	2.6		x	6+112.30	1.3		x
1+724.24	8.2	x		3+917.94	7.2		x	6+155.55	2.8	x	
1+792.93	2.3		x	3+953.10	5.8	x		6+217.08	6.3	x	
1+838.77	4.0	x		4+000.16	4.2	x		6+265.83	2.5		x
1+909.86	6.5		x	4+011.92	11.5		x	6+358.18	8.8	x	
1+976.33	3.9	x		4+054.80	2.6		x	6+402.63	1.6		x

City of Elliot Lake
Dunlop Shores Road
Vertical Curve Evaluation

Tulloch Project No. 13-2067

 Sag less than K of 15
 Crest less than K of 10

Station	K Factor	Sag	Crest	Station	K Factor	Sag	Crest	Station	K Factor	Sag	Crest
6+483.28	5.8	x		9+770.22	2.5		x	12+616.51	1.0		x
6+539.36	7.6		x	9+821.25	3.5	x		12+679.33	4.5	x	
6+613.57	7.2		x	9+943.72	4.7		x	12+763.85	9.2		x
6+668.94	4.1	x		10+034.60	5.3	x		12+833.49	3.6	x	
6+739.01	21.4	x		10+090.80	5.5		x	12+909.28	5.1		x
6+810.27	13.2		x	10+148.58	3.2		x	12+965.02	1.6		x
6+876.45	1.5		x	10+201.02	2.7	x		13+004.39	4.8	x	
7+012.34	5.4	x		10+297.86	6.6		x	13+075.03	14.3	x	
7+144.25	8.0	x		10+330.86	5.9	x		13+129.08	12.9	x	
7+210.50	5.5		x	10+360.99	6.5		x	13+173.48	10.8		x
7+264.36	2.3		x	10+401.30	1.5	x		13+201.74	8.1	x	
7+304.17	4.6	x		10+463.65	3.8		x	13+234.09	3.9		x
7+381.54	8.8	x		10+770.61	11.6	x		13+274.77	4.3	x	
7+445.03	4.7		x	10+854.06	4.4	x		13+302.62	11.4		x
7+457.34	0.2		x	10+889.84	1.9		x	13+342.28	3.7		x
7+514.55	6.9	x		10+945.67	7.1	x		13+370.60	21.8	x	
7+567.49	10.9		x	11+013.53	3.5	x		13+413.18	2.8		x
7+668.36	10.5		x	11+060.47	2.7		x	13+443.93	6.0	x	
7+698.02	4.3	x		11+108.74	4.6		x	13+483.05	9.4	x	
7+857.14	4.4	x		11+167.41	10.7		x	13+516.30	5.9		x
7+889.95	4.8		x	11+189.07	2.5		x	13+563.02	2.7	x	
7+949.72	3.2		x	11+230.40	3.3	x		13+677.61	8.8	x	
7+984.42	5.8	x		11+293.29	6.5		x	13+768.35	5.5		x
8+041.99	16.3		x	11+347.88	2.0		x	13+835.56	15.8	x	
8+078.63	2.2		x	11+390.35	5.1	x		13+887.56	5.7		x
8+136.38	7.6	x		11+446.96	1.4		x	13+926.99	4.1	x	
8+217.50	5.6		x	11+473.49	2.4	x		13+993.49	4.7		x
8+308.50	6.3	x		11+523.77	14.1		x	14+045.90	6.1	x	
8+368.14	2.7		x	11+568.38	2.0		x	14+077.77	2.8	x	
8+488.94	3.5	x		11+637.00	3.7	x		14+109.75	4.8		x
8+594.53	8.0		x	11+701.60	9.7	x		14+153.34	3.0	x	
8+661.64	17.1	x		11+787.82	6.1		x	14+202.60	2.1		x
8+740.14	28.1		x	11+864.05	2.5	x		14+244.63	4.1	x	
8+803.38	9.1		x	11+911.42	3.9		x	14+298.53	5.5		x
8+845.90	5.3	x		11+960.50	11.8	x		14+332.53	3.6	x	
8+943.86	5.0	x		11+993.35	6.2		x	14+352.61	5.7	x	
8+975.51	5.1		x	12+047.18	2.0		x	14+400.93	3.4		x
9+052.64	17.5	x		12+087.84	2.7	x		14+470.89	3.0	x	
9+131.21	6.7	x		12+128.53	9.8	x		14+584.89	9.2		x
9+189.67	7.4		x	12+236.44	1.7	x		14+678.52	6.6	x	
9+290.64	5.7		x	12+309.02	5.6		x	14+715.38	4.7		x
9+369.11	2.7	x		12+356.10	6.8	x		14+762.90	4.3	x	
9+420.29	1.5		x	12+403.99	3.1	x		14+804.33	2.4		x
9+507.20	3.5	x		12+446.80	2.3		x	14+922.48	6.0	x	
9+576.71	9.0	x		12+493.91	4.7	x		14+968.56	7.4		x
9+637.82	6.0		x	12+553.49	2.4	x		15+029.48	9.6	x	
9+708.12	5.3	x		12+589.47	2.2		x				

Summary

Design Speed	# of Cuves	
	Sag	Crest
30km/h	88	60
40km/hr	28	25
50km/hr	11	32



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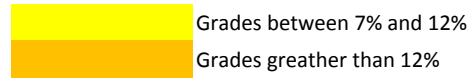
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APPENDIX C – GRADE EVALUATION

City of Elliot Lake
Dunlop Shores Road
 Grade Evaluation

Tulloch Project No. 13-2067



Approach Direction	Stationing		Length (m)	Maximum Gradient
	From	To		
descent	0+112.20	0+214.82	102.6	8.40%
ascent	0+801.09	1+014.61	213.5	8.70%
descent	1+215.38	1+328.09	112.7	7.50%
descent	1+467.71	1+619.56	151.9	8.60%
ascent	1+619.56	1+799.29	179.7	9.60%
descent	1+900.59	1+980.29	79.7	7.60%
descent	2+033.03	2+235.57	202.5	11.20%
descent	2+487.65	2+660.56	172.9	9.10%
ascent	2+660.56	2+783.78	123.2	7.30%
descent	2+874.36	3+118.40	244	8.80%
ascent	3+562.96	3+882.96	320	12.20%
descent	3+882.96	3+992.90	109.9	9.80%
descent	4+041.97	4+181.77	139.8	10.30%
ascent	4+529.33	4+793.67	264.3	13.80%
descent	4+793.67	5+019.28	225.6	12.30%
ascent	5+254.95	5+360.11	105.2	14.80%
descent	5+360.11	5+465.89	105.8	8.00%
descent	5+555.66	5+938.53	382.9	13.90%
descent	6+109.71	6+159.48	49.8	10.80%
ascent	6+159.48	6+397.58	238.1	15.30%
descent	6+397.58	6+500.07	102.5	9.40%
descent	6+552.49	6+668.74	116.3	7.20%
ascent	6+668.74	6+868.50	199.8	9.30%
descent	6+868.50	7+044.69	176.2	14.70%
ascent	7+044.69	7+263.60	218.9	11.40%
ascent	7+312.91	7+758.31	445.4	11.60%
descent	7+942.30	8+504.02	561.7	16.60%
ascent	9+040.18	9+280.55	240.4	9.50%
ascent	9+364.80	9+417.47	52.7	9.60%
descent	9+417.47	9+525.84	108.4	13.30%
ascent	9+695.93	9+976.77	280.8	16.40%
descent	10+086.04	10+197.76	111.7	11.80%
ascent	10+197.76	10+463.24	265.5	14.20%
descent	10+463.24	10+840.32	377.1	11.80%
ascent	10+840.32	10+894.62	54.3	7.40%
ascent	10+947.59	11+071.65	124.1	9.50%
descent	11+071.69	11+243.97	172.3	14.20%
descent	11+310.36	11+398.84	88.5	8.40%
descent	11+537.00	11+668.35	131.4	18.20%
ascent	11+857.04	12+041.14	184.1	11.50%
descent	12+041.14	12+099.27	58.1	10.50%
descent	12+171.36	12+396.22	224.9	18.40%
descent	12+443.14	12+535.85	92.7	9.20%
ascent	12+535.65	12+613.21	77.6	14.30%
descent	12+613.21	12+812.21	19.9	13.80%
ascent	12+812.21	12+956.52	144.3	14.30%
descent	12+956.52	13+115.10	158.6	12.40%
descent	13+407.85	13+564.75	156.9	7.00%
ascent	13+564.75	13+797.10	232.3	13.60%
descent	13+797.10	14+086.19	289.1	12.20%
ascent	14+139.53	14+209.93	70.4	11.90%
descent	14+395.25	14+476.06	80.8	8.50%
ascent	14+757.93	14+810.06	52.1	7.40%



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APPENDIX D – ROADSIDE HAZARD EVALUATION

City of Elliot Lake
Dunlop Shores Road
Roadside Hazard Evaluation

Tulloch Project No. 132067

Embankment Hazard

Possible slope infraction, from station 2+170 to 2.243 Right,
 Rock at 1.6:1 slope (63%) from station 4+668 to 4+679 Right,
 1.9:1 slope(53%) from station 4+754 to 4+771 Right,
 2:1 slope (50%) from station 5+323 to 5+332 Right,
 2:1 slope (50%) from station 5+327 to 5+336 Left,
 1.7:1 slope (56%) from station 5+386 to 5+395 Left,
 1.9:1 slope (52%) from station 5+738 to 5+777 Right,
 2.2:1 slope (45%) from station 5+920 to 5+963 Right,
 1.2:1 (40%) to 1.7:1 (60%) slope from station 6+169 to 6+255 Right,
 2.5:1 slope (40%) from station 6+456 to 6+467 Right,
 2.2:1 slope (45%) from station 6+514 to 6+532 Right,
 2.2:1 slope (40%) from station 6+621 to 6+637 Right,
 2.2:1 slope (40%) from station 6+681 to 6+702 Right,
 2:1 slope (50%) from station 7+407 to 7+472 Right,
 2.5:1 (40%) to 1.5:1 (65%) slope from station 7+478 to 7+523 Right,
 2.5:1 (40%) to 2:1 (50%) slope from station 8+267 to 8+426 Right,
 1.8:1 (55%) to 2.2:1 (45%) slope from station 8+862 to 8+866 Right,
 2.5:1 slope (40%) from station 9+395 to 9+429 Right,
 2.5:1 slope (40%) from station 9+480 to 9+520 Right,
 2.2:1 slope (45%) from station 9+801 to 9+834 Left,
 2.3:1 slope (42%) from station 9+808 to 9+826 Right,
 1.1:1 (90%) to 1.6:1 (60%) from station 9+828 to 9+849 Right,
 1.7:1 slope (60%) from station 10+104 to 10+118 Right,
 2.2:1 slope (45%) from station 10+211 to 10+290 Right,
 2:1 (50%) to 1.4:1 (70%) slope from station 10+762 to 10+782 Right,
 1.7:1 slope (60%) from station 10+941 to 10+967 Right,
 1.7:1 (60%) to 3.3:1 (30%) slope from station 11+001 to 11+020 Right,
 2:1 (50%) to 1.7:1 (60%) slope from station 11+158 to 11+184 Right,
 1.8:1 (55%) to 2:1 (50%) slope from station 11+247 to 11+268 Right,
 1.8:1 slope (55%) from station 11+468 to 11+475 Right,
 1.7:1 slope (58%) from station 11+682 to 11+717 Right,
 1.7:1 slope (58%) from station 11+890 to 11+916 Right,
 2:1 slope (50%) from station 11+943 to 11+960 Right,
 1.8:1 slope (55%) from station 12+054 to 12+089 Right,
 1.7:1 slope (60%) from station 12+205 to 12+221 Right,
 1.9:1 slope (53%) from station 12+625 to 12+642 Left,
 1.8:1 slope (55%) from station 12+627 to 12+663 Right.

Waterbody Hazard

0+347 water crossing, depth of 1m possible
 3+130 water crossing, depth of 1m possible
 12+359 water crossing, depth of 1m possible
 12+814 water crossing, depth of 1m possible

The Corporation of the City of Elliot Lake
REPORT CK 2015-3

Report of the Director of Clerks & Planning Services
for the Consideration of the Mayor and Members of Council

RE: ACCESSIBILITY INITIATIVES UNDERTAKEN FOR 2014 MUNICIPAL
ELECTION – SECTION 12.1 OF THE MUNICIPAL ELECTIONS ACT

OBJECTIVE

To provide Council with information pursuant to the requirement under Section 12.1 of the Municipal Elections Act: submission of a report concerning the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

RECOMMENDATION

That Staff Report CK2015-3, of the Director of Clerks & Planning Services dated January 19, 2015 submitted in compliance with Section 12.1 of the Municipal Elections Act concerning the identification, removal and prevention of barriers that affect electors and candidates with disabilities, be received.

Respectfully Submitted,



Lesley Sprague, AMCT
Director of Clerks & Building Services

Approved



Chief Administrative Officer

January 19, 2015

RE: ACCESSIBILITY INITIATIVES UNDERTAKEN FOR 2014 MUNICIPAL ELECTION – SECTION 12.1 OF THE MUNICIPAL ELECTIONS ACT

BACKGROUND

This report is submitted in compliance with a new requirement under the Municipal Elections Act Section 12.1 (2) which states: “Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.”

ANALYSIS

Measures have been undertaken at past elections to improve accessibility for all persons, including those with disabilities.

Additional training has been provided to Municipal staff as well as to the temporary election workers with respect to providing goods and services to persons with disabilities.

Following is a chart listing barriers that were identified having an effect on electors and candidates with disabilities. The chart includes matters that may be considered for the 2018 election. This report will be reviewed by the Accessibility Advisory Committee in order to receive additional input prior to the next municipal election.

Communications and Information		
	Actions	Considerations for 2018 Election
1.	Posted all notices, information and Voter Lookup program on the municipality’s website. Link provided on the City’s homepage	Continue to maintain links from the home page to the Election information
2.	Documentation and forms are available in large print	Ensure list of candidates is posted in large print at voting places
3.	Contracted with IT firm (Datafix) providing electronic conversion of the voters list as well as software to allow electors to check on-line whether they were on the voters list and either correct or add information	
4.	Provided training and information relating to providing goods and services to persons with disabilities	Ensure the election staff understand the advantages of the Voter Assist Terminal
5.	Notices posted on City Hall bulletin Board, signs in City Hall lobby, Local and regional newspapers and City website	
Voting Locations		
1.	Conducted site visits at various potential voting locations to ensure full accessibility and to identify any deficiencies	
2.	Reviewed previous notes pertaining election voting locations	

	Actions	Considerations for 2018 Election
3.	Provided one central voting location on voting day that is accessible, located on a bus route	
4.	Addressed accessibility concerns with the School Boards	
5.	Provided appropriate signage at voting location	
6.	Permitted service animals and support persons at the voting places	
7.	Ensured parking for disabled persons at the voting locations	
8.	Provided two Voter Assist terminals (Automark system) at the voting locations. This equipment is suitable for use by persons with hearing loss or vision loss. Staff assigned to assist.	
9.	Provided private voting booths with seating and enhanced lighting	
10.	Provided magnifiers at many of the voting booths	
11.	Provided additional staff to assist persons with a disability	Extra staff required for directing electors to the Vote Tabulators and exit doors
12.	Scheduled extended advance voting opportunities	
13.	Provided voting opportunities for persons living at an institution, at specified times	
14.	Wheelchairs (3) were available for use by persons in need	
Staff Training		
1.	Staff training for election workers with respect to providing services to persons with disabilities in a sensitive / respectful manner	
2.	Provided reference materials	
3.	Monitored elector's varying needs. For example if an elector had a walker in a long line-up, a chair would be offered while ensuring that their place was saved in the voting line-up	Provide additional election staff to assist persons with disabilities through the entire voting process
4.	Encouraged election workers to offer assistance	
5.	Assigned persons to check access doors frequently to ensure safety and accessibility	Consider additional security staff – currently utilizing 2 persons
6.	Contracted Arline Securities to provide additional support and ensure safe movement of electors at the entrance and exits	Consider additional security staff – currently utilizing 2 persons
7.	Curb-side voting was available upon request	
8.	Maintained a friendly, approachable demeanor, regardless of how tired, upset or hassled a worker may have felt	Consider additional training exercises with workers - each DRO to deal with various potential situations with an elector
9.	Election staff was trained to identify a service animal, or deal with an elector who had brought a friend to assist them with voting	
Identification of Barriers		
1.	Two Automark ballot marking systems were provided - under-utilized; some voters were skeptical about utilizing the new equipment	Run print or radio ads advising of the availability of the Voter Assist Terminal

2.	Access ramp at Villa Francais des Jeunes was painted to show on the pavement, and a disabled person access sign was placed at the location of the ramp	
3.	Entrance/Exit at VFJ – automatic doors <u>are</u> installed at Collins Hall	Automatic doors greatly assist disabled persons

FINANCIAL / BUDGET IMPACT

Provision of additional staff, additional radio and newspaper advertising.

LINKS TO THE STRATEGIC PLAN

n/a

CONCLUSION

In order to be in compliance with Section 12.1 of the Municipal Elections Act, it is recommended that this report be received.

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



January 20, 2015

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, January 19, 2015, the Committee passed the following resolution:

RESOLUTION 2015-07

THAT Staff Report IT2015-01 dated January 2, 2015 of the I.T. Manager be received;

AND THAT Council approve the supply of mobile devices to members of council;

AND THAT Council authorize staff to subscribe to a mobile communication service plan with the Provincial vendor of record, Rogers Communications.

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

Yours truly,

A handwritten signature in blue ink that reads 'Dawn Halcrow'. The signature is written in a cursive, flowing style.

Dawn Halcrow
Director of Finance

*The Corporation of the City of Elliot Lake***SR IT2015-01****Report of the Information Technology Manager
For the Consideration of Council**

RE: MOBILE DEVICES FOR COUNCIL**Objective**

To provide Council with report on the cost of supplying Blackberries and iPads for all members of council and Blackberry service plan options.

Recommendation

THAT Staff Report *IT2015-01* dated *January 2, 2015* of the *I.T. Manager* be received;

AND THAT Council provide resolution for the supply of mobile devices to members of council

AND THAT Council approve a Blackberry service plan.

Respectfully submitted,

Approved:



Robyn Scott
I.T. Manager



Rob deBortoli
Chief Administrative Officer

January 2, 2014

Background

In November of 2011 Council adopted the Corporate Mobile Device Policy being a policy to provide for support and acquisition of mobile devices for members of council and staff attending to corporate business of the City of Elliot Lake and the Personal Mobile Device Policy and waiver being a policy for Personal Mobile Devices for members of council and staff.

In July of 2012 Council passed Resolution 66-12 “THAT Council approve the mobile hardware and service plan to be renewed on a one year plan;

AND THAT Council member not be supplied with mobile devices by the City;

AND THAT Senior Management determine which staff be supplied with cell phones, Blackberries or air cards.”

Analysis

City staff uses blackberries and iPads in course of business to retrieve email, cell service and access our electronic meeting management software. Council members use their own devices and are subject to city policies which would allow for a remote wipe of their devices which includes both business and personal information. Council devices are not formally supported by city staff.

Attached is a summary with associated cost for Blackberry renewals to include device for council members in current agreement or alternative proposal from competing provider.

Current process for electronic packages requires a device to receive email generated from staff with link to retrieve agenda's and packages via web browser or escribe app. Blackberries and I pads are tools for council to communicate and follow council and committee meetings. City supplied devices will ensure staff supports standard/accepted devices all running the same software and versioning. City enabled devices will be secured by staff and can be remotely wiped however users personal data will not be affected as members will use devices provided for business purposes only.

A cost analyses to provide printed packages for committee meetings to council and senior staff is roughly estimated at \$177.92 per meeting, and significantly more for Council meeting packages which are typically larger.

$\$177.92 \times 60$ Committee meetings = \$10,675.20 per year for all committees

$\$595 \times 7$ (Mayor and Council) = \$4165 one time cost for I pads

Blackberrys for Council under the existing plan are obtained at zero cost with a new three (3) year commitment for each unit, with a monthly cost of approximately \$60 per month per smart phone (and \$25 per cell phone).

However, we have been offered a new plan by the new Vendor of Record for the Province of Ontario. New hardware would cost between \$175 to \$265 with a two (2) year plan commitment, depending on the hardware chosen; with a monthly cost of \$35 per month per smart phone and \$5 per cell phone. The combined regular cell phone and smart phone monthly costs would represent an approximate \$900 per month savings compared to the existing plan. The costs to switch service providers and obtain new hardware to both existing users and Councillors would be recovered within 13 months, and the Vendor of Record pricing is guaranteed for four (4) years, realizing a significant savings over-all.

Details of the options to switch to the Vendor of Record are attached.

Financial / Budget Impact

To provide an additional 7 iPads and Blackberries for Mayor & Councillors:

iPad Costs

\$595 each, \$4165 total for 7 Mayor & Council

Blackberry Costs *(costs are approximate, based on monthly use and hardware option)*

existing plan = \$0 up front hardware costs; \$420 per month (\$5,040 annually)

new VOR plan = \$1,600 up front for new hardware; \$245 per month (\$2,940 annually)

Links to the Strategic Plan

Goal #5

Plans and policies supporting effective management of growth and future development

Goal # 9

To maximize opportunities for intra-municipal mobility 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

Goal # 13

Ensure continued long-term financial viability of municipality at lowest possible cost to taxpayers.

Summary / Conclusion

Council has moved towards electronic agenda's and minutes which will eliminate the need to print countless packages and provide secure access to the material from internet enabled devices. It is recommended Council pass resolution to be provided with supported mobile devices and Council approve new service plan agreement for Blackberry.

Blackberry - Pricing & Options

Contract Costs (Including monthly costs for additional 7 Blackberries for Councillors)

	<u>\$/Mth</u>	<u># of cell</u>	<u>#of bb</u>	<u>Total \$ / month</u>
current voice	\$25	15	22	\$925
current data	\$35		22	\$770
				\$1,695
new voice	\$5	15		\$75
new data	\$35		20 *	\$700
(incl Voice for BB)				\$775

Additional cost per month to stay on old contract plan \$920

* 2 Blackberries currently on contract would not need to be renewed/purchased if on Rogers

New Hardware vs. Hardware Switch If We Were To Move To Rogers VOR

<u>Buy Out</u> (buy new hardware)	buy-out		new hardware		mths to recover costs
	cell	bb	cell	bb*	12.7
	15	15	15	20	
			\$50.00	\$230.00 avg	
	total buyout	total new hardware	TOTAL TO SWITCH		
	\$6,350.00	\$5,350.00	\$11,700		

* includes purchase of 7 new units for Council

OR

<u>Unlock</u> (old hardware)	buy-out		unlock & switch		mths to recover costs
	cell	bb	cell	bb	10.2
	15	15	15	13	
			\$50.00	\$50.00	
plus	NEW Hardware for Council			7	
				\$230.00 avg	
	total buyout	total unlock & switch	new hardware	TOTAL TO SWITCH	
	\$6,350.00	\$1,400.00	\$1,610.00	\$9,360	

ROGERS VOR PRICING & OPTIONS

\$35 data incl voice and options and 1GB data
data options \$20/300MB, \$60/5MB.
(all plans upgrade automatically in real time use)

2 year term
\$5 voice, incl. unlimited local, vm, call display, etc..
Cdn LD \$0.02/min
TWO year warranty on new hardware

TELUS CURRENT PLAN

\$35 data incl 5GB data
plans do not upgrade automatically
data overages are up to \$10/MB

3 year term
\$25 voice, incl. unlimited local, vm, call display, etc
Cdn LD \$0.10/min
ONE year warranty on new hardware only

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



January 20, 2015

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, January 19, 2015, the Committee passed the following resolution:

RESOLUTION 2015-05

That Staff Report 2015-01 dated January 12, 2015 of the Chief Administrative Officer be received;

And THAT Council authorize a contract between the City of Elliot Lake and the Ministry of Community Safety and Correctional Services for the provision of policing services by the Ontario Provincial Police for the period commencing on January 1, 2015 to December 31, 2019 at a cost of \$3,049,462 in 2015.

A copy of the report and contract are attached.

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

Yours truly,

Dawn Halcrow
Director of Finance

*The Corporation of the City of Elliot Lake***SR CAO2015-01****Report of the Chief Administrative Officer
For the Consideration of Council**

RE: OPP POLICING CONTRACT**Objective**

To provide Mayor and Council with information regarding the contract for the provision of policing services by the OPP effective January 1, 2015.

Recommendation

THAT Staff Report 2015-01 dated January 12, 2015 of the Chief Administrative Officer be received;

AND THAT Council authorize a contract between the City of Elliot Lake and the Ministry of Community Safety and Correctional Services for the provision of policing services as currently delivered by the Ontario Provincial Police for the period commencing on January 1, 2015 up to and including December 31, 2019.

Respectfully submitted:



R. deBortoli, Chief Administrative Officer

Date: January 12, 2015

Background

The present contract between the City of Elliot Lake and the Ministry of Community Safety and Correctional Services (MCSCS) for the provision of policing services expired on December 31, 2014. The OPP and MCSCS introduced a new funding model for policing late in 2014 and are very cognizant of the fact that new contracts being signed on or before January 1, 2015 was an unrealistic expectation. As a result municipalities can work toward determining policing service options, all the while being assured that the current level of policing will not be impacted.

The options that a municipality has with regard to policing under the Police Services Act are as follows; a) enter into an agreement under Section 10 of the Police Services Act with the Solicitor General for the provision of policing services by the Ontario Provincial Police (contract policing) **or** b) if council fails to provide policing services to the municipality under any part of Section 5 of the Police Services Act, then by default policing is provided by the Ontario Provincial Police as outlined in Section 5.1 of the Act.

The old model for police costing was revamped because of the wide variance that existed in what municipalities were paying for policing based on a \$/household basis. In 2013, policing costs ranged from \$6/household to \$885/household. In 2014 the cost per property (Elliot Lake has 6,565 properties – includes commercial, industrial and household) to provide contracted policing services in Elliot Lake was approximately \$524/property.

Under the new model charges for police services will be split between base costs and calls for service on a 60%/40% basis. All municipalities will pay the same cost per property for the base service. In addition, municipalities will be charged for reactive policing – calls for service. Base costs include routine patrols, crime prevention, RIDE programs and infrastructure. A call for service is defined as a request for police assistance which involves the attendance of police resources at the scene of an occurrence. Calls for service deal with criminal code violations or motor vehicle collisions. The call for service is the variable component of community policing and as such charges to the municipality will be based on the municipality's usage levels.

The new model creates both positive and negative impacts on the cost of municipal policing by the OPP. Out of the 322 municipalities that are policed by the OPP, 207 will see a cost increase while the remaining 115 will see a drop in their current cost for policing. Given this situation the MCSCS will phase in both increases and decreases in policing bills over a five year period in a way that is manageable for municipalities and has a neutral impact on the Ministry's revenue. Elliot Lake will see a decrease in cost. The cost/property for policing services in 2015 could be reduced to \$465/property.

Analysis

Under the old model, municipalities entered into a contract for defined level of service as represented by hours of service and FTEs (excluding dedicated positions). This model produced in some cases significant cost variances between contract policing (section 10, PSA) and non-contract policing (section 5.1, PSA). The new model neutralizes cost differentials previously created under the old model however there continue to be benefits to municipalities under section 10 that would be lost in a section 5.1 scenario.

Some of the main benefits of a contractual arrangement under Section 10 are listed below;

Police Services Board - provides the community with a civilian governance body that plays a key role to establish and prioritize objectives for the delivery of police services within the municipality. The Board also plays an active role in the development of policy to provide for the effective management of the police force, as well as participates in the selection and/or the evaluation of the Detachment Commander.

Ministry Support Funding - the City of Elliot Lake receives as a result of the Section 10 contract totalled \$108,800 for 2014. The City of Elliot Lake received \$70,000 as part of the 1000 Officers fund, \$30,000 for CPP (Community Policing Partnership) and \$8,800 to support the community RIDE program. This support would be lost under section 5.1.

By-law Enforcement – the OPP assist in the enforcement of municipal by-laws in accordance to those by-laws specified in the contract, pursuant to Section 10(6) of the PSA. The OPP provide assistance in the enforcement of a number of municipal by-laws including noise, off road vehicles, traffic and parking etc.

Enhancements – are increased/specialized levels of police services. Our current contract does contain enhancements. (As the recommendation is to renew the contract without the current enhancement any discussion related to this matter should be held in closed session as it involves information about identifiable individuals)

Another feature of the new model is it provides the municipality with a choice in regard to the length of term of the contract. The MCSCS now offers 3, 4 and 6 year terms over and above the steadfast 5 year term under the old model. It is suggested that the 5 year term be considered.

Financial / Budget Impact

The total preliminary cost for policing services in 2014 was approximately **\$3.4M**.

Total estimated costs for policing services in 2015 before phase-in adjustment, including enhancements is \$2.9M.

Total estimated costs for policing services in 2015 including phase-in adjustment, including enhancements is **\$3.1M**.

Total estimated costs for policing services in 2015 before phase-in adjustment, excluding enhancements is \$2.82M.

Total estimated costs for policing services in 2015 including phase-in adjustment, excluding enhancements is **\$3.05M**.

Savings to be realized in 2015 range from \$300,000 – \$350,000.

Links to the Strategic Plan

N/A

Summary / Conclusion

It is being recommended that the municipality enter into a contractual agreement with the MCSCS for the provision of policing services to be delivered by the Ontario Provincial Police.

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



January 20, 2015

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, January 19, 2015, the Committee passed the following resolution:

RESOLUTION 2015-06

THAT Report SR FIN 2015-03 of the Director of Finance dated January 14, 2015 be received;

AND THAT the Corporate Credit Card Policy be amended.

A copy of the report and amended policy are attached.

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

Yours truly,

A handwritten signature in blue ink that reads 'Dawn Halcrow'. The signature is written in a cursive, flowing style.

Dawn Halcrow
Director of Finance

The Corporation of the City of Elliot Lake
REPORT SR FIN 2015-03

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

RE: Corporate Credit Card Policy

OBJECTIVE

To provide Council with information regarding the Corporate Credit Card Policy, and to recommend amendments to the Policy.

RECOMMENDATION

THAT Report SR FIN 2015-03 of the Director of Finance dated January 14, 2015 be received;
AND THAT the Corporate Credit Card Policy be amended.

Respectfully Submitted



Dawn Halcrow
Director of Finance

Approved



Robert deBortoli
Chief Administrative Officer

January 14, 2015

BACKGROUND

In 2014, the City revised the corporate Credit Card Policy in order to streamline paperwork and ensure adequate internal controls. After the policy was updated, the City issued an RFP for corporate purchase (credit) cards. The RFP submitted by Desjardins Card Services (VISA) was accepted, and the City is now earning 1% on credit card purchases. The volume of credit card purchases is increasing because of this new source of revenue.

ANALYSIS

The City's Procurement Policy (aka Purchasing Policy) sets out limits and approval requirements for all purchases. The procurement policy must be followed regardless of whether the purchase is being paid by cheque, EFT or credit card.

The Credit Card reconciliation process adds another level of control over the City's financial transactions. Currently the credit card reconciliations for every cardholder are reviewed and approved by the CAO. Because of the increasing volume of VISA purchases, it would be more appropriate to have the Department Head of the cardholder sign off on other department VISA users, in order to ensure compliance with the Procurement Policy. Department Heads and Managers who report directly to the CAO would continue to submit their own VISA reconciliations to the CAO.

A copy of the proposed policy amendments is attached.

FINANCIAL IMPACT

None.

LINKS TO STRATEGIC PLAN

None.

SUMMARY

It is recommended that the Corporate Credit Card Policy be amended.

THE CORPORATION OF THE CITY OF ELLIOT LAKE CORPORATE CREDIT CARD POLICY

1.0 INTRODUCTION

1.1 Objectives

The purpose of the Corporate Credit Card Program is to establish an efficient and cost-effective method of procuring and paying for goods and services as well as travel expenses, registrations and other corporate expenses, while maintaining acceptable levels of control and accountability. The City's objectives are to:

- Eliminate late fees and interest
- Reduce the costs of procuring and paying for goods, services and travel expenses by reducing the number of invoices processed and reducing the number of cheques issued.
- Reduce or eliminate the use of travel and cash advances in addition to separate payments for registration fees, transportation costs and accommodations.
- Reduce the need for petty cash.
- Streamline administrative functions and reduce the time spent by departments preparing request for payment forms.
- Maintain an acceptable level of accountability and safekeeping of the City's assets by setting appropriate limits and restrictions on use of cards.

1.2 Usage and Restrictions

Corporate cards may be used for procuring both goods and services for the City.

Monthly card limits will be set within the Corporation limit to meet the cardholder requirements. These individual limits will be approved by the cardholder's Department Head and the Director of Finance.

These cards may not be used to purchase or pay for:

- Any expense not directly related to City operations
- Personal purchases or travel
- Entertainment expenses
- Alcoholic beverages
- Cash advances
- Third party client purchases

All purchases are subject to the rules, policies and procedures as set out in the City's Procurement Policy. Under no circumstances should the corporate card be used in a manner that would contravene the Corporate Procurement Policy.

Violations of this policy may result in loss of card privileges and may result in disciplinary actions up to and including termination.

1.3 Definitions

In this policy:

- "Department Head" means CAO, Director or Manager
- "Card Administrator" means Finance Administrative Assistant

2.0 PROCESS

2.1 Overview

Orders, reservations and registrations can be placed by fax, phone, internet or in person. The monthly processing can be summarized as follows:

- a) Authorized cardholder may make purchases in the normal course of business and maintain a record of all card transactions.
- b) Cardholder will apply a G/L code to each original credit card receipt (see item 2.2), initial and have Department Head approve in accordance with the City's Procurement Policy. The cardholder is responsible for making a copy for their own files.
- c) Coded and authorized original credit card receipts shall be forwarded to Accounts Payable, along with all supporting documentation, for payment.
- d) If the receipts and credit card statements do not correspond, the statement will be sent to the Department Head for clarification and/or authorization.
- e) Should the cardholder and/or Department Head not forward the original receipts with the appropriate information, or provide it when requested, any resulting late fees and/or interest charges will be charged back to the cardholder's department.
- f) When Accounts Payable receives the monthly statement from the bank, a copy will be provided to the cardholder for reconciliation.

2.2 Information Required for Each Transaction

Original receipts, records of each card transaction, confirmation emails, internet screen-prints, etc. shall provide the following information:

- Sales reference number, confirmation number or requisition number
- Description of the goods or services to be provided
- Unit price and total line price
- Sales tax and GST
- Shipping and handling charges
- Total sales value (amount to be charged to card)
- For telephone orders, the cardholder must request that the vendor mail or email a copy of the sales slip.
- For internet orders or registrations, the cardholder must print a copy of the on-line transaction record.
- Packing slips should be forwarded to Accounts Payable.
- Copies of all documentation should be kept for the cardholder's monthly reconciliation.

2.3 Backorders

In the event that an item ordered is on back-order, the credit card shall not be used to pay for any merchandise not shipped.

2.4 Disputed Items and Returns

Disputed items are purchases that do not accurately reflect the transactions made by the cardholder (i.e. wrong amount, incorrect account number, multiple postings, etc.). The cardholder is responsible for reporting these as soon as possible to the Finance Department.

Problems with merchants relating to unsatisfactory goods, late delivery, changes from quoted prices, etc. are not considered disputed items and must be settled directly with the vendor by the cardholder. In the event that goods are to be returned to the supplier, the cardholder should request a Return Authorization Number and return instructions from the supplier and forward the merchandise back as per those instructions.

All credits must be processed against the corporate card. Under no circumstances are cash refunds permitted.

2.5 Reconciliation

- Accounts Payable will forward copies of credit card statements to cardholder for reconciliation.
- Cardholders are responsible for reconciling their monthly corporate credit card statement.
- Reconciliation forms are available on the City's Forms drive.
- The Reconciliation form, copies of the credit card statement, credit card purchase log and supporting documentation will be submitted to the cardholder's Department Head for review and approval. In the case of Department Heads, the reconciliation will be submitted to the CAO. In the case of the CAO, the reconciliation will be submitted to the Mayor.
- Approved reconciliations will be forwarded to the Finance & Administration Committee for review.

3.0 CARD ISSUANCE

1. Corporate credit cards will be issued to CAO, Directors and Managers.
2. The corporate card may be available to employees who occupy positions with delegated purchasing authority as approved by the Department Head.
3. Cards may be made available to employees who travel on a regular basis on behalf of the City of Elliot Lake as approved by the Department Head.

Department Heads or their delegates requesting a card for an employee should forward an email to the City's Corporate Credit Card Administrator containing the following information:

- Employee name
- Name of department, division, branch of the employee
- Telephone number and extension of the employee
- Monthly card limit required
- Any limitations on types of purchases

Corporate cards will be issued in the name of the City of Elliot Lake and the individual designated by the Department Head. The Department Head or delegate must ensure the individual is familiar with the use and guidelines for the card as outlined in this document. Upon receipt of the card the cardholder must sign and Employee Acknowledgement Form and return it to the Finance Department (see Appendix A).

4.0 CARD CANCELLATION

Corporate cards will be cancelled when the cardholder no longer requires the card, the card is lost or stolen, or when the cardholder is terminating employment with the City.

The card may also be cancelled if it is not used in accordance with the guidelines outlined in this document.

A corporate card can be cancelled at any time by the cardholder's Department Head.

A written request from the cardholder's Department Head should be forwarded to Finance with the name of the cardholder and the reason for cancellation. Finance will contact the bank and confirm the cancellation request with the cardholder's Department Head. It is the Department Head or delegate's responsibility to ensure that terminated employee's cards are cancelled immediately upon termination from the Corporation. It is also the Department Head or delegate's responsibility to ensure that cancelled cards are returned to the Card Administrator for destruction.

5.0 LOST OR STOLEN CARDS

All corporate cards are the property of the City of Elliot Lake and should be protected in the same way as a personal credit card. Should the card be lost or stolen, it is the cardholder's responsibility to report this immediately to the bank, the Card Administrator and the Department Head.

Desjardins Card Services **1-800-847-2911** **available 24 hrs a day, 7 days a week**
 1-800-VISA911

City's Card Administrator **705-848-2287 ext. 2104**

6.0 CUSTOMER SERVICE

The Royal Bank of Canada offers a customer service area to assist with inquiries and problems. Full service is available from 8:00am to 8:00pm, Monday to Friday. Card activation and the reporting of lost or stolen cards is available 24 hours a day, 7 days a week.

Requests to have transaction and/or card limits amended should be addressed to the City's Card Administrator. All disputed items reported to the Royal Bank should be copied to the Card Administrator at the same time.

7.0 VENDORS

Cards may be used with any merchant who accepts the cards. All items where a standing order or bulk order exists are to be purchased through those particular vendors due to the preferred pricing arrangements in place.

8.0 ROLES AND RESPONSIBILITIES

8.1 Director of Finance

The Director of Finance's responsibility is to:

- Oversee the administration of this policy
- Resolve issues beyond the Card Administrator's authorization
- Act on any issue that may have an impact on the City's overall banking relationship
- Issue authorization where required in place of a Department Head or CAO

8.2 Card Administrator

The Card Administrator's responsibility is to:

- Advise the Director of Finance of any non-standard request or situation
- Report to the Director of Finance on all credit card activity such as new, cancelled, changed credit cards
- Act as liaison for communicating requests for card issuances and cancellations, amendments to transaction and card limits, etc. with the oversight of the Director of Finance
- Be available to provide assistance or explanation to the cardholder
- Administer all standard credit cards for the City of Elliot Lake
- Maintain a master list of all cards, their holders and limits
- Confirm cancellation and destruction of cards as requested by Department Heads
- Maintain a record of employee acknowledgement forms
- Hold new cards for pick-up by cardholder

8.3 Cardholder

The cardholder's responsibility is to:

- Every cardholder shall be informed in writing of his or her responsibilities and restrictions regarding the use of corporate credit cards and shall agree in writing (see Appendix A)
- Complete, sign and submit Employee Acknowledgement Form to Card Administrator
- Maintain the security of their card and not sharing the card number with other individuals
- Use the card in accordance with the guidelines outlined in this policy
- Purchase goods or services in accordance with the City's Procurement Policy
- Provide original coded and authorized documentation to Accounts Payable
- Keep copies of supporting documentation (i.e. cash register and credit card receipts, vendor notices, purchasing register, packing slips, etc.) related to all purchases made with the card for reconciliation
- Maintain a record of transactions for reconciliation
- Submit all supporting documentation (copies of all originals) and a reconciliation to their Department Head.
- Contact the supplier if there are any problems with the shipment
- Address disputes with the merchant first for a resolution. If unsuccessful, the cardholder will notify the bank and advise the Card Administrator
- Ensure all returns are credited to the card. No cash refunds are permitted
- Report lost or stolen cards immediately to the bank, Card Administrator and Department Head
- Return card (including any expired cards) upon request by the Department Head or their delegate or the Director of Finance.
- Copy the Card Administrator on any correspondence with the bank
- Provide the Card Administrator with a copy of any replacement card (when original is expired or replaced for any other reason)

8.4 Cardholder's Department Head

The cardholder's Department Head's responsibility is to:

- Assess the need for cards based on operational requirements
- Identify the employee(s) who will be authorized to use a card
- Identify any limitation on types of purchases
- Establish a monthly spending limit for each cardholder
- Ensure that each cardholder is informed of his or her responsibilities regarding the use of the card
- Ensure purchases are in compliance with established City policies and procedures
- Review and approve the monthly reconciliations for cardholders within department. NOTE: Department Head's own reconciliation will be reviewed by the CAO. CAO's reconciliation will be reviewed by the Mayor.
- Review, code and sign credit card receipts and supporting documentation and ensure they are forwarded to Accounts Payable
- Notify the Card Administrator and return the card when an employee no longer requires the card or when an employee is terminating employment with the City
- Authorize transaction and card limit changes

8.5 Finance Department

The Finance Department's responsibility is to:

- Administer the card program
- Establish which reports are available from the bank for monitoring cards by department and arrange for their distribution
- Process and review all requests for cards, change forms and other documents and submit them to the bank
- Maintain all original cardholder agreement and Employee Acknowledgement forms
- Ensure monthly billing is paid on time to avoid financing charges
- Allocate expenses to cost centres in accordance with the coding provided by the cardholder
- Submit all credit card reconciliations to Finance & Administration Committee meetings.

Short Title	Credit Card Policy
SMT Approval Date	
Council Approval Date	August 27, 2007
Originating Department	Treasury
Revisions	January 2015
NOTE:	

*Corporate Credit Card Policy
Appendix A*

**THE CORPORATION OF THE
CITY OF ELLIOT LAKE
EMPLOYEE RESPONSIBILITIES FOR
THE USE OF THE CORPORATE CREDIT CARD**

Employee Acknowledgement Form

City Employees:

The corporate credit card represents the City’s trust in you. You are empowered as a responsible agent to safeguard corporate assets. Your signature below is verification that you agree to comply with the policies and procedures of the City pertaining to purchasing of goods and services, and the use of the Corporate Credit Card.

1. I understand the card is for City approved purchases only.
2. I understand the card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the City. The card may be revoked based on change of assignment or location or inappropriate use. I understand the card is not an entitlement nor reflective of title or position.
3. I acknowledge that I am liable for any misuse or wilful disregard of policies or procedures in the use of this card that result in charges to my account. I will reimburse the City for any such charges but if I fail to do so, I hereby allow the City of Elliot Lake to withhold the amount of the reimbursement from my salary.
4. I understand that Violations of this policy may result in loss of card privileges and may result in disciplinary actions up to and including termination.

Cardholder Limitations:

1. Card has been signed _____
Initials
2. Monthly credit limit of card is \$ _____
- 3 Other limitations on type of purchase:

Employee signature Employee name (print) Date

Department Head signature Department Head name (print) Date

Office of the City Clerk

Memo

To: Mayor and Members of Council
From: Lesley Sprague, Director of Clerks and Planning Services
Date: January 21, 2015

Re: Resignations from White Mountain Academy Board

Please be advised, we have received two letters of resignation from the White Mountain Academy Board.

Letters of resignation from Mr. Larry Parker and Mr. Keith Moyer were received on January 20, 2015.

It is recommended that a resolution be passed accepting the resignations.

A handwritten signature in blue ink, appearing to read 'L Sprague', is positioned above the typed name.

Lesley Sprague, CMO(A)

MUNICIPAL OFFICE:
45 HILLSIDE DR. N.
ELLIOT LAKE, ON, P5A 1X5

TELEPHONE: (705) 848-2287
FAX: (705) 461-7244
www.cityofelliottlake.com



Ec. Dev. Standing Committee

January 21, 2015

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: AGE FRIENDLY COMMUNITY GRANT

At the regular meeting of the Economic Development Standing Committee held Tuesday January 20, 2015 the following resolution was passed with respect to the above noted matter.

Resolution No. 02-15

“That the recommendation from the Economic Development Advisory Committee to support an application to the Age-Friendly Community Planning Grant Program for up to \$25,000 to develop an Age-Friendly Action Plan Strategy, be accepted and forwarded to Council”

The foregoing is respectfully submitted for your information and appropriate action. Staff Report EDC 2015-01 is also attached for further information.

Yours very truly,

Ashten Vlahovich
Secretary, Economic Development Standing Committee

/av

The Corporation of the City of Elliot Lake
SR EDC 2015 - 01
Report of the Economic Development Coordinator
For the Consideration of Council

RE: AGE FRIENDLY COMMUNITY GRANT

Objective

To provide Mayor and Council with information regarding the Age Friendly Community Grant.

Recommendation

THAT Staff Report EDC 2015-01 dated January 21, 2015 of the Economic Development Coordinator be received;

AND THAT Council support an application to the Age Friendly Community Planning Grant Program for up to \$25,000 to develop an Age Friendly Action Plan Strategy.

Respectfully submitted,

Approved



Ashten Vlahovich
Economic Development Coordinator



Rob deBortoli
Chief Administrative Officer

January 21, 2015

Background

The City of Elliot Lake has recently hired a Community Planning Intern whose role is to work on two specific goals of the Economic Development & Diversification Strategy, those being; Creating a Network of Networks, and Making Aging in Place a Reality. To address the work plan, the Community Planning Intern has been avidly researching Age Friendly communities, how they achieve that designation, and the benefit of being an Age Friendly community.

As defined by the World Health Organization,

“An-Age Friendly community is one where policies, services and structures related to the physical and social environments are designed to support and enable older people to live in a secure environment, enjoy good health and continue to participate fully in their communities.”

In order for the City of Elliot Lake to become designated as an Age Friendly community it must meet the standards of the World Health Organization as well provincial requirements. To move towards becoming designated, the Community Planning Intern will develop an Age Friendly Action Plan Strategy through public consultation, detailing areas of improvement and strategic guidelines to meet requirements to ultimately be a designated community.

Analysis

The new Age-Friendly Community Planning Grant Program is for projects that take place between *June 15, 2015 and March 31, 2017*. Funding will support local governments and community organizations to undertake strategic planning with a focus on seniors and lead to development of a local aging plan that will eventually be implemented, evaluated and improved upon. The purpose of this funding is to help communities become age-friendly by ensuring that the needs of seniors are considered at every stage of community planning and development. The program supports the broader provincial goal to have age-friendly communities throughout the province.

The funding will be used to develop an Age Friendly Action Plan Strategy for the City of Elliot Lake.

Roundtable discussions with community groups and service providers, as well as public open sessions will take place to identify existing services and amenities and help determine what gaps may exist in the community based upon the World Health Organization’s 8 Age Friendly themes. For existing amenities and services, the research

will also involve defining the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to assist in indicating areas of improvement. For the development of the strategy, Elliot Lake will use London, Ontario's age-friendly action plan as an example, as well as follow the World Health Organizations age-friendly guide and Ontario's age-friendly guide.

8 Age-Friendly Themes:

1. Outdoor Spaces & Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect & Social Inclusion
6. Civic Participation & Employment
7. Communication & Information
8. Community Support & Health Services

Financial / Budget Impact

The City of Elliot Lake is eligible for up to \$25,000 from the Age Friendly Community Planning Grant, and this does *not* require a City contribution to leverage the funding.

Links to the Strategic Plan

If the City is a successful applicant, the project will allow the City to develop an Age Friendly Action Plan Strategy that directly aligns with Goal # 6; *Making Aging in Place a Reality*. The Action Plan will be one of the first steps in defining areas of improvement and gaps in service required to be an Age Friendly Community.

Summary / Conclusion

It is recommended that Council support the application to the Age Friendly Community Planning Grant Program for the development of an Age Friendly Action Plan Strategy to be undertaken by the Community Planning Intern. The Strategy will assist Elliot Lake with the implementation of its Economic Development & Diversification Strategy as well as create an action plan to improve the Community for all ages.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

Disbursement Sheet Inquiries

To: Dawn Halcrow, Director of Finance

Date: Jan 15, 2015
 For Council Meeting: Jan 26, 2015

From: _____
 Disbursement Sheet No. 01/15/15-1

Page #	Cheque #	Vendor Name & Vendor ID	Amt.	Query	Response Oral Written	Response

PLEASE SEE READING FILE FOR DETAILS

Referral

Department Head: _____

Response Date: _____

Agenda Package Pg.78
Cheque Write # 15/15-1
For Council Meeting
Jan 26, 2015

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City Of Elliot Lake
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Page: 1
 User ID: Leclair

Ranges:	From:	To:	From:	To:
Cheque Number	61815	61926	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
61815	9LABR001	JOCELYNE LABRECHE	1/15/2015	GENERAL	PMCHQ00000599	\$552.28
61816	9MCGH001	SEAN MCGHEE	1/15/2015	GENERAL	PMCHQ00000599	\$56.49
61817	9MCGU001	MS. PATRICIA MCGURK	1/15/2015	GENERAL	PMCHQ00000599	\$150.23
61818	9OFFI001	PAUL OFFICER	1/15/2015	GENERAL	PMCHQ00000599	\$66.30
61819	9RAPPO01	BERT RAPP	1/15/2015	GENERAL	PMCHQ00000599	\$402.19
61820	ABELL002	ABELL PEST CONTROL INC.	1/15/2015	GENERAL	PMCHQ00000599	\$250.51
61821	AGENC001	THE AGENCY GROUP	1/15/2015	GENERAL	PMCHQ00000599	\$17,500.00
61822	ALGOM012	ALGOMA BUILDERS SUPPLY - RONA	1/15/2015	GENERAL	PMCHQ00000599	\$803.78
61823	ALGOM017	ALGOM INSURANCE ADJUSTERS	1/15/2015	GENERAL	PMCHQ00000599	\$887.00
61824	ALGOM030	ALGOMA AG CENTER	1/15/2015	GENERAL	PMCHQ00000599	\$3,641.94
61825	ALTHE001	AL THE LOCKSMITH	1/15/2015	GENERAL	PMCHQ00000599	\$50.00
61826	AMIRA001	AMIRAULT SHREDDING SERVICE	1/15/2015	GENERAL	PMCHQ00000599	\$888.18
61827	AMPEL001	AMP ELECTRICAL	1/15/2015	GENERAL	PMCHQ00000599	\$721.17
61828	ARLIN001	AR-LINE SECURITY AND INVESTIGA	1/15/2015	GENERAL	PMCHQ00000599	\$630.54
61829	ASSOC003	ASSOC.MUN.,CLERKS & TREASURERS	1/15/2015	GENERAL	PMCHQ00000599	\$418.10
61830	BDOCA001	BDO CANADA LLP	1/15/2015	GENERAL	PMCHQ00000599	\$5,550.00
61831	BELL001	BELL CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$827.99
61832	BELL002	BELL CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$315.87
61833	BELCA002	BELL CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$544.69
61834	BELLT001	BELL TV	1/15/2015	GENERAL	PMCHQ00000599	\$60.85
61835	BOIS002	PAUL BOIS	1/15/2015	GENERAL	PMCHQ00000599	\$1,087.62
61836	BRENN001	BRENNTAG CANADA INC.	1/15/2015	GENERAL	PMCHQ00000599	\$11,091.46
61837	CANAD030	CANADA BROKERLINK (ONTARIO) I	1/15/2015	GENERAL	PMCHQ00000599	\$523,963.96
61838	CARSW001	CARSWELL	1/15/2015	GENERAL	PMCHQ00000599	\$312.07
61839	CHI002	CHI MEDIA AND DESIGN	1/15/2015	GENERAL	PMCHQ00000599	\$2,486.00
61840	CHOIC001	CHOICE TIRE & REPAIR CENTRE	1/15/2015	GENERAL	PMCHQ00000599	\$371.78
61841	CLEAR003	CLEARWATER COMMUNICATIONS	1/15/2015	GENERAL	PMCHQ00000599	\$1,457.70
61842	DARBY001	SHEILA DARBYSHIRE	1/15/2015	GENERAL	PMCHQ00000599	\$105.00
61843	DIAMO001	DIAMOND MUNICIPAL SOLUTIONS IN	1/15/2015	GENERAL	PMCHQ00000599	\$663.88
61844	ELLI0016	ELLIOT EQUIPMENT RENTALS, SALE	1/15/2015	GENERAL	PMCHQ00000599	\$115.98
61845	ESOLU001	E SOLUTIONS GROUP LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$45.20
61846	FIREC001	FIRECHEK PROTECTION SERVICES I	1/15/2015	GENERAL	PMCHQ00000599	\$706.25
61847	FOODL001	FOODLAND	1/15/2015	GENERAL	PMCHQ00000599	\$4,284.64
61848	FRITO001	FRITO-LAY CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$188.62
61849	G&KSE001	G&K SERVICES CANADA INC	1/15/2015	GENERAL	PMCHQ00000599	\$896.49
61850	GABYS001	GABY'S SEAMTRESS	1/15/2015	GENERAL	PMCHQ00000599	\$100.00
61851	GILLO001	MR. JOE GILLOGLY	1/15/2015	GENERAL	PMCHQ00000599	\$780.00
61852	GLOBA002	GLOBALSTAR CANADA SATELLITE CO	1/15/2015	GENERAL	PMCHQ00000599	\$84.73
61853	GRAHA002	MR. JIM GRAHAM	1/15/2015	GENERAL	PMCHQ00000599	\$30.00
61854	GRAND001	GRAND & TOY	1/15/2015	GENERAL	PMCHQ00000599	\$473.71
61855	GREEN004	GREEN SHIELD CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$34,179.58
61856	HALCR001	DAWN HALCROW	1/15/2015	GENERAL	PMCHQ00000599	\$22.60
61857	HUGHE001	HUGHES SUPPLY COMPANY	1/15/2015	GENERAL	PMCHQ00000599	\$299.00
61858	HURON002	HURON LODGE COMMUNITY SERV BRD	1/15/2015	GENERAL	PMCHQ00000599	\$9,504.24
61859	HUTCHO02	HUTCHINSON ENVIRONMENTAL SCIEN	1/15/2015	GENERAL	PMCHQ00000599	\$1,582.90
61860	IRELA002	IRELAND CUSTOM CARPENTRY AND W	1/15/2015	GENERAL	PMCHQ00000599	\$4,039.75
61861	IRONS001	IRONSIDE CONSULTING SERVICES I	1/15/2015	GENERAL	PMCHQ00000599	\$3,966.30
61862	JBREE001	J. BREEN COFFEE SERVICE LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$858.53
61863	JIENT001	J. I. ENTERPRISES	1/15/2015	GENERAL	PMCHQ00000599	\$8,368.71
61864	JOHNS002	JOHNSON PATTERSON SUDBURY INC	1/15/2015	GENERAL	PMCHQ00000599	\$728.85
61865	JPMAR001	J. P. MARTIN HEATING, AIR COND	1/15/2015	GENERAL	PMCHQ00000599	\$224.87
61866	KEMIR001	KEMIRA WATER SOLUTIONS CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$14,742.74
61867	KKEMB001	K & K EMBROIDERY	1/15/2015	GENERAL	PMCHQ00000599	\$6,224.63
61868	KSWIN001	K + S WINDSOR SALT LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$3,798.72
61869	LCMSE001	LCM SECURITY INC.	1/15/2015	GENERAL	PMCHQ00000599	\$6,965.60
61870	LIBRA001	LIBRAIRIE RENAUD-BRAY	1/15/2015	GENERAL	PMCHQ00000599	\$374.44
61871	LLOYD002	LLOYD RESEARCH GROUP	1/15/2015	GENERAL	PMCHQ00000599	\$10,853.65

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City Of Elliot Lake
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Page: 2
 User ID: Leclair

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
61872	LOBLA001	LOBLAW CO.LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$846.10
61873	LONDO001	LONDON LIFE INSURANCE COMPANY	1/15/2015	GENERAL	PMCHQ00000599	\$550.90
61874	MARENO01	MR. GERRY MARENGERE	1/15/2015	GENERAL	PMCHQ00000599	\$210.00
61875	MASLA001	MASLACK SUPPLY LIMITED	1/15/2015	GENERAL	PMCHQ00000599	\$2,178.95
61876	MCSHE001	MCSHEFFREY, TAMARA	1/15/2015	GENERAL	PMCHQ00000599	\$100.00
61877	MINFIN014	MINISTER OF FINANCE	1/15/2015	GENERAL	PMCHQ00000599	\$5,086.77
61878	MINIS002	MINISTER OF FINANCE	1/15/2015	GENERAL	PMCHQ00000599	\$85.09
61879	MOBIL005	MOBILE SOUNDS	1/15/2015	GENERAL	PMCHQ00000599	\$300.00
61880	MORGA002	GARY MORGAN	1/15/2015	GENERAL	PMCHQ00000599	\$2,380.00
61881	MUNIC001	MUNICIPAL WASTE & RECYCLING CO	1/15/2015	GENERAL	PMCHQ00000599	\$29,275.24
61882	MUNIC005	MUNICIPAL FINANCE OFFICERS ASS	1/15/2015	GENERAL	PMCHQ00000599	\$350.30
61883	MUNIC011	MUNICIPAL PROPERTY ASSESSM. CO	1/15/2015	GENERAL	PMCHQ00000599	\$34,667.55
61884	NORTH002	NORTHSHORE TRACTOR LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$2,659.46
61885	NORTH030	NORTH-END TOWING	1/15/2015	GENERAL	PMCHQ00000599	\$152.55
61886	NORTH046	NORTH SHORE FORD INC.	1/15/2015	GENERAL	PMCHQ00000599	\$111.46
61887	NORTH084	NORTH SHORE ADVERTISING	1/15/2015	GENERAL	PMCHQ00000599	\$128.50
61888	NORTH089	NORTH CHANNEL SAFETY MANAGEMEN	1/15/2015	GENERAL	PMCHQ00000599	\$442.96
61889	OMERS001	OMERS-ONT.MUN.EMPLOYEES RETIRE	1/15/2015	GENERAL	PMCHQ00000599	\$39,934.78
61890	ONTER001	ONTERA	1/15/2015	GENERAL	PMCHQ00000599	\$1,175.83
61891	OVERH001	OVERHEAD DOOR CO OF SUDBURY	1/15/2015	GENERAL	PMCHQ00000599	\$633.37
61892	PAULI001	PAULI'S MAID SERVICE	1/15/2015	GENERAL	PMCHQ00000599	\$220.35
61893	PERR002	SHERRIE PERRON	1/15/2015	GENERAL	PMCHQ00000599	\$96.05
61894	PRAXA001	PRAXAIR DISTRIBUTION	1/15/2015	GENERAL	PMCHQ00000599	\$105.99
61895	PUR0L001	PUROLATOR COURIER LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$309.91
61896	QMISA001	QMI-SAI CANADA LIMITED	1/15/2015	GENERAL	PMCHQ00000599	\$5,053.48
61897	QUATT001	QUATTRA SCS LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$42.90
61898	QUENNO01	FRANCINE QUENNEVILLE	1/15/2015	GENERAL	PMCHQ00000599	\$60.00
61899	R&DMA001	R & D MANAGEMENT SERVICES	1/15/2015	GENERAL	PMCHQ00000599	\$190.31
61900	RAE'S001	RAE'S PRINTING & DESIGNS	1/15/2015	GENERAL	PMCHQ00000599	\$577.88
61901	RALPH003	WILLIAM RALPH	1/15/2015	GENERAL	PMCHQ00000599	\$30.00
61902	RECGEN006	RECEIVER GENERAL FOR CANADA	1/15/2015	GENERAL	PMCHQ00000599	\$91,269.43
61903	RELIA002	RELANCE HOME COMFORT	1/15/2015	GENERAL	PMCHQ00000599	\$241.13
61904	RLBRU001	R.L. BRUNET LIMITED	1/15/2015	GENERAL	PMCHQ00000599	\$1,003.53
61905	SEARS002	SEARS -ELLIOT LAKE	1/15/2015	GENERAL	PMCHQ00000599	\$1,095.51
61906	SEASO001	4 SEASONS SEPTIC SERVICE	1/15/2015	GENERAL	PMCHQ00000599	\$4,774.25
61907	SGS001	SGS CANADA INC.	1/15/2015	GENERAL	PMCHQ00000599	\$1,510.81
61908	SIGHT001	SIGHTS & SOUNDS	1/15/2015	GENERAL	PMCHQ00000599	\$450.87
61909	SOCIE002	THE SOCIETY FOR ANIMALS IN DIS	1/15/2015	GENERAL	PMCHQ00000599	\$75.00
61910	SOFTC001	SOFTCHOICE LP	1/15/2015	GENERAL	PMCHQ00000599	\$6,097.16
61911	STAND001	THE ELLIOT LAKE STANDARD	1/15/2015	GENERAL	PMCHQ00000599	\$70.00
61912	STILL002	BRIAN STILLER	1/15/2015	GENERAL	PMCHQ00000599	\$80.00
61913	STPHE001	STP HEALTH CARE SERVICES	1/15/2015	GENERAL	PMCHQ00000599	\$39.55
61914	STRIC001	STRICKER BOOKS	1/15/2015	GENERAL	PMCHQ00000599	\$56.96
61915	SUPER001	SUPERIOR AUDIO & VIDEO LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$322.02
61916	SUPER011	SUPERIOR BUSINESS SOLUTIONS LT	1/15/2015	GENERAL	PMCHQ00000599	\$90.34
61917	TELUS001	TELUS MOBILITY	1/15/2015	GENERAL	PMCHQ00000599	\$1,699.55
61918	THYSS001	THYSSENKRUPP ELEVATOR (CANADA)	1/15/2015	GENERAL	PMCHQ00000599	\$3,983.99
61919	TIMHO002	TIM HORTONS	1/15/2015	GENERAL	PMCHQ00000599	\$177.41
61920	TOPPE001	TOPPER'S PIZZA	1/15/2015	GENERAL	PMCHQ00000599	\$151.14
61921	TOROM001	TOROMONT INDUSTRIES LIMITED	1/15/2015	GENERAL	PMCHQ00000599	\$869.30
61922	TOWNS001	TOWNSHIP OF THE NORTH SHORE	1/15/2015	GENERAL	PMCHQ00000599	\$15,077.44
61923	TULLO001	TULLOCH ENGINEERING INC.	1/15/2015	GENERAL	PMCHQ00000599	\$638.45
61924	VIANE001	VIANET	1/15/2015	GENERAL	PMCHQ00000599	\$112.94
61925	VISIO002	VISION NORTH INC.	1/15/2015	GENERAL	PMCHQ00000599	\$235.04
61926	VISTA001	VISTA RADIO LTD.	1/15/2015	GENERAL	PMCHQ00000599	\$183.06

Total Cheques: 112

Total Amount of Cheques: \$948,559.87

✓
 45

THE CORPORATION OF THE CITY OF ELLIOT LAKE

***B*Y-LAW NO. 15-3**

Being a by-law to prescribe a maximum rate of speed on a certain highway within the Municipality.

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

- 1. THAT** the maximum rate of speed for motor vehicles on Dunlop Shores Road be set at 30 km./hr.

PASSED this 26th day of January, 2015.

MAYOR

CITY CLERK

THE CORPORATION OF THE CITY OF ELLIOT LAKE

***B*Y-LAW NO. 15-6**

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

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

1. **THAT** the Corporation enter into the Agreement with the Province of Ontario, as represented by The Minister of Community Safety and Correctional Services, with respect to the provision of policing services in Elliot Lake by the Ontario Provincial Police, 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 26th day of January, 2015.

MAYOR

CITY CLERK

The term of this Agreement, made in 4 originally executed copies, is from the 01 day of January 2015, to the 31 day of December, 2019.

**AGREEMENT FOR THE PROVISION OF POLICE SERVICES
UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O. 1990, c. P.15, as am.**

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE
MINISTER OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES**

("Ontario")

OF THE FIRST PART

AND:

**THE CORPORATION OF THE CITY OF ELLIOT LAKE
(the "Municipality")**

OF THE SECOND PART

RECITALS:

- (a) Under s. 4(1) of the *Police Services Act*, R.S.O. 1990, c. P.15, as am., the Municipality is required to provide adequate and effective police services in accordance with its needs;
- (b) Under s. 5 of the *Police Services Act*, the Municipality's responsibility for providing police services may be discharged by entering into an Agreement with the Solicitor General under s. 10 of the Act;
- (c) Pursuant to Order-in-Council 497/2004, the powers assigned to the Solicitor General in law, including those set out in the *Police Services Act*, have been transferred to the Minister of Community Safety and Correctional Services; therefore, all references to the Minister of Community Safety and Correctional Services shall be deemed to include the powers previously exercised by the Solicitor General;
- (d) The Municipality has expressed its intent to provide police services, in pursuance of its responsibilities under s. 5 of the *Police Services Act*, by means of this Agreement, as evidenced by by-law number _____, dated _____ (a copy of which is attached as Schedule "A");
- (e) This Agreement reflects the intent of the parties to provide an adequate and effective level of police services for the Municipality as set out in the "Contract Policing Proposal," dated December 16, 2014 (attached as Schedule "B");

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

- (a) "Annual Billing Statement" means a statement prepared by Ontario and submitted to the Board for review and to the Municipality for review and approval which contains:
 - (i) the Municipality's police costs for the year following the year in which the statement is prepared, based on, among other items, an estimate of salary and benefit costs; and
 - (ii) a reconciliation of actual salary and benefit costs to those billed for the preceding year.
- (b) "Board" means City of Elliot Lake Police Services Board.
- (c) "Commissioner" means the Commissioner of the O.P.P.
- (d) "Detachment Commander" means the O.P.P. officer in charge of East Algoma Detachment.

General Provisions

3. Ontario shall provide adequate and effective police services in accordance with the needs of the Municipality in compliance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the police services provided under this Agreement in accordance with this Agreement.
4. The Commissioner shall ensure that the Detachment Commander responds appropriately to the Board's objectives and priorities for police services, developed after consultation with the Detachment Commander, pursuant to s. 10(9)(b) of the *Police Services Act*.
5. The Commissioner shall cause the Detachment Commander or his or her designate to report to the Board at mutually agreed upon intervals in accordance with the *Police Services Act* regarding the provision of police services in and for the Municipality. The O.P.P. will, determine the information to be contained in the reports and the format in which they will be provided.
6. (a) For the purposes of s. 10(6) of the *Police Services Act*, the O.P.P. shall provide police services to the Municipality, including the enforcement of mutually agreed upon by-

laws. The parties shall annually review this part of the Agreement with a view to revising or updating the list of by-laws requiring O.P.P. enforcement.

- (b) Municipal Building Code violations overseen by the Municipality's building code inspector and those by-laws related to animal control will not form part of this Agreement.

Service Levels

- 7. (a) Ontario shall cause the Commissioner to assign police officers and other persons to duties relating to the police services in and for the Municipality so as to provide the municipality adequate and effective policing services.
- (b) In the event that the Municipality requests services dedicated specifically to the municipality, it shall be responsible for all costs associated with those dedicated resources.

Liability of Ontario

- 8. The O.P.P. shall be liable for any damages that may arise as a result of any negligent acts or omissions of its members in the performance of this Agreement.

Provincial Services Usage

- 9. The O.P.P. as legislated by the *Police Services Act*, must be capable of providing provincial level response that can be mobilized for emergencies, disaster or specialized needs. The O.P.P. may meet this requirement by deploying resources that normally would be assigned to the Detachment that serves the Municipality. The O.P.P. shall ensure that in the event resources are deployed to a situation requiring provincial level response, appropriate resources remain available to the Detachment to provide adequate and effective policing to the Municipality. The use of O.P.P. officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

Equipment and Facilities

- 10. Ontario shall supply or cause to be supplied at Ontario's cost all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P. in providing police services under this Agreement.
- 11. The parties will enter into negotiations concerning the provision and payment of appropriate buildings and rental agreements, including, but not limited to, location, leasehold improvements, and capital costs.

Adequacy Standards Regulation

12. The O.P.P. shall undertake and be responsible for ensuring that all mandatory standards of adequate and effective police services as required by *Ontario Regulation 3/99* under the *Police Services Act* are met and maintained.
13. The Detachment Commander shall provide the Board with reasonable documentation, as agreed upon between the Board and the O.P.P., to allow the Board to evaluate the services and satisfy itself that adequate and effective standards and policies are in place.
14. It shall be the responsibility of the Board to monitor the delivery of police services to ensure that the provisions of the *Ontario Regulation 3/99* under the *Police Services Act* are satisfied on an ongoing basis.

Cost of Police Services

15. (a) On or before October 1st in each year, Ontario shall prepare and deliver to the Board for review and to the Municipality for review and approval, the Annual Billing Statement for the following year (Schedule "C"), together with sufficient documentation and information reasonably necessary to explain and support the billing.
 - (b) The Municipality shall review the Annual Billing Statement upon receipt and, within 90 days of such receipt, shall approve the Annual Billing Statement or deliver to Ontario a request to review the Annual Billing Statement.
16. (a) In the event that the Municipality fails to approve or request a review of the Annual Billing Statement within 90 days of receipt, the Municipality shall be deemed to have approved the Annual Billing Statement.
 - (b) In the event that the Municipality requests a review of the Annual Billing Statement as provided in this paragraph, the Annual Billing Statement shall be approved or amended and approved in accordance with Section 17.
17. Where the Municipality has delivered to Ontario a request to review the Annual Billing Statement, the Municipality shall carry it out expeditiously, and Ontario shall cooperate to permit such a review to be carried out. If the parties are unable to agree on the Annual Billing Statement, either party may submit the matter to the dispute resolution mechanisms set out in paragraphs 22 and 23. In the event that the Municipality delivers a request to review to Ontario, the Annual Billing Statement shall be deemed to apply during the period of review.
18. The Municipality shall make monthly installment payments to Ontario no later than the end of the month following the month for which payment is being made, each one being one twelfth of the Annual Billing Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.

19. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Annual Billing Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Annual Billing Statement.
20. Upon the approval or deemed approval of the Annual Billing Statement, as provided in this Agreement, adjustments shall be made in the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Annual Billing Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Annual Billing Statement. Any amounts payable by one party to the other shall be paid by means of a credit for the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.
21. The parties agree that sections 132 and 133 of the *Police Services Act* will be applied as if the East Algoma Detachment of the O.P.P. was a municipal police force, and as if the Detachment Commander was a Chief of Police.

Dispute Resolution Mechanisms

22. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning financial and related issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Financial Disputes”) or between the Board and the O.P.P. concerning policing issues arising out of the interpretation, application, administration, or alleged violation of this Agreement (“Policing Disputes”).
 - (b) In the event that a dispute arises, the Detachment Commander, or representative, and the Municipality or the Board, as the case may be, or their representative, shall meet within 30 days of such dispute arising and use all best good faith efforts to resolve the dispute.
 - (c) If the dispute remains unresolved, the Regional Commander, or representative, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner, and the Municipality or the Board, as the case may be, or representative, shall meet and use all best good faith efforts to resolve the dispute.
 - (e) If a Financial Dispute remains unresolved, the issue may be referred to mediation by either party, and each party shall use all best good faith efforts to resolve the dispute.

23. (a) Financial Disputes that cannot be resolved through any of the methods described within paragraph 22, may be referred to and settled by binding arbitration. The provisions of the *Arbitration Act, 1991* shall apply to any such arbitration, unless otherwise indicated below:
- i) The language of the arbitration shall be English.
 - ii) The place of the arbitration shall be the City of Elliot Lake.
 - iii) Each party agrees that the arbitration shall be conducted in a summary manner to ensure a full hearing in a cost effective and efficient manner.
 - iv) Each party shall make prompt full disclosure to the other and, subject to the availability of an arbitrator the arbitration shall be commenced within 30 days of the conclusion of the meeting with the Commissioner, or the mediator, if applicable.
 - v) Each party shall be responsible for its own legal expenses and for an equal share of the fees and expenses of the arbitration and any other related expenses. Section 54 of the *Arbitration Act* shall not apply; the arbitrator shall have no right to make an award relating to costs.
 - vi) The parties shall have no right of appeal to a final decision of an arbitrator.
- (b) Policing Disputes shall not be subject to mediation or arbitration.
- (c) Neither party shall be entitled to proceed to mediation or arbitration until all of the meetings referred to in paragraphs 22 have been held, and each party undertakes to exert all best good faith efforts to resolve the dispute in those meetings.
- (d) Mediations or arbitrations of disputes conducted under this Agreement shall remain closed to the public. All parties to any dispute shall keep all details, admissions or communications made in the course of the dispute resolution process strictly confidential, nor shall such information be admissible in any legal proceeding, except as follows:
- i) on consent of all parties;
 - ii) as may be ordered by a court of competent jurisdiction;
 - iii) the final decision of the arbitrator may be released.
- (e) Each of the meetings outlined in paragraph 22 shall be commenced no earlier than 15 days, and concluded no more than 30 days, from the conclusion of the prior stage unless the parties otherwise agree.
- (f) Notwithstanding any of the above provisions, nothing in this Agreement shall be construed so as to give the Municipality or the Board the right to alter any policy of the O.P.P. or the Ministry. Nothing in this Agreement shall be construed so as to give the Municipality or the Board, the right to supercede or vary the duties and obligations of the Solicitor General pursuant to s. 3(2) of the *Police Services Act*, or of the Commissioner pursuant to s. 17 and s. 41 of the *Police Services Act*, and further, the rights of the Municipality and the Board pursuant to the Agreement are subject to the Municipality's obligations under s. 4 of the *Police Services Act*.

Detachment Commander Selection

24. The Detachment Commander shall be selected from a short-listed pool of candidates as determined by the O.P.P. in accordance with its relevant provincial policies. Following the formulation of the short-list, a joint committee consisting of Board members and persons nominated by the Commissioner, shall select the successful candidate in accordance with the process set out in the OPP's provincial policies.

Notice

25. Any notice, statement, invoice or account to be delivered or given by any of the below listed groups to any other of them shall be delivered to all other groups in writing and sent by mail addressed to those groups at their respective address as listed below, or sent by fax transmission to the fax number listed below. Any notice, statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary and if sent by fax shall be deemed to be received on the date of transmission. Any group may change its address and fax number by giving notice provided herein:
- i) to Ontario addressed to: The Minister of Community Safety and Correctional Services, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6, FAX number (416) 325-6067.
 - ii) to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario, L3V 7V3, to the attention of the Manager, Municipal Policing Bureau, FAX number (705) 330-4191.
 - iii) to the Municipality addressed to: The City of Elliot Lake, 45 Hillside Drive North, Elliot Lake, Ontario, P5A 1X5, FAX number (705) 461-7244.
 - iv) to the Board addressed to: The City of Elliot Lake Police Services Board, 45 Hillside Drive North, Elliot Lake, Ontario, P5A 1X5, FAX number (705) 461-7244.

Commencement and Termination of Agreement

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01 day of January 2015, and shall conclude on the 31 day of December 2019.
27. Either party to this Agreement may terminate this Agreement upon one year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing police services under this contract to and including the date of such termination and Ontario shall continue to be responsible to provide the services outlined in this Agreement.

- 28. Should the Municipality’s designated responsibility to provide policing under the *Police Services Act* be changed, either by statute or government interpretation, the Municipality maintains its right upon being so informed to give written notice of its intention to terminate this Agreement forthwith.

Entire Agreement

- 29. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers and the Minister of Community Safety and Correctional Services has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

The Minister of Community Safety and Correctional Services

FOR THE MUNICIPALITY

Mayor, Reeve, etc. (as appropriate)

Chief Administrative Officer, or Clerk (as appropriate)

Date signed by the Municipality: _____

SCHEDULE "A"

BY-LAW OF THE MUNICIPAL COUNCIL

SCHEDULE "B"
PROPOSAL FOR POLICE SERVICES



***The City of
Elliot Lake***

Contract Policing Proposal

***Prepared by: Linda Davis
Ontario Provincial Police
Municipal Policing Bureau***

December 16, 2014

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Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal police services under contract for over 60 years and currently maintains contracts with over 140 communities across Ontario.

The City of Elliot Lake requested a costing for OPP municipal policing. This proposal is based on the City of Elliot Lake paying an amount equal to the sum of the City of Elliot Lake allocated portion of the OPP's total municipal policing base and calls for service costs and the costs for overtime, cleaning/caretaker, accommodation, court security and offender transport as applicable. Where a municipality chooses to receive police services from the OPP pursuant to a contract, the OPP will provide the level of police services required to provide adequate and effective policing, including providing the services set out in *Regulation 3/99, Adequacy and Effectiveness of Police Services* under the *Police Services Act*.

This proposal reflects the integrated policing concept, incorporating a police services contract for the City of Elliot Lake with OPP highway patrol services and provincial responsibilities under one administration. The East Algoma OPP Detachment will remain as the Administration/Operations Centre. The resources will be deployed to the municipality from this facility.

The East Algoma Detachment Commander will be responsible to oversee all aspects of service delivery. The detachment management including Staff Sergeant and Sergeant/ Platoon Leaders as applicable would provide assistance and supervision to members of the East Algoma Detachment.

In order to provide a location for the police and public to interact, and to facilitate the delivery of police services in a community, the OPP encourages the establishment of Community Policing Offices (CPOs). Where such offices exist they are usually equipped with telephone and computer capabilities for use by officers assigned to the municipality. Any decision on the establishment of a CPO in the City of Elliot Lake rests entirely with City council and any associated costs will be the responsibility of the City. It is recommended that any CPO located within the City be maintained.

In consultation with the Police Services Board it is the intent that all existing community service programs and community policing committees will be maintained.

Any new community service program considered may be implemented after consultation with the City of Elliot Lake Council, the City of Elliot Lake Police Services Board and the East Algoma Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the municipality receives adequate and effective police services in accordance with the *Police Services Act* and regulations. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. The City of Elliot Lake will continue to benefit as additional staff are readily available from within the East Algoma OPP Detachment as well as neighboring detachments and regions, should the need arise.

The City of Elliot Lake will be required to establish a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for police services within the community, after consultation with the Detachment Commander. ***The Commissioner is committed to ensuring that the Detachment Commander of the East Algoma OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations and needs.***

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the East Algoma OPP detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The OPP is required to provide provincial level emergency response that can be mobilized in times of emergency, disaster or a specialized investigative need. The OPP meets such emergent needs, on an on-call, as-needed basis, by deploying small numbers of officers from multiple locations and assignments, both provincial and municipal. During such times, the OPP is responsible to ensure that appropriate resources remain in place to make certain the municipality receives adequate and effective police services in accordance with the *Police Services Act* and *regulations*. The use of OPP officers in cases where there is a provincial obligation to respond will be accounted for as part of the billing model.

If the City of Elliot Lake chooses to accept an OPP contract for its policing service, the East Algoma OPP Detachment will assign resources, focusing on meeting the City of Elliot Lake's unique policing needs.

Value for the Elliot Lake

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighboring detachments, regional headquarters and general headquarters;
- Seamless access to a comprehensive infrastructure and specialized services; and
- Assists the Detachment Commander in determining the local policing priorities and objectives through the City of Elliot Lake's Police Services Board.

Based on, among other things, an estimate of salary and benefit costs, the policing cost for 2015 associated with this proposal is \$3,049,462. The annual billing statement is set out in the attachment to this proposal.

Please Note:

Not included in this proposal are:

- **The cost of maintaining the Police Services Board**
- **The costs associated with establishing and maintaining Community Policing Office(s)**
- **Any applicable revenues accruing to the municipality as a result of police activity**

(*Note – This proposal expires six months from the date of presentation to Council. At that time the costs identified in the proposal will be subject to review and revision where necessary.)

OPP Annual Billing Statement

Elliot Lake C

Estimated costs for the period January 1 to December 31, 2015

Excluding Enhancements

(see notes)

			Cost per Property	\$
Base Service				
	<u>Property Counts</u>			
	Household	6,306		
	Commercial and Industrial	<u>259</u>		
	Total properties	<u>6,565</u>	\$200.51	\$1,316,348
Calls for Service				
	Total all municipalities	\$138,122,392		
	Total municipal portion	0.9898%	\$208.24	\$1,367,125
Overtime				
			\$15.77	\$103,503
Court Security				
			\$2.97	\$19,515
Prisoner Transportation (per property cost)				
			\$2.41	\$15,822
Accommodation (per property cost)				
Cleaning Services (per property cost)				
Total 2015 Calculated Cost before Phase-In Adjustment			<u><u>\$429.90</u></u>	<u><u>\$2,822,313</u></u>
2015 Phase-In Adjustment Billing Summary				
2014 Forecasted cost	(see below)	Total	\$3,246,378	\$494.50
2015 Calculated Cost per Property	(see above)			<u>\$429.90</u>
Cost per Property Variance			(Decrease)	\$64.60
2015 Adjustment (Maximum per property)			(Decrease)	<u>\$30.00</u>
Actual 2015 Phase-In Adjustment			<u>\$34.60</u>	<u>\$227,149</u>
Total Billing for 2015			<u><u>\$464.50</u></u>	<u><u>\$3,049,462</u></u>

Removed the following from the 2014 Forecasted Costs:

1.00 Court Officer

Additional Notes to the “OPP Annual Billing Statement”:

- The Annual Billing Statement is determined based on the new OPP billing model effective January 1, 2015.
- The Annual Billing Statement is a statement of 2015 costs based on an estimate of salary and benefit costs. Salary and benefit costs are estimates and are subject to a final year end adjustment.
- As a result of the implementation of the new OPP billing model municipal policing costs are subject to Phase-in Adjustments for the calendar years 2015 to 2019. The 2015 phase-in adjustment is dependent on the final 2014 cost. Phase-in adjustments are subject to change and are based on an annual determination:
 - If the municipality is subject to an increase between the final 2014 cost and the 2015 cost, the increase will be capped to a maximum of \$40 increase per property. The capped increase of \$40 plus the growth factor per property cost will be applicable for each subsequent year until the full cost is realized.
 - The growth factor is a set per property cost for all municipalities dependent upon general increases in salary, benefits, support costs and other direct operating expenditures.
 - If the municipality is subject to a decrease between the final 2014 cost and the 2015 cost it will be limited to the per property reduction limit applicable to the year.
 - The per property reduction limit is an annual per property amount determined for all municipalities. The per property reduction limit is subject to change each year based upon the determination of the funding required to offset the capped increases for all municipalities.

O.P.P. Contacts

Please forward any questions or concerns to Inspector Brent Cecchini, Detachment Commander, East Algoma Detachment or Sergeant Pamela Ford or Linda Davis, Contract Policing Analysts, OPP Municipal Policing Bureau General Headquarters.

Inspector Brent Cecchini	(705) 356-2244
Sergeant Pamela Ford	(705) 329-6192
Linda Davis	(705) 329-6289

SCHEDULE "C"
ANNUAL BILLING STATEMENT

OPP Annual Billing Statement

Elliot Lake C

Estimated costs for the period January 1 to December 31, 2015

Excluding Enhancements

(see notes)

			Cost per Property	\$
Base Service				
	<u>Property Counts</u>			
	Household	6,306		
	Commercial and Industrial	<u>259</u>		
	Total properties	<u>6,565</u>	\$200.51	\$1,316,348
Calls for Service				
	Total all municipalities	\$138,122,392		
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Removed the following from the 2014 Forecasted Costs:

1.00 Court Officer

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- The Annual Billing Statement is determined based on the new OPP billing model effective January 1, 2015.
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- As a result of the implementation of the new OPP billing model municipal policing costs are subject to Phase-in Adjustments for the calendar years 2015 to 2019. The 2015 phase-in adjustment is dependent on the final 2014 cost. Phase-in adjustments are subject to change and are based on an annual determination:
 - If the municipality is subject to an increase between the final 2014 cost and the 2015 cost, the increase will be capped to a maximum of \$40 increase per property. The capped increase of \$40 plus the growth factor per property cost will be applicable for each subsequent year until the full cost is realized.
 - The growth factor is a set per property cost for all municipalities dependent upon general increases in salary, benefits, support costs and other direct operating expenditures.
 - If the municipality is subject to a decrease between the final 2014 cost and the 2015 cost it will be limited to the per property reduction limit applicable to the year.
 - The per property reduction limit is an annual per property amount determined for all municipalities. The per property reduction limit is subject to change each year based upon the determination of the funding required to offset the capped increases for all municipalities.