# CITY OF ELLIOT LAKE



# CITY COUNCIL - REGULAR MEETING AGENDA

Monday, February 27, 2017 7:00 pm COUNCIL CHAMBERS

Pages

1.	CALL .	TO ORDER	
2.	ROLL	CALL	
3.	DECL	ARATIONS OF CONFLICT OF INTEREST	
4.	ADOP	TION OF PREVIOUS MINUTES	
	4.1	February 13, 2017 - Regular.	3
	4.2	Reading of resolution passed following the closed session of the February 13, 2017 Council meeting.	
5.	PUBLI	C PRESENTATIONS	
	5.1	February 27, 2017. Tax Policy presentation and discussion	
		Presenter: Peter Frise, Municipal Tax Equity Consultants Inc.	
6.	INTRO	DUCTION AND CONSIDERATION OF CORPORATE REPORTS	
	6.1	February 23, 2017. Report from the Manager of Information Technology	
		re: Information Technology Full Time Employee update	
		As this matter involves labour relations or employee negotiations, it may be discussed in closed session under Section 239.(2)(d) of the Municipal Act.	
7.	PRESI	ENTATION OF COMMITTEE REPORTS	
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		re: resignation from the Waterfront Development working group	
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9.	PETIT	TIONS	
10.	CORF	RESPONDENCE	
	10.1	February 14, 2017. Memo from the Director of Clerks & Planning Services	37
		re: resignation from the Community Liaison Committee	
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		re: request for a resolution of support from the Board of Algoma Public Health for their Anti-Contraband Tobacco Campaign	
11.	NOTIO	CES OF MOTION	
12.	PUBL	IC QUESTION PERIOD	
13.	INTRO	DDUCTION AND CONSIDERATION OF BY-LAWS	
14.	COUN	ICIL REPORTS AND ANNOUNCEMENTS	
15.	ADDE	NDUM	
16.	CLOS	ED SESSION (if applicable)	
17.		URNMENT	

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

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

Monday, February 13, 2017 7:00 PM COUNCIL CHAMBERS

Present D. Marchisella, Mayor

L. Cyr, Councillor

C. Nykyforak, CouncillorN. Mann, CouncillorT. VanRoon, CouncillorS. Reinhardt, Councillor

Present J. Renaud, Chief Administrative Officer

M. Humble, Director of Corporate Services

S. McGhee, Director of Operations

J. Thomas, Director of Protective Services W. Rowland, Director of Community Services

R. Scott, Manager of IT

L. Sprague, Director of Clerks & Planning Services

Regrets C. Martin, Councillor

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

Res. 39/17

Moved By: L. Cyr

Seconded By: S. Reinhardt

That the addendum to the agenda be accepted.

**Carried** 

#### 4. ADOPTION OF PREVIOUS MINUTES

4.1 January 23, 2017 - Regular.

#### Res. 40/17

Moved By: N. Mann Seconded By: C. Nykyforak

That the following minutes be adopted:

January 23, 2017 - Regular.

Carried

**4.2** Resolutions passed following the closed session of the January 23, 2017 Council meeting, were read.

#### 5. PUBLIC PRESENTATIONS

## 5.1 February 13, 2017. Update on Pearson Plaza Development

Presenter: William Elliott, Project Manager

The interior pedestrian walkway connection is completed; however the food court is still unoccupied.

Councillor Nykyforak advised that the interior work at the new Library is underway and the Library is expected to open in May.

Mayor Marchisella thanked Mr. Elliott for his dedication to this project and the investment of his time and expertise over the last four years providing continuity to move the development forward.

Mr. Elliott was presented with a framed painting representing Elliot Lake's mining heritage.

# 5.2 December 9, 2016. Presentation by Algoma Public Health

re: overview of programs and services delivered in the community

Regrets were provided by Algoma Public Health who were unable to attend this evening.

#### 6. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

#### 6.1 February 13, 2017. Report from the Chief Administrative Officer

re: labour relations

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

#### Res. 41/17

Moved By: N. Mann Seconded By: L. Cyr

That the report of the Chief Administrative Officer concerning labour relations be discussed in closed session under Section 239.(2)(d) of the Municipal Act, as this matter deals with labour relations or employee negotiations.

**Carried** 

# 6.2 February 9, 2017. Report from the Chief Administrative Officer

re: use of 2016 municipal surplus for completion of City Hall renovations

#### Res. 42/17

Moved By: C. Nykyforak Seconded By: S. Reinhardt

That Staff Report CAO2017-02 of the Chief Administrative Officer dated February 9, 2017 be received; and

That Council approve the use of the 2016 surplus funds and/or working capital, to an upset limit of \$30,000 for the completion of renovation and office revitalization work on the second floor of City Hall.

**Carried** 

#### 15. ADDENDUM

#### 15.1 February 12, 2017. Report from the Chief Administrative Officer

re: rebuild of Municipal website

Moved By: L. Cyr

Seconded By: S. Reinhardt

That Staff Report CAO2017-03 dated February 12, 2017 of the Chief

Administrative Officer be received; and

That the Chief Administrative Officer be authorized to initiate the updating of the municipal website utilizing the City's current service provider.

Defeated

#### Res. 43/17

Moved By: S. Reinhardt Seconded By: C. Nykyforak

That the CAO be directed to release an RFP for the rebuild of the municipal

website.

Carried

## 15.2 February 7, 2017. Memo from the Director of Clerks and Planning Services

re: resignation from the Arts and Culture Advisory Committee

#### Res. 44/17

Moved By: C. Nykyforak Seconded By: N. Mann

That the resignation of Linda Sicoli from the Arts and Culture Advisory

Committee be accepted, with regret.

Carried

#### 7. PRESENTATION OF COMMITTEE REPORTS

# 7.1 February 7, 2017. Report from the By-laws and Planning Committee

re: proposed zoning amendment to permit shipping containers in the Industrial Zone

#### Res. 45/17

Moved By: T. VanRoon Seconded By: N. Mann

That Staff Report CBO2017-01 of the Chief Building Official dated January 30, 2017 concerning a proposed amendment to the Municipality's Zoning By-law No. 87-40 to permit shipping containers in the City's Industrial zones be received; and

That By-law No. 87-40 be amended to include Section 5.7.3.2 which would read:

Notwithstanding the provisions of this by-law, the use of shipping containers as an accessory structure may be permitted on lands zoned Industrial "M" Zone; and

That a public meeting ne held on March 13, 2017 at the hour of 6:30 PM.

## 7.2 February 7, 2017. Report from the By-laws and Planning Committee

re: proposed sale of municipal land

As this matter deals with the disposition of land owned by the Municipality, it may be discussed in closed session under Section 239.(2)(c) of the Municipal Act.

#### Res. 46/17

Moved By: L. Cyr

Seconded By: T. VanRoon

That the Report of the Economic Development Coordinator dated February 1, 2017 concerning a request to purchase lands on Fox Drive be discussed in closed session under Section 239.(2)(c) of the Municipal Act as this matter deals with the disposition of land owned by the Municipality.

**Carried** 

- 8. UNFINISHED BUSINESS
- 9. PETITIONS
- 10. CORRESPONDENCE
- 11. NOTICES OF MOTION
- 12. PUBLIC QUESTION PERIOD
- 13. INTRODUCTION AND CONSIDERATION OF BY-LAWS

# 13.1 By-law No. 17-5

Being a by-law to amend the Municipality's Sign By-law No. 92-92 to permit a sign for Elliot Equipment and Rentals within the road allowance on Kilborn Way

#### Res. 47/17

Moved By: N. Mann Seconded By: L. Cyr

That By-law No. 17-5, being a by-law to amend the Municipality's Sign By-law No. 92-92 to permit a sign for Elliot Equipment and Rentals within the road allowance on Kilborn Way, be passed.

#### 13.2 By-law No. 17-6

Being a by-law to authorize a lease agreement with Elliot Equipment Rental Sales & Service, for the placement of a sign within the road allowance on Kilborn Way

#### Res. 48/17

Moved By: S. Reinhardt Seconded By: T. VanRoon

That By-law No. 17-6, being a by-law to authorize a lease agreement with Elliot Equipment Rental Sales & Service, for the placement of a sign within the road allowance on Kilborn Way, be passed.

Carried

#### 13.3 By-law No. 17-7

Being a by-law to authorize a Partnership Agreement with Near North Mobile Media Lab to establish digital creator spaces for youth at the Lester B. Pearson Civic Centre

#### Res. 49/17

Moved By: C. Nykyforak

Seconded By: L. Cyr

That By-law No. 17-7, being a by-law to authorize the entering into of a Partnership Agreement with Near North Media Lab to establish digital creator spaces for youth at the Lester B. Pearson Civic Centre, effective as of February 13, 2017, be passed.

**Carried** 

# 13.4 By-law No. 17-11

Being a by-law to appoint Bruce Elliott as a Municipal Law Enforcement Officer for the City of Elliot Lake

#### Res. 50/17

Moved By: N. Mann Seconded By: T. VanRoon

That By-law No. 17-11, being a by-law to appoint Bruce Elliott as a Municipal Law Enforcement Officer for the City of Elliot Lake, be passed.

#### 14. COUNCIL REPORTS AND ANNOUNCEMENTS

#### **Community Liaison Committee**

Tues. Feb. 21 at 6:30 the NWMO will be presenting: THE CASE FOR SAFETY and next month (March 21) the CNSC will be making 3 presentations on:

- 1. Transport of Radioactive Material: Overview of the Regulatory Requirements
- 2. Transport of Radioactive Material: Overview of Emergency Preparedness
- 3. Transportation Security Used Nuclear Fuel

#### **ROMA**

Meetings took place with the Minister of Infrastructure and the Premiere who were supportive of the Recreation Complex project. The Premiere also arranged a meeting with her Advisor on Community Hubs, to assist the City with developing our plan in a way that can be supported by the province.

The Ministry of Health has begun taking steps with St. Joseph's Hospital through the process with the pre-capital, which will be an extremely long process. The Assistant Deputy Minister for Health Capital Division, Peter Kaftanrian, has committed to work with the Hospitals through the next phase to ensure the process is clean and clear.

Mr. Mauro, Minister of Municipal Affairs, confirmed next reading of bill 68 will be this spring.

#### Fishing Derby

10<sup>th</sup> annual Ice Fishing derby will be this coming Saturday, February the 18<sup>th</sup>. Tickets are \$100 per hole, and just a few hours can win you half the purse which has been over \$30K in the past. See the City Website for details or on Facebook under "Elliot Lake Fishing Derby".

#### Winterfest

Winterfest will be held March 4th at Spruce Beach. There will be world class ice sculpting, maple taffy station and ice building blocks with Ice Culture Inc., sleigh rides, dog sled rides, BBQ, beaver tails, giant painted snow mountain...and lots more exciting attractions for the whole family. Watch for a full colour detailed Winterfest brochure coming to your mail box the week of February 20<sup>th</sup>.

#### **Indoor Walking Program**

Now available at the Collins Hall. Mon – Fri 8:30 - 10 a.m. and Mon – Thurs 5:30 - 7:00 p.m. Cost is \$1 per time or Monthly Pass \$10.

## Coffee House at the Civic Centre

February 24 from 7pm. Tickets are \$6 and can be purchased at the Welcome Centre as of February 14. Featured artists are: Amber Piette, Patrick Guite, and Roger Daybutch.

#### <u>Magic</u>

As an added event in celebration of Canada's 150, the Community Service Department will present a great family show called Brent & Sarah's Comedy Magic Show. This show has been featured on Disney Cruises. The event will be held at the Pearson Centre Theatre, Saturday March 11 at 7pm. Tickets are: \$40 for a family of 4 or \$15 adults and \$9 children.

#### Sale

99 Spine Road, also known as the White Mountain building has been sold, putting this facility in the hands of the private sector.

#### Legal Clinic

I would like to congratulate the Elliot Lake and North Shore Legal Aid Clinic for their service to our residents for 25 years now, Happy 25<sup>th</sup>.

## **Open House**

Our MPP, Michal Mantha will be having an open house on February 16<sup>th</sup>, from 4-7pm to celebrate the opening of a new office at 18 Mary Walk.

#### Growth

Elliot Lake is among the U-Haul Top 25 Canadian Growth Cities for 2016. Growth rankings are calculated by the net gain of arriving U-Haul one-way trucks over departing one-way U-Haul trucks for the calendar year. A recent Stats Canada statistics showed a decrease since 2011, and a population of 10,741. It would be nice to know year to year trends but unfortunately Census stats have a five year gap.

Councillor Nykyforak addressed the growth section of the report. At a December 19<sup>th</sup> 2016 EDC standing Committee meeting, the information available was from the 2011 census, and other information released in 2013. Canada Census info was released on Feb 9<sup>th</sup> at 8:30 am. When this type of analysis is done, it is an analysis or estimate, based on info available at that time. Statistics Canada info would have been used.

# 16. CLOSED SESSION (if applicable)

Res. 51/17

Moved By: C. Nykyforak Seconded By: S. Reinhardt

That this meeting proceed into closed session at the hour of 8:02 PM.

**Carried** 

Res. 52/17

Moved By: L. Cyr

Seconded By: S. Reinhardt

That this meeting come out of closed session at the hour of 9:32 PM.

Res. 53/17

Moved By: N. Mann Seconded By: L. Cyr

That the vacant land described as Parts 2,3,4,5,6 and 7 on Plan 1R-4129, being industrial land located on the west side of Fox Drive be declared as surplus to the needs of the Municipality; and

That notice is hereby given of the intended sale of the lands.

**Carried** 

#### 17. ADJOURNMENT

Res. 54/17

Moved By: C. Nykyforak Seconded By: T. VanRoon

That this meeting adjourn at the hour of 9:34 PM.

	Carried
	-
Mayor	
011 01 1	-
City Clerk	

#### **Public Services Committee**

February 23, 2017



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: BACKWASH PUMPING SYSTEM REBUILD

At the regular meeting of the Public Services Committee held Wednesday, February 22, 2017, the following resolution was passed:

# RESOLUTION No. 09/17

**That** Staff Report OPS2017-03 dated February 6, 2017 of the Director of Infrastructure Services be received;

and that the provision of parts, materials, and services relating to the rebuild of one (1) backwash pump at the Elliot Lake water treatment plant be awarded to International Water Supply.

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 OPS2017-03

# Report of the **Director of Infrastructure Services** for the Consideration of Council

**RE: Backwash Pumping System Rebuild** 

# **OBJECTIVE**

To provide Mayor and Council with information regarding the proposed rebuild of one (1) water treatment plant backwash pump.

#### RECOMMENDATION

**That** Staff Report OPS2017-03 dated February 6, 2017 of the Director of Infrastructure Services be received;

and that the provision of parts, materials, and services relating to the rebuild of one (1) backwash pump at the Elliot Lake water treatment plant be awarded to International Water Supply.

Respectfully Submitted

Sean McGhee

**Director of Infrastructure Services** 

Approved

Jeff Renaud Chief Administrative Officer

February 6, 2017

# **BACKGROUND**

Rebuilds were completed in 2016 to all high lift pumps in addition to one of two backwash pumps. These rebuilds were commissioned when pump performance reviews and inspections determined that the units were significantly impacted by ongoing exposure to chlorinated water over their respective service lives.

IWS was contracted by the municipality to complete the rebuilds after which the municipality realized as much as a 31% increase in pump performance. This firm was selected as they are a certified service provider based within the Province of Ontario, and are able to provide both parts and service to these pumps.

There is one remaining backwash pump which was scheduled to be completed as a capital works project for 2017.

## **ANALYSIS**

As a result of the work completed at the facility last year, IWS was able to provide a detailed proposal for the work. This includes the replacement of all the components which were identified as worn or unserviceable on the previous backwash pump rebuild.

There have been some increases in shipping cost in addition to price increases from the manufacturer. Total budget price for the work is \$52,079. <sup>50</sup> plus applicable taxes.

There is a 22 week delivery time on the pump unit from the factory.

# **FINANCIAL IMPACT**

There was a total of \$50,400.<sup>00</sup> budgeted for this work in 2017. In light of the previously referenced increases over last year, the shortfall for the project, which amounts to \$2,596.<sup>10</sup>, may be drawn from the Capital Equipment Needs fund which was incorporated into the 2017 Capital Budget.

# LINKS TO STRATEGIC PLAN

Approval of this request will uphold the commitment of Mayor and Council toward "Continued Investment into Infrastructure". This report serves to assist in "educating the public on infrastructure operations, repair and replacement".

# SUMMARY

Approval of this project will ensure maximum reliability and performance from the remaining backwash pump.

#### **Public Services Committee**

February 23, 2017



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: ENGINEERING SERVICES RFP OUTCOME

At the regular meeting of the Public Services Committee held Wednesday, February 22, 2017, the following resolution was passed:

# RESOLUTION No. 10/17

**That** Staff Report OPS2017-04 dated February 14, 2017 of the Director of Infrastructure Services be received;

**and That** the contract for the provision of Professional Engineering Services pursuant to the requirements of Request for Proposal No. 2017-01 be awarded to Tulloch Engineering Inc.

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 OPS2017-04

# Report of the **Director of Infrastructure Services** for the Consideration of Council

#### **RE: ENGINEERING SERVICES RFP OUTCOME**

# **OBJECTIVE**

To provide Mayor and Council with information regarding the outcome of the Request for Proposals for the provision of Professional Engineering Services.

#### RECOMMENDATION

**THAT** Staff Report OPS2017-04 dated February 14, 2017 of the Director of Infrastructure Services be received;

**AND THAT** the contract for the provision of Professional Engineering Services pursuant to the requirements of Request for Proposal No. 2017-01 be awarded to Tulloch Engineering Inc.

**Respectfully Submitted** 

Sean McGhee

**Director of Infrastructure Services** 

**Approved** 

Jeff Renaud

Chief Administrative Officer

February 14, 2017

## **BACKGROUND**

The Infrastructure Services Department of the Corporation of the City of Elliot Lake utilizes professional Engineering Services in a variety of disciplines for work associated with municipal operations. RFP No. 2017-01 was developed to investigate available options for the delivery of service in the area, to ensure highest possible value for the municipality, and to establish a contractual agreement for the delivery of the professional engineering services. The proposed contract is for a five (5) year term commencing March 2017.

Bidders were instructed to outline their experience and familiarity in the delivery of services in the following engineering disciplines:

- a) Civil Engineering Disciplines related to the following:
  - Development of construction drawings and plans for road, construction, rehabilitation, and repair.
  - Transportation services including aerodrome operations,
- b) Environmental Engineering related disciplines including:
  - Water and wastewater facility design and operation,
  - Development of construction drawings and plans for stormwater, watermain and collection system construction, rehabilitation, and repair.
  - Solid waste management,
- c) Structural Engineering including, but not limited to:
  - Facility structural design and review,
  - Bridge and Culvert inspection and design,
- d) Mechanical and Electrical disciplines as relating to water and wastewater treatment systems and facility design (HVAC systems, power distribution)
- e) General Engineering Services including contract preparation, supervision, and management,
- f) Architectural Services.

The RFP document stressed that consulting services, design of new construction and engineering services associated with municipal projects outside of Capital Works projects undertaken through the Infrastructure services department were excluded from the contract.

The agreement was structured in such a manner as to give the municipality the latitude to award larger scale engineering projects, either as an identified extra to this contract or through the standing municipal procurement process. Determination of any projects exclusion from the scope of the contract is at the sole discretion of the Corporation of the City of Elliot Lake.

In total, seven (7) firms submitted proposals. An evaluation committee consisting of Michael Humble, and Sean McGhee worked to review the submissions and determine the successful proponent. The findings of the review were vetted by Jeff Renaud, Chief Administrative Officer.

# **ANALYSIS**

Proponents submitting proposals in response to the RFP included:

- o AECOM
- JL Richards and Associates
- Kresin Engineering
- Stantech Consulting Ltd.
- Tulloch Engineering Inc.
- o EXP Services Inc.
- o WSP Canada

All submissions were reviewed and scored under the following headings and ratings:

- 1) Experience and Qualifications of assigned personnel 25 points
- 2) Experience and History of Firm with similar contracts 20 points
- 3) Price 20 points
- 4) Ability of Firm to respond to emergency situations 15 points
- 5) Ability of Firm to meet requirements internally 10 points
- 6) Compliance with proposal requirements 10 points

All but one firm fully complied with the requirements of the Request for Proposal. Through the evaluation process it was determined that Tulloch Engineering Inc. met all of the requirements of the RFP and received the highest overall rating.

## FINANCIAL IMPACT

Engineering services are typically not identified as a specified or separate cost in the budget process. The fees for engineering are considered in the overall price estimates developed by staff during the capital project budget development process.

# LINKS TO STRATEGIC PLAN

This RFP aligns with the Strategic Plan to "Continue Investment into Infrastructure" as engineering services are integral to infrastructure rehabilitation. This report serves to assist in "educating the public on infrastructure operations, repair and replacement".

#### SUMMARY

Approval of the recommendations found in this report will establish a contractual relationship with an engineering service provider in keeping with the municipal procurement policy.

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



February 23, 2017

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 & ADMINISTATION COMMITTEE RESOLUTION

We wish to advise that at a meeting of the Finance & Administration Committee held Wednesday, February 23, 2017, the Committee passed the following resolution:

Res#: 2017-09

That Report FIN 2017-05 of the Director of Corporate Services dated 7th February 2017 be received;

And That in accordance with Section 284 (1) of the Municipal Act, S.O. 2001, c.25, as amended, the Statement of Remuneration and Expenses Paid to Members of Council and Board Members In the Year 2016 (the "Statement") dated 7th February 2017 be received; and

And That in accordance with Section 284 (4) of the Municipal Act, S.O. 2001, c.25, as amended, the Statement be published on the City of Elliot Lake's website.

A copy of the report is attach and the foregoing is respectfully submitted for your information.

Yours truly,

Michael Humble, CPA, CGA
Director of Corporate Services

MH/eal



The Corporation of the City of Elliot Lake

# Staff Report FIN2017-05

# Report of the **Director of Corporate Services** for the Consideration of Council

#### **RE: STATEMENT OF COUNCIL REMUNERATION AND EXPENSES 2016**

# **OBJECTIVE**

To provide Council with a statement of remuneration and expenses paid in 2016, in accordance with Section 284 of the Municipal Act, S.O. 2001, c.25, as amended (the "Municipal Act").

#### RECOMMENDATION

That Report FIN 2017-05 of the Director of Corporate Services dated 7<sup>th</sup> February 2017 be received;

And That in accordance with Section 284 (1) of the Municipal Act, S.O. 2001, c.25, as amended, the Statement of Remuneration and Expenses Paid to Members of Council and Board Members In the Year 2016 (the "Statement") dated 7<sup>th</sup> February 2017 be received; and

And That in accordance with Section 284 (4) of the Municipal Act, S.O. 2001, c.25, as amended, the Statement be published on the City of Elliot Lake's website.

Respectfully Submitted

Michael Humble CPA, CGA Director of Corporate Services **Approved** 

Jeff Renaud

Chief Administrative Officer

## BACKGROUND

This report is mandated under S.284 of the Municipal Act, 2001.

## **ANALYSIS**

In accordance with Section 284 (1) of the Municipal Act,

284 (1) Statement - The Treasurer of a municipality shall in each year on or before March 31st provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to,

- a) each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- b) each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

Further, Section 284 (4) of the Municipal Act 2001 states:

Despite the Municipal Freedom of Information and Protection of Privacy Act, statements provided under subsections (1) and (3) are public records.

It is best practice to publish the Statement on the municipal website in order to meet the public records requirement.

# **FINANCIAL IMPACT**

There are no budget implications to this report.

# LINKS TO STRATEGIC PLAN

Strong Municipal Corporate Administration and Governance

# **SUMMARY**

The Statement of Remuneration and Expenses Paid to Members of Council and Board Members in the Year 2016 (the "Statement") dated 7<sup>th</sup> February 2017 is attached and hereby provided to Council, to meet regulatory requirements.

2016	Statement of Remuneration and E	Expenses
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	Tax	xable	Non	ı-Taxable	Tota	al	Ве	enefits	Cor	ventions	To	tal
	An	nual	Ann	ual	Ren	nuneration			and	l		
	Re	muneration	Rem	nuneration					Cor	nferences		
Council	_											
Mayor D Marchisella	\$	20,671.96	\$	8,695.36	\$	29,367.32	\$	940.70	\$	4,664.09	\$	34,972.11
Councillor & Deputy Mayor L. Cyr	\$	7,227.66	\$	3,561.34	\$	10,789.00	\$	218.30			\$	11,007.30
Councillor & T. Van Roon	\$	6,557.76	\$	3,231.24	\$	9,789.00	\$	182.08	\$	3,704.44	\$	13,675.52
Councillor & C. Martin	\$	6,557.76	\$	3,231.24	\$	9,789.00	\$	231.58			\$	10,020.58
Councillor N. Mann	\$	6,557.76	\$	3,231.24	\$	9,789.00	\$	182.08	\$	1,179.93	\$	11,151.01
Councillor C. Nykyforak	\$	6,557.76	\$	3,231.24	\$	9,789.00	\$	182.08	\$	2,496.01	\$	12,467.09
Councillor S. Reinhardt	\$	6,557.76	\$	3,231.24	\$	9,789.00	\$	182.08	\$	923.54	\$	10,894.62
Total Council	\$	60,688.42	\$	28,412.90	\$	89,101.32	\$	2,118.90	\$	12,968.01	\$	104,188.23
BOARDS												
Police Services Board												
Mayor D Marchisella	\$	1,000.00			\$	1,000.00					\$	1,000.00
Councillor C. Martin	\$	1,000.00			\$	1,000.00					\$	1,000.00
S. Finamore	\$	750.00			\$	750.00					\$	750.00
K. Kucey	\$	1,000.00			\$	1,000.00					\$	1,000.00
Elliot Lake Residential Developmer	nt Con	nmission										
W. Elliott	\$	500.00			\$	500.00					\$	500.00
S. Martin	\$	300.00			\$	300.00					\$	300.00
B. Lawrence	\$	500.00			\$	500.00					\$	500.00
A. Todd	\$	550.00			\$	550.00					\$	550.00
Total Boards	\$	5,600.00			\$	5,600.00					\$	5,600.00
GRAND TOTALS	\$	66,288.42	\$	28,412.90	\$	94,701.32	\$ :	2,118.90	\$	12,968.01	\$	109,788.23

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



February 23, 2017

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 & ADMINISTATION COMMITTEE RESOLUTION

We wish to advise that at a meeting of the Finance & Administration Committee held Wednesday, February 23, 2017, the Committee passed the following resolution:

Res#: 2017-10

That Report FIN 2017-06 of the Director of Corporate Services dated 8th February 2017 be received;

And That in accordance with Section 1.9.1.1 of Division C, Part 1 of the 2012 Building Code, the 2016 report on Building Fees be received,

And That in accordance with the Building Code, to the extent that persons or organizations have requested notice of the preparation of this report, it shall be published on the City of Elliot Lake's website.

A copy of the report is attach and the foregoing is respectfully submitted for your information.

Yours truly,

Michael Humble, CPA, CGA
Director of Corporate Services

MH/eal



The Corporation of the City of Elliot Lake

# Staff Report FIN2017-06

# Report of the **Director of Corporate Services** for the Consideration of Council

**RE: 2016 REPORT ON BUILDING FEES** 

# **OBJECTIVE**

To provide Council with a report on building fees in accordance with Section 1.9.1.1 of Division C, Part 1 of the 2012 Building Code.

# RECOMMENDATION

That Report FIN 2017-06 of the Director of Corporate Services dated 8<sup>th</sup> February 2017 be received;

And That in accordance with Section 1.9.1.1 of Division C, Part 1 of the 2012 Building Code, the 2016 report on Building Fees be received,

And That in accordance with the Building Code, to the extent that persons or organizations have requested notice of the preparation of this report, it shall be published on the City of Elliot Lake's website.

Respectfully Submitted

Michael Humble CPA, CGA
Director of Corporate Services

Approved

Jeff Renaud

Chief Administrative Officer

8<sup>th</sup> February 2017

## BACKGROUND

The Building Department is responsible for the setting of fees and maintaining operations of the department in accordance with the annual budget as adopted by Council. In order to ensure compliance with the 2012 Building Code, the Finance Department has compiled this report.

Section 1.9.1.1 of Division C, Part 1 of the 2012 Building Code provides the annual reporting requirements regarding total fees collected, direct and indirect costs of delivering services, and the amount of a reserve fund if established.

# **ANALYSIS**

The Financial Report for Building Inspection Division is attached to this report to fulfill the reporting requirements of fees and costs.

Permit revenue earned in 2016 was \$117,223.67 which exceeded the budgeted estimate of \$100,000.

Indirect costs are those of City support services to the Building division and amount to \$32,980.78 (table 2 attached).

Direct costs are those incurred by the building division itself and include both administrative and enforcement costs (table 3 attached).

- Administrative direct costs include office and supplies, training, education, professional fees, memberships, certifications, building space, vehicle capital and maintenance costs. For 2016 administrative direct costs totaled \$53,219.45
- Enforcement direct costs comprise salaries and benefits for building division staff and totaled \$274,316.86 in 2016.

The total cost of running the building division for 2016 was \$360,515.09 less the permit revenue of \$117,223.67 for a net cost to the taxpayer of \$243,291.42

Staffing and office location changes have been made for 2017 that should reduce the net cost significantly.

There is a small reserve fund for building department operations and capital needs.

Balance of Reserve Fund, December 31, 2015	\$ 21,896.46
Add: Interest Earned 2016	\$ 356.09
Less: Transfer for operating deficit	\$ -
Balance of Reserve Fund, December 31, 2016	\$ 22,252.55

The intended use, per the Ontario Building Code is to smooth out the impact of short-term year-to-year surpluses or deficits. Over a long term period (five years), permit fees should be reviewed and established at an appropriate level designed to cover the costs of running the department.

At the end of 2016 building permit fees were reviewed by the CBO and determined to be in line with our neighbouring municipalities and remain appropriate.

It is best practice to publish the Statement on the municipal website in order to meet the public records requirement.

# **FINANCIAL IMPACT**

There are no budget implications to this report.

# LINKS TO STRATEGIC PLAN

Strong Municipal Corporate Administration and Governance

# **SUMMARY**

The financial report for Building division is prepared in accordance with requirements of the 2012 Ontario Building Code and hereby provided to Council for information and to meet regulatory requirements.

# 2016 ANNUAL REPORT BUILDING PERMIT FEES

8<sup>th</sup> February 2017

#### **INTRODUCTION:**

The following is the Annual Report of the Building Department on Permit Fees for the Year 2016. The report is filed pursuant to the requirements of Section 1.9.1.1 of Division C, Part 1 of the 2012 Building Code.

Tunnock Consulting Ltd. prepared the "Corporation of the City of Elliot Lake Permit Fee Report" in 2006 that recommended the current permit fee structure.

In summary, the 2016 revenue collected through the permit fees did not exceed the municipality's costs for administration of the Building Code statutory responsibilities.

Respectfully submitted

Bruce Ewald, CBCO Chief Building Official

# The Corporation of the City of Elliot Lake

#### 2016 ANNUAL REPORT-BUILDING PERMIT FEES

#### Revenue

Total Fees (Revenues) collected for the period, 1<sup>st</sup> January 2016 to 31<sup>st</sup> December 2016 under By-Law No. 06-95 of the City of Elliot Lake . . . . . . . . . . . . . \$ 117,223.67

# **Expenditure**

**Indirect Costs:** deemed to include the costs for support and overhead services to the Building Department of the City of Elliot Lake:

**Direct Costs:** deemed to include the costs of the Building Department of the City of Elliot Lake for the processing of building permit applications, the review of building plans conducting inspections and building related enforcement duties.

### Reserve Fund

Building & By-law Enforcement Division Reserve Fund. . . . . . . . \$ 22,254.55

Dated this 8<sup>th</sup> day of February 2017.

Michael Humble CPA, CGA, Treasurer Corporation of the City of Elliot Lake

Table 2 CITY OF ELLIOT LAKE

						LLIOI LANL
Indirect Costs						
Council or Staff Position	# of Employees in Position	% of Total Time Spent on Plan Review, Inspection, Permit Processing, and/or Administration, etc	Indirect Costs - Salary and Benefits	Net Operating Costs per Department	Indirect Costs Overhead	Total Indirect Costs - Administration
Council Members	7	0.50%		\$157,487.53	\$787	\$787.44
Clerk's Department				<b>,</b> , , , , , , , , , , , , , , , , , ,	•	* -
Clerk (including Election Costs)	1	5.00%	\$6,782.04	\$19,665.43	\$688	\$7,470.33
Finance Department						
Finance Officer (Treasurer)	1	1.28%	\$1,900.63	\$195,385.99	3,126.18	\$5,026.81
Deputy Treasurer	1	1.28%	\$1,441.53			\$1,441.53
Cashier Receptionist	1	1.28%	\$840.68			\$840.68
Payroll Clerk	1	4.16%	\$2,903.17			\$2,903.17
Accounts Payable Clerk	1	0.65%	\$431.02			\$431.02
Accounting Clerk	1	1.28%	\$893.28			\$893.28
IT Department						
IT Manager	1	1.28%	\$2,721.67	\$193,938.70	\$2,482.42	\$5,204.08
Technical Support	1	1.28%				\$0.00
<b>Human Resources Department</b>	1					•
HR Officer	1	2.00%	\$3,657.93	\$216,226.33	\$4,324.53	\$7,982.45
Clerk	1	2.00%				\$0.00
GRAND TOTAL INDIRECT COS	STS		\$21,571.94		\$11,408.85	\$32,980.78

TABLE 3

# **CITY OF ELLIOT LAKE**

Direct Costs	2015 Actuals	2016 Actuals
Enforcement		
Salaries and Benefits		
- Full Time Salaries	\$204,064.45	\$193,412.55
- Part-time Wages	\$13,521.76	\$18,724.24
- Full Time Benefits*	\$61,261.44	\$62,178.07
Subtotal Salaries and Benefits	\$278,847.65	\$274,314.86
Administrative		
Office and Overhead		
- Uniforms/Work Clothing/Safety	\$320.53	\$297.01
- Office Supplies: Equipment, Stationary	\$896.96	\$1,938.24
- Furniture		\$3,903.51
- Computer Software/Hardware	\$3,561.90	
- Equipment Maintenance Agreements		
- Subscriptions, Publications	\$245.27	\$70.00
- Telephone, Courier, Postage, Photocopying	\$5,310.06	\$3,801.67
- Advertising	\$407.04	\$363.28
- Travel and Mileage	\$148.72	\$349.00
Training, Education, Conferences, Examinations	\$4,999.40	\$3,774.74
Memberships and Professional Fees, Certification	\$2,895.79	\$1,577.26
Building Costs		
- Buildings (lease value)	\$16,650.00	\$16,650.00
- Maintenance and Cleaning (9.06% of entire bldg)	\$4,294.48	\$4,176.43
- Insurance (9.06% of entire building)	\$686.49	\$1,060.83
Vehicle maintenance, Insurance, gas etc.	\$7,513.25	\$5,257.49
Subtotal Administration Costs	\$47,929.89	\$43,219.45
Capital		
- Vehicles**	\$10,000.00	\$10,000.00
GRAND TOTAL ADMINISTRATION COSTS	\$57,929.89	\$53,219.45
GRAND TOTAL DIRECT COSTS	\$336,777.54	\$327,534.31
* Benefits Include: Employer CPP, Employer EI,		
WSIB, OMERS, Health and Insurance Benefits		
** Vehicles: Fleet replacement costs		

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

CITY OF ELLIOT LAKE

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

#### **Ec. Dev. Standing Committee**

February 23, 2017

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: WATERFRONT DEVELOPMENT PROJECT

At the regular meeting of the Economic Development Standing Committee held Wednesday February 23, 2017 the following resolution was passed with respect to the above noted matter.

# Resolution No. 3/17

"That Staff Report EDC2017-03 of the Economic Development Coordinator dated February 15, 2017 be received;

And that the Economic Development Standing Committee recommend that Council support an application for funding to NOHFC and FedNor for the Waterfront Development Project on Elliot Lake."

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

Yours very truly,

Ashten Vlahovich

Secretary, Economic Development Standing Committee

/av



The Corporation of the City of Elliot Lake

# Staff Report EDC 2017-03

Report of the **Economic Development Coordinator** 

RE: WATERFRONT DEVELOPMENT PROJECT

# **OBJECTIVE**

To provide information to Council with respect to the waterfront development project proposed for the Elliot Lake boat launch area.

#### RECOMMENDATION

That Staff Report EDC2017-03 of the Economic Development Coordinator dated February 15, 2017 be received;

And that the Economic Development Standing Committee recommend to Council to support an application for funding to NOHFC and FedNor for the Waterfront Development Project on Elliot Lake.

Respectfully Submitted

**Approved** 

Ashten Vlahovich Economic Development Coordinator

Wendy Rowland Director of Community Services

February 15, 2017

## **BACKGROUND**

The waterfront development project began as an idea presented by Mr. Tom Turner to the Economic Development Advisory Committee. EDAC supported the idea of the project and created an adhoc committee to continue to work on developing the plan. At the June 23, 2014 Council meeting; resolution 257/14 was passed;

"That the Waterfront Enhancement Project dated May 2014 prepared by the Economic Development Advisory Committee be approved in principle, as recommended by the Economic Development Committee in their Resolution No. 19/14 dated June 17, 2014."

The approval was given by Council in principle as detailed cost estimates were unavailable at that time. Since the approval in principle, Mr. Turner and members of EDAC have continued to work on the project.

As the Economic Development Committee structure changed in 2015, the waterfront development project was assigned as a working group in January 2016 by the Economic Development Standing committee in resolution 03/16:

"That the Economic Development Standing Committee creates a working group for the Waterfront Development Project". This assigned dedicated staff and specific terms of reference for the working group.

The working group has met numerous times throughout the last 13 months, and in order to determine feasibility of the project and a funding model, has commissioned preliminary budget estimates for construction and engineering.

# **ANALYSIS**

The Waterfront Development Project encompasses a 50 metre, fully accessible permanent fishing pier structure located at the Elliot Lake Boat launch. This project had previously been reviewed by the Municipality as part of the HWY 108 Corridor Study, although it was for a pier about half the size at 25 metres. During this study, geotechnical and bathymetric surveys were completed to 25M and are still available.

A preliminary budget estimate for the pier project +/- 25% came in at \$1,100,000. This budget estimate does provide detail to allow the Municipality to submit an application; however the working group noted that it would be beneficial to have a cost estimate with a more refined accuracy window as the project scale is large.

To provide a more accurate budget estimate for the pier project, pre-engineering services would be required. This would include more detailed design, bathymetric and geotechnical surveys for the additional 25 metres, as well as consultation with ministries to determine environmental reporting requirements/permits. Pre-engineering costs would be significant to the municipality at this time; however they are considered an eligible cost of the project and may be considered in the funding applications.

As this project aligns with the Boardwalk Replacement Project being planned by the Infrastructure Services Department; staff has kept in constant contact with the Director of Infrastructure Services and has reviewed the opportunity of connecting both projects into one.

#### LINKS TO STRATEGIC PLAN

The waterfront development project aligns with multiple action items of the 2015 Strategic Plan including;

- Explore eco-tourism and geo-tourism possibilities and challenges as part of a tourism package
- Provide activities that promote healthy lifestyles through recreation for all age groups

The waterfront development project also aligns with the Economic Development & Diversification Strategy, Goal 3: Nurture the Built Environment

 Beautification of Nodal Points - Implement urban design and landscape standards on HWY 108 and Hillside Drive.

#### SUMMARY

Administration recommends that the Council approve and support an application to NOHFC and FedNor for the Waterfront Development Project which would encompass the Boardwalk Replacement Project. Although the project is large scale, it would allow the municipality to leverage funding for a capital project that promotes tourism and recreation within the community.

There is an opportunity to potentially leverage funding up to 90%, which would require 10% contribution from the Municipality. As there are budgeted funds for the Boardwalk Replacement Project there would be access to funding to meet the contribution requirement.

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



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#### **Ec. Dev. Standing Committee**

February 23, 2017

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: RESIGNATION FROM WORKING GROUP

At the regular meeting of the Economic Development Standing Committee held Wednesday February 23, 2017 the following resolution was passed with respect to the above noted matter.

# Resolution No. 2/17

"That the Economic Development Standing Committee accepts with regrets the resignation from the waterfront development working group received from Donna Chris Morris."

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

Yours very truly,

Ashten Vlahovich

Secretary, Economic Development Standing Committee

/av

# Office of the City Clerk

# Memo

To:

**Mayor and Members of Council** 

From:

Lesley Sprague, Director of Clerks & Planning Services

CC:

Date:

February 14, 2017

Re:

RESIGNATION FROM COMMUNITY LIAISON COMMITTEE

Please be advised that we have received a letter from Robert deBortoli, submitting his resignation with regret, from the Community Liaison Committee.

It is recommended that Council pass a resolution to accept the resignation.

Mr. deBortoli was one of 5 public sector representatives, and there are also 4 sectoral representatives on this Committee. A notice has been published in the Standard and on the City's website, with a deadline of March 22, 2017, seeking a public sector volunteer for the Community Liaison Committee.

Lesley Sprague



January 24, 2017

Mayor Dan Marchisella City of Elliot Lake City Hall 45 Hillside Drive N Elliot Lake, ON P5A 1X5

Dear Mayor Marchisella,

The Board of Health for the District of Algoma passed the attached resolution at its November 23, 2016 Board meeting. The resolution requests that municipal and township councils in Algoma pass their own resolutions to explicitly reject motions from the tobacco industry and/or its front groups and to call on the Ontario Ministry of Finance to; (a) raise tobacco excise taxes and (b) enhance enforcement activities designed to reduce the presence of contraband tobacco in Ontario communities.

In passing this resolution, the Board feels it is important for you to know about the role of the tobacco industry in lobby efforts that result in requests at local levels of government that are intended to create interference in provincial tobacco-related health policy.

Throughout the history of tobacco control there have been examples of tobacco companies using other organizations as front groups to oppose tobacco control measures. Recent information from an internal Imperial Tobacco Canada Ltd (ITCL) 2012 slide deck describes the activities of the National Coalition Against Contraband Tobacco (NCACT). This group has been working for a number of years to control contraband and to undermine tobacco control regulations generally, and excise taxes specifically.

Of particular interest to local governments in Algoma, is that documented information demonstrates that tobacco industry through the Ontario Convenience Stores Association (OCSA) was able to recruit credible third parties, such as Ontario municipalities, to combat contraband. Sault Ste. Marie is one such community identified by the OCSA. These third party local governments were used as political leverage by these front groups in their efforts to undermine health policy.

Tel: 705-356-2551 TF: 1 (888) 356-2551 Fax: 705-356-2494 Elliot Lake 50 Roman Avenue Elliot Lake, ON P5A 1R9 Tel: 705-848-2314

TF: 1 (877) 748-2314 Fax: 705-848-1911

#### Sault Ste. Marie

294 Willow Avenue Sault Ste. Marie, ON P6B 0A9 Tel: 705-942-4646

TF: 1 (866) 892-0172 Fax: 705-759-1534

#### Wawa

18 Ganley Street Wawa, ON POS 1K0 Tel: 705-856-7208 TF: 1 (888) 211-8074 Fax: 705-856-1752 Although it is acceptable for retailers or any other group to express their views about proposed government tax or health policy, whether or not these views align with the public interest the issue here is transparency. Municipal governments understandably feel an obligation to support local business owners. However these local business associations have been supported by a tobacco industry and the financial relationships have not been disclosed.

We would appreciate your review of this issue and ask that you consider supporting a local council resolution to reject tobacco industry motions and call on the Ministry of Finance to raise tobacco excise taxes and enhance enforcement activities designed to reduce the presence of contraband tobacco in Ontario communities is appreciated.

Sincerely,

Dr. Marlene Spruyt BSc, MD, CCFP, FCFP, MSc-PH

Medical Officer of Health/CEO

On behalf of Algoma Public Health Board of Health

Attachment

cc/All Algoma District Mayors/Reeves



# **Board of Health**

DATE: NOVEMBER 23, 2016	RESOLUTION NO.: 2016- 109
MOVED: Heather	SECONDED: Lucas
SUBJECT: ANTI-CONTRABAND	TOBACCO CAMPAIGN

#### Resolution:

WHEREAS information referenced from a 2012 slide deck by Imperial Tobacco Canada Ltd. (ITCL) demonstrates that the National Coalition Against Contraband Tobacco (NCACT) and the Ontario Convenience Store Association (OCSA) have worked on behalf of ITCL to convince Ontario municipalities of the importance of the contraband tobacco problem; and

WHEREAS this referenced information makes clear that the anti-contraband campaign pursued by the NCACT and the OCSA in Ontario is designed in part to block tobacco excise tax increases and regulation of tobacco products generally; and

WHEREAS contrary to tobacco industry messaging, impartial research by the Ontario Tobacco Research Unit at the University of Toronto has shown that tobacco excise tax increases do not lead to large increases in contraband; and

WHEREAS municipalities within the District of Algoma have previously passed smoke-free bylaws and support protection of the public from second-hand tobacco smoke.

THEREFORE BE IT RESOLVED THAT Algoma Public Health requests all municipalities within the District of Algoma to explicitly reject motions from tobacco industry and/or its front groups and to call on the Ontario Ministry of Finance to; (a) raise tobacco excise taxes and (b) enhance enforcement activities designed to reduce the presence of contraband tobacco in Ontario communities.

FURTHERMORE THAT this resolution be shared with the Ministry of Finance, Federal Members of Parliament, the Association of Local Public Health Units, Ontario Public Health Units, the Federal Minister of Health and the Ontario Campaign for Action on Tobacco.

CARRIED: Chair's Signature	_ Lee m	aser
☐ Lee Mason - Chair	☐ Ian Frazier – Vice Chair	☐ Patti Avery
□ Lucas Castellani	☐ Debbie Graystone	☐ Sue Jensen
Candace Martin	☐ Heather O'Brien	☐ Dennis Thompson

Blind River
P.O. 80x 194
98 Lawton Street
Blind River, ON POR 180
Tel: 705-356-2551
TF: 1 (888) 356-2551
Fax: 705-356-2494

Elliot Lake ELNOS Building 302-31 Nove Scotia Walk Elliot Lake, ON PSA 1Y9 Tel: 705-848-2314 TF: 1 (877) 748-2314 Fax: 705-848-1911 Sault Ste. Marie 294 Willow Avenue Sault Ste. Marie, ON P68 0A9 Tel: 705-942-4646 TF: 1 (866) 892-0172 Fax: 705-759-1534 Wawa 18 Ganley Street Wawa, ON POS 1KO Tel: 705-856-7208 TF: 1 (888) 211-8074 Fax: 705-856-1752