



**FINANCE & ADMINISTRATION COMMITTEE
AGENDA**

Monday, March 18, 2019, 4:15 pm
COUNCIL CHAMBERS

Pages

1. ROLL CALL
2. DECLARATION OF CONFLICT OF INTEREST
3. MINUTES OF THE PREVIOUS MEETINGS
 - 3.1 February 19, 2019 3
4. PUBLIC PRESENTATIONS
 - 4.1 Elliot Lake Food Bank 7
 - 4.2 Report of the CAO re: Wildcats Update 19
February 19, 2019 Resolution #19-07:
That this matter be deferred to the next regular Finance & Administration
Committee;
And That the Wildcats provide additional information such as an updated
organizational chart and more detailed financials.

Updated information has been appended to this agenda item.
5. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS
 - 5.1 Report of the CAO/Treasurer re: Application Under Section 357 of 54
Municipal Act
6. PRESENTATION OF COMMITTEE REPORTS

7. UNFINISHED BUSINESS

7.1 Draft Community Grant Policy 57
 February 19, 2019 Resolution #19-03:
 That this matter be deferred to the next regular Finance and
 Administration meeting;
 And That Staff be instructed to provide more detail.

7.2 Memo from the CAO re: Town Hall meeting format ideas 63
 February 19, 2019 F&A Resolution:

Main Motion, as amended:

That Report DM2019-01 of Mayor Marchisella dated 14th January 2019
 be received;
 And that the City of Elliot Lake adopt in principle a plan for Semi-Annual
 Town Hall Meetings for the open and transparent sharing of ideas with
 the residents of the City of Elliot Lake.

Minutes of that meeting:
 Staff was instructed to bring additional information to the next regular
 Finance & Administration committee meeting.

7.3 Elliot Lake Charity Bingo Association re: TV Bingo 68
 Council Res 361/18
 That this matter be referred to the Finance & Administration Committee.

8. CORRESPONDENCE

9. PUBLIC QUESTION PERIOD

10. ADDENDUM

11. CLOSED SESSION

12. SCHEDULING OF NEXT MEETING

13. ADJOURNMENT



**FINANCE & ADMINISTRATION COMMITTEE
MEETING MINUTES**

Tuesday, February 19, 2019 12:00 pm
COUNCIL CHAMBERS

Present: N. Mann, Chair, D. Marchisella, Mayor & Ex Officio, C. Patrie, Member; S. Finamore, Member

Resources: J. Thomas, Dir. Protective Services, E. Louis, Administrative Assistant, D. Gagnon, CAO/Treasurer; A. Vlahovich, Economic Development Coordinator; N. Bray, Clerk; N. Ottolino, HR Manager; T. Dunlop, Parks & Recreation Manager

Others Present: T. Turner, Councillor
E. Pearce, Councillor

1. ROLL CALL

The meeting was called to order by the Chair at 12:01pm.

2. DECLARATION OF CONFLICT OF INTEREST

S. Finamore declared an indirect conflict of interest regarding item 7.2 Wildcats Update

3. MINUTES OF THE PREVIOUS MEETINGS

3.1 August 20, 2018

Res#: 19-01

Moved By: D. Marchisella

Seconded By: S. Finamore

That the minutes of the August 20, 2018 meeting of the Finance and Administration Committee be adopted;

And That the minutes of the February 6, 2019 Special meeting of the Finance and Administration Committee be adopted.

Carried

4. PUBLIC PRESENTATIONS

5. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

5.1 Report of the CAO re: Policy Changes

Res#: 19-02

Moved By: C. Patrie

Seconded By: S. Finamore

THAT the report of the Chief Administrative Officer re. Policy Changes dated February 15, 2019 be received;

AND THAT the draft code of conduct, staff-council relations policy and Integrity Commissioner protocol be forwarded to Council for review.

Carried

5.2 Draft Community Grant Policy

for review

Moved By: C. Patrie

Seconded By: D. Marchisella

THAT the report of the Chief Administrative Officer re. Policy Changes dated February 15, 2019 be received.

A motion to defer to the March 18th 2019 Finance & Administration Committee meeting was introduced.

Res#: 19-03

Moved By: D. Marchisella

Seconded By: S. Finamore

That this matter be deferred to the March 18th 2019 Finance and Administration meeting;

And That Staff be instructed to provide more detail.

Carried

5.3 Memo from the CAO re: Town Hall meeting format ideas

Report from the Mayor

Moved By: D. Marchisella

Seconded By: S. Finamore

That Report DM2019-01 of Mayor Marchisella dated 14th January 2019 be received;

And that the City of Elliot Lake adopt a plan for Semi-Annual Town Hall Meetings for the open and transparent sharing of ideas with the residents of the City of Elliot Lake.

Staff was instructed to bring additional information to the next regular Finance & Administration committee meeting.

A motion to amend the resolution was introduced.

Res#: 19-04

Moved By: N. Mann
Seconded By: D. Marchisella

An amendment was introduced to include "adopt in principle"

Carried

Res#: 19-05

Moved By: D. Marchisella
Seconded By: S. Finamore

Main Motion, as amended:

That Report DM2019-01 of Mayor Marchisella dated 14th January 2019 be received;

And that the City of Elliot Lake adopt in principle a plan for Semi-Annual Town Hall Meetings for the open and transparent sharing of ideas with the residents of the City of Elliot Lake.

Carried

6. PRESENTATION OF COMMITTEE REPORTS

7. UNFINISHED BUSINESS

7.1 Report of the CAO re: Draft Social Media Policy

S. Finamore recommended volunteers be included in the definition of "Staff" for the purpose of this policy

Res#: 19-06

Moved By: D. Marchisella
Seconded By: C. Patrie

THAT the report of the Chief Administrative Officer re. Social Media Policy dated February 15, 2019 be received;

AND THAT the draft social media policy be forwarded to Council for review.

Carried

S. Finamore left her seat at 12:56pm.

7.2 Report of the CAO re: Wildcats Update

Moved By: C. Patrie
Seconded By: D. Marchisella

THAT the report of the Chief Administrative officer dated February 14, 2019 be received for discussion purposes only.

A motion to defer to the March 18th 2019 Finance & Administration Committee meeting was introduced.

Res#: 19-07

Moved By: D. Marchisella

Seconded By: N. Mann

That this matter be deferred to the March 18th 2019 regular Finance & Administration Committee;

And That the Wildcats provide additional information such as an updated organizational chart and more detailed financials.

Carried

S. Finamore returned to her chair at 1:15pm.

8. CORRESPONDENCE

9. PUBLIC QUESTION PERIOD

Q: Mike Thomas asked that, in regards to item 7.1 Social Media Policy, should it not include information regarding quorum of Council on social media sites being illegal per the Municipal Act.

A: That does not need to be included in the policy as it is addressed in the Municipal Act which supersedes any municipal policy or bylaw

10. ADDENDUM

11. CLOSED SESSION

12. SCHEDULING OF NEXT MEETING

The next scheduled Finance & Administration meeting is Monday, March 18th 2019 at 4:15 pm.

13. ADJOURNMENT

Res#: 19-08

Moved By: C. Patrie

Seconded By: S. Finamore

That the meeting be adjourned at the hour of 1:18pm.

Carried



EMERGENCY FOOD BANK

Elliot Lake

Established 1992

.C

Our Vision

No one should go hungry.

Our Mission

To provide temporary food relief to people who are struggling with hunger in our community.

Our Goal

To provide a three day supply of food and supplies once per month, to our clients.



OVERVIEW

- Review the history of the Elliot Lake Emergency Food Bank Inc.
- Review the issues affecting the Food Bank.
- Review the Board Strategy for 2019.
- How can Town Council help us?



History of the Elliot Lake Food Bank Inc.

- The Elliot Lake Emergency Food Bank was incorporated on January 29th, 1992.
- Started by six of the churches in the community.
- The constitution and by-laws were established by the churches.
- Lawyer Roland Aube assisted with the legal aspects of the incorporation and continues as our lawyer.



Historical Information

- In 1992, Denison Mines Ltd. closed the last operating mine in Elliot Lake.
- The process of incorporation was started one year before the last mine closed.
- Food Bank Clients receive a three day emergency supply of food, once per month. In December, a Christmas Hamper is available.



Historical Information

- 85% of our operating expenses are spent locally.
- 70 cents of every dollar raised is spent on food.
- 30% of our costs are: overhead, staff, utilities and rent.
- Over the past four years, the total number of individuals served averages out at approximately 5,000 residents per year.



Issues Facing the Food Bank Today

- Shrinking revenues, both government agencies and the private sector.
- Rising expenses for food, rent and utilities.
- Our individual donation base is on fixed incomes.
- Shrinking and aging Church Congregations.



Financial Funding

- At the start of each year, we have no guaranteed funding. In the past 27 years we have never had any guaranteed sponsorship.
- Without the Dwojakowski endowment, the MacIsaac donation, and Algoma District Health Grant, we would currently be heading to closure.
- For the past four years our operating budget average was \$110 K.



2019 Action Plan

- **Financial** – Secure funding for this year and into the future by approaching the local businesses and government agencies.
- **Operations** – Secure a larger building to enable us to effectively store, manage and distribute food to the public.
- **Communications** – Establish a webpage to keep the community informed on Food Bank statistics, food requirements, volunteering, how to donate and who is on the Board of Directors.



2019 Action Plan

- **Community** - We have reached out to the other Agencies in the Community that deal with feeding those who are hunger or disenfranchised, to look at synergies for cost savings. All the Groups, the Salvation Army, Club 90, Maple Gate, Larry's Place and Grace Christian Church agree that this is a good idea.
- **Community** - We will meet as a Group and develop an action plan that helps each organization stabilize their ability to maintain an adequate food supply.



How Can Town Council Help?

- As a newly elected council we are asking for a four year commitment to help us address hunger insecurity in our community. The four year commitment ensures we start the New Year off on a positive cash flow.
- We do not expect council to take on the total annual operating costs. We ask that you donate one month's expenses, \$10,000.00.
- A financial donation by City Council will establish our credibility when approaching Business and Government Agencies.



Conclusion

*Thank you for giving us the opportunity to discuss the
Emergency Food Bank and the issues we face in
trying to address hunger and food security within the
Elliot Lake Community.*





STAFF REPORT

REPORT OF THE CHIEF ADMINISTRATIVE OFFICER FOR THE CONSIDERATION OF FINANCE AND ADMINISTRATION COMMITTEE

OBJECTIVE

To provide Council with information regarding the Elliot Lake Wildcats junior hockey franchise.

RECOMMENDATION

THAT the report of the Chief Administrative officer dated February 14, 2019 be received;

AND THAT the Finance and Administration Committee approve the concept of purchasing the NOJHL team franchise from the Elliot Lake Wildcats;

AND THAT the franchise team be operated as a commission reporting to the Corporation of the City of Elliot Lake;

AND THAT Council authorize the Clerk to advertise for positions for the commission board as defined in the operations plan

AND THAT these recommendations be forwarded to Council for review and adoption.

Ashten Vlahovich
Economic Development Coordinator

Daniel Gagnon
Chief Administrative Officer

BACKGROUND

Elliot Lake Wildcats secured a \$100,000 start up loan from the City of Elliot Lake in 2014 to purchase a franchise from the NOJHL, incorporation expenses and working capital to being the season; to replace the previous Junior hockey team in town.

Council approved the loan to the Elliot Lake Wildcats with the understanding that it was a short term repayable loan to re-establish a Junior hockey team. With a majority of players coming from out of town, and teams hosted almost every week throughout the season, Junior Hockey has brought hundreds of thousands of dollars in direct and indirect economic impact to Elliot Lake. By all accounts, Junior Hockey is an asset to the community.

The initial Elliot Lake Wildcats board was to include two members of Council, four members of the community and the CAO as a resource to provide some communication and oversight to the Municipality for holding the liability. After the initial year, there was no longer City appointees nor resources on the board until late 2018. Although some payments were made in the past, there is still an outstanding liability of \$50,000 and a limited ability to repay the loan. This was communicated to Council and administration late in 2018 and staff (and two Council representatives) have been working with members of the Elliot Lake Wildcats board to determine a solution.

ANALYSIS

After review of the financial information provided, it is apparent that Junior Hockey in Elliot Lake is a non-profit venture, and to remain sustainable requires additional support. Throughout the last four years, the Elliot Lake Wildcats have built a community team that is supported greatly through sponsorship and community volunteers, however had been carrying a net loss that required them to borrow additional funds to remain operating. The organization has been working to streamline their financial planning and is now able to cover annual operating expenses without paying down any borrowing; leaving the City without a debt repayment over the last 2 years. Without additional support, the organization may risk not being able to continue, or at least not repay any liabilities owed.

In order to ensure the Municipality receive some repayment of the outstanding loan, and the community is able to retain a Junior Hockey team for the economic and social benefits; it is recommended that the City purchase the franchise asset and that the team be operated as a commission board at arms length from the City of Elliot Lake.

The board should be comprised of 7 members, 2 from the City of Elliot Lake, 5 from the community at large and also include resources as required including the CAO. An annual operating plan and budget will required for an approval by Council prior to the next operating season similar to the Elliot Lake Residential Development Commission and the Mississagi Park Commission. Operating at an arms length from the Municipality will allow for assistance with financial planning, transparency, cash flow sustainability and accountability. Volunteer support and community sponsorship remain an integral part to the organization and are required to ensure Junior Hockey continue in Elliot Lake.



The intention of changing the scope of operations is to simply ensure long-term sustainability and future economic and social benefit for the community – at a minimal cost to the tax payer.

FINANCIAL IMPACT

The estimated outstanding loan owed to the City is \$50,000. The Elliot Lake Wildcats hold the NOJHL franchise as an asset that can be sold to finance debt repayment. The current value of an NOJHL franchise is \$80,000. As noted, the organizations budget covers operating expenses but is not able to make any payments toward debt – therefore to ensure future sustainability it is recommended that the City purchase the franchise at market value of \$80,000 and the organization utilize this to pay off all debts. The City will no longer carry the loan, and retain the NOJHL franchise as an asset.

Assets	
Franchise (estimated value)	\$80,000
Total Assets	\$80,000
Outstanding Liabilities	
City loan	\$50,000
ELNOS loan	\$25,000
Other debts	\$5,000
Total Liabilities	\$80,000

LINKS TO STRATEGIC PLAN

This project aligns with the City’s Strategic Plan through;

- Capitalize on opportunities for diversification and community Growth
- Support local business community
- Development of strong partnerships
- Support youth organizations

SUMMARY

As Junior Hockey has proven economic and social benefits, it is an important community asset and to ensure the future sustainability through governance and transparency, the City should move forward with the purchase of the NOJHL franchise and the development of commission to manage the operations of a Junior Hockey team. The City holding the franchise will provide oversight, financial planning assistance, cash flow, transparency and overall future sustainability.



JUNIOR HOCKEY – 2019 -2020 OPERATIONS PLAN

Table of Contents

2019-2020 Operations Plan..... 3

 Overview..... 3

 Objectives/Operations..... 3

 Management and Reporting 3

Reporting Structure..... 3

Organizational Structure 4

Board Composition..... 4

 Budget 5

 Initial Investment..... 5

 2019-2020 Operating Budget..... 5

Summary..... 6

Recommendation to Council 6

..... 7

DRAFT

2019-2020 Operations Plan

Overview

Junior Hockey has proven to have economic and social benefit to the community of Elliot Lake. Each year new money is spent in town by those attracted to the community including players, their families visiting, and opponent teams almost every Friday throughout the season, and even spectators from opposing teams. The league has 13 teams including teams nearby in Espanola, Blind River, Sudbury and Sault Ste. Marie and has been able to attract spectators from opposing teams to Elliot Lake.

The City of Elliot Lake will purchase the NOJHL franchise from the Elliot Lake Wildcats at market value. The Elliot Lake Wildcats will utilize these funds to repay liabilities to the City, ELNOS and other debts owed. The City of Elliot Lake will then appoint a Commission to manage the operations of the Junior Hockey team in Elliot Lake. The Commission will report through to the City of Elliot Lake requiring an annual operations plan and budget submitted and approved prior to the next season.

Objectives/Operations

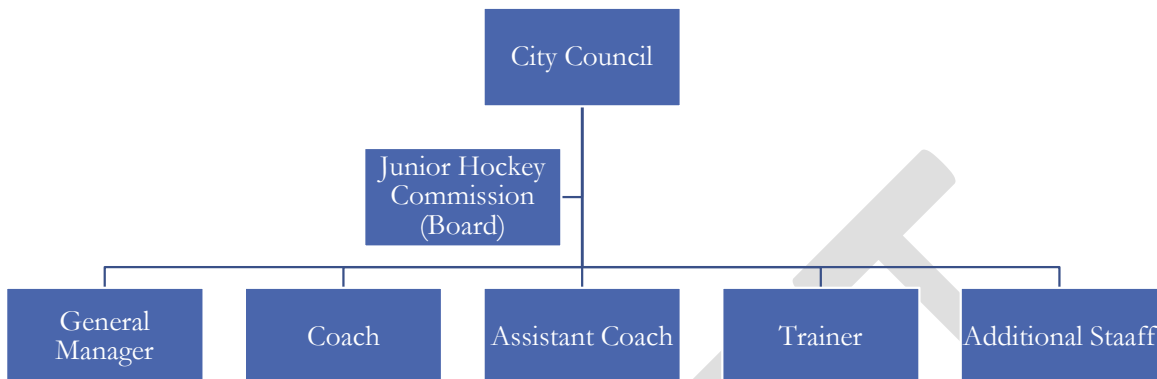
The main objective is for the City to purchase the NOJHL franchise and establish a commission for the operations of a Junior Hockey team beginning with the 2019-2020 season. The commission will be responsible for implementing the budget, employment and management of staff, and oversight of all operations pertaining to a junior hockey team.

Management and Reporting

Reporting Structure

The organization will consist of a 7 member Board who will hire staff and manage operations of the Junior Hockey team. The Board of Directors will be composed of Council Representatives, Business Representatives and Community Representatives. The Board of Directors will elect a Chair and a mandate will be set to ensure the implementation of the operations plan is successful. The organization will report to Council quarterly.

Organizational Structure



Board Composition

Municipal Representatives:
 • 2 Members

Business Community Members:
 • 2 members

Community Representatives:
 • 3 members

Total 7 Members

Terms: Term of Council

Resources: Required – CAO, additional resources optional as recommended by Council or Board

Process: Councillors nominated by Council
 Business and Community members will be appointed by Council through an application process initiated by the City of Elliot Lake.
 The Chair will be selected by the Board

Budget

Initial Investment

The City of Elliot Lake will purchase the NOJHL franchise at market value or an estimated \$80,000, of which the Elliot Lake wildcats will repay the balance owing on the loan to the City (estimated \$50,000), and repay all other outstanding debts so the organization is free and clear of any liability.

2019-2020 Operating Budget

** financials / budget to come in near future.

DRAFT

Summary

Junior Hockey has a long-standing historical significance in Elliot Lake, and has continued to play an integral part in attracting people to the community providing both social and economic benefit. In order to ensure future sustainability of a Junior Hockey Team, the City of Elliot Lake will provide oversight, financial planning and cash flow assistance, and accountability and transparency to support an arms length Commission in managing the operations. Community support through volunteerism, sponsorship and spectatorship will continue to be an integral part in the success of the organization.

[eventual] Recommendation to Council

THAT the report of the Chief Administrative officer dated February 14, 2019 be received;
AND THAT Council approve the purchase of the NOJHL team franchise from the Elliot Lake Wildcats;
AND THAT the franchise team be operated as a commission reporting to the Corporation of the City of Elliot Lake in accordance with 2019-2020 operations plan;
AND THAT Council authorize the City Clerk to advertise for positions for the commission board as defined in the operations plan.

Wildcats Proposal to Elliot Lake Council

The purpose of this proposal is help ensure the long-term viability of Junieur 'A' hockey in the City of Elliot Lake, which will allow the community to reap the benefits of the hockey program while honouring the intent of the June 2014 resolution of Council (221/14), and respecting the municipal tax payers.

Contents

1. A brief history
2. Current Status
3. Board Proposal to Council
4. Administrative and Operational Structures
5. Economic and Social Impacts
6. Rationale
7. Summary
8. Financial Statements
 - YE June 2015
 - YE June 2016
 - YE June 2017
 - YE June 2018
 - Year-to-date November 30, 2018

A Brief History

Elliot Lake has a long - and sometimes checkered - history with Junious 'A' hockey, but we will focus on only the most pertinent parts.

In 2010 Ryan Leonard purchased a Greater Metro Hockey League (GMHL) franchise for \$80,000, which he operated in Elliot Lake as at the Elliot Lake Bobcats. During the 2013/2014 season Mr. Leonard made it known that he was being solicited by the town of Cochrane, who wanted Leonard's team to become part of the Northern Ontario Junious Hockey League (NOJHL). At the end of the season Leonard moved the team (which became the Cochrane Crunch) leaving Elliot Lake without a Junious A hockey club.

This departure led to a groundswell of support for a replacement team, and a group of hockey minded citizens approached the League and the City of Elliot Lake. The League agreed to sell a new franchise and the City agreed to work on a structure to support the new team.

After much discussion and many iterations it was decided that the team would be a community team, run by a volunteer Board. The City agreed to advance the funds to purchase the franchise (\$45,000) and provide the team with \$50,000 in working capital. These items were booked by the City as an 'Account Receivable' and were to be repaid to the City on a term not to exceed 5 years. The City also requested two (2) seats on the founding board.

The franchise was purchased, coaches were hired, players were recruited and the Elliot Lake Wildcats took to the ice in the fall of 2014 for their inaugural season.

The team has seen some level of success on the ice and with the fans, while dealing with several coaching changes and a revolving cast of Directors.

It appears that there has been, since inception, confusion over how the team was to be structured, how the Board was to be populated, and what the team's relationship with the City was intended to be.

Despite the original intent of having a "community team" after the founding Board was replaced by a permanent Board (which saw the departure of the two City reps), the relationship became one of "us and them". City staff generally treated the team as a private sector entity, and the team generally viewed the City as simply a creditor. This near adversarial relationship has caused much friction over the years and is contrary to the original proposition presented to Council

Current Status

The team has made payments on its debt obligation to the City and the current balance outstanding is \$50,000. Given the financial performance of the team there is no chance that the debt will be fully retired in the current calendar year as per the original Council resolution. The team also has two loans outstanding: \$6,500 to an individual and \$25,000 to ELNOS, both with no fixed terms.

The current year's financial forecast would see the team finish the year near break-even, subject to how the team does in the playoffs. This does not include any debt servicing.

The current Board recognizes that changes need to be made if the team is to be viable in the long-term; that stability is also needed to help attract players, staff, fans and sponsors.

Board Proposal to Council

The Wildcat Board is proposing that City of Elliot Lake accept the NOJHL franchise as payment to settle its debt obligation with the City. This would allow the City to add an asset to their Balance Sheet while eliminating the corresponding account receivable. There would be no “write-off” and no “forgiveness”. The City would own an asset that could be – if desired – converted into cash from a sale.

The Wildcat Board would then operate that asset on behalf of the City (similar to the golf course) based on an annual approved operating budget. The Board would operate independent of the City (similar to the Residential Development Commission), but would adhere to City procurement policies, have a City appointed ‘term of Council’ Board, and the bank accounts would be held by the City (meaning financial statements would be generated by City staff on a monthly basis).

Administrative Structure

The Board would present to Council an annual operational plan and financial budget for approval. Once approved the Board would be responsible for implementing the plan within the established budget. Annual budgets would become part of the City’s overall budget process.

Cheques would be issued by the Board – following City policies – with all monies flowing through designated City accounts. Monthly reconciliations and financial statements would be generated by City staff and Council would receive copies of the monthly financial statements including a variance report. The Wildcat Board would provide Council with regular operational updates and verbiage to support any financial variances.

Operational Structure

The Board would be responsible for hiring staff, reviewing contracts, securing sponsorships and ensuring that team complies will all league rules and regulations.

The Board will have a Finance Committee responsible for reviewing financial performance and constructing annual budgets.

Economic Impact

The Wildcats have been working with an average annual budget of \$324,796 over the past 4 years. This represents a direct economic impact of \$636,600 using the industry accepted multiplier*. Of that budget roughly 66% is spent directly in the community.

There is also the indirect economic impact generated by fans who visit to watch a game, parents who travel here to watch their children play and visiting teams who may purchase goods and services in the community. This indirect impact is amplified by the fact that the team currently has no local players so all players are billeted, and that “billet income” is then re-distributed in the community.

Social Impact

Hockey is a key component of the Canadian identity. In larger centres the presence of an NHL team is a common indicator of “success”. Mid-size communities in Ontario actively support OHL and college/university teams. In smaller towns it is the Juniors ‘A’ team that is viewed as the highest level of local competitive hockey.

In many communities a Juniors ‘A’ team is viewed as an indicator of community well-being, similar to such things as transit services, arenas, swimming pools, ski hills, golf courses, etc. All of these help define a community, and all are given a value beyond their actual costs. If “being profitable” was a benchmark, none of these municipal services would exist.

These are the types of indicators that we use when someone asks: “What has your community got?” or “What does your community have to offer? They are generally goods and services that are deemed worthy of subsidization because they are “good for the community”.

Juniors ‘A’ hockey also supports lower tier hockey organizations by providing a ‘path’ for player development. In Elliot Lake’s case it also provides a lucrative fundraising opportunity for Minor Hockey through the sale of 50/50 tickets.

*<https://www.scotiabank.com/ca/common/pdf/Ice-Hockey-in-Canada-Summary-and-Infographic.pdf>

Rationale

Taking ownership of the franchise will allow the City to off-set the receivable without and “write-off” or “loan forgiveness”.

Having the City as owner of the team will provide stability and a sense of security that will help attract players, fans and sponsors.

The City will appoint Board members, the Board has to provide budgets and operating plans for approval, and the City administers the team’s finances, all of which will provide Council with a high degree of care and control.

Having a stand-alone Board that is a legal entity will help insulate the City from any potential liability.

Should the City decide at some future point to cease supporting Junieur ‘A’ hockey, they would have the option to sell the franchise.

The proposed structure is actually near identical to the structure suggested to, and initially approved by, the City in 2014.

The average operating loss over the last four years has been \$15,980. If we look at this in a similar way to say the drag races, the City could reasonably expect to “pay” \$16,000 a year to have a Junieur ‘A’ hockey club in Elliot Lake. It is also important to note that these figures include \$19,711 on average per year in ice rental fees payable to the City.

Robert J. Mazzuca, Commissioner of the Northern Ontario Hockey League, has expressed his “100% support” for this proposal.

Summary

If Junieur ‘A’ hockey is to survive and thrive in Elliot Lake changes must be made. The proposal presented provides the opportunity for a stable future for hockey in the community at little to no cost to the municipality.

Submitted on behalf of the Board of the Elliot Lake Wildcats.

Financial Statements of

ELLIOT LAKE WILDCATS

Year ended June 30, 2015
(Unaudited - see Notice to Reader)



KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury Ontario P3C 1X3
Canada

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Fax (705) 675-7586
Internet www.kpmg.ca

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Elliot Lake Wildcats as at June 30, 2015 and the statement of operations and net assets (deficit) for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these financial statements may not be appropriate for their purposes.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

December 3, 2015

Sudbury, Canada

ELLIOT LAKE WILDCATS

Statement of Financial Position

June 30, 2015
(Unaudited - see Notice to Reader)

Assets

Current assets:

Cash		
Investments and marketable securities	\$	12,571
Prepaid expenses		5,057
HST recoverable		3,306
		1,095
		<u>22,029</u>

Property and equipment		
Franchise fee		16,115
		<u>45,000</u>

\$ 83,144

Liabilities and Net Assets (Deficit)

Current liabilities:

Accounts payable	\$	1,027
Deferred revenue		15,414
Current portion of long-term debt		20,000
		<u>36,441</u>

Long-term debt		<u>60,000</u>
		96,441

Net assets (deficit)		(13,297)
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\$ 83,144

See accompanying note to financial statements.

On behalf of the Board:

_____ Director

_____ Director

ELLIOT LAKE WILDCATS

Statement of Operations and Net Assets (Deficit)

Year ended June 30, 2015
(Unaudited - see Notice to Reader)

Revenue:	
Team sponsor contributions	\$ 91,320
Registration	78,298
Ticket sales	68,356
Merchandise sales	12,767
Other income	9,188
Fundraising	5,309
Interest	57
	265,295
Expenses:	
Travel	63,911
Salaries and benefits	53,820
Player's equipment	38,505
Ice rental	24,961
Advertising	21,474
Trade fees	18,438
Referees and timekeepers	18,424
Merchandise	13,842
Miscellaneous	4,700
League fees	3,318
Security	3,060
Office and general	3,027
Fundraising	2,516
Training	2,073
Amortization of property and equipment	1,791
Insurance	1,790
Professional fees	1,776
Interest and bank charges	1,166
	278,592
Loss for the year	(13,297)
Net assets, beginning of year	-
Net assets (deficit), end of year	\$ (13,297)

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook – Accounting.

Financial Statements of

ELLIOT LAKE WILDCATS

Year ended June 30, 2016
(Unaudited - see Notice to Reader)



KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury Ontario P3C 1X3
Canada
Tel (705) 675-8500
Fax (705) 675-7586

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KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

December 12, 2016

Sudbury, Canada

ELLIOT LAKE WILDCATS

Statement of Financial Position

June 30, 2016, with comparative information for 2015
(Unaudited - see Notice to Reader)

	2016	2015
Assets		
Current assets:		
Cash	\$ 10,545	\$ 12,571
Investments and marketable securities	5,121	5,057
Prepaid expenses	1,853	3,306
HST recoverable	-	1,095
	17,519	22,029
Property and equipment	17,522	16,115
Franchise fee	45,000	45,000
	\$ 80,041	\$ 83,144

Liabilities and Net Assets (Deficit)

Current liabilities:		
Accounts payable	\$ 3,960	\$ 1,027
Deferred revenue	10,019	15,414
HST payable	503	-
Current portion of long-term debt	40,000	20,000
	54,482	36,441
Long-term debt	40,000	60,000
	94,482	96,441
Net assets (deficit)	(14,441)	(13,297)
	\$ 80,041	\$ 83,144

See accompanying note to financial statements.

On behalf of the Board:

_____ Director

_____ Director

ELLIOT LAKE WILDCATS

Statement of Operations and Net Assets (Deficit)

Year ended June 30, 2016, with comparative information for 2015
(Unaudited - see Notice to Reader)

	2016	2015
Revenue:		
Team sponsor contributions	\$ 123,685	\$ 91,320
Registration	110,602	78,298
Ticket sales	66,109	68,356
Fundraising	34,999	5,309
Other income	13,829	9,188
Merchandise sales	8,076	12,767
Interest	64	57
	<u>357,364</u>	<u>265,295</u>
Expenses:		
Travel	76,754	63,911
Salaries and benefits	63,555	53,820
Player's equipment	38,258	38,505
Player fees	27,891	-
Advertising	27,270	21,474
Fundraising	23,863	2,516
Ice rental	21,081	24,961
Trade fees	19,989	18,438
Referees and timekeepers	19,088	18,424
Training	12,747	2,073
Miscellaneous	7,443	6,476
Amortization of property and equipment	3,859	1,791
League fees	3,756	3,318
Merchandise	3,754	13,842
Security	3,278	3,060
Insurance	2,524	1,790
Office and general	2,001	3,027
Interest and bank charges	1,397	1,166
	<u>358,508</u>	<u>278,592</u>
Loss for the year	(1,144)	(13,297)
Net assets (deficit), beginning of year	(13,297)	-
Net assets (deficit), end of year	\$ (14,441)	\$ (13,297)

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook – Accounting.

Financial Statements of

ELLIOT LAKE WILDCATS

Year ended June 30, 2017
(Unaudited - see Notice to Reader)



KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury Ontario P3C 1X3
Canada
Tel (705) 675-8500
Fax (705) 675-7586

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Elliot Lake Wildcats as at June 30, 2017 and the statement of operations and net deficit for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these financial statements may not be appropriate for their purposes.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

October 16, 2017

Sudbury, Canada

ELLIOT LAKE WILDCATS

Statement of Financial Position

June 30, 2017, with comparative information for 2016
(Unaudited - see Notice to Reader)

	2017	2016
Assets		
Current assets:		
Cash	\$ 7,173	\$ 10,545
Restricted cash	10,000	-
Investments and marketable securities	-	5,121
Prepaid expenses	836	1,853
	<u>18,009</u>	<u>17,519</u>
Property and equipment	13,691	17,522
Franchise fee	45,000	45,000
	<u>\$ 76,700</u>	<u>\$ 80,041</u>

Liabilities and Net Deficit

Current liabilities:		
Accounts payable	\$ 25,579	\$ 3,960
Deferred revenue	7,708	10,019
HST payable	111	503
Current portion of long-term debt	40,000	40,000
	<u>73,398</u>	<u>54,482</u>
Long-term debt	20,000	40,000
	<u>93,398</u>	<u>94,482</u>
Net deficit	(16,698)	(14,441)
	<u>\$ 76,700</u>	<u>\$ 80,041</u>

See accompanying note to financial statements.

On behalf of the Board:

_____ Director

_____ Director

ELLIOT LAKE WILDCATS

Statement of Operations and Net Deficit

Year ended June 30, 2017, with comparative information for 2016
(Unaudited - see Notice to Reader)

	2017	2016
Revenue:		
Team sponsor contributions	\$ 120,729	\$ 123,685
Registration	112,256	110,602
Ticket sales	47,320	66,109
Fundraising	16,684	34,999
Other income	16,008	13,829
Merchandise sales	9,766	8,076
Interest	42	64
	322,805	357,364
Expenses:		
Salaries and benefits	58,422	63,555
Travel	54,967	76,754
Player's equipment	45,517	38,258
Player fees	31,678	27,891
Advertising	28,194	27,270
Ice rental	20,456	21,081
Trade fees	18,423	19,989
Referees and timekeepers	16,988	19,088
Fundraising	10,400	23,863
Training	10,331	12,747
Miscellaneous	8,599	7,443
Amortization of property and equipment	3,832	3,859
Merchandise	3,757	3,754
Security	3,644	3,278
League fees	3,456	3,756
Insurance	2,727	2,524
Office and general	2,342	2,001
Interest and bank charges	1,329	1,397
	325,062	358,508
Loss for the year	(2,257)	(1,144)
Net deficit, beginning of year	(14,441)	(13,297)
Net deficit, end of year	\$ (16,698)	\$ (14,441)

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook – Accounting.

Financial Statements of

ELLIOT LAKE WILDCATS

Year ended June 30, 2018
(Unaudited - see Notice to Reader)



KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury Ontario P3C 1X3
Canada
Tel (705) 675-8500
Fax (705) 675-7586

NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of Elliot Lake Wildcats as at June 30, 2018 and the statement of operations and net deficit for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these financial statements may not be appropriate for their purposes.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

December 20, 2018

ELLIOT LAKE WILDCATS

Statement of Financial Position

June 30, 2018, with comparative information for 2017
(Unaudited - see Notice to Reader)

	2018	2017
Assets		
Current assets:		
Cash	\$ 8,441	\$ 7,173
Restricted cash	-	10,000
Prepaid expenses	1,123	836
	<u>9,564</u>	<u>18,009</u>
Property and equipment	10,407	13,691
Franchise fee	45,000	45,000
	<u>\$ 64,971</u>	<u>\$ 76,700</u>

Liabilities and Net Deficit

Current liabilities:		
Accounts payable	\$ 33,145	\$ 25,579
Deferred revenue	788	7,708
HST payable	524	111
Current portion of long-term debt	40,000	40,000
	<u>74,457</u>	<u>73,398</u>
Long-term debt	10,000	20,000
	<u>84,457</u>	<u>93,398</u>
Net deficit	(19,486)	(16,698)
	<u>\$ 64,971</u>	<u>\$ 76,700</u>

See accompanying note to financial statements.

On behalf of the Board:



Director

Director

ELLIOT LAKE WILDCATS

Statement of Operations and Deficit

Year ended June 30, 2018, with comparative information for 2017
(Unaudited - see Notice to Reader)

	2018	2017
Revenue:		
Registration	\$ 133,523	\$ 112,256
Team sponsor contributions	102,750	120,729
Ticket sales	52,228	47,320
Fundraising	22,751	16,684
Other income	16,963	16,051
Merchandise sales	6,018	9,766
	334,233	322,806
Expenses:		
Salaries and benefits	61,486	58,422
Player's equipment	49,838	45,517
Player fees	45,565	31,678
Travel	45,331	54,967
Advertising	37,967	28,194
Referees and timekeepers	16,391	16,988
Trade fees	14,875	18,423
Ice rental	12,349	20,456
League fees	10,390	3,456
Wildcats Autism fund	10,000	-
Fundraising	7,160	10,400
Training	6,876	10,331
Office and general	3,876	2,343
Amortization of property and equipment	3,284	3,832
Security	2,766	3,644
Miscellaneous	2,722	8,599
Insurance	2,433	2,727
Merchandise	2,000	3,757
Interest and bank charges	1,712	1,329
	337,021	325,063
Loss for the year	(2,788)	(2,257)
Net deficit, beginning of year	(16,698)	(14,441)
Net deficit, end of year	\$ (19,486)	\$ (16,698)

Note

The recognition, measurement, presentation and disclosure principles in these financial statements may not be in accordance with the requirements of any of the financial reporting frameworks in the CPA Canada Handbook – Accounting.

Elliot Lake Wildcats
Income Statement
Period Ended November 30, 2018 with comparative figures for 2017

	Period Nov 30, 2018	Annual Budget	Left In Budget	Period Ended Nov 30, 2017
Revenue:				
Sponsorships	44,032	75,000	(30,968)	28,425
Contra Contributions	8,750	30,000	(21,250)	19,167
Season Ticket Sales	1,372	12,000	(10,628)	2,527
Home Game Gate Sales	12,773	24,300	(11,527)	11,929
Home Game Flex Passes	-	-	-	611
Players/Trade Fees	79,599	141,500	(61,901)	98,639
Program Sales	1,369	2,430	(1,061)	285
Merchandise Sales	4,442	10,000	(5,558)	3,403
Fundraising	29,652	20,000	9,652	18,337
Training Camps/Schools	5,164	12,000	(6,836)	4,281
Other Income	-	2,000	(2,000)	523
	187,153	329,230		188,127
Direct Costs				
Coach's Salary	21,532	54,030	(32,498)	21,660
Coach's Housing Contra	5,000	10,000	(5,000)	4,167
NOJHL League Fees	23,303	35,000	(11,697)	39,116
Player/Trade Fees	17,202	30,000	(12,798)	21,779
Sponsorship Expense	-	20,000	(20,000)	4,060
Travel/Scouting	524	1,000	(476)	253
Hockey Equipment	38,920	50,000	(11,080)	36,356
Ice Time	5,776	10,000	(4,224)	6,003
TEP Showcase/Camps	8,332	8,000	332	90
Security	820	2,500	(1,680)	756
Time Keepers & Referees	7,473	17,550	(10,077)	8,007
Bus-Away Games	16,166	38,000	(21,834)	12,978
Motels-Away Games	-	4,000	(4,000)	2,772
Meals/Game Day Supplies	3,894	8,000	(4,106)	5,082
	148,942	288,080		165,995
Operating expenses:				
Advertising	3,796	5,000	(1,204)	10,112
Fitness & Trainer Supplies	120	500	(380)	449
Interest & Bank Charges	265	1,500	(1,235)	769
Insurance & Legal	1,131	2,800	(1,669)	1,409
Office Equipment/Supplies	339	1,500	(1,161)	733
Arena Maintenance	1,585	1,000	585	1,744
Internet	375	1,100	(725)	490
Website/Broadcasting	1,001	3,000	(1,999)	902
Team Photos/Year End Awards	-	400	(400)	-
Miscellaneous	197	1,000	(803)	647
Amortization	-	4,000	(4,000)	-
Merchandise	1,915	4,000	(2,085)	1,041
Travel/Entertainment	77	-	77	475
Travel League Meetings	-	500	(500)	-
Fundraising	17,760	8,000	9,760	3,719
	28,561	34,300		22,490
Total Expenses	177,503	322,380		188,485
Income/Loss	9,650	6,850		(358)

ELLIOT LAKE WILDCATS

Balance Sheet

November 30, 2018

Assets

Current Assets

TD General Bank Account	18,908
TD Lottery Bank Account	4,676
	<u>23,584</u>

Other Assets

HST Refund	3,589
------------	-------

Capital Assets

Franchise Fee	45,000
Equipment	9,859

54,859

82,032

Liabilities

Current Liabilities

Accrued Payable - BKL	6,500
	<u>6,500</u>

Long Term Liabilities

City of Elliot Lake	50,000
ELNOS	25,118
	<u>75,118</u>

Equity

Retained Earnings - Previous Year	(9,236)
Current Earnings	9,650
	<u>414</u>

82,032



STAFF REPORT

REPORT OF THE TREASURER APPLICATIONS UNDER SECTION 357 OF THE MUNICIPAL ACT FOR THE CONSIDERATION OF COUNCIL

OBJECTIVE

The purpose of this report is to authorize the Treasurer to adjust the Tax Roll under Section 357 of the *Municipal Act, 2001* for two (2) property tax accounts.

RECOMMENDATION

THAT the Staff Report dated March 12th, 2019 be received;

AND THAT taxes totalling approximately \$1,343.04 be adjusted under Section 357 of the *Municipal Act, 2001* of which the City's portion is estimated to be \$1,234.11 and of which the School Board education portion is estimated to be \$108.93;

AND THAT the Treasurer be directed to adjust the Tax Roll accordingly;

AND THAT staff be authorized and directed to do all things necessary to give effect to this resolution.

Respectfully Submitted

Approved

France Gagnon
Deputy Tax Collector

Daniel Gagnon
Chief Administrative Officer / Treasurer

March 12th, 2019

BACKGROUND

Section 357 of the *Municipal Act, 2001* allows for the reduction, cancellation or refund of property taxes once an application is submitted to the treasurer in accordance with Section 357. Subsection 357(1)(d) of the *Municipal Act, 2001* states that the municipality may cancel, reduce or refund all or part of taxes levied on land if:

“(d) during the year or during the preceding year after the return of the assessment roll, a building on the land,

- (i) was razed by fire, demolition or otherwise, or
- (ii) was damaged by fire, demolition or otherwise so as to render it substantially unusable for the purposes for which it was used immediately prior to the damage.”

Applications received by the City in accordance with Section 357 are sent to the Municipal Property Assessment Corporation (MPAC) for review and are returned to the City along with a reviewed phase-in property assessment value.

Eligibility and the amount of relief are key issues to be determined by council.

City council must hold a meeting and make its decision in respect of such an application no later than September 30th of the year following the year in respect of which the application is made. Applicants have 35 days from the date that a decision is made by council to file a notice of appeal with the Assessment Review Board (ARB). Where council fails to make a decision by the September 30th deadline, the applicant may appeal to the ARB on or before October 21st of that year.

ANALYSIS

The two (2) following applications were received by the City in accordance with Section 357, and were returned by MPAC with revised phase-in assessment values.

Application Number: 18-04	
Application Reason:	DEMOLITION OF HOUSE
Claim Relief Period:	FROM: SEPTEMBER 10, 2018 – TO: DECEMBER 31, 2018
Taxation Year:	2018
Original 2018 Phase-In Assessment Value:	74,000
Revised 2018 Phase-In Assessment Value:	9,742
Reduction to 2018 Phase-in Assessment Value:	64,258
2018 Municipal Tax Adjustment: $[64,258 \times (113/365) \times 0.01880113^*] = \underline{\underline{\$374.02}}$	
*(2018 Municipal Urban Residential Tax Rate)	
2018 Education Tax Adjustment: $[64,258 \times (113/365) \times 0.00170000^*] = \underline{\underline{\$33.82}}$	
*(2018 Education Urban Residential Tax Rate)	



Application Number: 18-03	
Application Reason:	DEMOLITION OF IN GROUND POOL
Claim Relief Period:	FROM: JANUARY 01, 2017 – TO: DECEMBER 31, 2018
Taxation Years:	2017 & 2018
Original 2017 Phase-In Assessment Value:	116,750
Revised 2017 Phase-In Assessment Value:	95,902
Reduction to 2017 Phase-in Assessment Value:	20,848
Original 2018 Phase-In Assessment Value:	124,500
Revised 2018 Phase-In Assessment Value:	102,268
Reduction to 2018 Phase-in Assessment Value:	22,232
Municipal Tax Adjustment: $[20,848 \times (365/365) \times 0.02120600^*] + [22,232 \times (365/365) \times 0.01880113^{**}] = \underline{\underline{\$860.09}}$	
* (2017 Municipal Urban Residential Tax Rate)	
** (2018 Municipal Urban Residential Tax Rate)	
Education Tax Adjustment: $[20,848 \times (365/365) \times 0.00179000^*] + [22,232 \times (365/365) \times 0.00170000^{**}] = \underline{\underline{\$75.11}}$	
* (2017 Education Urban Residential Tax Rate)	
** (2018 Education Urban Residential Tax Rate)	

FINANCIAL IMPACT

The City of Elliot Lake’s municipal tax portion is estimated to be reduced by \$860.09 for application number 18-03, and is estimated to be reduced by \$374.02 for application number 18-04, for a total reduction of \$1,234.11. The education portion of the tax adjustment under Section 357 of the *Municipal Act, 2001* will be charged back to the appropriate School Board.

Tax Adjustments under Section 357 of the <i>Municipal Act, 2001</i>			
Application Number	Municipal Portion	Education Portion	Total
18-04	\$374.02	\$33.82	\$407.84
18-03	\$860.09	\$75.11	\$935.20
Total	\$1,234.11	\$108.93	\$1,343.04

LINKS TO STRATEGIC PLAN

Strong Municipal Corporate Administration and Governance

SUMMARY

That Council pass a resolution to approve the tax adjustments presented in this report.





MEMO

To: Council
cc.
From: Daniel Gagnon
Date: Feb 15, 2019
Subject: Draft Community Grant Program

The purpose of this memo is to introduce the concept of a revised grant program that would replace the former event support policy. A draft program is attached.

Admittedly, the program requires additional work but by tabling it at the committee level some discussion and feedback can be sought in order to refine the program in time for the 2019 budget exercise to come in the coming weeks.

The grant program would accommodate community non-profit groups applying for grants and/or in-kind contributions from the city to their special projects or initiatives. It is not intended to be used for core funding year over year for any community group or organization. Although Council can consider funding groups or projects outside of the grant program at their discretion.

This program would accommodate special events and projects related to economic development / tourism as contemplated by the former event support policy but is also more broad and flexible.

Some key areas that need feedback are:

- Approval authority
 - Delegate authority to staff (if applicants meet all specifications and there are enough funds for all applicants) or
 - Use a committee or Council to review applications at or immediately prior to budget exercise
 - Some other format
- Refine themes or priority areas for funding / types of projects
- Establish a budget envelope for 2019 and beyond

Respectfully Submitted,

Daniel Gagnon

DRAFT



Community Grant Program

Revised: Feb 2019

Introduction / Policy Statement:

In accordance with its Official Plan, the City of Elliot Lake (the City) wishes to promote a varied and rich quality of life for all its residents and visitors. At times, community groups and organizations in Elliot Lake need financial assistance to support community-based special projects or events.

The Community Grant Policy has been created to provide limited financial assistance to community groups and not-for-profit organizations within the City to assist with various activities. This support is in recognition of the value of these groups to the well-being and growth of the community and is to help the municipality retain a strong community focus.

This policy and related forms, is meant to streamline processing of grant requests and to ensure that any funds are distributed in an open, fair and accountable process and to the best benefit of the community.

Funding Options:

Each year, as part of the annual budget process, Council will determine a financial commitment to the "Community Grant Program". This money, up to a maximum of \$3,500 per eligible organization, will be available for direct community grants.

In addition to direct community grants, Council will also establish a budget for in-kind support and reserves the right to limit the value of said support to \$2,500 per eligible organization. In-kind support may consist of the use of municipal property at reduced or no cost, municipal staff support, loan of equipment or material. In-kind support is calculated according to the City of Elliot Lake's User Fees and Charges By-Law.

Prior to submitting an application to the Community Grant Program that contains a request for in-kind support, a mandatory consultation meeting is required with the Elliot Lake Department(s) responsible for providing said in-kind support.

Please contact the ** Department to arrange a pre-application meeting to discuss the required in-kind support request.

DRAFT

Priorities for Funding:

- Arts, Culture and Heritage projects or events
- Community Beautification projects or events
- Special Events
- Tourism / Economic Development projects or events
- *Other focus areas?*
 - *Something minor at staff's discretion (ie. prizes for charity events)*
 - *Families seeking funding assistance for travel to out of town for sports and other activities*

Eligibility Criteria:

1. Applicants must be non-profit community groups and organizations whose primary focus is within Elliot Lake.
2. Grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e.: fund-raising and volunteer support).
3. All funding shall be for future projects. Retroactive funding will not be considered.
4. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants.
5. Repeat grant applications must show how their event/activity differs from their previous application(s) and new events may be prioritized over returning events.
6. Approved funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.
7. Funding requests may be reduced in value at the discretion of the Committee to support a wider range of projects.
8. No financial grants will be considered unless specifically authorized by this policy. In according grants, the Municipality may impose, at its sole and unique discretion, the conditions it deems fit.

Exclusions:

1. Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) and non-profit organizations that are predominantly funded by the government through tax dollars are not eligible to apply for the Community Grant Program.
2. Organizations that may be located within the City of Elliot Lake, but are more regionally-oriented, or that represent or service a special interest group shall not be considered for a municipal grant under the Community Grant Program.
3. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event. Recreation in Elliot Lake is managed by Recreation Associations and have separate funding mechanisms, not related to this policy.

DRAFT

Application Guidelines:

All grant applications shall be submitted on the "Community Grant Application Form" and directed to the *[staff to be determined]* by September *, 2019, and shall include:

1. The name of the organization(s), and the contact information (name, address and telephone and email) of a person who can answer questions regarding the information submitted on the application form;
2. A brief description of the organization;
3. The list of Board/Committee members of the organization;
4. A brief description of the event/project; including objectives of the event/project, or the benefits to the community resulting from the event/project and expected date of completion;
5. Budget for the event/project (please use the attached "Community Grant Application Budget Form") and indicate clearly what budget items will be funded through the Community Grant;
6. If applicable, any request for in-kind support must be outlined on the In-Kind Support Summary Document and approved by the Recreation and/or Public Works Department prior to submitting the application. Please contact the Recreation and Public Works departments to schedule a meeting.
7. The organization's financial statement from the previous year.

Applicants who have questions about eligibility or any aspect of the application should contact the City Office before completing the "Community Grant Application Form".

Municipal Review of Application:

1. All requests for financial grants will be considered having regard for the Municipality's current budget. Under normal circumstances, only one (1) request per organization is to be considered in a calendar year.
2. The *[** Committee / or staff yet to be determined]* shall review each community grant application to ensure that all necessary information is provided before the Grant Application is submitted to council for consideration. Incomplete Grant Applications will not be considered.
3. All grants will be assessed in terms of the need for the project; cost effectiveness, financial viability; contribution to the quality of life in the community and community involvement/response.

Application Deadline and Notification of Acceptance:

Applications must be received by **September *, 2019** for all events/projects in the upcoming calendar/fiscal year.

Notification of acceptance will take place after the Elliot Lake budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits their event, or particular needs.

DRAFT

Accountability:

1. Prior to the disbursement of any municipal funds, all Grantees must sign a “Letter of Agreement” on the approved form, which specifies the terms and conditions of the grant.
2. Organizations awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.
3. Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between projects or groups without prior Council approval.
4. Accountability statements must be completed and submitted **within 60 days** of the event/project’s completion. The statement shall include:
 - A description of the completed event/project;
 - A financial report listing all expenditures and revenues pertaining to the event/project, and the use of the funds;
 - The signature of the Chair of the organization
 - Groups are encouraged to submit photos of their activity/event that can be used by the City to promote the Community Grant Program and/or the municipality.

Failure to provide an "Accountability Statement" may result in future requests being denied.

Municipal Liability Insurance Coverage:

All grantees are required to ensure adequate levels of property, general liability and/or alcohol related event insurance naming the City of Elliot Lake as an additional insured. This provision may be waived for special events that are jointly managed and/or otherwise covered by the existing municipal policy. The determination of insurance levels is at the sole and unique discretion of the City, either through the CAO's office or by Council resolution.



MEMO

To: Council
cc.
From: Daniel Gagnon
Date: Feb 15, 2019
Subject: Town Hall Meeting Options

The Finance and Administration Committee may wish to consider the mayor's proposed Town Hall meeting report enclosed. Some research was done during the past term of Council on the issue of hosting town hall meetings. As such, the Mayor submitted the attached to bring the issue forward to this Council.

The scope and format needs to be refined but the Town Hall format can be useful for updating the municipal strategic plan and/or 2019 budget deliberations or generally improving communication and feedback with the public.

A recommendation to Council and/or direction to staff to refine any procedural issues related to hosting Town Halls would be appropriate.

Daniel Gagnon



The Corporation of the City of Elliot Lake

Council Report DM2019-01

Report of Mayor Marchisella
for the Consideration of Council

RE: Approval of Semi-Annual Town Hall Meetings

OBJECTIVE

To implement a structure for semi-annual Town Hall meetings for the open and transparent sharing of ideas with the residents of the City of Elliot Lake.

RECOMMENDATION

That Report DM2019-01 of Mayor Marchisella dated 14th January 2019 be received;

And that the City of Elliot Lake adopt a plan for Semi-Annual Town Hall Meetings for the open and transparent sharing of ideas with the residents of the City of Elliot Lake.

Respectfully Submitted

Prepared by
Mayor Dan Marchisella

14th January 2019

BACKGROUND

Open Forum Town Hall Meetings:

The traditional town hall meeting format is well suited to raise awareness of an issue and solicit feedback from a defined community. The council may schedule semi-annual open forum “Town Hall” style meetings for the purpose of open and transparent discussion with members of the community within the limits of a pre-set agenda or points of discussion. These meetings are an official meeting of council and are viewed as an opportunity to listen to the thoughts and ideas of our community members.

No Decisions or Business:

No less than three members of council and including the Mayor will attend the semi-annual meetings Town Hall meetings. Councilors may choose at their discretion attendance. Under no circumstances may the members discuss or otherwise deal with any matter in a way that materially advances the business or decision making of the council.

Notice of Town Hall Meetings:

Two weeks’ notice shall be required for Town Hall meetings, to be posted on the City’s website and bulletin board to include agenda or topic with defined purpose of meeting.

Structure for Town Hall Meetings:

Two structures may be employed to facilitate Town Hall meetings:

1. Panel style structure for information dissemination can be utilized to pass information on one or more topics to the members of the community.
2. Round Table style structure can be used for information gathering, surveys and think tank process.

The agenda will follow Council’s Procedural By-law and be structured accordingly, an example agenda follows and Panel and Round Table style are subject to the elements listed below:

Moderator:

The importance of a good moderator can be easily overlooked, but it is a critical factor in determining a meeting’s success or failure. Ideally, the moderator should have some familiarity with the issue, but that knowledge may be secondary to his or her skills in keeping a meeting moving and on point. The moderator should thoroughly understand the objective of the meeting, should ensure adherence to the time schedule and rules of engagement, should not allow the agenda to be hijacked by either speakers or audience members, and should be able to insert questions or topics to keep the meeting moving as necessary. Town Hall meetings may utilize the Mayor or an exterior moderator, to be determined by Council according to the specifics of the meeting.

Special Guests:

In addition to an effective moderator and appropriate high-level speakers, council should consider whether there are other potential speakers or attendees who could add to the effectiveness of the town hall meeting.

Recording secretary:

The Town Hall meetings shall be recorded by a recording secretary for future use of ideas brought forward. The recording secretary will develop a Summary Report and deliver to council and post results on city website and through the use of local media.

Facilitate Next Steps:

If valuable ideas or opportunities arise from the Town Hall meeting, the said idea should be directed to the appropriate committee for further discussion. Such direction will be provided within the Summary Report.

<p>TOWN HALL MEETING AGENDA <i>DATE</i> <i>LOCATION</i></p> <ol style="list-style-type: none"> 1. CALL TO ORDER 2. DECLARATION OF CONFLICTS OF INTEREST 3. MINUTES OF PREVIOUS MEETINGS 4. PUBLIC PRESENTATIONS 5. UNFINISHED BUSINESS 6. CORRESPONDANCE 7. TOWN HALL BUSINESS <ol style="list-style-type: none"> 7.1 Commencement of Town Hall meeting; Welcome and Introduction of Moderator 7.2 Introduction of Discussion <u>Point #1</u>; <u>PANEL</u> or <u>ROUND</u> table style (<u>clarify</u>) 7.3 Introduction of Discussion Point #2; PANEL or ROUND table style (clarify) 7.4 Introduction of Discussion Point #3; PANEL or ROUND table style (clarify) 7.5 . 8. ADDENDUM 9. CLOSED SESSION BUSINESS 10. NEXT MEETING 11. ADJOURNMENT
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ANALYSIS

Panel Style Elements:

- a. Overview of Topic #1 (5 minutes - Subject expert outlines the issue)
- b. Perspectives on the Topic - Councilors (5 minutes each)
- c. Audience Input/Questions and Answers on specified Topic (30 minutes)
- d. As the final agenda item under section 7. Town Hall Business
 - d.i. Audience Input/Interaction or Final Questions – All Topics (15 minutes - Moderator solicits questions on current proposals and suggestions for next steps)
 - d.ii. Summary and Conclusion - Moderator (5 minutes)

Round Table Elements:

- a. A presentation from a subject expert outlining the issue, its causes and its severity (15 minutes)
- b. A discussion from a panel of stakeholders on their perspectives of the issue (15 minutes)
- c. Audience questions on the issue – to the panel (30 minutes)
- d. Mediator outlines current/past efforts to address the issue (10 minutes)
- e. Audience engage with council ideas to implement in rectifying issue at set tables; Councilors provide their perspectives on these efforts from their table (1 hour)
- f. Councilors present the collected table feedback (10 minutes each)
- g. Audience input/questions on current efforts and suggestions for next step (15 minutes)
- h. Moderator leads interaction with council to find consensus on next steps to be forwarded to appropriate committee (15 minutes)

FINANCIAL IMPACT

Staff Time.

LINKS TO STRATEGIC PLAN

Strong Municipal Corporate Administration and Governance

Educate the Public

SUMMARY

Approval is sought to further public engagement in the information sharing process, fostering strong relations with community members.



MEMO

To: **Daniel Gagnon, CAO/Treasurer**
From: **N. Bray City Clerk**
Date: **October 15th , 2018**
Subject: **ELLIOT LAKE CHARITY BINGO ASSOCIATION - TV BINGO PROPOSAL**

At the regular meeting of Council held Monday October 9, 2018, the following resolution was passed:

Res 361/18
Moved by: N. Mann
Seconded by: S. Finamore

That this matter be referred to the Finance and Administration Committee.


Natalie Bray
City Clerk

September 7, 2018

From:
Sue Jarmovitch
President
Elliot Lake Charity Bingo Association
Elliot Lake, ON

To:
Mr. Norm Mann
Chairperson
Finance and Administration Committee
City of Elliot Lake

RE: TV BINGO PROPOSAL

The Elliot Lake Charity Bingo Association (ELCBA) is requesting both monetary and non-monetary assistance from the City of Elliot Lake to assist with the start up of TV Bingo in Elliot Lake.

The Elliot Lake Charity Bingo Association is a Bingo pooling association where various charities and not-for-profit organizations work bingo events and then share in the monthly monies garnered at the Bingo Plus bingo hall. The pooling association has been in existence for over 9 years. Bingo has been in Elliot Lake for over 30 years.

Recently, there have been up to 20 charities that benefit from these Bingo funds.

The revenue for the past few months of Bingo have not been very profitable and we feel that monies raised from TV Bingo will aid the local organizations that depend on lottery licencing as part of their fund raising activities, thus providing equipment, transportation, coaching, food programs, venue rentals, educational items, scholarships and bursaries to citizens of all ages in our community.

HISTORY OF BINGO PLUS AND ELCBA

Bingo Plus closed on October 14, 2017 due to low attendance and revenue, as the ELCBA board at the time refused the hall owner's suggestions to implement program changes. The hall was losing revenue so the doors closed. The charity groups really felt this loss of income and so meetings and phone calls were held to try and get the hall open again. A new board was elected February 28, 2018:

President-Sue Jarmovitch,

Vice President- Chris Shantz (resigned as of August 2018)

Secretary/Treasurer – Stephanie MacLeod

Members at Large – Mike Marcella, Angelo D'Amato

After many hours and weeks of inquiries, suggestions, hard work and perseverance, Bingo Plus opened 5 nights a week beginning on May 15, 2018. A Thursday afternoon bingo was introduced. A new evening program and progressive games were also introduced. The first night was very promising with 85 in attendance. Unfortunately attendance has dropped to about half of that. Low attendance means low revenue.

MONTH	# OF BINGOS/MTH	AVERAGE ATTENDANCE	SHARE/ EVENT	LICENCE FEE/EVENT	PROFIT/ EVENT
MAY	16	44	\$281.47	\$123.	\$158.47
JUNE	26	42	\$153.52	\$123.	\$30.52
JULY	25	51	\$268.34	\$123.	\$145.34
AUGUST	28	44	\$240.00 Approximately	\$123.	\$117.00 Approximately

Many meetings have been held with Marcel Leblanc, the hall owner, as well as meeting with William Elliott of ELNOS and Darren Tulloch from Arrow Games/Bazaar & Novelty, a bingo paper supplier who also assists halls to try and resolve low attendance and revenues. Several options were discussed, one being a reduced prizeboard. It can take the AGCO up to 10 days to reply to program change requests.

This resulted in Marcel and his wife stating they couldn't continue losing money and remain open. Nor could the charities afford to pay a licence fee and get so little in return. CC's Bistro ran the canteen at the bingo hall but closed after 6 weeks due to poor attendance and low revenue.

SO... the idea of a TV bingo was resurrected.

ASSISTANCE FROM THE CITY

To operate, the ELCBA requires a facility that has the equipment to televise the bingo. The Eastlink 'box' that is used to televise Council meetings is the same one required to produce a TV bingo.

At a meeting with myself, Dan Gagnon, William Elliott and Marcel Leblanc, Dan was to look into the viability of using City Hall, ie: staff to open the building and other City concerns.

The basic equipment and product required are:

1. Cell phone so callers can call in their bingos to be verified. Estimate: \$150. + tax
2. Lap Top Computer to run TV bingo program. Est: \$700. + tax
3. TV bingo program. \$1,675. + tax
4. Bingo cards that must be purchased by the case (minimum of 10) \$3,250. + tax. Enough for approximately 6 months.
5. Bingo balls and board. (The City owns these and has them stored at the Collins Hall)
6. A bingo caller. Est.: \$14/hr.
7. An IT person to monitor the computer and television. Est: \$25/hr.
8. An AGCO licence for six months. \$800.

The ELCBA board is therefore asking Council to cover the initial cost of operation, approximately \$7,700.

The weekly game will be played on Sunday evenings from 6-7 p.m. The cards will be sold at various businesses within the City. The prizeboard will be \$1,000. with additional special prizeboards for Easter, Mothers Day, Christmas, etc.

CONCLUSION

If Bingo Plus should close, up to 20 charities, not-for-profit groups, schools and sports clubs (please see attached list of organizations), would once again have to seek alternative ways to raise much needed funds.

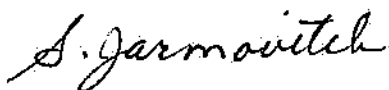
We are a retirement community with shut ins, people in nursing homes, St. Joseph's Manor, Huron Lodge, several multi-storey apartment buildings, those unable to access the City bus service and citizens in general.

TV bingo has been held in Blind River for 22 years with average sales of 600 cards per week (\$5/card = \$3,000./week)

We believe this endeavour would be a very successful one both in funding for the many charities and entertainment for our citizens.

Thank you for your time and consideration to this proposal. Please feel free to contact me if there is any further information required,

Sincerely,



Sue Jarmovitch
ELCBA President
705-578-2949
suejarmovitch@hotmail.com