

November 29, 2001

PO BOX 5000 STN A
200 BRADY STREET
SUDBURY ON P3A 5P3

CP 5000 SUCC A
200 RUE BRADY
SUDBURY ON P3A 5P3

Members of Council
City of Greater Sudbury

705.671.2489

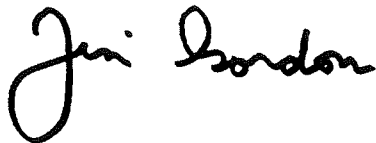
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city.greatersudbury
.on.ca

Dear Councillors,

We are very pleased to have with us this evening Franco Giampa, Director, Customer Service and Community Relations - Central Region for Air Canada Regional Inc., and Ken Bangerter, Manager, Customer Services - Sudbury for Air Ontario, who will make a presentation regarding a continuing economic development alliance with the City of Greater Sudbury.

I am sure that you will join me in welcoming these gentlemen to our meeting and hearing more about this initiative which will spur further economic growth.

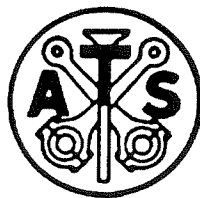
Yours sincerely,

A handwritten signature in black ink that reads 'Jim Gordon'.

Jim Gordon
Mayor

Automotive Transportation Service

Superintendents'



Association

PRESIDENT

Max Plouffe

ASSOCIATE MEMBERS

ACKLANDS-CRAINGER INC.
ALTEC INDUSTRIES LTD.
BAGLEY AUTO ELECTRIC
BARRY MOORE TRANSPORT
BASCO TRUCK CENTRE
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CUMMINS ONT. INC.
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A.J. GOBBO TOWING
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NORTHWAY BUS LINES
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PATTISON TRANSPORT INC.
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TRIMAC TRANSPORTATION SERVICES
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WALL'S TIRE
WHITTAKER AUTO ELECTRIC LTD.
WHYTE & SON
YOKOHAMA TIRE (CAN)

Sudbury and District Branch

Sudbury A.T.S.
Box 1291
COPPER CLIFF, Ontario
P0M 1N0

October 18, 2001

To Whom It May Concern:

The A.T.S. requests an opportunity to address city council regarding the issue of engine compression brake (jake brake) noise within the Greater City of Sudbury.

We understand after meeting with Councilman Courtemanche that there are key areas where the problem is prevalent and we would like to offer our assistance in addressing this issue.

Please respond to myself regarding a date at your earliest convenience. If you have any questions, you may contact myself at (705) 682-1555.

Sincerely,

Brian W. Craig
Executive Member Sudbury A.T.S.

"ALWAYS THINKING SAFETY"

REV. SEPT. 00

Report To: CITY COUNCIL

Report Date: November 21, 2001 Meeting Date: November 29, 2001

**Subject: Class Environmental Assessment,
South End Sanitary Sewer Capacities**

Department Review:



D. Bélisle
General Manager of Public Works

Recommended for Agenda:



J.L. (Jim) Rule
Chief Administrative Officer

Report Authored by: D. Bélisle, General Manager of Public Works

Recommendation:

That the City of Greater Sudbury accept Alternative 3, Rock Tunnel Collector, as the preferred solution identified in the Class Environmental Assessment, South End Sanitary Sewer Capacities, dated October 19, 2001, prepared by R. V. Anderson Associates Limited, and

That capital budget allocations be directed to this project commencing in 2002.

Background:

The firm of R. V. Anderson Associates Limited completed the Class Environmental Assessment for South End Sanitary Sewer Capacities on October 19, 2001. On October 20, 2001, the required public notice was posted, inviting comments from anyone having concerns with the outcome of the study. No concerns have been raised, and it is now in order for Council to review the study in some detail, and decide on a future course of action.

The firm of R. V. Anderson Associates Limited will be making an audio-visual presentation of the highlights contained in the study at the Council meeting of November 29, 2001.




City Agenda Report

Report To: CITY COUNCIL

Report Date: November 21, 2001

Meeting Date: November 29, 2001

Subject: Tender for Twenty-One (21) - Full Size Sedans - Acceptable Model
Ford Crown Victoria - Model Year 2002

Division Review:	Department Review:	C.A.O. Review:
 M. Montpellier Director of Operations	 D. Bélisle General Manager of Public Works	 J/L. (Jim) Rule Chief Administrative Officer
Report Prepared by: Ray Martin, Manager of Fleet.		

Recommendation:

That the tender for the purchase of twenty one (21) Police sedans be awarded to Belanger Ford Lincoln Centre in the amount of \$621,521.25.

Background:

Tenders for the purchase of Police Vehicles were opened on November 20, 2001, and the results are as follows:

21 Police Sedans

Belanger Ford Lincoln Centre	\$621,521.25
Cambrian Ford Sales Inc.	\$623,722.05

Award is recommended to the lowest bidder, Belanger Ford Lincoln Centre.

Funding for these purchases is available from the Reserve Fund for the replacement of vehicles and equipment.

Report To: CITY COUNCIL

Report Date: November 14, 2001 Meeting Date: November 29, 2001

Subject: Contract 2001-49, Security/Miscellaneous Services

Department Review:



D. Bélisle
General Manager of Public Works

Recommended for Agenda:



J.L. (Jim) Rule
Chief Administrative Officer

Report Authored by: D. Bélisle, General Manager of Public Works

Recommendation:

That Contract 2001-49, Security/Miscellaneous Services, be awarded to Hi-Tec Security Investigations Ltd., in the amount of \$1,781,795.58, as determined by the unit prices and quantities involved, this being the lowest tender meeting all the requirements of the plans and specifications.

Background:

Tenders for Contract 2001-49, Security/Miscellaneous Services (which includes parking control enforcement, waste management enforcement, security services to Tom Davies Square and the Sudbury Transit Centre) were opened at the Tender Opening Committee on Tuesday, November 6, 2001 and the following are the tender results.

BIDDER	AMOUNT
Hi-Tec Security Investigations Ltd.	\$1,781,795.58
Commissionaires, Ottawa Division	\$1,791,247.41
Securitas Canada	\$1,835,710.19
Cambrian Alliance Protection Services Inc.	\$1,915,673.30

All four tenders had irregularities of some sort, two of a minor nature, and two of significance. In consultation with the City Solicitor, we recommend the following course of action for each tender.

Hi-Tec Security Investigations Ltd: This bidder used white out to correct the form of tender, but failed to initial the overwrites. However, the schedules of unit prices do not have any overwrites, and the detailed calculations yield the same amount in total as submitted on the form of tender. This is a minor irregularity, and we recommend that the tender not be rejected. Further, since this is the lowest bid meeting all specifications, we recommend award of this tender to Hi-Tec Security Investigations Ltd.

Commissionaires, Ottawa Division: This bidder failed to submit a unit price on an item that appears in four schedules of unit prices. This invalidates the tender in our opinion, because it would be impossible to pay the bidder for this item during the life of the contract. We therefore recommend that this tender be rejected.

Securitas Canada: This bidder inserted a condition in his bid, that should the legal agreement for the contract not be satisfactory, they could withdraw their tender and recover their security deposits. This is unacceptable, and the bid must be rejected.

Cambrian Alliance Protection Services Inc: This bidder omitted to write down the total bid price on the form of tender, but the schedules of unit prices are fine, and the total bid price appears elsewhere on a schedule, and corresponds exactly with the amounts on the schedules of unit prices. We believe this is a minor irregularity, and recommend that the tender not be rejected.

The current supplier of security services are the Commissionaires, Ottawa Division. Their contract expires December 31, 2001. It should be noted that the next contractor to assume these services is bound by the Employment Standards Act, in particular "Successor Employer's Obligations" which mandates job offers to employees currently working for the Commissionaires.

City Agenda Report

Report To: CITY COUNCIL

Report Date: November 13, 2001 Meeting Date: November 27, 2001

Subject: School Recycling

Division Review:



C. Mathieu
Manager of Waste
Management

Department Review:



D. Bélisle
General Manager of
Public Works

C.A.O. Review:



J. L. (Jim) Rule
Chief Administrative
Officer

Report Prepared by: Melissa Bresnahan, Co-ordinator of Waste Diversion

Recommendation:

That Council consider the addition of area schools to the residential blue box recycling collection program as detailed in this report and all related cost as part of the 2002 budget deliberations.

Executive Summary:

Recycling needs to be a daily activity in our schools. Providing recycling to children in schools teaches the merits of waste reduction and recycling at an early age. Many children will then be able to take charge of recycling in the home and the City will be rewarded with an increase in waste diversion.

Background:

Staff was requested several months ago by City Councillors for a report on the possibility of adding area schools to the residential blue box recycling collection program.

There are 98 schools in the City of Greater Sudbury of which only a limited amount have a complete recycling program.

If added to the City's recycling collection program, staff anticipates an increase in recycling costs of approximately \$320,000 per annum. This figure is based on all schools participating and the recycling of approximately 1000 tonnes per year. Funds of approximately \$35,000 would also be required for recycling equipment (95 gallon recycling carts and blue boxes) and approximately \$5,000 for the development and distribution of educational materials.

Recycling needs to be a daily activity in our schools. Providing recycling to children in schools teaches the merits of waste reduction and recycling at an early age. Many children will then be able to take charge of recycling in the home and the City will be rewarded with an increase in waste diversion.




Staff is requesting that Council consider the addition of area schools to the residential blue box recycling collection program and all related cost as part of the 2002 budget deliberations.

Report To: CITY COUNCIL

Report Date: November 16, 2001

Meeting Date: November 29, 2001

**Subject: Extension of Water Meter Reading Services Contract R97-48,
Part B, Canadian Corps of Commissionaires**

Division Review:  S. Jonasson Director of Finance / City Treasurer	Department Review:  D. Wuksinic General Manager of Corporate Services	Recommended for Agenda:  J. L. (Jim) Rule Chief Administrative Officer
Report Prepared by: S. Tremblay, Supervisor of Billing & Collection, Water/Wastewater		

Recommendation:

That the City extend Contract R97-48, Part B, with the Canadian Corps of Commissionaires for water meter reading services from January 1, 2002 to March 31, 2002 with no rate increases.

Report Title: Extension of Water Meter Reading Services Contract R97-48, Part B, Canadian Corps of Commissionaires
Reviewed By: Paddy Buchanan, Acting Manager of Current Accounting Operations
Date: November 16, 2001

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Executive Summary:

Staff is recommending an extension of Contract R97-48, Part B, Canadian Corps of Commissionaires from January 1, 2002 to March 31, 2002, in order to allow staff to conclude a review of the feasibility of merging the City of Greater Sudbury's meter reading function with the hydro meter reading function at the Greater Sudbury Utilities Inc.

Background:

Contract R97-48, Part B, Canadian Corps of Commissionaires, sets out the terms and conditions under which the City of Greater Sudbury's Water/Wastewater Billing and Collection Department purchases water meter reading services. This contract expires December 31, 2001.

Staff are currently reviewing the feasibility of merging the water meter reading services with the hydro meter reading services of the Greater Sudbury Utilities Inc. This review will not be complete by year end, therefore, the recommendation to extend the contract from January 1, 2002 to March 31, 2002.

The contractor is agreeable to extending the contract for this period with no increase in costs. The hourly rate and mileage rate to be applied to the contract extension were set in 1999. See Appendix A attached for the letter of agreement for this extension from the Canadian Corps of Commissionaires.



Division d'Ottawa Division
108 rue Lisgar Street
Ottawa, ON K2P 0C2



Tel: (613) 231-6462
Fax: (613) 567-1517

File: XM8-333-04

November 14, 2001

Mr. D. Wuksinic
General Manager Corporate Services
City of Greater Sudbury
P.O. Box 5000
200 Brady Street
Sudbury, ON P3A 5P3

CITY OF
GREATER SUDBURY

NOV 15 2001

GENERAL MANAGER
CORPORATE SERVICES

Dear Mr. Wuksinic:

I refer to our present contract (R97-48) with the City of Greater Sudbury, for the provision of Water Meter Reading Services, which expires on 31 December 2001 and your fax dated November 8, 2001.

It is our understanding that the portion of the contract for Water Meter Reading was not part of the new tendering process for security and miscellaneous services and that the City of Greater Sudbury would like that portion of the contract be extended on a month to month basis with no rate increase.

As requested, Commissionaires Ottawa Division has no objection to extend the portion of the contract covering Water Meter Reading with no rate increase. Please be advised that this extension is valid until 31 March 2002.

If you have any questions, regarding the extension, please feel free to call me at (613) 231-6462 extension 407.

Sincerely,

André Dorval
Manager Contract Administration

Cc. Mr. Bert Kemp
Major Carter

cc: S. Thompson


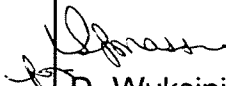
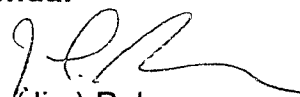
Agenda Report

Report To: **CITY COUNCIL**

Report Date: November 21, 2001

Meeting Date: November 29, 2001

Subject: Policy Report re Reserves,
Reserve Funds and Trust Funds

Division Review:  S. Jonasson Director of Finance / City Treasurer	Department Review:  D. Wuksinic General Manager of Corporate Services	Recommended for Agenda:  J. L. (Jim) Rule Chief Administrative Officer
Report Prepared by: C. Mahaffy, Manager of Financial Planning & Policy		

Recommendation:

That By-law 2001-287F be approved authorizing the establishment, policies, and uses of the Reserves, Reserve Funds and Trust Funds of the City of Greater Sudbury.

Executive Summary:

One of the established goals of Corporate Services is to earn the confidence of the community through sound financial stewardship, and through the development of a financial strategy to manage resources. This report is one more facet of the stewardship role, and sets out the recommended parameters and rules for each Reserve, Reserve Fund and most Trust Funds of the City of Greater Sudbury. Some of the Trust Funds which came forward to the new City require further investigation by both the Legal and Finance divisions. A further report will be forwarded to Council once this is complete.

Most of the policies outlined in this report are continuations and refinements of policies that were in existence in the former municipalities, primarily the former Region and City of Sudbury, and have been followed throughout the year. However, these policies should now be formally adopted by Council.

Background:

At the meeting of the Budget Committee of the Whole on November 6th, 2001 Council approved the consolidation of the numerous Reserves, Reserve Funds and Trust Funds which came forward to the City of Greater Sudbury. This report is a continuation to the consolidation report, and sets out the parameters or rules which apply to each. All of the details provided for each Reserve, Reserve Fund, and Trust Fund have been incorporated into the By-law.

By-law 2001-287F is a comprehensive by-law authorizing the establishment, policies and uses of all Reserves, Reserve Funds and most of the Trust Funds of the City of Greater Sudbury. The following paragraphs detail the name, the source(s) of funding, the intent, and the authorization required for expenditures for each of the approved Reserves, Reserve Funds and Trust Funds. In almost every instance, the policies being outlined in this report and incorporated in the by-law are continuations and refinements of policies from the former municipalities, mainly the former City of Sudbury and the former Region.

The addition of any new Reserve, Reserve Fund or Trust Fund, or the deletion of any authorized one of them will require the authority of Council and an amendment to this By-law. Some of the Trust Funds which came forward to the new City require further investigation by both the Legal and Finance divisions. A further report will be forwarded to Council once this is complete.

Report Title: Policy Report re Reserves,
Reserve Funds and Trust Funds
Date: November 21, 2001

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Reserves

Employee Health Benefits Reserve

- ▶ Funded annually through Current Budget
- ▶ Provides for cost of self-administered employee health benefits plan
- ▶ Working fund - authorization to use as outlined in by-law

Tree Purchases Reserve

- ▶ Funded from surpluses in Land Reclamation program, as authorized by Council
- ▶ Used to offset any price fluctuations in annual tree purchases for Land Reclamation program
- ▶ Authorization required to add to or spend from this reserve

Reserve for Various Expenditures

- ▶ Funded from Current, on authorization of Council, for specific programs or projects for which there was a budget, but the program or project was not completed by year-end
- ▶ Used only to finalize those programs for which the funds had been reserved
- ▶ Any unspent balance being credited to Operating Fund
- ▶ Authorization to use only as specified

Reserve for Ex-Gratia Grants

- ▶ Any budgeted amount not expended at the end of any given year in ex-gratia grant payments for sewer back-ups to be credited to this reserve
- ▶ Any expenditures beyond the amount budgeted in any given year for ex-gratia grant payments to be funded from this reserve
- ▶ Working fund - authorization to use as outlined in by-law

Reserve for W.I. Claims

- ▶ Funded annually through Current Budget
- ▶ Provides for cost of self-administered weekly indemnity benefits plan
- ▶ Working fund - authorization to use as outlined in by-law

Report Title: Policy Report re Reserves,
Reserve Funds and Trust Funds
Date: November 21, 2001

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Reserve for Water Meter Installation

- ▶ Amounts paid for water meters, as part of Building Permit process, credited to this reserve
- ▶ Costs for installation of water meters in new homes charged to this reserve
- ▶ Working fund - authorization to use as outlined in by-law

Reserve for T.Q.I.

- ▶ Established by former Regional Municipality of Sudbury
- ▶ To be used to fund Total Quality Improvement (Continuous Improvement Plan)
- ▶ Authorization required to add to or spend from this reserve

Reserve - Official Plan Program

- ▶ Established by former Regional Municipality of Sudbury
- ▶ To be used to fund Official Plan expenditures
- ▶ Authorization required to add to or spend from this reserve

Ontario Works Emergency Housing Reserve

- ▶ Established by former Regional Municipality of Sudbury for Ontario Works
- ▶ To be used to fund any project related to emergency housing
- ▶ Authorization required to add to or spend from this reserve

Ontario Works Child Benefit Reserve

- ▶ Established by former Regional Municipality of Sudbury for Ontario Works / Children's Services
- ▶ Source - Provincial funding
- ▶ To be used to fund projects under National Child Benefit program
- ▶ Authorization required to add to or spend from this reserve
- ▶ Province has authority to ask for refund of any unexpended funds

Reserve - Pioneer Manor Fund-Raising

- ▶ Net revenue resulting from fund-raising activities at Pioneer Manor credited to this reserve at year-end
- ▶ To be used to fund projects deemed beneficial to the Manor and its residents by the Fund-raising Committee and Administrative staff at the Manor, subject to approval of Council

Report Title: Policy Report re Reserves,
Reserve Funds and Trust Funds
Date: November 21, 2001

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Reserve for Future Development Charges Study

- ▶ Established by former Regional Municipality of Sudbury
- ▶ To be used to fund future development charges study
- ▶ Authorization required to add to or spend from this reserve

Tax Rate Stabilization Reserve

- ▶ Provides for year-to-year variances in operating budget; one-half of any operating surpluses or deficits credited or charged to this reserve
- ▶ Working fund - authorization to use as outlined in by-law

Library Rate Stabilization Reserve

- ▶ Provides for year-to-year variances in operating budget
- ▶ Any annual surplus in library operating budget credited to this reserve if such contribution will not put City in deficit position, or increase an existing deficit
- ▶ Any annual deficit in library operating budget may be charged against this reserve
- ▶ Working fund - authorization for contributions to this reserve as outlined in by-law
- ▶ Authorization required for any expenditures

Valley East Heritage Committee Reserve

- ▶ Established by the former City of Valley East strictly for use by the Heritage Committee
- ▶ Advances from this reserve are to be made at the request of the Heritage Committee, following appropriate established guidelines, and as approved by the Treasurer
- ▶ Dedicated reserve - authorization to use as outlined in by-law

Social Housing Reserve

- ▶ Funds received from Province for Social Housing
- ▶ To be used only for Social Housing purposes
- ▶ Authorization required to add to or spend from this reserve

Election Expenses Reserve

- ▶ Annual contributions from Current Fund
- ▶ To be used to offset election expenses in election years
- ▶ Working fund - authorization to use as outlined in by-law

Reserve Funds

Sick Leave Reserve Fund

- ▶ Funded through budgeted contributions from current fund
- ▶ To be used to pay sick leave to retiring employees in accordance with the policies of the City of Greater Sudbury
- ▶ Working Reserve Fund - authorization to use as outlined in by-law

Police Sick Leave Reserve Fund

- ▶ Funded through budgeted contributions from current fund
- ▶ To be used to pay sick leave to retiring Police Services employees in accordance with the policies of the City of Greater Sudbury
- ▶ Working Reserve Fund - authorization to use as outlined in by-law

Human Resources Management Reserve Fund

- ▶ Funding from Current Budget or any surplus in Life and Long-term Disability plans at renewal
- ▶ Provides for cost variances in Life and Long-term Disability plans, surpluses or deficits credited or charged to this reserve
- ▶ Working reserve fund - authorization to use as outlined in by-law
- ▶ Authorization required for any other use

WSIB Schedule 2 Reserve Fund

- ▶ Funded annually through Current Budget
- ▶ To be used for payment of WSIB invoices under Schedule 2, and other related expenses including any Stop Loss insurance coverage
- ▶ May be used for Workplace Health and Safety Claims Management, Early Intervention and Rehabilitation of Disabled Workers, Training Seminars relating to NEERS program, and other related programs, subject to approval by Council
- ▶ Working reserve fund - authorization to use as outlined in by-law

Insurance Reserve Fund

- ▶ Annual contribution from Operating Budget
- ▶ To be used only for payment of insurance claims at or below the deductible limit, and other related expenses (e.g. adjusters fees)
- ▶ Working reserve fund - authorization to use as outlined in by-law

Equipment Replacement Reserve Fund

- ▶ Annual equipment rates in the budget shall contain a provision for depreciation, which shall form contributions to this reserve fund
- ▶ Salvage values received from the sale of used equipment or vehicles shall be credited to this reserve fund
- ▶ Intended to purchase new equipment and vehicles as outlined in the 5-year equipment replacement plan
- ▶ Working reserve fund - authorization to use as outlined in by-law

Replace Recycling Equipment Reserve Fund

- ▶ Annual equipment rates in the budget shall contain a provision for depreciation, which shall form contributions to this reserve fund
- ▶ Salvage values received from the sale of used equipment or vehicles shall be credited to this reserve fund
- ▶ To be used only for replacement of recycling equipment in accordance with the Recycling Equipment Replacement Plan
- ▶ Authorization required to spend from this reserve fund

Land Acquisition Reserve Fund

- ▶ Net proceeds from the sale of any City land/buildings declared surplus to be credited to this reserve fund after costs of advertising, surveys, realtor fees, etc. incurred in the sale of surplus land to be charged to this reserve fund
- ▶ Authorization required to spend from this reserve fund

Parking Improvements Reserve Fund

- ▶ Net proceeds from all parking operations credited to this Reserve Fund
- ▶ To be used for capital improvements to parking facilities
- ▶ Authorization required to spend from this reserve fund

Debt Retirement Reserve Fund

- ▶ Established by the former Town of Rayside-Balfour
- ▶ Funded by annual contribution from Operating Budget
- ▶ To be used only for the purpose of debt repayment
- ▶ Working reserve fund - authorization to use as outlined in by-law

Report Title: Policy Report re Reserves,
Reserve Funds and Trust Funds
Date: November 21, 2001

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Pioneer Manor Reserve Fund

- ▶ All proceeds from High Wage Subsidy received from the Ministry of Health - Long Term Care are to be credited to this reserve fund
- ▶ Intended to be used for projects of a capital nature at Pioneer Manor
- ▶ Authorization required to spend from this reserve fund

Pioneer Manor Donations Reserve Fund

- ▶ All monetary donations received by/for Pioneer Manor are to be credited to this reserve fund
- ▶ To be used only to assist in the improvements of the front grounds and courtyards at Pioneer Manor
- ▶ Authorization required to spend from this reserve fund

Industrial Reserve Fund

- ▶ All net revenues from land sales in the City's industrial parks, and other industrial lands shall be credited to this reserve fund after expenditures pertaining directly to these land sales (legal fees, realtor commissions, etc.) may be charged against this reserve fund
- ▶ Intended to be used to improve City's lands within industrial parks or other industrial lands, including landscaping, lighting, fencing, etc., and for the costs incurred in the development of industrial parks
- ▶ Also intended to be used for the acquisition and development of additional land for industrial purposes as outlined in by-law
- ▶ Authorization required to spend from this reserve fund

Economic Development/Community Loan Reserve Fund

- ▶ Established by the former Regional Municipality of Sudbury
- ▶ No expenditures shall be made from this reserve fund until the Council of the City of Greater Sudbury has approved a detailed plan for this reserve fund, as first approved by the Board of the City of Greater Sudbury Community Development Corporation

Business Centre Reserve Fund

- ▶ First established by the former Regional Municipality of Sudbury (contribution from Industrial Reserve Fund), subsequent contributions by partners in the Business Centre
- ▶ To be used only for Business Centre purposes
- ▶ Any year-end surpluses or deficits in Business Centre operations credited to or funded from this reserve fund
- ▶ Working reserve fund - authorization to use as outlined in by-law

Infrastructure Development Reserve Fund

- ▶ Established by the former Regional Municipality of Sudbury (contribution from Industrial Reserve Fund)
- ▶ To be used to support the creation of high value-added activity
- ▶ Fund almost fully committed/depleted
- ▶ Recommend fulfilling commitments and returning residual funds to the Industrial Reserve Fund, thus depleting and retiring this reserve fund

Capital Lot Levy Reserve Fund

- ▶ Any payments made to the City from the Public as Lot Levies, pursuant to the former Regional Municipality of Sudbury By-laws 79-111 and 89-111, as amended, for the purposes of upgrading the water and wastewater systems in the City
- ▶ To be used only for the purposes outlined above
- ▶ Authorization required to spend from this reserve fund

Upgrade Wastewater Plants Reserve Fund

- ▶ Annual contribution from Operating Budget
- ▶ To be used only for capital projects for Wastewater Plants
- ▶ Authorization required to spend from this reserve fund

Upgrade Water Plants Reserve Fund

- ▶ Annual contribution from Operating Budget
- ▶ To be used only for capital projects for Water Plants
- ▶ Authorization required to spend from this reserve fund

Report Title: Policy Report re Reserves,
Reserve Funds and Trust Funds
Date: November 21, 2001

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Centennial Drive Booster Reserve Fund

- ▶ Funding from \$2,000 per lot charge to be collected on registration of Plans of Subdivision and any approvals of lot severances, within the area listed below:
 - ▶ Firstly: Lot 2, Concession 3, Township of Hanmer
 - ▶ Secondly: West Half of Lot 1, Concession 3, Township of Hanmer
- ▶ To be used only to fund the upgrade of the Centennial Drive Booster Station in the former City of Valley East
- ▶ Working reserve fund - authorization to use as outlined in by-law
- ▶ Note: no funds received to date

Reserve Fund - Water/Wastewater Payments

- ▶ Funded from payments received from the public pursuant to Subdivision Agreements, Site Plan Control Agreements or other similar agreements, for specific water and/or wastewater projects
- ▶ To be used only for water/wastewater upgrading projects for which the payments was made in every case
- ▶ Working reserve fund - authorization to use as outlined in by-law

Reserve Fund - Road Levy Payments

- ▶ Funded from payments received from the public pursuant to the Road Levy policy
- ▶ To be used only for road upgrading projects for which the payment was made in every case
- ▶ Note: Large portion of this reserve fund was refunded to contributors in 2001, and no further contributions will be made
- ▶ Working reserve fund - authorization to use as outlined in by-law

Municipal Road 80 Reserve Fund

- ▶ Funding from Province
- ▶ Must be used to complete Municipal Road 80 (Highway 69N)
- ▶ Must be segregated from all other reserve funds and invested separately
- ▶ All interest earned must be credited back to this segregated reserve fund
- ▶ To be used only for the completion of the Municipal Road 80 widening
- ▶ Authorization required to spend from this reserve fund

Roads Winter Control Reserve Fund

- ▶ All Roads Winter Control under-expenditures to be credited to this reserve fund to allow it to rise to the level of \$3 million, provided the contribution in any year would not place the City into a deficit position or worsen a deficit position
- ▶ Any Roads Winter Control over-expenditures may be funded from this reserve fund
- ▶ Working reserve fund - authorization to use as outlined in by-law

VETAC Reserve Fund

- ▶ Funded from donations for this purpose
- ▶ Recommendations to come from VETAC Committee for any expenditures
- ▶ Authorization required to spend from this reserve fund

Parks Reserve (Section 50) Reserve Fund

- ▶ Funded through 5% deposits received for parks purposes
- ▶ To be used for park land acquisition and improvements
- ▶ Authorization required to spend from this reserve fund

Fitness Centre Reserve Fund

- ▶ Established by the former Town of Rayside-Balfour
- ▶ To be used only for the Fitness Centre in that community
- ▶ Authorization required to spend from this reserve fund

Museum Reserve Fund

- ▶ Established by the former Town of Rayside-Balfour
- ▶ To be used only for the museum in that community
- ▶ Authorization required to spend from this reserve fund

Transit Attendance Reserve Fund

- ▶ Annual contribution from Operating Budget
- ▶ To be used as outlined through collective bargaining process
- ▶ Working reserve fund - authorization to use as outlined in by-law

Subdivision Deposits Reserve Fund

- ▶ Non-refundable deposits from Developers, under Subdivision agreements
- ▶ To be used by Public Works to carry out required work in applicable subdivisions
- ▶ Working reserve fund - authorization to use as outlined in by-law

Site Plan Deposits Reserve Fund

- ▶ Non-refundable deposits from Developers, under Site-Plan agreements
- ▶ To be used by Public Works to carry out required improvements
- ▶ Working reserve fund - authorization to use as outlined in by-law

Tree Planting Reserve Fund

- ▶ Non-refundable deposits from Developers
- ▶ To be used by Public Works for tree planting in applicable sites
- ▶ Working reserve fund - authorization to use as outlined in by-law

Cemeteries Reserve Fund

- ▶ Funded through annual operating surpluses of cemeteries
- ▶ Any year-end surpluses or deficits in Cemeteries operations credited to or funded from this reserve fund
- ▶ To be used for cemetery capital projects
- ▶ Authorization required to spend from this Reserve Fund

Emergency Services - Ambulance Reserve Fund

- ▶ Established by the former Regional Municipality of Sudbury for capital projects - Land Ambulance
- ▶ Any excess funding from ongoing ambulance capital projects to be credited to this reserve fund
- ▶ To be used to fund capital projects for Emergency Services - Ambulance
- ▶ Authorization required to spend from this reserve fund

Greater Sudbury Police Services Board Reserve Fund

- ▶ Funding from the Greater Sudbury Police Services Board auction held annually, interest earned, and monies recovered as a result of seized property
- ▶ to be used for any purpose that the Greater Sudbury Police Services Board considers in the public interest in accordance with Sections 132 and 133 of the Police Services Act, and for charitable events as the Board deems suitable
- ▶ A statement of revenues and expenditures shall be provided to the Finance Division of the City of Greater Sudbury by the Board no later than February 15 in each year, prepared as at December 31 of the previous year

Onaping Sewer/Water Reserve Fund

- ▶ Established by the former Town of Onaping Falls
- ▶ Credited with repayments (frontage charges) not required for use as annual debt repayment specifically related to the Ministry of the Environment projects in Onaping Falls
- ▶ To be used to bring annual frontage charges revenue up to the amount budgeted for debt repayment specifically related to these same projects
- ▶ To be transferred to Water and Wastewater Reserve funds

Capital Financing Reserve Funds

Capital Financing Reserve Fund - General

- ▶ Provides for year-to-year variances in operating budget; one-half of any operating surpluses or deficits credited or charged to this reserve fund
- ▶ May be used for any project of a capital nature, upon Council authorization
- ▶ Working reserve fund - authorization to use as outlined in by-law

Capital Financing Reserve Fund - Corporate Infrastructure

- ▶ Funded through unallocated or excess funds from capital envelope for Corporate Infrastructure
- ▶ To be used only for Corporate Infrastructure capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Information Technology

- ▶ Funded through unallocated or excess funds from capital envelope for Information Technology
- ▶ Transfer of existing funds in Computer Equipment Reserve Fund
- ▶ Any annual surplus in Information Technology operating budget credited to this reserve fund if such contribution will not put City in deficit position, or increase an existing deficit
- ▶ May be used to fund any deficit in Information Technology operating budget
- ▶ To be used for Information Technology capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Public Works Buildings

- ▶ Funded through unallocated or excess funds from capital envelope for Public Works Buildings
- ▶ To be used only for Public Works Buildings capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Police

- ▶ Funded through unallocated or excess funds from capital envelope for Police, development charges proceeds
- ▶ To be used only for Police capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Roads

- ▶ Funded through unallocated or excess funds from capital envelope for Roads, development charges proceeds
- ▶ To be used only for Roads capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Wastewater

- ▶ Funded through unallocated or excess funds from capital envelope for Wastewater, development charges proceeds, and net operational surpluses from the Wastewater Operating Budget
- ▶ To be used to fund any operational deficits in the Wastewater Operating Budget
- ▶ Working reserve fund - authorization to use as outlined in by-law
- ▶ May be used for wastewater projects of a capital nature, upon Council authorization

Capital Financing Reserve Fund - Water

- ▶ Funded through unallocated or excess funds from capital envelope for Water, development charges proceeds, and net operational surpluses from the Water Operating Budget
- ▶ To be used to fund any operational deficits in the Water Operating Budget
- ▶ Working reserve fund - authorization to use as outlined in by-law
- ▶ May be used for water projects of a capital nature, upon Council authorization

Capital Financing Reserve Fund - Health and Social Services

- ▶ Funded through unallocated or excess funds from capital envelope for Health and Social Services
- ▶ To be used only for Health and Social Services capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Emergency Services (Fire)

- ▶ Funded through unallocated or excess funds from capital envelope for Emergency Services - Fire
- ▶ To be used only for Emergency Services - Fire capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Citizens and Leisure

- ▶ Funded through unallocated or excess funds from capital envelope for Citizens and Leisure
- ▶ To be used only for Citizens and Leisure capital projects
- ▶ Authorization required to spend from this reserve fund

Capital Financing Reserve Fund - Solid Waste

- ▶ Funded through unallocated or excess funds from capital envelope for Solid Waste
- ▶ To be used only for solid waste projects of a capital nature
- ▶ Authorization required to spend from this reserve fund

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*Capital Financing Reserve Fund - Replace/
Upgrade Water/Wastewater Systems Reserve Fund*

- ▶ Funded through unallocated or excess funds from capital replacement/upgrading envelopes funded through Water and Wastewater
- ▶ To be used only for capital projects replacing/upgrading water/wastewater systems
- ▶ Authorization required to spend from this reserve fund

Trust Funds

Note: Trust funds are not City money, but funds of others, held in Trust, and to be spent only for the purpose(s) for which the trust was established.

The following list is not complete, as some of the Trust Funds which came forward to the new City require further investigation by both the Legal and Finance divisions. A further report will be forwarded to Council once this is complete.

Pioneer Manor Residents' Trust

- ▶ This trust fund dates back a number of years to when residents were required to deposit their funds in this trust when entering the Home for the Aged
- ▶ To be used only for accommodation fees, necessities and comfort allowances for those residents with funds on deposit
- ▶ Separate bank account and interest directly credited to this bank account then allocated to residents
- ▶ May be used for costs of burial
- ▶ Final disbursement in accordance with instructions

Retirees' Pension Trust

- ▶ Established by the former Region for retired employees who opted to take annual retirement incentive payments rather than a lump sum
- ▶ Separate bank account with interest credited directly
- ▶ Sufficient to meet City's obligation to these former employees over time

SSAB Contingencies Trust

- ▶ Trust held by former Region for member municipalities of the District of Sudbury Social Services Administration Board (SSAB) after it was decommissioned
- ▶ Funds set aside for potential contingencies that could arise relative to the former SSAB
- ▶ Separate bank account with interest credited to the City of Greater Sudbury, as an administration fee
- ▶ Final disbursement to member municipalities will be March 31, 2005

Business Centre Trust

- ▶ Funding received from Province to allow Business Centre to advance up to 90% of the cost of preparing business plans, to a maximum of \$5,000 for clients that wish to start up a new business
- ▶ Clients have three years to pay back the loan
- ▶ Loan may be forgiven if business not successful
- ▶ Province could request return of funding at any time

Ontario Home Renewal and Ontario
Home Renewal (Rental) Trust Fund

- ▶ Consists of money received by the City of Greater Sudbury as reimbursement from Ontario Home Renewal Program and Ontario Home Renewal Rental Program payments
- ▶ This money is transferred to the Province once annually, after year-end, after the City's administrative fee is deducted

Deposits by Contractors - Trust Funds

- ▶ Consists of deposits for:
 - Subdividers' Agreements
 - Site Plan Agreement
 - Building Removal Agreements
 - Miscellaneous Agreements
 - Test Manhole Agreements
 - Construction Lien Agreements
 - Servicing Agreements
- ▶ In the form of:
 - Letters of Credit - which are simply recorded and filed
 - Bonds (rarely) - which are held in safekeeping
 - Cash and certified cheques (which are cashed) and deposited
- ▶ Deposits are to guarantee specific work will be performed out as outlined in agreements
- ▶ Once work satisfactorily completed, deposit returned
- ▶ No interest is to be paid
- ▶ (Note: Some of the existing deposits from all of the former municipalities were earning interest which was credited in full or in part to the various deposits. For those deposits, interest in accordance with the agreements in place or inferred will continue to be paid. Those deposits in place which were not earning interest, and all future deposits will not be credited with interest. Any interest earned by these deposits will be credited to the City of Greater Sudbury, as administrative fees. The original amount of the deposit will be returned once the work is completed to the satisfaction of the City.)
- ▶ When work is not satisfactorily completed, the City has the right to complete or have completed the necessary work and to charge the cost against the deposit

Summary

This report has outlined the reserves, reserve funds, and most of the trust funds for the City of Greater Sudbury and recommends the procedures and policies which govern these funds.