

January 23, 2003

Jim Gordon, Mayor
City of Greater Sudbury
200 Brady Street
Sudbury, Ontario

Dear Mr. Gordon,

The Sudbury Business and Professional Women's Club (BPW Sudbury) will celebrate Business and Professional Women's Week from March 16-22, 2003. In years past, the City has proclaimed the 3rd week of March as Business and Professional Women's Week in celebration of the contribution and achievements of workingwomen. We would be honored if the City of Greater Sudbury could carry on this important tradition once again. We would appreciate being apprised of a date and time for the official signing to take advantage of the photo opportunity it provides for media and our archives.

As you know, this year marks the 14th consecutive year of the BPW Profile in Northern Life. A message from your worship would demonstrate your support and recognition of the many challenges faced by women who work.

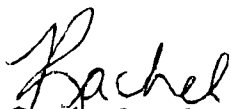
As you know, March 8th is International Women's Day. Women's groups around the world and in our city plan many events. Clubs celebrate BPW week during March across Canada and in 108 plus countries.

We hope to showcase our club activities, history and photos in the Main Foyer at Tom Davies Square during BPW Week. Events planned for the week include an awards dinner, the publication of the 14th BPW Special Edition in Northern Life as well as two others activities presented by local businesses.

Finally, we would like an opportunity to address council at the beginning of the council meeting prior to BPW Week to share our strategic vision.

On behalf of president Caroline McIntosh, we thank you in advance for your consideration of these matters and await your positive response.

Respectfully,



Cecile Saari and Rachel E. Proulx
BPW Week Co-chairs (524-3648)

cc.: Caroline McIntosh

Nicole Charette

✓ Tom Morrey

Request for Decision City Council



Type of Decision

Meeting Date	2003-03-13				Report Date	2003-03-07			
Decision Requested	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

CONFERENCE REGISTRATIONS: THE CANADIAN DISTRICT ENERGY ASSOCIATION'S 8TH ANNUAL CONFERENCE & EXHIBITION, F.O.N.O.M. AND A.M.O

Policy Implication + Budget Impact

This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.

Policy Implications:

None

Budget Impact:

These funds are provided for in the Current Budget.

Background Attached

Recommendation

THAT Members of Council for the City of Greater Sudbury be authorized to attend the following conferences:

The Canadian District Energy Association's 8th Annual Conference and Exhibition: April 22-24, 2003, Markham Ontario;

2003 FONOM/Northeastern Ontario Municipal Conference: Canadian Ecology Centre near Mattawa, May 7-9, 2003; and

2003 AMO Annual Conference: August 17-20, Royal York Hotel, Toronto, Ontario

Recommendation Continued

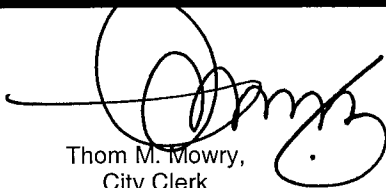
Recommended by the General Manager

Doug Wuksinic,
General Manager of Corporate Services

Recommended by the C.A.O.

Mark Mieto,
Chief Administrative Officer

Report Prepared By



Thom M. Mowry,
City Clerk

Division Review



Ron Swiddle,
Director of Legal Services and City Solicitor

The **Canadian District Energy Association's 8th Annual Conference and Exhibition** will take place at the Hilton Suites Toronto/Markham Conference Centre & Spa, Markham, Ontario from April 22-24, 2003;

The **2003 FONOM/Northeastern Ontario Municipal Conference** will take place at the Canadian Ecology Centre near Mattawa from May 7-9, 2003;

and

The **2003 AMO Annual Conference** will take place at the Royal York Hotel, Toronto, Ontario from August 17-20, 2003.

Additional conference information will be forwarded to Members of Council wishing to attend any of the above-noted conferences as it is received in the office of the City Clerk.

Request for Decision City Council




Type of Decision									
Meeting Date	March 13, 2003				Report Date	March 5, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Traffic Control - Intersection of Abigail Court and Kiandra Court

Policy Implication + Budget Impact	
n/a	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
<input checked="" type="checkbox"/>	Background Attached

Recommendation
<p>-THAT traffic at the intersection of Abigail Court and Kiandra Court be controlled with a stop sign facing southbound traffic on Kiandra Court.</p> <p>-THAT a By-Law be passed by Council to amend the City of Greater Sudbury's Traffic and Parking By-Law 2002-1 to implement the recommended change.</p>
Recommendation Continued

Recommended by the General Manager
 Don Bélisle General Manager of Public Works

Recommended by the C.A.O.
 Mark Mieto Chief Administrative Officer

4

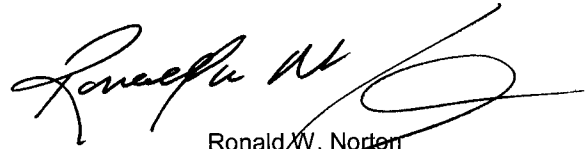
Date: March 5, 2003

Report Prepared By



Dave Kivi
Acting Co-ordinator, Traffic & Transportation

Division Review



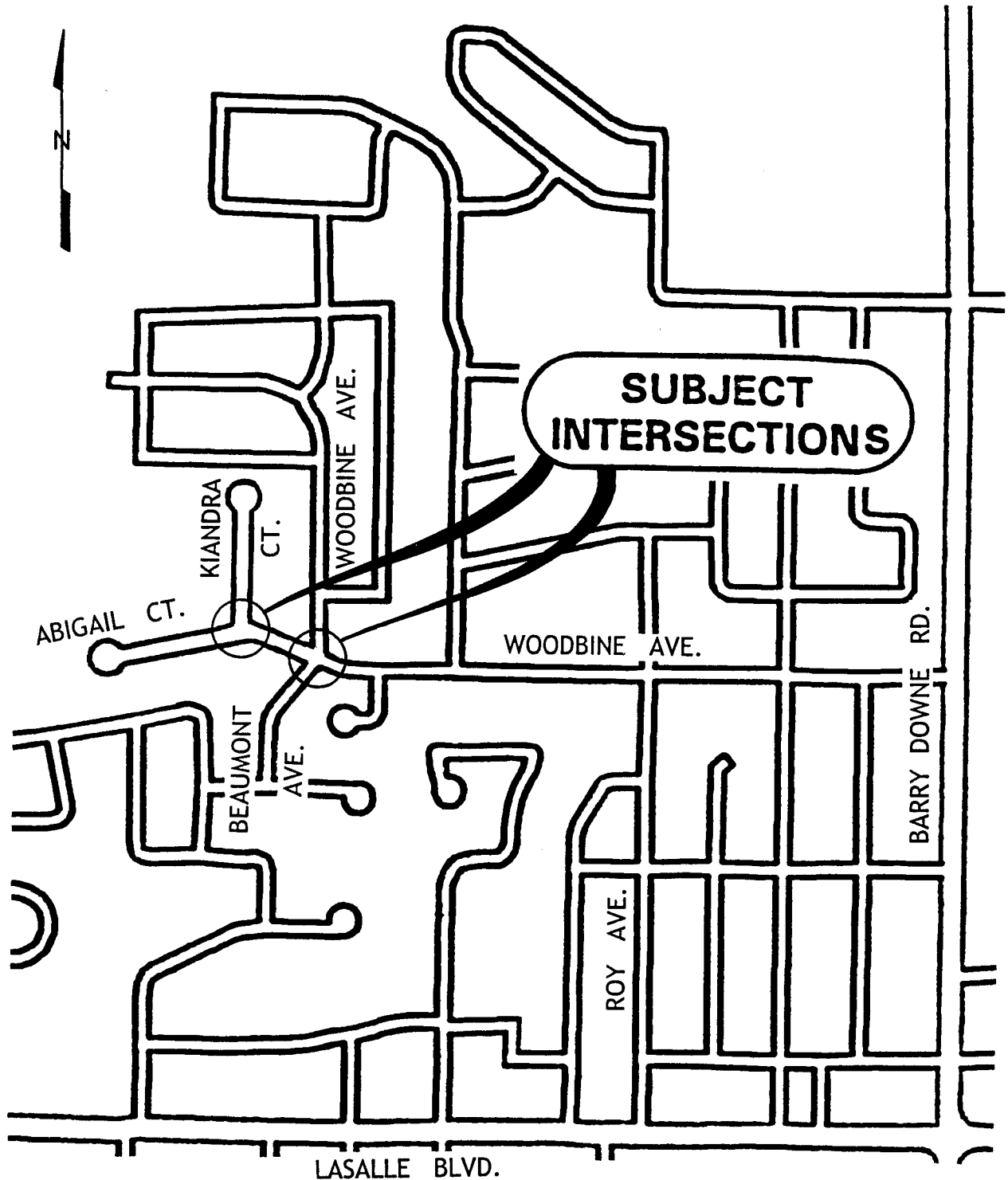
Ronald W. Norton
Acting Director of Engineering Services

Phase II of the Abigail Subdivision is currently being developed (see Exhibit "A"). The City of Greater Sudbury has recently assumed Abigail Court and Kiandra Court as public roads.

Kiandra Court intersects Abigail Court forming a "T" intersection. It is recommended that traffic be controlled with a "stop" sign facing southbound traffic on Kiandra Court. This a standard form of traffic control at a "T" intersection.

Abigail Court connects to the intersection of Woodbine Avenue and Beaumont Avenue. Traffic at this intersection is controlled by an All-Way Stop. The City of Greater Sudbury's Traffic and Parking By-law 2001-1 will be amended to include Abigail Court.

EXHIBIT: A



TRAFFIC CONTROL
 Abigail Ct. @ Kiandra Ct. and
 Abigail Ct. @ Woodbine Ave.
 Abigail Subdivision Phase II

2003/02/25

N.T.S.

Request for Decision City Council



Type of Decision

Meeting Date	March 13, 2003				Report Date	February 28, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

**By-law Regulating the Maintenance and Management of Cemeteries
in the City of Greater Sudbury**

Policy Implication + Budget Impact

This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.


Background Attached

Recommendation

That the appropriate by-law be passed to regulate the maintenance and management of cemeteries in the City of Greater Sudbury.

Recommendation Continued

Recommended by the General Manager


Caroline Hallsworth
General Manager, Citizen and Leisure Services

Recommended by the C.A.O.


Mark Mieto
Chief Administrative Officer

Date: February 28, 2003

Report Prepared By

Ron Henderson
Director, Libraries and Citizen Services

Division Review**Background**

At the present time, there are a number of by-laws governing the maintenance and management of the 23 cemeteries owned by the City of Greater Sudbury. Some of the former municipalities appear to have implemented by-laws establishing different rules and regulations for each individual cemetery within their community while other former municipalities had a single by-law in effect, governing either all or some of the cemeteries within their geographic boundaries. Many of these By-laws were developed years ago, and may not be reflective of current burial practices and trends, or provide appropriate solutions for the efficient management of municipally owned cemeteries.

In order to harmonize the rules governing the maintenance and operation of City-owned cemeteries staff reviewed all related by-laws from each of the former area municipalities. Input was sought from the Cemetery Advisory Panel to resolve areas of differences, and to address topics which may not have been addressed or considered adequately in the existing cemetery by-laws. A draft By-law was prepared to incorporate the ideas of the interested groups.

The proposed By-law deals with such issues as: rules and regulations for visitors to the cemeteries; the sale of interment rights in lots, niches and crypts; the sale of cemetery services and supplies; guidelines for disinterments; guidelines for markers, monuments and memorializations; decoration of lots, columbaria and mausoleums; guidelines for work taking place in the cemetery; guidelines for scattering gardens and for the community dedication area.

An example of one of the above issues that was discussed with the Cemetery Advisory Panel in some detail was the material types that would be appropriate for monuments as families often inquire about using monuments in a variety of materials including limestone and stainless steel. The recommended by-law before you requires that the monuments be constructed only of granite and permits adornments of up to 50% of the size of the monument to be fabricated in a variety of materials including bronze, marble or stainless steel.

There were four reasons why both the Cemetery Advisory Panel and staff recommend that the majority of the monument be fabricated with granite. Firstly, granite has been used in cemeteries across Canada for almost 200 years and has been proven to withstand the elements. Secondly, granite is second only to diamond in its degree of hardness and as such is resistant to the scratches and abrasions which can mark or damage softer materials including stainless steel and limestone. Thirdly, granite is inherently durable and its longevity is not affected by manufacturing standards. Many other materials, while themselves durable, require fabrication which, if not completed properly, will lead to failure or corrosion along seams and welds. Finally, by requiring that the majority of the monument be fabricated of granite yet allowing for adornments in a variety of materials, the Cemeteries are both ensuring that the monument will last in perpetuity by ensuring that the monument itself will last and by allowing families the maximum selection in adornments which can be replaced should they fail at some time in the near or distant future.

Date: February 28, 2003

Attached to this report is a table identifying those topics typically included in Cemetery by-laws and highlighting similarities and differences between predecessor by-laws. Additional columns indicate the recommendations which have been incorporated into the draft bylaw and the rationale for those decisions. The draft by-law addresses the topics found in the earlier by-laws but also incorporates sections which reflect changes to the services offered in our cemeteries and is respectfully submitted to Council for approval.

Date: February 28, 2003

SUMMARY OF CHANGES BETWEEN EXISTING AND NEW CEMETERY BY-LAW

<u>COMMON</u> to Previous By-laws	New By-law	Explanation
Visiting Hours (minor change)	<ul style="list-style-type: none"> • 7 a.m. - 10 p.m. 	<ul style="list-style-type: none"> • Previously Capreol, Sudbury and Nickel Centre had the same as the new by-law. • Capreol, Sudbury, Nickel Centre 7 am - 10 pm • Onaping Falls 7 am - 9 pm • Rayside Balfour 8 am - 10 pm • Valley East & Walden 8 am - sundown
Contract Forms (minor change)	<ul style="list-style-type: none"> • New Contract Forms and Interment Rights Certificate to conform with requirements of the Cemeteries Act and the new Funeral Burial and Cremation Services Act. 	<ul style="list-style-type: none"> • Previously different forms with similar information where used.
Interment Notice (minor change)	<ul style="list-style-type: none"> • 10 hours working notice required prior to burial service 	<ul style="list-style-type: none"> • Capreol & Sudbury 8 working hours • Nickel Centre 48 hours • Onaping Falls 24 hours • Rayside Balfour, Valley East & Walden 10 working hours.
Summer Burial Season (minor change to harmonize dates)	<ul style="list-style-type: none"> • April 16 - November 15 	<ul style="list-style-type: none"> • Capreol, Sudbury, Nickel Centre- April 16 to November 15 • Rayside Balfour - May 1 to December 15 • Maplecrest, Valley East & Walden - no dates in the By-law (policy that summer burials began in the Spring as soon as the ground was dry and once it snowed or the ground froze.)
Temporary Storage (minor change)	<ul style="list-style-type: none"> • December 1 to May 15 	<ul style="list-style-type: none"> • Capreol, Rayside Balfour, Sudbury - Dec 1 to May 15 • Nickel Centre Nov 15 to May 1 • Onaping Falls - no storage facility • Valley East-no starting date removal by May 1 • Walden - no dates
Disinterments (same - revised wording)	<ul style="list-style-type: none"> • Requirements set out in By-law and requirements of Act. 	<ul style="list-style-type: none"> • Revised wording to previous by-laws to tighten up requirements.
Lot Decorations (minor changes)	<ul style="list-style-type: none"> • Standardized flowerbed size, dates for placing artificial flowers, number and type of lot decorations permitted on graves. 	<ul style="list-style-type: none"> • All cemeteries had very similar but slightly different requirements for lot decorations. • e.g. flowerbed sizes varied within inches • e.g. dates for placing and removing of artificial flowers were very close • e.g. tightened up on type of lot decorations permitted, i.e. no glass containers, limiting number of hanging rods, artificial flowers.

Date: February 28, 2003

<u>DIFFERENT</u> to Previous By-laws	New By-law	Explanation
Number of Burials (standardized)	<ul style="list-style-type: none"> Adult Lot maximum number of burials in a lot standardized at e.g. maximum 3 ash burials over a casket burial or 4 ash burials where no casket has been buried 	<ul style="list-style-type: none"> Previously Capreol, Sudbury, Onaping Falls had the same as the new by-law. Nickel Centre 6 ashes over one casket Rayside Balfour 2 ash burials over a casket burial and 4 ash burials where no casket has been buried. Valley East 1 ash burial over a casket burial and 6 ash burials where no casket has been buried. Walden 2 ash burials over a casket burial and 8 ash burials where no casket has been buried.
Winter Burial Season (to allow burials when we can)	<ul style="list-style-type: none"> November 16 - April 15 burials will take place throughout the winter in all cemeteries where accessibility to grave and ground conditions permit. 	<ul style="list-style-type: none"> Sudbury, Nickel Centre - Nov. 16 - Apr 15 Capreol, Rayside Balfour, Maplecrest, Valley East, & Walden - no winter burials were performed (with the odd exception.)
Markers/Monuments (size & numbers standardized)	<ul style="list-style-type: none"> Standardized requirements concerning monuments/markers size, number and adornments 	<ul style="list-style-type: none"> All cemeteries had very similar but slightly different requirements. At the request of monument dealers, as well as consistency in providing information and service to the public, regulations have been standardized to most common throughout towns.

Request for Decision City Council



Type of Decision

Meeting Date	March 13, 2003				Report Date	March 7, 2003			
Decision Requested	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Priority	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Low				
Direction Only			Type of Meeting	<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed				

Report Title

AMENDMENT TO THE REMUNERATION BY-LAW

Policy Implication + Budget Impact

This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.

Policy Implications:

The Remuneration policy is set out in By-law 2002-280F; this amendment will expand coverage to provide remuneration for certain out-of-town and in-town travel.

Budget Impact:

These expenditures are provided for in the 2003 Current Budget.

Background Attached

Recommendation

It is recommended that By-law 2003-60F be passed amending the Remuneration By-law to permit out-of-town travel by members of the Committee of Adjustment, Library Board, the City of Greater Sudbury Community Development Corporation Board subject to budgetary provision.

Recommendation Continued

Recommended by the General Manager

Doug Wuksinic,
General Manager of Corporate Services

Recommended by the C.A.O.

Mark Mieto
Chief Administrative Officer

12

Date: March 7, 2003

Report Prepared By



Ron Swiddle,
Director of Legal Services/City Solicitor

Division Review



Ron Swiddle,
Director of Legal Services/City Solicitor

BACKGROUND:

Council passed By-law 2002-280F last year. The By-law subsequently provided that "Except for Councillors, no remuneration or travel expenses will be paid or reimbursed to members of any Community Development Corporation, Advisory Panel or other citizen committee, except for parking at Tom Davies Square."

This also had been recommended by the Transition Board and had continued in this By-law.

This section should be amended, however, to deal with three special circumstances.

One, the Committee of Adjustment has a specific line account for travel that has been approved in the budget. This allows the committee members to attend training sessions and conventions.

Two, the Library Board meets regularly in Community Libraries throughout the City; as these are volunteer citizen appointments it is appropriate that the City reimburse them for their mileage expenses. There are also funds provided in the budget for out-of-town travel.

Three, the members of the City of Greater Sudbury Community Development Corporation are also required to travel from time to time in the furtherance of the Corporation's work, in the hopes of bringing new development to the City. A line account has also been established as part of the budget.

Accordingly, it is recommended that this section of the By-law be amended to permit travel as outlined above by the members of the Committee of Adjustment, Library Board and City of Greater Sudbury Community Development Corporation, while still restricting the other bodies. This change will have no effect to the budget and it does not change the provisions for Councillors in any way.

Request for Decision City Council

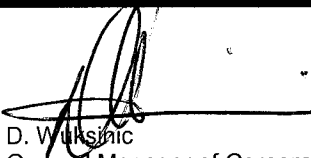


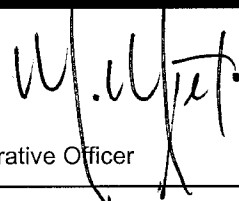
Type of Decision									
Meeting Date	March 13, 2003				Report Date	March 5, 2003			
Decision Requested		Yes	<input checked="" type="checkbox"/>	No	Priority		High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
2002 Donations

Policy Implication + Budget Impact	
<input type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
N/A	
<input checked="" type="checkbox"/>	Background Attached

Recommendation	
FOR INFORMATION ONLY	
<input type="checkbox"/>	Recommendation Continued

Recommended by the General Manager
 D. Wilksinic General Manager of Corporate Services

Recommended by the C.A.O.
 M. Mieto Chief Administrative Officer

14

Date: March 5, 2003

Report Prepared By


M. L. Gauvreau
Manager of Current Accounting Operations

Division Review


S. Jonasson
Director of Finance / City Treasurer

BACKGROUND

The City of Greater Sudbury Purchasing By-law 2001-2 states:

"Council shall be informed of all cash, property or materials donated to the Corporation with a value in excess of \$25,000. This report may be through the Minutes of the Police Board for police items."

This report sets out donations in excess of \$25,000 received by the City of Greater Sudbury in 2002.

This report highlights the cash and in-kind donations. Police donations are not included in this report and are reported as received through the Minutes of the Police Board.

Public Works - Water/Wastewater**Cash donations**

INCO	\$375,000
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Economic Development and Planning - Land Reclamation**Cash donations**

Vermillion Forest Management	\$67,807
INCO Ltd.	\$25,000

In-kind donations

Vermillion Forest Management (trees)	\$68,773
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Emergency Services - Fire**In-kind donations**

MSA Canada (thermal imaging camera)	\$375,000
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Request for Decision City Council

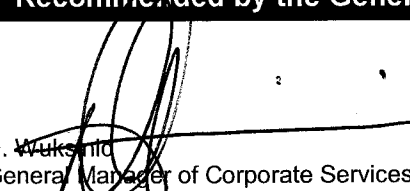


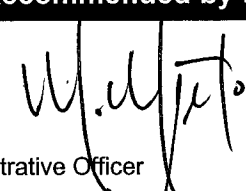
Type of Decision									
Meeting Date	March 13, 2003				Report Date	March 3, 2003			
Decision Requested		Yes	<input checked="" type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Insurance Renewal Status Report

Policy Implication + Budget Impact	
<input checked="" type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
N/A	
<input checked="" type="checkbox"/>	Background Attached

Recommendation
N/A
Recommendation Continued

Recommended by the General Manager
 D. Wukschitz General Manager of Corporate Services

Recommended by the C.A.O.
 M. Mieto Chief Administrative Officer

16

Report Prepared By



J. Van de Rydt
Co-Ordinator of Capital Budget & Risk Management

Division Review



S. Jonasson
Director of Finance/City Treasurer

BACKGROUND

The City's general insurance policy expires January 1, 2004. Staff have begun a process to renew coverage and have broken it down into four components:

- insurance replacement cost appraisal services;
- broker services;
- claims adjuster services; and
- insurer.

To assist staff in the request for proposal and selection process, staff are currently conducting a search for insurance consultative services. A report will be brought to Council that will outline the proposed renewal process.

In the meantime, a Request for Proposal for the appraisal of City assets will be issued shortly since considerable lead time (four to six months) is necessary to produce an up-to-date inventory of assets with insurance replacement cost values. The valuation of City assets was already approved by Council during the 2002 budget process, and funds were set aside in reserves to fund this appraisal.


Request for Decision City Council

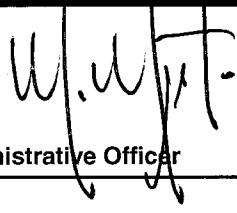


Type of Decision									
Meeting Date	Thursday, March 13, 2003				Report Date	Friday, March 5, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed

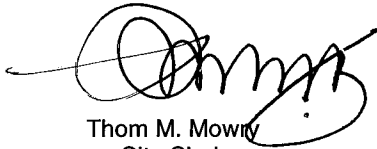
Report Title
Selection of Voting Method for the 2003 Municipal Election

Policy Implication + Budget Impact		Recommendation	
<input checked="" type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.	<p>Council requested costing on the following election options:</p> <p><u>Option 1</u> - Paper Ballot</p> <p><u>Option 2</u> - Use of Marksense Ballot with the rental of Optical Scan Vote Tabulators</p> <p><u>Option 3</u> - Internet Voting</p> <p><u>Option 4</u> - Vote by Mail</p> <p><u>Option 5</u> - Combination Paper Ballot and Internet Voting for Advance Vote.</p> <p><u>Option 2</u> (The Rental of Optical Scan Vote Tabulators, with one full week of advance voting) is the Preferred Option recommended by Election Staff. <u>Options 3, 4 and 5 are not recommended.</u></p>	
<p><u>POLICY:</u></p> <p>If Council selects an alternative voting method for the 2003 Municipal Election, then in accordance with the provisions of the <i>Municipal Elections Act, 1996</i>, it must do so by by-law and provide written procedures for that alternative method. The necessary by-law would be placed on the Council Agenda for March 27, 2003.</p> <p><u>BUDGET IMPACT:</u></p> <p>The total financing available for the November 2003 Election is \$470,000; the anticipated over expenditure of approximately \$58,000 would be funded from the Tax Rate Stabilization Reserve.</p>			
<input checked="" type="checkbox"/>	Background Attached		

Recommended by the General Manager
 Doug Wukosinic General Manager of Corporate Services


Recommended by the C.A.O.
 Mark Mieto Chief Administrative Officer

Report Prepared By



Thom M. Mowry
City Clerk

Division Review



Ron Swiddle
Director of Legal Services and City Solicitor

The following recommendations are set out in preferential order:

OPTION #2 - OPTICAL SCAN TABULATORS:

THAT voting for the 2003 Municipal Election be by a marksense ballot with the use of optical scan tabulators;

And That the Contract for the rental of Optical Scan Tabulators be awarded to ELECTION SYSTEMS AND SOFTWARE, as determined by the unit prices for hardware and software costs, this being the lowest price meeting all the requirements of the Request for Proposal for the Rental of Optical Scan Voting Equipment, subject to further negotiation for the rental of 60 Vote Tabulators;

And That the anticipated over expenditure of approximately \$58,000 be funded from the Tax Rate Stabilization Reserve.

And That the Clerk be directed to bring back to Council any and all necessary by-laws to authorize the use of Optical Scan Tabulators as an alternative method of voting together with any other by-laws required for the holding of the 2003 Municipal Election;

And That the Clerk be directed to report back to Council following the November 10, 2003 Municipal Election with an evaluation of the conduct and management of the Election together with any recommendations for the 2006 Municipal Election.

OPTION #1 - PAPER BALLOT:

THAT voting for the 2003 Municipal Election be by a composite paper ballot;

And That the Clerk be directed to bring back to Council any and all necessary by-laws required for the holding of the 2003 Municipal Election;

And That the anticipated over expenditure of approximately \$57,000 be funded from the Tax Rate Stabilization Reserve.

And That the Clerk be directed to report back to Council following the November 10, 2003 Municipal Election with an evaluation of the conduct and management of the Election together with any recommendations for the 2006 Municipal Election.

OPTION #3 - INTERNET VOTING:

THAT voting for the 2003 Municipal Election be by Internet Voting over a period of seven (7) consecutive days;

And That the Manager of Supplies and Services be authorized to issue an Expression of Interest from those firms with a proven record of implementing online voting for local municipal elections;

And That the anticipated over expenditure of approximately \$15,000 be funded from the Tax Rate Stabilization Reserve.

And That the Clerk be directed to bring to back Council any and all necessary by-laws to authorize Internet Voting as an alternative method of voting together with any other by-laws required for the holding of the 2003 Municipal Election;

And That the Clerk be directed to report back to Council following the November 10, 2003 Municipal Election with an evaluation of the conduct and management of the Election together with any recommendations for the 2006 Municipal Election.

BACKGROUND:

At the Priorities Committee meeting held on Wednesday, February 26, 2003 Members were advised that Council would be provided with the cost of holding the 2003 Municipal Election by the following methods:

- 1 - Paper Ballot;
- 2 - Use of a Marksense Ballot with Optical Scan Vote Tabulators;
- 3 - Internet;
- 4 - Vote by Mail; and,
- 5 - Paper Ballot with one week of advance voting over the internet.

In order to provide an "apples to apples" comparison, each budget model was developed based on a "full" election of 130,000 potential electors, with one week of advance voting for both paper ballots and optical scan vote tabulators.

In addition each model and budget was developed based on the following principles: ensuring the integrity of the election process; the secrecy of the ballot, voter accessibility; accuracy of results; and, ensuring a fair and consistent process.

Each election option was developed to satisfy the needs of voters and candidates within the above principles in the most efficient and economical manner.

Management Assumptions:

The following are the Management Assumptions for the 2003 Municipal Election:

1. The estimated number of persons eligible to be electors for the November 2003 election will be approximately 130,000 (within the City of Greater Sudbury) and approximately 12,000 school board electors outside of the City of Greater Sudbury.
2. The City of Greater Sudbury is a bilingual community with close to 30% of the population having French as a first language. All advertising, materials, handbooks, and the training of election workers will all be in both English and French in accordance with the City's language policy.
3. The Returning Officer for the City of Greater Sudbury is also the "lead" Returning Officer responsible for recording the results of the election of Trustees for the following District School Boards:
 - (i) Rainbow District School Board
 - (ii) Sudbury Catholic District School Board
 - (iii) Conseil scolaire de district du Grand Nord de l'Ontario
 - (iv) Conseil scolaire de district catholique du Nouvel-Ontario.
4. In accordance with Section 45 of the *Municipal Elections Act, 1996* (as amended), the City's Returning Officer is required to establish a voting station on the premises of institutions with more than 20 beds occupied by persons who are disabled, chronically ill or infirm and also in retirement homes of 50 or more occupied beds, and may attend on Voters confined to their bed in those locations, if necessary. In the November 2000 Municipal Election, 11 such locations were identified and established as voting stations. It is the current practice of the City not to establish mobile polls for such locations, but rather reduced voting hours at these locations.
5. One week of continuous Advance Voting at each of the seven Citizen Service Centres;
6. Provides for Voter Registration Clerks at Advance Voting locations and at those Voting Locations having four or more Voting Stations on Voting Day;
7. Assumes the accuracy of the Voters' List will be average;
8. Provides for centralized services for candidates and decentralized services for electors in the Citizen Service Centres;

9. Provides for the possibility of one Ward Recount;
10. Print advertising will be restricted and resources channelled into the Election Internet Web site and radio advertising for Advance Voting and Voting Day;
11. There will be no question on the ballot;
12. All internal costs of the City of Greater Sudbury will be charged back to the Returning Officer;
13. A \$3,000 contingency allowance has been included for all Options;
14. A 5% inflation factor for budgeting purposes has been added for the period of 2000 to 2003, with the exception of printed supplies for which an 11% inflation factor has been added.
15. Expenses for an Inaugural, Council portrait and Councillor Orientation Sessions following the election **are not** included.

BUDGET:

The total financing available for the November 2003 Municipal Election is \$470,000. The five Budget Options, the estimated net budget for each (after recoveries) and the cost per voter are set out in the following Table:

BUDGET MODEL	DESCRIPTION	NET BUDGET (after recoveries includes contingency and 1 Ward Recount)	COST PER VOTER
1	Use of a Paper Ballot based on a Full Vote (estimated at 130,000 electors); one week for advance vote at Citizen Service Centres; centralized candidate registration and decentralized voter services.	\$527,031.87	\$4.05
2	Use of a Marksense Ballot with optical scan tabulators based on Full Vote (estimated at 130,000 electors); one week for advance vote; centralized candidate registration and decentralized voter services.	\$527,693.38	\$4.06
3	Use of Internet Voting for one week based on Full Vote (estimated at 130,000 electors); centralized candidate registration and decentralized voter services.	\$484,748.28	\$3.73
4	Use of Vote by Mail based on Full Vote (estimated at 130,000 electors); centralized candidate registration; decentralized voter services and ballot count to be by the use of high speed centrally located vote tabulators.	\$1,059,339.56	\$8.15
5	Use of a Paper Ballot based on a Full Vote (estimated at 130,000 electors); one week for advance vote over the internet; centralized candidate registration and decentralized voter services. (Combination of Budget Models 1 & 3.	\$807,077.38	\$6.21

DISCUSSION:

1. Option #1 - Paper Ballot:

The use of a paper ballot has been fully refined by Election Staff and there is little left that can be done to further reduce costs. The major disadvantage of the continued use of a paper ballot is finding locations for voting stations and additionally, finding locations which are fully accessible for physically disabled voters. It remains very labour intensive and subject to human error in the counting of ballots and completion of the many forms required to support a paper ballot. As such the potential for recounts always remains a possibility for which provision must be made.

To conduct a paper ballot the Returning Officer is required to provide a total of 5 different ballots for each of the six Wards for a total of 30 different ballot combinations. Coupled with this ballot combination, is the right of any elector to have their names added to the Voters' List or any other information corrected at the voting station. Therefore, the most prudent plan for any Returning Officer is to provide for a full election with extra ballots for additions and changes at the voting station. Geography mitigates against the rapid deployment of ballots from one area to another.

As such, savings from reducing voting stations and other paper in order to take advantage of less than a 100% voter turnout is severely restricted. For example: if a voter turns up at voting station and the Deputy Returning Officer [DRO] informs him or her that they are temporarily out of stock of ballots for public english school supporters, they are unlikely to be impressed with an explanation of the Returning Officer's Budget woes. Furthermore, a large number of workers is required to count the ballots because the Returning Officer has to ensure that each DRO has a manageable number of ballots to count at the close of voting.

PAPER BALLOT - SUMMARY	
Advantages	Disadvantages
• secrecy and confidentiality of the election process is ensured	• delayed results
	• labour intensive - large number of election workers are required to hire, train and pay
	• large number of voting stations required - all must be handicapped accessible
	• spoiled ballots are not detected until after the close of voting
	• recounts are time consuming and costly
	• the marking of the ballot by the voter can be open to interpretation

2. Option #2 - Use of a Marksense Ballot with Optical Scan Vote Tabulators:

The use of vote tabulators provides for a far more accurate ballot count in a short period of time since the DRO would only be responsible to process the casting of ballots, not count them.

The ability of this technology to count a large number of ballots in a short period of time allows the Returning Officer to use less labour and fewer voting locations, and, to place those voting locations in centralized and accessible areas of the community. Finally, use of tabulators does provide the option of budgeting an election on less than a 100% voter turnout and thereby reduce costs. Vote tabulators can handle up to a maximum of 5,000 potential voters. However, municipalities in Ontario commonly use a figure of between 2,500 to 3,500 per machine.

Under the budget model set out in this Report it is estimated that 60 vote tabulators would be required for the 2003 Municipal Election.

RFP for the Rental of Optical Scan Vote Tabulators:

The **2003 Election Background Report** presented at the February 26, 2003 meeting of the Priorities Committee briefly reviewed the RFP that was let by the City for the rental of Optical Scan Vote Tabulators. The RFP closed on Tuesday, February 4, 2003. Three proponents submitted a response to this RFP. The RFPs were reviewed by the City Clerk, Election Activities Supervisor, Director of Information Technology and the Manager of Supplies and Services. Following the initial review process a short list of two proponents were invited to submit a final offer based on the use of 130 Vote Tabulators for a vote station count. The number of tabulators was based on 1,000 Electors per machine.

The following bids were submitted. The bid of Diebold Election Systems was adjusted to remove the cost of ballots, marking pens, secrecy folders and ballot boxes, which were not requested and would be subject to a separate quotation process.

RFP - RENTAL OF VOTE TABULATORS	
BIDDER	AMOUNT (Includes 8% PST & 7% GST)
Elections Systems and Software (ES&S)	\$318,526.00
Diebold Election Systems	\$349,025.00

Award is recommended to Elections Systems and Software (ES&S).

A review of the requirements for the number of vote tabulators required for both the advance vote and voting day indicates that sixty (60) machines would be more than adequate for the City's purposes. As such, if Council approves the option of optical scan vote tabulators, then Election Staff would proceed to negotiate for the rental of 60 machines based on the unit rental price set out in ES&S's Offer.

Election Staff have contacted the Cities of Edmonton, Mississauga and Toronto to evaluate their experiences with the system offered by ES&S; Staff are satisfied with the results of these inquiries.

Rental rather than purchase is the preferred option at this time. Voting technology is rapidly evolving and the City should not lock itself into one type of technology. Rental will afford the voters an opportunity to try and test this technology and for the Clerk to report back to Council following the election with an evaluation on its use and to make recommendations for the 2006 Municipal Election.

The cost is only marginally more than that for a full paper ballot. The anticipated over expenditure of approximately \$58,000 would be funded from the Tax Rate Stabilization Reserve.

OPTICAL SCAN VOTE TABULATORS - SUMMARY	
Advantages	Disadvantages
<ul style="list-style-type: none"> the integrity and confidentiality of the election process are upheld 	<ul style="list-style-type: none"> the marking of the ballot by the voter can be open to interpretation
<ul style="list-style-type: none"> results are timely and accurate 	
<ul style="list-style-type: none"> automated recount is rapid and accurate 	
<ul style="list-style-type: none"> spoiled ballots can be detected at the voting station, giving the elector an opportunity to correct the ballot. 	
<ul style="list-style-type: none"> ballots are counted at the voting station 	
<ul style="list-style-type: none"> equipment preparation is less labour intensive 	
<ul style="list-style-type: none"> far fewer election workers and voting locations are required for the same number of electors 	

3. Option #3 - Internet Voting:

Clearly, Internet voting is the less expensive option of the five considered in this report, however the savings are offset by the cost of voter and candidate education and providing internet voting stations at Citizen Service Centres and Libraries. This option includes Kids Vote Online for two elementary schools.

The printing and mailing costs associated with an Internet based ballot do not include any of the forms associated with the compilation of the Voters' List. The Voter Package would consist of a #10 window Artline envelope; a single instruction sheet printed 2 sided; and an individually addressed sheet with a unique PIN number. Working from a Voters' List tape provided by the City, the instruction sheet and the PIN sheet would be inserted into the envelope. Secure storage, verifiable audit trail and mail handling would be included in the estimated price of \$83,380; taxes and postage costs would be extra.

It might be possible to further reduce costs by projecting a less than 100% voter turnout; however, the preparation and mailout of the PINs to each elector represents a significant cost element.

INTERNET VOTING - SUMMARY	
Advantages	Disadvantages
• results are timely and accurate	• lack of voter confidence
• recount is rapid and accurate	• no guarantee that the PIN required to vote will reach the designated voter
• ease of use for voters	• possibility that someone other than the designated voter could cast a vote
• convenient for voters, voting at any place at any time over 7 consecutive days	• no traditional hard copy of a ballot.
• no voting locations required, except for Citizen Service Centres and Libraries	
• eliminates election workers	
• spoiled ballots will be detected, giving the elector an opportunity to correct the ballot	

Youth Questionnaire:

As requested by the Priorities Committee, the Youth Cabinet has undertaken a self administered questionnaire regarding the potential use of internet voting by eligible Sudbury youth. A copy of the youth questionnaire is attached to this report for the information of Council.

The results of this survey will be made available to Council at its Thursday, March 13, 2003 meeting.

Should Council opt for an Internet vote, then an Expression of Interest would be placed by the Purchasing Section, followed by a formalized quotation process to be approved by Council.

4. Option #4 - Vote By Mail:

Canada Post has advised that currently it is not capable of providing a total vote by mail solution for a fully competitive election with an electorate the size of the City of Greater Sudbury. As a result, Election Staff met with the representative of a printing firm to try to establish a cost for producing a proper mail in ballot.

The printing costs of the provision and return of a Mail-in-ballot does not include any of the forms associated with the compilation of the Voters' List. The package would consist of a 10" x 13" addressed Mail-out Envelope; a 9" x 12" Return Mail Envelope; an 8 page instruction booklet (4 pages in English and 4 pages in French); and a marksense ballot. Working from a Voters' List tape provided by the City, the appropriate ballot, instruction sheet and return envelope would be inserted into the addressed envelope. Secure storage, verifiable audit trail and mail handling are included in the price of \$143,230.00; taxes and postage would be extra.

The largest cost component will be the preparation of the ballot book and postage, especially where return postage is included. The principle concern is how to count 130,000 ballots with a total of 30 different voting options with multiple candidates. One other concern, is voter inquiries during the voting process and on the last day of voting.

To-date, the only large scale municipal attempt at Vote by mail was the 1997 By-Election Referendum held by the former City of Toronto on the question of amalgamation. This was a simple "yes" or "no" ballot. For the Toronto vote, the production of personal ballot packages was contracted to a commercial letter house, with reminder notices subsequently mailed out to each voter. Voter turnout for the vote was 38.6%. Proxy voting was not authorized. Telephone inquiry lines handled from 700 to 1200 calls per day and the City's Referendum Website was visited 23,798 times between January 1 and March 10, 1997.

Inaccuracies and omissions in the Voters' List, not corrected during the revision period, resulted in approximately 44,000 ballot packages being returned to the City as "undeliverable". However, a total of 14,000 revisions to the Voters' List were processed, including 7,000 in the final three days of the mail in ballot.

Between February 17 and March 3, 1997, the City of Toronto received over 170,000 eligible ballots, with daily receipt of 7,000 to 25,000. Counting the vote was broken down into the following two functions, each with particular staffing issues:

- (a) Ballot Processing and Verification:** 100 staff were required daily to sort the incoming mail and conduct the voter verification process;
- (b) Counting the Vote:** 600 staff were trained and assigned to count the vote on Election Night, coordinated by 16 Ward Managers.

The Report on the mail vote by the then City Clerk to the Administration Committee of Toronto City Council noted: "Staffing requirements and associated costs would be greatly reduced with more technological support, particularly at the verification and vote tabulation stages".

Should a vote by mail be held, then its is recommended that it be by use of a marksense ballot with centrally located high speed optical scan readers. Based on the ratio of the number of ballots to the number of staff required to count the ballots in the Toronto Referendum vote, it is estimated that at least four (4) centrally located high speed vote tabulators would be required to count the ballots.

As the ballots cannot be counted until after the close of voting at 8:00 p.m. it would take approximately 3 hours to obtain the results, assuming the tabulators run without interruption, count at least 200 ballots per minute and all ballots were verified and available for counting within the first hour after the close of voting. A hand count would take several days and would most likely be subject to challenge.

VOTE BY MAIL - SUMMARY	
Advantages	Disadvantages
• ease of use for voters	• integrity and confidentiality of the election process not ensured
• convenient for voter, voting at any place at any time	• unsupervised voting - no secure way of indicating who has voted
• fewer voting stations and election workers required for voting stations	• once ballots are mailed out there is no control as to where they end up
	• logistical problems with ballots arriving at Citizen Service Centres and Tom Davies Square after specified time frame
	• large tabulating team required at the close of the polls to open, sort and count the ballots
	• delayed results
	• recounts are time consuming and costly
	• tight deadlines when preparing ballots, mailout, and ensuring sufficient time for spoiled ballots to be returned and new ballots issued
	• the marking of the ballot by the elector can be open to interpretation

5. Option #5 - Paper Ballot with one week Advance Vote over the Internet:

It should be appreciated that combining different types of voting will not reduce costs. This option was developed by using the estimated budget for a paper ballot and the quote for internet voting. The costs for each are fixed because it is difficult to estimate how many voters would choose the option of voting over the internet at the Advance Vote.

Two separate mailings would be required: one sending out the PINs for the Internet, which would have to be sent to all eligible electors, and a second mailing of the traditional Voter Notification Card to all eligible electors.

The only rationale to having two different voting methods would be as a prelude to test voter acceptance of Internet voting in anticipation of switching to a total internet vote for the next general municipal election.

One issue of note regarding the 1997 Toronto vote, was that the other six Metro municipalities were also conducting referendum votes by various alternative methods, including telephone voting. This caused voter confusion with Toronto voters calling City Hall for their PIN numbers so they could vote.

The advantages and disadvantages associated with this option would be the same as with the paper ballot and Internet voting, with two additional disadvantages: cost and voter confusion.

PREFERRED OPTION:

As noted in the Report to the Priorities Committee, the wide use and acceptance of optical scan technology recommends itself as the best option in terms of voter acceptance and cost for the City of Greater Sudbury. Therefore, the preferred option is for the rental of this equipment for the 2003 November election.



Greater Sudbury City Council wants to know if Internet voting will make it easier for you to have your say in the upcoming municipal election. Thank you for taking a minute to give us your thoughts:

1. Are you currently of age to vote (18+ years)?

- ☐ Yes
- ☐ Will be of voting age by November 10th, 2003
- ☐ No

2a. Are you planning to vote in November's municipal election?

- ☐ Yes
- ☐ No

2b. If you answered no, what are your reasons for not voting?

- ☐ Not of voting age
- ☐ Lack of interest
- ☐ Inconvenience of voting (i.e. it's a hassle to go out and vote)
- ☐ Not aware of voting process
- ☐ Issues that are important to me are not being addressed
- ☐ Don't think vote counts/has impact
- ☐ Other (Please specify): _____

3a. If the option were available, would you cast your vote via the Internet?

- ☐ Yes
- ☐ No

3b. If you answered yes, where would you be most likely to access the Internet to cast your vote?

- ☐ Home Computer
- ☐ Work Computer
- ☐ School Library
- ☐ Other on-campus location
- ☐ City of Greater Sudbury Citizen Service Centre
- ☐ School/Campus
- ☐ Internet Café
- ☐ Public Library
- ☐ Other: _____

3c. If you answered no, what are your reasons for not considering this option?

Thank you!

Proposed 2003 Election Budget
(Budget Model 1 - Full Vote/1 Week Advance Vote - Paper Ballot)

1) VOTING SUPPLIES					Estimated Cost	PST	GST	Total
Ballots								
Printing est \$0.11772 per 4 Part ballot book (Estimated Number of Voters - 130,000)					\$15,303.60	\$1,224.29	\$1,071.25	\$17,599.14
Printing est \$0.255 per Single Ballot (Estimated Number of Ballots 22,000)					\$5,610.00	\$448.80	\$392.70	\$6,451.50
Template for Braille Ballots					\$9,000.00	\$720.00	\$630.00	\$10,350.00
Ballot Boxes								
Elections Canada \$1.25 each FOB Trillium					\$1,250.00	\$100.00	\$87.50	\$1,437.50
Paper Cost (Graphic)								
Paper Costs	\$0.00							
Cover Sheets	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00
Voter Notification Cards								
Purchase (40,000 Sheets x \$67.50/1000					\$2,700.00	\$216.00	\$189.00	\$3,105.00
Processing & Printing (\$0.10 each)					\$13,000.00		\$910.00	\$13,910.00
Postage 72,000 x \$.48					\$34,560.00	\$0.00	\$2,419.20	\$36,979.20
School boards 7500 cards					\$3,600.00	\$288.00	\$252.00	\$4,140.00
Voting Screens								
One time setup fee	\$200.00							
1,500 x \$1.40 each	\$2,100.00				\$2,300.00	\$184.00	\$161.00	\$2,645.00
Municipal World Supplies								
Election Binder	\$0.00							
Receipt Books (150 x \$6.03)	\$904.50							
Election Publications	\$1,500.00							
Miscellaneous Forms - Pre Printed Forms	\$750.00							
DRO Ballot Box supplies 7.00 x 600	\$4,200.00							
Tally Sheets	\$915.89				\$8,270.39	\$661.63	\$578.93	\$9,510.95
Shipping and Handling	\$150.00				\$150.00	\$0.00	\$0.00	\$150.00

Proposed 2003 Election Budget
(Budget Model 1 - Full Vote/1 Week Advance Vote - Paper Ballot)

	Estimated Cost	PST	GST	Total
2) MAPPING SERVICES				
(b) Cartography Services	\$1,500.00	\$120.00	\$105.00	\$1,725.00
3) ELECTION SITE RENTAL				
Trillium Centre - Approx 3,000 sq. ft. October, 2002 to March 31, 2004	\$12,000			
Office Furniture & Equipment	\$0.00			
Office Supplies	\$0.00			
(Above figures are Election Canada Guidelines for populations of 110,000 or over)	\$12,000.00	\$960.00	\$840.00	\$13,800.00
4) VAN RENTAL				
None to be leased for 2003	\$0.00	\$0.00	\$0.00	\$0.00
5) RENTING VOTING STATIONS				
128 Voting Locations or Community Centres (71 x \$100/Location Invoice for Janitorial Services from School Boards Providing Wheel Chair - Tom Davies Square Rental of Fax Machines	\$7,100.00 \$2,500.00 \$200.00 \$6,207.90	\$568.00 \$16.00 \$496.63	\$497.00 \$175.00 \$14.00 \$434.55	\$8,165.00 \$2,675.00 \$230.00 \$10,044.09

Proposed 2003 Election Budget **(Budget Model 1 - Full Vote/1 Week Advance Vote - Paper Ballot)**

6) ELECTION WORKERS	Estimated Cost	PST	GST	Total
(Advance & Voting Day)				
Ward Managers 7 (includes Advance Vote)	\$21,000.00			
Assistant Ward Managers - 7	\$10,500.00			
DROs (600x\$150)	\$90,000.00			
Poll Clerks (600x\$120)	\$72,000.00			
Ward Supervisors (12x\$200)	\$2,400.00			
Voter Registration Clerks (40 x \$120)	\$4,800.00			
Vote Station Managers (6x200)	\$1,200.00			
Advance Vote - DROs (7x150x 6 Days)	\$6,300.00			
Advance Vote - Poll Clerks (7 x 120 x 6 Days)	\$5,040.00			
AMCTO Election Seminar	\$5,431.31			
Election Training English	\$1,500.00			
Election Training French	\$1,500.00			
Election Assistant	\$47,670.00			
Drake (2 Persons for 3 weeks - Bilingual)	\$2,386.92	\$190.95	\$167.08	
	\$269,341.31			\$269,341.31
	\$2,386.92			\$2,744.96

7) STAFFING COSTS	Estimated Cost	PST	GST	Total
(a) Assembly of Ballot Boxes:				
280 hours @ 12/hr	\$3,360.00		\$235.20	\$3,595.20
(b) Set up and Supervision of Trillium Centre to Finish				
325 hours @ 15/hr	\$5,700.00			\$5,700.00
(c) Training and Handout of Ballot Boxes - 6 Sessions				
3 Commissioners for DRO Affidavits @ \$25/Session	\$0.00		\$0.00	\$0.00
(d) Information Services Employees (Union o/t)				
(e) Election Night Staff (based on average of 5 hours @ \$25 per hour = 50 staff)	\$300.00			\$300.00
(e) Election Night Staff (based on average of 5 hours @ \$25 per hour = 50 staff)				
Security Guard Charges (4 - Election Night)	\$5,000.00			\$5,000.00
	\$6,250.00			\$6,250.00
	\$800.00		\$56.00	\$856.00

Proposed 2003 Election Budget **(Budget Model 1 - Full Vote/1 Week Advance Vote - Paper Ballot)**

	Estimated Cost	PST	GST	Total
8) MOBILE RADIO RENTAL				
Rental of 16 units on Voting Day for use of Ward Managers and Supervisors	\$1,000.00	\$80.00	\$70.00	\$1,150.00
9) OUTSIDE PRINTING				
Contract Printing of various Election Forms, Posters, Desk Top Publishing Charges	\$29,003.98	\$2,320.32	\$2,030.28	\$33,354.57
Freight Charges (includes 6% Fuel Surcharge)	\$600.00	\$48.00	\$42.00	\$690.00
Voters' List (65 Copies per Ward, plus 30 Summary)	\$845.51	\$67.64	\$59.19	\$972.34
	\$7,188.04	\$575.04	\$503.16	\$8,266.24
10) PHOTOCOPIES				
Docutech Charges for all In House Printing Candidates' Guides, Election Results, etc.				
Estimated at 275,000 impressions at \$0.03 each)	\$8,250.00	\$660.00	\$577.50	\$9,487.50
11) NEWSPAPER ADVERTISING (English - Sudbury Star) (French - Le Voyageur)				
1. Nomination of Candidates (City)	\$2,741.31			
2. Nomination of Candidates (Trustees)	\$4,834.54			
3. Applications for DRO & Vote/Registration Clerks	\$754.99			
4. Nomination of Candidates (City & Trustees)	\$2,569.31			
5. Preliminary List of Voters (Is your name on the list)	\$2,097.20			
6. You are entitled to Vote by Proxy	\$2,000.00			
7. Advance Polls	\$1,629.16			
8. Polling Day-Marking Your Ballot	\$0.00			
9. Today is Polling Day	\$0.00			
10. Question on the Ballot	\$0.00			
11. Filing of Candidates' Expenses	\$0.00			
	\$16,626.51	\$1,330.12	\$1,163.86	\$19,120.49
Radio Advertising - Election Day - after 4:00 pm	\$1,000.00	\$80.00	\$70.00	\$1,150.00

Proposed 2003 Election Budget

(Budget Model 1 - Full Vote/1 Week Advance Vote - Paper Ballot)

	Estimated Cost	PST	GST	Total
12) WEB SITE				
(a) Developed by e-Solutions Group	\$7,815.45	\$0.00	\$547.08	\$8,362.53
13) DESKTOP PUBLISHING				
(a) Contract Cost (estimated)	\$5,800.00		\$406.00	\$6,206.00
14) TRANSLATION				
(Contract Cost)				
Estimated 50,000 words @ \$0.21	\$10,500.00		\$735.00	\$11,235.00
Rush job \$0.26 per word				
15) ACCOUNTING FEES				
(Candidates' Surplus Funds 2000 to 2003)	\$1,200.00			\$1,200.00
(Note: this represents an on-going cost)				
16) SHREDDING (\$125/hour x 4)				
(Ballots, Etc., to be shredded 90 days after Vote)	\$2,200.00	\$176.00	\$154.00	\$2,530.00
17) MISCELLANEOUS				
Estimated cost of one Ward Recount	\$10,000.00			\$10,000.00
Contingency (Estimated at approximately	\$3,000.00	\$240.00	\$210.00	\$3,450.00
Miscellaneous Equipment Purchases	\$400.00	\$32.00	\$28.00	\$460.00
Survey - Self Administered (OraclePoll)	\$5,500.00	\$440.00	\$385.00	\$6,325.00
Postal Charges - Candidates Mailout (Financial - 2)	\$5,000.00	\$0.00	\$350.00	\$5,350.00
Insurance	\$2,400.00	\$0.00	\$168.00	\$2,568.00
SUBTOTAL - (Before Recoveries)	\$535,719.61	\$12,243.43	\$16,714.48	\$568,582.52

Proposed 2003 Election Budget
(Budget Model 1 - Full Vote/1 Week Advance Vote - Paper Ballot)

	Estimated Cost	PST	GST	Total
RECOVERIES				
School Boards	(\$32,000.00))			
GST Recovery 57.14%	(\$9,550.65))			(\$41,550.65))
TOTAL - (Less Recoveries)				\$527,031.87
Funds Available in the Election Reserve Account				\$470,000.00
(SURPLUS)/DEFICIT				\$57,031.87
ESTIMATED COST PER VOTER (CPV)				\$4.05
ESTIMATED CPV LESS RECOUNT				\$3.98
ESTIMATED CPV LESS RECOUNT & CONTINGENCY				\$3.95

Notes:
Based on estimated electoral population of 130,000
5% factor for inflation from 2000/2003 - except Printing at 11% inflation.
Does not include expenses for Inaugural Portrait and Councilor Orientation

Proposed 2003 Election Budget
(Budget Model 2 - Full Vote/1 Week Advance Vote - Optical Scan Tabulator)

1) VOTING SUPPLIES					Estimated Cost	PST	GST	Total
Ballots								
Printing est \$0.14 per Marksense ballot (Estimated Number of Voters - 130,000)					\$18,200.00	\$1,456.00	\$1,274.00	\$20,930.00
Printing est \$0.255 per Single Ballot (Estimated Number of Ballots 22,000)					\$5,610.00	\$448.80	\$392.70	\$6,451.50
Template for Braille Ballots					\$1,340.00	\$107.20	\$93.80	\$1,541.00
Rental of 60 Vote Tabulators and all Associated Equipment and Software					\$185,640.75	\$14,851.26	\$12,994.85	\$213,486.86
Ballot Boxes								
Ballot Box					\$300.00	\$24.00	\$21.00	\$345.00
Podium Box for Vote Tabulator					\$251.40	\$20.11	\$17.60	\$289.11
Paper Cost (Graphic)								
Paper Costs	\$0.00							
Cover Sheets	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00
Voter Notification Cards								
Purchase (40,000 Sheets x \$67.50/1000 Processing & Printing (\$0.10 each) Postage 72,000 x \$.48 School boards 7500 cards					\$2,700.00 \$13,000.00 \$34,560.00 \$3,600.00	\$216.00 \$0.00 \$288.00	\$189.00 \$910.00 \$2,419.20 \$252.00	\$3,105.00 \$13,910.00 \$36,979.20 \$4,140.00
Voting Screens								
One time setup fee	\$200.00							
100 x \$4.00 each	\$500.00				\$700.00	\$56.00	\$49.00	\$805.00
Municipal World Supplies								
Election Binder	\$0.00							
Receipt Books (150 x \$6.03)	\$904.50							
Election Publications	\$750.00							
Miscellaneous Forms - Pre Printed Forms	\$0.00							
DRO Ballot Box supplies 6.00 x 72	\$432.00							
Tally Sheets	\$0.00				\$2,086.50	\$166.92	\$146.06	\$2,399.48
Shipping and Handling	\$25.00				\$25.00	\$0.00	\$1.75	\$26.75

Proposed 2003 Election Budget

(Budget Model 2 - Full Vote/1 Week Advance Vote - Optical Scan Tabulator)

	Estimated Cost	PST	GST	Total
2) MAPPING SERVICES				
(b) Cartography Services	\$1,500.00	\$120.00	\$105.00	\$1,725.00
3) ELECTION SITE RENTAL				
Trillium Centre - Approx 3,000 sq. ft. October, 2002 to December 31, 2003	\$9,000			
Office Furniture & Equipment	\$0.00			
Office Supplies	\$9,000.00	\$720.00	\$630.00	\$10,350.00
(Above figures are Election Canada Guidelines for populations of 110,000 or over)				
4) VAN RENTAL				
None to be leased for 2003	\$0.00	\$0.00	\$0.00	\$0.00
5) RENTING VOTING STATIONS				
67 Voting Stations (includes Advance Vote) or Community Centres (25 x \$100/Location Invoice for Janitorial Services from School Boards Providing Wheel Chair - Tom Davies Square Rental of Fax Machines	\$2,500.00 \$600.00 \$200.00 \$0.00	\$200.00 \$16.00 \$0.00	\$175.00 \$42.00 \$14.00 \$0.00	\$2,875.00 \$642.00 \$230.00 \$0.00

Proposed 2003 Election Budget

(Budget Model 2 - Full Vote/1 Week Advance Vote - Optical Scan Tabulator)

6) ELECTION WORKERS	Estimated Cost	PST	GST	Total
(Advance & Voting Day)				
Ward Managers 7 (includes Advance Vote)	\$21,000.00			
DROs (130x\$150)	\$19,500.00			
Poll Clerks (130x\$120)	\$15,600.00			
Senior DROs (60 x \$150)	\$9,000.00			
Advance Vote DROs (7x150x6 days)	6,300.00			
Advance Vote Poll Clerks (7x120x6 days)	5,040.00			
Advance Vote Senior DROs (7x150x6 days)	6,300.00			
Ward Supervisors (12*200)	\$2,400.00			
AMCTO Election Seminar	\$5,431.31			
Election Training English	\$1,500.00			
Election Training French	\$1,500.00			
Election Assistant	\$47,670.00			
Drake (1 Person for 1 weeks - Bilingual)	\$397.82			
	\$141,241.31	\$31.83	\$27.85	\$141,241.31
	\$397.82			\$457.49

7) STAFFING COSTS	Estimated Cost	PST	GST	Total
(a) Assembly of Ballot Boxes:				
100 hours @ 12/hr	\$1,200.00		\$84.00	\$1,284.00
(b) Set up and Supervision of Trillium Centre to Finish				
175 hours @ 15/hr	\$2,625.00		\$0.00	\$2,625.00
(c) Training and Handout of Ballot Boxes - 1 Sessions	\$0.00			\$0.00
3 Commissioners for DRO Affidavits @ \$25/Session	\$75.00			\$75.00
(a) Information Services Employees (Union o/t)	\$1,440.00			\$1,440.00
(b) Election Night Staff (based on average of 5 hours @ \$25 per hour = 15 staff)	\$1,875.00			\$1,875.00
Security Guard Charges (4 - Election Night)	\$800.00		\$56.00	\$856.00

Proposed 2003 Election Budget
(Budget Model 2 - Full Vote/1 Week Advance Vote - Optical Scan Tabulator)

	Estimated Cost	PST	GST	Total
8) MOBILE RADIO RENTAL				
Not Required	\$0.00	\$0.00	\$0.00	\$0.00
9) OUTSIDE PRINTING				
Contract Printing of various Election Forms, Posters, Desk Top Publishing Charges	\$18,003.98	\$1,440.32	\$1,260.28	\$20,704.57
Freight Charges (includes 6% Fuel Surcharge)	\$300.00	\$24.00	\$21.00	\$345.00
Voters' List (65 Copies per Ward, plus 30 Summary)	\$338.20	\$27.06	\$23.67	\$388.94
	\$7,188.04	\$575.04	\$503.16	\$8,266.24
10) PHOTOCOPIES				
Docutech Charges for all In House Printing Candidates' Guides, Election Results, etc.				
Estimated at 175,000 impressions at \$0.03 each)	\$5,250.00	\$420.00	\$367.50	\$6,037.50
11) NEWSPAPER ADVERTISING (English - Sudbury Star) (French - Le Voyageur)				
Design & Desktop Publishing Charges	\$0.00			
1. Nomination of Candidates (City)	\$2,741.31			
2. Nomination of Candidates (Trustees)	\$4,834.54			
3. Applications for DRO & Vote/Registration Clerks	\$754.99			
4. Nomination of Candidates (City & Trustees)	\$2,569.31			
5. Preliminary List of Voters (Is your name on the list)	\$2,097.20			
6. You are entitled to Vote by Proxy	\$2,000.00			
7. Advance Polls	\$1,629.16			
8. Polling Day-Marking Your Ballot	\$1,500.00			
9. Today is Polling Day	\$0.00			
10. Question on the Ballot	\$0.00			
11. Filing of Candidates' Expenses	\$0.00			
	\$18,126.51	\$1,450.12	\$1,268.86	\$20,845.49
Radio Advertising - Election Day	\$1,500.00	\$120.00	\$105.00	\$1,725.00

Proposed 2003 Election Budget
(Budget Model 2 - Full Vote/1 Week Advance Vote - Optical Scan Tabulator)

	Estimated Cost	PST	GST	Total
12) WEB SITE				
(a) Developed by e-Solutions Group	\$7,815.45	\$0.00	\$547.08	\$8,362.53
13) DESKTOP PUBLISHING				
(a) Contract Cost (estimated)	\$5,800.00		\$406.00	\$6,206.00
14) TRANSLATION				
(Contract Cost)				
Estimated 50,000 words @ \$0.21	\$10,500.00		\$735.00	\$11,235.00
Rush job \$0.26 per word				
15) ACCOUNTING FEES				
(Candidates' Surplus Funds 2000 to 2003)	\$1,200.00			\$1,200.00
(Note: this represents an on-going cost)				
16) SHREDDING (\$125/hour x 4)				
(Ballots, Etc., to be shredded 90 days after Vote)	\$1,200.00	\$96.00	\$84.00	\$1,380.00
17) MISCELLANEOUS				
Estimated cost of one Ward Recount	\$1,500.00			\$1,500.00
Contingency (Estimated)	\$3,000.00	\$240.00	\$210.00	\$3,450.00
Miscellaneous Equipment Purchases	\$0.00	\$0.00	\$0.00	\$0.00
Survey - Self Administered (OraclePoll)	\$5,500.00	\$440.00	\$385.00	\$6,325.00
Postal Charges - Candidates Mailout (Financial - 2)	\$5,000.00	\$0.00	\$350.00	\$5,350.00
Insurance	\$1,200.00	\$0.00	\$84.00	\$1,284.00
SUBTOTAL - (Before Recoveries)	\$523,389.96	\$23,554.66	\$26,245.36	\$574,689.97

Proposed 2003 Election Budget

(Budget Model 2 - Full Vote/1 Week Advance Vote - Optical Scan Tabulator)

	Estimated Cost	PST	GST	Total
RECOVERIES				
School Boards	(((\$32,000.00))			
GST Recovery 57.14%	(((\$14,996.60))			(((\$46,996.60))
TOTAL - (Less Recoveries)				\$527,693.38
Funds Available in the Election Reserve Account				
				\$470,000
(SURPLUS)/DEFICIT				
				\$57,693.38
ESTIMATED COST PER VOTER (CPV)				
				\$4.06
ESTIMATED CPV LESS RECOUNT				
				\$4.05
ESTIMATED CPV LESS RECOUNT & CONTINGENCY				
				\$4.02

Notes:

Based on estimated electoral population of 130,000
5% factor for inflation from 2000/2003 - except Printing at 11% inflation.
Does not include expenses for Inaugural Portrait and Councilor Orientation

Proposed 2003 Election Budget
(Budget Model 3 - Full Vote 1 Week - Internet Voting)

	Estimated Cost	PST	GST	Total
1) VOTING SUPPLIES				
Project Charge				
Project Charge - 7 Days of Voting	\$103,000.00	\$0.00	\$7,210.00	\$110,210.00
(Estimated Number of Voters - 130,000)				
Includes French and English Ballot				
2 Schools for Kids Vote Online	\$5,610.00	\$448.80	\$392.70	\$6,451.50
Printing est \$0.255 per Single Ballot				
(Estimated Number of Ballots 22,000)				
Voter & Candidate Education & Information	\$30,205.00	\$0.00	\$2,114.35	\$32,319.35
(NOTE: Each Additional Day of Voting @ \$750/day)				
Voter Notification - PIN				
Processing & Printing - PINs	\$83,380.00	\$6,670.40	\$5,836.60	\$95,887.00
Postage 130,000 x \$.48	\$62,400.00	\$4,992.00	\$4,368.00	\$71,760.00
School boards 7500 cards	\$3,600.00	\$288.00	\$252.00	\$4,140.00
Voting Screens				
One time setup fee	\$200.00			
50 x \$5.00 each	\$500.00	\$40.00	\$35.00	\$575.00
Municipal World Supplies				
Election Binder	\$0.00			
Receipt Books (150 x \$6.03)	\$904.50			
Election Publications	\$1,500.00			
Miscellaneous Forms - Pre Printed Forms	\$0.00			
DRO Ballot Box supplies 7.00 x 15	\$105.00			
Tally Sheets	\$0.00	\$200.76	\$175.67	\$2,885.93
Shipping and Handling	\$25.00	\$0.00	\$0.00	\$25.00

Proposed 2003 Election Budget
(Budget Model 3 - Full Vote 1 Week - Internet Voting)

	Estimated Cost	PST	GST	Total
2) MAPPING SERVICES				
(b) Cartography Services	\$1,500.00	\$120.00	\$105.00	\$1,725.00
3) ELECTION SITE RENTAL				
(Not Required)				
Trillium Centre - Approx 3,000 sq. ft. October, 2002 to December 1, 2003	\$0.00			
Office Furniture & Equipment	\$0.00			
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
(Above figures are Election Canada Guidelines for populations of 110,000 or over)				
4) VAN RENTAL				
None to be leased for 2003	\$0.00	\$0.00	\$0.00	\$0.00
5) RENTING VOTING STATIONS				
Voting to be at Citizen Service Centres & Libraries and Seniors' Residences	\$0.00	\$0.00	\$0.00	\$0.00
Invoice for Janitorial Services from School Boards	\$0.00		\$0.00	\$0.00
Providing Wheel Chair - Tom Davies Square	\$200.00	\$16.00	\$14.00	\$230.00
Rental of Fax Machines	\$0.00	\$0.00	\$0.00	\$0.00

Proposed 2003 Election Budget
(Budget Model 3 - Full Vote 1 Week - Internet Voting)

	Estimated Cost	PST	GST	Total
6) ELECTION WORKERS				
(Advance & Voting Day)				
Ward Managers 7 (includes Advance Vote)	\$21,000.00			
DROs (15x\$175 x 7 Days)	\$18,375.00			
Poll Clerks (15x\$150 x 7 Days)	\$15,750.00			
Ward Supervisors	\$0.00			
Voter Registration Clerks	\$0.00			
AMCTO Election Seminar	\$5,431.31			
Election Training English	\$0.00			
Election Training French	\$0.00			
Election Assistant	\$47,670.00			
Drake (2 Persons for 1 weeks - Bilingual)	\$0.00	\$0.00	\$0.00	\$108,226.31
				\$0.00
7) STAFFING COSTS				
(a) Assembly of Ballot Boxes: Tom Davies Square	\$0.00		\$0.00	\$0.00
(b) Set up and Supervision of Voting Supplies to Finish 50 hours @ 15/hr	\$1,500.00			\$1,500.00
(c) DRO Training 1 Commissioners for DRO Affidavits @ \$25/Session	\$0.00		\$0.00	\$0.00
(d) Information Services Employees (Union o/t)	\$50.00			\$50.00
(e) Election Night Staff (based on average of 5 hours @ \$25 per hour = 10 staff)	\$2,250.00			\$2,250.00
Security Guard Charges (4 - Election Night)	\$1,250.00			\$1,250.00
	\$800.00		\$56.00	\$856.00

Proposed 2003 Election Budget **(Budget Model 3 - Full Vote 1 Week - Internet Voting)**

	Estimated Cost	PST	GST	Total
8) MOBILE RADIO RENTAL				
Not Required				
9) OUTSIDE PRINTING				
Contract Printing of various Election Forms, Posters, Desk Top Publishing Charges	\$6,916.62	\$553.33	\$484.16	\$7,954.11
Freight Charges (includes 6% Fuel Surcharge)	\$300.00	\$24.00	\$21.00	\$345.00
Voters' List (65 Copies per Ward, plus 30 Summary)	\$281.84	\$22.55	\$19.73	\$324.11
	\$7,188.04	\$575.04	\$503.16	\$8,266.24
10) PHOTOCOPIES				
Docutech Charges for all In House Printing Candidates' Guides, Election Results, etc.				
Estimated at 175,000 impressions at \$0.03 each)	\$5,250.00	\$420.00	\$367.50	\$6,037.50
11) NEWSPAPER ADVERTISING (English - Sudbury Star) (French - Le Voyageur)				
Design & DeskTop Publishing Charges	\$0.00			
1. Nomination of Candidates (City)	\$2,741.31			
2. Nomination of Candidates (Trustees)	\$4,834.54			
3. Applications for DRO & Vote/Registration Clerks	\$754.99			
4. Nomination of Candidates (City & Trustees)	\$2,569.31			
5. Preliminary List of Voters (Is your name on the list)	\$2,097.20			
6. You are entitled to Vote by Proxy	\$2,000.00			
7. Advance Polls	\$0.00			
8. Polling Day-Marking Your Ballot	\$5,000.00			
9. Today is Polling Day	\$0.00			
10. Question on the Ballot	\$0.00			
11. Filing of Candidates' Expenses	\$0.00			
	\$17,256.04	\$1,380.48	\$1,207.92	\$19,844.45
Radio Advertising - Election Week	\$3,500.00	\$280.00	\$245.00	\$4,025.00

Proposed 2003 Election Budget
(Budget Model 3 - Full Vote 1 Week - Internet Voting)

	Estimated Cost	PST	GST	Total
12) WEB SITE				
(a) Developed by e-Solutions Group	\$7,815.45	\$0.00	\$547.08	\$8,362.53
13) DESKTOP PUBLISHING				
(a) Contract Cost (estimated)	\$6,000.00		\$420.00	\$6,420.00
14) TRANSLATION				
(Contract Cost)				
Estimated 50,000 words @ \$0.21	\$10,500.00		\$735.00	\$11,235.00
Rush job \$0.26 per word				
15) ACCOUNTING FEES				
(Candidates' Surplus Funds 2000 to 2003)	\$1,200.00			\$1,200.00
(Note: this represents an on-going cost)				
16) SHREDDING (\$125/hour x 4)				
Not Required	\$0.00	\$0.00	\$0.00	\$0.00
17) MISCELLANEOUS				
Estimated cost of one Ward Recount	\$0.00			\$0.00
Contingency (Estimated at approximately	\$3,000.00	\$240.00	\$210.00	\$3,450.00
Miscellaneous Equipment Purchases	\$0.00	\$0.00	\$0.00	\$0.00
Survey - Telephone Exit	\$6,700.00	\$536.00	\$469.00	\$7,705.00
Postal Charges - Candidates Mailout (Financial - 2)	\$5,000.00	\$0.00	\$350.00	\$5,350.00
Insurance	\$800.00	\$0.00	\$56.00	\$856.00
SUBTOTAL - (Before Recoveries)	\$485,213.79	\$16,807.36	\$26,194.87	\$531,716.03

Proposed 2003 Election Budget
(Budget Model 3 - Full Vote 1 Week - Internet Voting)

	Estimated Cost	PST	GST	Total
RECOVERIES				
School Boards	(\$32,000.00))			
GST Recovery 57.14%	(\$14,967.75))			(\$46,967.75))
TOTAL - (Less Recoveries)				\$484,748.28
Funds Available in the Election Reserve Account				\$470,000.00
(SURPLUS)/DEFICIT				\$14,748.28
ESTIMATED COST PER VOTER (CPV)				\$3.73
ESTIMATED CPV LESS RECOUNT				\$3.73
ESTIMATED CPV LESS RECOUNT & CONTINGENCY				\$3.70

Notes:

Based on estimated electoral population of 130,000
5% factor for inflation from 2000/2003 - except Printing at 11% inflation.
Does not include expenses for Inaugural Portrait and Councilor Orientation