



**United Way
Centraide**

SUDBURY AND /ET DISTRICT
1127 promenade Bancroft Drive
2nd floor, 2ième étage
Sudbury ON P3B 1R6

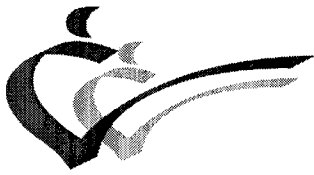
office@unitedway.sudbury.com

To: Angie Hache

From: Ruth Anne Linck

Re: Council Meeting

As per our conversation, below is clarification concerning Linda Roseneck's attendance at the Council Meeting dated October 9th, 2003. At this time, Linda would like to thank the employees of the City of Greater Sudbury for their participation. Also, she would like to extend the invitation to attend the 2nd Annual Mayor's Luncheon and Auction to be held on October 29th, 2003. As well, Linda would like to discuss "Ride a Day for United Way". A possible date for this event is Friday, October 24th, 2003. Buses would carry donation boxes and be equipped with signage, brochures, sticker, etc. The number of donation boxes and buses involved would have to be determined once this event is confirmed.



OLDER ADULT CENTRE SUDBURY
CENTRE DES AÎNÉS DE SUDBURY

Councillor Ted Callaghan
1151 Diane Street
Sudbury, ON
P3A 4H4

September 23, 2003

Dear Councillor Callaghan,

This past June marked the 25th year of Incorporation for our Centre. The original Centre was developed in the late 1970's with a group of seniors who met in various places such as Pioneer Manor. The goal of this group was to build and develop a place for seniors to meet and participate in programs and services. This original group incorporated themselves under the name Sudbury Regional Senior Citizens Inc at the INCO club. Minutes of the first meetings outline the processes the group encountered such as obtaining municipal financial support to enable the provincial grant that the Centre still receives today.

Among the minutes there is also mention of request for assistance from Mayor Gordon in the 1970s for a place for this group to establish themselves. It is interesting to read the minutes and to see the story come full circle to the opening of the current facilities named Older Adult Centre Sudbury. It is with the dedication of volunteers and members and the assistance of City staff that the Centre has evolved over the past 25 years providing services and programs to older adults in the Sudbury Community.

I am requesting the Greater Sudbury Council assistance in marking this special milestone for the Centre. On October 9th a reunion for members and volunteers for over the past 25 years will be held to honor those who have played a significant role in the Sudbury community for older persons. The gathering will take place at 6pm. I would like to request that on this evening the Greater Sudbury Council participate in honoring these volunteers.

Please feel free to contact me in this matter at your earliest convenience.

Sincerely,

Tina Pilon
Manager

Request for Decision City Council



Type of Decision

Meeting Date	October 9, 2003				Report Date	October 1, 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

Speed Limit - Highway 69 North (M.R. 80) St. Mary Boulevard to Frost Street

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.

☒ Background Attached

Recommendation

-THAT the speed limit on Highway 69 North be reduced from 80 km/h to 70 km/h from St. Mary Boulevard to Frost Street

-THAT the Greater Sudbury Police Services be requested to increase the level of enforcement of the speed limit in this area.

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

Date: October 1, 2003

Report Prepared By



Nathalie Mihelchic, P. Eng.
Co-ordinator of Traffic & Transportation

Division Review



R.G. (Greg) Clausen, P. Eng.
Director of Engineering Services

The City of Greater Sudbury's Public Works Department received a petition from area residents requesting that the speed limit be reduced on Highway 69 North (M.R. # 80) near Philippe Street (see Exhibit "A") attached. The petition also requested that a walkway or traffic signal be installed in the same area to assist pedestrians crossing the highway.

The section of M.R. # 80 under review is located in the former community of Hanmer (see Exhibit "B") attached. In this area, M.R. # 80 is constructed with two through lanes in each direction and a centre two-way left turn lane. The annual average daily traffic (AADT) volume on M.R. # 80 is 14,000 vehicles west of Elmview Drive and 13,000 vehicles to the east. The existing maximum speed limit is 80 km/h. Asphalt boulevards have been constructed along both sides of road which are used by pedestrians. The section of M.R. # 80 currently being reconstructed east of Beaver Avenue will have a sidewalk along the south side of the road.

There is significant development along M.R. # 80 in the area of Elmview Drive. The Hanmer Valley Shopping Centre located in the southwest quadrant has three entrances off of M.R. # 80. A large food store is located in the northeast quadrant with access to M.R. # 80. In addition to these major developments, there are a number of other commercial driveways and a higher density of residential development along the north side of the roadway west of Elmview Drive.

To help determine the appropriate maximum speed limit, the City of Greater Sudbury's Traffic and Transportation Section conducted a study of vehicle speeds at the following four locations along M.R. # 80:

- Station #1: 150 metres west of St. Mary Boulevard
- Station #2: 50 metres west of Philippe Street
- Station #3: 50 metres west of Elmview Drive
- Station #4: 100 metres east of Beaver Avenue

The speed study was taken on a Monday between 11:30 a.m. and 3:30 p.m. under ideal road and weather conditions. The speed of approximately 100 vehicles in each direction was recorded passing the stations, and the results are summarized on Exhibit "C", attached. The results of the speed study indicate that motorists are reducing their operating speed as they approach the built up area near Elmview Drive.

Generally, the speed motorists choose to travel is based on the level of development adjacent to the road, the geometric design of the road, traffic volumes, and prevailing road and weather conditions. Research indicates that drivers tend to select speeds which they consider safe rather than the posted speed limit. It has been found that the 85th percentile speed represents the speed at which motorists feel safe for the existing conditions, and is commonly used for establishing appropriate speed limits. The 85th percentile speed is the speed at or below which 85 percent of vehicles surveyed are travelling.

Based on the results of the speed study, the geometric design of the road and level of development, it is recommended that the maximum speed limit be reduced from 80 km/h to 70 km/h along M.R. # 80 from St. Mary Boulevard to Frost Street.

Date: October 1, 2003

A review of the City of Greater Sudbury's collision information from 1999 to 2001 inclusive revealed a higher number of collisions occurred in the built up area than the adjacent sections of M.R. # 80. The predominant collision pattern in this area involves turning movements into and out of the commercial entrances and side roads. This pattern is similar to other commercial areas within the City of Greater Sudbury.

A review of available literature indicates that simply lowering the posted speed limit will not necessarily result in a reduction in the number of collisions. However, a lower speed limit in conjunction with increased police enforcement will help to improve safety in the area.

The recommendation to reduce the speed limit to 70 km/h is still higher than the 50 km/h speed limit requested in the petition. While there may be a desire to further reduce the speed limit, studies have consistently shown that changing the posted speed limit does not have a major effect on operating speeds. As stated by Transport Canada's R. W. Sanderson in his paper titled "Speed Management and the Roadway Environment", the most appropriate speed limit is one where the majority of drivers believe the authorities have made an acceptable compromise between their mobility needs and the need to maintain a relatively high level of road safety.

The attached petition also requests that a "walkway or stop light" be installed near Philippe Street to help pedestrians more safely cross the highway. Although pedestrian volumes are not available, they would be too low to warrant the installation of pedestrian traffic signals.

The intersection of M.R. # 80 and Elmview Drive is a signalized intersection and is provided with painted crosswalks and pedestrian signal displays and is the safest place to cross the road. We do not recommend installing a painted crosswalk in the area of Philippe Street, located approximately 250 m west of M.R. # 80 and Elmview Drive, as it may create a false sense of security on the part of pedestrians, particularly children, who may enter the crosswalk expecting that approaching drivers will see them and stop.

Consideration was given to the installation of a raised median island on M.R. # 80 near Philippe Street to provide a refuge for pedestrians crossing the roadway. However, due to the number and location of driveways on both sides of the road, installing an island would likely require relocation or closure of some driveways and is not recommended at this time. We will continue to monitor pedestrian activity in the area to determine if additional measures are required.



LEGISLATIVE ASSEMBLY / ASSEMBLÉE LÉGISLATIVE
SHELLEY MARTEL, MPP/DÉPUTÉ
Nickel Belt



October 21, 2002

Mr. Don Belisle
City of Greater Sudbury
Public Works Department
200 Brady Street, Box 5000
Station "A"
Sudbury, ON P3A 5P3

Dear Mr. Belisle,

I am writing on behalf of our constituent, Ms. Nathalie Paquette who brought to our office the attached petition with the hope of addressing the safety issues related to the traffic on Hwy. 69N., specifically the area near the Hanmer Valley Shopping Plaza and their subdivision at Philippe Street.

Ms Paquette would like to meet with you to discuss her concerns and those of her neighbors. She can make herself available to meet with you during business hours and discuss possible remedial action. Please call at: 705-969-5002.

Thank you for your review and attention to this matter.

Sincerely,

Nicole Desloges-Kivi
Constituency Assistant for
Shelley Martel, MPP – Nickel Belt

Enclosure

Room / Bureau 208, North Wing/aile Nord, Legislative Building/Edifice de l'Assemblée législative, Toronto, (Ontario) M7A 1A5
Tel./Tél.: (416) 325-9203 Fax/Télec.: (416) 325-9185 E-mail/courriel: smartel-qp@ndp.on.ca

Hanmer Valley Shopping Plaza/ Centre commercial Hanmer Valley, Hwy 69N, Hanmer (Ontario) P3P 1P7
Tel./Tél.: (705) 969-3621 Fax/Télec.: (705) 969-3538

Toll Free/Sans frais 1-877-280-9990

Petition

This is a petition is to express the concerns of Philippe Street as well as the Regional Road 80 residents regarding the dangerous speed limit of 80KM/H posted in front of the Hanmer Valley Shopping Centre, the Dixie Lee Chicken and the Tim Hortons. The various entrances to these businesses make crossing the Hwy dangerous be it for motorists and pedestrians. We want the speed limit to be lowered to 50 KM/H and have a **stoplight** (Philippe Street/Tim Hortons intersection) for pedestrians to get across the HWY safely.

We have seen enough accidents already! Something must be done for the residents and motorists safety.

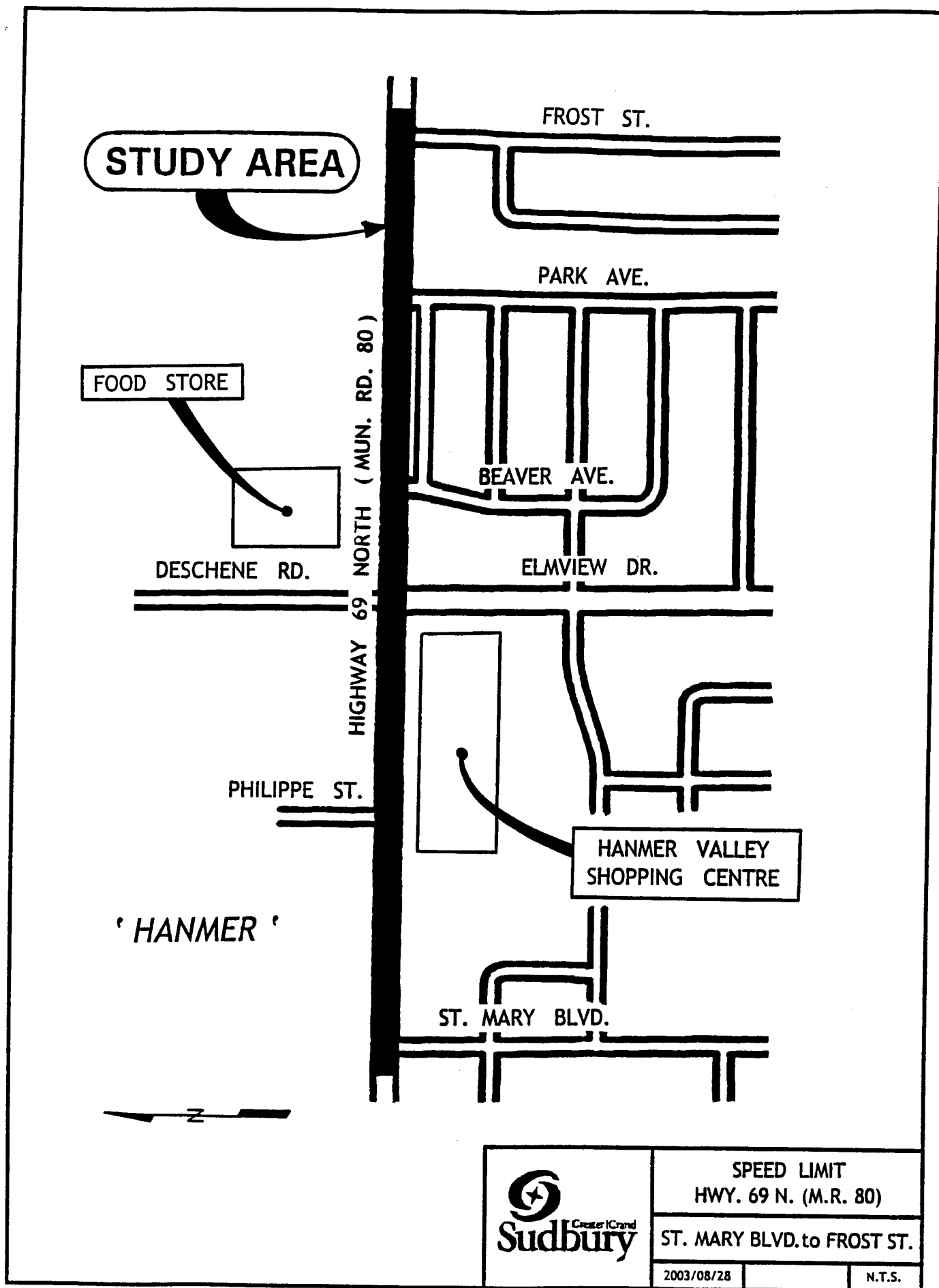
NAME	ADDRESS	PHONE NUMBER
George Labelle	4608 Philippe St	969-7202
Alain Rivest	4669 Desmarais Dr	969-9478
Maurice Roy	4421 Morand Court	969-3769
Laurier Labelle	1818 Kennedy	969-7353
Michelle Bérubé	4615 Philippe	
Joanne Collin	802 Parkview Dr	
Nathalie Desautels	4590 Philippe	969-5002
Lynne Cyr	4334 Park St	969-9692
CLAUDE LAFAMME	262 BRABANT	963-5129
Joann Beaton	2053 Hunter	523-0776
Michelle Lanson	3838 Swanson Ct	897-1305
Nadine Payette	4708 Jacqueline St.	969-6501
Cathy Shawell	4427 Dugas St	969-9878
Cindy Buzzell	870 Bessely Dr.	523 4499
Sarah Jones	4591 Philippe	969-1461
Barbara Laford	80 Brodie apt 6	688-8666
Jason Gaud	257 Guenette Dr	969-5558
Denise Gaud	1461 Oliva St	897 2112
Shirley Mueck	4413 Laura St.	969-1454
Louise Demore	102 Cote	969 2502
Marlene Belliveau	4518 Front Ave Hanmer	969-5535
Diane Lalonde	4596 Desmarais Rd.	969-8854
Robert Mowder	26 Rouleau Ave	855-0491
Julie Patras	4853 Notre-Dame	969-4819


Petition

This is a petition is to express the concerns of Philippe Street as well as the Regional Road 80 residents regarding the dangerous speed limit of 80KM/H posted in front of the Hammer Valley Shopping Centre, the Dixie Lee Chicken and the Tim Hortons. The various entrances to these businesses make crossing the Hwy dangerous be it for motorists and pedestrians. We want the speed limit to be lowered to 50 KM/H and have a walkway or stoplight (Philippe Street/Tim Hortons intersection) for pedestrians to get across the HWY safely.

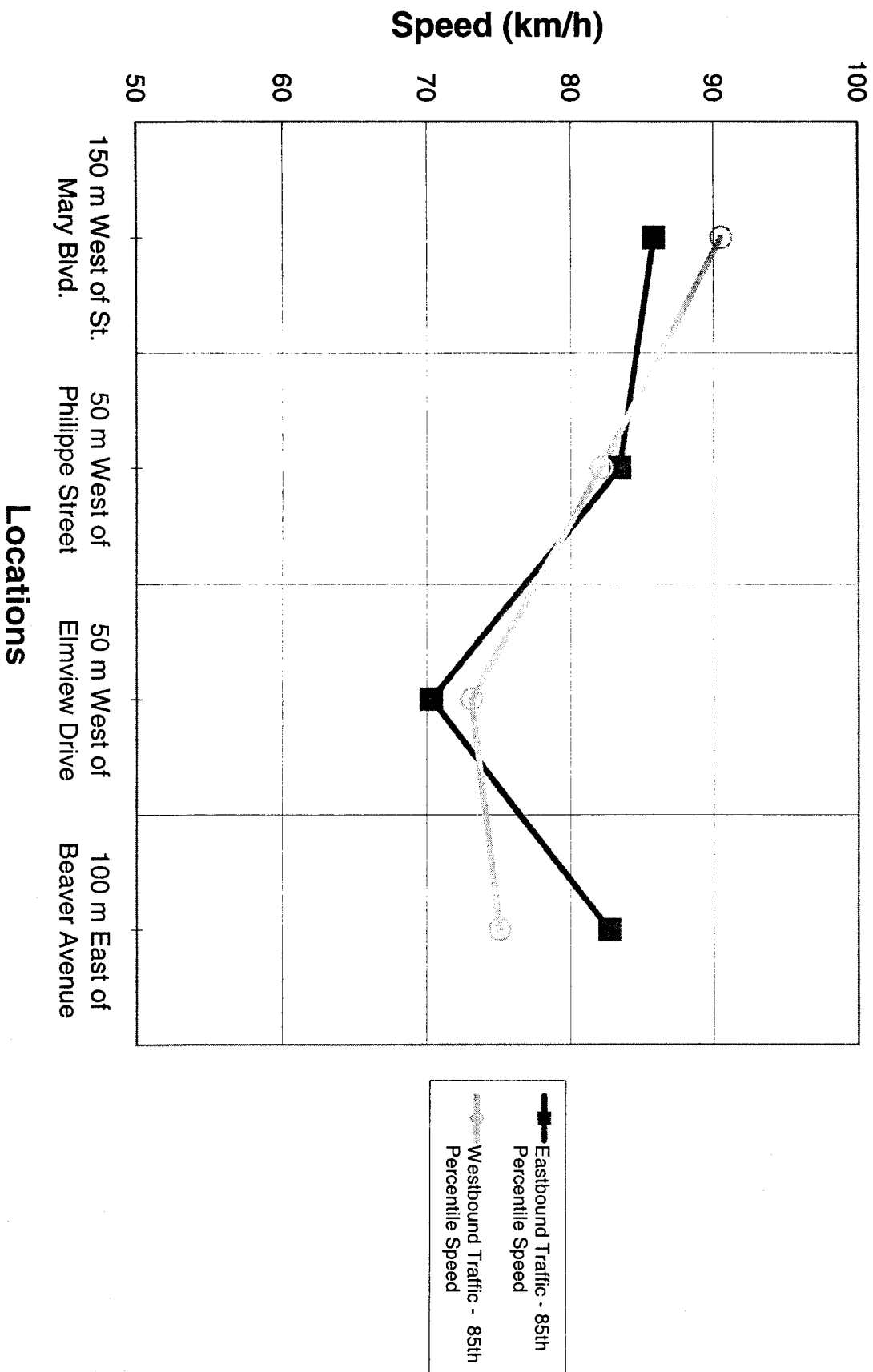
We have seen enough accidents already! Something must be done for the residents and motorists safety.

NAME	ADDRESS	PHONE NUMBER
Roxanne Labelle	4607 rue Philippe	969-6232
Nathalie Pagnette	4590 rue Philippe	969-5002
Yvette Labelle		
Georgette Labelle	4665 Philippe	969-2694
Estelle Gravelle	5052 Hwy 69 N	969-9148
Lisa St-Onge	Hwy 69 N	969-5247
Amber Gravelle	Gravelle Drive	969-6623
MICHEL TANGUAY	5052 Hwy 69 N	969-9148
Lilianne Gravelle	429 Ivan, St.	969-8612
Conrad Gravelle	429 Ivan, St	969-8612
My Nicky	4298 Theresa Ave	969-2999
France Dullien	5500 Hwy 69 South	523-2286
Gly & Josh Labelle	4610 Philippe St.	969-4588
Garment Hagnon	300 Christina St.	969-1608
Melissa Brodeur	4670 Marguerite St	969-2386
Sandra Moyn	4560-2 CHEVIER	969-3342
Debbie McLeod	1184 Evergreen	969-2299
Monette Major	1364 Elmview	969-8891
Charles Thériault	872 B. Sully Dr. Hammer	969-0760
Monique Pagnette	4752 Marguerite	969-5097
Hail Chretien	4229 Frost Ave	969-4314
Judith Poir	212 Hammer Ave.	858-1365
Sam Chap	9 Sellwood	858-1840
St Belisle	Hammer Valley PLAZA	969-4439
Marc Menard	Acme Store	969-4974
Marc Duroyon	3838 Duranville St	897-1205
Paula Madden	26 Hammer	858-3841



	SPEED LIMIT		
	HWY. 69 N. (M.R. 80)		
	ST. MARY BLVD. to FROST ST.		
	2003/08/28		N.T.S.

Highway 69 North Vehicle Speed Study



Request for Decision City Council




Type of Decision									
Meeting Date		October 9, 2003				Report Date		October 1, 2003	
Decision Requested		<input checked="" type="checkbox"/>	Yes		No	Priority		<input checked="" type="checkbox"/>	High
		Direction Only				Type of Meeting		<input checked="" type="checkbox"/>	Open
									Closed

Report Title
Beatty Street, Sudbury - Designated Truck Route

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 Beatty Street continue to be designated as a truck route.</p> <p>-THAT a "Steep Hill" sign be installed on Beatty Street warning southbound traffic of the steep hill ahead.</p>
<input checked="" type="checkbox"/> 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

Date: October 1, 2003

Report Prepared By



Nathalie Mihelchic, P.Eng.
Co-ordinator of Traffic & Transportation

Division Review



R.G. (Greg) Clausen, P.Eng.
Director of Engineering Services

Background:

At the September 22, 2003 Council meeting, staff were asked to examine alternative truck routes to the Beatty Street corridor following an incident on September 11, 2003 where a truck became stuck on the hill due to its steep grade.

The City of Greater Sudbury designates many of its major roadways as "Truck Routes". The purpose of the truck route system is to protect road infrastructure from damage caused by heavy trucks and to restrict through truck traffic from routes that are otherwise unsuitable such as residential streets. A portion of the City's Truck Route Map is attached as "Exhibit A".

Under the City's By-Law, no person shall operate a heavy vehicle on any highway within the municipality other than designated truck routes except for the purpose of loading or unloading goods. Any deviations shall be made to / from the nearest truck route. In order to maintain control of truck traffic, it is important to have a sufficient number of truck routes, and where possible, that they be continuous.

The Frood Road / Beatty Street/ Regent Street corridor forms a continuous north /south truck route connecting Lasalle Boulevard to the south end of the City. The only other north / south truck route in the City is the Notre Dame Avenue / Paris Street corridor.

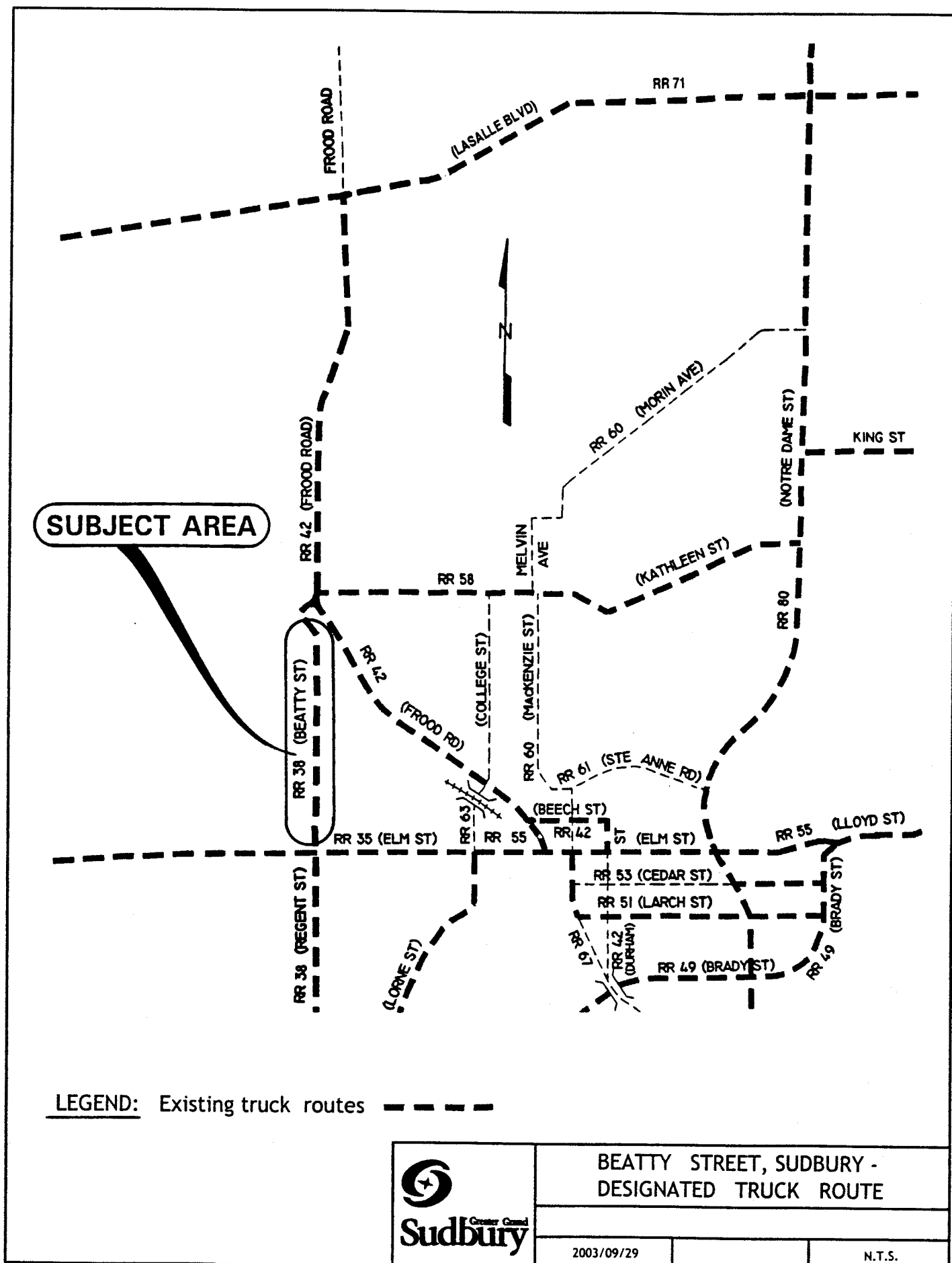
Traffic counts indicate that Beatty Street carries an annual average daily traffic volume of 7,200 vehicles. Trucks greater than five (5) tonnes make up approximately 1 percent of vehicular traffic or 70 trucks per day.

If Beatty Street was removed from the City's truck route system, heavy trucks travelling through the area would be required to use other less direct routes. Frood Road to Elm Street or Frood Road to Beech Street / Elgin Street / Elm Street are possible alternatives. However, directing additional truck traffic into the downtown is undesirable due to existing turn restrictions, tight turning radii and high pedestrian volumes. Truck traffic along Elm Street through downtown has been a long standing concern. Other alternatives such as Lasalle Boulevard to Elm Street to Regent Street are much more circuitous and less likely to be followed.

It seems that the incident of September 11, 2003 is an isolated one and historically very few trucks have had the unfortunate task of having to back down the Beatty Street hill. The few incidents that have occurred have always happened during the winter.

Due to the importance of maintaining continuity along the north / south truck route corridor, it is recommended to leave Beatty Street as a designated truck route. To reduce further instances of trucks backing down Beatty Street, it is recommended that a warning sign be installed advising truck drivers of the steep upgrade ahead. The truck driver could then drive an alternate truck route.

EXHIBIT: A



CITY OF GREATER SUDBURY

BY-LAW 2003-xxx

BEING A BY-LAW OF THE CITY OF GREATER
SUDBURY GOVERNING PROCUREMENT
POLICIES AND PROCEDURES AND TO REPEAL
BY-LAW 2001-2

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CITY OF GREATER SUDBURY
PURCHASING BY-LAW 2003-xxx

BEING A BY-LAW OF THE CITY OF GREATER
SUDBURY GOVERNING PROCUREMENT
POLICIES AND PROCEDURES AND TO REPEAL
BY-LAW 2001-2

WHEREAS Section 271 of the *Municipal Act, 2001* imposes upon municipalities the obligation to adopt policies with respect to the procurement of Goods and Services;

AND WHEREAS this By-law establishes the authority and sets out the methods by which Goods, Services or Construction will be purchased and disposed of for the purposes of the City of Greater Sudbury subject to certain exceptions set out herein;

AND WHEREAS the Council of the City of Greater Sudbury has by resolution adopted on October , 2003 authorized the enactment of this by-law and the repeal of By-law 2001-2 and amendments thereto, formerly governing the subject matter of this By-law;

NOW THEREFORE the Council of the City of Greater Sudbury enacts as follows:

PART I - SHORT TITLE

1. This By-Law may be cited as the "Purchasing By-Law".

PART II - PURPOSES, GOALS AND OBJECTIVES

2. The purposes, goals and objectives of this By-law and of each of the methods of procurement authorized are:
 - a. To encourage competition among suppliers;
 - b. To maximize savings for taxpayers;
 - c. To ensure service and product delivery, quality, efficiency and effectiveness;

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- d. To ensure fairness among bidders;
- e. To ensure openness, accountability and transparency while protecting the financial best interests of the City of Greater Sudbury;
- f. To have regard to the accessibility for persons with disabilities to the Goods, Services and Construction purchased by the City of Greater Sudbury;
- g. To attempt to reduce the amount of solid waste requiring disposal through the purchase of environmentally responsible Goods and Services.

PART III - DEFINITIONS AND SCHEDULES

3. (1) The words and phrases listed below when used in this By-law shall have the following meanings ascribed to them:

- (a) "AGENT" means the Manager of Supplies and Services of the City of Greater Sudbury;
- (b) "APPROVED INVOICE" means an original supplier's invoice issued at the time of purchase of low dollar Goods or Services not exceeding \$499 and which bears both the signature of an appropriately authorized employee and appropriate account number(s);
- (c) "AWARD", "AWARDED" and "AWARDING" mean authorization to proceed with the purchase of Goods, Services or Construction from a chosen supplier;
- (d) "BID" means an offer or submission from a supplier in response to a Bid Solicitation;
- (e) "BID BOND" means the form of security required by the terms and conditions of Bid Solicitation documentation to guarantee that the successful bidder

enters into a Contract with the City of Greater Sudbury, as required by Section 20 of this By-law;

- (f) "BID SOLICITATION" means a formal request for Bids that may be in the form of a Request for Tender or Request for Proposal;
- (g) "BLANKET PURCHASE ORDER" means a Contract between the City of Greater Sudbury and a supplier for the supply of regularly ordered Goods or Services at specified unit prices with, where possible, maximum dollar limits, or discounts, but not specified quantities;
- (h) "CHIEF ADMINISTRATIVE OFFICER" means the Chief Administrative Officer of the City of Greater Sudbury;
- (i) "CHIEF OF POLICE" means the Chief of Police as appointed by The Greater Sudbury Police Services Board pursuant to the *Police Services Act*;
- (j) "CONSTRUCTION" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications for the procurement;
- (k) "CONTRACT" means any agreement, regardless of form or title, for the lease purchase or disposal of Goods, Services or Construction authorized in accordance with this By-law;
- (l) "COUNCIL" means the Council of the City of Greater Sudbury;
- (m) "COUNCIL APPROVED BUDGETS" means Council approved department

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budgets including authorized revisions, or where applicable, Council approved budgets of local boards or utilities to which this By-law applies;

- (n) "DEPARTMENT" means an organizational unit of the City of Greater Sudbury headed by a General Manager;
- (o) "DIRECTOR OF HUMAN RESOURCES" shall mean the Director of Human Resources of the City of Greater Sudbury;
- (p) "DIRECTOR OF LEGAL SERVICES" shall mean the Director of Legal Services of the City of Greater Sudbury;
- (q) "ELECTRONIC ADVERTISING" means the use of a computer based system directly accessible by suppliers irrespective of their location that provides suppliers with information related to Bid Solicitations;
- (r) "EMERGENCY" means a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the City of Greater Sudbury, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level;
- (s) "FAIR MARKET VALUE" means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length where fully informed and not under any compulsion to transact;
- (t) "FINANCING LEASE POLICY" means the policy passed by Council under the authority of the Municipal Act, 2001, S.O. c.25, section 110;

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- (u) "GENERAL MANAGER" means the person appointed by Council to be responsible for the operation of a Department and/or their designate and includes the person appointed to the position of Chief Administrative Officer;
- (v) "GOODS" means moveable property including,
 - (i) the cost of installing, operating, maintaining or manufacturing such moveable property;
 - (ii) raw materials, products, equipment and other physical objects of every kind and description;
- (w) "IN HOUSE BID" means a Bid made by a Department and authorized by the General Manager of that Department, submitted in response to a Bid Solicitation, where the provision of the Goods, Services or Construction will be provided entirely by the employees of the City of Greater Sudbury;
- (x) "LOWEST COMPLIANT BID" means the Bid that would provide the City of Greater Sudbury with the desired Goods, Services or Construction at the lowest Total Acquisition Cost, meets all the specifications and contains no irregularities requiring automatic rejection;
- (y) "PROFESSIONAL SERVICES" means persons having a specialized knowledge or skill for a defined Service requirement including,
 - (a) architects, engineers, designers, management and financial consultants; and
 - (b) firms or individuals having specialized competence in environmental, planning or other disciplines;
- (z) "PROPOSAL" means an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation;

- (aa) "PURCHASE ORDER" means a Contract between the City of Greater Sudbury and a supplier to supply a specific quantity of Goods or specific set of Services or specific type of Construction defined by such things as time period, location(s) and price;
- (bb) "PURCHASING CARD" means a card issued in accordance with the Purchasing Card Policy, to purchase Goods and Services;
- (cc) "REQUEST FOR PROPOSAL" means a Bid Solicitation that is used to acquire Goods, Services or Construction, the suitability of which is dependant upon non-price factors and which may result in further negotiation between the parties;
- (dd) "RISK MANAGEMENT/ INSURANCE OFFICER" shall mean the Risk Management/ Insurance Officer of the City of Greater Sudbury;
- (ee) "SERVICES" includes all professional and consulting services, all services in relation to real property or personal property including without limiting the foregoing the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save and except only services to be delivered by an officer or employee of the City of Greater Sudbury in accordance with terms of employment;
- (ff) "TENDER" means a publicly advertised Bid Solicitation;
- (gg) "TOTAL ACQUISITION COST" means an evaluation of quality and service in the assessment of a Bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the Lowest Compliant Bid;
- (hh) "TREASURER/DIRECTOR OF FINANCE" means the Treasurer/Director of

Finance of the City of Greater Sudbury .

- (2) Schedules A, B and C attached hereto form part of this By-law.

PART IV - GENERAL PROCUREMENT POLICY

APPLICATION

4. (1) The procedures in this By-law shall be followed to Award a Contract or to recommend to Council that a Contract be Awarded.
- (2) Subject to section 27 and section 4(3), a General Manager may purchase or contract for the Goods and Services listed in Schedule "A" to this By-law without following the procedures set out herein.
- (3) The procurement of legal services shall be contracted for by the Director of Legal Services and Director of Human Resources.
- (4) The purchase of Goods and Services listed in Schedule "A" to this By-law may be made provided that sufficient funds are available and identified in appropriate accounts within Council Approved Budgets.
- (5) The following local boards and corporations are bound by this By-law and this By-law shall apply with necessary modification to such local boards and corporations:

Greater Sudbury Police Services Board

Greater Sudbury Public Library Board

City of Greater Sudbury Development Corporation

Sudbury Community Development Corporation

Sudbury Airport Community Development Corporation

Greater Sudbury Housing Corporation.

- (6) For all purposes of this By-law and this Section, all references to Council shall mean the governing body of each of the following local boards and corporations:

Greater Sudbury Police Services Board

Greater Sudbury Public Library Board

City of Greater Sudbury Development Corporation

Sudbury Community Development Corporation

Sudbury Airport Community Development Corporation

Greater Sudbury Housing Corporation.

- (7) For all purposes of this By-law and this Section, all references to the Chief Administrative Officer and General Managers of the City shall mean the following persons associated with the relevant local board and corporation:

Greater Sudbury Police Services Board: Chief of Police or designate;

Greater Sudbury Public Library Board: General Manager of Citizen and Leisure Services or designate;

City of Greater Sudbury Development Corporation: General Manager of Economic Development and Planning Services or designate;

Sudbury Community Development Corporation: General Manager of Economic Development and Planning Services or designate;

Sudbury Airport Community Development Corporation: General Manager of Citizen and Leisure Services or designate;

Greater Sudbury Housing Corporation: General Manager of Economic Development and Planning Services or designate.

RESTRICTIONS

5. (1) No Contract for Goods, Services or Construction may be divided into two or more parts to avoid the application of the provisions of this By-law.
- (2) No Contract for Services shall be Awarded where the services would result in the establishment of an employee - employer relationship.
- (3) No employee shall purchase, on behalf of the City of Greater Sudbury, any Goods, Services or Construction, except in accordance with this By-law.
- (4) Where an employee involved in the Award of any Contract, either on his or her own behalf or while acting for, by, with or through another person, has any pecuniary interest, direct or indirect, in the Contract, the employee,
 - (a) shall immediately disclose the interest to the General Manager involved in the Award of the Contract and shall describe the general nature thereof;
 - (b) shall not take part in the Award of the Contract; and
 - (c) shall not attempt in any way to influence the Award of the Contract.
- (5) An employee has an indirect pecuniary interest in any Contract in which the City of Greater Sudbury is concerned, if,
 - (a) the employee or his or her spouse or same-sex partner
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public that has a pecuniary interest in the Contract,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the Contract, or
 - (iii) is a member of an incorporated association or partnership, that has a pecuniary interest in the matter; or

- (b) the employee or his or her spouse or same-sex partner is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the Contract.
- (6) All Council members shall conduct themselves in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

TOTAL ACQUISITION COST

6. Where this By-law prescribes dollar limits, the Contract amount shall be the estimated Total Acquisition Cost less any rebates.

PRESCRIBED COUNCIL APPROVAL

7. Despite any other provisions of this By-law, the following Contracts are subject to Council approval:
- (a) any Contract requiring approval from the Ontario Municipal Board;
 - (b) any Contract where the Total Acquisition Cost is greater than the Council Approved Budget;
 - (c) any Contract where an irregularity precludes the Award of a Contract to the supplier submitting the lowest bid;
 - (d) any Contract where a Good, Service or Construction is available from only one source of supply and the Total Acquisition Cost of such Good, Service or Construction exceeds \$25,000; or where a Bid Solicitation has been restricted to a single source of supply because standardization or compatibility is the overriding consideration;
 - (e) any Contract where the Request for Proposal method of purchase of Goods, Services or Construction is being used and the estimated value of the Goods, Services or Construction exceeds \$100,000;

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- (f) when any Contract is required in accordance with the City of Greater Sudbury's Financing Lease Policy.

RESPONSIBILITIES AND AUTHORITIES

- 8. General Managers shall be responsible for and shall have authority for all procurement activity and decisions within their Departments and may delegate their authority, where appropriate.

NOTIFICATION OF PROCUREMENT OPPORTUNITIES

- 9. (1) Notification of procurement opportunities for Goods, Services or Construction exceeding a Total Acquisition Cost of \$25,000 shall be made by Electronic Advertising and may be used for any other purchase.
- (2) Notification of procurement opportunities for Goods, Services or Construction may be supplemented by other means of notification where appropriate.

PART V - PROCUREMENT PROCEDURES

PURCHASING PROCEDURES

- 10.(1) The Agent shall establish purchasing procedures consistent with the Purposes, Goals and Objectives set out in this By-law relating to:
 - (a) the form, content and use of forms, whether electronic or printed, including requisitions, purchase orders, bonds, letters of credit and other forms of guarantee or surety, tender, proposal and other contract documents;
 - (b) the identification of those Goods, Services or Construction which, are more effectively acquired through cooperative purchasing;

- (c) the process to be followed in the issuing, receipt and evaluation of Tenders and Requests for Proposals including the option of submitting documentation, payment or signature by electronic means pursuant to the *Electronic Commerce Act*, S.O. 2000, c.17, as amended;
 - (d) any other aspect of process or procedure not specifically provided for in this By-law.
- (2) Where, in the opinion of the Agent, circumstances giving rise to an issue of adherence or non-adherence to the requirements of this By-law which cannot be resolved to the satisfaction of the Agent, the Agent shall advise the General Manager of Corporate Services who shall have the authority to determine the appropriate action.

PURCHASING CARDS

11. The Agent is responsible for the Purchasing Card program outlined in the City of Greater Sudbury's Purchasing Card Policy. The Purchasing Card Policy shall adhere to this Purchasing By-law.

BLANKET PURCHASE ORDERS

- 12.(1) A Blanket Purchase Order may be used where:
- (a) one or more Departments repetitively order the same Goods, Services or Construction and the actual demand is not known in advance; or
 - (b) a need is anticipated for a range of Goods, Services or Construction for a specific purpose and for which convenience and location are major factors but the actual demand is not known at the outset.
- (2) The Agent shall establish and maintain Blanket Purchase Orders.

- (3) To establish prices and select sources, the Agent shall employ the provisions contained in this by-law for the acquisition of Goods, Services or Construction.
- (4) More than one supplier may be selected where it is in the best interests of the City of Greater Sudbury and the Bid Solicitation allows for more than one.
- (5) The expected quantity of the specified Goods, Services or Construction to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the greatest extent possible, on previous usage adjusted for any known factors.

REQUEST FOR EXPRESSIONS OF INTEREST

- 13. A General Manager or the Agent may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any Goods, Services or Construction and for the purposes of keeping a list of available suppliers.

PURCHASING METHODS

- 14. The purchasing methods for the purchase of Goods, Services or Construction are listed in Schedule "B".

PURCHASES NOT EXCEEDING FIVE HUNDRED (\$500) DOLLARS

- 15.(1) The Treasurer/Director of Finance shall have authority to establish petty cash funds in such an amount to meet the requirements of a Department for the acquisition of Goods, Services or Construction having an individual Total

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Acquisition Cost of \$500 or less.

- (2) Purchases made pursuant to this Section shall be made from the competitive market place wherever possible and may be made by using an Approved Invoice, Petty Cash, a Purchasing Card or a Purchase Order, subject to Section 27.
- (3) All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer/Director of Finance.

PURCHASES BETWEEN FIVE HUNDRED (\$500) DOLLARS AND TWENTY-FIVE THOUSAND (\$25,000) DOLLARS

- 16.(1) Purchasing requirements for Goods, Services or Construction having an estimated Total Acquisition Cost between \$500 and \$25,000 may be made by using either a Purchasing Card or Purchase Order, subject to Section 27.
- (2) Single purchases of Goods, Services or Construction using a Purchasing Card shall not exceed \$5,000.
- (3) In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for the purchase of Goods, Services or Construction in this Total Acquisition Cost range.
- (4) The procedure used to purchase the Goods, Services or Construction in this Total Acquisition Cost range shall demonstrate that Fair Market Value was achieved.

PURCHASES EXCEEDING TWENTY-FIVE THOUSAND (\$25,000) DOLLARS
REQUEST FOR TENDER

- 17.(1) A Request for Tender shall be used for purchases exceeding \$25,000 where all of the following criteria apply:

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- (a) two or more sources are considered capable of supplying the requirement;
 - (b) the requirement is adequately defined to permit the evaluation of tenders against clearly stated criteria; and
 - (c) it is intended that the Lowest Compliant Bid will be accepted without negotiations.
- (2) The General Manager in charge of the Bid Solicitation or the Agent, on behalf of such General Manager, may Award Contracts emanating from a Request for Tender provided that
- (a) the Award is to the Lowest Compliant Bidder;
 - (b) sufficient funds are available and identified in appropriate accounts within Council Approved Budgets; and
 - (c) the provisions of this By-law are complied with.
- (3) The General Manager or Agent shall follow the provisions of Section 27 regarding the form of contract required to complete the purchase.

REQUEST FOR PROPOSAL

18.(1) A Request for Proposal shall be used where one or more of the criteria for issuing a Request for Tender cannot be met such as:

- (a) owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone; or
- (b) it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirement.

- (2) Where the Contract price is anticipated to be \$100,000 or greater and the Request for Proposal method of procurement is utilized, the Agent shall be a member of the committee formed to evaluate the response to the Request for Proposal.
- (3) Every Request for Proposal shall contain an evaluation grid.
- (4) The Agent shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation grid, which criteria may include, but are not limited to, factors such as approach, equipment and facilities, experience and qualifications, methodology, past performance and scheduling, price and strategy.
- (5) The General Manager in charge of the particular Bid Solicitation or the Agent, on behalf of such General Manager, may Award Contracts emanating from a Request for Proposal provided that:
 - (a) the estimated Total Acquisition Cost of the Goods, Services or Construction does not exceed \$100,000;
 - (b) the Award is to be made to the supplier meeting all mandatory requirements and determined, by reference to an evaluation grid, as providing best value;
 - (c) sufficient funds are available and identified in appropriate accounts within Council Approved Budgets; and
 - (d) the provisions of this By-law are complied with.
- (6) The General Manager and Agent shall follow the provisions of Section 27 regarding the form of contract required to complete the purchase.

IN HOUSE BIDS

19. In House Bids may be used for the procurement of Goods, Services or Construction in circumstances where the Chief Administrative Officer considers it appropriate to do so.

GUARANTEE OF CONTRACT EXECUTION AND PERFORMANCE

- 20(1) The Agent may require that a Bid be accompanied by a Bid Bond or other similar security to guarantee entry into a Contract. Unless otherwise specified, in circumstances where a Bid Bond or other security is required, the refundable deposit requirements for Requests for Tenders and Requests for Proposals shall be as follows:

ESTIMATED TOTAL ACQUISITION COST	MINIMUM DEPOSIT REQUIRED
\$25,000 or less	5%
Greater than \$25,000	10%

- (2) Prior to the commencement of the work, the successful bidder may be required to provide the following security in addition to the security referred to in Subsection 20(1):
- (a) a performance bond to guarantee the performance of a Contract, and
 - (b) a payment bond to guarantee the payment for labour and materials to be supplied in connection with a Contract.
- (3) The Agent shall select the appropriate means to guarantee execution and performance of the Contract. Means may include one or more of, but are not limited to, certified cheque, bank draft, irrevocable letter of credit, money order and, where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the City of Greater Sudbury.

- (4) Prior to the commencement of work, evidence of insurance coverage satisfactory to the Risk Management/ Insurance Officer must be obtained, ensuring indemnification of the City of Greater Sudbury from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the Contract and from any other risk determined by the Risk Management/Insurance Officer as requiring coverage.
- (5) Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety and Insurance Board shall be obtained ensuring all premiums or levies have been paid to the Workplace Safety and Insurance Board to the date of payment.

CONTRACT WITHOUT BUDGETARY APPROPRIATION

- 21. Where a requirement exists to initiate a project for which Goods, Services or Construction are required and funds are not contained within the Council Approved Budget to meet the proposed expenditure, the General Manager shall, prior to commencement of the purchasing process, submit a report to Council containing:
 - (a) information surrounding the requirement to contract;
 - (b) the terms of reference to be provided in the Contract;
 - (c) information on the availability of the funds within existing estimates, which were originally approved by Council for other purposes, or on the requirement of additional funds.

BIDS IN EXCESS OF PROJECT ESTIMATES

- 22(1) Where Bids are received in response to a Bid Solicitation but exceed project estimates, the General Manager in charge of the Bid Solicitation and the Agent, jointly, may enter negotiations with the Lowest Compliant Bidder to achieve an acceptable Bid within the project estimate.
- (2) Negotiations shall be conducted in accordance with the guidelines established by the Canadian Construction Documents Committee.

EMERGENCY PURCHASES

- 23(1) Where an Emergency exists requiring the immediate procurement of Goods, Services or Construction, a General Manager or the Agent may purchase the required Goods, Services or Construction by the most expedient and economical means, notwithstanding any other provision of this By-Law. As soon as practicable thereafter, the Agent shall comply with Section 27 of this By-law.
- (2) For all Emergency purchases made by a General Manager, the General Manager shall as soon after the purchase as reasonably possible, notify the Agent with a written report detailing the circumstances of the Emergency. A report to Council shall be made by the General Manager and the Agent in all circumstances where the Emergency purchase exceeds \$25,000.

COOPERATIVE PURCHASING

- 24(1) The City of Greater Sudbury may participate with other government agencies or public authorities in cooperative purchasing where it is in the best interests of the City of Greater Sudbury to do so and where the purposes, goals and objectives of this By-law are complied with by such government agencies and public authorities.

- (2) The policies of the government agencies or public authorities calling the cooperative Bid Solicitation are to be the accepted policy for that particular purchase.

IDENTICAL TENDERS

- 25(1) If the Lowest Compliant Bids from two or more bidders are identical in Total Acquisition Cost or unit price, the Agent, with the consent of the General Manager in charge of the Bid Solicitation, is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain a lesser price and shall maintain a record in respect of such negotiations.
- (2) The Agent shall not reveal information pertaining to such negotiations or the manner in which the final price was determined to any of the bidders concerned. The Agent shall include as part of the record, a report concerning the results of such negotiations.
- (3) When negotiations are not successful in breaking the identical tenders, then the successful bidder shall be determined by coin toss. The coin toss shall be performed in the presence of the General Manager in charge of the Bid Solicitation, the Agent and the Director of Legal Services, or their designate(s).

BID IRREGULARITIES

26. The process for administering irregularities contained in Bids pertaining to all Contracts shall be as set out in Schedule "C". For an irregularity listed in the first column of Schedule "C", the applicable response is set out opposite to the irregularity in the second column of Schedule "C".

CONTRACTUAL AGREEMENT

- 27(1) The Award of Contract over \$500 shall be made by way of an agreement, or as a Purchase Order.
- (2) A Purchase Order is to be used when the resulting Contract requires only the City of Greater Sudbury's standard contractual terms and conditions.
- (3) A formal agreement is to be used when the resulting Contract is complex and will contain terms and conditions other than the City of Greater Sudbury's standard contractual terms and conditions.
- (4) It shall be the responsibility of the General Manager in charge of the particular Bid Solicitation, with the Agent and/or the Director of Legal Services, to determine if it is in the best interests of the City of Greater Sudbury to establish a formal agreement with the supplier.
- (5) Where it is determined that a formal agreement is required, the formal agreement shall be reviewed and approved for execution by the Director of Legal Services, or their designate.
- (6) Where a formal agreement is required, the General Manager shall execute the agreement in the name of City of Greater Sudbury.
- (7) Where a formal agreement is issued, the Agent may issue a Purchase Order incorporating the formal agreement.
- (8) Where a formal agreement is not required, the Agent shall issue and execute a Purchase Order incorporating the relevant terms and conditions.

SURPLUS AND OBSOLETE GOODS

- 28(1) The Agent must dispose of all Goods for which a Department no longer has use and the Agent may use any method for disposal in the City of Greater Sudbury's best interests, including without limitation, public auction, public tender, trade, negotiated sale or transfer to another Department.

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- (2) An employee who has the responsibility of declaring Goods surplus or obsolete, or for sending items to a public auction shall not bid on or personally obtain any Goods that the employee has declared as surplus.
- (3) No Council Member or employee shall be permitted to receive surplus or obsolete Goods except by purchase at public auction, public tender, trade or negotiated sale.

PART VI - OTHER

ACCESS TO INFORMATION

- 29. The disclosure of information received relevant to the issue of Bid Solicitations or the Award of Contracts emanating from Bid Solicitations shall be in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

BY-LAW REVIEW

- 30(1) This By-law shall be reviewed prior to the end of each Council term and any amendment thereto shall be made prior to the inaugural meeting of the next Council.
- (2) The review shall determine how effective this By-law has been in achieving the objectives set out in Section 2 of the By-law as well as the requirements of the *Municipal Act, 2001*, as amended.
- (3) The review may be undertaken by an ad-hoc committee of Council, the final result of which shall be comprised of a report to Council, by the Agent.

EFFECTIVE DATE

- 31. This By-law shall come into force and take effect on the 1st day of January, 2004.

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REPEAL

32. By-law 2001-2 and all amendments thereto are hereby repealed on the effective date of this By-law.

Read a First, Second and Third time and finally passed this 1st day of January, 2004.

MAYOR

CLERK

SCHEDULE "A"

The purchasing methods described in this by-law do not apply to the following

Goods and Services:

1. Training and Education
 - (1) Registration and Tuition fees for conferences, conventions, courses and seminars
 - (2) Magazines, books and periodicals unless the purchase of such magazines books and periodicals are subject to value-added services
 - (3) Memberships
2. Refundable Employee/Councillor Expenses
 - (1) Advances
 - (2) Meal Allowances
 - (3) Travel and Entertainment
 - (4) Miscellaneous - Non-Travel
3. Employer's General Expenses
 - (1) Payroll Deductions Remittances
 - (2) Medical
 - (3) Licenses (Vehicle, Firearms, etc.)
 - (4) Debenture Payments
 - (5) Grants to Agencies
 - (6) Damage Claims
 - (7) Petty Cash Replenishment
 - (8) Tax Remittances
4. Professional and Special Services
 - (1) Committee Fees

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- (2) Legal fees and other Professional Services related to litigation or legal matters
 - (3) Funeral and Burial expenses
 - (4) Witness fees
 - (5) Contracts related to the provision of "controlled acts" by persons "governed by a health profession Act", as those expressions are used in the *Regulated Health Professions Act*, S.O. 1991, c.18, as amended
 - (6) Veterinary Expenses
- 6. Utilities
 - 7. Advertising services required by the City on or in but not limited to radio, television, newspaper and magazines
 - 8. Bailiff or collection agencies

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SCHEDULE "B"

PURCHASING METHODS

Procedure	Cost of Goods or Service
Approved Invoice or Petty Cash or Purchase Order (including Blanket Purchase Order) or Purchasing Card	\$499 or less (Section 15)
Agreement, Purchase Order (including Blanket Purchase Order) or Purchasing Card or Request for Proposal or Request for Tender	\$500 to 25,000 (Section 16)
Agreement, Request for Tender or Request for Proposal	\$25,000 or more (Sections 17 and 18)

SCHEDULE "C"

	IRREGULARITY	RESPONSE
1	Late Bids.	Automatic rejection and not opened or read publicly.
2	Unsealed Envelopes.	Automatic rejection.
3	Insufficient Financial Security (No Bid Security or agreement to bond or insufficient Bid bond or agreement to bond).	Automatic rejection.
4	Bids completed and/or signed in erasable medium	Automatic rejection.
5	All required sections of Bid documents not completed.	Automatic rejection unless, in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the Director of Legal Services, or designate, the incomplete nature is trivial or insignificant.
6	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the Director of Legal Services, or designate, the qualification or restriction is trivial or not significant.
7	Bids received on documents other than those provided or specified by the City.	Automatic rejection.
8	Bids Containing Minor Obvious Clerical Errors.	48 hours to correct and initial errors.
9	Failure to execute Agreement to Bond (Suretys Consent) or Bonding company corporate seal or signature missing from Agreement to Bond.	Automatic rejection.
10	Failure to execute Bid Bond by Bidder and Bonding Company.	Automatic rejection.
(a)	Corporate seal of the Bidder and Bonding Company, missing.	48 hours to correct.
11	Documents - Execution	
(a)	Corporate seal or signature missing; signatory's authority to bind the corporation or signature missing.	48 hours to rectify situation.
(b)	Corporate seal and signature missing; signatory's authority to bind the corporation and signature missing.	Automatic rejection.
12	Erasures, Overwriting or Strike-Outs which are not Initialed:	

	IRREGULARITY	RESPONSE
(a)	uninitialed changes to the Tender documents, other than unit prices, which are trivial or not significant;	48 hours to initial. The determination of what constitutes trivial or insignificant uninitialed changes shall be made in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the Director of Legal Services, or designate.
(b)	unit prices in the Schedule of Prices have been changed but not initialed and the Contract totals are consistent with the price as changed;	48 hours to initial change in unit price. The determination of what constitutes trivial or insignificant uninitialed changes shall be made in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the Director of Legal Services, or designate.
(c)	unit prices in the Schedule of Prices which have been changed but not initialed and the Contract totals are inconsistent with the price as changed;	Automatic rejection.
13	Mathematical errors which are not consistent with unit prices.	48 hours to initial corrections as made by the Supplies and Services Division.
14	Documents, in which all necessary Addenda, which have financial implication, have not been acknowledged.	Automatic rejection.
15	Any other irregularities.	The Agent, General Manager in charge of the Bid Solicitation and the Director of Legal Services, or designate, acting in consensus shall have authority to waive other irregularities or grant 48 hours to initial such other irregularities, which they jointly consider to be minor.

Request for Decision City Council



Type of Decision									
Meeting Date	October 9, 2003				Report Date	October 1, 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
Update on the Waste Optimization Study

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.
Not applicable.	
<input checked="" type="checkbox"/>	Background Attached

Recommendation
For information only.
Recommendation Continued

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

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

Report Prepared By



Chantal Mathieu
Manager of Waste Management

Division Review

The Technical Steering Committee (TSC) for the Waste Optimization Study held its first meeting on September 12, 2003. A review and presentation of the Phase 1 Report - Database Preparation was conducted.

A second meeting was held on September 23, 2003. The TSC's Terms of Reference was presented, amended and approved. A list of waste management issues were discussed at length. Certain issues/items were referred to the study planning process. Other items, such as tipping fees and collection services will again be discussed, but after the Public Input Meeting scheduled for October 15, 2003. The TSC members felt that comments from the public were important prior to recommending a certain course of action for Council's consideration.

A detailed report will be presented to Council after the Public Input Meeting and once the TSC has had a chance to meet and review the public comments.



Northern Medical School
Implementation Management Committee

École de médecine du Nord
Comité de gestion de la mise en œuvre

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September 23, 2003

Members of City Council
City of Greater Sudbury

Dear Members of Council,

The Implementation Management Committee was formed by the provincial government to develop the business plan for the Northern Ontario Medical School (NOMS). The members of this committee are Greater Sudbury Mayor Jim Gordon (Chair), Thunder Bay Councillor Rene Larson, Kirkland Lake Councillor Linda Cunningham, Geoff Tesson of Laurentian University and the Founding Dean for NOMS, Dr. Roger Strasser. Their task is now complete.

The committee has been incorporated as a “not for profit” corporation called IMC Inc. The focus of the IMC Inc has shifted to the study of health research as an economic development catalyst for Northern Ontario. The IMC Inc applied for and has received approval from the NOHFC to fund a major study to look at health research and innovation opportunities across the North.

The name of the project is **“Creating a Sustainable Health Research Industry: A Proposal to Leverage Health Care Assets in Northern Ontario”**.

This is a pan-Northern Ontario initiative encompassing the major communities of North Bay, Sault Ste. Marie, Greater Sudbury, Thunder Bay and Timmins, as well as other Northern municipalities and health research stakeholders.

It is proposed that provincial and municipal government partners, with the participation and support of Northern health research stakeholders, fund a comprehensive study of Northern Ontario’s health research opportunities. Such a study would help Northern health research stakeholders to identify the strategies and mechanisms that will optimize benefits for all. According to the Canadian Institute of Health Research, it is estimated that Canada will need 100,000 new health researchers by 2010. Based on population our share of these new jobs is at least 3,000. This study will assist the partners in determining how best to proceed with opportunity creation in this sector in Northern Ontario. The consultants will complete a strategy and a business plan for this initiative.

The objectives of the study phase of this project are to:

- Document existing health research activities in Northern Ontario, including pockets of strength within the region's five major municipalities
- Consult with Northern health research stakeholders on needs, objectives and priorities
- Assess the impact of the Northern Ontario Medical School on health research opportunities in Northern Ontario i.e. capacity for attracting early stage commercialization and mature biotech industry partners
- Assess the environment for health research
- Define a research agenda that best fits the environment, stakeholder interests and intentions and the opportunity
- Develop a strategy and business plan for accelerating health research activity in Northern Ontario for the next decade

The field of health research is undergoing rapid expansion, driven by advances in medical science and significant increases in the levels of private and public sector investment. Moreover, Northern and rural health research is quickly emerging as a major priority in Canada. Success in growing a specialized health research program in the North could provide significant economic development and diversification benefits, including 3,000 quality jobs.

To develop an effective strategy to grow the health research sector in Northern Ontario, one must identify the best fit between the interests, resources and capabilities of project stakeholders and existing and emerging opportunities -- locally, provincially, nationally and globally. In addition, the optimal mechanisms for implementation needed to transform a vision into results must be created. This will be the focus of the project consultants.

The key result of this project will be a detailed road map for developing the health research sector in Northern Ontario over the next decade. Although the consultant's key recommendations cannot be predicted in advance of the study, they may potentially encompass such aspects as an organizational structure (e.g., an alliance or consortium or a virtual health research institute), a particular focus or research theme, funding mechanisms (such as tax incentives for private sector investment or an endowment fund), infrastructure needs (e.g., laboratory space, technology, etc.) and appropriate market opportunities for a Northern health research industry.

A Health Research Study Advisory Committee consisting of community leaders across the North, the Northern Medical School and health research stakeholders will be formed to oversee this study. I have attached a chart showing the structure of the committee. As you can see the committee is large. It must be in order to be representative of Northern Ontario communities, both large and small as well as health research stakeholders.

The role of the Committee will be to:

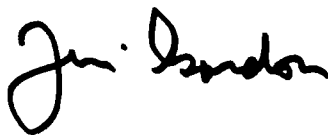
- Identify, understand, meet and manage the expectations of all the stakeholder groups, and engage stakeholders from Northern Ontario in the study;
- Provide accurate information on the capacities and capabilities of potential communities and community partners in the strategy;
- Meet locally and participate in scheduled conference calls as anticipated by the project work plan (it is expected to be six to eight meetings);
- Review and provide advice on draft or final deliverables at the request of the consultant or project authority.

We are seeking two representatives from your council to participate on this committee. The committee is expected to meet six to eight times. Due to the vast geographic distances and number of representatives, meetings will be held via video conferencing with Sudbury and Thunder Bay as hubs. The first meeting is scheduled for mid October in order to approve the RFP document that will be used to solicit and select and the consulting team who will do the study. Therefore, please inform me of your selection by October 8, 2003.

This is an exciting initiative, which has the potential to provide the North with thousands of good jobs. Sudbury and Thunder Bay, the major partners have already committed \$35,000 each. Also attached is a budget for this project.

Your prompt consideration of this matter is appreciated.

Yours sincerely,



Mayor Jim Gordon
Chair, Implementation Management Committee Inc

cc Mark Mieto, CAO, City of Greater Sudbury
Thom Mowry, City Clerk, City of Greater Sudbury

Attachment

Appendix A

Health Research Project Budget Estimate

Estimated Costs

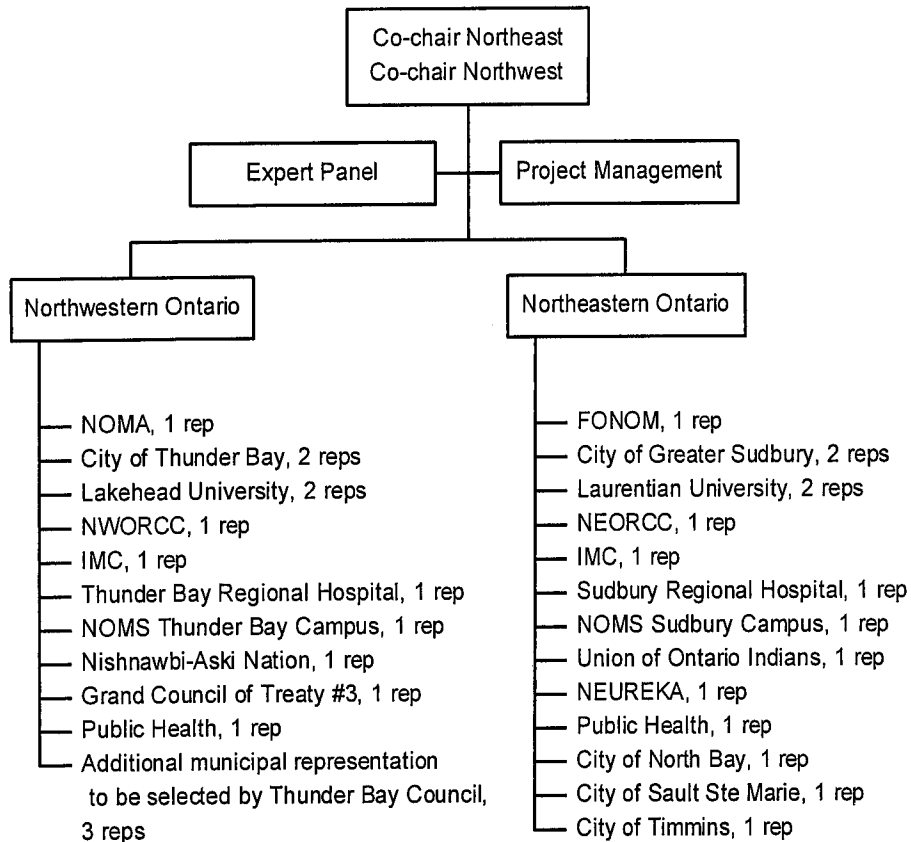
Consultant(s) services	\$ 500,000
Project management	
manager	\$ 65,000
administrative assistance resources	\$ 32,000 *
economic development staff resources	\$ 51,000 *
Project Expenses	
office expenses	\$ 5,000
rent	\$ 2,000 *
travel related to project development	\$ 20,000
meeting expenses	\$ 10,000
Total estimated costs	\$ 685,000

Sources of financing

NOHFC \$375,000(approved) + Fednor \$125,000(approval pending)	\$ 500,000
Cash contributions	
Sudbury	\$ 35,000
Thunder Bay	\$ 35,000
Other Municipal contributions to be determined	\$ 30,000
Value of services in kind	\$ 85,000
Total Financing	\$ 685,000

* denotes expenditure financed through services in kind contribution.

Health Research Study Advisory Committee Structure



Note: all representatives to Committee will be selected by the appropriate board or municipal council