

Request for Decision City Council




Type of Decision											
Meeting Date	September 23, 2003					Report Date	September 17, 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
Contract 2003-24, Storm Drainage Improvements, Various Locations

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.
<input checked="" type="checkbox"/>	Background Attached


Recommendation
<p>That Contract 2003-24, Storm Drainage Improvements, Various Locations, be awarded to Hollaway Equipment Rental Ltd. in the tendered amount of \$436,082.78, this being the lowest tender meeting all contract specifications.</p>
Recommendation Continued

Recommended by the General Manager
 D. Bélisle General Manager of Public Works

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

Date: September 17, 2003

Report Prepared By

Angelo Dagostino, P. Eng.
Roads and Drainage Engineer

Division Review

Tenders for Contract 2003-24, Storm Drainage Improvements, Various Locations, were opened at the Tender Opening Committee meeting at 2:30 p.m. local time, Tuesday, September 16, 2003 as follows:

BIDDER	TOTAL TENDERED AMOUNT	REVISED TENDERED AMOUNT
Hollaway Equipment Rental Ltd.	\$436,082.78	
R. M. Belanger Limited	\$453,176.03	\$453,156.77
Pioneer Construction Inc.	\$459,357.91	
Teranorth Construction & Engineering Limited	\$483,229.34	
Garson Pipe Contractors Ltd.	\$492,927.60	
Lacroix Construction Co. (Sudbury) Ltd.	\$653,775.26	

Staff have reviewed the tenders and have found an error in the tender received from R. M. Belanger Limited. The revised tender for R. M. Belanger Limited is \$453,156.77.

The lowest tender for the subject contract meeting all contract specifications was submitted by Hollaway Equipment Rental Ltd., in the amount of \$436,082.78, and is recommended for approval.

The Engineer's estimate for this tender is \$475,000.00 and this work is funded from the approved 2003 Capital Program, Roads & Drainage.

Request for Decision City Council



Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 9, 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
SPECIAL OCCASION PERMIT UKRAINIAN NATIONAL FEDERATION ANNUAL "YARMAROK"

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.
Budget Implications None	
Policy Implications None	
<input type="checkbox"/>	Background Attached

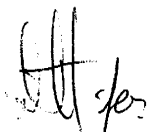
Recommendation	
<p>THIS Council has no objection to the issuance of a special occasion permit to Morris Hucal of the Ukrainian National Federation, 130 Froot Road. The request is made to facilitate their Annual Yarmarok to be held on October 17th to 19th, 2003 and the hours of operation will be between 11:00 a.m. and 1:00 a.m. with an anticipated attendance of 300-400 people each day of the event.</p> <p>AND FURTHER THAT this Council confirms the nature of this event as a Community Festival and that it is of municipal significance to our Community;</p>	
<input checked="" type="checkbox"/>	Recommendation Continued

Recommended by the General Manager
 Doug Nadorozny, General Manager Economic Development & Planning Services

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

Date: September 9, 2003

Report Prepared By



Roger Leblanc,
Municipal Law Enforcement Officer

Division Review

And further that this approval be subject to the following conditions:

1. That the special event organizer shall ensure the provision of adequate clean-up of the site and those properties adjacent to the event area;
2. That all Ontario Fire Code regulations must be adhered to, in particular, with respect to Section 2.8 that indicated a Fire Safety Plan is required for this event;
3. That a fire extinguisher be provided for outdoor cooking or barbecues;
4. That when outdoor amplified sound equipment is in use, all speakers and speaker stacks shall be positioned to tilt downward into the crowd versus projecting straight over the crowd or adjoining properties;
5. That the special event organizer, or his designate, must be present on the site during the entire duration of the event;
6. That the event representative ensure emergency vehicles have access to the event area.

Background:

Attached is an application submitted by Mr. Morris Hucal on behalf of the Ukrainian National Federation, requesting Council's approval for a special occasion permit to facilitate their Annual Yarmarok which will be held on October 17th to 19th, 2003 at 130 Frood Road, Sudbury as a fund raiser for the said Ukrainian National Federation.

In accordance with Council's policy, this application was circulated to the Fire Chief, Police Chief, Director of Citizen and Leisure Services, the City Solicitor, the Co-ordinator of Traffic and Parking, the Manager of Transit Operations and the General Manager of Emergency Services. Their concerns have been added to the conditions for approval.

The foregoing resolution has therefore been placed on the Agenda for your consideration.

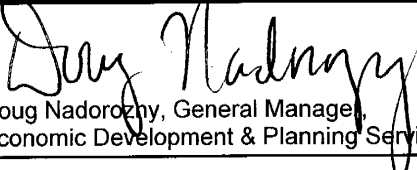
Request for Decision City Council

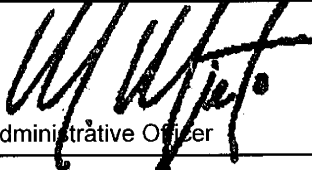
Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 18, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No		Priority	<input checked="" type="checkbox"/>	High	Low
	Direction Only					Type of	<input checked="" type="checkbox"/>	Open	Closed

Report Title
Northern Lights Festival Boréal Special Occasion Permit

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.
<u>POLICY IMPLICATIONS</u>	
NONE	
<u>BUDGET IMPACT</u>	
NONE	
<input type="checkbox"/>	Background Attached

Recommendation	
<p>THAT this Council has no objection to the issuance of a Special Occasion Permit to Northern Lights Festival Boréal to operate a beer tent to coincide with Sudbury Metro Centre's "Welcome Back Block Party" to be held on Saturday, September 27th, 2003. The hours of operation will be from 11:00 a.m. to 11:00 p.m. with an anticipated attendance of 500 people.</p>	
<input checked="" type="checkbox"/>	Recommendation Continued

Recommended by the General Manager
 Doug Nadrozny, General Manager, Economic Development & Planning Services

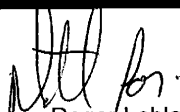
Recommended by the C.A.O.
 Mark Mieto, Acting Chief Administrative Officer

Request for Decision City Council

	Recommendation <i>continued</i>		Background
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Please indicate if the information below is a continuation of the Recommendation or Background

Report Prepared By



Roger Leblanc, M.L.E.O.

Division Review

Doug Nadorozny, General Manager,
Economic Development & Planning Services

And that the foregoing approval be subject to the following conditions:

1. That the tent be erected in accordance with the provisions of the Ontario Building Code and that no spikes shall be used to anchor the tent;
2. That the event representative ensure emergency vehicles have access to the event area;
3. That the event representative provide adequate liability insurance in a form satisfactory to the Manager of Financial Planning & Policy;
4. That all Ontario Fire Code regulations must be adhered to, in particular, with respect to Section 2.8 that indicates a Fire Safety Plan is required for this event;
5. That when outdoor amplified sound equipment is in use, all speakers and speaker stacks shall be positioned to tilt downward into the audience or crowd versus projecting straight over the crowd or adjoining properties.

BACKGROUND:

Submitted was an application for a Special Occasion Permit by Murray Bowes, Executive Director, Northern Lights Festival Boréal. The application is submitted to coincide with Sudbury Metro Centre's "Welcome Back Party" to welcome back the students during their orientation week. Northern Lights Festival Boréal will be operating a beer tent as a fund raiser at this event on Saturday, September 27th, 2003. The hours of operation will be between 11:00 a.m. to 11:00 p.m. with an anticipated attendance of 500 people.

In accordance with Council's policy, this application was circulated to the Fire Chief, Police Chief, Director of Citizen & Leisure Services, the City Solicitor, the Co-ordinator of Traffic and Parking, the Manager of Transit Services and the Acting General Manager of Emergency Services. Their concerns, if any, have been added to the conditions for approval.

The foregoing resolution has therefore been placed on the Agenda for your consideration.

Request for Decision City Council



Type of Decision

Meeting Date	September 23, 2003				Report Date	September 17, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting		Open		Closed

Report Title

Brunet Municipal Drain

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 City of Greater Sudbury accept the petition for Municipal/Agricultural Drainage works submitted by landowners within the area described as Part of Lot 1, Concession 6, Fairbank Township, and Part of Lot 1, Concession 1, Dowling Township, which was filed with the Clerk on the 26th day of August, 2003, and that the City of Greater Sudbury appoint the engineering firm of K. Smart Associates Limited as the Drainage Engineer for this project.

Recommendation Continued

Recommended by the General Manager

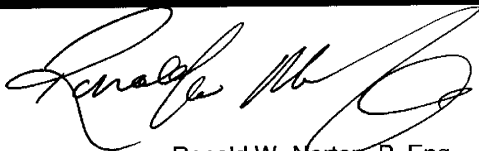
Don Bélisle
General Manager of Public Works

Recommended by the C.A.O.

Mark K. Smith
Chief Administrative Officer

Date: September 17, 2003

Report Prepared By



Ronald W. Norton, P. Eng.
Co-ordinator of Technical Services

Division Review



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

The City of Greater Sudbury is in receipt of a drainage petition (Exhibit "1", attached) from landowners within Part of Lot 1, Concession 6, Fairbank Township, and Part of Lot 1, Concession 1, Dowling Township. The location of these lands is shown on the map attached to this report as Exhibit "2". Some of the petitioners have agricultural lands with large acreage. These lands would benefit from an improved drainage outlet and tributary field drains (ditches).

The Drainage Act of Ontario provides a process whereby landowners can improve land drainage through the creation of a Municipal/Agricultural Drain. The City of Greater Sudbury is required by the Drainage Act to administrate the process. The Provincial Ministry of Agriculture provides substantial grants to facilitate these projects when agricultural lands are involved.

The petition submitted by landowners in the vicinity of Vermillion Lake Road has been reviewed by the Public Works Department. A preliminary review of topographic maps and input from the Nickel District Conservation Authority suggests that this location could receive improvement in drainage if a Municipal/Agricultural Drain is constructed. The Engineering Division recommends the approval of the petition by Council.

One of the initial steps in the process is the appointment of a Drainage Engineer to study the problem and to recommend a solution in an engineer's report.

The engineering consulting firm of K. Smart Associates Limited have studied and implemented numerous Municipal/Agricultural Drains in Rayside Balfour, Dowling Township, Valley East, West Nipissing and southern Ontario. We are satisfied that they have the expertise and experience to successfully implement this project under the Drainage Act. The Public Works Department recommends the appointment of K. Smart Associates Limited as the Drainage Engineer for this project.

PETITION FOR DRAINAGE WORKS BY OWNERS

We, being owners, as shown by the last revised assessment roll, of lands in the

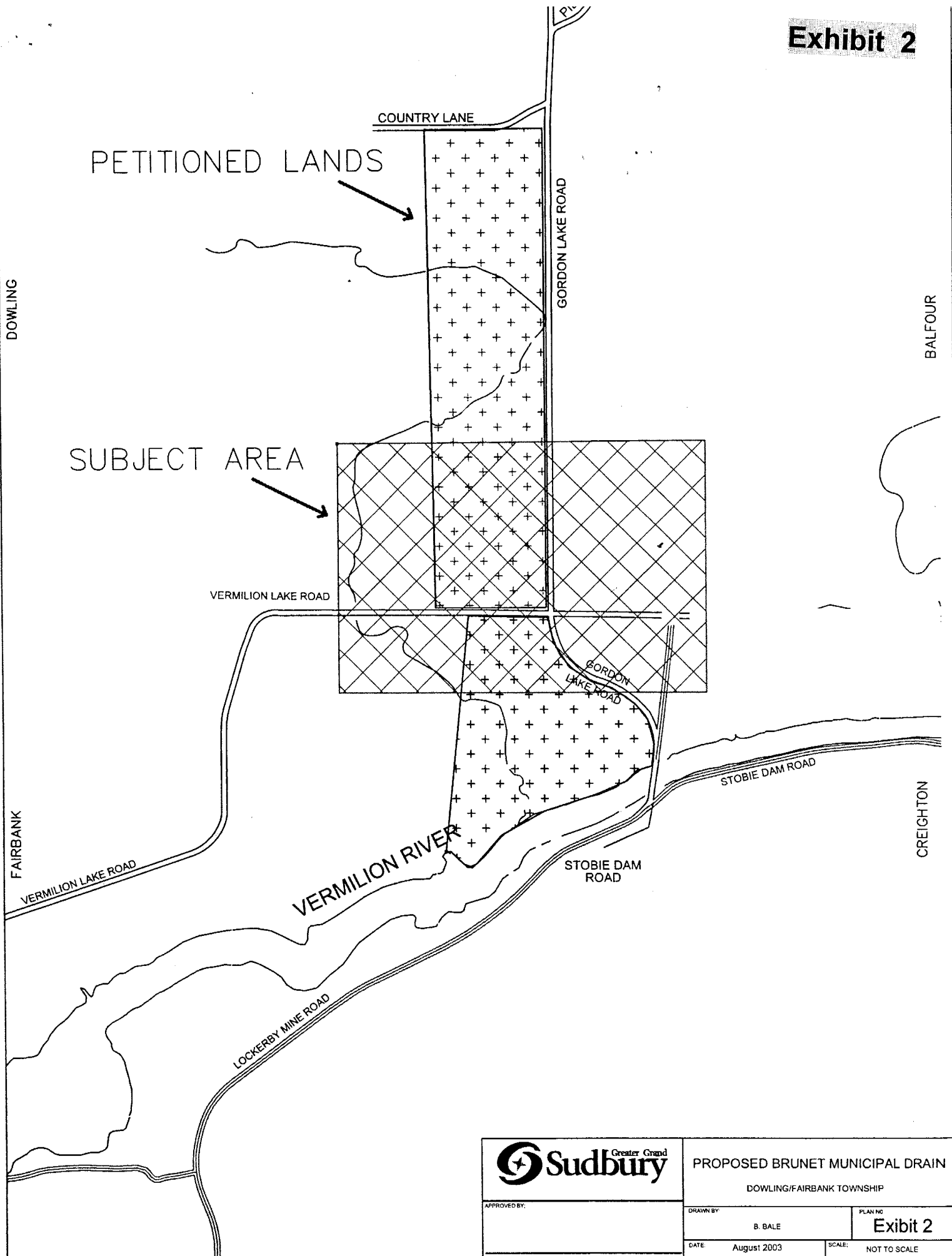
Municipality of Sudbury

(Insert name of municipality or names of municipalities)

requiring drainage, hereby petition that the area more particularly described as follows:

(Describe the area by metes and bounds, giving each lot and part of lot, number of concession or street, and hectares in each lot or part of lot. Attach extra sheet if required.)

*DRAIN LAND ON CORNER OF KENNEDY
L.K. RD. A GRADUAL L.K. RD.*



		PROPOSED BRUNET MUNICIPAL DRAIN	
		DOWLING/FAIRBANK TOWNSHIP	
APPROVED BY:	DRAWN BY:	PLAN NO:	
	B. BALE	Exhibit 2	
DATE:	August 2003	SCALE:	NOT TO SCALE

Request for Decision City Council



Type of Decision

Meeting Date	September 23 rd , 2003				Report Date	September 16 th , 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

SALE OF SURPLUS LAND
PARCEL 30039, S.E.S., BEING PARTS 1 & 2, PLAN 53R-14270, NORMAND ST., CHELMSFORD

Policy Implication + Budget Impact

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

The net proceeds from the sale will be deposited to the Land Acquisition Reserve Fund.

Background Attached


Recommendation

That the City of Greater Sudbury enter into an Agreement of Purchase and Sale with Shawn Peterson and Joanne Leclair-Peterson for the land legally described as Parcel 30039, S.E.S., being Parts 1 and 2, Plan 53R-14270, Normand Street, Chelmsford subject to the terms and conditions outlined in the attached report; and

That the Clerk and Property Negotiator / Appraiser be authorized to execute all documents necessary to complete the real estate transaction.

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



KEITH FORRESTER
Property Administrator

Division Review

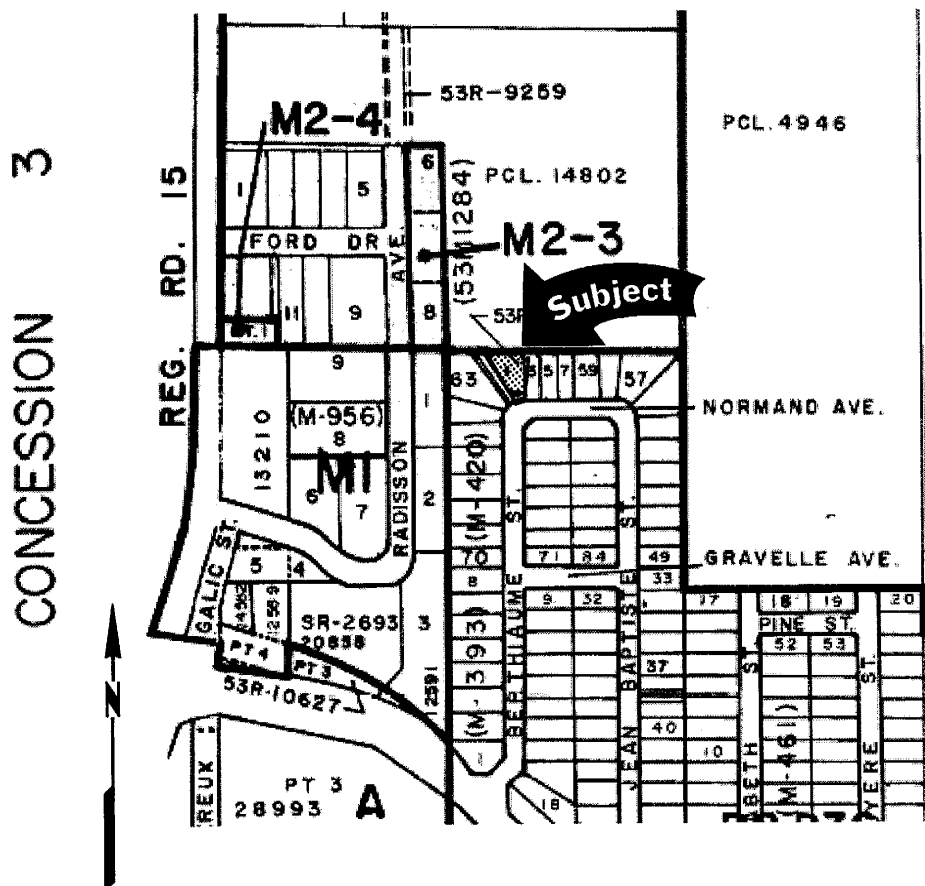


RON SWIDDLE
Director of Legal Services / City Solicitor

That Planning Committee at its meeting of May 13th, 2003, passed Resolution 2003-84 declaring the subject land surplus.

The property was marketed in accordance with the Municipal Act and the City's Purchasing By-law. It was advertised in the local newspaper, and simultaneously listed with the Sudbury Real Estate Boards.

The City of Greater Sudbury has received a conditional offer from Shawn Peterson and Joanne Leclair-Peterson in the amount of \$25,000.00. It is recommended that the City of Greater Sudbury accept the offer submitted by Shawn Peterson and Joanne Leclair-Peterson subject to the above noted terms.



Request for Decision City Council

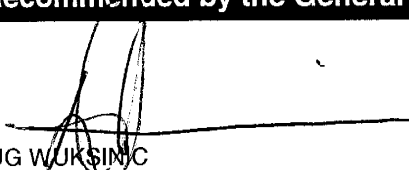


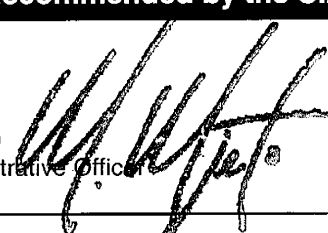
Type of Decision									
Meeting Date	September 23 rd , 2003				Report Date	September 16 th , 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
<p align="center">SALE OF SURPLUS LAND LOT 28, PLAN M-31: HARTY STREET, SUDBURY</p>

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.
<p>The net proceeds from the sale will be deposited to the Land Acquisition Reserve Fund.</p>	
<input checked="" type="checkbox"/>	Background Attached

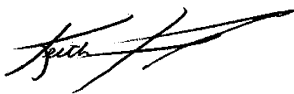
Recommendation
<p>That the City of Greater Sudbury enter into an Agreement of Purchase and Sale with Fred Mens for the land legally described as Lot 28, Plan M-31, Harty Street subject to the terms and conditions outlined in the attached report; and</p> <p>That the Clerk and Property Negotiator / Appraiser be authorized to execute all documents necessary to complete the real estate transaction.</p>
Recommendation Continued

Recommended by the General Manager
 DOUG WUKSHINIC General Manager of Corporate Services

Recommended by the C.A.O.
 MARK MIETO Chief Administrative Officer

Date: September 16, 2003

Report Prepared By

**KEITH FORRESTER**
Property Administrator

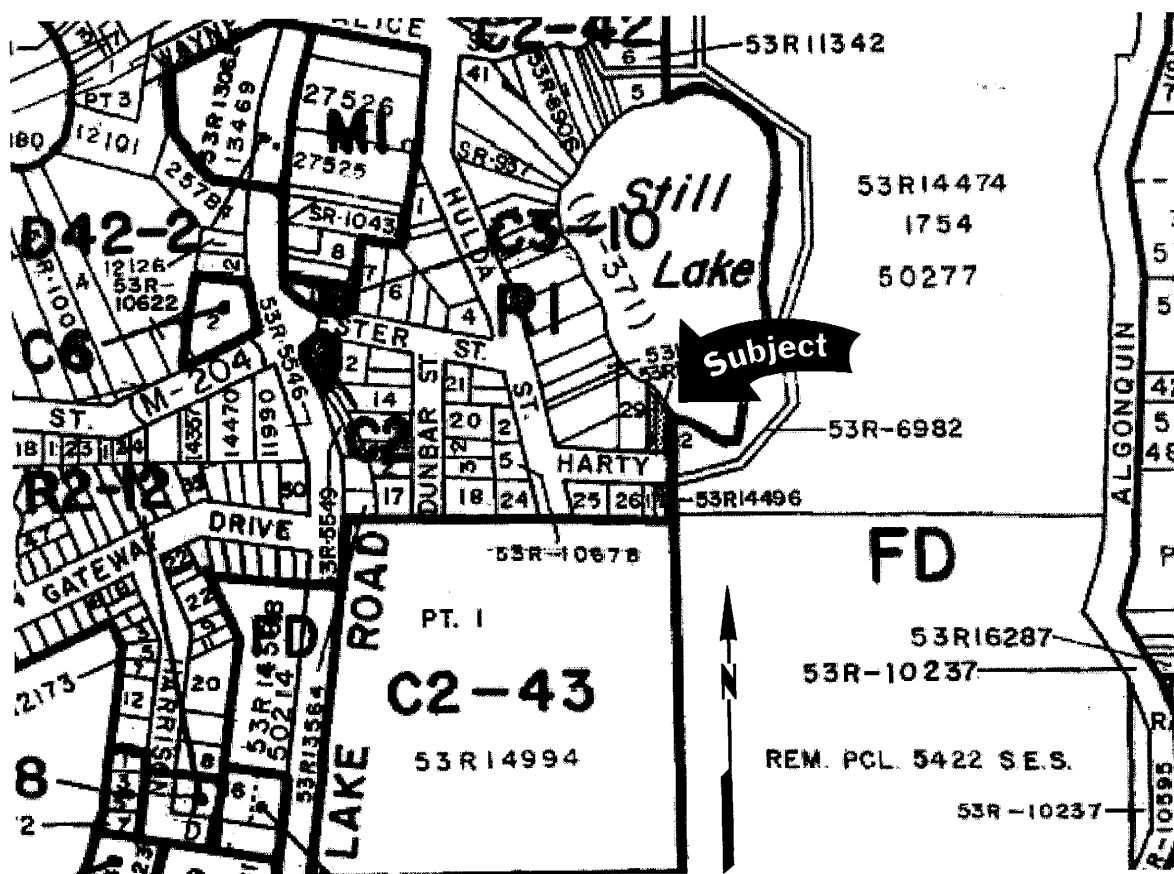
Division Review

**RON SWIDDLE**
Director of Legal Services / City Solicitor

The Planning Committee at its meeting of February 11th, 2003, passed Resolution 2003-23 declaring the subject land surplus.

The property was marketed in accordance with the Municipal Act and the City's Purchasing By-Law. It was advertised in the local newspaper and simultaneously listed with the Sudbury Real Estate Board.

The City of Greater Sudbury has received a cash offer from Fred Mens in the amount of \$5,000.00. It is recommended that the CGS accept the offer submitted by Fred Mens subject to the above noted terms.



Request for Decision City Council




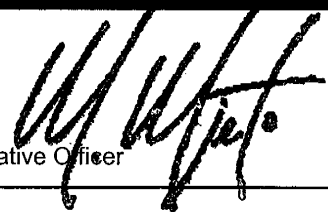
Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 19, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority		High		Low
	Direction Only				Type of Meeting		Open		Closed

Report Title
Tax Adjustments Under Sections 357 and 358 of the Municipal Act

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.
<p>Of the total taxes to be struck from the tax roll, the city's portion is \$79,027.98. This is well within the budget amount for the tax write offs for 2003.</p>	
<input checked="" type="checkbox"/>	Background Attached

Recommendation
<p>That the amount of \$149,481.31 be struck from the tax roll.</p>
Recommendation Continued

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

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

Reviewed by: M.L. Gauvreau, Manager of Current Accounting Operations

Date: September 19, 2003

Report Prepared By



T. Derro
Supervisor of Tax / Chief Tax Collector

Division Review



 S. Jonasson
Director of Finance / City Treasurer

BACKGROUND

Sections 357 and 358 of the Municipal Act provide the authority for the cancellation, reduction or refund of realty taxes.

Section 357

Section 357 authorizes the cancellation, reduction or refund of realty taxes in the current year for such reasons as change in rate of taxation, change in tax status, fire/demolition or gross error. Section 357 applications are verified by the Municipal Property Assessment Corporation and processed by the municipality.

Section 358

Section 358 of the Municipal Act authorizes the reduction of realty taxes for clerical errors such as errors in key punching, transposition of figures or mathematical calculations. Such errors occur with the preparation of the assessment roll and are confirmed by the Municipal Property Assessment Corporation prior to the tax adjustment by the municipality. Section 358 applications apply to the two (2) taxation years prior to the year in which the error(s) was made.

The Treasurer's recommendations for the cancellation, reduction or refund of realty taxes under the Municipal Act are presented to Council for approval. Attached for Council's information and action is Schedule A, summarizing the tax adjustments by authority, reason and amount. Also attached is Schedule B which provides a more detailed property by property description of the tax adjustments.

SCHEDULE 'A'

**ADJUSTMENT OF TAXES
UNDER SECTION 357 OF THE MUNICIPAL ACT**

<i>Reason for Adjustment</i>	<i>Applications</i>	<i>City Portion</i>	<i>Education Portion</i>
Fire / Demolition	33	\$66,780.28	\$60,042.81
Became Exempt	2	\$2,246.27	\$641.56
Gross or Manifest Clerical Error	2	\$236.30	\$70.87
Change in Tax Class / Rate	10	\$9,765.13	\$9,698.09
TOTAL:	47	\$79,027.98	\$70,453.33

RECOMMENDED APPLICATIONS TO CITY COUNCIL FOR TAX ADJUSTMENTS

UNDER SECTION 357 OF THE MUNICIPAL ACT

REASON: FIRE AND OR DEMOLITION

Council Meeting of: September 23, 2003

Item #	Roll #	Location	Assessed Property Owner	Year	# Days	City Portion	Education Portion	Comments
1	010.015.06000.0000.0	117 ROGER ST	DICKSON GARY CLARENCE	2002	90	131.24	35.41	
2	030.010.00300.0000.0	891 LASALLE BLVD	TEMELINI MARTA / TEMELINI MARIA ANTONIETTA P / ZANETTI MARY	2000	92	-	-	greenhouse & garage had no value assigned - therefore, no change in assessment
5	030.010.00300.0000.0	891 LASALLE BLVD	TEMELINI MARTA / TEMELINI MARIA ANTONIETTA P / ZANETTI MARY	1999	43	27.62	27.98	
6	030.012.00200.0000.0	1119 ATTLEE AVE	JUGL HOLDINGS LTD	2002	245	983.60	265.39	house and attached garage demolished
7	040.002.02000.0000.0	231 APPLGROVE ST	1378659 ONTARIO LIMITED C/O MR ANGELO D'AGOSTINO	2002	82	2,510.16	346.08	left vacant land value
8	030.010.00300.0000.0	891 LASALLE BLVD	TEMELINI MARTA / TEMELINI MARIA ANTONIETTA P / ZANETTI MARY	2000	365	234.11	237.47	demolished 1st greenhouse
9	050.022.00200.0000.0	1005 / LORNE ST	FURLANI RAYMOND / FURLANI MAVIS	2002	122	809.48	646.84	building demolished - land vacant
10	050.024.01000.0000.0	1047 LORNE ST	TARINI PAUL / TARINI RICHARD	2002	184	97.56	26.32	
11	050.029.06300.0000.0	35 CONCORD CRES	ONGARO MARCELLO / ONGARO GIANNINA	2003	120	431.77	116.50	lot value assessment
12	060.016.06400.0000.0	664 CONNAUGHT AVE	MANNERS CLAUDETTE	2002	42	9.54	2.58	note: effective to december 31/03
13	070.005.03300.0000.0	296 CEDAR ST	LUXOR MANAGEMENT INC / 1311860 ONTARIO INC	2002	61	151.56	40.89	house demolished, now parking lot
14	070.023.04200.0000.0	555 BRUCE AVE	TAYLOR PATRICK	2002	365	746.51	201.42	vacant land
15	070.029.08702.0000.0	660 NOTRE DAME AVE	BURGER KING RESTAURANTS OF CANADA INC	2002	170	898.55	827.59	playland building demolished
16	070.028.07200.0000.0	365 KING ST	TREGONNING JOHANNE RACHEL / TREGONNING FRANCOIS GUY / LANGDON JUANITA MARLENE	2002	150	332.35	89.67	value of building / could not occupy until Dec 01, 2002
17	090.005.07600.0000.0	1787 SOUTH SHORE RD	BERNIER PHILLIP ANTHONY	2002	48	62.72	16.92	now vacant land
18	120.001.01000.0000.0	6 TOTTEN MINE RD	INCO LIMITED	2002	365	74.28	68.27	repeat of 2001 application
19	120.002.28100.0000.0	410 CREAM HILL RD LEVACK CON 1 LOT 9 PCL	INCO LIMITED	2001	365	3,053.18	3,112.90	see section 39.1 for 2001
20	150.003.25001.0000.0	2218 MCCREEDY WEST MINE	INCO LIMITED	2002	365	1,948.31	1,790.59	
21	130.004.07300.0000.0	14 MAIN ST LEVACK CON 1 LOT 9 PCL	CAISSE POPULAIRE CARTIER DOWLING LIMITEE	2002	68	85.88	25.78	
22	150.003.25001.0000.0	2218 MCCREEDY WEST MINE LEVACK CON 1 LOT 9 PCL	INCO LIMITED	2001	92	130.64	133.19	
23	150.003.25001.0000.0	2218 MCCREEDY WEST MINE	INCO LIMITED	2001	365	1,395.76	1,423.06	
24	150.003.25100.0000.0	0 LEVACK MINE MILL	INCO LIMITED	2002	365	22,970.96	20,822.96	

Schedule 'B'

RECOMMENDED APPLICATIONS TO CITY COUNCIL FOR TAX ADJUSTMENTS
UNDER SECTION 357 OF THE MUNICIPAL ACT
REASON: FIRE AND OR DEMOLITION

Council Meeting of: September 23, 2003

25	150.003.25100.0000.0	0 LEVACK MINE MILL	INCO LIMITED	2001	365	21,941.79	22,232.13	see Section 39.1 for 2001 / Repeat 2002
26	150.004.02000.0000.0	0 MCCREEDY EAST #2	INCO LIMITED	2001	365	5,085.95	5,456.37	see Section 39.1 for 2001 - require repeat for 2002
27	150.004.02000.0000.0	0 MCCREEDY EAST #2	INCO LIMITED	2002	365	1,214.66	1,245.77	
28	150.004.05400.0000.0	0 COLEMAN MINE	INCO LIMITED	2001	365	699.11	634.39	see Section 39.1 - require repeat for 2002
29	210.015.31100.0000.0	1069 WEST BAY RD	ROSS MALCOLM	2002	254	112.41	33.74	
30	230.001.02100.0000.0	6 OAK AVE	FIRST GENERAL SERVICES	2002	365	180.17	54.09	
31	230.003.00800.0000.0	53 THIRD AVE	CORSI, NATALIE CORSI / CLAUDIO	2002	185	157.44	47.26	
32	240.002.01200.0000.0	273 DRYDEN RD E	KINGWELL MARJORIE	2003	365	166.30	40.20	
33	240.002.01200.0000.0	273 DRYDEN RD E	KINGWELL MARJORIE	2002	365	136.68	41.03	
34								
35			TOTAL:			66,780.28	60,042.81	

Schedule 'B'

RECOMMENDED APPLICATIONS TO CITY COUNCIL FOR TAX ADJUSTMENTS
UNDER SECTION 357 OF THE MUNICIPAL ACT
REASON: BECAME EXEMPT

Council Meeting of: September 23, 2003

Item #	Roll #	Location	Assessed Property Owner	Year	# Days	City Portion	Education Portion	Comments
1	060.025.05000.0000	47 WALFORD RD	UNITED CHURCH OF CANADA	2000	365	1,078.29	290.94	
2	210.015.20300.0000	240 MACLENNAN DR	REGIONAL MUNICIPALITY OF SUDBURY	2002	365	1,167.98	350.62	
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24								
25								
26								
27								
28								
29								
30			TOTAL:			2,246.27	641.56	

Schedule 'B'

RECOMMENDED APPLICATIONS TO CITY COUNCIL FOR TAX ADJUSTMENTS

UNDER SECTION 357 OF THE MUNICIPAL ACT

REASON: GROSS OR MANIFEST CLERICAL ERROR

Council Meeting of: September 23, 2003

Item #	Roll #	Location	Assessed Property Owner	Year	# Days	City Portion	Education Portion	Comments
1	170.017.07602.0000	4785 HIGHWAY 69 N	LECUYER GERARD ROLLAND	2001	365	115.53	35.44	commercial value was added to residential therefore removed
2	170.017.07602.0000	4785 HIGHWAY 69 N	LECUYER GERARD ROLLAND	2002	365	120.77	35.44	commercial value was added to residential therefore removed
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29			TOTAL:			236.30	70.87	

Schedule 'B'

RECOMMENDED APPLICATIONS TO CITY COUNCIL FOR TAX ADJUSTMENTS
UNDER SECTION 357 OF THE MUNICIPAL ACT
REASON: CHANGE IN TAX CLASS / RATE

Council Meeting of: September 23, 2003

Item #	Roll #	Location	Assessed Property Owner	Year	# Days	City Portion	Education Portion	Comments
1	020.018.16000.0000.0	2163 LASALLE BLVD	CASSANDRO ANGELO SR	2002	214	664.54	1514.63	
2	020.019.07200.0000.0	915 AUGER AVE	MCKENZIE GARY / MCKENZIE VALERIE	2002	166	18.23	34.75	
3	040.023.08200.0000.0	323 FROOD RD	SIMCOE BRYAN WILLIAM	2002	365	136.19	259.52	
4	050.027.10700.0000.0	1130 LORNE ST	510669 ONTARIO LTD C/O STAINLESS STEEL TECHNOLOGY	2002	306	6521.51	4082.24	make property totally commercial
5	060.040.23300.0000.0	1470 RAMSEY LAKE RD	MIDENA EMMA LOUISE	2002	123	80.85	154.07	all @ residential tax rate
6	070.002.06500.0000.0	118 PARIS ST	410019 ONTARIO INC	2002	263	482.24	918.99	changed 2nd & 3rd floor to residential
7	070.005.02800.0000.0	295 Cedar Street	LABERGE HENRI P	2002	365	87.73	286.30	
8	070.005.03000.0000.0	307 CEDAR ST	GAUTHIER LAURENT / GAUTHIER GISELE FREDETTE LEO CAMILE / FREDETTE	2002	214	1660.62	2209.94	
9	170.013.19000.0000.0	1660 NORMAN CRES	MADELEINE JEANNINE	2002	184	50.18	103.99	
10	190.007.06600.0000.0	41 YOUNG ST	MACDONALD BARRY GERARD / MACDONALD BEVERLEY SUSAN	2002	214	63.05	133.67	all @ residential tax rate
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27			TOTAL:			9,765.13	9,698.09	

Request for Decision City Council

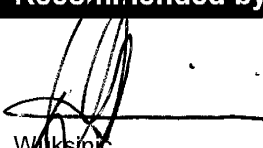


Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 19, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
2003 Omitted and Supplementary Tax Billing

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
<p>That a by-law be passed authorizing the 2003 omitted and supplementary tax billing.</p>
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

Reviewed by: M.L. Gauvreau, Manager of Current Accounting Operations

Date: September 19, 2003

Report Prepared By



T. Derro
Supervisor of Tax / Chief Tax Collector

Division Review



M. S. Jonasson
Director of Finance / City Treasurer

BACKGROUND

This report deals with the 2003 omitted and supplementary tax billing, including due dates for this billing.

Sections 33 and 34 of the Assessment Act authorize a local municipality, in any year, to enter omitted and supplementary assessments on to the tax roll and to levy and collect realty taxes resulting from this additional assessment.

Omitted and supplementary assessments are generated by property additions or changes that increase current value assessment.

For omitted and supplementary assessments added to the tax roll after September 1, 2003, the due dates are:

November 12, 2003
December 11, 2003

For omitted and supplementary assessments added to the tax roll after November 1, 2003, the due date is:

December 29, 2003

Request for Decision City Council



Type of Decision

Meeting Date	September 23 rd , 2003				Report Date	September 19 th , 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 type="checkbox"/>	Open	<input checked="" type="checkbox"/>	Closed

Report Title

GENERAL MANAGER OF EMERGENCY SERVICES

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

Option 1 be accepted and:

THAT the hiring authority of the General Manager of Emergency Services be delegated by Council to the Chief Administrative Officer.

THAT the following Councillors and the CAO will form the Hiring Committee for the position of General Manager of Emergency Services:

Councillor _____

Councillor _____

Recommendation Continued

Recommended by the General Manager

Name
and Title

Recommended by the C.A.O.

Mark Mieto
CAO

Date: September 19th, 2003**Report Prepared By**Mark Mieto
CAO**Division Review**Name
and Title**Background**

This report is precipitated by the need to fill the position of the General Manager of Emergency Services on a permanent basis. At present this position is being filled on an interim basis and an Acting General Manager has been dispensing the duties of this responsibility in an interim capacity for the last nine months (since December 16th, 2002).

The Emergency Services is an important portfolio, which includes three key functional areas – Fire Services, Emergency Medical Services and Emergency Preparedness/ Planning and provides critical services to the citizens of the City of Greater Sudbury. It is felt that the position of General Manager of this Department now needs to be filled on a permanent basis to give it its required strategic guidance and vision. This vision cannot be provided by a General Manager in an interim position, as in his Acting role, he does not have the mandate to take decisions, which have long-term policy repercussions for the Department.

Constitution of Hiring Committee

CGS Recruitment Policies require that the recruitment and selection process for positions of General Manager will be comprised of the CAO and two (2) members of CGS council. The Human Resources Division will provide advice, support, and assistance as required.

Terms of Reference – Hiring Committee

The Hiring Committee will complete this recruitment in accordance with CGS's Hiring Policies including those provisions specific to the hiring of General Managers (copy of appropriate Appendix attached).

Once CGS Council has endorsed the recommendation of the preferred candidate forwarded by the CAO (by direction), the Hiring Committee will be further empowered to negotiate an Employment Contract with the preferred candidate within the terms and conditions currently applicable to a General Manager position. The Employment Contract agreed upon, will be subject to ratification by CGS Council.

Date: September 19th, 2003

Lame Duck Council Provision

It is expected that Lame Duck Council provisions may come into play after September 26th, 2003 (which is the last date for nomination).

A Lame Duck Council occurs when it can be determined that the new Council will include less than three quarters of the members of the outgoing council. Lame Duck provisions prevent Council from hiring or removing any officer of the municipality. This will also prevent the selection process of the post of General Manager of Emergency Services from bearing fruition. Thus in order to deal with this issue; two options are presented before Council:

Option Number 1: Delegate the hiring authority to the Chief Administrative Officer

Under Section 275 of the *Municipal Act*, a person or body can still exercise authority delegated by Council. For example, where staff has specific delegated authority to hire or dismiss employees, this authority is not affected. Thus, Council can consider passing a by-law in its meeting scheduled for Tuesday, September 23rd, 2003 (before Council becomes Lame Duck) delegating the hiring authority to the Chief Administrative Officer and allowing him to hire the General Manager of Emergency Services provided the new appointment is in accordance with the Hiring Committee's recommendations. It is to be noted that the CAO will still keep Council apprized of the selection process and Council will still select two Councillors to sit with the CAO as part of the Hiring Committee.

Option Number 2: Wait to hire new General Manager in December 2003 when new Council takes seat

Alternatively, Council may decide to wait till December to appoint a new General Manager of Emergency Services allowing the new Council to deal with this issue. However, such a provision will delay the hiring process for another three months. This means that the new incumbent will assume his responsibilities in March-April, 2004 - the expected time frame by which the whole selection process will be completed. The Acting General Manager by that time would have been in his interim position for fifteen months, which is a long period of time.

APPENDIX "B"

HIRING POLICY PROVISIONS APPLYING ONLY TO GENERAL MANAGER AND C.A.O. VACANCIES

This Recruitment Guidebook applies in total for positions of General Managers and the C.A.O. However, specific requirements have been placed on the filling of these vacancies as outlined below.

General Manager is defined under Policy as: the General Managers of Corporate Services, Health and Social Services, Economic Planning and Development Services, Public Works, Citizen and Leisure Services, Emergency Services. (Reference Permanent Hiring Policy, 1996 - Section 1.2.

Specific Policy provisions related to the position of General Manager (as defined above) are as follows:

- a) Whenever a vacancy for a General Manager exists and there is a need to have it filled on a permanent basis, the Chief Administrative Officer will provide an Information Report to City Council regarding the position and the reason why it is required. The Chief Administrative Officer will also review the job description and make any adjustments that may apply to the position. The recommendation to fill the vacancy and the job description, if it has been revised, will be authorized by City Council before hiring may take place. (Reference Permanent Hiring Policy, 1996 - Section 2.2.);
- b) The Recruitment and Selection Team for positions of General Manager, will be comprised of the Chief Administrative Officer and two (2) members of City Council. The Chief Administrative Officer will manage the selection process. The Human Resources Division will provide support and assistance as required.
- c) A General Manager's position will be advertised in local newspapers, in both official languages, concurrent to the position being posted through the Job Opportunity procedure.

A General Manager's position may also be advertised in newspapers with Provincial coverage and/or appropriate trade journals, if the Chief Administrative Officer, in consultation with the Human Resources Division, determines that it is appropriate. (Reference Permanent Hiring Policies, 1996 - Section 3.5.3.);

- d) In the event that the Recruitment and Selection Team does not retain the services of a consulting firm to manage their recruitment and selection process for a General Manager, the following process will take place:
- e) **Weighted Short-Listing Tool** - The Chief Administrative Officer will develop a Weighted Short Listing Tool (see samples in Step 8 of the Guidebook) to determine the applicants who meet the qualifications of the position. The tool will be approved by the Recruitment and Selection Team. The Chief Administrative Officer will review the applications and apply the weighted short-listing tool. A number of applicants who scored highly after their applications were reviewed will be scheduled for an interview with the Recruitment and Selection Team.

Internal applicants who do not meet the qualifications of the position will be informed in writing by the Chief Administrative Officer that they will not be considered for the position.

External applicants will be notified in the Employment Opportunity Notice or advertisement that they will be contacted only in the event that they are selected for an interview. (Reference Permanent Hiring Policy, 1996 - Section 4.2.1).

- f) **Testing** - The Recruitment and Selection Team may wish to administer tests which help to determine a candidate's ability to perform the duties of the job for which he/she has applied. Testing may be administered prior to or after the interview process and may be used to identify those candidates who meet the qualifications for the position. All testing will be administered in a consistent manner for all candidates. A partial Listing of Testing Instruments which may be considered for use is included in Step 9 of the Guidebook. (Reference Permanent Hiring Policy, 1996 - Section 4.2.2);
- g) **Interview Instrument and Interviewing Process** - The Chief Administrative Officer will develop an interview instrument consisting of pre-determined questions that will be used for each candidate who is interviewed. The interview instrument will be approved by the Recruitment and Selection Team. The Team will conduct the interviews. Answers to each question will be recorded and rated according to a pre-determined rating scale. The interviewers may ask additional questions related to an individual candidate's work experience and qualifications. (Reference Permanent Hiring Policy, 1996 - Section 4.2.3);
- h) **Selection of Successful Candidate** - The Recruitment and Selection Team will review the information gathered through the testing and interview process and select the top three candidates for the position. The Chief Administrative Officer will conduct Employment Reference Checks on all three candidates (as outlined in Section 5.1) and present his/her recommendation of the successful candidate to the Recruitment

prepare a recommendation for consideration by City Council.

City Council will review the recommendation of the Chief Administrative Officer and authorize the hiring of the candidate recommended by the Chief Administrative Officer and approved by the Recruitment and Selection Team. (Reference Permanent Hiring Policy, 1996 - Section 4.2.4).

Specific Policy amendments for the Hiring of the Chief Administrative Officer are:

- a) Whenever a vacancy for the Chief Administrative Officer exists, the Director of Human Resources will provide an action report to City Council requesting that Council authorize the hiring of a Chief Administrative Officer and appoint members of a Recruitment and Selection Team to participate in the hiring process.

The Director of Human Resources, in consultation with the General Managers, will review the job description and make any adjustments that may apply to the position. The job description, if it has been revised, will be authorized by City Council before the Recruitment and Selection Team begins the hiring process. (Reference Permanent Hiring Policy, 1996 - Section 2.3);

- b) The Recruitment and Selection Team will be comprised of the Mayor, and two members of City Council. The Committee members shall appoint a Chair. The Director of Human Resources will assist the Chair with managing the selection process and provide support and assistance to the Recruitment and Selection Team as required. (Reference Permanent Hiring Policy, 1996 - Section 3.1.4);
- c) The Selection Team will determine the process for posting the position of Chief Administrative Officer internally and recruiting externally through newspapers, in both official languages, with provincial/national coverage and in appropriate trade journals. (Reference Permanent Hiring Policy, 1996 - Section 3.5.4);
- d) In the event that the Recruitment and Selection Team does not retain the services of a consulting firm to manage the recruitment and selection process for the Chief Administrative Officer, the following process will take place:
- e) **Weighted Short-Listing Tool** - The Director of Human Resources will develop a Weighted Short Listing Tool (see samples in Step 8 of the Guidebook) to determine the applicants who meet the qualifications of the position. The tool will be approved by the Recruitment and Selection Team. The Team will review the applications and apply the weighted short-listing tool. A number of applicants who scored highly after their applications were reviewed will be scheduled for an interview with the Selection Team.

Internal applicants who do not meet the qualifications of the position will be informed in writing by the Chair of the Recruitment and Selection Team/Human Resources that they will not be considered for the position.

External applicants will be notified in the Employment Opportunity Notice or advertisement that they will be contacted only in the event that they are selected for an interview; (Reference Permanent Hiring Policy, 1996 - Section 4.3.1);

- f) Testing - The Recruitment and Selection Team may wish to administer tests which help to determine a candidate's ability to perform the duties of the job for which he/she has applied. Testing may be administered prior to or after the interview process and may be used to identify those candidates who meet the qualifications for the position. All testing will be administered in a consistent manner for all candidates. A partial Listing of Testing Instruments which may be considered for use is included in Step 9 of the Guidebook. (Reference Permanent Hiring Policy, 1996 - Section 4.3.2);
- g) Interview Instrument and Interviewing Process - The Director of Human Resources will develop an interview instrument consisting of pre-determined questions that will be used for each candidate who is interviewed. The interview instrument will be approved by the Recruitment and Selection Team. The Team will conduct the interviews. Answers to each question will be recorded and rated according to a pre-determined rating scale. The interviewers may ask additional questions related to an individual candidate's work experience and qualifications. (Reference Permanent Hiring Policy, 1996 - Section 4.3.3);
- h) Selection of Successful Candidate - The Recruitment and Selection Team will review the information gathered through the testing and interview process and select the top three candidates for the position. The Director of Human Resources will conduct Employment Reference Checks on all three (3) candidates (as outlined in Section 5.1) and present his/her findings to the Team. The Team will determine the most suitable candidate and prepare a recommendation for consideration by City Council. The report to City Council will include information regarding the top three candidates for the position.

City Council will review the recommendation of the Recruitment and Selection Team and either authorize the hiring of the candidate recommended by the Team or request the Team to review its decision. (Reference Permanent Hiring Policy, 1996 - Section 4.3.4);
- i) Each unsuccessful candidate who is interviewed will receive a letter or telephone call from the Chair of the Selection Committee. (Reference Permanent Hiring Policy, 1996 - Section 7.2).

Request for Decision City Council




Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 17, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Adult Cremation Section, Lot Adornments and Plantings, St. Joseph's Cemetery, Chelmsford

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.
<input type="checkbox"/>	Background Attached

Recommendation	
<p>That the cremation section of the St. Joseph Cemetery in Chelmsford be designated as a section in which a flowerbed is allowed and that By-Law 2003-47 being a By-Law of the City of Greater Sudbury to regulate the maintenance and management of Cemeteries in the City of Greater Sudbury be amended accordingly.</p>	
<input type="checkbox"/>	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

Report Prepared By



Caroline Hallsworth
General Manager, Citizen and Leisure Services

Division Review

Executive Summary:

Respecting the past practice at the St. Joseph Cemetery where cremation lot adornments and flower beds were common and following a public meeting with some of the families at the St. Joseph's Cemetery, a commitment was made to survey all the families who hold internment rights in the cremation section of the St. Joseph's Cemetery to gather their input with a view to following the wishes of the majority of families as it relates to the use of adornments and flowerbeds in that section of the cemetery.

Background:

During the course of the summer months, a number of issues arose at the St. Joseph's Cemetery in Chelmsford, relating to the use of adornments and plantings in the cremation section of the cemetery. The cremation plots are 24" by 24" and as such have a very limited amount of space which, if there are extensive floral tributes and adornments, results in family tributes spilling over the sides of the cremation plots, in some cases making it difficult to perform grounds maintenance and in other cases partially covering adjacent markers.

In response to a public meeting held with families at the St. Joseph's Cemetery, cremation lot holders of that cemetery were surveyed on this matter. A copy of the package provided to families is provided as an attachment to this report. Families were asked whether they wish to designate the cremation section of the St. Joseph's Cemetery as a section in which floral tributes, artificial flowers, flower beds and adornments, including plant stands and rods would be allowed. They were advised, that should a designation change be allowed, families would be permitted to create a flower bed with a border that is no wider than the limits of the lot and no more than twelve inches deep, measured at right angles from the front face of the flat marker of the lot. Families would be permitted to plant flowers and place floral tributes, artificial flowers, and similar adornments, including plant stands and rods within the bordered area. By moving to a requirement for a bordered area, flower beds, floral tributes and adornments would be contained on the actual cremation plot, thus facilitating grounds maintenance and ensuring that the family's tributes remain on the cremation plot which they own.

Registered letters were sent to 344 cremation plot holders at the St. Joseph Cemetery in Chelmsford. Of the 120 cremation plot holders who responded, 107 or 89%, supported designation of the cremation section of the St. Joseph's Cemetery as a section in which flower beds and adornments would be allowed, within a bordered area no larger than the actual size of the cremation plot and 13 or 11% requested that the current designation be enforced. The response from the families has been reviewed by telephone with the members of the Cemetery Advisory Committee. Given that the majority of cremation plot holders wished to follow past practice and allow for personalized tributes within the cremation section it is recommended to Council that the cremation section of the St. Joseph Cemetery in Chelmsford be designated as a section in which flowerbeds be allowed and that the by-law be amended accordingly.

Attachments

July 25, 2003

City of Greater Sudbury
Ville du Grand Sudbury

365 SECOND
AVENUE NORTH
SUDBURY ON P3B 3M4

365 NORD,
DEUXIÈME AVE.
SUDBURY ON P3B 3M4

705.566.4373
fax/télécopieur
705.566.1380

www.
city.greatersudbury
.on.ca

I am writing to request your family's assistance in providing guidance to cemetery staff and City Council regarding decorations, adornments and flower beds in the cremation section of St. Joseph's Cemetery in Chelmsford where you hold internment rights.

Recently, we have received requests from families who hold internment rights in the cremation section of St. Joseph's Cemetery to designate the cremation section of this cemetery as an adult lot section in which floral tributes, artificial flowers, flower beds and adornments, including plant stands and rods, are allowed.

To determine whether we should request this change, we are seeking input from families with internment rights in this section of the cemetery.

Should a designation change be allowed, families would be permitted to create a flower bed with a border that is no wider or deeper than the limits of the lot. Families would be permitted to place floral tributes, artificial flowers, and similar adornments within the bordered area.

Please complete and return the attached questionnaire using the enclosed stamped, addressed envelope no later than Friday, August 29, 2003. We appreciate your input as we consider the views of all families who hold internment rights in this section of St. Joseph's Cemetery.

If you have any questions, please don't hesitate to contact Cemetery Services at 566-4373.

Thank you for your assistance.

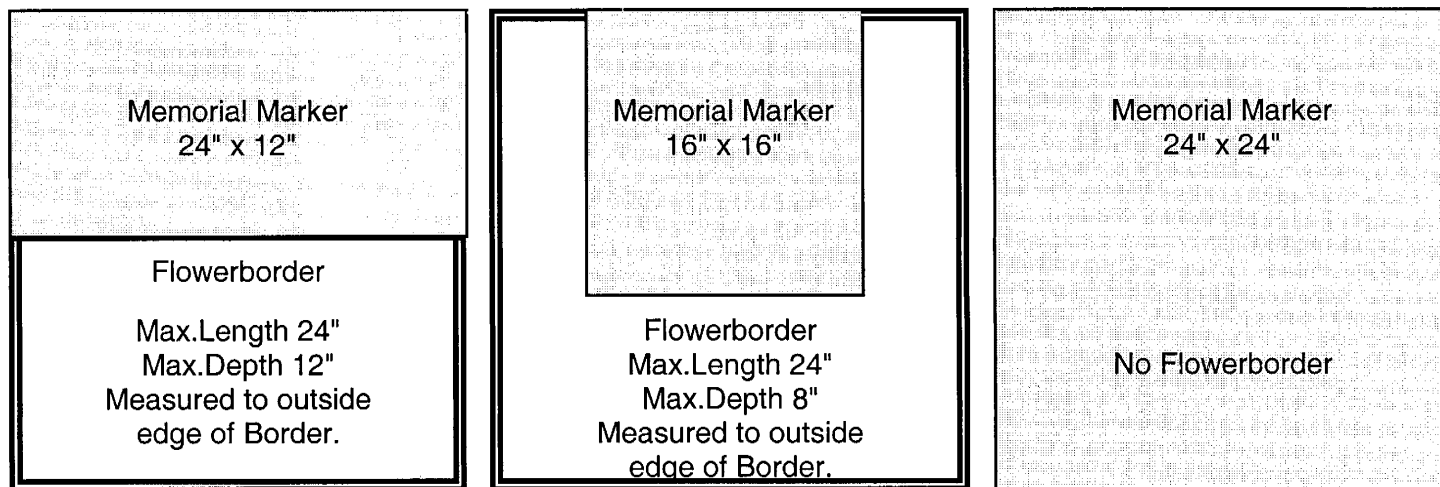
Sincerely,

Al Sizer
Manager of Cemetery Services

PLEASE COMPLETE AND RETURN USING ENCLOSED ENVELOPE NO LATER THAN FRIDAY, AUGUST 29, 2003.

All lots in the Cremation area of St. Joseph's Cemetery measure 24 " X 24 ". Should a designation change be approved, the border of the flower bed shall be no wider nor deeper than the limits of the lot, as shown in the examples below:

Examples are shown below:



Name of Internment Rights Holder _____

Do you support designating the cremation section of the St. Joseph's Cemetery in Chelmsford as an area in which floral tributes, artificial flowers, flower beds and adornments, including plant stands and rods are allowed?

YES _____

NO _____

Signature of Internment Rights Holder _____

Date _____

RECORDED REGISTERED INTERMENT RIGHTS HOLDER OR NEXT OF KIN:

25 juillet 2003

City of Greater Sudbury
Ville du Grand Sudbury

365 SECOND
AVENUE NORTH
SUDBURY ON P3B 3M4

365 NORD,
DEUXIÈME AVE.
SUDBURY ON P3B 3M4

705.566.4373
fax/télécopieur
705.566.1380

www.
city.greatersudbury
.on.ca

Je vous écris pour demander l'aide de votre famille afin de donner des conseils au personnel du cimetière et au Conseil municipal à l'égard des décorations, des accessoires et des massifs de fleurs dans la section réservée aux vestiges de crémation du cimetière St. Joseph à Chelmsford où vous avez des droits d'inhumation.

Récemment, nous avons reçu des demandes des familles qui détiennent des droits d'inhumation dans la section réservée aux vestiges de crémation du cimetière St. Joseph. Ces familles veulent que l'on désigne cette section-là du cimetière à titre de section de lots pour adultes dans laquelle sont permis les couronnes de fleurs, les fleurs artificielles, les massifs de fleurs et les accessoires, y compris les jardinières et les tiges à fleurs.

Afin d'établir si nous devrions demander ce changement, nous voulons entendre les commentaires des familles ayant des droits d'inhumation dans cette section du cimetière.

Advenant qu'un changement de désignation soit permis, les familles pourraient créer un massif de fleurs avec une bordure de la largeur ou de la longueur du lot, au maximum. Les familles peuvent placer des couronnes de fleurs, des fleurs artificielles et des accessoires semblables à l'intérieur de la section délimitée.

Veuillez remplir et retourner le questionnaire ci-joint en utilisant l'enveloppe-réponse ci-incluse, au plus tard le vendredi 29 août 2003. Nous apprécions vos commentaires puisque nous tenons compte de l'opinion de toutes les familles qui détiennent des droits d'inhumation dans cette section du cimetière St. Joseph.

Si vous avez des questions, n'hésitez pas à communiquer avec les Services de cimetières au 566-4373.

Nous vous remercions de votre appui.

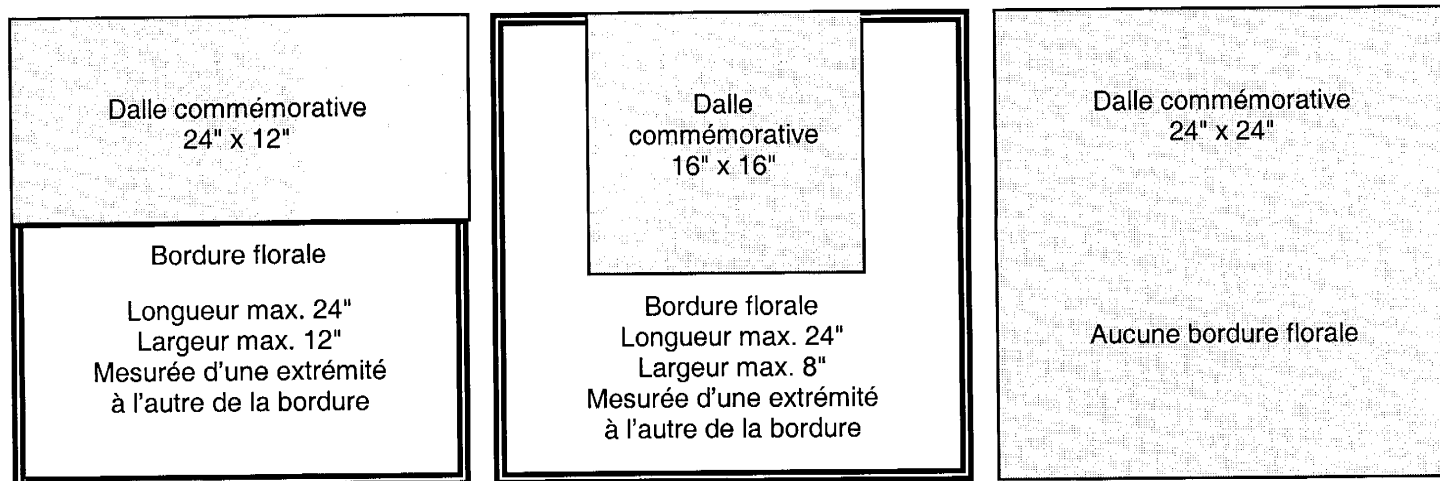
Veuillez agréer l'expression de mes sentiments distingués.

A handwritten signature in black ink, appearing to read 'A. Sizer'.

Al Sizer
Gestionnaire des Services de cimetières

**VEUILLEZ REMPLIR ET RETOURNER LE QUESTIONNAIRE CI-JOINT EN UTILISANT
L'ENVELOPPE-RÉPONSE CI-INCLUSE, AU PLUS TARD LE VENDREDI 29 AOÛT 2003.**

Tous les lots dans la section réservée aux vestiges de crémation du cimetière St. Joseph mesurent **24 po x 24 po**. Advenant qu'un changement de désignation soit approuvé, on permettra des massifs de fleurs dont la bordure ne dépasse ni la largeur ni la longueur du lot, tel qu'on l'illustre dans les diagrammes ci-dessous :



Nom du titulaire des droits d'inhumation: _____

Appuyez-vous la désignation de la section réservée aux vestiges de crémation du cimetière St. Joseph de Chelmsford à titre d'endroit où l'on permettrait la présence de couronnes de fleurs, de fleurs artificielles, de massifs de fleurs et d'accessoires, y compris de jardinières et de tiges à fleurs?

OUI _____

NON _____

Signature du titulaire des droits d'inhumation : _____

Date _____

TITULAIRE ENREGISTRÉ INSCRIT DES DROITS D'INHUMATION OU PLUS PROCHE PARENT :

St. Joseph Cremation Section Survey

Reply Due Date August 29, 2003

Results Updated: September 15, 2003

344 Lots

344 Interment Rights Survey Forms sent (**245** Interment Rights Holders)

	344 LOTS INTERMENT RIGHTS SURVEY FORMS		245 INDIVIDUAL INTERMENT RIGHTS HOLDERS	
YES	107	31.00%	74	30.00%
NO	13	4.00%	9	4.00%
REPLY NOT RECEIVED YET	54	16.00%	39	16.00%
REGISTERED LETTERS RETURNED 'MOVED' 'UNKNOWN OR INCOMPLETE ADDRESS', UNABLE TO LOCATE AN ADDRESS OR NEXT OF KIN ADDRESS	170	49.00%	123	50.00%
TOTAL	344	100.00%	245	100.00%

Request for Decision City Council



Type of Decision

Meeting Date	September 23, 2003				Report Date	September 17, 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 type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

NIM Disposals: MOE Amendment Request

Policy Implication + Budget Impact

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

Not applicable.

Background Attached

Recommendation

That the comments provided in the NIM Disposals: MOE Amendment Request report dated September 17, 2003 be forwarded to the Ministry of the Environment.

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

Date: September 17, 2003

Report Prepared By



Chantal Mathieu
Manager of Waste Management

Division Review

Staff has received a request from the Ministry of the Environment Assessment & Approvals Branch regarding an application to amend the NIM Disposals Certificate of Approval in conjunction with their Lasalle Blvd. operation.

Staff has highlighted and summarized its comments as follows:

1. The application is seeking to accept waste from the entire Province of Ontario and transferring the garbage to the Sudbury landfill site, the West Nipissing landfill site and a Michigan landfill site.

Staff is concerned that waste outside the City of Greater Sudbury boundaries will be taken to the Sudbury landfill site. This is in contravention to the Waste Management By-law, the site's Certificate of Approval and contrary to Council's recent approval to limit the acceptance of garbage in our landfill sites (Resolution 2003-341).

Staff is requesting assurances from the MOE that proper controls will be in place to safeguard our landfill space.

2. The storing of the garbage on a hard-packed and non-enclosed structure, is, in the opinion of staff, problematic. Areas of concern are issues of nuisance and odour management and the potential impact to the surface and groundwater. Consideration should be given to limiting the quantity and the time that the garbage can be stored on site and requiring that the garbage be stored in a container or building with proper drainage and leachate controls.
3. Staff believes that the MOE should consult the general public, including a very specific invitation to adjacent and neighboring residents and businesses.

Staff is requesting approval to forward these comments to the Ministry of the Environment. In addition, Council may wish to pass a resolution asking the MOE to insist on further public consultation before approving this application. If Council agrees, we have prepared an amendment to the main motion as follows:

"and further, that the Ministry of the Environment direct further public consultation, particularly with neighboring property owners who may be impacted by this proposed amendment."

Request for Decision City Council





Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 17, 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 type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title
Relocating the Kukagami Waste Drop-off Depot

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 type="checkbox"/>	Background Attached

Recommendation	
That the staff recommendation detailed in the Relocation of the Kukagami Waste Drop-off Depot report dated September 17, 2003 be approved.	
<input type="checkbox"/>	Recommendation Continued

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

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

Date: September 17, 2003

Report Prepared By

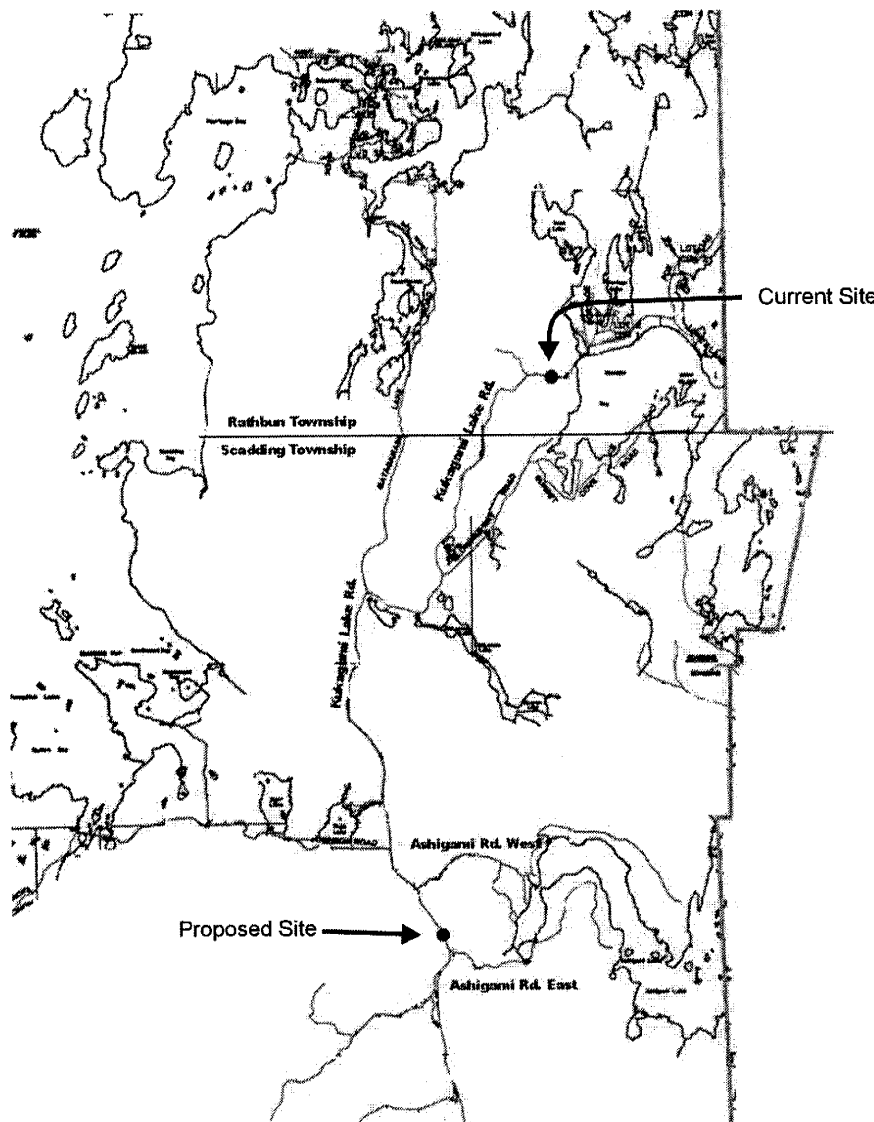


Chantal Mathieu
Manager of Waste Management

Division Review

Staff received approval to relocate the Kukagami Waste Drop-off Depot in August 2002. The relocation was approved based on staff's recommendation to relocate the depot off the existing MNR dump site location to avoid potential future liabilities that may be associated with closure and post-closure responsibilities of the MNR dump site.

The relocation site that was proposed by staff (refer to map), was also an attempt to provide a more central location for all residents and in an area that would require minimal site preparation work.



Date: September 17, 2003

Since that time, and prior to relocating the depot, staff has received correspondence from the Kukagami Lake Campers' Association (KLCA) requesting staff's review of seven alternate locations and that consideration be given to curbside collection.

The various locations proposed by the KLCA were inspected by staff and staff can conclude that these alternate locations would either require more funds to upgrade the sites as compared with staff's recommended location and/or are not as conveniently located to all residents.

The request for a curbside collection system will be reviewed as part of the next tendering process (late 2003).

Staff is recommending that the relocation approval (property owner consent, MOE approval) works continue, but that the actual physical relocation be postponed until staff is able to present Council with various options. The options would include depot collection, curbside collection and both a depot/curbside collection system.

Request for Decision City Council




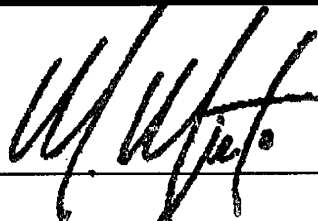
Type of Decision									
Meeting Date	September 23, 2003				Report Date	September 5, 2003			
Decision Requested	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title
Purchase of AUTOMATED VEHICLE LOCATION and DIGITAL VEHICLE OPERATING DATA RECORDERS for the EMERGENCY MEDICAL SERVICES FLEET

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.
<input type="checkbox"/>	Background Attached

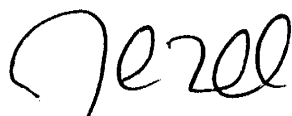
Recommendation
<p>WHEREAS the City of Greater Sudbury EMS Division has identified the need to purchase Automated Vehicle Location (AVL) and Vehicle Operating Data Recorders providing for efficiencies in managing EMS fleet and deployment; and</p> <p>THAT the project be awarded to Grey Island Systems Inc. in the amount of \$81,966 plus applicable taxes; and</p> <p>THAT in addition a \$20,000 project contingency fee to cover vehicle system sensors not covered in the above project costs be authorized; and</p> <p>THAT the capital costs of the project be funded from the Emergency Services - Land Ambulance Reserve Equipment Replacement Fund which presently has an uncommitted balance of \$452,000 which can be used for equipment; and</p> <p>THAT the General Manager Emergency Services be authorized to execute all agreements required of the project.</p>
<input type="checkbox"/> Recommendation Continued

Recommended by the General Manager
 Tim P. Beadman Acting General Manager Emergency Services

Recommended by the C.A.O.
 Mark Mieto C.A.O.

Date: September 5, 2003

Report Prepared By



Joseph Nicholls
Acting Director Emergency Medical Services

Division Review

EXECUTIVE SUMMARY

That Council authorize the purchase of Automated Vehicle Location (AVL) devices and Digital Vehicle Operating data recorders that utilize the wireless network to transmit real-time EMS fleet location and vehicle operations data from Grey Island Inc.

Information obtained through AVL technology will be used to monitor the EMS vehicle deployment, to assist in strategic planning and to decrease overall emergency response times. The Digital Vehicle Operating data recorders will replace mechanical tachographs currently in use within the EMS fleet.

These digital data recorders will record vehicle operational data information "real-time" without requiring input from the employee, thus improving the accuracy of the recorded information. This vehicle operational data will be utilized to monitor and improve driver performance, thereby reducing the potential for vehicle accidents.

BACKGROUND

Emergency Medical Services has a unique deployment and transportation requirement amongst the three (3) traditional emergency response services (EMS, Police, Fire). Through-out the duty shift, it is necessary for EMS to respond to calls that require transportation of patients to hospital sites, between hospital sites and long-term care and treatment facilities. In general, Fire and Police Services respond to a specific incident returning directly to the originating station or to general patrol duties. The EMS patient transportation component dictates that it's resources are in a continuous state of movement throughout the course of the duty shift.

As EMS resources are dispatched to respond to calls, they must be replaced with available vehicles while at the same time ensuring that coverage for the general population is maintained. This response driven vehicle movement further complicates the effective placement of units as they are moved to and from "standby" locations according to need or call demand pressures.

Performance-based EMS systems are dependant on the accurate, efficient and timely use of their resources in the field. The assignment of calls to vehicles and their placement when available for assignment is crucial to meeting provincially mandated response times. Diligent planning and efficient fleet management requires access to quality data for analysis that will enable the development and monitoring of effective deployment strategies.

On November 21, 2002, the City of Greater Sudbury approved the Ministry of Health and Long Term Care's (MOHLTC) *Land Ambulance Response Time Accountability Agreement*. This agreement requires that the City of Greater Sudbury's Emergency Medical Services Division reduce it's ambulance response times in order to continue to qualify for annualized funding from the MOHLTC.

Date: September 5, 2003

To address the *Land Ambulance Response Time Accountability Agreement*, Greater Sudbury EMS developed a "System Status Plan". This plan outlines to the MOHLTC - Central Ambulance Communications Centre (CACC) the City of Greater Sudbury's EMS resources including: 24/7/365 availability, resource deployment, maintaining balanced emergency coverage, non-emergency transfers, meal and rest periods and shift changes.

Greater Sudbury EMS is also required as part of the MOHLTC - Land Ambulance Certification Program to "monitor" vehicle movement, location and speed. Current technology related to the "monitoring" of vehicle movement and status consists of a "tachograph" unit installed in Ambulance units. These tachograph devices record various characteristics of the vehicle on a paper card through the use of styli. These styli move according to the speed of the vehicle and the activation of the vehicle's warning systems. This type of tachograph unit is costly to maintain as it is prone to breakdown. The unit's fragile styli are frequently damaged as a result of improper loading of the tachograph cards, and may result in the production of inaccurate or questionable data information. At present, Greater Sudbury EMS "Paramedic Response Units" (non-transporting, emergency response vehicles) are not equipped with any form of on-board monitoring devices. To meet the expectations of the MOHLTC "monitoring" requirement, the EMS Division must meet or exceed the current capabilities of the tachograph unit.

Automated Vehicle Locator / Global Positioning System (AVL / GPS)

The AVL / GPS unit consists of a Global Positioning System (satellite based) and a simple cellular connection to transmit data in "real-time" to the host computer. Additionally, the units can monitor numerous vehicle operating parameters along with the vehicle's speed, position, and direction. AVL will provide more accurate data than the tachograph, in a format that is more readily accessible, stored and analysed. Vehicle speed, warning system activation and vehicle position are amongst the other configurable elements that can be easily monitored, in either a "real-time" or a historic configuration.

AVL / GPS technology enables the tracking of vehicles in "real-time", allowing for an operational awareness of both fleet status and location by EMS management. In addition, historic or play-back capabilities are invaluable during an investigation process or when assessing EMS system performance. Vehicles can be displayed individually or the entire fleet can be shown. The capability allows for an overall system evaluation of fleet status, resource deployment and vehicle utilization at any given time.

Some AVL systems are "stand-alone" or "in-house" that may require expensive, labour intensive Information Technology involvement. Additional computer requirements, along with radio and Global Positioning technology must be mated to geographic interfaces to produce mapped depictions of vehicle positions and movements. These systems can only be accessed through dedicated IT resources and this complexity limits any potential modifications.

Some systems are "web-based" and managed off-site allowing access through a web browser. Data is stored remotely with data security provided through backed-up systems and with the periodic publication of the collected data offered in a CD rom format. This type of system requires a minimum amount of set-up on the part of Information Technology. The only requirement being a monthly cell system cost for the uploading of data packets from the vehicles and the cost of a broad-band internet connection for faster downloads.

Date: September 5, 2003

The following table details the EMS fleet's current monitoring devices and the AVL / GPS requirements.

Vehicle	Number	Tachograph	No Monitoring	AVL/GPS / Vehicle Data
Ambulances	19	19	0	19
PRU	9	0	9	9
**ESU	1	1	0	0
Other	2	0	0	0

**The Emergency Support Unit (ESU) responds several times a year to larger emergencies to support the EMS Division's needs. The usage of this vehicle on an annual basis does not justify the monthly costs associated with AVL technology.

In July 2003, the Greater Sudbury Emergency Medical Services Division, through the Supplies & Services Department sent out a Request for Proposal (RFP) for both a vendor hosted as well as, a city hosted Automatic Vehicle Location and Digital Vehicle Operating Data Recorders for the EMS fleet.

Request for Proposals - Awards

Proposals were opened on July 24, 2003 with each proposal subsequently evaluated based on project deliverables, costs, project implementation, vendor qualifications / references, and product service. Based on the evaluation process Greater Sudbury EMS determined that Grey Island Inc. was the lowest bidder that meet the requirements as set out in the RFP.

The Emergency Medical Services Division recommends that Grey Island Inc.'s vendor hosted submission be accepted at a cost of \$81,966 plus applicable taxes. As well, that this project's costs include a project implementation contingency fund of \$20,000 to cover costs for vehicle systems input sensors not covered in the Grey Island Inc. proposal. The costs for this project shall be funded from the Emergency Services - Land Ambulance Reserve Equipment Replacement Fund which presently has an uncommitted balance of \$452,000 which can be used for equipment.

In addition, to this projects capital costs there are annual costs (\$26,000) associated with access to the vendor hosted system as well as costs for the wireless network up-load / down-load of information from each vehicle. These annual costs have been budgeted for and will be covered from within the EMS Division's operational budget.

Request for Decision City Council



Type of Decision

Meeting Date	September 23, 2003				Report Date	September 10, 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

Greater Sudbury Housing Corporation - Shareholder's Declaration

Policy Implication + Budget Impact

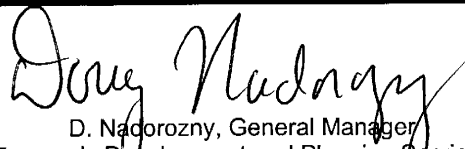
n/a	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
<input checked="" type="checkbox"/>	Background Attached

Recommendation

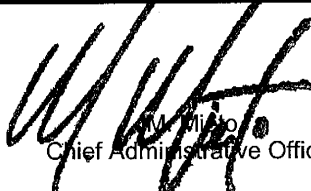
That a by-law be passed authorizing the Mayor and City Clerk to execute the Shareholder Declaration with respect to the Greater Sudbury Housing Corporation.

Recommendation Continued

Recommended by the General Manager


D. Nadorozny, General Manager
Economic Development and Planning Services

Recommended by the C.A.O.


M. Milio
Chief Administrative Officer

Date: September 10, 2003

Report Prepared ByD. R. Desmeules
Manager, Housing Services**Division Review**W. E. Lautenbach
Director of Planning Services**BACKGROUND**

In 2000 the Province, through the Social Housing Reform Act (SHRA), completed the transfer of its social housing funding and program administration responsibilities to the municipal sector.

The SHRA designated the CGS as the social housing Service Manager responsible for social housing policy, program administration and funding.

The Act also transformed the local housing authority from a crown corporation to a local housing corporation. The Greater Sudbury Housing Corporation (GSHC) became owner and manager of the former public housing portfolio. The legislation replaced the former housing authority master management agreement and Ontario Housing Corporation operations manuals with a general legislative operating framework. As part of this transformation, the SHRA made the CGS the sole shareholder of the GSHC.

Although the legislation/regulations provide a general description of the relationship between the CGS and GSHC, the Act envisioned that the CGS would further refine and define the relationship to suit local circumstances. The legislation also intended that the CGS, as sole shareholder of the GSHC, would establish a reporting protocol to address its dealings with the Corporation.

Earlier this August, City Council instructed staff to proceed with the preparation of the Shareholder Declaration for consideration by the Shareholder at the September Shareholder's meeting.

Document Input

Housing Services and Legal Services have worked together to prepare the Shareholder Declaration. The Declaration incorporates the necessary provisions of the SHRA and associated regulations.

CGS staff are recommending the execution of the Declaration. Feedback from the GSHC Board and staff was obtained in finalizing the document.

The Shareholder reviewed the Declaration at the September 23rd, 2003, Shareholder's meeting.

Summary

The Shareholder's Declaration provides the City with an excellent mechanism to fulfill its role as both sole Shareholder of the GSHC and as Service Manager. The document will prove to be a helpful tool to the CGS and GSHC in governing their relationship. The Declaration execution and implementation should help ensure that both parties continue to comply with the SHRA.