

CITY OF ELLIOT LAKE



CITY COUNCIL - REGULAR MEETING
AGENDA

Monday, February 10, 2025

7:00 pm

Hybrid Meeting (zoom/chambers)

Pages

1. CALL TO ORDER
2. ROLL CALL
3. DECLARATIONS OF CONFLICT OF INTEREST
4. ADOPTION OF PREVIOUS MINUTES
 - 4.1 January 27, 2025 - Regular, January 30, 2025 - Special, February 3, 2025 - Special 4
5. PUBLIC INPUT SESSION
6. PUBLIC PRESENTATIONS
 - 6.1 **Presentation by Elliot Lake Minor Hockey**
Re: Impact of extended closure of the Rogers Arena
Presenter: Lara Hukezalie, President
7. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS
 - 7.1 **Report from the Director of Clerks and Planning Services** 16
Re: Establish Voting Systems -2026 Municipal Election
 - 7.2 **Report from the Director of Clerks and Planning Services** 21
Re: Delegation of Powers and Duties of the "Head" under the *Municipal Freedom of Information and Protection of Privacy Act*
 - 7.3 **Report from the Director of IT** 23
Re: Host Server Replacement
8. PRESENTATION OF COMMITTEE REPORTS

8.1 Memo from the Chief Librarian 26

Re. Library Operations and Library User Fees 2025

At the January 29, 2025 Ad Hoc Budget Committee meeting the following resolution was passed:

That the user fees for the Elliot Lake Public Library be approved; and

That User Fee Bylaw be amended to include Schedule "L"

8.2 Report from the Manager of Economic Development 31

Re. FEDNOR Grant for Tourism Coordinator

At the February 3, 2025 Economic Development Committee meeting the following resolution was passed:

That Council support the grant application to Fednor for a Tourism Coordinator; and

That the funds be added to the 2025 salaries and benefits budget.

9. OUTSIDE BOARD AND COMMITTEE REPORTING

10. UNFINISHED BUSINESS

11. PETITIONS

12. CORRESPONDENCE

13. NOTICES OF MOTION

14. COUNCIL REPORTS AND ANNOUNCEMENTS

15. ADDENDUM

16. INTRODUCTION AND CONSIDERATION OF BY-LAWS

16.1 By-Law 25-14 33

Being a By-Law to amend By-Law 24-116, being a by-law to establish User Fees for Municipal Services to include schedule L.

17. CLOSED SESSION (if applicable)

17.1 Memo from the Director of Recreation and Culture

Re: Street Dance Artist Update

As this matter deals with a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality it may be discussed in closed session as Section 239(2)(k) of *the Municipal Act, 2001*

17.2 Report from the Director of Clerks and Planning Services

Re: Access Request No. FOI-01-25

As this matter deals with a request for information under the Municipal Freedom of Information and Protection of Privacy Act, it shall be discussed in closed session under Section 239(3)(a)

17.3 Report from the Director of Clerks and Planning Services

Re: Access Request No. FOI-02-25

As this matter deals with a request for information under the Municipal Freedom of Information and Protection of Privacy Act, it shall be discussed in closed session under Section 239(3)(a)

18. CONFIRMATORY BY-LAW

18.1 By-Law 25-15

34

Being a By-Law to Confirm the Proceedings of Council at its Regular Meeting held on Monday, February 10th, 2025.

19. ADJOURNMENT



Minutes of a regular meeting of the Council of The Corporation of The City of Elliot Lake

Monday, January 27, 2025
 7:00 PM
 Hybrid Meeting (zoom/chambers)

Present A. Wannan, Mayor
 C. Flintoff, Councillor
 R. Bull, Councillor
 N. Mann, Councillor
 M. Seidel, Councillor
 H. Lefebvre, Councillor

Regrets L. Morrissette, Councillor

Staff Present N. Bray, Director of Clerks and Planning Services
 J. Thomas, Director Emergency Management
 K. Kluge, Director of Recreation & Culture
 S. Antunes, Economic Development Manager
 B. Goulding, Special Projects Manager
 B. Doyle, Assistant Director of Public Works

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **DECLARATIONS OF CONFLICT OF INTEREST**

Councillor Mann declared on item 8.1 - Transit Study Final Reporting as his employer currently holds specialized transit contract.

4. ADOPTION OF PREVIOUS MINUTES

4.1 January 9, 2025 - Special and January 13, 2025 - Regular

Res. 22/25

Moved By: C. Flintoff
 Seconded By: M. Seidel

That the following minutes be adopted:

- January 9, 2025 - Special
- January 13, 2025 - Regular

Carried

5. PUBLIC INPUT SESSION

Ms. Waddington spoke to item 8.1

6. PUBLIC PRESENTATIONS

7. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

7.1 Report from the Director of Recreation and Culture

Re: Hanging Baskets and Bedding Flowers - RFP Results

Res. 23/25

Moved By: R. Bull

Seconded By: H. Lefebvre

That Council approves the Purchase order agreement to purchase flowers from Ontario Oasis for a total of \$30,263.52 (plus HST); and

That funds be drawn from the 2025 Parks – Leisure Parks Operating Budget; and

That the appropriate by-law be passed.

Carried

7.2 Memo from the Manager of Economic Development

Re. MOU for 2025 Ice Fishing Derby

Res. 24/25

Moved By: H. Lefebvre

Seconded By: R. Bull

That the memo from the Manager of Economic Development be received; and

That Council authorize the entering into of a Memorandum of Understanding with Right Track Racing Inc; and

That the appropriate bylaw be passed.

Carried

7.3 Memo from the Manager of Economic Development

Re. Repurchase of lot on Oakland Boulevard

Res. 25/25

Moved By: M. Seidel

Seconded By: N. Mann

That the memo from the Manager of Economic Development be received.

Carried

7.4 Memo from the Manager of Economic Development

Re. Update on development at 255 Highway 108

Res. 26/25

Moved By: C. Flintoff

Seconded By: H. Lefebvre

That the memo from the Manager of Economic Development be received.

Carried

7.5 Memo from the Manager of Economic Development

Re. Former MNR Worksite transfer to Serpent River First Nation

Res. 27/25

Moved By: N. Mann

Seconded By: H. Lefebvre

That the memo from the Manager of Economic Development be received.

Carried

9. OUTSIDE BOARD AND COMMITTEE REPORTING

N. Mann, Councillor left the meeting at 7:27 pm.

8. PRESENTATION OF COMMITTEE REPORTS

8.1 Report from the Special Projects Manager

Re. Transit Study Final Reporting

At the January 22, 2025 Public Services Committee Meeting the following resolution was passed:

That the report from the Special Project Manager be received by Council.

Res. 28/25

Moved By: M. Seidel
Seconded By: R. Bull

That the report from the Special Project Manager be received by Council.

Carried

N. Mann, Councillor joined the meeting at 7:40 pm.

10. UNFINISHED BUSINESS

10.1 Memo from the Chief Administrative Officer

Re: CAO Recruitment

At the January 13, 2025 Regular meeting of Council the following motion was passed:

That this item be deferred to the January 27, 2025 Council meeting.

Res. 29/25

Moved By: C. Flintoff
Seconded By: N. Mann

That Council authorize the expenditure in the amount of \$39,300 plus applicable taxes and expenses for the recruitment of a Chief Administrative Officer; and

That Council delegate the authority to execute the letter of engagement submitted by Odgers-Berndston to the Chief Administrative Officer; and

That the funds for this expenditure be drawn from the 2025 Human Resources operating budget.

Carried

11. PETITIONS

12. CORRESPONDENCE

13. NOTICES OF MOTION

14. COUNCIL REPORTS AND ANNOUNCEMENTS

15. ADDENDUM

16. INTRODUCTION AND CONSIDERATION OF BY-LAWS

16.1 By-Law 25-06

Being a by-law to authorize the execution of the Agreement of Purchase and Sale between the City of Elliot Lake and Elliot Lake Emergency Food Bank Inc. for Oakland Blvd.

Res. 30/25

Moved By: R. Bull

Seconded By: H. Lefebvre

That By-Law 25-06 be passed.

Carried

16.2 By-Law 25-07

Being a by-law to authorize the execution of the Agreement of Purchase and Sale between the City of Elliot Lake and SRFN Land Holding Inc. for property on Hwy 108 North.

Res. 31/25

Moved By: N. Mann

Seconded By: M. Seidel

That By-Law 25-07 be passed.

Carried

16.3 By-Law 25-08

Being a by-law to enter into a Memorandum of Understanding with Right Track Racing for rental terms and financial support for an Ice Fishing Derby in 2025.

Res. 32/25

Moved By: C. Flintoff

Seconded By: R. Bull

That By-Law 25-08 be passed.

Carried

16.4 By-Law 25-09

Being a by-law to enter into an purchase order agreement with Ontario Oasis with respect to flowers for flower beds and hanging baskets for Summer 2025 around the parks and downtown core.

Res. 33/25

Moved By: H. Lefebvre

Seconded By: R. Bull

That By-Law 25-09 be passed.

Carried

18. CONFIRMATORY BY-LAW

18.1 By-Law 25-10

Being a By-Law to Confirm the Proceedings of Council at its Regular Meeting held on Monday, January 27th, 2025.

Res. 34/25

Moved By: M. Seidel

Seconded By: C. Flintoff

That By-Law 25-10 be passed.

Carried

19. ADJOURNMENT

Res. 35/25

Moved By: N. Mann

Seconded By: R. Bull

That the meeting adjourn at the hour of 7:50 PM.

Carried

Mayor

City Clerk



THE CORPORATION OF THE CITY OF ELLIOT LAKE

Minutes of a special meeting of the Council of The Corporation of The City of Elliot Lake

Thursday, January 30, 2025, 7:00 PM
Hybrid Meeting (zoom/chambers)

Present A. Wannan, Mayor
 C. Flintoff, Councillor
 R. Bull, Councillor
 N. Mann, Councillor
 M. Seidel, Councillor
 L. Morrissette, Councillor
 H. Lefebvre, Councillor

Staff Present R. deBortoli, CAO
 N. Bray, Director of Clerks and Planning Services
 B. Goulding, Special Projects Manager

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DECLARATIONS OF CONFLICT OF INTEREST**

Councillor Mann declared on item 6.1 - Elliot Lake Gas Tax Support as he has an indirect pecuniary interest as his employer holds the Specialized Transit contract.

4. **PUBLIC INPUT SESSION**

Mr. Thomas spoke to item 6.2

5. **PUBLIC PRESENTATIONS**

6. **REPORTS**

6.1 Report from the Special Projects Manager

Re. Elliot Lake Transit Gas Tax Support

N. Mann, Councillor left the meeting at 7:02 pm.

Res. 36/25

Moved By: C. Flintoff

Seconded By: R. Bull

That Council affirms its long term commitment to funding transit services in The City of Elliot Lake.

Carried

6.2 Report from the Special Projects Manager

re: Rogers Arena Project Update

N. Mann, Councillor joined the meeting at 7:05 pm.

Res. 37/25

Moved By: M. Seidel

Seconded By: N. Mann

That Council approve the use of the negotiation method as described in the City’s procurement policy to sole source the installation of winter shoring for the arena to Timber Restoration Services at an upset limit of \$118,000.00 plus applicable taxes; and

That Council approve the use of the negotiation method as described in the City’s procurement policy to sole source the rental of shoring equipment for the arena to Skyway Canada Limited at an upset limit of \$120,000.00 plus applicable taxes; and

That Council approve the use of the negotiation method as described in the City’s procurement policy to sole source the provision of an Electrical Service Cabinet and reservicing work for the arena to Kennedy Electrical at an upset limit of \$75,000.00 plus applicable taxes; and

That the funds required to support these expenses be drawn from the City’s Building and facilities reserve.

Carried

- 7. NOTICES OF MOTION**
- 8. CLOSED SESSION BUSINESS**
- 9. ADDENDUM**
- 10. BY-LAWS**
- 11. CONFIRMATORY BY-LAW**
 - 11.1 By-Law 25-11**

Being a By-Law to Confirm the Proceedings of Council at its Special Meeting held on Thursday, January 30th, 2025.

Res. 38/25

Moved By: H. Lefebvre

Seconded By: N. Mann

That By-Law 25-11 be passed.

Carried

12. ADJOURNMENT

Res. 39/25

Moved By: N. Mann

Seconded By: R. Bull

That this meeting adjourn at the hour of 7:31 PM.

Carried

Mayor

City Clerk



Minutes of a special meeting of the Council of The Corporation of The City of Elliot Lake

Monday, February 3, 2025, 4:00 PM
 Hybrid Meeting (zoom/chambers)

Present
 A. Wannan, Mayor
 C. Flintoff, Councillor
 R. Bull, Councillor
 N. Mann, Councillor
 M. Seidel, Councillor
 L. Morrissette, Councillor
 H. Lefebvre, Councillor

Staff Present
 L. Harrison, Deputy Treasurer
 A. Laurence, Deputy Clerk & Accessibility Coordinator

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **DECLARATIONS OF CONFLICT OF INTEREST**
- 4. **PUBLIC INPUT SESSION**
- 5. **PUBLIC PRESENTATIONS**
- 6. **REPORTS**

6.1 Report from the Deputy Treasurer

Re: 2025 User Pay Budget (Water Wastewater)

At the January 29, 2025 Ad Hoc Budget Committee meeting the following resolution was passed:

*That Council approve the 2025 User Pay Budget as presented; and
 That the necessary bylaw be adopted by Council.*

Res. 40/25

Moved By: N. Mann
 Seconded By: H. Lefebvre

That Council approve the 2025 User Pay Budget as presented; and

That the necessary bylaw be adopted by Council.

Carried

7. NOTICES OF MOTION

8. CLOSED SESSION BUSINESS

9. ADDENDUM

10. BY-LAWS

10.1 By-Law 25-12

Being a by-law to adopt the estimates for the sums required during the year 2025 for the Water and Wastewater Plant (User Pay) Operations, and to set 2025 Water Rates, and to amend By-law No. 84-28.

Res. 41/25

Moved By: M. Seidel

Seconded By: R. Bull

That By-Law 25-12 be passed.

Carried

11. CONFIRMATORY BY-LAW

11.1 By-Law 25-13

Being a By-Law to Confirm the Proceedings of Council at its Special Meeting held on Monday, February 3rd, 2025.

Res. 42/25

Moved By: H. Lefebvre

Seconded By: N. Mann

That By-Law 25-13 be passed.

Carried

12. ADJOURNMENT

Res. 43/25

Moved By: C. Flintoff

Seconded By: H. Lefebvre

That this meeting adjourn at the hour of 4:13 PM.

Carried

Mayor

Deputy Clerk



STAFF REPORT

REPORT OF THE DIRECTOR OF CLERKS AND PLANNING SERVICES

re: Establish Voting Systems and Alternative Voting Methods for the 2026 Municipal Election

OBJECTIVE

The purpose of this report is to seek authority from Council to establish voting systems and alternative voting methods for the 2026 Municipal Election.

RECOMMENDATION

That The Report of the Director of Clerks and Planning Services be received; and

That Council approve Internet Voting as an alternative voting method for the 2026 Municipal and School Board Election; and

That staff be directed to bring a by-law forward to Council to establish alternative voting methods and to permit advance voting as per the *Municipal Elections Act, 1996*, once an elections vendor has been chosen.

BACKGROUND

The next Municipal and School Board Election will take place on October 26, 2026. As per Section 42 of the *Municipal Elections Act (MEA)*, as amended, it states that by May 1 in the year of an Election, the Council of a local municipality may pass by-laws that authorize:

- the use of voting and vote-counting equipment; and,
- the use of alternative voting methods that do not require electors to attend at a voting place in order to vote.

Although 2026 appears to be in the distant future, it is prudent for the municipality to approve a voting method and select a vendor to secure equipment and their expertise. Many vendors put a cap on the number of municipal clients they support during an election to ensure effective and efficient customer service.

Under the MEA, the City Clerk is given the statutory responsibility to develop the required policies and procedures she deems necessary to conduct the election and which meet the principles of the MEA. The last day for Council to pass a by-law authorizing this program for the 2026 Election is May 1, 2026 and the required policies and procedures are to be completed by June 1, 2026.

ANALYSIS

There are three (3) main voting methods used in Ontario municipal elections: Paper Ballot with Tabulators, Internet Voting, and Vote by Mail. When choosing a voting method, the principles of the MEA need to be applied as they serve as a benchmark and guide the conduct for municipal elections:

- secrecy and confidentiality of the voting process;
- fair and non biased;
- accessible to voters
- integrity of the voting process
- results of the election reflect votes cast;
- voters and candidates shall be treated fairly and consistently.

Below at high level, is a synopsis of each of the three methods:

PAPER BALLOTS WITH TABULATORS

Traditional in-person voting is the oldest and most familiar method of casting ballots, widely accepted by the electorate. This method requires voters to attend the voting station during advanced votes and/or Election Day. The tabulator reads and records how ballots are marked. The City has been using optical scanners/vote tabulators since 2000 or earlier for voting locations and has continued to use them in each municipal election since. The use of vote-counting equipment allows for increased consistency in vote counting over a manual counting process and supports the reporting of unofficial election results on Election Night. The use of vote tabulators upholds all principles of the MEA and allows for:

The system is precise, easy to use for voters and capable of generating final election results very quickly following the close of voting. Moreover, the manual counting of ballots is not required.

CONSIDERATIONS

The municipality currently owns five tabulators. However, these machines have now surpassed their intended lifespan and no longer supported by election software vendors. If we decide to proceed with in-person voting with tabulators we would need to purchase five new tabulators at a cost of approximately \$7,500 each. The acquisition process would need to be started mid 2025 to ensure we have them for the 2026 election.

Tabulators require significant election staff resources such as revision clerks, ballot clerks, tabulator clerks. All staff require training.

With the use of paper ballots, the voter loses the ability to vote anywhere, at their leisure during the voting period. Despite ongoing efforts to improve accessibility, in-person voting can still present physical barriers for voters with disabilities or those unable to visit polling stations due to illness or locations. During peak voting hours, such as lunch or after business hours, long lines can deter voters. Inclement weather can further disrupt turnout. In-person voting is confined to specific hours on advance poll days and election days, which may not accommodate voters with busy schedules, unexpected conflict or remote work schedules.



INTERNET VOTING

Internet voting has been progressively adopted by municipalities across Ontario in recent municipal elections. It modernizes the voting experience by offering a convenient, accessible, and secure way for electors to cast their ballots without the need to attend a physical voting location. This method provides greater flexibility, allowing voters to vote from anywhere and at any time within the designated voting period.

Voters receive a personalized voting letter in the mail, which includes the date of the voting period, the voting website, and a unique Personal Identification Number (PIN). In many municipalities, electors are also required to input their birth date as an additional security measure to further protect the integrity of the voting process.

The benefits of internet voting include the integration of accessible technology, which enables individuals with disabilities to participate more easily in the electoral process. Additionally, internet voting allows voters to review and correct any errors in their selections before finalizing their ballot. This method also streamlines election operations by automating processes such as ballot processing, updating the voters' list, and providing rapid, accurate vote counting at the close of voting.

In a technological world where ease of online services has become the norm, voting is no different. It's a benefit to residents, such as weekenders and university students who cannot make the in-person voting dates, as well as those who's work and personal schedules conflict with those dates.

CONSIDERATIONS

For those that still like to "vote in person" during the voting period we can set up advance voting dates with use of iPads/laptops for voters to electronically cast their vote, this would also be provided on Election Day. It is a similar set-up to in-person paper ballots, where the voter goes behind the voting screen and instead of using paper, they use the iPad/laptop. Less staff resources are needed for this service as we do not require a ballot clerk or a tabulator clerk. Focus is on the revision clerks who can add, remove and amend the voter's list.

Similar to Hockeyville, polling stations could be set up in long term care facilities, apartment buildings, etc. to assist residents in using iPads/laptops for voting. It is at the discretion of each facility to choose whether this extra service is needed or not.

Cyber security risks with internet voting need to be mitigated to the best of our ability. It is important to choose a vendor that is reputable and will provide a list of their system's security features.

VOTE BY MAIL

Vote by Mail is a voting method that allows voters to receive their ballots by mail, which are then completed without attending a physical voting location and returned by mail.

There are step by step instructions when the voter receives their package. There is a deadline to provide the ballots by mail to ensure it is counted by the time of the election. After the deadline, voters would be required to attend the Election Location in person to drop of their ballot and voter declaration. Smaller and more rural municipalities are well-versed in using this voting method, primarily due to geographic considerations that make it an effective option for administering an election. Other municipalities also use this method (sometimes in a supplementary capacity) to address accessibility needs of its residents.



CONSIDERATIONS

Like every voting method, vote by mail also presents some challenges. Mail processing times may impact when voters receive their vote by mail packages and when election administrators get the returned ballots to be counted. Also, over the past few elections the expiry of the union contract term for Canada Post workers has coincided with the Municipal Election. This does provide uncertainty for using a voting method that heavily relies on the postal service as there is always the possibility for workers to strike.

Furthermore, with vote by mail there is an increased chance that errors in ballot marking will occur as voters do not have the assistance of elections staff readily available. There are also increased costs given the need to use the mail service and the potential that ballots can get lost in the mail. Vote by mail may also pose issues for voters who have moved or do not have a consistent residence as their voting package may be sent to the wrong address. There is also the need for increased election support as residents may phone in to confirm their vote has been counted (i.e. delivered by Canada Post and declaration has been counted). This is not an issue with the other two voting methods as electors know they have cast a ballot in real time.

RECOMMENDATION

There is no one-size-fits-all voting method, and each has its own advantages and challenges. Elliot Lake has utilized two of the three methods discussed in past elections, and each has proven to have its pros and cons.

- **Paper Ballot with Tabulators:** This method has been a reliable and familiar approach for Elliot Lake in previous elections. Voters are accustomed to the technology, and it has served the community well. However, our current tabulators are no longer supported by software vendors due to their age. As a result, purchasing new tabulators would be necessary to ensure readiness for the 2026 election. Additionally, this investment would commit the city to continuing the use of paper ballots for several future elections. There is also an option to lease tabulators with travel and per diems being an additional cost on top of the lease rate. We would need to secure units now to ensure availability for the 2026 election.
- **Vote by Mail:** In the 2022 election, 126 voters chose this option, but the low uptake required a disproportionate amount of staff time and resources. Additionally, the process incurred an extra cost on top of regular election expenses. Given the limited use and the costs involved, staff felt the service did not provide sufficient value to justify its continuation.
- **Internet Voting:** Internet voting offers several advantages, including accessibility, fairness, and impartiality. It ensures voter secrecy, confidentiality, and the integrity of the election process. From an administrative perspective, internal staff can assist with tasks such as managing advance voting and updating the Voter's List in coordination with the Clerks Department. Elliot Lake residents gained familiarity with online voting during the Kraft Hockeyville initiative, which demonstrates that the community is comfortable with this method. Additionally, internet voting provides voters the flexibility to cast their ballots at their convenience, enhancing voter participation.



Based on these factors, staff recommend adopting internet voting as the primary method for the 2026 Municipal & School Board Election.

If approved by Council, Elliot Lake would partner with neighboring communities—who have also chosen electronic voting for the 2026 election—to create a joint Request for Proposals (RFP) for quotes from reputable internet voting providers. These municipalities would also collaborate on developing the Elections Manual and the necessary reporting requirements.

FINANCIAL IMPACT

Each year, \$22,000 is allocated to the Election Reserve. These funds are used to cover the costs associated with running the Municipal and School Board Elections.

Tabulators: If tabulators are selected as the voting method, the cost for purchasing five new tabulators is estimated at approximately \$37,500. Leasing is approximately \$9,000 plus travel and per diem.

Electronic Voting: If electronic voting is chosen, Elliot Lake would collaborate with neighboring communities to develop a joint Request for Proposals (RFP) to obtain quotes from reputable internet voting providers. This collaborative approach could help reduce costs and ensure competitive pricing for the service.

Vote by Mail: We are not recommending Vote by Mail as an alternative method for the 2026 election

LINKS TO STRATEGIC PLAN

Services to our Community:

The City will collaborate with neighbouring communities to make strategic use of shared services

The City is committed to making community spaces accessible, regardless of ability and encourages all to do the same.

SUMMARY

Through the implementation of alternative voting methods, the City will continue to improve the accessibility of its elections and further enable electors to exercise their right to vote.



REPORT FROM THE DIRECTOR OF CLERKS AND PLANNING SERVICES RE: DELEGATION OF “HEAD” MFIPPA

OBJECTIVE

To delegate the City Clerk as “Head” for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)

RECOMMENDATION

That, in accordance with section 3 and subsection 49(1) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, M.56, as amended (“MFIPPA”), Council delegates all of its powers and duties as “Head” under MFIPPA to the City Clerk; and

That the appropriate by-law be passed to effect this decision.

BACKGROUND

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) was enacted in 1990 and designates the Council as the “Head” for the purpose of administering the Act.

To effectively and efficiently manage responses to Freedom of Information (“FOI”) requests and ensure the City meets the legislative timeline of 30 days to respond, it is recommended that Council delegate this authority to the City Clerk.

ANALYSIS

Section 3(1) of MFIPPA states that Council is the “Head” for the purposes of the Act; however, Council may designate a staff person, such as the City Clerk, to ensure the efficient management of the City of Elliot Lake’s personal information holdings and records.

By delegating this responsibility to the City Clerk, the City will streamline the process of handling FOI requests, allowing for better coordination and faster response times.

In keeping with practices in many municipalities across Ontario, it is recommended that the City Clerk report to Council annually regarding the exercise of this delegated authority. The report will include an overview of the number, any significant issues, and an update on compliance with legislative timelines.

To further ensure accountability and transparency, the City Clerk is also required to submit an annual report to the Information and Privacy Commissioner of Ontario.

FINANCIAL IMPACT

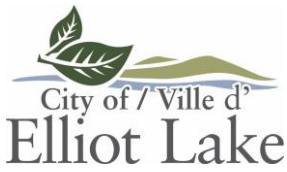
There are no financial implications, as this recommendation formalizes an administrative procedure.

LINKS TO STRATEGIC PLAN

This recommendation aligns with the strategic objective of Strong Municipal Corporate Administration and Governance, ensuring that the City is managed effectively and efficiently.

SUMMARY

To improve service delivery while ensuring compliance with legislative requirements, it is recommended that Council delegate authority to the City Clerk as “Head” for the purpose of the Municipal Freedom of Information and Protection of Privacy Act.



STAFF REPORT

REPORT FROM THE DIRECTOR OF INFORMATION TECHNOLOGY

Re: Host Server Replacement

RECOMMENDATION

That the Report of the Director of Information Technology regarding Replacement of Host Servers be received; and

That the Council approve the negotiation method (G) and (H) be used to procure the required feature specific server hardware, software and licensing; and

That the Director of IT proceed with the proposed purchases in the total amount of \$114,308.77; and

That the required funds be taken from Information Technology Reserves as budgeted in the 2024 Capital budget.

BACKGROUND

The solution and provider cannot be named publically citing Section 239 (2) (a) and (j)¹ of the Municipal Act. For cybersecurity reasons it is imperative that we do not disclose the brand of the solution or the provider.

In 2023 Council approved the purchase of one storage server due to support, warranty and the system failing.

The Director of IT has consulted with stakeholders including city staff, vendors and contracted service providers in order to review current needs, planned initiatives and future requirements while considering the impact on the technology systems in place today. The infrastructure and current design installed in 2017 is still viable and can support the cities needs for the next 5 years while we transition our core systems and add new services including cloud or hybrid solutions. While there is no need to change the design, three Host servers are beyond normal end of life, warranty and updateability. On January 29 of this year, we lost one of the three servers and the other two are now carrying the load temporarily. It is now critical to replace the units as soon as possible. A temporary solution is being sought for the impacted site.

¹Meetings open to public 239 (2) Exceptions
(2) (a) the security of the property of the municipality or local board;
(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;

Three quotes were obtained for the feature specific make and model servers. The hardware (servers), software and licensing needs to be updated to be on a supported platform with manufacturer warranty and application support for the next 5 years.

ANALYSIS

CITY INFRASTRUCTURE

As these servers are a critical part of our IT infrastructure, once the supplier deems equipment as end of life and cannot meet requirements to upgrade applications, operation systems or networking resources, it is always a recommended course of action to replace the hardware and associated licensing. These servers have been in place for 7+ years which is an extended time limit for server hardware. The current architecture needs to be maintained while the city transitioned to new solutions for retention purposes and for current department operations until a full migration is completed and tested. It is reasonable to expect current applications will be online for the next 5yrs and may in some backup capacity be needed beyond. Once the city has fully transitioned to a complete cloud based or hybrid solution the next IT Refresh will look much different.

It has become critical to replace servers as one unit has failed.

FINANCIAL IMPACT

The 2024 Capital budget allocated \$170, 528 for the IT Refresh project.

The Information Technology Reserve has a January 1, 2025 opening balance of \$504,188.45. Year to date, \$0 of the approved capital 2024 budget for IT Refresh is spent. This purchase will be included as a portion of the approved in the 2024 capital budget for IT Refresh; and will be withdrawn from the Information Technology Reserve.

Cost of 3 servers is \$64,203.77 before tax. Software and licensing is \$45,105.

New 48 port switch as current switches are at capacity \$5000.00.

Total cost is \$114,308.77

Hardware will be purchased first and installed in house. Each server will be upgraded and licensing applied as required over the course of the year. For purposes of this report the funds will be spent in 2025 as carry forward of the 2024 Capital budget.

LINK TO STRATEGIC PLAN

Strong municipal corporate administration and governance.

Action item, 11. The City will review municipal systems and develop and implementation plan to ensure that effective and efficient processes for monitoring and organizing the activities of the municipality are in place.

Action item, 20. The City will focus on comprehensive asset management planning to prioritize ongoing required infrastructure renewal and maintenance; Thereby ensuring its financial health and complying with Ontario Regulation 588/17. This plan will identify priorities among capital projects and ultimately the level of services offered by the municipality. This will be done by balancing the needs of the community with available finances, resources and capacity.

SUMMARY

It is respectfully recommended that council delegate authority to the Director of IT to commit to the vendors of choice LCIX Cloud Systems Inc. for the procurement of 3 Host Servers and appropriate software and licensing not to exceed \$114,308.77.

Elliot Lake Public Library

Library Services

Information Report

To: Budget Ad Hoc Committee

From: Pat McGurk
Chief Librarian

Date: January 29, 2025

Subject: Library Operations and Library Use Fees 2025

This report is for the information of the Budget Ad Hoc Committee

Service Levels

The library is an information and cultural centre supporting a wide range of community activities and objectives. It is also a place where people come together to gather information and exchange ideas. One of its functions is to offer recreational, informational and educational materials in printed or electronic formats to adults, seniors, teens and children. Included are books in regular and large print, e-books, e-readers, talking books periodicals, movies and educational films, public access computers and wireless capabilities, community information, local history/genealogy, library services, user education and resource sharing.

2024 Highlights

- 41,127 people visited the library
- 35,200 items were borrowed
- 13,206 e-books and e-audiobooks were downloaded
- 355 new registrations
- 109 programs were held with a total of 996 participants

Numbers through the door shows an overall increase of 3% over the same time in 2023. This further demonstrates the importance of ELPL as a place to access collections, information, technology and community space. It also reflects the growing role of the public library as a community hub.

Circulation of all formats of library materials remained strong through 2024. New reads and DVD collections has been embraced eagerly and demand continues to grow. ELPL circulated 35,200 items in 2024, an increase of 3,000 checkouts or 9% from the same period in 2023.

E-resource usage continued to grow with 13,206 virtual checkouts of eBooks and e-audiobooks in 2024. This is an increase of 10% from 2023. ELPL staff have been promoting Overdrive tutorials, a database that provides free e-books and e-audiobooks through a Tech Tuesday program.

Staff continue to successfully promote the library in the community and local schools, 355 new library cards were created in 2024 representing a 20% increase over the same time period last year. Elliot Lake Public Library has 2,436 active cardholders. The Library also has partnerships with some local organizations – Elliot Lake Historical Society, North Channel Literacy Council and RAFO.

Programming is an integral part of Elliot Lake Public Library and continues to support the library's mission. ELPL saw an increase of 25% over last year in participants.

Library Programs

One on one technology lessons

Book Club

Children's programs – these include Summer Reading, March Break, Easter, Halloween, Christmas and Classroom visits

Adult/Senior Programs – these include Craft and Colouring, Afternoons at the Movies – English movie – Wednesday and French movie – Thursday, Author reading and book signing

Beyond Books

Items that can also be borrowed with a library card include:

Fishing tackle and rods

Ontario Provincial Park day passes

Bird watching kits

DVDs and CDs

E-books and e-audiobooks

E-readers

I-pads with wifi

Digital newspapers on i-pads – in library use only

Library User Fees 2025

Libraries are one of the few places left where people can go without having to spend money. One of our main goals is to be accessible as well as inclusive. With everything becoming less and less affordable I feel what we are charging for our services is adequate. I looked at several other libraries (see attached chart) and what they are charging for similar services our library is in line with these. Library revenue generated more than covers the expenses we incur.

Name of Library	Photocopy B/W	Photocopy Colour	Non-Resident Fee	Replacement Card	Faxing Local	Faxing Long Distance	Laminating 4" x 6"	Laminating 8" x 10"	Exam Proctoring	Room Rental Non-profit ½ day	Room Rental For-profit ½ day	Room Rental Non-profit Full day	Room Rental For-profit Full day
Elliot Lake	\$.25	\$.75	\$ 30.00	\$ 5.00	\$1.00 per page	\$ 2.00 1st page \$ 1.00	\$ 1.00	\$ 2.00	\$ 30.00	\$30.00	\$60.00	\$45.00	\$90.00
Espanola	\$.25	\$ 1.00	\$ 30.00	\$ 5.00	\$1.00	\$1.50	\$ 3.00	\$ 5.00	\$ 50.00	\$25.00	\$40.00	\$40.00	\$80.00
Spanish	\$.25	\$ 1.00	\$ 15.00	\$ 5.00	\$1.00	\$1.00	\$ 1.00	\$ 2.00	n/a	n/a	n/a	n/a	n/a
Timmins	\$.15	\$.50	\$ 30.00	\$ 2.00	\$ 1.00	\$ 2.00 1 st page \$ 1.50	\$ 1.00	\$ 2.00	n/a	\$35.00	\$50.00	\$70.00	\$100.00
Kirkland Lake	\$.25	\$.50	\$ 34.00	\$ 5.00	n/a	n/a	n/a	n/a	\$30.00	Free	\$30.00	Free	\$75.00
Parry Sound	\$.25	\$ 1.00	\$ 110.00	\$ 5.00	\$ 1.00	\$ 3.00 1 st page \$1.00	\$1.00	\$ 2.00	n/a	\$45.00	\$60.00	\$60.00	\$75.00
Fort Frances	\$.25	\$ 1.00	\$ 54.00	\$ 2.00	\$ 5.00	\$ 5.00 1 st page \$1.00	\$ 2.00	\$ 2.50	\$ 40.00	Free	\$100.00	Free	\$140.00
Blind River	\$.25	\$ 1.00	\$ 30.00	\$ 5.00	\$ 1.00	\$ 1.00	\$ 5.00	\$ 5.00	\$ 25.00	n/a	n/a	n/a	n/a
Sault Ste. Marie	\$.25	\$.50	\$ 45.00	\$ 3.00	\$ 1.25	\$ 1.25	\$ 1.00	\$ 1.00	\$ 40.00	\$40.00	\$40.00	\$80.00	\$80.00
Bracebridge	\$.20	\$.50	\$ 50.00	\$ 3.00	n/a	n/a	n/a	n/a	Free	Free	\$ 30.00	\$85.00	\$120.00

Name of Library	Photocopy B/W	Photocopy Colour	Non-Resident Fee	Replacement Card	Faxing Local	Faxing Long Distance	Laminating 4" x 6"	Laminating 8" x 10"	Exam Proctoring	Room Rental Non-profit ½ day	Room Rental For-profit ½ day	Room Rental Non-profit Full day	Room Rental For-profit Full day
Chapleau	\$.25	\$.75	n/a	\$ 3.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.50	n/a	n/a	n/a	n/a	n/a
Nipigon	\$.25	\$.50	n/a	\$ 5.00	\$ 1.00	\$ 2.00 1 st page \$ 1.00	\$ 1.00	\$ 2.00	\$ 30.00	n/a	n/a	n/a	n/a
Sudbury	\$.15	\$.25	\$ 20.00	Free	\$ 1.00	\$ 1.00	\$ 2.00	\$ 3.00	\$ 40.00	Free	\$ 60.00	Free	\$120.00
Temiskaming Shores	\$.25	\$.50	\$ 120.00	\$ 2.00	\$ 1.50	\$ 1.50	n/a	n/a	\$ 50.00	Free	\$ 30.00	Free	\$ 60.00
Kapuskasing	\$.25	\$.50	\$ 30.00	\$ 2.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 2.50	n/a	n/a	n/a	n/a	n/a

2025 User Fees By-Law XX-XXX										
SCHEDULE L - PUBLIC LIBRARY										
<i>HST will be applied to all prices where applicable</i>										
<i>AAP: Affordable Access Pricing</i>										
<i>50% non-refundable deposit required at time of booking</i>										
50% Deposit	2021	2022	2023	2024	2025	HST	2025	AAP	2023-2024	
	Inc. HST	Inc. HST	Inc. HST	Inc. HST	PRICE	Y/N	Inc. HST	Y/N	Variance	
ELLIOT LAKE PUBLIC LIBRARY										
Daily Past Due Fines (max \$10 for book-interlibrary loans, \$20 for tackleshare & \$30 for electronics)										
Books (21 days)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	No	\$0.25	N		
Audiobooks (21 days)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	No	\$0.25	N		
Magazines (21 days)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	No	\$0.25	N		
DVDs (2 days)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	No	\$1.00	N		
Interlibrary Loans (Set by loaning library)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	No	\$1.00	N		
TackleShare (rod and tackle) (7 days)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	No	\$1.00	N		
I-pads (14 days)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	No	\$5.00	N		
eReaders (14 days)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	No	\$5.00	N		
Services (photocopying, printing, fax & laminating fees are per page)										
Non-Resident Fee (1 year)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	No	\$30.00	N		
Visitor's Card (6 months)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	No	\$15.00	N		
Replacement Card	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	No	\$5.00	N		
Photocopying & Printing (black & white): self serve	\$0.25	\$0.25	\$0.25	\$0.25	\$0.22	Yes	\$0.25	N		
Photocopying & Printing (colour): self serve	\$0.75	\$0.75	\$0.75	\$0.75	\$0.66	Yes	\$0.75	N		
Fax - local number	\$1.00	\$1.00	\$1.00	\$1.00	\$0.89	Yes	\$1.00	N		
Fax - long distance (plus \$2.00 set-up fee)	\$1.00	\$1.00	\$1.00	\$1.00	\$0.89	Yes	\$1.00	N		
Laminating - wallet size	\$1.00	\$1.00	\$1.00	\$1.00	\$0.89	Yes	\$1.00	N		
Laminating - full page	\$2.00	\$2.00	\$2.00	\$2.00	\$1.77	Yes	\$2.00	N		
Internet Access (per hour)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	No	\$1.00	N		
Exam Protoring (plus cost of printing & mailing)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	No	\$30.00	N		
Daily Rental Fees										
Projector (non-profit)	\$25.00	\$25.00	\$25.00	\$25.00	\$22.12	Yes	\$25.00	N		
Projector (for-profit)	\$50.00	\$50.00	\$50.00	\$50.00	\$44.25	Yes	\$50.00	N		
Program Room (non-profit) - 1/2 day (4 hrs)	\$30.00	\$30.00	\$30.00	\$30.00	\$26.55	Yes	\$30.00	N		
Program Room (non-profit)	\$45.00	\$45.00	\$45.00	\$45.00	\$39.82	Yes	\$45.00	N		
Program Room (for-profit) - 1/2 day (4 hrs)	\$60.00	\$60.00	\$60.00	\$60.00	\$53.10	Yes	\$60.00	N		
Program Room (for-profit)	\$90.00	\$90.00	\$90.00	\$90.00	\$79.65	Yes	\$90.00	N		



STAFF REPORT

REPORT FROM THE MANAGER OF ECONOMIC DEVELOPMENT

Re: FEDNOR Grant for Tourism Coordinator

RECOMMENDATION

That the report from the Manager of Economic Development dated January 29, 2025 be received

And that Council support the grant application to Fednor for a Tourism Coordinator;

And that the funds be added to the 2025 salaries and benefits budget;

BACKGROUND

The City of Elliot Lake applied for and received FEDNOR funding in the amount of \$72,000 for the creation of a tourism strategy for the City earlier in 2024. This strategy is meant to chart out an actionable path to identify new tourism opportunities in the community, differentiate Elliot Lake from its competitors and increase tourism spends in the City.

In 2022, the City of Elliot Lake employed a full time Tourism Coordinator working in the Economic Development Department. The staff member in that position was transferred to the Recreation Department to serve as the Events Coordinator later that year. The position was never replaced.

ANALYSIS

The preparation of the City's 5 –year Tourism Strategy named the Explore Elliot Lake Tourism Initiative is well under way. Preliminary activities has shown that there exists a large opportunity for the City to capitalize on this valuable sector.

In order to facilitate all of the activities tied to tourism and to execute the forthcoming action items in the initiative, additional human resources are required. A Tourism Coordinator will be responsible to work with the recommendations from the initiative, liaise with stakeholders and further develop the City's Tourism Sector.

Staff have begun discussions with FEDNOR to provide funding for this role through one of their streams. FEDNOR staff have been very helpful and an application is underway. Part of the application process requires a resolution from Council, hence this report.

The salary grid had the previous position rate of pay listed at \$69,538. If approved, the FEDNOR program will offer a 50-90% grant towards this role resulting in a cost of \$6,954 with an upset limit of \$34,769.

FINANCIAL IMPACT

The FEDNOR funding will vary from 50-90% of the staff member's wage resulting a cost to the City of \$6,954 to \$34,769.

LINKS TO STRATEGIC PLAN

This resolution ties into 2 items in the Strategic Plan:

- 1. Establish a comprehensive marketing plan for the municipality by promoting the diverse strengths of Elliot Lake; highlighting its natural beauty and outdoor activity focused lifestyle to attract tourism, residents, and retirees. This plan should focus on both new and returning residents for both traditional and remote worker opportunities.**
- 2. In order to attract new businesses to Elliot Lake the municipality will invest in readiness tools, such as a Community Improvement Plan as well as the development of lands within the municipality for commercial use.**

SUMMARY

Staff recommend submitting the application to FEDNOR with Council's support.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

BY-LAW NO. 25-14

Being a By-Law to amend By-Law 24-116, being a by-law to establish User Fees for Municipal Services to include schedule L.

The Council of The Corporation of the City of Elliot Lake hereby **ENACTS AS FOLLOWS:**

1. **THAT** By-Law 24-116, being a by-law to establish User Fees for Municipal Services, be amended to add schedule L, being the Elliot Library Public Library User Fees.

PASSED this 10th day of February, 2025.

MAYOR
A. WANNAN

CITY CLERK
N. BRAY

THE CORPORATION OF THE CITY OF ELLIOT LAKE

BY-LAW NO. 25-15

Being a By-Law to Confirm the Proceedings of Council at its Regular Meeting held on Monday, February 10th, 2025.

WHEREAS the Council of The Corporation of the City of Elliot Lake has held a Council Meeting on Monday, February 10th, 2025 and seeks to confirm all of its actions;

NOW THEREFORE the Council of The Corporation of the City of Elliot Lake hereby enacts as follows:

1. **THAT** all of the actions of Council at its regular meeting held on Monday, February 10th, 2025 in respect of each recommendation contained in all Reports and in respect of each motion, resolution, and other action passed and taken by the Council at its said meeting is hereby adopted, ratified and confirmed.
2. **THAT** the Mayor and appropriate officials of the Corporation are hereby authorized and directed to do all things necessary to give effect of each of the said actions, motions, and resolutions or to obtain approvals where required.
3. **THAT** except where otherwise provided, all documents required to be signed on behalf of the Corporation shall be signed by the Mayor or by the Mayor and by the Clerk, and the Clerk is hereby authorized and directed to affix the seal of the Corporation to all such documents.
4. **THAT** this By-law, to the extent to which it provides authority for or constitutes the exercise of the Council of its powers to proceed with, or to provide any money for any undertaking, work, project, scheme, act, matter or thing which requires an approval in addition to the approval of Council, shall not take effect until the additional approval has been obtained.
5. **THAT** this By-law shall come into force and take effect on the date of its passing.

PASSED this 10th day of February, 2025.

MAYOR
A. WANNAN

CITY CLERK
N. BRAY