



City of Brockville General Committee Agenda

4:30 PM - Wednesday, December 7, 2022
Hybrid/Virtual Meeting

Page

1. **Land Acknowledgement Statement**
2. **Chair's Remarks**
3. **Disclosure of Interest**
4. **Delegations and Presentations**
5. **Correspondence and Communications**
Nil.
6. **Reports from Boards and Committees**
Nil.
7. **Staff Reports**

5 - 12

1. 2022-233
Dissolution of the Brockville Museum Board of Management

THAT City Council hereby dissolve the Brockville Museum Board of Management and;

THAT By-law 287-89 being a by-law to establish a Board of Management to Operate a Museum on Behalf of the Corporation of the City of Brockville be repealed and;

THAT City Council establish a Brockville Museum Advisory Committee and adopt the Terms of Reference for said Committee.
[2022-233](#)
[FINAL DRAFT Museum Terms of Reference](#)

- | | | |
|---------|----|--|
| 13 - 14 | 2. | 2022-228
Brock Trail - Additional Solar Lighting |
| | | THAT Council approve the remaining balance of the 2022 Brock Trail fundraising to be to purchase additional lighting along the Brock Trail.
2022-228 |
| 15 - 16 | 3. | 2022-223
Parking Prohibited at Intersections - By-Law Change |
| | | THAT Council approve modification of Part 2, Clause 71 of By-law 119-89 as specified.
2022-223 |
| 17 - 18 | 4. | 2022-222
Water Street West / Metro Parking Lot - Speed Limit Change |
| | | THAT Council approve modifications to Schedule XI of By-Law 21-93 as specified.
2022-222 |
| 19 - 25 | 5. | 2022-190
Proposed Traffic Calming Measures |
| | | THAT Council approve the proposed traffic calming measures to be deployed as listed.
2022-190 |
| 26 - 29 | 6. | 2022-229
Centeen Seawall Repair - Tender Results |
| | | THAT Council approve a contract with Kehoe Marine Construction to repair the east seawall at Centeen Park.
2022-229
Site Plan 10329-PROPOSED (1) |

30 - 33

7. 2022-231
Public Works - Pickup Truck Up-fit

THAT Council approve purchase of a snow plow attachment for public works unit #5622 for a cost not to exceed \$15,800; and

THAT the budget shortfall to complete the snow plow purchase and installation be funded by the proceeds of the sale of surplus Public Works equipment.

[2022-231](#)

8. **Information Items**

All matters listed as Information Items are considered to be routine and will be enacted by one motion. Should a Committee member wish an alternative action from the proposed recommendation, they shall request that this matter be moved to "separate" the item.

THAT the following Information Items be passed by Consent Agenda:

34 - 36

1. 2022-219
William St. Overpass - Rehabilitation Project

THAT Council receive report 2022-219 for information.

[2022-219](#)

37 - 40

2. 2022-234
Aquatarium Exhibit in Youth Arena

THAT Council received report 2022-234 - Aquatarium Exhibit in Youth Arena for information.

[2022-234](#)

41 - 45

3. 2022-220
2022 Municipal Election Accessibility Initiatives

THAT Council receive report 2022-220 in accordance with the *Municipal Elections Act*, 1996.

[2022-220](#)

[ISI Accessibility of eVoting Services](#)

46 - 49

4. 2022-232
2022 Annual Repayment Limit-Updated

THAT report SR2022-232 2022 be received for information.
[2022-232](#)
[A1 - 2022 Debt Capacity ARL](#)

9. **New Business from Committee Members**
Nil.

10. **Committee Consent Agenda**

THAT the following items as recommended by the General Committee be placed on the Consent Agenda:

11. **Media Question Period**

12. **Adjournment**

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for January 17, 2023.

Standing Report(s)

Committee Tracking Report
(tracks initiatives of the committee and items referred to committee from council)

Minutes from City Boards and Committees

Airport Commission
Arena Advisory Board
Heritage Brockville
Library Board
Museum Board
Railway Tunnel Committee
Tourism Advisory Committee
Youth Advisory Council



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Natalie Wood, Museum Curator/Director
Anne Shropshire, Manager, Cultural Services
Sandra MacDonald, City Manager/City Clerk
Report Number: 2022-233
Subject: Dissolution of the Brockville Museum Board of Management

Recommendation

THAT City Council hereby dissolve the Brockville Museum Board of Management and;

THAT By-law 287-89 being a by-law to establish a Board of Management to Operate a Museum on Behalf of the Corporation of the City of Brockville be repealed and;

THAT City Council establish a Brockville Museum Advisory Committee and adopt the Terms of Reference for said Committee.

Background

The Brockville Museum preserves and utilizes an evolving collection of objects and stories representing Brockville's past and present to provide inspiring, inclusive, and collaborative experiences that enhance well-being and strengthen the community's social and human capital in the service of Brockville's future. Formally established in 1981, the museum's collection has grown substantially and in 1995 expanded its facility at 5 Henry Street. Today the Brockville Museum is entrenched in this community as a vibrant hub of activity.

In 1982, By-law 221-82 was passed, establishing a Board of Management to oversee the operation of the Museum. In 1989 the by-law was rescinded and By-law 287-89 was enacted with further amendments over the proceeding years.

In consultation with the Board of Management and recognizing the difficulties faced by the Museum post-covid, both City staff and Board Members are in agreement that the establishment of an Advisory Committee will best serve the Museum going forward.

Analysis

The creation of the Cultural Services Department offers an opportunity to fully integrate the Museum into the City's organizational structure. An Advisory Committee will

continue to ensure citizen participation, but will also ensure that the Museum has a direct reporting relationship to the City through the Manager of Cultural Services and the Cultural Services Department.

Financial Implications

N/A

Policy Alignment

It is through Council authority that Boards may be dissolved and by-laws repealed.

Conclusion

The Brockville Museum Board of Management has performed a valuable service over the years. Moving forward the Museum would be best served through an Advisory Committee, ensuring citizen participation as well as thoroughly integrating the Museum into the City by way of the Cultural Services Department.

Approved by:

Anne Shropshire, Manager, Cultural Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 30 Nov 2022

Approved - 02 Dec 2022

Attachments:

[FINAL DRAFT Museum Terms of Reference](#)



City of Brockville Brockville Museum Advisory Committee Terms of Reference

City of Brockville Intention Statement

City Council recognizes the intrinsic cultural heritage of the City of Brockville and supports the important role of the Brockville Museum plays in safeguarding our community's past and to act as a welcoming hub, offering engaging experiences to connect with each other through our stories.

Committee Name and Type

The Brockville Museum Advisory Committee is an Advisory Committee of Council and reports to the General Standing Committee.

1. Purpose

- 1.1 The Advisory Committee shall advise and support the role and responsibilities of the Cultural Services Department as it relates to the Brockville Museum.

2. Scope

- 2.1 The Advisory Committee shall:

- a) Advise Council, Senior Management and Cultural Services by identifying and responding to issues, concerns and government policies that may affect the Museum.
- b) Provide input on the mission and vision statements, operational policies and development and implementation of strategic long- term plans.
- c) Liaise with the community including individuals, groups and organizations to get input and encourage support for the Museum.
- d) Promote the activities and programs of the Museum.

- 2.2 The Advisory Committee shall encourage the Museum to provide programs and services that are affordable, accessible and inclusive.

- 2.3 The Advisory Committee shall ensure that the museum activities promote the advancement of education or other purposes beneficial to the community as a whole.

3. General

- 3.1 Advisory Committee Meetings will be conducted in accordance with a Procedural By-law as adopted by the Committee.
- 3.2 The records of the Brockville Museum Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation's Records Retention By-law and are subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56
- 3.3 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- 3.4 Members shall follow policies and procedures as adopted by the Corporation and comply with applicable legislation and shall act in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50.
- 3.5 The Advisory Committee shall elect a chairperson and may elect a vice-chairperson annually, at its first meeting held each year, or as soon as practicable, from among the members. The Chairperson shall not serve more than two (2) consecutive years. In the absence of the chairperson, and vice-chairperson, an acting chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent.
- 3.6 Approved minutes for each Committee meeting shall be forwarded to the City Clerk to be posted on the Council portal (website).

- 3.7 The Advisory Committee shall hold regular meetings, at such time and place as determined by the Advisory Committee, at least six times per year and at such other times as it considers necessary.
- 3.8 Quorum will be fifty percent plus one of current Committee Members.
- 3.9 The Chair and any two members may summon a special meeting of the Advisory Committee giving notice and specifying the purpose for which the meeting is called consistent with the Procedure By-law.
- 3.10 The meetings of the Advisory Committee shall be open to the public.
- 3.11 The Chair may exclude any person from the meeting for improper conduct.
- 3.12 All directions and decisions of the Advisory Committee shall be a result of motions duly made and voted upon by the Advisory Committee in accordance with the Procedural By-law.
- 3.13 The Chair or Acting Chair shall vote upon all motions. Any motion on which there is a tie vote shall be deemed to have been decided in the negative.
- 3.14 The agenda for meetings shall be prepared by the Museum Curator/Director in consultation with the Advisory Committee Chair. The agenda shall be distributed by the Clerk's Office no less than three days before the meeting.
- 3.15 Advisory Committee members wishing to raise a new item of business at the Advisory Committee meeting shall notify the Chair or Museum Curator/Director prior to the meeting in order for that item to appear on the agenda. Advisory Committee members wishing to provide information of interest to the Committee may do so under 'Other Business'.
- 3.16 The Advisory Committee may establish at its discretion Ad Hoc Committees on any matters considered by the Advisory Committee to require particular study. The Advisory Committee shall appoint at least one Member to each committee. The Chair of any such Committee shall be a Member of the Advisory Committee.

4. The Committee

4.1 Composition

That the Brockville Museum Advisory Committee shall consist of no fewer than five (5) and no more than ten (10) members appointed by Council as follows:

- Up to ten (10) members who are residents and/or ratepayers of the Municipality, being a minimum of 18 years of age and not an employee of the Municipality. All being voting members.
- Council shall appoint one (1) Councillor to act as a liaison between the Committee and Council.

4.2 Chairperson:

- a) Provide leadership to the Committee
- b) Chair Committee meetings in accordance with the Procedural By-law
- c) In conjunction with the Recording Secretary prepare agendas for meetings
- d) Ensure that adopted minutes are forwarded to the City Clerk in a timely manner
- e) Act as spokesperson for the Committee
- f) Express consensus as reached by Committee
- g) Shall be involved in the hiring of the Curator/Director
- h) Ensure that the By-laws and Policies and other applicable legislative requirements are adhered to with respect to all matters

4.3 Vice-Chairperson:

- a) Act in the position of the Chairperson in the absence of the Chairperson.
- b) Otherwise, regular Committee member role.

4.4 Committee Members:

- a) Attend regular Committee meetings
- b) Advise the Chairperson if unable to attend a meeting
- c) Actively participate in Committee meetings
- d) Actively participate in carrying out the responsibilities of the Committee

4.5 Recording Secretary:

- a) The duties of the Recording Secretary include the recording, processing and distribution of minutes and agendas, and the Recording Secretary shall maintain the files of the Committee, including but not limited to Minutes, Agendas, correspondence and other file information, in accordance with the Records Retention By-law.
- b) When the Recording Secretary is a Member of the Committee, the Member Recording Secretary may retain voting privileges.
- c) The Recording Secretary shall ensure that the draft meeting minutes are prepared within seven (7) days following the holding of the meeting and distributed to the Chair for inclusion on upcoming agenda.
- d) The Recording Secretary shall also ensure that all meeting minutes once approved by the Committee are forwarded to the City Clerk or designate for inclusion on the Council Portal (website).

5. Cultural Services Department

- 5.1 The Brockville Museum will remain an integral component of the City's Cultural Services Department and serve as a resource to the Division, especially on heritage matters.
- 5.2 The role and responsibilities of the Cultural Services Department are as follows:
 - a) Advise and operate the Museum as the municipality's corporate community museum.

- b) Develop a comprehensive and efficient museum service that reflects the community's unique needs.
- c) Encourage and support the Museum to meet or exceed recognized professional standards and ethical behaviour in all operational areas, including: administration, research and dissemination of information, collection acquisition, development and management, conservation and preservation, exhibition, education and programs and visitor services.
- d) Ensure that the Museum has adequate financial resources by directing the preparation, submission, monitoring and evaluation of annual operating, capital and special project budgets and by directing and/or supporting revenue-generating efforts on the Museum's behalf.

6. Museum Curator/Director

- 6.1 There shall be a Museum Curator/Director who will be responsible for the day-to-day operation and management of the Museum.
- 6.2 The Curator/Director's working relationship shall be as follows:
 - a) The Curator/Director shall report to the Manager, Cultural Services.
 - b) The Curator/Director shall consult with the Advisory Committee Chair on matters relating to the Advisory Committee or its activities.
 - c) The Curator/Director shall be responsible for the implementation of policy and shall bring matters of policy regularly to the Advisory Committee for discussion.



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Report Number: 2022-228
Subject: Brock Trail - Additional Solar Lighting

Recommendation

THAT Council approve the remaining balance of the 2022 Brock Trail fundraising to be to purchase additional lighting along the Brock Trail.

Background

In 2022 the Brock Trail Committee fundraised \$100,000 with the objective of funds being utilized for Brock Trail improvements. At the October 4, 2022 Economic Development, Recreation and Tourism Committee (EDRTC) staff proposed a project change order to construct a 70 metre extension of the Brock Trail to gain access Ferguson Falls. The proposal requested Council approve a purchase contract not to exceed \$80,000 to complete the project and be funded by the Committee fundraising.

Council approved the Ferguson Falls recommendation under EDRTC consent agenda. As a result, the balance of the \$100,000 fundraising is \$20,000 as well as any surplus that remains as part of the Ferguson Falls project.

The objective of this report is to obtain Council approval to utilize the remaining 2022 Brock Trail fundraising to purchase and install lighting along the Brock Trail.

Analysis

During the November 9, 2022 Brock Trail Committee meeting with staff, the Committee proposed that the remaining funds from the 2022 fundraising be used to purchase and install additional solar lighting along the Brock Trail.

City staff have tendered solar lighting as part of Brock Trail projects that are currently underway at Reynolds Park, Brock St. to Perth St., Central Ave. to Front St. and Ferguson Falls. All of the named projects included a budgetary component dedicated to installing solar lighting. Each of these identified Brock Trail projects have experienced budget pressures and increased costs as a result of the current economic environment. With the larger construction and asphalt scopes of the projects under contract and underway, the solar lighting components are left with reduced remaining budget to complete.

The Brock Trail Committee proposes utilizing the funds that they have raised for Brock Trail improvements as a means to complete as much Brock Trail lighting as possible.

Financial Implications

The tendering process for solar lighting along the Brock Trail resulted in a successful tender with preferred pricing from STI Solar Technologies. The cost of each solar light installation is nominal and can be installed across all Brock Trail projects. An additional discount is available if bulk-purchasing thresholds can be achieved.

Pending Council approval to utilize the remaining Brock Trail Committee 2022 fundraising, staff will proceed with a consolidated purchase for solar lighting across all Brock Trail projects to maximize the number of solar lights purchased in accordance with the tendering process.

Policy Alignment

Tendering of solar lighting was completed in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

Council approval is required to proceed with unplanned capital expenses in accordance with Budgetary Control Policy POL.F.20.181.

Conclusion

The Brock Trail Committee Committee fundraised \$100,000 for Brock Trail improvements for 2022. The Ferguson Falls project change order was approved by Council in October 2022 to be funded by Brock Trail Committee fundraising, with a contract not to exceed \$80,000. The Brock Trail Committee recommends that the remaining \$20,000 in fundraising, as well as any residual amounts remaining from the Ferguson Falls project change order, be allocated to the purchase of solar lighting along the Brock Trail.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 29 Nov 2022

Approved - 29 Nov 2022

Approved - 01 Dec 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number: 2022-223
Subject: Parking Prohibited at Intersections - By-Law Change

Recommendation

THAT Council approve modification of Part 2, Clause 71 of By-law 119-89 as specified.

Background

Operations Department staff have evaluated the current allowable parking near intersections as designated in the Parking By-law 119-89. Customer Service staff have noted to Operations staff that there are frequent requests and complaints from the public with respect to vehicles parking too close to intersections, resulting in sightline impacts and difficulties making turns with larger vehicles.

The objective of this report is to propose a modification to the bylaw to address public concern.

Analysis

Parking By-law 119-89 notes that parking is prohibited at all times "within an intersection", and also "within 6 metres of a crosswalk at an intersection". Parking is also prohibited where No-Parking signs are on display within 50 metres of an intersection. Over the past several years, Operations Staff have installed No-Parking signs on a number of streets 6-9 metres back from intersections. Typically these installations were driven either by public complaint or to aid in winter maintenance operations.

Staff conducted a review of parking bylaws in neighbouring municipalities in Eastern Ontario, reviewing the current intersection parking restrictions for Prescott, Edwardsburgh-Cardinal, North Grenville, Kingston and Ottawa. Staff noted that four of the five municipalities use a 9 metre standard restriction at intersections, unless signs are on display to extend the restriction.

Noting the increase in frequency of request for No-Parking sign installations at intersections, and that many neighbouring municipalities are more restrictive than

Parking Prohibited at Intersections - By-Law Change

Brockville is currently; staff recommend that Parking By-law 119-1989 be modified to note that:

"Parking be prohibited at any time within 9 metres of an intersection", replacing
"Parking prohibited at any time within 6 metres of a crosswalk at an intersection".

Increasing the No-Parking areas at intersection improves sightlines, improving pedestrian and vehicle safety. It also benefits winter maintenance in allowing snow plow operators more room at intersections. However, increasing the No-Parking areas will result in fewer street parking spaces available on select streets where designated street parking spaces are located within 9 metres of an intersection currently. For example, the first parking space on John Street south of King Street, and first space on Kincaid Street south of Halliday Street would be both be recommended for removal.

Financial Implications

There is no direct financial implication to this by-law change.

Policy Alignment

An amendment to the City's Parking By-Law 119-89 requires Council authorization.

Conclusion

It is recommended that Parking By-Law 119-89 be amended to prohibit parking within 9 metres of an intersection. The amendments is proposed to improve sightlines at intersections with the objective of improving pedestrian and vehicle safety as well as winter maintenance operations.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 29 Nov 2022

Approved - 29 Nov 2022

Approved - 02 Dec 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number: 2022-222
Subject: Water Street West / Metro Parking Lot - Speed Limit Change

Recommendation

THAT Council approve modifications to Schedule XI of By-Law 21-93 as specified.

Background

The Operations Department was asked to evaluate the segment of Water Street West between St. Paul Street and King Street West. This evaluation was requested due to safety concerns cited by people crossing Water Street West from the parking lot area to the entrance of the Metro grocery store.

Analysis

This segment of Water Street West is an atypical road design, with the roadway directly abutting the commercial parking areas of the Brockville Arts Centre and the Metro grocery store. This road design leads to pedestrians crossing the roadway in multiple locations due to there being multiple rows of parking on the south and west side of the road, and multiple entrances to the Metro grocery store.

Staff recommends reducing the speed limit of Water Street West between St. Paul Street and King Street West to 25km/hr. This speed limit is consistent with Blockhouse Island, and appropriate for a roadway with pedestrians frequently crossing in multiple locations. Staff also recommends that Pedestrian Crossing (Ra-4) and Stop for Pedestrians (Ra-4t) signage be installed along this roadway to instruct drivers to yield to pedestrians.

Financial Implications

Annually, Public Works budgets for the installation of a variety of signs throughout the City. There are sufficient funds in the Public Works 2022 Operating Budget account 01-5-745436-2010 to accommodate the estimated installation cost of proposed signage.

Policy Alignment

An amendment to the City's Traffic By-Law 21-93 requires Council authorization.

Conclusion

Staff recommended a speed limit reduction on Water Street West at the Metro grocery store to be implemented as detailed.

Approved by:

Phil Wood, Director of Operations

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 29 Nov 2022

Approved - 02 Dec 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number: 2022-190
Subject: Proposed Traffic Calming Measures

Recommendation

THAT Council approve the proposed traffic calming measures to be deployed as listed.

Background

Traffic calming is a term used to describe:

"The process and measures applied by road authorities to address concerns about the behavior of vehicle drivers travelling on streets within their jurisdiction."

The development of traffic calming measures in the City of Brockville, from concept to capital plan has taken place as follows:

- September 8, 2020 (Council) - Staff are directed to provide recommendations for potential traffic calming measures.
- November 3, 2020 (POC), SR2020-157 - Staff introduce standard traffic calming measures and estimated costs to committee.
- January 5, 2021 (POC), SR2020-184 - Staff provided a draft Traffic Calming Measures policy.
- 2021 Capital Budget - Council approves a capital budget of \$50,000 to institute up to four (4) traffic calming measures in the City based on the draft policy

The intention of the draft Traffic Calming Policy is to compliment the Active Transportation Policy by concentrating traffic onto spine and collector roads designed to facilitate mass traffic and reduce vehicle speeds on narrower, side roads designed primarily as typical residential roads.

Analysis

Since the capital budget was established in 2021 staff have continued to accumulate candidate streets primarily through police incident activity reporting and general feedback from the public. In accordance with the draft policy, staff have accumulated these "candidate streets" and performed the evaluation detailed in the draft policy.

In accordance with the draft Traffic Calming Policy each of the candidate streets are evaluated for eligibility for traffic calming then assigned a score based on the policy.

Eligibility:

- The street must be classed Local or Collector
 - Arterial roads are excluded from applicability of this policy
- The posted speed must be 50km/h or less
- The traffic volume must be greater than 1,000 vehicles per day

All roads in Brockville are categorized as either Arterial, Collector, or Local. Road classifications are defined based on function of a road as well as specific road characteristics.

- Arterial Road - Primary function is traffic movement. Property access is often controlled (centralized entrances for a group of commercial properties rather than individual driveways). Traffic flow is generally uninterrupted except at traffic signals and crosswalks. Sidewalks generally on one side. Typically designated as truck routes and transit routes.
- Collector Road - Traffic movement and property access given equal importance. Traffic flow is sometimes interrupted by cross streets or traffic control features (signals, crosswalks, etc.). Sidewalks can be one or two sided. Typically a transit route, sometimes has truck routes restricted.
- Local Road - Primary function is property access. Traffic flow often interrupted. Sidewalks generally on one side only. Typically not used for truck or transit route.

Brockville's road network design with multi-lane arterial roads, is intended to maximize traffic flow along a number of main centralized routes. This is in part due to a limited number of routes available to traverse Highway 401 and the various railway crossings in Brockville. As such, these arterial routes are by design not eligible for traffic calming, and are not recommended for potential reduced speed limits.

Score:

The accumulated list of candidate streets were scored based on the following criteria:

- Average speed, 85th percentile speed
- Average daily traffic
- Collision volume
- Pedestrian volume, and
- Proximity to schools

Proposed Traffic Calming Measures

Evaluation:

The evaluation of candidate streets including scoring against the listed criteria is provided. Staff have summarized the following evaluation and used this to propose an appropriate traffic calming measure to Council for consideration:

Eligibility

Candidate Street	Road Classification	Post Speed < 50 km/h	Volume: >1,000 veh./day	Eligible
Tupper St.	Local	Yes	Yes	Yes
Brock St. West	Collector	Yes	Yes	Yes
Water St. West	Collector	Yes	Yes	Yes
Millwood Ave.	Collector	Yes	Yes	Yes
Broadway Ave.	Collector	Yes	Yes	Yes
Windsor Dr.	Arterial	Yes	Yes	No
Kensington Pkwy.	Collector	Yes	Yes	Yes
Manor Drive	Local	Yes	No	No
Dana Street	Local	Yes	Yes	Yes
Hartley Street	Local	Yes	No	No
Reynolds Drive	Arterial	Yes	No	No
Church Street	Local	Yes	No	No
Buell Street	Local	Yes	Yes	Yes

Assessment

Candidate Street	Avg. Speed 85th percentile	Avg. Daily Traffic	Collision Volume	Est. Pedestrian Volume	Proximity to Schools	Result:
						Total Score
Tupper St.	54 (9)	1301 (6)	5	10	0	30
Brock St. West	52 (7)	2604 (13)	0	5	0	25
Water St. West	Not Available	2877 (14)	10	5	0	29
Millwood Ave.	54 (9)	3425 (17)	10	10	0	46
Broadway Ave.	46 (1)	1804 (9)	10	5	0	25
Windsor Dr.	58 (19)	3366 (16)	15	10	10	70
Kensington	54 (9)	4441	15	5	10	59

Proposed Traffic Calming Measures

Pkwy.		(20)				
Manor Drive	33 (0)	170 (0)	0	0	10	10
Dana Street	48 (3)	2010 (10)	5	5	0	23
Hartley Street	42 (0)	288 (1)	5	0	0	6
Reynolds Drive	50 (5)	988 (4)	5	0	0	14
Church Street	44 (0)	560 (2)	5	5	10	22
Buell Street	43 (0)	3933 (19)	15	10	0	44

Proposed Traffic Calming Measure:

Based on the evaluations, the following candidate streets have been assigned a proposed traffic calming measure. The cost to purchase the required materials and estimated installation cost are provided in the financial implications section of the report.

1. Kensington Parkway (59) – Recommend In Road Signage
2. Millwood Avenue (46) - Recommend In Road Signage
3. Buell Street (44) - Recommend In Road Signage
4. Tupper Street (30) – Recommend Speed Humps
5. Water Street West (29) - Recommend Speed Humps
6. Brock Street West (25) - Recommend Speed Humps
7. Broadway Avenue (25) – Recommend the installation of a permanent Pedestrian Crossover at the intersection of Broadway/First.

Broadway has lower 85th percentile speed and traffic volume than many other locations on this list, but has a high collision volume. There is a high pedestrian volume at Broadway/First due to the dog park at the Youth Arena (and lack of sidewalks in this neighborhood). As such, a PXO would target enhanced pedestrian safety to the specific area of highest pedestrian usage.

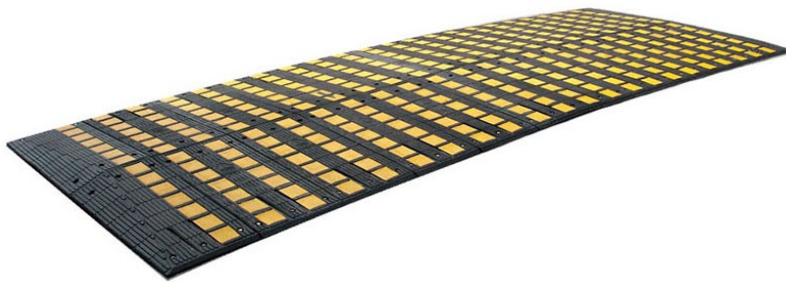
Reference Pictures:

Reference pictures of each proposed traffic calming measure are provided below:

In-road signage: Require removal seasonally.



On-road speed humps: Require removal seasonally.



Pedestrian Crossover: Location Ormond St.



Alternatives

Traffic calming measures are not required as part of the Uniform Traffic Manual for Ontario. The traffic calming measures that may be applied are prescribed. Council therefore may direct staff to install the prescribed traffic calming measure on City streets.

Council may choose not to install the traffic calming measures and leave streets status quo in their current state.

Financial Implications

The proposed traffic calming measures can be purchased, installed and maintained by City Public Works staff. The estimated costs for materials and installation at each location are summarized below:

Candidate Street	Implementation	Estimated Cost (\$)
Kensington Parkway	In Road Signage	\$2,000
Millwood Avenue	In Road Signage	\$2,000
Buell Street	In Road Signage	\$2,000
Tupper Street	Speed Humps	\$6,000
Water Street West	Speed Humps	\$6,000
Brock Street West	Speed Humps	\$6,000
Broadway Avenue	Pedestrian Crossover	\$15,000
TOTAL		\$39,000

The budget assigned to the traffic calming capital project is \$50,000. To date trailers for the existing speed radar signs has been purchased using this capital account, to allow for these signs to be deployed more frequently. This implementation came at a cost of \$1,900. The remaining capital budget is \$48,100. The proposed traffic calming implementations (\$39,000) listed above are within the remaining budget.

Policy Alignment

The evaluation for traffic calming measures was completed in accordance with the draft Traffic Calming Policy. Traffic calming measures and the draft policy are in accordance with the City's Active Transportation Plan 2019.

Conclusion

Staff have conducted an evaluation of 13 candidate streets to date for traffic calming measures.

Prescribed traffic calming road treatments from the City's Active Transportation Plan have been proposed for each street based on staff evaluation done in accordance with the City draft Traffic Calming Policy.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 29 Nov 2022

Approved - 29 Nov 2022

Approved - 02 Dec 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Report Number: 2022-229
Subject: Centeen Seawall Repair - Tender Results

Recommendation

THAT Council approve a contract with Kehoe Marine Construction to repair the east seawall at Centeen Park.

Background

During the February 1, 2022 Economic Development, Recreation and Tourism Committee (EDTRC) meeting, staff presented report 2022-23 - Centeen Park Seawall Repair Project. The report detailed the results of the public tendering process to repair the seawall on the eastside of Centeen Park which was damaged by the high water levels of previous summers. The report indicated that the costs to repair the seawall with a standard steel pile was in excess of the budget. The report proposed that an alternative armour stone erosion control seawall could be a suitable and cost effective alternative to steel piles.

The recommendations of staff report 2022-23 were approved by Council under EDRTC consent agenda and read as follows:

"THAT Council direct staff to proceed with the alternative repair method detailed in this report, AND

THAT Council direct staff to report back to at a future EDRTC meeting."

Staff have completed a redesign of the seawall and publicly tendered the new scope of work. The objective of this report is to provide the results of that public tender to Council and obtain approval to move forward with awarding a construction contract.

Analysis

As detailed in staff report 2022-23, staff proposed an alternative seawall erosion control construction that would consist of using large armor stone to create a new seawall definition and slope stabilization. The redesign was completed by an engineering consultant and the construction project was publicly tendered using the alternative design scope.

Two tenders were received from contractors with maritime construction experience. The lowest cost, acceptable tender was the submission from Kehoe Marine Construction.

In accordance with the City Procurement Policy, public tendering processes that result in fewer than three acceptable tenders must be reported to Council for approval prior to being awarded.

Financial Implications

The budget to repair the eastern Centeen seawall was approved during the 2019 capital process with a budget of \$112,500. Engineering consultants have been contracted to provide both the original steel pile design as well as the alternative armor stone design.

The remaining budget, subtracting the costs for the engineering design and consulting to date is \$99,484.

Kehoe Marine Construction has quoted a cost of \$96,773.76 including net HST to complete the scope of work.

Policy Alignment

All procurement activities associated with Centeen Park seawall repair have been completed in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

Staff have prepared this report to obtain Council approval to proceed with the results of a tender process in excess of \$50,000 where less than three bids were received. Council approval is required in this scenario in accordance with the Appendix A - Purchasing Authority of Procurement Policy POL.F.20.139.

Conclusion

Staff have completed the tendering process of the repair of the damaged eastern seawall of Centeen Park.

The lowest acceptable tender was the submission from Kehoe Marine Construction with a total cost of \$96,773.76 including net HST. The current remaining budget for the project is \$99,484. There is sufficient budget funding to complete the work.

The public tendering process resulted in less than three tender submissions with a value in excess of \$50,000. In accordance with City Procurement Policy, staff require Council approval to proceed with awarding the project.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager/City Clerk

Status:

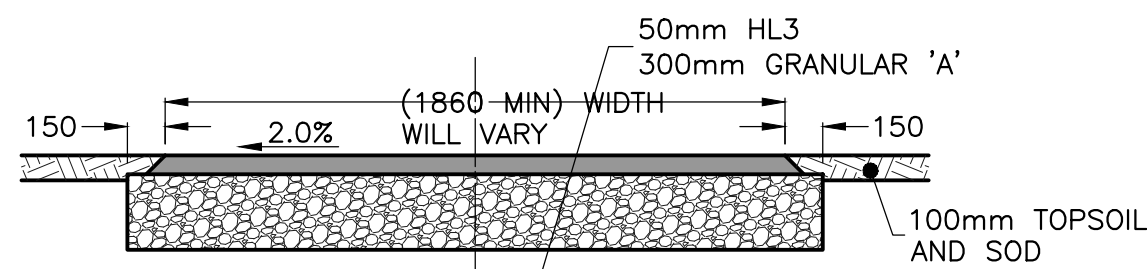
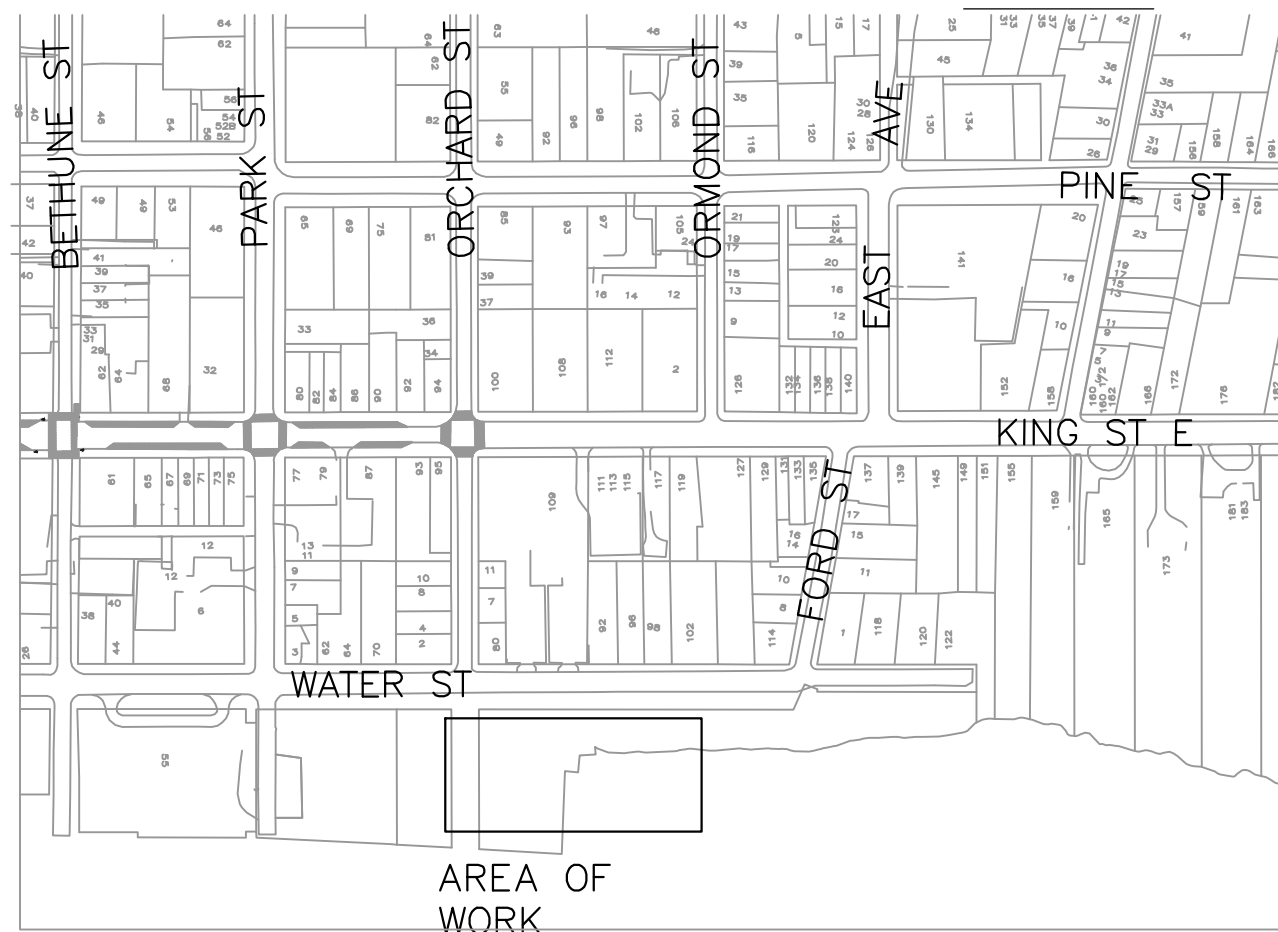
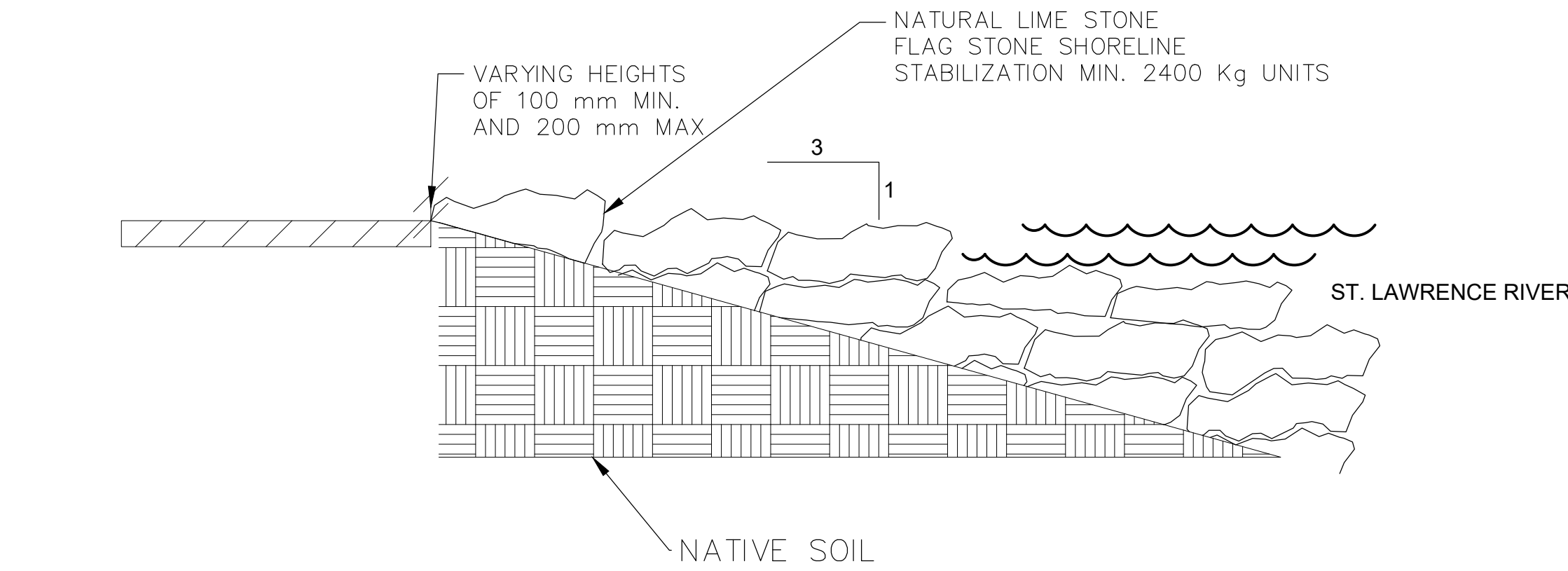
Approved - 29 Nov 2022

Approved - 29 Nov 2022

Approved - 02 Dec 2022

Attachments:

[Site Plan 10329-PROPOSED \(1\)](#)

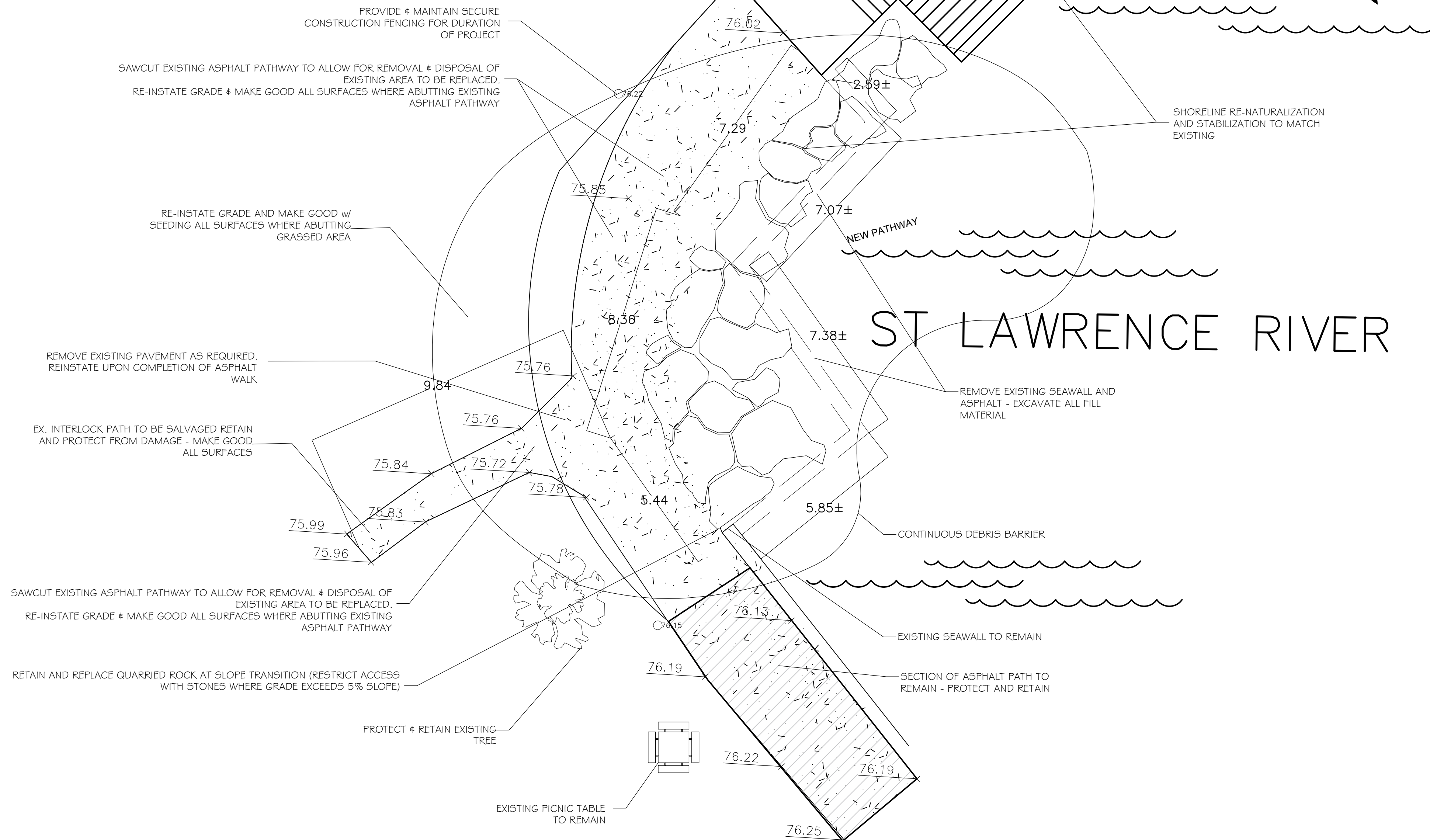


TYPICAL WALKWAY SECTION
N.T.S.

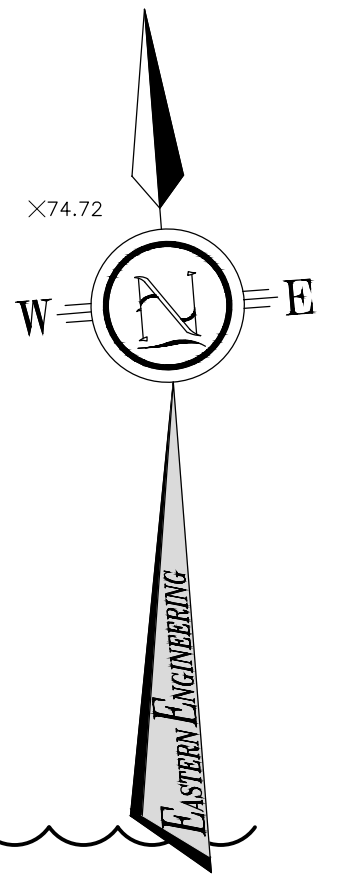
- NOTES:
1. EDGES OF ASPHALT TO BE TAMPED ON A 45° ANGLE
 2. TIE IN TOPSOIL AND SEED TO MATCH EXISTING.

DEMOLITION PROCEDURE:

- 1) INSTALL ALL DEBRIS BARRIERS AND SECURITY FENCING TO SAFELY HOARD THE SITE FROM PEDESTRIAN TRAFFIC
- 2) REMOVE AND SAFELY STORE ITEMS TO BE SALVAGED SUCH AS STONE AND INTERLOCKING PAVING UNIT.
- 3) REMOVE ASPHALT SURFACE FROM AREA OF SEAWALL TO BE REMOVED.
- 4) EXPOSE AND CAREFULLY REMOVE BACKFILL MATERIAL FROM SEAWALL TO BE REMOVED.
- 5) REMOVE SEAWALL FRAMEWORK, TAKE CARE NOT TO DAMAGE ABUTTING SEAWALL SCHEDULED TO REMAIN.
- 6) GRADE SITE TO SUIT AND PLACE QUARRIED LIMESTONE SHORELINE STABILIZATION.
- 7) INSTALLING NEW ASPHALT WALK PATH PER DRAWINGS.
- 8) REINSTATE INTERLOCKING PAVERS AND PROVIDE GRASS SEED THE DISTURBED AREA OF WORK.
- 9) COMPLETE FINAL CLEAN UP AND REMOVE CONSTRUCTION BARRIERS.



CENTEEEN PARK



BENCHMARK

NOTE:
CONTRACTOR TO CONTACT UTILITY COMPANIES TO DETERMINE TYPE, LOCATION, AND CONFIGURATION OF EXISTING PLANT.

No.	By	Date	Revisions
3	QT	2022-07-18	FOR PERMIT/TENDER
2	QT	2022-07-13	FOR FINAL
1	QT	2022-07-07	FOR REVIEW

All drawings, specifications and related documents are the copyright property of the Engineer and must be returned upon request. Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the Engineers' written permission.

The contractor must check and verify all dimensions on the job prior to start of construction.

Drawings are not to be scaled.



EASTERN
ENGINEERING GROUP INC.
CONSULTING ENGINEERS

Apex Building
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www.EastEng.com

Project Title:
**CITY OF BROCKVILLE
CANTEEN PARK**

Drawing Title:
**SHORELINE STABILIZATION
AND RE-NATURALIZATION**

Design: QUINN T.	Checked: BRANDON C.	Approved: BRANDON C.	Project No.: 10329
Drawn: QUINN T.	Checked: BRANDON C.	Date: 7/7/2022	Contract No.: 10329-1
Scale: Horizontal: 100 Vertical: 50	Drawing No.: C1		

\\Current\Current - Projects\10329\10329-1.dwg Plot: 10329.dwg



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Report Number: 2022-231
Subject: Public Works - Pickup Truck Up-fit

Recommendation

THAT Council approve purchase of a snow plow attachment for public works unit #5622 for a cost not to exceed \$15,800; and

THAT the budget shortfall to complete the snow plow purchase and installation be funded by the proceeds of the sale of surplus Public Works equipment.

Background

In 2022 council approved the replacement of two Public Works pickup trucks through the 2022 capital budget. During the May 17, 2022 Finance and Administration Committee (FAC) meeting staff provided report 2022-94 detailing the purchase of the trucks and the procurement method, in accordance with City procurement policy.

The scope of the project includes purchase of the trucks and up-fitting with snow plows and salt/sand distributors. The first truck, unit #7122 has been purchased, received and up-fit with the plow and sander attachments. The second truck has also been purchased and received. However, the budget could only permit the second truck being up-fit with a sander unit. There are not sufficient funds remaining in the approved capital budget to complete the purchase and installation of the snow plow as the project scope intended.

Shown below are reference pictures of unit #7122 showing the plow and sander box installed:

...

The objective of this report is to obtain Council approval to complete the purchase and installation of the snow plow attachments to the second new Public Works truck, unit #5622, utilizing surplus funds that are proceeds of the sale of surplus Public Works equipment.

Analysis

Truck Replacement:

The capital project to replace two pickup trucks in the Public Works division was approved by Council in the 2022 capital budget. A budget of \$160,000 was established to complete the purchase of the two heavy duty trucks and winter maintenance accessories. The project was a replacement of two existing public works trucks at the end of their useful life.

Sale of Surplus Assets:

As part of the capital replacement program the Public Works division has sold two pieces of surplus equipment resulting in surplus funds. The following two pieces of surplus equipment have been sold.

1. Unit #5508 - Model 524 John Deer Loader (2008)
2. Unit #5309 - Model MT6 Trackless tractor (2009)

Both of the above pieces of equipment were replaced, each as a separate approved capital purchase.

Some of the proceeds from the sale of unit #5508 were used to purchase attachments for the City's Public Works backhoe. This was detailed in staff report 22-198 which was brought to Planning and Operating Committee (POC) on October 4, 2022.

Financial Implications

The following is a summary of the budgets and expenses related to the following capital projects:

- Public Works truck capital project (Project #220046)
- Sale of the surplus loader (Project #210071)

Public Works Trucks - Project #220046

The total expenses to date include both (2) trucks, (1) plow and sander up-fit, (1) sander only up-fit, licensing and fees. The final plow up-fit remains to be complete.

Item:

Approved Budget:	\$160,000
Expenses:	\$158,967.24
Balance:	\$1,032.76

Snow plow up-fit:

The cost of the remaining snow-plow up-fit to the second truck is \$15,776.84 including net HST.

Proceeds from Surplus Asset Sales:

Item:	Balance:
Sale of #5508 John Deere Loader	\$15,278
Sale of #5309 Trackless	\$9,500

The total balance of the proceeds from the sale of surplus units #5508 and #5309 is \$24,778.

By using the residual amount in the project budget (\$1,032.76) with the proceeds of sale of surplus equipment (\$24,778), there are sufficient funds to complete the purchase and install of the remaining snow plow up-fit.

Policy Alignment

All procurement activities associated with procurement of the trucks and winter maintenance accessories have been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

The sale of surplus City assets required approval of the City Treasurer (Director of Finance and IT Services). Operations staff and Finance department staff have formalized the approval of this transaction at the staff level.

Council approval is required to apply the proceeds of the asset sale to a capital expense.

Conclusion

The Public Works division has purchased two new heavy duty pickup trucks as part of the 2022 capital budget. The scope of the capital project included purchase of two replacement Public Works trucks, each up-fitted with a sander distributor and a wide-out snow plow. The first truck has been received with plow and sander installed. The second truck has been received and had the sander only installed. Currently the budget is not sufficient to purchase the snow plow for the second truck.

Staff recommend utilizing the remaining capital project budget and proceeds of the sale of surplus Public Works equipment to complete the purchase and installation of the remaining snow plow.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 02 Dec 2022

Approved - 02 Dec 2022

Approved - 02 Dec 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Travis Raison, Project and Asset Coordinator
Report Number: 2022-219
Subject: William St. Overpass - Rehabilitation Project

Recommendation

THAT Council receive report 2022-219 for information.

Background

In 2018 Council approved a capital project and budget to hire a specialized engineering consultant to provide an engineered design regarding repair work required to rehabilitate the William St. rail overpass. All bridges, culverts and overpasses in the City are subject to routine regulatory structural inspections. During recent structural inspections of the William St. overpass, deficiencies were identified that require preventative maintenance work.

In 2022 staff completed a scope of design for the preventative maintenance work and tendered that scope of design publicly.

The objective of this report is to notify Council of the completed tender and contract award in accordance with City policies.

Analysis

The project scope of design was publicly tendered inviting qualified engineering consultants to provide a tender submission for evaluation by staff. The tender submissions were to include costs and other details surrounding how the consultant would provide an engineered design to correct the deficiencies identified during the 2016 and 2019 Ontario Structure Inspection Manual (OSIM) bridge inspections.

The public tender processed detailed the tender submissions would be evaluated by staff using a weighted scoring matrix broken down as follows:

Criteria:	Points:
Project delivery team and references	20
Project delivery plan and schedule	20

Professional fees (cost) 60
City staff received four acceptable tenders with the successful tender being the submission from HP Engineering Inc.

Financial Implications

A summary of the tender evaluation is provided below:

Consultant:	Assessed Score:
HP Engineering Inc.	94
Safe Roads Engineering Inc.	82
Ainley Group	78
CBCL	72

The successful tender was the submission form HP Engineering Inc. with a cost of \$50,579.40 including net HST.

The approved capital budget for the William St. overpass has a current balance of \$189,000. Surplus funds that remain following the design phase of the project can be held and contribute to the construction phase of the project which, will be proposed to Council at a later date.

Policy Alignment

All procurement activities associated with tendering of the engineering design for the William St. overpass have been completed in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City’s Budgetary Control Policy Section 5.1, and Procurement Policy Section 6, City staff are required to report purchases over \$50,000 to Council.

The successful tender for the engineering design obtained the minimum three quotes and is within the approved budget. The successful tender submission is in excess of \$50,000. In accordance with policy, staff have reported the results of the tendering process to Council through Committee

Conclusion

Staff have completed the tendering process for engineering design to rehabilitate the William St. rail overpass. Staff tendered the scope of design publicly and received four acceptable tender submissions.

The successful tender was the submission from HP Engineering Inc. with a score of 94 of an available 100 points and a total quoted cost of \$50,579.40 including net HST.

In accordance with the City Procurement Policy, staff are required to notify Council of all purchases in excess of \$50,000.

Approved by:

Phil Wood, Director of Operations

Sandra MacDonald, City Manager/City Clerk

Lynda Ferguson, Director of Finance & IT
Services

Status:

Approved - 29 Nov 2022

Approved - 01 Dec 2022

Approved - 29 Nov 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Phil Wood, Director of Operations
Report Number: 2022-234
Subject: Aquatarium Exhibit in Youth Arena

Recommendation

THAT Council received report 2022-234 - Aquatarium Exhibit in Youth Arena for information.

Background

Aquatarium staff have expressed interest in hosting an exhibit in the summer of 2023, inquiring about available City facilities that could accommodate approximately 13,000 to 17,000 square feet with parking, washroom etc. Only the City's arena are large enough to accommodate the request.

The objective of this report is to provide details around the potential usage of the Youth Arena by the Aquatarium for their exhibit.

Analysis

Aquatarium and Operations staff have had some preliminary discussion around the Aquatarium hosting a specialized exhibit over the summer months from April to August. During the discussion, the Youth Arena was identified as the ideal location for the scope of the exhibit.

During the summer months the Youth Arena is idle with virtually no demand and no regular activity. By comparison the Memorial Center hosts weekly rentals for sports activities to take place on the concrete slab as well as various indoor festivals and shows. The Memorial Centre Community Hall also has numerous bookings throughout the summer months. These factors make the Memorial Centre unavailable, making the Youth Arena the prime candidate.

City staff have communicated with the Aquatarium staff that in principal, the City can dedicate the Youth Arena to the Aquatarium event under a short list of conditions:

1. All planning and operation of the facility for the exhibit be supported by the Aquatarium and not the City.

2. That the exhibit and it's operation are undertaken at no additional costs to the City. The City does not have a budget to facilitate assistance.
3. That any modifications to the building be approved by the City staff prior to install.
4. That any modification to the building be completed by qualified contractors in possession of valid insurance, WSIB standing and qualified to complete the work.
5. That the Aquatarium staff and contractors be responsible for obtaining and satisfying all permits and inspections requirements and are responsible for following all applicable regulations related to the change of use or occupancy of the building.
6. That the exhibit be installed no earlier than the conclusion of the 2023 spring ice season, and;
7. That exhibit be completely removed in August to in time to facilitate ice building to make the facility ready no later than Labour Day to commence regular ice activities in September.

Potential Modifications:

Aquatarium staff have indicated a minimum of two modifications that are expected to be required to facilitate the exhibit.

1. Additional security provision
2. Climate control system

Additional Security Provisions:

The Aquatarium staff have indicated their desire to install additional security cameras that integrate with existing City systems. This can be done without much difficulty, involving purchasing the cameras and installing them.

Climate Control System:

The Youth Arena does not have a climate control system that addresses summer conditions. As constructed, the arena area has no heating, cooling or dehumidification capacity and little to no thermal insulation or vapor barrier. For an exhibit to house visitors comfortably an external high capacity HVAC unit would need to be installed. These unit can be either purchased or rented.

Large HVAC units require modelling by an engineer or specialist to determine the correct chilling and heating capacity, quenching capacity, airflow and control. Installation of a large capacity HVAC unit will require some site preparation, potentially a concrete pad poured, as well as installation of ducting, sensors, control unit and electrical hook-up.

In terms of powering a large capacity HVAC unit, a potential rental or purchased HVAC unit could be integrated into the existing chilling plant power systems and branch circuit protection. This will require the contracting of a licensed electrical contractor.

Additionally, the power consumption of a large capacity HVAC unit will result in considerably higher than normal power consumption resulting in increased power cost to the City. This too would need to be accounted for through the planning and budget by the Aquatarium.

Financial Implications

The premises of the agreement framework with the Aquatarium staff is based around making the Youth Arena available as a venue for the Aquatarium to facilitate and operate the exhibit. The context would be a lease in whole of the facility for the Aquatarium to operate without dedicated City staff.

In terms of revenue, staff and Council can establish an expectation for a positive cash flow model. However, in an effort to consider a model which makes the costs to the Aquatarium as low as possible to utilize the facility, staff propose a fee to the Aquatarium based on cost recovery:

The Operations Department does not have any capital, operating or staffing resources available to contribute to this Aquatarium initiative. It is anticipated that the Aquatarium can staff, maintain and operate the exhibit without support from the City.

Any operating costs borne by the City that are above nominal expected levels can be recovered from the Aquatarium as a fee. Examples of these above nominal cost could include:

- Hydro costs
- Water consumption
- Natural gas consumption
- Any required repairs to due damage during use

As detailed in the Analysis section, Aquatarium staff should also account for the foreseeable capital costs for example:

- Purchase and installation of the required additional security provisions
- Purchase or rental of a large capacity HVAC unit
- Installation of a pad and/or other site prep to accommodate the HVAC unit
- Electrical hook-up, demobilization, material, contractor permits and inspections
- Installation of ducting, sensors and controllers

Conclusion

It has been proposed that the City offer the Youth Arena to the Aquatarium who plan to create an exhibit attraction for the summer of 2023. Staff recommend that the City formalize a lease agreement to rent the Youth Arena to the Aquatarium in a cost

recovery model whereby the Aquatarium oversee all exhibit operations, with no additional costs to the City.

Approved by:

Phil Wood, Director of Operations

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 02 Dec 2022

Approved - 02 Dec 2022



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Lynn Murray, Acting City Clerk
Sandra MacDonald, City Manager/City Clerk
Report Number: 2022-220
Subject: 2022 Municipal Election Accessibility Initiatives

Recommendation

THAT Council receive report 2022-220 in accordance with the *Municipal Elections Act*, 1996.

Background

Under the Municipal Elections Act, 1996 the Clerk is required to submit to Council a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Analysis

With the on-going implementation of the Accessibility for Ontarians with Disabilities Act the Municipal Election Act, 1996 was amended and placed the responsibility with the Clerk to have regard to the needs of elector and candidates with disabilities.

In addition to ensuring accessibility for our electors, the Act also requires that the Clerk submit a report to Council regarding barriers that affect electors and candidates with disabilities. Attachment 1 to Report 2022-220 outlines the steps our eVoting service provider, Intelivote Systems Inc., has taken to ensure their technology provides accessibility, independence and empowerment in election participation.

Policy Alignment

A requirement of the *Municipal Elections Act*, 1996 Section 12.1 (3) Report Barriers.

Approved by:	Status:
Lynn Murray, Acting City Clerk	Approved - 22 Nov 2022
Sandra MacDonald, City Manager/City Clerk	Approved - 28 Nov 2022

Attachments:

[ISI Accessibility of eVoting Services](#)

Accessibility of eVoting Services

The use of technology has provided people the advantage of accessing information on demand and performing activities in a convenient and effective method. Everyday technologies including computers, telephones, smartphones, touchscreens, and other tools present opportunities for persons with disabilities to accomplish more while being consistent with standard principles of independence, dignity, integration and equality of opportunity. Intelivote's eVoting technology strives to provide universal accessibility while promoting independence and empowerment in election participation.

Internet Voting:

Persons with disabilities access Intelivote's eVoting services over the Internet.

The Intelivote system has been created ensuring it meets the Web Accessibility Initiative (WAI) requirements guaranteeing that persons with disabilities and older people with changing abilities due to aging can perceive, understand, navigate, and interact with the Web. Web Accessibility encompasses all disabilities that affect access to the Web to allow individuals to more actively participate in society – including the ability to vote independently in elections. The standards set in the WAI respect visual, auditory, physical, speech, cognitive, and neurological disabilities, with the goal of providing equal access and equal opportunity. Web Accessibility also addresses 'temporary disabilities' that people may experience due to an illness or health circumstance.

Intelivote has taken measures and has been proactive in accommodating persons with disabilities facilitating their comfort with the availability of eVoting services. Intelivote's online solution is compliant with the guidelines as listed by the W3C technologies website principles which include organization, functionality and readability of information provided, as well as alternative ways of representing information (audio). Additionally, the Intelivote system has full compliance with the Accessibility for Ontarians with Disabilities Act, 2005.

In performing regular internal auditing against WCAG-2 and Section 508 standards Intelivote ensures the application is addressing the needs of disabled participants at all times. The Voter Module is coded with XHTML transitional document type and conforms to all W3C web standards. The Module also supports and is compatible with other accessible technologies such as screen reader software.

Online voting has afforded flexibility to many disabled persons across Canada in hundreds of elections conducted by Intelivote systems.

Telephone Voting:

Persons with disabilities may access the eVoting services over the telephone.

Communication barriers can make it difficult for persons with disabilities to receive or convey information. Telephone barriers may come in the form of low volume, the use of language that is not clear or plain, and confusing or unorganized menus and menu options.

Intelivote Systems Inc has created the telephone voting service taking the following into consideration:

- The telephone eVoting service is offered on all types of touch tone phones and wireless devices including cell phones and smartphones.
- Clear natural language is used and is also offered in English or French.
- Menu options are clear and easy to follow, advising when to select options and providing confirmations of selections made.
- Standard volume is used to allow for adjustments dependent on the telephone or device.
- Users are given a generous amount of time to complete ballot activity and prompts are repeated when no action is detected.

Persons who suffer from a vision loss or vision disability including total blindness and legal blindness have the ability to use the Intelivote telephone eVoting service to cast a ballot in an election. Telephone voting has allowed many individuals the opportunity to cast a ballot remotely with little to no assistance required. The application is also capable to integrate with TTY (Teletypewriter) service for users who are deaf, Deaf, deafened, hard of hearing, or who are deafblind and do not have access to a computer.

Advantages:

Election officials who are responsible for conducting an election must have regard for the needs of electors and candidates with disabilities. Municipal and school board elections must provide the public with equal access and equal opportunity in casting a ballot. By offering electors the choice of voting electronically through the Intelivote system, election officials are providing accessibility to the disabled persons in their community.

The Intelivote system is comprised of Internet and Telephone voting capabilities. Using the Intelivote system, disabled persons are given the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for disabled persons who have mobility restrictions and/or have a difficult time with transportation due to physical disabilities, whereas these barriers would otherwise be difficult or cumbersome in traditional elections.

Remote voting from any location and from more than one eVoting channel benefits disabled persons in a multitude of ways. It gives disabled persons the same independence and privacy in participating in an election as other voters; where they can vote without any assistance. If assistance is still required, most municipal offices host a local Voter Help Centre or voting assistance locations where election staff may assist in the voting process.

The Intelivote system is also intended to accommodate the older population in the community. It is recommended election staff travel to senior citizen homes to assist in the voting process to maintain the high participation rates found in the 65 years+ age range. Voter Instruction Letters belonging to electors residing in senior homes or other such facilities are arranged to be mailed directly to the election officials for handling. Seniors may choose the telephone to complete their voting, or election staff may visit the facility with kiosk wireless Internet-enabled devices as a voting choice to cast their ballot. Devices may include laptops and tablets and can include touch-screen mechanisms to assist with coordination in voting.

The Intelivote application significantly improves the accessibility of elections without adding additional costs, simultaneously positively impacting election participation.



Staff Report

Report To: General Committee
Meeting Date: December 7, 2022
Prepared By: Lynda Ferguson, Director of Finance & IT Services
Report Number: 2022-232
Subject: 2022 Annual Repayment Limit-Updated

Recommendation

THAT report SR2022-232 2022 be received for information.

Background

Each year, the Ministry of Municipal Affairs and Housing (MMAH) determines the municipality's Annual Repayment Limit (ARL). The ARL is calculated based on information from the most recent Financial Information Return (FIR). This ARL, effective January 1, 2022 has been calculated based upon information obtained from the 2020 FIR.

This limit identifies the maximum amount of financial obligations and long-term debt that a municipality may commit to. As this calculation is based upon data from a previous year, Regulation 403/02 requires the Director of Finance & IT Services (Treasurer) to update the ARL with more recent information before any new financial obligations or long-term debt is authorized by Council.

The update of the ARL is the first step in securing long-term debt for a municipality. Council must authorize staff to make an application to Infrastructure Ontario for the debt in respect to individual projects. Once the application is approved, Council must authorize the debt through by-law.

Though the ARL was previously updated in April this year, it is necessary to update it for the MRC loan request due to the fact that there were changes to the City's financial commitments, such as the new debenture for \$904,462 and the subsequent increase to the solid waste contract of about \$1 million.

Analysis

The ARL is determined by the MMAH and is based upon 25% of annual operating fund revenues, excluding revenues from various sources (for example government grants, grants from other municipalities, gain/loss on capital assets and transfers from reserve and reserve funds).

The ARL for 2022 is \$9,657,985. The Treasurer's adjustments, per regulation 403/02 attached hereto as Attachment A1, include:

- Change in annual debt payment \$23,829
- New debt charges of \$113,098.(one semi-annual payment in 2022 of \$56,549) for the debenture taken earlier in the year.
- Planned annual debt payments for the remaining items from the 2021 and 2022 capital budgets of \$395,474
- Financial commitments of \$3,749,291 which includes approximately \$1 million increase in the solid waste contract.

These adjustments reduce the annual repayment limit available to \$5,375,793.

For illustrative purposes, an Annual Repayment Limit of \$5,375,793 would allow for additional long-term borrowing of about \$40,000,000 in new debt at 4.5% interest for 10 years. The amount depends upon the length of the loan and the interest rate applied.

Financial Implications

At December 31, 2021, the net principal outstanding of the City's long-term debt was \$20,345,269.

The adjusted ARL would allow for additional long-term borrowing of \$40 million depending upon the interest rate given for a 10-year debenture. While there is available capacity to issue new debt in this amount, it is not suggested that the City issue long-term debt to the maximum amount available.

Policy Alignment

The Treasurer is required by Regulation 403/02 to update the most recent ARL provided by the MMAH before any new long-term debt or financial obligations are authorized.

Conclusion

Each year, the Ministry of Municipal Affairs and Housing (MMAH) determines the municipality's Annual Repayment Limit. The ARL is calculated based on information from the most recent Financial Information Return (FIR).

The ARL, as calculated by the MMAH and updated by the Director of Finance (Treasurer) satisfies the requirements of Regulation 403/02.

Approved by:

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 29 Nov 2022

Approved - 02 Dec 2022

Attachments:

[A1 - 2022 Debt Capacity ARL](#)

Treasurer's Calculation of the City's Annual Debt Capacity per Provincial Regulation 403/02

Annual Repayment amount available per MMAH for 2022	\$9,657,985
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Treasurer's Adjustments

Long-term Debt

Debt Payment on 2020 FIR	\$3,468,915	
Debt Payments for 2022 before new debt	\$(3,492,744)	\$(23,829)

Less:

Expected Debt charges re 2021 & 2022 budgets not yet taken out	\$(395,974)	
Annual Debt payment for 2022 first debenture	\$(113,098)	\$(509,072)

Financial Commitments

Less:

Solid Waste contract	\$(2,172,439)	
Tourism contract	\$(234,900)	
Aquatarium	\$(150,000)	
Management of Para-Transit system agreement	\$(443,649)	
Airport management contract	\$(141,741)	
Custodial services contract	\$(72,365)	
Fire Radio cost sharing with UCLG	\$(21,300)	
Grass cutting and trimming services (4 contracts)	\$(142,995)	
Police Console	\$(125,678)	
Crossing Guards	\$(244,224)	\$(3,749,291)

Adjusted Annual Repayment Amount available for 2022:	\$5,375,793
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Certificate of the Treasurer

I, Lynda Ferguson, Treasurer of the City of Brockville in the County of Leeds do hereby certify that annual payments relating to the net capital cost of the works plus the annual debt payments relating to all other capital projects proposed by the municipality are within the annual debt repayment limit established by the Ministry of Municipal Affairs and Housing under Ontario Regulation 403/02 and therefore OMB approval is not required.

Dated and signed in the City of Brockville this ____ day of _____, 2022.

Lynda Ferguson, CPA, CGA
Treasurer