



Finance, Administration and Operations Committee

Tuesday, March 15, 2016, 4:15 pm
City Hall, Council Chambers

Committee Members

Councillor J. Fullarton,
Chair
Councillor J. Baker
Councillor T. Blanchard
Councillor J. Earle
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards

All legal matters
[excepting the purchase
and sale of land]

Page

AGENDA

DISCLOSURE OF INTEREST

DELEGATION(S)

- 6 - 29 1. No to Laurier Blvd. Bike Lanes Committee
Ms. Cathy McNamee

Ms. McNamee would like to speak to the Committee regarding bike lanes along Laurier Blvd.

- *Safety Issues*
- *Hazards*
- *1 Metre Law*
- *Feeder to Industrial Park*
- *Cost to City and Residents*
- *Petitions*

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- 30 - 39 2. Transition Brockville
 Mr. Hugh Campbell, Rep

Mr. Campbell will present a petition in favour of the City's cycling network plan.

- 40 - 57 3. Mr. John Johnston
 Laurier Blvd. Cycling Lanes

Mr. Johnston would like to speak to the Committee regarding bike lanes along Laurier Blvd.

- 58 - 69 4. Community and Primary Health Care
 2016 Capital Campaign
 (Ms. Judi Baril)

Ms. Baril will address to the committee regarding the CPHC Capital Campaign.

PRESENTATIONS

- 70 - 74 1. Getting Started with GIS
 Ms. Virginia Adams, GIS Co-ordinator

Ms. Adams will provide an overview of the GIS project.

CORRESPONDENCE

- 75 1. Prime Minister Youth Advisory Committee
 Brockville Youth Advisory Committee

Brockville Youth Advisory Committee would like to send a letter to Prime Minister Justin Trudeau concerning his Youth Advisory Committee.

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STAFF REPORTS

- 76 - 77 1. 2016-017-02
Aquatarium Parking Systems Funding

THAT Council authorize the allocation of \$51,788 from the Parking Reserve Fund to finance parking systems/signage at the Aquatarium.
- 78 - 79 2. 2016-024-02
Brockville Police Reserve

THAT Council authorize the establishment of the "Brockville Police Reserve".
- 80 - 81 3. 2016-031-03
Tender 2016-01
Supply of Gasoline and Diesel Fuel

THAT the tender from MacEwen Petroleum Inc. for the supply of gasoline and diesel fuel for the period April 1, 2016 to March 31, 2018 be accepted; and

THAT the expenditures be charged to Account 01-5-212146-2530.
- 82 - 84 4. 2016-035-03
Q2016-03 Purchase of a Front Line Patrol Vehicle

THAT the quotation from Riverside Chevrolet Buick GMC Ltd., Brockville, Ontario, in the amount of forty-three thousand seven hundred sixty-six dollars and three cents (\$43,766.03) including HST for the purchase of a 2016 Chevrolet Tahoe Two Wheel Drive Police Package, Four Door SUV vehicle be accepted; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902022-9391.
THAT the quotation from Riverside Chevrolet Buick GMC Ltd., Brockville, Ontario, in the amount of forty-three thousand seven hundred sixty-six dollars and three cents (\$43,766.03) including HST for the purchase of a 2016 Chevrolet Tahoe Two Wheel Drive Police Package, Four Door SUV vehicle be accepted; and

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THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902022-9391.

- 85 - 88 5. 2016-036-03
Q2016-02 Purchase of an Administration
Emergency Response and Command Vehicle

*THAT the quotation from Riverside Chevrolet Buick GMC Ltd.,
Brockville, Ontario, in the amount of forty-seven thousand six
hundred twenty-nine dollars and fifty cents (\$47,629.50)
including HST for the purchase of a 2016 Chevrolet Tahoe, Four
Wheel Drive, Four Door, SUV vehicle be accepted; and*

*THAT the necessary funds be expensed from the Fleet Capital
Account 9101010-9902021-9391.*

*THAT the quotation from Riverside Chevrolet Buick GMC Ltd.,
Brockville, Ontario, in the amount of forty-seven thousand six
hundred twenty-nine dollars and fifty cents (\$47,629.50)
including HST for the purchase of a 2016 Chevrolet Tahoe, Four
Wheel Drive, Four Door, SUV vehicle be accepted; and*

*THAT the necessary funds be expensed from the Fleet Capital
Account 9101010-9902021-9391.*

- 89 - 94 6. 2016-032-03
Water and Wastewater Rates for 2016/17 Fiscal Period

*THAT Council approve the water rates and the respective
wastewater surcharge for the fiscal period April 1, 2016 to March
31, 2017.*

- 95 - 99 7. 2016-033-03
2015 Council Remuneration & Expenses

*THAT Council receive the Treasurer's Report on 2015
Remuneration and Expenses for Members of Council and Board
Members appointed by the city (Attachment 1 to Report 2016-
033-03).*

Finance, Administration and Operations Committee

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100 - 142 8. 2016-023-02

Record Retention and Destruction Classification

THAT Report number 2016-023-02 regarding the retention and destruction of corporate records be received; and

THAT the attached draft By-law be brought forward for consideration; and

THAT By-law 005-1991 be repealed.

NEW BUSINESS

1. Laurier Blvd. Bike Lanes
Councillor J. Baker

FAO - CONSENT AGENDA

ADJOURNMENT

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for April 19, 2016.

February 23, 2016

Yvonne and Dale Hess
618 Laurier Boulevard
Brockville, ON
K6V 6N9

Mayor David Henderson
1 King Street West
P.O. Box 5000
Brockville, ON
K6V 7A5

Dear Mayor Henderson,

I am writing to you in regards to the proposed bike lanes on Laurier Boulevard. As a long time resident of Laurier Boulevard, myself and many other residents on this street have some concerns regarding this project and what it means to our community and the safety of cyclists, pedestrians and drivers.

There are simply too many safety issues with the new proposed bike lane construction. The removal or narrowing of the current traffic lanes on Laurier Boulevard to include bike lanes reduces vehicle capacity, parking and creates more traffic on parallel running streets. In addition, in other Ontario cities, bike lanes are characterized by broken pavement, potholes, sewer grates, hydro poles, gravel, accumulated garbage, and other impediments to safe travel.

Myself and other Laurier Boulevard residents are greatly concerned for the safety of our residents on the street, cyclists, drivers and pedestrians as they walk, drive, play or cycle in an area that we once considered safe. We also feel that there was a lack of communication and collaboration with the residents on this street. Personally I have had many people say thank you for raising awareness of this issue, because they themselves were never informed about it. Communication is a two-way street, and when it is an issue that will affect an entire street, the residents deserve to at least be consulted and notified before a final decision is made.

Your responsiveness to the city's concerns thus far in your term of office make us certain that you will give equal weight to our request. Please re-evaluate the safety of the proposed bike lane construction on Laurier Boulevard to ensure that everyone's safety, including the residents of Laurier Boulevard and the commuters of this street, is top priority.

We appreciate your prompt attention to this matter. Thank you for your service to our community.

Sincerely,

Yvonne and Dale Hess
cc: City Councillors & City Clerk

Page 216 City of Brockville Official Plan

It shall be the policy of the City that:

1. The efficiency of the transportation network should be maximized by coordinating transportation planning initiatives and activities with other levels of government and transportation agencies.
2. All transportation services shall be planned and constructed in a manner that supports the policies of this Plan. Upgrades to transportation services may be required to be approved in accordance with the Environmental Assessment Act
3. Corridors and rights-of-way for significant transportation facilities shall be planned for and protected to serve the long-term needs of the City. Development that could preclude the use of a corridor or right-of-way for its long-term purpose shall not be permitted.
4. The preservation and reuse of abandoned transportation corridors for purposes that maintain the corridor's continuous linear characteristics shall be encouraged, whenever appropriate and feasible.
5. Connectivity of the transportation network within the City and crossing into adjacent jurisdictions shall be maintained and improved, where possible and feasible.
6. The City shall ensure that adverse environmental effects, such as noise, vibration, and air quality deterioration, shall be mitigated in the planning, design, and construction of elements of the transportation network in accordance with the policies of Section 3.7.2.
7. Although it is anticipated that the automobile will continue to be the main mode of transportation within the City in the foreseeable future, a land use pattern, density and mix of uses, transit-oriented design, and new bicycle lanes shall be promoted, particularly within the Downtown and Central Waterfront Area and along the major roads in the City thereby reducing the length and number of vehicle trips, complementing the increased level of transit and facilitating pedestrian activity.
8. The City shall strengthen its public transit system and encourage other sustainable transportation modes such as walking and cycling.
9. Safe and convenient pedestrian interfaces with roads shall be encouraged.
10. The impact of a development proposal on the transportation system, including the means of access, shall be examined through a traffic impact study. Where the transportation system is not adequate, the City shall require, as a condition of development approval, that the proponent of the development:
 - i. improve the transportation system to accommodate the proposed development to the satisfaction of the City, without the City incurring any costs;
 - ii. make the necessary financial contributions for the required improvements; and/or

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From Global News

EDMONTON – The removal of some much-debated bike lanes in south Edmonton started Tuesday morning.

The concrete barriers identifying the lanes in the area were being removed along 106 Street and 40 Avenue.

In July, city council voted to remove bike lanes on 40 Avenue from 119 to 106 Street, and on 106 Street from Whitemud Drive to 34 Avenue. Council also decided to remove the lanes on 95 Avenue from 142 to 189 Street.

READ MORE: Edmonton community continues its fight against bike lanes

Councillor Michael Walters advocated to have the lanes removed, arguing they weren't built properly.

It could take up to two years and \$900,000 to remove all the lanes.

Table 3.9 – Level of Bicycle Use

As cyclist volumes increase, so does the risk of interactions with motor vehicles. Therefore, as cyclist volume increases, practitioners should consider increased separation between motorists and cyclists.	
Site Characteristics	Design Considerations and Application Heuristics
Low bicycle volumes (< 10 cyclists per hour)	Wide curb lanes may be adequate in some cases. However, practitioners should carefully consider whether the low bicycle volumes represent a lack of cyclist demand or inadequate existing facilities. As improvements are made to cycling infrastructure, bicycle volumes tend to increase.
High bicycle volumes <td>Paved shoulders, bicycle lanes or separated facilities may be appropriate. The width provided for urban bicycle facilities should accommodate bicycle volumes during peak periods both midblock and at intersections.</td>	Paved shoulders, bicycle lanes or separated facilities may be appropriate. The width provided for urban bicycle facilities should accommodate bicycle volumes during peak periods both midblock and at intersections.
Significant bicycle traffic generators are nearby	Latent bicycle demand may exist if there are employment centres, neighbourhoods, schools, parks, recreational or shopping facilities along the route. Transit nodes also provide the opportunity for multi-modal travel, with bicycle trips to and from the node where appropriate end-of-trip facilities are provided (see Section 7). Bicycle lanes and separated facilities should be considered to accommodate the anticipated volume of cyclists.

Table 3.10 – Function of Route within the Bicycle Facility Network

The function of the route within the bicycle facility network is very important. Bicycle facilities depend on accessibility and connections between routes, major destinations, residential areas and recreational services. Route segments should be identified as primary or secondary routes, and ease of access to and from such facilities should be a major planning and design consideration.	
Site Characteristics	Design Considerations and Application Heuristics
Parallel bicycle routes already exist with bicycle facilities present	Redundancy of bicycle routes may provide an opportunity to provide different types of bicycle facilities within the same travel corridor. This would give cyclists with different skill levels and trip purposes the opportunity to choose the facility most appropriate to their needs.
New route provides a connection between adjacent existing facilities	Facility selection should provide continuity with adjacent bicycle facilities to the extent possible.
New route provides access to a neighbourhood, suburb or other locality.	Bicycle lanes and separated facilities should be considered to encourage cycling for all users.

Table 3.13 – Frequency of Intersections (for urban situations)

The more intersections and access points along a bicycle route, the more conflict points that are present. Therefore, locations with increased intersection and access density require careful consideration when selecting a bicycle facility type for the area. Sound engineering judgement must be applied to determine the characteristics of a particular site and a corresponding facility design. The designer must assess the potential for conflict between cyclists and motor vehicles as a result of vehicles entering and exiting the road. The potential severity and number of conflicts will vary based on cyclist and vehicle turning movement volumes. In each case, the objective should be to avoid or mitigate conflicts to the extent possible. This may involve the application of conflict pavement markings, as described in Section 4.2.1.4 and 4.2.2.4.

Site Characteristics	Design Considerations and Application Heuristics
Limited intersection and driveway crossings are present along the route	Separated facilities or bicycle lanes are well suited to routes with few driveways and intersections.
Numerous low volume driveways or unsignalized intersections are encountered	Bicycle lanes may be more appropriate than separated facilities since motorists are more likely to be aware of cyclists on the roadway rather than adjacent to the road. If bicycle lanes are not feasible, wide curb lanes may be provided.
Numerous high volume driveways or unsignalized intersections are present along the route	Separated facilities are generally not preferred in this situation; bicycle lanes may be more appropriate. Crossings should be designed to minimize conflicts; additional positive guidance should be considered to warn cyclists and motorists of conflicts. If bicycle lanes are not feasible, wide curb lanes may be provided.
Major intersections with high speed and traffic volumes are encountered	Consider provision of bicycle lanes, bike boxes, intersection and conflict zone markings as well as special bicycle signal phases at major intersections. Consider indirect left-turn treatments if there is significant bicycle left turn demand conflicting with through motor vehicle traffic. If a separated facility is being considered, crossings should have bicycle traffic signals with exclusive phases, and conflicts should be clearly marked.

3.2.2.3 Step 3: Justify Your Rationale

Step 3 provides a consistent means of documenting and defending the bicycle facility type selected. Once site conditions have been investigated and the appropriate application heuristics from Step 2 have been examined and documented, the compatibility of the bicycle facility identified in Step 1 with the heuristics identified in Step 2 should be determined. If the site conditions from Step 2 do not support the result of Step 1, then attention should be given to another facility type that may be more compatible with site conditions. Once all factors are considered, it is possible to

make a final decision regarding the appropriateness of the facility type for the specific roadway section being considered. At this point additional design features or enhancements should be considered in the design phase.

It is imperative that the practitioner document each decision made during the bicycle facility type selection process. The steps taken to reach each decision and the rationale behind the selection should be documented. This will assist the designer should they be required to defend any compromises they may have chosen for operational, cost or other reasons based on their engineering judgement.

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Wolters Kluwer

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Abstract

BACKGROUND: Because of the increased number of bicycle riders and governmental promotions, a recent increase in the construction of bicycle lanes has occurred. We aimed to characterize injuries specific to bicycle lane accidents by comparing them with injuries that occurred on regular roadways. On the basis of our findings, we provide suggestions on proper preventive strategies.

METHODS: We performed a retrospective study on 408 cases obtained between January 1, 2009, and December 31, 2010. Of these cases, 387 met the criterion that the location of the injury could be confirmed by telephone or via review of the patients' chart. Data regarding age, gender, Injury Severity Score, time of the accident, location of the accident, and other characteristics were collected. Data were analyzed using SPSS 12.0K.

RESULTS: Of the 387 cases, 204 (52.7%) patients were injured in bicycle lanes and 183 (47.3%) were injured on regular roadways. Comparing cases of bicycle lane injuries and non-bicycle lane injuries, there were no differences in age, day of the week, season, or the time at which the accident occurred. Bicycle helmets were used more frequently in bicycle lane injuries (33.2% vs. 13.7%, $p < 0.001$). In addition, the most common causes of injury for bicycle lane incidences were falls (59.3%) and collisions with other bicycles (23.5%), whereas in non-bicycle lane cases, falls (42.6%) and collisions with other vehicles (39.3%) were the most common causes of injury. Although the severity of injuries was slightly lower in bicycle lane cases, it was not significantly lower than non-bicycle lane cases.

CONCLUSIONS: Although people are increasingly using bicycle lanes for safety, this study shows that they are not definitively safer. Therefore, improvements in the policies related to implementing bicycle lane safety are needed, for example, by enforcing the use of protective gear or preventing the use of bicycle lanes by pedestrians. More safety education programs are also needed.

LEVEL OF EVIDENCE: III.

PMID: 22327986 [PubMed - indexed for MEDLINE]

LinkOut - more resources

Related information

Cited in PMC

Bicycling crash circumstances vary by route type: a cross-section [BMC Public Health. 2014]

See reviews... See all... ▾

DESIGN FEATURES

A detailed review of segregated cycling facilities in Canada, the United States and Europe was carried out to develop the proposed detailed design for the pilot project. Consideration was given to the recommended practices in other cities relating to planning, design, and maintenance of segregated bicycle lanes.

Uni-Directional and Bi-Directional Segregated Bicycle Facilities

There are currently two types of segregated cycling facilities in use in other cities, uni-directional and bi-directional. A uni-directional bicycle lane is typically on the right-hand side of the road and allows cyclists to travel in one direction. A parallel bicycle lane in the opposite direction is provided on the other side of the road or on an adjacent parallel road. Bi-directional bicycle lanes provide a bicycle lane travelling in both directions on one side of the road. Examples of these two types of facilities are shown in Figure 2 and Figure 3.



Figure 2 – Uni-directional Bicycle Lane (Photo Rendering, City of Ottawa)

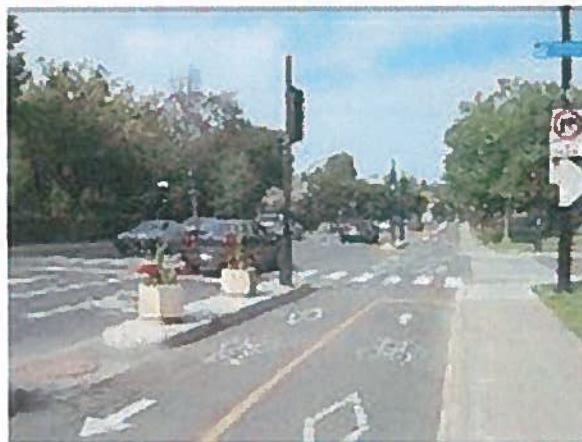


Figure 3 – Bi-Directional Bicycle Lanes (Montreal)

The City of Ottawa staff consulted bicycle design manuals and also contacted a number of city staff in municipalities which currently have had experience with segregated bicycle lanes. The result of the discussion and research regarding the use of uni- or bi-directional cycling lanes was a consistent recommendation not to use bi-directional facilities. The main factor contributing to this recommendation was the heightened safety risk to cyclists at intersections and driveways with a bi-directional facility. Drivers are not accustomed to cyclists on their right travelling in both directions and therefore may not anticipate approaching cyclists when turning at intersections. With a uni-directional segregated bicycle lane, all cyclists will approach an intersection on the same side of the road as they would use if no cycling facilities were provided. This uni-directional design reduces the potential for conflict between cyclists and drivers and improves the overall safety of the facility. For the pilot project, it was decided to consider only unidirectional segregated bicycle lanes for use in the downtown core.

In a previous post, I pointed out that the popular “protected” bike lanes in fact are less safe than cycling on the street: The protection ends where cyclists need it most – at intersections. Here I propose an alternative model for getting more people to cycle without increasing the accident risk. It relies on appropriate facilities for each situation, depending on traffic speeds, intersection density and other factors. The example of Munich in Germany shows that this approach can work well.

Different facilities for different situations

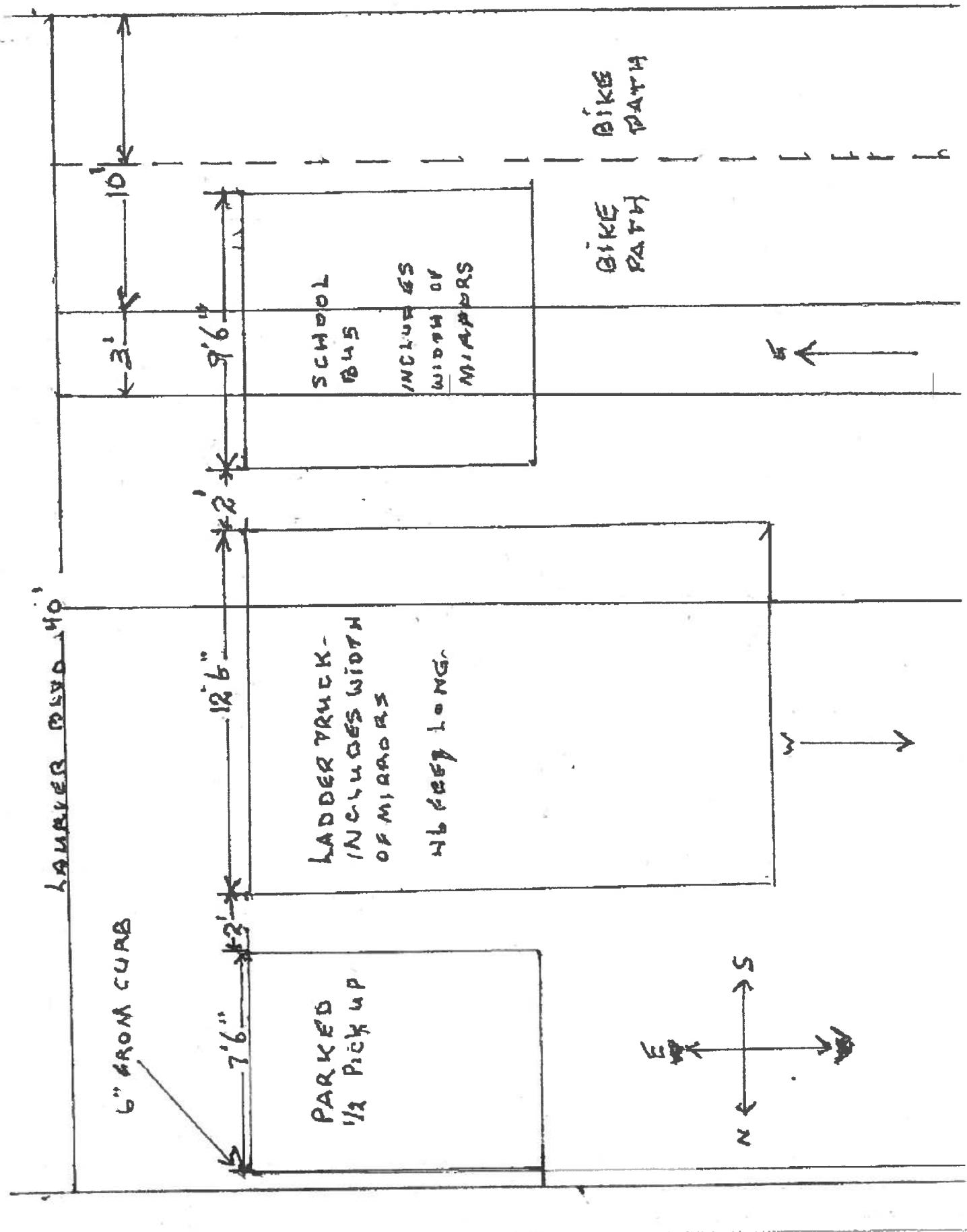
Data from the Belgian city of Antwerp looks at the relative accident risk (with the average risk being 1) on streets based on the speed limits and bicycle facilities:

$$45 \text{ mph} = 72 \text{ kph}$$

$$45 \text{ mph} = 72 \text{ kph}$$

Speed Limit	No Infrastructure	Painted Bike Lane	Separated Bike Lane
12 / 20 mph	0.61	2.90	3.79
30 mph	0.81	0.87	0.99
45 mph	1.04	1.11	0.55





The numbers shown are AADT which stands for
Annual Average Daily Traffic. 2014, by the City of Brockville.
Laurier Blvd at;

East side of Stewart Blvd.	7214 (07)
West side of Borden Cres W	6544 (14)
West side of Windsor Dr.	6779 (12)
East side of Windsor Dr.	6896 (12)
West side of Millwood Ave.	7126 (11)
East side of Millwood Ave.	6673 (11)
West side of California Ave.	6772 (14)

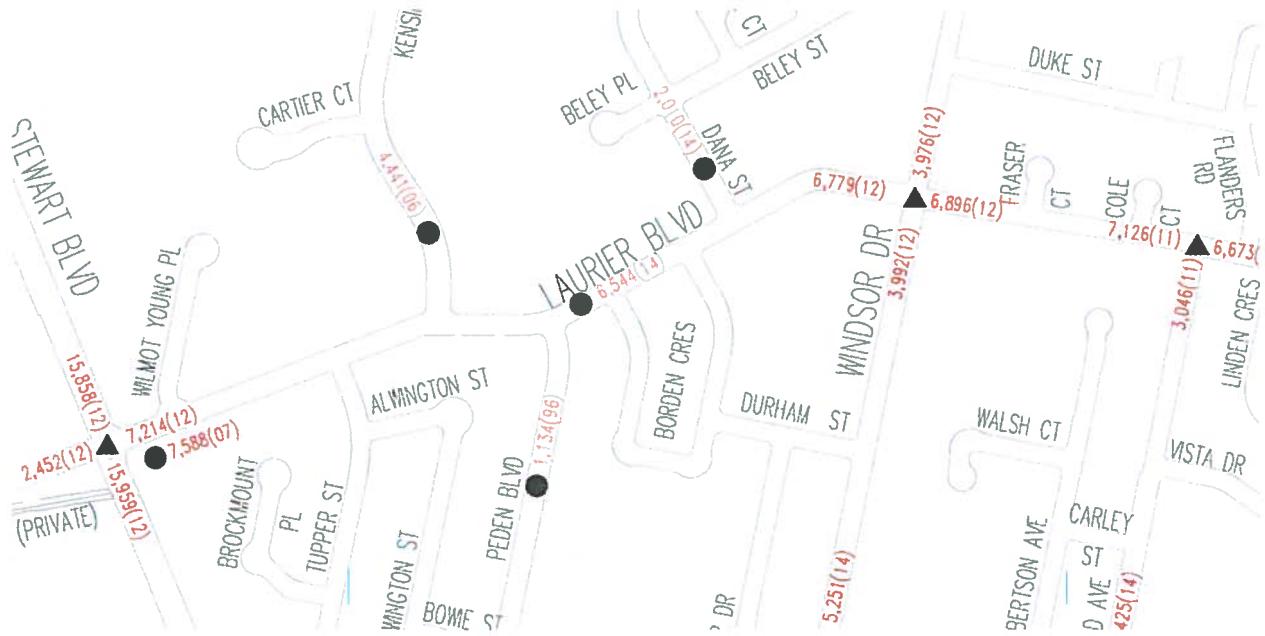
Centennial Road at Windsor Dr. is 5,396 (04) West and
4,286 (04)

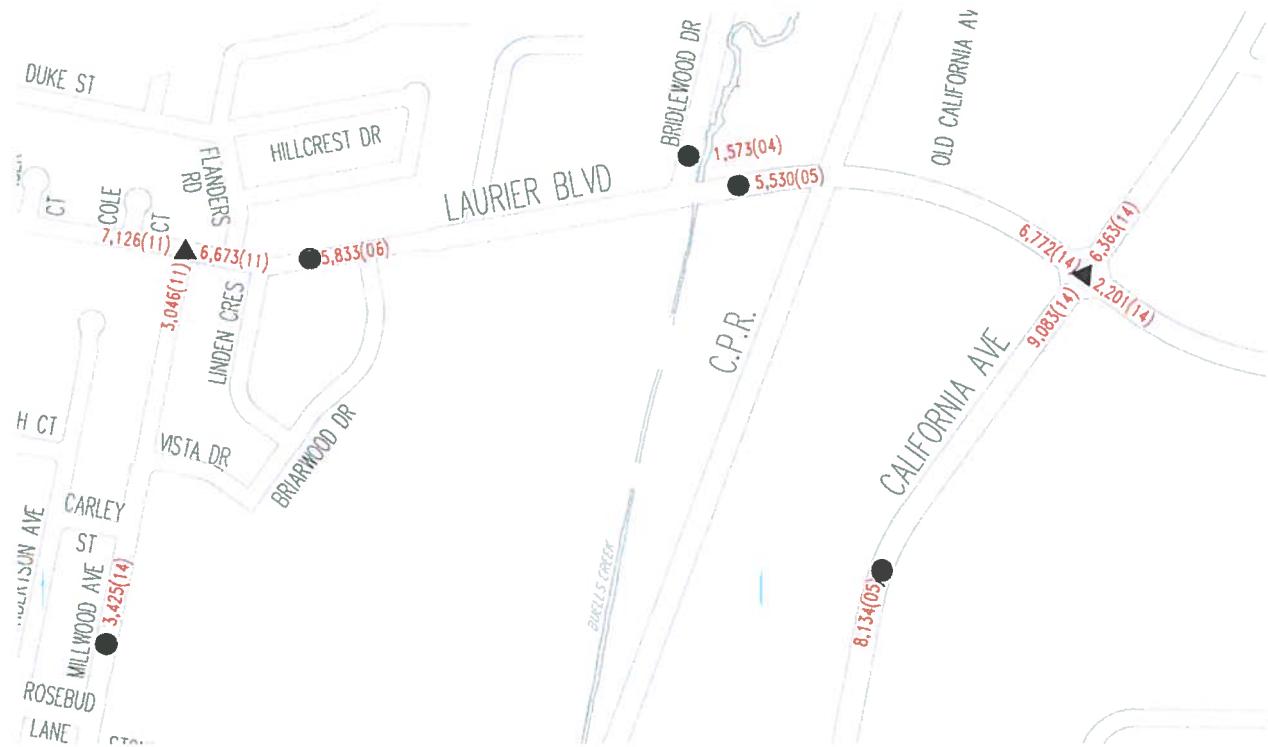
East as a comparable.

black circles are mechanical counts in a 7day period and the

black triangles are period.

manual counts taken in an 8-
hour





South side Laurier Boulevard

The street is 6000 ft. (1829 M) long from Stewart Boulevard to the Brock Trail path beside the soccer fields.

There are 121 parking spaces on the south side. 22 Ft (6.7 M) each space

I measured 4 parking spaces down town, they are 22 Ft (6.7 M) each space.

I will note here:

There are only 2 no parking here to corner signs on the whole south side of Laurier. There are 4 hydrogenates. From 4300 (1310 M) parking feet, I subtracted 1530 Ft (466 M) and 100 Ft (30.48 M) off parking feet, for here to corner and hydrants Meters.

We are NOT against bike lanes throughout the City of Brockville that go with the flow of traffic BUT we are AGAINST segregated, bollard, two-way bike lanes that take up anywhere from 1/3 to 1/4 of any street where they are installed.

Safe biking should be encouraged BUT using the laws of the road and going with the flow of traffic, and using the fear of riding on the street is misleading because the only streets in the City of Brockville where riding on the sidewalk is prohibited are: a) King Street between Clarissa Street and Bethune Street; b) Blockhouse Island and c) Court House Avenue at the cenotaph. All other sidewalks in the City can be ridden on by cyclists of all ages.

Using Bollards creates an 'elite' area that ONLY BIKERS can access leaving the majority of the population (mother's with strollers; seniors with scooters, etc.) using normal public access walkways and street areas that are not SEGREGATED.

Here are a few things to consider:

- Little attention if any has been given to the long term implications of bicycle lanes could have on traffic flows. The last major transportation study was prepared in October 1991, some 25 years ago. Many of the intersection traffic counts of major north end arterial streets are stale dated and in some cases 2 and 3 years old.
- The BCAC meeting report December 2,2015 called 2015-129-12 reveals City Council has declined on two occasions the creation of a comprehensive transportation plan. Instead the Mayor turned over the responsibility to the BCAC in hopes of solving the problems. The council then has approved Phase 1 with little or no input from other than a special interest group. Due diligence needs to be put back where it belongs, on the backs of city council.
- Agreements or sign offs' will be required from three levels of government, MOE for Stewart Blvd and possibly North Augusta Rd (over 401) , the Counties for King Street and the City of Brockville.
- For Brockville to proceed with any bike lanes as proposed in Phase 1 is totally premature and will elevate the chances of failure because at this point there is only moderate support. Council needs to pay attention to voter anger presently prevalent.
- A long term transportation plan and a Bicycle Path Impact Study needs to be undertaken to properly identify all the Spine Cycling Routes as suggested in the Schedule 5 of the city's Official Plan. Such a plan should have public input as well as the special interest group(s) and details of such things as:
 - Identify costs associated with ensuring road widths, traffic loads and design elements follow the Ontario Traffic guidelines and requirements and to verify that segments identified as "potential routes in Schedule 5" are viable.
 - Effects on emergency routes, fire ambulance. For example on Laurier a worst case scenario should be set up on one of the sharpest corners. Put up traffic markers to simulate the bike lanes, park a 72 passenger school bus next to the bike lanes, park cars on opposite side and then bring the tandem ladder fire engine up the street to determine any impediments.

- Estimations of the cost increases for bike lane maintenance both winter and summer? Keeping bike lanes clean, painting, bollards, snow plowing, winter sanding, snow removal and annual pavement repairs, etc.
- Additional costs to provide suitable parking for sporting events at Laurier soccer fields.
- Additional costs to install probable needed traffic lights at Laurier and Windsor.
- A cost/benefit study to synchronize traffic lights on Parkedale Avenue. This could help reduce the pressure on Laurier Blvd as it would speed up traffic on Parkedale.
- The addition of a 10 foot double bike lane in effect adds 10 feet to their driveways on all the residences on the side of the bike lanes. This then poses several issues as:
 - Will the responsibility clearing the snow on the extra 10 of driveway if the bike lanes are not snowplowed fall on the homeowner?
 - The rationalization states “Bollard alignment and breaks in the painted buffer would ease driveway access”. That assertion should be fact checked with an actual set up on street demonstration which might reveal the opposite as the parking lane that was used for the bike lane served as a turning radius for home owners backing out of or entering their driveways.
 - Will bike lane bollards impair visibility for vehicles exiting of driveways?
 - Develop a workable plan for City Transit busses to operate harmoniously with bike lanes.
 - Crosswalk at Bridlewood and Laurier has been on the agenda for a year and a half – why has this not been done?
 -
- The promised 300 jobs in the proposed employment area could add hundreds of trucks and vehicles each day on local roads and in particular to Stewart Blvd and Laurier Blvd. The short term and long term effect on Brockville’s transportation system is not well understood at this time. The need for an updated master traffic plan needs completion before starting phase 1 bike lane project on selected streets, especially Laurier Blvd.
- Conal Cosgrove informed the BCAC committee that if any parking requires changes, the Council has to pass a by-law concerning this. Has a by-law been passed concerning Laurier Blvd.?

You might refer to these sites for a few pointers:

http://www.tpg1.com/protest/city/nobike/van_bikekanesbad.html

2 sites where cities did Master Bike & Pedestrian plans:

<http://www.stratfordcanada.ca/on/playhere/resources/Stratford> Bike and Pedestrian Master Plan Report

<http://www.cornall.ca.en/municipalworks/resources/863> 863 01 Bicycle and Pedestrian Master Plan

Laurier Blvd., Brockville

106 Homes not including Apartments buildings
115 Driveways on Laurier Blvd.
16 Intersections including 2 major intersections
9 Transit stops, 22 stops a day
6 School Bus stops – 3 morning & 3 afternoon
4 Crosswalks – North & South
14 Crosswalks – east and west
Toyota Dealership
Fire Station/EMS on the north side of Laurier
Health Unit-Leeds Grenville & Lanark District
Family and Children's services
RBC Bank kiosk & meat shop/deli
Kensington Plaza

While well engineered cycle-paths are beneficial to cyclists, on-road cycle-lanes are really only a last resort measure. They should not be common in new developments because there is almost always a better alternative. They should not be used where there are high volumes of motor vehicles or high speeds.

In the Netherlands there are now relatively few on-road lanes because better alternative designs are used. Existing cycle-lanes are being upgraded into cycle-paths. This is how it should be in other countries as well. Why implement the equivalent of the 1980's Dutch era (the past) or other inferior designs of infrastructure when you can instead copy more recent and successful designs?

NO TO LAURIER BIKE LANES

Partners for a Safe Community in
Brockville

Warning signs on Laurier



East-West on Laurier Blvd.



3 metre mark



1 metre mark



Toyota Truck unloading on Laurier Blvd.
south side



4 way stop Windsor & Laurier Blvd.



School crossing Laurier & Dana St. intersections



Dana & Laurier school Cross walk with parents and students crossing



School Bus stopped at Flanders Drive



Service vehicle on the south side and a vehicle driving in the north lane driving west



Great Words to think about

Words by leading bicycle transportation engineer John Forester “cyclist fair best when they act and are treated as drivers of vehicles”

Being “Bicycle Friendly” should not mean winking at safety standards and forgetting common sense just to have bicycle facilities. Highway engineers can lose their jobs if they build roads that kill people. Why should cyclists accept a lower standard of care? Put efforts and resources into cycle education and the need for a well informed cycling community in favour of the separation of cyclists into segregated bike lanes.

original

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NO! To Laurier Blvd. Bike Lanes

We the undersigned are opposed to the construction of the bike lanes proposed to be built on Laurier Blvd. as outlined by the BCAC and the city of Brockville.

The Brockville Cycling Advisory Committee is a special interest group which serves a very small number of people in the community. The recommendation that they have put forth is terribly unsafe, tremendously expensive, and poorly thought-out.

- Laurier Blvd. is an emergency access as it houses one of the two Fire Departments in the city. Creating lanes for bike routes on this street will make it more difficult for fire trucks, as well as ambulances, to manoeuvre increasing response times.
- Eliminates turning lanes at Windsor Drive, already one of the highest accident intersections in the city, as well as Stewart Blvd., the main artery into Brockville.
- Eliminates all parking spaces on the south side of Laurier Blvd.
 - Requires residents to cross this busy street in order to get home.
 - No plan for garbage and recycling as trucks would be in the street.
 - Devalues property – loss of taxation revenue to the city.
 - Parking for soccer fields will now be on the north side requiring children to cross the street
- No consultation to determine if there is even a need for these lanes.
- Other cities are removing bike lanes as they are either unsafe or underused. (Vancouver, Edmonton, Toronto, Montreal, San Antonio, San Francisco, Oregon...)

Name	Signature	Address	Phone
[REDACTED]			



Building local resilience together

March 9, 2016

Brockville City Council
1 King Street West
Brockville, ON K6V 7A5

Mayor, Councilors,

Please find attached, for your consideration, a Transition Brockville petition with over 500 signers encouraging you to proceed with the city-wide cycling network, including the implementation of a two-way protected bike lane along Laurier Boulevard. Phase One of the cycling network was approved in principle by you and is based on the City's current Official Plan, which itself was subject to a series of public forums and discussions.

This petition was made available online for signing over the past three weeks. Notably, the petition site provided links to resources addressing most of the issues and concerns of the most vocal bike lane detractors, as well as other resources providing broader context. Those resources, as well as the personal comments of many signers (also attached), lead us to believe our signers have been fully informed of both the prior evidence arising from similar projects elsewhere (i.e. best practices), as well as the exciting potential and cross-sector benefits of proceeding with the Brockville cycling network as planned. No-one was put on the spot to sign this petition; no-one was bullied or scared into doing so.

Transition Brockville and all our petition signers look forward to the day when our city joins the many bike-friendly municipalities which are home to the majority of Ontarians.

A handwritten signature in black ink that reads "Hugh Campbell".

Hugh Campbell
Coordinator
Transition Brockville

change.org
Transition Brockville

Recipient: Brockville City Council

Letter: Greetings,

We, the undersigned, petition Brockville City Council to proceed with a bicycle network per the Official Plan, including a two-way cycle track along Laurier Boulevard.

We understand that Brockville competes with other cities to attract and retain families, young talent and businesses, and that location decisions hinge increasingly on lifestyle – a city in which those aged 8 to 80 feel safe choosing to walk or ride a bike instead of using a car when circumstances permit.

We hold Council accountable for ensuring that public roads are safe for moving people regardless of mode of transportation.

We recognize the overwhelming evidence in the 28 Bicycle Friendly Communities in Ontario, home to two thirds of Ontarians, that investing in cycling facilities yields health, social, environmental and economic payback.

We urge Council to move quickly to complete the cycling network as described in the Official Plan, and adopted by Council in the report from the cycling committee of council.

Transition Brockville Petitions - Comments

- I support the city's cycling plan because I understand the health, social, environmental and economic benefits that stem from more people choosing to ride bikes more often. I understand the proven safety benefits of separated bike lanes.
- A bike path would encourage more cyclists , young and old to get out and use active transportation.
- We need this
- I strongly support safer bike riding conditions in Brockville. I am a very regular cyclist. I want my city to be a safe place to ride a bike.
- A safer, healthier community will be a happier one! I'm also a cyclist and travel to cities that have such pathways to ride on. Would love one right here at home.
- I want to see Brockville progress. Safer streets. Less use of cars.
- This is the right thing to do. The citizens of Brockville own the public streets.
- Bike lanes and paths should be everywhere to encourage physical activity in everyday activities in a safe manor
- The future growth and health of Brockville demands we take a step into the future. We need safer bicycle and walking paths. More lights.
- It's a good thing to encourage safe healthy outdoor activity
- We are becoming an increasingly inactive and less healthy community
- I agree that the cycling network is needed and the Laurier cycle track is a vital part of the link. Cycling is great for families as well as for the community
- The plan not only promotes healthy green transport and family recreation, but also ensures safety for the bikes and cars that already share the road. How can having bikes in a predictable and secure area be a bad thing?
- I support this because it is a healthy alternative form of transportation and encourages people to "share the road" safely
- Bike lanes are an excellent idea for safer cycling.
- I'm signing because I think it is a great thing fro Brockville to have.
- "It's 2016!"
- There are hundreds of school aged children in the north end that can use a safe route to the soccer fields in the summer--- it helps kids to be independent and safe.
- Common sense and the right thing to do
- We need to promote healthy lifestyle in a safe environment! Not only will this be safer for bikers but it may also slow traffic down on a very busy street. Win win for everyone!
- This is essential to connect the communities north of the 401 to the Brock Trail and the rest of the city
- It is important to have safe communities - which includes ways and means to encourage residents and visitors to reduce car travel and increase opportunities for healthy living. At this time, there is no safe route to cycle east-west across Brockville in e
- Cycling promotes a healthy lifestyle and hopefully will aid in decreased health care costs
- I'm signing this petition because I believe in promoting safe and healthy transportation alternatives. As an avid cyclist I am all to familiar with the dangers of riding my bike in this community. We have the right to our own lane.
- While it seems like an decision, apparently there is a small but vocal group of opposition. The City's elected officials need to know there is widespread support for this initiative. In 2016, there are no excuses for ignoring the health, community, envi
- I want our kids and old parents to cycle safe on the riad
- This project will help integrate the north end with the downtown core and boost tourism
- Our city needs to be progressive. We need to think of our future children & our need to be healthy the cycling lane is an improvement

Transition Brockville Petitions - Comments

- I'm 8 years old and like to bike. The path would give me more places to bike safely and I could go on farther rides
- I was born and raised in Brockville. Bicycle lanes are an important way for communities to foster health, safety and wellness!
- I feel that this is an extremely important endeavour to get more families out enjoying a bike safe community.
- The inclusion of the Laurier cycle track in Brockville's Cycling Network will encourage more individual cyclists and families, including grandparents and grandchildren, to cycle. It offers touring cyclists an alternative, east-west route, to the current
- I support an active community and efforts to make cycling on streets safe for the general public.

- I used to live in the area. Bike path should slow down traffic on this busy artery and also will be great for cyclists
- Enabling more people to cycle is always a good thing. For their personal health, and the overall morale and well-being of the community. Thanks to the individuals who are leading this initiative, well done.
- It encourages physical activity.
- I support this initiative - while being active outdoors, we become role models for our children, friends, and neighbors. Being visibly active is contagious!
- I'm signing because I believe Brockville needs to foster 'active living' - residents need to be able to ride and walk safely on as many streets as possible
- Totally support better cycle access and safety on Brockville municipal roads.
- Because I'm a cyclist and lived and went to high school in Brockville. I think the residents would benefit from such a project! Any initiative to get people up and active is a good one!
- Laurier is a very busy street and a separation of bikes and cars is the safest thing for both the bike riders and the car drivers. Safety for all on the city's roads should be of concern for the City of Brockville's Council. A safe cycling net work, as de
- it's a great idea!!
- Brockville's streets belong to all residents and guests and this is a safe, environmentally friendly way for all to enjoy OUR city.
- I'm signing as a concerned person for the environment. Promoting green transport options to auto use helps us all.
- I am signing as I am an avid cyclist & know bike paths are a must for any modern city...especially Brockville who needs to attract new residents.
- I'm tired of being close to death everytime I ride.
- Cycling is a healthy way to live & a bike lane will make it safer.
- The citizens of Brockville deserve safe areas to bike. This will help make the area more family friendly!
- people need to be safe on the streets biking and this will be excellent for families
- It's the safer way to bike .
- I'm very much in favour of using bicycles as transportation in Brockville.
- Works all over the world, why not here? Keeps people moving and fit.
- I would use the bike path. I do not feel safe biking on the roads right now, but if we had a bike path then there would be less pollution and a healthier environment.
- Seems it would make cycling safer on Laurier,
- We need to attract people and business to a safe city.
I have cycled 55 years and encourage all to ride as I, all year round.
- It's a positive thing for Brockville. Excellent plan.... Move it along
- It is a fantastic idea and I can't think of a reason not to sign.
- I want to make Brockville a better place to live.

Transition Brockville Petitions - Comments

- I want my children to feel safe when cycling through the city
- Cycling is a great sport and anyone can ride a bike.. #gorideabike
- Bike lanes will make it safer for bike traffic and hopefully decrease congestion from motorized vehicle traffic, as people get more comfortable riding their bicycles. This should have been done years ago.

- I believe in promoting safe and economic travel in our city. I would use this if available.
- It would be useful
- I wanted to bike into Brockville but found it too dangerous. Get moving and Healthy in a safe way.

- I would bike more often if I felt safer on the road.
- This promotes a wonderful family activity! I love the idea!
- Any type of walking or cycle path is great to get out and see our beautiful city.
- I cycle in Brockville, including commuting to work in the summer. The city needs better cycling infrastructure.
- Cycling is a great way tourist activity. I would love a healthful way to travel to all parts of the city I used to call home.
- Brockville needs to position itself for the future, and this is a solid step in the right direction.
- I'd love to get to where I need to go in the greenest way possible:)
- I'm signing because I believe we need to encourage cycling as society transitions to environmentally friendly forms of transportation. I expect to use my bicycle to get into town when a car is no longer an option for me.
- I may want to use this when in that area.
- I believe this is a great idea. It shows that Brockville is a forward thinking community. Being a cyclist I look forward to feeling safer while riding.
- As an enthusiastic cyclist, I strongly support Brockville's cycling lanes and I have no time for people who oppose them - what decade are they living in?
- I am a cyclist think its a great idea
- It's a step in the right direction for this old town.
- I'm signing this because we need available space for cyclist is Brockville. Not the sidewalk or an inch on the road. We need a dedicated safe space for biker and cyclist alike. Speaking as a cyclist myself. Brockville needs to invest.
- Safety for everyone involved. Also my husband works in Brockville and would like to ride his bike to work - it is not safe the way it is now.
- I'm signing because we have a beautiful trail downtown that is not completed and difficult to access from the north end of town due to the traffic on Stewart Blvd. I hope this goes through as I would love to ride my bicycle to work.
- There are no cycling commuter roots in this town.
- I'll be returning to that area and that bike track will promote a lot of health and recreation for my family and others.
- Cycling is awesome and fun and easy and good for our health. Easy parking, no fumes,
- I feel Brockville needs to be more bike friendly and this is a perfect opportunity to get things rolling...

- I'm signing because my family cycles down this street, our street, all the time and I would love to have the extra protection a cycling lane could provide. The street is more than wide enough.
- it is a good idea to have safety for all riders in this community and it is needed especially on busy roads. It is safe for drivers as well not to have to worry about cyclists.
- I ride a bike and some roads are not safe to share with cars.
- I am a biker and I like to all have a safe ride ;) and also safe for drivers too!!!
- Cycling safety is very important to me.
- It's a great idea and would give families a safe area to ride.

Transition Brockville Petitions - Comments

- It would hurt to get hit by a car and bike lanes could save my life.
- We need to have a safe place for people and bikes
- I believe that encouraging and supporting physical fitness in our community is very important.
- This is a great idea
- I ride my bike around alot and am afraid to ride with traffic. This would make me feel much more safe!

- Because it's 2016.
- I love to run and bike and at times doing either in Brockville is not safe. I believe if we make it safer, you would see a lot more people taking part and getting out there to be more healthy, less emissions, a win/win for everyone...let's make Brockville
- The Cycle Network will connect neighbourhoods to the Brock Trail leading you to our World Famous St. Lawrence River Blockhouse Island and our Historic Railway Tunnel. Welcome home Brockville!

- I am a healthy and active citizen of Brockville. Safety in cycling is key to any city. It promotes people who never cycled a place that is safe and introduce a new activity. It promotes Brockville as a city that is friendly to cyclists. It promotes a
- I cycle to Brockville regularly and would love to ride along the north end and feel safe. Highway 2 downtown is very iffy!
- Brockville is taking a great step in making the streets more cyclist friendly.
- I am a Biker
- I live in the north end and this will encourage more cyclist and create a safe zone.
- For my children...for their safety and for an active life!
- This is a great idea for commuters children and families to ride a busy road safely and promote bike friendly city
- Cycling should be encouraged and supported with safety in mind.
- I like to cycle on Laurier
- we need bike paths all over Brockville and canada
- I think it is very important to support options for transportation around our community that make it a safe for all modes of transportation
- I am a cyclist and support a healthy, active lifestyle for Brockville and area citizens.
- I like to ride my bike and would welcome a safer way to get through the north end of the city in order to connect with the bike path down to the river.
- I believe strongly in getting members of our community moving and to reducing emissions - Let's share the road and pave the way to our healthier community!
- It will be safer because the vehicles will be aware that bicycles may be present
- I want a safer way to bike to school. (TISS)
- I'm signing because it is 2016 and it is the right thing to do.
- This will help the community to be healthy !
- I love biking and a friend told me about it
- Great idea! Excellent source of info here for people to make informed decision.
- Anything that makes cycling safer and gets more people out on their bikes is a good thing.
- I want to be healthy and I want the environment to survive....This is good for our community... Thank you..
- I am signing because it is good to have a bike path on that road
- I love Brockville!
- I want a safe place or myself and children to ride!
- Health and safety are important for all citizens. I support the addition of bike lanes in Brockville ON.

Transition Brockville Petitions - Comments

- The option to use a bicycle as mode of transportation in a safe setting needs to be installed here in Brockville Ontario. Other major cities have proven that it does work giving the people a choice. The na-sayers of Brockville do not want change, they do
- i cycle, bike lanes are great!
- I believe safe bike routes improve a city.
- I want a safe place for my kids and I to ride from our house in the north end.
- I would love to ride my bike and feel safe doing so.
- A bicycle network will connect all the key elements / locations of Brockville. The Laurier portion is a main thoroughfare that sees a high volume of activity due to the Laurier Hill attractions of summer sports fields and winter skating and tobogganing a
- Take a que from other cities were it works. This is something that Brockville needs and will further develop something of use for everybody not just "those affected." Build and grow for tomorrow.
- As a society we could be healthier, both physically and mentally if we decreased our dependence on the private automobile. Some cars will always be necessary. But we need to make other opportunities available, too, for hiking, biking and other forms of a
- We need the bike lane. Perhaps we need 3 and 4 way stops all along Laurier to slow traffic down.
- I ride my bike to work several days of the year and this would make it much safer. Also, we need to have a community that cares more about active transportation.
- Cycling on Brockville streets is dangerous. The dedicated lanes will improve safety for people who choose to get around by bicycle (recreation and necessity) and add to a fantastic network of trails.
- It makes perfect sense as we find ways to promote fitness and keep cyclists and motorists on a happy path together. Besides, with the continuation of the Brock Trail, what better link-up than bike lanes for the north end of Brockville.
- Cycling is a healthy, inexpensive, and environmentally friendly way to commute, exercise, and enjoy the outdoors. Unfortunately cycling in close proximity to vehicles can be dangerous for cyclists. In order for Brockville to be a modern, family friendly
- It is a great thing for Brockville and well overdue!!!
- Bike lanes are safer for cyclists and drivers
- common sense
- I am signing because I love the idea and I will use it with my children.
- I would like to ride
- Plain and simple it makes things safer for bikers.
- It is a great idea and a positive for the entire region!
- Having a safe place to ride a bike is a huge factor in increasing the number of people using bicycles for transportation, helps foster healthy lifestyles, and makes neighborhoods more friendly. You are much more likely to stop and chat with the neighbors
- Biking is a healthy and fun activity for all ages. Bike lanes make it safer and more accessible.
- Cycling is a right, not a privilege and the safety of the future generations in having safe areas to cycle in is paramount.
- I'm a cyclist and safety is paramount.
- Bike lanes are necessary to maintain safe biking for all ages. A car is a choice, as is a bike. Don't penalize people and children because they choose to ride a bike. Penalize those who threaten to harm people who ride bikes, that is terrible.
- I'm a 5000 mi/year bike commuter. Protected bike lanes are the best way to get the average person to ride a bike, for fun or transportation. This cycle track will draw people to your community and make it healthier. Residents will have more money to sp

Transition Brockville Petitions - Comments

- I believe it will be safer with bike lanes, because the vehicles will be aware that bicycles may be present.
- Brockville is the PERFECT city for biking, with short distances to everywhere! If it were just a bit safer, people would cycle a lot more. It would be fantastic!!
- I support the bike lanes on Laurier Blvd.
Great addition to an active lifestyle.
- I bike all summer, would feel much safer for the path. When taking your drivers test, you are told that bicycles are entitled to 3 ft of the road, when there are no paths. The same as pedestrians have the right of way.....
- Bicycle is my primary means of transportation and I enjoy not being hit vehicles.
- I am in support of bicycle lanes on Laurier Blvd, Brockville ON. Further, contrary to the fact that opposers claim in recent full page print ads, that Laurier is a 'double lane' roadway, it is not (only a turning lane exists at two far-apart intersections
- I believe that cycling is an essential component of building a more active and engaged community.
- I am coming on holidays this year (I really hope) and will enjoy the bike ride on the new network - to Kingston????
- This is much needed in our community ! It will encourage kids and parents of all ages to feel safe and get back out on their bikes and leave the car at home !!
- Try it, so we can see how well it works.
- I am an avid cyclist. I believe that riding a bicycle can save the planet from atmospheric global warming. Riding a bike will benefit all.
- this is a good safe move
- Health, relationships, outdoor fun!
- Brockville is my hometown and many family members live there. It is a beautiful small city and a bike track is an excellent way to see the city, enjoy the city, get exercise and reduce the amount of time you spend in the car. A very safe alternative to
- Cycling should be part of the solution to congestion, and climate change.
- There are not enough bike paths in the Brockville area. We'd move there in a heartbeat if there were.
- I'm signing because I ride my bike on Laurier all the time and I think it would be much safer.
- i am from a larger city that is filled with such cycling lanes. i have stopped cycling since moving to brockville due to the unsafe accomodation of cyclists that are on the road. i have had more near death experiences here in one year than i have in over
- every city that makes any effort to grow as a community has long ago implemented city wide bike lanes. it is time brockville does the same.
- These bicycle lanes are important to encourage citizens to use healthier modes of transportation and also to promote Brockville as an active, healthy, bicycle-friendly community for young and old.
- Every city or town needs to have a place for Bicycles to ride safely. My town is smaller than Brockville, and we have them in our neighbourhood.
- Bike lanes provide a safe space for cyclists. This project may encourage people who are too nervous about cycling near traffic to get out and pedal.
- I think it will be good for the City of Brockville,,,
- Grew up in Brockville! Think its a great idea
- I believe in promoting bike paths to encourage riding and safety.
- I believe bike lanes would be safer because vehicles would be expecting to see bicycles in that area.
- I want to live in a community that embraces and encourages an active lifestyle

Transition Brockville Petitions - Comments

- we need to encourage means of travel which are better for the environment and ensure that those who choose this method of travel feel safe and protected.
- I'm signing this because having a bike lane will make bikers and drivers safer
- I believe in the promotion of cycling and the plan in place for this street and the future plans of this network.
- I believe in safe cycling for myself and my family.
- BIKES ARE GOOD EXERCISE AND CHEAP AND ENVIRONMENTALLY FRIENDLY. YES TO BIKES.
- It encourages a healthy lifestyle and contributes to reducing pollution. It also keeps cyclists safer on the road.
- I'm in full Support of this !!!!!!
- Because I ride quite a bit in and around Brockville. It would be nice to feel safer getting in and out of the city when we do group rides.
- This is a great idea. Opposing this is a huge injustice to our community, our health and to our children. We should be promoting good health with safe avenues to achieve this. Well done!
- Health is wealth!
- I am an avid cyclist, bike lanes are imperative.
- I bike and the drivers in this town have no respect for people that bike. Its a healthy alternative from driving and good for the environment as well
- It's a good project.
- I believe in the importance of cycling lanes to promote safe active transportation. My workplace is also on Laurier Avenue.
- I used to cycle regularly on cycle paths in Greater London, UK where the roads are much narrower than Laurier Boulevard and would love to cycle safely with my children in Brockville as I do not feel it is safe without a cycle path.
- I support Bike lanes Kingston and other cities have them and they work well.,
- I cycle consistently as a form of transportation in Toronto and would love to be able to do so when I return to Brockville. There is currently a bike lane on my street that passes my residence and it has proven nothing but beneficial whether biking or dri
- My dad, his brother and sister and my grandparents lived on Pine Street by the Armory. Although they have all passed they still reside in their beloved Brockville. I bring my family every year to visit and as a strong believer in Active Transportation I
- As a former resident and frequent visitor to Brockville, I think this initiative will be beneficial to get people outside moving and provide a safe avenue for cyclists young and old to do so.
- The proposed bike lanes In the north end represent good planning. Promoting active lifestyles contributes to improved health of the population but also helps to promote the many benefits of this community to those seeking to relocate here.
- Cycling is the healthy option!
- Because cranky NIMBYs shouldn't be able to counteract sound traffic engineering and installation of bike lanes where appropriate.
- The residence of Brockville deserve this. Visitors to Brockville will enjoy it too. Brockville needs to grow.
- I want to visit Brockville and spend money there IF it turns out to be a great place to cycle.
- I think it's a great idea. Lots of people bike on that road and it would be more safe for people and drivers. It might make others feel more comfortable to get their bikes out. Promoting a healthier community is a great plan !
- We would love to see cycle tracks here in Brockville. Right now it is very unsafe to cycle, especially with kids!

Transition Brockville Petitions - Comments

- I am signing because I used to bike to work, but the traffic and poor interactions with vehicle drivers has stopped that for a number of years. The ability to cycle safely and access the manufacturing sites in the north end would encourage many to start
- I think this is a great starting point of a progressive community.
- I think this is the way of the future
- The group that is against the cycle track has given me wrong information when they approached me at my door!
- I'm signing because decreasing the barriers to bicycle use will have many benefits to the citizens of Brockville. Increasing safety and accessibility will make it easier for people to make the choice to ride their bikes.

Sandra MacDonald

From: [REDACTED]
Sent: March-09-16 12:51 PM
To: Sandra MacDonald
Subject: Independent Presentation to the Finance Committee

Hi Sandra

I want to present to the Finance Committee next week as a independent. Not to be associated to any committee or group. I will be back down to see you after your lunch break. I have a presentation to the Finance Committee prepared, I will give it to you than. This email is from me and me alone and is not to be shared with anyone else but the lines associated to the Finance Committee meeting next week.

I will add this question to my several page presentation by this email.

Over \$2,000,000.00 dollars has been allocated to the Brockville Walking, Cycling infrastructures. Why are the cost estimates to the Laurier Boulevard bike lanes projected only \$20,000.00 to \$30,000.00 ? This sounds like the bike lanes are being put in, on the cheap. I have recommended to the Mayor by email, that the bike lanes on Laurier Boulevard be installed off road. By tearing up the sidewalk and making a proper safe bike lane.

John Johnston

Brockville, On

Over \$2,000,000.00 dollars has been allocated to the Brockville Walking, Cycling infrastructures. Why are the cost estimates to the Laurier Boulevard bike lanes projected only \$20,000.00 to \$30,000.00 ? This sounds like the bike lanes are being put in, on the cheap. I have recommended to the Mayor by email, that the bike lanes on Laurier Boulevard be installed off road. By tearing up the sidewalk and making a proper safe bike lane.

John Johnston

[REDACTED]

Brockville, On

[REDACTED]

[REDACTED]

Ps

I will be asking THE FINANCIAL
COMMITTEE HOW MANY BICYCLE
ACCIDENTS HAS OCCURRED OVER THE
PAST 40 YEARS ON LAURIER BOULEVARD



Subject: Re: Presentation

From

To

Date 2016-03-09 10:27

John Johnston

March 09, 2016

First, I want to thank our most involved committee members. They have worked tirelessly for 2 months preparing for this day. They are all grandmothers, and have lived on Laurier Boulevard for more than 35 years. Some are fighting cancer and others are caring for their aging husbands. I respect them immensely for their efforts to make Laurier Boulevard a safe street for everyone to use. Remember growing up, you were always told to respect your grandmother.

Second, I want to acknowledge the members representing The City of Brockville that are present. Your deliberation concerning unsafe bike lanes on Laurier Boulevard is very important to all of the users of Laurier Boulevard.

I will start my presentation by using a TV commercial analogy. A commercial has a man at a car rental location. He says, I can choose any rental car from the lot that I want. And I don't have to speak to anyone if I don't choose to. And I don't.

I say as a cyclist, I can choose to use this bike lane on Laurier Boulevard if I want to. And I don't.

The Ontario Traffic Act states that I can ride my bike right down the right hand side of Laurier Boulevard's center line if I choose to. I am required to move over to the right side of the road if the traffic is moving faster than I am. When I move over to the south side of Laurier Boulevard, my movement is restricted by 180 bollards. So I stay outside these bollards and the traffic beside me has to move over 1 meter to pass me. We now have less than 2 car widths for traffic movement. Something has to give, an accident occurs.

Later in the day, I decide to ride my bike on the north side of Laurier Boulevard. Remember, the Ontario Highway Traffic Act states, bicycles are meant to be on the road. I'm riding on the right side of the center line again heading west this time. Again I am travelling slower than the flow of traffic. By law, I am required to move to the right hand side of the road. Following the Ontario's Guide to Safe Cycling, I am suggested to stay 3 feet from the curb at any time, to avoid sewer covers, to be better seen by the dozens of homeowners that live on this side of the street when they pull out of their driveways and allows me to maneuver around ruts where the curb meets the road. When I pass 10 parked cars, the vehicles passing me have to stay over 3 feet from me on my bike. That equals 13 feet from the curb. This allows only one full street lane remaining on Laurier Boulevard. Something has to give. An accident occurs.

SAFE CYCLING CANNOT BE ACCOMPLISHED USING BOLLARDS

3 feet from the curb..Recommended by OGSC (below page 13, 14).

5 feet for the inner cycle lane. Recommended by the BCAC

5 feet for the outer cycle lane. Recommended by the BCAC

3 feet from the cyclist to vehicle recommended by the Ministry Of Transport.

16 feet total from the curb to the vehicle....3, each 8 foot lanes left.(1 for parking) The traveled road lanes have to be 10 feet wide each.

See attached, I have exact measurements from Google earth to support my figures.

Laurier Boulevard is not wide enough for 2 bike lanes, with parking on one side. A fire truck and a garbage truck passing each other on the street at the same time in different directions. This does not allow for the garbage truck and eight cars behind it to move over when there is a line of traffic in front of the firetruck and parked cars are on the north side.....

Search Results

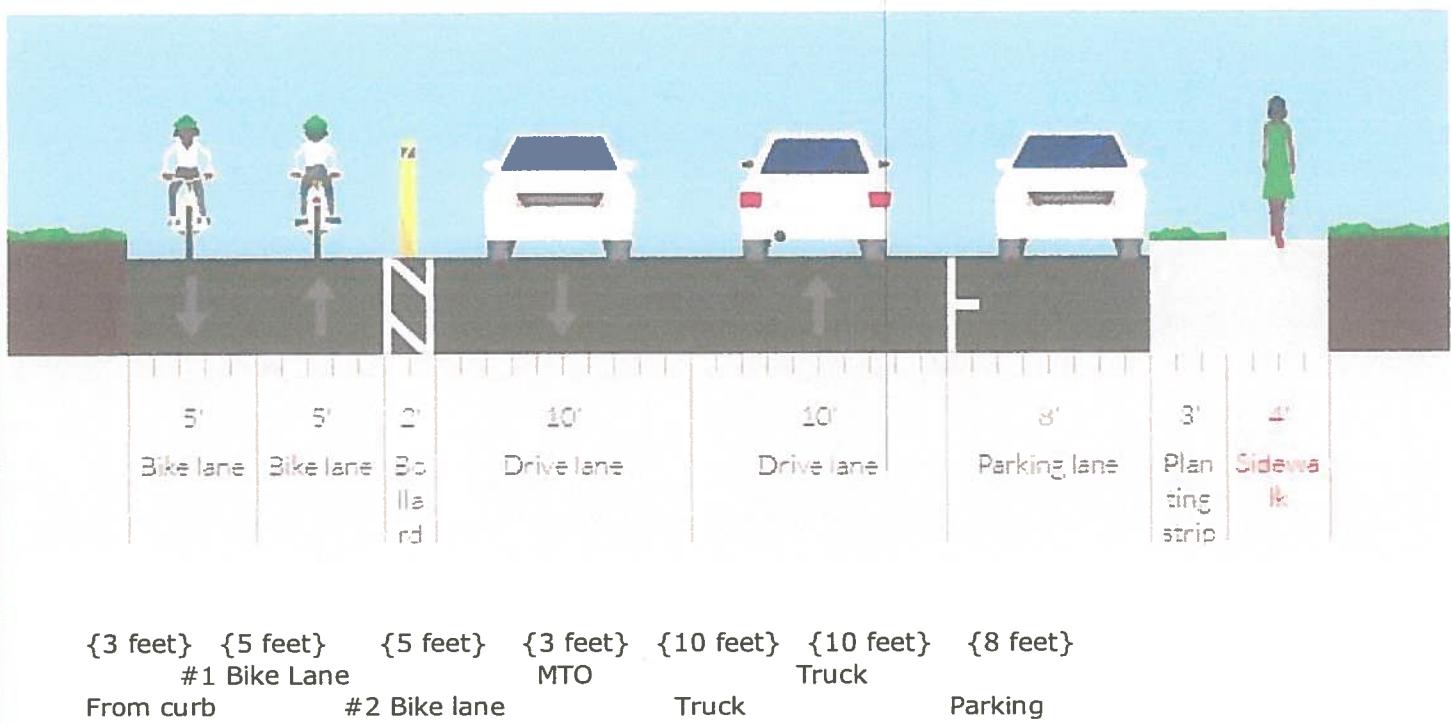
[PDF]Cycling Skills: Ontario's Guide to Safe Cycling

www.mto.gov.on.ca/english/safety/pdfs/cycling-skills.pdf

Cycling can be enjoyed safely when you understand the rules of the road and practice proper safety and handling techniques. This is your guide to cycling safety ...

This is the Active Brockville's picture, I modified measurements to be factual..My measurements are under their measured numbers.

.John Johnston



All measurements add up to 44 feet. The road is only 40 feet wide.....

And if a cyclist does not want to ride in the bike lane. (he / she has every right to ride on the road, Ontario Traffic Act) He / she can ride on the north side and the passing car has to be 3 feet from that cyclist, as the cyclist passes parked cars.



Google earth

feet 100
meters 50



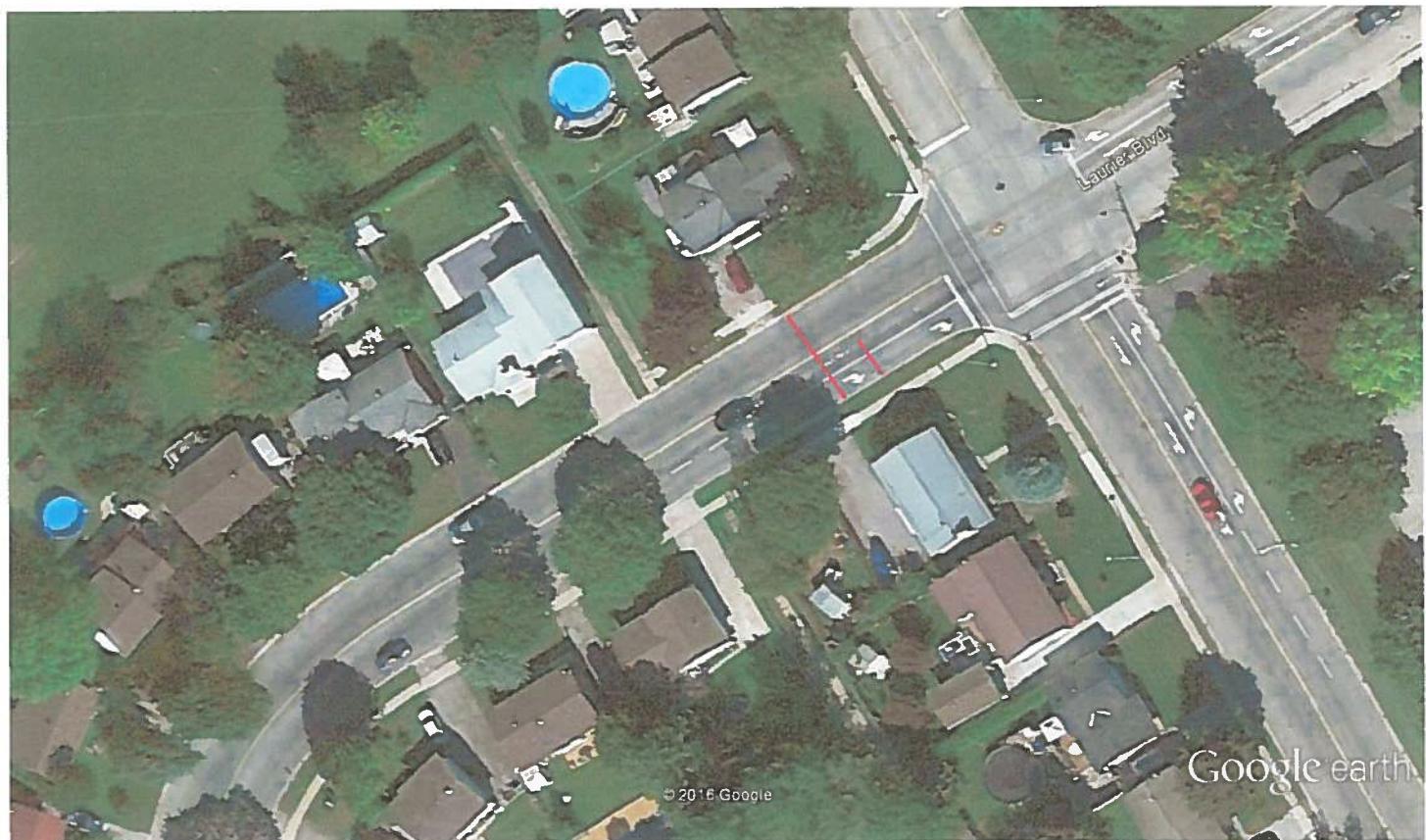


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Google earth





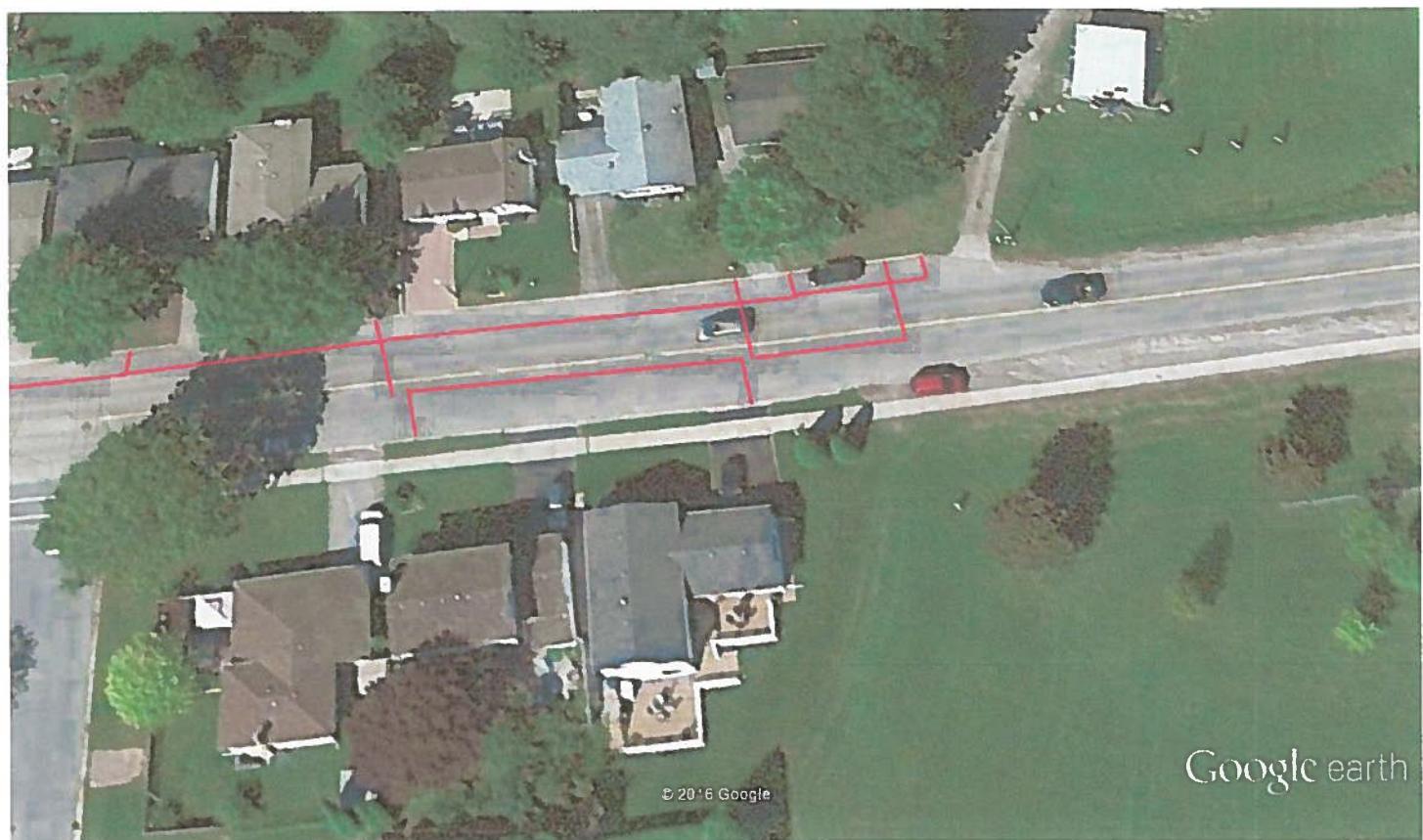
Google earth

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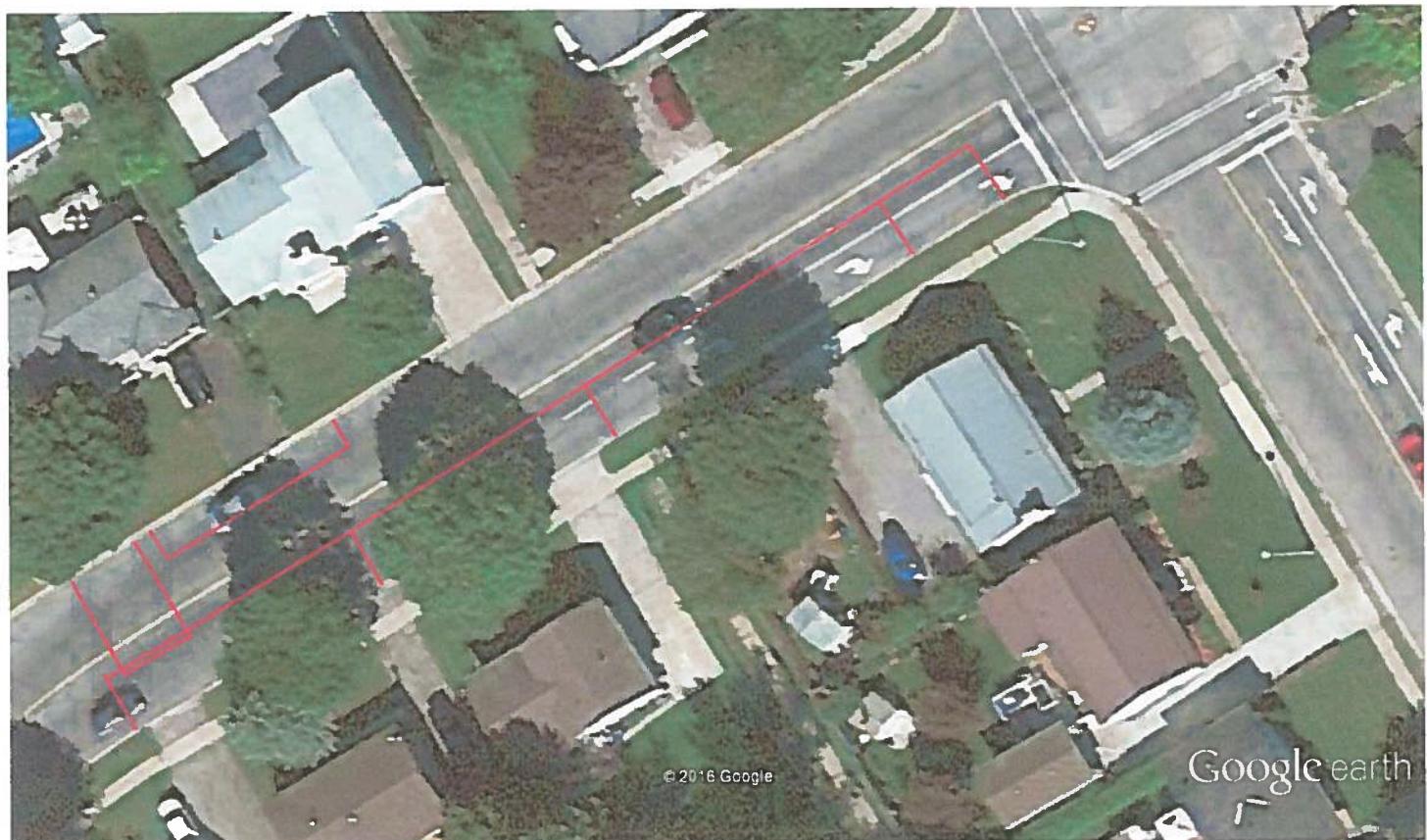




Google earth

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Google earth

feet 100
meters 50





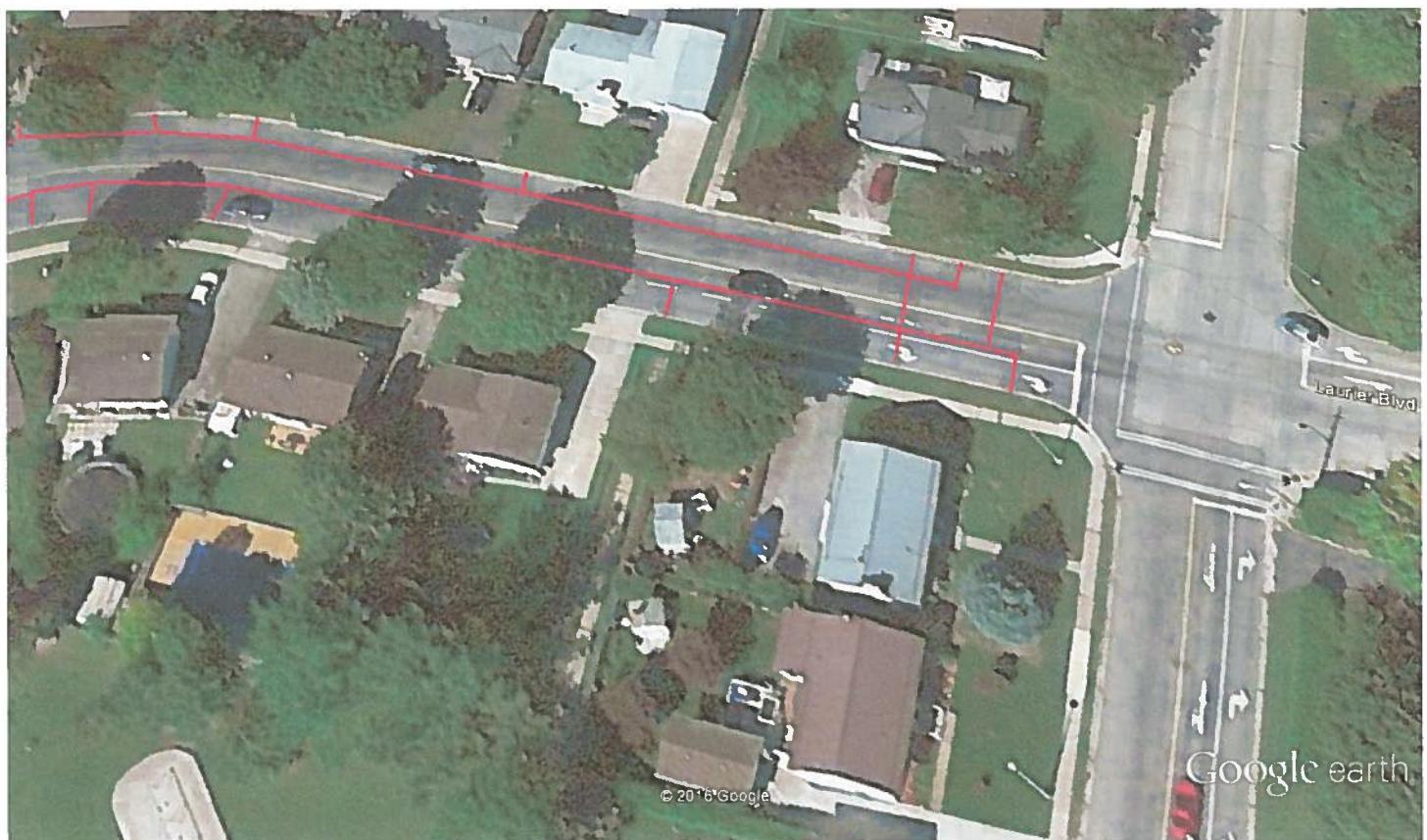
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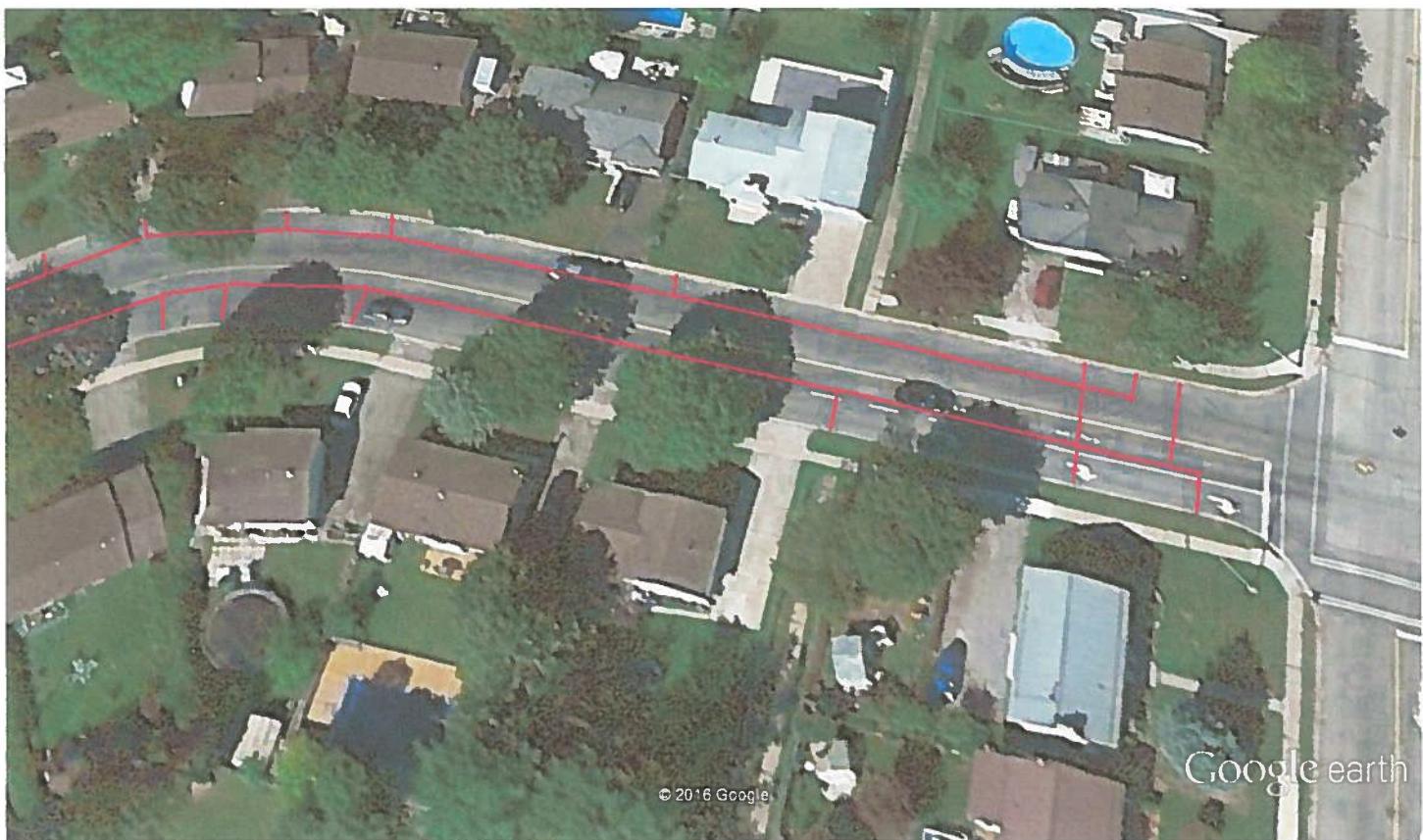




Google earth

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Google earth

feet
meters

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50



© 2016 Google

influence in his home city of New York.

Peter Epp

LETTERS TO THE EDITOR

Biking children exposed to water, roads is unsafe

The Cataraqui Region Conservation Authority (CRCA) use both Buell's Creek and Butler's Creek to control the ever changing water levels at the back pond located just north of Brockville.

There are several posted signs along this waterway stating to stay clear of these creeks. In the summer, the conservation authority uses these creeks to drain water from the Back Pond in a controlled fashion. After heavy rains or the spring melt, the Back Pond fills up with high levels of water.

The CRCA allows more water to flow out into Buell's Creek. Often the water is held back a second time by a manual gate valve located on the creek near the soccer fields, in the north end of Brockville. When this rising stem gate valve is closed, it restricts the flow of water to the downstream creeks and water is trapped in a water reservoir located beside these soccer fields.

At some point in time, the water level in this reservoir (flood plain) gets too high and this manual gate valve is opened. Hundreds of thousand of litres of water are released. When this valve is first opened, a mini tsunami like flow of water is allowed to move its way down these creeks, sweeping away anything or anyone that is in the creek's path, much like a mini tsunami would. The creek's levels change dramatically higher, with much faster flows until this reservoir is brought back to controlled lower water levels.

For good reason the Cataraqui Region Conservation Authority posts danger signs

along these creeks next to the soccer fields. A 6 foot fence on both sides of the creek separates the kids from the water. There are no fences anywhere along the Brock Trail cycling path that separates these creeks from the kids.

My first safety concern: The City of Brockville is installing a bike path (Brock Trail Cycling) along these creeks from the mill downtown, all the way across the city to the Back Pond. With all of my respect to the family and friends of this little boy, a number of years ago a child was swept to his death when he was playing at a section of Buell's Creek, located near the YMCA. Now the City of Brockville wants to expose dozens of kids on bikes to this Brock Trail Cycling path next to these waterways. Kids wanting to stop and play near water is a given. Safety is not.

Second safety concern: The City of Brockville also wants to put kids in bike lanes on Laurier Boulevard. A couple of years ago, a crossing guard, holding a stop sign and wearing orange was struck and almost killed escorting pedestrians across Laurier Boulevard.

Does the City of Brockville's different departments have safety in mind for young bike users? I think not. Encouraging kids to ride on the Laurier Boulevard roadway, with over 6,500 vehicles a day using this street is ridiculous.

To encourage young cyclist to ride their bikes on the Brock Trail next to Butler and Buell's creeks is clearly providing for more unsafe conditions for children riding their bikes.

John Johnston, Brockville

Some good explanations have emerged. Many focus on importance of style over substance. One recent Trump profile likened his campaign appearances to a "variety show." The focus on performance over substance is one aspect of the candidate's appeal, but the larger effect is, for lack of a better word, atmospheric.

Trump constitutes a particular kind of candidate, one with few recent antecedents. Let's call them "Carnival candidates." Though often caricatured as drunken revelry, Carnival is more than that. In many cultures, the festival constitutes a collective escape from the strict roles and norms that govern everyday life.

During Carnival, some rules can be bent; others broken. There is a transgressive quality to events during Carnival, as everyday life is replaced with a new order. Power roles are subverted, fools are in charge, and a sense of a sort of "anything is possible" feeling permeates. This is part of the appeal that Trump and candidates like him — such as former Toronto mayor Rob Ford — hold for many. These are not just political movements; they are literal parties. John Oliver describes Trump as "objectively funny." His appearances are fun, and the fun has much to do with that anything-is-possible Carnival quality. Through a combination of personal background, style and messaging, candidates such as Trump manage to define their campaigns as existing somehow outside the normal space of politics. They are a particular kind of anti-system candidate, though. Unlike programmatic or ideologically driven politicians with a clear idea of what

nativism and bigotry implied. New issues emerge seemingly at random, but all share that transgressive element that lies at the heart of the candidate's appeal. Accordingly, attempts to rationally rebut the arguments made will not succeed in shaking supporters' faith in the candidate; indeed, they only enhance it. Each time a representative of "the establishment" (it scarcely matters who) explains why their candidate is wrong and their support is misplaced, it only adds to the transgressive thrill. The primary appeal of the candidate is not rational, but experiential.

Likewise, I think hopes that Trump will moderate for the general election are misplaced. Any move to respect the unwritten rules or conventional wisdom of the larger political system undermines the central element of the candidate's appeal to supporters. It signals that the fun is over, that their candidate is just another politician after all. In an entertaining passage from one of Douglas Adams' Hitchhiker books, the protagonists encounter a never-ending party. Raging on and on, the things that seemed like good ideas at parties continue to seem like good ideas, and are eventually put into practice. Chaos and ugliness are the predictable results. So it is with a Carnival candidate. Unless and until others join together to bring an end to the party, whether in the nomination process or the general election, we ought to prepare for more chaos, and more ugliness.

Stewart Prest is a postdoctoral fellow at Carleton University's Patterson School of International Affairs. Twitter: StewartPrest

Cycling Skills

Ontario's Guide to
Safe Cycling



Ontario



3

Riding in Traffic



The Ontario Highway Traffic Act (HTA) defines the bicycle as a vehicle that belongs on the road. Riding on the road means riding with other traffic. This is only safe when all traffic uses the same rules of the road.

When everyone follows the same rules, actions become more predictable. Drivers can anticipate your moves and plan accordingly. Likewise, you too can anticipate and deal safely with the actions of others.

Where do you ride?

Because bicycles usually travel at a lower speed, there are two rules of the road to which cyclists must pay special attention:

- 1. slower traffic stays right**
- 2. slower traffic must give way to faster traffic when safe and practical**

Accordingly, cyclists should ride one meter from the curb or close to the right hand edge of the road when there is no curb, unless they are turning left, going faster than other vehicles or if the lane is too narrow to share.

Check for local regulations that affect where you may cycle in your municipality. Bicycles are prohibited on some provincial highways.

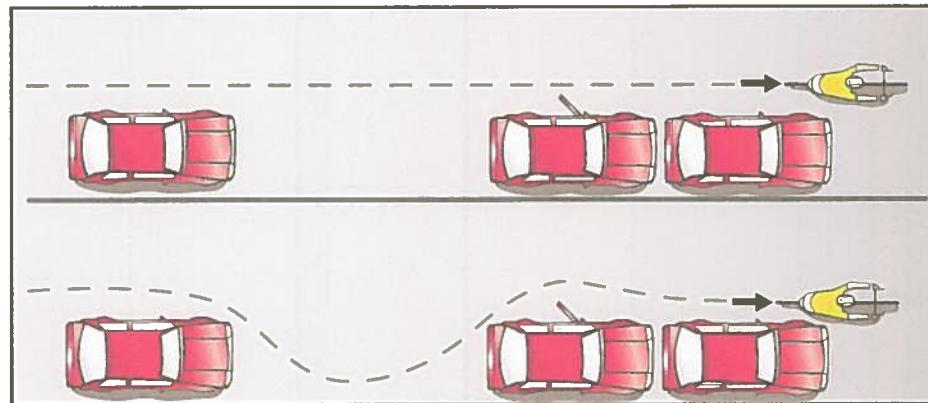
Going straight ahead

When going straight ahead, use the right-hand through lane. Stay about one metre from the curb to avoid curbside hazards and ride in a straight line.

Around parked vehicles

Ride in a straight line at least one metre away from parked vehicles. Keep to this line even if the vehicles are far apart to avoid continuous swerving.

YES
NO



When riding around parked vehicles, cyclists should watch for motorists and passengers who may open their car door into the cyclists' path.

Which lane?

The lane you take depends on your speed relative to other traffic. Slower traffic stays to the right in the curb lane.



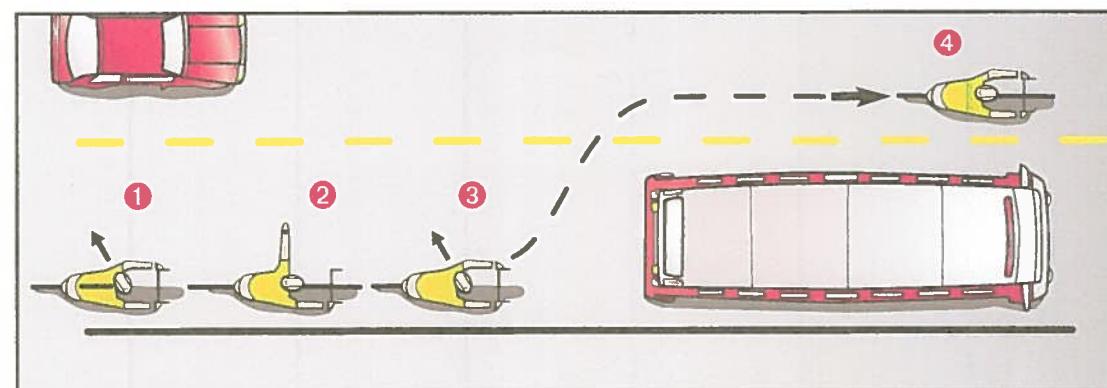


Taking a lane

In urban areas where a curb lane is too narrow to share safely with a motorist, it is legal to take the whole lane by riding in the centre of it. On high-speed roads, it is not safe to take the whole lane. To move left in a lane, shoulder check, signal left and shoulder check again then move to the centre of the lane when it is safe to do so.

Changing lanes

When changing lanes, remember that vehicles in the other lane have the right-of-way. The person moving into a new lane must always wait for an opening. Always shoulder check, signal and shoulder check again before changing lanes.

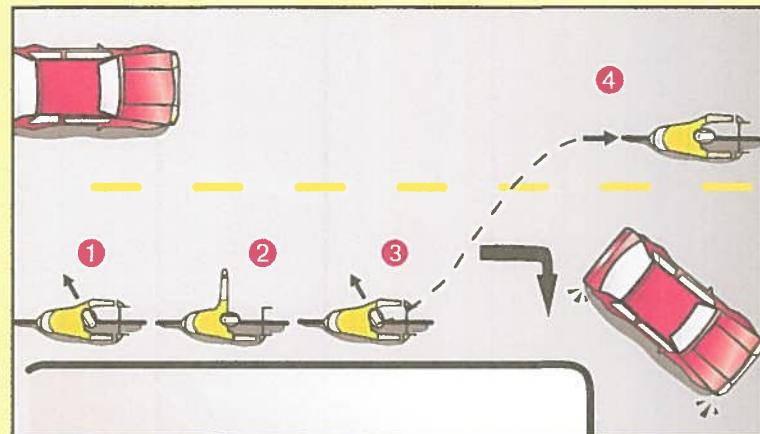


1. Shoulder check
2. Signal lane change
3. Shoulder check again
4. Change lanes.

Right-turning traffic

Motorists don't always check for bicycles when making right-hand turns, so cyclists need to take extra caution. It's important to leave space around you for a safety cushion (one meter between you and the curb and you and the vehicle).

When a motorist is making a right-hand turn, cyclists can either stay behind the vehicle or pass the right-turning vehicle on the left by shoulder checking, signalling, shoulder checking again and then passing on the left. Never pass a right-turning vehicle on the right.

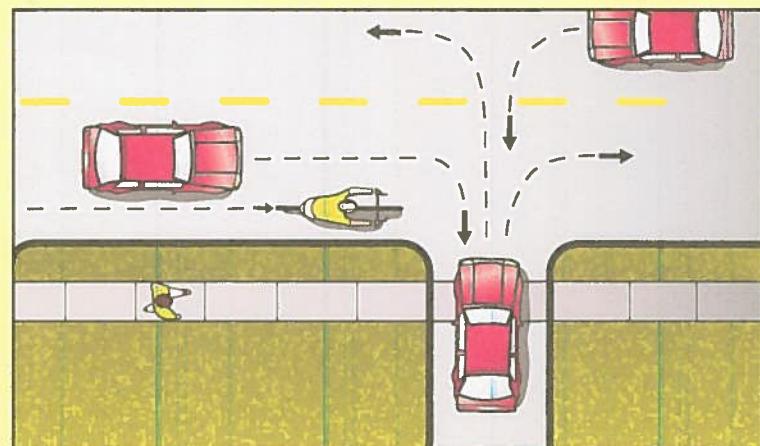


1. Shoulder check
2. Signal
3. Shoulder check again
4. Go when it is safe to do so.

Going through intersections

Intersections are where many collisions occur, so stay alert. Any point where the paths of two vehicles can cross is a potential intersection. Often residential areas contain many mini-intersections where driveways and alleys enter streets. Stay at least one metre from curbs in residential areas so that drivers about to enter the road can see you, and you can see them.

At intersections, it is usually better to take the lane before the intersection so that right-turning motorists stay behind you.



Sandra MacDonald

From: Judi Baril <judi.baril1572@gmail.com>
Sent: March-10-16 3:40 PM
To: Sandra MacDonald
Subject: Re: Revised - apologies!

I'll try to answer all of these questions. I have not discussed this with any member of Brockville council. The LHIN is fully aware of our financial situation and have been for a long time. They have also received information about the capital campaign which was launched March 1st. From my understanding, from our newly appointed executive director they are extremely hopeful we will be successful. The LHIN supports a certain level of service, but not the total cost of all programs. I have not gone to united counties, we have been presenting to individual townships. To date I have presented to township of Augusta, Edwardsburgh Cardinal, front of Yonge, gananoque, Rideau lakes, and am scheduled for Prescott, Athens, Leeds and 1000 islands, and am awaiting date confirmation to Westport and elizabhtown kitley.

We have a sister agency in north Grenville, so I do not intend to speak to north Grenville or merrickville-wolford.

My request to smaller municipalities has been \$1000 a year for five years. This modest request for smaller municipalities works out to an investment of \$3.00 a day to ensure seniors in their communities will have programs and services available. We have been successful at every community where we have presented.

I intended to request an investment of \$2000 a year from the city of Brockville which is \$6.00 a day, you are a larger municipality and have a higher percentage of seniors than other areas. I think the request is a fair request.

There have been lots of changes at CPHC - changes for the better which I would like an opportunity to share with the finance committee. We are serving 4000 seniors across the region every day, and ours numbers and needs are growing. We are doing everything in our power to correct issues from the past while moving forward with great confidence.

I look forward to speaking to you.

All additional information will be emailed to you tomorrow.

Many thanks, have a wonderful evening

Regards

Judi Baril
 CPHC board member

Sent from my iPad

On Mar 10, 2016, at 2:06 PM, Sandra MacDonald <smacdonald@brockville.com> wrote:

Judi,

I have shared your email with Bob Casselman, City Manager and we have a few questions which may defer your request.

Has contact been made with the United Counties of Leeds and Grenville or the SELHIN?

Has this been discussed with Mayor Henderson or any other members of council?

What other asks have been or will be made?

Any information that you can provide as to what has been undertaken with regard to this matter would be appreciated.

Thank you,

Sandi

From: Judi Baril [<mailto:judi.baril1572@gmail.com>]

Sent: March-10-16 9:54 AM

To: Sandra MacDonald

Subject: Revised - apologies!

CPHC, Community & Primary Health Care, the organization responsible for helping seniors in our community, is facing an unprecedented financial crisis. This financial crisis is forcing the staff team to make decisions they would never have imagined they would face twelve months ago. Decisions that will impact the lives of thousands of seniors living in Lanark, Leeds and Grenville this year.

Things are tougher than any of us imagined, and our shortfall might prevent us from delivering essential services at the level that we currently providing. Without your help, cuts may be drastic and could result in our inability to provide the same level of care in several if not all of our programs. Services such as: Driver's Programs, Meals on Wheels, Diner's Club, Alzheimer Outreach, Foot Care Programs, In-Home Respite, Friendly Visits and Assurance, Lifeline and Adult Day Care could be affected. We need your help right now.

CPHC is launching a six month Capital Campaign to help eliminate the stress and debt that they have been carrying. Our entire staff and Board are committed to this campaign. Our goal is to raise \$ 500,000 in this first year campaign and we are hopeful that you will consider a five-year pledge to help us reach the \$ 2,500,000 that we need to help ensure that services for seniors continue.



RIGHT WHERE YOU NEED US

SERVING SENIORS

This is one of the most important letters you will read

Margaret is an elderly woman, a widow, alone, living in a remote, rural area in Leeds and Grenville.

On New Year's Eve Margaret got very sick. Her doctor said he could meet her at his office in the morning, but she did not have any way to get there. What can she do?

She places one phone call to CPHC, at 10 p.m. and the on-call staff person helps make her trip to the doctor's office possible. A volunteer driver is arranged, dispatched to pick Margaret up, take her to her doctor's office, wait for the doctor's examination and then take her safely back home.

This type of situation happens every single day at CPHC. Seniors in need = seniors get service.

CPHC, Community & Primary Health Care, the organization responsible for helping *Margaret*, is facing an unprecedented financial crisis. This financial crisis is forcing the staff team to make decisions they would never have imagined they would face twelve months ago. Decisions that will impact the lives of thousands of seniors living in Lanark, Leeds and Grenville this year.

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By making your most generous gift and pledge, you can help us maintain essential services for vulnerable seniors.

Campaign success will ensure that seniors programs and services are stable and remain available.

Your gift will help strengthen and enrich the lives of seniors living in their homes. Services that allow them to maintain good health and wellness are important.

We need your support during this campaign that CPHC has launched to ensure that calls from people as alone and vulnerable as *Margaret* can continue to be answered.

Please review the enclosed information, if you can help us with a donation and a five-year pledge for giving, you will be making a difference in the lives of countless seniors living in Lanark, Leeds & Grenville. I remain,

Yours truly

A handwritten signature in blue ink that reads "Malcolm D. Robinson".

Malcolm D. Robinson
CPHC Board Chairman



2235 Parkedale Avenue
Brockville, ON K6V 6B2

(613) 342-3693

1-800-465-7646

info@cphcare.ca

Supported by the South East Local Health Integration Network
A PARTNER AGENCY OF UNITED WAY

Reg. Charitable #11928 4410 RR0001

www.cphcare.ca



RIGHT WHERE YOU NEED US

SERVING SENIORS

HELP US CONTINUE TO PROVIDE ESSENTIAL CARE FOR SENIORS IN LANARK, LEEDS AND GRENVILLE!

You may already know that CPHC provides high-quality services across Lanark, Leeds and Grenville to our rapidly aging population. Our services are specially designed to keep seniors in their home for as long as possible, safe and secure. They are vital services which allow our clients to maintain their independence and dignity, provide relief and training to caregivers, and keep our community together.

What you may not know is that while we do receive partial support from the South East LHIN and the United Way, more help is still needed. We are asking you for a donation today which will help us to continue providing the excellence in care that our community has become accustomed to.



Your donation towards our capital campaign means that we are able to continue assisting those in our community who really need it. In addition to all of the wonderful services we provide, we subsidise many in our community that can no longer afford these essential services to keep them where they belong - at home - instead of in a hospital bed. With eleven sites across Lanark, Leeds and Grenville, we offer a wide range of community and health services for our diverse population. Our Health & Wellness Centre of Excellence was constructed in Brockville in 2012 and is a leading facility in our area, providing care to our community.

Help us today - give generously with a single donation or commit to a yearly donation over the next five years to help us achieve our goal!



RIGHT WHERE YOU NEED US
SERVING SENIORS

2235 Parkedale Avenue
Brockville, ON K6V 6B2

(613) 342-3693
1-800-465-7646
info@cphcare.ca

Supported by the South East Local Health Integration Network
A PARTNER AGENCY OF UNITED WAY

Reg. Charitable #11928 4412 RR0001

www.cphcare.ca

Detach here and return in envelope provided

YES! I want to help keep these services in my community!

Please give generously today to ensure that these vital services remain in Lanark, Leeds and Grenville. All donations will be receipted for income tax purposes at year end (unless otherwise requested). You can also donate securely online at cphcare.ca/donate

One-time contribution:

\$50

\$100

Other amount: _____

VISA MASTERCARD Cheque enclosed (payable to CPHC Lanark, Leeds & Grenville)

Credit card number	Expiry Date
Cardholder signature	Cardholder name (please print)
Name	
Address	
Town, Province	Postal Code
e-mail address	
Phone Number	

Yearly contribution:
(5 year commitment)

\$50

\$100

Other amount: _____



RIGHT WHERE YOU NEED US

SERVING SENIORS

HELP US CONTINUE TO PROVIDE ESSENTIAL CARE FOR SENIORS IN LANARK, LEEDS AND GRENVILLE!

Some of the services that we provide to the community:

- Alzheimer Outreach Program including regular contact between the caregiver and a CPHC coordinator and support for the caregiver as needed
- In-home respite for those who need it
- Friendly visits and telephone reassurance - providing social contact and ensuring safety and security
- Exercise and falls prevention programs are held regularly throughout the community at our various sites
- Foot care clinics and in-home foot care
- Adult day programs - allowing caregivers to take a break and maintain regular social contact
- Caregiver support services and training
- Diners' Clubs, Music and Memories Luncheons
- Meals on Wheels - hot meals delivered to the home or frozen pre-cooked meals which can be used over time
- Home maintenance & repairs (including cleaning services) for those who cannot perform those activities on their own
- Phillips Lifeline service and Phillips Medication Dispensing service
- Rides to doctors appointments, the grocery store, etc.



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Detach here and return in envelope provided

Thank you for your
generosity!

You can also donate online at
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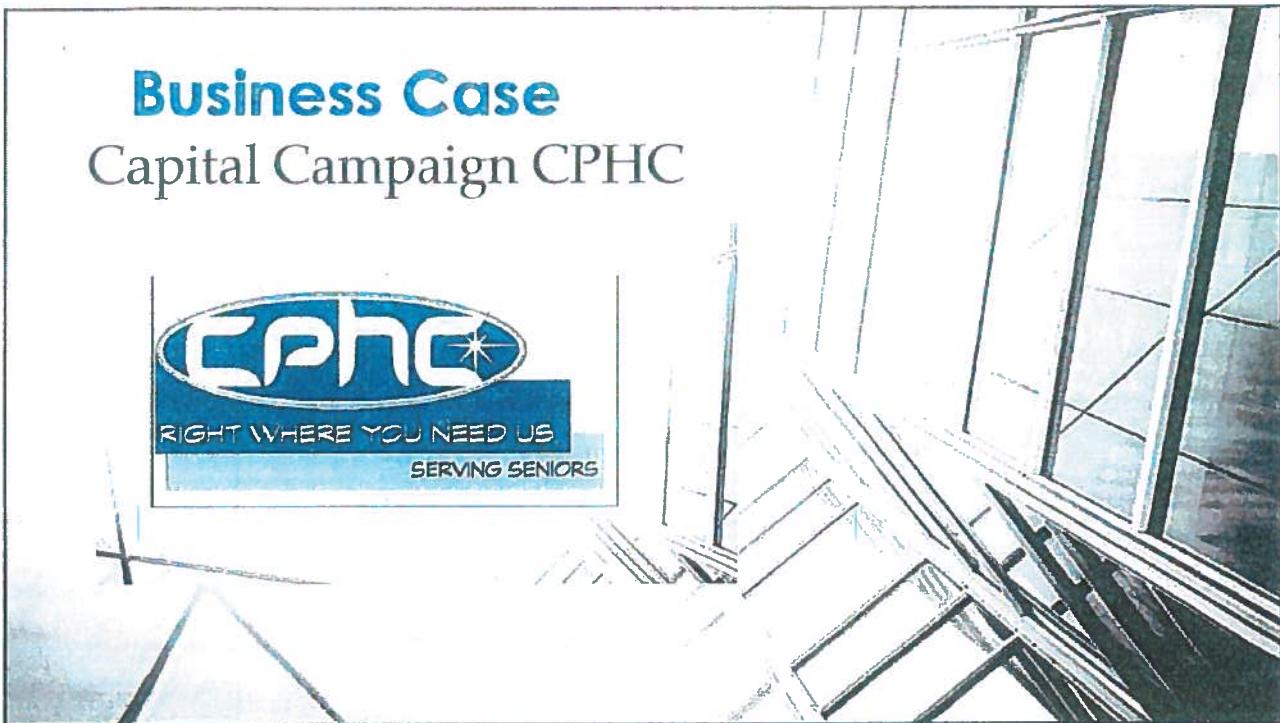


RIGHT WHERE YOU NEED US

SERVING SENIORS

Business Case

Capital Campaign CPHC

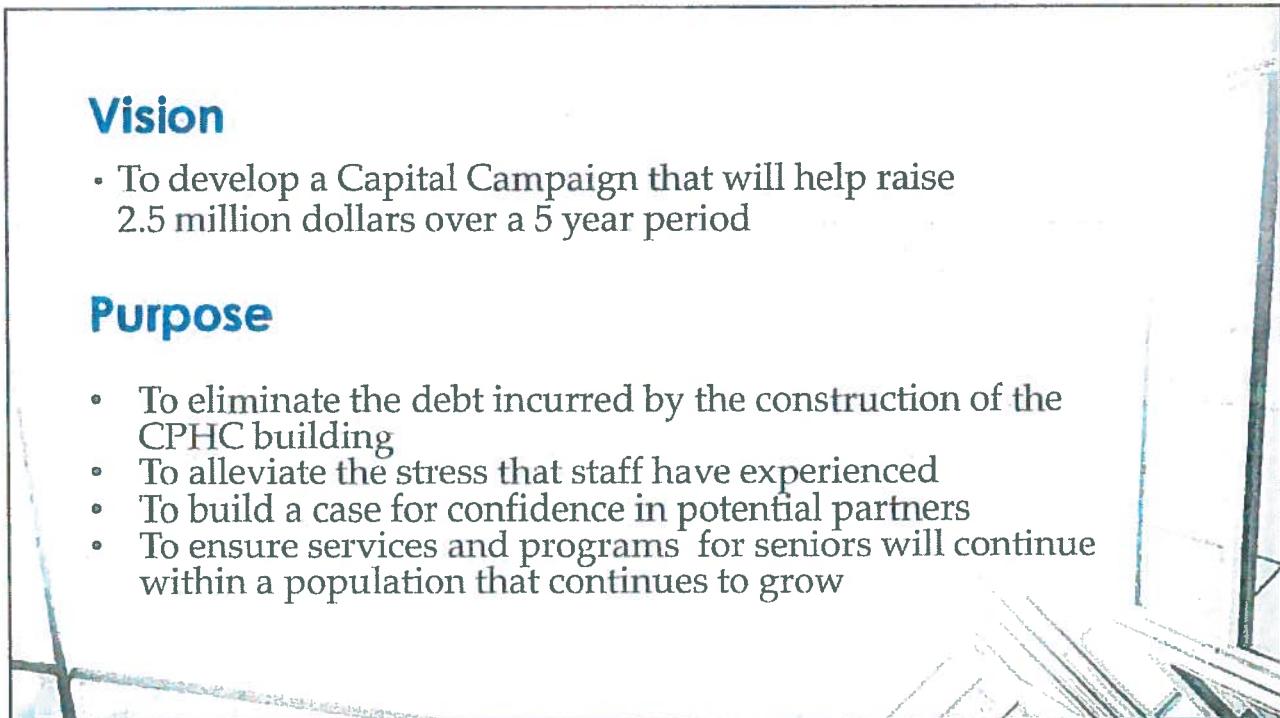


Vision

- To develop a Capital Campaign that will help raise 2.5 million dollars over a 5 year period

Purpose

- To eliminate the debt incurred by the construction of the CPHC building
- To alleviate the stress that staff have experienced
- To build a case for confidence in potential partners
- To ensure services and programs for seniors will continue within a population that continues to grow



Putting The Plan In Motion

- A successful capital campaign is built with two overriding principles :
 - (1) Anything other than a complete success is entirely unacceptable; and
 - (2) To ensure the complete success of this fundraising effort, the campaign must be formally declared (and treated) as the primary institutional priority of the organization throughout the fundraising timetable.

Capital Campaign Theme



Timing Of Campaign

- Application for permission to conduct a capital campaign for 6 month period to United Way by December 10, 2015
- Campaign will launch March 1, 2016 and run through to September 6, 2016
- Mid-campaign analysis will take place mid-June to ensure that the campaign is on-track

Goal

- To raise a minimum of \$ 500,000 in first year with pledges for the next four years of at least \$ 400,000 annually
- Each year CPHC in year 2, 3, 4 & 5 will need to raise \$ 100,000 annually to meet objective – this will be accomplished through two special events a year and a mail campaign

Prospects – Resource Development

Where will the money come from?

- The Capital Campaign will be multi-faceted
- Leadership Gifts – our most philanthropic donors – pledging for 5 years
- Corporate Pledges – corporate pledges over 5 years
- Foundation Appeal – pledges over 5 years
- Mail Campaign – annual capital campaign appeal
- Special Events managed by Co-Chairs and committee
- Special Events managed by CPHC Staff

Committee Strategy - Data Required

- | | | |
|---------------------------|---|--------------------------------|
| • Doctors * | ✓ | Small Business |
| • Dentists * | ✓ | Large Corporations |
| • Lawyers * | ✓ | Leading The Way |
| • Accountant * | ✓ | Special Names |
| • Chiropractor * | ✓ | Bank/Financial Institutions ✓ |
| • Insurance Companies * | ✓ | Foundations |
| • Clients | ✓ | Churches ✓ |
| • Justices/Crown Attorney | ✓ | All municipalities & leaders ✓ |
| • Health Partners | | Realtors * |
| • Service Groups * | ✓ | * Denotes committee support |

Sector Goals Continued

Special Events – Co-Chair Driven

Golf Tournament (A) \$ 25,000 (FY) \$ 125,000

Special Events – Staff Drive

2 Bingos 2 X \$ 10,000 (A) \$20,000 (FY) \$100,000

Art Event \$ 15,000 (FY) 75,000

Fashion Show \$ 10,000 (FY) 50,000

RECAP GOALS & ACHIEVEMENT

SECTOR	ANNUAL	5 YEAR
Leadership	\$ 322,500	\$ 1,612,500
Corporate	\$ 112,500	\$ 562,500
Foundations	\$ 35,000	\$ 175,000
Direct Mail	\$ 25,000	\$ 125,000
Mass Mail	\$ 10,000	\$ 50,000
Special Events Co-Chair	\$ 25,000	\$ 125,000
Special Events Staff	\$ 45,000	\$ 225,000
TOTALS	\$ 575,000	\$ 2,875,000



**FREQUENTLY
ASKED
QUESTIONS**

- Q. Is CPHC a Charity?**
- A. Yes, we are a registered Charity and our Rev. Can. Number is # 11928 4412 RR0001—you will be receipted for your gift.
- Q. How did CPHC get into debt?**
- A. When the building was proposed CPHC got Infrastructure funding from both the Province and the Federal Government. A Capital Campaign was launched to bridge the gap between what they would get from the governments and what they needed, that amount was \$ 2,900,000. The capital campaign began, and the infrastructure money came down faster than the committee expected. Acceptance of the money from the government required CPHC to begin construction. Construction began, and the community perceived that if the project had started, CPHC must have received all the money they needed. The first Capital Campaign raised \$ 250,000, however \$ 200,000 of that pledge was restricted to a specific program and therefore not applied to the capital campaign.
- Q. Will the doctors from the Family Health Team get any money from the CPHC Capital Campaign?**
- A. No, effective January 1, 2016, the Family Health Team has separated from CPHC and is operationally independent. The team are tenants in the CPHC building. This move has proven to be very positive for CPHC and the FHT and has allowed both groups to focus on their core principles and work. No money from the Capital Campaign will be given to the FHT.
- Q. How does CPHC do their work?**
- A. CPHC has over 4000 clients all across the three counties. Many of our clients use multiple services. We have about 40 staff that manage Programs and Services and hundreds of volunteers that help us every single day. Programs that are offered are Driver's Programs, Meals on Wheels, Diner's Club, Alzheimer's Outreach, Foot Care Programs, In-Home Respite, Exercise programs, Friendly Visits and Assurance, Lifeline and Adult Day Care could be affected.
- Q. How can I find out more information?**
- A. If you have questions about the campaign you can contact Judi Baril at 613-342-3693 X 2070 or Jen Grattan at 613-342-3693 X 2072email jbaril@cphcare.ca or jgrattan@cphcare.ca You can remit your donation to the capital campaign to : 2235 Parkedale Avenue, Brockville, Ontario, K6V 6B2 - Attention : Capital Campaign. You will be gratefully receipted immediately.

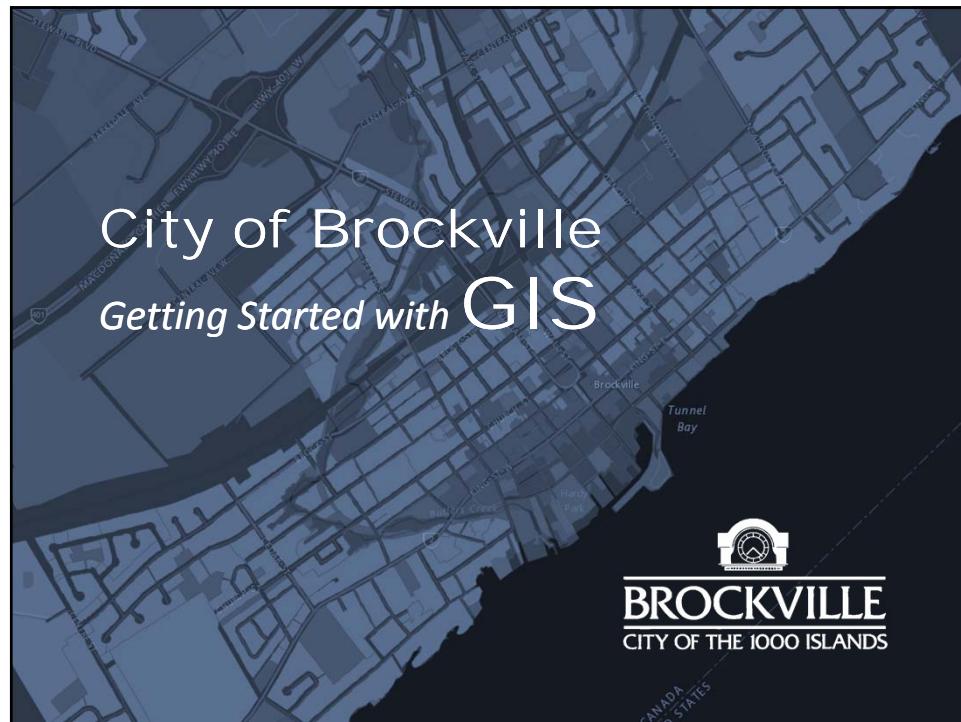


Campaign Launch - APRIL 7—Breakfast—Bethel Christian Reformed Church, 117 Windsor Drive, Brockville —7:30 - 9:00

Fashion Show - Great Diamond Ring Give-A-Way Thursday, June 2—Municipal Centre Brockville

Golf Tournament - Saturday, July 16—Prescott

Black Tie BINGO —Thursday, August 25 - Municipal Centre Brockville



Ultimate Goal of GIS at the City...

Achieve a fully integrated Enterprise GIS for the City of Brockville.

What is Enterprise GIS?

"An Enterprise GIS is a geographic information system that is integrated through an entire organization so that a large number of users can manage, share, and use spatial data and related information to address a variety of needs, including data creation, modification, visualization, analysis, and dissemination"



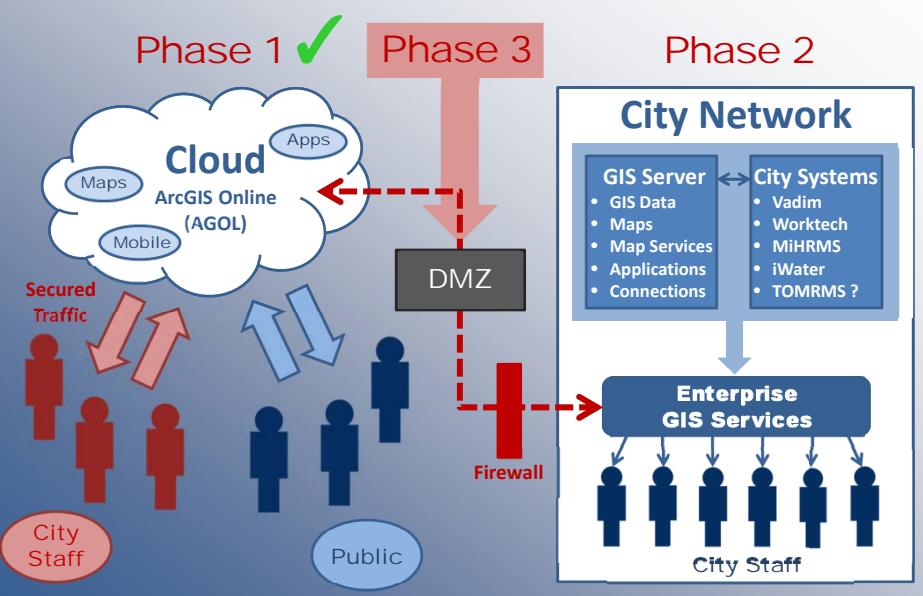
Goals for The First Year of GIS

- Task 1 - GIS Infrastructure – Software Installations
- Task 2 - Technical Committee Formulation
- Task 3 - Compile GIS Data from City and Provincial Sources
- Task 4 - City Mapping Projects & Web Applications
- Task 5 - Map Services for the Public



Task 2 - Setting up the Infrastructure

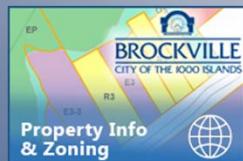
Cloud Environment and the Internal Enterprise Network Environment



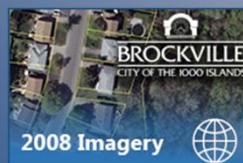
GIS Application Examples



- Public Application
- Show cases the Islands
- Steps through each Island to highlight features



- Login Secured Application
- Contains Property Information from MPAC, ownership
- Can be used for Notification
- Available to staff as a interim solution as Enterprise GIS is constructed
- Logins and Training can be provided



- Public Application
- Shows property Boundaries and Imagery
- Basic property information - address



Task 3 - Technical Committee Formulation

1st Meeting was held – December 17th 2015



- Technical staff from each department appointed by Directors are members of the committee
- GIS Project Goals and Priorities will be discussed and set by the committee
- The Committee will be one of the main channels for circulating information regarding the progress of GIS at the City of Brockville
- Technical Issues will be discussed and resolved
- Project sub-committees will branch out from this Committee
- It is suggested the meeting frequency be every 1-2 months and then taper to an as needed basis

Members:

Paul McMunn – Operations
Andrew McGinnis – Planning
Tom Reil – Police Services
Ghislain Pigeon - Fire

Steve Allen – Environmental Services
Randy Watson - Corporate Services
Tom Fournier – Police Services

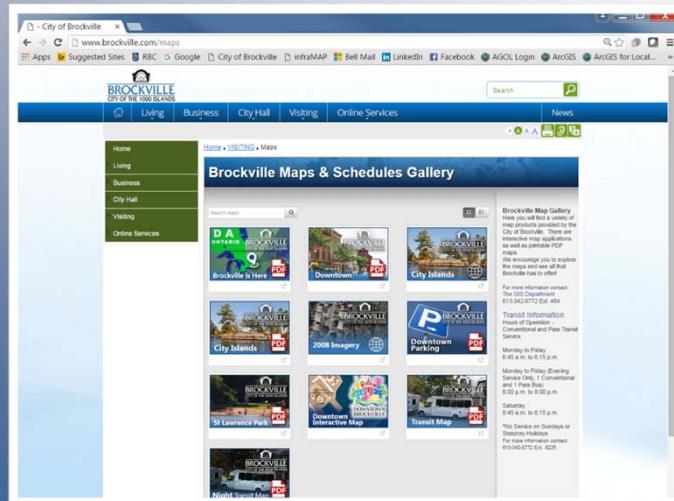
Task 4 - Compile GIS Data from City and Provincial Sources – Build the GIS Database

- Conversion of Engineering data into GIS Layers – Sewer data conversion
- Planning layers – Zoning, OP, Setbacks, Civic Addressing
- Provincial & CA data – Wetlands, Woodlands, Source Water Protection zones



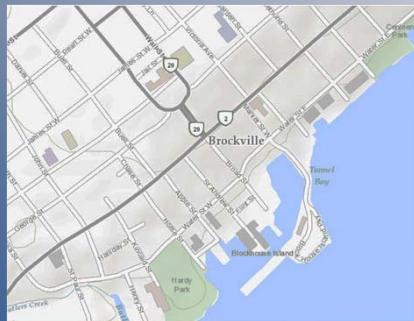
Task 5 – Mapping Projects

- Refresh some of the maps for the City website (below ↓)
- Maps for Economic Development
- Brockville Tourism – Updating the Visitor Map – some revenue generation \$
- Update for Brockville Police – mapping in Dispatch System



Improve Base Mapping for Brockville Joined the Community Maps Program

- Tiled basemap service available to everyone
- Benefit to the City is that our data is served up and available for us to use too
- No cost to join or use the service - **FREE**
- GIS data contributed by authoritative sources i.e. Governments
- City of Brockville has joined Community Maps
- We have not yet provided data
- Data to contribute should be discussed by departments



Wednesday, January 20th, 2016

Dear Prime Minister Justin Trudeau,
Canadian Minister of Youth,

RE: Prime Minister's Youth Advisory Committee

I write you today as the chair of Brockville's Youth Advisory Committee, in an effort to address concerns with the suggested format of your Prime Minister's Youth Advisory Committee. According to the proposed guidelines that we have been made aware of, your committee's format targets youth under twenty-four years of age. This is of particular concern to us because the federal designation of youth is understood to be those thirty years and under, which is the same definition that we have adopted at the city of Brockville.

This is considerably challenging to us because by adopting guidelines based on the pre-existing federal guidelines for youth, we have in effect limited opportunities for our Brockville Youth Advisory Committee members from applying or being recommended for a position on your committee. This creates a distinct challenge that points to a lack of continuity, federally. We have based our committee's guidelines on one Canadian definition, and now a new consideration has outdated our process in the eyes of the new federal government.

While this is more a point of information than anything else, I speak for my committee when I say that we would urge you to reconsider the proposed guidelines for your new committee and not limit the participant ages to twenty-four and under, to better reflect that standing definition of youth. We have a tremendous committee of thoughtful young professionals and concerned citizens, myself included, who would all make considerable contributions to your committee.

We appreciate your time, and would politely ask that you provide us with follow-up correspondence.

Thank you for your time,

Leigh Bursey
Brockville City Councillor
Chair, Brockville Youth Advisory Committee

FEBRUARY 8, 2016

REPORT TO FINANCE/ADMINISTRATION/OPERATIONS – FEBRUARY 16, 2016

2016-017-02

**PARKING RESERVE ALLOCATION
AQUATARIUM PARKING**

**B. CASSELMAN
CITY MANAGER
L. WHITE
MANAGER STRATEGIC
INITIATIVES**

RECOMMENDATION:

That Council authorize the allocation of \$51,788 from the Parking Reserve Fund to finance parking systems/signage at the Aquatarium.

PURPOSE:

The purpose of this report is to seek Council's authorization to allocate funds from the Parking Reserve Fund to finance parking systems and signs for Aquatarium Parking.

BACKGROUND:

On May 27, 2014, Council authorized the execution of a tripartite Operating Agreement between the City of Brockville, Aquatarium not-for-profit and TSL.

Section 1.5 (f) of the Operating Agreement states:

"The City agrees to provide for the initial installation of the pay/display machines, parking meters, printing and signage associated with the Aquatarium Parking Units and Additional Parking Spaces."

ANALYSIS:

The Aquatarium currently has 50 indoor parking garage and 5 outdoor spaces. The Beer Store property will allow for approximately 45 spaces by the spring of 2017. The net revenues from the 100 parking spaces will support the annual sustainability of the Aquatarium.

POLICY IMPLICATIONS:

There are no policy implications.

Report 2016-017-02
 Parking Reserve Allocation – Aquatarium Parking

FINANCIAL IMPLICATIONS:

There is currently a balance of \$483,560 in the Parking Reserve Fund.

The table below reflects the costs to date:

Vendor	Description	Net Cost
Maximum Signs	Signage for indoor parking	389
Cale Systems	Parking system for indoor parking	24,146
JJ McKay	Parking system for indoor parking	9,260
JJ McKay	Parking meters for outdoor parking	4,458
Thompson	Electrical work for indoor parking system	13,250
JJ McKay	Set up costs for indoor parking system	285
		\$51,788

CONCLUSION:

Council authorization is required for the use of any Reserve Funds. The allocation outlined in this report will fulfill a previous financial commitment made by the City of Brockville with respect to funding Aquatarium parking systems/signage.


 L. White
 Manager Strategic Initiatives


 B. Casselman
 City Manager

February 4, 2016

Report to Finance, Administration and Operations Committee
February 16th, 2016

2016-024-02
Brockville Police Reserve

S. Fraser
Chief of Police

Recommended

THAT Council authorize the establishment of the "Brockville Police Reserve".

Purpose

The Brockville Police are proposing that surplus revenue generated be directed to the Brockville Police Reserve. Surplus revenue, when available, will be directed into this Reserve until it reaches \$1 million dollars. Due to the unpredictability of revenue sources the Reserve will help mitigate the risk of future volatility. Examples of revenue could include paid duty events and criminal record checks.

Background

In 2012 the Mayor, supported by council, entered into a process to ascertain if there was a manner in which policing could be provided for less money in Brockville. The Brockville Police established a cost savings committee which consisted of members of the police service and members of the Police Services Board. The results of the committee were multi-faceted and included a number of initiatives enabling the Brockville Police to reduce costs. In 2014 and 2015 the Brockville Police delivered with negative budgets and clearly demonstrated their ability to reduce costs.

The Brockville Police have also established several areas in which revenue can be generated. Two of these areas are paid duties and criminal record checks. As a result of an extraordinary year, the Brockville Police were in a position to establish a surplus in 2015 of approximately \$591,000.00 dollars. This surplus is in contrast to 2014 which totaled \$282,000.00 dollars.

In keeping with council's vision of reducing costs, the Brockville Police are seeking the 2015 surplus to be directed to a Brockville Police Reserve. This reserve request will assist in maintaining a sustainable, effective and cost efficient police service for the taxpayers of Brockville. This is the next step in cost savings strategies undertaken by the Brockville Police.

Conclusion

Council has sent the Brockville Police a clear message that they want to observe sustainability and savings in the delivery of policing services. The Brockville Police have worked on reducing policing costs over the past three years and are continuing

2016-024-02

Brockville Police Reserve

Page 2

with strategies to ensure a stable and balanced police budget. The establishment of a Brockville Police Reserve is requested as the next phase in providing a cost effective police service to the community.


S. Fraser
Chief of Police


D. Dick, CPA, CA
Director of Corporate Services

B. Casselman
City Manager

MARCH 8, 2016

REPORT TO FINANCE ADMIN. & OPERATIONS COMMITTEE – MARCH 15, 2016

2016-031-03

TENDER E2016-01

**SUPPLY OF GASOLINE &
DIESEL FUEL**

M.M. McNISH

INVENTORY/PAYROLL CLERK

A. J. ROSSETTI

SUPERVISOR, FLEET & SUPPORT SERVICES

C.J. COSGROVE, P.ENG.

DIRECTOR OF OPERATIONS

RECOMMENDATION

THAT the tender from MacEwen Petroleum Inc. for the supply of gasoline and diesel fuel for the period April 1, 2016 to March 31, 2018 be accepted; and

THAT the expenditures be charged to Account 01-5-212146-2530.

PURPOSE

The current fuel supply contract ends March 31, 2016. Accordingly, Operations Staff initiated a tender for a new fuel supply contract.

BACKGROUND/ANALYSIS

In March 2016 tenders were called for the Supply of Gasoline and Diesel Fuel. All companies were issued a base (sample) price per litre from the Oil Buyer's Guide Ottawa Daily Rack (as of February 9, 2016) of \$0.8904 (unleaded) and \$0.8624 (diesel) including Federal and Provincial Excise Taxes. Tenders were sent to the following companies:

- W. O. Stinson & Son Ltd., Gloucester, ON
- MacEwen Petroleum Inc., Brockville, ON
- CST Canada Co. Belleville, ON
- McKeown & Woods Fuel, Napanee, ON

Tenders were opened at 12:00PM on Wednesday, March 2, 2016 with the following results:

<u>Company</u>	Regular Unleaded	Clear Diesel	Firm Discount Per Litre (if applicable)	Net Price Per Litre (HST extra)
1) MacEwen Petroluem Inc.	\$0.8904	\$0.8624	(\$ 0.0175)	\$0.8904/\$0.8624
2) W.O Stinson	\$0.8919	\$0.8639	(\$0.0160)	\$0.8919/\$0.8639
3) CST Canada Co.	\$0.9038	\$0.8788	(\$0.0041)	\$0.9038/\$0.8788

2016-031-03

Tender E2016-01 Supply of Gasoline & Diesel Fuel

Page 2 of 2

All prices quoted are per litre (including the company discount), including applicable taxes, with the exception of HST. Tenders have been reviewed and found to be in order.

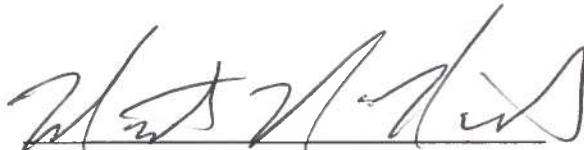
MacEwen Petroleum Inc. has tendered the lowest pricing for Regular Unleaded Gasoline and Clear Diesel. Please note that the actual price paid for fuel will fluctuate as the base price per litre fluctuates.

POLICY IMPLICATIONS

As per Budgetary Control and Purchasing By-Law 090-2005.

FINANCIAL CONSIDERATIONS

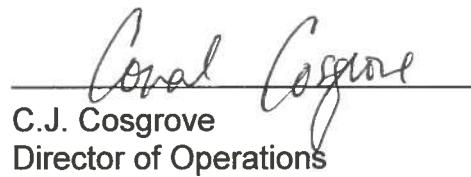
The stock is purchased against Inventory Account 01-1-909209-9209 and subsequently expensed against Account 01-5-212146-2530. The 2016 budget was built using \$0.95 per litre of unleaded gasoline and \$0.95 per litre for clear diesel. The average price from January to December 2015 was \$0.88 per litre for unleaded gasoline and \$0.88 per litre for clear diesel.



M.M. McNish
Inventory/Payroll Clerk



A.J. Rossetti
Supervisor, Fleet & Support Services



C.J. Cosgrove
Director of Operations



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

10 MARCH 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 15, 2016

2016-035-03

**Q2016-03 PURCHASE OF A
FRONT LINE PATROL VEHICLE**

**M.C. CARRIERE
FLEET MAINTENANCE FOREMAN
A.J. ROSSETTI
SUPERVISOR, FLEET & SUPPORT SERVICES
C.J. COSGROVE, P. ENG
DIRECTOR OF OPERATIONS
S. FRASER
POLICE CHIEF**

RECOMMENDED

THAT the quotation from Riverside Chevrolet Buick GMC Ltd., Brockville, Ontario, in the amount of forty-three thousand seven hundred sixty-six dollars and three cents (\$43,766.03) including HST for the purchase of a 2016 Chevrolet Tahoe Two Wheel Drive Police Package, Four Door SUV vehicle be accepted; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902022-9391.

BACKGROUND

The replacement of this unit for Brockville Police Services is an approved item in the Fleet Management Program, Item 6.1 in the 2016 Capital Budget.

ANALYSIS/OPTIONS

In February 2016, Quotation Q2016-03 for the above stated unit was issued with the following results:

- | | |
|---|-------------|
| 1. Gananoque Chevrolet Buick GMC Cadillac, Gananoque, ON..... | \$44,509.57 |
| 2. Riverside Buick GMC, Prescott, ON..... | \$43,857.56 |
| 3. Riverside Chevrolet Buick GMC Ltd., Brockville, ON..... | \$43,766.03 |

The amounts quoted include taxes. Licence and registration costs are extra. Quotations have been verified.

The replacement of a front line police vehicle is necessary to maintain the level of service required to meet operational health and safety concerns of Brockville Police Services enabling the provision of adequate and effective protection to our community. This recommendation is based on the requirements of Brockville Police Services for front line

2016-035-03

Q2016-03, Purchase of a Front Line Patrol Vehicle

Page 2

patrol units that are utilized 24/7. The Tahoe has become the City's standard front line patrol vehicle as the Crown Victoria model is no longer available for police services.

The cost increase of this unit is due to the devalued Canadian dollar.

POLICY IMPLICATIONS

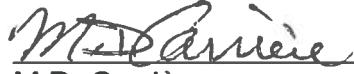
As per Purchasing By-law 090-2005, Council approval is required when bids received are over the budgeted amount.

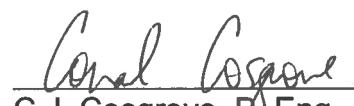
FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$37,000 for the new front line patrol vehicle. The 2016 model, with a purchase price of \$39,412.67 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$43,766.03), meets the specifications and requirement for Brockville Police Services. An estimated over expenditure of \$2,412.67 will be offset by reducing the 2016 police specialized equipment by this amount. The list price for this vehicle before the Police Co-Op Purchasing Group and the Fleet Incentive Program is \$51,600.

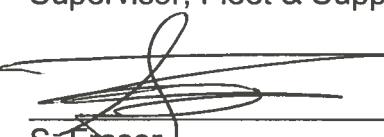
CONCLUSION

The Operations Department – Fleet & Support Services and Brockville Police Services recommend the purchase of the 2016 Chevrolet Tahoe for Brockville Police Services from Riverside Chevrolet Buick GMC Ltd., Brockville, Ontario.


M.D. Carrière
Fleet Maintenance Foreman


C.J. Cosgrove, P. Eng.
Director of Operations


A. Rossetti
Supervisor, Fleet & Support Services


S. Fraser
Police Chief

2016-035-03

Q2016-03, Purchase of a Front Line Patrol Vehicle

Page 3



D. Dick, CPA, CA
Director of Corporate Services



B. Casselman
City Manager

10 MARCH 2016

REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 15, 2016

2016-036-03	M.C. CARRIERE
Q2016-02 PURCHASE OF AN	FLEET MAINTENANCE FOREMAN
ADMINISTRATION EMERGENCY	A.J. ROSSETTI
RESPONSE AND COMMAND	SUPERVISOR, FLEET & SUPPORT SERVICES
VEHICLE	C.J. COSGROVE, P. ENG
	DIRECTOR OF OPERATIONS
	R. RAYNER
	DEPUTY CHIEF, FIRE
	G. PIGEON
	FIRE CHIEF

RECOMMENDED

THAT the quotation from Riverside Chevrolet Buick GMC Ltd., Brockville, Ontario, in the amount of forty-seven thousand six hundred twenty-nine dollars and fifty cents (\$47,629.50) including HST for the purchase of a 2016 Chevrolet Tahoe, Four Wheel Drive, Four Door, SUV vehicle be accepted; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902021-9391.

BACKGROUND

The replacement of the unit for the Brockville Fire Department is an approved item in the Fleet Management Program, Item 6.1 in the 2016 Capital Budget.

ANALYSIS/OPTIONS

In February 2016, Quotation Q2016-02 for the above stated unit was issued with the following results:

1. Gananoque Chevrolet Buick GMC Cadillac, Gananoque, ON.....\$49,426.20
2. Riverside Buick GMC, Prescott, ON.....\$47,721.03
3. Riverside Chevrolet Buick GMC Ltd., Brockville, ON.....\$47,629.50

The amounts quoted include taxes. Licence and registration costs are extra. Quotations have been verified.

The replacement of the administration emergency response and command vehicle is

2016-036-03

Q2016-02 Purchase of an Administration Emergency Response and Command Vehicle

Page 2

necessary to maintain the level of service required to meet operational health and safety concerns of the Fire Department, enabling the provision of adequate and effective fire protection to our community. The four wheel drive Tahoe meets personnel safety and visibility/recognition (colour, lighting and sound package) requirements, has sufficient interior space for storage of equipment and is able to handle all types of road conditions and demands of an emergency response vehicle on call 24/7.

The cost increase of this unit is due to the devalued Canadian dollar.

POLICY IMPLICATIONS

As per Purchasing By-law 090-2005, Council approval is required when bids received are over the budgeted amount.

FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$39,000 for the replacement of the Impala with a sport utility vehicle. The 2016 model, with a purchase price of \$42,891.84 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$47,629.50), meets the specifications and requirement of the Brockville Fire Department. An estimated over expenditure of \$3,891.84 will be offset by the 2016 fleet management program. Including the net cost of this unit, the total saving for vehicles and equipment purchases to date is \$33,753.71 (Schedule A).

CONCLUSION

The Operations Department – Fleet & Support Services and the Brockville Fire Department recommend the purchase of the 2016 Chevrolet Tahoe for the Brockville Fire Department from Riverside Chevrolet Buick GMC Ltd., Brockville, Ontario.



M.D. Carrière

Fleet Maintenance Foreman



A. Rossetti

Supervisor, Fleet & Support Services

2016-036-03

Q2016-02 Purchase of an Administration Emergency Response and Command Vehicle

Page 3

C.J. Cosgrove
C.J. Cosgrove, P. Eng.
Director of Operations

R. Rayner
R. Rayner
Deputy Fire Chief

D. Dick
D. Dick, CPA, CA
Director of Corporate Services

G. Pigeon
G. Pigeon
Fire Chief

B. Casselman
B. Casselman
City Manager



**FLEET & SUPPORT SERVICES DIVISION
SUMMARY OF 2016 FLEET TENDER/QUOTATION PURCHASES
FOR FLEET, WATER & SEWER RESERVE
AS OF MARCH 9, 2016**

Schedule A

TENDER/ QUOTATION NUMBER	DESCRIPTION	2016 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
Q2015-01	HOLDER TRACTOR/WITH PLOW/SANDER	\$134,290	\$94,230.78	\$40,059.22
Q2015-02	IMPALA - FIRE (REPLACE WITH SUV)	39,000	42,891.84	-\$3,891.84
Q2016-03	PATROL VEHICLE	37,000	39,412.67	-2,412.67
SUB-TOTAL PURCHASES TO DATE		210,290	176,535.29	33,754.71
E2016-02	5 TON/SANDER/DUMP/PLOW TRUCK	305,469		
Q2016-01	STREET SWEEPER	260,000		
Q2016-04	PASSENGER BUS	91,000		
Q2016-04	PASSENGER BUS	91,000		
	1 TON DUMP TRUCK WITH SANDER BODY	93,722		
	PUMPER	600,000		
	TRAILER	8,500		
	BARGES - BODY WORK	16,000		
	ICE RESURFACER	100,000		
	TIRE CHANGER/BALANCER	19,000		
	WELDER	3,600		
SUB-TOTAL		1,798,581	176,535.29	33,754.71
EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS		53,000		
POLICE - SPECIALIZED EQUIPMENT		20,085		
SUBTOTAL OF EQUIPMENT		73,085	0.00	
SMALL EQUIPMENT		43,551		
TOTAL PURCHASES TO DATE		1,915,217		33,754.71
Adjustment – Due to Rounding.		3		-1
TOTAL SURPLUS/DEFICIT OF 2016 FLEET PURCHASES		\$1,915,220	\$176,535.29	\$33,753.71

March 9, 2016

REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE – March 15, 2016

2016-032-03

WATER AND WASTEWATER RATES FOR 2016/17 FISCAL PERIOD

**DAVID DICK, CPA, CA
DIRECTOR OF CORPORATE SERVICES**

**LYNDA FERGUSON, CPA, CGA
MANAGER OF FINANCE**

MATTHEW WING, FINANCIAL ANALYST

RECOMMENDATION

That council approve the water rates and the respective wastewater surcharge for the fiscal period April 01, 2016 to March 31, 2017.

BACKGROUND

In early 2014, council directed staff to develop a new water and wastewater rate structure that would eliminate a number of perceived inequities within the existing system. The primary concern from the business community was the lack of comparability of charges within that sector due to the inconsistent treatment of the methodology of charging fire protection charges.

Within the mandate given to staff a number of objectives and goals were to be attained including ensuring the level of water and wastewater revenues remain consistent, the relative amount collected from each user remains relatively constant and the level of overall revenues collected from residential and non-residential users remains relatively constant.

Staff has spent many hours working on different pricing models to ensure the overall goals and objectives have been met and have adjusted the various level of variable rates and sewer surcharges to ensure these goals have been obtained.

The approved budget for 2016 is summarized in Attachment 1, with the net requirement for the water system established at \$3,757,007 and \$4,639,994 for the wastewater system. These revenue requirements compare to the overall requirement for 2015 favourably with a net increase in overall requirement of \$50,757.

Report 2016-032-03
Water and Wastewater Rates for 2015/16 fiscal period

Specific rates being proposed for 2016 are listed in attachment 2. Council will note that both the flat and variable rates being proposed have increased relative to the 2015 rates charged. These increases have been offset by the elimination of fire protection charges as well as a reduction in the sewer surcharge on both the residential and non-residential user groups.

Attachment 3 provides a comparison of estimated revenues to be collected based on 2014 levels of consumption and the proposed rates for 2016. Given these parameters, overall revenues from water would exceed requirement by \$4,681 and \$7,464 from wastewater. We are expecting a decrease in overall consumption due to consumer education, changing of old meters and technology changes that might suggest slightly lower consumption levels than those from 2014.

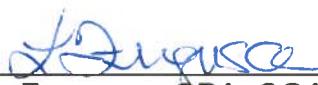
As discussed earlier, one of the main objectives of the change in rate structure was to minimize any significant increases to billings for users of the system. We have been able to offset these increases through use of reserves and reserve funds. The proposed rates provide for overall increase in revenues from the residential sector of \$71,000 with 71% of this user group experiencing quarterly increases of \$4.00 or less. The same analysis shows an overall decrease in the ICI sector of approximately \$30,000.

CONCLUSION

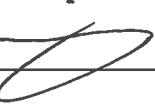
The rate structure being proposed by staff will provide sufficient revenues to support the approved level of expenditures while maintaining individual rate increases that are well within inflationary expectations.



D. Dick, CPA, CA
Director of Corporate Services



L. Ferguson, CPA, CGA
Manager of Finance



M. Wing
Financial Analyst



B. Casselman
City Manager

2016/17 Water and Wastewater budgets

	Water	Wastewater	Total
Approved Budget	4,509,740	5,582,186	10,091,926
Less			
Brock Street from FGT	<u>(120,000)</u>	<u>-</u>	<u>(120,000)</u>
	4,389,740	5,582,186	9,971,926
Reserves/Reserve Funds	-	(815,000)	(815,000)
Multi residential charges	(297,042)	0	(297,042)
Flat Rate Charges	(13,000)	(17,428)	(30,428)
Fire Protection (3 months)	(132,724)	-	(132,724)
Elizabethtown	(72,500)	-	(72,500)
Other	<u>(117,467)</u>	<u>(109,764)</u>	<u>(227,231)</u>
Amount to be raised from rates	<u>3,757,007</u>	<u>4,639,994</u>	<u>8,397,001</u>
2015 rate requirement	<u>3,562,728</u>	<u>4,783,516</u>	<u>8,346,244</u>
Year over year change	<u>194,279</u>	<u>(143,522)</u>	<u>50,757</u>
%	5.45%	-3.00%	0.61%

Rates for 2016/17 water and Wastewater Budgets

Residential rates per quarter	2016/17	2015/16
Flat rate for 5/8" meter	17.75	15.14
First 27m ³	-	-
>27m ³	1.12%	
1st 227m ³	-	.883m ³
Next 909m ³	-	.568m ³
>1,163	-	.453m ³
Fire Protection	-	3.63
Sewer Surcharge	127%	158.24%

Commercial rates per month

Flat rate	17.75	15.14
1st 500	1.2m ³	
Next 500	.87m ³	
Next 2,500	.62m ³	
3,501 - 10,000	.72m ³	
>13,500	.4m ³	
Fire Protection	-	1.18-1,271
Sewer Surcharge	93%	158.24%

Revenues	Water	Wastewater	Total
Revenues required	3,757,007	4,639,994	8,397,001
Revenues generated	<u>3,761,688</u>	<u>4,647,458</u>	<u>8,409,146</u>
	<u>4,681</u>	<u>7,464</u>	<u>12,145</u>

Impact on users

Residential

# of customers	Average 1/4ly Increase	Consumption levels
3413	-0.05	0-27m3
933	<\$2.00	28-34m3
927	\$2.00-\$4.00	35-42m3
1410	\$4.00-\$10.00	43-65m3
714	>\$10.00	>65m3

Overall net increase based on 2014 consumption is \$75,051

ICI

# of increases	199	\$171,703
# of decreases	116	\$198,604
Increases. \$1,000	70	
Decreases > \$1,000	49	

March 8, 2016

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – March 15, 2016

2016-033-03

**2015 COUNCIL REMUNERATION & EXPENSES
FILE: F09-03**

**D. DICK
DIRECTOR OF CORPORATE
SERVICES
L.FERGUSON
MANAGER OF FINANCE
C. WARD
FINANCIAL ANALYST - GENERAL**

RECOMMENDED

THAT Council receive the Treasurer's Report on 2015 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2016-033-03].

PURPOSE

To identify the 2015 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

BACKGROUND/POLICY IMPLICATIONS

Section 284(1) of the *Municipal Act* requires the treasurer to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to members of Council and persons appointed to Boards by the City.

The remuneration or expenses are authorized to be paid as per City By-Law 122-2006.

Pursuant to Section 284 (4) of the *Municipal Act*, the statements which are attached to this report are deemed public records despite the *Municipal Freedom of Information and Protection of Privacy Act*.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONCLUSION

This report fulfills the City's requirement under Section 284 (1) of the Municipal Act.

Report 2016-033-03
2015 Council Remuneration and Expenses

Page 2

Christine Ward

C. Ward
Financial Analyst - General



D. Dick CPA, CA
Director of Corporate Services

L. Ferguson

L. Ferguson, CPA, CGA
Manager of Finance



B. Casselman
City Manager



Attachment 1

to Report 2016-033-03

**Members of Council
City of Brockville**
Statement of Remuneration and Expenses Paid
As at December 31, 2015

Name	Honorarium	Expense Allowance	Expenses Paid	Total Paid	Credits	Total
David Henderson	26,348.75	13,114.01	19,965.38	59,428.14		59,428.14
Jason Baker	11,690.69	5,784.99		17,475.68		17,475.68
Thomas Blanchard	11,690.69	5,784.99		17,475.68		17,475.68
Leigh Bursey	11,690.69	5,784.99	2,074.29	19,549.97		19,549.97
Philip Deery	11,690.69	5,784.99	1,299.31	18,774.99	359.04 ¹	18,415.95
Jeff Earle	11,690.69	5,784.99		17,475.68		17,475.68
Jane Fullerton	11,690.69	5,784.99	50.88	17,526.56		17,526.56
Mike Kalivas	11,690.69	5,784.99		17,475.68		17,475.68
David LeSueur	11,690.69	5,784.99	2,672.10	20,147.78	83.52 ²	20,064.26
	119,874.27	59,393.93	26,061.96	205,330.16	442.56	204,887.60

1. This was paid directly to the City by the Cataraqui Region Conservation Authority for meetings attended by Councillor Deery.

2. This was paid directly to the City by the Cataraqui Region Conservation Authority for meetings attended by Councillor LeSueur.

**ANALYSIS OF REMUNERATION AND EXPENSES PAID
FOR THE YEAR ENDED DECEMBER 31, 2015**

COUNCIL MEMBER	EXPLANATION	HONORARIUM	EXPENSE ALLOWANCE	EXPENSES PAID	TOTAL RECEIVED
Mayor Henderson	City Council Office supplies Cellular and paging Conference registrations Transportation Travel accommodations Business/Travel meals Goodwill Fundraising events	26,348.75	13,114.01		39,462.76
				2,494.83 877.48 2,598.22 3,552.04 4,199.34 2,255.37 2,943.25 1,044.85	
					19,965.38
Councillor Baker	City Council	11,690.69	5,784.99		17,475.68
Councillor Blanchard	City Council	11,690.69	5,784.99		17,475.68
Councillor Bursey	City Council Conferences (registration, hotel, meals, travel) Office expenses Brockville Chamber functions	11,690.69	5,784.99	1,893.1 133.68 47.51	17,475.68 1,893.10 133.68 47.51
Councillor Deery	City Council Conferences (registration, hotel, meals, travel)	11,690.69	5,784.99	1,299.31	17,475.68 1,299.31
Councillor Earle	City Council	11,690.69	5,784.99		17,475.68
Councillor Fullerton	City Council 2015 Women's Day Dinner	11,690.69	5,784.99	50.88	17,475.68 50.88
Councillor Kalivas	City Council	11,690.69	5,784.99		17,475.68
Councillor LeSueur	City Council Conferences (registration, hotel, meals, travel)	11,690.69	5,784.99	2,672.10	17,475.68 2,672.10

**AMOUNT PAID TO OR ON BEHALF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS
FOR THE YEAR ENDED DECEMBER 31, 2015**

CITIZEN	BOARD	DESCRIPTION	AMOUNT
<u>Police Board</u>			
No honorariums paid to Mayor or Council			
King Yee Jr	Police Services Board	Honorarium	1,510.00
		PAO Labour Conference	848.13
Wendy Cuthbert	Police Services Board	Honorarium	1,510.00
		OAPSB Conference	892.11
Sonya Jodoin	Police Services Board	Honorarium	1,510.00
		OAPSB Conference	1,132.95
<u>Committee of Adjustment</u>			
Hugh Bates	Committee of Adjustment	Honorarium	495.00
Winston Rogers	Committee of Adjustment	Honorarium	495.00
David Cody	Committee of Adjustment	Honorarium	495.00
<u>Brockville Public Library</u>			
Nancy Bowman	Public Library Board	Conference accommodation	429.64
Jennifer Cullen	Public Library Board	Mileage	144.00
Cathy TeKamp	Public Library Board	Conference travel and registration	454.58

February 8, 2016

**Report to Finance, Administration and Operations – February 16,
2016**

2016-023-02

**Record Retention and
Destruction Classification**

**S. MacDonald
City Clerk
L. Murray
Deputy City Clerk**

Recommended

THAT Report number 2016-023-02 regarding the retention and destruction of corporate records be received; and

THAT the attached draft By-law be brought forward for consideration; and

THAT By-law 005-1991 be repealed.

Background

Proper municipal record keeping is essential for the effective day to day operation of a municipality. It allows for easy access to the records and for the identification and protection of vital records; as well as fulfilling statutory obligations under the *Municipal Act, Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and other provincial and federal legislation.

The statutory obligations of municipalities with respect to record keeping are set out in the *Municipal Act, 2001* are the following:

- the public's right to inspect records under the control of the Clerk (Section 253);
- the obligation of municipalities (and municipal boards) to retain records in a secure and accessible manner (Section 254); and
- the provision that municipal records may only be destroyed in accordance with established retention periods (Section 255).

Analysis/Options

Every day the Corporation of the City of Brockville produces and receives large numbers of documents as it carries out its work. These documents record planning, communications, decisions and countless transactions involving and affecting citizens, other governments and private organizations.

Reliable records are needed by the municipality to function effectively. They also provide important evidence of actions taken and decisions made by public officials, and allow government to account for its actions.

Ultimately, those records deemed to have continuing value will form part of the Corporation's permanent unique and irreplaceable records.

Records are defined as recorded information in any form, created or received in the conduct of business and kept as evidence of activities and transactions.

This definition emphasizes the purpose, rather than the physical form or medium of records. The definition includes traditional paper records and records in all other forms, including electronic.

Records contain information that is needed for the day to day work of government. Their purpose is to provide reliable evidence of, and information about, 'who, what, when, and why' something happened.

In some cases, the requirement to keep certain records is clearly defined by law, regulation or professional practice. More often, recordkeeping is a matter of policy and good business practice, developed over time and "built into" work processes, to ensure that the organization can:

- refer to records of past transactions in order to perform subsequent actions;
- produce evidence of financial or contractual obligations, to avoid dispute or protect against legal liability;
- draw on evidence of past events to make informed decisions for the present and future; and
- account for its actions and decisions when required to do so.

The records of government also help to protect individual rights and entitlements, safeguard the public interest, and contribute to the historical record of the City's personal and collective experience.

Records management has to do with making sure records are organized, protected and controlled so that they can be effectively used over time. Its purpose is to ensure that:

- the integrity of the records is maintained as long as they are required

Report 2016-023-02**Record Retention and Destruction Classification****Page 3**

- related records are meaningfully linked
- records can be easily located and retrieved
- access to records is controlled and authorized
- the most appropriate methods of capturing and maintaining records are used
- records are systematically retained for pre-defined periods of time and disposed of according to approved records schedules
- information about the records kept by the organization is maintained for internal and public uses
- records management actions - including retention and disposal of records are documented for audit and accountability purposes
- records of continuing value to the organization and society can be systematically identified at the earliest stage, and their preservation planned and provided for.

Good records management is also essential to meet the requirements of *The Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

The City adopted the current Records Retention By-law in 1991. Since then there have been numerous changes to federal and provincial statutes and regulations.

In addition, the City operates under The Ontario Municipal Records Management System (TOMRMS) which is a standardized classification system specifically designed for municipal records.

Every year the City receives an update to this classification system and is recommending that the attached schedule "A" be received and form part of By-law 023-2016.

Policy Implications

Other than a few retention periods that may have changed there are no policy implications at this time.

Financial Considerations

There are no additional costs to be incurred by the City implementing the new Records Retention By-law.

Report 2016-023-02

Record Retention and Destruction Classification

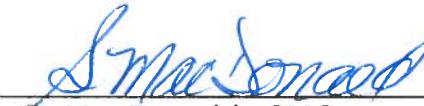
Page 4

Conclusion

By updating the Records Retention By-law the City will adhere to current statutory obligations with respect to the retention of municipal records.



L. Murray
Deputy City Clerk



S. MacDonald, CMO
City Clerk



B. Casselman
City Manager

Corporation of the City of Brockville

By-law Number 0xx-2016

A By-law to provide for the classification, retention and destruction of the records of the City of Brockville and to repeal

By-law No. 005-1991

Whereas Section 255 of the Municipal Act 2001, S.O. 2001, c. 25, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

And Whereas the Council of the City of Brockville deems it desirable to establish retention periods for the records of the municipality by enactment of this by-law;

Now Therefore the Council of The Corporation of the City of Brockville enacts as follows:

1. Definitions

- a) Auditor means the person or firm appointed by the Council of the City of Brockville from time to time to perform the annual audit of the records of the City of Brockville
- b) City shall mean the Corporation of the City of Brockville
- c) Classification (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme
- d) Clerk means the Clerk of the City of Brockville, or his/her designate
- e) Destroy means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE See also the definition for expungement
- f) Disposition with respect to records means a range of processes, associated actions, implementation, retention, destruction, loss, or transfer of custody or ownership that are documented in disposition authorities or other instruments

- g) Expungement means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record NOTE: See also the definition for destroy
- h) Files has the same meaning as "records" and may be used interchangeably
- i) Information database (electronic) means an organized collection of information, of a particular subject or multi-disciplinary subject areas. The information of an information database can be searched and retrieved electronically
- j) Medium/media means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved, and which is nonvolatile in nature
- k) Official records means recorded information in any format or medium that documents the company's business activities, rights, obligations or responsibilities or recorded information that was created, received distributed or maintained by the company in compliance with a legal obligation
- l) Orphan Data means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable
- m) Records means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, LaserFiche, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records"
- n) Record Destruction Certificate means form to be completed prior to destruction of any records (Schedule "B" to this by-law)
- o) Records Management Coordinator means the Records Management Coordinator as designated by the Clerk
- p) Retention period means the period of time during which records must be kept by the City before they may be disposed of

- q) Retention schedule means a control document that describes the City's records at a classification level, and indicates the length of time that each classification shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the City's records
- r) Transitory records means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of City policy or programs, such as:
 - i) copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
 - ii) information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
 - iii) preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
 - iv) duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
 - v) voice-mail messages;
 - vi) e-mail messages and other communications that do not relate to City business;
 - vii) copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
 - viii) duplicate stocks of obsolete publications, pamphlets or blank forms;
 - ix) unsolicited advertising materials, including brochures, company profiles and price lists.

Transitory records are not required to meet statutory obligations or to sustain administrative or operational functions.

After a final record has been produced and incorporated into the regular filing system, the working materials involved may become superseded or obsolete transitory records and may be destroyed unless otherwise legislated or specified in the records retention schedule.

Working materials which are required for ongoing legal, fiscal, audit, administrative or operational purposes are not transitory records.

2. Policy Statement

The records and information holdings of the Corporation of the City of Brockville are valuable corporate assets needed to support effective decision making, meet operational requirements, protect legal, fiscal and other interests of the City, and to adhere to the requirements of the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

3. Retention Schedule

- a) The records retention schedule attached hereto as Schedule "A", forms part of this by-law.
- b) The Records Management Coordinator shall administer this by-law and shall ensure that the retention periods set out in Schedule "A" attached hereto comply with all relevant legal requirements for records retention.
- c) In determining the retention periods for any records, the Records Management Coordinator shall consider, in consultation with other City employees where appropriate:
 - i. The operational nature of the records, including the period of time during which the City uses the records to perform its functions;
 - ii. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;

- iii. The fiscal nature of the records, including the period of time necessary for audit or tax purposes;
- iv. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the City.

4. Employee Responsibilities

All City employees who create, work with or manage records shall:

- i. Comply with the retention periods as specified in Schedule "A" attached hereto;
- ii. Ensure that official records in their custody or control are protected from inadvertent destruction or damage;
- iii. Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

5. Records Management Coordinator

The Records Management Coordinator shall:

- i. Develop and administer policies and establish and administer procedures for the City's records management program;
- ii. Annually review and make recommendations with respect to this by-law, including Schedule "A" attached hereto;
- iii. Ensure that official records are preserved and disposed of in accordance with Schedule "A" attached hereto; and,
- iv. Ensure that all destruction certificates prepared pursuant to Subsection (a) of Section 5 of this by-law and all destruction certificates prepared pursuant to Subsection (f) of Section 5 of this by-law are preserved.

6. Disposition Of Records

- a) The Records Management Coordinator shall notify the appropriate City department head or manager in writing of a scheduled destruction of records date.

- b) The City department head or manager shall provide the Records Management Coordinator with completed Records Destruction Certificates, before the scheduled disposition date.
- c) Prior to destruction of an information database (electronic) or orphan data, the following documents are required:
 1. a written description containing, to the extent that such information is available, the following:
 - a. the title of the system;
 - b. the identification of the department responsible for the creation or use of the data;
 - c. a brief description of the system's purpose;
 - d. where possible, a contents list of the information being destroyed; or
 - e. a brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
 - f. the name of the technical contact person who is responsible for documenting the system;
 2. an authorized Record Destruction Certificate signed by the signing authority (Clerk); and
 3. where applicable to satisfy the provisions of the *Federal Income Tax Act, Excise Tax Act, Employment Insurance Act* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
 4. after the destruction of an information database or orphan data, the signing authority (Clerk) must provide a Record Destruction Certificate to the Records Management Coordinator to provide an audit trail.
 - d) Where appropriate and taking into account the principles governing the disposition of official records, the Records Management Coordinator shall re-schedule the disposition of any records listed in the notice referred to in Subsection (b) of this Section for up to one year later than the scheduled disposition date.

- e) Re-scheduling the disposition of any records beyond a one year period requires written notice from the City department head or manager to the Records Management Coordinator for each additional year.
- f) When official records have been disposed of pursuant to this by-law, the Records Management Coordinator shall obtain written confirmation of such disposition.

7. Principles Governing the Destruction of Official Records

- a) The following principles govern the destruction of official records:
 - i. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
 - ii. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
 - iii. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.
- b) Official records in the custody or control of the City shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a Records Destruction Certificate.
- c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

7. Approval of By-Law

- a) This by-law shall not take effect until the City's auditor has approved it in writing.

8. Citing of By-Law

- a) This by-law may be cited as the "Records Retention By-law".

By-law No. 0xx-2016
Records Retention By-law

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Given under the Seal of the Corporation of the
City of Brockville and Passed this
____, day of February, 2016.

Mayor

Clerk

Auditor

Date

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	1 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Administration

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
A00	Administration - General	Originating	1	-	1		
A01	Associations and Organizations	Originating	1	-	1		
A02	Staff Committees and Meetings	Originating	1	3	4**		g076
A03	Computer Systems and Architecture Information	Finance	S	6	S+6		g033
A04	Conferences and Seminars	Originating	1	-	1**	archival review if sponsored by the Municipality	
A05	Consultants	Originating	2	-	2**		
A06	Inventory Control	Originating	1	5	6		g003, g030, g032
A07	Office Equipment and Furniture	Originating	E	-	E	E= Disposal of item	
A08	Office Services	Originating	1	-	1		
A09	Policies and Procedures	Originating	S	P	P**		g010, g030, g062, g076
A10	Records Management	Clerk's	S	-	S		g067
A11	Records	Clerk's	P	-	P		g067

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	2 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Administration

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
	Disposition						
A12	Telecommunications Systems	Originating	S	-	S		
A13	Travel and Accommodation	Originating	1	-	1		
A14	Uniforms and Clothing	Originating	S	-	S**		
A15	Vendors and Suppliers	Originating	2	-	2		
A16	Intergovernmental Relations	Originating	1	4	5**		
A17	Accessibility of Records (F.O.I.)	Clerk's	1	1	2 years		g071, g067
A18	Security	Originating	2	3	5		
A19	Facilities Construction and Renovations	Originating	E	2	E + 2** As built = until superseded	E = project finished	g015, g073, g059
A20	Building and Property Maintenance	Originating	2	3	5 Setup tests and manuals = Equipment removed + 1 year		g074, g100, g101, g059
A21	Facilities Bookings	Originating	1	-	1		
A22	Accessibility of Services	Clerk's	2	3	5	No legislated retention requirements	g010
A23	Information Systems Production	Finance	2	-	2		g033

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	3 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Administration							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
	Activity & Control						
A24	Access Control & Passwords	Finance	2	-	2		g033
A25	Performance Management/Quality Assurance	CAO	S	-	S**		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	4 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Council and By-Laws

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
C00	Council and By-Laws – General	Originating	1	-	1		
C01	By-Laws	Clerk's	P	-	P**	Copy retention S	
C02	By-Laws - Other Municipalities	Clerk's	S	-	S		
C03	Council Agenda	Clerk's	S	5	S+5		
C04	Council Minutes	Clerk's	P	-	P**	Copy retention 2 years Working notes 6 years	g091
C05	Council Committee Agenda	Clerk's	S	-	S		
C06	Council Committee Minutes	Clerk's	6	-	6**		g091
C07	Elections	Clerk's	E+4 Ballot = 120 days after voting or resolution of recount	-	E+4 Ballot = 120 days after voting or resolution of recount	E= day action took effect or voting day	g069, g070
C08	Goals and Objectives	Originating	S	-	S**		
C09	Motions and Resolutions	Clerk's	P	-	P**	Copy retention 1 year	g091
C10	Motions and	Clerk's	S	-	S		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	5 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Council and By-Laws

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
	Resolutions - Other Municipalities						
C11	Reports to Council	Clerk's	1	P	P**		
C12	Appointments to Boards and Committees	Clerk's	1	P	P**		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	6 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Development and Planning

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
D00	Development and Planning - General	Originating	1	-	1		
D01	Demographic Studies	Planning	5	5	10**		
D02	Economic Development	Planning	5	5	10**		
D03	Environment Planning	Planning	E+5		E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	g008, g036, g044, g089
D04	Residential Development	Planning	5	5	10**		
D05	Natural Resources	Planning	E+5	-	E+5**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5.	g044, g082
D06	Tourism Development	Planning	5	5	10**		
D07	Condominium Plans	Planning	5	P	P Applications = 2 years after final decision		g015
D08	Official Plans	Clerk's	S	P	P**	Copy retention S	g090
D09	Official Plan Amendment Applications	Planning	E+1	4	E+5	E= Final decision	g090

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	7 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Development and Planning

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
D10	Severances	Planning	E+1	4	E+5	E= Final decision	
D11	Site Plan Control	Planning	5	P	P	Application 2 years after final decision	
D12	Subdivision Plans	Planning	5	P	P	Application 2 years after final decision.	
D13	Variances	Planning	E+2	P	P	E= Final decision	
D14	Zoning	Planning	E+2	-	E+2	E= Final decision	
D15	Easements	Planning	E+1	5	E+6**	E= Termination of right	
D16	Encroachments	Planning	E+1	5	E+6**	E= Termination of right	
D17	Annexation/ Amalgamation	Clerk's	1	P	P**		
D18	Community Improvement Projects	Planning	E+1	5	E+6**	E= Completion of project	
D19	Municipal Addressing	Planning	S	10	S+10**		
D20	Reference Plans	Planning	S	P	P		
D21	Industrial/ Commercial Development	Planning	5	5	10**		g044
D22	Digital Mapping	Planning	S	-	S	Excludes actual data residing on these systems.	
D23	Agricultural Development	Planning	5	5	10**		
D24	Background Reports for Official Plan	Planning	E+1	4	E+5	E= Final Decision	

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
Section:	The schedule	Page:	8 of 30
Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
E00	Environmental Services	Originating	1	-	1		
E01	Sanitary Sewers	Works	C+1	-	C+1 Specifications = permanent		
E02	Storm Sewers	Works	C+1	-	C+1** Specifications = permanent		
E03	Treatment Plants	Works	5	-	5 Specifications = permanent		g015, g082
E04	Trees	Works	2	3	5		
E05	Air Quality Monitoring	Engineering	E+5	-	E+5** E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5		g008, g076, g089
E06	Utilities	Works	2	3	5**		
E07	Waste Management	Works	2 or Cease to apply + 2	8	10 or cease to apply + 10** Hazardous waste sites records – depot ceases to operate + 2		g008, g009, g037, g038, g039, g040, g041, g042, g089, g112

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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All numbers in retention columns refer to years unless otherwise specified

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Primary Heading: Environmental Services

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
E08	Water Works	Works	1	14 Specifications =P	15 Specifications =P		g008, g089, g082, g108, g111
E09	Drains	Works	E+1	-	E+1** Specifications =P	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing.	
E10	Pits and Quarries	Works	2	3 Specifications =P	5** Specifications =P	Specifications are kept for the life of the pit or quarry.	
E11	Nutrient Management	Works	2	3	5**		
E12	Private Sewage Disposal Systems	Works	2	3 Specifications =P	5** Specifications =P		
E13	Water Monitoring	Engineering	2	13	15		g008, g082, g089, g108, g110, g111
E14	Water Sampling	Engineering	2	13	15		g008, g082, g089, g108,

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Primary Heading: Environmental Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
							g111, g110,
E15	Chemical Sampling of Water	Engineering	2	13	15		g008, g089, g108, g111, g110,
E16	Backflow Prevention and Cross Connection Control	Engineering	2	13	15		g008, g089, g082, g108, g111, g110,
E17	Energy Management		E+1	6	E+7	E = End of reporting period to which relates	g040, g044
E18	Natural Heritage		E+1	2	E + 3	E = end of designated year	g044, g057, g072, g080, g081
E19	Renewable Energy		2	48	50		g044
E20	Source Water Protection –		15	-	15		g016

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Finance and Accounting							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
F00	Finance and Accounting – General	Originating	1	-	1	Do not file accounting records required for tax purposes	
F01	Accounts Payable	Finance	C+1	6	C+7		g006, g005, g007, g018, g031, g032, g096, g034, g031, g032, g051, g055, g062, g086, g095
F02	Accounts Receivable	Finance	C+1	6	C+7		g006, g007, g018, g031, g032, g034, g055, g062
F03	Audits	Finance	C+1	6	C+7		g069
F04	Banking	Finance	C+1	6	C+7		g006, g007, g062,
F05	Budgets and Estimates	Finance	C+1	6	C+7**		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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All numbers in retention columns refer to years unless otherwise specified

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Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Finance and Accounting

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
F06	Assets	Finance	E+1	5	E+6**	E= Disposal of asset	g006, g007, g095,
F07	Cheques	Finance	C+1	5	C+6		g006, g007, g034, g031, g032, g086
F08	Debentures and Bonds	Finance	E+1	5	E+6	E= Debentures surrendered for exchange/cancellation	g007, g034
F09	Employee and Council Expenses	Finance	C+1	6	C+7		g006, g007
F10	Financial Statements	Finance	2	P	P**		g069
F11	Grants and Loans	Finance	C+1	5	C+6		g006, g007, g031
F12	Investments	Finance	E+1	5	E+6	E= Closure of account	g006
F13	Journal Vouchers	Finance	C+1	5	C+6		g006, g007, g031, g032, g034, g055
F14	Subsidiary Ledgers, Registers, and	Finance	C+1	6	C+7**		g001, g006, g005,

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Primary Heading: Finance and Accounting

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
	Journals						g007, g031, g032, g034 g055, g086
F15	General Ledgers and Journals	Finance	1	P	P		g001, g006, g007, g031, g032, g034, g055
F16	Payroll	Finance	C+1	5	C+6		g001, g005, g007, g019, g031, g032, g034, g102,
F17	Purchase Orders and Requisitions	Finance	C+1	5	C+6		g006, g007, g031, g032
F18	Quotations and Tenders	Finance	1	5	6**	Unsuccessful bids - retain for 1 year from contract award	
F19	Receipts	Finance	C+1	5	C+6		g006, g007, g031, g032,
F20	Reserve Funds	Finance	C+1	5	C+6		g069

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Primary Heading: Finance and Accounting

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
F21	Revenues	Finance	C+1	5	C+6 Mortgage related = 10	Records related to mortgages must be kept for 10 years.	g026, g031, g032, g095
F22	Taxes and Records	Clerk's	S	P	P		g007, g014, g058, g068, g113
F23	Write Offs	Finance	C+1	5 Court services write-offs – 36 years	C+6 Court services write-offs – 37 years		g006, g007, g027
F24	Trust Funds	Originating	E	7	E + 7	E= Closure of account	g047, g051, g062, g097
F25	Security Deposit	Finance	E	6	E+6	E= Closure of account	
F26	Working Papers	Finance	E+1	-	E+1	E= After completion of audit	

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
H00	Human Resources – General	Originating	1	-	1**		
H01	Attendance and Scheduling	Personnel	3	-	E+3**	E = date employee ceased to be employed by employer	g035
H02	Benefits	Personnel	S	-	S		
H03	Employee Records	Personnel	E+3	P	P**	E = date employee ceased to be employed by employer	g002, g010, g035, g065, g082, g103, g107
H04	Health and Safety	Personnel	2	8	10		g030, g045, g078, g076, g077, g059, g104
H05	Human Resource Planning	Personnel	2	-	2**		
H06	Job Descriptions	Personnel	S	-	S**		
H07	Labour Relations	Personnel	E	10	E+10**	E= Expiry of contract period	g013
H08	Organization	Originating	S	-	S**		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
H09	Salary Planning	Personnel	5	-	5		
H10	Pension Records	Personnel	E+6	-	E+6	E= Termination of employee/beneficiary	g001, g088
H11	Recruitment	Personnel	3	-	3**		g071
H12	Training and Development	Personnel	E+2	-	E+2**	Only courses developed and presented by the Municipality are subject to archival selection E = Date when that particular course ceases to be offered	g043
H13	Claims	Personnel	E+1	6	E+7** Hazardous exposure claims = longer of 40 years or 20 years after last record made	E = Resolution of claim. Records related to exposure to airborne Acrylonitrile, benzene, lead,	g030, g078, g076, g104

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

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Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Human Resources

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
						mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept longer	
H14	Grievances	Personnel	E+2	8	E+10	E = Resolution of claim.	g013, g059
H15	Harassment And Violence	Personnel	E+1	9	E+10	E = Resolution of complaint	
H16	Criminal Background Checks	Personnel	E+2	P	P	E = date employee ceased to be employed (part of Employee Record file)	
H17	Employee Medical Records – Hazardous Materials	Personnel	E+2	38	E+40 or 20 years after last record of exposure		g079, g103, g114
H18	Employee Medical Records	Personnel	E+1	2	E+3	E = When STD/LTD claims are resolved	g104, g078, g076, g114
H19	Disability	Personnel	E+2	3	E + 5	E = day	g010,

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
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Primary Heading: Human Resources							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
	Management					issued or earlier as may be specified by Commission	g078, g054
H20	Confined Spaces	Originating	E+1	-	E+1 and 2 most recent records retained	Longer of: 1 year after the document was created Or: The period necessary to ensure 2 most recent records retained	g075

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Primary Heading: Justice							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
J00	Justice General	Originating	2	2	4		g021
J01	Certificates of Offence (Part I)	Court Services	2		2	From date of completion	g021, g024
J02	Control Lists Information (Part III)	Court Services	3	3	6	From date of completion	g021 g022 g023
J03	Control Lists	Court Services	2	2	4		g021
J04	Court Dockets	Court Services	3		3		g021, g093
J05	Transcripts and Records of Court Proceedings	Court Services	2	4	6	Reporters Records are subject to archival selection	g020, g029, g093
J06	Enforcements & Suspensions	Court Services	2	6	8		g021
J07	Appeals & Transfers	Court Services	3	4	7		g021
J08	Statistics	Court Services	2	6	8		g021
J09	Disclosure	Court Services	2	4	6		g021

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
L00	Legal Affairs – General	Originating	1	-	1**		
L01	Appeals and Hearings	Clerk's	E	P	P	E= Resolution of appeal	g068, g090
L02	Claims Against the Municipality	Clerk's	E	1	E+1	E= Resolution of claim and all appeals	
L03	Claims By the Municipality	Clerk's	E	1	E+1	E= Resolution of claims and all appeals	g086
L04	Contracts and Agreements - Under By-Law	Clerk's	E+2	13	E+15**	E= act or omission on which claim is based took place	g060
L05	Insurance Appraisals	Clerk's	E+1	14	E+15	E= After a new appraisal has been done	g060
L06	Insurance Policies	Clerk's	E+1	14	E+15	E= Expiry of policy	g056, g060
L07	Land Acquisition and Sale	Clerk's	E	10	E+10**	E= Property disposition	g058, g095
L08	Opinions and Briefs	Clerk's	S	-	S**		
L09	Precedents	Clerk's	S	-	S**		
L10	Federal Legislation	Originating	S	-	S		
L11	Provincial Legislation	Originating	S	-	S		
L12	Vital Statistics	Clerk's	2	P	P	Marriage licences 2 years	g066

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Primary Heading: Legal Affairs							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
L13	Prosecutions	Originating	E	7	E+7	E= Delivery of judgement	
L14	Contracts and Agreements – Simple	Clerk's	E+1	1 long term care service providers = 6	E+2** Long term care service providers = expiry + 7	E= Expiry of contract	g050, g059, g062

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Primary Heading: Media and Public Records

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
M00	Media and Public Relations - General	Originating	1	-	1		
M01	Advertising	Originating	1	-	1**		
M02	Ceremonies and Events	Originating	1	4	5**		
M03	Charitable Campaigns/Fund Raising	Originating	1	-	1		
M04	Complaints, Commendations and Inquiries	Originating	1	-	1**		
M05	News Clippings	Originating	1	-	1**		
M06	News Releases	Originating	1	-	1**		
M07	Publications	Originating	S	-	S**		
M08	Speeches and Presentations	Originating	1	2	3**		
M09	Visual Identity and Insignia	Clerk's	S	5	S+5**		
M10	Website & Social Media Content	Originating	S	-	S		g033

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P00	Protection & Enforcement Services – General	Originating	1	-	1		
P01	By-law Enforcement	Originating	2	4	6**		g008, g089
P02	Daily Occurrence Logs	Originating	1	4	5**		g015
P03	Emergency Planning	Originating	S	-	S**		g030
P04	Hazardous Materials	Originating	S+1	2	S+3		g038, g076
P05	Incident/Accident Reports	Originating	E	1	E+1 and 2 most recent records retained	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file	g078
P06	Building and Structural Inspections	Building	S	-	E+2 for inspections, maintenance and testing related to the fire code		g015 g073, g045, g046
P07	Health Inspections	Public Health	S	-	S		g073, g074
P08	Investigations	Originating	2	8	10**		g011
P09	Licences	Clerk's	E	2	E+2	E= Expiry of licence	g017
P10	Building Permits	Building	2	P	P		g015,

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

C - Current Year; ** - Subject to Archival Selection

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
			Residential permits = 5				g090
P11	Permits, Other	Originating	E	2	E+2	E= Expiry of permit	g017 g090
P12	Warrants	Court Services, By-law Services	E+1	-	E + 2 Court services search warrants – 40 years	E= Execution of warrant Search warrants are subject to archival selection	g028, g059
P13	Criminal Records	Court Services, By-law Services	E	5	E+5	E= Occurrence/ investigation closed or disposition of charge	
P14	Animal Control	Originating	E+2	-	E+2	E = date animal was last in the pound	g012, g092
P15	Community Protection Programs	Originating	S	2	S+2** Surveillance video 72 hours unless requisitioned for use If requisitioned for use (MFIPPA or other investigation) = S+2		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Primary Heading: Protection and Enforcement Services							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Retention	Remarks	Citation Group
P16	Emergency Services	Originating	S	2	S+2		
P17	EMS Incident & Impact Reports	EMS	S+2	3	S+5		g011
P18	EMS Accident Reports	EMS	S	5	S+5		g011
P19	EMS Accident Statistics	EMS	S	2	S+2		
P20	Prohibition Notices & Orders	Legal	15	-	15		g015, g016

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Primary Heading: Recreation and Culture							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
R00	Recreation and Culture - General	Originating	1	-	1		
R01	Heritage Preservation	Clerk's	E	-	E**	E= Removal of designation	g080
R02	Library Services	Clerk's	2	3	5		
R03	Museum and Archival Services	Clerk's	1	-	1**		
R04	Parks Management	Parks & Recreation	2	3	5** Playground equipment maintenance = P		
R05	Recreational Facilities	Parks & Recreation	2	3	5 As built = until superseded	Architectural and engineering drawings As Built = keep until superseded	g049, g073
R06	Recreational Programming	Parks & Recreation	1	-	1**		

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event
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Tab:	Records retention	#:	03-01-04
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Primary Heading: Social and Health Care Services

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
S00	Social and Health Care Services - General	Originating	1	-	1		
S01	Children's Day Nursery Services	Comm Service	E+2	- Water testing and reporting records = 4	E+2 Water testing and reporting records = 6 years	Fire drills are kept 2 years and Inspection reports are kept for 2 years	g030, g083, g105, g109
S02	Elderly Assistance	Comm Service	2	5	7 Menus = 1 Fire drills = 2	Fire drills 2 years	g062, g063, g064, g098, g106
S03	Homes for the Aged Residents	Comm Service	E+2	8	E+10	E= Date of last entry.	g061, g087, g114
S04	Social Assistance Programs	Comm Service	2	8	10		g052, g053, g083, g097
S05	Ontario Works Case Records	Comm Service	E+1	4 9 if outstanding family support issues	E+5 5 years and no ongoing fraud E + 10 if outstanding family support issues	E = applies to an applicant or recipient's case file in total and the documentation contained in the case file.	g019, g084, g085
S06	Medical Case Records	Public Health	E+1	-	E+1	E=1 year or shorter "as set out in by-law or resolution made by the institution. . ." or on consent	g071, g115

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Primary Heading: Social and Health Care Services

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
S07	Children's Services	Comm Service	2	-	2	Records of handicapped children are kept for at least 2 years after discharge.	g030
S08	Public Health	Public Health	2	3	5		
S09	Cemetery Records	Clerk's	2	P	P** Transfer to archives if no longer managed Burial permits = 2		g047, g048, g101
S10	Day Nursery Case Records	Comm Service	E+2		Last participated date + 2	E= Every operator shall ensure that the records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child Records of handicapped children are kept for at least 2 years after discharge.	g030, g071

Legend: P - Permanent; * - Maximum Copy Retention; S - Superseded; E - Event

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Primary Heading: Transportation

Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
T00	Transportation - General	Originating	1	-	1		
T01	Illumination	Works	E	6	E+6 Specifications = P	E= Removal of the equipment	
T02	Parking	Works	E	6	E+6	E= Closure of lot or space	
T03	Public Transit	Works	E	1	E+1**	E= Closure of route/ shelter/ stop	g094
T04	Road Construction	Works	E	1	E+1** Specifications = P	E = project finished	g073
T05	Road Design and Planning	Works	E	1	E+1** Specifications = P	E = project finished	g073
T06	Road Maintenance	Works	E	1	E+1 Specifications = P	E = project finished	g073
T07	Signs and Signals	Works	E	1	E+1	E= Removal of sign/signal	g073
T08	Traffic	Works	E	1	E+1**	E = project finished Temporary road closures 2 years	
T09	Roads and Lanes Closures	Works	E	1	E+1**	Event = project finished	
T10	Field Survey/Road Survey Books	Works	E	1	E+1	E = project finished	
T11	Bridges	Works	E	1	E+1 Specifications = P	E = project finished	g073

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event

C - Current Year; ****** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Tab:	Records retention	#:	03-01-04
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Subject:	Records retention schedule/citation table	Date:	2015 - 07

Primary Heading: Vehicles and Equipment							
Class Code	Secondary Heading	Responsible Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Citation Group
V00	Vehicles and Equipment - General	Originating	1	-	1		
V01	Fleet Management	Originating	E+1	-	E+1 Daily Inspection Logs = 6 months from last entry	E = termination of lease)	g050, g094
V02	Mobile Equipment	Originating	E+1	5	E+6	E=As long as the device is in service.	g074
V03	Transportable Equipment	Originating	E+1	5	E+6	E = Disposal of equipment	g074
V04	Protective Equipment	Originating	E+1	5	E+6	E = Disposal of equipment	

Legend: **P** - Permanent; ***** - Maximum Copy Retention; **S** - Superseded; **E** - Event
C - Current Year; ****** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified



Records Destruction Certificate



Responsible Department:

Destruction Date:

If destruction is approved responsible staff should attach a copy of the box detail lists to the Destruction Certificate and forward to the Records Management Coordinator.

Authorized Approval Signature **Name** **Date**

Retention Date Extension Explanation	Box No.	New Disposal Date
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Records Co-ordinator (Signature and Date) **Volume Destroyed**

Volume Destroyed

Method of Destruction:

Burn	Shred	Recycle
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Date of Destruction (D/M/Y)