



## **Finance, Administration and Operations Committee**

Tuesday, September 18, 2018, 4:30 pm  
City Hall, Council Chambers

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**Committee Members**

Councillor J. Fullarton,  
Chair  
Councillor T. Blanchard  
Councillor P. Deery  
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]

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***AGENDA***

***Disclosure of Interest***

***Delegations and Presentations***

- 6 - 20      1.    No to Laurier Bike Lanes Committee  
(Robert Valley, Chairman)

*Robert Valley will present the No to Laurier Bike Lanes Committees findings over the past two years.*

- 21 - 23     2.    Active Transportation Plan

*Alan Medcalf will address the Committee with regards to the importance of an Active Transportation Plan.*

***Correspondence & Communications***

Nil.

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**Reports from Boards and Committees**

Nil.

**Staff Reports**

- 24 - 54     1.    2018-106-09  
              Ontario Municipal Commuter  
              Cycling Program
- THAT the development of an Active Transportation Plan continue as previously approved, utilizing funding provided through the Ontario Municipal Commuter Cycling Program.*
- 55 - 56     2.    2018-099-09  
              Contract 2018-07  
              Ferry Street Seawall and  
              Pathway Upgrades
- THAT the tender from Kehoe Marine Construction Ltd., in the amount of one hundred eighteen thousand five hundred dollars (\$118,500) plus HST, for City of Brockville Contract 2018-07, Ferry Street Seawall and Pathway Upgrades, be accepted; and*
- THAT the project be funded from account 07-05-895005.*
- 57 - 58     3.    2018-100-09  
              Contract 2018-28  
              Supply of Floating Docks  
              City of Brockville Islands
- THAT the tender from Kehoe Marine Construction Ltd., in the amount of fifty-nine thousand eight hundred (\$59,800) plus HST, for the City of Brockville Contract 2018-28, Supply of Floating Docks - City of Brockville Islands, be accepted; and*
- THAT the project be funded from the Parkland Equipment Maintenance Program.*

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- 59 - 61      4.    2018-098-09  
                  Granular Activated Carbon (GAC)  
                  Filter Media Replacement

*THAT Council approve the supply and installation services of Continental Carbon Group in the amount of Two-Hundred and Fourteen-Thousand, Five-Hundred and Thirty dollars and Forty-Three cents (\$214,530.43) for the supply, installation of Granular Activated Carbon (GAC) Filter Media at the City's Water Treatment Plant; and*

*THAT the balance of the approved 2018 Capital funds in the amount of \$192,368.00 be allocated from the 2018 Water Equipment/Construction Capital Account (GAC Filter Media Replacement ) 03-5-898776-2010; and*

*THAT the additional capital funds in the amount of Twenty-Two Thousand, One Hundred and Sixty-Two dollars and Forty-Three Cent (\$22,162.43) be allocated from other completed 2018 Water Capital Surplus Accounts.*

- 62 - 75      5.    2018-102-09  
                  Variance Report as at  
                  August 15, 2018

*THAT Council receives the Variance Report for the period ended August 15, 2018 for information purposes.*

- 76 - 81      6.    2018-103-09  
                  Recruitment of City Manager

1. *THAT Council approves the Job Description for the City Manager as attached to Report 2018-103-09;*
2. *THAT the recruitment process outlined in Report 2018-103-09 be endorsed;*
3. *THAT the initial step in the process to recruit a new City Manager be commenced immediately by staff through the issuance of a Request For Proposal to experienced executive search firms for purposes of assisting City Council in the recruitment process; and*

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4. *THAT Council suspends Section 6.3 of the Purchasing By-law to authorize the Treasurer and Interim City Manager to award a recruitment contract to a maximum of \$50,000 inclusive of HST to be funded from the Fiscal Policy Reserve.*

82 - 89      7.    2018-105-09  
Joint Compliance Audit  
Committee Appointment

*THAT Council appoint the following members to the Compliance Audit Committee for the term of December 1, 2018 to November 14, 2022: Rob Bickerton, Mel Campbell, Charles Kellington, Bill Pakeman and Glen Mackey.*

90 - 107      8.    2018-104-09  
2018-2022 Accessibility Plan

*THAT Council receive the City of Brockville 2018-2022 Accessibility Plan dated August 2018, as endorsed by the Brockville Municipal Accessibility Advisory Committee (BMAAC) (Attachment "A" to this report); and*

*THAT the City Clerk be directed to undertake the necessary steps to meet the compliance deadlines under the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standard Regulation; and*

*THAT copies of the 2018-2022 Accessibility Plan be made available to the public via the City of Brockville's website and in the Clerk's office at City Hall in an accessible format upon request.*

**New Business - Reports from Members of Council**  
Nil.

**FAO - Consent Agenda**

**Media Question Period**

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**Adjournment**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next meeting scheduled for Wednesday, October 3, 2018.*

September 11, 2018

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**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – September 18, 2018**

**Update of the  
No to Laurier Bike Lanes Committee's [ NTLBL]  
findings over the past two years**

**Robert Valley  
Chairman, NTLBL**

**RECOMMENDED**

That this report be received for information purposes.

**PURPOSE**

The purpose of this submission is to provide relevant information to aide in making an informed decision should the MTO allow the city to use the 2015 Cycling Network presented by the Brockville Cycling Advisory Committee [BCAC] (or some variation of that network) to reallocate the \$60,000.00 in OMCCP funding to the Brock Trail. We are vehemently opposed to this plan. It contains the bidirectional bike lane for Laurier and there isn't any ground work to back the rest of the plan up. Considerable time and money plus consultations with the public will be needed to complete it. We will however propose a change to the plan which would be acceptable to us and remove one road block.

**ABOUT US**

We are a group of residents in the North End of Brockville committed to stopping an over-zealous Cycling Committee from installing exclusive bike lanes on our streets when there are more suitable alternatives. We attend all BCAC meetings and any Finance Administration and Operations Committee [FAO] or Council meetings with cycling items on the agenda.

**BACKGROUND**

In December 2015, BCAC presented Phase 1 to the FAO. This included a proposed bidirectional bike lane with bollards for Laurier Blvd. as well as a trail from Laurier to Centennial and widening the sidewalks on portions of Central, Ormond and Parkedale to connect the Brock Trail. When asked by the FAO if the public was consulted the answer was yes and the comments were generally favorable. **However, they failed to point out that the information meetings were primarily attended by approx. 92 avid cyclists, not the general public [see BCAC June 2015 minutes]**. Based on the information presented, the FAO voted to proceed with the proposal. Since there are only about 15 cyclists per day using Laurier this was unwarranted. It turned out to be dangerous as well. The proposal for Laurier was later withdrawn.

Laurier to Centennial – completion expected 2018

Central, Ormond and Parkedale – construction completed end of September 2017

These two projects are off the road and supported by us and the public.

In the Ontario Municipal Cycling Infrastructure Program grant application, The BCAC provided the Operations Department active transportation counts for Ormond Street & Central Ave. There were very specific instructions provided by the province. For Ormond Street they were to count northbound cyclists on the road only and on Central eastbound cyclists on the road only. The counts were to take place from 3 to 5 on a weekday and 12 to 2 on the weekend.

**The BCAC counts are as follows:**

Ormond Street Weekday - Northbound 28 Partly sunny 18 C Nov 3, 2015  
 Weekend - Northbound 7 Overcast 6 C Oct 31, 2015  
 Central Avenue Weekday - Eastbound 11 Partly sunny 18 C Nov 5, 2015  
 Weekend - Eastbound 20 Overcast 6 C Oct 31, 2015

*[The BCAC counts are in red for comparison purposes]*

Subsequent counts carried out by the NTLBL Committee In July 2016 and on the anniversary of the BCAC counts from 2016 to 2018 are considerably smaller. We have done 18 hours of counts on Ormond and 12 hours on Central, on average our counts are 72 percent less than the counts the BCAC did.

**See the following graph for a direct comparison**

Compare BCAC counts to ours Ormond Street Northbound on the street only

Time	Date and Weather	Total Count	Northbound count
Weekday 3 to 5	BCAC Nov 3, 2015 16 C sunny	NA	28
	NTLBL Nov 2, 2016 19 C sunny	20	5 [-82%]
	NTLBL Oct 31, 2017 9C sun, short shower	13	5 [-82%] all northbound riders
	NTLBL Nov 8, 2017 9 C mainly sunny	16	7 [-72%] all northbound riders
	NTLBL Aug 9, 2018 25 C sunny	14	6 [-77%] all northbound riders
Weekend 12 to 2	BCAC Oct 31, 2015 6 C overcast	NA	7
	NTLBL Nov 5, 2016 15 c partly sunny	1	1[-86%]
	NTLBL Oct 28, 2017 17 C sunny	15	4 [-43%] all northbound riders
	NTLBL Aug 11, 2018 25 C sunny	13	4 [-43%] all northbound riders

Compare BCAC counts to ours Central Avenue eastbound on the street only

Time	Date and weather	Total count	Eastbound count
Weekday 3 to 5	BCAC Nov 5, 2015 18 C partly sunny	NA	11
	NTLBL Nov 2, 2016 19 C sunny	18	6 [-45%]
	NTLBL Oct 31, 2017 9 C sun, short shower	2	0
	NTLBL Aug 9, 2018 24 C Sunny	11	3[-64%] all eastbound riders
Weekend 12 to 2	BCAC Oct 31, 2015 6 C Overcast	NA	20
	NTLBL Nov 5, 2016 15 c partly sunny	8	2 [-90%]
	NTLBL Oct 28, 2017 17 C sunny	13	4 [-80%] all eastbound riders
	NTLBL Aug 11, 2018 24 C sunny	4	2 [-90%] all eastbound riders

*[For details see 2016-17-18 Cycle C Ormond Parkdale & Central]*

We were expecting a large increase in cycling traffic. At this point there doesn't appear to be any increase at all.

**THIS INDICATES A LACK OF DEMAND.**

**Caution is required when bike lanes are considered as minimal increases are to be expected.**

In February 2016 to stop a proposed bidirectional bike lane with bollards on Laurier Blvd. a petition was launched "No to Bike Lanes on Laurier Blvd." and **over 2000 people signed it**. We spoke to over three thousand people while collecting signatures and found that there was support for trails and off road bike lanes **but it vanished when it comes to dedicated bike lanes on city streets**. The bike lane proposal was later withdrawn as it would actually have been dangerous.

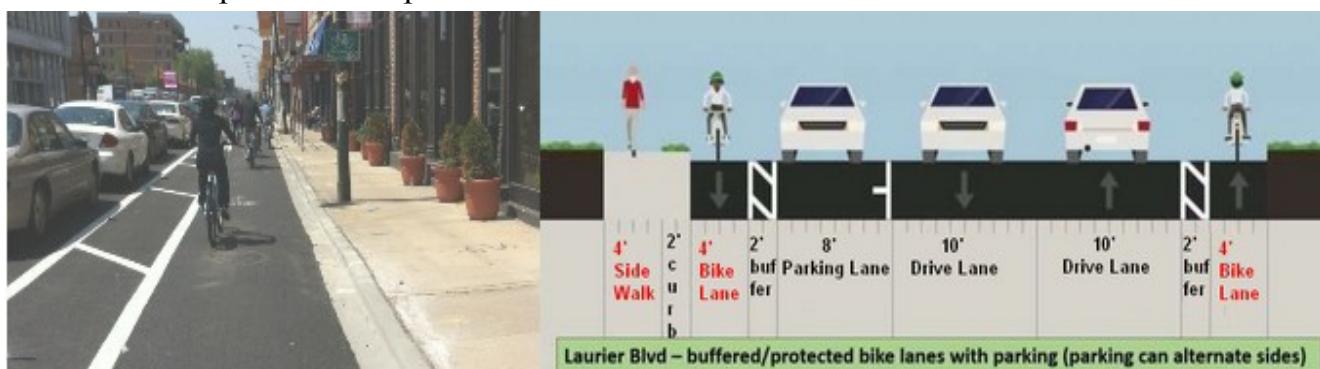
In 2016 BCAC promised to hold a meeting with the Laurier BLVD. residents before going to Council with any new proposals. To date this hasn't happened.

**In 2017 The BCAC proposed the following for Laurier and now Windsor.  
Again, they haven't consulted with the public.**

From the curb you have a

4' bike lane-2' buffer-8' parking lane-10' drive lane-10' drive lane-2' buffer-4' bike lane

This will leave parked cars up to 14' from the curb.



*Since the number of vehicles parked at any one time is low this will create a dangerous situation and some collisions will surely happen.*

When this was put forward we reopened the petition and gathered another 500 signatures **bringing the petition to 2500**. In July 2017 the Operations Department advised us that they were going ahead with an Active Transportation plan. We are now waiting to see the results of the ATC report before deciding how to proceed.

## CONCLUSIONS

The BCAC is causing their own problems. Without settling or even meeting with the residents on Laurier they went ahead with a new plan that included bike Lanes on Laurier & Windsor. Again they were met with fierce opposition and you now have the residents of both Laurier and Windsor in an uproar.

The BCAC isn't trying to put forth solutions that fit the situation but rather bike lanes suited for high volumes and calling them current best practice.

We would recommend that BCAC proposals be vetted by the Operations Department as to how suitable they are and if they are deemed to be appropriate for the situation. Public hearings should be held at that point.

**Before Proposing bike lanes on any more streets, the situation in the north end needs to be addressed so the problems don't escalate even further.**

## **PROPOSED SOLUTION FOR LAURIER BLVD. & WINDSOR DR.**

[*We presented this to the BCAC at the April, 2017 meeting and it was rejected*]

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### **This plan is generally acceptable to the residents on both Laurier & Windsor.**

we have held one meeting with the residents of both Laurier & Windsor, canvased both streets, distributed 500 flyers in the north end, sent out about 300 emails and posted this plan on our website.

Laurier Blvd. and Windsor DR. have been called Arterial roads or Suburban corridors to try make them seem more daunting. In fact they are merely Collector roads. It has also been pointed out that if these roads are designated as quiet neighbourhood routes our plan would be acceptable but they are spine routes so a bike lane is required. No matter what you call it the same people will be using it and are happy if it takes them where they wish to go.

### **Our plan shares the road so everyone can use it**

- The BCAC still hasn't presented any studies to support their proposal so we went ahead and did cycling counts on several roads.
  - On Laurier we did a total of 35 hours and the average is 16 per day.
  - On Windsor we did a total of 30 hours and the average was 13 per day

*[for details see 2016 & 2017 Cycle Count Laurier and Windsor]*

- It is accepted that if people feel comfortable riding on a street, approximately 50 % will be women and children. We recorded the gender of approx. 100 riders on Laurier and 50 on Windsor with the following results.
  - **Laurier** - Men 43 [44%] Women 34 [35%] Children 20 [21%]
  - **Windsor** – Men 23 [46%] Women 9 [18%] Children 18 [36%]
- It is apparent from these results that most riders feel safe on Laurier and Windsor.

### **None of these counts support an exclusive bike lane.**

- The city is going to great lengths to reconfigure the road so cyclists and pedestrians using the Brock Trail can cross Laurier at a signalized crosswalk. Approximate cost \$30,000.00. What about the 120 home owners on Laurier or Windsor and their families, as well as guests, trades, etc. who will now have to cross the same streets to get to their homes? This is all to accommodate 20 or so cyclists in the summer.
- The number of driveways intersections and other conflicts are as follows

On Laurier Blvd. we have

- 115 low volume Driveways
- 16 intersections including 2 major ones
- 6 school bus stops
- 11 transit bus stops with buses  
stopping up to 127 time a day
- 4 crosswalks

On Windsor Drive we have

- 135 low volume driveways
- 9 commercial drive ways
- 8 intersections
- 3 crosswalks

Laurier Blvd. houses both fire and ambulance services

On Laurier there is a conflict every 15 meters and Windsor every 25 meters.

- The Average Daily Traffic [ADT] on Laurier is 7000 per day. The 85<sup>th</sup> percentile is 52.5 kph and on Windsor the ADT is 5300 per day.

- Book 18 - [p30 fig 33] suggests paved shoulders to exclusive bike lanes.  
-[p36 t3.9] suggests for less than 10 per hour wide curb lanes would be suitable.  
-[p39 t3.13] Suggests that where there are numerous low volume driveways, wide curb lanes would be suitable.

**There aren't any suggestions for less than 2 cyclists per hour**

- With this information and bearing in mind the 2500 people who signed the petition, we worked out a solution which will accommodate everyone who uses Laurier or Windsor.
- At this time, cyclists, drivers and pedestrians all respect each other and we don't want to see that change as it has in larger municipalities
- To our knowledge there haven't been any cycling accidents on Laurier Blvd, Windsor Dr. or the Neighborhood Routes in the past 20 years.

#### **You can't make it safer than that**

- Adding bike lanes which complicate intersections etc. will probably result in accidents
- If bike lanes are introduced it will make it much more problematic for people to pull into or back out of their driveways, especially reversing in as the available space for driving will be reduced, causing increased traffic congestion particularly during rush hour.
- This will require children to walk further from the curb to reach the school bus.

#### **Laurier Blvd. From Stewart Blvd. to the Park & Windsor Dr. Shared Lanes**



- Laurier from Stewart Blvd to the park is 44 feet wide from curb to curb.
- If we divide it into four lanes each will be 11 feet wide.
- The two curb lanes could be shared cycling and parking.

- **The advantages of this configuration are as follows.**

- Since there is still parking on both sides, a cyclist would only encounter a few parked cars in either direction. When approaching a parked vehicle if the cyclist can't determine if the car is occupied or not moving as far as possible to the left in the lane will eliminate the possibility of dooring.
- The cyclist now has an 11foot wide lane to ride in and it is easy to avoid cars coming out of driveways.
- The center line doesn't need to be moved.
- Changes to the parking bylaw aren't required.
- The cyclist can avoid the joint between the concrete curb and the asphalt which is often uneven.
- The cyclist remains where motorists expect to see him.
- It is a small change to road and fits in well with the neighborhood.

- **Laurier from the top of the park to California**

- This section would need to be widened and guard rails installed on some sections.
- The section from Bridlewood to California would also need to provide for pedestrian traffic.
- Should the city decide to undertake these improvements in spite of the low cycling count bike lanes would probably be appropriate for this section.

**Parkedale and Ormond** are intertwined and are, it appears, the actual hub of cycling activity in the north end. Parkedale with 150 riders per day is the busiest street in Brockville. Two thirds of these riders are from the south end [*for details see 2016 cycle counts Ormond, Central and Parkedale*]

### **Summary**

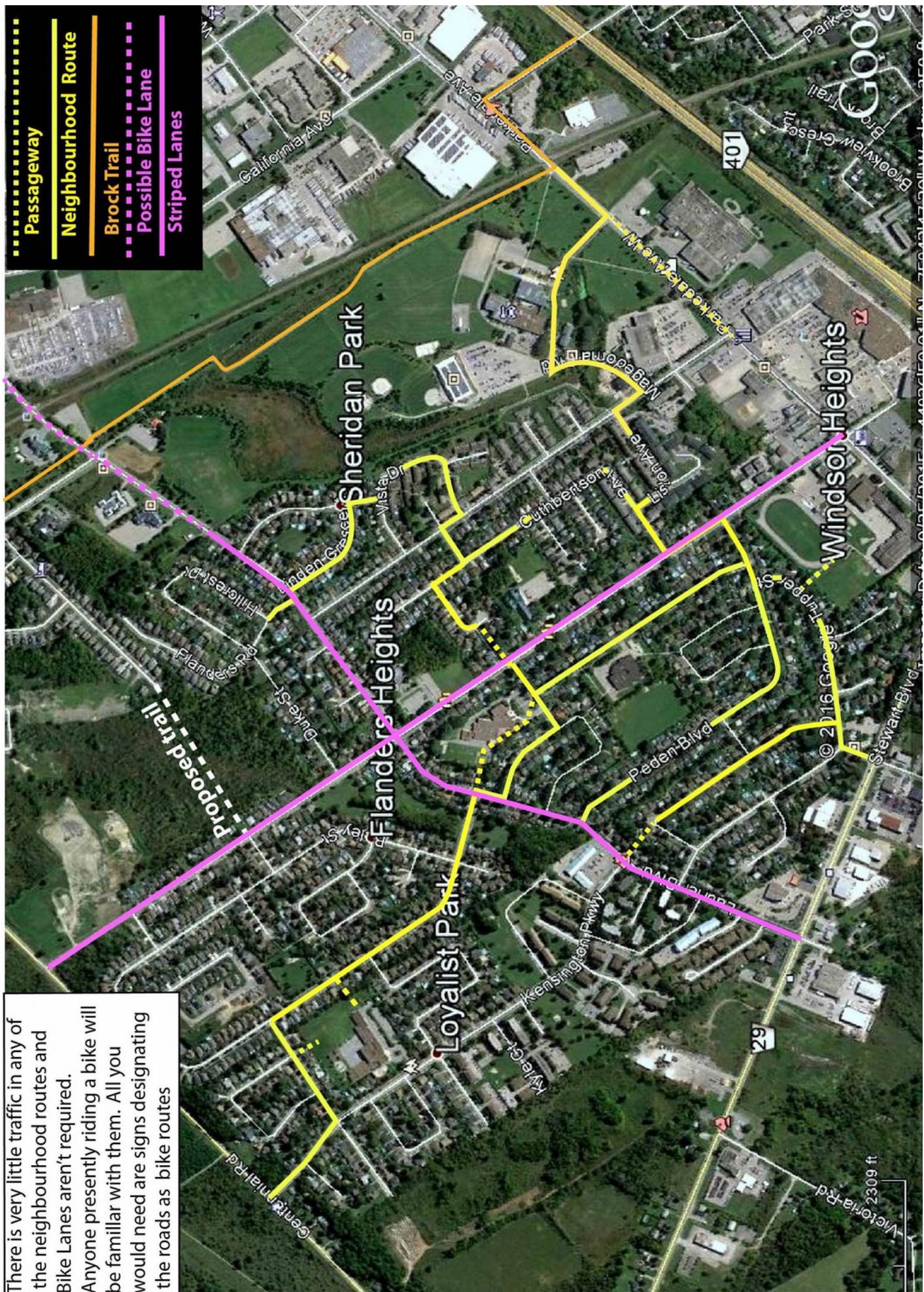
1-The disappointing results on the Central Ormond project indicate that only moderate increases in ridership can be expected with bike lanes.

2-Ninety percent of the desirable destinations in Brockville are on Parkedale and King St. including the waterfront. The balance in the north end are covered by the neighborhood routes.

3- Connecting Parkedale and King ST. should be the first priority. This would provide a basic connected route to the major destinations in the city. this is probably all that is required.

4-The streets in the South End are narrow but the new advisory bike lanes might provide a solution.

5-The accident rate in the North End is essentially zero and most cyclists are comfortable riding on the streets. With this in mind our proposal suits the situation and everybody wins



## NTLBL Committee Cycling Counts

### 2016 Counts

Using these it is easy to see that Laurier is not a major east west route and never will be Parkedale is.

#### Laurier Blvd

Over the summer and early fall we did counts on Laurier at Briarwood and Windsor. We did 11 hours in total and the count was 14 [15 per 12 hour day].

#### Windsor Drive

In September we did a total of 6 hours and the count was 9 [18 per 12 hour day].

#### Millwood Ave

On Millwood we did a total of 2 hours and the count was 3 [18 per 12 hour day].

### 2017 Cycling Counts -Weekday count

Laurier at Various locations Time 8AM to 8PM

Eastbound      Westbound

Location	Date&weather	Time	Road	Side walk	Road	Side Walk	Totals
Dana	Aug 10 cloudy 19	8-9	1	0	0	0	1
Dana	Aug 10 cloudy 19	9-10	0	1	0	0	1
Millwood	Aug 10 cloudy 19	10-11	0	3	1	0	4
Millwood	Aug 10 cloudy 19	11-12	1	0	0	0	0
Fraser	Aug 9 Sunny 22	12-1	0	0	1	0	1
Fraser	Aug 9 Sunny 22	1-2	0	0	0	0	0
Fraser	Aug 3 Sunny 27	2-3	0	0	0	0	0
Fraser	Aug 3 Sunny 27	3-4	0	0	0	0	0
Windsor	Aug 9 Sunny 24	4-5	0	3	2	2	7
Windsor	Aug 9 Sunny 24	5-6	0	0	0	0	0
Dana	Aug 3 Sunny 28	6-7	1	0	1	0	2
Dana	Aug 3 Sunny 28	7-8	2	0	0	0	2
					Total	18	

**Saturday count**Laurier at Various locations Time 8AM to 8PM

Eastbound Westbound

Location	Date&weather	Time	Road	Side walk	Road	Side Walk	Totals
Briarwood	Aug 5 Sunny 17c	8-9	0	1	0	1	2
Briarwood	Aug 5 Sunny 17c	9-10	0	0	0	0	0
Briarwood	Aug 5 Sunny 20c	10-11	1	0	0	0	1
Briarwood	Aug 5 Sunny 20c	11-12	1	1	1	0	3
Fraser	Aug 5 Sunny 22c	12-1	0	0	0	0	0
Fraser	Aug 5 Sunny 22c	1-2	0	0	0	0	0
Briarwood	Aug 5 Sunny 22c	2-3	1	0	0	0	1
Briarwood	Aug 5 Sunny 22c	3-4	0	0	0	0	0
Dana	Aug 5 Sunny 26c	4-5	0	1	0	0	1
Dana	Aug 5 Sunny 26c	5-6	1	0	1	1	3
Dana	Aug 5 Sunny 26c	6-7	1	0	1	0	2
Dana	Aug 5 Sunny 26c	7-8	1	0	1	0	2

Total 15

**Cycling Counts -Weekday count**Windsor at Various locations Time 8AM to 8PM

Eastbound Westbound

Location	Date&weather	Time	Road	Side walk	Road	Side Walk	Totals
Mary St	Aug 8 Clouds 14	8-9	0	0	0	0	0
Mary St	Aug 8 Clouds 14	9-10	0	0	0	0	0
Laurier	Aug 8 Clouds 20	10-11	1	0	0	0	1
Laurier	Aug 8 Clouds 20	11-12	0	0	0	4	4
Laurier	Aug 9Cloudy 23	12-1	0	0	1	1	2
Laurier	Aug 9 Cloudy 23	1-2	0	0	0	0	0
100	Aug 9 Cloudy 23	2-3	0	0	0	0	0
100	Aug 9 Cloudy23	3-4	1	0	1	0	2
Mary St	Aug 9 Cloudy 23	4-5	2	1	0	0	3
Mary St	Aug 9 Cloudy23	5-6	0	0	0	0	0
Mary St	Aug 3 Sunny 25	6-7	1	0	0	0	1
Mary St	Aug 3 Sunny 25	7-8	0	0	2	0	2

Total 15

**Cycling Counts - Saturday**Windsor at Various locations Time 8AM to 8PM

Eastbound    Westbound

Location	Date&weather	Time	Road	Side walk	Road	Side Walk	Totals
100	Aug 5 Cloudy 20	8-9	0	0	0	0	0
100	Aug 5 Cloudy 20	9-10	0	0	0	0	0
100	Aug 12 Cloudy 20	10-11	0	0	0	0	0
100	Aug 12 Cloudy 20	11-12	0	0	0	0	0
Laurier	Aug 12 Sun 21	12-1	0	0	0	0	0
Laurier	Aug 12 Sun 21	1-2	1	2			3
100	Aug 5 Sunny 22	2-4	0	0	0	0	0
100	Aug 5 Sunny 22	3-4	0	0	0	1	1
Mary St	Aug 12 Sunny 23	4-5	2	0	0	0	2
Mary St	Aug 12 Sunny 23	5-6	0	0	0	0	0
Mary St	Aug 5 Cloudy 20	6-7	0	0	0	0	0
Mary St		7-8	0	0	0	2	2

Total 8

## **Cycling Counts 2016**

### **Parkedale Ave, Ormond Street and Central Ave.**

Over July 2016 we have spent a total of 4 hours checking cycle traffic at the corner of Parkedale and Ormond Streets.

There were 4 separate, one-hour counts.

The totals are: Parkedale 57 [150 to 170 per 12 hour day]

Ormond 33 [99 per 12 hour day]

Brock Trail 6 [18 per 12 hour day]

#### **OBSERVATIONS**

1- Ormond accounts for 58% of the traffic on Parkedale Ave. and the Brock Trail 10%. The remaining 32% is spread between N. Augusta, California, Millwood, Windsor and Stewart.

2- 99% rode on the sidewalk on Parkedale and about 70% on Ormond.

3- Approximately 50% of the cyclists from the Brock Trail continued on Ormond.

4- All the eastbound traffic used the sidewalk on the north side of Parkedale while the westbound was split.

#### **CONCLUSIONS**

1- Parkedale has 10 times more cyclists per day than any other street in the north end. At the present time it is the only street in the north end with enough traffic to warrant bike lanes.

2-Parkedale and Ormond are intertwined and are, it appears, the actual hub of cycling activity in the north end.

Ormond already has projected improvements in the works.

However, to achieve any potential growth in cycling Parkedale must be developed as well.

3-Based on the fact that this is not in the downtown core of a major city and using case studies and examples posted on the Active Brockville Facebook page an increase in ridership of 150 to 200% could be expected.

### Anniversary Count

To follow up counts taken Thursday Nov 5 2015 [Partly sunny, 18 C] and Saturday Oct 31 [Overcast, 6 C] for the OMCIP application.

The 2015 BCAC counts submitted for the OMCIP application are in red.

Weekday Count    Nov. 2<sup>nd</sup> 2016   Time 3 to 5 PM   Temperature 19 C sunny

<u>Ormond Street</u>	Northbound	Southbound
	Sidewalk 6	Sidewalk 4
	Road 5	Road 5 Total all riders 20
	<b>2015- northbound road only 28 {BCAC}</b>	
	2016 - northbound road only 5	

<u>Central Ave</u>	Eastbound	Westbound
	Sidewalk 2	Sidewalk 6
	Road 6	Road 4 Total all riders 18
	<b>2015- eastbound road only 11 {BCAC}</b>	
	2016- eastbound road only 6	

Weekend Count    Nov.5<sup>th</sup> 2016   Time 12 to 2 Pm   Temperature 15 C partly sunny

<u>Ormond Street</u>	Northbound	Southbound
	Sidewalk 0	Sidewalk 1
	Road 0	Road 0 Total all riders 1
	<b>2015- northbound road only 7 {BCAC}</b>	
	2016- northbound road only 0	

<u>Central Ave</u>	Eastbound	Westbound
	Sidewalk 0	Sidewalk 5
	Road 2	Road 1 Total all riders 8
	<b>2015- eastbound road only 20 {BCAC}</b>	
	2016- eastbound road only 2	

## 2017 Cycle Counts Ormond Street and Central Avenue

To follow up on counts taken by the BCAC Thursday Nov 5 2015 [Partly sunny, 18 C] and Saturday Oct 31 [Overcast, 6 C] for the OMCIP application.

The 2015 BCAC counts submitted for the OMCIP application are in red.

Weekday Count #1 October 31<sup>st</sup> 2017 Time 3 to 5 PM Temperature 9 C Sun & Cloud

Short Shower

### Ormond Street

Northbound	Southbound
Brock Trail 5	Brock Trail 6
Road 0	Road 2
Pedestrians 7	Pedestrians 12 Total 19

2015- northbound road only 28 {BCAC} 16C

2017 - northbound all 5

Weekday Count # 2 Nov. 8th 2017 Time 3 to 5 PM Temperature 9 C Sun & Cloud

### Ormond Street

Northbound	Southbound
Brock Trail 1	Brock Trail 5
Road 1	Road 4
E SD. Grass 5	Total all riders 16
Pedestrians 21	Pedestrians 6 Total 37

2015- northbound road only 28 {BCAC} 16C

2017 - northbound all 7

### Central Ave

Eastbound	Westbound
Brock Trail 0	Brock Trail 2
Road 0	Road 0 Total all riders 2
Pedestrians 46	Pedestrians 25 Total 71

2015- eastbound road only 11 {BCAC} 16C

2017- eastbound all 0

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Weekend Count #3 October 28<sup>th</sup> 2017 Time 12 to 2 Pm Temperature 17 C Sunny

Ormond Street

Northbound		Southbound	
Brock Trail	4	Brock Trail	9
Road	0	Road	2
Pedestrians	4	Pedestrians	10 Total

2015- northbound road only 7 {BCAC} 6C

2017- northbound all 4

### Central Ave

Eastbound		Westbound	
Brock Trail	0	Brock Trail	8
North Side Walk	3		
Road	1	Road	1
Pedestrians	12	Pedestrians	33 Total all 45

2015- eastbound road only 20 {BCAC} 6C

2017- eastbound all 4

## 2018 Cycle Counts Ormond Street and Central Avenue

To follow up on counts taken by the BCAC Thursday Nov 5 2015 [Partly sunny, 18 C] and Saturday Oct 31 [Overcast, 6 C] for the OMCIP application.

The 2015 BCAC counts submitted for the OMCIP application are in red.

Weekday Count #1 August 9<sup>th</sup>, 2018 Time 3 to 5 PM Temperature 25 C Sunny  
Ormond Street

Northbound	Southbound
Brock Trail 4	Brock Trail 6
Road 2	Road 2
	<u>Total all riders 14</u>

**2015- northbound road only 28 {BCAC} 16C**

2018 - northbound all 6

Central Ave

Eastbound	Westbound
Brock Trail 3	Brock Trail 7
Road 0	Road 1
	<u>Total all riders 11</u>

**2015- eastbound road only 11 {BCAC} 16C**

2018- eastbound all 3

Weekend Count #3 August 11<sup>th</sup>, 2018 Time 12 to 2 Pm Temperature 25 C Sunny  
Ormond Street

Northbound	Southbound
Brock Trail 1	Brock Trail 7
Road 3	Road 2
	<u>Total all riders 13</u>

**2015- northbound road only 7 {BCAC} 6C**

2018- northbound all 4

Central Ave

Eastbound	Westbound
Brock Trail 2	Brock Trail 1
Road 0	Road 1
	<u>Total all riders 4</u>

**2015- eastbound road only 20 {BCAC} 6C**

2018- eastbound all 2

## A Dozen Good Reasons For Developing An Active Transportation Plan

A community can harvest significant benefits from the process of developing an active transportation (“AT”) plan. These benefits are separate and distinct from the implementation phases that later help the community become walk and bike friendly.

The dozen reasons which follow are loosely grouped yet in no specific order, although some follow as the natural result of others. The opportunity to gain these benefits also hinges upon the experience and expertise brought to the process through a tendered consulting contract. If a municipality is at the beginning of developing an AT plan, it will not have the capabilities in-house.

Here are “a dozen good reasons”:

### **1. Educating Stakeholders**

The planning process invites all stakeholders to participate in workshops and reviews, providing an opportunity for education through exposure to best practices, research, and case studies. Those stakeholders include residents, city councillors and staff, public health representatives, and business interests. Participants gain a common understanding of active transportation benefits in health, safety, social equity, and economic competitiveness. This shared understanding helps create consensus in discussions around various elements of the plan.

### **2. Dispelling Common Myths**

The evidence-based approach used in the facilitated workshops and reviews quickly debunks many myths related to active transportation. These are myths that get disproportionate coverage in the media, including “road too busy or dangerous”, “nobody bikes/walks”, “hurt property values”, “fire trucks won’t get through”, and more. These objections are dispelled by the practices underpinning current design approaches, and case examples from Ontario’s 42 “Bike Friendly Communities” that are home to 2/3 of Ontarians.

### **3. Facilitating Public Engagement**

The consultants leading the process are skilled and experienced in engaging different stakeholder groups and facilitating the workshops. Unlike typical public information sessions, workshops include a full spectrum of participants, resulting in a broad discussion of concerns, suggestions, needs and hopes. Multiple workshops provide opportunities to address different elements of an AT plan such as community trails, pedestrian crossings, intersection designs, and cycling network routes. Having the experts handle the tough job of planning and running the workshops is especially helpful in towns without those skills on staff.

### **4. Forging Community Cohesion**

The education and engagement process results in broad community understanding and support of the active transportation plan. Participants gain a common vision for active transportation’s contribution to a healthier, more prosperous community. Participation

## A Dozen Good Reasons For Completing An Active Transportation Plan (continued)

also generates ownership of the plan amongst those engaged.

### **5. Seeding “Encouragement” Programs**

The workshops provide an opportunity to draw out ideas for low-cost/high-impact programs that begin to encourage more people to get out and walk or ride more often. The consulting team is well versed in programs from other communities and leads the discussions. Encouragement programs help to normalize new behaviour, starting with simple things like “slow rides” that grow to include “bike to work” and “bike to shop”. With a shared vision of a healthier community, these programs seed the journey of social change.

### **6. Adopting and Adapting Demonstrated Best Practices**

The structured process of developing a plan is led by experienced consultants who know the field inside out. They bring the lessons learned, best practices, and successes from other municipalities. Every community has a strong cadre of “armchair experts” with opinions to share on something they saw once somewhere that would “obviously be easy to do” or “good enough”. The facilitated process of workshops and reviews, coupled with education, helps participants understand the pros and cons of design options, and the range of viable alternatives for each situation.

### **7. Integrating Current and Anticipated Key Destinations into the Plan**

Workshop participants help identify existing walking/cycling destinations, known and anticipated developments such as hospital expansions, arenas, school sites, housing developments, and commercial/retail centres. These can all be integrated into the plan. As new developments go through planning reviews, walking and cycling accessibility is predetermined and integrated, rather than debated as an afterthought.

### **8. Developing a Costed and Staged Implementation Plan**

City staff and other stakeholders participate in creating a costed and staged implementation plan. Such a plan can fit the city’s capital budget, optimize development of a connected/contiguous AT network, and integrate with the city’s longer-term capital plan for road renovations and other anticipated developments.

### **9. Updating Policies and Bylaws**

Many municipalities starting the development of an AT plan will have a piecemeal evolution of zoning and traffic/parking bylaws and other policies. The consultants bring the best policy and bylaw practices from the many Ontario communities who’ve gone before, tapping that knowledge to provide a draft set of recommended updates for consideration. This is important in providing residents and visitors with a consistent set of expectations that align across municipalities. It’s also important from the perspective of potential municipal liability that might otherwise arise.

### **10. Improving City Productivity**

All stakeholders own the AT plan through their participation in its development. After the plan has been approved by council, including its staged and budgeted implementation

## A Dozen Good Reasons For Completing An Active Transportation Plan (continued)

schedule, rollout can proceed without further debate – unless the context of a planned project element changes. This contrasts in productivity an unplanned or piecemeal approach in which each AT program or facility individually requires consultation, budgeting, reporting, and debate.

### **11. Setting Clear Expectations**

An AT plan created and approved as described above has clear expectations for all stakeholders. Developers understand that site plans require active transportation accessibility. Business owners can plan for when and how they will be better connected with foot and bicycle traffic. Municipal staff and council will know that when road renovation is planned for a segment that's part of the cycling network, cycling facilities will be an integrated part of the plan, not an add-on. Current and prospective homeowners will know when they will gain improved walkability and bikeability in their neighbourhoods and can plan accordingly. Families seeking to relocate and new businesses evaluating their prospects will see a planful approach to a more livable community.

### **12. Becoming Shovel Ready**

An approved AT plan with its costed and staged implementation schedule ensures that there are always “shovel ready” projects when grant opportunities arise. The grant application windows are often quite short – having a list of shovel ready projects ensures funding opportunities can be seized.

Embracing active transportation begets community change – change in personal habits, change in perspective on the part of city council and staff, and change in public acceptance that roads are for moving people – people of all ages and all abilities who deserve the opportunity to choose to move in a way that's best for them each time, and deserve to arrive at their destination safely every time. Change begins with guided and informed discussions as an AT plan is developed and is then anchored on the foundation of community consensus around that jointly developed plan.

The investment of time and money in developing a plan delivers solid benefits through the process itself as well as through ongoing community support and a more productive implementation. Every community benefits by going down this path.

September 13, 2018

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – Sept. 18, 2018**

**2018-106-09**

**ONTARIO MUNICIPAL COMMUTER  
CYCLING PROGRAM**

**C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT the development of an Active Transportation Plan continue as previously approved, utilizing funding provided through the *Ontario Municipal Commuter Cycling Program*.

**PURPOSE**

This report is provided in response to the direction given by the Finance, Administration and Operations Committee at the July 17, 2018 meeting.

**BACKGROUND**

Report 2018-077-07, detailing changes to funding provided through the *Ontario Municipal Commuter Cycling Program* (OMCCP), was received by the Finance, Administration and Operations Committee at the July 17, 2018 meeting (Attachment 1). The report was received for information purposes, and staff were directed to “**bring forward the plan developed by the Brockville Cycling Advisory Committee (BCAC) to be considered for the adoption by Council as the City’s Active Transportation Plan**”(Attachment 2).

**ANALYSIS**

1. Utilization of OMCCP Funding

The Ontario Ministry of Transportation has provided clarification regarding the use of the \$183,361.96 already received by the City through the OMCCP, based upon the terms of the Transfer Payment Agreement between the City and the Province of Ontario:

- a) In order to utilize the funding, the City must have a Cycling Plan or Active Transportation Plan (ATP) adopted by Council, or utilize some of the OMCCP funding to prepare a Cycling Plan or ATP for approval by Council.
- b) OMCCP funding can only be allocated to projects identified in the Council approved Cycling Plan or ATP.

Therefore, in order to utilize the OMCCP funding, Council must approve a Cycling Plan or ATP. Council has the discretion to determine what is an acceptable Cycling Plan or ATP.

## 2. BCAC Cycling Network

The BCAC presented a proposed Cycling Network to the Finance, Administration and Operations Committee at the December 2, 2015 meeting (Attachment 3). Council endorsed the efforts of the BCAC in developing the Cycling Network, and directed staff to develop a work plan for implementation of Phase I of the Cycling Network (Attachment 4).

In response to the inclusion of bicycle lanes on Laurier Boulevard as part of Phase I of the Cycling Network, residents of Laurier Boulevard initiated a petition expressing opposition to the plan, and made presentations expressing their opposition at meetings of the BCAC and Finance, Administration and Operations Committee.

Development of an ATP, as previously approved by Council, is recommended over adopting the BCAC Cycling Network, or a modified version of the BCAC Cycling Network for the following reasons:

- a) The BCAC Cycling Network is a high level document which does not identify the types of cycling facilities to be implemented on the various streets, the recommended phasing of projects to create the network, nor the cost of implementing projects to create the network. The ATP will provide these important details.
- b) The process to develop the ATP will include consideration of the BCAC Cycling Network as well as the alternatives proposed on behalf of Laurier Boulevard and Windsor Drive residents, and will include public meetings with the Laurier Boulevard and Windsor Drive residents as well as the community as a whole.
- c) The central component of the BCAC Cycling Network is the Brock Trail. The Brock Trail is used for many forms of active transportation in addition to cycling. The development of a cycling network within the context of an ATP will ensure that the different modes of active transportation and the different purposes for active transportation (recreation, commuting to work / school, shopping, etc.) are considered and provided for in a co-ordinated manner.

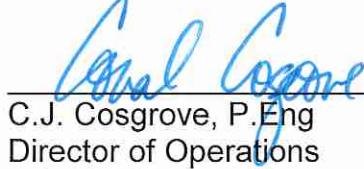
Cancellation of the previously approved contract with Alta Planning and Design would require a motion of reconsideration.

## POLICY IMPLICATIONS

None.

## FINANCIAL ANALYSIS

The City's 2018 Capital Budget (Brock Trail and Cycling Network) provides the funds required to match the funding provided through the OMCCP Transfer Payment Agreement.



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



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M. Pascoe-Merkley  
Interim City Manager



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D. Dick, CA, CPA  
Director of Corporate Services

JULY 12, 2018

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JULY 17, 2018**

**2018-077-07**

**ONTARIO MUNICIPAL COMMUTER  
CYCLING PROGRAM**

**C.J. COSGROVE, P.ENG  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT Report 2018-077-07 be received for information purposes.

**PURPOSE**

The purpose of this report is to provide an update regarding the Ontario Municipal Commuter Cycling Program.

**BACKGROUND**

At the January 25, 2018 meeting, Council authorized the execution of a Transfer Payment Agreement with the Province of Ontario for the Ontario Municipal Commuter Cycling Program (OMCCP), please refer to Attachment 1. Under the Agreement, the Province provided \$48,000 towards an Active Transportation Plan, and \$135,361.96 towards the 2018 Brock Trail capital project. The Agreement also projected contributions from the Province in their 2018/19, 2019/20 and 2020/21 fiscal years. The projected contributions were to be based on the projects identified in the Active Transportation Plan.

**ANALYSIS**

The Ontario Ministry of Transportation (MTO) has advised the City of Brockville, in writing, that funding for the OMCCP is cancelled for future years. The 2018 OMCCP funding of \$183,361.96 has already been received.

The Transfer Payment Agreement identified the Active Transportation Plan as a prerequisite for the City receiving the additional funding under the OMCCP. The Active Transportation Plan has been initiated as approved by Council (\$2,300 spent to date). It is intended that the project be completed as proposed, as it will provide an appropriate opportunity for all interested community members to provide input regarding a plan for Brockville, as identified in the Official Plan. The MTO's expectation is that the City will undertake the projects linked with the \$183,361.96 in the Transfer Payment Agreement, including the Active Transportation Plan.

2018-077-07  
Ontario Municipal Commuter Cycling Program

Page 2

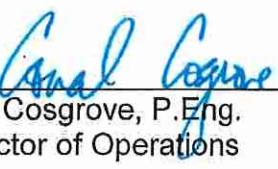
## POLICY IMPLICATIONS

None.

## FINANCIAL CONSIDERATIONS

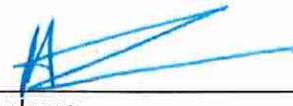
The City's 2018 Capital Budget provides sufficient funds for the City's share of the Brock Trail (\$67,000) and Active Transportation Plan projects (\$12,000).

The 2019 Capital Plan will take into account the cancellation of the remainder of the OMCCP funding.

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

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D. Dick, CPA, CA  
Director of Corporate Services

  
B. Casselman  
City Manager

JANUARY 9, 2018

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JAN. 16, 2018**

2018-009-01

ONTARIO MUNICIPAL COMMUTER  
CYCLING PROGRAM

C.J. COSGROVE, P.ENG  
DIRECTOR OF OPERATIONS

**RECOMMENDED**

THAT Council authorize the Mayor and City Manager to enter into a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for the Province of Ontario for the Ontario Municipal Commuter Cycling Program.

**PURPOSE**

The Ministry of Transportation requires a resolution of Council authorizing the execution of the Transfer Payment Agreement for funding through the Ontario Municipal Commuter Cycling Program (OMCCP).

**BACKGROUND**

At the July 25, 2017 meeting, Council authorized an application to the OMCCP for funding of an active transportation plan that includes cycling (Attachment 1).

**ANALYSIS**

The province is proposing to provide \$48,000 towards the estimated cost of \$60,000 to complete an active transportation plan. In addition, the province is proposing to provide \$135,361.96 towards the estimated cost of \$201,000 for the Brock Trail Project included in the 2018 Capital Budget (Railway Tunnel to Front Avenue).

**POLICY IMPLICATIONS**

There are no policy implications.

2018-009-01

Ontario Municipal Commuter Cycling Program

Page 2

## **FINANCIAL CONSIDERATIONS**

The 2018 Capital Budget allocation for the Cycling Network (\$15,000) provides sufficient funds for the City's share of the active transportation plan. The 2018 Capital Budget allocation for the Brock Trail (\$67,000) provides sufficient funds for the City's share of that project.

## **CONCLUSION**

The City should enter into the Transfer Payment Agreement in order to receive funding through the OMCCP.



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



D. Dick, CPA, CA  
Director of Corporate Services

B. Casselman  
City Manager

City of Brockville  
Council Meeting Minutes - Tuesday, July 25, 2017

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**3. 2017-081-07  
Ontario Municipal Commuter Cycling Program**

THAT the City of Brockville apply to the Ontario Municipal Commuter Cycling Program for funding of an active transportation plan that incorporates cycling.

**4. 2017-083-07  
2017 Departmental Work Plans  
2nd Quarter Report**

THAT Council approve the 2017 Departmental Work Plans Second Quarter Report as outlined in Schedule 1, Report 2017-083-07.

**5. 2017-075-07  
Tiered Response Agreement  
United Counties Leeds & Grenville and City of Brockville**

THAT Council authorizes the Mayor and Clerk to execute the Tiered Response Agreement between the United Counties of Leeds and Grenville EMS and the City of Brockville.

**6. 2017-076-07  
Fire Communication Agreement  
Municipality of South Dundas**

THAT Council authorizes the Mayor and Clerk to execute a Fire Dispatch Communication Service Agreement between the City of Brockville and the Municipality of South Dundas for the period of five years commencing on January 1st, 2017 and ending on December 31st, 2021.

**7. 2017-084-07  
Donation of 1997 Pierce Quantum Pumper Rescue to  
St. Lawrence College**

THAT Council authorizes the donation of a surplus 1997 Pierce Quantum Pumper Rescue to the St-Lawrence College Brockville Campus to be used for its Firefighter Pre-Service Program.

JULY 10, 2017

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JULY 18, 2017**

2017-081-07  
ONTARIO MUNICIPAL COMMUTER  
CYCLING PROGRAM

C.J. COSGROVE, P.ENG  
DIRECTOR OF OPERATIONS

**RECOMMENDED**

THAT the City of Brockville apply to the Ontario Municipal Commuter Cycling Program for funding of an active transportation plan that incorporates cycling.

**PURPOSE**

The purpose of this report is to introduce the Ontario Municipal Commuter Cycling Program (O.M.C.C.P.), and how it can assist in achieving the City's goals with respect to implementing a cycling network.

**BACKGROUND**

As part of the Ontario Cycling Strategy and Action Plan, the O.M.C.C.P. will provide direct, dedicated, annual funding to municipalities to support the implementation of commuter cycling infrastructure.

The O.M.C.C.P. is a four-year program (2017 – 2020), with \$42.5 million available in the first year. All Ontario municipalities are eligible for funding to support up to 80% of costs associated with the implementation of eligible projects.

**ANALYSIS**

For municipalities with a population greater than 15,000, allocations will be based upon a funding formula. The projects submitted by a municipality must be prioritized based on a Council-approved cycling plan. Where a municipality does not have a cycling plan to work from, they must first use the O.M.C.C.P. funding to develop a cycling plan.

The City was successful in obtaining \$325,000 through the Ontario Municipal Cycling Infrastructure Program, the predecessor of the O.M.C.C.P., towards the construction of two sections of the Brock Trail. The O.M.C.C.P. presents an opportunity to use Capital Budget allocations for the Brock Trail and the Cycling Network to leverage provincial funds towards expanding the Brock Trail and creating a true cycling network, as envisaged in the City's

2017-081-07

ONTARIO MUNICIPAL COMMUTER CYCLING PROGRAM

Page 2

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Official Plan.

The Brockville Cycling Advisory Committee has done significant work towards developing a cycling network. The O.M.C.C.P. presents an opportunity to have transportation professionals review, refine and expand on the work done to date and conduct additional public consultation before recommending a cycling plan for adoption by Council. It is recommended that the cycling plan be developed as part of an active transportation plan, as in many cases it is anticipated that cyclists and pedestrians will be sharing the same facilities, especially the Brock Trail. An active transportation plan would focus on integrating cyclists, pedestrians and other "people-powered" modes of transportation such as skateboards and rollerblades, into the City's transportation system.

#### POLICY IMPLICATIONS

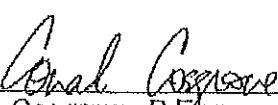
Council endorsement is a requirement of the application process.

#### FINANCIAL ANALYSIS

In 2014, Council endorsed a 10 year capital plan for active transportation projects. This plan has been embedded in the City's Capital Plan. The existing allocations for the Cycling Network and the Brock Trail can provide the funds required to match the funding available through the O.M.C.C.P. for an active transportation plan that can be expected to cost in the range of \$40,000 to \$60,000. Assuming 80% funding from the O.M.C.C.P., the City share would be \$8,000 to \$12,000. There is an allocation of \$15,000 annually in the Capital Budget for the Cycling Network.

#### CONCLUSION

The City of Brockville should apply to the O.M.C.C.P. for funding for an active transportation plan.

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

  
\_\_\_\_\_  
B. Casselman  
City Manager

  
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D. Dick, CPA, CA  
Director of Corporate Services

Finance, Administration & Operations Committee Minutes  
Tuesday, July 17, 2018

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3. 2018-074-07

Water & Wastewater Systems - Quarterly Report (Apr. - Jun. 2018)

Moved by: Mayor Henderson

THAT Report 2018-074-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2018) be received for information purposes.

CARRIED

4. 2018-082-07

Brockville Tourism Office Sale of Railway Tunnel Merchandise

Moved by: Councillor Earle

THAT Council support the proposal from Brockville Tourism regarding the exclusive sale of Brockville Railway Tunnel merchandise.

CARRIED

5. 2018-077-07

Ontario Municipal Commuter Cycling Program

Moved by: Councillor Blanchard

THAT Report 2018-077-07, Ontario Municipal Commuter Cycling Program be received for information purposes.

CARRIED

The Committee directed C. Cosgrove to stop the development of the active transport plan by Alto Planning and bring forward the plan developed by the Brockville Cycling Advisory Committee to be considered for adoption by Council as the City's Active Transportation Plan.

**November 25, 2015**

**Report to Finance, Administration and Operations – December 2, 2015**

**2015-129-12**

**Brockville Cycling Network  
Phase I Plan**

**A. Medcalf  
Chair, cycling advisory committee  
D. George  
Lead, cycling network committee**

**Recommended**

THAT Council endorse and encourage the cycling advisory committee's efforts to design a cycling network for the City of Brockville, in accord with the City's Official and Sustainability Plans, related strategy documents, and endorsement of the Healthy Communities Vision.

THAT Council direct City staff to develop a work plan for implementation of Phase I of the cycling network for implementation in 2016, to be approved by Council.

**Purpose**

This report provides a plan for Phase I of Brockville's cycling network as described in Section 5.2.5 and Schedule 5 of the Official Plan. Phase I builds on and extends the reach of the Brock Trail in a staged implementation. The plan is expressly designed for families and those aged 8 to 80 who would use their bikes more every day given facilities that lessened their perceived risk.

**Ontario Context**

Across Ontario, as across North America, communities are harvesting investments made to become more bicycle friendly. As facilities improve, more people are choosing to ride bikes often for transportation and recreation ("everyday cycling"). This is especially true for older Ontarians, where those over 55 make up the fastest growing segment.

Annual research done by Stratcom for Share the Road (2014 update) tells us:

- 32% of adult Ontarians ride a bike at least monthly, and 54% state a desire to ride more often

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 2

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- 67% would ride more if they felt less at risk doing so, and 68% support governments investing more in making roads safer for all
- 60% support improved education for those driving and biking
- fully 66% of Ontarians agree that more people choosing to ride more often benefits everyone, not just those on bikes

Among adult Ontarians, most who choose to cycle for transportation or recreation do so consciously, and almost all choose to drive when the situation warrants – it's important to note that adults riding bicycles and driving cars are largely the same people. Making the roads safer for walking and cycling is also an important aspect of social equity – not everyone can afford to own and operate a car.

The growing body of evidence shows that sustained increases in cycling yield a plethora of health, social, environmental and, on the bottom line, economic benefits. This evidence has been shared with City Council and senior staff on many occasions over the last several years. There are 28 Bicycle Friendly Communities, home to 60% of Ontarians, harvesting these benefits. These are cities with whom we compete to attract and retain families, talent, businesses and tourism.

### **Local Context**

All of Brockville's strategic plans call for improved support for cycling. The Official Plan calls for an updated transportation plan to better and more safely accommodate moving people and goods. Section 5.2.5 of the Official Plan, stipulating the characteristics of the cycling network, is shown in Appendix A along with Schedule 5 which shows the potential cycling network.

The Brock Trail is currently undergoing revitalization and expansion, thanks to the efforts of the Brock Trail Committee and direct and in-kind funding from the city, granting organizations, philanthropic groups and area companies.

Brockville's application for Bicycle Friendly Community certification in 2013 resulted in an honourable mention, falling short primarily due to lack of a cycling network, both on-road and off-road (Brock Trail incomplete).

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 3

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City Council has twice declined creating a comprehensive transportation plan and has also declined creating an active mobility plan. The Mayor challenged the Brockville cycling advisory committee (BCAC) to undertake the design and proposal of a cycling network. One of the committee's early projects was the redesign of the Ontario Waterfront Trail route through town, a route that sees 3,000<sup>+</sup> cycle tourists each year in Brockville.

City Council endorsed the Healthy Communities Vision on Sept 22, stating support for, among other items, complete streets and active mobility, including cycling.

With this local context, against the backdrop of rapid development across the rest of the province, BCAC has undertaken the challenge of creating a cycling network, as described in the Official Plan.

BCAC has numerous partnerships in Brockville, the region and at the provincial level. The Leeds, Grenville & Lanark District Health Unit has an assigned representative on BCAC, and has partnered on many projects. BCAC has also consulted with Safe Communities Brockville and Brockville Police Services on this project. To solicit public review and feedback, the committee:

- Presented to Transition Brockville at the Library in Winter 2015.
- Hosted six “open house” information sessions at various places in the community in May 2015.
- Hosted an information session for the Silver Spokes Cycling Club at the Shepherd Welcome Centre in May 2015.
- Posted a survey on the BCAC page of the City’s website.

In all, 92 people visited the open-house sessions and 78 surveys were completed. Overall, support for the project is strong, with a common comment being, “at last!”

## Brockville Cycling Network

### Vision

Brockville will be seen to have a vibrant cycling scene, where cycling is integrated into the fabric of health promotion, the transportation network, recreational opportunities, tourism initiatives and everyday living.

### Mission

To create sustainable lifestyle advantage by helping more people cycle more often, through engineering, encouragement, enforcement, education and evaluation.

### Design Principles

With this vision and mission in mind, the committee has developed the following principles in designing a cycling network for Brockville, consistent with Section 5.2.5 of the Official Plan:

- **Everyday Cycling** – The segment of the population targeted by the network is first and foremost the “everyday” cyclist – those people who would like to get back on a bike recreationally to start, perhaps with friends and family, and then venture to use their bike more for everyday trips around town for appointments, work, school, shopping and visiting. The Stratcom research shows this group is eager yet cautious, and they’re reluctant to mix with motorized traffic. This segment holds the greatest latent demand for better facilities. The network will also serve, but is not specifically designed for, those comfortable with and skilled at mixing with traffic on Brockville’s busier roads.
- **Extend the Reach of the Brock Trail** – When complete, the Brock Trail will be a linear park with a multi-use paved and accessible path that will span the city from east to west and north to south, with signalized crossings at major roads. The cycling network will extend the reach of the Brock Trail to every residential neighbourhood area and major destination in the city. This may not provide the most direct route favoured by experienced cyclists, yet will provide a route that’s either off-road or physically separated from traffic as much as possible.

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 5

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- **Staged Implementation** – The cycling network will be staged in over several years for numerous reasons:
  - Allow latent demand to emerge and demonstrate the uptake (as usually happens with every cycling project in all cities).
  - Avoid over-building before demand is demonstrated through uptake.
  - The city's financial resources are best committed to high return projects; a staged implementation will allow public demand to build as growth in activity reveals the benefits.
  - Address key routes first that demonstrably extend the Brock Trail for greatest benefit.
  - Manage perceived impact on traffic and parking.

This staging includes seasonality, recognizing that the target segment of users will likely not be riding in the winter. Cycling lanes, especially protected lanes (physically separated from motorized traffic), will not be cleared in the winter until such time as demand warrants.

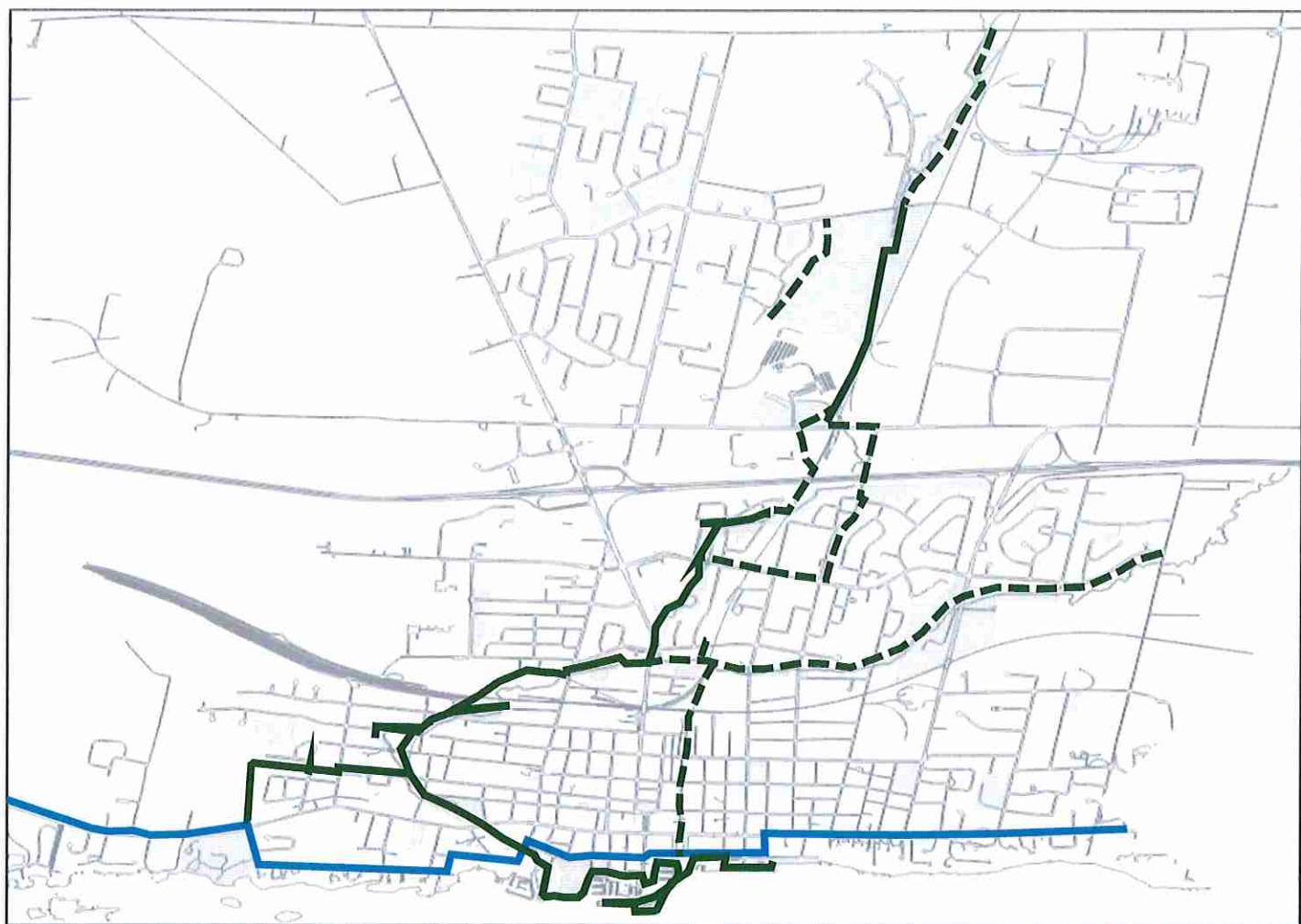
- **Traffic Separation** – Recognizing the people for whom this network is designed, arterial segments of the cycling network will be physically separated from motorized traffic wherever possible. While some segments may seem better implemented first as simple signed routes or designated bike lanes, and migrated to protected facilities as demand builds and traffic grows, research shows that incremental approaches often fail to satisfy latent demand, with uptake and benefits falling short of expectations.
- **Compliance and Best Practices** – In designing the proposed network, BCAC has attempted to adopt and adapt best practices from communities that are certified Bicycle Friendly or otherwise seen as leaders in meeting the multi-modal mobility needs of their constituents. BCAC examined active transportation plans, cycling networks and projects in Stratford, Barrie, London, Windsor, Kitchener, Waterloo, Belleville, Cobourg, Kingston and larger centres like Ottawa, Toronto, Halifax, Vancouver, Edmonton and Calgary. The committee has strived to follow design guidelines and to select approaches which will be compliant with Ontario Traffic Manual – Book 18 – Cycling Facilities (“OTM-18”). BCAC also notes Section 5.2.5 of the Official Plan and Schedule 5 which shows potential cycling facilities. BCAC’s proposed network, once complete, will be compliant with Schedule 5.

**Report 2015-129-12****Brockville Cycling Network – Phase I**

Page 6

**Brock Trail and Ontario Waterfront Trail**

The outline map below shows the Ontario Waterfront Trail route (blue), the existing segments of the Brock Trail (solid green) and planned extensions (dashed green). This is the core of the proposed cycling network.



Of note, when complete, the northern end of Brock Trail will link to the extensive trail network in the Mac Johnson Wildlife Area. On the waterfront, the Trail merges with the Ontario Waterfront Trail network's 2,100 km of routes across Ontario. The Waterfront Trail also provides a cycling route to Quebec and its 5,300 km Route Verte provincial cycling network.

**Report 2015-129-12****Brockville Cycling Network – Phase I**

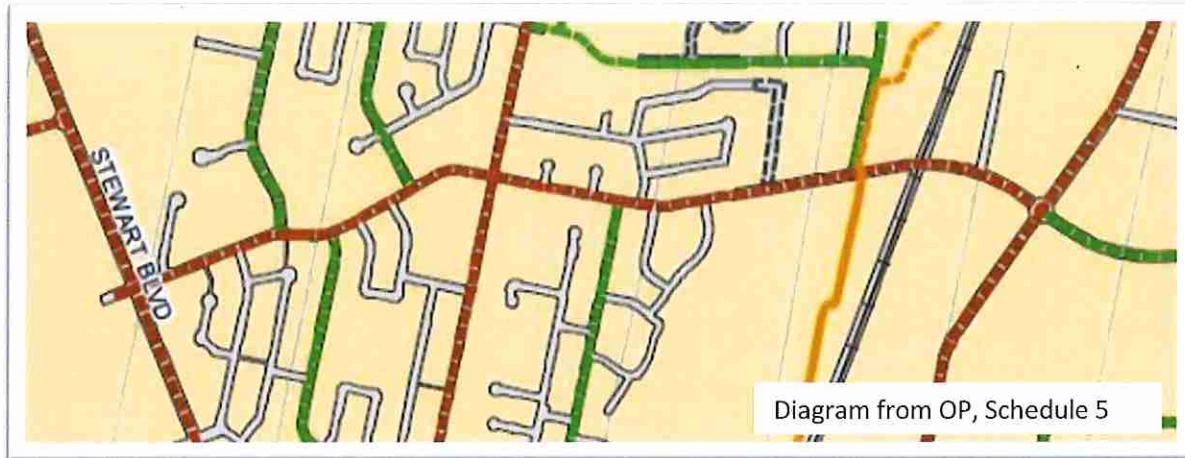
Page 7

**Cycling Network – Phase 1**

There are three project segments selected for the first phase.

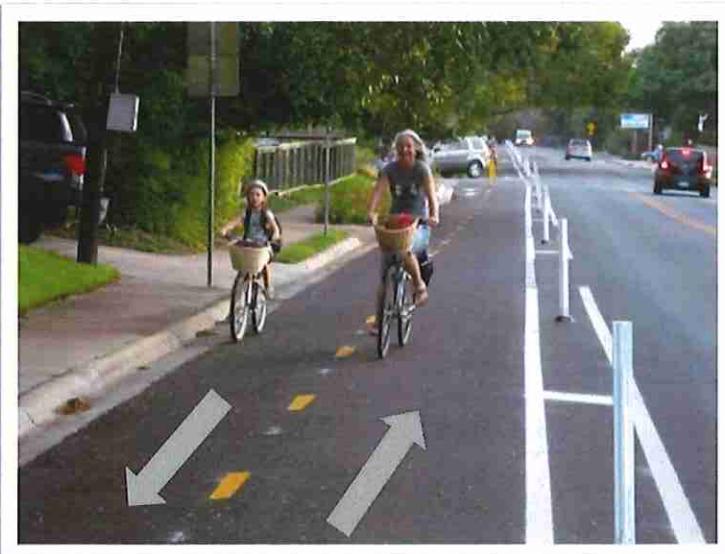
1. **Laurier Blvd Northern East/West Spine Route**

**Rationale:** This route is selected as a high priority in order to extend the Brock Trail's reach to all neighbourhoods north of the 401 and provide social connectivity across those neighbourhoods.



**Design:** A protected two-way cycle track on the south side of Laurier, separated from the adjacent traffic lane with bollards in a painted divider would be installed from Stewart in the west to the Brock Trail trailheads adjacent to the firehall and soccer fields (map above). The “flexi-post” bollards are placed every 5m to 10m, aligned within a 0.5m painted buffer zone as shown in the picture. Bollard alignment and breaks in the painted buffer would ease driveway access.

The cycle track occupies the width of one lane, leaving the existing road corridor with two lanes plus a parking lane along the full north side.



**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 8

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Daytime spot surveys by BCAC have not found more than thirteen vehicles parked on Laurier Blvd between Briarwood and Stewart at any time.

The reconfiguration of the street, with a cycle track on one side and parking on the other, will visually narrow the roadway, helping to constrain traffic speed. This will help mitigate risks at the Kensington intersection.

From just east of Briarwood, eastward to the firehall, Laurier's pavement narrows, although the roadbed along the south side is ready to accept paving between the existing pavement and the sidewalk. This would extend the cycle track from Briarwood to the firehall and current/proposed Brock Trail trailheads.

Parking along Laurier near the soccer fields, especially on Saturday mornings in season, will need to be addressed. A safe family cycling route will reduce the parking need a bit. Other on-road arrangements are under investigation. BCAC notes that the barricaded portion of the soccer fields parking lot contains more spaces than is provided by on-road parking.

OTM-18 compliant treatment of the Windsor-Laurier intersection will be left to the City's transportation engineering staff.

A signalized crossing of Laurier at Bridlewood would provide north/south Trail connectivity, to be implemented with the Trail expansion project.

BCAC suggests that winter snow clearing of the cycle track is not required until such time as demand warrants, and winter operations with or without the flexi-bollards in place will be determined by City staff.

A different winter challenge may be the potential perception of property owners that they have more snow to shovel out of their driveways in order to reach across the cycle track to the cleared road. The amount of snow is the same. They now clear two traffic lanes of snow piled across the end of their driveway. With the cycle track, they still clear two traffic lanes worth

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 9

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of snow, but one is untouched and only one lane's worth of packed snow is piled across the end of the driveway.

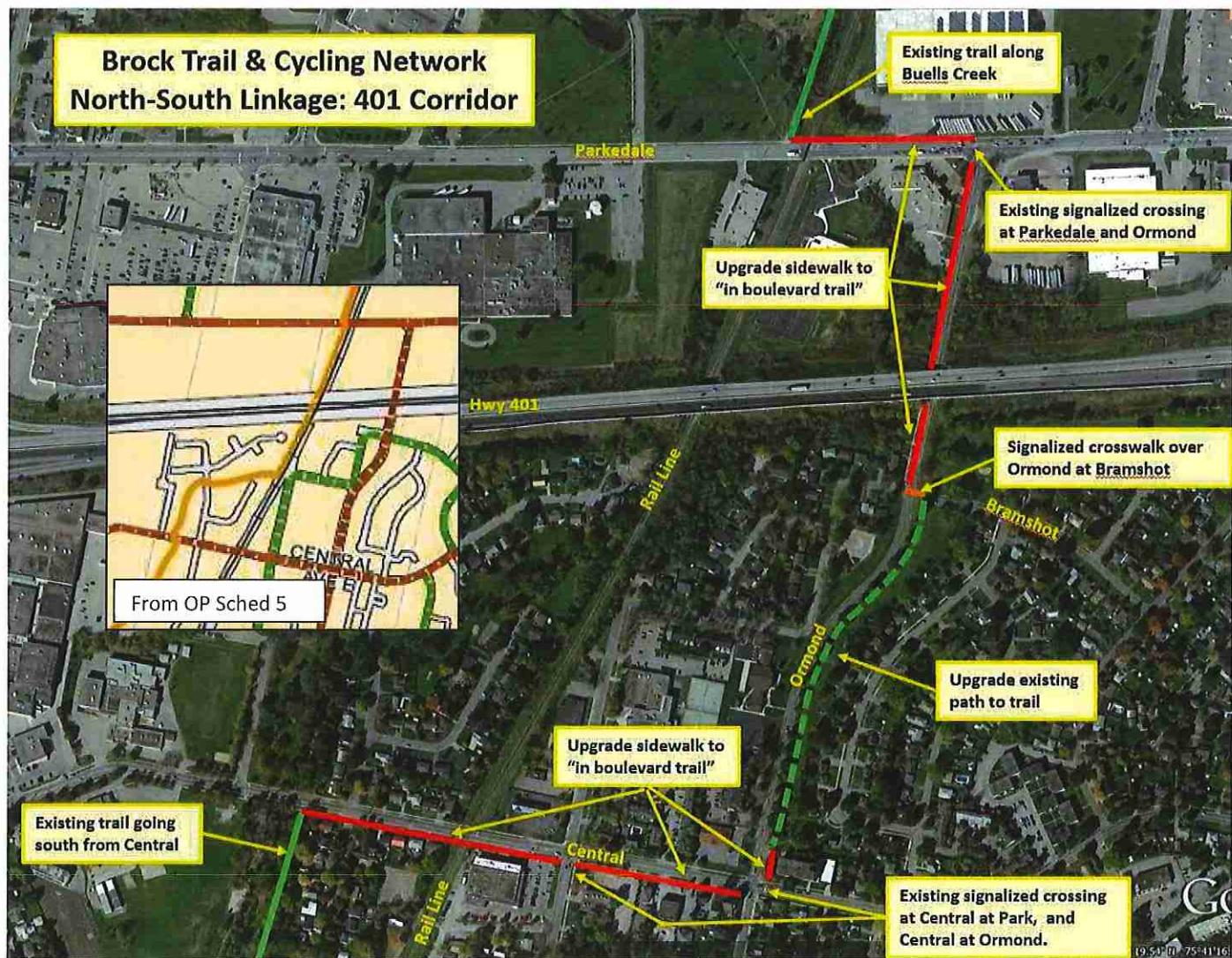
**Funding:** Cost elements include paving the shoulder (cycle track) from Briarwood to the firehall, painting road markings, supply and installation of approximately 180 flexi-bollards, and signage. A signalized crossing of Laurier at Bridlewood is assumed to be part of the Brock Trail linkage for the Laurier-to-Centennial expansion.

## 2. 401 Corridor Route

**Rationale:** This route is the most viable route through the 401 corridor for both the Brock Trail and cycling network, completing the Trail's north-south linkage. Should a VIA Rail 401 underpass route become available, it will not serve neighbourhoods east of the VIA Rail tracks, between the 401 corridor and Front Street, as this route would. As well, the reconfigured segment of Central becomes the initial piece of an eventual Central/Reynolds east-west midtown spine route as shown in the Official Plan, Schedule 5.

**Design:** This route has been described in full in the application submitted to the Ontario Municipal Cycling Infrastructure Program. See diagram below.

**Funding:** This is a joint project of the Brock Trail and BCAC, with funding under discussion and the OMCIP grant application underway.



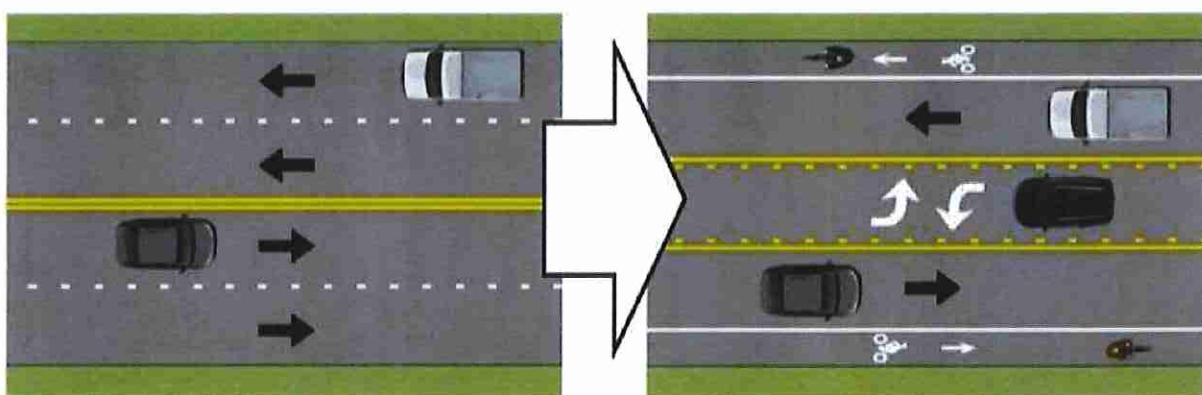
### 3. King St West – Waterfront Trail Route Enhancement

**Rationale:** King St West, from Rivers Ave westward to and beyond the city limits, has been the subject of many residents' complaints, made evident during the development proposal discussions for the former Philips Cable Plant lands. Problems include motorized traffic at high rates of speed, rendering the heavily-used sidewalk unpleasant to use at best, and crossing of King St difficult and hazardous.

This corridor is the Ontario Waterfront Trail route in and out of Brockville's west end, and carries over 3,000 visiting cycle tourists each season. The route is also heavily used by recreational cyclists headed for Cty Rd 2 or Lyn Rd to gain access to countryside routes, or returning to Brockville.

The segment is identified in Schedule 5 of the Official Plan as part of a spine route in the cycling network.

**Design:** Traffic counts on King St W are well below those required to justify four lanes. Even when the route is in use as the 401 EDR, traffic capacity is constrained by a reduction to two lanes east of Rivers Ave. The existing road corridor is wide enough to reconfigure as shown in the diagram below, using nothing more than paint and signs. The result is a bike lane on each side, one traffic lane in each direction, and a centre left turn lane.



Discussion has started with the Counties to consider extending the upgrade beyond the City limits to Grants Creek or other suitable merge location

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 12

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along County Road 2 west of Brockville. Under discussion as well is the possibility of moving the speed limit transition zone further west. A visually narrower road and an extension of the 50km/h zone would serve to slow traffic. The bike lanes also provide a buffer between the sidewalk and traffic, and the centre left turn lane provides space for pedestrian crossing refuges or islands at intersections.

Ideally, the committee would propose one protected/separated two-way cycle track on the south side of the road corridor. However, without a signalized intersection at Lyn Rd, there appears to be no way to design a safe western end of the cycle track, where westbound cyclists would need to cross Cty Rd 2 to continue.

**Funding:** The City's portion of this segment, between Rivers Ave and the City Limits, is scheduled for repaving in 2016. If the redesign is included in that project, then signage is the only marginal additional cost of implementing the bike lanes.

Future Cycling Network Expansion

Future expansion would fill out the network's reach to neighbourhoods and key destinations, connecting them to the existing network and Brock Trail, per the Official Plan.

The network design would include bike lanes on selected road segments, and signed routes through quieter residential areas.

Further work is required to ensure that road widths, traffic loads and design elements follow Ontario Traffic Manual guidelines and requirements, and to verify that segments identified as "potential" routes in Schedule 5 are viable compared to alternatives.

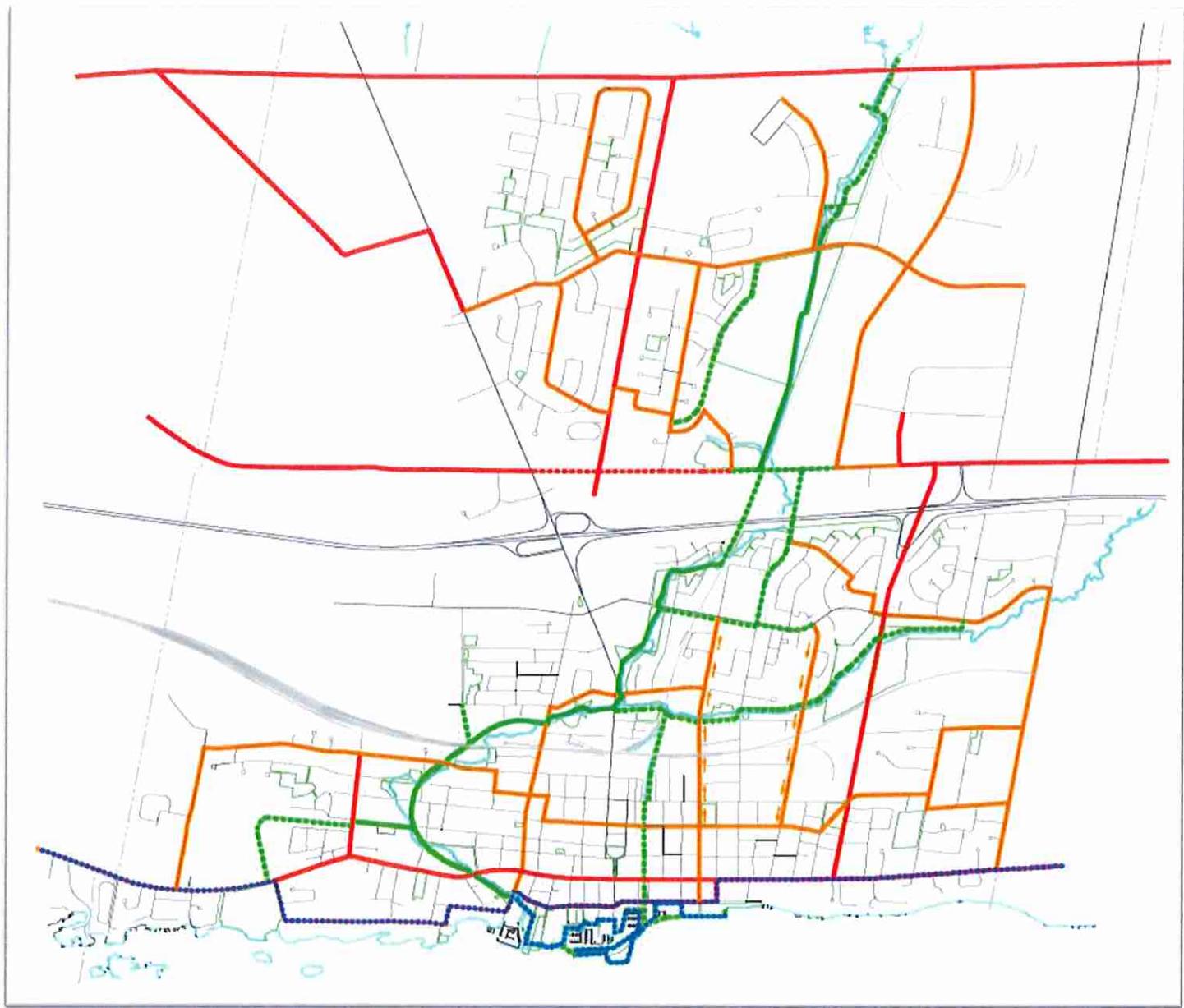
When complete, "everyday cycling" will be enabled across the city, with all neighbourhoods and destinations accessible via a signed network.

Report 2015-129-12

## Brockville Cycling Network – Phase I

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The network is shown pictorially here, while Schedule 5 of the Official Plan is attached in Appendix A.



The network is anchored by the Ontario Waterfront Trail (blue), the Brock Trail (green), cross-town spines and connectors (orange) designed for “everyday” cyclists, and more direct routes for confident cyclists (red).

## Policy Implications

Brockville's current Traffic By-Law 21-93 and Parking By-Law 119-89 will need further amendments to bring it in line with current and best practices dealing with cycling and on-road cycling facilities. Amendments will be required at a minimum for:

- Prohibiting parking or standing in protected/segregated or unprotected bike lanes or cycle tracks, except for buses, taxis and vehicles with disabled permits engaged in picking up or letting off passengers.
- Where on-street parking is changed, amendments to the related parking stipulations.
- Fines related to infractions, modelled on communities with best practices.

Other possible amendments worth considering include:

- General review from the perspective that bicycles are vehicles under the HTA, and amending language where needed to more clearly differentiate motorized from non-motorized vehicles.
- Perhaps some language around parking of bikes (not impeding pedestrian passage).
- Removing the prohibition on cycling two abreast, as leading communities have done.
- For road segments where cycling facilities have been implemented, restricting riding on the sidewalk, delineated by age.
- For the Brock Trail in its entirety, explicitly restricting motorized vehicles of all types, including "scooter" style e-bikes. (Note: this does not apply to motorized mobility assistance devices.)

Along with updates to the Traffic By-Law and Parking By-Law, consideration needs to be given to enforcement and education. Appropriate public service announcements will be needed to help people understand the changes and how to adapt to them.

With respect to the Official Plan BCAC has followed Section 5.2.5's directions. With respect to Schedule 5, BCAC's Phase I recommendations are a subset of the potential eventual network shown. As BCAC's work continues, the committee's

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 15

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recommendations, incorporating emerging best practices, may result in future phases diverging from the potential network shown in Schedule 5. This will most likely be the case for potential spin routes. As an example, BCAC will likely avoid recommending large segments of Parkedale Ave. At some future date, following Council's approval of BCAC's plans and eventual full network, an amendment to the Official Plan would be in order to update Schedule 5.

**Financial Considerations**

The initial priority stages, King St W and Laurier Blvd, are relatively inexpensive to implement, consisting mostly of road markings and signage. The Laurier design will require approximately 367m of shoulder paving east of Briarwood to the firehall, as well as flexi-bollard separators along the entire 1.9km.

The cycling committee recommends that separated/protected bike lanes/tracks not be cleared of snow in the winter, until such time in the future as usage and demand grows to warrant doing so. This is consistent with cities like Thunder Bay, where extensive bike lane and cycle track construction has occurred in a relatively short timeframe.

Cooperation from the Counties will be required to implement the King St W / County Road 2 redesign, lane markings, signage and speed limit changes southwest of the City limits to Lyn Road, Grants Creek or other transition zone the Counties deem most appropriate.

The "401 Corridor" project, jointly with the Brock Trail, is hoped to garner funding from the Ontario Municipal Cycling Infrastructure Program and Trillium Foundation to supplement the capital funds committed by the City to the Trail and cycling projects.

It is expected that capital and operating costs related to the cycling network will be factored into the annual budget process and be allocated appropriately. As reference, none of the 28 Bicycle Friendly Communities in Ontario have relied on funding beyond municipal budgets, supplemented with available provincial and federal grant programs, for capital work relating to cycling facilities.

**Report 2015-129-12****Brockville Cycling Network – Phase I**

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Ongoing maintenance and operational costs are factored into annual operating budgets as part of providing public transportation infrastructure. It's also worth noting that the Stratcom research done for Share the Road found a strong majority of Ontarians support government spending for improved facilities for cycling.

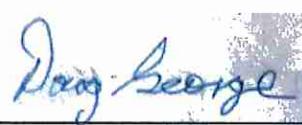
**Summary**

When completed, the cycling network will move Brockville into a competitive position with communities across Ontario that have embraced active mobility for its myriad benefits. Every time a material cycling infrastructure project is implemented in North America, latent demand is unleashed and bicycle traffic grows quickly. People want more choice in how they are able to move safely around their communities. Certainly the feedback received at the cycling network information sessions would indicate that Brockville is no different in this regard from what research tells us about the rest of Ontario. It's time for Brockville to fulfill the mobility vision in the strategic, sustainability and official plans. The cycling advisory committee is pleased to help facilitate the change and to help Council walk the talk of the Official Plan and commitment to the Healthy Communities Vision.



Alan Medcalf

Chair, cycling advisory committee



Doug George

Lead, cycling network subcommittee

Conal Cosgrove

Director, Operations

## Appendix A: Excerpt from Brockville's Official Plan

### 5.2.5 ACTIVE TRANSPORTATION SYSTEMS

A shift towards active lifestyles and increasing demands for sustainable modes of transportation presents a need for a useful and accessible walking and cycling network in the City. This Plan recognizes that bicycle and pedestrian trails and paths contribute to healthy communities and supports such sustainable modes of travel. The City encourages the development and enhancement of pedestrian and shared use of non-motorized trails and bicycle routes.

It shall be the policy of the City that:

1. The City shall work towards providing safe bicycle and pedestrian paths, both separated from the roadway, on existing and proposed roads, on abandoned rail corridors, and within parks and open spaces, as appropriate.
2. The City shall consider adapting roads to provide safer travel for bicycles and pedestrians on road pathways, where feasible and appropriate.
3. The City shall undertake to complete connections along the Brock Trail, including the Waterfront Trail System, and to interconnect existing walking trails and bicycle paths to the Brock Trail, where feasible and appropriate to provide continuous trail system linkages.

Routes should provide continuous access between both the north and south-ends of the City in Neighbourhood and Neighbourhood Development Areas, Parks and Open Space Areas, Institutional Areas, the Downtown and Central Waterfront Areas, and Mixed Use and Commercial Areas.

4. The City shall undertake to complete extensions to the Brock Trail at the west and the north to the Mac Johnson Wildlife Area.
5. The City shall promote accessible and convenient trail systems within a reasonable distance from all of the City's larger Parks and Open Space Areas and from the Downtown and Central Waterfront Area.
6. The City shall ensure that trail and path systems provide places to sit, and include the use of diverse paving, high quality landscape materials, and pedestrian scaled directional lighting.
7. The City shall promote aesthetically pleasing trail systems, particularly for recreational purposes. Particular attention shall be given to trail systems associated with natural assets including the waterfront, parks, and natural features.

**Report 2015-129-12****Brockville Cycling Network – Phase I**Page 18

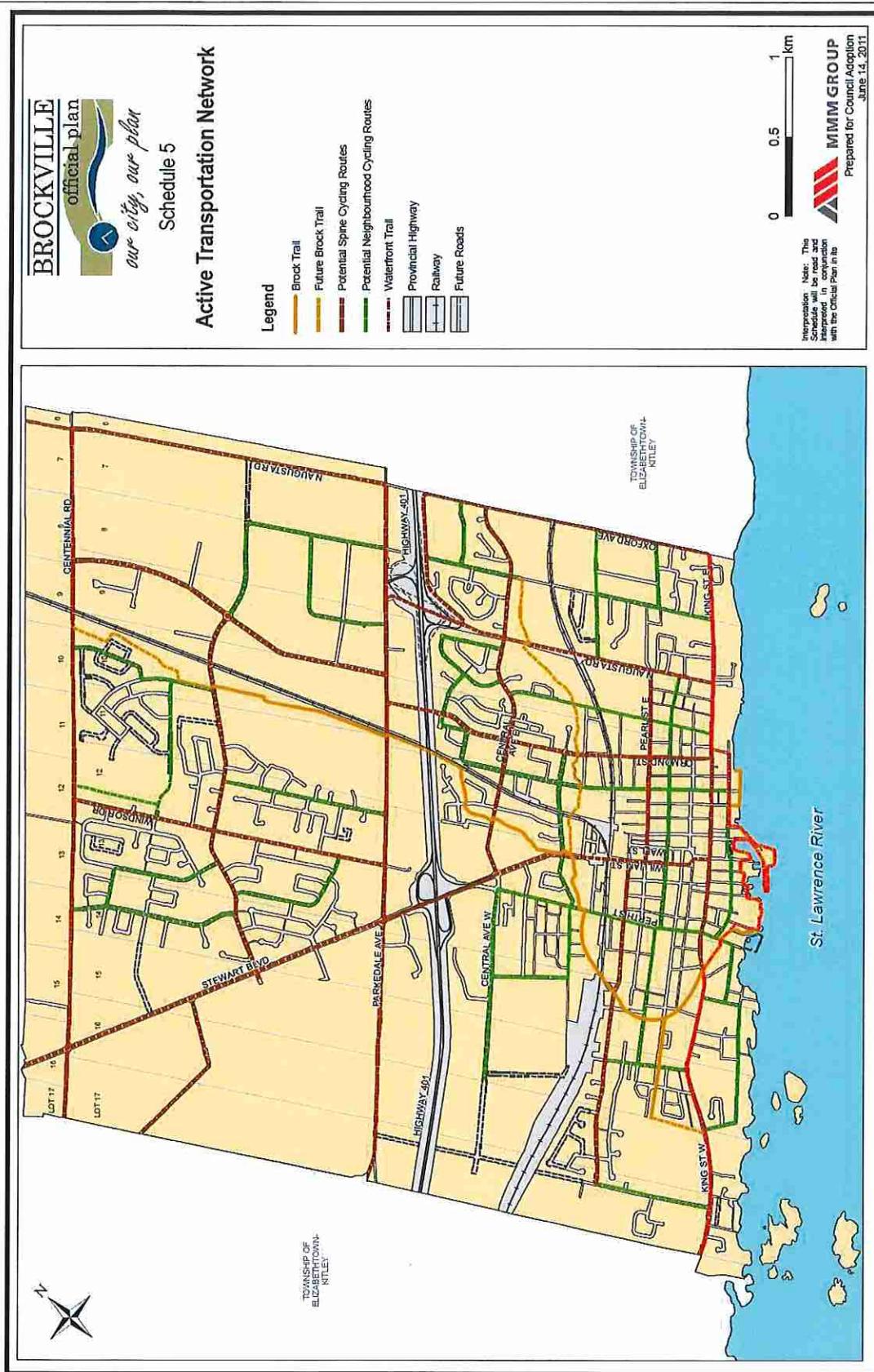
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8. The implementation of trail systems shall be feasible given the consideration of the costs and benefits associated with the route selection. This shall take into consideration healthy lifestyles, sustainability, and the quality of neighbourhood character.
9. The City shall encourage the integration of bicycle path and walkway systems into the design of transportation facilities by including facilities such as sufficient and protected bicycle storage areas at places of employment and major community, institutional, educational, cultural and shopping locations, where appropriate.
10. The City shall implement and operate an effective trail system maintenance program.
11. The City shall promote opportunities for public access to the waterfront and the development of a continuous waterfront trail system and open space linkages along the St. Lawrence River.
12. The City shall support the creation of the primary bicycle network as identified on Schedule 5.

## Report 2015-129-12

## Brockville Cycling Network – Phase I

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City of Brockville  
Council Meeting Minutes - Tuesday, December 08, 2015

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**3. 2015-128-12  
Proposed Parking Restrictions - Kent Blvd.**

THAT parking be restricted at the west end of Kent Boulevard from the north side of the entrance to the Holiday Inn Express and Suites (7815 Kent Boulevard) to 100 meters around the cul-de-sac and;

THAT Schedule "1" of Subsection 72 of By-law 119-89 be amended accordingly.

**4. 2015-131-12  
Mr. Rob Andress - City Tree Policy**

THAT the owner of 74 Reynolds Drive be given permission to remove the tree partially located on City property, with the cost to be borne by the property owner.

**5. 2015-132-12  
Community Strategic Plan Report 2014**

THAT the contents of Report 2015-132-12 Community Strategic Plan be received for information purposes.

**FAO - REGULAR AGENDA**

**1. 2015-129-12  
Brockville Cycling Network - Phase 1**

Moved by: Councillor Fullarton

THAT Council endorse and encourage the cycling advisory committee's efforts to design a cycling network for the City of Brockville, in accord with the City's Official and Sustainability Plans, related strategy documents, and endorsement of the Healthy Communities Vision; and

THAT Council direct City staff to develop a work plan for implementation of Phase I of the cycling network for implementation in 2016, to be approved by Council.

CARRIED

**September 10, 2018**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – Sept. 18, 2018**

**2018-099-09  
CONTRACT 2018-07  
FERRY STREET SEAWALL AND  
PATHWAY UPGRADES**

**C. DAVIS  
SUPERVISOR, PUBLIC WORKS/PARKS  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT the Tender from Kehoe Marine Construction Ltd., in the amount of one hundred eighteen thousand five hundred dollars (\$118,500) plus HST, for City of Brockville Contract 2018-07, Ferry Street Seawall and Pathway Upgrades, be accepted; and

THAT the project be funded from account 07-05-895005.

**PURPOSE**

To replace a 15 metre section of steel seawall and approaching pathway located at the foot of Ferry Street, as approved in the 2018 Capital Budget.

**BACKGROUND**

The existing 15 metre section of seawall located at Ferry Street has deteriorated to the point that it can no longer hold the shoreline and abutting pathway in place and poses a safety hazard to park users.

The extended high water level of the St. Lawrence River in 2017 further compromised the integrity of the seawall in this location. Repeated washouts have resulted in the need to reconstruct the seawall and pathway. Work to remedy this situation is scheduled to take place between November 1, 2018 and February 28, 2019.

**ANALYSIS**

Bids were opened at 2:00 p.m., on August 20, 2018 with the following results:

Kehoe Marine Construction Ltd. - Price including HST:	\$133,905.00
Price after HST Rebate:	\$120,585.60
Operations Department Estimate:	\$125,000.00

Fourteen contractors and suppliers obtained bid documents, however only one bid was received.

## POLICY IMPLICATIONS

As per the Purchasing By-Law 090-2005, Council approval for this contract is required as only one bid was received.

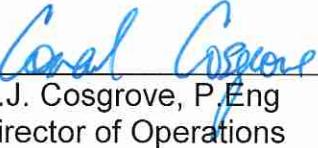
## FINANCIAL ANALYSIS

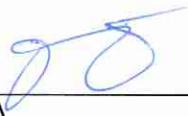
Sufficient funding for the seawall and pathway reconstruction including this contract, engineering and tender advertising, is contained in the following Capital account:

07-5-895005-3010 – Ferry Street Seawall - \$125,000

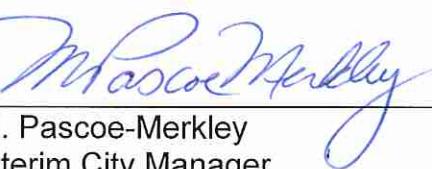
## CONCLUSION

THAT the City award Contract 2018-07, Ferry Street Seawall and Pathway Upgrades, to Kehoe Marine Construction Ltd.

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

  
D. Dick, CA, CPA  
Director of Corporate Services

  
Chad Davis  
Supervisor Public Works/Parks

  
M. Pascoe-Merkley  
Interim City Manager

**September 11, 2018**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – Sept. 18, 2018**

**2018-100-09  
CONTRACT 2018-28  
SUPPLY OF FLOATING DOCKS -  
CITY OF BROCKVILLE ISLANDS**

**C. DAVIS  
SUPERVISOR, PUBLIC WORKS/PARKS  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT the Tender from Kehoe Marine Construction Ltd., in the amount of fifty-nine thousand eight hundred (\$59,800) plus HST, for City of Brockville Contract 2018-28, Supply of Floating Docks – City of Brockville Islands, be accepted; and

THAT the project be funded from the Parkland Equipment Maintenance Program.

**PURPOSE**

To replace four (4) City-owned docks.

- 1      6' x 20' dock complete with 6' wide x 10' long ramp (Black Charlie Island A Site #16 - #18)
- 1      6' x 32' dock complete with 6' wide x 10' long ramp (Black Charlie Island B East)
- 1      6' x 32' dock complete with 6' wide x 10' long ramp (Cockburn Island site #11 - #12)
- 1      6' x 60' dock complete with 6' wide x 24' long ramp (Home Street Boat Ramp)

**BACKGROUND**

The docks in the locations described above have been identified in the Parkland Equipment Reserve Fund. These existing docks are old, worn, and have been through multiple repairs. All City-owned docks have an estimated life expectancy of 20 years and these docks have reached the end of their life cycle.

2018-100-09  
Contract 2018-28, Supply of Floating Docks – City of Brockville Islands

Page 2

## ANALYSIS

Bids were opened at 2:00 p.m. on August 27, 2018 with the following results:

Kehoe Marine Construction Ltd. - Price including HST:	\$67,574.00
Price after HST Rebate:	\$60,852.48
Operations Department Estimate:	\$59,592.00
Project Shortfall:	\$ 1,260.48

Ten contractors and suppliers obtained the tender documents, however only one bid was received.

## POLICY IMPLICATIONS

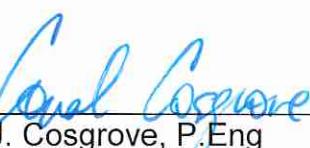
As per the Purchasing By-Law 090-2005, Council approval is required when the tender amount exceeds the Operations Department budget and/or only one bid is received.

## FINANCIAL ANALYSIS

Funding in the amount of \$59,592 for the four docks identified in this contract is contained in the Parkland Equipment Maintenance Program accounts 01-5-711776-3010 and 01-5-705776-3010. The remainder of the 2018 Parkland Equipment Maintenance Program is projected to have a surplus of \$4,883, which is sufficient to provide the additional \$1,260.48 required for this contract.

## CONCLUSION

That the City award Contract 2018-28, Supply of Floating Docks – City of Brockville Islands, to Kehoe Marine Construction Ltd.

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

  
D. Dick, CA, CPA  
Director of Corporate Services

  
Chad Davis  
Supervisor Public Works/Parks

  
M. Pascoe-Merkley  
Interim City Manager

**September 11, 2018**

**REPORT TO FINANCE, ADMINISTRATION, OPERATIONS COMMITTEE – SEPT 18, 2018**

**2018-098-09  
GRANULAR ACTIVATED  
CARBON (GAC)  
FILTER MEDIA REPLACEMENT**

**PETER RAABE, P. ENG.  
DIRECTOR OF ENVIRONMENTAL SERVICES  
DON RICHARDS  
SUPERVISOR WATER SYSTEMS**

**RECOMMENDED**

THAT Council approve the supply and installation services of Continental Carbon Group in the amount of Two-Hundred and Fourteen-Thousand, Five-Hundred and Thirty dollars and Forty-Three cents (\$214,530.43) for the supply, installation of Granular Activated Carbon (GAC) Filter Media at the City's Water Treatment Plant; and

THAT the balance of the approved 2018 Capital funds in the amount of \$192,368.00 be allocated from the 2018 Water Equipment/Construction Capital Account (GAC Filter Media Replacement ) 03-5-898776-2010; and

THAT the additional capital funds in the amount of Twenty-Two Thousand, One Hundred and Sixty-Two dollars and Forty-Three Cent (\$22,162.43) be allocated from other completed 2018 Water Capital Surplus Accounts.

**PURPOSE**

The purpose of this report is to receive Council's approval to proceed with the Granular Activated Carbon (GAC) supply and installation services for the Water Treatment Plant's filter media replacement.

**BACKGROUND**

GAC filter media was first installed in 1997 to address a taste and odour problem being caused by the presence of Geosmin and (2-MIB) Methylisoborneal in our raw water source. The GAC filter media has worked satisfactorily in removing the taste and odour problem, but requires replacement generally on a 3-5 year cycle. The GAC filter media was last replaced in May 2014.

In May 2018 filter media samples were sent for analysis to determine the effectiveness of the GAC material. The Carbon Characterization Report received from Calgon Carbon Corporation determined that the water treatment plant's GAC filter media is at the end of its useful life for taste and odour control and is required to be replaced.

2018-054-05

**GAC Filter Media Replacement****Page 2****ANALYSIS/OPTIONS**

The Environmental Services Department, Water Systems Division advertised a public tender on MERX for the Granular Activated Carbon (GAC) Filter Media Replacement at the City's Water Treatment Facility. Three companies requested copies of the tender package with only one submitting a bid.

The following is a summary:

1. Continental Carbon Group (Net HST Included).....\$214,530.43

The Continental Carbon Group also provided the City with a lease option. The lease option was at a cost of \$269,379.07 over 48 months.

**POLICY IMPLICATIONS**

In accordance with the City's Purchasing By-Law Council's authorization is required when additional funding is necessary, only one bid was received and it is above the approved project budget amount.

**FINANCIAL CONSIDERATIONS**

In the City's 2018 Capital Budget the GAC Filter Media Replacement was listed under Capital Budget item 6.8 Water Equipment/Construction at a total of \$200,000.00.

GAC filter media replacement costing overview

Engineering Services	\$7,632.30
Granular Activated Carbon Media	<u>\$214,530.43</u>

Total project cost	\$222,162.73 (net HST included)
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There are insufficient capital funds budgeted to cover the above noted expenditure. An additional \$22,162.43 is required to be expensed from the other water capital project surpluses.

Completed 2018 Projects	Budget	Actual Project Cost	Present Surplus
Window Replacement	\$30,000	\$23,500	\$6,500
Main Plant P2 Refurbishment	\$13,000	\$6,100	\$6,900
Chlorine Gas Leak Detection	\$7,500	\$1,000	\$6,500
Energy Management	\$75,000	\$71,900	\$3,100
<b>Total Available Surplus</b>			<b>\$23,000</b>

2018-054-05

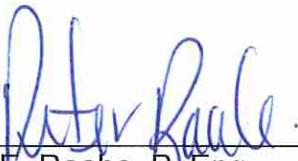
GAC Filter Media Replacement

Page 3

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## RECOMMENDATION

It is recommended that Council approve staff to proceed with the GAC filter media purchase option and the supply and installation services of Continental Carbon Group in the amount of \$214,530.43.



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P.E. Raabe, P. Eng.  
Director of Environmental Services

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D. Richards  
Supervisor Water Systems



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D. Dick, CA, CPA  
Director of Corporate Services



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M. Pascoe-Merkley  
Acting City Manager

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE –  
September 18, 2018**

**2018-102-09**

**VARIANCE REPORT  
AS AT August 15, 2018**

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

**RECOMMENDATION**

THAT Council receives the Variance Report for the period ended August 15, 2018 for information purposes.

**PURPOSE**

To report to Council the City of Brockville's projected financial position as of August 15, 2018 for General Operations, Capital Projects, Water, Wastewater Operating Systems and a summary of operating and capital activity for the Brockville Railway Tunnel,

**BACKGROUND**

The City's Corporate Financial Controls which Council adopted in April 2005 requires that a variance analysis of forecasted year-end surpluses/deficits be conducted and reported on throughout the year. The analysis is to be conducted at a sufficient level of detail so that variances of line item activities may be identified in conjunction with the parameters set by the Budgetary Control By-Law.

**ANALYSIS/FINANCIAL IMPLICATIONS**

This report represents the analyses of operating budgets – General, Water, Wastewater and the analyses of the Capital Budget, which are provided for information purposes. Attachment 1, 2, 3, 4 and 5 are detailed variance analysis for each department.

### Operating Budget

City departments have reviewed their respective financial information to August 15, 2018 and are projecting operating results for the year ended December 31, 2018 based on results to date and expected results to year end. Although these variances have been prepared based on the best information available, it is expected to change when all financial information is finalized. Based on our review to date, a deficit of approximately \$142,000 is projected.

Significant variances from budget are described below:

- Deficit of \$50,000 in the Fire Department mainly due to higher non-standard hours.
- Deficit of \$164,000 in Operations due to higher costs for winter control, second life vehicles and a reduction in fuel purchases by outside agents.
- Operating deficit for the Tunnel of \$30,000.
- Deficit of \$75,000 for the Brockville Police Service due to additional security hours at courthouse.
- Additional salaries and wages associated with interim CAO of \$60,000.
- Reduction in dispatch revenues of \$43,000
- Reduction in interest earned on cash holdings of \$20,000.
- Overall increase in permit fees of \$140,000
- Return of \$50,000 grant allocated to Rotary Ice Pad
- Net increase in interest and penalties on outstanding taxes of \$50,000.
- Surplus in Solid Waste due to lower than anticipated wage and benefit costs of \$11,000
- Actual levy from Health Unit lower by \$19,000
- Savings from timing of issuing debt of \$50,000

The City is presently engaged in an updated job evaluation system that may result in pay equity adjustments to some positions. It is too early to estimate what impact, if any, this may have on operating results.

### Water Rate Administration Budget

The water department is expected to incur a small deficit of \$18,000 due to:

- Overall savings from electricity, supplies, contracted services of \$99,000
- Deficit of \$7,500 due to legal fees related to human resource issues was required.

- Increase in wages and benefits of \$75,000 due to retirements and additional temporary employees for fire hydrant maintenance

### Wastewater Rate Administration

The projected results for the wastewater department are to generate a small deficit of \$59,000.

- Deficit of \$7,500 due to legal fees related to human resource issues was required
- Additional taxes (PIL) on City owned property of \$75,000
- Additional septage revenues of \$15,000
- Increase in revenues from rates of \$30,000

### Capital Fund

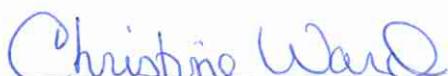
At this time, there is a small projected surplus from tax or rate funded projects in the capital budget. These will be returned to their respective budgets at year end.

### Tunnel

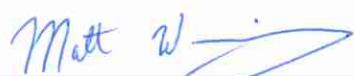
The projected operating deficit for the Tunnel is forecast to be \$30,000. The Capital deficit has been increased to accommodate the recent tunnel audit costs of \$80,000.

## **CONCLUSION**

This variance report is being provided to provide council with staff's estimate of our financial projections to August 15, 2018.



C.Ward,  
Financial Analyst-General



M. Wing,  
Financial Analyst-General

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L. Ferguson, CPA, CGA,  
Manager of Finance

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

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M. Pascoe-Merkley  
Acting City Manager



**City of Brockville**  
**Operating Variance Report**  
**as at August 15, 2018**

	2018 Budget	Balance at August 15, 2018	Projected Balance at December 31, 2018	Projected Surplus / (Deficit)
<b>City Management &amp; Services</b>				
Animal Control	83,142	55,875	83,142	0
Aquarium	431,000	548,984	431,000	0
Arts Centre	152,534	79,537	152,534	0
City Council/Mayor	219,666	137,095	216,666	3,000
City Manager	478,087	537,927	542,587	(64,500)
Clerk	274,930	199,478	284,680	(9,750)
Corporate Finance	2,832,525	1,546,332	2,746,525	86,000
Cultural Services	24,000	11,813	24,000	0
Economic Development	453,450	295,219	455,450	(2,000)
Finance	649,570	466,892	647,226	2,344
Fire Department	5,130,798	3,843,175	5,202,298	(71,500)
GIS	141,687	108,075	141,687	0
Human Resources	335,434	205,008	335,434	0
Information Services	449,800	353,857	470,300	(20,500)
Parking	(102,342)	(49,493)	(102,342)	0
Parking Rental	7,433	3,018	7,433	0
Planning	502,522	237,566	362,522	140,000
Tourism	199,721	203,528	199,721	0
<b>City Management &amp; Services Total</b>	<b>12,263,957</b>	<b>8,783,886</b>	<b>12,200,863</b>	<b>63,094</b>
<b>Operations</b>				
Facilities	476,756	320,897	501,420	(24,664)
Fleet	357,173	332,475	387,353	(30,180)
Operations/Parks Administration	278,537	201,671	278,537	0
Pedestrian Vehicle Infrastructure	674,392	384,917	649,956	24,436
Public Works/Parks	3,847,804	2,687,883	4,029,050	(181,246)
Transit	647,332	530,725	642,923	4,409
<b>Operations Total</b>	<b>6,281,994</b>	<b>4,458,568</b>	<b>6,489,239</b>	<b>(207,245)</b>
<b>Environmental Services</b>				
Engineering	93,587	48,091	93,587	0
Solid Waste	1,122,481	633,596	1,111,481	11,000
<b>Environmental Services Total</b>	<b>1,216,068</b>	<b>681,687</b>	<b>1,205,068</b>	<b>11,000</b>



**City of Brockville**  
**Operating Variance Report**  
**as at August 15, 2018**

	2018 Budget	Balance at August 15, 2018	Projected Balance at December 31, 2018	Projected Surplus / (Deficit)
<b>City Boards &amp; Committees</b>				
Airport	88,886	58,853	87,886	1,000
Cemetery	112,837	259,587	112,837	0
Committee Of Adjustment	(1,667)	(1,710)	(1,667)	0
Heritage Brockville	9,354	2,132	9,354	0
Library	698,837	8,262	698,837	0
Museum	266,147	201,493	266,147	0
Police	7,215,732	4,784,843	7,290,732	(75,000)
<b>City Boards &amp; Committees Total</b>	<b>8,390,126</b>	<b>5,313,460</b>	<b>8,464,126</b>	<b>(74,000)</b>
<b>Outside Boards</b>				
Cataraqui Reg. Conserv. Authority	185,724	185,724	185,724	0
Downtown Business Improvement Association	0	(87,456)	0	0
Long Term Care	1,216,871	609,868	1,220,871	(4,000)
Public Health Grants	402,993	283,226	383,934	19,059
<b>Outside Boards Total</b>	<b>1,805,588</b>	<b>991,361</b>	<b>1,790,529</b>	<b>15,059</b>
<b>Social Services</b>				
HUB	1,876	4,266	1,876	0
Special Program	0	(1,027)	0	0
<b>Social Services Total</b>	<b>1,876</b>	<b>3,240</b>	<b>1,876</b>	<b>0</b>
<b>Joint Services</b>				
Joint Services	3,661,871	2,229,369	3,661,871	0
<b>Joint Services Total</b>	<b>3,661,871</b>	<b>2,229,369</b>	<b>3,661,871</b>	<b>0</b>
<b>Debt Charges</b>				
Debt Charges	1,986,775	733,016	1,936,775	50,000
<b>Debt Charges Total</b>	<b>1,986,775</b>	<b>733,016</b>	<b>1,936,775</b>	<b>50,000</b>
<b>Grand Total</b>	<b>35,608,255</b>	<b>23,194,586</b>	<b>35,750,347</b>	<b>(142,092)</b>



**City of Brockville**  
**Water Variance Report**  
**as at August 15, 2018**

	2018 Budget	Balance at August 15, 2018	Projected Balance at December 31, 2018	Projected Surplus / (Deficit)
Administration	152,607	115,080	152,607	0
Debt Charges	206,975	103,488	206,975	0
Elizabethtown	(25,615)	(57,052)	(25,615)	0
Engineering	175,223	116,798	175,223	0
Finance - Water	(2,711,547)	(2,617,558)	(2,704,047)	(7,500)
Fleet	46,818	29,884	46,668	150
Water Distribution Maintenance	755,052	481,839	755,052	0
Water Treatment	1,400,487	748,157	1,375,487	25,000
<b>Grand Total</b>	<b>0</b>	<b>(1,079,364)</b>	<b>(17,650)</b>	<b>17,650</b>



**City of Brockville**  
**Wastewater Variance Report**  
**as at August 15, 2018**

	<b>2018 Budget</b>	<b>Balance at August 15, 2018</b>	<b>Projected Balance at December 31, 2018</b>	<b>Projected Surplus / (Deficit)</b>
Administration	146,746	113,063	154,246	(7,500)
Debt Charges	323,347	161,232	323,347	0
Engineering	164,156	112,677	164,156	0
Finance - Wastewater	(4,165,256)	(2,757,738)	(4,195,256)	30,000
Wastewater Collection	347,085	160,485	332,602	14,483
Water Pollution Control	3,183,922	1,757,185	3,280,305	(96,383)
<b>Grand Total</b>	<b>0</b>	<b>(453,096)</b>	<b>59,400</b>	<b>(59,400)</b>



**Corporation of the City of Brockville**  
**Capital Variance Report**  
**as at August 15, 2018**

Project	Budget Carry-Forward ( <i>from previous years-UNAUDITED</i> )	2018 Budget	Total funds available (carry-forward + budget)	Project Balance at August 15, 2018	Projected Variance	Notes / Comments
BMAAC	69,287	0	69,287	39,287		
50 years of Our Flag	1,227	0	1,227	1,227		

Retrofit/Replacement of Windows - Victoria Building	-23,365	100,000	76,635	76,635		
Building Maintenance	346,681	339,150	685,831	492,006	0	
Fleet	164,335	797,735	962,070	671,520	89,441	Surplus is derived from debt financed fleet as well as vehicles financed from the Reserve Fund
Corporate Systems Upgrade	61,203	169,000	230,203	202,034		
Computer Replacement Program	0	82,000	82,000	80,365		
2018 Minor Capital	16,271	101,250	117,521	82,738	0	
Asphalt/Concrete Program	0	750,000	750,000	560,637	0	On going.
Bridge Inspection Services	17,947		17,947	17,947	0	On going.
Fencing - CN Railways	2,411		2,411	2,411	0	On going.
Traffic Signal Controllers	43,262	70,000	113,262	52,294	0	On going.
Airport Fuel & Tank replacement	154,876		154,876	154,876	0	Deferred until completion of GWMC Fuel Cleanup.
Parking Meters	29,125		29,125	29,125		
Pre-Engineering Services	15,745	10,000	25,745	25,745	0	On going.
North Trunk Sanitary Sewer	110,000		110,000	110,000	0	On going.
Sewer Inflow/Infiltration Analysis	115,942		115,942	115,942	0	On going.



**Corporation of the City of Brockville**  
**Capital Variance Report**  
**as at August 15, 2018**

Project	Budget Carry-Forward ( <i>from previous years-UNAUDITED</i> )	2018 Budget	Total funds available (carry-forward + budget)	Project Balance at August 15, 2018	Projected Variance	Notes / Comments
Water Service Upgrades	5,080		5,080	5,080	0	On going.
Stewart Blvd Storm Sewer	77,546		77,546	77,546	0	On going.
Water/Wastewater Meter replacement	-97,037	325,000	227,963	65,724		
Water Pollution Control Plant Equipment	262,142	376,500	638,642	491,468	7,731	Wastewater Surplus
Water Treatment Plant Work	158,837	624,000	782,837	667,499	46,480	Water Surplus
Expansion of the Zone 3 pressure area	40,452		40,452	40,452	0	On going.
Waste management study ED-19	22,861		22,861	22,861	0	On going.
Brock Trail Linkage	-105,119	201,000	95,881	94,410	0	2018 projects on going.
Parkland Equipment Management Program	252,367	350,479	602,846	538,757	9,625	Surplus
Rotary Park Splash-Pad	-243,578	50,000	-193,578	83,683	50,000	50k to Operating
St. Lawrence Park Design	16,951		16,951	16,951	0	
Railway Tunnel Tourism	-2,942,603	0	-2,942,603	-2,221,642		Debenture Financing
Waterfront Public Use Study	5,459		5,459	5,459	0	
Reynolds Park	-11,511		-11,511	-11,511	0	
Bridlewood Subdivision	99,365		99,365	99,365	0	On going.
Storm water Management - Brockwoods	3,536		3,536	3,536		
Sidewalk contributions	45,615		45,615	45,615		



**Corporation of the City of Brockville**  
**Capital Variance Report**  
**as at August 15, 2018**

Project	Budget Carry-Forward ( <i>from previous years- UNAUDITED</i> )	2018 Budget	Total funds available (carry-forward + budget)	Project Balance at August 15, 2018	Projected Variance	Notes / Comments
SCBA Cylinder Replacement	79,914		79,914	79,914		
Cycling Network	30,000	30,000	60,000	60,000	0	On going.
Fire Dispatch Upgrades	135,000		135,000	86,862		
Beecher Street - Directional Bore	30,000		30,000	30,000	0	On going.
Lead Service Replacement Program	26,568		26,568	26,568	0	On going.
Stewart Blvd. Sewer Extension	50,000		50,000	50,000	0	Completed; waiting for invoice.
Twin Pad Arena	-25,000	750,000	725,000	725,000	0	
Hydrant Replacement (7 Hydrants)	49,655	30,000	79,655	79,655	0	On going.
Stewart Blvd. Reline	220,125		220,125	220,125	0	On going.
Schofield Avenue Services	201,576	0	201,576	201,576	0	Completed; invoices to be paid.
Pacific Ave - Cowan to Hislop	1,601		1,601	1,601	1,601	Close - Water Surplus
Home Street - Water to Ernie Fox Quay	3,076	0	3,076	3,076	3,076	Close - Water Surplus
Stewart Blvd. Road Interchange	73,281	0	73,281	73,281	0	
North End Trunk Sanitary Sewer	75,000	0	75,000	75,000	0	On going.
Main Pumping Station - Force main Condition Assessment	311,751	0	311,751	311,751	0	Underway.
Bartholomew Street - Pearl to Charles	194,472	0	194,472	40,541	0	Under construction.
Hardy Park Washrooms	94,378	0	94,378	89,079		Re-tender 2019.
Rotary Field house / Playground	198,957		198,957	198,957	0	



**Corporation of the City of Brockville**  
**Capital Variance Report**  
**as at August 15, 2018**

Project	Budget Carry-Forward ( <i>from previous years- UNAUDITED</i> )	2018 Budget	Total funds available (carry-forward + budget)	Project Balance at August 15, 2018	Projected Variance	Notes / Comments
Sewer Lateral Repairs	34,347	0	34,347	34,347	0	On going.
First Ave. Valving	0	80,000	80,000	80,000	0	On going.
Front Ave. - Perth St. to Convey	0	315,000	315,000	120,826	0	Under construction.
Floodplain Mapping	0	35,000	35,000	35,000	0	
Byng Avenue Reconstruction	0	440,000	440,000	436,782	0	Under constuction.
Ferry St. Seawall	0	125,000	125,000	121,451	0	
Cunningham St. Seawall	0	300,000	300,000	296,101	0	
Elm St. Bridge Repairs	0	40,000	40,000	40,000		
GWMC / Fire Radio Dispatch	0	80,000	80,000	80,000	1,033	(1) See Report #2018-058-05, approved by Council on May 22, 2018, \$76,964.76 (2) Electrical Supply \$69.63. (3) A few outstanding items before project is completed, \$1,933.00.
	500,012	6,571,114	6,086,126	5,127,377	207,954	

**Railway Tunnel 2018**  
**Statement of Operations**  
**To the period ending August 31, 2018**

**Revenues**

Donations	\$ 17,778
Caboose Rent	\$ 3,128
Merchandise Sales	\$ 1,520
Guided Tours	\$ 199
Brochure Advertising	\$ 500
Rent Donations	\$ -
	23,126

**Expenditures**

Hydro - (to April 30)	4,549
Hydro - (Forecast to August, no bills)	15,000 **(Projected \$5,000 per month when open)
Alarm Monitoring	914
Rent and Building Utilities	10,346
Advertising	458
Tunnel Maintenance	6,447
Miscellaneous	2,235
Tunnel WiFi	183.17
	40,132
<b>Net cost</b>	<b>(17,006)</b>

**Railway Tunnel 2018**  
**Statement of Capital Operations**  
**To the period ending August 31, 2018**

	<b>Receipts</b>
<b>Revenues</b>	
Donations	\$ 1,417,488
Grants Received	\$ 1,418,046
City Contributions	\$ 492,382
Interest Earned	\$ 1,249
Pledges Outstanding	<u>\$ 238,541</u>
	<u>3,567,706</u>
 <b>Disbursements</b>	
<b>Expenditures</b>	
Prior to 2018	5,652,913
Interest from City	56,435
Cost of KPMG Audit - Estimate	<u>80,000</u>
 <b>Net cost</b>	 <u>(2,221,642)</u>

## 2018 Legal Fees

Reason	Vendor	Amount
Retainer	Stewart Corbett	22,654.72
TSL Arbitration	Stewart Corbett	69,398.34
	Perley-Robertson Hill & McDougall	217,480.33
	Neville ADR Services Inc.	60,000.00
	<b>Total for TSL Arbitration</b>	<b>346,878.67</b>
Fire Arbitration	Emond Harnden LLP	89,960.06
	Hicks Morley	5,404.48
	Lab-Rel Services	3,087.04
	<b>Total for Fire Arbitration</b>	<b>98,451.58</b>
Fire Department - Human Resources	Respect - Conciliation and Education	6,634.35
Police	Perley-Robertson Hill & McDougall	20,518.09
	A & B Newell Reporting Services	414.43
	<b>Total for Police - Legal</b>	<b>20,932.52</b>
Library	Henderson Eastwood Tuck Professional Corporation	1,055.25
Cemetery OMERS plan enrollment	Koskie Minsky LLP	22,123.89
HR - recruiting	Henderson Eastwood Tuck Professional Corporation	372.44
	Emond Harnden LLP	19,553.77
	<b>Total for HR recruiting</b>	<b>19,926.21</b>
OMB Appeal	Stewart Corbett	3,256.32
Human Resource/Employment	Sullivan Mahoney LLP	500.00
<b>Grand total:</b>		<b>542,413.51</b>

**September 14, 2018**

**Report To Finance Administration & Operations Committee – September 18, 2018**

**2018-103-09**

**Recruitment of City Manager**

**Maureen Pascoe Merkley  
Interim City Manager  
Krista Vandewal  
Manager of Human Resources**

**RECOMMENDATIONS**

1. THAT Council approves the Job Description for the City Manager as attached to Report 2018-103-09;
2. THAT the recruitment process outlined in Report 2018-103-09 be endorsed;
3. THAT the initial step in the process to recruit a new City Manager be commenced immediately by staff through the issuance of a Request For Proposal to experienced executive search firms for purposes of assisting City Council in the recruitment process; and
4. THAT Council suspends Section 6.3 of the Purchasing By-law to authorize the Treasurer and Interim City Manager to award a recruitment contract to a maximum of \$50,000 inclusive of HST to be funded from the Fiscal Policy Reserve.

**PURPOSE**

For Council to confirm the job description for the City Manager, and to give direction to staff on commencement of a recruitment process for this executive position.

**BACKGROUND**

City Council has established the position of City Manager with responsibility for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality. The opportunity to establish such position is in accordance with Section 229 of the Municipal Act. Consistent with the previously adopted organizational structure, the City Manager is the lead administrator of the municipal corporation, and acts as advisor and liaison to Council.

The position of City Manager is currently filled on an interim basis. With the imminent municipal election, it is appropriate to begin the process to fill this essential position to maximize the opportunity for the City Manager to work with the soon-to-be elected Mayor and City Councillors as close to the commencement of the new term of Council as possible.

**2018-103-09 Report to FAO  
Recruitment of City Manager**

**Page 2**

The process to select a new City Manager should be thorough, objective, and Council must be fully engaged. The following steps are anticipated:

- The City of Brockville will issue a Request for Proposals to several experienced executive search firms to assist City Council in recruiting a City Manager;
- Subject to Council's endorsement of the recommendations in this report, the Treasurer and Interim City Manager will award a recruitment contract;
- The Recruitment Firm will work with a sub-committee to be formed called the Selection Review Committee, proposed to be comprised of the newly elected Mayor and two (2) Councillors, to be established immediately upon Council's inauguration;
- The Selection Review Committee will review the Recruitment Firm's initial list of candidates to be interviewed by the Recruitment Firm in order to develop a preferred "short list";
- Interviews will be conducted of the short-listed candidates by the Selection Review Committee; and
- The Recruitment Firm will negotiate a job offer with Council's preferred candidate.

First order of business is to confirm the job description. The existing job description was approved by City Council on November 25, 2008, and was distributed to the Mayor and City Councillors for any input. Staff recommends that the job description in Schedule "A" to this report be approved. Other than some minor updating, it is identical to the existing job description in all respects, except that a minimum amount of progressive experience in a senior management position with municipal government has been quantified at 10 years. This would replace the current, more ambiguous reference to "*significant executive experience in a corporate portfolio, including working with elected officials*".

### **FINANCIAL IMPLICATIONS**

Purchasing By-law 090-2005 Section 6.3 Request for Proposals is typically invoked when specialized expertise is required and a tender is inappropriate. The authority to approve requests for proposals is given to the Director (if applicable), Treasurer and City Manager subject to amounts being included in the budget.

There is no budget allocation in 2018 for expenses associated with recruiting for a new City Manager. Furthermore, due to Council's lame duck status, there can be no expenditures over \$50,000 unless funding was included in the budget.

Prices associated with securing a Recruitment Firm are unknown until proposals are received and a preferred proponent selected. However, it is anticipated that a robust effort by an experienced firm could be achieved for under \$50,000.

To expedite the recruitment process, it is recommended that Section 6.3 of the Purchasing By-law be suspended, and that authority be given to the Treasurer and Interim City Manager to award a contract up to a maximum amount of \$50,000, with funding to be provided from the Fiscal Policy Reserve.

**2018-103-09 Report to FAO  
Recruitment of City Manager****Page 3**

It is expected that the actual expenditure required for this assignment will be expensed in both 2018 and 2019 but will require full approval in 2018.

**CONCLUSION**

It is appropriate for the process of recruiting a new City Manager to be facilitated through the use of an executive search firm.

It is recognized that there is no allocation in the 2018 budget to recruit for a new City Manager. However, the recommendations in this report are presented for consideration in order to expedite the recruitment process for this critical executive position.

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K. Vandewal

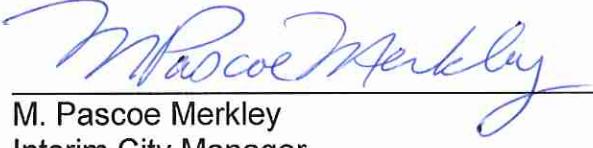
Manager of Human Resources

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D. Dick, CA, CPA

Director of Corporate Services

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M. Pascoe Merkley

Interim City Manager

**SCHEDULE "A" TO REPORT 2018-103-09****JOB DESCRIPTION – CITY MANAGER****Scope:**

The City Manager is responsible for the strategic leadership and general management of the Corporation, and for acting as the advisor and liaison to Council.

Major responsibilities include overseeing and coordinating the day-to-day administration of the City through its Department Heads; attending Council/Committee meetings and making policy, program, and long-range/strategic/business planning recommendations; communicating and facilitating the implementation of Council decisions; representing the City with external agencies and on behalf of Council as required; monitoring the activities of local Boards/Agencies and service partners of the Corporation; overseeing and monitoring the sound fiscal management and legislative compliance of the Corporation; participating in labour/employee relations processes and fostering a positive and productive workplace environment; supporting Economic Development activities and promoting Brockville as a preferred place to locate; and championing the corporate vision/mission and programs/policies of Council.

**Representative Duties:**

- Leads and directs the general/financial management and day-to-day administration of the Corporation through coordination of its Departments.
- Leads the Corporation's Senior Management Team considering ideas and receiving input on inter-departmental/corporate planning and strategic initiatives, items for Council/Committee consideration, sensitive/controversial issues, annual business/work plans, major policies and service levels/standards, and other corporate project teams where beneficial/appropriate.
- Provides advice/opinion/counsel to Council on policy/program plans, corporate/legal and general governance matters, and sensitive/controversial issues; makes recommendations to Council; attends Council/Committee and other/related meetings; communicates/champions and coordinates/directs the implementation of Council decisions/directives; provides day-to-day advice/support to the Mayor and Members of Council in their governance roles.
- Assesses staffing needs, and reviews and recommends complement amendments and organizational structure changes; directs and participates in recruitment processes, and makes effective hiring and termination decisions.
- Supervises staff of the Office of the Manager, the Office of the Mayor, and the Senior Management Team, and oversees the effective supervision of other staff within the Corporation including succession planning, health and safety, collective agreement administration, discipline, and termination.

- Directs and/or participates in labour/employee relations initiatives and legal/other matters including hearing/resolving grievances, providing direction to collective agreement negotiations and major HR policy development/administration; champions the vision/mission of the Corporation among staff, and fosters a positive, productive, healthy/safe, creative/innovative and collaborative workplace environment.
- Directs the preparation and recommends annual; operating and capital budgets and longer-range financial forecasts for the Corporation; administers/monitors the administration of the approved budget including authorization of expenditures in accordance with City Policy.
- Ensures the implementation of and oversees and monitors programs/practices that assure the integrity, security, and on-going maintenance/rehabilitation of City assets, infrastructure/buildings and other physical/financial resources; and regularly reports to Council on same.
- Monitors the review and evaluation of administrative and service delivery processes with a view to ensuring practices are coordinated between Departments, appropriate stakeholder consultation occurs, and that practices are contemporary, meet the needs of the City and reflect customer service excellence; prepares periodic reports to Council on service delivery changes and enhancements; regularly reviews City performance under the Provincial Municipal Performance Measurement Program [MPMP]; and takes action for performance enhancement.
- Responds to inquiries from and/or liaises with elected officials, internal departments, the development and business communities, other governments/agencies, residents, citizens' and special interest groups, the media, unions, etc. on corporate initiatives, business/development proposals, Council activities/decisions, and other business of the Corporation; monitors and follows-up on complaints received, directing/taking corrective action where necessary.
- Directs and works with Senior Management Team colleagues to monitor activities and agreements with Local Boards/Agencies and service partners affiliated with the City to promote and protect the City's financial and other interests in these organizations; undertakes representative and/or inter-board/agency relations activities to foster cooperative working relationships, provide assistance/guidance/resources, and influence decision-making where appropriate; apprises Council of pertinent issues and strategies to address.
- Ensures the City's compliance with applicable Provincial legislation/regulations and City by-laws and policies. Oversees/monitors and provides direction in the preparation of the City's position on major or sensitive/controversial litigation, arbitrations, Local Planning Appeal Tribunal (formerly the OMB) matters, Provincial Court and other tribunals/hearings; consults with appropriate internal/external resources; keeps Council apprised of status and progress.
- Undertakes representative duties as City Manager with the Province, businesses/developers, community/special interest groups, the media, professional associations, other governmental agencies, and inter-municipally as required; attends meetings/events on behalf of Council and/or the Mayor as directed.

- Makes recommendations on the hiring of consultants to assist with/undertake major corporate projects/studies, as required; monitors their work and administers/oversees the administration of the agreements in accordance with City policies/procedures.
- Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives and Council direction.
- Carry-out duties of Clerk in capacity of Deputy Clerk.

**Qualifications:**

- University Degree in a relevant professional discipline.
- A minimum of ten (10) years of progressive experience in a senior management position within municipal government, including working with elected officials and managing in a unionized environment.
- Excellent conceptual, interpersonal, general/project management, analytical, communication, presentation, problem-solving, facilitation, negotiation, and staff leadership and supervisory skills.
- Ability to think and act strategically and astutely in a political and community service environment; to build strong and enthusiastic staff teams and external alliances/partnerships; to align departmental programs/services with corporate goals/objectives; and to champion the vision/mission of the City and foster a positive, productive, innovative/creative workplace environment.
- Thorough working knowledge of Municipal and Employer-related legislation/regulations and contemporary issues, municipal government organizations and structures, municipal operations, municipal financial and reporting processes, labour relations principles and collective agreement administration and management practices.
- Computer literacy and knowledge of technology and its uses/opportunities in a municipal environment.
- Class "G" Driver's license, in good standing and reliable vehicle to use on corporate business.
- Availability to attend evening and/or weekend meetings or other events as required.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description. The City of Brockville reserves the right to amend this position description at any time provided that such changes do not represent a substantive change in the purpose or essential nature of the position.

22 August 2018

**Report to Finance, Administration and Operations Committee –  
September 18, 2018**

**2018-105-09  
Joint Compliance Audit  
Committee Appointment**

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

**Recommendation**

THAT Council appoint the following members to the Compliance Audit Committee for the term of December 1, 2018 to November 14, 2022: Rob Bickerton, Mel Campbell, Charles Kellington, Bill Pakeman and Glen Mackey.

**Purpose**

To recommend appointment of a Joint Compliance Audit Committee in accordance with the *Municipal Elections Act*.

**Background/Analysis**

In 2010, the appointment of a Compliance Audit Committee was made mandatory through changes to the *Municipal Elections Act*. The Committee is responsible for handling complaints regarding election campaign finances as outlined in the Act and the Terms of Reference, Attachment 1 to this report. Ideal candidates are familiar with legal and financial requirements of municipal election, candidates and registered third party advertisers.

An elector, who is entitled to vote in an election and believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the *Municipal Elections Act* relating to election campaign finances, may apply for a compliance audit of the candidate's or the registered third party's campaign finances. The Clerk shall also submit requests for review with respect to any contributor who appears to have contravened any of the contribution limits to a candidate's election campaign or to a registered third party's election campaign.

The Clerks of Leeds and Grenville support a continued joint approach to pool resources and to ensure qualified appointees and a Joint Compliance Audit Committee has been appointed by all municipalities in Leeds and Grenville since 2010. Further, to streamline efforts in administering required Compliance Audit Committee meetings, local Clerks are recommending the County Clerk act as the secretary for the Committee.

2018-105-09

Joint Compliance Audit Committee Appointment

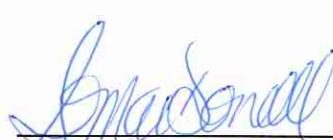
Page 2

## **Policy Implications**

The appointment of a Compliance Audit Committee is required by the *Municipal Elections Act*.

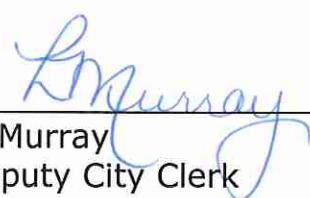
## **Financial Considerations**

Appointed members in good standing will be provided a \$100 annual honorarium. This cost will be shared amongst all participating municipalities. Additional compensation may be provided to members if called upon, depending on the compensation policies of the municipality requiring their services.



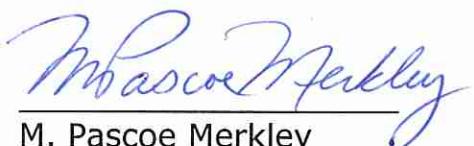
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S. Mac Donald  
City Clerk



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L. Murray  
Deputy City Clerk



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M. Pascoe Merkley  
Interim Chief Administrative  
Officer

Municipal Elections Act, 1996

S.O. 1996, CHAPTER 32  
SCHEDULE

Compliance audit committee

**88.37** (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

**Section Amendments with date in force (d/m/y)**

## Joint Leeds & Grenville Election Compliance Audit Committee

<b>Terms of Reference</b>	
1	<p><b><u>Name</u></b></p> <p>The name of the Committee is the "Joint Leeds &amp; Grenville Election Compliance Audit Committee" consisting of the following participating municipalities:</p> <p style="margin-left: 40px;">Township of Athens      Township of Augusta      City of Brockville      Township of Edwardsburgh Cardinal      Township of Elizabethtown-Kitley      Township of Front of Yonge      Town of Gananoque      Township of Leeds and the Thousand Islands      Village of Merrickville-Wolford      Municipality of North Grenville      Town of Prescott      Township of Rideau Lakes      Village of Westport</p> <p>The County Clerk of the United Counties of Leeds and Grenville will provide administrative support to the Compliance Audit Committee.</p>
2	<p><b><u>Duration</u></b></p> <p>The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 Election and any by-elections during this term.</p>
3	<p><b><u>Mandate</u></b></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the <i>Municipal Elections Act, 1996, as amended</i> (included as Appendix "A"). The Committee shall have the authority to:</p> <ul style="list-style-type: none"> <li>a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;</li> <li>b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;</li> <li>c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and</li> <li>d) Commence legal proceedings against the candidate or contributor for any apparent contravention.</li> </ul>

4	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with up to three (3) alternate members that would assume all the rights and privileges of a voting member if called upon to replace a voting member at the discretion of the County Clerk.</p> <p>Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>.</p> <p>Pursuant to subsection 88.37(2) of the <i>Municipal Elections Act, 1996</i> applicants cannot be candidates or registered third party advertisers in the 2018 Municipal Election, or any by-election during the 2018-2022 Council term, nor can they have committed to providing professional accounting advice to any person running for office in any of the participating municipalities. Municipal employees and members of Council are also ineligible.</p> <p>Members will be required to take Accessible Customer Service training as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>The Terms of Reference and application form will be posted on the municipal websites of the participating municipalities. Clerks of the participating municipalities may also contact and solicit individuals with experience as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Clerks of the participating municipalities may interview eligible applicants who meet the selection criteria. A list of recommended candidates will be submitted to the Council of each participating municipality for consideration.</p> <p>The selection process will be based upon the following criteria:</p> <ol style="list-style-type: none"> <li>a. demonstrated knowledge and understanding of municipal election campaign financing rules;</li> <li>b. proven analytical and decision-making skills;</li> <li>c. experience working on a committee, task force or similar setting;</li> <li>d. availability and willingness to attend meetings; and</li> <li>e. possession of excellent oral and written communication skills.</li> </ol>
6	<p><u>Conflict of Interest</u></p> <p>Pursuant to subsection 88.37(2) of the <i>Municipal Elections Act, 1996</i> applicants cannot be candidates or registered third party advertisers in the 2018 Municipal Election, or any by-election during the 2018-2022 Council term, nor can they have committed to providing professional advice to any person running for office in any of the participating</p>

	<p>municipalities. Municipal employees and members of Council are also ineligible. Failure to adhere to these requirements will result in the individual being removed from the Committee.</p>
7	<p><u>Compensation</u></p> <p>Voting and Alternate Members will be provided with an annual retainer of \$100 at the end of each year of the term. The County Clerk will issue payment to each member in good standing on behalf of participating municipalities who will divide the costs evenly amongst themselves.</p> <p>Members may receive additional compensation depending on compensation by-laws of the local municipalities.</p>
8	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting upon receipt of each compliance audit application or Clerk's report.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and those present at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
9	<p><u>Staffing and Funding</u></p> <p>The County Clerk or designate shall act as the Secretary to the Committee.</p> <p>The participating municipality requiring the services of the Committee shall be responsible for all associated expenses, in addition to a portion of the retainer fee referred to above in Section 7.</p>
10	<p><u>Meetings</u></p> <p>While meetings of the Committee will be open to the public, Sections 88.33 (5.1), 88.34 (9.1) and 88.35 (6.1) of the <i>Municipal Elections Act, 1996</i> state that the Committee may choose to deliberate in private</p> <p><i>Timing of Meetings</i></p> <p>Applications shall be forwarded to the Clerk of the municipality where the audit is being requested and he/she shall then forward the application to the County Clerk immediately upon receipt, noting the date and time the application was received. The</p>

application shall be provided to the Compliance Audit Committee within 10 days of its receipt at the local municipality in accordance with S. 88.33(4). Also upon receipt of an application the County Clerk or designate will determine the date and time of the first meeting in consultation with the members. Subsequent meetings will be held at the call of the Chair in consultation with the County Clerk or designate.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the County Clerk or designate.

*Meeting Location*

The Committee shall meet at the location determined by the County Clerk.

*Members*

An alternate member may be used in the following circumstances at the discretion of the County Clerk:

- a committee member is an eligible elector in the municipality requiring the audit;
- a committee member is unavailable for the duration of the audit.

The County Clerk or designate will confirm the committee membership.

*Meeting Notices, Agendas & Minutes*

Reasonable notice of the meetings of the Committee shall be given to the candidate, the applicant, the contributor, and/or the registered third party, depending on the type of application being considered, the Clerk of the municipality where the application was requested and the public.

The County Clerk or designate shall cause notice of the meeting(s) to be provided a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of meetings shall be posted on the municipal website of the United Counties of Leeds and Grenville and on the website of the municipality requesting the services of the Compliance Audit Committee.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

The Committee must provide brief written reasons for decisions made with respect to acceptance or rejection of the application, and whether legal proceedings will be commenced following the receipt of an auditor's report.

These written reasons must be provided to the candidate, the County Clerk, the Clerk for the municipality where the candidate filed his or her nomination, the applicant, the contributor, and/or the registered third party, depending on the type of application being considered.

	<p><i>Agenda Format</i></p> <ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Appoint Chair (first meeting only)</li> <li>3. Disclosure of Pecuniary Interest and General Nature Thereof</li> <li>4. Consideration of Compliance Audit Application or Auditor's Report</li> <li>5. Adjournment</li> </ol> <p><i>Quorum</i></p> <p>Quorum for meetings shall consist of a simple majority of the members of the Committee.</p> <p>If no quorum is present thirty (30) minutes after the time appointed for a meeting, the County Clerk or designate shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting, as determined by the County Clerk or designate, or the Chair, if appointed.</p> <p><i>Meeting Attendance</i></p> <p>Any member of the Committee who is absent from two (2) consecutive meetings without excusal by the Committee may be removed from the Committee at the discretion of the County Clerk or designate in consultation with the Clerks of the participating municipalities.</p> <p><i>Motions &amp; Voting</i></p> <p>A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.</p> <p>Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.</p> <p>In the case of a tie vote, the motion shall be considered to have been lost.</p> <p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
11	<p><u>Administrative Practices and Procedures</u></p> <p>The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i>.</p> <p>All participating Clerks have the right to develop additional administrative practices and procedures.</p>

22 August 2018

**Report to Finance, Administration and Operations Committee –  
September 18, 2018**

**2018-104-09  
2018-2022 Accessibility Plan**

**L. Murray  
Deputy City Clerk  
R. Billing  
Chair, BMAAC**

**Recommendation**

THAT Council receive the City of Brockville 2018-2022 Accessibility Plan dated August 2018, as endorsed by the Brockville Municipal Accessibility Advisory Committee (BMAAC) (Attachment "A" to this report); and

THAT the City Clerk be directed to undertake the necessary steps to meet the compliance deadlines under the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standard Regulation; and

THAT copies of the 2018-2022 Accessibility Plan be made available to the public via the City of Brockville's website and in the Clerk's office at City Hall in an accessible format upon request.

**Origin**

Under the Ontarians with Disabilities Act, 2001 (ODA), the Council of every municipality shall prepare a multi-year accessibility plan. The plan shall be prepared from advice and consultation with persons with disabilities, or in consultation with our prescribed accessibility advisory committee.

Further to the ODA, which is still in effect, the Province of Ontario passed the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) (and regulations) which set-out new standards for Customer Service, Information and Communications, Employment and Transportation and Design of Public Spaces.

BMAAC shall advise Council about the preparation, implementation and effectiveness of the accessibility plan. This report is an undertaking of BMAAC as per the direction set out by Council.

2018-104-09

2018-2017 Accessibility Plan

Page 2

## **Analysis**

The achievements, priorities and communications of BMAAC and the undertakings of the City of Brockville have been summarized in the attached Plan.

## **Financial Considerations**

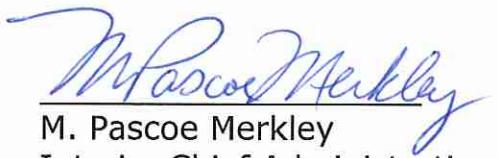
This report does not have any direct financial implications. Any financial considerations related to the AODA requirements for the removal of barriers will be brought forward with each report.



L. Murray  
Deputy City Clerk



R. Billing  
BMAAC, Chair

  
M. Pascoe Merkley

Interim Chief Administrative  
Officer

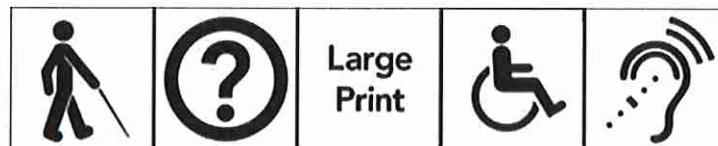


## The Corporation of the City of Brockville

### 2018 – 2022 Accessibility Plan

August 2018

Our Goal: Accessibility A Reality



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Note: This document is available in alternate formats upon request

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## Council Commitment

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The City of Brockville is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

The Council of the Corporation of the City of Brockville is committed to:

- ensuring the participation of people with disabilities in the identification and review of barriers; and
- maintaining an Accessibility Advisory Committee to identify barriers and obstacles to accessibility; and
- considering recommendations from the Committee with respect to the accessibility of municipal buildings, facilities, operations and services; and
- ensuring compliance with all regulations made under *the Accessibility for Ontarians with Disabilities Act, 2005* (AODA)

In order to ensure timelines are met, the City will establish, implement and maintain a multi-year accessibility plan. The plan will outline the City's strategy to prevent and remove barriers to people with disabilities.

## Municipal Profile

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### Municipality

The Corporation of the City of Brockville  
1 King Street West  
P.O. Box 5000  
Brockville, Ontario  
K6V 7A5

Brockville is a loyalist community first settled in 1785. The City's original name was Buell's Bay, named after the founder William Buell. In 1812, in honour of a war hero, Sir Isaac Brock, the settlement changed its name to Brockville. Brockville was Ontario's first incorporated community and has the distinction of possessing an authentic coat of arms. Brockville is one of the very few North American Cities with its own flag.

In the first half of the 19<sup>th</sup> Century, Brockville grew rapidly mainly due to its location on the St. Lawrence River and the Grand Trunk Railway line. The River and Rail allowed the area to export rather easily for business purposes. Today, Brockville is able to offer many amenities of a large City while keeping a relaxed demeanor.

The City of Brockville is located in the United Counties of Leeds and Grenville. The City of Brockville has a population of approximately 21,346 residents (from the 2016 census information). Brockville, City of the 1000 Islands, is located on the shores of the St. Lawrence River. The City was established on the north bank of the St. Lawrence and initially expanded east and west from the river north to the CNR. The CNR mainline and spur lines pass through the City and provide excellent service for the area. Brockville is located on VIA's main corridor for Montreal, Ottawa and Toronto.

The City's educational facilities are known for their high standards in a variety of subjects. Public and separate schools are spaced throughout the community. There are a number of educational support programs available for upgrading and training as well as a college of applied arts and technology.

Brockville is able to offer excellent health care services due to its location, within a one hour drive of some of the best research clinics and institutions in Canada. The City provides acute care, active and long-term facilities as well as a psychiatric treatment hospital. The City of Brockville and the United Counties of Leeds & Grenville operate under the 911 emergency services for fire, police and ambulance.

The City of Brockville provides many services to its residents as well as the surrounding communities. The City maintains approximately 350 acres of parkland, greenbelts, islands and roadside. The City of Brockville manages sixteen islands, a campground, athletic fields, including soccer fields and ball parks, as well as the City's Harbour at Tunnel Bay.

The City offers a number of services for its residents. These services include Animal Control, Economic Development, City Transit, Fire Services and Police Services. In addition to these services, the City is responsible for a number of City facilities. These facilities are located throughout the City and include City Hall – Victoria Building, Gord Watts Municipal Centre, Marina and Park Facilities, Memorial Centre, Youth Arena, Brockville Arts Centre, Museum, Library, Fire Stations 1 and 2, Police Station and the Water and Wastewater Treatment Facilities.

Many people who have visited the City are attracted to its beauty, size and location as well as the quality of life the City offers its residents. There are numerous services for those who have special needs as well as programs for the elderly.



## Accessibility Advisory Committee

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The Ontarians with Disabilities Act, 2005 (ODA) and the Accessibility for Ontarians with Disabilities Act (AODA) requires that all Municipalities with a population over 10,000 establish an accessibility advisory committee. The Brockville Municipal Accessibility Advisory Committee (BMAAC) was established in 2002.

The role of the Brockville Municipal Accessibility Advisory Committee is as follows:

1. Identify, remove and prevent barriers to people with disabilities.
2. Review earlier efforts to remove and prevent barriers to people with disabilities.
3. Identify the facilities, policies, programs, practices and services that the Committee will review in the coming years to identify barriers to people with disabilities.
4. Recommend to City Council the measures that should be undertaken in the coming years to identify, remove and prevent barriers to people with disabilities.
5. Recommend to City Council the ways that this accessibility plan should be made available to the public.

The Accessibility Advisory Committee is administered through the Clerk's Department and reports to the Finance, Administration and Operations Committee of Council.

Please see this link on the City of Brockville's website for more information about the Committee: <https://brockville.com/accessibility>

The agendas and minutes of the Committee meetings are found here:  
<https://brockville.civicweb.net/Portal/MeetingInformation.aspx?Id=1528>

## Accessibility Planning

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### The City's Commitment to Accessibility Planning

The Corporation of the City of Brockville is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The City recognizes the diverse needs of all our residents and customers and will respond by striving to provide services and facilities that are accessible to all.

Improving accessibility is a shared responsibility. The ODA and the AODA require that the provincial and municipal governments and key public sector organizations review their policies, programs and services through the development of a multi-year accessibility plan. This is the City's second multi-year plan.

Municipal governments play a crucial role in the planning and development of our communities: in their streets, parks, public transit, libraries, social housing, ambulance services, public buildings and elections. Responsibilities, which include enforcing the barrier-free access requirements of the Ontario Building Code and implementing key accessibility considerations under the ODA and AODA, are crucial to realizing a vision of local communities that improve accessibility and mobility for their residents.

The legislative requirements provide standards that all organizations in the private and public sector, including the City of Brockville, must follow to ensure that existing barriers for people with disabilities are removed over time and that no new barriers are created.

### Objectives of the Accessibility Plan

The objectives of the Accessibility Plan are to:

1. Review previous efforts to identify, remove and prevent barriers to people with disabilities.
2. Describe the process that the City will use to identify, remove and prevent barriers to people with disabilities in the future.
3. List the City facilities, policies, procedures, practices, and services that the City will review in the coming years to identify barriers to people with disabilities.
4. Identify the measures that the City will take in the coming years to identify, remove, and prevent barriers to people with disabilities.

## Barriers

A barrier is anything that stops, impedes, prevents or causes difficulty for a person with a disability from fully participating in all aspects of society.

There are many kinds of barriers:

**Architectural** barriers may result from the design of the building, shape of rooms, size of doorways, or width of hallways, for example.

**Physical** barriers refer to objects added to the environment, such as doors, windows, elevators, furniture, bathroom hardware, etc.

**Information or communication** barriers make it difficult for people to receive or send information. For example, a person with a visual disability may not be able to read printed materials, read signs, locate landmarks, or see a hazard. A person with an intellectual disability may not understand information that is not expressed in plain language.

**Attitudinal** barriers refer to persons who do not know how to communicate with people with disabilities, or persons who display discriminatory behaviours.

**Technology** barriers refer to devices such as computers, telephones, or inadequate or inappropriate assistive technologies.

**Systemic** barriers can result from an organization's policies, practices and protocols if they restrict persons with disabilities.

## Barrier Identification Methodology

During the past several years BMAAC has conducted building condition audits on City owned facilities. The audits reviewed the facilities and provided recommendations, cost estimates for enhanced accessibility to these facilities. These recommendations form the basis for our Accessibility Plan as they pertain to physical and architectural barriers.

In addition to physical and architectural barriers, recommendations to remove other barriers identified in the Communication and Information Standard and the Employment standards are also included.

The Committee continues to consult with people with disabilities and other stakeholder groups for advice and recommendations. They strive to identify the barriers, the priority of the removal of the barrier and recommend to Council the projects that BMAAC agrees are of the utmost importance to complete.

## **Consultation Activities**

Input on this plan has been received from municipal staff and the members of BMAAC.

## **Review and Monitoring Process**

Following the approval of the Accessibility Plan, staff will monitor the progress on the actions required in the plan, and will be reviewed as a reoccurring agenda item for BMAAC.

The plan will be updated at least once every five years in consultation with BMAAC and presented to Council for approval.

## **Communication of the Plan**

Copies of this plan will be made available upon request from the Clerk's Office and on the City's website at <https://brockville.com/>.

The Plan will be made available in alternate formats upon request.

## Legislative Background

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### **Ontarians with Disabilities Act, 2001 (ODA)**

The *Ontarians with Disabilities Act* (ODA) was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

### **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**

The *Accessibility for Ontarians with Disabilities Act* (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to goods, services, facilities, accommodations, employment, structures and premises.

### **Integrated Accessibility Standards Regulation (O. Reg. 191/11)**

The IASR establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communication Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

As a large designated public sector organization having more than 50 employees, the City shall comply with the dates specific to this classification.

## **Ontario Building Code**

The Ontario Building Code outlines accessibility/barrier-free design requirements in newly constructed buildings and existing buildings that are to be extensively renovated.

The Ontario Ministry of Municipal Affairs outlines a New Edition of the Building Code proposed in-effect date of January 2019 with proposals to include accessibility updates.

## **Ontario Human Rights Code**

The Ontario Human Rights Code is an individual, complaints-based legislation that addresses discrimination. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

## Achievements

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### **Development of Brock Trail Audit:**

Created and implemented recommendations to various project groups, City staff for planning and development of trail system within the City using the guidelines within the AODA built environment and recreational trails as our base. One recommendation of eliminating the excessive slope and safety concern from the Perth St./William St. section of Brock Trail, BMAAC committed \$30,000 towards this portion of the Brock Trail Committee's project.

### **Development of Accessible Downtown Route:**

Aimed to provide tourists and citizens with appropriate information related to access points and specifically slope within our downtown core, BMAAC assessed slope and completed a routing system that would allow individuals with mobility issues the opportunity to travel the downtown core in the most effective, barrier-free way. Findings from this audit and Brock Trail audit to be implemented into GIS Mapping to ensure accessibility requirements are implemented within all areas.

### **Consultation Activities:**

Railway Tunnel: Worked with Railway Tunnel Committee to ensure project implemented proper AODA regulations and development.

Site Plans: Provided feedback, suggestions to proposals for development within community to address any potential barriers that may exist within a project design, and advocate for future users of the facilities.

### **Accessible Playground Installation at Rotary Park:**

As part of an over \$2.5 million project to revitalize Rotary Park, in conjunction with the volunteer committee BMAAC allocated funding for accessible playground equipment, and surfaces for the facility. Beyond the playground equipment the park was re-graded to ensure mobility concerns were eliminated and a splash pad was installed with no barriers to ensure usage of this facility was barrier-free.

### **BMAAC Accessibility Awards:**

The purpose of these awards is to recognize individuals, businesses and organizations that go above and beyond in making their place of business, events, or community accessible to all individuals.

### **AODA Related Accessible Projects:**

In the period of the last Accessibility Plan BMAAC assisted in the installation of accessible doors, modifications to existing bathrooms, motion sensor installations, and other modifications within the City infrastructure to the following facilities:

- Brockville Public Library
- Upgrades to Hardy Park Gazebo- ramp installation
- Brockville Gymnastic Club-tenant of City owned facility
- City Hall- upgrading of audio/visual equipment
- City Hall-accessible service counter in clerk's office
- Operations- Support in development of curb cut plans, and installation of tactile sidewalks

## Priorities and Commitment 2018 - 2022

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### Customer Service Standard

**Needs:** Continue to fill the needs of residents and customers under the Accessible Customer Service Standard.

**Feedback:** Continue to receive and respond to feedback and ensure processes are accessible for persons with disabilities.

**Service Disruptions:** Continue to post service disruptions on site and online.

### Information and Communication Standard

#### Communication:

**Social Media/Communication with Citizens:** Develop a better connection with citizens via the use of surveys and presence with social media. BMAAC needs to have a better line of communication with citizens so that we can effectively advocate to Council on accessibility related concerns.

**Website:** continue to advocate and work with City staff to maintain and upgrade City communication on website to meet WCAG 2.0 Level AA standards.

#### **Development of Scent Free Product usage and Environment:**

Continue to advocate for the administering of a scent free policy for City operated workplaces.

### Design of Public Spaces Standard/Built Environment

**Railway Tunnel:** Continue to ensure any development or retrofitting meets the AODA standards and allows for the asset to be accessible to citizens and tourists. Work with any future development plans for northern access point.

**Blockhouse Island:** City addresses the issues raised from the Brock Trail Audit specific to Blockhouse Island. These issues are:

- No accessible parking spots
- Lack of accessible picnic tables including paths and firm pads
- Absence of barriers to the river
- Inaccessible patio at canteen

**GIS/Accessible Routing & Mapping:** As part of recommendations made from our Downtown Core Audit, development and implementation of accessible routing within City publications and various others (ie Brockville Tourism, DBIA) work with the GIS coordinator to develop the appropriate materials and ensure it is implemented within all facets of City use.

**City Projects:** Create a formalized plan for sharing of internal projects within the City of Brockville to ensure BMAAC is able to offer suggestions and feedback for planning and implementation of future projects.

**Accessibility of Brockville Islands:** Work with City staff and committees to ensure accessibility of islands is advocated and suggestions are implemented when and where appropriate. Possibly use existing infrastructure at Blockhouse Island (in front of City Parks office) to create an accessible swimming area and space for accessing onto boats.

**Accessibility Upgrades to Rotary Field House:** As part of a larger volunteer driven project to add new accessible playground and splash pad to facility. The facility needs upgrades to the existing building to meet AODA standards.

**Development and Implementation of Park Accessibility Plan:** Identify priority parks and install the appropriate surfaces to have accessible picnic areas with accessible tables etc. The first of the projects is to design and implement an accessible picnic area on Blockhouse Island.

**Conventional System Transit Stops Accessibility:** Continue to audit and develop plans to remove any barriers within our conventional transit system and identify locations for redevelopment and/or shelters.

## **BMAAC Recommendations:**

### **Transportation:**

**Accessible Taxi:** Development of a plan to address lack of accessible taxis within the private sector fleets within the City.

**Audible Signals:** BMAAC created an audible signals priority list that the BMAAC advises be implemented within the timeframe of this accessibility plan.

**Scooter/Wheelchair/Walker Road Safety:** Advocate and work with Police Services to create awareness to laws related to mobility assistance devices on the roadways. BMAAC wants to ensure the safety of all citizens accessing the roadway, with clearly defined rules and regulations to enforce and enlighten the public.

## **Review and Monitoring**

The Multi-year Accessibility Plan will be reviewed and updated at least once every five years. A bi-annual status report will be completed to document the progress and measures taken to implement the City of Brockville's strategy and meet the requirements of the IASR.

## **Feedback**

The City of Brockville welcomes the public's input, as feedback helps to identify where changes need to be considered and ways in which we can improve facilities, goods and services. Should a member of the public wish to provide feedback, comments or suggestions on how to improve accessibility in our facilities, goods and services, please contact the Accessibility Coordinator at [clerk@brockville.com](mailto:clerk@brockville.com)

## **Availability of the Plan**

The Multi-year Accessibility Plan will be made available through these methods:

**Website:** <https://brockville.com/accessibility>

**Hard Copy:** City Hall, 1 King Street West, Brockville, ON K6V 7A5

## **Contact Information**

For more information contact:

Deputy City Clerk

Phone: 613-342-8772 ext. 4431

Email: [clerk@brockville.com](mailto:clerk@brockville.com)

Mail: City of Brockville, 1 King Street West, Brockville, ON K6V 7A5