



## Finance, Administration and Operations Committee

Tuesday, June 18, 2013, 4:15 pm.  
City Hall, Council Chambers

### Committee Members

Councillor D. LeSueur,  
Chair  
Councillor D. Beatty  
Councillor L. Bursey  
Councillor J. Earle  
Councillor J. Fullarton  
Mayor D. Henderson,  
Ex-Officio

### Areas of Responsibility:

Clerk's Office  
Environmental Services  
Finance Department  
Fire Department  
Human Resources Dept.  
Operations Department  
Airport Commission  
Arena Advisory Board  
Brockville Municipal  
Accessibility Advisory  
Committee (BMAAC)

CRCA  
Cemetery  
Health Unit  
Joint Services Committee  
PLMG  
Police Services Board  
Safe Communities Coalition  
St. Lawrence Lodge  
Management Board  
Volunteer Awards

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

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## **AGENDA**

### **DISCLOSURE OF INTEREST**

### **DELEGATION(S) AND PRESENTATION(S)**

1. Brockville Cycling Advisory Committee Annual Update  
(Mr. Hugh Campbell)

*Mr. Hugh Campbell will be presenting the Committee's Annual Report.*

2. Brockville and Area Sports Hall of Fame  
(Mr. Ron Smith)

*Mr. Smith will address the Committee with a request for funding for the expansion of the Hall of Fame Wall at the Brockville Memorial Centre.*

3. Arena Advertising Program  
(Mr. Conal Cosgrove)

*Mr. Cosgrove will provide a verbal update and a power point presentation to the Committee.*

## CORRESPONDENCE

Nil.

## STAFF REPORTS

6 - 17

1. 2013-062-05  
Cycling Advisory Committee Report

*THAT Council accept this report as information for consideration in decisions on matters before it that, aligned with the Strategic, Operating, Economic Development and Sustainability Plans, would improve Brockville's competitiveness in lifestyle attractors for residents, visitors and businesses.*

*While not asking for specific support through a Council motion at this time, BCAC notes the following items which are under discussion and for which Council can expect to see recommendations:*

- 1. BCAC will be engaged in the Zoning By-law update process to ensure that appropriate language is integrated into the new by-law in support of active transportation.*
- 2. BCAC will endeavour to ensure that the Water Street realignment project incorporates appropriate stewardship of an improved Waterfront Trail route, vital to continue attracting and benefiting from the thousands of cycle tourists annually visiting Brockville.*

18 - 19

2. 2013-077-06  
Quotation Q2013-08  
Holder Multi-Purpose Tractor

*THAT the single source quotation from Amaco Equipment, Mississauga, Ontario, in the amount of one hundred twenty-four thousand nine hundred and nineteen dollars and twenty-four cents (\$124,919.24) for the purchase of a 2013 Holder C4.80 Articulated Multi-Purpose Tractor be accepted; and*

*THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902032-9361.*

- 20 - 22      3.      2013-079-06  
RFP17-2013  
Supervision, Coordination and  
Management of the Adult School  
Crossing Guard Program

*THAT Council accept the proposal from the Canadian Corps of Commissionaires, Kingston and Region for RFP17-2013 Supervision, coordination and Management of the Adult School Crossing Guard Program in the annual amount of twenty-one thousand dollars (\$21,000) plus HST for the term August 1, 2013 to July 31, 2016; and*

*THAT the yearly contract price will be divided into 10 equal parts and the contractor will be paid monthly with such payment being excluded for the months of July and August in each calendar year of this contract; and*

*THAT the contract price will be adjusted annually by the Ontario Consumer Price Index All Items June/June; and*

*THAT the City reimburse the Commissionaires a flat fee of \$300 per month for business travel costs associated with the use of a vehicle for on-site supervision of the crossing guards with such payment being excluded for the months of July and August in each calendar year of this contract.*

- 23 - 29      4.      2013-080-06  
Reallocation of Funds  
North Augusta Road Culvert  
Contract 2013-24

*THAT \$40,000 be allocated from the 2013 ACPM project (account 9301110 9905000) to the North Augusta Road Culvert project (account 9301108 9113008).*

## **NEW BUSINESS**

1.      Brockville Youth Volunteer Award  
(Councillor Bursey)

*WHEREAS Kawartha Credit Union has come forward to partner with the City of Brockville; and*

*WHEREAS this initiative promotes positive youth development in the areas of volunteerism and civic engagement; and*

*WHEREAS this will come at a nominal cost in advertising, and will be leaving a lasting impression on our community; and*

*WHEREAS this program is already in play in other communities around south eastern Ontario;*

*NOWTHEREFORE, be it resolved that the City of Brockville endorse the City of Brockville Youth Volunteer Awards, presented by Kawartha Credit Union, as an initiative by the Brockville Youth Advisory Committee.*

2. 2013-2014 Youth Friendly Designation Application  
(Councillor Bursey)

*WHEREAS the Corporation of the City of Brockville has outlined the attraction and retention of young professionals in our Strategic Plan; and*

*WHEREAS this program, through PlayWorks Ontario will allow the city to build an inventory of social services and public sector and private sector organizations serving youth in our community, and this project could open up future funding streams for recreational infrastructure; and*

*WHEREAS the Corporation of the City of Brockville is very proud of our young people, and want to encourage our young people to become and remain engaged in our city; and*

*WHEREAS on a first attempt, the Brockville Youth Advisory Committee was able to capture seven of a minimum ten criteria that an Ontario community must attain in order to qualify as a Youth Friendly Community; and*

*WHEREAS the Brockville Youth Advisory Committee is already hard at work compiling criteria for the 2013-2014 Youth Friendly Community Application;*

*NOWTHEREFORE be in resolved that the Corporation of the City of Brockville reaffirm it's support of Brockville's bid to be formally recognized as a Youth Friendly Community through PlayWorks Ontario.*

3. Eastern Ontario Youth Advisory Committee Network (EOYAC)  
(Councillor Bursey)

*Councillor Bursey will update the committee with regards to his efforts to develop the EOTAC.*

**FAO - CONSENT AGENDA**

**ADJOURNMENT**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for July 16, 2013*

**June 8, 2013**

**REPORT FOR FINANCE, ADMINISTRATION AND OPERATIONS COMMITTEE  
– June 18, 2013**

**2013-062-05  
Cycling Advisory Committee Report**

**Alan Medcalf  
Chair, Brockville Cycling  
Advisory Committee (BCAC)**

**RECOMMENDATIONS**

THAT Council accept this report as input for consideration in decisions on matters before it that, aligned with the Strategic, Operating, Economic Development and Sustainability Plans, would improve Brockville's competitiveness in lifestyle attractors for residents, visitors and businesses.

While not asking for specific support through a Council motion at this time, BCAC notes the following items which are under discussion and for which Council can expect to see recommendations:

1. BCAC will be engaged in the Zoning Bylaw update process to ensure that appropriate language is integrated into the new Bylaw in support of active transportation.
2. BCAC will endeavour to ensure that the Water St realignment project incorporates appropriate stewardship of an improved Waterfront Trail route, vital to continue attracting and benefitting from the thousands of cycle tourists annually visiting Brockville.

**PURPOSE**

This annual briefing provides a summary of the current state of bicycling facilities, supports and projects in the City in the quest to become a more active and liveable community – one in which we harvest the health, social and economic benefits of becoming more bicycle friendly.

This briefing reiterates the evidence that the economic playing field in which the City competes requires demonstration of progress in adopting, implementing and integrating active transportation policies, facilities and supports.

This briefing summarizes the activities undertaken by the BCAC for the City, and the challenges and opportunities at hand.

This briefing reiterates the economic necessity of mustering the political will to act, to commit to developing an active transportation plan and funding approach in the current term of office.

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## BACKGROUND

Around the world, across North America and in Ontario, encouraging more people to use bicycles more often is proving to be a critical component in boosting urban liveability and economic fortunes. City landscapes are changing rapidly, becoming more people-focussed as cities large and small venture to adopt 'complete streets' policies. Assumptions of automobile centrality have shifted to a multi-modal approach in which pedestrians, cyclists and public transit become the new priorities, ahead of costly expansion of roads and parking lots.

When Brockville City Council first heard the proposal and motion to form a cycling advisory committee, just before the 2010 municipal election, it was stated that starting the journey towards becoming a bicycle friendly community was not a nicety, but rather a competitive necessity. That is no less true today.

City Council has been presented with a selection of current evidence of this 'bicycle-friendly community' movement with each report and recommendation from the BCAC. That evidence continues to mount and becomes ever-more compelling for those Cities looking to join the ranks of the bicycle-friendly, in which 52% of Ontarians live.

This report refers to the City's own collection of guiding documents – Strategic Plan, Economic Development Plan, Official Plan and Sustainability Plan – called 'City Plans', as promising current and prospective residents and businesses a more people-centric, active-transportation friendly place to live, work and play.

Following is a short list of recent documents summarizing key 'calls to action' with respect to the necessity of embracing active transportation:

1. "Planning and Implementing Active Transportation in Ontario Communities", June 2012, Ontario Professional Planners Institute, <http://ontarioplanners.ca/PDF/Healthy-Communities/2012/Planning-and-Implementing-Active-Transportation-in.aspx>
2. "Cycling Death Review", July 2012, Office of the Chief Coroner for Ontario, [http://www.mcscs.jus.gov.on.ca/english/DeathInvestigations/office\\_coroner/PublicationsandReports/CyclingDeathReview/DI\\_Cycling\\_Death\\_Review.html](http://www.mcscs.jus.gov.on.ca/english/DeathInvestigations/office_coroner/PublicationsandReports/CyclingDeathReview/DI_Cycling_Death_Review.html)
3. "Pedestrian Death Review", September 2012, Office of the Chief Coroner for Ontario, [http://www.mcscs.jus.gov.on.ca/english/DeathInvestigations/office\\_coroner/PublicationsandReports/PedestrianDeathReview/DI\\_Pedestrian\\_Death\\_Review.html](http://www.mcscs.jus.gov.on.ca/english/DeathInvestigations/office_coroner/PublicationsandReports/PedestrianDeathReview/DI_Pedestrian_Death_Review.html)
4. "Enhancing Cycling Safety in Ontario", August 2011, Ontario Medical Association, <https://www.oma.org/Resources/Documents/OMACyclingPaper09-08-2011.pdf>

5. "Links Between Public Health and Active Transportation", February 2012, Transport Canada, <http://www.tc.gc.ca/eng/programs/environment-utsp-publichealth-995.htm>
6. "Ontario Ministry of Transportation Draft Cycling Strategy", November 2012, filed in Ontario Environmental Registry at: <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTE3OTMx&statusId=MTc2NTA4> with a link to the strategy document contained therein.
7. "Bikes Mean Business", March 2013, Ontario Cycle Tourism Forum 2013 post-conference proceedings, <http://www.welcomecyclists.ca/octf13>

Most of the above reports contain extensive references to, in total, hundreds of evidence-based papers documenting the benefits of active transportation and cycling in particular.

Council is also referred to numerous reports and recommendations from the BCAC, all recorded in the City's archives. These reports each contain more detailed references on specific matters under discussion at the time.

The evidence is clear, unequivocal and compelling: the Province is moving inexorably toward legislating, funding and supporting active transportation policy and infrastructure.

At the grassroots level, people are increasingly making decisions on where they live, work, build businesses and raise families based on lifestyle factors in which active transportation commands an increasing weight.

## **BCAC NETWORK**

Networking locally and further afield on matters of common interest is key to BCAC's success. BCAC members actively engage in the following committees, organizations and groups with "✓" denoting inter-linked membership or shared committee/project participation:

- 🚲 Brockville and Area Chamber of Commerce
- 🚲 Brockville Brock Trail committee ✓
- 🚲 Brockville heritage committee
- 🚲 Brockville Museum ✓
- 🚲 Brockville Police Services ✓
- 🚲 Brockville Tourism ✓
- 🚲 Brockville tourism advisory committee ✓
- 🚲 Brockville tunnel committee
- 🚲 Brockville youth advisory committee
- 🚲 Communities Alive ✓
- 🚲 Downtown Business Improvement Area (DBIA)
- 🚲 Frontenac Arch Biosphere ✓
- 🚲 Frontenac Arch Biosphere Trails Council ✓
- 🚲 Great Waterfront Trail Adventure



- 🚲 Lanark County
- 🚲 Lennox & Addington County
- 🚲 LG&L District Health Unit ✓
- 🚲 LG&L Healthy Communities Partnership ✓
- 🚲 Local bike clubs / groups ✓
- 🚲 Ontario Share the Road Coalition ✓
- 🚲 Ontario Share the Road Cycling Advocacy Network ✓
- 🚲 Ontario Trails Council
- 🚲 Ontario Waterfront Regeneration Trust (Waterfront Trail)
- 🚲 Ontario Welcome Cyclists Network Partnership advisory committee ✓
- 🚲 Safe Communities Coalition
- 🚲 St. Lawrence & Rideau Volunteer Centre
- 🚲 St. Lawrence Parks Commission
- 🚲 The Great Waterway (RTO9)
- 🚲 Transition Brockville ✓
- 🚲 Transportation Options (Toronto)
- 🚲 United Counties of Leeds & Grenville (UCLG)
- 🚲 Upper Canada District School Board (UCDSB)

The BCAC has developed working relationships with the City departments for Economic Development, Planning and Operations, as well as the Clerk's and Mayor's Offices.

Of special note, BCAC acknowledges a deep and growing partnership with the Leeds, Grenville & Lanark District Health Unit and its Healthy Communities Partnership network, school and workplace support teams and other professionals.

## **CURRENT INITIATIVES**

### **1. Stewardship of the Waterfront Trail Route**

In the fall of 2011, Council approved a plan, endorsed by the Ontario Waterfront Regeneration Trust, to reroute the Waterfront Trail route through Brockville. The plan aimed to steer cyclists onto quieter streets, away from the waterfront section of the Brock Trail, yet retain easy visibility of and access to the waterfront and downtown.

Signage supplied by the Waterfront Regeneration Trust was installed by City crews in early summer of 2012. Feedback from cyclists has been positive – the route is easy to follow, avoids heavy traffic and allows points of interest such as parks, concessions, restaurants, heritage attractions and bike shops to be easily found.

Still remaining to be implemented are bike sharrows and 'share the road' signage on the narrow section of Water St between Home and Broad Streets.

Plans for development of the Water St area between downtown and the waterfront are under discussion. Each summer, several thousand cycle tourists come through Brockville and a large number of visitors arriving by boat or car bring bikes along to explore our town. In the design for the realignment of

Water Street, it is imperative that the Waterfront Trail route, and its connections to the Brock Trail, Railway Tunnel, waterfront attractions and downtown be given prime consideration. The BCAC cites best practices for redevelopment in situations like this and recommends that a cycle track – segregated from pedestrian and motorized traffic – be incorporated into the design.

## **2. Railway Tunnel and Brock Trail Projects**

The Railway Tunnel and Brock Trail committees are ably steering these two projects towards fruition and BCAC is engaged with both. From a cycling perspective, both offer opportunities to encourage more people to get on bikes more often. The Railway Tunnel will become more of an attraction on the waterfront as well as potentially providing a key off-road trail link from the downtown waterfront north across the railway corridor to connect with planned extensions of the Brock Trail linear park network.

The Brock Trail itself, except for the waterfront segment, is an ideal off-road multi-use linear park for recreational and utility cycling. Cyclists can easily incorporate segments of it into active routes to schools, work or shopping. The Tunnel will also provide a way to avoid the climb over the ridge between Pearl St and the waterfront for cyclists with limited physical capabilities.

A completed Brock Trail network would help to encourage residents to cycle to downtown and the waterfront for shopping and events, and would help ease downtown parking constraints as well as traffic and parking challenges at major waterfront events.

While City Plans all call for completing and expanding the Brock Trail network, especially the east-west extensions and the link through the 401 corridor, progress is stalled by financial constraints.

The BCAC notes that in Council discussions regarding the Brock Trail it is viewed as primarily a recreational facility. BCAC recommends a broader perspective. Linear trails do serve a recreational purpose yet more importantly are part of the City's transportation infrastructure. That transportation network, intended to facilitate movement of people (with priority given to pedestrians, cyclists, public transit, and motorised vehicles – in that order) and goods, encompasses all trails, sidewalks and roads. The Brock Trail should be considered an integral part of the City's transportation infrastructure and funded appropriately.

Until the Brock Trail is extended, completed and upgraded, it will fail to live up to its potential as a meaningful contributor to Brockville's lifestyle attractors and as an integral part of a more people-oriented transportation network.

### 3. School Travel Planning (Active & Safe Routes to School)

Evidence is clear that walking and cycling to school contributes positively to children's physical and mental health as well as academic performance. Across Ontario, as across North America, active and safe routes to school projects are taking hold and gaining momentum rapidly. In Ontario, these programs are sponsored and launched through support from Green Communities Canada, the Share the Road Cycling Coalition, and grass-roots community groups.

BCAC members were instrumental in engaging the District Health Unit, Upper Canada District School Board, Communities Alive and the City in launching a school travel planning project.

As of this report date, the project is proceeding well. Brockville's Westminster Elementary School is one of two pilot schools which will see an active and safe routes to school program implemented in the near future.

The steering committee is led jointly by UCDSB and the Health Unit with BCAC members continuing to actively participate. City staff from the Operations Department, Police Service and other partners are engaged in developing this program at Westminster. Students, teachers and parents are all on-board, and the Principal has been engaged and committed from the beginning. Of note, other schools are lined up waiting for their chance to get started.

The second pilot school is Naismith Memorial Public School in Almonte. As the program gears up and becomes integrated into UCDSB's travel planning and programs, key partners in other areas of UCDSB's extensive territory are staged to come on board as well.

The largely rural landscape of UCDSB's territory which spans multiple municipalities, health units and police forces, presents some unique challenges in adapting the school travel planning process and templates. UCDSB's experience in doing so will provide a valuable addition to the knowledge and practice base.

While this initiative, once launched, quickly gained momentum and found solid support within UCDSB and the Health Unit, BCAC takes pride in having been able to provide catalytic intervention in its start.

### 4. Bicycle Parking

Another initiative that BCAC was able to initiate with great partners and little funding is downtown bicycle parking. DBIA's May 9<sup>th</sup> press release explains:

#### ***Downtown Brockville Becoming More Bike Friendly***

*BROCKVILLE — Making downtown more bicycle friendly is a goal of Downtown Brockville and Brockville's cycling advisory committee. The two year old partnership aims to encourage cycling for shopping and leisure as well as getting to and from work and events along the waterfront and downtown. Their current parking initiative follows a recent rerouting of the Ontario Waterfront Trail route through Brockville that annually brings thousands of cycle tourists through the downtown area.*

*City Council approved a downtown parking plan consisting of thirteen ring'n'post installations along King St, as well as new and relocated bike racks. The City, Brockville Tourism and Downtown Brockville are sharing the cost of the parking fixtures.*

*The parking rings were installed late last summer. They're forged from aluminum and attached with tamper proof hardware to existing complementary parking posts along King St, from Bethune St in the east to Clarissa St in the west. Locations for existing multi-bike racks were also changed to improve their visibility and use.*

*The City also purchased four extra-long bike racks, funded with a grant obtained by Brockville Tourism, for use at events such as Downtown Brockville Sidewalk Sales, Ribfest, Tall Ships Festival and hydroplane races. The racks support residents who'd like to use the Brock Trail and quiet neighbourhood routes to cycle to downtown and the waterfront, avoiding parking costs and freeing up parking spots for out-of-town visitors.*

*This year, in phase two of the project, the city will place five additional sidewalk bike racks at spots exhibiting higher bicycle traffic, such as bike shops, bakery/coffee shops and park concessions, taking care they won't impede pedestrian flow or accessibility on the sidewalk.*

*"Other cities have found that encouraging and supporting cycling results in more foot traffic in shops and ultimately, more business" says Brenda Clarke, DBIA's executive director, adding, "Cycling and walking helps to create a more social downtown, and that's good for business and our community."*

*As more people get on bikes more often, and more bicycle parking is needed, there's also a plan to conduct a trial of a bicycle parking corral in which an on-street parking spot is converted to space for parking a dozen or more bikes.*

*Over time, with many new residents and a greater pedestrian and cycle friendly atmosphere, Downtown Brockville will become even more vibrant and welcoming.*

With the availability of the long multi-bike racks, BCAC reminds Council and staff that those approaching the City for in-kind services, financial support or approval of downtown and/or waterfront events need to be required to incorporate 'event parking for bicycles' into their plans. This provision is currently optional. This no-cost action will help encourage residents to use quiet neighbourhood routes and the Brock Trail to cycle to downtown and the waterfront, helping to relieve traffic congestion and parking stress, and freeing up parking for visitors. To be successful, event organizers need to be required to integrate this into their planning and promotional activities.

BCAC also notes that bicycle parking will be integrated into the revitalized Rotary Park and the street design adjacent to the Aquatarium.

Next on the agenda for the BCAC bike parking team is an assessment of bicycle parking facilities at City-owned parks and buildings, along with visits to

major commercial sites and employers to encourage them to support and encourage their customers and employees who would choose to use a bicycle for transport.

## **5. Bike to Work Week**

BCAC launched a 'Bike to Work Week' in 2012 with a City proclamation and promotional material from the District Health Unit.

For 2013, Bike to Work Week, June 2<sup>nd</sup> to 8<sup>th</sup>, ratcheted up a level with a proclamation, press event, promotional material from the Health Unit, and engagement with selected employers to offer targeted encouragement to employees.

Encouragements included a free 'Bicycle Health Check' in late May, informational guides on route planning and bicycle readiness, and an offer to present 'Lunch'n'Learn' sessions on biking to work.

BCAC's ability to successfully grow and encourage increased Bike to Work activity is constrained by the City's lack of an active transportation plan and a designated cycling network. These would reduce both the real and perceived risk to personal safety while cycling. Research in Ontario shows 'fear for safety' to be the single biggest inhibitor to greater uptake of cycling activity.

## **6. Bicycle Friendly Community Application**

BCAC recently completed and submitted an application to Share the Road for Brockville to be designated as a 'Bicycle Friendly Community'. This was done with assistance from the District Health Unit, Brockville Police and City staff.

The application document is part of the City's public record and is attached to the minutes of BCAC's meeting of May 9<sup>th</sup>.

At Share the Road's Ontario Bike Summit in Toronto on May 28-29, Brockville received an 'honourable mention' in recognition of our nascent efforts. We will receive an evaluation report highlighting our strengths and opportunities relative to other communities. BCAC also gained a more complete understanding of our current state, opportunities and challenges, many of which are addressed in other sections of this report.

BCAC views the 'honourable mention' as recognition of the City's positioning to start gaining some real traction. Compared to the 22 communities in Ontario (encompassing fully 52% of Ontarians) that have received bronze or silver designations, the City has yet to demonstrate sufficient collective will and evidence of tangible progress.

## **7. Cycle Tourism Promotion**

Encouragement and promotion of cycle tourism remains key to BCAC's ability to make gains in helping more people get on bikes more often in Brockville and to develop a more bike-friendly downtown business district. Given our location, it's an easy business case to show the benefits of active stewardship of the Waterfront Trail route and promotion of cycle tourism to local businesses and

residents. By conservative counts and estimates, several thousand cycle tourists come through Brockville, and a large number of visitors arriving by boat or car bring bikes along to explore our town. That's the equivalent of many dozens of tour buses, without the idling diesel engines and parking hassles, and a multiple of the annual number of SCUBA diver visits.

BCAC members continue to work with Brockville Tourism, the Chamber of Commerce, DBIA, St. Lawrence Parks Commission, Welcome Cyclists and the Waterfront Regeneration Trust to help sustain and grow cycle tourism activity.

Recently announced upgrades to the St. Lawrence Recreational Trail segment along the Thousand Islands Parkway corridor will help to boost the cycle tourism attractiveness of the region, as does focussed cycle tourism marketing and support from The Great Waterway.

Brockville Tourism staff meet and greet arriving cycle tour groups, helping them to find facilities and services, and promoting our City's attractions. The Brockville Tourism brochure this year has a full-page bilingual promotion of cycle tourism, and a cycling map is under discussion for 2014.

City staff last summer implemented an 'always room' policy for cycle touring campers at St. Lawrence Park, the first Welcome Cyclist designated campground in Ontario to formally adopt such a policy.

Cycle tourists enjoy St. Lawrence Park for its natural setting, proximity to yet distance from the busier downtown waterfront, beach and access to paddling excursions.

The Park is often an overnight stop for organized and independent tour groups large and small. This summer, the City will host an overnight stop at the park for the Sea-to-Sea Bicycle Tour. Up to 250 cyclists are expected, the largest single group to date to ride across the continent. The nine-week, 6,300km tour starts in Los Angeles, passes through Southern Ontario and Montreal, and ends in New York City. This is a well-supported charity tour, raising funds in support of efforts to address poverty around the world. The last tour in 2008 raised over \$1.5million for agencies and projects worldwide. There is more information online at [www.seatosea.org](http://www.seatosea.org).

Cycle tourism is an economic boost for Brockville. To take full advantage of the opportunities it presents, active stewardship and improvements to the Waterfront Trail route are key, along with marketing and promotion, and finding more ways to entice cycle tourists to explore Brockville and return for more. There are also opportunities with the Brock Trail and other routes to draw cyclists off the Waterfront Trail route to explore further.

## **8. Engagement in Planning Approval Process**

During the past year, BCAC was added to the list of interested parties invited to submit comments regarding applications and proposals submitted to the Planning Department. BCAC acknowledges the responsibility this presents, and has developed a process to engage and respond appropriately. BCAC

views this as a series of opportunities – to inform, educate and provide comments and suggestions drawn from observed best practices in other municipalities and the literature. This helps in steering developers and the City towards developments that better support and integrate active transportation, helping to ensure the success of the projects.

To date, BCAC has responded on a handful of proposals, including a lengthy review of the '550 King' development proposal that resulting in a list of suggestions and recommendations to both the City and the developer.

Of note in the '550 King' review was the discovery from the public meeting, corroborated by Brockville Police, that motorists exceeding the speed limit along the four-lane stretch of King St W between Rivers Ave and the City limits is quite common and viewed as presenting unnecessarily high risk to both cyclists and pedestrians.

BCAC recommends that segment of King St be given a 'road diet', reducing it to a single lane in each direction, a centre left turn lane, and bike lanes on both sides. This recommendation is based on traffic counts that don't warrant four lanes, and the fact that that segment of King St is a simple connector between two-lane King St east of Rivers Ave, and the overbuilt four-lane County Road 2 west of the City limits.

'Road diets' like this are shown to be successful in constraining speeds without changing the posted limits, thereby reducing risk to pedestrians and cyclists around St. Lawrence Park and adjacent neighbourhoods. Reducing the width of road used by heavy vehicles would also reduce road maintenance costs. The addition of bike lanes would also provide a lower risk, bicycle-friendly welcome to cyclists entering Brockville on that segment of the Waterfront Trail route.

## **CYCLING OUTLOOK**

The application for Bicycle Friendly Community designation provided a unique opportunity to assess and document Brockville's progress against a well-defined set of milestones and activities. That application asked for the top three aspects of our community most in need of improvement, which was answered as follows:

- 1. The top item requiring attention is the completion of a Comprehensive Transportation Plan, including integration of active transportation considerations. The plan would consider both on-road and off-road facilities, with the latter including an expanded Brock Trail linear park network with critical links to be completed across the railway and Hwy 401 corridors. The Official Plan adopted in 2012 requires this transportation plan and an RFP has been prepared. Council is considering the timing of undertaking this plan relative to other key projects requiring funding from a sparse budget.*
- 2. Completion of a Comprehensive Transportation Plan update would need to be quickly followed by identifying a capital works project plan integrating active transportation facilities into the City's infrastructure. This would include completing the expansion and renovation of the Brock Trail multi-use linear park*

*network, used for recreation, transportation and tourism. North-south completion of this Trail through the railway and Hwy 401 corridors is key. The plan would also include signage, on-road tracks/lanes, parking and end-of-trip facilities. Updates to the City's zoning and other by-laws as well as longer-term budget commitment would cement the political will required to proceed.*

3. *The community needs to build on the foundation evident in the City's guiding plans, ready acceptance of small projects carried out to date, and extensive network of cycling-related interests. This foundation needs to be leveraged for even greater commitment from the City, businesses, residents, Police Service and other organizations in order to deliver a wider array of programs, events, education and encouragement. This is the proven path to greater uptake in cycling for recreation, transportation and tourism. Brockville has laid the foundation and taken small steps; now we need to fully embrace the benefits and push ahead.*

The application process reinforced that while the cycling committee, City staff and downtown business community generally understand the opportunities and benefits, more education of Council is required to foster a better understanding of the benefits of becoming bicycle friendly, and how we can integrate cycling initiatives into a tight budget environment. The Bicycle Friendly Community application process, and the evaluation to come, along with success stories from other communities attaining bicycle friendly status, will help us create a stronger business case for integration of cycling initiatives.

## **FINANCIAL CONSIDERATIONS**

At the start of the last budget cycle, BCAC requested that funds be carved out of existing capital and operational budgets as follows:

1. \$40,000 (ceiling) for an Active Transportation Plan for the City. The request was denied.
2. \$7,500 from parking reserve fund to be used for bicycle parking projects. The request was denied and the amount is limited to that already committed to complete the approved downtown bicycle parking plan.
3. \$3,000 from Operations in anticipation of signage and other support needed for active school travel support in the Westminster Elementary School neighbourhood. The request was denied, although it may be anticipated that the existing Operations budget can support limited expenses.
4. \$2,000 for attendance at the annual Ontario Bike Summit by one City representative and one BCAC representative. The request was denied; the Operations Department, DBIA and Brockville Tourism agreed to share the cost of one BCAC member attending.

BCAC is not requesting funding consideration for specific recommendations at this time, although notes that creating a Comprehensive Transportation Plan, completing the implementation of the Waterfront Trail rerouting, providing bicycle parking, improving stewardship of the Waterfront Trail route through the Water St



realignment, completing the Brock Trail as an integral part of the City's transportation network and other people-friendly projects such as a King St W road diet cannot occur without commitment to funding.

### **POLICY CONSIDERATIONS**

There are no specific policy considerations at this time.

### **CONCLUSION**

Council's active support and directed investment in bicycling facilities and supports will strengthen the City's ability to achieve bicycle friendly community designation as a reflection of real progress in bolstering the City's lifestyle and economic attractors.

Increases in resident cycling activity and cycle tourism will generate the economic, health and social benefits seen in other communities with whom we compete to attract and retain residents and businesses.

Progress will continue to be slow and constrained, however, without commitment to delivery and implementation of an updated transportation plan.

When Brockville City Council first heard the proposal and motion to form a cycling advisory committee, just before the 2010 municipal election, it was stated that starting the journey towards becoming a bicycle friendly community was not a nicety, but rather a competitive necessity. That is no less true today.

Respectfully submitted by,

A handwritten signature in blue ink, reading "Alan Medcalf", is positioned above a horizontal line.

Alan Medcalf, Chair, Brockville Cycling Advisory Committee

**JUNE 12, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – JUNE 18, 2013**

**2013-077-06**

**QUOTATION Q2013-08**

**HOLDER MULTI-PURPOSE TRACTOR**

**C.J. COSGROVE, P.ENG.**

**DIRECTOR OF OPERATIONS**

**R.T. FRASER**

**PUBLIC WORKS/PARKS SUPERVISOR**

**M.D. CARRIÈRE**

**FLEET MAINTENANCE FOREMAN**

**A.J. ROSSETTI**

**FLEET & SUPPORT SERVICES SUPERVISOR**

## **RECOMMENDED**

THAT the single source quotation from Amaco Equipment, Mississauga, Ontario, in the amount of one hundred twenty-four thousand nine hundred and nineteen dollars and twenty-four cents (\$124,919.24) for the purchase of a 2013 Holder C4.80 Articulated Multi-Purpose Tractor be accepted; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902032-9361.

## **BACKGROUND**

The existing Holder tractor unit 05803 is due for replacement in 2013 and is an approved item in the Fleet Management Program (Item 6.1 in the 2013 Capital Budget).

## **ANALYSIS/OPTIONS**

Public Works/Parks requirements for the replacement of this multi-use tractor includes being equipped with a five way snow plow blade, integral sander and minimum on board sand capacity of 1.5 m<sup>3</sup>. Only Holder Corp. and Trackless Corp. can meet these requirements. The four units presently operated by Public Works/Parks include two Trackless MT6 and 2 Holder C.992 units. Attachments for each type of unit include front mount snowblowers and sweepers. Both units have at least 92 horsepower.

Following review of the horsepower requirements for the existing units, it was determined that a less powerful unit could be employed with no adverse results. The Holder model C4.80 (77 HP) meets these reduced HP requirements. Trackless Corp. does not offer such a unit. The existing Holder snow blower and sweeper attachments can also be operated by this C4.80 unit. Substantial savings will be realized on the purchase of the unit, and operational savings (fuel) are expected as well.

## POLICY IMPLICATIONS

As per Purchasing By-Law 090-2005, Council approval is required when three bids have not been received.

## FINANCIAL CONSIDERATIONS

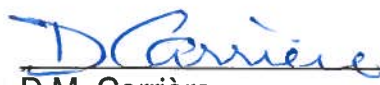
The approved Capital Budget was \$150,000 for the replacement of our existing 92 horse power Holder tractor. The low quotation submitted by Amaco Equipment, Mississauga, Ontario, meets the smaller horse power specifications and requirement for the Operations Department – Public Works/Parks Division with a net cost of \$112,493.64 after tax rebates. A cost savings of \$37,506.36 will be realized for the 2013 year.

## CONCLUSION


The Operations Department - Fleet & Support Services Division recommends the purchase of the smaller horse power 2013 Holder C4.80 Articulated Multi-Purpose Tractor at a substantial savings.

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

  
R.T. Fraser  
Public Works/Parks Supervisor

  
D.M. Carrière  
Fleet & Maintenance Foreman

  
A.J. Rossetti  
Fleet & Support Services Supervisor

  
D. Dick, C.A.  
Director of Corporate Services

  
B. Casselman  
City Manager

**JUNE 12, 2013**

**REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – June 18, 2013**

**2013-079-06**

**RFP 17-2013**

**SUPERVISION, COORDINATION AND  
MANAGEMENT OF THE ADULT SCHOOL  
CROSSING GUARD PROGRAM**

**C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS  
V. HARVEY  
SUPERVISOR OF TRANSPORTATION  
SERVICES**

## **RECOMMENDED**

THAT Council accept the proposal from the Canadian Corps of Commissionaires, Kingston and Region for RFP 17-2013 Supervision, Coordination and Management of the Adult School Crossing Guard Program in the annual amount of twenty-one thousand dollars (\$21,000) plus HST for the term August 1, 2013 to July 31, 2016; and

THAT the yearly contract price will be divided into 10 equal parts and the contractor will be paid monthly with such payment being excluded for the months of July and August in each calendar year of this contract; and

THAT the contract price will be adjusted annually by the Ontario Consumer Price Index All Items June/June; and

THAT the City reimburse the Commissionaires a flat fee of \$300 per month for business travel costs associated with the use of a vehicle for on-site supervision of the crossing guards with such payment being excluded for the months of July and August in each calendar year of this contract.

## **PURPOSE**

To obtain authorization to enter into a contract to provide direct supervision to crossing guards.

## **BACKGROUND**

City staff assumed responsibility of the Adult School Crossing Guard Program from Brockville Police Service in 2008. Since that time, supervision of the crossing guards has been provided under contract. The current contract is held by Intercity School X Guards with a termination date of June 2014. Unfortunately the business owner passed away this spring rendering the contract no longer valid. The spouse of the owner is providing continuation of the service to the end of the school year.

## ANALYSIS

Crossing guards are employees of the City of Brockville. The contractor's relationship to the City is that of an independent contractor and not as an agent or employee.

The contractor provides supervision, coordination and management of the City's Adult School Crossing Guard Program. General duties & responsibilities include:

- Ensure sufficient and adequately trained crossing guards are on duty as required
- Provide onsite supervision of the guards during all shifts
- Liaise with local schools and school boards
- Make recommendations on improvement/changes to the system
- Recommend hiring and termination of guards as deemed appropriate
- Provide annual reports on the operation of the system in a format directed by the Director of Operations.

The RFP submissions were opened on Wednesday, June 5, 2013 with the following results, prices exclude HST:

Intercity School X Guards.....	\$19,800
Canadian Corps of Commissionaires.....	\$21,000
Vincent Charity.....	\$30,000

The 2012/2013 annual contract amount is \$20,564 excluding HST plus \$300 per month travel expenses which results in a net expense to the City of \$23,926. Although the Canadian Corps of Commissionaires did not submit the lowest cost proposal, staff recommend awarding the contract to them on the basis of experience (individual and organization) and organizational support. This professional organization manages similar contracts in other locations and will utilize this established program plan. Supervision will be done by staff from the local office which will also provide back-up supervision as required.

## POLICY IMPLICATIONS

As per the Purchasing By-Law (090-2005), Council authorization is required to accept a proposal which is not the lowest cost proposal.

## FINANCIAL CONSIDERATIONS

The annual contract price of \$21,000 excluding HST plus \$300 per month travel expenses will result in annual net expenses to the City of \$24,422. Funds in the amount of \$26,290 have been allocated to the 2013 Operating Budget Account # 01-5-233430-3010 to cover this expense.

## CONCLUSION

That the City should enter into an agreement with the Canadian Corps of Commissionaires to operate the Adult School Crossing Guard Program.



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



V. Harvey  
Supervisor of Transportation Services



D. Dick, C.A.  
Director of Corporate Services



ph B. Casselman  
City Manager

**JUNE 11, 2013**

**REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – JUNE 18, 2013**

**2013-080-06**

**REALLOCATON OF FUNDS**

**NORTH AUGUSTA ROAD CULVERT**

**CONTRACT 2013-24**

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

## **RECOMMENDED**

THAT \$40,000 be allocated from the 2013 ACPM project (account 9301110 9905000) to the North Augusta Road Culvert project (account 9301108 9113008).

## **PURPOSE**

The purpose of this report is to ensure sufficient funding is in place for the North Augusta Road Culvert project.

## **BACKGROUND**

At the May 28, 2013 meeting, Council awarded the tender for the North Augusta Road Culvert project (Attachment 1 is Report 2013-066-03).

In processing the award of the contract, staff discovered an error in the summary of project costs on the second page of the report. The “Anticipated Surplus or Deficit” column in the chart contains incorrect figures.

## **ANALYSIS/OPTIONS**

Attachment 2 provides the corrected analysis of the project costs. With the \$16,296 from the Kingston Bridge project allocated against the deficit in the North Augusta Road Culvert project, an overall deficit of \$39,692 remains.

Attachment 3 is a summary of the 2013 ACPM (Asphalt/Concrete/Pavement Marking) project, projecting an estimated surplus of \$99,920.

It is recommended that \$40,000 of the projected surplus from the ACPM project be allocated to the North Augusta Road Culvert project. Both projects are being funded using Federal Gas tax revenues.

**POLICY IMPLICATIONS**


Council approval is required to reallocate funds between capital projects.

**FINANCIAL CONSIDERATIONS**

The projected surplus in the ACPM project is sufficient to cover the projected deficit in the North Augusta Road Culvert project.

**CONCLUSION**

It is recommended that \$40,000 from the projected ACPM project surplus be transferred to the North Augusta Road Culvert project.

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

  
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D. Dick, CA  
Director of Corporate Services

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



**May 14, 2013**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – May 21, 2013**

**2013-066-03  
ORMOND STREET BRIDGE REPLACEMENT  
& NORTH AUGUSTA ROAD CULVERT  
REHABILITATION, CONTRACT 2013-24**

**C. J. COSGROVE, P. ENG.  
DIRECTOR OF OPERATIONS  
V.B. HARVEY, SUPERVISOR  
TRANSPORTATION SERVICES**

**RECOMMENDED**

THAT the tender from Carlington Construction Inc. for Contract 2013-24 the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert be accepted; and

THAT the replacement of the Ormond Street Bridge be funded in the amount of \$399,049.50, excluding HST, through account 9301105-9123001; and

THAT the rehabilitation of the North Augusta Road Culvert be funded in the amount of \$296,797, excluding HST, through account 9301108-9113008.

**PURPOSE**

The purpose of this report is to retain the services of a qualified contractor to complete the work.

**BACKGROUND**

Mandated provincial legislation requires municipalities to complete a biannual inspection of roadway bridges. Based on these inspections, bridge repairs or replacements are scheduled and budgeted. Contract 2013-24 included the replacement of the Ormond Street Bridge, the rehabilitation of the North Augusta Road Culvert and repairs to the Kingston Bridge. The 3 projects were tendered together with the anticipation of receiving a better bid price.

**ANALYSIS/OPTIONS**

Tenders were opened on Friday May 3, 2013 with the following results:

Carlington Construction Inc. ....	\$ 859,530.55
Lischer Construction Inc. ....	875,568.07
Dalcon Enterprises.....	940,160.00
Cruickshank Construction.....	945,126.92
Doornekamp Construction Limited .....	1,012,765.44

2013-066-05  
Ormond Street Bridge Replacement  
& North Augusta Road Culvert Rehabilitation

Page 2

Louis Bray Construction ..... 1,024,573.10  
Clearwater Structures Inc. ....1,049,747.97  
Horseshoe Hill Construction Inc. ....2,290,191.34

Prices include HST.

Based on an analysis of the tender submissions, Carlington Construction Inc. has the lowest bid price, qualified experienced staff and meets all of the tender requirements to complete these projects.

### POLICY IMPLICATIONS

In accordance with the City's Purchasing By-law 090-2005, Council approval is required to engage the services of this firm to complete the project.

### FINANCIAL CONSIDERATIONS

The table below provides a breakdown of the Carlington Construction Inc. bid.


	Budget	Engineering Fees includes disbursements	Geotechnical & Permits	Carlington Bid net expense after HST rebate	Anticipated Surplus or (Deficit)	Engineering Estimated Costs
Ormond Street Bridge	\$540,000	\$38,100	\$9,362	\$406,073	\$113,338	\$379,200
North Augusta Road Culvert	170,000	10,050		302,021	(118,365)	278,315
Kingston Bridge	27,000	5,270		65,940	(32,270)	54,000
Total	\$737,000	53,420	\$9,362	\$774,034	(\$37,297)	\$711,515


It is recommended that the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert proceed at this time. The anticipated surplus from the Ormond Street Bridge and deficit from the North Augusta Road Culvert are close to offsetting amounts.

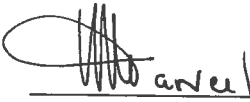
As the bid price to do the repairs to the Kingston Bridge is significantly higher than budgeted and can be deferred, staff recommend holding off on this project until 2014 allowing the opportunity to consider a new tender for this work or whether the work can be scheduled for completion by Public Works staff. As some costs in the Carlington bid reflect reduced mobilization and set up expenses associated with all three projects proceeding consecutively, Carlington has requested compensation in the amount of \$6,200 for the deletion of the Kingston Bridge component of the tender. It is recommended that the \$6,200 and the net deficit of \$5,027 for the Ormond Street Bridge and North Augusta Road projects be funded from the Kingston Bridge project.

## CONCLUSION

It is recommended that Council accept the bid price from Carlington Construction Inc. for the replacement of the Ormond Street Bridge and the rehabilitation of the North Augusta Road Culvert.

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

  
\_\_\_\_\_  
D. Dick, CA  
Director of Corporate Services

  
\_\_\_\_\_  
V.B. Harvey  
Supervisor of Transportation Services

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

	Budget	Engineering Fees includes disbursements	Geotechnical & Permits	Carlington Bid net expense excluding HST rebate	Gross Expense excluding HST	Net Expense after HST Rebate	surplus or (deficit)
Ormond Street Bridge	\$540,000	\$38,100	\$9,362	\$399,050	\$446,512	\$454,370	\$85,630
North Augusta Road Culvert	\$170,000	\$10,050		\$296,797	\$306,847	\$312,248	(\$142,248)
Kingston Bridge	\$27,000	\$3,874		\$6,200	\$10,074	\$10,074	\$16,926
Total	\$737,000	\$52,024	\$9,362	\$702,047			(\$39,692)

Kingston Bridge - engineering fee re to date expense re document preparation & payment to Carlington re removal of project



## FEDERAL GAS TAX PORTION SUMMARY

### CITY OF BROCKVILLE 2013 ACPM CONTRACTS BUDGET

#### ACPM CONTRACT BUDGET SUMMARY- GAS TAX PORTION

Operations Department

T04-44, T04-46, T04-20 T04-21

Transporation Services Division

CONTRACTS 2013-04, 2013-05 &amp; 2013-06

BUDGET AMOUNT	TOTAL \$
2013-04 Reconstruction of Sidewalks	\$137,041.04
2013-05 Milling Contract	\$98,268.46
2013-06 Overlay Contract	\$382,506.37
<b>TOTAL</b>	<b>\$617,815.86</b>

BID PRICE AMOUNT	ACTUAL \$
Bid Price for Reconstruction of Sidewalks	\$97,116.56
Bid Price for Milling Program	\$90,353.32
Bid Price for Overlay Program	\$352,609.43
<b>TOTAL</b>	<b>\$540,079.32</b>

Available ACPM Money from Federal Gas Tax Portion	<b>\$640,000.00</b>
Surplus Available from Federal Gas Tax Portion	\$99,920.68

\* FIGURES INCLUDE THE HST REBATE

\* ALL WAGES AND BENEFITS FROM ACPM REMOVED AND ALLOCATED TO ROUT AND SEAL PROGRAM  
AS PER FEDERAL GAS TAX RULES