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**AGENDA**

Page

**1. DISCLOSURE OF INTEREST**

**2. DELEGATION(S) AND PRESENTATION(S)**

6 - 19

1. Mr. Alan Medcalf, Chair  
Brockville Cycling Advisory Committee

Mr. Medcalf will address the Committee on the Planning and Implementing Active Transportation in Ontario Communities.

*THAT correspondence from the Brockville Cycling Advisory Committee be received and referred to staff in preparation of the 2013 Capital Budget.*

20 - 31

2. Ms Rose Lalonde, Chair and Mr. Eric Wang, Brockville and Area Community Foundation

Update on the City of Brockville Legacy Endowment Fund.

**3. CORRESPONDENCE**

Nil.

**4. STAFF REPORTS**

32 - 36

1. 2012-135-08  
Airport Hangar Development  
Brian Williams, Chair; Brockville Airport Commission

*THAT Council supports the Brockville Flying Club's submission of application(s) for funding for construction of a hangar development.*

37 - 52

2. 2012-136-08  
Pilot Garden Brockville Community Garden Network

*THAT the City of Brockville agree to partner with the Brockville Community Garden Network by providing space for a garden at the Gord Watts Municipal Centre.*

- 53 - 55      3.            2012-133-08  
Modifications to the Red Bus Route
- THAT the Conventional Transit Red Bus route be modified to travel north on Centre Street and east on Brock Street.*
- 56 - 58      4.            2012-134-08  
Request for No Parking on South Side of Hislop Avenue
- THAT parking be prohibited on the south Side of Hislop Avenue from Park Street to Pacific Avenue; and*
- THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.*
- 59 - 62      5.            2012-137-08  
Community Infrastructure Improvement Fund Memorial Centre Rehabilitation
- THAT Council endorse the Memorial Centre Rehabilitation project for the City's Community Infrastructure Improvement Fund application; and*
- THAT Council authorize the Mayor and the Clerk to execute an Agreement with the Community Infrastructure Improvement Fund, should the grant application succeed.*
- 63 - 68      6.            2012-132-08  
Statistical Comparisons of 2012 Tax Rates
- THAT the statistical comparison of 2012 Tax Rates be received (Attachment 1 to Report 2012-132-08) for information purposes.*
- 69 - 73      7.            2012-139-08  
Ontario Regulation 284/09  
Budget Matters-Expenses
- THAT Council receive this information report as it pertains to Ontario Regulation 284/09 Budget Matters-Expenses.*
- 74 - 76      8.            2012-140-08  
2012 City Debenture Issue
- THAT Staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the Ontario Infrastructure and Lands corporation Act, 2011 (OILC) for the 2012 Capital Projects; and*
- THAT Council authorize the Mayor and Director of Finance to enter into agreements with the OILC to provide such financing for the 2012 Capital Budget projects that are approved for loans under the lending program*

*guidelines; and*

*THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.*

- 77 - 9. 2012-141-08  
87 Capital Projects Surplus and/or Deficit Balance

*THAT Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2011, in the net surplus amount of \$691,114.14. [Attachment 1 to Report # 2012-141-08]; and*

*THAT the net surplus of \$691,114.14 be allocated as follows:*

<i>Surplus from Wastewater Funded projects to Wastewater Fund</i>	<i>\$387,879.33</i>
<i>Surplus from Water Funded projects to Water Fund</i>	<i>218,265.84</i>
<i>Surplus from the Parkland Equipment project to Parkland Equipment Reserve Fund</i>	<i>30,308.05</i>
<i>Surplus from the Fleet project to Fleet Equipment Reserve Fund</i>	<i>54,660.92</i>

*Funding from the following Capital Projects:*

<i>BMAAC (funding of BMMP projects and PEMP projects)</i>	<i>19,713.07</i>
<i>2010 Minor Capital</i>	<i>9,011.52</i>

Finance, Administration and Operations Committee  
August 21, 2012

<i>Transportation Planning Study</i>	2,353.24
<i>King Street Reconstruction</i>	123,972.61
<i>Louis Street Reconstruction</i>	6,147.65
<i>Roads &amp; Bridges Subsidy Funds</i>	5,742.91
<i>Water Service Upgrades</i>	10,571.93
<i>Building Canada Fund - Intake 2</i>	1,823.40
<i>Project Encore (Funding of Theatre Manager)</i>	56,267.06
<i>Fulford Fountain</i>	1,929.07
<i>HVAC system at BAC</i>	213.90
<i>Island Environmental Assessment</i>	4,858.24
<i>RinC - Youth Arena</i>	10,794.83

*Funding to the following Capital Projects:*

<i>BMAAC - PEMP</i>	(11,820.41)
<i>BMMP</i>	(7,892.66)
<i>ACPM program</i>	(106,167.67)
<i>George St. reconstruction</i>	

<i>Energy Efficient Streetlights</i>	<i>(14,256.13)</i>
<i>RinC - Memorial Centre</i>	<i>(12,832.13)</i>
<i>Parkland Equipment Minor Capital projects</i>	<i>(13,869.76)</i>
<i>Contributed Surplus</i>	<i>(350.21)</i>
<i>Water Service Hydrant Leads</i>	<i>(10,571.93)</i>
<i>Electricity at Court House Green</i>	<i>(1,578.86)</i>
<i>Theatre Manager</i>	<i>(56,267.06)</i>
<i>Official Plan Update</i>	<i>(2,353.24)</i>
<b><i>Total:</i></b>	<b><i>\$ 691,114.14</i></b>

**5. NEW BUSINESS**

Nil

**6. FAO - CONSENT AGENDA**

# Healthy *Communities* AND PLANNING FOR Active Transportation



## Planning and Implementing Active Transportation in Ontario Communities

### A Call To Action



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## **Healthy Communities and Planning for Active Transportation** ***Planning and Implementing Active Transportation in Ontario Communities*** **A Call to Action**

**Ontario Professional Planners Institute**  
June 21, 2012

The Ontario Professional Planners Institute (OPPI) calls upon planners, the provincial government, municipalities and the public to make non-motorized forms of travel a mainstay of daily life throughout Ontario communities.

Active transportation, particularly cycling and walking, is fundamental to healthier communities and sustainable city regions. To that end, OPPI sets out this Call to Action in support of an active transportation system that is safe, efficient, convenient, equitable, and based upon good policy and planning principles that will serve present and future generations.

Policies and practices established through official plans, transportation plans, design guidelines and engineering standards often highlight the value of active transportation but too often fail to provide the tools required for implementation. To take active transportation from policy to action, requires a multi-modal transportation system and both “hard” (infrastructure) and “soft” (programs) interventions to reduce automobile dependency and dominance by the single-occupant vehicle.

As “every trip begins and ends with active transportation,” particularly public transit journeys, it is imperative that a comprehensive walking and cycling network be an integral part of the planning process in every community in Ontario.

### What is Active Transportation?

As planners, we recognize the relationship between how communities are developed and the transportation choices that are being made. Striving for a balance that ensures the needs of all transportation users are met, or at least considered, has placed a new emphasis on active transportation options.

Active transportation is “non-motorized travel, including walking, cycling, rollerblading and movements with mobility devices,” according to the Ontario Ministry of Transportation’s *Transit Supportive Guidelines*. Sidewalks, on-road bicycle lanes, off-road trails, multi-use pathways, bike parking facilities, and crosswalks are all part of the active transportation network.

Playing complementary roles, public transit and transportation demand management programs—aimed at decreasing single-occupant vehicle use—supplement this network by supporting a linked system of trips. This enables the traveller to reach a more distant destination and/or facilitates a door-to-door journey.

#### What are the Benefits of Active Transportation?

Active transportation is recognized as an increasingly relevant issue in light of ever increasing traffic congestion issues and environmental concerns, the rise in obesity and chronic diseases associated with a lack of physical activity, and the need for personal mobility choices. This will be exacerbated by an aging population, challenging an individual’s quality of life and enhancing the appeal of compact, walkable communities.

Planners and decision makers are being asked to recognize the challenges associated with active transportation and translate them into on-the-ground improvements to local mobility, the built and natural environment, health and a sense of community.

The community benefits of active transportation are significant.

**Health benefits**—The transportation choices people make can impact their health and overall well-being in significant ways. Walking and cycling are excellent forms of exercise that can be incorporated into daily routines, contributing to recommended physical activity levels and combating the rise in obesity and the incidence of diabetes. Active transportation can also contribute to improved mental health by increasing opportunities for social interaction, which can reduce social isolation.

**Safety benefits**—Well-designed and purposeful infrastructure can reduce the frequency and severity of pedestrian and cyclist injuries and fatalities, especially for vulnerable road users such as children and seniors. Research shows a “safety in numbers” effect whereby the greater the number of pedestrians and cyclists on the road, the safer the road is for these users.

**Environmental benefits**—Active transportation is a sustainable transportation mode that produces fewer greenhouse gas emissions and air pollution than motorized travel. Thus, planners can help to reduce communities’ carbon footprints by ensuring there are policies, planning and design standards and guidelines that enhance cycling and walking opportunities. Further, an increase in the use of active transportation modes (e.g. bicycling) results in a reduction in the wear and tear on the road system, meaning less maintenance and fewer resources are required.



**Social/community benefits**—Active transportation modes offer an intimate perspective of communities beyond the confines of the automobile. Going for a bike ride or a walk around a neighbourhood puts more “eyes on the street.” It encourages social interaction, fosters a sense of place and increases the perception of personal safety. Additionally, active transportation is accessible and economical for people of all ages and abilities. Active transportation can also be the only transportation choice for many because of age, health or income.

**Economic benefits**—The Organization for Economic Co-operation and Development reported traffic congestion in the Greater Toronto and Hamilton area is costing the Ontario economy an estimated \$3.3 billion per year in lost productivity. Adding to that cost is the construction and maintenance costs of transportation infrastructure for motor vehicles, which are considerably more expensive on average and per capita than those for active transportation facilities.

In Canada, the majority of trips made by the automobile are short trips—each Canadian makes an average of 2,000 car trips of less than 3 km each year, according to the Public Health Agency of Canada. Therefore, a shift towards active transportation modes for utilitarian trips (e.g. work, school, errands) or recreational purposes, coupled with public transit and the use of transportation demand management programs (e.g. carpooling) would increase the capacity and efficiency of the transportation system. As an added benefit, bicycle tourism can have positive impacts on local economic development.

#### What is the Planner’s Role in Active Transportation?

Active transportation planning, design and promotion is not solely the realm of planners, rather it requires a multi-disciplinary team including engineers, urban designers, architects, landscape architects, public health professionals, politicians and members of the community, together with planners. Within this context, the professional planners’ roles are many and varied, encompassing research, policy and plan development and implementation, facility design and integration, promotion and education, performance measurement and financing options. Whatever the task at hand, planners should keep in mind the following axioms:

*Shifting behaviour*—While providing active transportation infrastructure can influence travel habits, it is more effective in combination with a built form that incorporates compact growth, higher density, network connectivity, human-centred public realm, and transit.

*Make it visible*—Develop well-designed, purpose-built infrastructure, whether small or large scale, that will create opportunities for safe, efficient and convenient cycling and walking. New bicycle lanes, bicycle parking, multi-use trails, pedestrian bridges, transit stations and other active transportation facilities situated in highly visible locations will attract users.

*Focus on short trips*—Active transportation modes should be encouraged for short trips (generally less than 7 km for cycling and 2 km for walking) within a community and promoted for trip linking with other transportation modes (e.g., carpooling, transit) for longer/commuter trips. Suburban areas or those with lower density may benefit from building off-road paths to cover the longer distances required for typical utilitarian trips.

*Integrated transportation and land use*—More efficient land use patterns, better human-centred positioning of built form and the integration of residential, educational, and employment uses can create an environment that is more conducive to active transportation. Large-format retail developments, for example, often have front doors oriented towards a parking lot with less regard for pedestrian access from community streets and sidewalks.

*Planning ahead*—Too often pedestrian and bicycle considerations are overlooked because they are not part of the plan from the beginning. While facilities can be retrofitted to accommodate these transportation modes, it is more expensive than upfront planning. Care needs to be taken to incorporate active transportation elements into plans at both the site plan and secondary plan levels.

A site plan for a single development can invite walking and cycling by including connections and end-of-trip facilities. This may include direct sidewalk access from the street and/or between buildings, or by providing a bike rack, bench, or awning to give protection from the elements. At the secondary plan level, policies and urban design standards and guidelines can be used to ensure bicycle and pedestrian facilities are integrated into all relevant aspects of the public and private realms throughout the community, including the public right-of-ways.

*Complete Streets lead to Complete Communities*—The concept of Complete Streets advocates that users of all ages and abilities should be able to safely travel along or across roadways whether they are pedestrians, cyclists, public transit riders or motorists.

New planning and engineering policies and standards are being developed throughout North America and globally, not only to allow, but to require the safe, efficient and effective accommodation of active transportation modes within the shared right-of-way. Planners in Ontario should be facilitating adoption and implementation of similar requirements, plans, and projects.

Official plans, secondary plans, transportation master plans, active transportation plans, urban design guidelines and zoning by-laws are starting points to institutionalize active transportation as part of a complete streets approach on a routine basis, rather than as an exception to be accommodated as an afterthought or for recreational purposes only.

*Multi-modal trips*—Walking and cycling can complement other modes of travel including public transit and carpooling in completing longer-distance trips. By providing pedestrian and cycling amenities at bus stops and transit stations, such as secure bicycle parking, a bench and/or connected sidewalks, it invites their use and improves functionality.

*Promotion and education*—Individual travel behaviour is influenced by a combination of factors—infrastructure, promotion, education—all of which are integral to increasing the number of active transportation users. In addition to building new active transportation infrastructure, it is important to promote new facilities and offer information on safe cycling skills and sharing the road. This information can be provided in print, on-line and in person (e.g., through school-based programs and CAN-BIKE courses). Promotional events that celebrate walking and cycling can also be effective tools for raising awareness and encouraging more people to get active.

#### Implementing Active Transportation Plans

Across Ontario, active transportation planning at both large and small scales is being recognized as central to addressing major transportation and related health and environmental challenges. Active Transportation Plans, detailing single initiatives or packages of infrastructure, policies, programs, educational and promotional features, are being developed to increase the use of active transportation modes and address these challenges. Some Ontario examples include:

Active transportation facilities/network development, design and funding— Complete Streets Policies and Design, City of Ottawa's Segregated Bike Lane Pilot Project, Complete Streets for Niagara, Haliburton County Active Transportation Initiatives, Huron County TDM Plan, City of Toronto Bicycle Cordon Counts, Metrolinx BikeLinx Program, provincial TDM Municipal Grant Program, York Region's Pedestrian and Cycling Municipal Partnership Program, City of Guelph's Bike Box and Raised Bicycle Lane.

Active transportation programs— Safe and Active Routes to School, Smart Commute, Individualized Marketing/Community-Based Social Marketing.

Active transportation safety education—CAN-BIKE Program, Thunder Bay Safe Cycling Program.

Active transportation campaigns, promotions and incentives—Open Streets Hamilton, Share the Road's Bicycle Friendly Communities Awards, Bike to Work Day.

Legislation and Requirements—*Section 51 (25)* of the *Planning Act* says that plans of subdivision approvals can allow for pedestrian and bicycle pathways and public transit rights-of-way though land dedications as the approval authority considers necessary; York Region's Travel Demand Management Plan is becoming a required part of the development and site plan application process. Collingwood's Urban Design Manual, for example, integrates active transportation requirements for both subdivision and site plan approvals that are required by law.

## OPPI's Position

OPPI supports an active transportation system that is safe, efficient, convenient and equitable, based on good policy and planning principles that will serve present and future generations. This Call to Action is directed at planners, the provincial government, municipalities and the public. It asks each person and organization to do their part in transforming communities into healthy and sustainable places where citizens of all ages and abilities have a range of transportation options. Strong policy direction and practical implementation mechanisms are needed if walking and cycling options are to be appealing, accessible and convenient mobility choices across Ontario communities.

***OPPI's 2012 Symposium - "Healthy Communities and Planning for Active Transportation – Talking the Talk and Walking the Walk" - Hilton Suites Markham Conference Centre.- The Symposium celebrates active transportation in all its many forms. Participants will explore a new paradigm for connecting destinations and shaping communities. Join experts and colleagues in examining challenges and identifying emerging opportunities. Further information on the symposium can be found at: [www.ontarioplanners.on.ca/content/symposium/index.aspx](http://www.ontarioplanners.on.ca/content/symposium/index.aspx)***

*Established in 1986, OPPI is the recognized voice of the Province's planning profession and provides vision and leadership on key planning issues. The Institute's almost 4,000 members work in government, private practice, universities, and non-profit agencies in the fields of urban and rural development, urban design, environmental planning, transportation, health and social services, heritage conservation, housing, and economic development.*

### **For further information, please contact:**

Loretta Ryan, MCIP, RPP, CAE  
Director, Public Affairs  
Ontario Professional Planners Institute  
416-668-8469  
[policy@ontarioplanners.on.ca](mailto:policy@ontarioplanners.on.ca)

**The following active transportation resources may prove useful in planning, policy and implementation.**

#### Policies and Guidelines

Provincial Policy Statement: [www.mah.gov.on.ca/Page1485.aspx](http://www.mah.gov.on.ca/Page1485.aspx).

Ontario Ministry of Transportation. Transit-Supportive Guidelines:  
[www.mto.gov.on.ca/english/transit/supportive-guideline/index.shtml](http://www.mto.gov.on.ca/english/transit/supportive-guideline/index.shtml).

Ontario Ministry of Transportation. 1996. Ontario Bikeways Planning and Design Guidelines.

City of Toronto. 2008. Guidelines for the Design and Management of Bicycle Parking Facilities.  
[www.toronto.ca/planning/pdf/bicycle\\_parking\\_guidelines\\_final\\_may08.pdf](http://www.toronto.ca/planning/pdf/bicycle_parking_guidelines_final_may08.pdf).

Metrolinx. Mobility Hub Guidelines:  
[www.metrolinx.com/en/projectsandprograms/mobilityhubs/mobility\\_hubs.aspx](http://www.metrolinx.com/en/projectsandprograms/mobilityhubs/mobility_hubs.aspx).

Designing Walkable Urban Thoroughfares: A Context Sensitive Approach:  
[www.ite.org/emodules/scriptcontent/orders/ProductDetail.cfm?pc=RP-036A-E](http://www.ite.org/emodules/scriptcontent/orders/ProductDetail.cfm?pc=RP-036A-E).

Association of Pedestrian and Bicycle Professionals. 2002. Bicycle Parking Guidelines.

Transport Canada. 2011. Active Transportation in Canada: A Resource and Planning Guide:  
[www.tc.gc.ca/eng/programs/environment-urban-guidelines-practitioners-atg-2671.htm](http://www.tc.gc.ca/eng/programs/environment-urban-guidelines-practitioners-atg-2671.htm).

National Association of City Transportation Officials. 2011: [nacto.org/cities-for-cycling/design-guide/](http://nacto.org/cities-for-cycling/design-guide/).

City of Ottawa. 2000. Regional Road Corridor Design Guidelines:  
[www.ottawa.ca/en/city\\_hall/planningprojectsreports/planning/design\\_plan\\_guidelines/completed/regional\\_roads/index.html](http://www.ottawa.ca/en/city_hall/planningprojectsreports/planning/design_plan_guidelines/completed/regional_roads/index.html).

#### Articles and Reports

Toronto Centre for Active Transportation. 2012. Complete Streets Gap Analysis: Opportunities and Barriers and Ontario: [tcat.ca/gapanalysis](http://tcat.ca/gapanalysis).

Toronto Centre for Active Transportation. 2012. Complete Streets by Design: Toronto streets redesigned for all ages and abilities: [tcat.ca/completestreetsbydesign](http://tcat.ca/completestreetsbydesign).

Transportation Association of Canada. Active Transportation: Making it Work in Canadian Communities

Toronto Centre for Active Transportation. 2009. Bike Lanes, On-Street Parking, and Business.  
[www.cleanairpartnership.org/pdf/bike-lanes-parking.pdf](http://www.cleanairpartnership.org/pdf/bike-lanes-parking.pdf).

Ontario Professional Planners Institute. 2009. Planning by Design: A Healthy Communities Handbook. [www.ontarioplanners.on.ca/content/Publications/innovativepolicypapers.aspx](http://www.ontarioplanners.on.ca/content/Publications/innovativepolicypapers.aspx).

Transport Canada. The Links between Public Health and Sustainable and Active Transportation.  
[www.tc.gc.ca/eng/programs/environment-utsp-publichealth-995.htm](http://www.tc.gc.ca/eng/programs/environment-utsp-publichealth-995.htm).

Canadian Institute of Transportation Engineers. 2004. Promoting Sustainable Transportation Through Site Design: An ITE Recommended Practice.

[www.cite7.org/resources/documents/ITERP-PromotingSustainableTransportationThroughSiteDesign.pdf](http://www.cite7.org/resources/documents/ITERP-PromotingSustainableTransportationThroughSiteDesign.pdf).

## **Brockville Cycling Advisory Committee**

### **Submission to Finance, Administration, Operations Committee re: 2013 Budget**

#### **Background:**

This report is an advisory to the Standing Committee on Finance, Administration and Operations regarding recommended budget items for 2013 in support of cycling and active transportation initiatives in the City of Brockville. The request includes four items for inclusion in the 2013 budget deliberations, to be earmarked from existing budget allocations, with a net new budget request of \$2,000.

Context for the larger picture...

City Council has approved plans guiding future investment and spending within the City with a view to both strategic positioning and operational needs. These plans include statements, intents and directions which both assume and state the desire for a shift towards greater uptake of active transportation, strengthened lifestyle attractors for families and new businesses, increased economic activity in part from tourism which dovetails with visible lifestyle attractors, increased sustainability and a healthier City.

More specifically, the plans include:

- **Land Use & Growth Management Strategy (2009)** calls for completing and expanding trail networks, promoting active transportation, attracting and retaining young people, and protecting and enhancing the vibrancy of the downtown and street life. In particular section 5, "Infrastructure Analysis, Traffic & Transportation", in dealing with traffic counts, intentionally reduces the vehicular growth trends by 5% to 10%, under the assumption of implementation of Transportation Demand Management disciplines and growth of active transportation. This plan also laid out a conceptual on-road cycling network. Three years ago, this plan explained the need for an updated master or comprehensive transportation plan.
- **Downtown & Waterfront Master Plan & Urban Design Strategy (2009)** establishes community planning and urban design principles to maintain the downtown and waterfront as a healthy, liveable and sustainable destination in the City. This strategy calls for increasing the walkability of the City, promoting active transportation choices, and enhancing the vibrancy of downtown and street life.
- **Economic Development Strategy (2010)** recognizes the value of tourism combined with lifestyle attractors as a way to entice visitors to return, possibly to take up residence or start a new business. The strategy also recognizes that building and retaining a healthy workforce with strong skills is key to attracting business investment. This dovetails with the increasing trend of more highly-educated and skilled people to seek communities with strong lifestyle attractors and support for active recreation and transportation. The strategy also calls for preserving and enhancing the downtown area's ability to attract residents and visitors, a strategy which can demonstrably be strengthened with support for active transportation and a "bicycle-friendly business district" approach.
- **Community Strategic Plan (ver 4.4, 2009)** adopts a formal vision and mission for the City. Vision: "Mayor and Council are committed to making Brockville a better place to live, work and play and to enjoy an exceptional quality of life. Brockville is committed to families, to an economy that offers opportunities to grow and prosper, to providing amenities that are second

to none and conducting our business in a way that is both environmentally and financially sustainable. We encourage the guidance and assistance of our citizens to make this happen.”

Mission: “The City will apply resources, effort and focus on the areas that will move the City towards our vision, keeping in mind our underlying strategic initiatives and the balance needed between competing goals. We will utilize professional management and systems to be leaders in the municipal field. We will promote community and environmental sustainability within a framework of fiscal responsibility and a commitment to customer service.”

The Strategic Plan further defines four focal points, embracing People, Economy, Amenities and Sustainability. The plan also lays out a strategy map with intermediate and immediate desirable outcomes which interweave lifestyle attractors, liveability, health and environmental sustainability.

The vision, mission, focal points and outcomes are all supported and enhanced by a move towards active transportation and recreation along with a transportation plan and policies leaning towards “complete streets”.

- **Official Plan (2012)** pulls together elements of the above plans and further integrates and details the need for transportation demand management, active transportation, community trails, an on-road cycling network, an updated comprehensive transportation master plan, and elements of what planners know as a “complete streets” policy.
- **Municipal Tax Bulletin (August 2012)** (distributed with the final municipal tax assessment notice) in the Mayor’s comments, emphasizes that strategically, the City will continue to focus on investing in (among other items) amenities that contribute to a high quality of life for residents, and attracting knowledge-based creative-economy seedlings. The Mayor’s comments also touch on striving to supply the level of services that attract people to move to Brockville. A City in which active transportation and recreation help the streets come alive aligns tightly with these goals.

Overall, the City’s planning efforts for the last half decade have assumed and depend upon the contribution to lifestyle attractors, workforce attraction & retention and economic benefits that in part come from a concerted investment in active transportation and active recreation.

The Brockville Cycling Advisory Committee has undertaken an active advisory and “reasoned advocacy” role with respect to cycling and its potential contribution and benefits with respect to active transportation, recreation and tourism.

The Committee observes that while we’re taking small steps on “quick wins” and “easy hits”, progress on active transportation needs the underpinning of a Comprehensive Transportation Plan, or in lieu, a more targeted Active Transportation Plan, or Cycling Master Plan, none of which at this point are explicitly funded. Progress on some of the Committee’s smaller projects is also delayed by lack of explicit funding.

Progress requires funding in key project areas that align with and contribute to Brockville’s stated plans.

The good news is that, consistent with best practices in other communities further along this path, existing budget pools can embrace and support active transportation projects. What’s required is to accept the reality that transportation includes active transportation, and that parking includes bicycles.

This committee report calls for explicit earmarking of funding in four specific areas:

1. Completing an active transportation plan, including a cycling master plan.
2. Setting aside some Parking Reserve Fund monies for bicycle parking at selected City owned or managed locations.
3. Incorporating support for road work around schools into the Roads operational budget, in support of School Travel Planning (or, Active & Safe Routes to School).
4. Funding for attendance at the Ontario Bike Summit.

These four initiatives are further described below.

### **1. Active Transportation Plan**

The current capital budget includes an amount set aside and earmarked for a “comprehensive transportation study and plan” as called for in the approved Official Plan. The Official Plan, the Strategic Plan and the Economic Development Plan contain commitments to improving people’s ability to get around the City, not only by automobile, but also by walking and cycling. To this end, these plans reference both trails and on-road networks. As seen in every community that embarks on a mission to improve liveability and bolster the city’s attractors for new businesses, visitors and families, active transportation is a key component. While active transportation covers any human-powered mode of transportation, the usual focus is on walking and cycling, includes both on-street and off-road trails facilities, and is trending more and more towards a “complete streets” approach. It is not uncommon for transportation plans to fully integrate active transportation and declare that the explicit priorities are: pedestrians, cyclists, public transit, multi-occupancy motor vehicles and lastly, single-occupant motor vehicles.

The municipal uptake with respect to Active Transportation is now so broad that the theme of this September’s annual Ontario Professional Planners Symposium is “Healthy Communities and Planning for Active Transportation – Talking the Talk and Walking the Walk”. Further, the OPPI cites, “Active transportation, particularly cycling and walking, is fundamental to healthier communities and sustainable city regions. To that end, OPPI sets out this Call to Action in support of an active transportation system that is safe, efficient, convenient, equitable, and based upon good policy and planning principles that will serve present and future generations.” A copy of the OPPI’s position paper is attached to this report, and provides a comprehensive overview of the subject.

In Brockville, while the Official Plan calls for a Transportation Plan yet sets no timeframe, the capital budget does include an amount to cover the cost of the planning process, engaging external expertise from firms who are knowledgeable and engaged in developing such plans. At the current time, Council has decided to forego undertaking a comprehensive transportation plan in the immediate term. However, the Cycling Advisory Committee advises that the portion that would deal with Active Transportation, and which was included in the proposals reviewed in the RFP process, ought to proceed as a standalone study and plan.

There are numerous benefits to undertaking an active transportation or cycling master plan, chief among them being:

- Council demonstrating its commitment to parts of the Strategic and Official Plans that bear directly on citizens’ and visitors’ on-the-street view of how liveable our City is;
- Providing a plan which will help to shape the future liveability and attractiveness of our City, both for those who current live here, those who visit, and those who look here with a view to relocating or establishing a business;



- Providing meaningful opportunities for residents to engage in the process of shaping this City's future through information sessions and open houses;
- Demonstrating to the broader business community that Brockville understands what it takes to provide an integrated set of attractors for business, visitors and resident families;
- Providing a master plan against which operational projects can be aligned and measured;
- Establishing a near-term and longer-term plan for budgeting and prioritizing projects;
- Increasing productivity of Council and standing committees by approving a plan within which projects can proceed without each bike rack (for example) requiring committee and Council time for delegations and discussions;
- Increasing staff productivity and engagement by approving a plan which provides context and direction for day-to-day decisions.

With this context, the Brockville Cycling Advisory Committee requests that capital funding up to \$40,000 be segregated from the already budgeted amount for the Transportation Plan, and earmarked for an Active Transportation Plan to be undertaken in 2013.

## **2. Bicycle Parking**

The first phase of the BCAC's bicycle parking project, done in collaboration with the DBIA, set out a parking plan for the downtown area, in the context of making the area more bicycle friendly. This would better support visitors and residents in cycling to and in the downtown area, providing benefits of active transportation, business-enhancement and automobile parking relief. The plan was approved by FAO and Council yet split into two tranches for implementation based on lack of funding. The amount sought was approximately \$3,400, after a DBIA contribution of \$1,000.

Approximately \$2,400 of that first phase remains unfunded, and the BCAC requests that this amount be set aside in the 2013 budget.

In addition, it is the cycling committee's intent to proceed with the next stage of the bicycle parking project, which would identify gaps and opportunities at City sites such as parks, arenas and places of business. A further cost of approximately \$5,000 for signage and racks may be anticipated.

The Brockville Cycling Advisory Committee requests that a total of \$7,400 be identified in the 2013 budget for allocation to provision of bicycle parking at City sites. The Committee further recommends that this entire amount be earmarked to come from the Parking Reserve Fund which is already explicitly segregated to support parking needs.

## **3. School Travel Planning**

Council will be briefed in September about a key initiative in which the Cycling Advisory Committee is one of many partners, including both school boards, the District Health Unit, Brockville Police Service, the Brockville Safe Community Coalition, Communities Alive, Green Communities Canada, and other similar organizations across Eastern Ontario (excluding Ottawa). This initiative, "School Travel Planning", otherwise known as "Active and Safe Routes to School", will support families and schools in embracing walking and cycling to school. This project has support at the highest level within the UCDSB. One school in Brockville will be chosen in the first wave of pilots. While much of the cost will be administrative and logistical on the part of the school board, in every community which has undertaken these projects, there are costs borne by the City. These include modifying sidewalks, curbs, signage, road painting, road pullouts and other measures to reduce risks presented by motorists in the approaches surrounding each school.

The Brockville Cycling Advisory Committee recommends that \$3,000 be earmarked in the 2013 budget for road work related to the first one or two schools to participate in the School Travel Planning project.

#### **4. Ontario Bike Summit**

Across Ontario, the Share the Road Coalition has been instrumental promoting the benefits of the active transportation movement, including:

- Bring forward private members' bills;
- Partnering with the CAA on education, on-road support and research;
- Carrying out primary research into Ontarians views and desires with respect to cycling;
- Working with the provincial as well as regional and municipal governments in realizing the benefits of cycling;
- Organizing and delivering a series of regional/local Bike Summits to allow residents and municipal officials and staff to focus on creating commitment and plans with respect to active transportation and its benefits;
- Partnering with Green Communities Canada on School Travel Planning and "Wheels to School" projects;
- Partnering with players in Transportation, Tourism, Health, Justice and Education re the benefits of active transportation;
- Organizing a dozen (and growing) "Share the Road" rides in cities across Ontario that encourage people to get on bikes for a fun short or long mass ride through city and country;
- Collecting and sharing research and case studies on transportation plans, policies, approaches and best practices;
- Creating networks for sharing information and experiences through social media and a website.

While chair of the Region of Waterloo Cycling Advisory Committee, Alan Medcalf participated in organizing, running and hosting a multi-dimensional bike summit in 2007 that brought together politicians, municipal staff, transportation engineers, consultants, planners and others to network and share information on cycling plans. One of the commitments from that meeting was to gather again annually for similar reasons. Out of that, seeds for the Ontario Bike Summit were planted and the event has been held annually since.

Today, the Ontario Bike Summit attracts international participation and provincial ministers and staff to join 200+ others in sharing and creating ways to help make Ontario a healthier, more liveable province through active transportation.

Little of what we can envisage doing in Brockville will be original. We are late followers to the active transportation game and have yet to start realizing the benefits. Our path will be eased by actively learning from others' false starts and demonstrated best practices. To this end, participation in the Ontario Bike Summit is vital.

The Brockville Cycling Advisory Committee recommends an operational budget allocation of \$2,000 to cover attendance by one City delegate and one committee member, each selected based on their commitment to sharing information gleaned, and adopting and applying it to Brockville's benefit.

## Summary

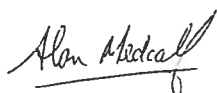
The Brockville Cycling Advisory Committee recommends the following budgetary allocations for 2013:

Description	Amount	Source
Active Transportation Study & Cycling Master Plan	\$40,000	Split from the existing capital budget for the Transportation Plan
Bicycle Parking implementation – existing approved phase I and follow-on phase II	7,500	Split from existing Parking Reserve Fund
School Travel Planning – road signage, painting, alterations around pilot school(s)	3,000	Earmark in the existing Roads operating budget
Ontario Bike Summit conference attendance	2,000	Net new funding

If we are to see progress in planning and executing projects that create the benefits of cycling specifically, and active transportation generally, then allocation of funding is necessary. Most communities approach this by apportioning funding from existing capital and operational budget pools. Deferring one block of road reconstruction pays for a cycling master plan. Allocating a small portion of the Parking Reserve Fund towards bicycles will cover bicycle parking for all City owned/managed sites. Indeed, almost the entire amount requested for 2013 is already in existing budget pools, and represents only 1/8<sup>th</sup> of 1% of the projected 2013 budget.

Only in this way will we see active transportation's benefits contribute to growing a healthier, active lifestyle in Brockville that becomes part of our economic attractors. In this vein, this is a budget request for a re-allocation of 1/8<sup>th</sup> of 1% of the budget as an investment in the City's future, congruent with, and supportive of all of the City's planning efforts over the last few years.

Respectfully submitted,



Alan Medcalf  
Chair, Brockville Cycling Advisory Committee



BROCKVILLE AND AREA  
**COMMUNITY**  
FOUNDATION  
[yourcommunityfoundation.ca](http://yourcommunityfoundation.ca)

# City of Brockville Community Legacy Endowment Fund



## 2012 Summary of Disbursements & Grants



Presented By: Rose Lalonde, BACF Chair  
Erik Wang, BACF Treasurer  
August 21, 2012



## *The Vision...*

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“To provide ongoing financial support to develop and/or enhance capital projects within the City of Brockville which pertain to parks, recreation, and social and/or cultural programs and/or facilities as determined by the Distribution Committee.”



# Total Capital Invested Spring 2009

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The Fund was started in the Spring of 2009 with a sum of:

**\$200, 021.00**

# Disbursements to Date

GRANTS IN YEAR:		
Available for Granting		
2009	NIL	Nil Grant <b>IN</b> 2009 because investment only made in 2009
2010	\$7,411.96	1st grant available in 2010 after results of 2009
2011	\$6,855.70	2nd grant available in 2011 after results of 2010
2012	\$5,144.53	3rd grant available in 2012 after results of 2011
	\$19,412.19	<b>Total Grants Earned but not necessarily received</b>

# Disbursements & Grants Paid to Date

	Available for Granting	Granted To Date	Who	Not Yet Granted
2009	NIL			
2010	\$7,411.96			
2011	\$6,855.70			
2011		\$5,000.00	Little League Baseball	
2011		\$1,000.00	Legion	
2011		\$8,267.66	*Rotary Park Splashpad	
2012	\$5,144.53			
	\$19,412.19	\$14,267.66		\$5,144.53



# Additional Note

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## **\*Rotary Park Splashpad**

In 2010 the City promised Splashpad project \$10,000; In 2011, disbursement came up short \$1,732.34; We, the BACF topped up the difference on behalf of the City plus an additional \$316 we had leftover from our annual granting resulting in total received by Splashpad \$10,316.00

# Cash Received to Date

Chq#580; Mar 1/11      \$1,411.96

Chq#579; Mar 1/11      \$6,000.00

Chq#676; Aug 30/11      \$6,855.70

**Total Disbursement Received  
from Endowment by City to  
Date**  
**\$14,267.66**

Chq #728; Jan 27/12      \$2,197.85  
  
Contribution from BACF 'Operating  
Funds' to top City's Splashpad  
commitment

**Total from City & BACF**  
**\$16,465.51**

**CASH CURRENTLY OWING**  
**\$5,144.53**

# City of Brockville Legacy Endowment Fund (Brockville) Statement

December 31, 2011

Statement of Activity	Contributed Capital	Increase/ (Decrease) in Capital	Available for Granting
Balance at December 31, 2010	\$ 200,021.00	\$ 19,481.23	\$ 0.00
2011 Contributions	0.00		0.00
2011 Reinvestments		0.00	0.00
2011 Available for Granting		(8,958.00)	8,958.00
2011 Investment Activity		(1,127.46)	
2011 Service Fee		(2,125.47)	0.00
2011 Disbursements	0.00		(8,958.00)
Balance at December 31, 2011	\$ 200,021.00	\$ 7,270.30	\$ 0.00
Total Fund Value - Endowed	\$ 207,291.30		
<b>2012 Available for Disbursement</b>			
Balance at December 31, 2011		\$ 0.00	
2011 before BACF fee		\$ 7,270.00	
2011 BACF Fee		\$ -2,125.47	
<b>TOTAL (Net) Distribution Available for Granting 2012</b>		<b>\$ 5,144.53</b>	

Find attached cheque for \$5,144.53 representing 2012 disbursement. If you have any questions regarding this statement, please contact us @ 498-9970.



# About the Foundation

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- ▣ As of December 31 2011 \$653,000 in total endowments
- ▣ Consisting of 10 endowments
  - Community Fund
  - Brockville Public Library Endowment Fund
  - Doug Scott Jr. Memorial Endowment Fund
  - Girls Inc. Endowment Fund
  - YMCA Endowment Fund
  - "City of Brockville Legacy Endowment Fund"
  - Brockville and District Community Involvement Legacy
  - Henry Merxx Memorial Bursary Endowment Fund
  - Thomas Daily Endowment Fund
  - The HOPE Fund



# Our Disbursements and Grants

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- ▣ Since 2000 we have granted: \$398,606
- ▣ Since 2010 we have disbursed: \$28,570
- ▣ Since 2000 we have 'flowed through': \$561,667  
(i.e. Fountain Courthouse Square, Court House Green, Arts Centre Project Encore, Brockville Roadrunners for Brock Trail markers; Currently, Earl's Court Playground project )

TOTAL \$988,843+ has flowed through the BACF for the benefit of communities in Leeds & Grenville

# Investment - Ottawa Community Foundation

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## **Investment Committee Members**

**Chair:** Gordon Thiessen, OC, PhD, former Governor of the Bank of Canada

**Treasurer:** L. Denis Desautels, OC, FCA, *Corporate Director*  
Debra Alves, CFA, *Managing Director/CEO, CBC Pension Fund*  
Dan Dixon, *Vice-President, Project Finance, Minto Group*  
Tessa Hebb, *Director, Carleton Centre for Community Innovation*  
Tom Valks, CFA, CMA, *Senior Investment Manager, CMHC Investments and Pension Fund*

**Investment Advisor:** Mercer Investment Consulting

**Investment Counsel:** Alliance Bernstein Institutional Investments; BMO  
Harris Private Banking; BMO Nesbitt Burns; Doherty & Associates Ltd.

**Investment Custodian:** TD Waterhouse



# SUGGESTIONS.....

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- ❑ Establish 'application process', i.e. a form, certain time of year, etc.
- ❑ Add endowment info to city Website, application form, past grants, encourage donations, etc.
- ❑ BACF member to City 'Distribution Committee' for any assistance in the grants process
- ❑ To strengthen and benefit our community, encourage donors to consider the 'BACF' in their charitable giving



**08AUG2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – August 21, 2012**

**2012-135-08  
AIRPORT HANGAR DEVELOPMENT**

**BRIAN WILLIAMS, CHAIR  
BROCKVILLE AIRPORT COMMISSION  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS  
V.B. HARVEY, SUPERVISOR  
TRANSPORTATION SERVICES**

**RECOMMENDATION**

THAT Council supports the Brockville Flying Club's submission of application(s) for funding for construction of a hangar development.

**PURPOSE**

Funding sources require that applications be submitted from a not-for-profit organization in partnership with the City of Brockville.

**BACKGROUND**

Recent increased costs at larger airports in Eastern Ontario have resulted in numerous inquiries at the Brockville - 1000 Islands Regional Tackaberry Airport from aircraft owners about hangar rentals and/or leases. Unfortunately these requests could not be accommodated due to lack of infrastructure.

**ANALYSIS**

The Brockville Airport Commission met with the Brockville Flying Club and DJQ Consulting Limited regarding the development of a taxiway and hangar development. All three parties acknowledged the lack of available funds for such a project and DJQ Consulting indicated that funding for this project might be available through grants from various agencies. The grant applications must be submitted by the Brockville Flying Club which is the not-for-profit organization. In order to proceed and ensure transparency in the process, an official partnership must be formed between the Brockville Flying Club and the City of Brockville. The City must support the funding application(s) and if successful, permit construction of the hangar development. Attached to this report as Schedule A is a copy of the presentation made by DJQ Consulting Limited.



Schedule B is a layout of the airport which includes the proposed hangar development. If the project comes to fruition it would require the resurfacing of the existing apron (aircraft parking area) and the construction of a taxiway and two steel hangars.

## POLICY IMPLICATIONS

None.

## FINANCIAL CONSIDERATIONS

There are no financial obligations to the City. It is anticipated that if the project comes to fruition, all expenses will be covered by grants received through funding applications.

At this time the Brockville Flying Club and the Brockville Airport Commission are simply seeking Council's support for the project. If funds are secured, official approval to proceed with construction will be required from Council.

## CONCLUSION


Council should support this project and the funding application(s).

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
Brian Williams, Chair  
Brockville Airport Commission

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

  
\_\_\_\_\_  
C.J. Cosgrove  
Director of Operations

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

## Presentation to the Airport Commission and the Brockville Flying Club

Brockville Tackaberry Airport: July 30 2012 - 10:00AM

The scope of “revitalizing and promoting of increased economic development through continual and sustainable development” in favor of the Brockville Tackaberry Airport will be achieved. A greater importance lies with marketing the services of both the Airport and the Brockville Flying Club will be accomplished in the following formatted manner:

The lead applicant must be a not-for-profit organization in partnership with the Brockville Airport. The majority of relevant grant applications must originate from a not-for-profit organization (Brockville Flying Club). It is paramount and understood that those involved agree to this partnership.

*I wish to clarify that a Letter from Brockville Council stipulate the following:*

- 1. That we gain the Council's permission/approval to move forward with regards to this grant proposal to funders; and on condition that;*
- 2. That any other possible funding applications do not conflict with the City of Brockville's funding applications in any competitive manner.*

The proposal is:

- Re-surfacing the existing apron (parking area) linking it to the new taxi way with a number of hangers for potential clients. (two steel hangers).

**Deadline of Initial Grant Application: September 10 2012**

### Marketability / Promotional / Advertising / Strategy

In addition to the Proposal stated above, advertising in the following venues could be explored and DJQ Consulting would be willing to spearhead this should there be an agreement. The possible advertisers have been identified thus far: SNAP Brockville, Recorder and Times, Know Brockville, EMC, Suzanne Dodge, TV Cogeco, CBC and CTV. In addition, the following publications could be also utilized: COPA, Wings, Canadian Aviation, and Zoomers-CARP.

In conclusion, this proposal will greatly increase the socio-economic drivers to existing local and surrounding communities as Social, Economic and Tourism Development Initiatives must be present developing grant proposal(s).

Furthermore, this Proposal will greatly enhance sustainable development, create economic development, reduce budget levels and increase/create revenue streams and promote health and well-being to all those utilizing this essential transportation service(s).

Prepared by: DJQ Consulting

Initial Needs from the Board and the Brockville Flying Club are as follows:

Letters of Possible Intent – Ottawa Aviation Services, American Iron and Metal and other Corporate clients utilizing the Airport.

Quotes for asphalt, Hangers etc.

Amended Environmental Impact Study done in 2005.

Financial Statements from Brockville Flying Club and City Airport.

List of Board Directors and a short biography.

Charitable Status Number for Brockville Flying Club.

Signed Minutes Approved for proposal Project.

Sourced Funding Referencing:

<http://www.trilliumfoundation.org/en/index.asp>

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantsHome/index.htm>

<http://www.omafra.gov.on.ca/english/infores.html>

<http://www.forces.gc.ca/site/home-accueil-eng.asp>

<http://www.copanational.org/>

<http://www.infrastructure.gc.ca/index-eng.html>

<http://www.infrastructureontario.ca/>

<http://www.ec.gc.ca/default.asp?lang=En&n=400DB49F-1>

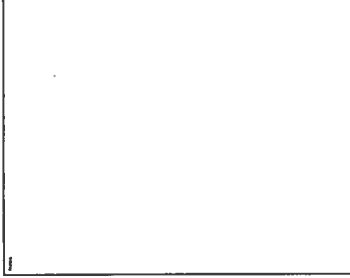
<http://www.ic.gc.ca/eic/site/ic1.nsf/eng/home>



# BROCKVILLE CITY OF THE 1000 ISLANDS

No.	By	Date	Revised:

All drawings, specifications and related documents are the property of the City of Brockville and shall remain the property of the City of Brockville. No part of this drawing may be reproduced or transmitted in any form or by any means electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without permission in writing from the City of Brockville. Drawings are not to be used.



CITY OF BROCKVILLE

1000 ISLANDS REGIONAL TACKBERRY AIRPORT

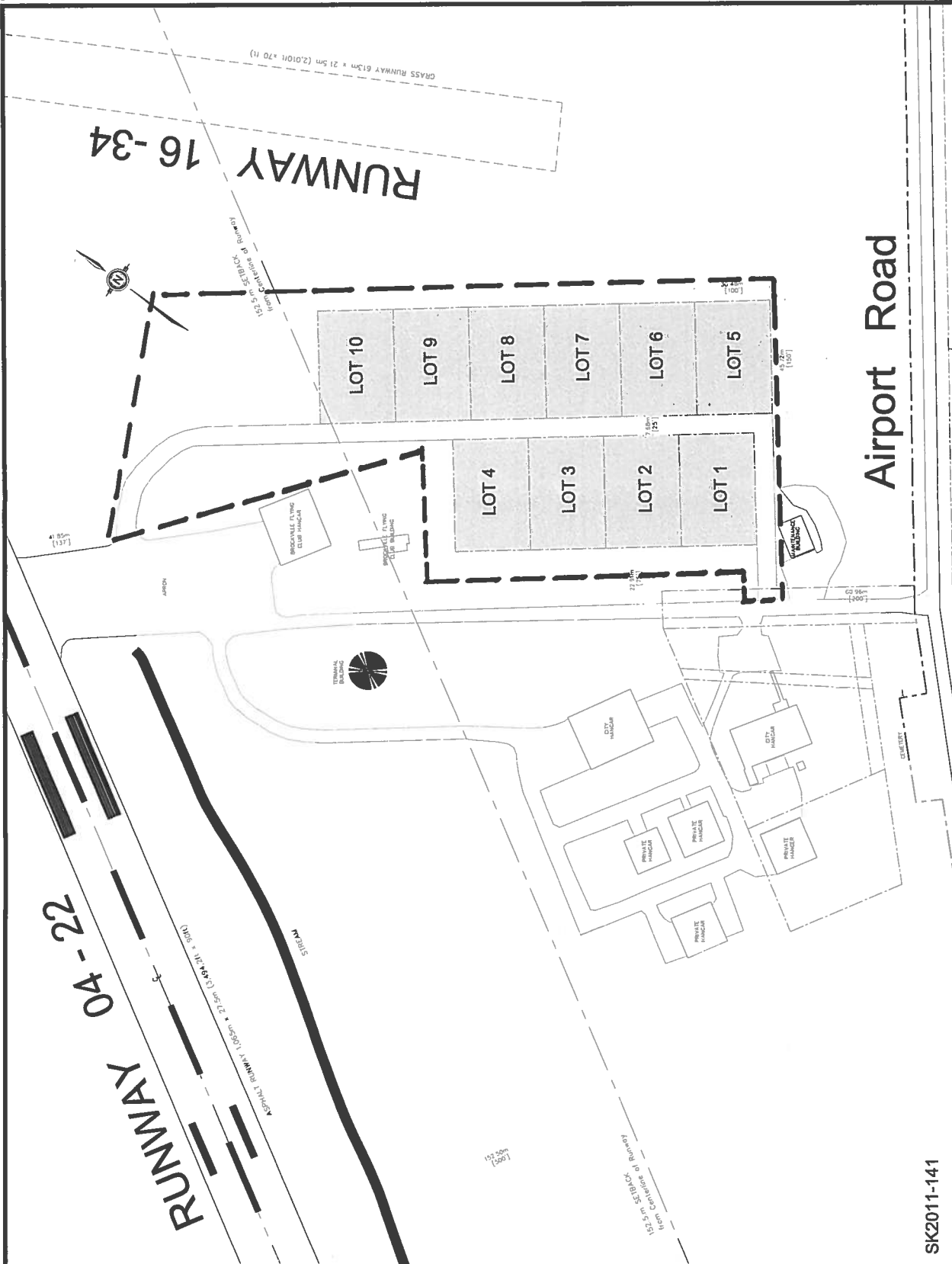
PROPOSED HANGAR SUBDIVISION  
100' x 150' LOTS

Project No.	Sheet No.	Scale	Date	Drawn By	Checked By

DO NOT SCALE

SK2011-141

Schedule B



**08AUG2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – AUGUST 21, 2012**

**2012-136-08  
PILOT GARDEN  
BROCKVILLE COMMUNITY GARDEN NETWORK**

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

**RECOMMENDATION**

THAT the City of Brockville agree to partner with the Brockville Community Garden Network by providing space for a garden at the Gord Watts Municipal Centre.

**PURPOSE**

The purpose of this report is to respond to a proposal from the Brockville Community Garden Network.

**BACKGROUND**

The Brockville Community Garden Network is comprised of the Food Matters Coalition and the Volunteer Centre of St. Lawrence-Rideau.

As a first step, the Brockville Community Garden Network is proposing a pilot garden to be located at the Gord Watts Municipal Centre (Attachment 1).

**ANALYSIS**

The request to the City of Brockville includes the following:

- City to be a Brockville Community Garden Network partner
- City representative to participate in Network activities (ongoing)
- Promotion of the Network where feasible (ongoing)
- 100' x 100' site at the Gord Watts Municipal Centre for pilot garden (ongoing)
- Removal of damaged trees at the garden site (one-time)
- Excavation of garden site (one-time)
- Additional topsoil for garden site (one-time)
- Grading to direct road drainage away from the garden site (one-time)
- Water for the garden site (fill cistern – ongoing)
- Storage shed and greenhouse space (ongoing)

The proposal from the Brockville Community Garden Network is consistent with the City's Official Plan, Strategic Plan and proposed Sustainability Plan.

The one-time and ongoing requests from the Brockville Community Garden Network can be accommodated within existing work plans and operating budgets, with the exception of the provision of topsoil for the garden site. This is recommended to be the responsibility of the Network and/or project donors.

## **POLICY**

Council approval is required to permit this use on City property.

## **FINANCIAL CONSIDERATIONS**


The one-time and ongoing requests from the Brockville Community Garden Network can be accommodated within existing operating budgets, assuming the request to provide topsoil is not granted.

## **CONCLUSION**

The City should provide space and support for a pilot community garden at the Gord Watts Municipal Centre.

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
C. J. Cosgrove  
Director of Operations

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



Conal Cosgrove  
Director of Operations  
City of Brockville  
1 King Street West  
Brockville ON K6V 7A5

**Re: Proposed Brockville Community Garden Network**

Dear Mr. Cosgrove:

Please find attached our proposal for a Brockville Community Garden Network (BCGN) and, as a first step toward that, for a pilot garden to be located through the 2013 season on City property at the Gord Watts Municipal Centre. This is a community-driven initiative, responding to the requests of neighbourhood residents and providing a framework to support their neighbourhood efforts.

We invite the City of Brockville to become a partner in this initiative, joining current partners, the Food Matters coalition and the Volunteer Centre of St. Lawrence-Rideau. We are aware of mounting concerns over municipal tax burdens and would ask that, as a partner, the City contribute only in-kind services, with these most usually coming into play during the initial establishment of garden sites. Using a phased approach and a pilot site in 2013, the BCGN partners will be able to monitor progress and make adjustments to their commitments and the program itself as needs arise.

Specifically, we ask of the City of Brockville:

- Commitment of City to be BCGN partner
- Identification of a staff representative to participate in network activities
- Promotion of the gardening network where feasible (on-going)
- Provision of in-kind services at Gord Watts Municipal Centre for pilot site:
  - Use of approximately 100' x 100' for food gardening (on-going)
  - Removal of trees damaged by 1998 ice storm
  - Replacement of topsoil
  - Trenching around site
  - Water (on-going)
  - Use of storage shed and some greenhouse space (on-going)
  - Adjustment of procedures to accommodate food gardening (eg. road salting)

We understand that this proposal will be reviewed by your office and submitted with your recommendations to the Finance, Administration and Operations Committee for its consideration, and would from there be sent to City Council for approval. We remain at your disposal should you have any concerns or need clarifications at any stage of this process.

Thank you.

(signed)

Hugh Campbell  
Coordinator, Transition Brockville  
for the Food Matters coalition

(signed)

Frank Rockett  
Executive Director  
Volunteer Centre of St. Lawrence-Rideau



## Proposal for a Brockville Community Garden Network

The Project Partners propose the establishment of a Brockville Community Garden Network (BCGN).

### **Project Partners**

- Food Matters coalition
  - Project lead
- Volunteer Centre of St. Lawrence-Rideau
  - On-going phone number and email address as public contact points
  - Conduit for not-for-profit grant funding (network and/or site level)
  - Recruitment of work teams (occasional and/or on-going)
  - Occasional organization of special projects
- City of Brockville?
- School boards?

### **Project Goals**

- All Brockville residents have access to safe, secure and low-cost food gardening space near to their homes
- Engage children and youth in establishment and operation of gardens
- Strengthen community by involving multiple partners from a variety of sectors, eg. businesses, not-for-profits, schools

### **Background**

- Community gardens were previously established on City property at Rotary Park near Buell's Creek on King Street West, and for another period of time, near the former Manitonna Hotel site on King Street East. They were both closed down after a couple of years because of multiple incidents of vandalism.
- Most recently, a location far from regular foot traffic was established - on flat, fertile land on the east side of the Brockville Psychiatric Hospital (BPH) site just outside the eastern city boundary. The BPH property was sold to the Royal Ottawa Health Care Group (ROHCG) a few years ago. ROHCG allowed the garden to continue operation until the end of the 2010 season.
- While operating at the ROHCG property, management of plots was handled by the Leeds and Grenville Rehabilitation and Counselling Services (LGRCS), which annually obtained a small amount of United Way funding to employ one client part-time at the garden (filling cisterns, mowing common pathways, etc.). LGRCS staff also managed plot assignments. Promotion of the garden was entirely by word-of-mouth. Users provided their own tools. City water was available from one nearby tap. The most recent gardener and waiting lists are no longer available from LGRCS.

## Proposal for a Brockville Community Garden Network

- There are currently no community gardens being operated in Brockville. There is no inventory of existing household or multi-unit building gardens.
- In a survey offered to the 80 participants at a food gardening workshop organized in March 2012 by the Food Matters coalition, and subsequently offered online (though with limited promotion), 43 Brockville households indicated they would use a community garden if it were within walking or cycling distance. Based on the postal codes of the respondents, the largest cluster of those interested appear to reside east of Stewart Boulevard and south of the 401.
- Operation Harvest Sharing food bank surveyed all of its clients through a four week period in March and April, 2012. Of the 498 clients served, 273 agreed to answer the survey. Of the survey respondents, 210 stated they would use a community garden if it were reasonably close to their home.
- City of Brockville Official Plan approved in November 2011 states as an Objective: *Encourage local food production within existing neighbourhoods by permitting portions of community-wide parks to be used as community gardens.*
- City of Brockville draft Sustainability Plan, May 2012, proposes a Local Food Strategy: *Focusing on Food Friendly Neighbourhoods through the establishment of community gardens, community kitchens and local farmers markets.*

### Definitions

**Network:** Consists of all community garden sites within the City of Brockville wishing to participate.

**Site:** A gardening area being used under a Site Use Agreement between the landowner and the site Steering Committee. It is composed of multiple garden plots and some common areas (eg. pathways, flower beds, compost areas). Landowners may be the City of Brockville, corporations, not-for-profits, or private individuals.

**Plot:** A gardening area located in a garden site and being used under a Plot Use Agreement between the gardener and the site Steering Committee.

**Bed:** A gardening area within a single plot and used at the discretion of the plot gardener but following the guidelines set in the Plot Use Agreement.

### Phased Introduction of New Garden Sites

- Start with pilot site in Fall 2012
- Partners to review their participation at the end of each season
- As feasible and where there is demand, add additional sites in neighbourhoods throughout the city

## Proposal for a Brockville Community Garden Network

### Network Governance

A network board will be established consisting of one representative from each of the Project Partners and the coordinator from each site in the network. The board will meet at minimum quarterly and otherwise as the need arises. The duties of the board include: maintaining a written plan based on this document; coordination of site activities including fundraising; promotion and development of the network; providing a forum for sharing amongst network sites. The board will also determine whether sites meet the operational criteria established by the board. Decisions will be made by majority vote. Meetings will be chaired by the Food Matters representative or his/her delegate.

### Site Governance

Each site will be managed by its own **Steering Committee (SC)** which will be composed of site gardeners who participate in the SC on a volunteer basis. Two specific SC roles must be filled by SC members: **Coordinator** and **Treasurer**. Other roles may be formalized or used ad hoc as decided by the SC, eg. Fundraising, Education, Social Activities, Outreach/Public Relations, Communications

Steering Committee responsibilities:

- Plans and sets goals and policy, such as: Does the group formally, legally incorporate or should it function as an informal club? Drafting a set of “Rules and Regulations” to deal with such questions as: Will a fee be charged for the use of a plot? If so, how much? Will the use of chemicals be permitted? Who will be allowed to join the garden? How will disputes be resolved that go beyond the control or ability of the garden Coordinator?
- Fundraising
- Leadership and active participation at special events
- Represents the community garden at public events
- Liaises with other local, regional and national community garden organizations (eg. BCGN, FoodShare, the American Community Garden Association)
- Reviews site operations at the end of each season

Coordinator responsibilities:

- Oversees operation of the site
- Responds to questions and concerns of gardeners and other volunteers
- Plans, coordinates and supervises special work projects
- Ensures that Rules and Regulations devised by the SC are adhered to
- Mediates disputes between gardeners, with the approval of the SC
- Keeps a record, both photographic and written, of the garden’s progress
- Keeps a record of minutes from all SC and group meetings
- Assists committees in carrying out projects
- Coordinates mailings of newsletters or announcements
- Liaises and networks with other organizations that can offer support to the garden

## Proposal for a Brockville Community Garden Network

- Recruits volunteers for special projects
- Assists in planning and supervising planting, maintenance and clean up of the site
- Arranges for guest experts to address the group on topics of interest
- Represents the garden at events and media opportunities
- Attends SC and BCGN meetings

### Treasurer responsibilities:

- Disburses money and keeps a record of expenditures, subject to SC approval
- Researches funding sources
- Writes grant and funding proposals
- Oversees expenditures
- Evaluates the success of fundraising efforts
- Provides an up-to-date balance of bank account at SC meetings; if unable to attend, provides a written report
- Prepares a business year end financial statement and a bank reconciliation
- Attends SC meetings

### Establishment of Pilot Site: *Butler's Creek Community Garden (BCCG)*

- Identify area: Community survey in Spring 2012 indicated greatest demand south of 401 and east of Stewart Blvd
- Identify site: 80' x 100' to 100' x 100' section at Gord Watts Municipal Centre, between entrance roadway and Butlers Creek. Landowner: City of Brockville
- Develop a Site Use Agreement and a Plot Use Agreement based on best practices elsewhere [samples attached]
- Site design: [sketch attached]
- Site preparation: removal of dying trees (ice storm damaged); replacement of topsoil; trenching to control roadway run-off.
- Site security: common speed control site of Brockville Police; video monitoring of access road
- Identify and organize water supply (piping vs tank truck and cistern)
- Install basic tool shed: reposition and use one cabin from Hardy Park skating rink
- Provide watering hose and nozzle, composting bins
- Reserve some beds for food bank, community kitchen use
- Issue call for gardeners

### Operation of Pilot Site

- Manage waiting list and plot assignments
- Maintain water supply
- Maintain common areas including beautification
- Celebrate progress at key milestones, eg. launch, end-of-season
- End-of-season program assessment (measurables?) by BCGN

## Proposal for a Brockville Community Garden Network

### Resources

- [Community Garden Council of Waterloo Region](#)
- [No Plot is Too Small: A Community's Guide to Restoring Public Landscapes](#)
- [Community Gardening Toolkit](#)
- [American Community Garden Association](#)
- [North Bay Community Garden Working Group](#)
- [City of Barrie: Community Garden Program](#)
- [Project Proposal - Gate Avenue Community Garden](#)

### Attachments

1. Project Partners
2. Site Use Agreement (sample)
3. Plot Use Agreement (draft)
4. Letters of Support

## 1. Project Partners

### **Food Matters Coalition**

The Food Matters coalition was established in 2009 in recognition of the need to provide a venue where community agencies and individuals can work on issues related to food security within Leeds, Grenville and surrounding area.

Past initiatives include:

- Regularly updated Food Calendars for each of Smiths Falls, Perth, Brockville, Gananoque, and Prescott
- Do the Math - Eat the Math campaign, 2010
- SNAP - Spread a New Attitude about Poverty campaign, 2011
- All-day Food Gardening workshop, Brockville, March 2012

Membership currently includes All Things Food Network\* (SDG); Country Road Community Health Centre\*; Every Kid in our Communities; Food for All food bank\* (Prescott and area); House of Lazarus\* (North Dundas and area); Human Services, United Counties of Leeds and Grenville\*; King's Kitchen (Prescott and area); Leeds, Grenville & Lanark District Health Unit\*; Loaves and Fishes (Brockville); Local Flavours (Frontenac Arch region); Merrickville District Community Health Centre\*; Operation Harvest Sharing (Brockville); United Way Leeds & Grenville\*; Rideau Valley Diabetes Services\*; Transition Brockville\*; YMCA Brockville

\* Steering Group Members

### **Volunteer Centre of St. Lawrence – Rideau**

The Volunteer Centre of St. Lawrence – Rideau is the only Volunteer Centre currently operating in South Eastern Ontario. The Volunteer Centre plays a vital role in building community capacity by providing leadership to voluntary organizations, festivals and volunteers. Through its 30 year history the Volunteer Centre has served member agencies and the community at large through recruitment and referral of volunteers, education, training advocacy and promotion.

The Volunteer Centre has a history of strengthening Projects, Festivals and Events in the communities in which it works by assisting with recruitment, training, scheduling and supervision of large numbers of volunteers. As volunteer recruitment can often be a challenge for large projects, having these services available in a community can be of great value. The economic spin-off from these projects can have a tremendous impact on the local economy.

Some past successes include the 1000 Islands Wine and Food Festival 2012, the Velo Québec Cycling Tour 2011, the Canada 55+ Senior Games 2010, Winterfest 2009, Winterfest 2007, and the International Plowing Match 2007

## 2. Sample Site Use Agreement

I, \_\_\_\_\_ give permission to  
(property owner's name)

\_\_\_\_\_ to use the property located at  
(community garden project)

\_\_\_\_\_ as a community gardening project, for the  
(site's street address)

term of \_\_\_\_ years beginning \_\_\_\_\_ and ending \_\_\_\_\_.  
(start date) (ending date)

This agreement may be renewed with the approval of both the property owner and the community garden organization at the end of the agreement period. All questions about the community garden, its nature, risks or hazards, have been discussed with the garden coordinator to my satisfaction.

The community garden agrees to indemnify and save harmless the property owner from all damages and claims arising out of any act, omission or neglect by the community garden, and from any and all actions or causes of action arising from the community garden's occupation or use of the property.

As the property owner, I agree to notify the community gardening organization of any change in land ownership, development, or use 60 days prior to the change in status.

\_\_\_\_\_  
Property owner's signature

\_\_\_\_\_  
Date

3. Plot Use Agreement  
Butler's Creek Community Garden  
DRAFT

**Rules and Regulations**

1. Gardeners will pay an annual plot rental fee by April 1st to rent a garden plot at the Butler's Creek Community Garden ("BCCG").
2. The period of the plot rental shall be seasonal. Fall cleanup of the garden is required. All above ground material must be removed by November 15 unless the gardener has reserved the same plot for the following year. In this instance only perennials may remain.
3. Plots will be assigned on a first-come/first-serve basis. Gardeners wishing to reserve their same plot for the next year shall register for that plot by October 31 of the current year.
4. Garden plots must be planted by June 1st. If a gardener is unable to continue gardening, he/she shall notify the site Coordinator so that plots may be reassigned. There will be no fee reimbursement and all above ground material including stakes must be removed by the gardener.
5. We encourage Organic Gardening practices. Organic fertilizers and compost are recommended. Any pesticide use must be approved by the site Coordinator and/or the Steering Committee.
6. Gardeners shall keep their plots weeded and tidy, and maintain tidy pathways and edges.
7. If a gardener's plot is unkempt, they will be given two weeks notice to clean it up. If they do not comply in two weeks, their plot may be reassigned and their annual fee forfeited at the discretion of the BCCG Steering Committee.
8. Gardeners will not plant corn or any tall crops where they will shade other people's plots. Illegal plants are strictly prohibited. Trees and other woody plants are not allowed on garden plots unless the gardener can demonstrate that there will not be a negative effect. Vegetables, grains, berries, fruits, beans, herbs and flowers (annuals and perennials) are allowed on garden plots.
9. Smoking is not allowed on the site.
10. Pets are not allowed on the site.
11. Gardeners shall not sell their garden produce or use their garden plot to generate income.
12. All structures must be approved by the BCCG Steering Committee. Installation of any fencing, boards or any other materials to enclose the individual garden plots requires consent from the BCCG Steering Committee.
13. Vehicles must be parked in the designated parking lot and not on the driveway.
14. Gasoline or any other flammable or toxic substances shall not be brought to or stored at the garden site.



3. Plot Use Agreement  
Butler's Creek Community Garden  
DRAFT

15. The gardener shall report any vandalism to a member of the BCCG Steering Committee. Damage repair must be completed in a timely manner.
16. Each gardener's contact information will be provided to the site Coordinator and shared with the Brockville Community Gardens Network.
17. Theft of items in or around the garden will result in expulsion from the garden.
18. Any member who feels rules governing the garden have been violated is to provide a written complaint to the site Coordinator. E-mail may be used.
19. Gardeners shall not remove corner garden plot stakes.

I understand and will abide by the above Rules and Regulations.

I understand that neither the site Coordinator, the BCCG Steering Committee nor the City of Brockville is responsible for my actions.

I THEREFORE AGREE TO INDEMNIFY AND HOLD HARMLESS THE GARDEN COORDINATOR, THE BCCG STEERING COMMITTEE AND THE CITY OF BROCKVILLE FOR ANY NEGLIGENCE, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH THE USE OF THE GARDEN BY MYSELF, MY FAMILY, ASSOCIATES, OR ANY OTHER OF MY GUESTS.

\_\_\_\_\_  
Gardener's signature

\_\_\_\_\_  
Date

#### 4. Letters of Support

July 26, 2012

**Loaves and Fishes** is pleased to support the Food Matters Coalition in their plan to establish the Butler's Creek Community Garden at the Gord Watts Centre. The public garden would provide a food growing opportunity for the community, and increase community members knowledge and skills about both gardening and healthy food.

A collaborative, multifaceted approach is necessary to strengthen our community response to healthy eating and chronic disease prevention. Loaves and Fishes will support the community garden by promoting the use of the community garden to the community. We are confident that the proposed project will not only raise awareness of the importance of healthy eating and increase capacity of food skills, but will also contribute to healthy behaviour change.

Thank you for your consideration of this application. We look forward to working together to promote nutrition and healthy eating in our community.

Sincerely,

Irene Selkirk

Administrator  
Loaves and Fishes

---

August 1, 2012

**Operation Harvest Sharing** - the Brockville & Area Food Bank - is pleased to support the Food Matters Coalition in their plan to establish the Butler's Creek Community Garden at the Gord Watts Centre. The public garden would provide a food growing opportunity for the community, and increase community members' knowledge and skills about both gardening and healthy food.

A collaborative, multi-faceted approach is necessary to strengthen our community response to healthy eating and chronic disease prevention. Operation Harvest Sharing will support the community garden by promoting the use of the community garden to the community. We are confident that the proposed project will not only raise awareness of the importance of healthy eating and increase peoples' capacity of food skills, but will also contribute to healthy behaviour change.

Operation Harvest Sharing serves over 1,000 clients per month and fresh fruits and vegetables, although much in demand, are at a premium. We rely on donations of such

#### 4. Letters of Support

produce from the local farmer's market and individual home owners who may have a surplus from their own gardens.

Thank you for your consideration of this application. We look forward to working together to promote nutrition and healthy eating in our community.

Sincerely,  
(Rev) Myra Garvin  
Co-chair, Operation Harvest Sharing

---

July 26, 2012

The **Leeds, Grenville and Lanark District Health Unit (LGLDHU)** is pleased to support the Food Matters Coalition in their plan to establish the Butler's Creek Community Garden at the Gord Watts Centre. The public garden would provide a food growing opportunity for the community, and increase community members knowledge and skills about both gardening and healthy food.

A collaborative, multifaceted approach is necessary to strengthen our community response to healthy eating, healthy weights and chronic disease prevention. As a member of the Food Matters Coalition, the LGLDHU will contribute in-kind staff time to provide expertise and support for the development of a community garden. We are confident that the proposed project will not only raise awareness of the importance of healthy eating and increase capacity of food skills, but will also contribute to healthy behaviour change.

Thank you for your consideration of this application. We look forward to working together to promote nutrition and healthy eating in our community.

Sincerely,

THE CORPORATION OF THE LEEDS, GRENVILLE  
AND LANARK DISTRICT HEALTH UNIT

Paula J. Stewart, MD, FRCPC  
Medical Officer of Health and Chief Executive Officer

PS/mm

---

#### 4. Letters of Support



#### United Counties of Leeds and Grenville

Human Services Division  
Integrated Program Delivery  
Property Services  
Program Planning and Integrity  
Maple View Lodge

25 Central Ave. W., Suite 200  
Brockville, ON K6V 4N6  
T 613-342-3840  
800-267-8146  
TTY 800-539-8685  
F 613-342-8908  
[www.leedsgrenville.com](http://www.leedsgrenville.com)

July 26, 2012

Brockville Community Gardens Network  
c/o Carole Chang  
Leeds, Grenville and Lanark District Health Unit  
458 Laurier Blvd  
Brockville, ON K6V 7A3

**Re: Letter of Support for Butler's Creek Community Garden**

To whom it may concern:

The Human Services Division of the United Counties of Leeds and Grenville is pleased to support the Food Matters Coalition in their plan to establish the Butler's Creek Community Garden at the Gord Watts Centre. The public garden would provide a food growing opportunity for the community, and increase community members knowledge and skills about both gardening and healthy food.

A collaborative, multifaceted approach is necessary to strengthen our community response to healthy eating and chronic disease prevention. The Human Services Division of the United Counties of Leeds and Grenville will support the community garden by promoting the use of the community garden among the many clients and tenants that we serve through our programs. We are confident that the proposed project will not only raise awareness of the importance of healthy eating, but will also support many residents in achieving greater self-sufficiency.

Thank you for your consideration of this application. We look forward to working together to promote nutrition and healthy eating in our community.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Alison Tutak".

Alison Tutak, B.A., B.S.W., M.S.W.  
Director

AT/pd

**09AUG2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – AUGUST 21, 2012**

**2012-133-08  
MODIFICATIONS TO THE  
RED BUS ROUTE**

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

**RECOMMENDATION**

THAT the Conventional Transit Red Bus route be modified to travel north on Centre Street and east on Brock Street.

**PURPOSE**

To modify the bus route to provide service to an area of the city that is not currently serviced.

**BACKGROUND/ANALYSIS**

Currently in the city's west end the Red Bus travels west along King Street and then doubles back on King Street to travel east back into the center of the city (see Attachment A). Due to recent construction, Centre Street has now been connected to Brock Street presenting the opportunity for the Red Bus to complete a loop back into the city center offering transit service to a new area (see Attachment B).

This improvement to the routing of the transit system is consistent with the policies of the Official Plan, specifically Section 5.2.4. which endorses "improvements in service, convenient access and good urban design".

Implementation of the route change will occur once printed material is updated, bus stops are installed/removed and notice has been provided to residents.

**POLICY IMPLICATIONS**

Alterations to the transit routes require Council authorization.

**FINANCIAL CONSIDERATIONS**


Costs associated with this route change can be incorporated into funds in the current operating budgets.

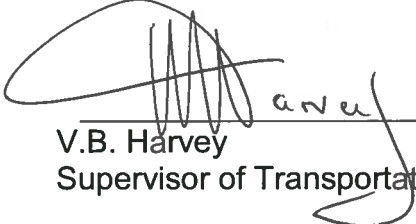
## CONCLUSION

It is recommended that the Conventional Transit Red Bus route be changed to increase the level of service to the community.

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
C. J. Cosgrove  
Director of Operations

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

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



**09AUG2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – AUGUST 21, 2012**

**2012-134-08  
REQUEST FOR  
NO PARKING ON SOUTH  
SIDE OF HISLOP AVENUE**

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

**RECOMMENDATION**

THAT parking be prohibited on the south Side of Hislop Avenue from Park Street to Pacific Avenue; and,

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

**PURPOSE/BACKGROUND**

It was brought to the attention of staff by Hislop Avenue residents that parking has become an issue on the street. Commercial trucks/transporters use this street to access both the Giant Tiger store and the Canadian Food Inspection Agency.

Staff sent letters to residents and the two commercial operations in the immediate area requesting feedback on the idea of creating a No Parking Zone on the south Side of Hislop Avenue from Park Street to Pacific Avenue. Staff received 3 responses and they all agreed to the proposed change and welcome it.

**ANALYSIS/OPTIONS**

After reviewing the site and feedback from residents, the Transportation Services Division has made the following observations:

- There are no sidewalks on either the north or south side of the street. When vehicles are parked on both the north and south sides of the street, the roadway becomes extremely narrow and in many cases there is only sufficient space for one vehicle to pass.
- Visibility for pedestrians is compromised and the situation presents a safety issue. In some cases vehicles parked on the south side of the street encroach into private driveways.

See Attachment A photo.



## POLICY IMPLICATIONS

Amendments to the City's Parking By-Law 119-89 require Council authorization.

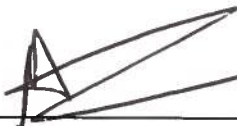
## FINANCIAL CONSIDERATIONS


Annually Public Works budgets for the installation of a variety of signs throughout the City including stop, yield, parking, directional, etc. There are sufficient funds in the Public Works 2012 Proposed Operating Budget, account 01-5-245436-2010 to accommodate the estimated cost of \$500 to supply and install the necessary sign.

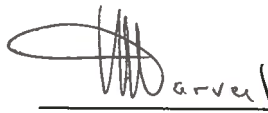
## CONCLUSION

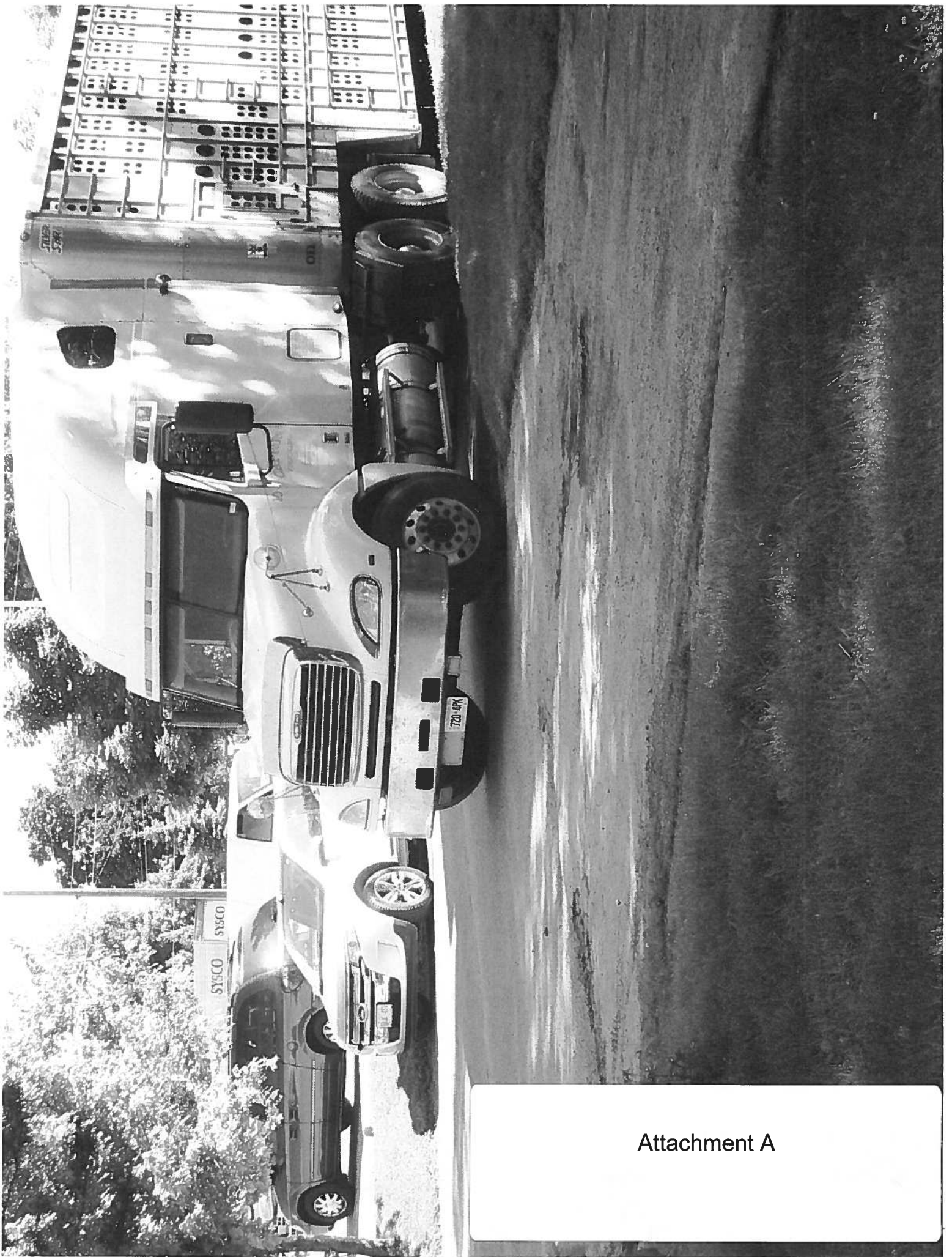
It is recommended that a No Parking Zone be implemented at the above noted location.

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

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

  
\_\_\_\_\_  
C. J. Cosgrove  
Director of Operations

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



Attachment A

**09AUG2012**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – AUGUST 21, 2012**

**2012-137-08  
COMMUNITY INFRASTRUCTURE  
IMPROVEMENT FUND  
MEMORIAL CENTRE REHABILITATION**

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

## **RECOMMENDATION**

THAT Council endorse the Memorial Centre Rehabilitation project for the City's Community Infrastructure Improvement Fund application; and

THAT Council authorize the Mayor and the Clerk to execute an Agreement with the Community Infrastructure Improvement Fund, should the grant application succeed.

## **PURPOSE**

The purpose of this report is for Council to endorse the project which will be the subject of an application for funding through the Community Infrastructure Improvement Fund.

## **BACKGROUND**

In early July 2012, the Government of Canada announced \$150 million nationally over two years for the Community Infrastructure Improvement Fund (CIIF). The CIIF is intended to support the rehabilitation and improvement, including expansion, of existing community infrastructure facilities such as community centres, recreational buildings, local arenas, cultural facilities and other community facilities. The CIIF allocation for Ontario is \$49.6 million.

The application deadline is August 24, 2012.

## **ANALYSIS**

Eligible applicants to the CIIF are local or regional governments, First Nation governments, not-for-profit entities, provincial entities that provide municipal-type services to communities and public-sector bodies that are wholly owned by a local or regional government.

Eligible projects must be for the rehabilitation or improvement, including expansion (less than 50% of existing footprint), of existing community infrastructure assets. CIIF funding can be up to 50% of project costs, to a maximum contribution of \$1,000,000 (ie. maximum project cost of \$2,000,000). Priority may be given to projects that require a CIIF contribution of only 33.3% (total funding from all federal sources cannot exceed 50% of total eligible costs). Projects must be substantially complete by March 31, 2014.

Projects must fall within the following project categories to be eligible for funding under the CIIF:

- Community centres
- Cultural centres
- Parks, recreational trails such as fitness trails, bike paths and other types of trails
- Libraries
- Recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, golf courses, ski hills or other types of recreational facilities
- Tourism facilities
- Docks
- Other existing community infrastructure assets that have a local community impact, such as local roads, drinking water treatment and distribution systems, connectivity and broadband, local airports, solid waste management and wastewater infrastructure.

Priority will be given to projects that can demonstrate anticipated economic benefits to their community, including the potential for job creation, and the use of new technologies and innovation.

Project applications must be endorsed by a resolution of Council. The resolution must be submitted at the time of the application.

In addition to the eligibility requirements and priority criteria, projects will also be assessed based on project readiness (construction readiness; completion by March 31, 2014), incrementality (would not have been constructed by March 31, 2014 without CIIF funding), extent to which other funding is leveraged, technology and innovation, and the extent to which community-based partnerships have been formed for the use of the facility.

A list of potentially eligible projects was created:

- Soccer/rugby field lighting - \$150,000
- Memorial Park slo-pitch field upgrades (shelter, equipment storage, children's play area) - \$150,000

- Fountain repairs/upgrades (Court House Avenue, Court House Green, Hardy Park) – amount not yet determined
- Rotary Park Revitalization - \$200,000
- Brock Trail Expansion and Rehabilitation - \$1.5 million (subject to Heritage Canada grant application)
- Railway Tunnel project – amount not yet determined
- Memorial Centre Rehabilitation (emergency generator, refrigeration plant, arena floor, playing boards and glass, additional change rooms to accommodate females in sport and persons with disabilities) - \$2 million
- Road/water/wastewater rehabilitation/replacement projects

The projects were evaluated considering the following:

- Ability to complete the project within the specified timeframe
- Maximize potential funding through project value
- Eligibility for funding from other sources or programs
- Ability of the City to undertake the project without CIIF funding
- Potential to mitigate operating costs through energy efficiency or other project components

Of the projects considered, the Memorial Centre project meets the program criteria and best fits the City's considerations as well. In addition, because the project has several components, it can be modified to suit the amount of available funds.

The replacement of the arena floor, playing boards and safety glass had been identified as a project in the 10 year Capital Plan (2013) at a cost of \$1,000,000.

## **POLICY IMPLICATIONS**

Council endorsement of the project application is required.

## **FINANCIAL CONSIDERATIONS**


By endorsing the application, the City is committing to provide project funding of \$1,000,000 in the 2013 and 2014 Capital Budgets, should the application be approved. This would be a significant commitment of the funding available in these years.

## CONCLUSION

The City should make application to the Community Infrastructure Improvement Fund for the Memorial Centre Rehabilitation project.

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

  
\_\_\_\_\_  
C. J. Cosgrove  
Director of Operations

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

July 23, 2012

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –  
AUGUST 21, 2012**

**2012-132-08  
STATISTICAL COMPARISONS OF  
2012 TAX RATES  
FILE: F22-48**

**D. CYR  
DIRECTOR OF FINANCE  
L. MURRAY  
ADMINISTRATIVE COORDINATOR**

**RECOMMENDATION**

THAT the statistical comparison of 2012 Tax Rates be received [Attachment 1 to Report # 2012-132-08] for information purposes.

**PURPOSE**

To allow Council to review the City of Brockville's tax rates with the eleven designated comparator municipalities, and assist with the 2013 Budget Process.

**BACKGROUND / ANALYSIS**

These statistics are completed annually for Council and illustrate the combined municipal and education tax rates.

When comparing tax rates with other municipalities it is important to take into consideration what services are being provided as well as the level of service. For example is public transit available? What is the level of garbage pick-up, if any? Are the fire fighters volunteer or full time employees? Is it a separated municipality?

The eleven comparator municipalities, established by Council in 2004, have been chosen based primarily upon having comparable circumstances, services and responsibilities as the City of Brockville.

Some municipalities, including three of the designated comparators – Belleville, Kingston and Quinte West – establish "area" tax rates based upon the specific services provided in that section of their municipality. These area tax rates are shown on Attachment #1 to Report 2012-132-08 but only the area that is deemed the best comparable to the City of Brockville is illustrated on Attachments 2, 3 and 4 to Report # 2012-132-08.

Municipalities have some control over the tax rates in setting the municipal levy and tax ratios however, it is the Province which determines the education tax rates for each municipality in Ontario. The municipalities in this analysis do not all have the same education tax rates.

As shown in Attachment 1 to Report # 2012-132-08, Brockville's tax rates fall midway in the eleven comparator municipalities. This demonstrates Brockville's tax rates are still competitive in relation to the tax rates in the study.

	Comparator Rating for	
	2011	2012
Residential	8 <sup>th</sup>	7 <sup>th</sup>
Commercial	6 <sup>th</sup>	6 <sup>th</sup>
Industrial	7 <sup>th</sup>	7 <sup>th</sup>

## POLICY IMPLICATIONS

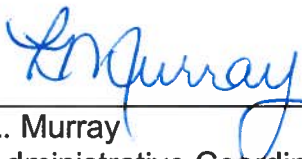
There are no policy implications.

## FINANCIAL IMPLICATIONS

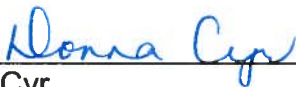
There are no financial implications.

## CONCLUSION

Competitive tax rates are an important component of the City's strategic plan as it relates to fiscal sustainability. The information provided within this report can be very useful during the budget process and when implementing taxation policies. It clearly shows where Brockville's taxation strategies stand within the demographics of the area.



L. Murray  
Administrative Coordinator



D. Cyr  
Director of Finance



B. Casselman  
City Manager



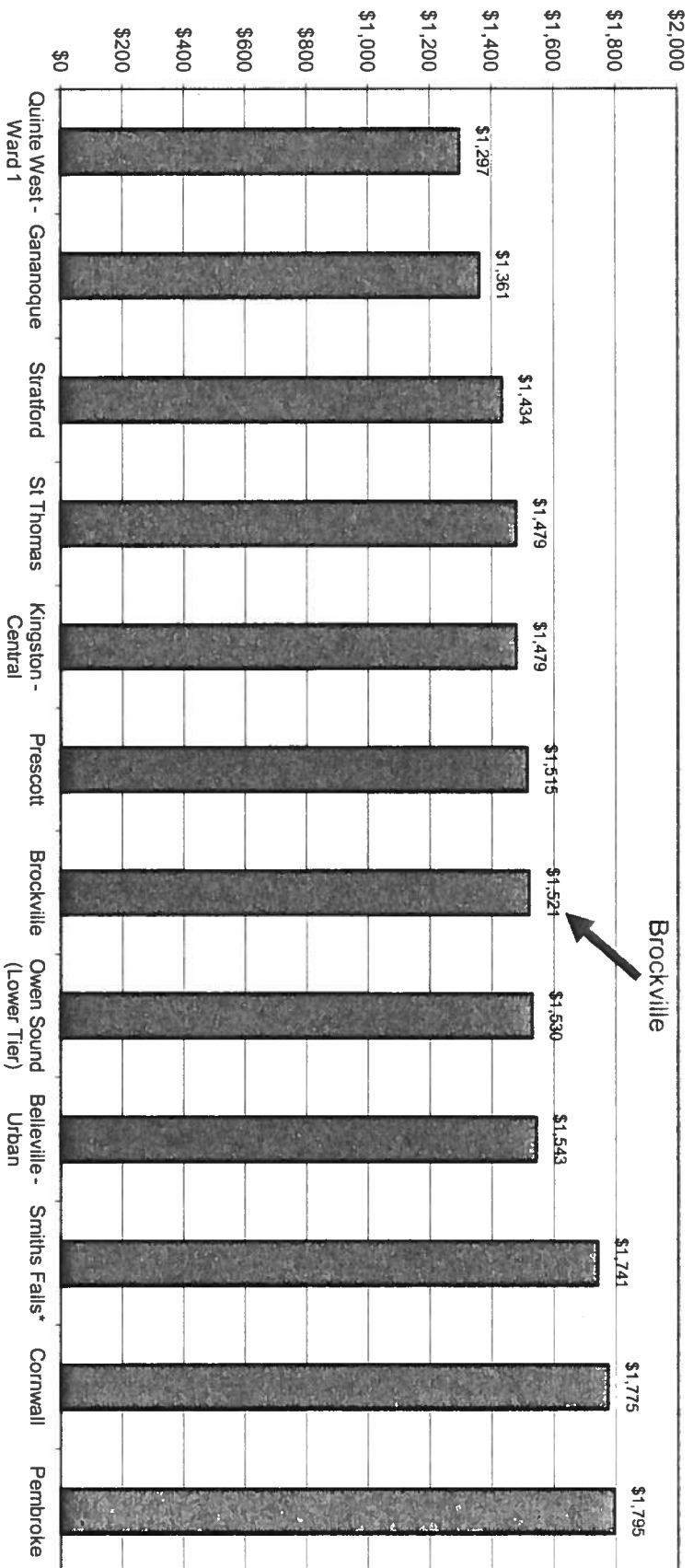
COMPARISON OF 2012 TAX RATES FOR ONTARIO MUNICIPALITIES

Municipality	Residential	Multi-Residential	New Multi-Residential	Farmlands	Managed Forests	Commercial Occupied	Commercial Vacant	Commercial New Construct	Commercial Construct Vacant	Industrial Occupied	Industrial Vacant	Industrial New Construct	Industrial Construct Vacant	Pipelines
Quinte West - Ward 3	0.01146019	0.02191291		0.00286505	0.00286505	0.02910884	0.02037619	0.02683142	0.01878199	0.03652597	0.02504188	0.03522597		0.02114718
Quinte West - Ward 2	0.01149346	0.02198377		0.00287336	0.00287336	0.02916002	0.02041201	0.02688260	0.01881782	0.03660734	0.02509477	0.03530734		0.02117792
Quinte West - Ward 4	0.01186569	0.02277662		0.00296642	0.00296642	0.02973270	0.02081289	0.02745528	0.01921870	0.03951782	0.02566658	0.03621782		0.02152186
Belleville - Rural	0.01191790	0.02656055	0.01191079	0.00297770	0.00297770	0.03351700	0.02346190	0.03121700	0.02185190	0.03918190	0.02546823	0.03588190		0.02568850
Quinte West - Ward 1	0.01296917	0.02512704		0.00324229	0.00324229	0.03143041	0.02200129	0.02915299	0.02040709	0.04221694	0.02744101	0.03981694		0.02254148
Kingsston - East	0.01340430	0.02893649	0.01325643	0.00331410	0.00331410	0.03677192	0.02574034	0.03447192	0.02413034	0.04495209	0.02921886	0.04165209		0.02707386
Gananoque	0.01361330	0.02380790	0.00340330	0.00340330	0.00340330	0.03649790	0.02554860	0.03419790	0.02393860	0.03749790	0.02437370	0.03419790		0.02222870
Kingsston - West	0.01376524	0.02980979	0.01361737	0.00340434	0.00340434	0.03748659	0.02624061	0.03518659	0.02463061	0.04590137	0.02983589	0.04280137		0.02769089
Belleville - Cannifton Rural	0.01391121	0.03158192	0.01391121	0.00347780	0.00347780	0.03735604	0.02814923	0.03505604	0.02453923	0.04398290	0.02858888	0.04068290		0.02644388
Stratford	0.01433715	0.02833068		0.00358429		0.03886251	0.02720376		0.02559376	0.05134594	0.03337486	0.04804594		0.03089987
St. Thomas	0.01478792	0.03363850		0.00366698	0.00366698	0.03939542	0.02757679	0.03709542	0.02596679	0.04392453	0.02855094	0.04062453		0.02515603
Kingsston - Central	0.01479463	0.03230035	0.01464676	0.00366169	0.00366169	0.03952477	0.02766734	0.03722477	0.02605734	0.04860866	0.03159563	0.04530866		0.02945063
Belleville - Cannifton Urban	0.01499879	0.03431194	0.01499879	0.00374970	0.00374970	0.03944326	0.02761027	0.03714326	0.02600027	0.04659311	0.03028552	0.04329311		0.02949904
Prescott	0.01514695	0.02623202		0.00378674	0.00378674	0.04051517	0.02836062	0.03821517		0.04892419	0.03245172	0.04662419		0.03215268
Brockville	0.01520775	0.02521602	0.01520775	0.00380194	0.00380194	0.04022235	0.02815565	0.03792235	0.02654565	0.04986455	0.03241196			0.03745403
Owen Sound (Lower Tier)	0.01529961	0.03519739	0.02107471	0.003824900	0.003824900	0.04171494	0.02920046	0.03941494	0.02759046	0.04893168	0.03180560			0.05584395
Belleville - Urban	0.01543295	0.03540175	0.01543295	0.00385824	0.00385824	0.04027646	0.02819351	0.03797646	0.02658351	0.04763508	0.03086280	0.04433508		0.039003478
Smiths Falls*	0.01741449	0.03339137		0.004335362		0.04479362	0.03135553	0.04249362	0.02974553	0.05434180	0.03532217			0.03703146
Cornwall	0.01775382	0.03872555		0.00443845	0.00443845	0.04544361	0.03181053	0.04314361	0.05678026	0.03690717				0.03955304
Pembroke	0.01795477	0.03312281		0.00448869		0.04569222	0.03198455	0.04393922	0.03037454	0.08182498	0.05318624	0.07852498		0.03585390

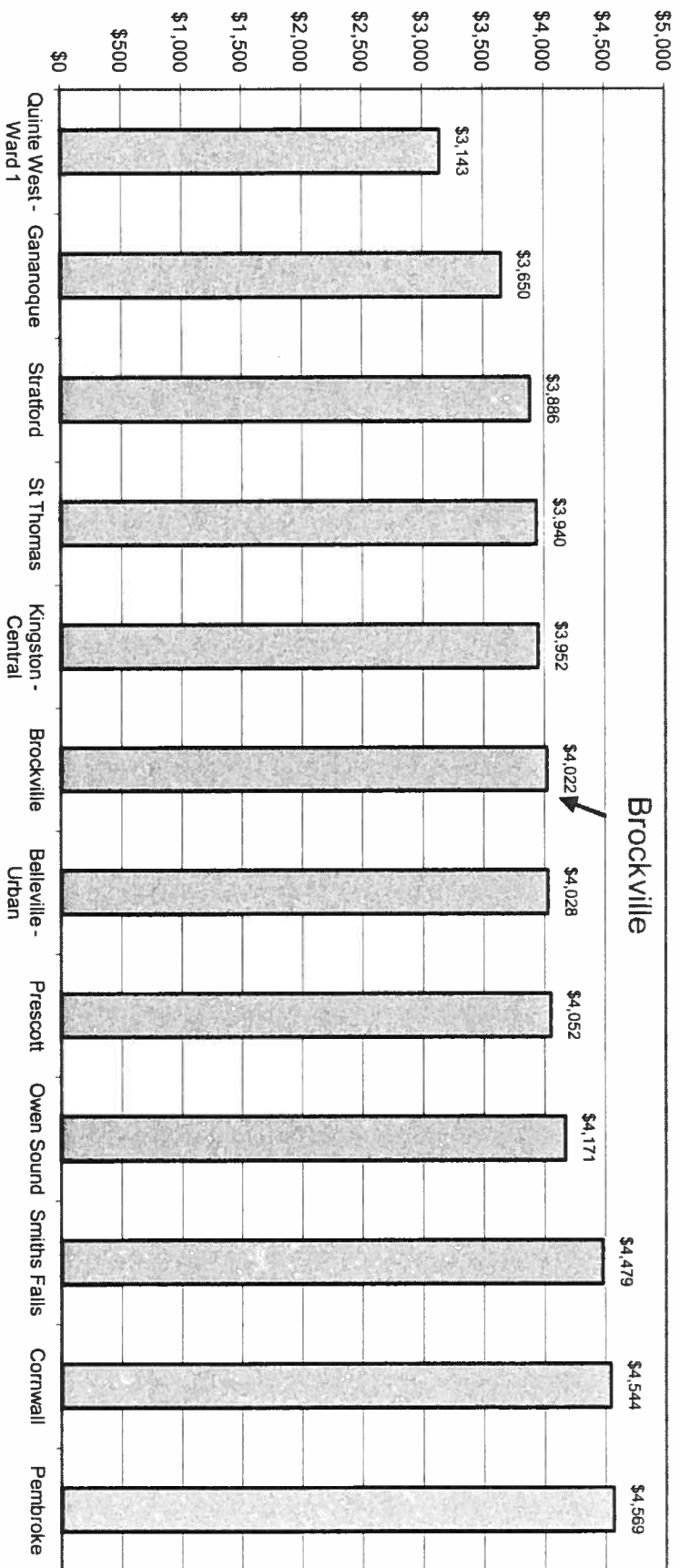
Note: Data sorted by Residential rate and includes Education Rates.

\* different industrial rates based upon value of assessment  
under \$1,500,000      \$1,500,000 and over  
0.05434180      0.06393154

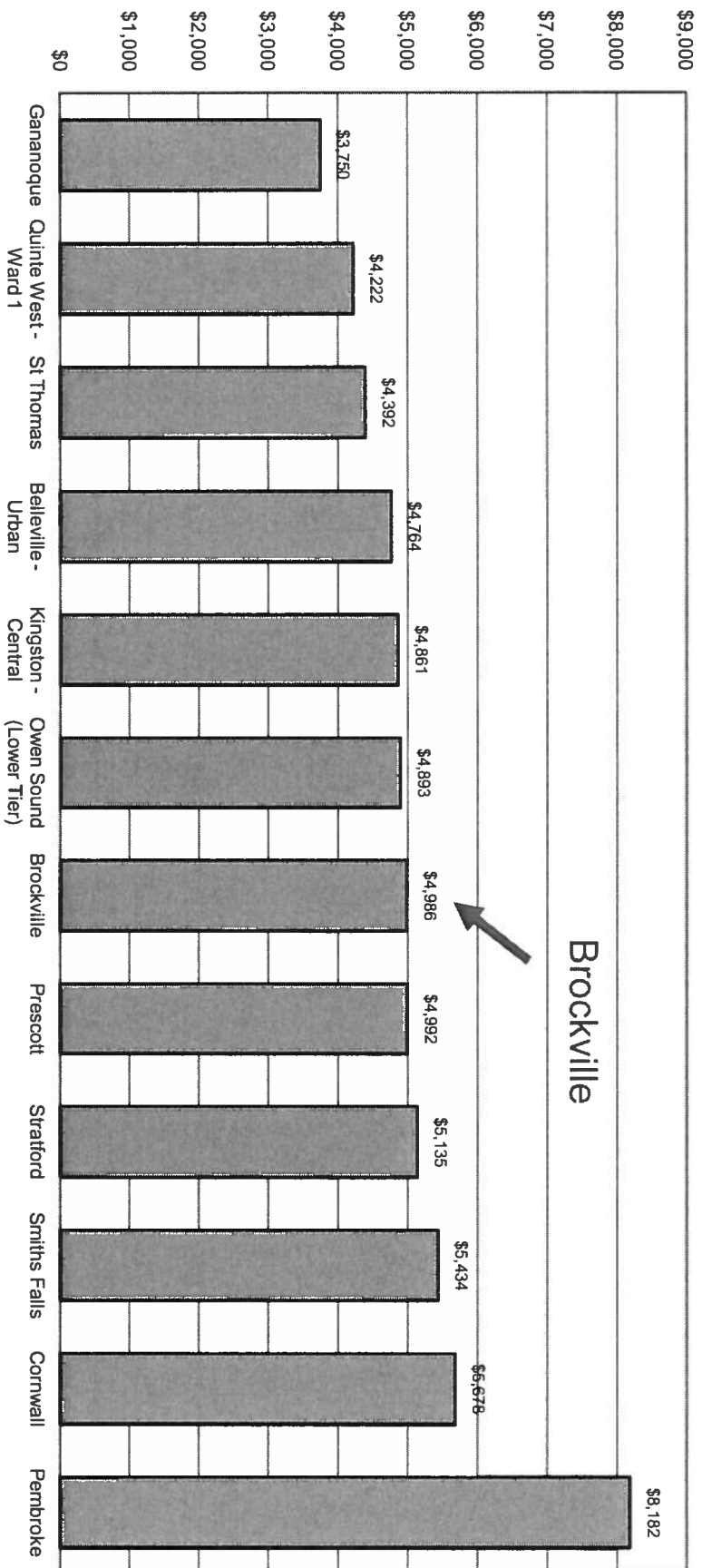
## Comparison of 2012 Residential Taxes (Based on \$100,000 of assessment)



## Comparison of 2012 Commercial Taxes (based on \$100,000 of assessment)



## Comparison of 2012 Industrial Tax Rates (based on \$100,000 of assessment)



**AUGUST 15, 2012**

**REPORT TO FINANCE ADMINISTRATION & OPERATIONS COMMITTEE – AUGUST 21, 2012**

**2012-139-08**

**ONTARIO REGULATION 284/09  
BUDGET MATTERS – EXPENSES**

**FILE: F03-10 and F05-52**

**D. CYR**

**DIRECTOR OF FINANCE**

**L. FERGUSON**

**SUPERVISOR OF ACCOUNTING SERVICES**

**RECOMMENDATION**

That Council receive this information report as it pertains to Ontario Regulation 284/09 Budget Matters – Expenses.

**PURPOSE**

To meet the requirements of Ontario Regulation 284/09 under the *Municipal Act, 2001* by informing Council as to the impact to the City's accumulated surplus and future tangible capital asset funding requirements by excluding estimated non-cash expenses from the City's annual budget.

**BACKGROUND**

On June 5<sup>th</sup>, 2009, the Province approved legislation which changed the financial reporting and budget requirements of municipalities. Beginning with the fiscal year 2009, accounting standards and reporting requirements for municipalities changed considerably with new Public Sector Accounting Board (PSAB) regulations specifically Sections 1200 and 3150. The move to full accrual accounting from modified accrual and the introduction of tangible capital assets to the financial statements represented significant changes to how the City's financial statements are prepared and presented.

Section 290 of the *Municipal Act, 2001* requires that municipalities prepare balanced budgets which include estimates of all sums required during the year for the purposes of the municipality. As such, the City of Brockville, as well as many other municipalities, continues to prepare our budgets on a cash basis.

The new regulations do not require that budgets be prepared on the same basis as the new accounting requirements. As per PSAB, municipalities must now record annually amortization on tangible capital assets; post-employment benefit expenses and solid waste landfill closure and post-closure expenses. This would be a significant impact to the municipality's tax levy if these non-cash expenses were to be included within the budget.

Ontario Regulation 284/09 Budget Matters – Expenses (Attachment #1 to Report 2012-139-08) was passed to address these changes. The Regulation allows a municipality to exclude from their annual budget the estimated expenses, pertaining to amortization, post-employment benefits, and solid waste landfill closure and post-closure.

If any of these expenses are excluded from a municipality's budget, a report must be prepared and approved by Council, prior to adopting the annual budget, which:

- identifies the expenses that have been excluded from the budget
- contains an estimate of the change in the accumulated surplus resulting from the exclusion of the identified expenses
- an analysis of the estimated impact of the exclusion of the identified expenses on the future tangible capital asset funding requirements of the municipality

The Ministry of Municipal Affairs and Housing shall initiate a review of this Regulation in 2012.

## ANALYSIS

The City of Brockville's budget excludes amounts for amortization expense, post-employment benefits and solid waste landfill closure and post-closure expenses.

### Amortization Expense

Amortization expenses of the City's tangible capital assets (TCA), estimated to be \$2,998,700 are not included in the 2012 budgets.

The City has established several reserve funds to assist with funding of TCA replacements. However, the balances in these reserve funds are not sufficient to cover these types of expenses. An initiative was established in the 2008 budget process to make direct annual contributions of \$50,000 to the Managed Replacement Reserve Funds but was not followed in future years due to fiscal constraints.

Managed Replacement Reserve Funds	
Balances as at December 31, 2011 (unaudited)	
Building & Equipment Maintenance	\$ 51,437.26
Fleet	155,527.70
Major Office Equipment	31,456.98
Parkland Equipment	83,115.22
<b>TOTAL</b>	<b>\$ 321,537.16</b>

### Post-Employment Benefits

Post-employment benefit expenses for early retirement, accrued sick leave, and WSIB expenses in the amount of \$6,284,700 are not included in the 2012 budget.

The City does include in the budget the current year's expenses for this type of benefit and a contribution to the Sick Leave Credit Reserve Fund, which is usually \$35,000. At the end of 2011 the balance in this reserve fund was \$87,230.15. Monies allocated from this reserve fund to date in 2012 total \$55,686.05.

### Solid Waste Landfill Closure and Post-Closure Expenses

Future expenses associated with the solid waste landfill closure and post-closure totalling \$3,450,000 are excluded from the 2012 budget. However, all expenses for the solid waste landfill closure which are expected for the current year are accounted for in the 2012 budget.

Due to fiscal constraints, funds which were previously set aside within a capital project for these expenses were reallocated to the Waste Management Plan.

### Impact on City's Accumulated Surplus

The chart below illustrates the impact on the City's accumulated surplus estimated for 2012 taking into consideration the exclusion of expenses for amortization, post-employment benefits, solid waste landfill closure and post-closure.

<b>CORPORATION OF THE CITY OF BROCKVILLE</b>		
<b>ACCUMULATED SURPLUS-Estimated for the Year Ended December 31, 2012</b>		
		2012
Operating Surplus		
	Water Treatment and distribution system	2,751,916
	Waste water Treatment system	1,609,285
	Library board	70,855
Total Operating		4,432,056
Reserve and reserve funds		
	Fiscal policy reserve	576,745
	Other reserves	540,591
	Reserve funds	797,182
Total Reserve and Reserve Funds		1,914,518
Invested in tangible capital assets and WIP		96,904,295
<b>Total Accumulated Surplus Before Adjustments</b>		<b>103,250,870</b>
Adjustments		
	Amortization	(2,998,700.77)
	Special Liability-WSIB	(1,594,586.00)
	Employee future benefits	(4,690,114.00)
	Landfill	(3,450,000.00)
<b>Adjusted Accumulated Surplus</b>		<b>90,517,469</b>

## **POLICY IMPLICATIONS**

There are no direct policy implications associated with this report.

Nonetheless, this information is directly related to the financial sustainability of the City which is an important component of the City's Community Strategic Plan.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this report.

The estimated amortization on City TCA's for 2012 is \$2,998,700, whereas the contribution to replacing TCA's in 2012 totalled \$3,013,999 funded through the tax rate (\$1,719,695); water rate (\$775,850) and wastewater rate (\$518,454). It is important to note that many of the City's TCA are already fully amortized due to their age.

In the future when these TCA's have reached the end of their useful life and need to be replaced, the impact of not including a sufficient annual contribution to a capital asset replacement program may cause large fluctuations in the tax levy or require alternative sources of funding.


Similarly, as commitments for the unfunded liabilities for post-employment benefits and solid waste landfill closure and post-closure need to be actually paid this may have significant impacts on future tax levies.

## **CONCLUSION**

Formal reports have not been presented to Council previously in regard to the impact of excluding from the annual budget estimated expenses for amortization; post-employment benefits; and solid waste landfill closure and post-closure, partially due to data availability; however, this topic has been discussed indirectly through the budget process and presentation of financial statements.

  
\_\_\_\_\_  
L. Ferguson  
Supervisor of Accounting Services

  
\_\_\_\_\_  
D. Cyr  
Director of Finance

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



**Municipal Act, 2001  
Loi de 2001 sur les municipalités**

**ONTARIO REGULATION 284/09  
BUDGET MATTERS — EXPENSES**

**Consolidation Period:** From July 31, 2009 to the e-Laws currency date.

No amendments.

***This Regulation is made in English only.***

**Exclusion**

1. In preparing the budget for a year, a municipality or local board may exclude from the estimated expenses described in paragraph 3 of subsection 289 (2) and in paragraph 3 of subsection 290 (2) of the Act all or a portion of the following:

1. Amortization expenses.
2. Post-employment benefits expenses.
3. Solid waste landfill closure and post-closure expenses. O. Reg. 284/09, s. 1.

**Report**

2. (1) For 2011 and subsequent years, the municipality or local board shall, before adopting a budget for the year that excludes any of the expenses listed in section 1,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (1).

(2) If a municipality or local board plans to adopt or has adopted a budget for 2010 that excludes any of the expenses listed in section 1, the municipality or local board shall, within 60 days after receiving its audited financial statements for 2009,

- (a) prepare a report about the excluded expenses; and
- (b) adopt the report by resolution. O. Reg. 284/09, s. 2 (2).

**Contents**

3. A report under section 2 shall contain at least the following:

1. An estimate of the change in the accumulated surplus of the municipality or local board to the end of the year resulting from the exclusion of any of the expenses listed in section 1.
2. An analysis of the estimated impact of the exclusion of any of the expenses listed in section 1 on the future tangible capital asset funding requirements of the municipality or local board. O. Reg. 284/09, s. 3.

**Review**

4. The Ministry of Municipal Affairs and Housing shall initiate a review of this Regulation on or before December 31, 2012. O. Reg. 284/09, s. 4.

5. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 284/09, s. 5.

Back to top

**August 13, 2012**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE  
– AUGUST 21, 2012**

**2012-140-08  
2012 CITY DEBENTURE ISSUE  
FILE: F08-19**

**D. CYR  
DIRECTOR OF FINANCE  
L. FERGUSON  
SUPERVISOR OF ACCOUNTING SERVICES  
C.WARD  
TREASURY OFFICER – RESERVES & CAPITAL**

**RECOMMENDATION**

THAT staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the *Ontario Infrastructure and Lands Corporation Act, 2011* (OILC) for the 2012 Capital Projects; and

THAT Council authorize the Mayor and Director of Finance to enter into agreements with the OILC to provide such financing for the 2012 Capital Budget projects that are approved for loans under the lending program guidelines; and

THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

**PURPOSE**

To obtain approval for financing debentures through OILC for the 2012 Capital Projects.

**BACKGROUND**

The 2012 Capital Budget was approved containing debenture requirements for the following projects:

<u>PROJECT</u>	<u>TOTAL</u>
Corporate Computer Systems Upgrades:	
Police Radio Tower	\$ 47,000
Police Radio Console (this project was originally approved for \$160,000. Report # 2012-093-05 increased the approval to \$204,500)	204,500
Water Distribution Project:	
Ormond Street	<u>180,000</u>
Total Approved Debentures	<u>\$ 431,500</u>

Infrastructure Ontario (IO) is a crown corporation that is wholly owned by the Province of Ontario and established by the *Ontario Infrastructure and Lands Corporation Act, 2011*. This Act amalgamated the Ontario Realty Corporation, Ontario Infrastructure Projects Corporation (OIPC) and the Stadium Corporation of Ontario Limited.

Infrastructure Ontario's Loan Program was created to provide eligible public sector clients with affordable, long-term financing in an effort to help renew Ontario's infrastructure. OILC offers clients access to the capital markets with flexible terms, no additional fees and the ability to apply online at any time. This loan program has been previously identified by the acronyms OMEIFA, OSIFA and OIPC. The City was successful in securing financing through those programs as well.

OILC accepts applications on a continual basis. As of August 9, 2012, the rate on a ten year amortized debenture was 2.82% and short term (construction) financing was available at a rate of 1.59%. The City of Brockville has been successful in receiving low interest loans and construction financing through OILC for the past several years.

## **ANALYSIS**

Financing of the 2012 Capital Projects through OILC offers the City of Brockville many benefits, some of which are similar to those of issuing debentures over the counter. For example, there are no commission fees to be paid and the interest rate is very competitive – generally lower than those rates which would be offered on City debentures or through a fiscal agent.

This type of financing has the added benefit of significantly reducing the amount of staff time involved in the preparation, sale and ongoing administration duties associated with a debenture issue as well as any legal issues which may arise.

As well, OILC does not require the City to obtain a credit rating from an third party, such as Standard & Poor's or Moody's. In 2006, the City paid \$13,000 in annual analytical service charges for such a rating.

Alternatives to financing debentures through the loan programs are:

- (a) Issue debentures over the counter.
- (b) Issue conventionally as an institutional issue through a Fiscal Agent.

## **POLICY IMPLICATIONS**

In keeping with the City's strategic plan, the investigation and application for funds through OILC will help maintain and improve the City's infrastructure while also ensuring the funds are borrowed at a competitive rate. This directly relates to the economic sustainability of the City as a whole.

## FINANCIAL CONSIDERATIONS

The financial considerations regarding the financing of the 2012 capital projects are reflected in the chart below:

DEBENTURES PROPOSED FOR 2012 CAPITAL BUDGET					
	Funded by				
Project	Tax Rate	Reserve Funds	Water Rate	Wastewater Rate	Total
Police radio tower	\$47,000				\$47,000
Police radio console	204,500				204,500
Ormond Street			180,000		180,000
Total 2012 debentures	<u>\$251,500</u>		<u>\$180,000</u>		<u>\$431,500</u>

## CONCLUSION

It is recommended that Council authorize staff to apply to OILC for the 2012 Capital Budget projects.



C. Ward, Treasury Services Officer-  
Reserves & Capital



L. Ferguson, Supervisor of Accounting  
Services



D. Cyr, Director of Finance



B. Casselman, City Manager

**August 15, 2012**

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE**

**2012-141-08**

**CAPITAL PROJECTS**

**SURPLUS &/OR DEFICIT BALANCE**

**D.CYR**

**DIRECTOR OF FINANCE**

**L. FERGUSON**

**SUPERVISOR OF ACCOUNTING SERVICES**

**C. WARD**

**TREASURY OFFICER**

**– CAPITAL AND RESERVES**

**RECOMMENDED**

**THAT** Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2011, in the **net surplus amount of \$691,114.14**. [Attachment 1 to Report # 2012-141-08];

**AND THAT** the net surplus of \$691,114.14 be allocated as follows:

Surplus from Wastewater Funded projects to Wastewater Fund	\$ 387,879.33
Surplus from Water Funded projects to Water Fund	218,265.84
Surplus from the Parkland Equipment project to Parkland Equipment Reserve Fund	30,308.05
Surplus from the Fleet project to Fleet Equipment Reserve Fund	54,660.92

Funding from the following Capital Projects:

BMAAC (funding of BMMP projects and PEMP projects)	19,713.07
2010 Minor Capital	9,011.52
Transportation Planning Study	2,353.24
King Street Reconstruction	123,972.61
Louis Street Reconstruction	6,147.65
Roads & Bridges Subsidy Funds	5,742.91
Water Service Upgrades	10,571.93
Building Canada Fund - Intake 2	1,823.40
Project Encore (Funding of Theatre Manager)	56,267.06
Fulford Fountain	1,929.07
HVAC system at BAC	213.90
Island Environmental Assessment	4,858.24
RinC - Youth Arena	10,794.83

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Funding to the following Capital Projects:

BMAAC - PEMP	(11,820.41)
BMMP	(7,892.66)
ACPM program	
George St. reconstruction	(15,439.37)
Jessie St. reconstruction	(106,167.67)
Energy Efficient Streetlights	(14,256.13)
RinC - Memorial Centre	(12,832.13)
Parkland Equipment	
Minor Capital projects	(13,869.76)
Contributed Surplus	(350.21)
Water Service Hydrant Leads	(10,571.93)
Electricity at Court House Green	(1,578.86)
Theatre Manager	(56,267.06)
Official Plan Update	(2,353.24)
	<u><u>\$ 691,114.14</u></u>

## **PURPOSE**

The intent of this report is to allow Council the opportunity to review and ratify the expenditures which occurred in the Capital fund during the fiscal year of 2011. As well, this report seeks Council's authorization to transfer the net surplus funds from the Capital projects to be closed to the Water Fund, Wastewater Fund or Reserve Funds from which the funds were originally allocated.

## **BACKGROUND**

Each year, as part of the Corporation's annual Capital financial accounting review, completed projects are evaluated and closed. Deficits or surpluses from each project are amalgamated in order to identify the overall amount of remaining funds. This year, a net surplus of \$691,114.14 has been identified during this review.

## **ANALYSIS / OPTIONS**

The transfer of surplus funds from the Capital projects to be closed to the Water Fund, Wastewater Fund or other contributing reserve funds increases the balances in the separate funds, thereby enhancing their interest earning potential. As a result, it allows the funds to have more monies in which Council can draw upon to fund future projects if they wish.

## **POLICY IMPLICATIONS**

Staff requires the authorization of Council to transfer monies into the Water Fund, Wastewater Fund or a Reserve Fund.

## FINANCIAL CONSIDERATIONS

Attached to this report [Attachment 2 to Report 2012-141-08] is a copy of the Capital Fiscal Management Reserve which has a balance of \$40,522.33. There were no surplus monies identified in the 2011 Capital year-end financial review to be transferred to this fund.

## CONCLUSION


Many of the Capital projects to be closed received funding from one or more funds. It is proposed that the surplus from these projects be returned to the fund which contributed the initial funding.



C. Ward  
Treasury Officer – Reserves and Capital

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L. Ferguson  
Supervisor of Accounting Services



D. Cyr, Director of Finance



B. Casselman, City Manager

**SUMMARY OF CAPITAL FUND PROJECTS**  
As at December 31, 2011

	TOTAL		CARRIED FORWARD		CLOSED OUT	
	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
General Government	(1,601,752.96)	407,259.44	(1,579,640.33)	291,762.21	(22,112.63)	115,497.23
Protection to Persons & Property	0.00	17,774.50	0.00	17,774.50	0.00	0.00
Transportation	(924,787.11)	374,974.30	(910,530.98)	236,757.89	(14,256.13)	138,216.41
Environment	(7,767,363.51)	1,512,621.22	(7,635,184.54)	928,015.84	(132,178.97)	584,605.38
Parks	(395,854.67)	459,379.82	(313,356.21)	353,185.27	(82,498.46)	106,194.55
Planning and Development	(2,353.24)	332,279.38	0.00	332,279.38	(2,353.24)	0.00
<b>Totals</b>	<b>(10,692,111.49)</b>	<b>3,104,288.66</b>	<b>(10,438,712.06)</b>	<b>2,159,775.09</b>	<b>(253,399.43)</b>	<b>944,513.57</b>

<b>Total 2011 Capital Surplus: (7,587,822.83)</b>	<b>Net</b>	<b>(8,278,936.97)</b>	<b>Net</b>	<b>691,114.14</b>
Transfer from other Capital Project				253,399.43
Return to Reserve Funds				84,968.97
to Capital Fiscal Policy Reserve				0.00
Return to Water Fund				218,265.84
Return to Sewer Fund				387,879.33
				<u>944,513.57</u>



**GENERAL GOVERNMENT  
CAPITAL FUND PROJECTS  
As at December 31, 2011**

Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Brockville Munic. Access Advisory BMHC Study	(4,927.07)	19,713.07	(4,927.07)	0.00	0.00	19,713.07
Building/Equipment Maint. Mgmt Pgm.	0.00	0.00	0.00	0.00	0.00	0.00
History of Brockville Book	(65,402.36)	0.00	(57,509.70)	0.00	(7,892.66)	0.00
Contributed surplus	(71,117.00)	0.00	(71,117.00)	0.00	0.00	0.00
Fleet - Administration	(350.21)	0.00	0.00	0.00	(350.21)	0.00
GIS - Engineering	(314,873.00)	86,772.64	(314,873.00)	0.00	0.00	86,772.64
Gord Watts Solar Project	(21,472.68)	0.00	(21,472.68)	0.00	0.00	0.00
Corporate Systems Upgrade	0.00	0.00	0.00	0.00	0.00	0.00
Computer Replacement System	0.00	171,807.38	0.00	171,807.38	0.00	0.00
Land Sales	0.00	10,876.13	0.00	10,876.13	0.00	0.00
2006 Minor Capital	(139.48)	4,003.12	0.00	4,003.12	(139.48)	0.00
2007 Minor Capital	(2,989.62)	2,989.62	0.00	2,989.62	(2,989.62)	0.00
2008 Minor Capital	(6,284.77)	0.00	0.00	0.00	(6,284.77)	0.00
2009 Minor Capital	(4,359.11)	12,660.00	0.00	12,660.00	(4,359.11)	0.00
2010 Minor Capital	0.00	10,331.95	0.00	1,320.43	0.00	9,011.52
2011 Minor Capital	(5,226.47)	0.00	(5,129.69)	0.00	(96.78)	0.00
MDC/Aquarium	0.00	76,727.13	0.00	76,727.13	0.00	0.00
Safety and Protective Upgrades	0.00	11,378.40	0.00	11,378.40	0.00	0.00
BMC Solar Roof project	(1,104,611.19)	0.00	(1,104,611.19)	0.00	0.00	0.00
	(1,601,752.96)	407,259.44	(1,579,640.33)	291,762.21	(22,112.63)	115,497.23

**GENERAL GOVERNMENT - PROJECT DESCRIPTION**

**PROTECTION TO PERSONS & PROPERTY**  
**CAPITAL FUND PROJECTS**  
**As at December 31, 2011**

	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Replace Portable/Mobile radios	2011	0.00	17,542.34	0.00	17,542.34	0.00	0.00
Scott Air Pack	2011	0.00	232.16	0.00	232.16	0.00	0.00
		0.00	17,774.50	0.00	17,774.50	0.00	0.00

**TRANSPORTATION SERVICES  
CAPITAL FUND PROJECTS  
As at December 31, 2011**

	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Asphalt Concrete Program	1998 (Annual)	0.00	3,391.89	0.00	3,391.89	0.00	0.00
North Augusta Rd overpass	1995	(22,367.23)	0.00	(22,367.23)	0.00	0.00	0.00
Bridge Inspection Services	2009	0.00	5,061.12	0.00	5,061.12	0.00	0.00
Transportation Planning Study	2008	0.00	76,099.97	0.00	73,746.73	0.00	2,353.24
Centre Street Reconstruction	2011	(122,302.23)	0.00	(122,302.23)	0.00	0.00	0.00
CN Railway Crossing Improvements	2007	(2,503.75)	0.00	(2,503.75)	0.00	0.00	0.00
Railway Fencing: CNR Lands	Ongoing	0.00	3,224.97	0.00	3,224.97	0.00	0.00
Front Avenue Railway Improvements	2010	(41,378.14)	0.00	(41,378.14)	0.00	0.00	0.00
Grenville Court Reconstruction	2011	(367,717.33)	0.00	(367,717.33)	0.00	0.00	0.00
Kingston Bridge Repairs	2010	(3,000.00)	0.00	(3,000.00)	0.00	0.00	0.00
King Street Reconstruction	2004	0.00	123,972.61	0.00	0.00	0.00	123,972.61
Louis Street Reconstruction	2006	0.00	6,147.65	0.00	0.00	0.00	6,147.65
Municipal Parking Meters	2007	0.00	22,678.09	0.00	22,678.09	0.00	0.00
Pedestrian Bridge Audit	2009	0.00	5,788.06	0.00	5,788.06	0.00	0.00
Pre-Engineering Services	2004	0.00	15,783.34	0.00	15,783.34	0.00	0.00
Parkedale Ave Realignment	2004	0.00	107,083.69	0.00	107,083.69	0.00	0.00
Parkview Blvd. Reconstruction	2011	(335,170.33)	0.00	(335,170.33)	0.00	0.00	0.00
Parking Lot improvements	2011	0.00	0.00	0.00	0.00	0.00	0.00
Roads & Bridges subsidy funds	2008	0.00	5,742.91	0.00	0.00	0.00	5,742.91
Energy Efficient Streetlights	2009	(30,348.10)	0.00	(16,091.97)	0.00	(14,256.13)	0.00
		(924,787.11)	374,974.30	(910,530.98)	236,757.89	(14,256.13)	138,216.41

**ENVIRONMENTAL SERVICES  
CAPITAL FUND PROJECTS  
As at December 31, 2011**

	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Landfill Site Closure	2004	(15,299.73)	0.00	(15,299.73)	0.00	0.00	0.00
Dechlorination Station Equipment	2006	0.00	50,282.66	0.00	50,282.66	0.00	0.00
Waste Management Study	1999 (Ongoing)	0.00	28,420.57	0.00	28,420.57	0.00	0.00
Elizabethtown Water Distribution	2005	0.00	12,760.84	0.00	0.00	0.00	12,760.84
Ferguson Drive PRV system	2009	(12,240.34)	0.00	(12,240.34)	0.00	0.00	0.00
George St. sewer separations	2009	(73,727.37)	0.00	(58,288.00)	0.00	(15,439.37)	0.00
Jessie St. sewer separations	2009	(257,878.67)	0.00	(151,711.00)	0.00	(106,167.67)	0.00
James Street Reconstruction	2011	(3,626.02)	0.00	(3,626.02)	0.00	0.00	0.00
Central Ave. manhole	2011	(7,890.99)	0.00	(7,890.99)	0.00	0.00	0.00
Landfill Leachate Treatment System	2008	0.00	18,981.94	0.00	0.00	0.00	18,981.94
North Trunk Sanitary Sewer	2011	0.00	110,000.00	0.00	110,000.00	0.00	0.00
Ormond St. Watermain	2010	(225,919.91)	0.00	(225,919.91)	0.00	0.00	0.00
Sewer Inflow/Infiltration Analysis	2008	0.00	129,852.71	0.00	129,852.71	0.00	0.00
Water Service Upgrades	2001	0.00	24,852.01	0.00	14,280.08	0.00	10,571.93
Stewart Blvd - Central to Park	2004	0.00	78,446.96	0.00	78,446.96	0.00	0.00
Water Pollution Control Plant Equipment	2003 (Ongoing)	0.00	778,801.79	0.00	430,000.00	0.00	348,801.79
Water Pollution Control Plant Upgrade	2003	(7,158,630.66)	0.00	(7,158,630.66)	0.00	0.00	0.00
Water Services & Hydrant Leads	2010	(10,571.93)	0.00	0.00	0.00	(10,571.93)	0.00
Water Systems Master Plan	2011	(1,577.89)	0.00	(1,577.89)	0.00	0.00	0.00
Water Treatment Plant Work	2001(Ongoing)	0.00	239,769.68	0.00	46,280.80	0.00	193,488.88
Zone III Pressure Area	2001	0.00	40,452.06	0.00	40,452.06	0.00	0.00
		(7,767,363.51)	1,512,621.22	(7,635,184.54)	928,015.84	(132,178.97)	584,605.38

**PARKS, RECREATION, CULTURE  
CAPITAL FUND PROJECTS  
As at December 31, 2011**

	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Building Canada Fund - Intake 2	2009	0.00	1,823.40	0.00	0.00	0.00	1,823.40
Bridlewood - Community Park	2007	0.00	0.00	0.00	0.00	0.00	0.00
Leash-free dog park	2007	0.00	1,063.69	0.00	1,063.69	0.00	0.00
Dredging (funding of \$90,000 to be applied in 2012)	2011	(189,782.53)	0.00	(189,782.53)	0.00	0.00	0.00
Electricity at Court House Green	2009	(1,578.86)	0.00	0.00	0.00	(1,578.86)	0.00
Project Encore	2008	(25,517.99)	56,267.06	(25,517.99)	0.00	0.00	56,267.06
Theatre Manager	2008	(56,267.06)	0.00	0.00	0.00	(56,267.06)	0.00
Fulford Fountain	2010	0.00	3,499.66	0.00	1,570.59	0.00	1,929.07
HVAC System at BAC	2009	0.00	213.90	0.00	0.00	0.00	213.90
Island Environmental Assessment	2009	0.00	11,281.77	0.00	6,423.53	0.00	4,858.24
Pedestrian Pathway Linkage	1986	0.00	10,831.02	0.00	10,831.02	0.00	0.00
Pedestrian Bridge Repairs	2010	(17,406.66)	0.00	(17,406.66)	0.00	0.00	0.00
Parkland Equipment Management Pgm.	1996 (Annual)	(11,820.41)	47,561.05	0.00	17,253.00	(11,820.41)	30,308.05
RinC - Memorial Centre	2009	(35,477.48)	0.00	(22,645.35)	0.00	(12,832.13)	0.00
RinC - Youth Arena	2009	0.00	10,794.83	0.00	0.00	0.00	10,794.83
Skateboard Park	2005	(53,193.33)	0.00	(53,193.33)	0.00	0.00	0.00
Rotary Park Splash Pad	2011	0.00	95,559.04	0.00	95,559.04	0.00	0.00
St. Lawrence Park - Design	2006	0.00	16,950.87	0.00	16,950.87	0.00	0.00
Tunnel Bay Docking	2011	(4,810.35)	0.00	(4,810.35)	0.00	0.00	0.00
Tunnel Tourism Project	2003	0.00	176,628.29	0.00	176,628.29	0.00	0.00
Water Front Public Use Study	2008	0.00	5,458.87	0.00	5,458.87	0.00	0.00
Water Street Park Development	2004	0.00	21,446.37	0.00	21,446.37	0.00	0.00
		(395,854.67)	459,379.82	(313,356.21)	353,185.27	(82,498.46)	106,194.55

**PLANNING AND DEVELOPMENT  
CAPITAL FUND PROJECTS  
As at December 31, 2011**

	Year First Introduced to Capital Budget	TOTAL		CARRIED FORWARD		CLOSE OUT	
		UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus	UNFINANCED (Deficit)	UNEXPENDED Surplus
Official Plan Update	2009	(2,353.24)	0.00	0.00	0.00	(2,353.24)	0.00
Bridlewood Subdivision	1997 (Ongoing)	0.00	99,364.92	0.00	99,364.92	0.00	0.00
Stormwater Mgmt. - Brockwoods	Ongoing	0.00	3,536.12	0.00	3,536.12	0.00	0.00
Cont. to sidewalks	Ongoing	0.00	49,858.79	0.00	49,858.79	0.00	0.00
St. Lawrence Lodge Redevelopment	2004	0.00	179,519.55	0.00	179,519.55	0.00	0.00
		(2,353.24)	332,279.38	0.00	332,279.38	(2,353.24)	0.00

**Allocation of Surplus Funds**

	BMAAC expenses at Hardy Park	BMAAC expenses in BMP	Contributed Surplus	Electricity at Court House Green	George St. reconstruction	Jessie St. reconstruction	Theatre Manager software	Official Plan	Energy Efficient Streetslights	Water services & hydrant leads	RinC - Memorial Centre	2006-2010 Minor Capital	Total
<b>Projects with Surpluses/Allocations to other projects</b>													
BMAAC	11,820.41	7,892.66	350.21	1,578.86	15,439.37	106,167.67	56,267.06	2,353.24	2,365.57				19,713.07
Fulford fountain													1,929.07
King St. reconstruction													123,972.61
Project Encore													56,267.06
Transportation Study													2,353.24
Louis St. reconstruction									6,147.65				6,147.65
Roads & Bridges subsidy funds									5,742.91				5,742.91
Water service upgrades										10,571.93			10,571.93
HVAC at BAC											213.90		213.90
Building Canada Fund # 2											1,823.40		1,823.40
RinC - Youth Arena											10,794.83		10,794.83
Bridlewood Park												4,858.24	4,858.24
Island Environmental Assessment												9,011.52	9,011.52
Minor Capital													
<b>Total Reallocations</b>	<b>11,820.41</b>	<b>7,892.66</b>	<b>350.21</b>	<b>1,578.86</b>	<b>15,439.37</b>	<b>106,167.67</b>	<b>56,267.06</b>	<b>2,353.24</b>	<b>14,256.13</b>	<b>10,571.93</b>	<b>12,832.13</b>	<b>13,869.76</b>	<b>253,399.43</b>