



## Finance, Administration and Operations Committee

Tuesday, March 21, 2017, 4:15 pm  
City Hall, Council Chambers

### Committee Members

Councillor L. Bursey,  
Chair  
Councillor T. Blanchard  
Councillor P. Deery  
Councillor J. Fullarton  
Mayor D. Henderson,  
Ex-Officio

### Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville	Coalition
Municipal Accessibility	St. Lawrence
Advisory Committee	Lodge Management
(BMAAC)	Board
	Volunteer Awards
	 All legal matters [excepting the purchase and sale of land]

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## ***AGENDA***

### **DISCLOSURE OF INTEREST**

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

- 4 - 19      1.      Brockville & District Hospital Foundation  
                 Ms. Jeanette Despatie, BGH Acting CEO

*Ms. Despatie will make a presentation to the Committee concerning the BGH redevelopment project and a request for funds.*

### **CORRESPONDENCE**

Nil.

## REPORTS FROM BOARDS AND COMMITTEES

### 1. Brockville Cemetery Board

*Mr. Brian Porter will provide an outline of the Cemetery's current initiatives, completed projects and an overview of the operation.*

## STAFF REPORTS

### 20 - 22 1. 2017-026-03 2018 Election Alternative Voting Method

*THAT Council receive Staff Report No. 2017-026-03, 2018 Election, Alternative Voting Method for information purposes; and*

*THAT Council approve the passing of a by-law to authorize the use of an alternative voting method, being telephone and internet, for the 2018 Municipal Election.*

### 23 - 26 2. 2017-027-03 Q2017-05, Supply and Delivery of a Sidewalk Tractor with Attachments

*THAT Council authorize the purchase of a sidewalk tractor with attachments from Joe Johnson Equipment, Ottawa, Ontario (Option B- Demo Unit) in the amount of one hundred fifty-six thousand five hundred ninety-five dollars and forty-one cents (\$156,595.41) after estimated tax rebate; and*

*THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902031-9361.*

### 27 - 39 3. 2017-028-03 Pedestrian Crossovers Brock Trail

*THAT the attached report titled "Brock Trail Pedestrian Crossings/Crossovers (PXO's)" produced on behalf of the Brock Trail Committee be approved for identifying locations for the installation of Pedestrian Crossovers; and*

*THAT the following Brock Trail pedestrian crossings to be implemented in 2017: Henry Street at Brockville Museum, St. Paul Street at Butler's Creek bridge, Cedar Street at Church Street, Ormond Street at Bramshot Avenue, Laurier Boulevard at Bridlewood Drive and Centennial Road at Buell's Creek bridge; and*

*THAT By-Law 21-93 be amended accordingly*

- 40 - 44      4.      2017-029-03  
2016 Council Remuneration & Expenses

*THAT Council receive the Treasurer's Report on 2016 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2017-029-03].*

- 45 - 46      5.      2017-030-03  
Vacancy Rebate Program Review

*THAT the City of Brockville opt out of the Vacancy Rebate Program.*

## **NEW BUSINESS**

Nil.

## **FAO - CONSENT AGENDA**

## **ADJOURNMENT**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for April 18, 2017.*

# Phase II Redevelopment Project Brockville General Hospital

Presentation to Finance, Administration &  
Operations Committee, City of Brockville

March 21, 2017



Brockville  
General Hospital

# Agenda

- \* Project Review
  - \* Scope of Project
  - \* Timeline
- \* Benefits
  - \* Health Care
  - \* Economic
- \* Community Share
  - \* Foundations Commitment
  - \* Proposed Local Approach

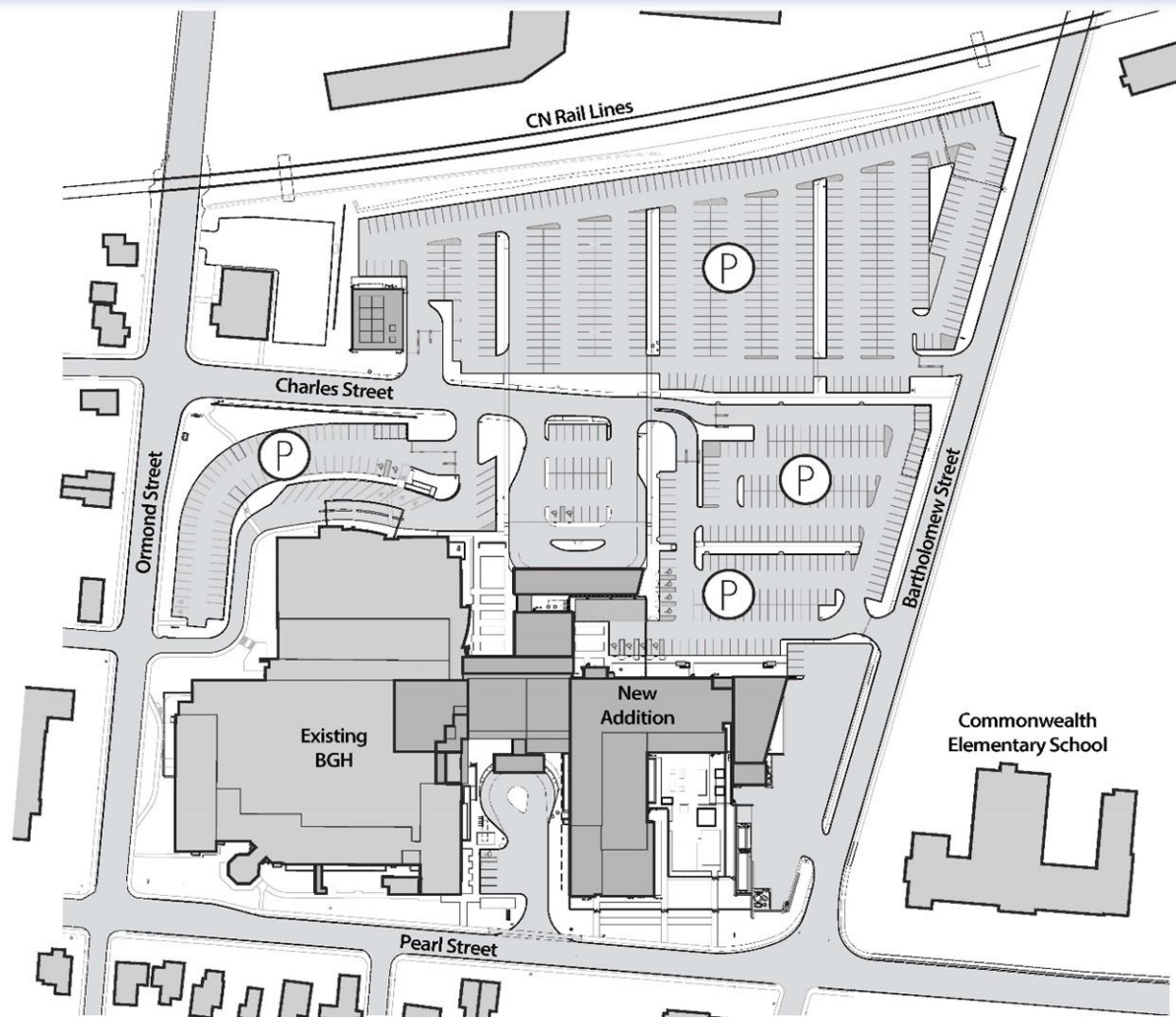
# Design Highlights

- The new wing will be 5 (five) floors and 190,000 square feet, doubling the size of the Charles Street Site
- 80% of patient rooms will be single-bed private rooms including private 3-piece washrooms.
- The new build has the latest hospital design and environmentally friendly building components
- New larger entrance and round-about (dedicated bus lane and patient pick up/drop off)
- Secondary entrance off Pearl Street
- Outdoor garden terraces on each patient level

# Project Scope

- Level 0 – Support Service Areas
  - Level 1- Mental Health and Addictions -29 beds (5 new)
  - Level 2 – Inpatient Rehabilitation- 32beds (12 new)
  - Level 3 – Complex Continuing Care and Palliative Care – 32 beds (5 new)
  - Level 4 – Electrical and Mechanical
- 
- Total beds in new wing: 93
  - Total beds today: 148
  - Total beds BGH future: 170
  - Total new beds: 22

# Site Plan





# Exterior



# Inpatient Rooms



# Project Milestones\*

April 2017	Approval to Tender
Summer 2017	Approval to Award
Fall 2017	Mobilization
Fall 2017	Construction
Fall 2020	Occupancy

\* All dates are dependent on provincial approvals



# Health Care Benefits

- \* Consolidates all hospital services on one site.
- \* Focuses our investment on the aging population – prominent users of complex continuing care, palliative care and rehabilitation services.
- \* Enhanced infection control and patient safety environment.
- \* Provides our local health care workers with state-of-the-art facilities needed to provide modern medical care.
- \* Improves our ability to attract and retain medical/clinical professionals.

# Economic Impact

- \* In addition to essential health care services, hospitals provide **jobs** and **income**.
- \* Brockville General Hospital is the largest employer in the community with approx. 900 employees.
- \* Hospitals are an important factor in a community's ability to attract new residents, businesses and investment.
- \* Canadians are more likely to relocate to a community that has a strong hospital.

# Hospital Activity

## Total Emergency Visits and Inpatient Cases by Municipality

Brockville/other	Cases	% of Total
City of Brockville	16,700	56.0%
Other municipalities	13,308	44.0%
Total	30,008	100%

# Community Share Funding Model

Sources of Funds	Total
BDH Foundation	\$ 10,000,000
Local Municipalities	8,500,000
Total Community Share	\$ 18,500,000

Total Municipal Funding Needed	\$ 8,500,000
City of Brockville Usage	56%
<b>Financial Request</b>	<b>4,760,000</b>

# BDH Foundation Resources

<b>Current resources – Foundation</b>	<b>\$21,600,000</b>
Less: Commitment to Redevelopment	10,000,000
<b>Balance</b>	<b>\$11,600,000</b>
<b>Other Commitments</b>	
Deferred contributions and Restricted funds	\$ 9,640,000
Annual allocations to BGH Equipment, Palliative Care Program & Brockville Cardiovascular Program Support	1,250,000
Operating Budget	360,000
<b>Total Other Commitments</b>	<b>\$ 11,250,000</b>



# Advantages of this funding model to Brockville Community

- \* Addresses the additional burden on our community that a campaign of this magnitude would have. (Donor fatigue.)
- \* Eliminates the impact a hospital campaign would have on other supported initiatives in the city and area (eg. United Way).
- \* Allows the BDH Foundation to continue to support other much needed hospital equipment on the Acute Care operations.
- \* The community donors have already supported the campaign – by supporting the Foundation over the years - allowing us to generate the \$10M that is available today.
- \* Eliminates the need to budget fundraising costs on the project – these are non-shareable with the MOHLTC.

# Summary

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- \* This is an opportunity to be part of what we believe is the largest community capital project that will affect and benefit the citizens of Brockville and the surrounding area for years to come.
- \* A high level of commitment is required.
- \* The economic benefits, to the community, from the construction project alone are significant.

# Thank You



**Report to Finance, Administration and Operations Committee –  
March 18, 2014**

**2017-026-03  
2018 Election  
Alternative Voting Method**

**Sandra MacDonald  
City Clerk  
Lynn Murray  
Deputy City Clerk**

**RECOMMENDED**

THAT Council receive Staff Report No. 2017-026-03, 2018 Election, Alternative Voting Method for information purposes; and

THAT Council approve the passing of a by-law to authorize the use of an alternative voting method, being telephone and internet, for the 2018 Municipal Election.

**PURPOSE**

To reaffirm Council's decision to use an alternative voting method and provide updates and other information pertaining to the 2018 Municipal Election.

**BACKGROUND**

The *Municipal Election Act, 1996*, as amended (MEA) governs the process for a municipal election. The MEA underwent significant amendments as a result of Bill 181, the *Municipal Elections Act Modernization Act* in 2016. One of such amendments included changes to deadlines. Prior to the amendments, Councils were required to pass a bylaw authorizing the use of alternative methods of voting by June 1<sup>st</sup> in an election year. This deadline has been moved to **May 1<sup>st</sup> in the year before the year of the election** (May 1<sup>st</sup>, 2017 for the next regular election).

**ANALYSIS/OPTIONS**

In 2010, Council passed a by-law allowing the use of an alternative voting method, telephone and internet, for the 2010 and subsequent elections. Overall, the implementation of telephone and internet voting has been well received. In 2014, 340 eligible voters' were able to cast their votes while away from the municipality, including over 340 voters were out of the province or country (8 voted from Austrailia, Chile, United Kingdom, Netherlands; 80 voted from 14 US states (CA, FL, IL, KS, MI, MN, MO, MS, NC, NY, OH, SC, TX, VA) and 259 from 6 other provinces (AB, BC, MB, NS,

NU, QC). These voters represent 4.7% of the eligible votes cast in the 2014 municipal election. We do know that 1,479 (19.9%) voters made use of the Voter Help Centres established at City Hall and the Fire Station. There is no way to determine of the 5,596 voters who cast their ballots using the system were at home, work or somewhere else in Ontario.

For the 2014 municipal election, Clerk's from nine municipalities in Leeds and Grenville (City of Brockville, the Towns of Prescott and Gananoque, the Municipality of North Grenville, the Townships of Augusta, Edwardsburgh/Cardinal, Elizabethtown-Kitley, Leeds and the 1000 Islands and the Village of Merrickville-Wolford) worked jointly and entered into an agreement with Intelivote Systems Inc. for telephone and internet election services. The group RFP resulted in a cost of \$1.50 per elector (plus postage) for the service. At this time we have confirmation from 7 of the municipalities to proceed with another joint Request for Proposal for the 2018 municipal election.

In order to proceed with this alternative voting method, the MEA requires that a by-law be passed before May 1<sup>st</sup> in the year before the year of election.

In accordance with the MEA, the City Clerk shall establish the procedures and forms for the use of any alternative voting method authorized by bylaw by December 31, 2017.

In addition to the issue of ranked ballots which council has decided not to proceed with its implementation, other changes to the MEA include:

- Opening of nomination period changed from January 1st to May 1st of an election year
- Nomination day moved from second Friday in September to fourth Friday in July
- Candidates who wish to run for council are now required to submit 25 endorsement signatures along with their nomination form. Those who sign endorsements would have to also sign a declaration that they are eligible to vote within the municipality

An overview of the MEA changes will be presented at a future meeting.

## **POLICY IMPLICATIONS**

No policies are being considered at this time. All recommendations and actions are as set out in the *Municipal Election Act, 1996*.

## FINANCIAL CONSIDERATIONS

The cost of the telephone and internet service for the 2014 municipal election was approximately \$48,000. The cost for the 2018 election will be included within the Clerk's Operating Election budget for 2018 and covered through a contribution from the Election Reserve Fund.

  
\_\_\_\_\_  
S. MacDonald  
City Clerk  
\_\_\_\_\_  
L. Murray  
Deputy City Clerk  
\_\_\_\_\_  
D. Dick, CA, CPA  
Director of Corporate Services  
\_\_\_\_\_  
B. Casselman  
City Manager

**March 8, 2017**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – March 21, 2017**

**2017-027-03**

**Q2017-05- SUPPLY & DELIVERY OF  
SIDEWALK TRACTOR WITH  
ATTACHMENTS**

**M.D. CARRIERE  
FLEET MAINTENANCE FOREMAN  
A.J. ROSSETTI  
SUPERVISOR, FLEET & SUPPORT SERVICES  
R.T. FRASER  
SUPERVISOR, PUBLIC WORKS/PARKS  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT Council authorize the purchase of a sidewalk tractor with attachments from Joe Johnson Equipment, Ottawa, Ontario (Option B- Demo Unit) in the amount of one hundred fifty-six thousand five hundred ninety-five dollars and forty-one cents (\$156,595.41) after estimated tax rebate; and

THAT the necessary funds be expensed from the Fleet Capital Account 9101010-9902031-9361.

**BACKGROUND**

The replacement of the unit for the Operations Department – Public Works/Parks Division – Road and Storm Sewer Section is an approved item in the Fleet Management Program, Item 6.1 in the 2017 Capital Budget.

**ANALYSIS/OPTIONS**

This unit is considered to be an essential piece of equipment in the Public Works/Parks fleet allotment. The unit is utilized to carry out plowing and blowing snow from City sidewalks as well as applying sand on their icy surfaces as specified in the City's Winter Maintenance Policy. This is one of five units that Public Works/Parks utilizes for this work. Sidewalk clearing and sanding has specific completion times specified in the policy. Depending on storm severity, all five units must be available for service.

The unit is also employed in spring for sweeping of winter sand from sidewalks and in spring/summer/fall for sweeping of granular material off paved roadway surfaces during shoulder grading operations.

2017-027-03  
Q2017-05, Purchase of a Sidewalk Tractor & Attachments

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Public Works/Parks requirements for the replacement of this multi-use tractor includes being equipped with a five-way snow plow blade, integral sander and minimum on board sand capacity of 1m<sup>3</sup>. Only Holder Corp. and Trackless Corp. can meet these requirements. The quotation also included the supply of a 60" snow blower, front sweeper and water tank for the tractor unit. The existing sweeper and blower unit are 1985 models and have out lived their life cycle.

In February 2017, Q2017-05 for the above stated unit was issued with the following results:

	HST Included	After HST Rebate
<u>Holder Corp. Dealer</u>		
1. Twin Equip., Ottawa, ON.....	\$189,321.33.....	\$170,489.72
<u>Trackless Corp. Dealer</u>		
2. Joe Johnson Equip., Ottawa, ON (Opt. A - New)....	\$181,611.34.....	\$163,546.64
3. Joe Johnson Equip., Ottawa, ON (Opt. B –Demo)....	\$173,892.31.....	\$156,595.41

Quotations have been verified.

## POLICY IMPLICATIONS

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

## FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$140,000 for the replacement unit. The quotation submitted by Joe Johnson Equipment for \$156,595.41 (after the estimated tax rebate on the gross cost of \$173,892.31) meets the specifications and requirements for the Operations Department, Public Works/Parks Division. An estimated over expenditure of \$16,595.41 may be offset by the 2017 Fleet Management Program. Including the purchase of this unit, the overall savings for vehicle and equipment purchases to date is \$9,484.66 (Schedule A).

## CONCLUSION

The Operations Department – Fleet & Support Services and Public Works/Parks Division recommend the purchase of the sidewalk tractor & attachments from Joe Johnson Equipment, Ottawa, Ontario.



2017-027-03  
Q2017-05, Purchase of a Sidewalk Tractor & Attachments

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M.D. Carrière  
Fleet Maintenance Foreman



A.J. Rossetti  
Supervisor, Fleet & Support Services



R. T. Fraser  
Supervisor, Public Works/Parks



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



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager



**FLEET & SUPPORT SERVICES DIVISION**  
**SUMMARY OF 2017 FLEET TENDER/QUOTATION PURCHASES**  
**FOR FLEET, WATER & SEWER RESERVE**  
**AS OF MARCH 7, 2017**

**Schedule A**

TENDER/ QUOTATION NUMBER	DESCRIPTION	2017 BUDGET	ACTUAL COST AFTER FULL TAX REBATE	VARIANCE (+/-)
RFP-2016-02	AERIAL PLATFORM (LADDER)	\$1,373,133	\$1,373,133.00	\$0.00
Q2017-01	SNOW BLOWER	\$136,619	\$110,097.20	\$26,521.80
Q2017-02	FIRE ADMINISTRATION EMERGENCY RESPONSE VEHICLE	44,001	43,982.71	\$18.29
Q2017-03	PASSENGER BUS	92,000	92,426.62	-\$426.62
Q2017-04	PATROL VEHICLE	40,000	40,033.40	-33.40
Q2017-05	TRACTOR/WITH PLOW/SANDER/SWEEPER/SNOW BLOWER	140,000	156,595.41	-16,595.41
<b>SUB-TOTAL PURCHASES TO DATE</b>		<b>1,825,753</b>	<b>1,816,268</b>	<b>9,485</b>
	2 - 1/2 TON PICK-UP TRUCK	75,235		
	GWMC FUEL SYSTEM PROJECT - PHASE 2	80,000		
	HOIST FOR SMALL EQUIPMENT	3,500		
	MOWER	452		
	TARGET CONCRETE SAW	3,000		
	2 - CARGO VAN	90,000		
	3/4 TON PICK-UP TRUCK WITH PLOW	50,000		
	3/4 - 3/4 TON , 4 X 4 PICK-UP TRUCK	40,000		
	TRACTOR/LOADER/BACKHOE	57,163		
	HARD SIDED CAB/HEATER/INSTALLED	8,697		
	RIDING MOWER	21,574		
<b>SUB-TOTAL</b>		<b>2,255,374</b>	<b>1,816,268</b>	<b>9,485</b>
	SMALL EQUIPMENT	48,869		
	EQUIPMENT TO OUTFIT NEW TRUCKS AND SECOND LIFE UNITS	56,500		
	POLICE - SPECIALIZED EQUIPMENT	21,467		
	SUBTOTAL OF EQUIPMENT	126,836	0.00	0.00
<b>TOTAL PURCHASES TO DATE</b>		<b>2,382,210</b>	<b>1,816,268</b>	<b>9,485</b>
Adjustment – Due to Rounding.				
<b>TOTAL SURPLUS/DEFICIT OF 2017 FLEET PURCHASES</b>		<b>\$2,382,210</b>	<b>\$1,816,268.34</b>	<b>\$9,484.66</b>

**March 14, 2017**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MAR. 21, 2017**

**2017-028-03  
PEDESTRIAN CROSSOVERS ON  
THE BROCK TRAIL**

**MATTHEW LOCKE  
TRANSPORTATION SERVICES  
C.J. COSGROVE, P.ENG.  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT the attached report titled “Brock Trail Pedestrian Crossings/Crossovers (PXO’s)” produced on behalf of the Brock Trail Committee be approved for identifying locations for the installation of Pedestrian Crossovers; and

THAT the following Brock Trail pedestrian crossings to be implemented in 2017: Henry Street at Brockville Museum, St. Paul Street at Butler’s Creek bridge, Cedar Street at Church Street, Ormond Street at Bramshot Avenue, Laurier Boulevard at Bridlewood Drive and Centennial Road at Buell’s Creek bridge; and

THAT By-Law 21-93 be amended accordingly

**PURPOSE**

The purpose of the report is to present the recommended locations and pedestrian crossing types set out in the Brock Trail Pedestrian Crossings/Crossovers report, as well as to establish the by-law implications.

**BACKGROUND**

A Pedestrian Crossover is designed and installed using Provincial standards and be supported by municipal By-Law. When flashing lights area activated by a pedestrian using the Pedestrian Crossover, vehicles must stop and remain stopped until the lights cease flashing and the crosswalk is clear.

A report title “Brock Trail Pedestrian Crossings/Crossovers (PXO’s)” was drafted by Alan Medcalf on behalf of the Brock Trail Committee (Attachment 1). This report describes the types of PXO’s permitted in Ontario, inventories the Brock Trail road crossings, and provides a recommendation for implementation. This report has been reviewed by Operations staff and discussed with the Brock Trail Committee.

Report 2015-127-12 issued to the Finance, Admin & Operations Committee on December 2, 2015 (Attachment 2) discussed a pedestrian crossing on King Street West at Rivers Avenue and proposed to amend By-Law 21-93 accordingly.

## ANALYSIS

- The report issued on behalf of the Brock Trail Committee details all necessary pedestrian crossovers to be implemented as part of the Brock Trail.
- All proposed crossings have been designed to the standards for pedestrian crossovers set out in Ontario Traffic Manual Book 15 – Pedestrian Crossing Facilities.
- Operations staff has reviewed the locations and crossing types described in the report and recommend their implementation.
- A Level 1 type Pedestrian Crossover was installed in December 2015 on King Street West at Rivers Avenue as described in attached report 2015-127-12.
- All future pedestrian crossovers are to be designed and installed as part of corresponding phase of the Brock Trail project.

## POLICY IMPLICATIONS


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

## FINANCIAL CONSIDERATIONS


The financial impact of a pedestrian crossing varies depending on the type of PXO being installed. Electronic signage and lights installed for Level 1, Level 2B and Level 2C crossings require an electrical contractor to be hired. The cost to supply and install electronic components is approximately \$35,000 for Level 1 and \$15,000 for Level 2B and 2C. This cost is to be funded as part of the Brock Trail capital cost for each phase. There is also a financial impact for line painting and sign installation done by Public Works for all pedestrian crossing types. However this cost is to be funded through the operational budgets for Public Works.

## CONCLUSION

It is recommended that the Traffic By-Law 21-93 be amended as detailed. It is recommended that the Pedestrian Crossings in the Brock Trail report (Attachment 1) be accepted for future use.

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

  
D. Dick, CA, CPA  
Director of Corporate Services

  
Matthew Locke  
Supervisor of Transportation  
Services

  
B. Casselman  
City Manager

**ATTACHMENT 1**

**BROCK TRAIL PEDESTRIAN CROSSINGS/CROSSOVERS**  
**(PXO'S) REPORT**



## Brock Trail Pedestrian Crossings/Crossovers (PXO's)

This document describes the types of PXO's permitted in Ontario, inventories the Brock Trail road crossings, and provides a recommendation for implementation.

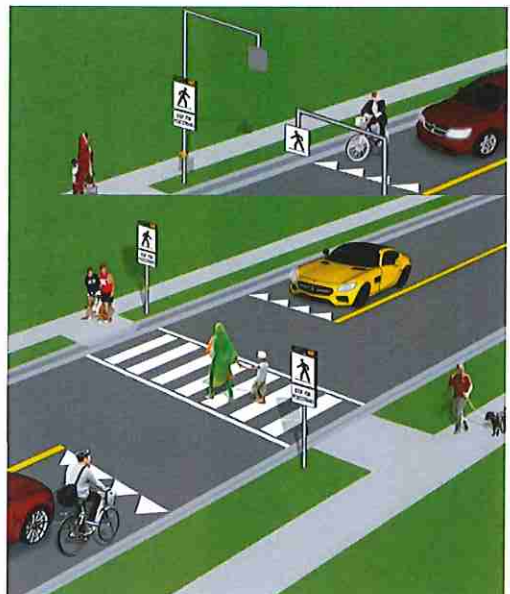
This document was updated following MTO's revisions to The Ontario Traffic Manual – Book 15 – Pedestrian Crossings. See excerpt of Book 15 at the end for details.

The nature of traffic is described in terms relative to Brockville traffic loads, width of road, context of sightlines, and observed driving behaviour:

- **"light"** would generally mean a quieter residential neighbourhood road with sightlines that are fair or better, and generally well-behaved traffic. E.g. Ferguson Dr, St. Paul St.
- **"medium/moderate"** would generally mean a busier residential road or moderately busy through road with sightlines that are fair or better, and traffic that might be faster and/or heavy during the school rush hours or during occasional events/festivals. E.g. Brock St or Church Street crossings
- **"heavy"** would generally mean a busier through road or arterial corridor with heavier traffic loads and excessive speeds observed frequently. E.g. King St W, Ormond at Bramshot.

The type of PXO to be initially considered would match the traffic load and behaviour at the (say) 80<sup>th</sup> percentile of estimated risk. For example, Cedar St is "light" for long periods of the day, yet becomes decidedly "medium" around school rush hours – the PXO would address the "medium" situation. The types of PXOs are shown below, using MTO's terminology.

1. Level 1, Type A (1A): This type of PXO features button-activated overhead flashing amber lights, approach signs, and specific road markings. It must be used when the road is more than two lanes, and is appropriate for busier roads, higher speed traffic situations, or potentially-compromised sightlines.
2. Level 2, Type B (2B): This type of PXO features button-activated flashing amber lights incorporated into the streetside crossing signs, approach signs, overhead mid-lane signs and specific road markings. This is different from 2C below only in the addition of the overhead signs which are helpful when other approach signage or crossing sightlines may be obscured by road topology or background distractions (e.g. retail signage). This is appropriate for medium traffic two-lane roads.
3. Level 2, Type C (2C): Similar to 2B above, yet without



the overhead signs. This type is appropriate for medium traffic two-lane roads, with clear sightlines.

4. Level 2 Type D (2D) The simplest PXO, this type features no lights (requires no electrical connection), but does have crossing signs and specific road markings. This is appropriate for light traffic two lane roads.



#### NOTES:

1. There are many places in Brockville where the newly-designated types of PXO's are likely warranted. They are NOT considered in this document; only Brock Trail crossings are considered.
2. Installation of a PXO must be authorized by Council in a By-Law.
3. These will be new traffic directions to many Brockville motorists, and an education/awareness campaign is recommended.

#### Brock Trail Road Crossings

Crossings are listed and numbered geographically, starting at Centeen Park and moving west and north.

	Location	Traffic	PXO type
1	Blockhouse Island Parkway at crossing to the Tunnel near entrance to Water St parking lot	Medium (slow)	Level 2 Type D
2	Blockhouse Island Parkway at crossing near old boat ramp	Medium (slow)	Level 2 Type D
3	Home St at Apple St (boat ramp)	Medium (light + boat trailers)	Level 2 Type D
4	Henry St at Museum, in future Henry St at boat ramp	Medium (light + boat trailers)	Level 2 Type D
5	St. Paul St beside Butlers Creek bridge	Medium	Level 2 Type D
6	Beecher St between George St and Butlers Creek bridge	Light	Level 2 Type D
7	Church St at east side of Butlers Creek bridge	Light	Level 2 Type D
8	Cedar St at Church St (new trail segment)	Medium	Level 2 Type C
9	King St W at Rivers Ave	Heavy	Level 1 Type A (DONE!)
10	Abbot St between Butlers Creek and Elm St	Light	Level 2 Type D
11	Elm St (road bridge closed)	None	None
12	Brock St near Butlers Creek bridge	Medium (school traffic and kids)	Level 2 Type B or C
14	Perth St (trailheads diagonally across bridge)	Heavy (at times)	Level 1 Type A
15	Stewart Blvd at Front St	Heavy (four lanes, fast)	Use existing crosswalks at traffic lights
16	Central Ave W adjacent to Westminster schoolyard	Heavy	Existing school crossing – convert to Level 1 Type A ?



	Location	Traffic	PXO type
17	Ferguson Dr north of Central Ave	Light	Level 2 Type D or none?
18	Central Ave at Park St (future)	Heavy	Use existing crosswalks at traffic lights
19	Central Ave at Ormond (SW corner to NE corner) (future)	Heavy	Use existing crosswalks at traffic lights
20	Ormond St at Bramshot (future)	Heavy	Level 1 Type A (with additional flashing amber south of the crossing on the curve in the road, facing south for northbound traffic?)
21	Parkedale – Ormond crossing to north side of Parkedale (future)	Heavy, plus heavy right turning traffic from Parkedale to Ormond	Existing traffic lights and ped crossing lights. <b>Examine conflict between peds and traffic turning left from Ormond onto Parkedale.</b>
22	Parkedale at St. Lawrence College Drive (future – dependent on VIA route under 401)	Heavy	Level 1 Type A
23	Laurier Blvd at Bridlewood	Heavy	Level 1 Type A or Level 2 Type B?
24	Centennial Rd at Buells Creek bridge (future)	Heavy/faster	Level 1 Type A
25	Park St, Ormond St & Bartholomew St, for eastern Trail extension (future)	Moderate	Level 2 with Type t.b.d.

### Brock Trail Road Crossing Priorities

Pedestrian crossovers (PXO) have been grouped based on a combination of road traffic behaviour and Trail activity, into a few tranches. Crossings using existing crosswalks at intersections are omitted (assumed already in place):

- 1) Current projects to be completed
- 2) Higher priority
- 3) Medium priority
- 4) Future projects

#### Current Projects (to be completed)

4	Henry St at Museum, in future Henry St at boat ramp	Medium (Light + boat trailers)	Level 2 Type D
5	St. Paul St beside Butlers Creek bridge	Medium	Level 2 Type D
8	Cedar St at Church St (new trail segment)	Medium	Level 2 Type C
20	Ormond St at Bramshot	Heavy	Level 1 Type A (with additional flashing amber south of the crossing on the curve in the road, facing south for northbound traffic?)
23	Laurier Blvd at Bridlewood	Heavy	Level 1 Type A or Level 2 Type B?
24	Centennial Rd at Buells Creek bridge	Heavy/faster	Level 1 Type A

#### Higher Priority

7	Church St at east side of Butlers Creek bridge	Light	Level 2 Type D
10	Abbot St between Butlers Creek and Elm St	Light	Level 2 Type D
12	Brock St near Butlers Creek bridge	Medium (school traffic and kids)	Level 2 Type B or C
14	Perth St (trailheads diagonally across bridge)	Heavy (at times)	Level 1 Type A

Medium Priority

1	Blockhouse Island Parkway at crossing to the Tunnel near entrance to Water St parking lot	Medium (slow)	Level 2 Type D
2	Blockhouse Island Parkway at crossing near old boat ramp	Medium (slow)	Level 2 Type D
3	Home St at Apple St (boat ramp)	Medium (light + boat trailers)	Level 2 Type D
6	Beecher St between George St and Butlers Creek bridge	Light	Level 2 Type D

Future Projects

For VIA tunnel routing under 401)

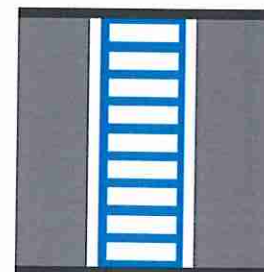
16	Central Ave W adjacent to Westminster schoolyard	Heavy	Existing school crossing – convert to Level 1 Type A?
17	Ferguson Dr north of Central Ave	Light	Level 2 Type D or none?
22	Parkedale at St. Lawrence College Drive (future – dependent on VIA route under 401)	Heavy	Level 1 Type A

For eastern Trail extension

25	Park St, Ormond St & Bartholomew St, for eastern Trail extension (future)	Medium	Level 2 with Type t.b.d..
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**PXO Design**

MTO regulations prescribe the road markings, signage and placement of signs to be used for PXO's. However, other than prescribing lateral white lines across the road to delineate the pedestrian pathway, the space between the lines has some design latitude. It may be left blank, filled with zebra stripes, or colour may be used. The design proposed would feature a "traffic blue" background with overlaid white zebra stripes, and this colouration would remain unique to Brock Trail crossings.



The following pages contain an excerpt from The Ontario Traffic Manual – Book 15, Pedestrian Crossings, as amended and republished with material on PXO's in June 2016. The reader is referred to the volume in its entirety for a more complete understanding of pedestrian crossing requirements at other types of road structures. The following excerpt deals with "mid-block crossovers" only, and includes:

Cover page

Pp 32-34:

- Table 6 shows the types of pedestrian controls, including the PXOs which in our case are for midblock application.
- Section 5.2.2 which details the selection criteria for type of PXO (see Table 7)

Pg 63-99: Section 6.3.2 which details the various types of PXO's and the implementation requirements for each.

**ATTACHMENT 2**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE**

**2015-127-12**

**November 20, 2015**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – December 2, 2015**

**2015-127-12  
PEDESTRIAN CROSSOVER  
KING STREET WEST AT RIVERS AVENUE**

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

**RECOMMENDED**

THAT the Traffic By-Law 21-93, Part II, Section 7 – Pedestrian Rights and Duties, be amended to include a Subsection for the addition of Pedestrian Crossovers and;

THAT a Schedule be added to By-Law 21-93 for Pedestrian Crossovers; and

THAT the pedestrian crossing on King Street West at Rivers Avenue be designated in the Traffic By-Law as a Pedestrian Crossover.

**PURPOSE/BACKGROUND**

A Pedestrian Crossover is currently being installed, crossing King Street West immediately west of Rivers Avenue connecting the newly constructed Brock Trail extension adjacent to the former Phillips Cables to St. Lawrence Park.

**ANALYSIS**

- In the province of Ontario, a Pedestrian Crossover is designed and installed using Provincial standards which are set out within the regulations of the Highway Traffic Act and the Manual of Uniform Traffic Control Devices of Ontario.
- The installation of a Pedestrian Crossover in the Province of Ontario must be supported by municipal By-Law.
- When the flashing lights are activated by the pedestrian using the Pedestrian Crossover, vehicles must stop and remain stopped until the lights cease flashing and the crosswalk is clear.
- Appendix 1 (attached) illustrates a typical Pedestrian Crossover.
- Appendix 2 (attached) illustrates the location of the installation on King Street West at Rivers Avenue.

2015-127-12  
Pedestrian Crossover  
King Street West at Rivers Avenue

Page 2

## POLICY IMPLICATIONS

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

## FINANCIAL CONSIDERATIONS

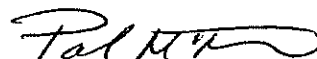
This project has been previously approved and funds allocated. There is no financial impact to amend the Traffic By-Law.

## CONCLUSION

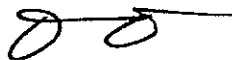
It is recommended that the Traffic By-Law 21-93 be amended as detailed.



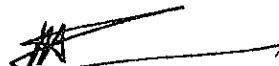
C.J. Cosgrove, P.Eng  
Director of Operations



P. McMunn, C.E.T  
Supervisor of Transportation Services



D. Dick, CA, CPA  
Director of Corporate Services



B. Casselman  
City Manager

**March 8, 2017**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – March 21, 2017**

**2017-029-03**

**2016 COUNCIL REMUNERATION & EXPENSES**

**FILE: F09-03**

**D. DICK**

**DIRECTOR OF CORPORATE  
SERVICES**

**L.FERGUSON**

**MANAGER OF FINANCE**

**C. WARD**

**FINANCIAL ANALYST - GENERAL**

**RECOMMENDED**

THAT Council receive the Treasurer's Report on 2016 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2017-029-03].

**PURPOSE**

To identify the 2016 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

**BACKGROUND/POLICY IMPLICATIONS**

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

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

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

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**CONCLUSION**

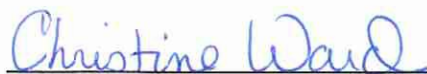
This report fulfills the City's requirement under Section 284 (1) of the *Municipal Act*.



Report 2017-029-03  
2016 Council Remuneration and Expenses

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Page 2



C. Ward  
Financial Analyst - General



L. Ferguson, CPA, CGA  
Manager of Finance



D. Dick CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager

## Attachment 1

**Members of Council  
City of Brockville  
Statement of Remuneration and Expenses Paid  
As at December 31, 2016**

Name	Honourarium	Expense Allowance	Taxable		Total Paid	Credits	Total
			Recogniton Gift	Expenses Paid			
David Henderson	26,726.52	13,296.43	0.00	22,852.25	62,875.20		62,875.20
Jason Baker	11,864.45	5,865.40	0.00		17,729.85		17,729.85
Thomas Blanchard	11,864.45	5,865.40	0.00	130.49	17,860.34	159.36 <sup>1</sup>	17,700.98
Leigh Bursey	11,864.45	5,865.40	0.00	2,068.91	19,798.76	486.24 <sup>2</sup>	19,312.52
Philip Deery	11,864.45	5,865.40	0.00		17,729.85		17,729.85
Jeff Earle	11,864.45	5,865.40	0.00		17,729.85		17,729.85
Jane Fullerton	11,864.45	5,865.40	0.00		17,729.85		17,729.85
Mike Kalivas	11,864.45	5,865.40	0.00		17,729.85		17,729.85
David LeSueur	11,864.45	5,865.40	0.00	946.41	18,676.26		18,676.26
	<b>121,642.12</b>	<b>60,219.63</b>	<b>0.00</b>	<b>25,998.06</b>	<b>207,859.81</b>	<b>645.60</b>	<b>207,214.21</b>

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

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

**ANALYSIS OF REMUNERATION AND EXPENSES PAID  
FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>COUNCIL MEMBER</b>	<b>EXPLANATION</b>	<b>HONORARIUM RECEIVED</b>	<b>EXPENSE ALLOWANCE</b>	<b>EXPENSES PAID</b>	<b>TOTAL RECEIVED</b>
Mayor Henderson	City Council	26,726.52	13,296.43		40,022.95
	Office expenses			2,268.36	
	Cellular and paging			882.43	
	Conference registrations			2,078.33	
	Memberships			2,251.33	
	Transportation			4,138.98	
	Travel documents			144.50	
	Travel accommodations			5,160.66	
	Business/Travel meals			3,314.73	
	Goodwill			2,131.29	
	Fundraising events			481.64	22,852.25
Councillor Baker	City Council	11,864.45	5,865.40		17,729.85
Councillor Blanchard	City Council	11,864.45	5,865.40		17,729.85
	CRCA Mileage			130.49	130.49
Councillor Bursey	City Council	11,864.45	5,865.40		17,729.85
	OGRA Conference			164.26	164.26
	AMO Conference			1,060.56	1,060.56
	CRCA Mileage			355.17	355.17
	Office expenses			488.92	488.92
Councillor Deery	City Council	11,864.45	5,865.40		17,729.85
Councillor Earle	City Council	11,864.45	5,865.40		17,729.85
Councillor Fullerton	City Council	11,864.45	5,865.40		17,729.85
Councillor Kalivas	City Council	11,864.45	5,865.40		17,729.85
Councillor LeSueur	City Council	11,864.45	5,865.40		17,729.85
	OGRA Conference			814.44	814.44
	Canadian Pacific Meeting			131.97	131.97
<b>Total expenses for Mayor and Council</b>					<b><u>207,859.81</u></b>

**AMOUNT PAID TO OR ON BEHALF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS  
FOR THE YEAR ENDED DECEMBER 31, 2016**

<b>CITIZEN</b>	<b>BOARD</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b><u>Police Board</u></b>			
No honorariums paid to Mayor or Council			
King Yee Jr	Police Services Board	Honorarium	1,510.00
		PAO Labour Conference	1,005.94
		OAPSB Conference	1,450.94
		OACP Meeting	24.02
		CISO Meeting	124.15
Wendy Cuthbert	Police Services Board	Honorarium	1,510.00
Sonya Jodoin	Police Services Board	Honorarium	1,510.00
<b><u>Committee of Adjustment</u></b>			
Hugh Bates	Committee of Adjustment	Honorarium	495.00
Winston Rogers	Committee of Adjustment	Honorarium	495.00
David Cody	Committee of Adjustment	Honorarium	495.00
<b><u>Brockville Public Library</u></b>			
Nancy Bowman	Public Library Board	Conference registration and hotel	368.16
Jennifer Cullen	Public Library Board	Mileage	253.80
Cathy TeKamp	Public Library Board	Travel, meals and hotel	786.22

**March 15, 2017**

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – March 21, 2017**

**2017-030-03**

**Vacancy Rebate Program Review**

**D. DICK  
DIRECTOR OF CORPORATE SERVICES  
L. FERGUSON  
MANAGER OF FINANCE  
S. FABER  
REVENUE SUPERVISOR/TAX COLLECTOR**

**RECOMMENDED**

THAT the City of Brockville opt out of the Vacancy Rebate Program.

**PURPOSE**

To have Council approve the request that the City of Brockville proceed with and review the information and procedures provided by the Ministry of Finance that allows municipalities to opt out of the Vacancy Rebate Program.

**BACKGROUND**

The Vacant Unit Rebate and Vacant/Excess Land Subclasses have provided tax rebates and reductions to property owners who have vacancies in commercial and industrial buildings or land since 1998.

The Vacant Unit rebate provides a tax rebate to property owners who have vacancies in their commercial or industrial buildings and the current rebate is 30% of the property tax for vacant commercial space and 35% for vacant industrial space.

Vacant and Excess Land are already discounted at 30% to 35% of the full commercial and/or industrial tax rates.

Section 364 of the Municipal Act 2001 and Ontario Regulation 325/01 states that every municipality shall have a program to provide tax rebates to owners of property that have vacant portions, if that property is in any of the commercial or industrial tax classes. The Municipal Act requires that those rebate amounts must be between 30% and 35%. This program is mandatory for all municipalities in Ontario.

For the 2017 and future tax years the Province is moving forward with providing municipalities increased flexibility to tailor the programs to reflect community needs and circumstances. An administrative process has been put in place by the Province that allows municipalities three opportunities to notify the Minister of their intent to discontinue the vacancy rebate program. The Minister can be notified by one of the following dates to ensure the requested amendments are included in regulation in a timely fashion, March 1, April 1 and July 1 2017.

As part of the process, a checklist has been provided by the Ministry. Besides outlining the details of the proposed changes, the City must report to the Ministry how the business community has been involved and informed of the impact of the changes to the program.

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## ANALYSIS/FINANCIAL CONSIDERATIONS

In 2015, the Vacancy Rebate program resulted in a loss of property tax revenue for the municipality of \$272,000 with 105 applications being received for the 2015 tax year, most of which had previously received a rebate in one or both of the 2 prior years and in some cases, more than 5 years. This rebate program not only affects the municipality but it is also a loss of revenue for the local School Boards.


## CONCLUSION

Though the Vacancy Rebate Program, on the surface, would appear to assist the commercial and industrial community, it could also be considered as a disincentive for these commercial and industrial businesses to fill their vacancies. It is recommended that the City investigate further into the possibility of discontinuing the program all together.

  
\_\_\_\_\_  
S. Faber, AMTC  
Revenue Supervisor/Tax Collector

  
\_\_\_\_\_  
L. Ferguson, CPA, CGA  
Manager of Accounting

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

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