
AGENDA

Page

Disclosure of Interest

Approval of the Agenda

THAT the Agenda for the August 23, 2016 meeting of Brockville Municipal Accessibility Advisory Committee be approved.

Chair's Remarks

Adoption of the Minutes

3 - 6

THAT the minutes of the Brockville Municipal Accessibility Advisory Committee meeting dated June 28, 2016 be adopted as circulated.

New Business Arising from the Minutes

Delegations/Presentations

Nil.

Correspondence & Communications

Nil.

Staff Reports

Nil.

New Business

7 - 9

1 Encroachment for accessible ramp

Capital Budget - Review

Sub-Committee and Member Reports/Project Updates

- 1 No Scent Policy Recommendation
- 2 Review plans for Brock Trail - Stewart to Perth

Adjournment

THAT the BMAAC meeting be adjourned until its next regular meeting scheduled for September 27, 2016.

Brockville Municipal Accessibility Advisory Committee

Tuesday, June 28, 2016, 1:30 pm
City Hall, Boardroom

Committee Minutes

Roll Call:

Mr. Ryan Billing, Chair
Ms. Mary Ann Greenwood
Mr. Doug Hone
Mr. Mel Watson
Councillor M. Kalivas

Regrets:

Ms. Colleen Cooke

Staff:

Ms. Vicki Baker, Secretary Clerk (Recording Secretary)

DISCLOSURE OF INTEREST

Nil.

APPROVAL OF THE AGENDA

Moved by: Mary Ann
Seconded by: Mike

THAT the Agenda for the June 28, 2016 meeting of Brockville Municipal Accessibility Advisory Committee be approved.

CARRIED

CHAIR'S REMARKS

The committee agreed that there needs to be better communication with the clerk's department concerning motions put forward. They feel that getting updates on the progress of the motions would keep the committee updated.

ADOPTION OF THE MINUTES

Moved by: Mike
Seconded by: Doug

THAT the minutes of the Brockville Municipal Accessibility Advisory Committee meeting dated May 24, 2016 be adopted as circulated as amended.

CARRIED

NEW BUSINESS ARISING FROM THE MINUTES

Ryan stated he had met again with Greg Healy, Chief Fire Prevention Officer concerning the visual alarms. They are making progress.

Ryan said that the accessible taxi issue will require a lot of work and will be on going for quite some time and feels a sub-committee could assist on getting this accomplished.

Moved by: Doug
Seconded by: Mary Ann

THAT BMAAC form a sub-committee to assist with the accessible taxi issue and a report be brought back to the BMAAC committee at the end of November 2016.

CARRIED

Mel and Doug met with some members of the Brock Trail Committee concerning the paving that needs to be done and some new signage.

DELEGATIONS/PRESENTATIONS

Nil.

CORRESPONDENCE & COMMUNICATIONS

Nil.

STAFF REPORTS

1. Accessible Sidewalks

Ryan talked with Russ Fraser to discuss the reconstruction of some city sidewalks. The sidewalks to be repaired in 2016 are Water St. at Ferry St. - Northeast corner. Water St. at Park St. - Northeast corner. Water St. at Orchard St. - Northeast and Northwest corners.

NEW BUSINESS

1. AODA Customer Service Review of changes

Ryan stated that originally the training was for front line staff only but now everyone in the organization needs to be trained.

If you have a service animal you need to provide a document from a regulated health official.

2. BMAAC Accessibility Award

Ryan said if anyone knows of someone or organization they feel is worthy to nominate them.

3. Community Think Tank - set up for Fall

The BMAAC committee will meet with the group this fall.

4. Motion to Examine Parking and Traffic By-law related to scooters/e-bikes

Moved by: Mary Ann
Seconded by: Doug

THAT the City of Brockville develop a by-law based on the example of the City of Cornwall's by-law for the use of motorized wheel chairs, medical and disabled scooters, e-bikes and other motorized devices that don't require a licence.

CARRIED

5. Summer meeting schedule

The committee agreed that they will meet in July and not in August.

CAPITAL BUDGET - REVIEW

Nil.

SUB-COMMITTEE AND MEMBER REPORTS/PROJECT UPDATES

1. No Scent Policy

Moved by: Doug
Seconded by: Mel

THAT BMAAC will re-introduce the no scent policy in accordance with the documents that will be supplied.

CARRIED

ADJOURNMENT

Moved by: Mel
Seconded by: Mary Ann

THAT the BMAAC meeting be adjourned until its next regular meeting.

CARRIED

The meeting adjourned at 2:30 pm.

Procedure for ENCROACHMENT:

All applications for encroachment agreements are to be received in the Clerk's Office.

A sample of an encroachment agreement which can be used as a guideline is available from the Clerk's Office.

The completed application is to include duplicate copies of the encroachment agreement, suitable drawing(s) and a covering letter.

Upon receipt of a completed application, copies of the same will be forwarded by the Clerk's Office to the Operations and Planning Departments for comments. If there are any changes to be made to the agreement, the agreement will be returned to the originator for amendments. The amended agreements are to be returned to the Clerk's Office and providing that all corrections have been made, the agreement will be placed on the next Economic Development and Planning Committee agenda (meeting are held on the first Tuesday of each month; completed/finalized applications must be received by the Clerk's Office no later than two weeks prior to the meeting).

All applications for encroachment agreements and the decision to approve or not approve will be made by the City Council at a regular Council meeting. Council meetings are held on the second and fourth Tuesday of each month at 7:00 p.m., unless Council by resolution directs otherwise, in which case a notice shall be posted in the municipal offices advising of the time and place. During the summer months of July and August, Council meets on the fourth Tuesday of each month.

Upon execution by the Mayor and Clerk of an approved encroachment agreement, an original copy of the agreement shall be returned to the applicant, who may choose to register the agreement on title at the Land Registry Office for Leeds. If the applicant chooses to register the agreement, it must be accompanied with a cover sheet entitled *Document General, Form 4 - Land Registration Reform Act* (available from the Clerk's Office).

The City of Brockville applies a charge of \$117.39 plus HST (the rate effective April 1, 2016 is \$119.74 plus HST) for processing the aforementioned agreement.



CITY OF BROCKVILLE APPLICATION FOR ENCROACHMENT AGREEMENT

☐ Front Yard Parking Agreement

OWNER/APPLICANT INFORMATION

Applicant Name(s): _____

Mailing Address: _____ Postal Code: _____

Phone (Business): _____ Phone (Residence): _____

E-mail Address: _____

Owner Name(s) (if different than applicant) _____

PROPERTY INFORMATION

Municipal Address: _____

Legal Description and/or Pin # _____

Municipal Roll No. _____

Type of Property (Commercial, Residential, Industrial, etc.) _____

Contact Name in the Planning and/or Building Department (if applicable) _____

DESCRIPTION OF PROPOSED ENCROACHMENT: _____

SKETCH- LOCATION & DIMENSIONS: ☐ Drawing Attached

The following items must be submitted with your application:

- Photos and drawings to illustrate encroachment
- Application Fee payable with application in accordance with the City of Hamilton's User Fees and Charges By-law

GENERAL REQUIREMENTS:

1. That I/We provide within 28 calendar days of approval of the application:
 - (i.) For the life of the encroachment, the Applicant will provide a Certificate of Insurance in the Applicant's legal name confirming the Applicant has in force insurance coverage. The Certificate of Insurance must be satisfactory in form and content to the City's Clerk.
 - a) Residential Properties – A Certificate of Insurance with proof of General Liability Insurance in the amount of at least \$2,000,000.00 per occurrence, containing an endorsement naming **"The Corporation of the City of Brockville"** as an additional insured, and containing a 30-day cancellation notice requirement.
 - b) Commercial Properties – A Certificate of Insurance with proof of same coverage as Residential Properties (see a) above) but must also include proof of a cross-liability clause.
 - (ii.) The insurance requirements may increase or change from the basic requirements set out above (i.) at the outset of the encroachment or any time throughout the encroachment, at the discretion of the City.
2. Within 14 calendar days of receipt of encroachment agreement:
 - (i.) The applicant will execute the agreement with the Corporation, and agrees to abide by all provisions set out therein. In the event those provisions differ from what is in this application, the provisions of the agreement prevail.

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION

I agree and acknowledge that the information contained in this application and any documentation, including agreements, reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Brockville making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Questions about this collection can be made to Sandra MacDonald, City Clerk. (613)342-8772 ext. 461

Signature of Owner/Applicant _____ Date _____

Signature of Owner/Applicant _____ Date _____

For inquiries regarding your application, please contact: Clerk's Office (613) 342-8772 ext.461 clerk@brockville.com

-----**INTERNAL USE ONLY**-----

Municipal Road Allowance of Encroachment: _____

Application Fee Paid: _____ Date: _____

Date of Circulation: _____ Date Comments Due: _____

-----**CIRCULATION FOR COMMENTS:**

Date Comments Received:

- | | |
|--|----------------------|
| <input type="checkbox"/> Operations | _____ |
| <input type="checkbox"/> Planning | _____ |
| <input type="checkbox"/> Police Services | _____ |
| <input type="checkbox"/> Fire and Emergency Services | _____ |
|
<input type="checkbox"/> Notes attached |
of pages _____ |