

CITY OF BELLEVILLE
Matthew MacDonald,
Director Corporate Services/Clerk
Corporate Services Department
Report No. DCS 2018-10
April 23, 2018

To: Mayor and Members of Council

Subject: 2018 Municipal Election – Use of Corporate Resources for Election Purposes Policy

Recommendation:

“THAT pursuant to the Director of Corporate Services/Clerk’s Report No. DCS-2018-10, Council approve the ‘Use of Corporate Resources for Election Purposes Policy’.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with each of the City’s nine strategic themes and the City’s mission statement by providing innovative and efficient services in support of our community’s vision.

Background:

The Municipal Elections Act, 1996, as amended, in addition to general rules related to the administration of municipal elections, establishes rules and regulations governing the financing of municipal election campaigns in Ontario. Section 88.8(4) prohibits a municipality from making a contribution to a candidate’s election campaign and Section 88.12(4) prohibits a municipality from making a contribution in relation to third party advertisements. Further to the above, the Act further stipulates that a contribution may be accepted only from a person or an entity that is entitled to make a contribution. In accordance with Section 88.15(1), a contribution may take the form of money, goods and services. Section 88.18 conveys that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.

The purpose of the Corporate Resource Use Policy for Election Purposes is to meet the City's responsibilities under the Municipal Elections Act, 1996, as amended, by establishing rules and procedures with respect to the use of municipal resources during the election campaign period. This policy is established to protect the interests of Election Candidates, Members of Council, and Third Party Advertisers as well as the City.

The proposed Policy is intended to balance the ongoing duty of a Member of Council to represent his/her constituents with the legal obligation of a municipality not to be perceived as contributing to an incumbent's re-election campaign. The restrictions contained within the policy incorporate best practices identified during a review of equivalent municipal policies and will ensure clarity and consistency for stakeholders.

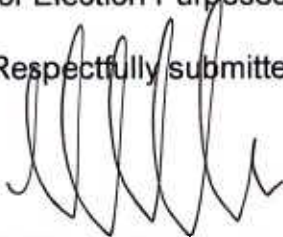
Financial/Analysis:

N/A

Conclusion:

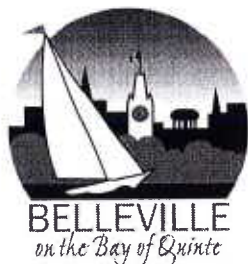
Management is recommending that Council approve the Use of Corporate Resources for Election Purposes Policy.

Respectfully submitted,



Matthew Macdonald
Director Corporate Services

attachment: Use of Corporate Resources for Election Purpose Policy



City of Belleville

Subject: Use of Corporate Resources for Election Purposes

Dated: April 2018

Revised:

POLICY STATEMENT

The Municipal Elections Act, 1996, as amended, in addition to general rules related to the administration of municipal elections, establishes rules and regulations governing the financing of municipal election campaigns in Ontario. Section 88.8(4) prohibits a municipality from making a contribution to a candidates' election campaign and Section 88.12(4) prohibits a municipality from making a contribution in relation to third party advertisements. Further to the above, the Act further stipulates that a contribution may be accepted only from a person or an entity that is entitled to make a contribution. In accordance with Section 88.15(1), a contribution may take the form of money, goods and services. Section 88.18 conveys that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.

The purpose of the Corporate Resource Use Policy For Election Purposes is to meet the City's responsibilities under the Municipal Elections Act, 1996, as amended, by establishing rules and procedures with respect to the use of municipal resources during the election campaign period. This policy is established to protect the interests of Election Candidates, Members of City Council, and Third Party Advertisers as well as the City.

PURPOSE

The purpose of this policy is to clarify for election Candidates, including all members of City Council, that they are required to follow the campaign finance provisions as set forth in the Municipal Elections Act. It is also to reinforce to all employees of the City, the provisions under Employee Participation in the Municipal Provincial or Federal Election Campaign Policy, which outlines the City of Belleville's expectations of employees during an election.

GENERAL POLICY STATEMENT

The intent of this policy is to clarify that all Election Candidates, Members of City Council and Third Party Advertisers are required to follow the provisions of the Municipal Elections Act, 1996, as amended, and that the following shall be prohibited:

- Use of facilities, equipment, supplies, services or other resources of the City for any election campaign or campaign-related activities.
- Undertaking campaign-related activities on City property, with the exception of complying with the City's Sign By-law as it relates to election signs.
- Use of the services of City Staff personnel for the purpose of any election campaign or campaign-related activities during working hours.

As a campaign contribution may take the form of money, goods and services, any use of a corporate resource for an election-related purpose, by a Candidate, Member of City Council, Third Party Advertiser or staff, could be viewed as a contribution by the City which is a violation of the Act, and is therefore prohibited.

APPLICATION

This policy shall be applicable to all Election Candidates, Members of City Council, Third Party Advertisers and City employees.

POLICY GUIDELINES

That all Election Candidates, Members of City Council and Third Party Advertisers shall adhere to the following:

- That City corporate resources, assets and funds shall not be used for any election campaign-related purposes;
- That City property or facilities shall not be used for any election campaign-related purposes. Election campaign-related material and signage shall be prohibited from municipal owned property and facilities, with the exception of complying with the City's Sign By-law as it relates to Election signs;
- That the City's corporate identity (eg. logos, crest, coat of arms, slogan, etc.) shall not be printed or distributed on any election campaign-related materials or included on any election campaign-related website, with the exception of a link to the City's website to obtain information about the municipal election;
- That the use of City Letterhead shall be prohibited for any election campaign-related purposes;
- That campaigning and/or distribution of campaign literature during any function being hosted by the City whether on municipal property or not shall be prohibited;
- That printing, photocopying or distributing any election-related material using municipal funds or resources shall be prohibited;
- That corporate technology shall not be used for election campaign purposes;

- That websites, e-mail or domain names that are funded by the City shall not include any election campaign-related material;
- That once a member of City Council registers to be a candidate, links to Twitter, Facebook, and other social media accounts, as well as links to personal external website(s) will be removed from all City of Belleville webpages;
- That the City's voicemail system shall not be used to record election campaign-related messages nor shall the computer network (including the City's e-mail system) be used to distribute election campaign-related correspondence;
- That photographs produced for and owned by the City of Belleville shall not be used for election campaign-related purposes;
- That in an Election Year, Mayor and City Council biographies will remain static, and no changes to these pages will be allowed;
- That use of the Corporate vehicle with City logos shall not be used by the Mayor, members of City Council, or any individual to which this policy shall apply, commencing May 1st (beginning of nomination period) in the year of a regular election for the duration until the new City Council takes Office with the exception of such use to attend conferences, seminars and out-of-City meetings;
- That the following items shall be prohibited:
 - Printing or distributing any material paid by municipal funds that illustrates that a City Council member or any other individual is registered in any election or where they will be running for office;
 - Profiling (name or photograph), or making reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
 - Printing or distributing any material using municipal funds that makes reference to, or contains the names or photographs, or identifies candidates for municipal elections; and
 - Current City Council members are responsible for ensuring the content of any communication material, printed or distributed by the City of Belleville, is not election-related;
- The above guidelines shall also apply to an acclaimed City Council member as well as a member of City Council not seeking re-election.

EMPLOYEE PROVISIONS

- Employees have the right to engage in political activities, including Campaign Activities; however, Employees shall be mindful of their responsibilities under the Employee Code of Conduct. Employees must be aware of public perception while engaging in Campaign Activities and ensure that their involvement does not create a perceived or actual conflict of interest with their official positions. Before participating in Campaign Activities, Employees are strongly encouraged to discuss their proposed participation with their supervisor or manager to identify perceived or actual conflicts of interest that may arise;
- Employees shall not canvass or actively work in support of a municipal Candidate during normal working hours unless they are on a leave of absence without pay, lieu time, flex day, or vacation leave;
- Employees shall not canvass or actively work in support of a municipal Candidate while wearing a uniform, badge, logo, or any other item identifying them as an employee of the Corporation, or using a vehicle owned or leased by the Corporation.

ADMINISTRATION

In accordance with the Municipal Elections Act, 1996, as amended, the City Clerk is authorized and directed to take the necessary action to give effect to this policy.

LIMITATION

Nothing in this policy shall preclude a City Council member from performing their role, nor inhibit them from representing the interest of the constituents who elected them.

EFFECTIVE DATE

This policy shall come into effect immediately upon approval of City Council



APPROVAL BLOCK	
CAO	<i>[Signature]</i>
DF	<i>[Signature]</i>
DE&DS	<i>[Signature]</i>
ME	<i>[Signature]</i>

CITY OF BELLEVILLE
Deanna O'Leary, Senior Project Manager
Engineering and Development Services
Report No. ENG-2018-12
April 23, 2018

To: Mayor and Members of Council

**Subject: Amendment to Traffic By-law Number 12967
Proposed 2018 Bicycle Lanes**

Recommendation:

“THAT a by-law to approve and authorize an amendment to By-law Number 12967 being a By-law to regulate traffic within the corporate limits of The Corporation of the City of Belleville for the elimination of on-street parking and designation of bicycle lanes on Avondale Road, Haig Road, Harder Drive, Herchimer Avenue, Palmer Road, and Station Street as outlined in Report Number ENG-2018-12, be prepared for Council’s consideration.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine (9) strategic themes. The recommendation within this Report aligns with the City’s strategic theme, "Transportation and Mobility" and the strategic objective to "Plan and develop transportation networks for cyclists and pedestrians".

Background:

Cycling Implementation Project Plan

The City’s Transportation Master Plan, 2014 has identified a recommended cycling network to accommodate and promote active transportation.

In 2015, a Cycling Implementation Project Plan was developed based on the top priority cycling routes as identified from public feedback.

Council approved \$250,000 toward Cycling Implementation Plan projects in 2016, 2017, and again in 2018. In addition, cycling improvements have been and continue to be completed under other capital projects.

Proposed 2018 Bicycle Lanes

Bicycle lanes were proposed to be implemented on the following streets and locations:

- Avondale Road from Harder Drive to Meagher Place
- Harder Drive
- Palmer Road from Harder Drive to Bridge Street West
- Station Street from Cannifton Road Parkway to Farley Avenue
- Station Street / Haig Road Extension from Farley Avenue to Oak Ridge Boulevard
- Herchimer Avenue from Dundas Street East to Station Street

Proposed 2018 Bicycle Routes

Bicycle routes are proposed on the following streets and locations:

- Grosvenor Drive and Kensington Crescent
- Wellington Street
- Parker Street
- Highland Avenue from Parker Street to south end of Highland Avenue
- Catharine Street from Yeomans Street to the Moira River
- Centre Street
- Foster Avenue / South Foster Avenue

Proposed Bicycle Lanes and Routes Public Open House

A Public Open House was held regarding the above Proposed Bicycle Lanes and Routes on March 1, 2018 at City Hall from 2:00 to 6:00 p.m. To advertise the Open House, an advertisement was placed in the Belleville Intelligencer and posted on the City's web page and social media accounts. Approximately 275 notices were hand delivered to the front doors of properties fronting road sections where Bicycle Lanes are proposed and on-street parking would be impacted.

The Open House was structured as an informal drop-in. Attendees were invited to review the material on display which presented the background on the overall Belleville Cycling Network and information on the 2018 Proposed Bicycle Lanes and Routes.

The low volume, local streets proposed as Bicycle Routes will be shared roadways designated as part of a cycling network with green Bicycle Route Markers. No changes in on-street parking are required for Bicycle Routes and these routes are not discussed further in this Report.

In the case of Bicycle Lanes, due to limited road widths, the only manner in which bike lanes could be provided while complying with the provincial guidelines established in Ontario Traffic Manual (OTM) Book 18 – Cycling Facilities would be to prohibit on-street parking on both sides of the roads. A re-assignment of the

road widths would allow bike lanes and two lanes of traffic to be painted and signed in accordance with Book 18. Presentation material highlighted the fact that parking would be prohibited on both sides of those street sections where Bicycle Lanes were proposed.

In total, approximately 20 people attended. Attendees could speak with City staff members, ask questions and provide feedback.

Public Feedback

Comment sheets were available at the event. Following the Open House, further written comments were accepted. By the requested deadline of March 15, 2018, 16 written responses were received.

All written comments have been circulated to Council outside of this Report.

To briefly summarize the written responses received:

Proposed Street	Support	Oppose	Unspecified
Avondale Road			
Harder Drive		3	
Palmer Road	2		
Station Street	1	4	
Herchimer Avenue			
Cycling in General	4		2

Financial/Analysis:

Avondale Road from Harder Drive to Meagher Place

No comments were received specifically on the proposed Avondale Road Bicycle Lanes. It is recommended bicycle lanes proceed as proposed on Avondale Road from Harder Drive to Meagher Place.

Harder Drive

Three written comments were received specifically objecting to the proposed Harder Drive Bicycle Lanes. All comments expressed concerns regarding the proposed parking restrictions.

Harder Drive is included in the overall Belleville Cycling Network in the 2014 Transportation Master Plan. Harder Drive forms a link in the Cycling Network between cycling facilities ultimately planned for all of Palmer Road and on Avondale Road between Harder Drive and Aldersgate Drive. On Aldersgate Drive, cyclists can access the active transportation paths being constructed with residential development in the South Loyalist Secondary Plan Area.

In November 2017, Harder Drive was selected through public feedback as the preferred route option for the continuation of the Bridge Street West Cycling Facilities to Avonlough Road / Loyalist College.

Traffic and street characteristics were examined following the OTM Book 18 selection process. Conventional on-road bicycle lanes were confirmed as an appropriate solution for cycling facilities on Harder Drive.

Therefore, it is recommended bicycle lanes proceed as proposed on Harder Drive.

Palmer Road from Harder Drive to Bridge Street West

Two written comments were received specifically in support of the proposed Palmer Road Bicycle Lanes. Both comments also requested the remainder of Palmer Road south to Dundas Street West also have bicycle lanes implemented this year. Bicycle lanes on all of Palmer Road are included in the overall Cycling Network but are not proposed to be implemented at this time.

It is recommended bicycle lanes proceed as proposed on Palmer Road from Harder Drive to Bridge Street West. This length of Palmer Road forms part of the Bridge Street West Cycling Facilities (to Loyalist College).

Station Street from Cannifton Road Parkway to Farley Avenue

Four written comments were received specifically objecting and one comment received specifically in support of the proposed Station Street Bicycle Lanes. Those opposing the proposal all questioned the safety and comfort of cyclists with the amount of heavy truck traffic on Station Street.

Bicycles are vehicles under Ontario's Highway Traffic Act. Bicycles are allowed on all roadways unless cycling is explicitly restricted. Bicycles are allowed on Station Street and those comfortable cycling on Station Street may currently and continue to do so.

Per the Transportation Master Plan, "*Who are we planning for? The target market for this Master Plan is the "Interested but Concerned" group of cyclists – those who may not currently cycle but who are willing and interested in cycling if safe facilities are provided.*"¹

The intent of the planned Cycling Network is to encourage these "Interested but Concerned" potential cyclists. Considering the existing traffic and its makeup, bike lanes are an appropriate solution for cycling on this portion of Station Street following the OTM Book 18 guidelines. From the public feedback received, however, bike lanes may not be the most comfortable solution for this location.

¹ Morrison Hershfield. *City of Belleville Transportation Master Plan*. (2014) 50.

- Station Street from Cannifton Road Parkway to Herchimer Avenue

Truck traffic on the Station Street section between Cannifton Road Parkway and Herchimer Avenue is such that a separated facility (in-boulevard active transportation path or physically separated bicycle lanes) may be preferred by cyclists.

In the urban section of Station Street from Cannifton Road Parkway to Stanley Street, the existing pavement width is not wide enough to accommodate bicycle lanes, motor vehicle lanes and a physical barrier. A physical barrier could be in the form of planters, bollards, or medians if space permitted. Alternatively, an in-boulevard active transportation path could be provided if feasible.

In the rural section of Station Street from Stanley Street to Herchimer Avenue, there is an opportunity to pave the shoulders but again, a physical separation is desirable.

Further review of separated facility options is required. Therefore, it is recommended bicycle lanes not proceed as proposed on Station Street from Cannifton Road Parkway to Herchimer Avenue at this time as Engineering reviews options. A future Report to Council will be provided as needed.

- Station Street from Herchimer Avenue to Farley Avenue

Traffic volumes on Station Street are lower east of Herchimer Avenue. It is recommended bicycle lanes proceed as proposed with paved shoulders on Station Street from Herchimer Avenue to Farley Avenue. This length of Station Street connects cycling facilities planned on Herchimer Avenue and the Station Street / Haig Road Extension.

Station Street / Haig Road Extension from Farley Avenue to Oak Ridge Boulevard

The Station Street / Haig Road Extension project includes construction of bike lanes. Public consultation for the extension project included the proposed bicycle lanes. No comments were received regarding bicycle lanes.

Herchimer Avenue from Dundas Street East to Station Street

No comments were received specifically on the proposed Herchimer Avenue Bicycle Lanes. It is recommended bicycle lanes proceed as proposed on Herchimer Avenue from Dundas Street East to Station Street.

Bicycles at Herchimer Avenue / Bridge Street East Signalized Intersection

To date, bike lanes and active transportation paths in the City are typically carried through stop controlled intersections but are discontinued at signalized intersections. Cyclists may dismount and walk their bikes in a crosswalk or ride through traffic signals with motor vehicle traffic if they are comfortable. Signalized

intersections typically have vehicle turning lanes and therefore inadequate space for bicycle lanes.

There are a number of ways to incorporate bicycle lanes at intersections including intersection crossing markings, bike boxes, combined bike / turn lanes, two-stage left turn queue boxes, green surface treatment, or bicycle signals.

The Herchimer Avenue / Bridge Street East intersection has left turn lanes in all quadrants. As the left turn lanes are important for motor vehicle traffic it is proposed that bicycle lanes would transition to shared lanes at the Herchimer Avenue / Bridge Street East intersection consistent with the City approach to date at other signalized intersections. Sharrow pavement markings at the intersection approaches will provide guidance to cyclists to take the full shared lane and navigate through with motorists.

Recommendation: Proposed 2018 Bicycle Lanes - Revised

Therefore, bicycle lanes are proposed to be implemented on the following streets and locations:

- Avondale Road from Harder Drive to Meagher Place
- Harder Drive
- Palmer Road from Harder Drive to Bridge Street West
- Station Street from Herchimer Avenue to Farley Avenue
- Station Street / Haig Road Extension from Farley Avenue to Oak Ridge Boulevard
- Herchimer Avenue from Dundas Street East to Station Street

All current cycling projects are shown in Attachment 1 – City of Belleville Cycling Network 2018 Projects.

Required parking revisions for the above proposed bicycle lanes are shown in Attachment 2 – Existing and Proposed Parking Restrictions.

By-Law Amendments

In order to create Designated Bicycle Lanes recommended above it will be necessary to amend Traffic By-law Number 12967 by removing on-street parking and then specifying these roads as ones with Designated Bicycle Lanes.

Therefore, the following amendments are necessary:

THAT Schedule "B" (Parking Restrictions) of By-Law Number 12967 be and the same is hereby amended by **deleting** the following:

PARKING RESTRICTIONS

<u>STREET</u>	<u>SIDE</u>	<u>BETWEEN</u>	<u>PROHIBITED TIME</u>
Haig Road	Both	The north curb line of Briarwood Crescent and the Northerly limit of Haig Road	Any Time
Harder Drive	South	The west curb of Palmer Road and a point 18.2 metres west of Wright Ave.	Any Time
Harder Drive	North	The west curb of Palmer Road and a point 29.5 Metres east of Kensington Crescent	Any Time
Herchimer Avenue	East	Karl Street and Dundas Street East	Any Time
Herchimer Avenue	East	A point 75 metres southerly of the south curb line on Bridge Street East and a point 75 metres northerly of the north curb line on Bridge Street East	Any Time
Herchimer Avenue	East	The northerly curb of Symington Drive to a point 245 metres northerly	Any Time
Herchimer Avenue	West	Dundas Street East and Victoria Avenue	Any Time
Herchimer Avenue	West	The northerly curb of Victoria Avenue to a point 536 metres northerly	Any Time

THAT Schedule "B" (Parking Restrictions) of By-Law Number 12967 be and the same is hereby amended by **adding** the following:

PARKING RESTRICTIONS

<u>STREET</u>	<u>SIDE</u>	<u>BETWEEN</u>	<u>PROHIBITED TIME</u>
Avondale Road	Both	Harder Drive and Lavender Place	Any Time
Haig Road	Both	The north curb line of Briarwood Crescent and Spruce Gardens	Any Time
Harder Drive	Both	All	Any Time
Herchimer Avenue	Both	Dundas Street East and Station Street	Any Time
Station Street	Both	Herchimer Avenue and Spruce Gardens	Any Time

THAT Schedule "Z-5" (Designated Bicycle Lanes) of By-Law Number 12967 be and the same is hereby amended by **adding** the following:

DESIGNATED BICYCLE LANES


COLUMN 1	COLUMN 2	COLUMN 3
<u>STREET</u>	<u>SIDE</u>	<u>BETWEEN</u>
Avondale Road	Both	Harder Drive and Lavender Place
Haig Road	Both	Spruce Gardens and Oak Ridge Boulevard
Harder Drive	Both	All
Herchimer Avenue	Both	Dundas Street East and Station Street
Palmer Road	Both	Harder Drive and Bridge Street West
Station Street	Both	Herchimer Avenue and Spruce Gardens

After the amending by-law is passed, City staff will issue a tender for line painting and signage installations as well as shoulder paving where required on Herchimer Avenue and Station Street. \$250,000 was approved for cycling facilities in 2018.

Conclusion:

It is recommended by the Engineering and Development Services Department that Traffic By-law Number 12697 be amended to eliminate on-street parking and designate bicycle lanes on Avondale Road, Haig Road, Harder Drive, Herchimer Avenue, Palmer Road, and Station Street as outlined in Report Number ENG-2018-12 and that the amending by-law be given three readings.

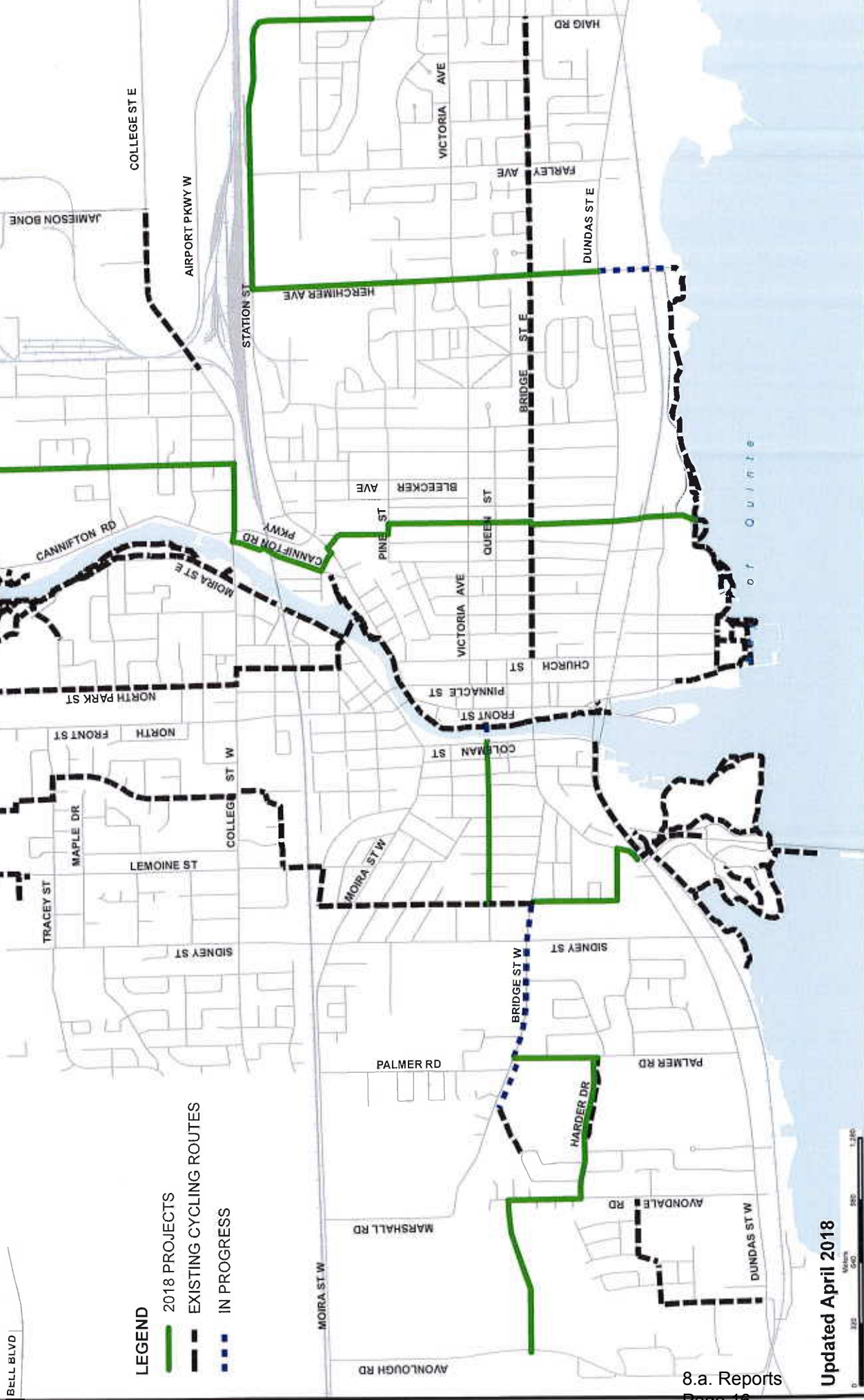
Respectfully submitted,



Deanna O'Leary
Senior Project Manager
Engineering and Development Services

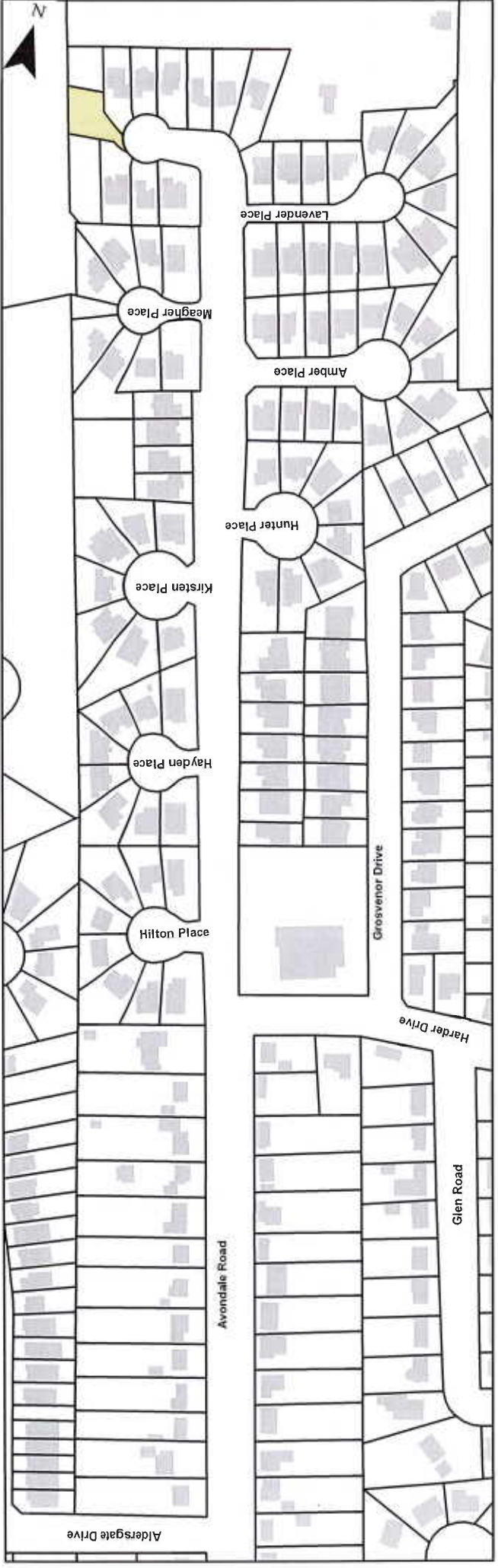
- Attachments:
1. City of Belleville 2018 Cycling Projects
 2. Parking Restriction Maps – Existing and Proposed

CITY OF BELLEVILLE CYCLING NETWORK 2018 PROJECTS

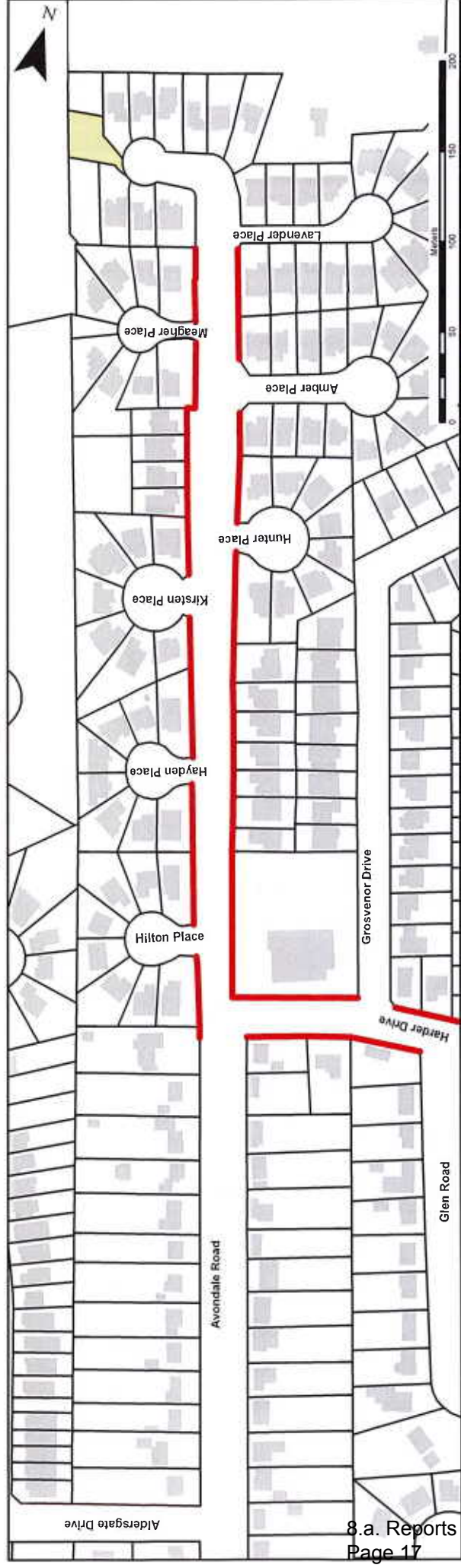


- LEGEND**
- 2018 PROJECTS
 - - - EXISTING CYCLING ROUTES
 - - - IN PROGRESS

EXISTING



PROPOSED



LEGEND

- NO PARKING ANYTIME

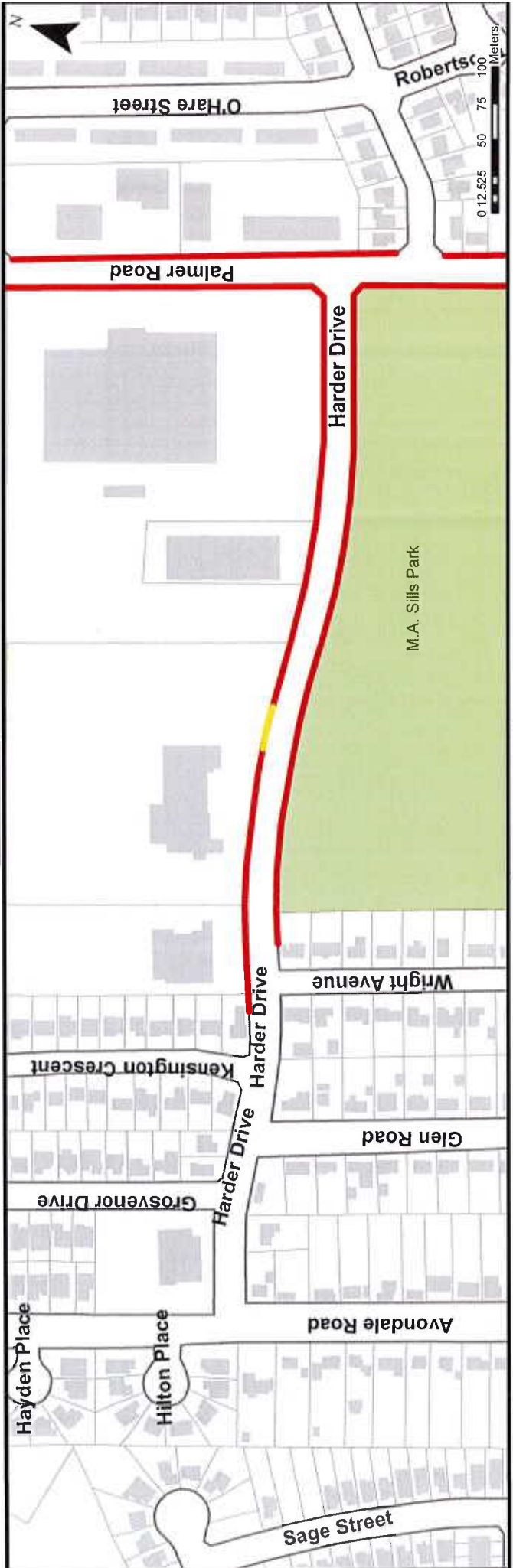


CITY OF BELLEVILLE
 ENGINEERING & DEVELOPMENT
 SERVICES DEPARTMENT
 FEBRUARY 2018

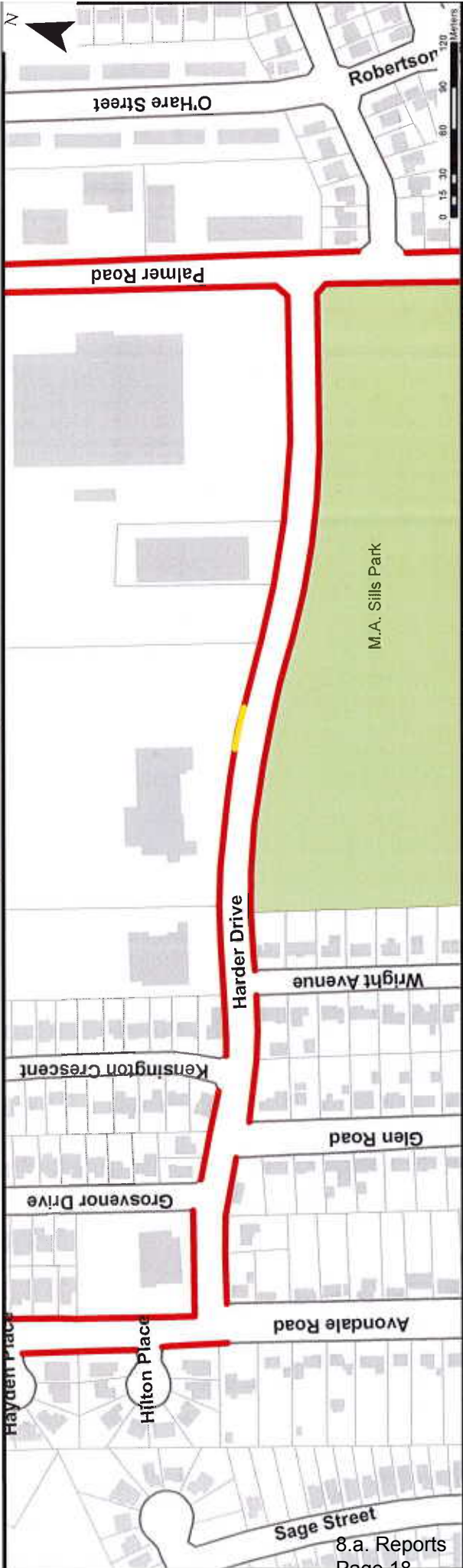


AVONDALE ROAD
 PARKING RESTRICTIONS - EXISTING AND PROPOSED

EXISTING



PROPOSED



LEGEND

- No Parking Any Time
- School Bus Loading Zone

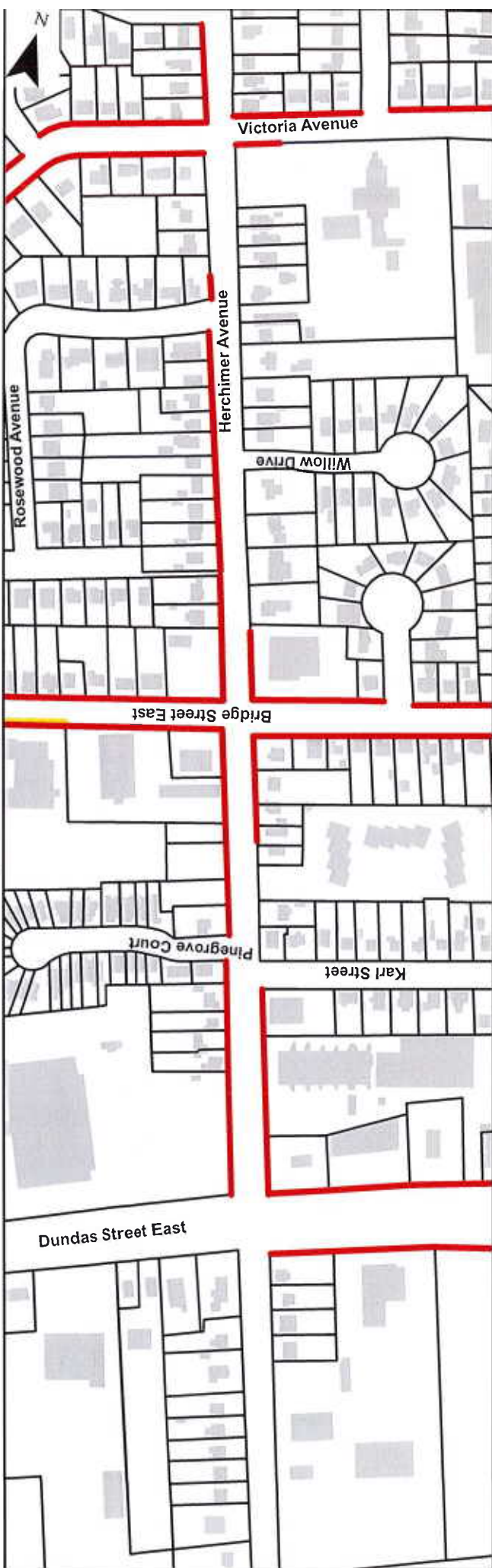


CITY OF BELLEVILLE
 ENGINEERING & DEVELOPMENT
 SERVICES DEPARTMENT
 FEBRUARY 2018

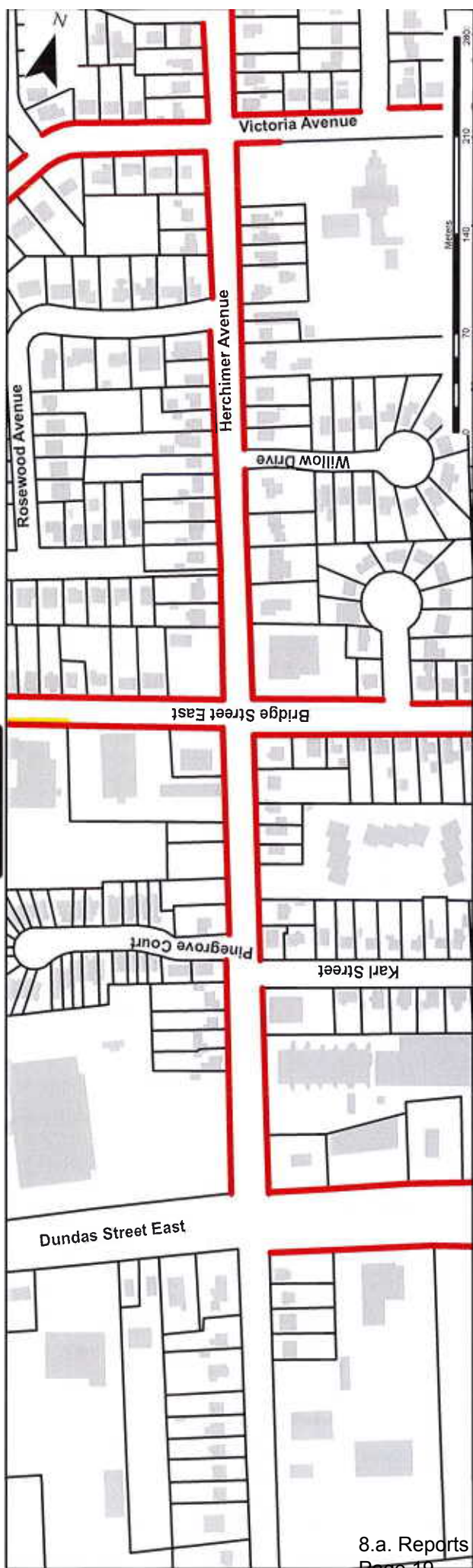
HARDER DRIVE

PARKING RESTRICTIONS - EXISTING AND PROPOSED

EXISTING



PROPOSED



Legend

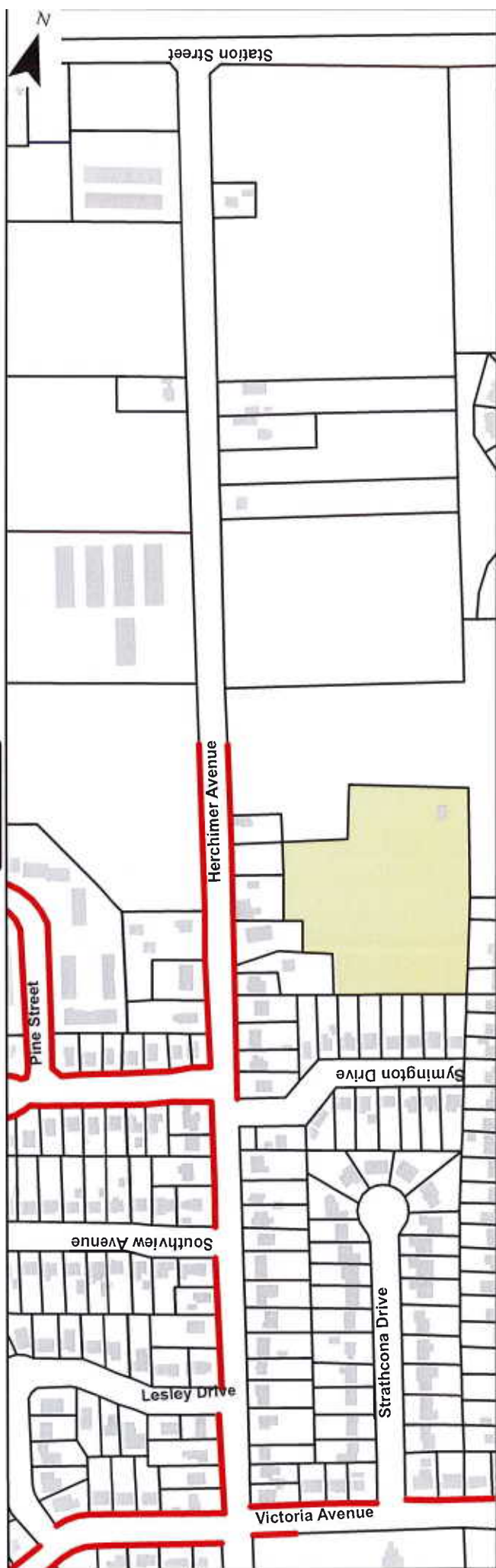
- No Parking Anytime
- School Bus Loading Zone



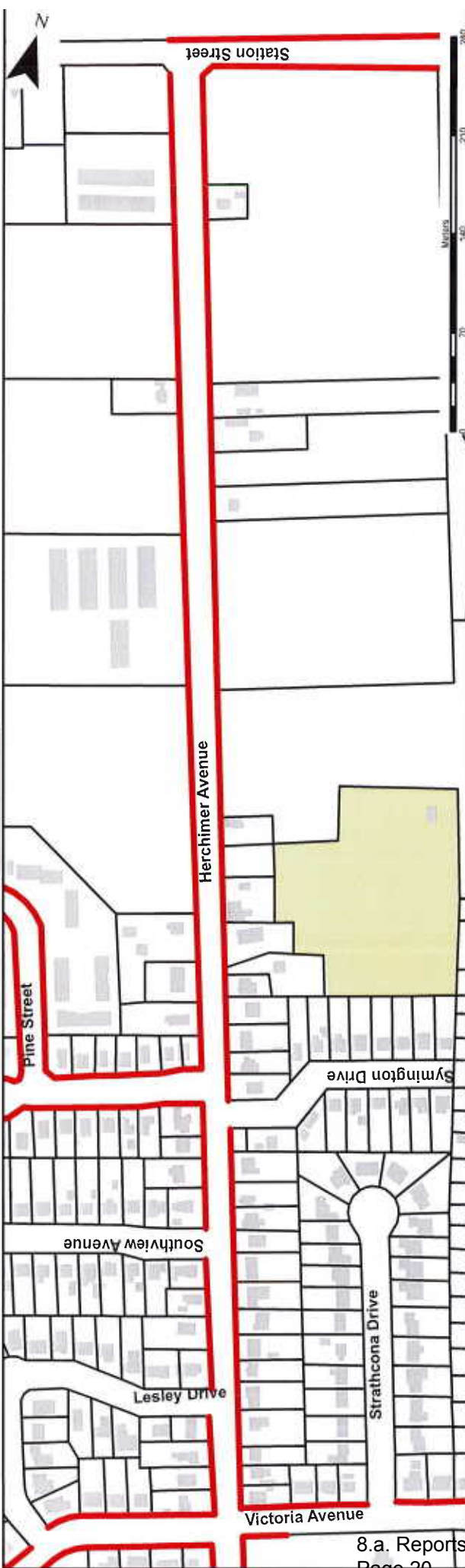
HERCHIMER AVENUE
 PARKING RESTRICTIONS - EXISTING AND PROPOSED
 DUNDAS STREET EAST TO VICTORIA AVENUE



EXISTING



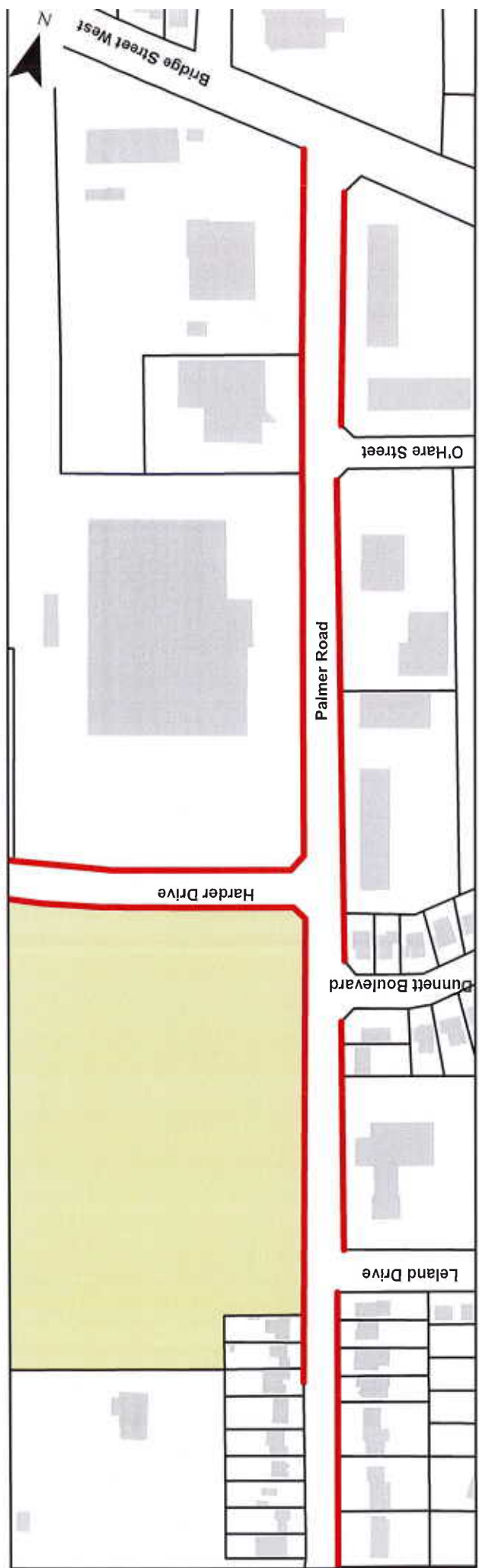
PROPOSED



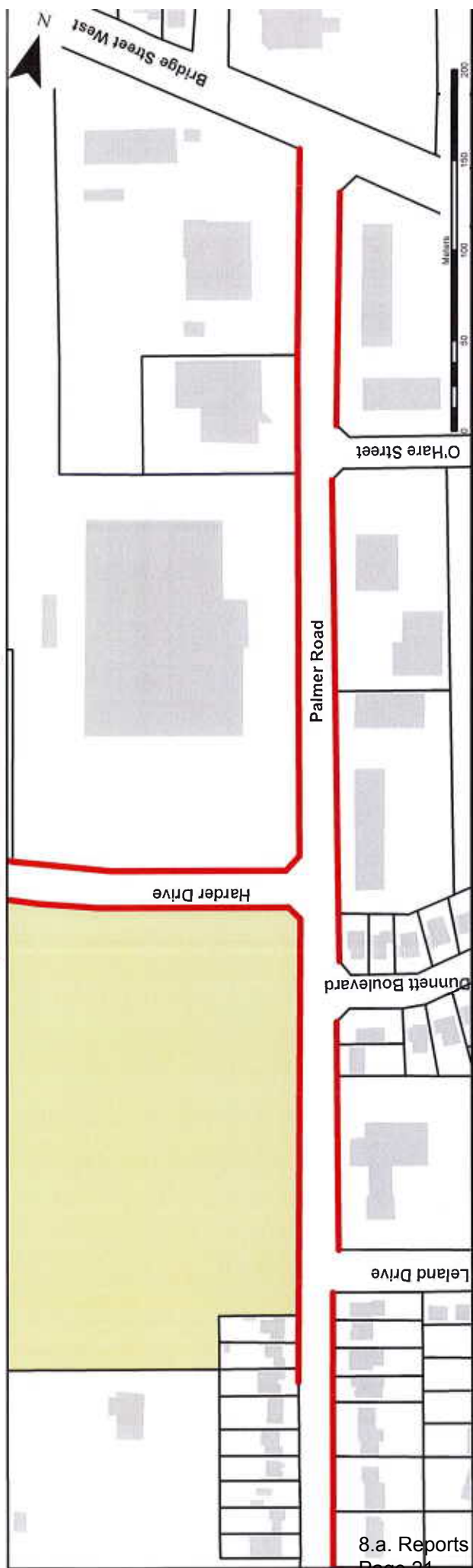
Legend
 — No Parking Anytime

HERCHIMER AVENUE
 PARKING RESTRICTIONS - EXISTING AND PROPOSED
 VICTORIA AVENUE TO STATION STREET

EXISTING




PROPOSED - NO CHANGE



CITY OF BELLEVILLE
 ENGINEERING & DEVELOPMENT
 SERVICES DEPARTMENT
 FEBRUARY 2018

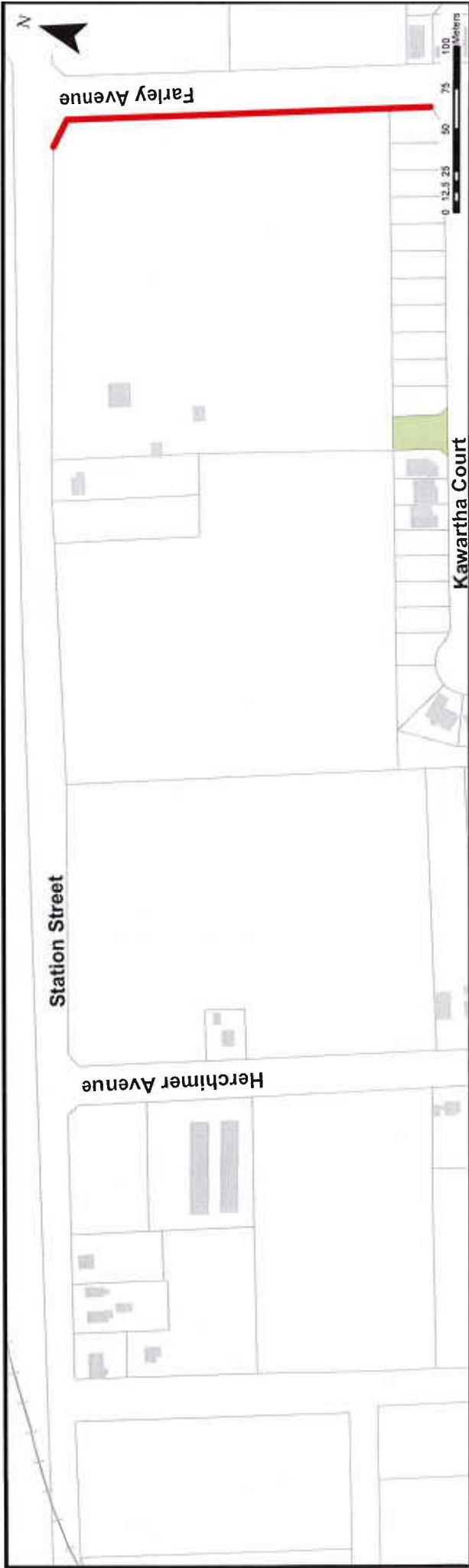
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 No Parking Anytime

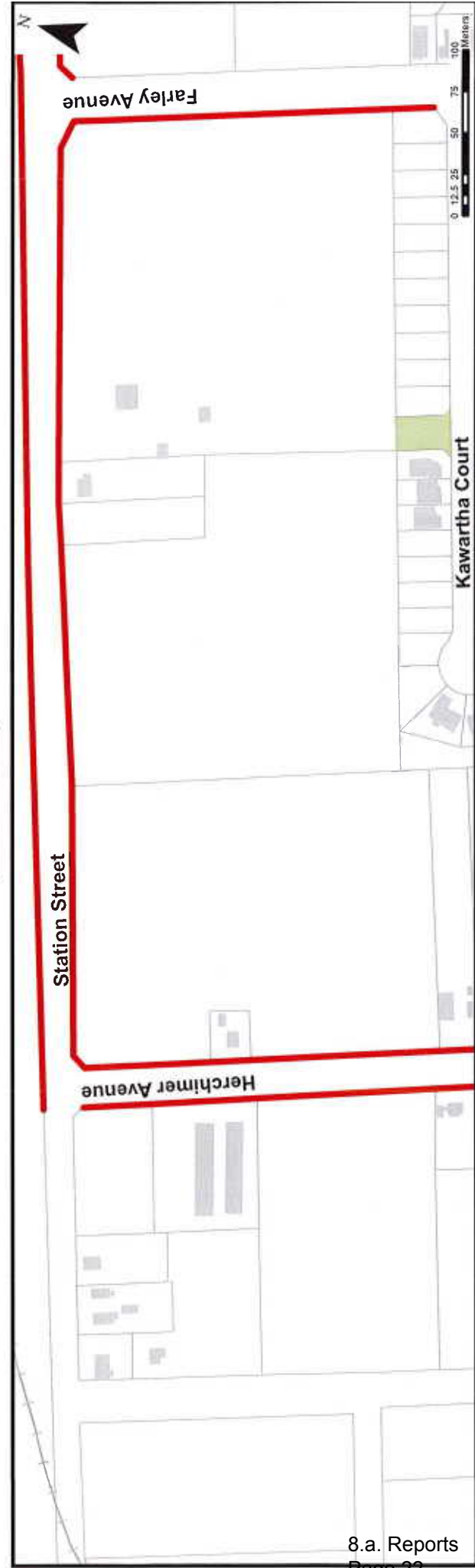
PALMER ROAD

PARKING RESTRICTIONS - EXISTING AND PROPOSED

EXISTING



PROPOSED



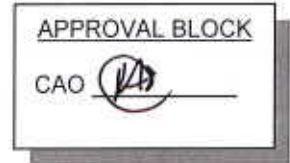
Legend

— No Parking Anytime

STATION STREET
PARKING RESTRICTIONS - EXISTING AND PROPOSED
EAST OF STANLEY STREET TO FARLEY AVENUE



CITY OF BELLEVILLE
ENGINEERING & DEVELOPMENT
SERVICES DEPARTMENT
APRIL 2018



CITY OF BELLEVILLE
Brian T. Cousins, Director of Finance/Treasurer
Finance Department
Report No. DF-2018-11
April 23, 2018

To: Mayor and Members of Council

Subject: City of Belleville Grant Policy – Social Infrastructure

Recommendation:

“THAT pursuant to the Director of Finance/Treasurer’s Report No. DF-2018-11, City of Belleville Grant Policy - Social Infrastructure, Council approve the revised Grant Policy and Terms of Reference to include Social Infrastructure and corresponding Application Form”.

Strategic Plan Alignment:

The City of Belleville identified nine strategic themes. The program identified in this Report aligns with two of the City’s strategic themes:

- “Culture and Recreation” and
- “Community Health, Safety and Security”.

Background:

At the March 26, 2018 Council meeting, Council approved the following resolution based on the Director of Finance/ Treasurer’s Report No. DF-2018-07:

“THAT the Grant Committee recommends to Council an amendment to the Grant Committee Terms of Reference (Policy Criteria) that would permit the Committee to consider applications for funding under the Casino Revenue Reserve – Social Infrastructure”.

Analysis:

After review of the existing Grant Committee Terms of Reference and the Community Arts and Culture Fund Terms of Reference the following action items are recommended for Council approval:

- 1) Applications may be submitted by non-profit organizations that primarily provide services to individuals who are experiencing adverse social impacts due to the economy, housing, physical, family, cultural, social exclusion, disabled, or ethnic/ racial/ religious factors
- 2) Maximum grant is \$10,000
- 3) Grant funds must be spent within one year of receipt with final/ closing report due 60 days after project completion
- 4) Available grant amount is limited to the previous calendar year social infrastructure allocation from casino revenues. Any unawarded grants will be allocated to the following year's program subject to Council approval
- 5) One application per year with one page application form. Applications must be received one week prior to deadline and remain open for 30 days minimum
- 6) Funding must be used to further the applicant's non-profit activities and may not be used to further profit venture or for-profit partner. Funding may not be used for major capital purposes

Financial:

Based on the above action points, the maximum available allocation for social infrastructure is \$139,000. The following timetable will apply for 2018:

- Council approval of process = April 23, 2018
- Applications open = April 24, 2018 to May 29, 2018
- Grant Committee meeting = June 4, 2018
- Council approval of applications = June 11, 2018

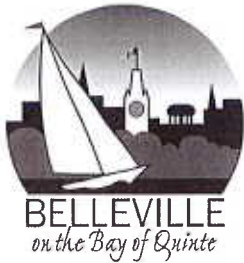
Respectfully submitted,



Brian T. Cousins, CPA, CMA
Director of Finance/Treasurer

BTC:jk

Attachments



City of Belleville Grant Policy

Subject: Grants issued by the City of Belleville

Dated: December 2012

Revised: June 24, 2013

Revised: April 23, 2018

1. POLICY STATEMENT

The City of Belleville recognizes that many municipally located organizations, groups, and events provide a valuable contribution to the residents of the City of Belleville. The Municipality understands the financial constraints that these organizations operate under and the impact and social responsibility that the Municipality has to ensure the viability / financial stability of these community organizations, groups, and events.

2. PURPOSE

The purpose of this policy is to provide a consistent procedure for the issuance of monetary grants and grants of municipally owned resources to community organizations, groups and events.

The objective of grants issued by the City of Belleville is to promote the well-being of the community and the growth and/or recognition of individuals in the community through providing resources to organizations, groups and events in a fair and equitable manner.

3. SCOPE

This policy applies to any direct monetary contribution or contribution of City services, facilities or equipment which are not eligible for assistance under any other Council program. Direct monetary contributions do not include upload payments.

Municipally owned resources eligible for grants include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

Upon implementation, the requirements of this policy will not be applicable to organizations, groups and events that Council chooses to grandfather into, or exclude from, the Grant Policy.

4. RESPONSIBILITY

4.1 Council

- 4.1.1 Approves all monetary grants and grants of City services, facilities or equipment
- 4.1.2 Approve policies, procedures and guidelines as they relate to monetary grants and grants of City services, facilities or equipment

4.2 Grant Committee

- 4.2.1 To review and make recommendations to Council for the approval of all Grant submissions

- 4.2.2 All requests will be assessed by the Grant Committee and recommendations brought to Council based on:
 - 4.2.2.1 Availability of the requested resource
 - 4.2.2.2 Potential financial impact to the municipality
 - 4.2.2.3 Contribution to the well-being of members of the community
 - 4.2.2.4 Recognition of a worthwhile program/cause
 - 4.2.2.5 Overall community impact
 - 4.2.2.6 Any other criteria deemed suitable by the Grant Committee

- 4.2.3 The membership and organization of the Grant Committee will be determined by the terms of reference of the committee, but will consist of 3 members of council.

4.3 Chief Administrative Officer

- 4.3.1 Develop processes to reflect corporate priorities

4.4 Department Heads

- 4.4.1 Provide the Grant committee with the cost of grants of City services, facilities, equipment, etc.

4.5 Treasurer

- 4.5.1 Recommending policies and procedures surrounding the management of Municipal grants.
- 4.5.2 Preparing reports for presentation to both senior management and Council surrounding grants.
- 4.5.3 Ensuring adherence to statutory and policy requirements

5. DEFINITIONS

- 5.1 None

6. FURTHER RESOURCES

- 6.1 None

7. PROCEDURES

- 7.1 All requests for grants should be directed to the Grant Committee of the City of Belleville in conformance with the attached application form.
- 7.2 Requests should be made well in advance of the event (at least 120 days prior) so that the request can be considered by the Grant Committee and a recommendation brought forward at a regularly scheduled Council Meeting.
- 7.3 **General grant applications** will be funded from money determined at the annual operating budget. The budgeted grant money for the year will fund all approved monetary grants and grants of city services, facilities or equipment.
- 7.4 All monetary grant applications must be submitted prior to the annual operating budget deliberations. The annual deadline will be posted on the City website following the finalization of the budget date(s). The annual deadline is October 31.
- 7.5 Grants made by the municipality are not to be regarded as a commitment by the municipality to continue such grants in the future. Grants will be approved and issued for the current operating period. Applicants requiring funding beyond the current operating period will be required to re-apply on an annual basis.
- 7.6 No grant will be considered approved unless specifically authorized by Mayor and Council in the form of a resolution of support.
- 7.7 In making grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding grants are final.
- 7.8 Grants will not be available to groups that have failed to comply with any reporting requirements (if applicable) from previous grants.
- 7.9 Grants will not be available to assist with operating expenses of an organization **except Social Infrastructure application.**
- 7.10 Grants will not be available to assist with development related waiver of fees.
- 7.11 Grant applications for Social Infrastructure/ Issues will be considered for approval from the Casino Revenue Reserve.**

8. ASSESSMENT FORM/TEMPLATE

- 8.1 Schedule "A"
- 8.2 **Schedule "B"**

General Eligibility Criteria

- Applicants must demonstrate the need for the specific request. Each request must be made in the prescribed form. (See Application Form)
- Individuals will not be eligible to receive grants from the City.

- The municipality reserves the right to limit the number of grants made to a particular organization in any given year.
- Applicants must be located in the City of Belleville.
- The City Council's decisions regarding eligibility are final.
- Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal grant.
- Applicants for a grant of municipally owned resources will be required to hold sufficient commercial general liability insurance; as determined by the City of Belleville. At a minimum commercial general liability coverage of \$2,000,000 will be required, but increased coverage may be necessary based on assessment of the application/applicant during the grant review process.

THE INSURANCE CERTIFICATE MUST BE SUBMITTED WITH THE APPLICATION OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL BE DENIED

- Applicants for a grant of municipally owned resources are required to provide an insurance certificate outlining the insurance coverage and listing the *Corporation of the City of Belleville* as an additional insured.

Ineligible Applicants

- Political parties
- Government agencies
- Individuals
- For Profit organizations

**CITY OF BELLEVILLE GRANT COMMITTEE
TERMS OF REFERENCE**

Approved by Council- January 14, 2013

Revised – April 23, 2018

Mandate:

The mandate of the Grant Committee is to:

- Recommend an annual budget allocation for grant requests
- Provide fair and equitable assessment of all grant requests
 - Evaluate grants in line with the Grant Policy criteria
 - Provide recommendations to Council for approval of grants
- Provide the maximum level of community benefit given the approved community grant budget

Committee Structure:

Three (3) voting members consisting of:

- Three (3) City Councillors

Staff Assigned

- Director of Finance/Treasurer
- Director of Recreation, Culture and Community Services, or designate
- Director of Environmental and Operational Services, or designate
- Other staff as necessary

Staff Support:

- Staff will provide procedural, technical and financial advice and support to the Grant Committee throughout the review and assessment of all grant application forms.
- Staff will liaise with the individual organizations and groups to ensure a clear understanding of the request and the corresponding financial commitment.

Meeting Schedule:

At the call of the Chair

Other:

The budget for monetary grants and grants of municipal resources will be established annually at the Operating Budget deliberations.

The budget for monetary grants for Social Infrastructure will be established based on prior calendar year Social Infrastructure allocation from Casino Revenue.



City of Belleville
Grant Committee
Social Infrastructure Funding Application

City of Belleville Grant Committee is accepting applications for non-profit organizations that primarily provide services to individuals who are experiencing adverse social impacts due to the economy, housing, physical, family, cultural, social exclusion, disabled, and ethnic/ racial/ religious factors.

Maximum Grant is \$10,000

Funds must be spent within one year

Closing Report from organization outlining measurable, tangible results/outcomes of the Grant must be provided

1. Applicant/Organization

Name of Organization: _____

Address: _____

Contact Person: _____

Telephone Number: _____

E-mail Address: _____

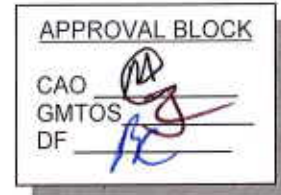
2. Mandate of Organization:

3. Intended Results/ Outcomes:

4. Grant Request: \$ _____

Signature: _____

Date: _____



CITY OF BELLEVILLE
Patrick McNulty, Capital & Fleet Asset Manager
Transportation & Operations Services Department
Report No. C&FAM-2018-05
April 23, 2018

To: Mayor and Members of Council

**Subject: Contract No. EOS-2018-11 re Road Resurfacing
Contract - Various Locations**

Recommendation:

“THAT the tender submission from Greenwood Paving (Pembroke) Ltd. for Contract No. EOS-2018-11 re Road Resurfacing Contract - Various Locations be accepted in the amount of \$1,119,433.88 plus \$145,526.40 HST, for a total amount of \$1,264,960.28, this being the lowest cost tender received, and that the Mayor and Clerk be authorized to sign the Acceptance Agreement on behalf of The Corporation of the City of Belleville and that the Clerk be authorized to affix the Corporate Seal.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with the “Transportation and Mobility” strategic theme to “Plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses”.

Background:

City Council approved Issue 1.008 In the 2018 Capital Budget in the amount of \$1,400,000.00 for a Surface Treatment Program.

Roads selected for the Road Resurfacing Contract have been identified in the Roads Need Study as requiring rehabilitation. These roads will be pulverized back to a gravel state, with additional gravel added. This will be followed by an application of Surface Treatment over the entire road. The preparation work (trees, ditching, and culverts) will be performed by City forces and a contractor will perform the pulverization and surface treatment applications. This is a cost effective method to revitalize rural roads. In the three (3) years this program has operated very favorable results have been obtained.

Financial/Analysis:

The following locations will be done as part of this contract:

Road	Distance
Scuttlehole Road (all)	3.8 km
Thrasher Road (Cottage Lane to City boundary)	4.9 km
Tuffsville Road (Hwy #62 to City boundary)	1.1 km
Ritz Road (all)	1.8 km
Bronk Road (Thrasher Road to Blessington Road, single application only)	3.8 km
Shaw Road (all)	0.4 km
Victoria Harbour Road	0.7 km
Total	16.5 km

The Request for Tender summary is as follows:

Date posted: March 15, 2018 at 12:00pm

Date closed: April 3, 2018 at 1:00pm

No. of Plan Takers: 9

No. of Submissions: 2

No. of Addendum issued: 1

The Finance Department's Preliminary Checking Summary is attached.

The qualified submissions received are summarized below:

Vendor	Bid Amount	13% HST	Total Bid Amount	Net Cost to City*	Total Budget Amount
Greenwood Paving (Pembroke) Ltd.	\$1,119,433.88	\$145,526.40	\$1,264,960.28	\$1,139,135.92	\$1,400,000.00
Miller Paving Limited	\$1,170,935.90	\$152,221.67	\$1,323,157.57	\$1,191,544.37	\$1,400,000.00

* Net cost to City including HST rebate

Tender submissions were verified for completeness and no mathematical errors were found.

Greenwood Paving (Pembroke) Ltd. was the lowest bid received. They have conducted this contract for the City in the past and management is confident the work will be completed in accordance with the contract without any concerns.

Conclusion:

It is recommended that Greenwood Paving (Pembroke) Ltd. be awarded Contract No. EOS-2018-11 Road Resurfacing Contract - Various Locations. This contract will commence following purchase order issuance, with a completion date of no later than September 30, 2018.

Respectfully submitted,



Patrick McNulty C.E.T.
Manager of Transportation & Fleet Services

Attachments

Schedule 1 – Preliminary Checking Summary

PRELIMINARY CHECKING SUMMARY

TO: Pat McNulty, Capital Asset & Fleet Manager

FROM: Christine Fradley, Purchasing Supervisor

DATE: Tuesday, April 3, 2018

SUBJECT: CONTRACT TOS-2018-11 – ROAD RESURFACING – VARIOUS LOCATIONS FILE NO. (T-09-18)

The above-noted Request for Tender closed on Tuesday, April 3, 2018 @ 1:00pm local time. The following bids were received and opened in the presence of Pat McNulty, Capital & Fleet Asset Manager, Christine Fradley, Purchasing Supervisor and Amy McMillan, Administrative Assistant. Copies of the proper bid submissions are attached for your review/evaluation and for preparation of a Report to Council.

Preliminary Checking of Tender Documents	Greenwood Paving (Pembroke) Ltd.	Miller Paving Limited
Total Tender Amount (HST extra)	\$1,119,433.88	\$1,170,935.90
Bid Deposit - Provided	Bid Bond in the amount of \$100,000.00	Certified Cheque No. 14044 in the amount of \$100,000.00
Agreement to Bond	YES	YES
Statement A,B,& C signature not required	YES	YES
Health and Safety Declaration Signed	YES	YES
Tender Form properly signed	YES	YES
Correct Tender Form & Label used	YES	YES
Each Tender envelope is time/date stamped.	YES	YES
Addenda No. 1, Received	YES	YES

COUNCIL REPORT SUMMARY

Open Date: Thursday March 15, 2018 @ 12:00pm local time
Date closed: Tuesday, April 3, 2018 @ 1:00pm local time
Days Open: 19
No. of Plan Takers: 9
No. of Submissions: 2
No. of Addenda: 1
Irrevocable Offer: 60 Days



Christine Fradley, Purchasing Supervisor



APPROVAL BLOCK	
CAO	<i>[Signature]</i>
DF	<i>[Signature]</i>
DE&DS	<i>[Signature]</i>
ME	<i>[Signature]</i>

CITY OF BELLEVILLE
Barry Simpson, Senior Project Manager
Engineering and Development Services
Report No. ENG-2018-13
April 23, 2018

To: Mayor and Members of Council

Subject: Canadian Pacific at-grade Crossing Improvements for the Herchimer Avenue Reconstruction Project

Recommendation:

“THAT pursuant to the Senior Project Manager report ENG-2018-13, Council directs staff to proceed with Option 2 to delay issuing the Herchimer Avenue Reconstruction Project contract while staff re-negotiate, with CP, the cost apportionment of the Herchimer Avenue at-grade crossing improvements or refer the matter to the Canadian Transportation Agency, if necessary, for a determination of cost apportionment.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. The recommendation within this report aligns with two of the City’s strategic themes, “Infrastructure” and the City’s strategic objective to “Develop asset management strategies and programs to resolve delivery shortfalls and protect our investment in existing infrastructure”; and “Transportation and Mobility” and the City’s strategic objective to “Plan and develop a safe and efficient road and transportation system that addresses the needs of our residents and businesses”.

Background:

As part of the Herchimer Avenue reconstruction project, improvements are required to the Canadian Pacific Railway (CP) at-grade crossing and the underground water and sanitary sewer utility crossings.

The required improvements to the at-grade crossing consist of widening and reconstructing the crossing surface (the area between and directly adjacent to the tracks) to accommodate the proposed multi-use path; improvements to the

railway warning system (gates, lights and bells) to accommodate the proposed multi-use path; and utility crossing improvements including the replacement of the aging water and sanitary sewer and the addition of a storm sewer crossing to replace the open ditches.

The required works across the CP railway required two distinct approval processes, a utility crossing application and a construction or reconstruction of grade crossings application. Approvals and agreements for the utility crossing improvements were secured and have been in place since February 2017. The reconstruction of grade crossings application was submitted in March 2017 and while CP provided a cost estimate and acknowledged they were in agreement with the proposed design of the at-grade crossing improvements for the multi-use path and roadway on January 11, 2018, a cost sharing agreement apportioning the responsibilities of each party including costs related to the completion of these works was not received from CP until April 10, 2018.

The agreement CP has submitted to the City for the crossing improvements assigns all costs associated with the construction of the improvements to the City. CP's engineering cost estimate for this work is \$372,808 plus \$158,892 in overheads for a total of \$531,700. In addition to the construction costs the agreement also makes the City responsible for 100% of the future costs for CP's inspection and maintenance of the crossing as well as for 50% of the future costs for the inspection and maintenance of the warning system.

In the early 1970's the City undertook a widening of this at-grade crossing and the Canadian Transport Commission issued Order No. R-12430. The order:

- authorized the City to widen the crossing at its own expense
- assigned the cost of maintenance of the widened crossing to CP
- required CP to install and maintain a warning system (flashing lights and bell)
- assigned the lesser of 80% or \$12,030 of the costs of the warning system to the railway grade crossing fund; 12.5% of the cost to the City with the remainder being paid by CP
- the cost of maintenance and operation of the warning system was assigned 50% to the City and 50% to CP.

It is noted that Order No. R-12430 is still in effect today.

Financial/Analysis:

The crossing surface (area between the tracks) approved by CP is a concrete panel surface and either this or wood are the only surfaces currently approved for use by CP for at-grade crossings. The original project scope of work had anticipated upgrading the crossing to a rubber surface which is less expensive than a concrete surface; however this option is no longer available. The costs that were carried in the original budget for the City's portion of railway improvements for this project based on a rubber surface was \$150,000 which

leaves a budget shortfall of \$382,000 for this work based on the \$531,700 estimate provided by CP for the proposed concrete surface and CP's requirement for the City to be responsible for 100% of the cost.

While CP has proposed that the City should be responsible for all current and future maintenance costs it is staff's opinion that the City should not be responsible for 100% of the construction costs of the crossing improvements; future maintenance of the crossing; or 100% of the construction costs of the warning system.

Subsection 101(4) of the Canada Transportation Act provides that section 16 of the Railway Safety Act applies if a person is unsuccessful in negotiating an agreement relating to the apportionment of the costs of constructing or maintaining the road crossing or utility crossing. Section 16(1) of the Railway Safety Act permits the proponent of a railway work, and each beneficiary of the work, to refer the matter to the Canadian Transportation Agency for a determination of cost apportionment. A determination made by the Canadian Transportation Agency is binding on both parties.

In regard to the apportionment of cost, Council is reminded that at the end of the Haig Road reconstruction project in 2008 the City applied to the Canadian Transport Agency for a determination of the apportionment of costs for the widening and reconstruction of the at-grade crossing, warning signal improvements and utility crossing works that were completed on the Haig Road at-grade crossing near Dundas Street East as part of the project.

For Haig Road, the Canadian Transportation Agency (CTA) ruled that since the widened crossing surface was entirely within the City's road allowance the "junior/senior" principle was appropriate for allocating costs for the crossing surface. Since the road had been present prior to the railway the City was the senior party at the crossing and CP was the junior party and as such CP was required to pay 100% of the costs of the widening and reconstruction of the crossing surface.

Regarding the warning system improvements at Haig Road, during the CTA's determination of the apportionment of costs the CTA found that there was an agreement in place at the time regarding the warning devices and therefore the CTA had no legal basis on which to declare the agreement invalid, nor to make any order varying the terms of that existing agreement. Staff are of the opinion that had the agreement not been in place prior to the CTA's ruling on apportionment of costs, the CTA would have applied the above mentioned "junior/senior" principle and CP would have been required to pay the construction costs of the warning system. The equal 50/50 cost apportionment for maintenance and operation of the warning system likely would have remained as this is a clause contained in many existing orders.

Also at Haig Road, in addition to the actual construction and maintenance costs the City also sought to recover the costs of the required railway traffic flagging

protection. The CTA ruled that the railway traffic flagging benefited both parties as both vehicular and railway traffic were protected and therefore apportioned the flagging protection costs equally between the City and CP.

It should be noted that Regulation SOR/80-748 Railway-Highway Crossing at Grade Regulations which was in effect during the Haig Road project in 2008 was repealed in 2014 and replaced with SOR/2014-275 Grade Crossing Regulation in 2015.

Section 11 - Apportionment of Construction and Maintenance Costs of the old Regulation SOR/80-748 stated:

- “(b) when an existing crossing is widened, the following costs are payable by the junior party, namely,
- (i) the cost of construction of the widening, and
 - (ii) the cost of future maintenance of the widened crossing; and
- (c) when the railway company is the junior party, it is not responsible for construction or maintenance costs incurred beyond the width of the original highway right-of-way.”

The new Regulation SOR/2014-275 (enacted in 2015) does not address the apportionment of construction and maintenance costs. It appears the apportionment of construction and maintenance costs has been deregulated and parties are now expected to negotiate an agreement relating to the apportionment of the costs of constructing or maintaining road or utility crossings.

While the “junior/senior” principle is not referenced in the new regulation, neither is the “disturber pays” principle that was being sought by CP at Haig Road and which CP is proposing to be applied at Herchimer Avenue. Section 16(1) of the Railway Safety Act still permits the proponent of a railway work, and each beneficiary of the work, to refer the matter to the Canadian Transportation Agency for a determination of the apportionment of the costs of constructing and maintaining the road crossing. The Canadian Transportation Agency considers each case on its own merit; however decisions are typically based on past precedent setting cases such as the Haig Road decision.

Similar to the Haig Road at-grade crossing, the City is senior at the Herchimer Avenue crossing and the proposed widening of the crossing surface falls entirely within the City’s road allowance. Therefore it is the opinion of staff that the principles applied by the Canadian Transportation Agency in the Haig Road decision would apply to the Herchimer Avenue crossing.

Staff are of the opinion that if this matter is referred to the CTA for a cost apportionment decision regarding the at-grade crossing improvements for the Herchimer Avenue project the CTA could issue a ruling in the City’s favour. The most favourable outcome that could be expected would see the cost allocations being split, with the City’s costs being approximately \$140,000 and CP’s costs being approximately \$391,000.

Clearly there is a need for further discussion / negotiation with CP regarding cost sharing; with a possible referral to CTA if discussions remain unproductive. However there is also an expectation to get this project underway to address the condition of the road and open ditches while providing an active transportation link to the waterfront.

Based the above information staff have developed three options for proceeding with this project for Council's consideration, as follows:

1. Add \$382,000 to the project budget and sign the agreement as proposed by CP.
2. Delay issuing the construction contract while staff re-negotiate the cost apportionment with CP or refer the matter to the Canadian Transportation Agency if necessary for a determination of cost apportionment.
3. Delete the multiuse path and at-grade crossing improvements from the Herchimer Avenue construction contract and refer the at-grade crossing matter to the Canadian Transportation Agency for a determination of cost apportionment.

Option 1- Add \$382,000 to the project budget and sign the agreement as proposed by CP:

As noted, this Option would have the City sign the agreement with CP as-is following which the contract for Herchimer Avenue would be issued with **all work included**. The advantage of this option is that it would permit the project to be tendered and proceed to construction upon the completion of the utility relocations currently scheduled to be completed by the end of May.

The disadvantage of this option is that the City would incur all costs associated with the at-grade crossing improvements in addition to becoming responsible for the costs of CP's future maintenance of the at-grade crossing.

Acceptance of all costs of CP's future maintenance of the reconstructed at-grade crossing cannot be justified or recommended by staff. There are sixteen CP at-grade crossings in the City. There are at least two other projects in the design phase that will require similar at-grade crossing upgrades and how the cost apportionments at this crossing are dealt with may set a precedent on how future crossings are dealt with. Therefore staff does not recommend that the City sign the agreement as proposed by CP.

Option 2- Delay issuing the Herchimer Avenue Reconstruction Project contract while staff re-negotiate with CP the cost apportionment of the Herchimer Avenue at-grade crossing improvements or refer the matter to the Canadian Transportation Agency if necessary for a determination of cost apportionment:

The advantage of this option is that the City would know the costs it would have to pay for the at-grade crossing improvements and the impact it would have on

the project budget prior to a Contract being tendered and awarded committing project funds.

The disadvantage of this option is that if a decision from the Canadian Transportation Agency is required it will result in a delay of at least a year to receive a decision and therefore delay the project from proceeding to construction this year.

Option 3 - Tender the Herchimer Avenue Reconstruction Contract without the multiuse path and the above ground at-grade crossing improvement works while staff re-negotiates the cost apportionment for the above ground at-grade crossing improvements with CP and the Canadian Transportation Agency as necessary:

The advantage of this option is that the major issues requiring attention namely, rehabilitation of the road, water and sanitary sewer and the construction of a storm sewer system can be substantially completed this year. While this work proceeds the cost apportionment for the at-grade crossing works can be re-negotiated with CP and the Canadian Transportation Agency as necessary. Once the costs associated with the at-grade crossing works are known a decision can be made regarding when to construct the multiuse path and at-grade crossing improvements.

The disadvantage of this option is that the construction of the multiuse path and at-grade crossing improvement works will not be constructed this year and would have to be tendered and constructed as a separate project following completion of the road works. This approach will also result in additional tendering and contract administration costs as two construction projects will be necessary to complete the entire project.

Staff cannot recommend proceeding with Option 1 as the outcome of accepting this option may establish precedent at other crossing locations.

Staff cannot recommend proceeding with Option 3 as this option would likely increase total project costs by creating two contracts to administer; and for the period of time where the multi-use path remains unbuilt, pedestrians would have no place to walk.

Staff recommend proceeding with Option 2 as this option will provide cost certainty regarding the level crossing improvements and will allow the project to be delivered as a single project addressing all user needs at the same time. An appropriate recommendation has been provided for Council's consideration.

Conclusion:

It is recommended that Council direct staff to proceed with Option 2 to delay issuing the Herchimer Avenue Reconstruction Project contract while staff re-negotiate with CP the cost apportionment of the Herchimer Avenue at-grade

crossing improvements or refer the matter to the Canadian Transportation Agency if necessary for a determination of cost apportionment.

Respectfully submitted,



Barry Simpson
Senior Project Manager
Engineering and Development Services



APPROVAL BLOCK	
CAO	
DF&ES	
DFS	

CITY OF BELLEVILLE
Don Corbett, Deputy Fire Chief
Fire and Emergency Services
Report No. FES 2018-02
April 23, 2018

To: Mayor and Members of Council

Subject: Purchase of a One Ton Crew Cab 4x4 Pick-Up Truck

Recommendation:

"THAT the Request for Proposal submission from William McKeown Motor Sales Ltd. be accepted for the supply and delivery of one 2018 model year Dodge 3500 4X4 Crew Cab (Red) in the amount of \$45,855.00 plus \$5,961.15 HST for a total of \$51,816.15, this being the most qualified proposal received, and that the Mayor and City Clerk be authorized to sign the Acceptance Agreement on behalf of the Corporation of the City of Belleville and that the City Clerk be authorized to affix the Corporate Seal."

Strategic Plan Alignment:

The City of Belleville's Strategic Plan identifies nine strategic themes. This report aligns with "Infrastructure" through investing in new infrastructure technologies to maximize efficiencies and better serve our citizens. In addition it aligns with "Community Health, Safety and Security" by supporting the establishment of responsive emergency and protective services with strong emphasis on prevention and preparedness to respond to emergencies.

Background:

Council approved issue 1.036 in the 2018 Capital Budget for the purchase of a New Fire Dept. Plow/Utility Response Truck in the amount of \$70,000.00. Fire Utility Vehicles are used for carrying and towing equipment, responding to emergency calls and are used for traffic control to provide visibility on major highways or roads. They are strategically placed to protect the scene and most importantly the first responders. In addition this vehicle will be used to plow the Fire Stations during weather events and transporting fire crews under the CP tracks to the Fire Apparatus stored at Fire Substation #6 when the rail crossings are blocked during a railway incident. The unit will also need to be

outfitted with emergency response lighting and siren, communications equipment and a heavy duty V-plow with a hitch mounted remote salter/sander.

The RFP for the vehicles:

Date posted: February 12, 2018
 Date closed: February 26, 2018 @ 1:00 pm Local Time
 No. of Plan Takers: 4
 No. of Submissions: 2
 No. of Addendum issued: 1
 Irrevocable period of 90 days

An evaluation committee was established to review the proposals and included:

- Mark MacDonald, Fire Chief
- Don Corbett, Deputy Fire Chief

Financial/Analysis:

The costs received for each proposal are summarized in the following table:

BIDDER	Pre-tax price	HST	Total	Net Contract Cost	Budget
Benton Fry Ford	45,822.24	5,956.89	51,779.13	46,628.71	70,000
McKeown Motors	45,855.00	5,961.15	51,816.15	46,662.05	70,000

Each submission was reviewed and checked for mathematical correctness. All bids were evaluated in accordance with the evaluation criteria set out in the request for proposal. The evaluation criteria and the final results were as follows:

Assessment Criteria	Weight
Technical:	25
Financial:	35
Service:	15
Demonstration:	5
Experience &References:	10
Delivery:	10
Total:	100

Ranking	
McKeown Motors	1st
Benton Fry Ford	2nd

The bid prices were almost identical with \$37.02 difference in price. After reviewing all of the features and value added items in the vehicle specifications, it was determined the Dodge truck offered more features that were desirable for fire service use and met all specifications of the RFP.

Conclusion:

It is recommended that William McKeown Motor Sales Ltd. be awarded the supply and delivery of one 1 Ton 3500 Series 4x4 four door Pick-Up Truck. With the Capital project funding of \$70,000.00 allocated, there are sufficient funds to purchase the vehicle and fully outfit with ancillary equipment for the appropriate purposes.

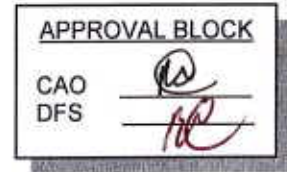
Respectfully submitted,



Don Corbett,
Deputy Fire Chief Operations



CITY OF BELLEVILLE
Mark MacDonald, Fire Chief
Fire and Emergency Services
Report No. FES 2018-03
April 23, 2018



To: Mayor and Members of Council

Subject: Award of the Core Services Review Contract

Recommendation:

“THAT the Request for Proposal submission from Pomax Consulting Inc. be accepted for the delivery of a Core Service Review of the Fire and Emergency Services for the City of Belleville in the amount of \$61,720.00 plus \$8,023.60 HST for a total of \$69,743.60, this being the most qualified proposal received, and that the Mayor and City Clerk be authorized to sign the Acceptance Agreement on behalf of the Corporation of the City of Belleville and that the City Clerk be authorized to affix the Corporate Seal.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with “Infrastructure” through the review of Fire and Emergency Services operations to maximize efficiencies and better serve our citizens. In addition it aligns with “Community Health, Safety and Security” by supporting the establishment of responsive emergency and protective services with strong emphasis on prevention and preparedness to respond to emergencies.

Background:

Council approved a comprehensive Operational review of the Fire and Emergency Services on April 16, 2013. Pursuant to the commencement of this review the 2009 Fire Master Plan was suspended by Council on January 11, 2016 so this updated third party review could bring current information and recommendations forward that would be incorporated into a new Fire Master Plan.

The RFP for the Core Service Review:

Date posted: December 21, 2017
 Date closed: February 16, 2018 @ 1:00 pm Local Time
 No. of Plan Takers: 14
 No. of Submissions: 7
 No. of Addendum issued: 1
 Irrevocable period of 90 days

An evaluation committee was established to review the proposals and included:

- Mark MacDonald, Fire Chief
- Paul Patry, Deputy Fire Chief Administration
- Don Corbett, Deputy Fire Chief Operations

The following Consultants submitted bids:

BIDDER	Pre-tax price	HST	Corrected HST	Total	Corrected Total	Net Contract Cost
Apexpro Consulting Inc.	49,800.00	6,474.00		56,274.00		50,676.48
BEHR Integrated Solutions Inc.	69,825.00	9,077.25		78,902.25		71,053.92
Dillon Consulting Limited	74,761.06	9,718.94		84,480.00		76,076.79
Emergency Management & Training Inc.	41,950.00	5,454.00	5,453.50	47,404.00	47,403.50	42,688.32
Jensen Hughes Consulting Canada Ltd	315,000.00	40,950.00		355,950.00		320,544.00
Kelton, Chertow and Boyd Inc.	131,600.00	14,898.00	17,108.00	146,498.00	148,708.00	133,916.16
Pomax Consulting Inc.	61,720.00	8,023.60		69,743.60		62,806.27

Assessment Criteria	Weight
Vendor's statement of understanding of the service concerns of the City of Belleville and completeness of RFP	30
Project Execution Methodology & Plan Ability to meet time lines for design and presentation of a work plan, timetable for implementation, etc.	20
Pricing & Cost effectiveness of the Proposal	20
Company Profile, Key Personnel, Relevant experience & References	30
	100

The Fire Management team conducted an extensive review of all submissions for content and required services, in addition to value added services within the proposals. The experience of the companies and their principles were also vetted to ensure the Firms had the capacity to conduct a thorough review and provide relevant recommendations. After scoring the submissions the results are as follows:

Ranking	
Pomax Consulting Inc.	1 st
BEHR Integrated Solutions Inc.	2 nd
Dillon Consulting Limited	3 rd
Apexpro Consulting Inc.	4 th
Emergency Management & Training Inc.	5 th
Kelton, Chertow and Boyd Inc.	6 th
Jensen Hughes Consulting Canada Ltd.	7 th

Financial/Analysis:

During the 2017 Operating Budget process Council approved that \$25,000.00 of initial funding be approved for the Operational Review Consultant fees. In the recent 2018 Operating Budget process Council approved a further \$75,000.00 funding for the Operational Review with a total budget of \$100,000.00.

Conclusion:

It is recommended that Pomax Consulting Inc. be awarded the Core Service Review for City of Belleville Fire and Emergency Services in the amount of \$61,720.00 plus HST \$8,023.60 for a total of funding of \$69,743.60 And a net cost of \$62,806.27. The costing

of this proposal will provide for contingency funding and any additional services the City may choose to exercise as part of the Pomax proposal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark MacDonald', written over a horizontal line.

Mark MacDonald,
Fire Chief/Director of Fire and Emergency Services