

CITY OF BELLEVILLE

Greg Pinchin
Manager of Approvals
Engineering and Development Services Department
Report No. APS-2019-33
September 23, 2019

To: Mayor and Members of Council

Subject: Part Lot Control Exemption
Potters Creek Subdivision – Phase 6
Block 58, Plan 21M-288
(34 to 40 Sandhu Crescent)
Owner: Duvanco Homes Inc.
File: ER-85

Recommendation:

“That a By-law to exempt Block 58, Registered Plan 21M-288, City of Belleville, County of Hastings, from the provisions of Section 50(5) of the Planning Act, for a period of 12 months, be prepared for Council’s consideration.”

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. The strategic theme “Infrastructure” and the City’s strategic objective to “plan for and invest in new or expanded infrastructure to establish sufficient capacity to provide for growth of our community”, along with “Residential Development” and the City’s strategic objective to “Plan for residential growth to meet our needs for 20 years and designate sufficient land in our planning documents to accommodate residential growth for 10 years”. The approval of part-lot control on Block 58 of the Potters Creek Subdivision – Phase 6 will provide additional residential units within our community.

Background:

The Potters Creek Subdivision – Phase 6 includes 13 blocks of land to be developed with townhouse dwellings, 1 block for development of single or semi-detached dwellings, and 51 lots to be developed with single detached dwellings. The Phase 6 lands are located north of Dundas Street West. Block 58 is located on the west side of Sandhu Crescent, as shown on the Location Map attached as **APPENDIX 1**.

Background: (cont'd)

The Builder has requested that City Council adopt a by-law exempting Block 58 within the subject subdivision, as shown on **APPENDIX 2** from the Part Lot Control provisions of the Planning Act. Block 58 contains a 4-unit street townhouse.

An exemption to Part Lot Control allows municipalities the right to allow blocks of townhouses and/or semi-detached dwellings to be subdivided into individual units without having to go to the Committee of Adjustment for individual severance approvals.

Phase 6 of the Potters Creek subdivision has been designed to include 59 townhouse units, 1 block for the development of 4 single or semi-detached dwellings, and 51 single detached homes. The 59 townhouse units are located on 13 blocks of land within the subdivision. The intent of the Developer was to construct the townhouse units within the 13 blocks and subsequently divide the individual blocks to establish separate lots for each of the semi-detached/townhouse units. Each townhouse unit and associated lot would then be sold individually, similar to any standard subdivision. In this case, the Builder has requested that City Council pass a by-law exempting Block 58 from the Part Lot Control Provisions of the Planning Act.

Staff are in agreement with this request. The approval of a Part Lot Control exemption for Block 58 of Plan 21M-288 would permit the Owner to register a reference plan, with the information shown in **APPENDIX 2** for this block thereby creating 4 individual lots each associated with a street townhouse unit, and permitting the sale of the 4 individual properties.

Financial:

All of the survey work and legal costs have been at the Builder's expense. The applicant paid a fee of \$750.00 for Part Lot Control.

Conclusion:

In conclusion it would be appropriate to grant exemption from the Part Lot Control provisions of the Planning Act for Block 58 of Plan 21M-288 in Phase 6 of the Potters Creek subdivision.

Respectfully submitted.

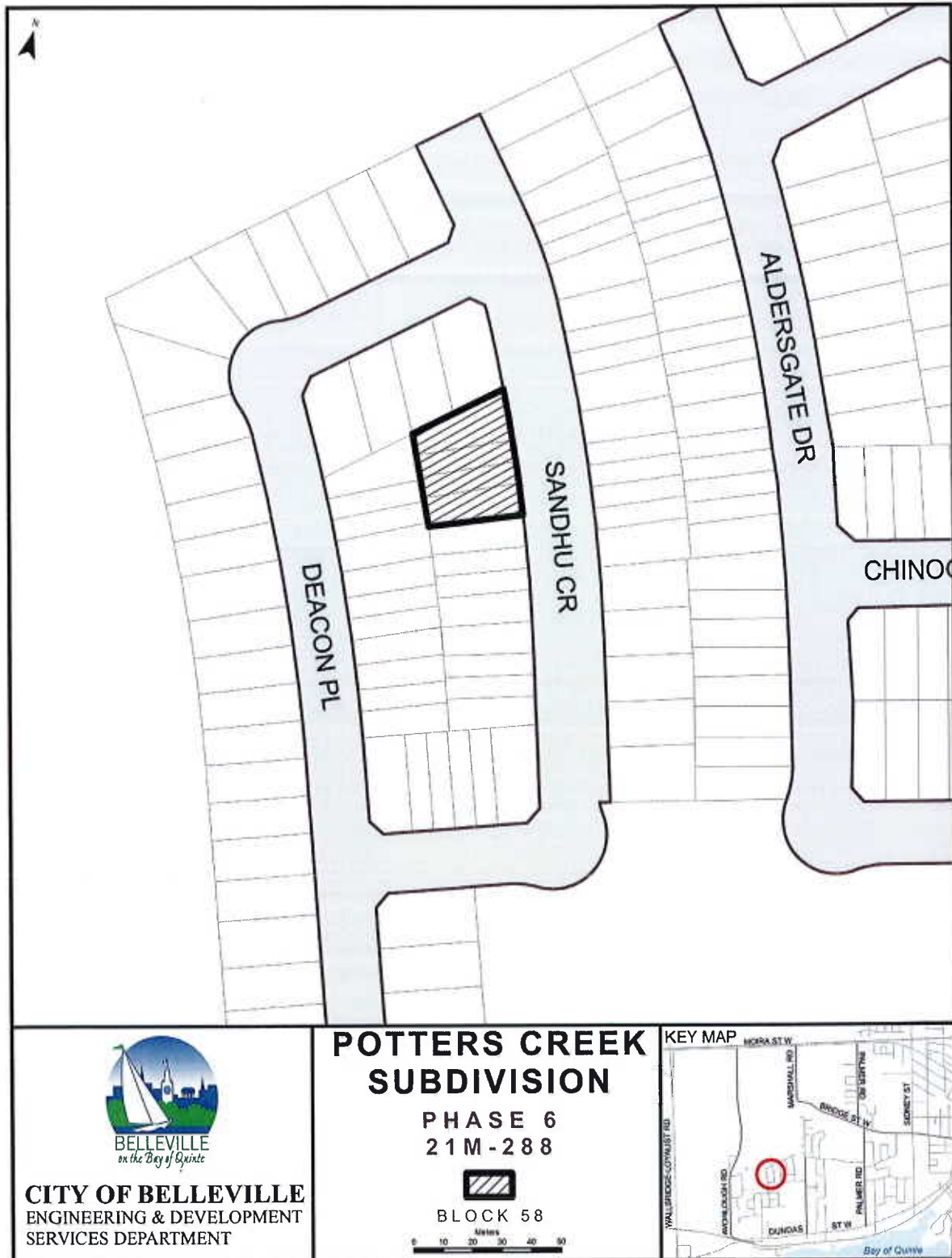


Greg Pinchin

GP/ck

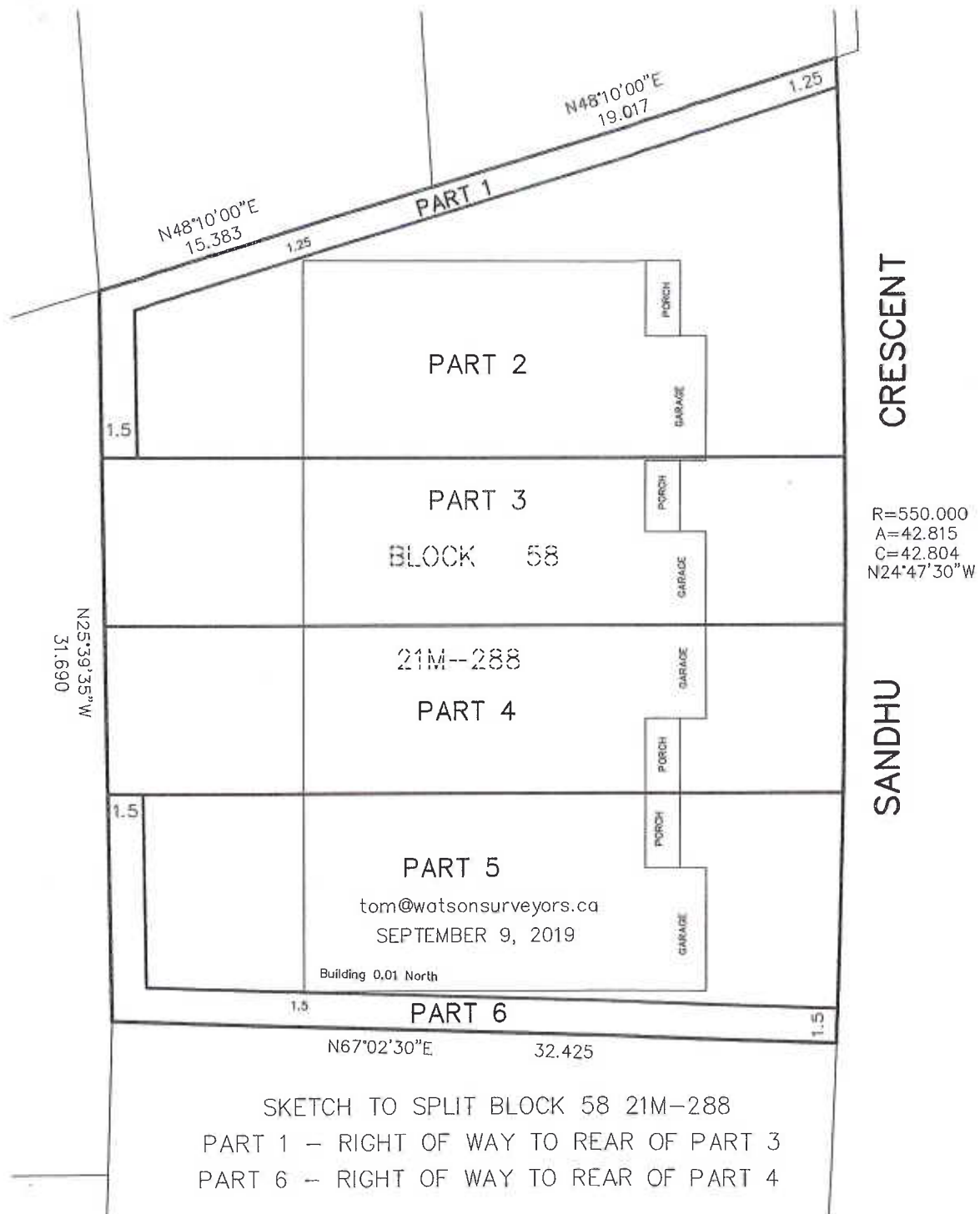
APPENDIX 1

Location Map of Block 58 in Potters Creek Subdivision – Phase 6



APPENDIX 2

Preliminary R-Plan to Subdivide Block 58 in Potters Creek Subdivision – Phase 6





APPROVAL BLOCK	
CAO	
DF	

CITY OF BELLEVILLE
Mark MacDonald, Fire Chief
Director of Fire & Emergency Services
Report No. FES 2019-06
September 23, 2019

To: Mayor and Members of Council

Subject: Re-assignment of 1999 75 ft. Ladder Aerial

Recommendation:

“THAT, pursuant to the Fire Chief’s Report No. FES-2019-06, Council approve the re-assignment of the 1999 American LaFrance 75 ft. ladder aerial to the Hastings and Prince Edward Counties Fire Training Centre in Trenton.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report 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. The unit would serve as an important training aid for area Firefighters and students attending Loyalist College.

Background:

In May 2019 Council approved the purchase of a new Ladder Aerial (Report FES 2019-01) and that report “suggested that the 1999 Ladder Aerial be donated to the Hastings and Prince Edward Fire Training Centre in Trenton where it will have light use and almost no road travel. This will extend the life of the Aerial to be utilized for training area firefighters as well as Loyalist College Fire Disciplines students”.

Subsequently we have now taken delivery of the new replacement Aerial, which will be put into service in coming weeks after shift training along with equipment relocations, acquisitions and installations.

Financial:

The Aerial will remain the property of the City of Belleville with proper insurance coverage for a unit seeing very little road use. The Training Centre will be responsible for all repairs and maintenance moving forward. The annual insurance cost is estimated to be at \$1,400.

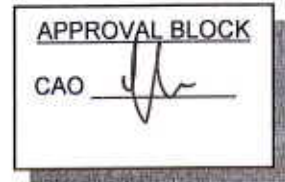
Conclusion:

The request is that Council approve the re-assignment of the surplus 1999 American LaFrance Ladder Aerial to the Hastings and Prince Edward Training Complex.

Respectfully submitted,



Mark MacDonald,
Fire Chief/Director – Fire & Emergency Services



**CITY OF BELLEVILLE
Perry Decola, General Manager
Environmental Services
Report No. GMES-2019-13
September 23, 2019**

To: Mayor and Members of Council

Subject: Single-Use Plastic Items & Packaging

Recommendation:

“THAT the General Manager of Environmental Services’ Report No. GMES-2019-13 regarding Single-Use Plastic Items & Packaging be received as information.”

Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with the “Environment” strategic theme to “Provide and support effective solid waste management practices that include enhanced waste diversion initiatives”.

Background:

The City of Belleville’s Green Task Force received deputations pertaining to the issue of single-use plastics from Straw Free Quinte & PEC, as well as the Hastings & Prince Edward Single-Use Plastics Working Group. Both groups are seeking municipal support for a bylaw that bans the distribution of single-use plastic items in the community (plastic straws and plastic bags respectively). Further, the City of Quinte West passed a resolution in March 2019 to undertake a review/audit of its facilities to identify opportunities to reduce or eliminate the use of bottled water and promote municipal water. This resolution was forwarded to the City of Belleville and other neighbouring communities. City of Belleville staff has been directed to provide Council with information on how other communities are tackling the issue of single-use plastics.

Single-use plastics are items and packaging that are typically used only once before being thrown away. According to a report commissioned by the Government of Canada, plastic packaging makes up 43% of total plastic waste. While some forms of plastic packaging like beverage containers have relatively high recovery rates in Ontario, others are not being captured in Blue Box

programs and often end up in landfill or as litter in lakes, streams and in public spaces.

The impact of single-use plastics on the environment and human health has become a major issue of concern prompting action by non-profits, businesses and government to curb their use. In June 2019, the Canadian Government announced its intent to ban harmful single-use plastics as early as 2021. Details on the federal proposal are limited at this time but it is expected the ban will cover the same list of materials recently targeted by the European Union: cotton bud sticks, cutlery, plates, straws, stirrers, sticks for balloons, as well as cups, food and beverage containers made of expanded polystyrene (i.e. Styrofoam) and on all products made of oxo-degradable plastic (a type of plastic that quickly fragments into increasingly smaller pieces called microplastics that persist in the environment).

At the provincial level, the Ford government released the Reducing Litter and Waste in Our Communities: Discussion Paper earlier this year which sought feedback on a number of proposals, including a ban on single-use plastics. More recently, the Province assigned David Lindsay as a Special Advisor on Recycling and Plastic Waste. Lindsay submitted a report to the Minister of the Environment, Conservation and Parks in July that will inform next steps for transitioning the province's Blue Box program to full producer responsibility. With respect to single-use plastics, the report calls for "co-ordinated action at both the national and international level" and emphasizes the need to harmonize policymaking so that "residents and businesses are not faced with competing initiatives that create a confusing patchwork quilt of requirements and commitments."

Analysis:

The table below is a snapshot of policies targeting single-use plastics. It is meant to showcase the range of policy details being considered or enacted by government in other jurisdictions.

Community	Policy	Details
City of Kingston	Staff Report - policy TBD	Staff report pending regarding the current status of single use plastics (SUPs) management in Kingston, and options for local action to reduce litter and waste created by the use and disposal of SUPs. The City recently concluded a public consultation process to gather feedback/ideas.
City of Montreal	Material ban	As of Jan 1, 2018, retail stores are prohibited from distributing plastic carryout shopping bags. Exemptions apply (e.g. bags used to separate meat from vegetables). Grace period for compliance.
City of Vancouver	Material ban	Beginning Jan 1, 2020, food vendors will be prohibited from selling or providing prepared food in polystyrene foam cups and foam containers. Bylaws are also being considered for plastic straws (with exemptions), plastic and paper shopping bags, disposable cups, and utensils.
District of Tofino	Material ban	Businesses are prohibited from selling or distributing plastic bags and plastic straws (with exemptions). Prohibits "Biodegradable" or "Compostable" plastic bags and straws (the District concluded that these materials do not adequately decompose in a landfill or the environment). Businesses must charge min. fee of \$0.25 for paper and \$2.00 for reusable bags to limit substitute effects (fees are kept by businesses). Permits plastic bags to be distributed that have already been used by a customer and that have been returned to the business for reuse.
County of Los Angeles	By-request ordinance	As of April 2019, sit down restaurants and fast food chains must withhold plastic beverage straws unless a customer requests them. Will use "complaint-driven enforcement" with escalating fines.
Prince Edward Island	Material ban	As of July 1, 2019, businesses are prohibited from providing plastic checkout bags to customers (with exemptions). Businesses must charge min. fee of \$0.15 for paper and \$1 for reusable bags (fees are kept by businesses). PEI plans to consult on all types of SU packaging in fall 2019.
State of Vermont	By-request law and material ban	By-request law requires businesses to withhold plastic beverage straws unless requested (exemption for those with medical conditions). Material ban prohibits retailers and restaurants from providing customers with single-use plastic carryout bags (exemptions apply), plastic stirrers, or cups, takeout, or other food containers made from expanded polystyrene. Retailers must charge \$0.10 for paper bags. Both laws take effect July 2020.

Considerations:***Harmonization:***

As mentioned above, there is the potential for a federal ban on single-use plastics as early as 2021 and the Province of Ontario has emphasized the need for harmonization with the federal government on this issue. If the ban goes forward, municipal governments will be responsible for implementation at the local level. There are many advantages to harmonizing policies across jurisdictional boundaries. A patchwork of different policies can be confusing for consumers/residents, expensive for affected businesses, and difficult for local governments to implement and enforce. This is why some communities are choosing to hold off on adopting regulatory measures for the time being.

It should also be noted that the Province of Ontario is currently moving forward with a transition to full producer responsibility for the Blue Box program. Once the transition takes place, managing the recovery of certain types of plastic packaging (that are designated in regulation) will be the financial and operational responsibility of industry.

Proper Consultation:

Typically, communities pursuing substantive policy changes to address single-use plastics first conduct extensive public consultation in order to design policies and programs with minimal adverse effects on local businesses and consumers. Often, a municipality will work with an external organization, such as an environmental non-profit, to conduct this work. Many communities have also sought advice and guidance from subject-matter experts, including consultants and lawyers, to ensure policies are well-suited to their community and will withstand any potential legal challenges.

Minimizing Substitute Effects:

Policies that ban certain packaging types can create unintended consequences if not carefully designed. Plastic bag bans are a case in point. They are now commonplace in North America and experience has shown that when a community bans carryout shopping bags, consumers do not necessarily switch to reusable alternatives. Portland Oregon, for instance, saw a 491% increase in the use of paper bags when they banned plastic carryout bags in 2011. This is problematic because a paper bag, while recyclable and biodegradable, requires more than four times the energy to manufacture than a plastic bag. More recent iterations of single-use plastic bans have included measures to minimize substitute effects, such as pairing a ban on plastic shopping bags with a minimum fee for paper and reusable bags.

Voluntary (non-regulatory) Options:

Until details are clear at the provincial and federal levels, the City could support voluntary initiatives to reduce single-use plastics in Belleville by encouraging local businesses to:

- Provide single-use plastic items only by request, where appropriate
- Offer take-back programs for difficult-to-recycle materials
- Switch to more environmentally-friendly packaging formats (and explore opportunities to make joint, bulk purchases to reduce cost)
- Make purchasing decisions with substitute effects in mind

Many local businesses have begun making changes to reduce plastic packaging waste and some have reached out to City staff for guidance. More education and outreach could be helpful in preparing businesses for the likelihood of more prescriptive requirements in the near future.

Conclusion:

Based on the above discussion, it is recommended that Council receive this report as information.

Respectfully Submitted,



Perry DeCola
General Manager, Environmental Services



APPROVAL BLOCK	
CAO	
DF	
GMT&OS	
PS	

CITY OF BELLEVILLE
Paul Buck, Manager of Transit Services
Transportation & Operations Services
Report No. MT-2019-11
September 23, 2019

To: Mayor and Members of Council

Subject: Contract No. TOS-2019-18 re Transit Bus Stop Accessibility Upgrades

Recommendation:

“THAT the tender submission from National Structures Inc. be accepted for Contract No. TOS-2019-18 Transit Bus Stop Accessibility Upgrades in the amount of \$97,958.58 plus \$12,734.62 HST, for a total amount of \$110,693.20, this being the only qualified bid received, and that the Mayor and the 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. The recommendation within this report aligns with two of the City’s strategic themes, “Infrastructure” to “Develop asset management strategies and programs to resolve delivery shortfalls and protect our investment in existing infrastructure” and “Transportation and Mobility” 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 City’s 2019 Capital Budget, Council approved Issue #19-1.066 in the amount of \$100,000 for AODA compliance upgrades to bus stops at various locations throughout the City of Belleville.

The intent of this budget item was for the improvement of approximately 100 bus stop locations each year for three years, in order to have all bus stops in compliance before the mandatory deadline for compliance. A comprehensive tender was designed, with consultation from the Accessibility Advisory Committee, providing detail on all stops we

wished to address in 2019. The Accessibility Advisory Committee recommended the use of tactile plates at each location, among other recommendations.

Financial/Analysis:

The Request for Tender summary is as follows:

Date Posted: Wednesday, August 14, 2019 3:00 PM
 Date Closed: Thursday, August 29, 2019 1:00 PM
 Number of Plan Takers: 10 (3 Construction Associations)
 Number of Submissions: 1
 Number of Addenda Issued: 1

The Finance Department's Submission Summary is attached (Schedule 1)

The qualified submission received is summarized in the following table:

Vendor	Bid Price	Corrected Bid Price	HST (13%)	Total Bid Amount	Net Contract Cost to City*	Budget Amount
National Structures Inc.	\$703,821.04	\$97,958.58	\$12,734.62	\$110,693.20	\$99,682.65	\$100,000

* Net Cost to the City including HST rebates

The RFT submission was verified for completeness and no mathematical errors were found. As the total bid received was over budget, management referred to Article 9 of Purchasing By-law 17-234 – Basis of Selection / Reservation of Rights of the bid documents:

"i) Negotiate with any one or more of the Vendors with respect to any aspect of the Request for Tender, this process, mandatory requirements or otherwise with respect to the Tender or any contract arising out of the Tender;"

On this basis, Management negotiated with the vendor the scope of the project and was able to reduce the number of locations for upgrade by prioritizing bus stop locations and utilizing the unit pricing submitted for each specified location. An itemised cost breakdown per bus stop is included as Schedule 2. By reducing and prioritizing the scope of the tender, the project is within the approved capital budget requirement and will provide necessary AODA compliant upgrades to thirteen (13) stops within the City.

Upgrades will be completed at the following locations:

Stop Name
Farley Avenue and Northwood Crescent – with shelter pad
Farley Avenue & Edgehill Road – with shelter pad
Hickory Grove and Oakridge Boulevard– with shelter pad
Leland Drive at Sidney Street – with shelter pad
Harder Drive at Dick Ellis Arena – with shelter pad
191 Palmer Road – with shelter pad
Bridge Street at Sidney North East – with shelter pad
Sidney Street at Bridge North West – with shelter pad
Wellington Street and Wellington Crescent – with shelter pad
Sienna Avenue at Concentrix – with shelter pad
106 Palmer Road
Avondale Road at Harder Avenue
Harder Drive at Wright Avenue

While the City has not worked with the company, management feels that, through their submission, experience and cooperation, National Structures Inc. have demonstrated a good understanding of the project and are fully capable and competent to complete this assignment by December 31, 2019.

As this is the first time a large scale AODA Bus Stop improvement project was implemented, management now has a baseline for estimating and quantifying future capital projects such as this.

Conclusion:

It is recommended that Council award Contract No. TOS-2019-18 Transit Bus Stop Accessibility Upgrades to National Structures Inc. Sufficient funding is available in the 2019 Capital Budget.

Respectfully submitted,



Paul Buck
Manager – Transit Services

Attachments

Schedule 1 – Submission Summary

Schedule 2 – Itemized Costing by Bus Stop

Transit Bus Stop Accessibility Upgrades

Closing Date: Thursday, August 29, 2019

Submission Summary

TO: Paul Buck, Manager Transit Operations
FROM: Christine Fradley, Purchasing Supervisor
DATE: Thursday, August 29, 2019

The above-noted Request for Tender closed on Thursday, August 29, 2019@ 1:00pm local time and the following compliant bids were received.

Vendor	Total Amount (HST Excluded)
National Structures Inc.	\$703,821.04

Financial Analysis:

Bid Amount	HST	Total Bid Amount	Net Cost to the City
\$ 703,821.04	\$ 91,496.74	\$ 795,317.78	\$ 716,208.29

Council Report Summary

Open Date: Wed Aug 14, 2019 3:00 pm
Close Date: Thurs Aug 29, 2019 1:00 pm
Online Submission: Required
Days Open: 14
Documents: 7
Addenda: 1
Registered Plan Takers: 10 (3 Construction Associations)
Completed Submissions: 1
Irrevocable Period: 60 Days



Christine Fradley – Purchasing Supervisor

**Contract TOS-2019-18
Bus Shelter Upgrades**

Schedule 2 for Report No. MT-2019-11

10 stops with Shelters

#	Stop #	Stop Name	Quantity - Area	Unit Price	Total Price	Scope
13	111	Farley Ave and Northwood Crest	31.5	\$ 28.50	\$ 897.75	Sod & Topsoil removal
			13.5	\$ 73.00	\$ 985.50	Disposal of Concrete Walkway
			45	\$ 174.00	\$ 7,830.00	New Concrete with Shelter Pad
		TOTAL			\$ 9,713.25	
15	113	Farley Ave & Edgehill Road	32.4	\$ 28.50	\$ 923.40	Sod & Topsoil removal
			32.4	\$ 174.00	\$ 5,637.60	New Concrete with Shelter Pad
					TOTAL	
16	114	Hickory Grove and Oakridge Blvd	18	\$ 28.50	\$ 513.00	Sod & Topsoil removal
			13.5	\$ 73.00	\$ 985.50	Disposal of Concrete Walkway
			31.5	\$ 174.00	\$ 5,481.00	New Concrete with Shelter Pad
		TOTAL		\$ 6,979.50		
51	325	Leland Drive at Sidney Street	21.6	\$ 28.50	\$ 615.60	Sod & Topsoil removal
			13.5	\$ 73.00	\$ 985.50	Disposal of Concrete Walkway
			35.1	\$ 174.00	\$ 6,107.40	New Concrete with Shelter Pad
		TOTAL		\$ 7,708.50		
61	336	Harder Drive at Dick Ellis Arena	32.4	\$ 28.50	\$ 923.40	Sod & Topsoil removal
			32.4	\$ 174.00	\$ 5,637.60	New Concrete with Shelter Pad
					TOTAL	
63	338	191 Palmer Road	18.9	\$ 28.50	\$ 538.65	Sod & Topsoil removal
			13.5	\$ 73.00	\$ 985.50	Disposal of Concrete Walkway
			32.4	\$ 174.00	\$ 5,637.60	New Concrete with Shelter Pad
		TOTAL		\$ 7,161.75		
67	342	Bridge Street at Sidney North East	18	\$ 28.50	\$ 513.00	Sod & Topsoil removal
			0.95	\$ 73.00	\$ 69.35	Disposal of Concrete Walkway
			27	\$ 49.90	\$ 1,347.30	Disposal of asphalt
			45.95	\$ 174.00	\$ 7,995.30	New Concrete with Shelter Pad
		TOTAL		\$ 9,342.60		
68		Sidney at Bridge North West	27	28.5	\$ 769.50	Sod & Topsoil removal
			5.4	49.9	\$ 269.46	Disposal of asphalt
			32.4	174	\$ 5,637.60	New Concrete with Shelter Pad
		TOTAL		\$ 6,676.56		

**Contract TOS-2019-18
Bus Shelter Upgrades**

Schedule 2 for Report No. MT-2019-11

70	344	Wellington Street and Wellington Cres	21.59	28.5	\$	615.32	Sod & Topsoil removal
			7.51	73	\$	548.23	Disposal of Concrete Walkway
			3.3	49.9	\$	164.67	Disposal of asphalt
			32.4	174	\$	5,637.60	New Concrete with Shelter Pad
		TOTAL				\$ 6,965.82	
85	361	Concentrix	32.4	73	\$	2,365.20	Disposal of Concrete Walkway
			32.4	174	\$	5,637.60	New Concrete with Shelter Pad
					TOTAL		

3 Stops - NO SHELTERS

#	Stop #	Stop Name	Quantity - Area	Unit Price	Total Price	Scope
54	328	106 Palmer Road	32.4	\$ 28.50	\$ 923.40	Sod & Topsoil removal
			32.4	\$ 174.00	\$ 5,637.60	New Concrete Passenger Standing Area and Walkway
					\$ 6,561.00	
		TOTAL				
59	334	Avondale Road at Harder Ave	25.82	\$ 28.50	\$ 735.87	Sod & Topsoil removal
			13.5	\$ 73.00	\$ 985.50	Disposal of Concrete Walkway
			39.32	\$ 174.00	\$ 6,841.68	New Concrete Passenger Standing Area and Walkway
					\$ 8,563.05	
		TOTAL				
60	335	Harder Drive at Wright Ave	18.9	\$ 28.50	\$ 538.65	Sod & Topsoil removal
			13.5	\$ 73.00	\$ 985.50	Disposal of Concrete Walkway
			32.4	\$ 174.00	\$ 5,637.60	New Concrete Passenger Standing Area and Walkway
					\$ 7,161.75	
		TOTAL				
		TOTAL			\$ 97,958.58	
		HST			\$ 12,734.62	
					\$ 110,693.20	

September 13th, 2019

City Clerk Matt MacDonald
City of Belleville
169 Front Street
BELLEVILLE, Ontario
K8N 2Y8

Dear Mr. MacDonald,

Please find attached the Report for review by The Mayor & Council at their meeting on **Monday, September 23rd, 2019** pertaining to the special considerations and permits required for the execution of the **Santa Claus Parade, Sunday, November 17th**.

In accordance with the terms of our Special Events Service Agreement, we would like to take the opportunity to outline the plan we have in place, request the assistance we will require from various City Departments and address health and safety issues. As you know it is our goal to continue to offer top quality free admission family events for those in the entire Quinte Region.

You will also find the Application for the Parade Permit attached.

You have our assurance that the appropriate City Departments will receive proper written notice should any changes be necessary to the details described herein and a Site Services Meeting will be called with all stakeholders invited, once this Report has been approved by Council. A Stakeholders Meeting will also be held post parade to discuss the results of this years' initiative.

Thank you for your time and consideration.

Sincerely,



Jill Raycroft
Chief Executive Officer



Santa Claus Is Coming To Town
Sunday, November 17th, 2019



NAME:

21st Annual Belleville Nighttime Santa Claus Parade
A Community Celebration Of The Holiday Season

DATE:

Sunday November 17th, 2019

START TIME:

4:30pm ... taking approximately 1:00 – 1:15 minutes to pass by any given point provided there are no major weather delays

PARADE LINEUP:

70+ registered floats/bands/activations with a minimum of 1,500 staff/volunteers/children involved

ESTIMATED ATTENDANCE:

7,500 - 10,000

2019 ROUTE:

After assembling all floats on the grounds and around the racetrack, the parade will depart from the Belleville Fairgrounds property onto Bridge Street West (near the fence opening by Belmont Nursing Home), travel East on Bridge Street to the west side of The Bayview Mall. Floats then exit onto Dundas Street East to return to their place of origin. Riders will be picked up on the Mall property. Those picking up riders will park on the east side of The Bayview Mall. The Mall will remain open late (including washroom facilities) to allow parents to stay inside and warm while they wait for the floats to arrive.

BACKGROUND INFORMATION RE: PROPOSED ROUTE CHANGE:

Please Refer To Document Attached

SUMMARY:

2018 marked the 20th Anniversary for our night time “lighted” parade. When the City changed from a daytime to nighttime event the attendance doubled. The sign of a true community event is when you have 1,500 + people in the parade with 7,500 -10,000 lining the streets.

An impressive showing of quality floats continued in 2018 with strong attendance. The weather cooperated with cool air and a slight breeze. This event draws from areas including but not limited to Warkworth, Campbellford, Stirling, Tweed, Madoc, Marmora, Prince Edward County, and areas east including Napanee and Kingston.

Following the 2019 Parade, a wrap up meeting will be held to gain perspective from all stakeholders.

Increased hype is always added to this event through our partnership with The Quinte Mall’s “Ride With Santa” Contest wherein four families board a limo and travel to the parade route as Santa’s special guests on his float. Santa joins us during his off hours from Santa’s Workshop at Kindness Court in The Quinte Mall.

Our own float contest continues to result in more imaginative themes, impressive lighting designs and heart-warming displays of community and team spirit each year.

In 2019 we are introducing a **NEW** online contest for a “People’s Choice Award” for the most impressive float entry to be voted on by parade viewers.

Further to anticipated need of a new end location with the closure of Quinte Secondary School, we met with key stakeholders in April and August, and have had productive discussions with the BDIA, Quinte Curling Club, Belleville Agricultural Society, Belleville Police, Fire & Emergency Services, Hastings-Quinte Paramedics and the Bayview Mall relative to all aspects of the 2019 parade.

Once our report has been officially approved by The Mayor & Council a **Site Services Meeting** will be called with all stakeholders present to ensure everyone is aware of all the details for this event, and, all supplies, equipment and manpower needed to guarantee a professional and safe presentation.

COMMUNITY PARTNERS:

Belleville Fire & Emergency Services, Belleville Police Services, Hastings-Quinte Paramedics, The Quinte Mall, Gleaners Food Bank, Canada Post Letter Carriers, A1 Limousine, Malcolm Brothers, The Quinte Curling Club, Belleville Agricultural Society are prepared to participate as they have in the past.

The BDIA, Glanmore House, Hastings-Prince Edward Regiment (The Armouries) and other community groups have already been engaged in conversations around their potential participation.

NEW COMMUNITY PARTNERS:

(groups, most of whom we have already had positive conversations with, discussing possible engagement on Parade Day)

- Eastminster Church Council *(to meet with them in the near future)*
- St. Thomas Church *(received positive email endorsement for new route)*
- Bridge Street United Church *(received positive telephone endorsement for new route)*
- Bridge Street Retirement Home *(received positive telephone endorsement for new route)*
- First Adventure Child Development Centre *(received positive telephone endorsement for new route)*
- Porchfest Hosts
- East Hill Residents
- Various Belleville Service Clubs
- School Boards, School Staff, Students & Parents

FEEDBACK FROM PARADE PARTICIPANTS WITH LARGER SIZED FLOATS:

- Parkhurst Transportation & Kelloggs have provided positive endorsement for the proposed route recognizing the increased safety factor with no turns which will also result in a more consistent flow, the advantage provided by a large well lighted end zone, and, a very significant reduction in emissions

On the following pages you will find our detailed listing of assistance required from City Departments, Belleville Police Services and Fire & Emergency Services in order to host the best community celebration possible, keeping thousands of parade participants, volunteer Marshals and viewers safe.

ASSISTANCE REQUIRED - GENERAL:

- use of the Belleville Fairgrounds racetrack on the afternoon of November 16th to place barricade markers around the track to ensure safe and efficient lining up of floats (time will be determined by the weather on that day ... could be morning or afternoon)
- use of the entire Belleville Fairgrounds property on parade day, beginning at 11am for prep, and assembly ... by 9pm parade day the lot should be clear of all floats and personal vehicles
- use of the old Ben Bleecker property (Bridge & Sidney) for parking on parade day
- placement of barricades along parade route at pre-determined intersections and public areas (Belleville Police Services & City Transportation & Operations Staff will work with Chamber staff to determine desired locations for these barricades at our Site Services Meeting)
- placement of barricades at the Bayview Mall to ensure proper flow of floats entering the property off Bridge Street East and aid with crowd control as parents wait for children to arrive, or, 4 ft fencing may be a better option for this purpose (Belleville Police Services & City Transportation & Operations Staff will work with Chamber staff to determine locations for these barricades and/or fencing at our Site Services Meeting)
- 20 trash receptacles at assembly grounds
- all lighting at the Fairgrounds turned on by 4pm with track lights to be angled onto the track to aid with float assembly
- assistance from BPS at entrance to the Fairgrounds assembly area off Bridge Street West during assembly timeframe (entrance near Belmont Nursing Home) *
- assistance from BPS at start of parade on Sidney Street at the junction of Bridge Street West *
- assistance from BPS as floats enter the Bayview Mall end zone off Bridge Street East *
- assistance from BPS as floats exit the Bayview Mall end zone onto Dundas Street East *
- Santa Claus float in good state of repair including a sound system with Christmas music
- 1 decorated float & tow vehicle may be required (Parks Department will be notified by Nov 1st)
- use of public washrooms under Fairgrounds grandstand ... portable facilities will be placed on the property as well to assist with the volume of people at the assembly grounds
- area underneath Fairgrounds grandstand open as warming station for parade participants
- ladder to assist Santa onto float at assembly grounds and off float at the end of the route
- route Site Inspection by Elexicon Energy (Veridian) to ensure power lines are high & secure
- Operations Department Staff to follow along Bridge Street immediately following parade to clean the streets, sidewalks, etc.
- Operations Department to sand/salt route immediately before parade if weather is inclement

*a formal request will be made to BPS for support on parade day, including a request for Paid Duty Officer assistance to ensure safety for all

ASSISTANCE REQUIRED – IN PARTNERSHIP WITH THE DOWNTOWN DISTRICT – BDIA:

- closure of Front Street between Bridge Street East & McAnnany Street, noon to 9pm on parade day (end time could fluctuate dependent upon parade flow and time required for cleanup)
- metal bleachers placed south of Bridge Street East & Front Street intersection facing north
- placement of 3 City owned pop up shop structures at noon into the closed street section (locations to be determined by Parks & BDIA Staff)
- placement of 3 pop up shop structures into their “Christmas Homes” for the period November 17th to January 2nd within the Downtown District, following the parade (locations to be determined by Parks & BDIA Staff)
- 10 trash receptacles

A few hours of pre-parade socializing, entertainment, food & drink in this closed off “Market-Like” atmosphere. Plans include 3-6 pop up shops (3 currently owned by the City), food vendors, Holiday themed entertainment at Century Village, and an Elf & Reindeer Photo Booth for families.

Portable facilities will be placed in close proximity to this special event site.

ASSISTANCE REQUIRED – IN PARTNERSHIP WITH GLANMORE NATIONAL HISTORIC SITE:

- wooden bleachers from Agricultural Society along Bridge Street East edge of Glanmore National Historic Site property (# of bleachers to be determined at Site Services Meeting)
- 6 trash receptacles

A free family fun community gathering beginning at 4pm featuring historic outdoor lantern lighting (battery operated candles). Families will “step back in time” as they help Glanmore Staff and Volunteers decorate the Museum’s spruce trees with traditional handcrafted ornaments. Holiday themed Glanmore stickers will be handed out as well as general information regarding the Museum. Staff may launch a Social Media campaign for VIP bleacher seating to help with excitement leading up to this Holiday celebration and raise the profile of our community treasure.

Portable facilities will be placed on the Museum property.

ASSISTANCE REQUIRED - ROBIN JEFFREY – EAST HILL PARK:

- wooden bleachers from Agricultural Society along Bridge Street East edge of Robin Jeffrey East Hill Park (number of bleachers to be determined at Site Services Meeting)
- 6 trash receptacles

This pre-parade gathering scheduled to begin at 4pm is still being discussed with possible community partners and could include tent shelters, bleachers, hot beverages (hot cider/coffee/hot chocolate), and, seasonal musical entertainment. The goal is to create a free family fun community celebration before the parade arrives.

Portable facilities will be placed in the Park.

SPECIAL CONSIDERATION - GENERAL:

- permission to erect a sign(s) advertising the parade on City property ... waiver of requirement for permit application and fee with new Sign By-Law legislation to be followed (location yet to be determined)
- permission to erect a tent(s) for pre-parade gatherings ... list of tent(s) to be erected will be provided to the Engineering Department with the appropriate Building Permit ... waiver of fee is requested
- Transit may be approached by Gleaners Food Bank to assist with their parade food drive
- extension of all Sunday evening Transit service to 8:30pm to accommodate spectators returning home following the parade
- "No Parking On Parade Day By-Law" to be enforced November 17th for the whole day:

... Bridge Street East (north & south side) between James Street & Coleman Street

... Bridge Street East (north & south side) between Front Street & Church Street

... on Front Street (east & west sides) between Bridge Street East & McAnnany Street

This allows for optimum viewing and is a necessary safety precaution as well. If this By-Law is not put into place people will dart out between parked cars to get a closer look at floats, drivers cannot see them, and the result could be tragic. The Deputy City Clerk & Parking Program Coordinator will determine time for placemen and method to be used for blocking off spaces.

SPECIAL CONSIDERATION – IN PARTNERSHIP WITH THE DOWNTOWN DISTRICT – BDIA:

- Civic Celebration designation for Front Street between Bridge Street East & McAnnany Street to allow the BIA to bring in vendors (both food & merchandise) to conduct business on Parade Day Sunday November 17th without special licensing from the City of Belleville
- Waiver of Food Truck By-Law by the BDIA
- use of power from light standards on Front Street between Bridge Street East & McAnnany Street for BDIA pre-parade celebration
- 1 Transit Bus to pick up residents of McNabb Towers & Quinte Living Centre to take them to a pre-determined location to watch the parade, or, to drive the bus as a "float" in the parade to give the downtown residents the experience of being part of this great community event (feasibility and choices to be determined by Transit representative and building Administrators)

ATTACHMENTS:

- Parade Permit Application

Letters from:

- BDIA (Letter of Non-Objection re: Food Truck By-Law)
- Hastings-Prince Edward Board of Education (use of Quinte Secondary School property),
- Glanmore National Historic Site (plans for pre-parade community celebration),
- The Bayview Mall (permission for property use)

BACKGROUND INFORMATION – BELLEVILLE SANTA CLAUS PARADE

Santa Claus Parade Route – 2019 Proposal

Three years ago, I jumped on the bandwagon fighting the move off Front St. It made absolutely no sense to pull the parade from the newly unwrapped Phase 1 of the Revitalization. Knowing what I know now – and how putting the parade on Front St actually diminishes the ability of our community to come and stroll the area – I believe there is merit in having the Parade cross through and having people walk down the street rather than stand in one place.

If we were to agree that few people like change, holidays ARE all about tradition and the Chamber has the best interests of business at heart always – I hope you will also appreciate the decision to move the parade has nothing to do with wanting change “just because”, a desire to break tradition, or a deliberate interest in pulling support from the downtown.

As the agency contracted to coordinate this City event, the Chamber’s goal is to present the community with a Santa Claus Parade that offers families with young children a fun, free event and brings people together to celebrate the beginning of the holiday season. To that end, downtowns have been the logical choice for these events for generations because they provide long stretches of sidewalk, a contained area that traffic can be diverted around and hopefully encourages shopping in the area stores. And, as much sense as a Saturday afternoon parade made 20 years ago, we broke with tradition and started a night-time parade. No doubt this shift was so well received because the floats look magical adorned with lights and with just the right amount of snow, the spirit of the season is hard to resist!

In 2018, we had to revisit the alternate routes with the closure of Quinte Secondary School. At the last minute, the school was made available for our use but the rising costs for fencing and lighting had a significant financial impact. Public outcry through a petition also drove the vote at Council to support the downtown route in spite of the many safety considerations described and supported by first responders as concerns. Police Services requested 30 volunteers to assist with guiding parade goers; none of those on the petition came forward to help. Some Downtown merchants did open (we estimate 4-5) and some had hot chocolate and other treats available. However, the Front St and North Front St crowds were thin with many large empty gaps which paled in comparison to the volume of people who crowded along Bridge St in the West Hill neighbourhood.

No parking access in the Downtown to lots later in the afternoon, or access to Front St parking due to the No Parking On Parade Day By-Law impedes both shopping and parade traffic, limiting the numbers who are able to view the parade on Front St.

In April, we gathered key stakeholders from the BDIA along with the first responders and school board to review what the route should look like in 2019.

The school board confirmed that QSS would not be available.

The BDIA heard the long list of safety issues emergency services – police, fire & paramedics – have identified with the Front St route.

Few people see the amount of time or effort this takes and I would ask you comment mindfully on the route change after considering the hours of work that go into the planning, the coordination of both volunteers and paid staff, the organization of multiple entries (we had 76 last year) and ultimately, how many fingers are crossed for good weather.

None of our decisions are made lightly or because we want to move.

Many alternate routes have been suggested over the years which include Sidney St, Cannifton Rd (north end), Bell Blvd, North Front St, Dundas St and College St but they do not include any part of our downtown. They are also logistically impractical.

Each year presents new challenges to the route and we fully expect this year's plan may change again next year. We assure you this year's route was only arrived at through very thorough consideration, extensive research completed when a significant change was required in 2016, and, our ongoing desire to have the parade go through the heart of the City.

Rationale for proposal of the 2019 Bridge St route includes the following.

Parade Staging Zone

(75+ entries including marching bands and 53' transport trailers)

- We need a very large, well-lit and open assembly area and use the entire Fairgrounds property which should give you an idea of what footprint we need to be able to manage all float sizes, walkers, riders, drops offs, pick-ups, etc.
- We moved the assembly area to the Fairgrounds in 2016 to accommodate the increase in the number of entries and an increase in the number of larger floats
- There are hundreds of parents dropping off children who are participating on floats, playing in bands, etc. There must be a safe area where they can drive up, drop off, and drive away, or, find an area close by to park and leave their vehicles. The Fairgrounds property is perfect for this as there are so many huge lots surrounding the Bridge & Sidney St intersection.

Parade End Zone (Quinte SS & North Front St at the junction of King George Sq)

- Disembarking at QSS required parents to walk from the Metro parking lot over to the dark school parking lot OR meet them on North Front St as they got off the transport trailer floats. This resulted in multiple cars lining streets everywhere to pick up riders, children running in every direction and cars and trucks idling for long periods of time.
- One of the major downfalls at QSS was the lack of lighting and thousands of dollars had to be spent annually on tower lights.
- When choosing an end zone which will be manageable for our Marshals and safe for all participants we need equal space to the assembly area. At the end zone of the parade the drivers need the same amenities in order to secure a safe environment for their riders & walkers ... wide turning radiuses, big open spaces and good lighting.

Parade End Zone (Bayview Mall) – Advantages

The east parking lot will be reserved for parents who can enter the mall from that side and come across through the building to the west parking lot where the floats will arrive.

The parking lots are well lit and the Bayview Mall management has already agreed to open their doors allowing parents to wait inside to stay warm, and park their vehicles in a well-lighted lot without having to leave their cars idling.

Floats will enter the west parking lot and those with passengers will head to a safe “unloading zone”. Floats with no passengers will be diverted around the unloading zone and travel through the Mall lot back onto Dundas St where they can return to their “home” location.

SAFETY & ENVIRONMENTAL CONSIDERATIONS (appropriately presented by external groups)

Railway crossings:

- We cannot take the parade over the tracks on Front/Pinnacle/Church St, etc. This presents a scheduling and safety issue with CPR, the CP Rail Police, BPS, Fire and EMS.

Access to Front St:

- Campbell & Victoria provide the only access to Front St for emergency personnel; while an injured person might be moved, a fire would present a very different problem

Maneuverability:

- Some of the alternate routes suggested include corners that are not maneuverable by 53' transports, which are quite impressive as floats.
- The drivers are too high to see the crowds along the streets and the more twists and turns the parade has the higher the level of danger.
- Some of the newly designed areas on Front St have been slightly narrowed and there are new islands in place which prohibit access to some bridges from certain directions. Turning radiuses are very tight for transports and trucks pulling very long trailers with people on board. (we were at first cautioned the parade might not even be able to turn onto Front St heading north last year due to the new Bridge & Front St intersection design)
- Hydro wire heights and the grade on hills (the Bridge & Church St hill is less of a grade than the CN overpass on North Front St)
- Wide open well-lit space is the best scenario for assembly and end zones to manage the challenge of the boarding and offloading of float riders, many of whom are children.
- A straight route, without turns, limits the amount of idling time for vehicles thus reducing emissions and accommodates less experienced drivers who may not be used to towing trailers.

These safety issues exclude route/assembly zone/end zone options such as Victoria Park, Harriett St, Meyers' Pier, George St boat ramp, Jane St, Mary St (beside the Court House), etc. which have all been discussed in the past. A route which starts and ends at the Fairgrounds might seem obvious but is fraught with twists and turns, some construction projects and street closures – not to mention the length.

BPS are key partners helping us to provide the crucial safe environment from start to finish ... assembly, route, end zone and overall traffic control. A permit must be filed with the City Clerk's Office for any parade in the City, with the City and BPS having to agree with all terms and conditions before the permit can be approved. We have worked closely with the BPS and City of Belleville Senior Staff as prospective routes have come up for discussion and they have guided us through this process understanding the desire to keep the parade moving through the Downtown core.

Even with the knowledge we possess having organized this event for the past 13 years, there were times when valid reasons were given why some plans could not come to fruition.

The necessary elimination of downtown parking access on parade day decreases the number of people who can access prime viewing locations on Front St. Changing the route will mitigate this and should encourage more people to take advantage of the free parking within walking distance of the parade passing through at Bridge & Front St and Bridge & Pinnacle St.

The Opportunities

The Bridge St route allows for free parking downtown in all lots and on all streets accessible right up until parade time. No closures of Front, Campbell, Victoria, Pinnacle, Market or McAnnany would be necessary – though the Downtown has proposed activities that would benefit from a small closure at Bridge and Front St to McAnnany to accommodate bleachers, vendors and seasonal entertainment. Traffic flow on Front & Pinnacle heading north or south would only be interrupted while the parade passes by these Bridge St intersections.

In cooperation with the BDIA, we have included their parade day activity requests for city support within our report – because this partnership at any level is a win-win for both.

Encouraging people to come and park in the free lots and along Front St will result in far more foot traffic along the street as opposed to someone finding their spot to watch and running back to their car once it is over. If businesses chose to be open in the afternoon – you would also be attracting a shopping crowd, not just a parade crowd of parents, strollers & young children. We can imagine Focus, the Lark, Dinkel's, Paulo's, Earl & Angelo's and even the Belleville Club all inviting a more adult crowd to the area.

The Chamber would partner with all promotion, including an aggressive Social Media Campaign.

A parade on Bridge St would encompass 3 City neighbourhoods including the Downtown District and brings the parade to many more than would have access to it in the past. There are thousands of families in the East Hill who would walk out of their homes and be at the parade route in a matter of minutes, without having to use their vehicles.

In addition to the hub of activity that could happen in the Downtown, we'd like you to consider the opportunity for how many more people might be able to enjoy the parade from other locations that don't require long walks with young children and better viewing for little ones, allow seniors to view from inside their homes and provide residents of the East Hill an opportunity to build their own neighbourhood events around the celebration. Not only does the spirit carry through the Downtown but across the City, making the parade a true community event.

To this end, we have already begun initial conversations with stakeholders in the East Hill neighbourhood including St. Thomas Church, Bridge St. Church & Bridge St. Retirement Residence, Glanmore House, residents, First Adventure Child Development Centre, and, Eastminster Church parishioners. All of our conversations have been met with interest and enthusiasm. We plan to reach out to more pending a potential call for public input.

In closing, I would like to share this 2018 comment from a long time Downtown business owner who has volunteered many times to help as a Parade Marshal”:

“Knowing what I know, from my Marshal experience, this seems like the best route. The two ends determine the route in my opinion. You need a huge set-up area and a large end point for disembarking. Having everything lined up on the racetrack and inserting the transports is great. You can see the whole of the parade at once, eyes seeing everything instead of running around or radioing is so efficient. This route makes it more of a City event. It still goes through the downtown, just not where we are used to. I don’t know what businesses downtown benefitted from it and how the route change will affect them. However, if our emergency services personnel are good with this proposal, as in people can still get around the route if need be, I think this pretty ideal. Things evolve. Because of its’ success it has grown and adjustments need to be made.”

As mentioned above this is the route for 2019. Ultimately, we would love the City and our community to embrace the change and get excited about what something new and different might look like. As stated in our Report a stakeholders meeting will be held post parade to gain prospective from everyone on the pros or cons of this initiative.

Thank you for your time to review our situation and how we have come to make this request.

Most sincerely,



Jill Raycroft
CEO | Belleville Chamber of Commerce
613-962-4597, ext 4
613-847-4090

Bridge St West spectators 2018



Front St spectators 2018





Rona Rustige,
Manager of Museum Services,
Glanmore National Historic Site
(Recreation, Culture and Community Services Department,
City of Belleville)
257 Bridge Street East, Belleville, ON K8N 1P4
rrustige@city.belleville.on.ca

Susan Walsh - Special Events Coordinator
Belleville and District Chamber of Commerce,
5 Moira E, Belleville, ON K8P 2S3
susan@bellevillechamber.ca

September 5, 2019

Dear Susan,

As Manager of Museum Services with the City of Belleville I support the proposed changes to the November 17 Santa Claus Parade route. The revised route involves three neighbourhoods within the city including the East Hill neighbourhood where Glanmore is situated. This revision will enable Glanmore National Historic Site to serve as a community partner in the parade and increase awareness of the museum in the community.

The night time parade will be magical as it goes through the residential neighbourhoods. Glanmore recently installed lighting which accents the 2nd Empire architecture. This will add to the atmosphere of the evening parade as it comes along Bridge Street East.

Glanmore's strategic plan encourages the museum to develop new partnerships; find new ways to engage the community; and utilize the museum grounds for programming activities. The Santa Claus Parade will help fulfill these strategic priorities. Staff is excited and enthusiastic about museum participation in this annual event.

Glanmore is agreeable to having bleachers installed on the front lawn along the parade route and portable toilets installed on the museum property. Glanmore staff will set up an interactive display and activities on the front lawn of the museum from 4 pm until dark which will add value to the parade-going experience in the East Hill.

The museum's outdoor display and activity area will be lit with lanterns (with battery operated candles for safety) to provide additional lighting and a historical feel to the activities. Staff will invite parade-goers to assist with decorating some of the spruce trees out front of the museum building with traditional and simple handcrafted ornaments such as paper chains. Museum volunteers will hand out Holiday themed Glanmore stickers to participants.

Museum staff will also explore the possibility of other unique promotional opportunities to engage the community in the weeks leading up to the parade, perhaps a social media contest for VIP seating for example.

I believe the revised route for the Santa Claus Parade is a positive change for the City of Belleville. It will build a greater sense of community to the neighbourhoods along the parade route and enable Glanmore to provide additional engagement between the museum and our citizens.

Sincerely,
Rona Rustige,
Manager of Museum Services
Glanmore National Historic Site
RCCS Department - City of Belleville

Bay View Mall

BELLEVILLE, ONTARIO

September 10, 2019

The Belleville Chamber of Commerce
5 Moira Street East, The Log Cabin,
P.O. Box 726
Belleville, Ontario
K8N 5B3

Attention: Ms. Susan Walsh – Special Events Coordinator

Dear Susan:

Re: 2019 City of Belleville Santa Claus Parade

Thank you for reaching out to us in regards to our receptiveness of permitting the 2019 Santa Claus Parade to conclude at the Bay View Mall. We would love to be involved in this event, and feel that our parking lot would offer a wide open and safe location for parade participants to disembark at the conclusion of the parade on the West side of the parking lot, and still have ample parking on the East side of the lot for parents to pick-up their children.

As discussed, we feel that the proposed route is a much straighter and safer route travelling from west to east across the city, truly encompasses the notion of the parade being a “City” parade. The vast amount of residential along Bridge St. East, and in the east end in general, permits onlookers to simply congregate, together with their families, on their front lawns and watch the parade in comfort. This in itself makes for a truly “family event”.

We look forward to hearing from you, and look forward to the possibility of this year’s Santa Claus Parade passing through our east end neighbourhood and subsequently concluding at the Bay View Mall.

Your truly,

BAY VIEW MALL



Angela Henry
Property Manager



Hastings and Prince Edward
District School Board

Possibilities
TODAY & TOMORROW

Shannon Binder, Chair of the Board
Sean Monteith, Director of Education

September 4, 2019

The Belleville Chamber of Commerce
5 Moira Street East
The Log Cabin
P.O. Box 726
Belleville, ON K8N 5B3

Attention: Susan Walsh, Special Events Coordinator

Dear Susan,

This letter is to notify you that the Hastings and Prince Edward District School Board is no longer issuing permits for Quinte Secondary School, given that HPEDSB is going through the disposal of surplus property process.

As such, the property at Quinte Secondary School will not be available as the start, or end zone for the November 17th Parade.

Should you have any questions, please contact the below noted.

Sincerely,

Kim Horrigan, B.A. (Hons), M.E.S.
Controller of Facility Services
Hastings and Prince Edward District School Board
224 Palmer Road
Belleville, ON K8P 4E1
Tel: 613-966-1170 ext. 62129
Email: khorrigan@hpedsb.on.ca

Sept 6, 2019

RE: Letter of Non-Objection from BDIA for Food Trucks

Dear Council:

This letter is to confirm the BDIA Board of Director's have taken an email vote in support of waiving the food truck bylaw on the weekend of November 17th for the Santa Claus Parade. The official vote of non-objection will take place at the board meeting on September 17, 2018.

Please don't hesitate to reach out to me with any questions that you may have.

Sincerely,



Marijo Cuerrier

Executive Director

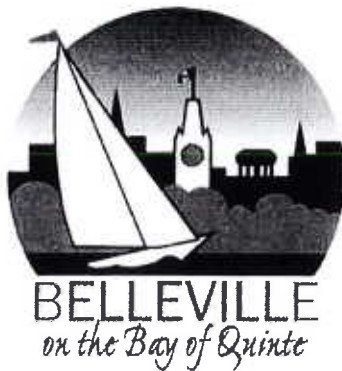
Downtown Belleville Improvement Area

cc. *Kathryn Brown, Chair – BDIA Board of Directors*
Matt MacDonald, Director/Clerk – Corporate Services Department, City of Belleville
Anne Monroe – Development & Tourism Assistant


DOWNTOWN BELLEVILLE
downtownbelleville.ca

be a part of it!

CITY OF BELLEVILLE



TO: THE CITY CLERK
FOR: CITY COUNCIL MEETING
SEPT 23/2019

Jim Walsh

BELLEVILLE CHAMBER OF COMMERCE
re. SANTA CLAUS PARADE

PARADE PERMIT APPLICATION GUIDELINES

CITY OF BELLEVILLE
PARADE PERMIT APPLICATION

Name of Applicant: BELLEVILLE CHAMBER OF COMMERCE UNDER CONTRACT WITH CITY OF BELLEVILLE FOR SPECIAL EVENTS

Applicants Address: 5 MOIRA STE, LOG CABIN, BOX 726 BELLEVILLE ONTARIO K0N5B3

Contact information: SUSAN WAISH COORDINATOR # 962-4597 ext 3
(Telephone & Email) Susan@bellvillechambr.ca

Proposed Date of parade: SUNDAY NOVEMBER 17, 2019

Name of Organization: BELLEVILLE CHAMBER OF COMMERCE

Purpose of Parade: CELEBRATE THE CHRISTMAS SEASON

Formation Location: BELLEVILLE FAIRGROUNDS

Assembly Time: NOON - 4:30 pm

Location of Viewing Stand (if applicable) N/A

Parade Completion Time (estimated): 7:00 pm

Dispersal Area: BAYVIEW MALL (WEST SIDE)

Parade Route (Describe in words and attach map): FAIRGROUNDS PROPERTY 240 BRIDGE ST WEST ... EAST ON BRIDGE ST TO THE WEST

SIDE OF THE BAYVIEW MALL

(WILL PROVIDE MAP IF THIS PROPOSED NEW ROUTE IS ACCEPTED BY COUNCIL.)
Describe all authorized banners, placards, flags or insignia to be used by parade participants: PARADE PARTICIPANTS HAVE SIGNS RECOGNIZING

THEIR ORGANIZATION &/OR SPONSORS &/OR CAUSE

INSURANCE

Please ensure to attach a Certificate of Commercial General Liability Insurance to the Parade Permit Application

Name of Insurance Company: INTACT INSURANCE (McDougal Ins.)

Street Address, City, Postal Code: 199 FRONT ST, SUITE 218, BELLEVILLE K0N5H5

Contact information: RAY DASSYLVA #613 966-7001 ext 1249
(Telephone & Email) ray.dassylva@mcDougalInsurance.com

Policy Number: # 501295416

(2018 CERTIFICATE ATTACHED AS PROOF OF COVERAGE.
- NEW CERTIFICATE REQUESTED & WILL BE PROVIDED
ONCE RECEIVED) *dw*

Susan Walsh
(Signature of Applicant)

September 16 / 2019
(Date of Application)

SUSAN WALSH
SPECIAL EVENT COORDINATOR

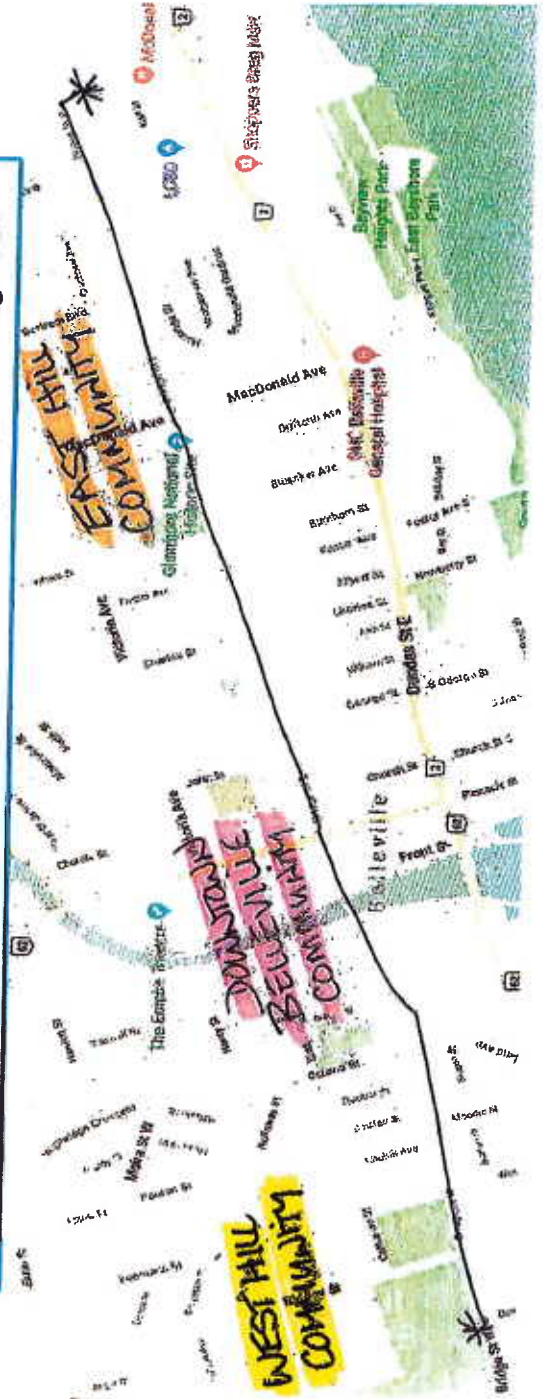
SCHEDULE "A"

PARADE ROUTE MAP

2014 Santa Claus Parade Route
Belleville Fairgrounds to Bayview Mall Along Bridge Street West to East



Map Indicating 3 City "Neighbourhoods" Along This Route ...
Thousands of Families Will Not Have To Get Into Their Vehicles To Travel To One
Corner Of The City To View The Parade Which Will Save Considerable Congestion



SCHEDULE "B"

NEW CERTIFICATE PENDING



Certificate of Insurance

Intact Insurance Company

Broker's Name & Address:

McDougall Insurance Brokers Ltd.
199 Front Street, Suite 401, PO Box 356
Belleville, ON K8N 5A6

This is to certify to
The Corporation of the City of Belleville
169 Front Street
Belleville, ON. K8N 2Y8

that policies of insurance as herein described have been issued to the Insured named below and are in force at this date.

Named Insured: Belleville Chamber of Commerce
Address of Insured: PO Box 726, Belleville, ON. K8N 5B3

Location and Operations to which this Certificate applies:
Location: Santa Claus Parade, Belleville
Operations: Sunday November 18, 2018

Kind of Policy	Policy Number	Expiry Date			Limits of Insurance	
		DD	MM	YY		
Commercial General Liability Products and/or Completed Operations Included <input checked="" type="checkbox"/> Excluded <input type="checkbox"/>	501295416	30	04	19	Each Occurrence Limit \$2,000,000.00	General Aggregate Limit \$5,000,000.00
					Products-Completed Operations Aggregate Limit \$2,000,000.00	Personal Injury and Advertising Injury Limit \$2,000,000.00
Cross Liability Clause Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	501295416	30	04	19	Tenants Legal Liability Limit \$500,000.00 Any One Premises	Medical Expense Limit \$25,000.00 Any One Person
Pollution Liability Exclusion Standard (LR02) <input type="checkbox"/> Limited —120 hours <input type="checkbox"/> Other <input type="checkbox"/>						
Non-Owned Automobile Liability Standard Non-Owned <input checked="" type="checkbox"/> Hired Vehicles <input type="checkbox"/> Leased vehicles <input type="checkbox"/>	501295416	30	04	19	\$2,000,000.00 Inclusive Limit Bodily Injury and Property Damage combined	
Other (Describe) Directors & Officers <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	501295416	30	04	19	\$1,000,000.00	

NOTE: Proof of Insurance

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Certificate 30 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date:

October 1, 2018

Intact Insurance Company

Authorized Representative

CITY ADMINISTRATION USE ONLY

Parade Permit Application
Departmental/Agency
Circulation

DEPARTMENTAL/AGENCY CIRCULATION	REVIEWED	APPROVED	DENIED
Chief, Deputy Chief and/or Designate - Belleville Police Service			
Fire Chief, Deputy Chief and/or Designate - City of Belleville - Fire Dept			
Chief and Director of Emergency Services - County of Hastings Paramedic Services			
General Manager of Transportation and Operations Services - City of Belleville			
Manager of Transit Operations City of Belleville - Transportation and Operations Services Dept			
Director of Engineering and Development Services - City of Belleville			
General Manager of Environmental Services - City of Belleville			
Director of Recreation, Culture, & Community Services - City of Belleville - Parks, Recreation and Culture Dept			
Director of Corporate Services/City Clerk - City of Belleville			
Manager of Economic Initiatives and Strategic - City of Belleville			
Director of Finance/Treasurer City of Belleville			

NOTES:

**CITY OF BELLEVILLE
PARADE PERMIT APPLICATION**

Name of Applicant: Kristin Farrell - Take Back the Night

Applicants Address: 58 Highland Avenue Belleville

Contact information: 618 242 6524 - Kristin@threecoaks.ca
(Telephone & Email)

Proposed Date of parade: Thursday, September 26, 2011

Name of Organization: Take Back the Night

Purpose of Parade: End Sexual Violence / Gender Based Violence
Awareness

Formation Location: Market Square

Assembly Time: 6:00pm

Location of Viewing Stand (if applicable) _____

Parade Completion Time (estimated): 6:30 6:45 pm

Dispersal Area: Market Square

Parade Route (Describe in words and **attach map**): Begin @ Market Square

Ⓝ Pinnacle Ⓜ Victoria ^{Avenue} St Ⓞ Front St +
return to Market Square - Map Attached

Describe all authorized banners, placards, flags or insignia to be used by parade participants: TAKE BACK the Night Main 8 foot Banner
- individual placards "No to violence"

Parade components:

Number of Persons on foot:	<u>50-70</u>	Number of Automobiles:	<u>—</u>
Number of Trucks:	<u>1</u>	Number of Floats:	<u>—</u>
Number of Motorcycles:	<u>—</u>	Number of Bicycles:	<u>—</u>
Number of Horses:	<u>—</u>	Number of other Animals:	<u>—</u>
Number of Bands:	<u>—</u>	Number of other Vehicles:	<u>—</u>
Number of other Non-motor Vehicles	<u>—</u>	Other (specify):	<u>—</u>

Name Parade Marshal/Person in Charge of Parade: Ellen Carlisle / Kristin Farrell

Address: 58 Highland Avenue Belleville

Contact information: 613 243-6524 | 613 967-6200 x 204
(Telephone & Email)

List Names & Contact Information of Alternate Contacts:

Name (Alternate contact #1): Sandy Wilson-Moyles

Address: Three Oaks - 58 Highland

Contact information: 613 967-1416 x 222 sandywm@threeoaks.ca
(Telephone & Email)

Name (Alternate contact #2): Amy Dufresne

Address: Three Oaks

Contact information: 613 967-1416 x 242 amyd@threeoaks.ca
(Telephone & Email)

Name (Alternate contact #3): _____

Address: _____

Contact information: _____
(Telephone & Email)

INSURANCE

Please ensure to attach a Certificate of Commercial General Liability Insurance to the Parade Permit Application

Name of Insurance Company: McDougal Insurance Broker Ltd

Street Address, City, Postal Code: 199 North Front. Belleville

Contact information: Sara Stratford 613 967-1116 x 225
(Telephone & Email) Three Oaks - Executive Assistant

Policy Number: CP90650A

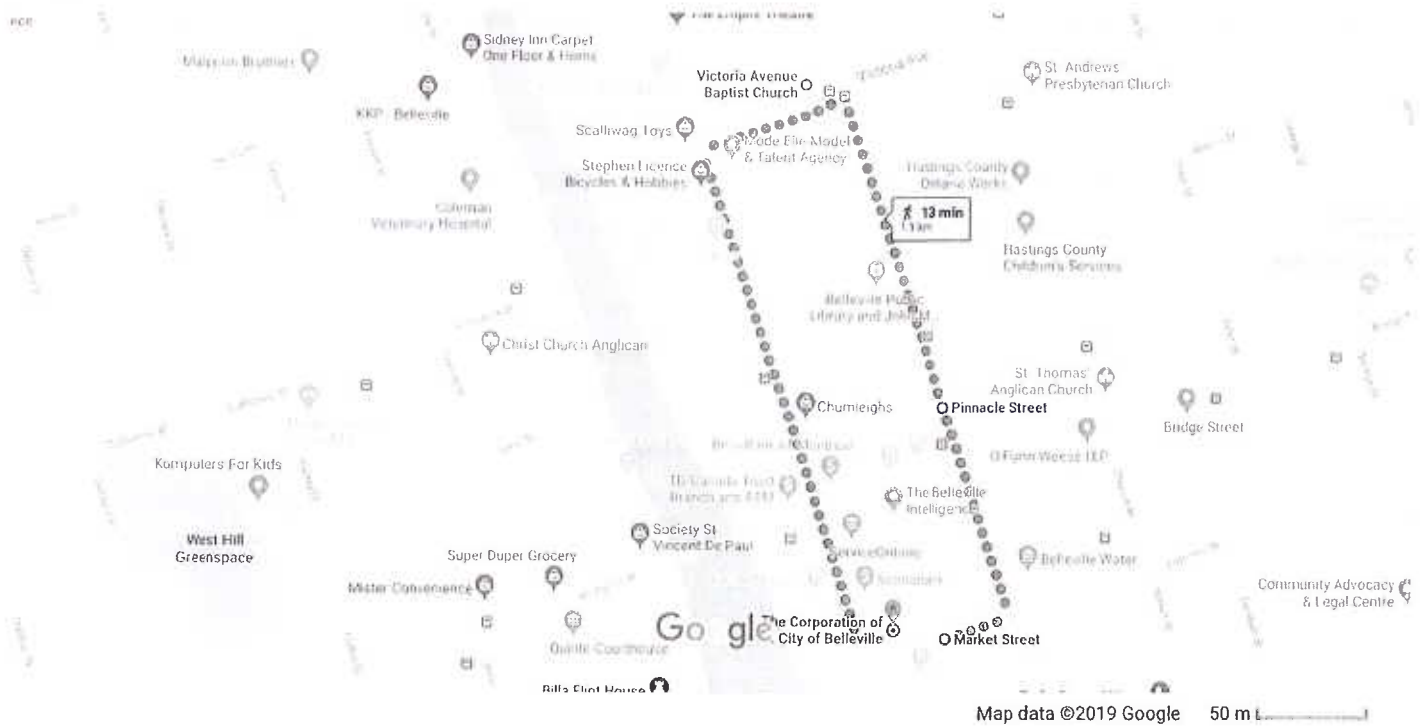

(Signature of Applicant)

Aug 22, 2019
(Date of Application)



Market St, Belleville, ON to The Corporation of the City of Belleville

Walk 1.1 km, 13 min



via Pinnacle St/ON-62 N

13 min

1.1 km

Mostly flat

CITY ADMINISTRATION USE ONLY

Parade Permit Application
Departmental/Agency
Circulation

DEPARTMENTAL/AGENCY CIRCULATION	REVIEWED	APPROVED	DENIED
Chief, Deputy Chief and/or Designate - Belleville Police Service			
Fire Chief, Deputy Chief and/or Designate - City of Belleville - Fire Dept	✓		
Chief and Director of Emergency Services - County of Hastings Paramedic Services			
General Manager of Transportation and Operations Services - City of Belleville			
Manager of Transit Operations City of Belleville - Transportation and Operations Services Dept	✓	✓	
(Acting) Director of Engineering and Development Services - City of Belleville	✓	✓	
General Manager of Environmental Services - City of Belleville	✓	✓	
* Director of Recreation, Culture, & Community Services - City of Belleville - Parks, Recreation and Culture Dept	✓		
Director of Corporate Services/City Clerk - City of Belleville	✓		
Manager of Economic Initiatives and Strategic - City of Belleville			
Director of Finance/Treasurer City of Belleville	✓		

NOTES:

Sept 5 - permit circulated (per Matt)

* Per M.F.
Mary + Mark too