

**CITY OF BELLEVILLE**  
**Matt MacDonald**  
**Acting Director of Corporate Services/Clerk**  
**Corporate Services Department**  
**Report No. DCS-2014-31**  
**December 8, 2014**

**To: Mayor and Members of Council**

**Subject: 2015 Council and Planning Advisory Committee Meeting Dates**

**Recommendation:**

“That a By-law to amend By-law 2007-194, being a By-law to Provide Rules Governing the Calling, Place and Proceedings of Meetings of the City of Belleville Council and the Conduct of Its Members (Procedural By-law), be prepared for Council consideration; and further

That the Schedule of Council and Planning Advisory Committee Meetings be approved as amended.”

**Background:**

At the request of the Mayor's Office and in consultation with the CAO, the Clerk's Office was asked to explore the possibility of changing the day of regular City of Belleville Council meetings from Monday to Tuesday. To accomplish this, a number of amendments to the City's Procedural By-law 2007-194 would be required.

The benefit in amending the date of the meeting would be to ensure that Council members have sufficient time to receive, review and consider all of the information contained in their agenda packages prior to the meeting. Additionally it would allow for increased opportunities for Council members to seek clarification and additional information from staff members or affected members of the public prior to considering and making decisions on issues at a Council meeting.

Municipalities in Ontario, including the City of Belleville are required by Section 238.(2) of the Ontario Municipal Act, to have a Procedural By-law that provides procedural rules governing matters such as; the calling, location, order of proceedings, notice provisions and the conduct of Council members.

The City has Procedural By-law 2007-194 that satisfies this statutory requirement and contains provisions under section 4.4 directing that "*Regular Council Meetings shall be held on the 2nd and the 4th Mondays of each month...*"

By-law 2007-194 further contains provisions under section 4.7 related to Meeting Agendas directing that "*As soon as possible after a meeting agenda has been delivered to Members, with the exception of agendas for In Camera Council Meetings, the Clerk shall make the meeting agenda available to the public, and shall:*

- (i) maintain copies of the meeting agenda in the Clerk's office for use by the public;*
- (ii) endeavour to post the meeting agenda on the City's web site; and*
- (iii) ensure that the meeting agenda is available to any of the local news media who have requested a copy of the same."*

To alter the date of regular Council meetings would require that both of these provisions be amended.

Section 4.4 would require the **DELETION** of;

- (1) Regular Council Meetings shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, except in the month of December when a meeting on the 4<sup>th</sup> Monday shall not be scheduled.

And the **ADDITION** of;

- (1) Regular Council Meetings shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month, except in the month of December when a meeting on the 4<sup>th</sup> Tuesday shall not be scheduled.

Section 4.7 would require the **DELETION** of;

- (4) As soon as possible after a meeting agenda has been delivered to Members, with the exception of agendas for In Camera Council Meetings, the Clerk shall make the meeting agenda available to the public, and shall:
  - (i) maintain copies of the meeting agenda in the Clerk's office for use by the public;
  - (ii) endeavour to post the meeting agenda on the City's web site; and
  - (iii) ensure that the meeting agenda is available to any of the local news media who have requested a copy of the same.

And the **ADDITION** of;

- (4) The Clerk shall, with the exception of agendas for In Camera Council Meetings:
  - (i) provide the meeting agenda to the local news media and all persons who have requested a copy on the Monday morning preceding the meeting by, no later than 9:00 am;

- (ii) maintain copies of the meeting agenda in the office of the Clerk for review by members of the public; and
- (iii) cause to have the meeting agenda posted on the City's web site on the Monday morning preceding the meeting by, no later than 9:00 am.

Additionally, Council approval of a new Schedule of Meeting Dates would be required for both the Regular meetings of Council and the Planning Advisory Committee meetings in order to avoid having them scheduled for the same dates and to further allow for the Planning Advisory Committee recommendations to be forwarded on to Council for consideration within the prescribed timelines under the Planning Act.

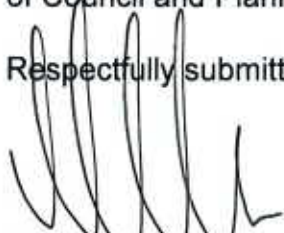
**Financial/Analysis:**

N/A

**Conclusion:**

Management is recommending that Council approve the By-law authorizing the amendments to the Procedural By-law 2007-194 and the revised 2015 Schedule of Council and Planning Advisory Committee Meeting Dates.

Respectfully submitted,



Matt MacDonald  
Acting Director of Corporate Services/Clerk

Attachments:

- (1) Amending By-law
- (2) Revised Schedule of Council & PAC meetings

THE CORPORATION OF THE CITY OF BELLEVILLE

BY-LAW NUMBER 2014-

**A BY-LAW TO AMEND BY-LAW NUMBER 2007-194 BEING A BY-LAW TO PROVIDE RULES GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF THE CITY OF BELLEVILLE COUNCIL AND THE CONDUCT OF ITS MEMBERS**

WHEREAS By-Law Number 2007-194, being a by-law to provide rules of governing the calling, place and proceedings of meetings of The City of Belleville, was duly passed by the Council of The Corporation of the City of Belleville on the 13<sup>th</sup> day of November, 2007;

AND WHEREAS it is now deemed necessary and expedient that By-law Number 2007-194 be amended;

THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF BELLEVILLE ENACTS AS FOLLOWS:

1. That Sub-section 4.4(1) of By-law Number 2007-194 be deleted in its entirety and replaced with the following:

**"4.4 Regular Council Meetings**

- (1) Regular Council Meetings shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month, except in the month of December when a meeting on the 4<sup>th</sup> Tuesday shall not be scheduled."

2. That Sub-section 4.7(4) of By-law Number 2007-194 be deleted in its entirety and replaced with the following:

**"4.7 Meeting Agendas**

- (4) The Clerk shall, with the exception of agendas for In Camera Council Meetings:
  - (i) provide the meeting agenda to the local news media and all persons who have requested a copy on the Monday morning preceding the meeting by, no later than 9:00 am;

- (ii) maintain copies of the meeting agenda in the office of the Clerk for review by members of the public; and
- (iii) cause to have the meeting agenda posted on the City's web site on the Monday morning preceding the meeting by, no later than 9:00 am."

THIS BY-LAW SHALL COME INTO FORCE AND TAKE EFFECT IMMEDIATELY ON AND AFTER THE PASSING THEREOF.

Read a first time this 8<sup>th</sup> day of December 2014.

Read a second time this 8<sup>th</sup> day of December 2014.

Read a third time and finally passed this 8<sup>th</sup> day of December 2014.

\_\_\_\_\_  
TASO CHRISTOPHER

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MATT MACDONALD

\_\_\_\_\_  
CITY CLERK

**2 0 1 5**

**COUNCIL MEETINGS**

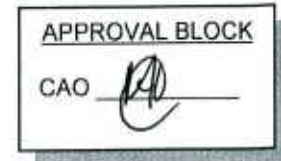
4:00 p.m.

January	13 27	July	14
February	10	August	11
March	24	September	8 22
April	14 28	October	13 27
May	12 26	November	10 24
June	9 23	December	8

**PLANNING ADVISORY  
COMMITTEE MEETINGS**

5:30 p.m.

January	6	July	7
February	3	August	4
March	3	September	1
April	7	October	6
May	5	November	3
June	2	December	1



## CITY OF BELLEVILLE

Matthew MacDonald, Acting Director  
Corporate Services Department  
Report No. DCS-2014-35  
December 8, 2014

**To: Mayor and Members of Council**

**Subject: Veridian Board - Alternate (Elected) Appointee  
- Citizen (Nonelected) Appointees  
- Consent and Waiver Agreement**

### Recommendation:

“THAT Councillor \_\_\_\_\_ be appointed as the City of Belleville’s Alternate Veridian Board of Directors Member; and further

THAT Mr. Neil Ellis be appointed as the City of Belleville’s Nonelected Veridian Corporation Board of Directors member; and further

THAT Mr. Doug Parker be appointed as the City of Belleville’s Nonelected Veridian Connections Board of Directors member; and further;

THAT a By-law to approve and authorize the execution of the Consent and Waiver Agreement with Veridian Corporation be prepared for Council’s consideration.”

### Background:

The term of the existing directors for Veridian Board for all partner Municipalities (City of Belleville, Ajax, Pickering and Clarington) is set to expire on December 31, 2014. In anticipation of and preparation for that term ending, Veridian commenced a comprehensive nomination process in July. Subsequently Collins Barrow was engaged to manage their Citizen Recruitment, Evaluation and Nomination process for the term commencing January 2015.

Veridian has advised that they require, from all partner Municipalities, prior to December 17<sup>th</sup> their respective list of nominations for the Veridian Corporation Board and recommendations for the Veridian Connections Board. As a result, in addition to the

Mayor, the City of Belleville is required to appoint one (1) Alternate Elected member and two (2) Nonelected Directors to the Board, one for Veridian Corporation and (1) for Veridian Connections Inc.

Local advertisements were placed for candidates in September, resulting in three (3) candidates submitting applications for consideration for Belleville's Non-Elected Director for appointment to the Veridian Board(s); Mr. Murray Angus, Mr. Neil Ellis and Mr. Doug Parker. The individual applications were reviewed and followed by interviews with two (2) of the candidates, each of whom met the minimum requirement threshold that had been established. The criteria utilized for selecting those to be interviewed and used as the basis for making recommendations are based on the Veridian Board Director Position Profile, the Board of Directors Composition and Skills Profile.

Collins Barrow has advised that following their process Mr. Ellis and Mr. Parker were ranked as possessing "High" potential as candidates for the City's nonelected positions.

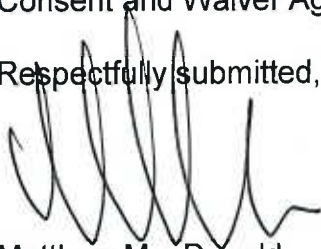
**Financial:**

N/A

**Conclusion:**

Management is recommending that as recommended by Collins Barrow, Mr. Ellis and Mr. Parker be appointed as the City's nonelected Veridian Corporation/Veridian Connections Board of Directors members and that a by-law authorizing execution of the Consent and Waiver Agreement, be prepared.

Respectfully submitted,



Matthew MacDonald  
Acting Director Corporate Services





APPROVAL BLOCK
CAO _____
ADCS/CC _____
DE&DS _____
DE&OS _____

**CITY OF BELLEVILLE**  
**Christine Stewart, Deputy City Clerk**  
**On Behalf of the Traffic Advisory**  
**Committee**  
**Report No. DCC-2014-10**  
**December 8, 2014**

**To:** Mayor and Members of Council

**Subject:** Amendment to Traffic By-law Number 12967  
Schedule "B" Parking Restrictions  
Station Street – North Side

**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, Schedule "B" Parking Restrictions on Station Street, north side, as outlined in Report No. DCC-2014-10 be prepared for Council's consideration."

**Background:**

At the Traffic Advisory Committee meeting on November 20, 2014, the Committee reviewed a request to address safety concerns due to parked vehicles on the north side of Station Street between Cannifton Road Parkway and Pinnacle Street. In addition, it was reported that complaints have been received from transit drivers regarding safe travel of buses due to parked vehicles on this section of roadway and public works has encountered difficulties carrying out snow plowing activities due to parked vehicles. At present there are various parking restrictions on Station Street, both on the north and south sides however, parking is permitted on the north side of Station Street at the location that is being reviewed.

As a result of the review and discussion and to address the safety concerns, the Traffic Advisory Committee is recommending that the Traffic By-law Number 12967 be amended to restrict parking on the north side of Station Street between Cannifton Road Parkway and Pinnacle Street at any time.

**Financial/Analysis:**

In order to bring the Traffic By-law Number 12967 into compliance with the above directive, the following amendments are necessary.

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

**PARKING RESTRICTIONS**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>
<b><u>STREET</u></b>	<b><u>SIDE</u></b>	<b><u>BETWEEN</u></b>	<b><u>PROHIBITED TIMES</u></b>
Station Street	North	Pinnacle Street and the east boundary of Brown Street	Any Time
Station Street	North	West curb of Cannifton Road Parkway and a point 40 metres westerly from the curb of Cannifton Road	Any Time

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

**PARKING RESTRICTIONS**

<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>
<b><u>STREET</u></b>	<b><u>SIDE</u></b>	<b><u>BETWEEN</u></b>	<b><u>PROHIBITED TIMES</u></b>
Station Street	North	Pinnacle Street and the west curb of Cannifton Road Parkway	Any Time

Minimal costs will be incurred with the installation of the applicable signage.

**Conclusion:**

It is recommended by the Traffic Advisory Committee that Traffic By-law Number 12967 be amended and that the amending by-law be given first reading to allow the Clerk's office the opportunity to request written comments from affected property owners before the by-law is read a second and third time and is finally passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "C Stewart", written in black ink.

Christine Stewart  
Deputy City Clerk  
On Behalf of the Traffic Advisory Committee

CS/ev

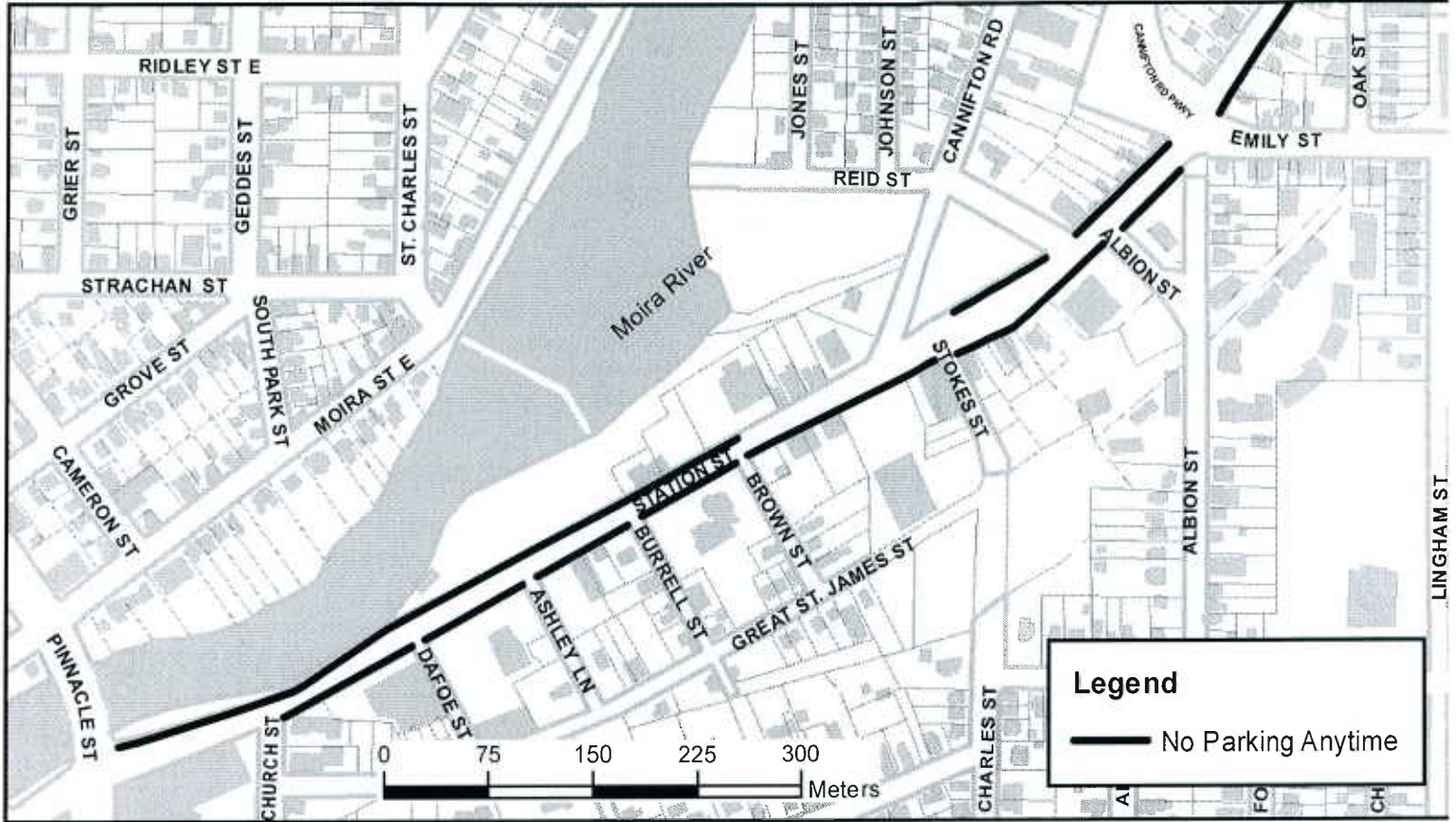
Map and Photo Attached



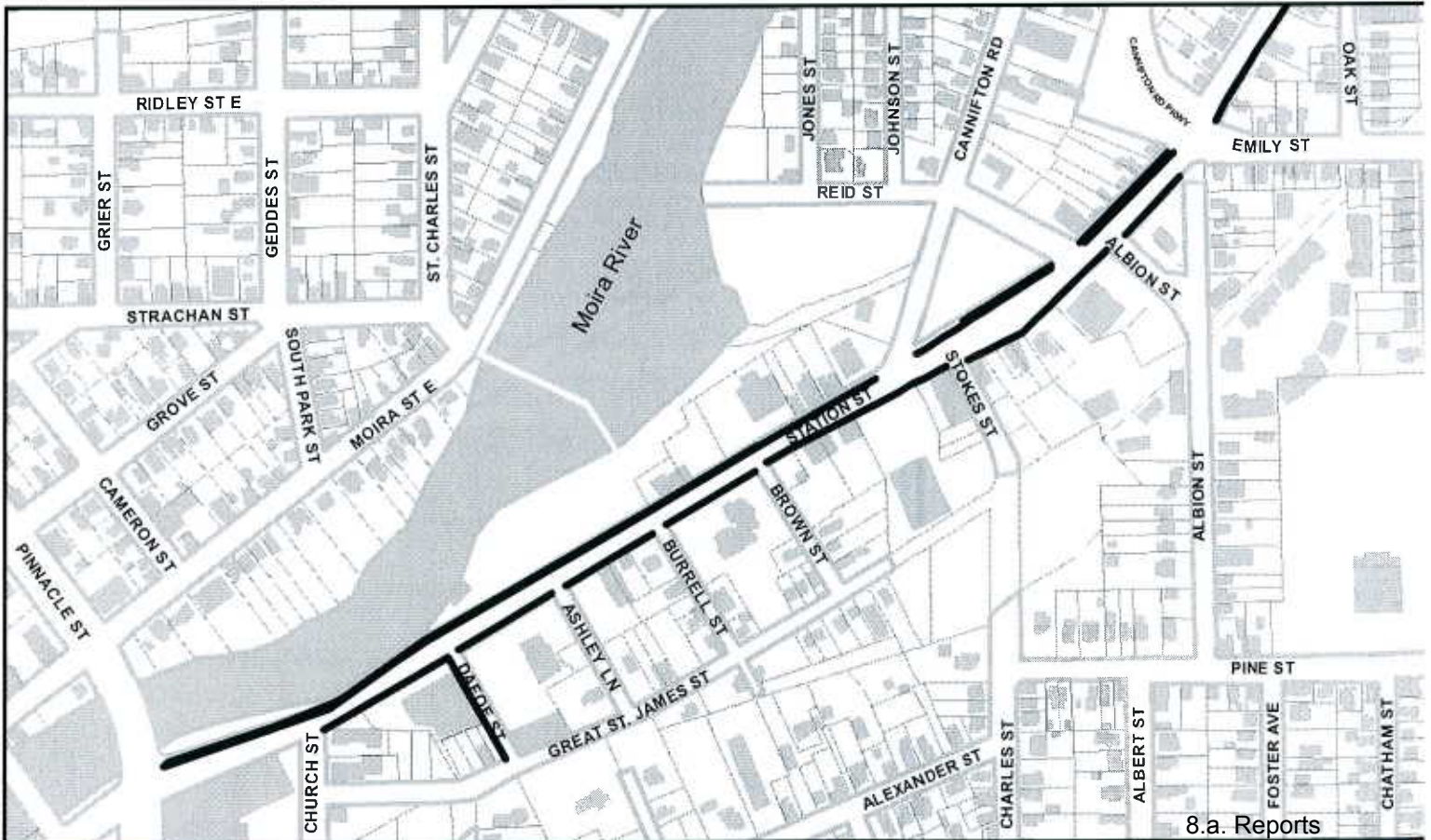
# Parking- Proposed Changes- Station St.



## CURRENT BY-LAW



## PROPOSED BY-LAW





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

**CITY OF BELLEVILLE**

Jeff Shortt  
Development Technologist  
Engineering and Development Services Department  
Report No. APS-2014-40  
December 8, 2014

**To:** Mayor and Members of Council

**Subject: Request for Encroachment Agreement**  
3 Applewood Drive  
Owner: 2071770 Ontario Limited  
Agent: VanMeer Limited

**File:** B-75-825

**Recommendation:**

“THAT Belleville City Council agrees to the use of the City’s road allowance (Applewood Drive) for a private driveway and directs staff to prepare an encroachment agreement with 2071770 Ontario Limited for Council’s consideration”

or

“THAT Belleville City Council denies the use of the City’s road allowance (Applewood Drive) for a private driveway and directs staff to deny the request for an encroachment agreement with 2071770 Ontario Limited”

**Background:**

Within the City of Belleville, pursuant to By-law 2004-93, site plan approval is required for all commercial, industrial, institutional, and multiple residential developments in accordance with requirements set forth in Section 41 of the Planning Act.

The site plan approval process examines design and technical aspects of a proposed development to ensure compliance with all municipal requirements, standards and objectives. Site Plan Applications are generally reviewed with respect to the following considerations:

- Zoning by-law requirements
- Grading and servicing standards
- Transportation and transit planning standards
- Landscaping standards
- Accessibility standards

In November 2014, as shown as **APPENDIX 1**, VanMeer Limited submitted a site plan application on behalf of 2071770 Ontario Limited for site plan approval for an additional driveway to the property located at 3 Applewood Drive. The 3-storey office building and parking lot on the north and east side of the property already exist.

The location of the subject lands is shown on **APPENDIX 2** attached.

City Staff have reviewed the application and after several submissions the site plan application and drawings are now ready for approval by Staff except for one outstanding issue.

As shown on **APPENDIX 3** attached, the owner wishes to use a section of the City's road allowance to locate a 1-way driveway. Normally such a driveway should be fully on private property but in this particular situation the location of the existing office building does not provide sufficient space for such a driveway.

The proposed driveway does not interfere with the travelled portion of Applewood Drive and a landscaped strip is proposed between the City's existing sidewalk and the new driveway.

To use a portion of the City's road allowance, the City typically requires a property owner to enter into an encroachment agreement. Most times this is for a pre-existing condition such as for a front porch in an older part of the city. The encroachment agreement allows the private land Owner to retain the use of the encroachment until such time that the City requires the land.

However, in this current scenario 2071770 Ontario Limited is asking for an encroachment agreement to construct and place new private infrastructure on the City's road allowance.

### **Summary:**

Final approval of the Site Plan application for 3 Applewood Drive requires a decision to be made on whether or not the City will consider entering into an encroachment agreement to allow the construction of the proposed driveway within a portion of the existing road allowance. Based on City Council's direction the property owner will be advised accordingly.

Respectfully submitted.

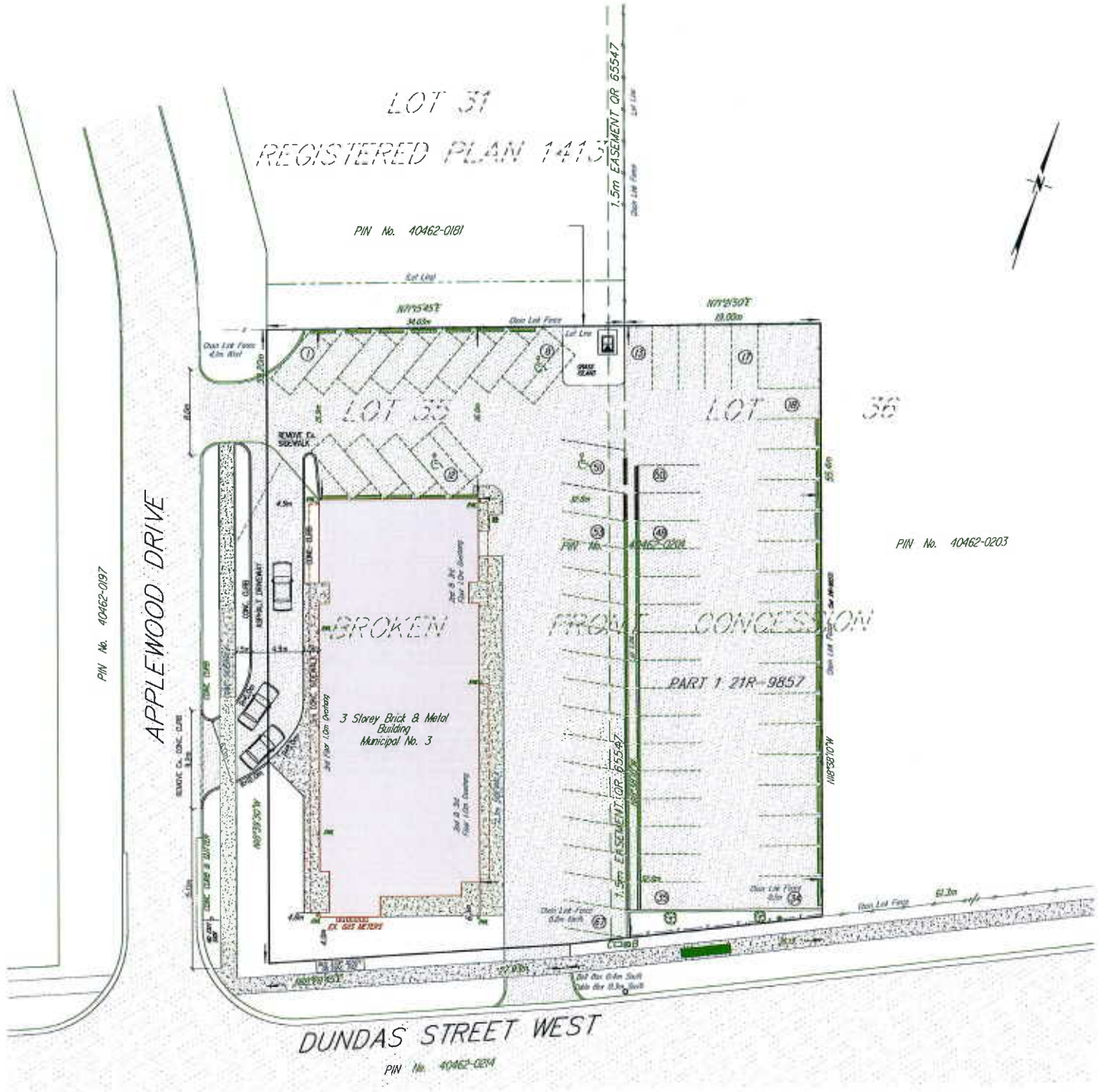


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Jeff Shortt  
JS/JS

APPENDIX 1

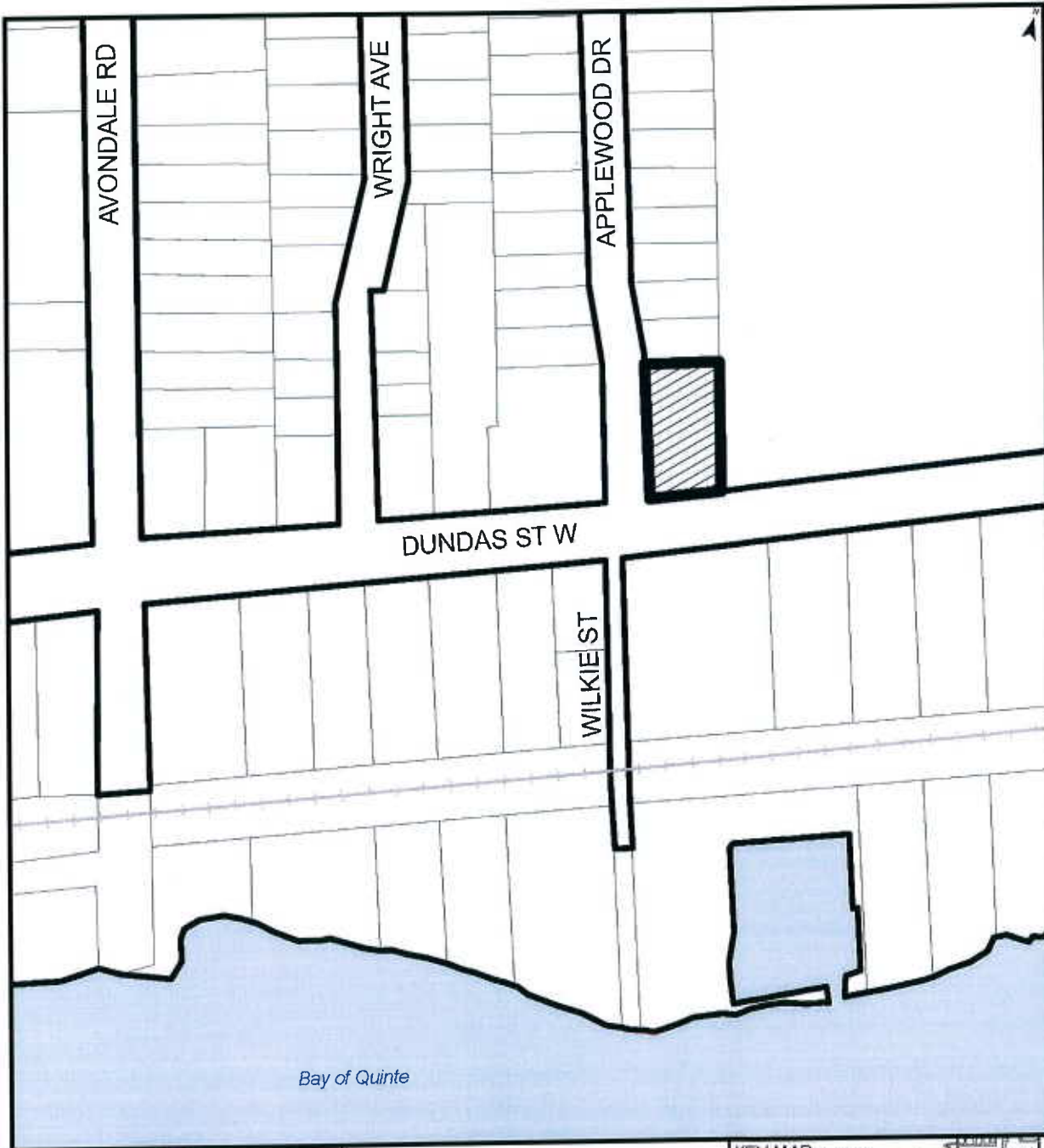
Site Plan – 3 Applewood Drive





**APPENDIX 2**

**Location Map of Subject Lands**



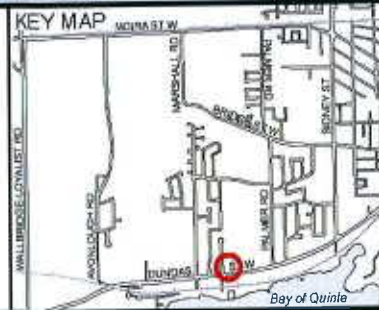
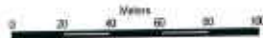
Bay of Quinte



**CITY OF BELLEVILLE**  
 ENGINEERING & DEVELOPMENT  
 SERVICES DEPARTMENT

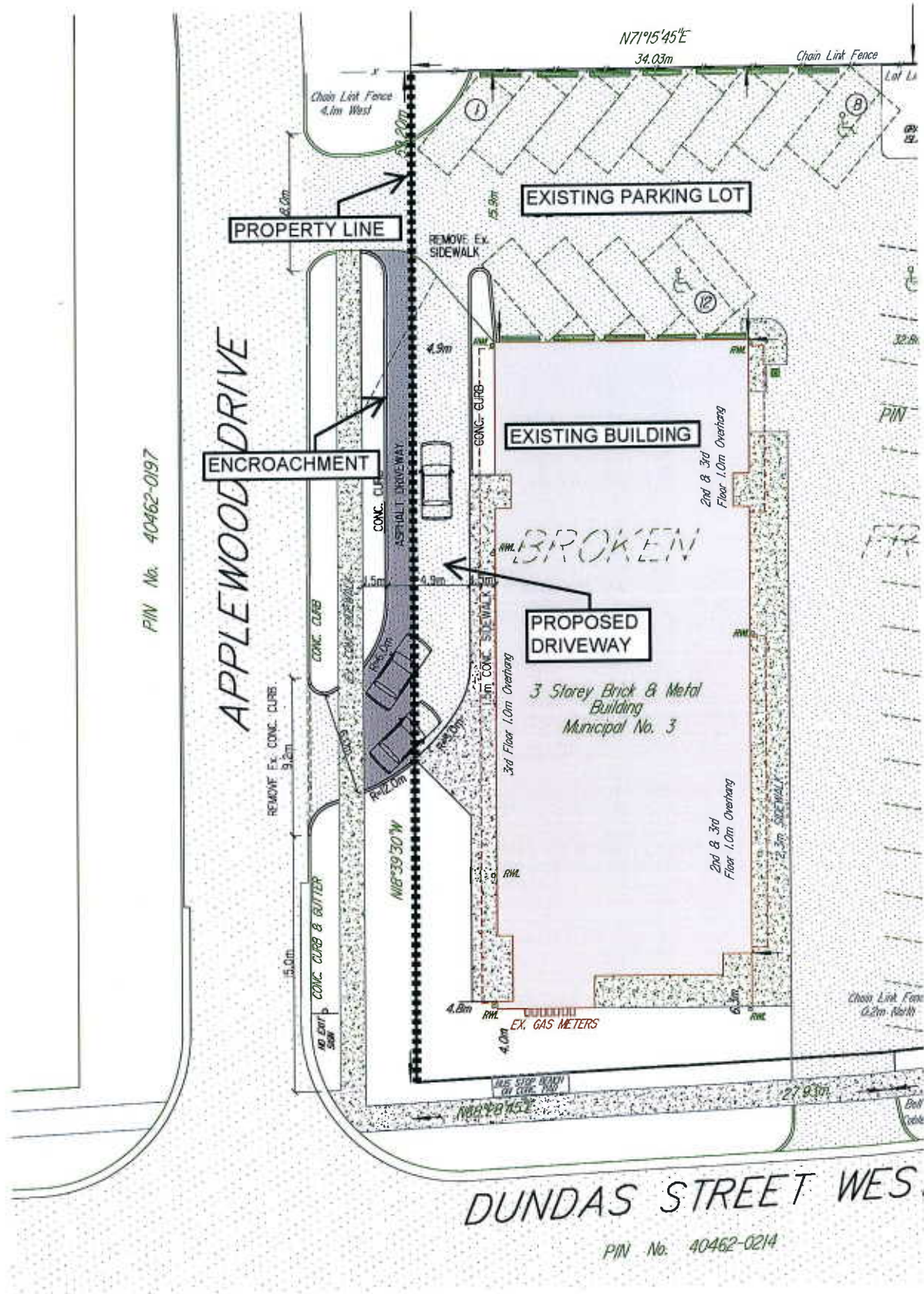
**LOCATION MAP**

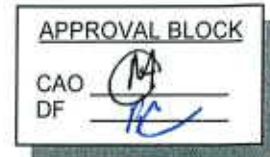
**3 APPLEWOOD DRIVE**



APPENDIX 3

Encroachment on Road Allowance





**CITY OF BELLEVILLE**  
**Jim Zimmerman, Director**  
**Environmental and Operational Services**  
**Report No. DE&OS-2014-26**  
**December 8, 2014**

**To: Mayor and Members of Council**

**Subject: Playground Equipment for West Zwicks Centennial Park  
Playground**

**Recommendation:**

“THAT the revised submission from A.B.C. Recreation Ltd. Paris, Ontario be accepted for the supply and installation of new playground equipment at West Zwicks Centennial Park, in the amount of \$239,742, plus \$31,166.46 HST for a total amount of \$270,908.46, 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.”

**Background:**

At the August 11, 2014 City Council meeting Council approved the following resolution:

“THAT pursuant to the Director of Environmental & Operational Services Report No. DE&OS-2014-05, West Zwicks Centennial Park Playground, the playground be redesigned with a new fully accessible playground structure and purchase equipment to a maximum cost of \$300,0000, with additional funds drawn from the Asset Management Reserve Fund”

At the October 30, 2014 City Council meeting Council approved the following resolution:

“THAT the request for proposal submission from A.B.C. Recreation Ltd. Paris, Ontario be accepted for the supply and installation of new playground equipment at West Zwicks Centennial Park, in the amount of \$173,737.84, plus \$22,585.92 HST for a total amount of \$196,323.76 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."

### Financial/Analysis:

At the October 30, 2014 City Council meeting it was also announced that the Rick Meagher Medigas Committee had approved a \$ 50,000 supporting grant for the playground equipment.

Subject to that approval administration proceeded to request a revision to the playground equipment quote to increase the amount of equipment and by doing so increase the budget from \$ 200,000 to \$ 250,000.

The equipment offered was to be accessible to persons with disabilities as detailed in the current Z614-14 Children's Playspaces and Equipment CSA standard.

The new quotation financial breakdown is as follows:

Proponent	Bid Amount	HST at 13%	Total Bid Amount	Net Contract Cost to City*	Budget Amount
ABC Recreation Ltd	\$239,742.00	\$31,166.46	\$270,908.46	\$243,961.46	\$250,000

\*Contract cost net of all HST rebates and credits

With the grant given by the Rick Meagher Medigas Committee the net difference to the City's portion of these costs is \$ 0.00.

### Conclusion:

It is recommended that The City of Belleville award the supply and installation of New Playground Equipment at West Zwicks Centennial Park Playground to ABC Recreation Ltd (please refer to Appendix A and B). This will be for the revised quotation amount at a net financial impact to the City's portion of \$ 0.00.

Respectfully submitted,



Jim Zimmerman, P. Eng.  
Director  
Environmental and Operational Services

### Attachments:

- Appendix A (new layout identifying play structure components)
- Appendix B (ABC Recreation Ltd. revised quote)



Appendix A for Report No. DE&OS-2014-26

# ZWICK'S PARK

141001-R2 C6

a. Reports  
Page 21

Proudly presented by:



Better Playgrounds.  
Better World.





# QUOTATION

Appendix B for Report DE&OS-2014-26

Date: Oct 30, 2014  
Quote #: 14-7245-RFP

**Quoted To:** Joanne French  
Heartland Environmental Design  
234 Marsh Hill Road  
RR 4  
Stirling, ON K0K 3E0  
Canada

Phone: (613)849-5543  
Fax: **613-395-6275**  
Email: info@heartlanddesign.ca

Project: Zwicks Island Park, Belleville

We are pleased to submit the following quotation for Landscape Structures Playground Equipment.

Qty	Model #	Description	Extended Price
1	Dwg#141001-R2	PlayBooster Structure - Includes Treehouse Junior Unit, Lunar Burst Net climber, "Ship Themed" Senior unit, Zip Krooz & Accessible Zip Krooz, Wee-Saw, Omni Spinner, Swings - Double Bay with 2 x Belt seats, 2 x Full Bucket seats and 2 x Molded Bucket seat with Harness, Oodle Swing, Accessible Sway Fun Glider	185,142.00
1	1000	Playground Installation	50,100.00
			Shipping \$4,500.00
			SubTotal \$239,742.00
			HST 31,166.46
<b>Supply, Deliver &amp; Installation</b>			<b>\$270,908.46</b>

**Delivery:** 6 to 8 Weeks

Conditions for Playground Equipment Installation:

Site Prep/Borders: Not Included  
Installation: Included  
Surfacing: Not Included  
Maintenance Kit: Included with Structures Only.

- \* Installation will be provided in accordance with manufacturer's specifications and CSA standards.
- \* Installation prices are quoted for normal ground conditions. ABC Recreation Ltd reserves the right to renegotiate contracts if abnormal ground conditions are encountered during installation.
- \* Site preparation is not included. All prices are based on a clear, clean and level site, prepared to recommended space requirements. ABC Recreation Ltd reserves the right to renegotiate contracts if additional site preparation is required, unless otherwise agreed upon in the quotation.
- \* Vehicle and heavy equipment access must be provided to job site as required. ABC Recreation Ltd is not responsible for damage to site and surrounding area while delivering and installing material. Finished Landscaping is not included in the above pricing.
- \* Installation price is based on equipment being installed prior to the placement of resilient surface material. ABC Recreation Ltd reserves the right to renegotiate contracts if resilient surfacing is placed in the site prior to installation.
- \* ABC Recreation Ltd will invoice for equipment and installation on the pre-arranged installation date. If installation is postponed, the customer will be invoiced for equipment only and this amount is payable net 30 days. The installation will be invoiced upon project completion.
- \* ABC Recreation Ltd is not responsible for any charges resulting from vandalism during installation.

**ABC Recreation Ltd.**

PO Box 21009 - Paris, ON - N3L 4A5  
Phone: 1-800-267-5753 - Fax: 519-442-7378 - Email: info@abcreecreation.com

**Terms of Agreement**

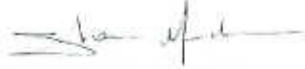
Terms available subject to approved credit. Payment by Bank Letter of Credit, Certified Cheque or Credit Card.

**Long term Maintenance holdback will not be accepted unless notified prior to quoting.**

This quotation will remain in effect for 30 days unless withdrawn earlier by ABC Recreation Ltd. by notice to you. The terms of this quotation supersede the provisions of any conflicting term of your form of purchase order. If you do not have a form of purchase order, please date and sign a copy of this quotation and return it to us.

Thank you for your interest in our products and the opportunity to submit a quotation. If you require additional information, please call toll free 1-800-267-5753.

A.B.C. Recreation Ltd.



Sales Representative  
Quote # 14-7245-RFP  
/jhl

To place order, please fill out the form below and return to ABC Recreation Ltd by email, or fax 519-442-7378.

**Above quotation, conditions and terms accepted by:**

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name, Title*

**Invoice To:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ship to/Site Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Contact Name & Phone#*

\_\_\_\_\_  
*Contact Name & Phone#*

**Delivery Required as Quoted** \_\_\_\_\_

**Please advise colour(s) required** \_\_\_\_\_



**CITY OF BELLEVILLE**  
**Jim Zimmerman, Director**  
**Environmental and Operational Services**  
**Report No. DE&OS-2014-27**  
**December 8, 2014**

**To: Mayor and Members of Council**

**Subject: GPS/AVL Solution for Fleet Management and Maintenance Operations**

**Recommendation:**

"THAT the request for proposal submission from Champion Industrial Equipment be accepted for the supply and delivery of a GPS/AVL Solution for Fleet Management and Maintenance Operations (Contract No. EOS-2014-07), in the amount of \$43,248.30, plus \$5,622.28 HST for a total amount of \$48,870.58 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."

**Background:**

Staff researched all options available in the area for GPS/AVL Systems to find what would best meet the needs of our winter operations. Over the last year Transportation Services invited companies to come and demonstrate the different options for GPS/AVL systems; looking at passive and real time systems. Consultation was conducted with other municipalities on the systems they were using. During the research it became apparent that a real time system is what the City of Belleville requires for the Transportation Services Winter Operations.

**Financial/Analysis:**

The term is for a five (5) year contract, with an option for a one year extension, and includes wireless application fees to be billed monthly over the life of the contract. Council approved Issue 1.109 in the 2013 Capital Budget for the purchase of a GPS/AVL System to improve winter operations in the amount of \$98,000.00.



This GPS/AVL System will help Transportation Services manage all winter activities, including Winter Storm Management, Fleet Tracking, and Claim Defence.

The proposals were evaluated by the selection committee that was comprised of:

- Pat McNulty, Manager Transportation & Fleet Services.
- Scott Whiteman, Road & Traffic Supervisor.
- Marc Coyle, Manager of Information Systems.
- Joe Myderwyk, Senior Systems Analyst.
- Dan Collins, Superintendent of Water Distribution.

All submissions meeting the specifications in the request for proposal were required to conduct a presentation of the system for the Selection Committee as part of the selection process.

In the RFP, the proponents were required to price out the hardware and installation costs and also provide the monthly cost for wireless application fees for each piece of equipment that is currently used in the City's winter operations.

The hardware & installation costs are summarized in the following table:

Vendor	Bid Amount	13% HST	Total Bid Amount	Net Cost to City	Capital Budget Amount
Champion Industrial Equipment	\$43,248.30	\$5,622.28	\$48,870.58	\$44,009.47	\$98,000
AAT Inc.	\$29,295.00	\$3,808.35	\$33,103.35	\$29,810.59	\$98,000
Diacan Inc.	\$43,537.00	\$5,659.81	\$49,196.81	\$44,303.25	\$98,000
goFleet Corporation	\$14,424.00	\$1,875.12	\$16,299.12	\$14,677.86	\$98,000
Christie Walther Communications	\$167,580.00	\$21,785.40	\$189,365.40	\$170,529.41	\$98,000

With the GPS/AVL System there will be a monthly wireless application fees to cover the cellular costs for tracking the vehicles and equipment. The bid amounts for this wireless application fees are shown in the following table:

Vendor	Bid Amount	13% HST	Total Bid Amount	Net Cost to City per Month
Champion Industrial Equipment	\$1,404.00	\$182.52	\$1,586.52	\$1,428.71

AAT Inc.	\$1,620.00	\$210.60	\$1,830.60	\$1,648.51
Dican Inc.	\$2,810.50	\$365.37	\$3,175.87	\$2,859.96
goFleet Corporation	\$2,124.00	\$276.12	\$2,400.12	\$2,161.38
Christie Walther Communications	\$1,855.35	\$241.20	\$2,096.55	\$1,888.00

Each proposal was reviewed and scored in accordance with the evaluation criteria set out in the RFP. The evaluation criteria and final results were as follows:

Assessment Criteria	Weight
Overall submission, quality and completeness	5%
Proponent & Staff Experience	20%
Key Deliverables	25%
Cost	30%
Presentation	20%
<b>TOTAL</b>	<b>100%</b>

Rank	Consultant/ Vendor
1	Champion Industrial Equipment
2	AAT Inc.
3	Dican Inc.
4	goFleet Corporation
5	Christie Walther Communications

There will be a need to fund the monthly wireless application fees through the Transportation Services Operational Budget for the life of the contract at approximately \$17,145 per year.

Installation of the GPS/AVL System will commence four to six weeks after the purchase order is issued.

#### Conclusion:

It is recommended that the request for proposal for the supply and delivery of GPS/AVL Solution for Fleet Management and Maintenance Operations, Contract No. EOS-2014-07, be awarded to Champion Industrial Equipment in the amount of \$43,248.30, plus \$5,622.28 HST for a total amount of \$48,870.58.

Respectfully submitted,



Jim Zimmerman, P. Eng.  
Director  
Environmental and Operational Services



**CITY OF BELLEVILLE**  
**Jim Zimmerman, Director**  
**Environmental and Operational Services**  
**Report No. DE&OS-2014-28**  
**December 8, 2014**

**To: Mayor and Members of Council**

**Subject: Expansion of Christmas Tree Pickup Service in Ward 2**

**Recommendation:**

“THAT subject to Environmental and Operational Services Report No. DE&OS-2014-28 that Council approve the service expansion of Christmas Tree Pickup to include Ward 2.”

**Background:**

In past years the Christmas Tree Pickup service has only been provided to Ward 1 residents of the City of Belleville. At the time the service started rationale behind this service delivery to Ward 1 was that Ward 2, a mostly rural ward, had access to the Thurlow Landfill for the residents to dispose of their Christmas trees. Our current program allows residents in Ward 2 to drop their trees off at the Thurlow Landfill Site while Ward 1 has the ability to drop their trees off at 259 North Park Street.

**Analysis/Financial:**

With the recent development of many areas within Ward 2, Environmental and Operational Services are continuing to see an increase in calls asking for Christmas Tree Pickup service. In order to address their concerns and equalize the level of service we provide, consideration has been given to extend Christmas Tree Pickup service to include both Ward 1 and Ward 2.

Our forecasted 2014/2015 Christmas tree program, based on previous years (Ward 1 only) is expected to cost;

6 staff x 80 hours at \$34.31 / hr.	=	\$ 16,469
3 vehicles x 80 hours at \$12.60 / hr.	=	\$ 3,024
<b>Total</b>		<b>\$ 19,493</b>

Transportation Services have analyzed the cost to the City to provide this service to all of Ward 2 residents and is outlined below:

6 staff x 24 hours at \$34.31 / hr.	=	\$ 4,941
3 vehicles x 24 hours at \$12.60	=	\$ 907
Total		\$ 5,848
Grand Total		\$ 25,341

The total cost this year will be \$25,341 which will be taken from our Refuge Collection budget which currently has a remaining balance of \$29,000. Please note that these figures are estimated on the high end of the expected costs.

In summary, redeployment of existing staff members would be required. This shift in priorities would not result in any additional pressure being applied to our 2014 budget.

These services would displace other winter duties (i.e. yard cleanup and pot hole repairs) and be taken from both the Labourer and Operator classification pool.

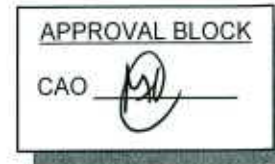
**Conclusion:**

With the growth of a more urban Ward 2 and with the minimal financial impact of providing this service, it is Environmental and Operational Services recommendation that Council approve the service expansion of Christmas Tree Pickup to include Ward 2.

Respectfully submitted,



Jim Zimmerman, P. Eng.  
Director  
Environmental and Operational Services



**CITY OF BELLEVILLE**  
**Brian T. Cousins, Director of Finance/Treasurer**  
**Finance Department**  
**Report No. DF-2014-15**  
**December 8, 2014**

**To:** Mayor and Members of Council

**Subject:** Dedicated Provincial Gas Tax Funds for Public Transportation Program

**Recommendation:**

“THAT a by-law to approve and authorize a Letter of Agreement, dated November 13, 2014, between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (the “Ministry”) and the City of Belleville (the “Municipality”) related to Funding Provided by the Province of Ontario (the “Province”) to the Municipality under the Dedication Gas Tax Funds for Public Transportation Program (this “Letter of Agreement”), as referenced in the Director of Finance/Treasurer’s Report No. DF-2014-15, Dedicated Provincial Gas Tax Funds for Public Transportation Program, be prepared for Council’s consideration.”

**Background:**

Under the Ministry of Transportation’s Dedicated Gas Tax Funds for Public Transportation Program, the City is eligible to receive funding of \$651,208 for the period April 1, 2014 to March 31, 2015. To receive the funding, the Ministry of Transportation requires Council to pass a by-law authorizing the Mayor and City Clerk to sign a Letter of Agreement and have this in the Ministry’s possession by January 31, 2014.

**Financial/Analysis:**

\$488,406 of these funds will be paid to the Municipality by the Ministry of Transportation upon receipt of a signed Letter of Agreement and authorizing Municipal by-law. The remaining payments will be made on a quarterly basis.

**Conclusion:**

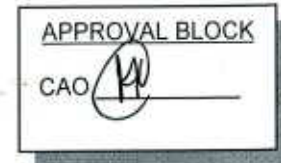
This Gas Tax Funding has allowed the City in the past to make consistent investment in the renewal of Transit vehicles.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B Cousins".

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

BTC:em



**CITY OF BELLEVILLE**  
**Brian T. Cousins, Director of Finance/Treasurer**  
**Finance Department**  
**Report No. DF-2014-16**  
**December 8, 2014**

**To:** Mayor and Members of Council

**Subject:** Ontario Community Infrastructure Fund – Formula-Based Funding Contribution Agreement

**Recommendation:**

“THAT a by-law to approve and authorize an Agreement, dated November 17, 2014, between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Agriculture, Food and Rural Affairs (the “Ontario”) and the City of Belleville (the “Recipient”) relating to funding provided under the Ontario Community Infrastructure Fund – Formula-Based Funding Contribution Agreement (this “Agreement”), as referenced in the Director of Finance/Treasurer’s Report No. DF-2014-16, Ontario Community Infrastructure Fund – Formula-Based Funding Contribution Agreement, be prepared for Council’s consideration.”

**Background:**

On November 17, 2014 the Province of Ontario, through the Ministry of Agriculture, Food and Rural Affairs, announced the allocation for the Ontario Community Infrastructure Fund – Formula-Based Funding Contribution (OCIF). The City is eligible to receive \$744,355 for each of the years 2015, 2016 and 2017. Payment of these funds will occur in three (3) installments. Eligibility for this funding includes a Contribution Agreement that must be submitted by December 31, 2014.

**Financial/Analysis:**

The OCIF will provide \$100 million a year to small, northern and rural municipalities to revitalize core infrastructure and support Asset Management planning. The OCIF builds on the work municipalities have undertaken to prioritize their core infrastructure needs through comprehensive Asset Management planning.

The grant is linked to core infrastructure (roads, bridges, water, wastewater, stormwater) owned by municipalities and fiscal circumstances (property assessment, number of households, median household income).

The funds received under this program must be spent in the same calendar year.

Eligible project categories include:

- Development and implementation of Asset Management plans.
- Capital Projects and Capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets that include:
  - Roads
  - Bridges and culverts
  - Water
  - Wastewater

Funds are not to be used for growth-related expansion projects.

**Conclusion:**

This Ontario Community Infrastructure Funding will allow the City to make significant investments in the City's infrastructure.

Respectfully submitted,



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

BTC:em





APPROVAL BLOCK	
CAO	<u>M</u>
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**CITY OF BELLEVILLE**  
**Jim Zimmerman, P. Eng., Director**  
**Environmental and Operational Services Department**  
**Report No. DE&OS-2014-24**  
**December 8, 2014**

**To: Mayor and Members of Council**

**Subject: Speed Limit Changes Along Highway 2**

**Recommendation:**

“THAT in accordance with Report No. DE&OS-2014-24 from the Director of Environmental and Operational Services Council continue to support the 60 km/hr. speed limit between East limit of Hastings Drive and the City limits (Craig Road).”

OR

“THAT in accordance with Report No. DE&OS-2014-24 from Director of Environmental and Operational Services Council change the speed limit to 80 km/hr. from Point Anne Road to the City limits (Craig Road); and THAT a bylaw to amend Bylaw 12967, being a bylaw to regulate traffic within the corporate limits of the Corporation of the City of Belleville, be prepared for Council’s consideration.

**Background:**

Based upon the minutes of the Traffic Advisory Committee meeting held on July 17, 2014 the following conversation was recorded:

*“A request from Councillor Christopher to reduce the speed limit from 80 km/hr. on Dundas Street East (Highway 2) was received and is now before the Committee for review.*

*Councillor Christopher expressed concerns received from residents noting the increase of traffic and homes in the area and the fact that it is a two lane highway not 4 lanes. Staff identified this as an issue resulting from amalgamation with Thurlow Township and the old City limits.*

*Discussion ensued and the Committee directed that the Roads / Traffic Supervisor, Environmental and Operational Services, provide traffic counts and that Belleville Police Service be requested to provide speed spy data on Highway 2, east of Mitchell Road near the curve. In the interim, speed signage needs to be consistent with the by-law, i.e. 60 km/hr. which will take 2 to 3 weeks to implement."*

Subsequent to the meeting the posting of new signage to advertise the speed limit on Dundas Street East to 60 km/hr. was conducted in late July / early August in accordance with the Traffic By-law No. 12967 which states the following:

<u>Street</u>	<u>Between</u>	<u>Maximum Rate of Speed</u>
Dundas Street East	East limit of Hastings Drive and the eastern City limits.	60 km/hr.

Subsequent to the change, further correspondence, shown as appendix A, was received by the Clerk's office on November 4, 2014 whereby a petition requesting that the speed limit from Haig Rd, Belleville to Burns Road, Belleville be put back to 80 km/hr.

The following resolution was passed on November 10, 2014:

"THAT staff prepare a report regarding the speed limit on Highway 2 from Haig Road to the eastern City boundary to be increased to 80 km/hr. from 60 km/hr. for Council's consideration."

### **Financial/Analysis:**

At the Traffic Advisory Committee meeting held on November 20, 2014 the Belleville Police Services provided speed spy data using the Decatur Unit.

To obtain an accurate picture of normal traffic volume and speeds, the unit was deployed 4 times on Old Highway 2, capturing data for 234 hours.

1. In the later part of October on Tuesday, Wednesday and Thursday going westbound, a total of 53 hours were recorded capturing 5,682 vehicles with the average speed being 83 km/hr.
2. In the later part of October on Friday, Saturday and Sunday going westbound, a total of 63 hours were recorded capturing 6,901 vehicles with the average speed being 83 km/hr.

3. In the later part of October on Monday, Tuesday, Wednesday going eastbound, a total of 53 hours were recorded capturing 3,529 vehicles with the average speed being 83 km/hr.
4. In the later part of October on Thursday, Friday, Saturday and Sunday going eastbound, a total of 65 hours were recorded capturing 5,602 vehicles with the average speed being 82 km/hr.

The report suggests that vehicles on Old Highway 2 are generally speeding, but not excessively. The 85th percentile average speed is 90.75 km/hr.

The overview of the data suggests;

1. The roadways are properly engineered and safe.
2. Community members are properly educated about the speed limit
3. Visible police presence, traffic enforcement and the use of speed display signs may discourage drivers in the top 5 % from speeding.
4. The 1.8 % of vehicles in the enforcement range of greater than 100 km/hr. is proportionate to speeding data from other highways in the City of Belleville.
5. There are more eastbound vehicles than westbound.

#### **Conclusion:**

The Transit Advisory Committee members on November 20, 2014 discussed that there was no need to establish traffic count data given the abundance of traffic data provided by the Police Services.

The committee's overall recommendation was to encourage the existing speed limit of 60 km/hr.

Without knowing the accident specifics associated with the section from Point Anne Road to the east boundaries of the City, several of the committee members were reluctant to support the change to increase the speed limit to 80 km/hr. as the roadway becomes a two lane highway at Point Anne Road.

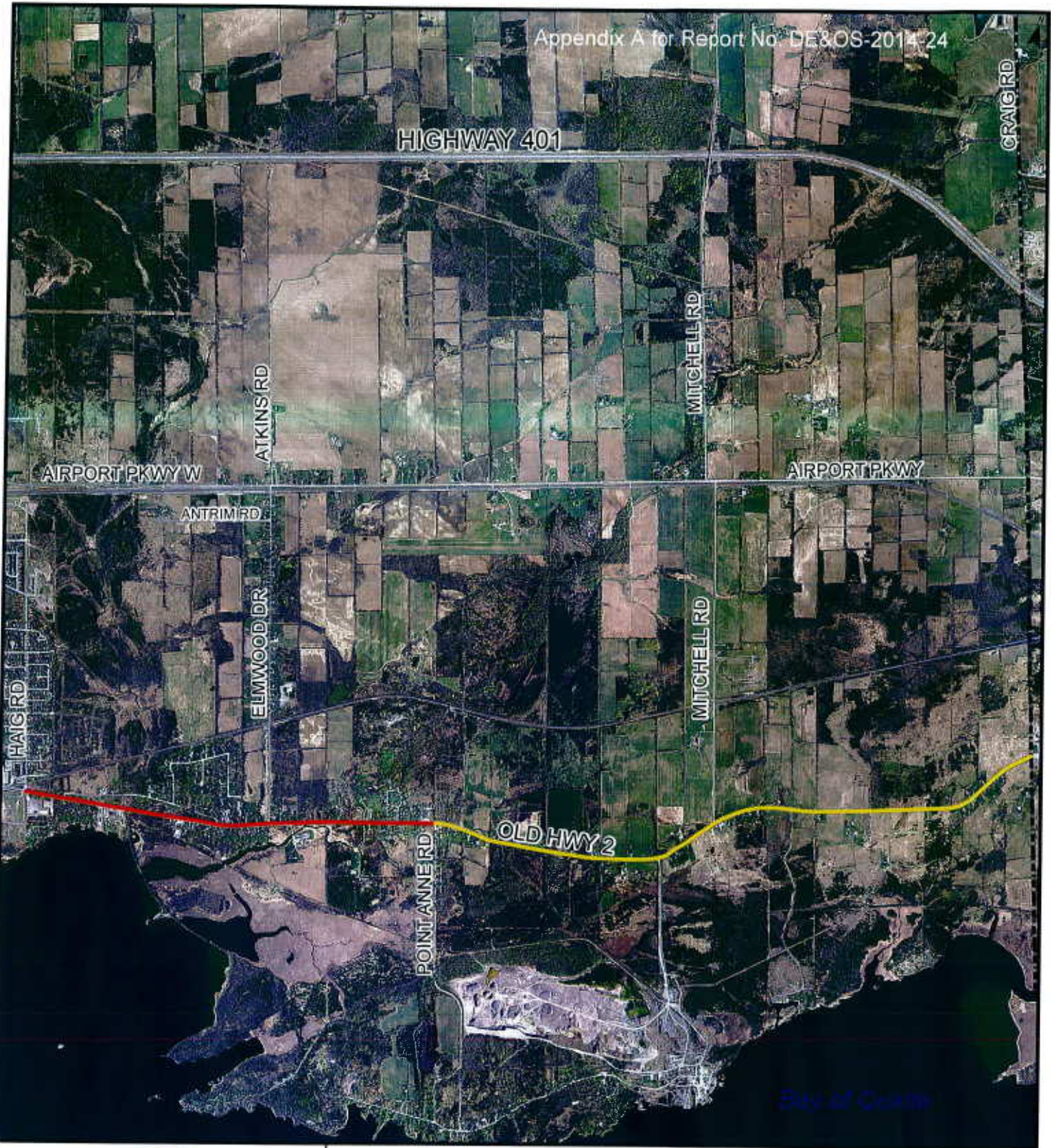
Respectfully submitted,



Jim Zimmerman, P. Eng.  
Director of Environmental and Operational Services

Attachments:

Appendix A



**CITY OF BELLEVILLE**  
 ENGINEERING & DEVELOPMENT  
 SERVICES DEPARTMENT

# OLD HIGHWAY 2

- 2 Lanes
- 4 Lanes
- City Limit

