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Date November 7, 2023 **Report No.** 2023-608

To Chair and Members
Committee of the Whole - Operations

From Inderjit Hans, P. Eng., PMP
Commissioner, Public Works Commission

1.0 Type of Report

Consent Item ☐
Item For Consideration ☒

2.0 Topic **Public Works Fleet Policies Update [Financial Impact: None]**

3.0 Recommendation

- A. THAT Report No. 2023-608 Public Works Fleet Policies Update BE RECEIVED; and
- B. THAT PUBLIC WORKS-014 Green Fleet Policy BE REPEALED; and
- C. THAT PUBLIC WORKS-027 Corporate Fleet Policy BE ADOPTED
- D. THAT the necessary by-law to amend By-law 70-2010, being a by-law to adopt various City of Brantford policies, BE PRESENTED to City Council for ADOPTION.

4.0 Executive Summary

The Green Fleet Policy (Appendix A: PUBLIC WORKS-014 Green Fleet Policy) was enacted in 2010 under a previous Commission and Committee structure. It contains loose guidelines for how City owned and operated vehicles should be managed to ensure long-term sustainability. However, some of these guidelines are not up-to-date with best practices for vehicle sustainability, and guidelines

still relevant are not clear in how they are to be enforced and monitored. This report recommends that the Green Fleet Policy be repealed and replaced with a consolidated Corporate Fleet Policy (Appendix B: PUBLIC WORKS-027 Corporate Fleet Policy), which will include more in-depth guidelines for the implementation and monitoring of safe, efficient, and sustainable management and operation of City owned and operated vehicles. This report includes an overview of two enhanced guidelines for priority implementation, 1) anti-idling guideline (Appendix C: City of Brantford Vehicle and Equipment Anti-Idling Guideline), and 2) Offence Notice guidelines (Appendix D: City Owned and Operated Vehicles Offence Notices Guidelines).

As of 2022, the City Fleet accounts for 47% to the Corporate emissions. The City of Brantford Vehicle and Equipment Anti-Idling Guideline will target unnecessary emissions being produced from corporate fleet vehicles and help the City of Brantford in its goal to reach the following emissions reduction targets:

- 30% reduction by 2030.
- 80% reduction by 2040.
- 100% (net-zero) emissions by 2050.

The new City Owned and Operated Vehicles Offence Notices Guidelines takes priority due to the rollout of Automated Enforcement (AE) technology for offences against the *Highway Traffic Act, 1990* (including speeding, and red light runs). Offence notices are issued directly to the registered owner of the vehicle, which in the case of City owned and operated vehicles is the Corporation of the City of Brantford. There is no formal process indicating how these offence notices incurred by City staff while operating City vehicles are paid or the expectation of departments and staff in the rollout of these new technologies.

This report recommends the adoption of the two new guidelines to achieve the goals of the Corporation and ensure the expectations of vehicle and equipment operators at the City are consistent. There are no financial implications as a result of this report.

5.0 Purpose and Overview

The purpose of this report is to recommend the repeal of the existing Green Fleet Policy (Appendix A: PUBLIC WORKS-014 Green Fleet Policy) and replace it with the consolidated and enhanced Corporate Fleet Policy (Appendix B:

PUBLIC WORKS-027 Corporate Fleet Policy). Specific guidelines and monitoring requirements for anti-idling and automated enforcement technology were added to the scope of the new policy which also references existing guidelines for operation of vehicles.

6.0 Background

The Green Fleet Policy (Appendix A: PUBLIC WORKS-014 Green Fleet Policy) was enacted in 2010 under the previously titled Engineering and Operational Services Commission and now defunct Energy Conservation Committee (ECC). The policy applies to the vehicles and equipment owned and operated by the Corporation. The objectives of this policy are to decrease consumption of non-renewable resources, decrease greenhouse gas emissions, and implement sustainable fleet management. Fleet Services is responsible for working with each Department to ensure implementation and monitoring of policy guidelines. The last policy review and amendment took place in 2013.

At its meeting held September 20, 2022, City Council approved Report No. 2022-552 Public Works Corporate Policy Updates.¹ The purpose of the report was to make required amendments and administrative updates to the language of the Public Works Commission's Corporate Policies to ensure they were up to date. The report concluded that the Business Support and Sustainability Office would work with Departments across the Public Works Commission and the other City Commissions/Departments to review and determine required updates to Corporate Policies, to be presented to City Council in 2023.

Vision Zero: The City of Brantford's Road Safety Plan (Report No. 2021-275) was approved on April 13, 2021.² This plan outlines how the City will address road safety through engineering, education, enforcement, evaluation and engagement. The high level goals of the Vision Zero Plan include reducing the number of total road collisions on municipal roads by 10% from the 2019 figures by the end of 2026, and to reduce the number of fatalities resulting from collisions to zero. Red Light Cameras (RLC) and Automated Speed Enforcement (ASE) are two of the enforcement tools that municipalities can use to improve traffic safety in targeted areas. There are currently six RLCs active in Brantford, and ASE locations will be investigated for implementation within the coming year.

¹ <https://pub-brantford.escribemeetings.com/filestream.ashx?DocumentId=14389>

² <https://pub-brantford.escribemeetings.com/filestream.ashx?DocumentId=7455>

The City of Brantford's Corporate Climate Change Action Plan (CCAP) was approved on November 24, 2020 (Report No. 2020-472).³ The CCAP was developed through extensive consultation across various departments, reflecting the City's commitment to reaching net-zero carbon emissions by 2050. The Corporate CCAP includes an Emissions Reduction Tools table for City fleet, outlining short, medium, and long term goals. Developing and implementing an anti-idling policy for all City owned and operated vehicles was identified as a short term goal to be completed by 2025.

7.0 Corporate Policy Context

- City of Brantford Strategic Priorities 2023-2026: Strategic Theme 10 Build a Greener Brantford.
- City of Brantford Corporate Climate Change Action Plan: Emission Reduction Tools for City Fleet (2020-2025): Anti-Idling Policy.
- Vision Zero: The City of Brantford's Road Safety Plan (2021-2026): Enforcement Actions and Evaluation.

8.0 Input From Other Sources

City of Brantford departments, including: Business Support and Sustainability, Fleet and Transit Services, Environmental Services, Operational Services, Engineering Services, Parks and Recreation, Planning and Development, Legal Services, Building Services, Bylaw & Security, HR Services, Brantford Fire Department

9.0 Analysis

9.1 Green Fleet Policy

The Green Fleet Policy (Appendix A: PUBLIC WORKS-014 Green Fleet Policy) contains guidelines intended to support the adoption and implementation of sustainable fleet management practices. These guidelines include components such as promoting vehicle sharing and rotation, right sizing vehicles, purchasing low emissions fleet, and encouraging anti-idling where possible.

³ <https://pub-brantford.escribemeetings.com/filestream.ashx?DocumentId=6249>

The existing Green Fleet Policy, last amended in 2013, is out of date and does not include specific guidelines for the safe, efficient, and sustainable operation of City vehicles and equipment. Fleet Services works closely with each Department within the Corporation to encourage adherence to the guidelines set out in the Policy, but there currently is not clear direction for when these guidelines are mandatory and when exemptions may be permitted.

9.2 Updated Corporate Fleet Policy

This report recommends repealing the existing Green Fleet Policy and adopting a consolidated Corporate Fleet Policy (Appendix B: PUBLIC WORKS-027 Corporate Fleet Policy). While the existing Green Fleet Policy is focused mainly on energy reduction through the City's fleet, the proposed Corporate Fleet Policy provides a policy statement for the responsible operation of vehicles in general and makes reference to existing and new guidelines, procedures, and training manuals to ensure any users of City fleet are aware of the expectations when operating vehicles. In addition to the existing guidelines that are referenced in the proposed Corporate Fleet Policy, the sections below provide information about new guidelines for Anti-Idling and Offence Notices.

9.3 Anti-Idling Guideline

Municipalities across Ontario have implemented corporate vehicle and equipment anti-idling guidelines and by-laws to clarify what constitutes idling, when idling is prohibited, and when it may be permitted. As per these documents, idling is defined as the operation of the engine of a vehicle or equipment while the vehicle is not in motion or being used in an activity.

Comparator municipalities that currently implement corporate anti-idling guidelines include the Cities of Windsor, London, Hamilton, Kingston, and Burlington. Other municipalities that also implement corporate anti-idling guidelines include Cities of Toronto, Oxford, St. Catharines, and Sudbury. These municipalities prohibit idling between 1-3 minutes for City fleet vehicles, with some having exceptions when temperatures are below 5°C or over 27°C. Commonly shared exemptions within these guidelines include emergency situations, running mobile workshops, running auxiliary operations, transit vehicles while embarking/disembarking passengers, and when power take-off is required.

The City of Brantford Vehicle and Equipment Anti-Idling Guideline, attached as Appendix C, will apply to all City employees operating City owned, rented, or leased vehicles or equipment used for work related activities. Examples of exemptions to idling prohibitions include: emergency vehicles, emergency situations where the vehicle is required to remain on to tend to an emergency, transit buses, pre-trip inspections, routine maintenance, stopped at red lights or for other traffic control, stopped because of congestion, drive-throughs, mobile workshops, Fire Department training, vehicles required to run to operate auxiliary equipment, and electric/battery powered vehicles and equipment.

Additionally, the expectations for anti-idling that will apply to all staff will include:

- No operator shall idle the engine of an unleaded fuel vehicle or equipment in excess of one (1) minute, if the vehicle is stopped for a foreseeable period of time.
- No operator shall idle the engine of a diesel fueled vehicle or equipment in excess of three (3) minutes, if the vehicle is stopped for a foreseeable period of time.
- When engines must be left running for any reason, the operator must remain with the vehicle. If the operator is required to leave the vehicle to perform operational activities, the vehicle must be turned off unless the vehicle or equipment on/within the vehicle is needed for the operational activity.
- No operator shall idle when stopped at a railway crossing for any length of time above the allowed idling limit dependent on the vehicle type.

9.4 Corporate Vehicle Offence Notices Guideline

Vision Zero: The City of Brantford's Road Safety Plan (Report No. 2021-275) was approved on April 13, 2021, outlining how the City will address road safety through engineering, education, enforcement, evaluation and engagement.⁴ The Enforcement Actions and Evaluation section of the Vision Zero plan emphasizes that enforcement tools, such as Red Light

⁴ <https://pub-brantford.escribemeetings.com/filestream.ashx?DocumentId=7455>

Cameras (RLC) and Automated Speed Enforcement (ASE) need to be incorporated alongside physical changes to the built environment and road safety education.

RLCs and ASE works by automatically photographing vehicles that run red lights or exceed posted speed limits. The photos are used as evidence to assist traffic authorities in determining if a ticket is warranted, and these tickets are mailed directly to the registered owner of the vehicle. Running red lights and speeding are serious traffic offences that can be deterred through the implementation of RLCs and ASE, specifically by altering driving behaviour. There are currently 6 active RLCs in Brantford, and potential locations for ASE are being investigated for implementation within the coming year. The City is responsible for ensuring that RLC and ASE fines incurred against City owned and operated vehicles are paid by the deadline listed in the Offence Notice.

The Vehicle Operator's responsibility for fines incurred against City-owned and operated vehicles is currently referenced in Chapter 7.1.3 Specific Rules Related to the Use of City Owned and Leased Vehicles of the Employee Code of Conduct Policy (CORPORATE-029). While it is currently clear that the Vehicle Operator must address Offence Notices and fines when issued directly to them (ex. speeding tickets), the process for payment of fines is not clearly defined when Offence Notices are issued through Automated Enforcement (AE) technology directly to the owner of the vehicle.

Municipalities that currently implement corporate Offence Notice guidelines (sometimes referred to as Red Light Camera guidelines, Speeding Ticket guidelines, etc.), include the Cities of Toronto, London, Guelph, Barrie, Markham, and Mississauga. All of these municipalities track incurred ASE and RLC tickets against corporate fleet vehicles by Department, in order to identify the driver of the vehicle at the time the ticket was incurred.

This guideline presents a formal process for the City of Brantford to ensure that Fleet Services can work with the respective Departments to pay fines related to Offence Notices. Further, through this guideline Departments are able to set clear expectations for any operators of vehicles with requiring training for employees who do not adhere to the rules of the road, and other disciplinary actions. Under the new proposed

City Owned and Operated Vehicles Offence Notices Guidelines, attached as Appendix D, the process will be as follows:

- Upon receipt of Offence Notices, Fleet Services will continue to ensure the fine is paid on-time.
- Fleet Services will forward the Offence Notice and Proof of Payment to the Department and Service Area responsible for the vehicle listed in the Offence Notice.
- The Service Area Manager (or designated Supervisor) will determine which employee was operating the vehicle at the time of offence (as listed in the Offence Notice)
- The Service Area Manager (or designated Supervisor) at the discretion of the Department Director or applicable Commissioner, will take appropriate action for non-compliance, including but not limited to additional education for adherence to City Policies, additional employee training, and disciplinary action upon consultation with Human Resources Services.

9.5 Monitoring Adherence to Corporate Fleet Policy

Upon adoption of the new Corporate Fleet Policy, Fleet Services will work directly with all staff departments who operate fleet vehicles to ensure staff receive training on the new processes. Additionally, staff from the Business Support and Sustainability Office will review the Anti-Idling Guideline annually in partnership with Fleet Services, and with input from operating departments to make any necessary updates and estimate adherence to the new guideline.

10.0 Financial Implications

There are no direct financial implications associated with this report.

11.0 Climate and Environmental Implications

Corporate Fleet emissions accounted for 47% of all Corporate emissions in 2022. To help reach the City's target of net-zero emissions by 2050, reducing vehicle idling will be a step in reaching this goal. An average vehicle with a three-litre engine idling for 10 minutes burns over one cup of fuel and this can produce 690 grams of CO₂. By reducing unnecessary idling, the Corporation will

reduce fuel use and greenhouse gas emissions from the Corporate fleet as well as improve surrounding air quality.

12.0 Conclusion

The existing Green Fleet Policy, last amended in 2013, is out of date and requires significant enhancements. This report has recommended repealing the Green Fleet Policy and adopting a consolidated and enhanced Corporate Fleet Policy (Appendix B: PUBLIC WORKS-027 Corporate Fleet Policy) that expands upon vehicle operation guidelines and establishes a stricter criteria for when guidelines, such as anti-idling, apply and when they are exempt. New guidelines for Offence Notices issued directly to City vehicles are also included to ensure accountability for adherence to traffic laws.



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Attachments (if applicable)

Appendix A PUBLIC WORKS-014 Green Fleet Policy

Appendix B: PUBLIC WORKS-027 Corporate Fleet Policy

Appendix C: City of Brantford Vehicle and Equipment Anti-Idling Guideline

Appendix D: City Owned and Operated Vehicles Offence Notices Guidelines

Copy to:

NA.

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required ☒ yes ☐ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk ☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council? ☒ yes ☐ no