February 25, 2020

Committee of the Whole – Operations and Administration Report #2020-02-04

REPORT TO: Mayor and Members
City Council

Your Committee of the Whole – Operations and Administration submits the following recommendations from its meeting held on February 4, 2020:

11.1.1 Brantford Downtown Outreach Team Pilot Program Update [Financial Impact - None], 2020-58

A. THAT Report 2020-58 Brantford Downtown Outreach Team Pilot Program Update BE RECEIVED; and

B. THAT the Associate Minister of Mental Health and Addictions and the Member of Provincial Parliament Will Bouma BE INVITED to meet with Mayor Kevin Davis regarding sustainable funding for the Brantford Downtown Outreach Team and a report BE PROVIDED back to Council.

11.1.2 Healthy Kids 2019 Update [Financial Impact - None], 2020-57

THAT Report 2020-57, Healthy Kids 2019 Update, BE RECEIVED.

11.1.3 Garden Avenue Road Dedication By-law [Financial Impact – None], 2020-22

THAT the By-law attached as Appendix A to Report No. 2020-22, being a by-law to dedicate part of Reserve Block 148, Plan2M-1945, City of Brantford, designated as Part 59, on Plan 2R-8416, as part of the public highway to be known as Garden Avenue, BE PRESENTED to City Council for adoption.

11.1.4 Prohibit the Parking of School Buses on Certain Streets [Financial Impact – None], 2020-38

THAT Report 2020-38 pertaining to prohibiting the parking of school buses on certain streets BE RECEIVED.

11.1.5 Brantford Canada Day 2019 [Financial Impact - None], 2020-19

A. THAT Staff Report No. 2020-19, Brantford Canada Day 2019 Celebration, BE RECEIVED; and

B. THAT Staff BE DIRECTED to report back with a tangible budget reflecting the reality of the 2020 Canada Day event.
11.1.6 Brant Business Park Inc. – Brant Business Park Subdivision Agreement [Financial Impact - None], 2020-23

A. THAT Report 2020-23, “Brant Business Park Inc. – Brant Business Park Subdivision Agreement” BE RECEIVED; and

B. THAT the Clerk BE DIRECTED to place the Subdivision Agreement between The Corporation of the City of Brantford, Brantford Power, Brant Business Park Inc. and The Manufacturers Life Insurance Company on a signing by-law to BE EXECUTED by the Mayor and Clerk.

11.1.7 Acceptance of Donations by Advisory Committee Members [Financial Impact – None], 2020-18

A. THAT Report No. 2020-18 – Acceptance of Donations by Advisory Committee Members BE RECEIVED; and

B. THAT Staff BE DIRECTED to report back by the next cycle on the feasibility of the City accepting unsolicited donations on behalf of Council’s advisory committees; and

C. THAT $5,000 BE ALLOCATED to the Environmental and Sustainability Policy Advisory Committee from the Council Priorities Reserve for 2020; and

D. THAT a budget allocation for the Environmental and Sustainability Policy Advisory Committee in the amount of $5,000 BE INCLUDED in the 2021 operating budget as an unavoidable increase; and

E. THAT the overall framework of Committee funding BE REFERRED to the Meeting Process Review Task Force for review.

11.1.8 Service Review Opportunities: Update and Timeline [Financial Impact - None], 2020-34

A. THAT Report 2020-34 Service Review Opportunities Update and Timeline BE RECEIVED; and

B. THAT staff BE DIRECTED to review and report on the outstanding Service Review Opportunities in accordance with the timeline set out in Appendix A – Opportunities Reporting Timeline.

C. THAT the CAO give direction to Staff to provide the following information during this cycle, namely:

1. A list of other known municipalities, school boards and agencies which received funding from the Province of Ontario Audit and Accountability Fund; and
2. A list of consultants who completed reports for those identified in above and their respective cost; and

3. A list of links to available final consultant reports to municipalities; and

4. A list of City of Brantford Municipal Management Staff and Elected Officials who exercised the invitation to provide input to the review consultant.

11.1.9 Unified Communications – Cisco Collaboration Flex Plan Enterprise Agreement Renewal – 5 Year Term [Financial Impact - $520,034.66 ($104,006.93 per year)], 2020-98

A. THAT Report No 2020-98 – Unified Communications – Enterprise Agreement Renewal – 5 Year Subscription BE RECEIVED; and

B. THAT Council APPROVE the single source procurement, pursuant to Section 4.02(g) of the Purchasing Policy, with Softchoice LP for a five (5) year Cisco Collaboration Flex Plan Enterprise Agreement; and

C. THAT the Clerk BE DIRECTED to place the Agreement with Softchoice LP on a Signing By-law for execution by the Mayor and City Clerk

11.1.10 Meeting Process Review Task Force Report regarding Amendments to Various By-laws to Streamline Meeting Processes [Financial Impact – None], 2020-59

A. THAT the necessary by-law to amend Chapter 15 of the City of Brantford Municipal Code regarding Procedure (the “Chapter”) BE PRESENTED to City Council for adoption to effect the following changes in keeping with Council’s desire to streamline meeting processes:

i. Amend the Order of Business for Committee Meetings (Section 15.5.1.1 of the Chapter) to include “Separation of Items for Consideration and Consent Items for Discussion Purposes”, or in the case of the Finance Committee “Separation of Budget Reports, Items for Consideration and Consent Items for Discussion Purposes” immediately preceding “Statutory Public Hearings/Public Meetings”; and

ii. Amend the Order of Business for Council Meetings (Section 15.5.1 of the Chapter) to include “Separation of Items in Committee Reports for Discussion Purposes” immediately preceding “Delegations/Presentations”; and

iii. For the purposes of Clause Ai and ii:

- all Items relating to matters where a person or persons have filed a written request to appear as a delegation in
accordance with the provisions of Section 15.6.2 of the Chapter shall automatically be separated for discussion purposes; and

- all Items not separated for discussion purposes shall be moved and seconded in one motion and then voted on before proceeding to the next Item on the agenda.

- All Items separated for discussion purposes shall be moved and seconded in one motion and then voted on individually

iv. For the purpose of Clause Aii:

- all Items deferred directly to City Council by a Committee of the Whole or Standing Committee shall continue to be listed on the Committee Report to Council and would need to be identified as an Item to be separated for discussion purposes rather than automatically being separated for discussion purpose.

v. Reduce the length of time for presentations at meetings to ten (10) minutes, inclusive of questions from members; and

vi. Permit municipal staff to invite consultants retained by the City to join with them in responding to questions from members during debate on an Item and/or invite members of a Board, Advisory Committee or Task Force to respond to questions during debate of Board, Advisory Committee, Task Force reports to Committee; and

vii. No presentations shall be permitted, other than those related to Statutory Public Hearings/Public Meetings at meetings of Committee of the Whole – Community Development, where two or more Statutory Public Hearings/Public Meetings appear on the agenda; and

viii. Require all Resolutions or Reports from Staff recommending the creation of a Task Force to complete a template, developed by the City Clerk’s Department, including, at minimum, the following components:

- Name of Task Force
- Mandate of Task Force
- Composition of Task Force
- Term of Task Force
- Reporting Structure of Task Force
- Departments of the City to provide administrative and/or clerking support to Task Force

ix. Require each Task Force, at its first meeting:
• to establish a meeting schedule, to give Members, staff and the public as much advance notice as possible. Meetings at the call of the Chair should be avoided; however, that would not preclude a Special Meeting being called by the Chair to address an Urgent Item;

• to identify specific tasks and report back dates in order to complete its mandate within the term identified by Council, a copy of which shall be appended to each Task Force agenda and updated to reflect status of identified tasks; and

• All existing Task Forces will be required to comply with these provisions.

x. Require Members of Council or Staff considering the creation of a new Task Force to consult with the City Clerk’s Department prior to the presentation of a Notice of Motion, Resolution or Staff Report to determine if there are existing Advisory Committees or Task Forces in place with related mandates that could be assigned additional tasks by Council, rather than creating a new Task Force; and

xi. Change the deadline for persons wishing to appear as a delegation at meetings of the Social Services Committee, Brant and Brantford Local Housing Corporation Board of Directors and Brantford Municipal Non-Profit Housing Corporation Board of Directors to 9:00 a.m. on the day prior to the meeting; and

xii. The Human Resources Committee shall continue to meet as required, but shall become a Standing Committee of Council and report directly to City Council; and

xiii. Other than for urgent Reports, all Private and Confidential Reports to Council BE PRESENTED at one Special City Council meeting per month, in consultation with the Mayor; and

xiv. Motion to extend the hour at Committee Meetings would result in the extension of the meeting to conclude consideration of the Item under discussion at the time of the motion. Members may while moving the motion, identify any time sensitive items to be considered prior to adjournment. All unfinished business unless otherwise moved would automatically be deferred to City Council; and

xv. The Statutory Public Hearings portion of all future meetings of Committee of the Whole – Community Development to be chaired by the Mayor, with additional training and support being provided by staff. In the absence of the Mayor, rules outlined in Section 15.5.3 of the Chapter would apply;
xvi. Strengthen existing wording within the Chapter regarding delegations appearing more than once on the same agenda item, regardless if appearing as an individual or on behalf of a Group, Organization or Business;

xvii. THAT no speaking opportunities shall be permitted with regards to Recognition of Achievements and Proclamations;

xviii. THAT Subsection 15.11.3(a) BE AMENDED to include an exemption to permit a by-law to be presented directly to Council, without first having been considered by Council or a Committee, if a corporate policy having been approved by by-law, permits this action; and

B. THAT the term of the Meeting Process Review Task Force BE EXTENDED to September 2020, in order that the Task Force can undertake a review of the City’s Boards, Advisory Committees and Task Forces and make further recommendations to Council to streamline meeting processes and to align with Council’s priorities; and

C. THAT the Chief Administrative Officer BE DIRECTED to amend the existing Report Template for Staff Reports to include an Executive Summary and develop, with input from the City Clerk and the Executive Leadership Team, a Corporate Report Writing Training Session; and

D. THAT Staff BE DIRECTED to explore opportunities to remove routine items from open session agendas, where practical and possible, solutions of which may include, but are not limited to additional delegated authority to staff, Information Updates to Council, including on the Clerk’s Report on Communication, etc.; and

E. THAT the two recurring Private and Confidential Reports presented to the Finance Committee in the past, BE REMOVED from Finance Committee Agendas and presented as follows:

   i. Information regarding the Twenty Five Largest Property Tax Arrears to be distributed as a Private and Confidential Memorandum to all Members of Council; and

   ii. Confidential Information regarding Minutes of Settlement for Assessment Appeals to be presented as a Private and Confidential Report directly to Special City Council for consideration.

F. THAT the necessary by-law to amend By-law 70-2010, being a by-law to adopt various City of Brantford Policies and to create a Corporate Policy Manual regarding Corporate-028 Policy (Appointment of Citizen Members to City of Brantford Boards, Advisory Committees, Task Forces and Other Committees to which Council makes appointments) BE PRESENTED to City Council to include guidelines to address the completion of legislated
mandatory training requirements for volunteer committee members and to include the following process regarding the nomination of citizen members to be recommended for appointment:

i. Mover and Seconder required to nominate a candidate for consideration;

ii. Nominated Candidates receiving the highest number of votes from the Appointments Committee would be recommended to City Council for appointment.

11.1.11 Environmental and Sustainability Policy Advisory Committee 2020 Workplan [Financial Impact – None]

THAT the 2020 Environmental and Sustainability Policy Advisory Committee Workplan BE RECEIVED for information purposes.

11.1.12 Human Resources Committee Report #2020-01-28

THAT the Human Resources Committee Report #2020-01-28 BE ADOPTED, as follows:

1. 2020 Work Plan for the Human Resources Committee [Financial Impact - None], 2020-70

2. Human Resources Update: Executive Organizational Development Team [Financial Impact - None], 2020-87

11.1.13 Temporary Road Closures February 2020, 2020-41

THAT Report 2020-41 titled “Temporary Road Closures – February 2020” BE RECEIVED, which outlines information on the following events:

Frosty Fest (Saturday, February 15 – Monday, February 17, 2020)

Coldest Night of the Year Walk-a-thon (Saturday, February 22, 2020)

Chili Cook Off (Sunday, February 23, 2020)

11.1.14 All-Way Stop Control for Ewing Drive and Coronation Drive

WHEREAS École Confédération Elementary School abuts the intersection of Ewing Drive and Coronation Drive; and

WHEREAS pedestrian crosswalks are painted on the west side and north side of the intersection; and

WHEREAS students and pedestrians regularly cross Ewing Drive and Coronation Drive at the intersection; and
WHEREAS a school crossing guard has been assigned to the intersection; and

WHEREAS the intersection is stop controlled on Coronation Drive and on the school driveway only; and

WHEREAS vehicles on Ewing Drive are only required to stop when directed by a crossing guard; and

WHEREAS a request for an all-way stop control (AWSC) has been received;

NOW THEREFORE BE IT RESOLVED:

A. THAT staff BE DIRECTED to change the intersection control to All-way Stop Control; and

B. THAT any necessary by-laws BE PRESENTED to City Council for adoption.

11.1.15 Lincoln Avenue Speed Limit

WHEREAS Lincoln Avenue is a local road within a residential neighbourhood; and

WHEREAS Lincoln Avenue has a default speed limit of 50 KM/H between Parkside Drive and Lincoln Square Park; and

WHEREAS the speed limit changes to 40 KM/H between Lincoln Square Park and Devonshire Avenue; and

WHEREAS a request has been received to post a consistent speed limit of 40 KM/H between Parkside Drive and Devonshire Avenue; and

NOW THEREFORE BE IT RESOLVED:

A. THAT staff BE DIRECTED to implement a consistent speed limit of 40 KM/H on Lincoln Avenue from Parkside Drive to Devonshire Avenue; and

B. THAT any necessary by-laws BE PRESENTED to City Council for adoption.

11.1.16 Municipal Street Naming

WHEREAS the City currently does not have a formal policy for the naming of municipal streets; and

WHEREAS Staff in Engineering Services and the Planning Department are actively working on policies for addressing and street naming; and
WHEREAS in November 2007 Council passed a resolution to change the name of Brantford Southern Access Road (BSAR) to the Veteran Memorial Parkway; and

WHEREAS in June 2010 Council of Brantford passed a resolution of condolences noting that Canadians were deeply saddened to learn that Trooper Larry John Zuidema Rudd, originally from Brantford, Ontario, was killed Monday, May 24, 2010 when an improvised explosive device detonated during a routine security operation 20 kilometres southwest of Kandahar City; and

WHEREAS Capt. Richard Leary, a Brantford native, and a platoon commander of the 2nd Battalion Princess Patricia’s Canadian Light Infantry regiment, based in Shilo, Manitoba, died of wounds suffered when Afghan and Canadian soldiers came under small-arms fire in the Panjwaii district of Afghanistan on June 3, 2008; and

WHEREAS The Royal Canadian Legion has been entrusted by the people of Canada to uphold and maintain the Poppy as a symbol reminding us to never forget the sacrifices Veterans made to protect our freedom; and

WHEREAS the Legion welcomes and encourages Canadians to promote Remembrance and honour Canada’s Veterans through the use of the Poppy;

NOW THEREFORE BE IT RESOLVED:

A. THAT the following names BE APPROVED for use as street names in the City of Brantford: Larry John Zuidema Rudd, and Richard Leary; and

B. THAT Staff BE DIRECTED to make a submission to Dominion Command of the Royal Canadian Legion regarding the proposed usage of the poppy symbol to be displayed on any City street sign that is associated with the name of a veteran, and, further, that the General Manager of Public Works BE AUTHORIZED to sign any all documents necessary to authorize the use of the poppy symbol on streets signs in the City of Brantford as contemplated herein, subject to approval as to form by the City Solicitor or designate; and

C. THAT Staff BE DIRECTED to arrange for a re-dedication of the Veterans Memorial Parkway on 24 May 2020; and

D. THAT Staff in Engineering Services and the Planning Department BE DIRECTED to prepare a Street Naming Policy and report back to Council by Q4 2020 regarding the naming of streets in the City, with particular consideration for the names of fallen veterans; veterans who served in the Armed Forces; and persons of note.
11.1.17 Accessible Parking Space - 51 Palmerston Avenue

WHEREAS a request for an accessible parking space in front of 51 Palmerston Avenue has been received; and

WHEREAS on-street parking is permitted in front of 51 Palmerston Avenue; and

WHEREAS the Province has issued an accessible parking permit to the requester; and

WHEREAS the requester does not have adequate off-street parking for accessible needs; and

WHEREAS the affected neighbourhood has been notified of the requested accessible parking space and has not identified any concerns;

NOW THEREFORE BE IT RESOLVED:

A. THAT on-street parking in front of 51 Palmerston Avenue BE DESIGNATED as an accessible space; and

B. THAT staff BE DIRECTED to bring forth any necessary by-law amendments pertaining to this resolution for Council adoption.

Respectfully submitted,

Mayor Davis, Chair