

December 15, 2020

Committee of the Whole – Operations and Administration Report #2020-12-01

REPORT TO: Mayor and Members
City Council

Your Committee of the Whole – Operations and Administration submits the following recommendations from its meeting held on December 1, 2020:

8.1.1 Review of Operational Services and Park Services Departments Final Report [Financial Impact: None], 2020-568

- A. THAT Report 2020-568 “Review of Operational Services and Park Services Departments Final Report” BE RECEIVED; and
- B. THAT Staff BE DIRECTED to bring a report to Council in Q1 2021 outlining a plan and timeline to address the opportunities contained in the City of Brantford Parks and Operational Services Review Final Report dated December 1, 2020 as prepared by Optimus SBR.
- C. THAT staff BE DIRECTED to utilize the remaining project funds to obtain Optimus SBR Consulting firm to further develop appropriate key performance indicators, metrics and data collection processes and report back in Q1 2021.

8.1.2 Brantford Accessibility Plan – 2020 Status Update [Financial Impact – None], 2020-527

THAT Report 2020-527 regarding the Brantford Accessibility Plan – 2020 Status Update BE RECEIVED.

8.1.3 Amendments to Indemnification Policy [Financial Impact \$105,000 annually], 2020-562

- A. THAT the Indemnification Policy, Corporate-026, BE AMENDED in accordance with the Schedule “A” hereto; and
- B. THAT an amount of \$105,000 to provide for indemnification resources for Members of Council and staff BE INCLUDED as an unavoidable increase in the 2021 operating budget; and
- C. THAT the necessary by-law to amend Appendix “A” of By-law 70-2010, being a By-law to Adopt various City of Brantford Policies and to create a Corporate Policy Manual, by repealing Corporate Policy – 026 – Indemnification Policy and replacing it with a new Corporate Policy – 026 Indemnification Policy as attached to Report 2020-562 and marked as Schedule “A”.

8.1.4 Naloxone Nasal Spray Kits in AED Units [Financial Impact- \$4000], 2020-539

- A. THAT Report 2020-539 regarding Naloxone Nasal Spray Kits in AED Units BE RECEIVED; and
- B. THAT the proposed \$4000 be built into the 2021 budget as an unavoidable increase to meet the needs of supplying Naloxone in locations where AEDs are installed.

8.1.5 Service Review Opportunities: Updated Timelines [Financial Impact: None], 2020-480

- A. THAT Report 2020-480 Service Review Opportunities Updated Timelines BE RECEIVED; and
- B. THAT the adjusted timelines in Appendix A: Service Review Opportunities - Extended Reporting Timelines be APPROVED; and
- C. THAT Staff BE DIRECTED to provide semi-annual update reports on the progress of the Service Review Opportunities.

8.1.6 2021-2022 Council Priority Implementation Plan [Financial Impact: None], 2020-547

- A. THAT Staff Report 2020-547 '2021-2022 Council Priority Implementation Plan' BE RECEIVED; and
- B. THAT Staff BE DIRECTED to address the Council Priorities in accordance with the timelines set out in Appendix A – Council Priorities Reporting Timeline; and
- C. THAT Staff BE DIRECTED to provide a progress report to Council by August 30 2021.

8.1.7 Memorial Drive Parking Lane Reconfiguration [Financial Impact-None], 2020-537

- A. THAT report 2020-537, titled "Memorial Drive Parking Lane Reconfiguration" BE RECEIVED; and
- B. THAT parking BE PERMITTED on the east side of Memorial Drive between North Park Street and Ashgrove Avenue; and
- C. THAT staff present the necessary amendments to Traffic bylaw 37-83 and Parking Bylaw 144-88 for Council approval at the time of implementation in 2021; and

- D. THAT the changes to the line markings and signage be funded from Capital project TS1505 in the amount of \$56,000

8.1.8 Year 2021 Capital Projects Funding Pre-Approvals [Financial Impact - \$10,967,000 for the Pre-Approval of 2021 Projects as outlined in the Appendix “A”], 2020-536

- A. THAT Report No. PW2020-536 titled “Year 2021 Capital Project Funding Pre-Approvals” BE RECEIVED; and
- B. THAT notwithstanding the annual Estimates Committee process, \$10,967,000 funding to support the budget pre-approval requests listed in Appendix “A” BE TRANSFERRED to the appropriate capital projects on January 1, 2021; and
- C. THAT the General Manager, Public Works Commission and the Purchasing Officer BE AUTHORIZED to award nineteen (19) 2021 projects for the Public Works Commission as shown in Appendix “A” attached to Report No. PW 2020 -536, in accordance with the City of Brantford’s Purchasing Policy.

8.1.9 Road Dedication By-law, Blackburn Drive, English Lane and Gillespie Drive, 2020-531

- A. That Report 2020-531 titled Road Dedication By-law, Blackburn Drive, English Lane and Gillespie Drive BE RECEIVED; and
- B. That the by-law attached as Appendix A to report 2020-531, being a bylaw to declare and dedicate City owned land at the southwest corner of Blackburn Drive and English Lane and at the northwest corner of English Lane and Gillespie Drive as part of the public highway BE PRESENTED to City Council for adoption.

8.1.10 Emergency Procurement for Roof Replacement at 1 Sherwood Drive [Financial Impact: \$56,834.02], 2020-526

- A. THAT Report No. 2020-526 entitled “Emergency Procurement for Roof Replacement at 1 Sherwood Drive [Financial Impact: \$56,834.02 BE RECEIVED;
- B. THAT the amount of \$56,834.02 BE FUNDED as follows:
 - i. \$25,000 from project PK2009 Parks & Recreation Minor Capital; and
 - ii. \$31,834.02 from the Facilities Asset Management Reserve RF0526.

8.1.11 20 Courtland Drive – Accessible Parking Space on Private Property [Financial Impact – None], 2020-469

- A. THAT report 2020-469, regarding 20 Courtland Drive – Accessible Parking Space on Private Property BE RECEIVED; and
- B. THAT one (1) accessible parking space BE BY-LAWED at 20 Courtland Drive; and
- C. THAT Schedule “25” of Parking By-law 144-88 which pertains to “Accessible Parking Zones on Private Property” BE AMENDED as outlined in Appendix “A” of Report No. 2020-469; and
- D. THAT the subsequent by-law be presented to Council for adoption.

8.1.12 Alfred Street and Arthur Street at Shallow Creek Park – Traffic Control [Financial Impact – None], 2020-471

THAT the following BE DEFERRED for one meeting cycle:

THAT report no. 2020-471 regarding “Alfred Street and Arthur Street at Shallow Creek Park – Traffic Control” BE RECEIVED.

8.1.13 King George Road at Elm Street and 16 King George Road – Southbound Left Turn Prohibition [Financial Impact - \$100], 2020-467

- A. THAT the report 2020-467 King George Road at Elm Street and 16 King George Road – Southbound Left Turn Prohibition BE RECEIVED; and
- B. THAT a left turn prohibition BE BY-LAWED on King George Road at Elm Street and 16 King George Road (south driveway), southbound to eastbound, at anytime, every day; and
- C. THAT Schedule “4” of Traffic Bylaw 37-83 which pertains to “Turns Prohibited” BE AMENDED as outlined in Appendix “A” of Report No. 2020-467; and
- D. THAT the subsequent By-law be presented to Council for adoption.

8.1.14 Parking By-law 144-88 Amendment – General Stopping and Parking Regulations [Financial Impact – None], 2020-457

- A. THAT report 2020-457 Parking By-law 144-88 Amendment – General Stopping and Parking Regulations BE RECEIVED; and
- B. THAT Section 5(1) of Parking By-law 144-88 which pertains to “General Stopping and Parking Regulations” BE REPEALED as outlined in Appendix “A” of Report No. 2020-457; and

- C. THAT Section 5(1) of Parking By-law 144-88 which pertains to “General Stopping and Parking Regulations” BE AMENDED as outlined in Appendix “A” of Report No. 2020-457; and
- D. THAT Section 6 of Parking By-law 144-88 which pertains to “General Stopping and Parking Regulations” BE AMENDED as outlined in Appendix “A” of Report No. 2020-457; and
- E. THAT Section 7 of Parking By-law 144-88 which pertains to “General Stopping and Parking Regulations” BE REPEALED as outlined in Appendix “A” of Report No. 2020-457; and
- F. THAT Section 7 of Parking By-law 144-88 which pertains to “General Stopping and Parking Regulations” BE AMENDED as outlined in Appendix “A” of Report No. 2020-457; and
- G. THAT Schedule “28” of Parking By-law 144-88 which pertains to “List of Set Fine Payments” BE AMENDED as outlined in Appendix “A” of Report No. 2020-457 dated December 1, 2020; and
- H. THAT all subsequent By-laws BE PRESENTED to City Council for adoption.

8.1.15 Boundary and Connecting Highway Routine Maintenance and Capital Repair Agreement [Financial Impact – none], 2020-567

- A. THAT Report No. 2020-567, titled Boundary and Connecting Highway Routine Maintenance and Capital Repair Agreement, BE RECEIVED; and
- B. THAT the Mayor and the City Clerk BE AUTHORIZED to execute the Boundary and Connecting Highway Routine Maintenance and Capital Repair agreement (the “Maintenance Agreement”) between The Corporation of the City of Brantford (the “City”) and The Corporation of the County of Brant (the “County”); and
- C. THAT the City Clerk BE DIRECTED to place the Agreement on a Signing By-law for execution by the Mayor and the City Clerk; and
- D. THAT the General Manager of Public Works BE AUTHORIZED TO sign amending agreements to the Maintenance Agreement, from time to time, subject to the following conditions:
 - i. The amendments are minor in nature, including but not limited to the addition or deletion of roads;
 - ii. The amendments do not significantly increase the costs to the City (where a significant increase is an increase which would be outside of the applicable budgets);

- iii. The amendments do no materially increase the risk or liability of the City.

8.1.16 Restoration of the Field Howitzer Cannon Working Group Report Regarding Jubilee Park and Brant County War Memorial Upgrades [Financial Impact - \$112, 000] , 2020-574

1. Completion of Howitzer Site – Landscaping at Jubilee Terrace Park

- A. THAT Jubilee Terrace Park Concept 2, including upgraded LED lighting, amenities, landscaping, and an accessible pathway BE APPROVED; and
- B. THAT Jubilee Terrace Park Concept 2 BE REFERRED to the Brantford Heritage Committee for comment and recommendation due to the heritage designation of the park; and
- C. THAT if approved by the Brantford Heritage Committee, that the proposed park upgrades of Jubilee Terrace Park, to an upset limit of \$112,000 BE INCLUDED in the Parks and Recreation Capital Budget for consideration at the Estimates Committee; and
- D. THAT upon approval by the Estimates Committee, that Operational Services Staff BE DIRECTED to implement the Jubilee Terrace Park upgrades following the timeline set out in the Capital Budget Plan.

2. Completion of Howitzer Site – Storyboard at Jubilee Terrace Park

- A. THAT Staff BE DIRECTED to consult with the Great War Centenary Association (GWCA) and the Armoury regarding the budget and scope for the installation of a storyboard at Jubilee Terrace Park; and
- B. THAT Staff BE DIRECTED to finalize the proposed storyboard wording and imagery with the GWCA; and
- C. THAT the approved Howitzer Cannon Working Group and GWCA storyboard wording and imagery BE REFERRED to the Public Art Subcommittee of the Brantford Cultural Advisory Committee for review; and
- D. THAT the Manager of Tourism, Culture & Sport and the Director of Communications and Community Engagement review and edit the proposed storyboard text in consultation with the GWCA; and
- E. THAT the storyboard BE DESIGNED by the Communications and Community Engagement Department; and

- F. THAT if any funding is required from a City budget that Staff REPORT BACK to the Working Group with funding recommendations for approval; and
 - G. THAT Public Works staff BE DIRECTED to install the storyboard in Jubilee Terrace Park by Q3 2021.
3. Relocation of the Seven Bronze Figures and Addition of an Eighth Bronze Figure
- A. THAT Public Works and Economic Development and Tourism Department staff BE DIRECTED to request quotes for a formal site plan to prepare a new site for the seven (7) reinstalled bronze figures with space for an eighth (8th) figure following the Corporate Purchasing Policy; and
 - B. THAT Economic Development and Tourism Department staff CONSULT WITH professional bronze artists to determine the estimated cost of adding 1 additional figure; and
 - C. THAT the Public Art Subcommittee BE REQUESTED to provide comment on the proposed project; and
 - D. THAT staff REPORT BACK on the full cost and acquisition of the bronze figures, proposed timeline, and recommended funding source (including alternative funding sources, i.e. grants) by Q4 2021; and
 - E. THAT, upon approval by Brantford City Council, the Communications and Community Engagement Department staff BE DIRECTED to prepare a Communications and Community Consultation plan to determine the community interest and support for or against the significant changes and related costs prior to incurring additional project costs.
4. Completion of the Memorial as Designed by Walter Allward – Addition of Two Bronze Figures to Brant War Memorial
- A. THAT Economic Development and Tourism Department staff consult with the Public Art Subcommittee, Municipal Staff Technical Committee (Public Art), bronze artists, and contracted professionals; and
 - B. THAT Economic Development and Tourism Department staff BE DIRECTED to investigate the estimated cost of adding the two missing bronze figures, and the cost of preparing the site to accept the additional two figures, funding sources (including alternative funding

sources, i.e. grants) and report back to the Working Group by Q4 2021; and

- C. THAT the Public Art Subcommittee BE REQUESTED to provide comment on the proposed project.

5. Additional Names of the Fallen

- A. THAT Economic Development and Tourism Department staff BE DIRECTED to investigate the cost of the following in consultation with the GWCA and Six Nations Veterans Organization:
 - i. Inscribing missing names of the fallen directly on the Memorial Gallery wall; and
 - ii. Additional component installed on – or adjacent – the Memorial Gallery; and
- B. THAT the Public Art Subcommittee BE REQUESTED to provide comment on the proposed project; and
- C. THAT Economic Development and Tourism Department staff REPORT BACK to the Working Group on the cost, timeline, installation options, and recommended funding source (including alternative funding sources, i.e. grants) by Q2 2021.

6. Changes to War Memorial Park

- A. THAT Public Works staff DRAFT a proposed site plan and budget for additional seating at War Memorial Park; and
- B. THAT Public Works staff REPORT BACK to the Working Group by Q4 2021 with the proposed plan, budget and funding sources (including alternative funding sources, i.e. grants); and
- C. THAT any recommended changes to War Memorial Park BE REFERRED to the Brantford Heritage Committee for comment and recommendation due to the heritage designation of the park.

7. Renaming of the Working Group and Review of the Mandate

- A. THAT the Restoration of the Field Howitzer Cannon Working Group BE RENAMED to be The War Memorials and Cenotaph Working Group; and
- B. THAT Clerks Staff BE DIRECTED review the mandate of the Working Group and recommend any necessary changes.

8.1.17 Brantford Downtown Outreach Team Pilot Program – Final Evaluation [Financial Impact – None], 2020-371

THAT Report 2020-209 Brantford Downtown Outreach Team Pilot Program – Final Evaluation BE RECEIVED.

8.1.18 Promoting Free Tax Clinics [Financial Impact: None], 2020-417

THAT Report 2020-417 Promoting Free Tax Clinics BE RECEIVED.

8.1.19 Wastewater Allocation Policy – Annual Report for 2020 [Financial Impact - None], 2020-204

THAT Report No. 2020-204, titled “Wastewater Allocation Policy – Annual Report 2020” BE RECEIVED.

8.1.20 Winter Maintenance Update 2020-2021 [Financial Impact – None, 2020-541

- A. THAT Report No. PW2020-541 regarding "Winter Maintenance Update 2020-2021" BE RECEIVED; and
- B. THAT staff BE DIRECTED to continue compliance with the Ontario Minimum Maintenance Standards, Reg. 239/02 of the Municipal Act, as amended on May 3, 2018; and
- C. THAT Council APPROVE the 2020-21 “Winter Operations Planning Document for The Corporation of the City of Brantford”, attached as Appendix “B”.

8.1.21 Excessive Use of Surveillance Equipment

WHEREAS concerns have been raised by residents that surveillance equipment is being used to record more activities than are necessary for security of an individual’s property; and

WHEREAS such surveillance equipment can violate the privacy of others when used inappropriately; and

WHEREAS the Municipality may pass by-laws that protect the public and are in the interests of the health, well-being and safety of its residents, pursuant to s. 10 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended (the “*Municipal Act*”); and

WHEREAS s. 133 of the *Municipal Act* specifically permits municipalities to pass by-laws in relation to excessive surveillance equipment; and

WHEREAS the Municipality deems excessive to mean surveillance equipment that can record beyond the boundaries of the property on which it is located,

however, excessive shall not include devices such as doorbell cameras used for visitor identification purposes at main entry points to the property; and

WHEREAS it is not the intention of the Municipality to prohibit surveillance equipment on commercial, industrial or institutional properties at this time; and

WHEREAS neighbouring municipalities have passed by-laws preventing the use of such excessive surveillance equipment, successfully addressing the privacy concerns of its residents;

NOW THEREFORE BE IT RESOLVED THAT Staff bring back a report and draft by-law detailing how the municipality can prohibit the use of excessive surveillance equipment.

8.1.22 Four Way Stop - Cayuga & Ontario

WHEREAS the Cayuga Street and Ontario Street intersection is located in a residential neighbourhood and is a heavily used route due to entering and exiting the Veterans Memorial Parkway, including public transit;

NOW THEREFORE BE IT RESOLVED:

- A. THAT staff BE DIRECTED to undertake a traffic study investigating the implementation of all-way stop control at the Ontario Street and Cayuga Street Intersection; and
- B. THAT staff BE DIRECTED to report back to Council on study finding in Q2 2021.

8.1.23 Water/Wastewater Billing - 333 Wellington Street, Timely Meter Reading

WHEREAS 333 Wellington Street received estimated billings from November of 2019 to September of 2020; and

WHEREAS Water/wastewater bills are bi- monthly (two month periods); and

WHEREAS communications between the City and landlord were ongoing from November 2019 to September 2020; and

WHEREAS the wire connecting the remote reading device became disconnected from the meter, resulting in estimated billing; and

WHEREAS efforts to secure access to the water meter were delayed due to Covid 19 in June 2020; and

WHEREAS a significant loss of water due to a suspected leak went undetected over a period of 12 months; and

WHEREAS extenuating circumstances have created hardship; and

WHEREAS High Water Bill Adjustment Policy is applicable only to non-rental residential properties;

NOW THEREFORE BE IT RESOLVED:

- A. THAT staff BE DIRECTED to contact the owner of 333 Wellington with payment options; and
- B. THAT staff BE DIRECTED to remove half of the overage fee (\$4328.48) from the water/wastewater bill; and
- C. THAT staff BE DIRECTED to complete a comprehensive evaluation of current estimated billing data including investigate options for more timely meter readings/customer notice, monthly meter readings, billing alternatives, and Registered mail when an account has an extended period of estimated billing and REPORT BACK with recommendations in Q1 2021.

8.1.24 Speeding Drivers - Slow Down Signs

WHEREAS speeding drivers are disobeying posted speed limits throughout our city; and

WHEREAS citizens are becoming increasingly concerned about the safety of their children and seniors who sometimes require more time to cross the road; and

WHEREAS resources are limited to Police traffic violations; and

WHEREAS speed radar units that display vehicle speed sometimes have the opposite effect as some drivers try to beat their previous speed; and

WHEREAS solutions to reduce speeding are often expensive and limited in their effectiveness; and

WHEREAS other communities and individuals are using low cost initiatives to provide neighbourhoods with lawn signs asking drivers to slow down; and

WHEREAS Slow Down lawn signs must be installed on private property and be in compliance with the City's Outdoor Sign By-law, Chapter 478 of the City of Brantford Municipal Code;

NOW THEREFORE BE IT RESOLVED:

- A. THAT Staff BE DIRECTED to research "Slow Down" sign designs, wording (with at least one sign making reference to children), manufacturing, delivery turnaround, and costs for 500 lawn signs that can be distributed to citizens in their neighbourhoods through Neighbourhood Associations; and

- B. THAT Staff BE DIRECTED to report back to Council on “Slow Down” signs and funding source in Q1 2021.

Respectfully submitted,

Mayor Davis, Chair