



THE CORPORATION OF NORFOLK COUNTY COUNCIL-IN-COMMITTEE AGENDA

LOCATION:	COUNCIL CHAMBERS, COUNTY ADMINISTRATION BUILDING, 50 COLBORNE STREET SOUTH, SIMCOE
DATE:	TUESDAY, JULY 8, 2014
TIME:	3:00 p.m. PLEASE NOTE EARLY START
SUBJECT:	REGULAR MEETING

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1. DISCLOSURE OF A PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

2. PRESENTATIONS, DEPUTATIONS & RELATED REPORTS

A) AWARDS/RECOGNITION

B) PRESENTATIONS

- i) Mr. Jeff O'Donnell, Millard, Rouse, Rosebrugh
Re: Financial Statement
- ii) Staff Report F.S. 14-25
2013 Audited Financial Statements
- iii) Mr. Max Adam, Mr. Mike Bergman and Mr. Ed Van Hamme, Fire
& Rescue Services Apparatus Committee
Re: Tanker/Pumper Presentation
- iv) Staff Report C.S.D. 14-19
Award of Tender for One (1) Tanker/Pumper
- v) Mr. David Lukezic, WSP Canada Inc.
Staff Report P.W. 14-46 Queen Street Corridor Traffic
Improvements
- vi) Staff Report P.W.14-46
Queen Street Corridor Traffic Improvements - BUDGET
AMENDMENT

C) DEPUTATIONS

Council-In-Committee Agenda
Tuesday, July 8, 2014

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- i) Mr. Michael Cobb, Cobb & Jones
Re: Homeniuk and Norfolk County (Bonnie Heath Pit)
(Staff Recommendation: Receive as information)
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- ii) Mr. Geoff Saldanha, Simcoe
Re: Safety Issue due to high speeds on Tyrell St., Simcoe
(Staff Recommendation: Receive as information)
- iii) Mr. & Mrs. Gary Mussel
Re: Hastings Drive Report
(Staff Recommendation: Receive as information)
- iv) Mr. David Wardica, Port Rowan
Re: Hastings Drive Road Report
(Staff Recommendation: Receive as information)
- v) Mr. Richard W. Hamel
Re: Hastings Drive Report
(Staff Recommendation: Receive as information)
- vi) Mr. Randy Mawhiney, St. Williams
Re: Hastings Drive Road Report
(Staff Recommendation: Receive as information)
- vii) Ms. Erica and Ms. Lesley Andrew,
Re: Hastings Drive Report
(Staff Recommendation: Receive as information)
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- viii) Mr. Brian Duxbury on Behalf of Ms. Suzanne Boyce & Ms. Ellen Boyce
Re: Hastings Drive Report
(Staff Recommendation: Receive as information)
- ix) Mr. Chris Bradley
Re: Hastings Drive Report
(Staff Recommendation: Receive as information)
- x) Mr. Gary Sutton & Ms. Bonnie Sutton
Re: Hastings Drive Report
(Staff Recommendation: Receive as information)
- xi) Ms. Dana Eliot, Port Dover on behalf of A & A Eliot
Re: Staff Report P.W. 14-34 - Hastings Dr. Long Point
(Staff Recommendation: Receive as information)
- xii) Mr. Brian Craig
Re: Sustainable use of Hastings Drive
(Staff Recommendation: Receive as information)
- xiii) Ms. Tamara Hall
Re: Hastings Drive
(Staff Recommendation: Receive as information)

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- 40 - 46 xiv) Staff Report P.W. 14-34
 Hastings Drive - Road Follow up
 (Coloured maps distributed separately)

3. PUBLIC WORKS & ENVIRONMENTAL SERVICES DEPARTMENT

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 Colborne Street North and Young Street, Simcoe, Intersection Analysis -
 BUDGET AMENDMENT
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 Award of Contract PW-E-14-34 St. Andrew & McNab Street
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- 58 - 64 C) Staff Report P.W. 14-47
 Fleet Tender Results - Articulated 4-Wheel Drive Front End Loader -
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- 65 - 69 D) Staff Report P.W. 14-49
 Award of Contract PW-E-14-50 Big Creek Overflow Rehabilitation -
 BUDGET AMENDMENT
- 70 - 74 E) Staff Report P.W. 14-50
 Award of Contract PW-E-14-61 Argyle Avenue Reconstruction, Delhi
- 75 - 78 F) Staff Report P.W. 14-51
 PW-E-14-62 Robinson Street Reconstruction, Simcoe

4. COUNTY MANAGER'S DEPARTMENT

5. DEVELOPMENT & CULTURAL SERVICES DEPARTMENT

- 79 - 83 A) Staff Report D.C.S. 14-54
 Web Mapping Software Replacement - BUDGET AMENDMENT
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 School Crossing Guard Request Parker Drive - Simcoe - BUDGET
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6. EMPLOYEE AND BUSINESS SERVICES DEPARTMENT

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- 89 - 92 A) Staff Report F.S. 14-25
 2013 Audited Financial Statements

8. HEALTH & SOCIAL SERVICES DEPARTMENT

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- A) Health & Social Services
- B) Consolidated Municipal Services Manager - (CMSM)
- C) Norview Lodge Committee of Management

9. COMMUNICATIONS

- A) Turkey Point Community Summerfest, Turkey Point
Re: Request for designation as a Community Festival for the purpose of obtaining a liquor license
(Staff Recommendation: Receive and designate as a Community Festival for the purposes of obtaining an liquor license)
- B) Ms. Julie Argent and Mr. Robert Sharpe, Turkey Point
Re: Request for Special Occasion Permit for August 2, 2014, 4:00 p.m. to 2:00 a.m. at the Turkey Point Community Pavilion, Turkey Point
(Staff Recommendation: No objection subject to the approval of Health, Fire, Building and By-Law Departments and O.P.P.)

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10. OTHER BUSINESS

- A) Appointment of Chairman for the term August 1 to November 30, 2014
- B) Appointment Vice-Chairman of Council-In-Committee for the term August 1 to November 30, 2014

11. CLOSED SESSION

12. ADJOURNMENT

13. MEETING SCHEDULE

- A) July 2014

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14. CONTACT INFORMATION

Andrew Grozelle
Clerk/Manager of Council Services
andy.grozelle@norfolkcounty.ca
(Publication Date: July 4, 2014)

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"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT:		PAGE	1 OF 4
DATE PREPARED:	July 2, 2014	REPORT NO.	FS 14-25
"COUNCIL-IN-COMMITTEE" MEETING DATE:	July 8, 2014		
SUBJECT: 2013 Audited Financial Statements			

INTRODUCTION / BACKGROUND:

The *Municipal Act, 2001 (Act)* provides that the auditor appointed by the municipality shall annually audit the accounts of the municipality, express an opinion on the Financial Statements and report to Council. The 2013 Consolidated Financial Statements are complete and will be presented to Council at the Council-in-Committee Meeting on July 8, 2014.

Norfolk County staff is responsible for preparation and presentation of the financial statements in accordance with the reporting standards of the Public Sector Accounting Board (PSAB). Management is responsible for ensuring there are appropriate processes and internal controls in place to accurately record the business of the corporation.

Staff from Millard, Rouse and Rosebrugh, Chartered Accountants, auditors appointed by Council, will be available at the Council-in-Committee Meeting on July 8, 2014 to answer any questions regarding the 2013 Financial Statements and completion of the 2013 audit.

DISCUSSION / ANALYSIS:

The County's Financial Statements follow the revised reporting format that was introduced by PSAB for the 2009 Financial Statements. Commencing with the 2009 reporting year, municipalities have been required to record and amortize Tangible Capital Assets (TCA's) in the Consolidated Statement of Financial Position – Balance Sheet. In addition, amortization of Tangible Capital Assets is to be

Respectfully submitted by:

John Ford,
General Manager Financial Services/Treasurer/CFO
For more information call: 519-426-5870 ext. 1230

COUNCIL-IN-COMMITTEE:	COUNCIL:
RES. NO. _____	RES. NO. _____
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DISCUSSION / ANALYSIS, continued

accounted for as an expense in the Statement of Operations. In prior years TCA's were expensed in the year of acquisition or construction and there was no charge for amortization.

The changes introduced by PSAB were intended to align municipal annual reporting with full accrual accounting. Most municipalities, including Norfolk County, have retained their previous processes for budgeting and internal financial reporting. The rationale for doing so is to manage impacts on taxpayers and water/wastewater rates in a manner consistent with previous years. However, this does result in differences in internal and external financial reporting for certain assets, liabilities and amortization costs. In preparing the Consolidated Financial Statements, the County developed a process to convert internal financial reporting to comply with PSAB external reporting requirements.

Consolidated Statement of Financial Position (Balance Sheet)

The Consolidated Statement of Financial Position, or Balance Sheet, shows the value of assets and liabilities as at December 31, 2013 with comparative values as at December 31, 2012. As the result of changes in external reporting required by PSAB, the Consolidated Statement of Financial Position includes the value of the County's investment in TCA's and the allocation of amortization costs, over the useful life of the assets. Prior to implementation of this change in external reporting, the value of TCA's and amortization were not reported in the Consolidated Statement of Financial Position. Prior to 2009 the cost of acquiring capital assets was treated as an expense in the year of acquisition/construction rather than being recorded as an asset and depreciated over time.

Consolidated Statement of Operations (Income Statement)

The Consolidated Statement of Operations, or Income Statement, provides a summary of all the revenues and expenses for Norfolk County for 2013. This statement consolidates all operating costs and revenues for tax supported operations and water/wastewater operations. PSAB regulations provide that external financial reporting must include charges for the amortization of TCA's, interest payments on long-term debt and gain/loss on disposal of TCA's.

Canada and Ontario capital grants, transfers to/from Reserves/Reserve Funds, acquisition of TCA's, principal payments on debentures and proceeds from disposal of assets are excluded from external reporting in the Consolidated Statement of Operations.

The excluded items relate to capital transactions. Revised PSAB reporting requirements provide that these items be removed from the Statement of Operations. The inclusion of amortization (depreciation) in the Statement of Operations replaces the capital transactions.

With the exception of amortization, all of these expenses and revenues are included in internal reporting and budgeting.

Accumulated Surplus

The Accumulated Surplus is reported at the bottom of the Statement of Operations. In a commercial setting this would be referred to as the Statement of Retained Earnings. Details of the Accumulated Surplus are provided in Note 10.

DISCUSSION / ANALYSIS, continued

Under PSAB reporting requirements, Reserves and Reserve Funds form an integral part of the County's accumulated surplus and, as such, are no longer reported as a separate schedule in the financial statements. Any contributions to these Reserves/Reserve Funds must be removed (as it would be considered increases to the accumulated surplus). Principal debt payments are removed as these payments reflect a reduction in a long term liability. All the above noted adjustments represent "financing" requirements which are integral to any municipality's long range funding plan.

Budget 2013

PSAB regulations require that current year budget amounts be included in the Consolidated Statement of Operations. Current provincial regulations do not require that municipalities prepare budgets based upon the revised PSAB reporting requirements. As a result, the presentation of internal budgets does not match what is presented in the external financial statements making it difficult for Council to reconcile these two reporting formats.

Current legislation requires that municipalities must have balanced budgets. Council is required to approve budgets that provide the funds for the purposes of the municipality, local boards and related bodies, including amounts sufficient to pay all debts falling due within the year. While Finance officials across Ontario support the revised PSAB reporting requirements, they have expressed concern to the Province that the legislative budget framework is incompatible with these requirements. In particular, municipalities do not budget for amortization costs but are required to include these costs in external financial reporting. Similar differences occur with the budgeting and reporting of capital grants, debt principal payments, etc. Variances in internal reporting are based upon traditional cash accounting; whereas, variances in external reporting are based upon accrual accounting (the PSAB requirement).

When the Tax and Rate Supported Operating Budgets were presented to Council, staff presented both in the historical budget format with a supplementary summary restating the budget in the PSAB Format; however, Council did not approve the budgets in this format. The Consolidated Statement of Operations reports that there is a budget surplus of \$3.3 million. This illustrates the difference between the historical budget format and the PSAB budget format – Council did not approve operating budgets with any planned surplus.

INTERDEPARTMENTAL IMPLICATIONS:

N/A

FINANCIAL SERVICES COMMENTS:

Completion of the Financial Statements and filing the Financial Information Return with the Ministry of Municipal Affairs and Housing are mandatory requirements under the *Municipal Act and Regulations*. In addition to reporting on the financial results for the County, the audited Financial Statements provide the financial foundation for the County on a go-forward basis. Financial Statements are used by our Credit Rating agency as part of the annual review and updating of our Credit Rating and form part of the review process for potential investors when we are issuing debentures for long-term financing requirements.

FINANCIAL SERVICES COMMENTS, continued

For the year 2013 there is an accumulated net Operating Surplus of \$2.8 million – see Note 10 on page 18. Staff will be providing a subsequent report to Council dealing with disposition of these surplus funds.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

N/A

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

N/A

CONCLUSION:

Completion of the annual audit and publication of annual Financial Statements are statutory requirements under the *Municipal Act* and represent the primary mechanism to ensure public accountability of the Corporation to its ratepayers.

RECOMMENDATIONS:

THAT report FS 14-25 RE: 2013 Audited Financial Statements be received as information;

AND FURTHER THAT the 2013 Consolidated Financial Statements for Norfolk County be received.

ATTACHMENTS:

Norfolk County Consolidated Financial Statements for the year ending December 31st, 2013, provided under separate cover.

"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT: Community Services DATE PREPARED: June 2/14 "COUNCIL-IN-COMMITTEE" MEETING DATE: July 8, 2014	PAGE 1 OF 5 REPORT NO. CSD 14-19
SUBJECT: Award of Tender for One (1) Tanker/Pumper	

INTRODUCTION / BACKGROUND:

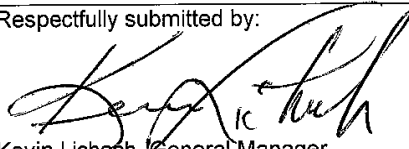
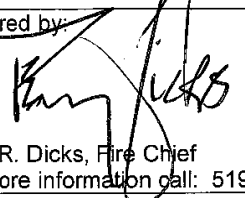
During the 2014 Capital Budget deliberations, and in accordance with the Corporate fleet replacement schedule, Council gave approval for staff to proceed with the tendering of one (1) fire apparatus (Tanker/Pumper 9 - Port Rowan C209.0002 \$500,000).

Representatives from the Norfolk County Fire & Rescue Services Apparatus Committee and staff met with the Apparatus Committee from Station 9 (Port Rowan) in regards to design specifications and fire district wants and needs. All parties agreed on the specifications for the replacement of the fire apparatus.

DISCUSSION / ANALYSIS:

Station 9 (Port Rowan) is an urban station with twenty-four (24) volunteer firefighters. Other urban fire stations include Simcoe, Port Dover, Waterford, and Delhi. Urban fire stations, in addition to the 24 firefighters, also have two (2) pumpers, plus other apparatus including a tanker. Waterford and Port Rowan each have one pumper, and a combination tanker/pumper, instead of a standard tanker. These apparatus carry 2,000 gallons of water (similar to the standard tanker capacity), and have similar pumping capacity as our other standard pumpers.

Committee members and staff reviewed Staff Report CSD 13-03 Standardization of Fire & Rescue Services Apparatus to keep the design of the replacement apparatus in line with the current standard approved by Council. As identified in CSD 13-03, the pumper, tanker, and rescue now have approved standards, whereas the pumper/tanker, pumper/rescue and aerial were not dealt with in the report.

Respectfully submitted by:  Kevin Lichach, General Manager For more information call: 519 426-5999 ext.2206	Prepared by:  Terry R. Dicks, Fire Chief For more information call: 519 426-4115 ext/ 2400
COUNCIL-IN-COMMITTEE: _____ RES. NO. _____	COUNCIL: _____ RES. NO. _____
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The Tanker/Pumper combination design for Port Rowan was purchased in 1994 for the purpose of carrying more water to the fire in a rural area (tankers carry 2,000 gallons of water, and a 2,000 litre/minute pump, and pumpers carry 800 gallons of water and a 6,000 litre/minute pump). One disadvantage with the current tanker/pumper design is that when the apparatus is committed at a fire scene by utilizing its pumping capacity, the apparatus is unable to travel to a water source to act as a tanker, thus eliminating its tanker component. After discussing the wants and needs with Station 9, all committee members agreed that a full replacement of a Tanker/Pumper would not meet the needs of the station, nor operational on the fireground, and that a tanker design would be required.

Port Rowan committee members, Norfolk County Fire & Rescue Services committee members and staff agreed that the design of this replacement apparatus should reflect a tanker, and not a full replacement of tanker and pumper. If Port Rowan were to be brought up to speed with other urban stations, they would require a pumper and a tanker.

The committee members have requested that if the tanker design could incorporate two (2) features; hydraulic ladder rack, and a 4,000 litre/minute pump, Port Rowan would now have a tanker ready for deployment of water and could also shuttle water back and forth to the fire ground, same as the other fire stations. In addition, and in those circumstances where a second pumper is required, this apparatus could respond.

Purchasing a tanker with two (2) modifications will show a cost reduction in future replacements of a pumper. The chart below identifies the pumpers in each station. Stations identified below are urban stations. The Port Rowan committee members and the Norfolk County Fire & Rescue Services apparatus committee are supportive of this initiative.

CURRENT URBAN STATION CONFIGURATION

	Pumper	Pumper/Tanker	Pumper/Rescue
Simcoe	2		
Port Dover	2		
Waterford	1	1	
Delhi	1		1
Port Rowan	1	1	

Staff from Norfolk County Fire & Rescue Services and Corporate Services Division issued a request for tender on April 11th with a closing date of May 13th, 2014. Three (3) proposals were received prior to the closing time; Dependable Emergency Vehicles, MetalFab Fire Apparatus, and Arnprior Fire Truck Corp. These tenders were opened in public in accordance with Corporate Purchasing Policy CRS 02, and two (2) bid submissions met requirements and one bid submission was rejected.

After submissions are received, they are evaluated in detail according to the following categories; general requirements, tanker/pumper, chassis and vehicle components, electrical systems, driving and crew areas, body compartments and equipment mounting, line voltage system, and other considerations.

Staff from Fire & Rescue Services and firefighter committee representatives from Station 9 (Port Rowan) reviewed the tenders in detail and agreed on the ranking of the submissions. Of the two (2)

bids that met the requirements, both bids met the apparatus evaluation requirements. The costs are shown in the following chart:

TOTAL TENDER SUMMARY

	MetalFab	Arnprior
Modified Tanker/Pumper	\$494,048	\$474,000
TOTAL (NET H.S.T.)	\$494,048	\$474,000

The bid submission summary for the two apparatus identifies Arnprior Fire Trucks as having met all the requirements, and the evaluation committee members agree that the best value for the corporation would be to award the modified Tanker/Pumper apparatus to Arnprior Fire Trucks Corporation. With a total approved budget of \$500,000 and as shown in the summary, the approved capital project can be completed within budget. The apparatus to be purchased is similar in design to our most recent tanker purchase in other Norfolk County fire stations.

INTERDEPARTMENTAL IMPLICATIONS:

N/A

FINANCIAL SERVICES COMMENTS:

Budget Comments:

The capital budgeted amount approved for the purchase of Tanker/Pumper 9 - Port Rowan C209.0002 vehicle, equipment and other expenditures in the amount of \$500,000, breaks down as follows:

Vehicle Purchases	\$480,000
Equipment Purchases	\$15,000
Capital Expenditure – Other	\$5,000
Total	\$500,000

Based on the tender amount of \$482,000 net HST, the purchase falls within the approved capital budget. Once council approves staff's recommendation the appropriate budget amendments will be completed.

Reserve & Reserve Funds:

Details – Fire Vehicle & Equipment Reserve Fund	Amount Surplus/(Deficit)
December 31, 2013 Balance per Audited Financial Statements	49,526
December 31, 2014 Projected Balance – as presented in 2014 Capital Plan	158,024
December 31, 2023 Projected Balance – as presented in 2014 Capital Plan	3,056,564

Tangible Capital Assets Comments:

The remaining Net Book Value of Tanker 9 (F032) is \$0 and there would not be an associated loss on disposition. Any auction proceeds related to the sale of these vehicles would be recognized as a gain on disposal.

The expected useful life for a pumper, tanker or combo vehicle is 20 years. Based on the acquisition cost of \$500,000, it is projected that annual amortization of \$25,000 will be charged against the Fire and Rescue Services operating budget.

STAFFING / LEGAL IMPLICATIONS:

There are no staffing or legal implications regarding this report.

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to the Corporate Strategic Plan:

- Ongoing Operations
 - A. Maintain Current Levels of Service in Operating Departments
 - B. Continue to Provide Valued Services to Residents in Norfolk County
 - C. Consistently offer innovative, Quality and Timely Services that is valued by Norfolk County Residents
- Community Values and Identity
 - A. Retain and Recruit Volunteers

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

Fire and Rescue Services Division 2014 Business Plan:

- The Fire and Rescue Services Division shall provide a program of fire prevention and public safety education, life rescue and fire suppression services, rescue services where life is endangered by accident or other similar circumstances from other than fire, first-aid and medical assistance services, and services respecting the protection of life and property from hazardous materials.

CONCLUSION:

After reviewing the evaluation scores and bid submissions, the Port Rowan firefighter station representatives, the Norfolk County Fire & Rescue Services apparatus committee, and staff recommend Arnprior Fire Truck Corporation be awarded the modified Tanker/Pumper tender.

RECOMMENDATIONS:

THAT Staff Report CSD 14-19, Award of Tender for One (1) Tanker/Pumper, be received as information;

AND THAT Staff Report CSD 14-19 be awarded to Arnprior Fire Truck Corporation in the amount of \$474,000 (net HST);

AND FURTHER THAT the Mayor and Clerk be authorized to execute a contract with Arnprior Fire Truck Corporation;

AND FURTHER THAT the funding for the proposed purchase of the replacement Tanker/Pumper as outlined in report CSD 14-19, and allocated from the Fire Vehicle and Equipment Reserve Fund be approved.

ATTACHMENTS:

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Required
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
County Manager		Not applicable
Other		Not applicable

"IN CAMERA" ☐BUDGET AMENDMENT ☒

DEPARTMENT: PUBLIC WORKS & ENVIRONMENTAL SERVICES	PAGE 1 OF 4
DATE PREPARED: June 5, 2014	REPORT NO. PW 14-46
"COUNCIL-IN-COMMITTEE" MEETING DATE: June 17, 2014	
SUBJECT: QUEEN STREET CORRIDOR TRAFFIC IMPROVEMENTS	

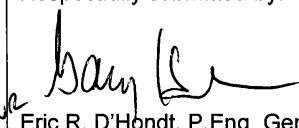
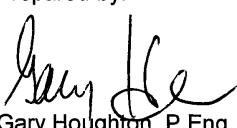
INTRODUCTION / BACKGROUND:

The process leading to the reconstruction of Robinson Street has advanced to the stage of tendering. Early in the design, the need to consider traffic operations at the intersection with Queen Street was identified. This review was expanded to include Queen Street from West Street to Cedar Street, to study issues along this corridor brought forward by residents and the ongoing Safety Management Program review in partnership with the OPP.

DISCUSSION / ANALYSIS

The reconstruction of Robinson Street is expected to closely coincide with the opening of the new Norfolk County Administration Building at the corner of Queen Street. This building will be shared with the new Provincial Offences Court. The new uses of this area are expected to have impacts on local traffic patterns. The ability to adapt the transportation system to mitigate these impacts is important. Further, other issues on Queen Street, significantly the reported conflicts with the school crossing at Union Street, the complex intersection at Cedar Street, and the close proximity of the intersection with West Street made it reasonable to study the corridor at this time with the impending changes to traffic patterns.

WSP (formerly Genivar) undertook the corridor study as part of their design of the Robinson Street reconstruction. Importantly, WSP met with the OPP to review their traffic and collision analyses and data, and their comments on possible safety improvements.

Respectfully submitted by:  Eric R. D'Hondt, P.Eng, General Manager Public Works & Environmental Services	Prepared by:  Gary Houghton, P.Eng., FEC, Manager of Engineering For more information call: 519-582-2100 Ext 1600
COUNCIL-IN-COMMITTEE: _____ RES. NO. _____ [] Approved [] Approved with Amendments [] Other	COUNCIL: _____ RES. NO. _____ [] Approved [] Approved with Amendments [] Other

DISCUSSION / ANALYSIS (Continued)

The study included several steps including traffic counts at all intersections, review of collision data for the last several years and review of intersection geometries. The information gathered was compared to industry standard guidelines such as the Ontario Traffic Manual and Transportation Association of Canada Guidelines, to determine if measures could be taken to improve traffic related safety in the corridor.

A number of recommendations were provided. Note that the recommendation to provide "ladder" crosswalk painting is applied throughout the Study Area. WSP recommended that these markings be applied to all pedestrian crosswalks as their use is not limited to designated school crossings. The recommendations are as follows, as excerpted from the report (original recommendation is italicized; elaboration by staff shown in normal text):

1. ***At Queen Street North and Cedar Street / Maple Street modify the intersection as shown in Figure 3-4 (Attachment No.1). The changes include modifications to the pavement marking on the west leg of the intersection, addition of a pedestrian crossing on the west leg of the intersection, ladder line painting at the pedestrian crosswalks and relocating the central median.*** This would require the removal and reconstruction of the median on the west leg of Cedar Street. This has the benefit of slightly reducing the angle of the approach.
2. ***At Queen Street North provide School Zone Maximum Speed When Flashing Signs (40km/h) as shown in Figure 3-5 (Attachment No.2) and Figure 3-6 (Attachment No.3).*** This will require a Council Bylaw to implement. The existing lights would be updated to provide the needed controls and would be automatically activated during school hours.
3. ***At Queen Street North and Union Street provide curb extensions with pylons and ladder line painting at the pedestrian crosswalks (temporary measure) as shown in Figure 3-7 (Attachment No.4) and permanent curb extensions as a long term measure as shown in Figure 3-8 (Attachment No.5).*** In the interim, the crossing guard would place pylons that would mimic the future curb extensions, which would be constructed in the summer of 2014, pending Council approval.
4. ***Prohibit left turn and through movements from Robinson Street onto Queen Street and provide ladder line painting at the pedestrian crosswalks as shown in Figure 3-14 (Attachment No.6).*** The report figures referenced clearly show the restricted sightlines that make through and left turn movements from Robinson less safe, primarily resulting from the close proximity of the West Street intersection. It is also the proximity of the two intersections that indicates that signals should not be placed at the Robinson Street intersection. The report notes that the traffic diversion that will occur by permitting right turns only from Robinson, east or west bound bound, should not have a significant impact on surrounding streets.
5. ***At Queen Street North and County Road 1 / West Street intersection change the southbound phasing to include a permissive only phase and provide ladder line painting at the pedestrian crosswalks as shown in Figure 3-14 (Attachment No.6).*** . This involves the removal of the existing flashing left turn "advance" green. Through the traffic analysis, it was found that the advance green (also called "protected" phase) was not warranted and its removal would improve traffic flow in the intersection.
6. ***Provide ladder line painting at the pedestrian crosswalks on Kars Street (Figure 3-6) (Attachment No.3) and Marshall Lane (Figure 3-14) (Attachment No.6).*** As noted, this is common to the other pedestrian crossovers in the Study Area.
7. ***The missing pedestrian linkages along the Queen Street North corridor shown in Figure 4-1 (Attachment No.7) and Figure 4-2 (Attachment No.8) should be included in the***

upcoming Norfolk County Transportation Master Plan which would presumably have an active transportation component. This will be carried forward to the Master Plan, expected to commence mid to late summer. There will be a significant Active Transportation component in the Transportation Master Plan.

The cost for the above corrective measures, excepting No.7, which will be accommodated either through the annual sidewalk budget, or capital projects following from the Master Plan, is estimated at \$50,000. In an attempt to implement these measures in the summer of 2014, it would be preferred to continue to retain the services of WSP for any engineering design that will be needed.

INTERDEPARTMENTAL IMPLICATIONS:

The "Budget Amendment" component of this report has been reviewed by Senior Leadership Team in accordance with the established process and ranked to be Priority Ranking # 2 as it relates to enhancement to pedestrian and vehicle safety.

FINANCIAL SERVICES COMMENTS:

Budget Comments:

The approved 2014 Levy Supported Operating Budget does not include an allocation for the above corrective measures with the exception of number 7, which will be funded through the Sidewalk Maintenance budget. Staff is requesting that the estimated costs of approximately \$50,000 be added to the Approved 2014 Levy Supported Operating Budget.

It should be noted that if approved this recommendation will have a negative impact on the tax levy.

Once Council approves staff's recommendation, the appropriate budget amendment will be completed.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

N/A

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

N/A

CONCLUSION:

A study of the Queen Street corridor in Simcoe from Cedar Street to West Street has identified several changes to improve the safety of pedestrian and vehicular traffic. These range from enhanced line painting at crosswalks, relocation of a concrete median to reduce intersection angles and reduced speed in the school zone. Staff are seeking to implement all of the recommendations in

the summer of 2014, prior to the next school semester. A budget of \$50,000, and purchasing policy exemption to continue with the same consultant, are being sought from Council.

RECOMMENDATIONS:

THAT Staff Report PW 14-46, Queen Street Corridor Traffic Improvements, be received as information;

AND THAT a bylaw be enacted to reduce the speed limit to 40 kilometres per hour in the designated School Zone at the intersection of Queen Street and Union Street;

AND FURTHER THAT a blaw be enacted to restrict turning movements from Robinson Street to Queen Street to right-only;

AND FURTHER THAT the protected phase be removed on Queen Street southbound at West Street;

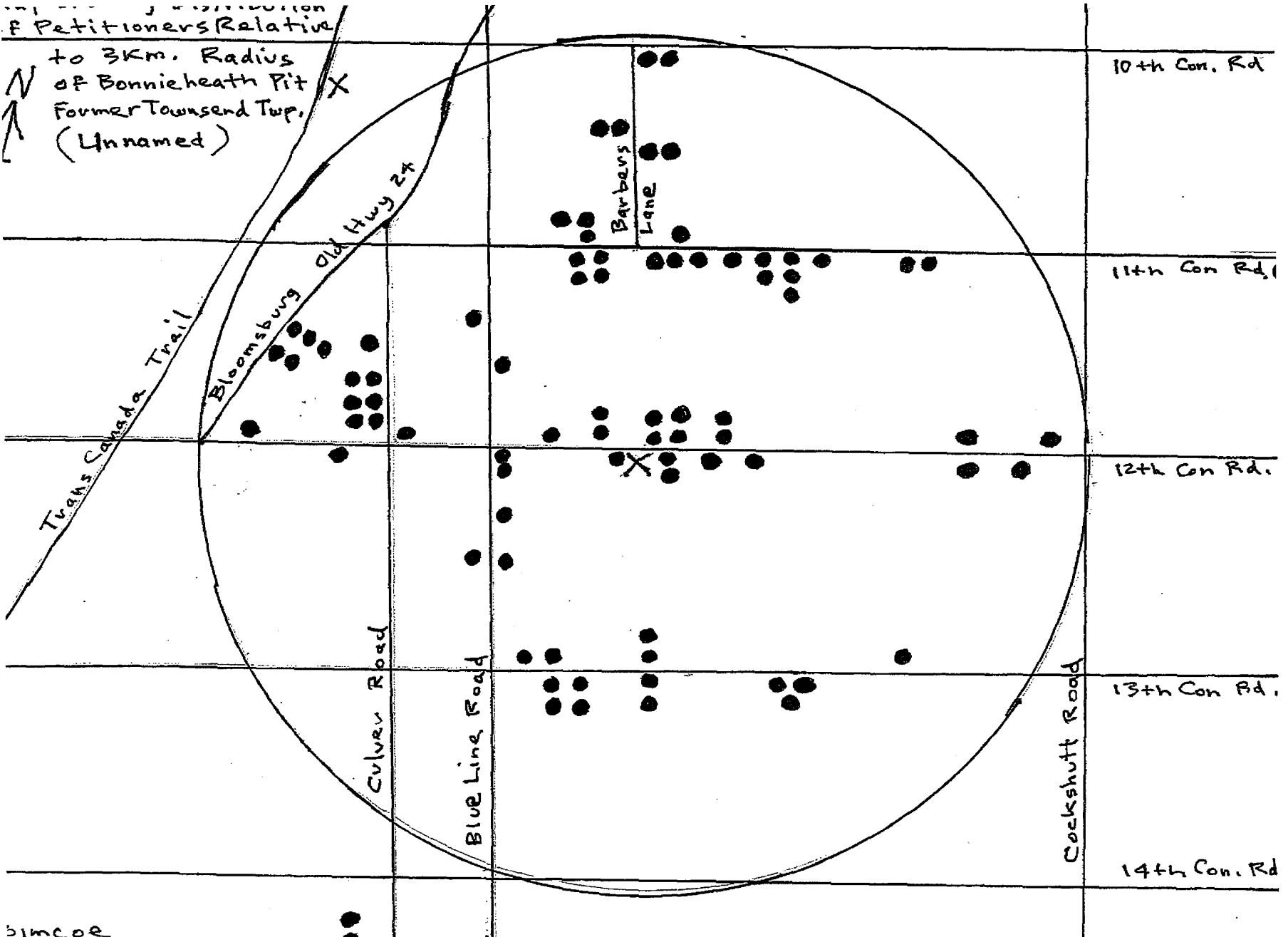
AND FURTHER THAT other recommendations for interim and permanent traffic safety measures, comprising principally of curb extensions, signage, and line painting be completed;

AND FURTHER THAT the approved 2014 Levy Supported Operatring Budget be amended to include \$50,000 in order to complete the proposed corrective measureswith funding to be provided from the tax levy.

ATTACHMENTS:

Attachments 1 through 8, comprising figures from *Traffic Study and Safety Review for Intersections Along Queen Street North*, WSP, 2014.

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
County Manager		Not applicable
Other		Not applicable



simcor

AFFIDAVIT

I, Douglas Steinhoff, of Norfolk County (geographic Township of Townsend), MAKE OATH AND SAY (or AFFIRM):

1. I purchased my property located at Parts Lots 8 and 9, Concession 11, geographic Township of Townsend, in 1982 and built my home there in 1982 and 1983, moving in around September, 1983. My house is on the north side of Concession Road 12 a short distance east of the Bonnie Heath Pit ("Pit").
2. I was aware of the Pit, previously owned by the Regional Municipality of Haldimand-Norfolk, now owned by Norfolk County, at 358 Concession Road 12 (former Townsend Township). It was an unused sand and gravel pit and is located a short distance west and across the road from my said home.
3. When I built my home and during the early years of occupation of same, I heard no gunfire sounds from the Pit.
4. I began hearing gunfire sounds from the Pit approximately 4 to 5 years following the occupation of my home as aforesaid, which was definitely after 1986. At around the same time, I started to see Haldimand-Norfolk Regional Police ("Regional Police") vehicles and personnel in the area of the Pit.
5. The gunfire sounds from the Pit increased considerably approximately 6 to 7 years following moving into my home as aforesaid. It was around this time that I observed Ontario Provincial Police ("OPP") vehicles and personnel in the area as well. I believe that these OPP vehicles and personnel were from the local Detachment.
6. I became aware that the Regional Police and the OPP used separate areas of the Pit. At some later stage I was made aware that the Regional Police had their own shooting range located in the Regional Police building on Victoria Street, Simcoe. I know this because I was doing carpentry work in this building at a later date when the shooting range area was pointed out to me.
7. The gunfire sounds became more often, louder and more intense after the local OPP Detachment became involved and this has increased even more in recent years when many OPP detachments from southern Ontario have joined in the scheduled and unscheduled shooting days and times including week days, week ends, including Sundays, evening and even night shooting.
8. The current shooting range signage appeared in the last 2 or 3 years approximately.
9. The use by the OPP has been very disturbing to myself and my family.

10. So far, my complaints to my Municipal Councillor have led nowhere.
11. My recent complaint to an OPP Officer at the Pit approximately one month ago about unscheduled shooting (there is a schedule which has been circulated to some neighbours was met with the response "it is on my schedule". My other complaints to the same OPP officer about evening, weekend (including Sundays) shooting met with responses like "they shouldn't be in there" and "call the police".

Sworn before me at Norfolk County
(Simcoe), in the Province of Ontario, this
3rd day of July, 2014.


.....
Commissioner for Taking Affidavits

}

+ 
Douglas Steinhoff
.....
(Signature of Deponent)

PAGE 1 OF 10

Norfolk County OPP

P.O. Box 738
548 Queensway West
Simcoe, ON N3Y 4T2

Norfolk County Town Council

50 Colborne St. South
Simcoe, ON N3Y 4H3

To Whom It May Concern,

We, the residents of Tyrell Street and surrounding area, Simcoe, wish to bring to your attention the ongoing issue of speeding. Several times a day, motorists travel Tyrell Street at an extremely high rate of speed much to the concern of those of us who live there.

Speeding takes place at all hours of the day and night. Several speeding motorists have been flagged down and spoken to resulting in no decline in the amount of speeders. The OPP has been contacted in the past and have been asked to have officers do regular drives around Tyrell Street, this has also had no effect.

The Tyrell Street neighbourhood is a family centred one. There are many young children who live there and grandchildren who regularly visit. There are persons using assistive devices to get around as well as skateboarders and joggers who frequent the area, all of whom risk their lives when the motorists who choose to speed are on the street.

We the undersigned respectfully request that measures be taken in order to stop those persons who choose to drive at a high rate of speed in our neighbourhood. Whether that be through the use of electronic monitoring, speed bumps, or increased police presence. Our collective fear is that someone will be seriously injured or killed due to this issue.

Please refer any questions to George Furry, 9 Tyrell Street, Simcoe 519-428-9255.

Sincerely,

Name

Address

Mary Crossman

33 Tyrell St

Name	Address
GEORGE + LEEAN SILDANHA	85 BELLEVUE AV. SIMCOE June 9/2014
GREGG MARCIE AUSTIN	37 TYRELL ST
CHRISTINE BRUTIN	45 TYRELL ST., SIMCOE, ONT.
Amie Muntz	51 Tyrell St Simcoe, ONT
Jason Foerster	51 Tyrell St Simcoe
Kevin + Judy Dempsey	59 Tyrell St., Simcoe
Norma Jean Todale	65 Tyrell St Simcoe
John Watkinson	180 Chesapeake Blvd.
Charlene Haemer	62 Tyrell St.
Eva Smith	46 Tyrell
Dorey Beckett	44 Tyrell St.
Name	Address

Name Joe S. Neph Address 47 TYRELLS ST.

Name Linda Diane Dyck Address 11

Name George & Sandra Dan Address 42 Tyrell St.

Name Barb Thayer Address 77 Belknap Ave.

Name Jackie Bradshaw Address 32 Tyrell St.

Name Don Knapp Address 83 Belknap Ave.

Name Frank & Donna Woodcock Address 35 Tyrell St.

Name Christina Neuberger Address 51 Tyrell St

Name Ethel Dolias Address 38 Tyrell St.

Name Bob Silchuk Address 50 Tyrell St

Name Anne Belser Address 48 Tyrell St

Name _____ Address _____

Name	Address
Andy Clark	39 Tyrell St
Name	Address
Lisa Clark	39 Tyrell St.
Name	Address
WAYNE THAYER	77 BELLEVUE AVE
Name	Address
JOHN HEIGHINGTON	24 TYRELL ST.
Name	Address
JOYCE HEIGHINGTON	24 TYRELL ST.
Name	Address
Name	Address
Name	Address
Name	Address
Name	Address
Name	Address
Name	Address

Norfolk County OPP

P.O. Box 738
548 Queensway West
Simcoe, ON N3Y 4T2

Norfolk County Town Council

50 Colborne St. South
Simcoe, ON N3Y 4H3

PAGE 5 OF 10

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Sincerely, *George E. Furry*

Name

Address

George E FURRY

9, TYRELL, SIMCOE, ONT. N3Y2H2

1/8/14 Name Address
DARLENE FURRY - 9 TYRELL ST SIMCOE - N3Y 2H2

Name Address
JOHN HIELEMA 27 TYRELL ST SIMCOE N3Y 2H2

Name Address
Sue Hieloma 27 Tyrell St Simcoe N3Y 2H2

Name Address
CAM Hieloma 27 TYRELL ST SIMCOE N3Y 2H2

Name Address
Daniel Theriault 202 Maple St Simcoe N3Y 2G8

Name Address
GLEN BABULEY 30 TYRELL ST. SIMCOE N3Y 2H3

Name Address
Beth Mansley + Larry Mansley 25 Tyrell St. Simcoe Ont. N3Y 2H2.

Name Address
Joan Scholz 19 Tyrell St Simcoe, Ont. N3Y 2H2

Name Address
Bruce Bruce 16 Tyrell St Simcoe N3Y 2H1

Name Address
Sheree Graham 21 Tyrell St. N3Y 2H2

Name Address
Doris Bowler 22 Tyrell St. SIMCOE N3Y 2H1

Name Address

Name	Address
Shawn Pender	20 Tyrell St.

Name	Address
ILENE LARSON	13 TYRELL ST.

Name	Address
TOM STEEPER	18 TYRELL ST

Name	Address
SUZANNE STEEPER	18 TYRELL ST.

Name	Address
CHRIS MOUNG	14 Tyrell St.

Name	Address
DOUG GALER	3 TYRELL ST.

Name	Address
SHERYL GALER	3 TYRELL ST.

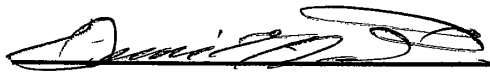

Name	Address
JULIA EASEY	6 Tyrell St

Name	Address
TERRI SHOWLER	4 Tyrell ST

Name	Address
MARK SHOWLER	4 Tyrell. St.

Name	Address
Lynn Masteruick	2 Tyrell St.

Name	Address
------	---------

Name	Address
	2 Tyrell St.
Name	Address
JOHN HENDERSON	1 TYRELL ST.
Name	Address
John Luke	2 Howard St.
Name	Address
Shirley M. Luke	"
Name	Address
K.C. Thompson	3 Howard St.
Name	Address
Paul Thompson	"
Name	Address
Janet Leebody	7 TYRELL ST
Name	Address
Verrie Leebody	7 TYRELL ST.
Name	Address
Anna Bookhee	8 Tyrell St.
Name	Address
	8 Tyrell St.
Name	Address
Jan Kennedy	10 Tyrell St.
Name	Address
Chantelle Campbell	10 Tyrell St.

PAGE 9 OF 10

Norfolk County OPP

P.O. Box 738
548 Queensway West
Simcoe, ON N3Y 4T2

Norfolk County Town Council

50 Colborne St. South
Simcoe, ON N3Y 4H3

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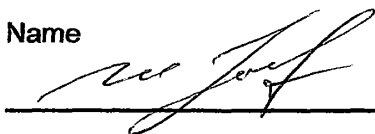
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Sincerely,

Name



Address

11 Tyrell Street

Name J. Luff Address 11 Tyrell St.

Name B. Luff Address 28 TYRELL ST

Name Mary McKee Address 31 Tyrell St.

Name Leann Barlin Luff Address 23 Tyrell St.

Name Charlie Boss Address 25 Tyrell St.

Name EWA TSELLOS Address 17 TYRELL STR

Name Nicolas Tsellos Address 17 Tyrell St

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Safety Issue on Tyrell Street and Other Neighbourhood Streets

Primary issues

- Very High Rates of Speed on Tyrell St. and connecting neighbourhood streets as a result of impatient drivers avoiding the traffic lights at Cedar/Queen and Queen/West to get to West Street.
- In order to make time speeders also avoid the stop signs.
- At times Tyrell which is a long stretch of roadway has become a drag way.
- Primary vehicles – Pick-up trucks and “Fast and Furious” modified Honda Civics etc.
- These streets were not designed for speed.

Safety Issues and Risks

- There is a young person who lives on Tyrell St. in a motorized wheelchair who uses Tyrell St. and Bellevue Av.
- About 2 years ago during a midnight race up Tyrell St. One of the participants rolled his vehicle turning from Tyrell onto Bellevue.
- School Buses use the corner of Bellevue and Tyrell as a stop. Numerous children have to access this stop walking in from neighbourhood streets.
- Many young families have moved into the neighbourhood and as a result there are many children in the neighbourhood.
- Many exercise groups, cyclists and citizens of the neighbourhood use the streets especially Tyrell St because the hill offers the benefit of cardio vascular exercise.

Solutions

- We have addressed the issue with the OPP
- Any traffic calming efforts, devices have to be addressed through council.
- Speed bumps
- Add a 3 way stop sign at Bellevue and Tyrell to break the long drag way provided by Tyrell St. The OPP can enforce the stop signs. Currently less than 20% of vehicles adhere to the existing stop signs. This will also

protect the children who catch the school bus at this corner. This is a low option and consistent with a neighbourhood street. This is not a thoroughfare.

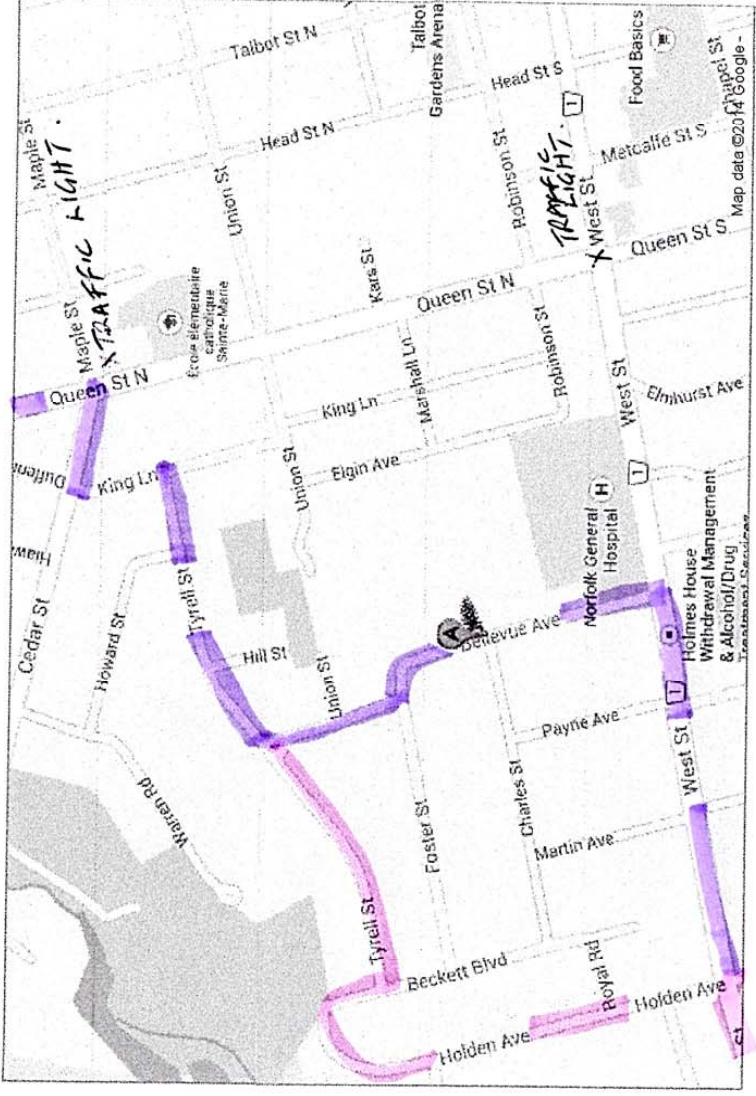
- **Reduce the speed limit on Tyrell St. to protect the young individual who uses a motorized wheelchair. This is also a low cost option.**
- **Other methods**

Bellevue Avenue, Simcoe, ON - Google Maps

Page 1 of 1

Google

To see all the details that are visible on the screen, use the "Print" link next to the map.



DUXBURY LAW PROFESSIONAL CORPORATION

Barristers & Solicitors

1 King Street West, Suite 500, Hamilton, ON, L8P 1A4

t. 905-570-1242 f. 905-570-1955 email: brian@duxburylaw.ca · david@duxburylaw.ca



Brian Duxbury B.A. L.L.B.
Certified Specialist - Civil Litigation

T. David Marshall B.A., B.A., L.L.B. L.L.M.

July 3, 2014

VIA E-MAIL AND OVERNIGHT COURIER

Mayor and Members of Council
County of Norfolk
60 Colbourne Street South
Simcoe, ON N3Y 4N5

Dear Mayor and Members of Council:

RE: Hastings Drive- Long Point- Staff Report P.W. 14- 34

I confirm that I am retained by Ellen Boyce and Suzanne Boyce, owners of the properties known municipally as 87 and 107 Hastings Drive, Long Point, Ontario. The purpose of this correspondence is to address Staff Report P.W.14-34 in respect to road related and planning issues regarding Hastings Drive.

CONTEXT AND BACKGROUND

There is a significant history and context to the Hastings Drive area of Long Point. It is well known regionally, provincially, and internationally as a significant and complex environment. The properties along Hastings Drive are all constituted by a narrow band of sand and all are affected by the dynamic beach characteristics of this area of the Lake Erie shore line. There has been a history of significant flooding events and damage to properties and structures. The integrity and stability of the beach is a constant issue where even minimal shoreline works have significant impact and relationships to other areas of the beach. The Hastings Drive vicinity is recorded as an area having endangered species (Fowler's toad). Hastings drive is bounded on its landward side by provincially significant wetlands and an internationally recognized marsh. The sensitivities of these lands are reflected in the Counties official plan and in its zoning by-law. The area has extensive layers of regulatory significance including regulations under the *Conservation Authorities Act* (Ontario Regulation 178-06), The Endangered Species Act, the Public Lands Act (Ontario Regulation 239-13), and higher order planning documents such as the Provincial Policy Statement.

RECENT EVENTS ON THE PROPERTIES ALONG HASTINGS DRIVE

There have been significant activities and attempts to use many of the lots along Hastings Drive last year and now this spring. The intensity of activity is increasing. Large recreational vehicles have now been pulled onto several beach lots. Site clearing and site grading have been taking place on a number of lots with driveways being excavated through sand dunes, gravel being placed onto properties into the Lake and various attempts to install a wide range of various shoreline protection works including installation of wooden piers, dockage and filling. These activities are escalating.

It may be that the catalyst for these new activities on various Hastings Drive properties follows the attempt made beginning in 2012 when a number of property owners on Hastings Drive made a presentation to the County, through their consultant, David Roe, to allow motor homes to be used and parked on a seasonal basis on various properties along Hastings Drive. It is important to note that this presentation was made within the context of the owners' own consultant stating in his report that "The properties in question are presently vacant and have limited use due to the restrictions of the uses permitted by the present local zoning by-law". In other words, the owners own consultant recognized that the existing zoning did not allow for the uses that were intended and that are now taking place. It is also noteworthy that in reviewing and commenting on that submission, County planning staff, staff of the Long Point Conservation Authority and staff of the MNR all clearly took the position that such a proposed use was not allowed. County staff concluded that "Planning Staff are not in a position to support the proposal based on inconsistency with the terms and intent of land use policy contained in the Provincial Policy Statement and Norfolk County official plan relating to natural hazards and lack of information relative to potential environmental impact." (See Report No. PED13-69).

Comments received from the Long Point Region Conservation Authority on February 14, 2013 provided detailed information on the risk related issues and the extreme sensitivities of Hastings Drive to flooding.

It is my clients' understanding that no decision was ever made in respect to this presentation and that any decision was deferred and referred to the Norfolk Environmental Advisory Committee (NEAC) for an opinion to come back prior to Council's summer recess.

It is my further information that when the matter came before NEAC, NEAC expressed a clear concern that there was not sufficient information to prove no negative impact on the natural features or their ecological functions. NEAC recommended that a comprehensive environmental impact study be completed for Hastings Drive before Council makes any decision. My clients are unaware that any such study has been undertaken or, if undertaken, completed and provided back to Council.

All of the above demonstrates that every single agency that has considered the issue of increased activity on the Hastings Drive properties, including the use of recreational vehicles, has expressed strong concern in respect to any such activities taking place in the absence of a proper and thorough environmental impact study.

THE EXISTING ZONING

Hastings Drive is currently zoned as Hazard Land (HL). The wording of the Hazard Land zoning is very clear. The only permitted uses are parks (with a limitation on types of buildings) and an open pavilion. The word “park” is defined in the by-law to mean “an area of land used for horticulture and outdoor recreational facilities but excludes a tent and trailer park as defined herein.

Tent and trailer park is defined in the existing zoning to mean “an area of land used for camping facilities or for the temporary parking of tent trailers, motor homes or truck campers.”

A motor home is defined in the existing By-law to mean “a recreational vehicle either self-propelled or designed to be towed by a motor vehicle, and capable of being used for the temporary living, sleeping or eating accommodation of persons, whether or not such vehicle is jacked up or has its running gear removed, but excludes a mobile home as defined herein.”

There is no uncertainty in these terms. The definition of park excludes a tent and trailer park. A tent and trailer park includes motor homes. Motor homes are recreational vehicles of the type and kind that have now been placed and parked on several shoreline properties on Hastings Drive. My clients have been endeavoring to engage the County for some explanation and rationale as to how the County recognizes, if it does, the uses that are now taking place especially in respect to the use of various properties for the parking of large recreational vehicles. No coherent explanation has been provided and my clients would welcome an explanation.

From my clients’ perspective, the activities that are taking place are an open and obvious contravention of the existing zoning, contrary to the clear intent and purpose of the Provincial Policy Statement and the County’s own Official Plan. My clients are puzzled by what appears to be an open, if not flagrant, disregard of the complex environmental sensitivities of this shoreline.

REPORT NUMBER P.W. 14-34

My clients support some of the staff recommendations in report P.W. 14-34. The parking on Hastings drive has been an on-going problem creating congestion leading to over-use of beachfront properties. The parking on the south side of Hastings Drive has also been utilized by various individuals to intimidate my clients by nearly blocking off access to their cottages. My clients support the staff recommendation that all parking along the south side of Hastings Drive be eliminated. In addition, parking on the north side of Hastings Drive should be prohibited where it interferes with ingress and egress to cottages.

However, my clients express concern with respect to other aspects of the report including the discussion regarding maintenance of Hastings Drive and the proposed manner of dealing with encroachments of private property onto Hastings Drive and encroachments of Hastings Drive onto private property. There is no underlying planning approach for Hastings Drive. It is apparent that the planning for Hastings drive has been deferred. How the County deals with Hastings Drive would be better informed by ensuring that the long-term planning vision for Hastings Drive is completed in a comprehensive fashion and settled. Issues relating to Hastings Drive continue to be managed in a piecemeal fashion. The planning for Hastings Drive has been

pulled out of the County's Comprehensive Zoning By-law review exercise. The planning for Hastings Drive appears to be treated as a collateral issue in the Public Works and Environmental Services report that is before you and it appears that any comprehensive planning or review for Hastings drive is now going to be further deferred into 2015. This approach is unacceptable to my clients.

There now exists enormous uncertainty in respect to the land uses and activities taking place on Hastings Drive. Notwithstanding the clear wording of the zoning by-law, it appears that the County has allowed and continues to allow uses (parking of large recreational vehicles on lots) which are clearly in breach of the existing zoning. My clients have endeavored to obtain some rational explanation as to why these activities are being allowed with the County and there has been no meaningful response. There has been no transparency in whatever approach the County has decided to take regarding Hastings Drive. The County's continual deferral for the planning for Hastings Drive is clearly allowing incremental deterioration of the dynamic beach. The lack of decision making, or the County's inaction or lack of enforcement, has now created significant tension among owners on Hastings Drive.

THE APPROACH FOR HASTINGS DRIVE

The situation on Hastings Drive needs to be stabilized by the County now. The County should enforce its zoning by-law, take steps to prohibit and restrain unauthorized uses of beachfront lots. Once the situation is stabilized the County should then pursue, as quickly as possible, a comprehensive planning approach to Hastings Drive before it makes any final determinations in respect to road related issues for Hastings Drive.

Given the environmental significance of Hastings Drive and the adjoining properties, a cautious and conservative approach must be taken in the planning exercise. A priority should be given to environmental and natural area protection policies. Council needs to ensure that a solid, studied, scientifically informed and comprehensive policy framework is brought forward for how Hastings Drive is to be treated.

It is important to state that my clients recognize the rights of individual ownership. However, the Hastings Drive shoreline is extremely sensitive and even from the layperson's perspective it is apparent that placement of gravel and shoreline protection works have immediate and negative consequences for adjoining properties. The speed with which de-stabilization and loss of integrity of the shoreline occurs when these activities take place is readily evident. Equally, these shoreline properties are not intended to be used for nor is the area intended to become a recreational vehicle park with the attendant and multi-faceted impacts that those activities have on the use of and protection for the shoreline and the complex environment of Hastings Drive.

On behalf of my clients, we ask that Council take these comments into consideration in your deliberations on Staff Report P.W. 14-34. We also ask that County staff provide the undersigned with any Council resolution in respect to this matter and include the undersigned on any future circulations regarding Hastings Drive.

Yours very truly,

DUXBURY LAW
PROFESSIONAL CORPORATION

Per:

A handwritten signature in black ink, appearing to read "B. Duxbury", with a large, stylized loop at the end.

Brian Duxbury
BD:mc

"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT: Public Works & Environmental Services DATE PREPARED: June 6 th , 2014 "COUNCIL-IN-COMMITTEE" MEETING DATE: July 8 th , 2014	PAGE 1 OF 7 REPORT NO. P.W. 14-34
SUBJECT: Hastings Drive – Road Follow Up	

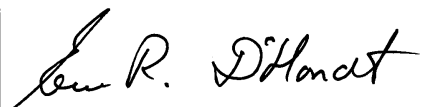

INTRODUCTION / BACKGROUND:

Staff Report P.W. 14-34 Hastings Drive - Road Follow Up will address 3 issues. The issues which will be covered are road maintenance (summer and winter), on street parking, and property encroachments (private and public lands).

Hastings Drive is approximately 3 kms in length and is currently zoned hazard land. This road section has been washed out and flooded many times in the past, most recently in the mid-1980s when a severe storm destroyed many of the cottages located along this road section. With this storm and the high water levels of the mid 80s the former municipality of Norfolk Township passed a by-law prohibiting any new building of structures on Hastings Drive.

Presently, the easterly 1/2 km section is hard topped and does receive full year round maintenance from the municipality. This section has approximately 17 cottages located on it (Attachment No.1) The remaining 2.5 km westerly section has a loose top sand surface which only receives limited summer and winter maintenance from the municipality. This westerly section has approximately 24 privately owned cottages located on it and approximately 76 privately owned lots with no cottages. In addition the County owns 48 vacant lots along this section for a total number of 148 lots on the westerly section (Attachment No.2 to No.5 inclusive). Please refer to the 5 attached coloured maps handed out as separate attachments.

Staff report P.W. 14-34, Hastings Drive – Road Follow Up, is presented to Norfolk County Council for their consideration at the Tuesday, July 8th Council –in-Committee meeting.

Respectfully submitted by:  Eric R. D'Hondt, P.Eng. General Manager Public Works & Environmental Services Department	Prepared by:  Bill Cridland, B.A, CRS-S, C.Tech, CMM III Manager of Roads For more information call: 519 582 2100, ext 1110
COUNCIL-IN-COMMITTEE: _____ RES. NO. _____ [] Approved [] Approved with Amendments [] Other	COUNCIL: _____ RES. NO. _____ [] Approved [] Approved with Amendments [] Other

DISCUSSION / ANALYSIS

Road Maintenance (Summer Months)

With the creation of Norfolk County in January of 2001, Norfolk County Public Works staff became responsible for the maintenance of Hastings Drive in Long Point. The previous municipality, being the former Township of Norfolk, had always performed summer maintenance of this road section. This included road surface grading, application of dust suppression, removal of sand in the spring, signage repairs, tree trimming and debris removal from storm surges.

It has been questioned whether or not the municipality needs to perform summer road maintenance activities on this road section. Staff recommends that Norfolk County needs to maintain this road section in order to eliminate liability issues. The Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) of the Municipal Act sets out the standards for road maintenance in Ontario. Hastings Drive is rated as a Class 5 during the summer months (over 49 cars a day). As Norfolk County owns the majority of the travelled portion of the roadway Norfolk County does have the responsibility to keep this road section in a state of repair as to the guidelines of minimum maintenance standards set out by the Province.

The issue that complicates the matter is that in some locations the travelled portion of the roadway lies partially or totally on private property. Most notably the westerly 350 meters of the travelled roadway is located entirely on lands owned by the Canadian Wildlife Service. In discussions with staff from the Canadian Wildlife Service there are no objections to the County continuing summer maintenance on the roadway located on Canadian Wildlife Service owned lands. The roadway also transverses other private property as well but to a much lesser degree.

These smaller encroachments will be dealt with later in the report. Public Works staff is recommending that summer maintenance of Hastings Drive continue to be done by County road crews in order to eliminate liability issues in the future. This maintenance also ensures the property owners along Hastings Drive will be able gain entry to their property during the summer months.

Road Maintenance (Winter Months)

As for winter maintenance on Hastings Drive, Norfolk County staff performed no winter control activities on this road section from 2001 to 2011. In 2011 the property owners along Hastings Drive asked Norfolk County Council for winter control services to be performed on this road section. Council agreed to the residents request and winter control services were performed for the winter of 2011/2012 as a trial. Staff originally recommended against the property owners request as staff were concerned that due to the drifting snow in the area, Hastings Drive would be very expensive and difficult to maintain in the winter months. Staff was instructed to track the cost of supplying winter control services. The winter of 2011/2012 proved to be very mild with little snow fall and roads crews were able to keep Hastings Drive clear without much difficulty. Council then extended the trial project for the winter season of 2012/2013. Again a mild winter occurred and Hastings Drive was maintained again without much difficulty and cost.

DISCUSSION / ANALYSIS (Continued)

The past winter of 2013/2014 proved to be very severe in nature when compared to the 2 past seasons. Staff was able to keep Hastings Drive clear and open except for 3 times when wind and snow accumulation blocked the road. In these situations loaders and graders had to be used to open the road up. Staff spent approximately \$6000 maintaining Hastings Drive this past winter. With 3 seasons of winter control services being performed staff is recommending that Council support continued winter control services on Hastings Drive. Staff originally recommended against offering winter control services for 3 reasons. First, staff were worried the cost and demand on the work force would be too extreme. With 3 winter seasons as a trial, staff feel confident cost and staff time can be contained at an acceptable level. Secondly, due to the fact Norfolk County had never supplied winter control services to this section the County didn't have to supply this service. Solicitor comments were that there was no need to supply winter services as all landowner were aware of this. With the 3 season trial periods complete property owners now expect winter control activities to be supplied. Thirdly, Hastings Drive is classified as a Class 6 road in the winter season (less than 50 cars a day) and did not fall into the guidelines of the Ontario Minimum Maintenance Standards. With that said Norfolk County still has a responsibility to keep this road in a state of repair to protect against liability issues.

If Norfolk County Council decides to not perform winter maintenance on Hastings Drive in future years this decision has to be written in the form of a by-law and all residents would need to be informed of this decision and signs posted accordingly. If Council decides to continue winter control services on Hastings Drive staff is recommending a special by-law be passed reducing the level of service. This is to protect Norfolk County from future liability issues in the event staff can not clear Hastings Drive out due to severe weather. If the present Minimum Maintenance Standard guideline is to be followed staff would have to treat this section as a Class 5 road section and would have to clear the road within 24 hours. The wording of the by-law would have to be commented on by the County Solicitor. Staff would likely suggest 36 hours to clean the road instead of the required 24 hours. This again would have to be communicated with all property owners and signs posted stating the level of service. In both cases a legal challenge could occur. However, the best practice to handle winter maintenance liabilities on road sections such as Hastings Drive is to have properly documented by-laws in effect which have been approved by the County Solicitor.

Parking

As with all resort areas within Norfolk County, Long Point is experiencing much higher volumes of traffic in the summer months as people head to beachside areas. By-law staff and OPP officers respond to many parking violations on Hastings Drive each summer. The complaints include not only blocked driveway issues but at times the complete roadway can be blocked by parked cars. This not only causes complications for the travelling public, but is a safety concern in the event of emergency vehicle access.

Presently, parking restrictions are only in effect on the most easterly 187 metres of Hastings Drive. The by-law states no parking at any time on both sides of Hastings Drive on this section. The remainder of Hastings Drive has no parking restrictions, parking is allowed on both sides for the remainder of the road section. In 2003 By-law staff had proposed that the entire section of Hastings Drive be restricted to no parking at all times. Norfolk County Council disagreed and had this section pulled from the by-law.

DISCUSSION / ANALYSIS (Continued)

The issue now, as in 2003, is that when parking on Hastings Drive becomes congested by-law officers can do nothing as parking is permitted on both sides of the road on this road section. To complicate matters the travelled portion of the road surface averages only 21 feet in width. Presently if there is a car parked on the south side and one on the north side in the same general area the road can be blocked. Roads staff and By-Law enforcement staff are recommending that all parking on the south side of Hastings Drive be eliminated and limited parking on the north side be allowed. The reason for the recommendation of the no parking on the south side is to eliminate the issue of blocked driveways of the property owners. The recommendation to allow parking on the north side of the road also comes with conditions and limits. Hastings Drive has a number of bends in the road which limit sightlines and visibility. Staff are recommending parking only be allowed in areas where sightlines are not a concern. Staff also recognizes that with the narrow road surface the north side parking will reduce the travelled portion of the road width. This width is too narrow to accommodate two way traffic. Staff is further recommending north side parking only be allowed with incorporated pull over areas and yield to oncoming traffic signs at pre-determined intervals.

As mentioned earlier in the report the most westerly 350 metres of travelled road is located on lands owned entirely by the Canadian Wildlife Service not the County. In discussions with Canada Wildlife Service staff and County staff it is being recommended that this section of Hastings Drive have no parking allowed on either side. Canada Wildlife Service could enter into an agreement with the County and have by-law officers enforce the no parking restriction on this section.

In summary staff realize that the present situation on Hastings Drive, in regards to parking, is not ideal and at times frustrating for both staff and landowners. Staff feels recommending the limited but organized parking on the north side of the road will help resolve these issues as travellers know where they can park and not park. This also gives by-law officer's direction on enforcement issues.

Property Encroachments

As County Councillors are aware the Canadian Wildlife Service hired a surveying firm in 2011 to establish the north boundary of the road allowance. As part of this survey work the County's 50 foot road allowance was also established. The survey results show that many encroachments issues do exist. Please refer to attached plans. These include the travelled County Road being located on private properties and also private property owners with infrastructure being located on the County owned road allowance.

Private Property Owners Located On Road Allowance

There are appropriately 10 properties on the south side of Hastings Drive where private property owners have major infrastructure located on the County Road allowance. Please refer to the handouts. These encroachments include complete cottages and buildings. On the north side of Hastings Drive there appears to be 8 private property owners with minor infrastructure located on County Road allowance. These encroachments are generally smaller storage sheds, boat and trailer storage, fences and landscaping items. Staff is recommending that each owner who encroaches on to the road allowance be notified of the encroachment. Staff is also recommending the minor encroachments be removed within a suitable time period and the major encroachments are documented and registered as such and encroachments be registered at the County's expense. All encroachment dealings would have to be carried out with advice from the County solicitor.

DISCUSSION / ANALYSIS (Continued)**Travelled County Road Located On Private Property**

There are approximately 24 properties where the travelled portion of the road crosses onto private property. The areas of encroachments vary from a few feet to approximately 22 ft. Staff is recommending that again each property owner be notified of the portion of travelled road which encroaches onto their property. The 2 options available to resolve this issue is for the County to expropriate the lands of the private property owner or for the County to hire a consultant in order to start the EA process for widening of the road to the north. As each circumstance is slightly different staff is recommending each land owner be dealt with separately and all encroachment dealings to be carried out with advise from the County solicitor.

Travelled Portion of Road Allowance Located On Federally Owned Lands

Approximately 350 metres of the most westerly section of travelled road allowance is located entirely on property owned by the Canadian Wildlife Service. In discussions with the Canadian Wildlife Service staff, County staff has been told at the present time there would be no immediate need to remove the travelled portion of the roadway off of Canadian Wildlife Service Land. The only request was that the road surface remains sand based with no parking allowed on either side of the road. This will allow for time for the County to address the other encroachment issues.

INTERDEPARTMENTAL IMPLICATIONS:**Development & Cultural Services**

Community Planning and Building & By-law staff have reviewed the report and recognize that the land use issues are yet to be dealt with. Notwithstanding, the Norfolk County Comprehensive Zoning By-law has repealed the Township of Norfolk Zoning By-law 1-NO 85 except in so far as it affects the area known as Hastings Drive (South Walsingham, Plan 206, Lots 66 and 67 and South Walsingham, Plan 251, Lots 1 to 148). The Hazard Land zone as set out in 1-NO 85 remains in effect as outlined below:

- a) Park, provided there are no buildings located thereon except buildings used for sanitary facilities, change houses for bathers and accessory maintenance and storage buildings
- b) Open pavilion

“PARK” shall mean an area of land used for horticulture and outdoor recreational facilities but excludes a tent and trailer park as defined herein.

Staff continue to agree that interpretation and enforcement activities remain challenging. As such, staff are requesting that Council direct further review of the ecological functions and the natural environment in partnership with the LPRCA and the MNR. This work will be pursued as part of the 2015 Capital Budget which will be conducted with full consultation of the Lakeshore community in hopes of obtaining future land use direction.

FINANCIAL SERVICES COMMENTS:

There are no direct financial implications based on adopting the proposed Norfolk County By-laws addressing the Hastings Drive road concerns. In the future, there may be some legal or other costs associated with negotiations with property owners along Hastings Drive in order to resolve the encroachment issues, but that will be addressed in a future Council report, if necessary.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Ongoing Operations:

- Goal A Maintain Current Levels of Service in Operating Departments

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

The recommendations in this report are in keeping with the corporate objective:

“Working Together with Our Community”

Public and vehicular traffic safety is of paramount consideration within the Roads Division business plan when and where warranted by applicable engineering standards and guidelines.

CONCLUSION:

In conclusion Staff Report P.W. 14-34 Hastings Drive – Road Follow Up addressed 3 issues. The issues covered are road maintenance (summer and winter), on street parking and property encroachments (private and public lands). This report was not intended to deal with any private land use concerns as these types of concerns will be dealt with through the land use zoning process which will follow later this year.

Staff are recommending summer maintenance of Hastings Drive continue. Staff is also recommending that winter maintenance of Hastings Drive continue, however, at a reduced service level. This is to protect the County from liabilities in the event of severe weather which totally blocks the roadway. County staff will work with the County solicitor for appropriate wording for the by-law.

Staff is recommending that all parking be restricted on the south side of Hastings Drive and in certain areas on the north side where the road allowance is narrow or roads geometrics are poor. These parking restrictions will help organize the parking and eliminate frustration from residents and the travelling public. It will also give by-law enforcement staff the ability to react to complaints.

Lastly, staff is recommending that each property owner who is impacted by an encroachment be dealt with individually. As mentioned there are many encroachments and they vary in size and area impacted. Staff feels each situation needs to be dealt with separately with the support of the County Solicitor.

RECOMMENDATIONS:

THAT Staff Report P.W. 14-34, Hastings Drive – Road Follow Up, be received as information;

AND THAT Council passes a by-law stating summer maintenance will continue on Hastings Drive;

AND FURTHER THAT Council passes a by-law stating winter maintenance will continue on Hastings Drive with defined timelines of 36 hours to clear the roadway;

AND FURTHER THAT Council passes a by-law restricting parking at all times on the south side of Hastings Drive;

AND FURTHER THAT Council passes a by-law restricting parking in areas of limited sightlines on the north side of Hastings Drive;

AND FURTHER THAT Council instruct staff to begin negotiations with property owners along Hastings Drive in order to resolve the encroachment issues;

AND FURTHER THAT planning staff be directed to include sufficient funds in the 2015 Capital Budget for the purposes of retaining consulting services to assist in determining future land uses on Hastings Drive.

ATTACHMENTS:

- Attachment #1 - Map 1
- Attachment #2 - Map 2
- Attachment #3 - Map 3
- Attachment #4 - Map 4
- Attachment #5 - Map 5

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Required
Corporate Support Services		Not applicable
County Manager		Not applicable
Other		Not applicable

"IN CAMERA" ☐BUDGET AMENDMENT ☒

DEPARTMENT: PUBLIC WORKS & ENVIRONMENTAL SERVICES		PAGE 1 OF 4
DATE PREPARED:	May 27, 2014	REPORT NO. PW-14-41
"COUNCIL-IN-COMMITTEE" MEETING DATE:	June 17, 2014	
SUBJECT: Colborne Street North and Young Street, Simcoe, Intersection Analysis		

INTRODUCTION / BACKGROUND:

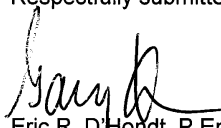
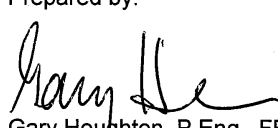
A business owner local to the Colborne Street North and Young Street intersection in Simcoe advised of a concern at this intersection and the apparent frequency of collisions. Staff retained the MMM Group (MMM) to complete a review of this intersection to determine the need for revised or additional traffic controls.

DISCUSSION / ANALYSIS

The analysis completed by MMM included a review of the collision history and on-site traffic counts. Their final report was submitted in April 2014. They compared their findings in the above areas to industry standard guidelines to determine the need for traffic controls.

It was concluded that traffic signals are not warranted under any of the guidelines.

All-Way-Stop-Control (AWSC) is not warranted under most guidelines, excepting Ontario Traffic Manual Book 5. In that case, the warrant is met only for the traffic on the cross road in the peak hour. MMM cautions that despite meeting this sole criteria, the over use of AWSC can have negative impacts as noted in this excerpt from the report:

Respectfully submitted by:	Prepared by:
 Eric R. D'Hondt, P.Eng, General Manager Public Works & Environmental Services	 Gary Houghton, P.Eng., FEC, Manager of Engineering For more information call: 519-582-2100 Ext 1600
COUNCIL-IN-COMMITTEE: _____	COUNCIL: _____
RES. NO. _____	RES. NO. _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other

DISCUSSION / ANALYSIS (Continued)

"...we note that the warrant is a guideline that needs to be supplemented with consideration of other factors and engineering judgement. Clearly, the intersection collision history, directional distribution of traffic along the crossing roads and proximity with traffic control at nearby intersections does not support installation of AWSC. It is important to note that excessive and unnecessary use of AWSC may result in negative reaction by drivers including aggressive driving behavior and disrespect for stop-signs, and in general have undesirable environmental and safety impacts."

The report further suggests that driver awareness devices could be implemented, as noted in this report excerpt:

"Some of the less restrictive alternatives that can be considered at the intersection to improve driver guidance and safety of operations include installing warning signs (possibly with flashing beacons) along the Colborne Street N to warn the major street vehicles of the downstream intersection and crossing traffic; and/or installing a flashing beacon at the intersection to increase driver awareness."

Staff agree with the report and recommend the installation of the driver awareness devices noted, comprising warning signs with beacons on Colborne Street North on both approaches and an overhead flashing beacon at the intersection.

The report included the following information on the over-use of AWSC, and possible unintended consequences:

"Unwarranted or over-use of stop-signs may have adverse reaction by drivers i.e. disrespect for stop-signs and compliance for traffic control devices in general. It may also provide a false sense of security to pedestrians, as drivers may tend to roll through the intersection or fail to stop if they perceive it to be unnecessary (i.e. from their experience of little or infrequent minor street traffic)."

"It is important to note that AWSC is intended for the control of right-of-way only and not for speed control. Inappropriate use of AWSC may result in increased mid-block speeds to compensate for the intersection delays. Additionally, the braking and acceleration of vehicles, increased delays, fuel consumption and emissions will have noise and environmental impacts."

"Therefore employment of AWSC must be limited to situations where AWSC would improve traffic operational characteristics and safety of the intersection."

INTERDEPARTMENTAL IMPLICATIONS:

The "Budget Amendment" component of this report has been reviewed by Senior Leadership Team in accordance with the established process and ranked to be Priority Ranking # 2 as it relates to enhanced public safety.

FINANCIAL SERVICES COMMENTS:

The approved 2014 Operating Budget does not include funds for staff's recommendation to install driver awareness devices on Colborne Street North which has an estimated cost of \$10,000. Since there is no available funding to install the driver awareness devices there will be an unfavourable impact on the operating budget.

Once council approves staff's recommendation the appropriate budget amendments will be completed.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Corporate Infrastructure Sustainability.

- Goal A; *Ensure Sufficient Infrastructure Capacity for the Community.*

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

N/A

CONCLUSION:

Additional traffic controls at this intersection are warranted only under an isolated criteria. The consultant has suggested the installation of driver awareness devices and staff concur with that suggestion.

RECOMMENDATIONS:

THAT Staff Report P.W. 14-41, Colborne Street North and Young Street, Simcoe, Intersection Analysis, be received as information;

AND THAT the suggested driver awareness devices be installed at an estimated cost of \$10,000, comprising beacons and signage as noted in the consultants report.

AND FURTHER THAT the approved 2014 Operating Budget be amended to include \$10,000 to be funded from the Tax Levy.

ATTACHMENTS:

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
County Manager		Not applicable
Other		Not applicable

"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT: Public Works & Environmental Services	PAGE 1 OF 5
DATE PREPARED: June 18, 2014	REPORT NO. P.W. 14-48
"COUNCIL-IN-COMMITTEE" MEETING DATE: July 8, 2014	
SUBJECT: AWARD OF CONTRACT PW-E-14-34 ST. ANDREW & MCNAB STREET RECONSTRUCTION, PORT DOVER	

INTRODUCTION/BACKGROUND:

The St. Andrew Street and McNab Street Reconstruction Project PW-E-14-34 was included in the approved 2014 Capital Budget.

This tender includes the complete reconstruction of St. Andrew Street from Greenock Street to McNab Street and McNab Street East from Main Street to St. Patrick Street in Port Dover. The work involved includes watermain, storm and sanitary sewer, road granulars, curb and gutter, concrete sidewalk and asphalt paving.

A provisional item was also included in the tender for the replacement of the watermain on McNab Street West from Regent Street to the west dead end. Attached is the memo that was sent to Council earlier in May 2014 with regards to the McNab Street West watermain issue. See Attachment # 2.

The approved Capital budget for the St. Andrew Street project was originally defined to also include the block between McNab Street and Nelson Street, however, once our preliminary design work began, it became evident that this section of street would need to be completed at the same time as the block of St. Andrew Street south of Nelson Street. This is the existing high/low section of St. Andrew Street. The proposal would be to continue this high/low section in the block north of Nelson Street to provide an adequate tie in. The capital forecast will be adjusted to include this additional block of St. Andrew Street which will be scheduled for construction in 2017.

Respectfully submitted by: Eric R. D'Hondt, P.Eng. General Manager PW & ES	Reviewed by: Gary Houghton, P.Eng. Manager of Engineering (519) 582-2100 ext. 1600	Prepared by: Jeff Demeulemeester, CET Engineering Programs Supervisor (519) 582-2100 ext. 1609
COUNCIL-IN-COMMITTEE: RES. NO. _____	COUNCIL: RES. NO. _____	
[] Approved [] Approved with Amendments [] Other	[] Approved [] Approved with Amendments [] Other	

DISCUSSION/ANALYSIS

Contract No. PW-E-14-34 was advertised and tendered in accordance with Norfolk County's Purchasing By-Law Tender Procedure with a closing date of June 17, 2014. Tenders were opened at the County Administration Building, 50 Colborne St. South in Simcoe.

4 companies took out tenders and 2 tender responses were received. The summary of the bids are as follows:

**CONTRACT No. PW-E-14-34
ST. ANDREW STREET & MCNAB STREET RECONSTRUCTION, PORT DOVER**

CONTRACTOR	LOCATION	TENDERED AMOUNT (excl. taxes)	PROVISIONAL ITEM (McNAB ST. WEST) (excl. taxes)	TOTAL TENDERED AMOUNT INCL. PROVISIONAL (excl. taxes)
R.F. Almas Company Ltd.	Hagersville	\$ 1,070,090.55	\$ 113,863.28	\$ 1,183,953.83
Euro-Ex Construction	Woodstock	\$ 1,087,718.00	\$ 130,475.00	\$ 1,218,193.00

Engineering Staff reviewed all tenders for completeness and mathematical correctness.

The lowest acceptable tender bid in the amount of \$ 1,183,953.83 (including provisional item and excluding applicable taxes) was submitted by R.F. Almas Company Ltd.

The following is a breakdown of the project costs:

- Low tender \$ 1,183,953.83
- Contingency \$ 50,000.00
- Applicable HST \$ 21,717.59

Estimated project costs \$ 1,255,671.42

Engineering staff recommends awarding the contract to R.F. Almas Company Ltd. This company has previously worked for Norfolk County on a number of reconstruction projects with satisfactory results.

The construction for this project will begin in mid July and will be completed by the end of October.

INTERDEPARTMENTAL IMPLICATIONS:**FINANCIAL SERVICES COMMENTS:**

As outlined in the table below, sufficient funds in the amount of \$1,510,000 have been included in the approved 2014 Capital Budgets for C304.0086 St. Andrews St - Greenock to Nelson, Port Dover and C304.0034 McNab St - St Patrick St to Main St, Port Dover. Due to the deferral of a block of St Andrew St (between McNab Street and Nelson Street) until 2017, offset by the additional work

required to McNab West, there is an overall Capital budget surplus of \$250,000 relating to this report. Staff is proposing the following amendments to the Approved 2014 Capital Budget:

Project	Approved Capital Budgets	Projected Costs
Project Costs		
C304.0086 St. Andrews St - Greenock to Nelson, Port Dover	570,000	505,000
McNab Street to Nelson, Port Dover – deferred portion	400,000	
C304.0034 McNab St - St Patrick St to Main St, Port Dover	540,000	640,000
New Project – McNab West	0	115,000
Total Project Costs	1,510,000	1,260,000
Project Financing		
Roadway Reconstruction Reserve	930,000	620,000
Wastewater Capital Replacement Reserve Fund	250,000	300,000
Water Capital Replacement Reserve Fund	330,000	340,000
Total Project Financing	1,510,000	1,260,000

Reserve & Reserve Funds:

Details – Road Construction Reserve	Amount Surplus/(Deficit)
December 31, 2012 Balance per Audited Financial Statements	-16,039,601
December 31, 2013 Projected Balance	-27,236,270
December 31, 2023 Projected Balance – as presented in 2014 Capital Plan	-69,561,270

Details – Wastewater Capital Replacement Reserve Fund	Amount Surplus/(Deficit)
December 31, 2012 Balance per Audited Financial Statements	4,669,244
December 31, 2013 Projected Balance	-2,773,428
December 31, 2023 Projected Balance – as presented in 2014 Capital Plan	4,758,196

Details – Water Capital Replacement Reserve Fund	Amount Surplus/(Deficit)
December 31, 2012 Balance per Audited Financial Statements	9,677,350
December 31, 2013 Projected Balance	7,719,377
December 31, 2023 Projected Balance – as presented in 2014 Capital Plan	2,351,585

It should be noted, the funding allocation will have a favourable impact on the Roadway Construction Reserve, and an unfavourable impact on both the Wastewater Capital Replacement Reserve Fund and the Water Capital Replacement Reserve Fund.

Once council approves staff's recommendation the appropriate budget amendments will be completed.

TCA Comments:

This project replaces a number of Tangible Capital Assets that are not fully amortized and there will be a loss of \$89,560 associated with replacement that will be reported on the County's financial statements. The loss would be offset by any consideration received for the assets that are removed.

The loss can be broken down as follows:

Roads	\$ 42,160
Storm Sewers	<u>\$ 47,400</u>
Total	\$ 89,560

The expected useful life for the replacement assets are:

Roads - Base	50
Roads - Surface	25
Sidewalks	35
Water Mains	50
Sewer Mains	50
Storm Sewer System	50

Projected annual amortization of \$31,095 will be charged as follows (for the purposes of the Roads, Sidewalks and Storm Sewers an estimated average life of 35 years was used):

Roads, Sidewalks and Storm Sewers	\$ 19,940
Water	\$ 3,805
Waste Water	\$ 7,350

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Corporate Infrastructure Sustainability

- Goal A - Ensure Sufficient Infrastructure Capacity for the Community.

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

- Coordinate water and waste water infrastructure improvement programs with road related capital projects.

CONCLUSION:

Staff recommends that R.F. Almas Company Ltd. be awarded Contract No. PW-E-14-34, St. Andrew and McNab Street Reconstruction, Port Dover.

Staff also recommends that the provisional item to replace the watermain on McNab Street West be included with the contract.

RECOMMENDATIONS:

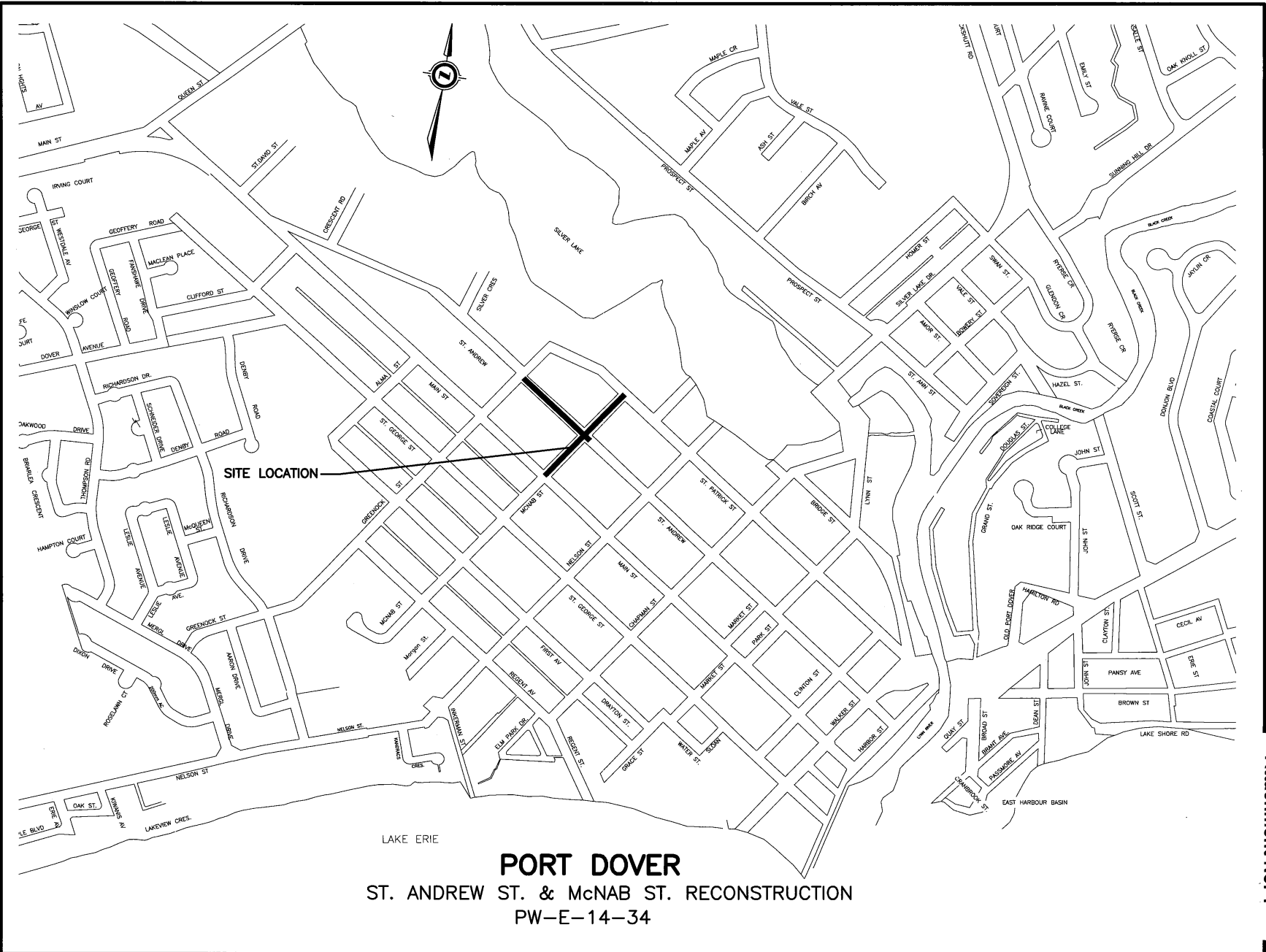
THAT Staff Report P.W. 14-48, Award of Contract PW-E-14-34 St. Andrew and McNab Street Reconstruction, Port Dover, be received as information;

AND THAT a by-law be prepared authorizing the Mayor and Clerk/Manager of Council Services to execute a contract with the firm of R.F. Almas Company Ltd. for Contract PW-E-14-34 in the tendered amount of \$ 1,183,953.83 (including provisional item and excluding applicable taxes);

AND FURTHER THAT the funding for St. Andrew and McNab Street Reconstruction, and St Patrick St to Main St, and the addition of McNab West, Port Dover, projects be funded from the Roadway Construction Reserve in the amount of \$620,000, the Water Capital Replacement Reserve Fund for \$340,000 and \$300,000 from the Wastewater Capital Replacement Reserve Fund.

ATTACHMENTS: Attachment # 1 – Location Map
Attachment # 2 – Memo to Council Re: McNab Street West Watermain

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
Other		Not applicable





Public Works & Environmental Services
183 Main Street of Delhi, Delhi, Ontario N4B 2M3
519-582-2100 Fax: 519-582-4571

Memo

To: Mayor Travale and Council

Copy To: Engineering Division

From: Bob Fields, C.E.T., Manager, Environmental Services Division

Date: May 1, 2014

Re: McNab Street Port Dover Watermain Replacement

As part of the Engineering Project for the rebuilding of St Andrew Street in Port Dover, Environmental Services Division requested that the dead-end of McNab Street be replaced.

During 2013, following the completion of St George and Greenock Streets, residents along the dead end section of McNab experienced significant discoloured water. This was original expected to be a temporary issue related to increased flows from the newly constructed watermain. The dead end section of McNab Street is 4 inch cast iron and was installed pre 1950s.

In late 2013 and throughout the winter of 2014, Environmental Services operators responded to numerous calls for discoloured water resulted in significant overtime costs and loss of drinking water to facilitate the necessary flushing activity. In several cases, water meters were removed from individual properties to allow additional 24 hour per day flushing to further improve water quality.

The Engineering Division will be including the McNab Street watermain replacement as a provisional item in the St. Andrews Street reconstruction tender. It is estimated that the cost will be roughly \$130,000. Once the tender is closed, anticipated in June, staff will make a recommendation with respect to awarding the provisional item.

There are numerous sections of cast iron pipe still in service throughout Norfolk County and Environmental Services and Engineering Divisions are working hard to identify and plan for their replacement to reduce the number of discoloured water complaints.

Bob Fields, C.E.T.
Manager, Environmental Services Division
Public Works & Environmental Services Department
Norfolk County
(519) 582-2100 ext 1500

"IN CAMERA" ☐BUDGET AMENDMENT ☒

DEPARTMENT: Public Works & Environmental Services
 DATE PREPARED: June 13, 2014
 "COUNCIL-IN-COMMITTEE " MEETING DATE: July 8, 2014

PAGE 1 OF 5
 REPORT NO. PW 14-47

SUBJECT: FLEET TENDER RESULTS – ARTICULATED 4-WHEEL DRIVE FRONT END LOADER

INTRODUCTION / BACKGROUND:

The capital budget process identifies and approves vehicles and equipment to be replaced as part of the ten-year capital fleet replacement program. This report deals with a tender for one articulated 4-wheel drive front end loader from the 2013 capital budget. The front end loader was tendered late in 2013 but the two bids received were over budget and it was decided that the equipment replacement could be deferred to 2014. This report brings the results of the tender that was re-issued in May 2014. The specifications were revised in an attempt to reach more vendors and a more competitive bid.

The Fleet and Facilities Division provides and maintains vehicles for use by other Departments. Equipment replacement is part of providing reliable service to our customers.

DISCUSSION / ANALYSIS

The Articulated 4-Wheel Drive Front End Loader was tendered in one tender package:

- PW-FF-14-15 One (1) Articulated 4-Wheel Drive Front End Loader.

The specifications for this tender were developed and prepared in accordance with the Norfolk County Purchasing Policy and Tender Procedures. An advertisement was placed on the County website.

In order to sustain the fleet, an on-going capital equipment replacement program is in place. The vehicle to be replaced is identified in the County's 10-year capital budget. Equipment is replaced

Respectfully submitted by: Eric R. D'Hondt, P. Eng. General Manager, PW & ES For more information call: 519-582-2100 Ext. 1100	Reviewed by: Marlene L. Watson, B.A., C.I.T. Manager of Fleet & Facilities For more information call: 519-582-2100 Ext. 1400	Prepared by: Tara Hazen Fleet Administration Coordinator For more information call: (519) 426-1523 Ext. 2360
COUNCIL-IN-COMMITTEE: RES. NO. _____	COUNCIL: RES. NO. _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	

DISCUSSION / ANALYSIS (Continued)

based on criteria outlined in Report P.W. 10-144, Vehicle Replacement criteria and staff's assessment. A copy of the assessment sheet is attached (Appendix 'A').

Equipment being replaced is listed below.

ID #	YEAR	EQUIPMENT DESCRIPTION	CONDITION
L032	1993	John Deere 644G Loader	Engine has over 12,000 hours and rust has taken over the bottom of the cab, frame, and stairs. There have been over 100 work orders on this unit. Meets replacement criteria. Allocated to Roads Central.

Tender PW-FF-14-15 – One (1) Articulated 4-Wheel Drive Front End Loader.

Five tender packages were received at the time of bid closing on June 3 and one did not meet the requirements at the opening.

The results of the four tenders are shown below.

TENDERER	VEHICLE	TOTAL (Taxes excluded)
Strongco Limited Partnership, Brampton, ON	Case – 821F XR	\$225,400.00
Norfolk Tractor, Simcoe, ON	JCB - 457 ZX High Lift	\$244,822.00
Nortrax Canada Inc., Stoney Creek, ON	John Deere – 644 K High Lift	\$253,352.00
Toromont CAT, Stoney Creek, ON	Caterpillar – 950K High Lift	\$268,500.00

The budget for the loader was \$190,000 but a change in the Environmental Protection Agency (EPA) legislation relating to engine emissions came into effect January 1, 2011 and has been phased in over 3 years with compliance required by 2014. The new legislation requires a Tier 4 engine. Tier 4 is a government mandated reduction in harmful exhaust gases for diesel powered equipment. Tier 4 standards will require significant emission reductions of particulate matter (PM) and Nitrogen Oxides (NOx). PM is defined as the black smoke/soot found in engine diesel engine exhaust, and NOx is defined as nitrogen monoxide and nitrogen dioxide. This has increased the cost by approximately \$25,000.

Staff considered tendering for a used loader but in this situation it was agreed that warranty was very important and this type of equipment is essential to the Roads operation and needs to be very reliable. The new loader comes with a complete 36 months/3000 hours warranty and a 60 months/5000 hours powertrain warranty. A used loader would not come with a warranty and its history is unknown. Warranty and reliability outweigh the cost benefit of purchasing a used piece of equipment.

INTERDEPARTMENTAL IMPLICATIONS:

The "Budget Amendment" component of this report has been reviewed by Senior Leadership Team in accordance with the established process and ranked to be Priority Ranking Ranking #1-B, as it

relates to replacement of existing assets and reduction of mechanical breakdowns and servicing.

FINANCIAL SERVICES COMMENTS:

Budget Comments:

As outlined in the table below, the approved 2013 Capital Budget included \$190,000 for replacement of the 1993 John Deere Loader project C317.0056 with funding to be provided from the Capital Equipment Pool Replacement Reserve. Replacement for the loader was originally tendered in 2013 however staff deferred the replacement to 2014 due to the results of the tender submissions..

As a result of this tender process, staff is recommending to amend the approved 2014 Capital Budget from \$190,000 to \$230,000 (net HST) – a budget shortfall of \$40,000. The approved Capital Plan provides that the project is to be funded from the Capital Equipment Pool Replacement Reserve and staff is proposing that the shortfall of \$40,000 also be funded from the Capital Equipment Pool Replacement Reserve. The variance between the approved budget and actual tender results is due to changes in the specifications such as pollution control requirement for the replacement.

1993 John Deere Loader Replacement Project #C317.0056

	Approved Capital Budgets	Proposed Amended Budget – Based on Tender	Budget Variance
Project Costs			
Equipment Purchase	190,000	230,000	40,000
Total Project Costs	190,000	230,000	40,000
Project Financing			
Capital Equipment Pool Replacement Reserve	190,000	230,000	40,000
Total Project Financing	190,000	230,000	40,000

Once Council approves staff's recommendation, the appropriate budget amendments will be completed.

It should be noted, the additional costs will have an unfavourable impact on forecasted the Capital Equipment Pool Replacement Reserve fund balance.

Reserve and Reserve Fund Comments:

Details – Capital Equipment Pool Replacement Reserve	Amount Surplus/(Deficit)
December 31, 2013 Balance per Audited Financial Statements	3,824,581
December 31, 2014 Projected Balance	3,729,156
December 31, 2023 Projected Balance – as presented in 2014 Capital Plan	5,444,656

Tangible Capital Asset Acquisitions:

The TCA asset, articulated 4-wheel drive loader, which is being replaced, is fully depreciated. Any proceeds received from the sale of the asset would be treated as a gain on disposition.

The new TCA asset in this report will have a life expectancy of 18 years and an annual amortization of \$13,300 based on the projected cost of \$230,000. This amortization will be charged to the Fleet Equipment Pool budget.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Ongoing Operations.

- Goal A - Maintain Current Levels of Service in Operating Departments

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

- ◆ *To provide and maintain 292 vehicles and equipment to the County departments for their operation.*
- ◆ *To continue replacement of older vehicles*

CONCLUSION:

Staff has identified requirements for a articulated 4-wheel drive loader replacement. This equipment is needed to replace a loader that requires extensive repairs that are cost prohibitive due to the age and/or condition of the loader.

This vehicle is needed by County Departments/Divisions to carry out their respective operations and maintain their level of service.

Staff has reviewed the tender bids and has identified the recommended bidder that meets the tender specifications.

RECOMMENDATIONS:

THAT Staff Report P.W. 14- 47, Fleet Tender Results – Articulated 4-Wheel Driver Front End Loader, be received as information;

AND THAT the General Manager of Public Works and Environmental Services be authorized to execute a purchase order with Strongco Limited Partnership, Brampton, ON, for the supply of One (1) Articulated 4-Wheel Drive Front End Loader as specified in Tender PW-FF-14-15, in the amount \$225,400 (taxes excluded);

AND FURTHER THAT the approved 2013 Capital Budget be amended to increase the replacement of the 1993 John Deere Loader project C317.0056 from \$190,000 to \$230,000 with funding to be provided from the Capital Equipment Pool Replacement Reserve.

ATTACHMENTS: Appendix 'A' – Assessment Sheet
Appendix 'B' – Vehicle/Equipment Replacement Guidelines

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Required
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
Other		Not applicable



Norfolk County - Fleet Division

Fleet # <u>L032</u>	Equipment: <u>loader-</u>	Kilometers/hours: <u>12139 hrs</u>
Last user Dept: <u>Roads</u>	Type of work carried out:	
Number of Work Orders to date:	Date into service: <u>1993</u>	
Single or multiple driver: <u>Single</u>	Date of inspection:	
ENGINE AND DRIVELINE		
<p>Engine hard starting when cold. Engine back-fires through exhaust. Valves in engine are burnt. Engine oil pressure is low engine hot low idle 10 psi Hi Idle 22 psi. Should be 35-40 at low idle & 45-50 at hi idle. Rad & coolers are falling apart due to age of machine. Trans pressure in forward range low & starts slipping when machine hot.</p>		
CAB AND BODY		
<p>Bottom of the cab all rusted out. Doors not sealing properly as they are rusted out along the bottom. All the glass in machine in good shape. Gauges all work. Cab seat & frame worn out.</p>		
CHASSIS		
<p>Bottom of the bucket is worn paper thin & is starting to crack along the welds Pins & bushings in loader frame in good condition. Hyd is slow due to poor engine condition. No visible leaks on the lift cyl's & tilt cyl. is leaking oil past the wiper seals. Articulation pins & bearings are still tight. Rear oscilation bearings are worn. Rear diff starting to have heavy clang due to bearings starting to wear out in rear end. Rear axle seals starting to leak.</p>		
TIRES, STEERING & SUSPENSION		
Steering cyl's & pins & bushings are worn		
Tires need replacing, front tires down to last 15%		
Rear " " " " " 70%.		
OVERALL VEHICLE CONDITION & SUMMARY		
<p>If machine is going to be kept it is in need of major repairs done to it soon</p> <ol style="list-style-type: none"> 1. Engine overhauled. 2. Trans rebuilt 3. Rear diff repaired. 4. Tires. 5. Cab & frame work 6. Rad work. 		
Recommended replacement year;		
Name of Inspector (print)..... <u>Craig M.</u>	Inspector sig..... <u>[Signature]</u>	
Position..... <u>Heavy Equip. Mechanic.</u>		

FLEET & FACILITIES DIVISION
VEHICLE/EQUIPMENT REPLACEMENT GUIDELINES

VEHICLE TYPE	REPLACEMENT GUIDELINES		
	YEARS		KILOMETERS/HOURS
	TCA	Council Approved Replacement Nov. 2010	REPLACEMENT
Minivans and compact pickups	7 yrs	7 – 8 yrs	200,000 - 250,000 km
1/2 ton pickups, 3/4 ton pickups, 3/4 ton vans	7 yrs	7 – 8 yrs	250,000 – 300,000 km
1 ton trucks	8 yrs	8 - 10 yrs	250,000 km
Single axle dump trucks	10 yrs	10 - 13 yrs	300,000 – 350,000 km
Tandem axle dump trucks	12 yrs	12 - 15 yrs	350,000 km
Float tractor	15 yrs	15 yrs	350,000 km
Asphalt Distributor	15 yrs	15 yrs	50,000 to 75,000 km
Chip Spreader	15 yrs	15 yrs	2,000 – 2,200 hrs
Vacuum Street Sweeper	7 yrs	7 - 10 yrs	10,000 – 12,000 hrs
Mechanical Street Sweeper	7 yrs	7 - 10 yrs	10,000 – 12,000 hrs
Fork Lift truck	15-20 yrs	15 - 20 yrs	5,000 hrs
Landscape Trailers	12 yrs	12 - 15 yrs	40,000 - 50,000 km
Float Trailers	20 yrs	20 – 23 yrs	75,000 - 100,000 km
Tag trailer with lift axle	20 yrs	20 - 23 yrs	75,000 - 100,000 km
Flusher truck	15 yrs	15 – 20 yrs	100,000 – 150,000 km
Graders (740 size)	20 yrs	20 – 25 yrs	15,000 – 18,000 hrs
Grader (C70A size)	20 yrs	20 – 25 yrs	20,000 – 23,000 hrs
Tractor mounted Brush Chopper	12 yrs	12 – 15 yrs	5,000 - 7,500 hrs
Grader mounted Brush Chopper	12 yrs	12 – 15 yrs	7,500 - 10,000 hrs
Heavy duty loaders (e.g. JD 644)	18 yrs	18 - 20 yrs	16,000 - 20,000 hrs
Medium duty loaders (e.g. Komatsu WA180, Case 621)	18 yrs	18 - 20 yrs	16,000 - 20,000 hrs
Light duty loaders (e.g. JCB 212, JD 210, Terex TL160)	18 yrs	18 - 20 yrs	16,000 - 20,000 hrs
Utility backhoe (e.g. JCB 212 SU)	12 yrs	12 - 15 yrs	12,000 - 15,500 hrs
Backhoe (e.g. JD 410 or Terex 760)	12 yrs	12 - 15 yrs	12,000 - 15,000 hrs
Roller (10 ton)	15 yrs	15 - 20 yrs	5,000 hrs
Municipal sidewalk tractor (e.g. Trackless)	10 yrs	10 - 12 yrs	5,000 hrs
Tractor Mower (e.g. Kubota GF1800)	7 yrs	7- 9 yrs	2,500 - 3,000 hrs
Tractor Mowers c/w w/c equip (e.g. Kubota 2900)	10 yrs	10 – 12 yrs	3,000 - 5,000 hrs
Tractors with attachments (e.g. Kubota 3940D)	10 yrs	10 - 15 yrs	4,000 - 5,000 hrs
Turf sweeper (Sweep star)	7 yrs	7 - 10 yrs	1,500 - 2,000 hrs
Wood Chippers	15 yrs	15 – 17 yrs	2,000 - 2,500 hrs

"IN CAMERA" ☐BUDGET AMENDMENT ☒

DEPARTMENT: Public Works & Environmental Services	PAGE 1 OF 4
DATE PREPARED: June 23, 2014	REPORT NO. P.W. 14-49
"COUNCIL-IN-COMMITTEE" MEETING DATE: July 8, 2014	
SUBJECT: AWARD OF CONTRACT PW-E-14-50 BIG CREEK OVERFLOW BRIDGE REHABILITATION	

INTRODUCTION/BACKGROUND:

The rehabilitation of the Big Creek Overflow Bridge, Structure # 000109 was included in the approved 2014 Capital Budget under the Bridge Rehabilitation Program. This structure is located on 1st Concession Road, South Walsingham just east of the West ¼ Line Road.

Refer to Attachment # 1 for location map.

G. Douglas Vallee Engineering has been retained as Norfolk County's Structures Engineer through report PW 10-05 and as such they have completed the pre-engineering and design of the Big Creek Overflow Bridge Rehabilitation.

This tender includes the concrete repairs to the bridge structure, including the associated road works.

DISCUSSION/ANALYSIS

Contract No. PW-E-14-50 was advertised and tendered in accordance with Norfolk County's Purchasing By-Law Tender Procedure with a closing date of June 17, 2014. Tenders were opened at the County Administration Building, 50 Colborne St. South in Simcoe.

Respectfully submitted by: Eric R. D'Hondt, P.Eng. General Manager PW & ES	Reviewed by: Gary Houghton, P.Eng. Manager of Engineering (519) 582-2100 ext. 1600	Prepared by: Jeff Demeulemeester, CET Engineering Programs Supervisor (519) 582-2100 ext. 1609
COUNCIL-IN-COMMITTEE: RES. NO. _____	COUNCIL: RES. NO. _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	

7 companies took out tenders and 3 tender responses were received. The summary of the bids are as follows:

**CONTRACT No. PW-E-14-50
BIG CREEK OVERFLOW BRIDGE REHABILITATION**

CONTRACTOR	LOCATION	TENDERED AMOUNT (excluding applicable taxes)
Strat-Con Construction Ltd.	Dublin	\$ 340,323.00
Xterra Construction Inc.	Kitchener	\$ 466,110.74
Clearwater Structures Inc.	Ajax	\$ 476,115.00

G. Douglas Vallee Staff reviewed all tenders for completeness and mathematical correctness.

The lowest acceptable tender bid in the amount of \$ 340,323.00 (excluding applicable taxes) was submitted by Strat-Con Construction Ltd. This company has not previously worked for Norfolk County, however, G. Douglas Vallee Ltd. has checked references and they are confident in this company's ability to perform quality work.

The following is a breakdown of the project costs:

• Low tender (incl. \$20,000 contingency)	\$ 340,323.00
• Engineering	\$ 50,000.00
• Applicable HST	\$ 6,869.68

Estimated actual construction cost	\$ 397,192.68
------------------------------------	---------------

The construction for this project will begin mid July and be completed by the end of September.

INTERDEPARTMENTAL IMPLICATIONS:

The "Budget Amendment" component of this report has been reviewed by Senior Leadership Team in accordance with the established process and ranked to be Priority Ranking #1B as it relates to replacement of existing assets without enhancements.

FINANCIAL SERVICES COMMENTS:

Budget Comments:

The approved 2014 Capital Budget included \$300,000 for Structure 000109 - Big Creek Overflow Bridge, Walsingham project C324.0015 as outlined in the table below, with funding to be provided from the Roadway Construction Reserve.

As a result of the higher costs, staff is proposing that the 2014 Capital Budget be amended to increase the allocation for this project from \$300,000 to \$400,000 with the additional funding provided from the Roadway Construction Reserve.

Once council approves staff's recommendation the appropriate budget amendments will be completed.

It should be noted, the additional funding allocation will have an unfavourable impact on the Roadway Reconstruction Reserve.

Project	Approved Capital Budgets	Proposed Budget Amendment
Project Costs		
C324.0015 Structure 000109 - Big Creek Overflow Bridge		
Engineering Services	50,000	50,000
Construction Costs	250,000	350,000
Total Project Costs	300,000	400,000
Project Financing		
Roadway Construction Reserve	300,000	400,000
Total Project Financing	300,000	400,000

Reserve & Reserve Funds:

Details – Road Construction Reserve	Amount Surplus/(Deficit)
December 31, 2012 Balance per Audited Financial Statements	-16,039,601
December 31, 2013 Projected Balance	-27,236,270
December 31, 2023 Projected Balance – as presented in 2014 Capital Plan	-69,561,270

TCA Comments:

The Big Creek Overflow Bridge that is being rehabilitated is partially depreciated with a Net Book Value of \$7,600 and a remaining useful life of 20 years. The rehabilitation of the bridge will extend the useful life of this asset by 25 years. The estimated annual amortization will be \$9,060 based on the estimated actual project cost of \$400,000 plus the Net Book Value. This amortization will be charged to the Roads division budget.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Corporate Infrastructure Sustainability

- Goal A - Ensure Sufficient Infrastructure Capacity for the Community.

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

- Complete the Bridge Replacement Program

CONCLUSION:

Staff recommends that Strat-Con Construction Ltd. be awarded Contract No. PW-E-14-50, Big Creek Overflow Bridge Rehabilitation. Staff also recommends that the Capital Budget be increased to \$400,000 cover the associated costs for this work.

RECOMMENDATIONS:

THAT Staff Report P.W. 14-49, Award of Contract PW-E-14-50 Big Creek Overflow Bridge Rehabilitation, be received as information;

AND THAT a by-law be prepared authorizing the Mayor and Clerk/Manager of Council Services to execute a contract with the firm of Strat-Con Construction Ltd. for Contract PW-E-14-50 in the tendered amount of \$ 340,323.00 (excluding applicable taxes);

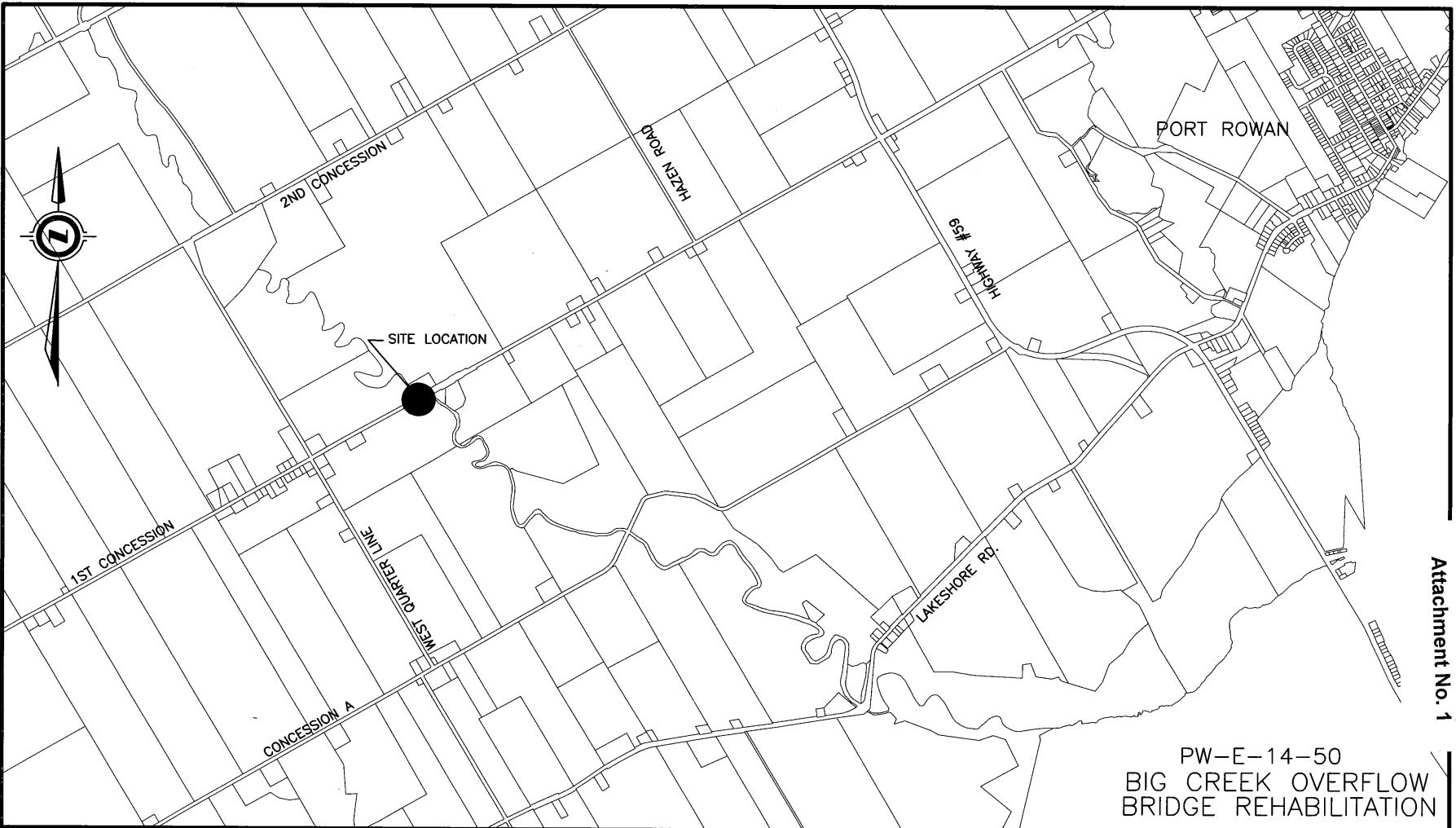
AND FURTHER THAT the budget be amended as set out in report PW 14-49 with funding for the Big Creek Overflow Bridge Rehabilitation, project C324.0015, in the estimated amount of \$400,000, be provided from the Roadway Construction Reserve.

ATTACHMENTS: Attachment # 1 – Location Map

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
Other		Not applicable

PW-E-14-50
BIG CREEK OVERFLOW
BRIDGE REHABILITATION

Attachment No. 1



"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT: Public Works & Environmental Services	PAGE 1 OF 4
DATE PREPARED: June 26, 2014	REPORT NO. P W 14-50
"COUNCIL IN COMMITTEE" MEETING DATE: July 8, 2014	
SUBJECT: AWARD OF CONTRACT PW-E-14-61 ARGYLE AVENUE RECONSTRUCTION, DELHI	

INTRODUCTION/BACKGROUND:

G. Douglas Vallee Ltd. was retained by Norfolk County for the pre-engineering, design and contract administration for the Argyle Avenue reconstruction in Delhi. The reconstruction project budget was approved in the 2014 Capital Budget.

The reconstruction of Argyle Ave has been budgeted in 2014 and 2015 as two phases. The original phase 1 description was Argyle Ave. from James St. (Hwy 3) to Delcrest Ave. which also included the sanitary sewer on James St. from Argyle Ave. to Imperial St. During the detailed design of the project it was decided that the phase 1 would be shortened to minimize disruption and reduce the length of the project. Phase 1 will now be defined as Argyle Ave. from James St. to Johnson Ave. including the work on James St. Phase 2 will be completed in 2015 and will include the remainder of phase 1 in the scope.

The tender PW-E-14-61 includes the complete reconstruction of Argyle Avenue from James Street to Johnson Avenue and the installation of new sanitary sewer on James Street from Imperial Street to approximately 50 meters south of Argyle Avenue. This work on Argyle Ave. includes watermain, storm sewer, sanitary sewer, road granulars, curb and gutter, concrete sidewalk and asphalt paving. The work on James St. includes the installation of new sanitary sewer and road / asphalt restoration.

Respectfully submitted by: Eric R. D'Hondt, P.Eng. General Manager PW & ES	Reviewed by: Gary Houghton, P.Eng. Manager of Engineering	Prepared by: Jeff Demeuleneester, CET Engineering Programs Supervisor 519 582 2100 x 1609
COUNCIL-IN-COMMITTEE: _____ RES. NO. _____	COUNCIL: _____ RES. NO. _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	

DISCUSSION/ANALYSIS

Contract No. PW-E-14-61 was advertised and tendered in accordance with Norfolk County's Purchasing By-Law Tender Procedure with a closing date of June 24, 2014. Tenders were opened at the County Administration Building, 50 Colborne St. South in Simcoe.

7 companies took out tenders and 2 tender responses were received. The following table summarizes the bid submissions:

**CONTRACT No. PW-E-14-61
ARGYLE AVENUE RECONSTRUCTION, DELHI**

CONTRACTOR	LOCATION	TENDERED AMOUNT (excluding applicable taxes)
GRT Excavating	Woodstock	\$ 1,021,802.50
Euro-Ex Construction	Woodstock	\$ 1,445,332.00

G. Douglas Vallee Staff reviewed all tenders for completeness and mathematical correctness. The pre-tender engineering estimate for this project was \$ 851,033. The low tender extends the pre-tender cost estimate by 20%. This increase is not attributed to any specific item as the exceedances are generally consistently high across all sections which can likely be contributed to the excess of construction projects this time of year and inavailability of contractors.

The lowest acceptable tender bid in the amount of \$ 1,021,802.50 (excluding applicable taxes) was submitted by GRT Excavating. This company has not recently worked for Norfolk County, however staff is familiar with this company and are confident they can complete the work satisfactory. GRT Excavating has also been awarded the contract for the recently tendered Fertilizer Road Watermain.

The following is a breakdown of the project costs:

• Low tender	\$ 1,021,802.50
• Engineering	\$ 175,000.00
• CN Railway application for crossing	\$ 10,000.00
• Legal Survey	\$ 4,000.00
• Geotechnical Services (during construction)	\$ 20,000.00
• Contingency	\$ 35,000.00
• Applicable HST	\$ 22,278.12

Estimated actual construction cost \$ 1,288,080.62

The approved capital budget has sufficient funds to cover the associated costs required for construction. As noted above the remainder of phase 1 will be completed with phase 2 and the remaining budget will be carried over to 2015.

The construction for this project will begin mid-July and be completed by mid-October.

INTERDEPARTMENTAL IMPLICATIONS:

N/A

FINANCIAL SERVICES COMMENTS:

The approved 2014 Capital Budget includes project C304.0006 for the reconstruction of Argyle Avenue in Delhi in the amount of \$1,770,000. The approved budget, proposed financing and estimated costs based upon the tender submitted for approval are summarized as follows:

Details	Approved Capital Budget	Estimated Costs Per Tender
Project Number C304.0006		
Construction Costs		
Roadway Replacement	\$ 900,000	\$ 658,302.50
Water Main Replacement	340,000	87,100.00
Wastewater Main Replacement	350,000	276,400.00
Engineering (including Legal & Geotech)	180,000	199,000.00
CN Application		10,000.00
Contingency		35,000.00
Net H.S.T.		22,278.12
Total Construction Costs	\$ 1,770,000	\$ 1,288,080.62
Project Funding		
Roadway Reconstruction Reserve	\$ 1,080,000	
Water Capital Replacement RF	340,000	
Wastewater Capital Replacement RF	350,000	
Total Project Funding	\$ 1,770,000	

The estimated cost is within the approved budget allocation. The actual funding will be determined once the final costs for the project are determined.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Corporate Infrastructure Sustainability

- Goal A - Ensure Sufficient Infrastructure Capacity for the Community.

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

- Coordinate water and waste water infrastructure improvement programs with road related capital projects.

CONCLUSION:

Staff recommends that GRT Excavating be awarded Contract No. PW-E-14-61, Argyle Avenue Reconstruction, Delhi.

RECOMMENDATIONS:

THAT Staff Report PW 14-50, Award of Contract PW-E-14-61 Argyle Avenue Reconstruction, Delhi, be received as information;

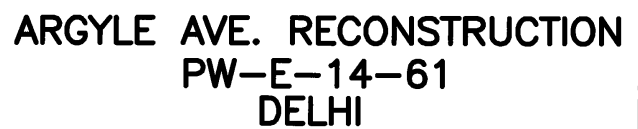
AND THAT a by-law be prepared authorizing the Mayor and Clerk/Manager of Council Services to execute a contract with the firm of GRT Excavating for contract PW-E-14-61 in the amount of \$1,021,802.50 (excluding taxes)

AND THAT funding be provided from the Roadway Resonstruction Reserve, Water Capital Replacement Reserve Fund and Wastewater Replacement Reserve Funds in amount to be confirmed once final costs are determined.

ATTACHMENTS:

Attachment No. 1 – Location Map

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
Other		Not applicable



"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT: Public Works & Environmental Services	PAGE 1 OF 4
DATE PREPARED: June 26, 2014	REPORT NO. P W 14-51
"COUNCIL IN COMMITTEE" MEETING DATE: July 8, 2014	
SUBJECT: PW-E-14-62 ROBINSON STREET RECONSTRUCTION, SIMCOE	

INTRODUCTION/BACKGROUND:

WSP Canada was retained by Norfolk County for the pre-engineering, design and contract administration for the Robinson Street reconstruction in Simcoe. The reconstruction project budget was approved in the 2014 Capital Budget.

The reconstruction of Robinson Street was scheduled in coordination with the new Robinson Administration Building (RAB) on the corner of Robinson Street and Queen Street. The developer has contributed \$100,000 towards the road reconstruction in front of the new building as the required road upgrades have been incorporated into the design and tender for this project.

The tender PW-E-14-62 includes the complete reconstruction of Robinson Street from Queen Street to Talbot Street. This work includes watermain, storm sewer, sanitary sewer, road granulars, curb and gutter, concrete sidewalk and asphalt paving.

DISCUSSION/ANALYSIS

Contract No. PW-E-14-62 was advertised and tendered in accordance with Norfolk County's Purchasing By-Law Tender Procedure with a closing date of June 24, 2014. Tenders were opened at the County Administration Building, 50 Colborne St. South in Simcoe.

Respectfully submitted by: Eric R. D'Hondt, P.Eng. General Manager PW & ES	Reviewed by: Gary Houghton, P.Eng. Manager of Engineering	Prepared by: for Jeff Demeulemeester, CET Engineering Programs Supervisor 519 582 2100 x 1609
COUNCIL-IN-COMMITTEE: RES. NO. _____	COUNCIL: RES. NO. _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	

7 companies took out tenders and only 1 tender response was received. The following table summarizes the bid submissions:

**CONTRACT No. PW-E-14-62
ROBINSON STREET RECONSTRUCTION, SIMCOE**

CONTRACTOR	LOCATION	TENDERED AMOUNT (excluding applicable taxes)
GRT Excavating	Woodstock	\$ 1,418,444.43

WSP Canada Staff reviewed all tenders for completeness and mathematical correctness. The pre-tender engineering estimate for this project was \$950,000 (including \$40,000 contingency).

The following is a breakdown of the project costs:

• Low tender	\$ 1,418,444.43
• Engineering	\$ 72,500.00
• Queen Street Traffic Study	\$ 25,000.00
• Geotechnical Services (during construction)	\$ 20,000.00
• Contingency	\$ 40,000.00
• Applicable HST	\$ 27,736.62

Estimated actual construction cost	\$ 1,603,681.05
------------------------------------	-----------------

The single tender received shows costs are approximately 50% higher than what was anticipated for construction. With the absence of multiple competitive bids, it is recommended that this construction be retendered during the winter with construction to start in the spring of 2015. The receipt of a single bid suggests that the firms that could bid are fully occupied as this is the mid-point of the construction season and this perceived reduced competition may have an adverse effect of the prices received. During the retender it is expected that the County will receive many more bids which the bidders will likely also expect and the result should be a significant reduction in the bids received as prices will be much more competitive. The delay of the construction will also satisfy concerns from the Simcoe BIA about the timing of the construction.

INTERDEPARTMENTAL IMPLICATIONS:

N/A

FINANCIAL SERVICES COMMENTS:

As outlined in the table below, the approved 2014 Capital Budget for C304.0096 Robinson Street - Talbot to Queen, Simcoe is \$925,000. There is also a developer contribution of \$100,000 which provides total funding of \$1,025,000. Proceeding with the award of tender at this time would require a Budget Amendment of \$579,000 to provide sufficient funding for the project.

Details	Approved Capital Budget	Estimated Costs Per Tender
Project Number	C304.0096	
Project Costs		
Construction Cost	\$ 825,000	\$ 1,419,000
Engineering	100,000	72,000
Traffic Study		25,000
Geotechnical Services		20,000
Contingency		40,000
Net H.S.T.		28,000
Total Construction Costs	\$ 925,000	\$ 1,604,000
Project Funding		
Roadway Reconstruction Reserve	\$ 600,000	
Water Capital Replacement RF	185,000	
Wastewater Capital Replacement RF	140,000	
Developer Contribution	100,000	
Total Project Funding	\$ 1,025,000	

Staff concurs with the recommendation for retendering this project as outlined in this report.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to Corporate Infrastructure Sustainability

- Goal A - Ensure Sufficient Infrastructure Capacity for the Community.

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

- Coordinate water and waste water infrastructure improvement programs with road related capital projects.

CONCLUSION:

In the absence of multiple competitive bids, staff recommends that the construction of Robinson Street in Simcoe be retendered in the winter with construction to be scheduled in the spring of 2015.

RECOMMENDATIONS:

THAT Staff Report PW 14-51, PW-E-14-62 Robinson Street Reconstruction, Simcoe, be received as information;

AND THAT the construction of Robinson Street in Simcoe be retendered in the winter with construction to be scheduled in the spring of 2015.

ATTACHMENTS:

None

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	✓	Yes
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems		Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Planning & Economic Development Department		Not applicable
Corporate Support Services		Not applicable
Other		Not applicable



"IN CAMERA" ☐

BUDGET AMENDMENT ☒

DEPARTMENT: Development & Cultural Services Department DATE PREPARED: May 23, 2014 "COUNCIL-IN-COMMITTEE" MEETING DATE: July 8, 2014	PAGE 1 OF 5 REPORT NO. PED 14-54
SUBJECT: WEB MAPPING SOFTWARE REPLACEMENT	

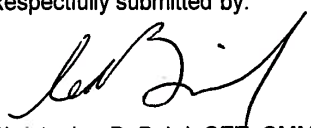

INTRODUCTION / BACKGROUND:

The purpose of this report is to seek Council approval to replace the current Web Mapping Software which operates the Corporate GIS program. The existing software is no longer supported by the Vendor and a replacement is needed to continue normal operation.

DISCUSSION / ANALYSIS

Most County Departments are now depending on internal GIS web mapping applications to support their day to day operations and utilize it to support their decisions. The current GIS web mapping applications are built on dated software technology that has been in place since 2008. Unfortunately this web mapping platform is no longer being supported by our GIS software vendor and must be replaced in order to ensure that there is no disruption in providing this service to County staff. The purpose of this report is to seek Council approval for a budget amendment and an exemption to the Purchasing Policy (Policy EBS-02) that would allow us to replace our existing web mapping technology by acquiring Latitude Geographics Geocortex ArcGIS web mapping software.

Currently our County departments are utilizing 16 internal web mapping applications that have been created in the .NET environment which is no longer being supported. The GIS viewers have provided staff access to some of the hundreds of GIS layers that have been created. Some of the layers being shared include: parcel information with ownership, civic addressing, roads, drains, county water and sewer infrastructure, parks and cemeteries. These viewers also provide a way for county staff to share their data with other County departments.

Respectfully submitted by:  Christopher D. Baird, CET, CMMIII, Ec.D. For more information call: (519)426-5870 ext. 1348	Prepared by:  Richard Roberts, GIS Supervisor For more information call (519) 426 5870 ext.1833
COUNCIL-IN-COMMITTEE: _____ RES. NO. _____ [] Approved [] Approved with Amendments [] Other	COUNCIL: _____ RES. NO. _____ [] Approved [] Approved with Amendments [] Other

DISCUSSION / ANALYSIS (Cont'd)

The table below lists the existing applications, and associated users:

Application	Primary User	All Staff Access
Norfolk Property Search Viewer	All County Staff	Yes
Community Services GIS Viewer	Community Services	Yes
Fire and EMS GIS Viewer	Fire and EMS	Yes
Trails GIS Viewer	Community Services	Yes
Corporate Services GIS Viewer	Corporate Services	Yes
Lake Front Lands Analysis Viewer	Corporate Services	Yes
County Lands Analysis Viewer	Corporate Services	Yes
Tax Assessment Viewer	Corporate Services	No
Building GIS Viewer	Building	Yes
By-Law GIS Viewer	By-Law	No
Public Works GIS Viewer	Public Works	Yes
Development Plans Viewer	Planning	Yes
Planning GIS Viewer	Planning	No
Infectious Diseases GIS Viewer	Health & Social Services	No
Health Inspection GIS Viewer	Health & Social Services	No
Simcoe BIA Membership Viewer	Simcoe BIA	No

Staff has analyzed our neighbouring Municipalities GIS web mapping and have concluded that a majority are currently using the Latitude Geographics Geocortex software. The analysis determined that the most user friendly websites were created using this product.

Norfolk County's GIS has been developed using the ESRI technology platform. Our GIS users have created and are maintaining our GIS using ESRI's ArcGIS desktop software and our web mapping is viewed through ESRI's Arc Server software. ESRI is considered to be the leading GIS vendor for GIS software. Latitude Geographics works very closely with ESRI and is one of ESRI's Platinum Partners, therefore their Geocortex web mapping software should be considered the primary choice for moving forward with our web mapping update.

Geocortex offers many user friendly tools and pre built features available "out of the box" with no programming required. The County does not currently have a programmer on staff to develop this functionality and would need to consult out some of this work therefore there would be less cost associated with developing web applications using Geocortex with it's pre built tools.

Geocortex would minimize susceptibility to technology changes over time. The web mapping technology is constantly changing and staff can spend considerable time trying to keep up. The Geocortex software purchase would allow us to let the Latitude Geographics developers keep up with changes which would be released in future updates.

Currently Norfolk GIS has created one external web mapping application that is available to the public through the County website. The Map Norfolk application is community based allowing users to find various resources within the County such as ball parks, libraries and museums. This application was developed using HTML5 technology which is different than the internal .NET applications.

DISCUSSION / ANALYSIS (Cont'd)

Unfortunately it did require valuable Information System Services staff time to help with some of the programming in required to set up this application. Information Systems Services staff are also required to perform tasks when updates are needed for the application.

Geocortex software would allow us to create external applications such as Map Norfolk with it's "out of the box" prebuilt tools and allow updates without the need of Information System Services staff time. Creating web applications with Geocortex is much simpler, therefore allowing us to develop more public web mapping applications and share more layers of GIS data with the public.

Under the exception section of the Purchasing Policy (Policy EBS-02), "a Manager may request exemption from any or all the purchasing methods outlined in this policy by submission of a report requesting the same to Council. Such exemption may be granted by resolution". Our existing internal web mapping is no longer being supported but continues to be an important component of daily business within most County departments

The cost of the replacement Geocortex software is \$20,500. The annual maintenance fee of \$3900 is adequately included within the current GIS Section budget. This purchase would be a very cost effective approach to replacing the current unsupported mapping software and also create potential savings in staff time. Training for the new software can also be accomodated within the current GIS Division budget.

INTERDEPARTMENTAL IMPLICATIONS:

Easy access to all county data is important. These GIS viewers provide access to other departments data without the need to contact and request information. They also provide support for the many decisions being made within each of these departments. These applications save staff time, and creates efficiencies in the way that we conduct our daily business.

If the software is not updated and the applications become unreliable, staff will be forced to contact other staff and make requests to provide them with the needed information to base decisions on, wasting valuable staff time and creating inefficiencies.

SLT has reviewed the attached report and has recommended a Priority Ranking #2, as it relates to expanding an existing service.

FINANCIAL SERVICES COMMENTS:

The Approved 2014 Capital Budget does not include a provision for the replacement of the Web Mapping Software currently used by Norfolk County. Given, the current Web Mapping Software is no longer supported by the Vendor staff is recommending replacement for reasons outlined above at an estimated cost of \$20,900 (net H.S.T.) As there are no available funding sources for this software replacement it should be noted that if approved the purchase will have a negative impact on the overall 2014 year end operational results.

Once Council approves staff's recommendation the appropriate budget amendment will be completed.

TCA Comments

The new Tangible Capital Asset in this report will have a life expectancy of 10 years and annual amortization of \$2,090. This amortization will be charged to the Information Systems Services operating budget. There is no disposition associated with this report.

STAFFING / LEGAL IMPLICATIONS:

Many web mapping platforms require staff to have programming skills to implement and deploy mapping applications or contract out these needs to other companies or programmers. The Geocortex application provides the ability to author web mapping applications with a high level of functionality with little to no programming skills. This should allow existing GIS staff to create applications without the need to contract out development and programming services.

CORPORATE STRATEGIC PLAN LINKAGE:

This initiative refers directly to **Ongoing Operations**.

- Goal A, *Maintain Current Levels of Service in Operating Departments*.

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

This report is linked to the Development and Cultural Services Business plan as well as the GIS Division Business plan relating to the following Services to be Delivered:

- Develop, implement and maintain ArcServer GIS Web Mapping applications to provide departmental or project specific GIS data viewers for use by all county staff.
- Develop, implement and maintain ArcServer GIS Web Mapping applications that can be accessed through the County website and allow the public to access various GIS data layers.

CONCLUSION:

Based on the importance of the internal web mapping to County staff within most of our county departments, and the fact that the existing web mapping software is no longer supported, the current software should be replaced. Norfolk's GIS has invested in ESRI technology and should purchase web mapping software which closely aligns with the current investment. The Latitude Geographics company is a Platinum Partner of ESRI and their Geocortex software has been determined to be user friendly and most used amongst neighbouring municipalities and is available for a reasonable cost. Staff recommend that the software replacement be completed at the earliest opportunity to maintain the integrity of the GIS system across the corporation.

RECOMMENDATIONS:

THAT Staff Report P.E.D. 14-54, Web Mapping Software Replacement Report, be received as information;

AND THAT Council exempt staff from the informal quotation procedures for goods and services as outlined in Norfolk County Policy EBS-02, Section 4 to acquire the Latitude Geographics Geocortex software.

AND FURTHER THAT the approved 2014 Capital Budget be amended to include an additional \$21,000 for the purchase of the Latitude Geographics Geocortex software with funding to be provided from the tax levy.

ATTACHMENTS:

N/A

	CIRCULATE TO: "✓"	COMMENTS RECEIVED
Clerk's		Not applicable
Community Services Department		Not applicable
Finance	X	Required
Health & Social Services Department		Not applicable
Human Resources & Staff Development		Not applicable
Information Systems	X	Not applicable
Solicitor		Not applicable
Public Works & Environmental Services Dept.		Not applicable
Development & Cultural Services Dept.		Not applicable
Corporate Support Services		Not applicable
Other		Not applicable



"IN CAMERA" ☐

BUDGET AMENDMENT ☒

DEPARTMENT: Development & Cultural Services Dept. DATE PREPARED: May 28, 2014 "COUNCIL MEETING DATE: July 8, 2014	PAGE 1 OF 3 REPORT NO. DCS 14-08
SUBJECT: SCHOOL CROSSING GUARD REQUEST PARKER DRIVE- SIMCOE	

INTRODUCTION/BACKGROUND:

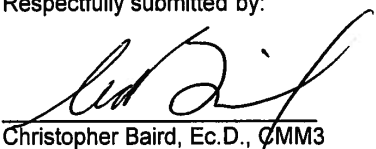
The purpose of this report is to respond to a request for a school crossing guard at the intersection of Parker Drive and Charlton Crescent in Simcoe. (Please refer to Attachment "A")

DISCUSSION/ANALYSIS:

Please refer to the attached Key Map which identifies the subject location (Attachment "B"). In accordance with the Council approved School Crossing Guard Warrant Policy DCS-02, the request for a new crossing guard was evaluated.

The following table outlines a proposed warrant scoring system to be used to evaluate existing crossing guards and future requests. Warrant Criteria includes:

- Class of Roadway (i.e. Class 2 County Highway to Class 5 Gravel Surface)
- Traffic Volume (AADT or aggregate volumes during crossing period)
- Safety Devices (i.e. traffic signals, multi-way stops, pedestrian signals)
- Student Volumes (total number of students at each crosswalk each day)
- Student Composition (i.e. elementary or high school)
- Distance to between existing or proposed crossing guard locations

Respectfully submitted by:	
	
Christopher Baird, Ec.D., CMM3 General Manager Development & Cultural Services Department	
COUNCIL-IN-COMMITTEE: _____ RES. NO. _____	COUNCIL: _____ RES. NO. _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Amendments <input type="checkbox"/> Other

APPROVED WARRANT CRITERIA

Warrant Type	Criteria	Value	Points
Traffic Volume	< 200 vehicles	0	0
	201 – 1499 vehicles	1	1
	> 1500 vehicles	2	0
Roadway Classification	Class 2	2	0
	Class 3	1	0
	Class 4	0	0
Student Volume	< 20 students	1	0
	21 – 74 students	2	2
	> 75 students 110 observed	3	3
Student Classification	Elementary	2	2
	High School	0	0
Safety Devices	None Present	1	0
Distance to other locations	< 400 metres	0	0
	> 400 metres	1	0
Point Total			8

If location has an existing or proposed traffic control signal	Warrants <u>not</u> met
If Point Totals are 0 to 5	Warrants <u>not</u> met
If Point Totals are 6 to 10	Warrants <u>are</u> met

School Crossing Guard Services are currently provided through a contract with Peninsula Security Services Ltd. of Welland, Ontario. Through the provisions of our contract, Norfolk County does have the ability to add or delete to the number of guards without opening or amending the contract. Based upon the current rates for 2014, each guard provides approximately 600 hours of service through the school year (September to June).

The cost per guard is \$14.43 per hour excluding HST. Should Council support the request for increasing one (1) additional School Crossing Guard to the complement, the 2014 approved operating budget will need to be increased by \$3,600.00 net of HST (September to December 4 months x 60 hours per month), and \$8,000.00 annualized for 2015 and beyond.

INTERDEPARTMENTAL IMPLICATIONS:

Senior Leadership Team has reviewed this Budget Amendment Report and have recommended a Rank 3 as the benefit (Community Safety) outweighs the budget impact.

FINANCIAL SERVICES COMMENTS:

There is currently no provision in the 2014 levy supported operating budget for this additional service. Should Council approve this request, an amendment will be required increasing the approved 2014 levy supported operating Budget by \$3,600. The annual affect for 2015 and future years will be approximately \$8,000. It should be noted that there is no funding currently available for staff's recommendation and this will have a negative impact on the approved budget.

STAFFING / LEGAL IMPLICATIONS:

School Crossing Guards are a contracted service in Norfolk County and as such there will not be a staffing impact.

STRATEGIC PLAN LINKAGE:

N/A

CONCLUSION:

Based upon the criteria established in the School Crossing Guard Warrant Policy PED-02, the request does satisfy the warrants. As the Warrants are justified, Staff recommends that a new School Crossing Guard for the subject location at Parker Drive and Charleton Crescent, Simcoe be instituted effective September 2014. The additional amount of \$3,600.00 net of HST should be added to the 2014 School Crossing Guard base operating budget to offset the expected cost of the increased service for the remainder of 2014 and a subsequent increase of \$8,000 be added as a Council Directed Initiative for 2015 and subsequent budgets.

RECOMMENDATIONS:

THAT Report DCS 14-08, regarding a school crossing guard request for Parker Drive and Charleton Crescent, Simcoe, be received as information; and

THAT Council supports the request for a new school crossing guard as meets the established criteria as outlined in the Policy DCS-02.

AND FURTHER THAT the approved 2014 levy supported operating budget be amended to include the \$3,600 increase for the additional school crossing guard service to be funded from the tax levy.

ATTACHMENTS:

Attachment "A" – Letter from West Lynn Public School

Attachment "B" – Map of subject location



West Lynn Public School

18 Parker Drive, Simcoe, ON N3Y 1A1
(519) 426-0688 Fax: (519) 426-8082 www.granderic.ca/westlynn

January 22, 2014

Mr. Chris Baird
Norfolk County Administration Building
50 Colborne St. S.
Simcoe ON
N3Y 4H3

Dear Mr. Baird,

I am the principal at West Lynn Public School in Simcoe. Parents and staff of West Lynn are very concerned about student safety at arrival and departure times at the school in connection with the street corner and the traffic in front of the school.

The dangerous corner is at Parker Dr. and Charlton Cres. The traffic is very busy at arrival time, 8:35 to 9:00, and departure time, 3:15 to 3:30, when students are crossing the street to and from the school.

Another contributing factor to the safety risk to our children is the location of the Tim Hortons across from the school on Parker. The access to the drive-through for Tim Hortons is from Parker Dr. which brings additional traffic along Parker Dr. in front of the school.

We are asking that Norfolk County please consider providing a Crossing Guard for that corner - Parker and Charlton, to increase safety for our children.

Thank you so much for your consideration.

Sincerely,

Dianne Lefler
Principal, West Lynn Public School



School Crossing Guard Request
Parker Drive at Charleton Crescent, Simcoe

"IN CAMERA" ☐BUDGET AMENDMENT ☐

DEPARTMENT:		PAGE	1 OF 4
DATE PREPARED:	July 2, 2014	REPORT NO.	FS 14-25
"COUNCIL-IN-COMMITTEE" MEETING DATE:	July 8, 2014		
SUBJECT: 2013 Audited Financial Statements			

INTRODUCTION / BACKGROUND:

The *Municipal Act, 2001 (Act)* provides that the auditor appointed by the municipality shall annually audit the accounts of the municipality, express an opinion on the Financial Statements and report to Council. The 2013 Consolidated Financial Statements are complete and will be presented to Council at the Council-in-Committee Meeting on July 8, 2014.

Norfolk County staff is responsible for preparation and presentation of the financial statements in accordance with the reporting standards of the Public Sector Accounting Board (PSAB). Management is responsible for ensuring there are appropriate processes and internal controls in place to accurately record the business of the corporation.

Staff from Millard, Rouse and Rosebrugh, Chartered Accountants, auditors appointed by Council, will be available at the Council-in-Committee Meeting on July 8, 2014 to answer any questions regarding the 2013 Financial Statements and completion of the 2013 audit.

DISCUSSION / ANALYSIS:

The County's Financial Statements follow the revised reporting format that was introduced by PSAB for the 2009 Financial Statements. Commencing with the 2009 reporting year, municipalities have been required to record and amortize Tangible Capital Assets (TCA's) in the Consolidated Statement of Financial Position – Balance Sheet. In addition, amortization of Tangible Capital Assets is to be

Respectfully submitted by:

John Ford,
General Manager Financial Services/Treasurer/CFO
For more information call: 519-426-5870 ext. 1230

COUNCIL-IN-COMMITTEE:	COUNCIL:
RES. NO. _____	RES. NO. _____
[] Approved	[] Approved
[] Approved with Amendments	[] Approved with Amendments
[] Other	[] Other

DISCUSSION / ANALYSIS, continued

accounted for as an expense in the Statement of Operations. In prior years TCA's were expensed in the year of acquisition or construction and there was no charge for amortization.

The changes introduced by PSAB were intended to align municipal annual reporting with full accrual accounting. Most municipalities, including Norfolk County, have retained their previous processes for budgeting and internal financial reporting. The rationale for doing so is to manage impacts on taxpayers and water/wastewater rates in a manner consistent with previous years. However, this does result in differences in internal and external financial reporting for certain assets, liabilities and amortization costs. In preparing the Consolidated Financial Statements, the County developed a process to convert internal financial reporting to comply with PSAB external reporting requirements.

Consolidated Statement of Financial Position (Balance Sheet)

The Consolidated Statement of Financial Position, or Balance Sheet, shows the value of assets and liabilities as at December 31, 2013 with comparative values as at December 31, 2012. As the result of changes in external reporting required by PSAB, the Consolidated Statement of Financial Position includes the value of the County's investment in TCA's and the allocation of amortization costs, over the useful life of the assets. Prior to implementation of this change in external reporting, the value of TCA's and amortization were not reported in the Consolidated Statement of Financial Position. Prior to 2009 the cost of acquiring capital assets was treated as an expense in the year of acquisition/construction rather than being recorded as an asset and depreciated over time.

Consolidated Statement of Operations (Income Statement)

The Consolidated Statement of Operations, or Income Statement, provides a summary of all the revenues and expenses for Norfolk County for 2013. This statement consolidates all operating costs and revenues for tax supported operations and water/wastewater operations. PSAB regulations provide that external financial reporting must include charges for the amortization of TCA's, interest payments on long-term debt and gain/loss on disposal of TCA's.

Canada and Ontario capital grants, transfers to/from Reserves/Reserve Funds, acquisition of TCA's, principal payments on debentures and proceeds from disposal of assets are excluded from external reporting in the Consolidated Statement of Operations.

The excluded items relate to capital transactions. Revised PSAB reporting requirements provide that these items be removed from the Statement of Operations. The inclusion of amortization (depreciation) in the Statement of Operations replaces the capital transactions.

With the exception of amortization, all of these expenses and revenues are included in internal reporting and budgeting.

Accumulated Surplus

The Accumulated Surplus is reported at the bottom of the Statement of Operations. In a commercial setting this would be referred to as the Statement of Retained Earnings. Details of the Accumulated Surplus are provided in Note 10.

DISCUSSION / ANALYSIS, continued

Under PSAB reporting requirements, Reserves and Reserve Funds form an integral part of the County's accumulated surplus and, as such, are no longer reported as a separate schedule in the financial statements. Any contributions to these Reserves/Reserve Funds must be removed (as it would be considered increases to the accumulated surplus). Principal debt payments are removed as these payments reflect a reduction in a long term liability. All the above noted adjustments represent "financing" requirements which are integral to any municipality's long range funding plan.

Budget 2013

PSAB regulations require that current year budget amounts be included in the Consolidated Statement of Operations. Current provincial regulations do not require that municipalities prepare budgets based upon the revised PSAB reporting requirements. As a result, the presentation of internal budgets does not match what is presented in the external financial statements making it difficult for Council to reconcile these two reporting formats.

Current legislation requires that municipalities must have balanced budgets. Council is required to approve budgets that provide the funds for the purposes of the municipality, local boards and related bodies, including amounts sufficient to pay all debts falling due within the year. While Finance officials across Ontario support the revised PSAB reporting requirements, they have expressed concern to the Province that the legislative budget framework is incompatible with these requirements. In particular, municipalities do not budget for amortization costs but are required to include these costs in external financial reporting. Similar differences occur with the budgeting and reporting of capital grants, debt principal payments, etc. Variances in internal reporting are based upon traditional cash accounting; whereas, variances in external reporting are based upon accrual accounting (the PSAB requirement).

When the Tax and Rate Supported Operating Budgets were presented to Council, staff presented both in the historical budget format with a supplementary summary restating the budget in the PSAB Format; however, Council did not approve the budgets in this format. The Consolidated Statement of Operations reports that there is a budget surplus of \$3.3 million. This illustrates the difference between the historical budget format and the PSAB budget format – Council did not approve operating budgets with any planned surplus.

INTERDEPARTMENTAL IMPLICATIONS:

N/A

FINANCIAL SERVICES COMMENTS:

Completion of the Financial Statements and filing the Financial Information Return with the Ministry of Municipal Affairs and Housing are mandatory requirements under the *Municipal Act and Regulations*. In addition to reporting on the financial results for the County, the audited Financial Statements provide the financial foundation for the County on a go-forward basis. Financial Statements are used by our Credit Rating agency as part of the annual review and updating of our Credit Rating and form part of the review process for potential investors when we are issuing debentures for long-term financing requirements.

FINANCIAL SERVICES COMMENTS, continued

For the year 2013 there is an accumulated net Operating Surplus of \$2.8 million – see Note 10 on page 18. Staff will be providing a subsequent report to Council dealing with disposition of these surplus funds.

STAFFING / LEGAL IMPLICATIONS:

N/A

CORPORATE STRATEGIC PLAN LINKAGE:

N/A

DEPARTMENT / DIVISION BUSINESS PLAN STRATEGIC PLAN LINKAGE:

N/A

CONCLUSION:

Completion of the annual audit and publication of annual Financial Statements are statutory requirements under the *Municipal Act* and represent the primary mechanism to ensure public accountability of the Corporation to its ratepayers.

RECOMMENDATIONS:

THAT report FS 14-25 RE: 2013 Audited Financial Statements be received as information;

AND FURTHER THAT the 2013 Consolidated Financial Statements for Norfolk County be received.

ATTACHMENTS:

Norfolk County Consolidated Financial Statements for the year ending December 31st, 2013, provided under separate cover.

Julie Argent and Robert Sharpe
20 Ridgewood Drive Box 82
Turkey Point, ON
N0E 1T0

RECEIVED

JUN 27 2014

NORFOLK COUNTY

Norfolk Community Services Department - Clerk.
95 Culver St
Simcoe, ON
N3Y 2V5

June 17th 2014

To Whom It May Concern:

We, Julie Argent and Robert Sharpe are getting married on August 2nd 2014 and hosting a reception from 4pm- 2 a.m. at the Turkey Point Community Pavilion, Turkey Point, Ontario. We are writing to notify and inform you of this event and including a sketch of the location for your records.

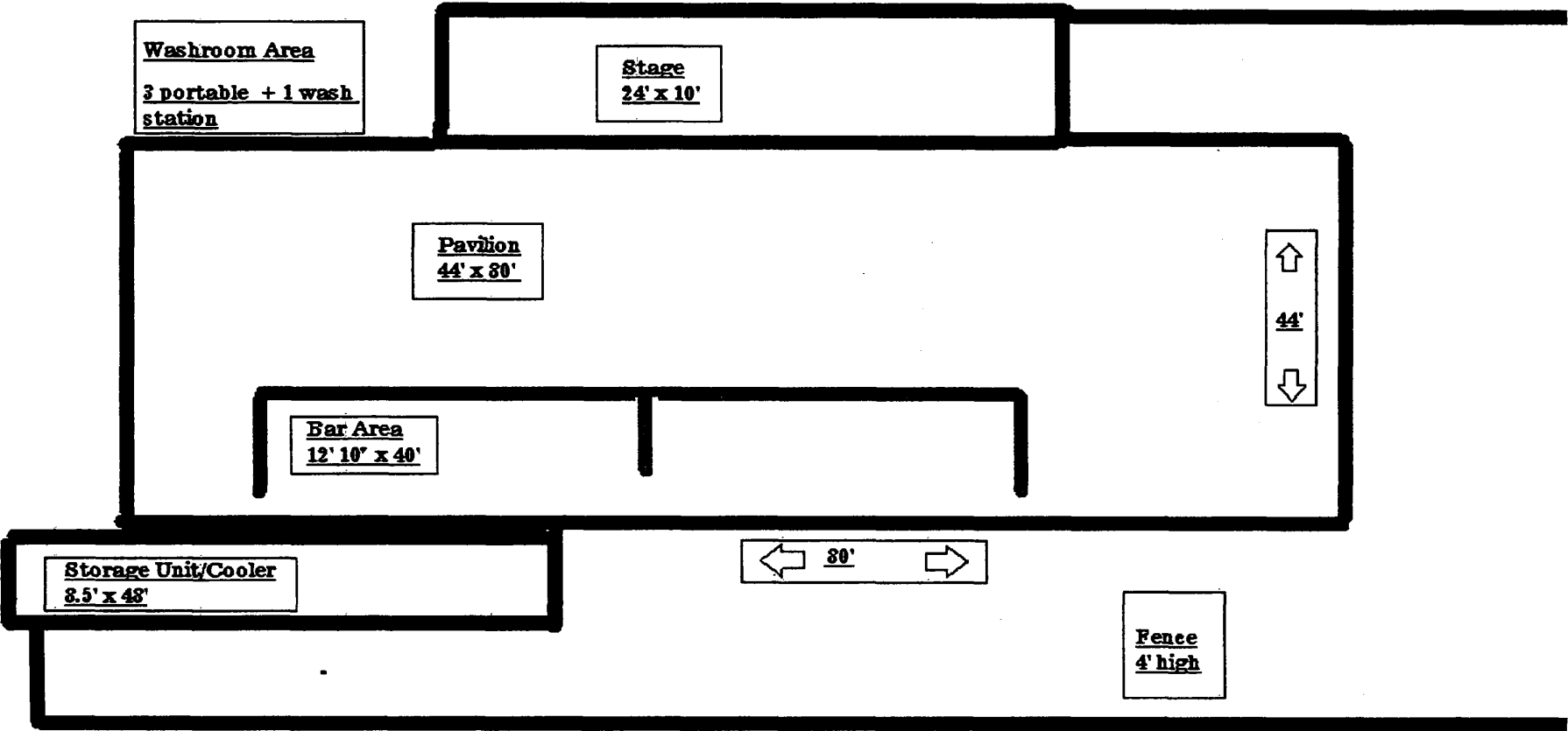
Thank you

Respectfully,



Julie Argent and Robert Sharpe
Encl. 1 page

Turkey Point Pavilion



July 14 - August 14

July 14							August 14						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						
August 14							August 14						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul-6	7	8	9	10	11	12
		3:00pm 9:30pm Council-In-Committee/ Public/Special Council				
13	14	15	16	17	18	19
	7:00pm 10:00pm Norfolk County Environmental Advisory (Committee Room B)	9:00am 10:30pm Council	5:00pm 7:00pm Norfolk County Public Library Board Meeting (NCPL Board Room Simcoe Branch)	9:00am 2:00pm Committee of Adjustment 6:00pm 9:00pm Health & Social Services Advisory (Cayuga)		
20	21	22	23	24	25	26
			9:00am 12:00pm Police Services Board Meeting			
27	28	29	30	31	Aug-1	2
3	4	5	6	7	8	9