MOTION TO MOVE INTO CLOSED SESSION (5:30 p.m.)

Motion

THAT pursuant to Municipal Act, 2001, Section 239 Sub. 2 (a) and (d), Council resolve itself into the Committee of the Whole, In Camera, closed to the public to consider:

1. the security of the property of the municipality or local board;
2. labour relations or employee negotiations;

REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA

THAT Council rise from Committee of the Whole, In Camera and the Chairman report that all recommendations adopted in Committee of the Whole, In Camera, be adopted.

MAYOR’S REMARKS

DISCLOSURE OF INTEREST

ADOPTION OF COUNCIL MINUTES

Nil.

MOTION TO MOVE INTO COMMITTEE OF THE WHOLE COUNCIL

THAT we adjourn and meet as Committee of the Whole Council, with the Mayor in the Chair.

CORRESPONDENCE, COMMUNICATIONS AND PETITIONS

9 - 10
Rotary Clubs of Brockville
Mr. Austin de Luis

THAT Council do hereby proclaim September 2012 as Rotary Month.

11 - 11
Thousand Islands Writers Festival
Mr. Russ Disotell

THAT Council do hereby proclaim September 28th, 29th, 30th, 2012 as Brockville Culture Days.

Royal Canadian Legion
Don Bain, President Branch 96

THAT Council do hereby proclaim September 16th to 22nd, 2012 as Legion Week and that the Legion Flag be flown at Tunnel Bay during that week.

DELEGATIONS

Aquatarium/RiverQuest
Mr. Tony Barnes

Mr. Barnes will brief Council concerning Aquatarium-RiverQuest-Tourism Marketing Coordination

L&G Computer Technology Centre
Mr. Paul Donovan

Mr. Donovan will address Council regarding the LGTC's interest to support an innovative incubator or accelerator to support Eastern Ontario's best entrepreneurs, business start-ups and local companies in Brockville and Leeds Grenville.

STAFF REPORTS

2012-131-08
Proposed Amendments to the Downtown Community Improvement Plan

THAT Council receive the proposed program details for the Facade Improvement Grant and Residential or Commercial Conversion/Rehabilitation (RCCR) Grant Programs for consideration; and

THAT the public meeting, as required by the Planning Act, be scheduled on Tuesday, October 2, 2012 at 6:00 p.m., Council Chambers, to review the proposed amendments to the Downtown CIP.

REPORTS, BOARDS AND COMMITTEES

FINANCE, ADMINISTRATION AND OPERATIONS

Councillor D. Beatty, Chair
Councillors J. Earle, J. Fullarton, D. LeSueur, M. McFall
Meeting held on August 21, 2012.
FAO - CONSENT AGENDA
All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to “separate” the item.

THAT the following items, as listed on the Finance, Administration and Operations Committee agenda are recommended by the Committee to be passed by Consent Agenda

2012-135-08
Airport Hangar Development
Brian Williams, Chair; Brockville Airport Commission

THAT Council supports the Brockville Flying Club’s submission of application(s) for funding for construction of a hangar development.

2012-136-08
Pilot Garden Brockville Community Garden Network

THAT the City of Brockville agree to partner with the Brockville Community Garden Network by providing space for a garden at the Gord Watts Municipal Centre.

2012-133-08
Modifications to the Red Bus Route

THAT the Conventional Transit Red Bus route be modified to travel north on Centre Street and east on Brock Street.

2012-134-08
Request for No Parking on South Side of Hislop Avenue

THAT parking be prohibited on the south Side of Hislop Avenue from Park Street to Pacific Avenue; and

THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.

2012-137-08
Community Infrastructure Improvement Fund Memorial Centre Rehabilitation

THAT Council endorse the Memorial Centre Rehabilitation project for the City’s Community Infrastructure Improvement Fund application; and

THAT Council authorize the Mayor and the Clerk to execute an Agreement with the Community Infrastructure Improvement Fund, should the grant application succeed.

2012-139-08
Ontario Regulation 284/09
Budget Matters-Expenses

THAT Council receive this information report as it pertains to Ontario Regulation 284/09 Budget Matters-Expenses.
2012-140-08
2012 City Debenture Issue

THAT Staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the Ontario Infrastructure and Lands corporation Act, 2011 (OILC) for the 2012 Capital Projects; and

THAT Council authorize the Mayor and Director of Finance to enter into agreements with the OILC to provide such financing for the 2012 Capital Budget projects that are approved for loans under the lending program guidelines; and

THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

2012-141-08
Capital Projects Surplus and/or Deficit Balance

THAT Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2011, in the net surplus amount of $691,114.14. [Attachment 1 to Report # 2012-141-08]; and

THAT the net surplus of $691,114.14 be allocated as follows:

| Surplus from Wastewater Funded projects to Wastewater Fund | $387,879.33 |
| Surplus from Water Funded projects to Water Fund | 218,265.84 |
| Surplus from the Parkland Equipment project to Parkland Equipment Reserve Fund | 30,308.05 |
| Surplus from the Fleet project to Fleet Equipment Reserve Fund | 54,660.92 |
### Funding from the following Capital Projects:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>BMAAC (funding of BMMP projects and PEMP projects)</td>
<td>19,713.07</td>
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<tr>
<td>2010 Minor Capital</td>
<td>9,011.52</td>
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<tr>
<td>Transportation Planning Study</td>
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<td>King Street Reconstruction</td>
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<td>Louis Street Reconstruction</td>
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<td>Water Service Upgrades</td>
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<td>Building Canada Fund - Intake 2</td>
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<tr>
<td>Project Encore (Funding of Theatre Manager)</td>
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<td>Fulford Fountain</td>
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<tr>
<td>HVAC system at BAC</td>
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<tr>
<td>Island Environmental Assessment</td>
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<td>RinC - Youth Arena</td>
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### Funding to the following Capital Projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMAAC - PEMP</td>
<td>(11,820.41)</td>
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</tbody>
</table>
Mr. Alan Medcalf, Chair  
Brockville Cycling Advisory Committee

THAT correspondence from the Brockville Cycling Advisory Committee be received and referred to staff in preparation of the 2013 Capital Budget.

**FAO - REGULAR AGENDA**  
2012-132-08

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
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<td>ACPM program</td>
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<tr>
<td>George St. reconstruction</td>
<td></td>
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<tr>
<td>Energy Efficient Streetlights</td>
<td>(14,256.13)</td>
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<tr>
<td>RinC - Memorial Centre</td>
<td>(12,832.13)</td>
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<tr>
<td>Parkland Equipment</td>
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<td>Minor Capital projects</td>
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<tr>
<td>Contributed Surplus</td>
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<td>Water Service Hydrant Leads</td>
<td>(10,571.93)</td>
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<tr>
<td>Electricity at Court House Green</td>
<td>(1,578.86)</td>
</tr>
<tr>
<td>Theatre Manager</td>
<td>(56,267.06)</td>
</tr>
<tr>
<td>Official Plan Update</td>
<td>(2,353.24)</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$691,114.14</td>
</tr>
</tbody>
</table>
Statistical Comparisons of 2012 Tax Rates

THAT the statistical comparison of 2012 Tax Rates be received (Attachment 1 to Report 2012-132-08) for information purposes.

NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL
Nil

MOTION TO RETURN TO COUNCIL

THAT we revert from Committee of the Whole Council, to Council.

ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE COUNCIL

THAT the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

UNFINISHED BUSINESS
Nil.

EMERGENCY BUSINESS
Nil.

BY-LAWS
074-2012

A By-Law to Authorize the Appointment of Municipal Law Enforcement Officers and Peace Officers as it Applies to the Private Property of Cummings Cossitt Insurance Brokers (1 Court House Avenue)

075-2012

A By-Law to Amend User Fee By-Law for FIT Program Fee and Arena Generation Fees.

076-2012

A By-Law to Impose Special Purpose Rates for the Year 2012 and to Authorize the Levy thereof for the Downtown Board Improvement Association (DBIA)

077-2012

A By-Law to Authorize the Appointment of Municipal Law Enforcement Officers and Peace Officers as it Applies to the Private Property of 26 King Street East, Brockville

BYLAWS FIRST AND SECOND READING

THAT By-laws Numbered 074-2012 to 077-2012 be introduced and the same be now read a first and second time.
BYLAWS THIRD READING

THAT By-laws Numbered 074-2012 to 077-2012 be now read a third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

CONFIRMATORY BYLAW FIRST AND SECOND READING

THAT By-law Number 078-2012 to confirm the Proceedings of Council at its meeting held on August 28, 2012 be read a first and second time.

CONFIRMATORY BYLAW THIRD READING

THAT By-law Number 078-2012 to confirm the Proceedings of Council at its meeting held on August 28, 2012 be now read a third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

MAYOR'S ANNOUNCEMENTS

MEDIA QUESTION PERIOD

ADJOURNMENT

THAT Council adjourn its proceedings until the next regular meeting scheduled for September 11, 2012.
Hi Sandra,

Here is the proclamation to declare September Rotary Month as the District Conference will be held at our club. A big event that will be bring between 200 - 300 Rotarians to the area.

Let me know if you need anything else.

Regards,

Austin de Luis
Rotary Club of Brockville

---------- Information from ESET NOD32 Antivirus, version of virus signature database 7327 (20120725)
----------

The message was checked by ESET NOD32 Antivirus.

http://www.eset.com
PROCLAMATION

Rotary Month

September 2012

WHEREAS, The Rotary Clubs of Brockville and the 1000 Islands are a generous service organization committed to many charitable initiatives in the city and around the world.

WHEREAS, The Rotary Clubs of Brockville and the 1000 Islands are hosting the District Conference on September 14th and 15th.

NOW THEREFORE, I, David Henderson, Mayor of Brockville, DO HEREBY PROCLAIM September, 2012 as Rotary Month I encourage everyone to "Start something" by logging onto www.rotarybrockville.org to learn more about the different initiatives in which Rotary donates time and funds.

Sincerely,

Austin de Luis
Rotary Club of Brockville
July 17, 2012

Mayor David Henderson
Brockville City Hall

Your Worship,

I would like to request that City Council consider declaring September 28th, 29th and 30th, 2012 Brockville Culture Days. This would co-ordinate with the 3rd annual nationwide Culture Days celebration. Culture Days is a collaborative, coast-to-coast volunteer movement to raise awareness, accessibility, participation and engagement of Canadians in the arts and cultural life of their communities.

I understand that the Brockville Arts Centre will be re-opening from a short hiatus for renovations on September 29th with the Brockville Concert Association's presentation of the Gryphon Trio. This provides a centre piece for Brockville Culture Days.

As you know Brockville has a vibrant cultural community that is largely volunteer based and driven, that is a large part of our city's rich tapestry. These individuals and organizations are prime examples of citizens taking advantage of the opportunities presented by our location, history and heritage. Brockville Culture Days would provide an opportunity to recognize their contributions and raise awareness of the depth of arts and culture available in the city.

Thank you for your time and consideration in this matter.

Regards,

Russ Disotell
Vice-Chair, Thousand Islands Writers Festival

E-mail: penruss@sympatico.ca

Tel: (613) 342-0793
The Royal Canadian Legion

BROCKVILLE (ONT. NO. 96) BRANCH
P.O. BOX 36, 180 PARK STREET
BROCKVILLE, ONTARIO
K6V 5T7

TELEPHONE # LOUNGE (613)-342-7687 OFFICE (613)-345-0473
FAX # (613)-345-5803
RCLBR96@BELLNET.CA

David Henderson

The mayor, City of Brockville

Subject: Legion Week 16th to 22nd September 2012

CELEBRATING 85 YEARS IN SUPPORT OF OUR COMMUNITY

Your Worship

Branch 96 The Royal Canadian Legion respectfully request that the city proclaim Legion Week for that period of 16th to 22nd September and further we request that the city fly the Legion Flag during that week (the branch will provide a flag if necessary)

Respectfully Submitted

Don Bain
President Branch 96

They served till death! Why not we?
The Leeds and Grenville Technology Centre (LGTC) is a not-for-profit organization established in 1999 with an interest to support the Ontario Government’s “Green” initiative by collection, refurbishing and recycling of electronic waste (e-waste).

The Company has further interest to support an innovative incubator or accelerator to support Eastern Ontario’s best entrepreneurs, business start-ups and local companies in Brockville and Leeds and Grenville.

Current Directors include:

David LeSueur, Councillor, City of Brockville, dlesueur@cogeco.ca
Clift White, President, Eastern Independent Telecommunications Ltd., clift.white@eit.ca
Michael Palaisy, President, DRP, michael.palaisy@drpservices.com
Dr. Peter Pechan, Citizen (CV attached), supesa@cogeco.ca
Paul Donovan, Manager, Eastern Independent Telecommunications Ltd., paul.donovan@eit.ca
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1. Executive Summary

The LGTC was established in October 1999 specifically to provide computers for schools in Brockville and the Counties of Leeds and Grenville and later expanded to include “Computers for Seniors”. In the past four years, the Company has expanded its mandate to include involvement in collection, refurbishing and recycling of electronic waste (e-waste) in support of the Ontario Government’s Electronic Stewardship (OES) program to protect the environment and eliminate e-waste from ending up in landfill sites. Most recent accomplishments include the establishment of a collection and consolidation facility by DRP in Brockville, a collection centre by GAS International of Brockville and a refurbishing centre in Brockville by Eastern Independent Telecommunications Ltd. (EIT). The EIT Refurbishing Centre provides fully upgraded and refurbished computers for sale at attractive prices to seniors, schools, businesses, students and families. This initiative has resulted in the creation of six (6) new jobs in Brockville in 2010 and 2011.

Recognizing the need to support Eastern Ontario’s best entrepreneurs and that SME’s are the engine of our economy, in 2012, the Company is introducing a plan to establish an innovative accelerator in support of Eastern Ontario’s best entrepreneurs, business start-ups and local companies in Brockville and area.

2. Company Profile

The LGTC is a non-profit organization that was first established in 1999 to provide computers to schools and seniors in the Brockville area. The current Directors include David LeSueur, City Councillor; Clift White, President, Eastern Independent Telecommunications Ltd. (EIT); and Michael Palaisy, President and owner, DRP, Paul Donovan, Manager, Eastern Independent Telecommunications Ltd. (EIT), and Dr. Peter Pechan.

Activities over the past five years include collection, refurbishing and recycling of electronic waste (e-waste) in support of the OES program and as noted in the Executive Summary above.

The Company has recently expanded its Board of Directors and has appointed Dr. Peter Pechan as President and new Director on the Board. Peter is an experienced professional with an extensive background in business start-ups and business development in general. Paul Donovan, Manager Refurbishing Centre at EIT has also recently joined the Board.

The Company is proposing to expand its mandate to include an innovative accelerator in support of Eastern Ontario’s best entrepreneurs, business start-ups and local companies in the Brockville area.
3. Company Objective

A. Appoint a President with the experience and background to take the Company to the next level (See Dr. Peter Pechan’s CV as attached to this Plan)

B. Expand the Board of Directors by a minimum of two (2) new Directors

C. Develop a clear and comprehensive Business Plan to develop and facilitate an innovative accelerator program in support of Eastern Ontario’s best entrepreneurs, business start-ups and local companies in the Brockville area

D. Provide mentoring and assistance to new start-up companies and others in the areas of financing, facilities, business administration, development, marketing, promotion and the importance of innovation in achieving business goals.

4. Economic and Industry Overview

All developed, as well as developing, countries in the world assist new start-up companies, as well as early-stage companies, in a variety of ways. The innovative, creative or hi-tech companies are especially sought out for such assistance. One of the well-established ways of helping such companies to start, and to successfully grow is through a process called “incubation”. Incubation is one of the single most important global innovations of the 21st century. (Jiang Zemin, Chinese President 1993 – 2003) (1).

Incubation generally helps with:
- provision of office space, and various office, and secretarial assistance;
- assisting with business plans and commercialization strategies;
- participating in technology and applications coaching and brainstorming;
- provision of business mentoring, and legal and accounting assistance;
- assisting with getting grants to develop Intellectual Property (IP);
- assisting with protection of IP through patents, copyrights, and trademarks;
- creating start-up companies, when appropriate;
- assisting with raising funds for start-up or early-stage companies;
- negotiating agreements with potential licensees;
- provision of an attractive common space
- assisting in national and international networking, and exchanges.

Incubators or innovative accelerators, whether for general business, technology, or mixed, supporting innovative and creative entrepreneurs, create and maintain good-quality jobs, diversify local economy, promote innovation and knowledge transfer, attract external businesses and private investment, and generate wealth, activity, and vibrancy (1).

Because of their growing importance, the number of incubators in Canada is increasing steadily (83 in 2005, 97 in 2007, and about 130 in 2011; source: Canadian Association of Business Incubators, CABI). Many new incubators are located in
small towns across Canada, as well as in large population centres. Most incubators are small businesses, some are not-for-profit organizations, and others are run by cities, universities or by government. Our innovation incubator is proposed to be operated by a not-for-profit organization, LGTC that has a proven record of operation (see Company profile). There is currently no similar innovation incubator operated in the Brockville area. The Canadian Government doubled the financing of its agency responsible for assistance to start-ups and newly developed businesses (NRC) in its 2012 budget. It also strongly promotes the formation of local business angel networks that would be able to fund selected, well prepared new businesses. In USA, $20.1 billion was invested into 61,900 companies ($323,000/company) by business angels in 2007, while in the UK an average investment by business angels was $70,000/company. Approximately 80% of incubated companies survive and prosper, while only 35% of un-incubated companies do so (source: Ontario Innovation Centre). CABI gives even higher success rate for incubated companies: 87%. Thus, the incubation process, and the presence of strong, experienced incubator backers and staff, together with a solid local angel network are essential for the Brockville economy. Otherwise, Brockville will not succeed in competition with more progressive regions and towns, and its economic development will continue to decline in the next five years.

Target Market

The proposed innovation accelerator will serve not only Brockville, but the whole region, including the United Counties of Leeds and Grenville, as well as surrounding areas, with population in excess of 100,000.

Potential accelerator clients would be creative and innovative entrepreneurs of all ages, who either wish to start a new business or else desire assistance with growth of their innovative early-stage businesses. Additionally, any small innovative and creative business located elsewhere in Canada or worldwide, that wishes to come and grow in our region, will be considered. Thus, we expect to have more than enough clients to consider, as demand for proper incubation exceeds the supply (1:2).

Currently, both major incubation organizations in Ottawa (OCRI) and in Kingston (ELORIN) are undergoing major changes, as apparently the previous models of incubation that they used did not work (Brockville's previous business incubator, EASTCAT, also failed, because of lack of experience and services). Thus, we have the advantage of starting at about the same time as our neighbors, without the baggage, and with extensive know-how, both local, and international.

Examples of Current Successful Programs

Major Cities

- The MaRS Centre, Toronto, Ontario
- Canadian Innovation Centre, University of Waterloo, Waterloo, Ontario
- Invest Ottawa, Ottawa, Ontario
- Memorial University, St John’s Newfoundland
Small/Medium Cities/Towns

- St. Thomas, Ontario
- Port Hope, Ontario
- Flamborough, Ontario

Success stories from above

Information is currently being requested from the above organizations.

5. Cooperation/Competition

There is no competition for the proposed innovation accelerator, because no functional accelerator exists in Leeds and Grenville. We propose a not-for-profit organization, and because there is no similar level of experience available in Brockville or the United Counties. To the contrary, the local not-for-profit organizations (e.g., The Citizens Brockville), as well as the City and the County officials and representatives expressed their full support, and we expect to closely cooperate with the local and regional economic development organizations and professionals.

6. Marketing

Our services will be marketed mainly through the local and regional economic development, and small business assistance centres, the Townhalls, Universities and Colleges, national and international economic development organizations and agencies, incubator associations, science and technology parks, and other appropriate venues, not the least being the word of mouth, once the quality of provided services, and client's successes, become known.

We chose to remain at our current location, as the former Nortel facility is very well located, its size allows for considerable growth, both for the incubator, as well as for its clients, and there are a number of rapidly growing businesses, especially in the telecom sector, distribution and logistics, light manufacturing, and the health services already present on the site. Some of these businesses are potentially willing to assist the incubation process, through mentoring, training, and possibly with temporary employment during training (e.g., EIT). The former Nortel facility employs over 500 people in various companies located there.

The rent at the premises is reasonable, especially as it is all inclusive (heat, hydro, garbage collection, water).

We intend to pay our selected start-up clients through a fellowship grant, followed by a substantial company start-up grant to the selected and well prepared clients. The means to start our operation, and to carry it forward for the first two years are to be obtained through grants from various levels of government, through support of local angel network, and possibly through other networks and enlightened citizens. We
expect that after two years, several well run new businesses that were established with the assistance from the accelerator, will be able to re-pay the assistance through the pre-agreed royalty fee arrangement, akin to the model of a university technology transfer royalty fee. Additionally, early stage companies, or well established companies, that would consider moving themselves or their parts to our location or region from elsewhere in Canada or, especially, from abroad, and would require our services, would pay a pre-agreed fee for these services. We expect to reach a break-even point during the second or third year of operation, covering any operational deficit either through additional grants, or by delaying the training operations, until we are able to support them from our growing royalty and other operational income.

Our best marketing point will be the profitability of the companies that we assisted.

7. Operating Plan

Our Operating Plan will provide mentoring and assistance to other companies and also to local established companies in need of such support as noted in 3D above, Company objectives above. It will also depend on the quality of business mentoring and advice that our team of experienced business professionals, angels, advisors, lawyers, accountants, and other experts will bring, often, but not always, cost-free or nearly cost-free, into the accelerator process.

Special training and train-the-trainer operations will be provided by the management team, consisting of:

- Dr. Peter A. Pechan, President
- TBD
- TBD

(for qualifications, see Appendix).

Initially, a part-time assistant/secretary will be selected, and trained. In the third year, a part-time or full time business start-up specialist/grant writer/team leader will be hired, and provided with additional training.

Regular business insurance, plus not-for-profit Director's protection insurance will be purchased.

8. Supporting Companies and Organizations

- Eastern Independent Telecommunications Ltd (EIT), Clift White, President
- DRP Services Inc. (DRP), Michael Palaisey, President
- National Research Council of Canada (NRC), Mike Barré, NRC-IRAP
- Canarm Ltd., David Beatty, President
- Apex Logistics Inc., Jag Chawla, President
Notes:

1. Support from the Companies noted above could include mentoring and first hand exposure to Manufacturing, Distribution, Exporting, Telecommunications including Voice, Data, Image, the power of the Internet and the importance of technology in today’s business world.

2. Support from the NRC and other organizations, yet to be determined could include funding to facilitate the organization start-up, working directly with each incubating client to develop R & D projects, funding, literature and patent searches, links to appropriate university researchers, information on IP protection and more.

9. **Potential for Job Creation in Year 2012/2013**

As noted under Financial Information in Section 10, we plan to accelerate four trainees staring in 2012/2013 and fund three start-up companies in 2013. Based on this schedule, we anticipate the potential to create upwards of 10 - 15 new jobs in Brockville and area within a two-year period.

10. **Financial Information**

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<tr>
<th>Innovation Incubator Financial Plan (in $ 000's)</th>
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<th>2013</th>
<th>2014</th>
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</thead>
<tbody>
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<td>Income</td>
<td>Expense</td>
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<tr>
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Notes:

1. Income from royalties in 2015 is estimated to be $212,500., which together with the surplus of 2014 would cover all operations in 2015. Beyond 2015 the growing
royalty payments, at 12.5%/yr. on total sales for 6 yrs., would allow more trainees to be accepted, and start-up grants to be made.

2. It is assumed that our start-up grants would be matched on at least 50/50 basis from Provincial and Federal sources, thus allowing total grants of at least $100,000/start-up.

3. Four trainees are accelerated per year, starting in 2013. Three start-up companies/yr. are granted start-up funds. Two companies are assumed to be successfully launched per year.

4. Incoming and outgoing established companies do not receive start-up grants, and the payment for services (counseling, matchmaking, marketing, leasing, etc.) is negotiated on individual basis, thus providing an additional income base for the incubator.

11. Critical Risk and Success Factors

We may not succeed in receiving sufficient start-up funds. In the worst case scenario, we may perhaps be able to assist trainees with the start-up of their company, but not be able to supply any start-up grant, or even a fellowship. We might be initially forced to assist only incoming companies, that would be able to pay our low, not-for-profit fees-for-service. We would consider the issuance of community bonds, in order to raise the required funds, and raise the awareness of the community. We would also seek a “champion” company (ies) that would support our goals for the first few years, until we could prove our model, and become financially self-sufficient.

Finally, we might consider creating a single “gazelle” company, that would be able to become very profitable within a short period of time, and that company, in exchange for the received assistance, would bind itself to become the innovation incubator champion supporter for at least three years.

It should be remembered, that a not-for-profit company can hardly fail, with the exercise of some basic prudence. It only fails when the creativity, hope, patience, and the determination of its founders is exhausted. The very strong team of founders is the best success factor.

Notes: (1) Business Incubators in Rural Ontario, OACFDC Conference, 16-18 May 2011
       (2) Canadian Association of Business Incubators, 2011 (growth rate ref.)

12. Next Steps

A. Approach and obtain commitments from supporting companies to be listed in Item 8 above.

   Action: Peter Pechan w/e July 13, 2012

B. Present Plan to the City’s Industrial and Economic Development Committee
C. Introduce Business Plan to the City of Brockville and request funding assistance

    Action: Peter Pechan, David LeSueur, Clift White w/e July 27, 2012

D. Prepare application to the NRC for funding

    Action: Peter Pechan, David LeSueur, Clift White w/e August 10, 2012

E. Introduce Business Plan to the CDC and FedDev and apply for funding

    Action: David LeSueur, Paul Donovan, Peter Pechan, Clift White w/e August 10, 2012

F. Consider changing the name from incubator or innovation accelerator to something more appropriate or changing the name of the L&G Technology Centre to the L&G Innovation Centre.

    Action: LGTC Directors w/e August 20, 2012

G. Update Business Plan on an on-going basis.

H. Seek and obtain information from examples of current successful programs as noted in Item 4

    Action: Peter Pechan, Clift White August 2012
RECOMMENDED

1. THAT Council receive the proposed program details for the Façade Improvement Grant and Residential or Commercial Conversion/Rehabilitation (RCCR) Grant Programs for consideration;

2. THAT the public meeting, as required by the Planning Act, be scheduled on Tuesday, October 2nd at 6:00 p.m., Council Chambers, to review the proposed amendments to the Downtown CIP.

PURPOSE

The purpose of this report is to review with Council the proposed program details before scheduling a public meeting to present an opportunity for comments and questions regarding the proposed programs.

BACKGROUND

In May 2012, Council gave support in principle to proposed amendments to the current Community Improvement Program, being the CIP-Downtown Program and the CIP-Brownfields Program (Report 2012-087-05 – Attachment 1). Support was also given to the addition of two new programs, being the CIP- Façade Improvement Grant Program and the CIP-Residential or Commercial Conversion/Rehabilitation Grant Program. Upon receiving support in principle, staff developed program details.

ANALYSIS

The Façade Improvement Program (Attachment 2) offers a grant of 50% of the total cost of façade improvements up to $10,000.00 per property, where a project has a value of more than $1,000.00 subject to the approval of the Planning Department. A corner lot with more than one street façade would be eligible for funding for each street façade. Eligible applicants of properties in Priority Area No. 1 of the CIP will be allowed grants each annum provided that funds are available.

The Residential or Commercial Conversion/Rehabilitation Grant Program (Attachment 3) offers a grant equal to 50% of the costs for space converted or rehabilitated up to
$20,000 per property subject to the approval of the Planning Department. Applicants of properties in Priority Area No. 1 of the CIP will be allowed grants each annum provided that funds are available.

POLICY IMPLICATIONS

Public consultation is required prior to amending the current CIP. Comments received from the consultation will be reported back to Council with staff recommendations on amendments to the CIP.

FINANCIAL CONSIDERATIONS

There are no financial considerations at this time.

Each year, staff will present proposed budgets for the CIP programs to Council during the review of the Planning Department’s budget.

CONCLUSION

The original goals and benefits of the CIP programs were to promote regeneration and development through projects such as:

- Infill developments on vacant and/or contaminated lots
- Upper-storey residential or office conversion
- Façade and building repairs and restoration, and
- Renovations and building additions

Staff consulted the DBIA, Chamber of Commerce, and Heritage Brockville regarding ways to improve the current plan. The result is the introduction of the two proposed new programs to address façade improvement and upper-story residential or office conversion. The proposed new programs are consistent with recommended programs in the draft Sustainability Plan.

M. Maureen Pascoe Merkley
Director of Planning

Bob Casselman
City Manager

J. Faurschou
Planner I

D. Cyr
Director of Finance
L. White
Manager of Strategic Initiatives
May 10, 2012

REPORT TO FINANCE/ADMINISTRATION & OPERATIONS COMMITTEE –
May 15, 2012

2012-087-05
DOWNTOWN AND BROWNFIELDS
COMMUNITY IMPROVEMENT PLAN
RECOMMENDATIONS

M. PASCOE MERKLEY
DIRECTOR OF PLANNING
J. FAURSCHOU
PLANNER I
L. WHITE
MANAGER OF STRATEGIC INITIATIVES

RECOMMENDED

1. THAT the current Downtown Community Improvement Plan and Brownfields Community Improvement Plan programs be extended until such time that amendments to the plans proposed in this report are approved by Council and come into effect, to allow for the required public consultation for the revised Community Improvement Plans.

2. THAT Council give support in principle to the following:

   a. THAT the revised Downtown Community Improvement Plan (CIP) programs be offered until December 31, 2015;

   b. THAT Council consider the following amendments to the Downtown CIP:

      i. The minimum construction value for the TIERR grant be raised from Five Thousand Dollars ($5,000.00) to Fifty Thousand Dollars ($50,000.00) and proposed work must require new construction or extensive renovations involving a change of use and/or an increase in the gross floor area of the building that would generate additional employment and/or residential capacity.

      ii. Eliminate the Building and Plumbing permit fee waivers.

      iii. That further consideration be given to including a new Residential/Office Conversion program for improvements to upper stories in the Downtown CIP area. Financial assistance for 50% of the project’s eligible costs, for space rehabilitated or created, to a maximum of $20,000 per property.

      iv. That further consideration be given to including a Façade Improvement Program for the downtown core to assist downtown commercial property owners and tenants in the Downtown CIP area with the financing of street-oriented building façade improvements. Financial assistance for 50% of the project’s eligible costs with a minimum grant of $1,000 and a maximum grant of $10,000 per property or storefront.
3. THAT all properties are eligible to apply for each of the one-time grants simultaneously, when applicable.

4. THAT the revised Brownfields CIP programs be offered until December 31, 2015.

5. THAT the Building Permit Fees Grant within the Brownfields CIP be eliminated.

6. THAT any projects where both the Notice of Intent has been received and the Brownfields Redevelopment Funding Agreement and/or Tax Increment Equivalent for Rehabilitation and Redevelopment Grant Program Commitment and Grant Agreement has been approved by Council as of December 31, 2012, be grandfathered into the original programs to which the application was made. As per the current program, if, after one year from the date of the agreement, a building permit has not been issued then access to the applicable programs will cease.

7. THAT a summary of the CIP applications and their progress be reported to the EDP Committee yearly prior to budget presentations.

8. THAT a public meeting be scheduled respecting the proposed amendments to the CIPs once program guidelines for the proposed Rehabilitation/Office Conversion Program and Façade Improvement Program are developed.

PURPOSE

The purpose of this report is to determine the effectiveness of the current CIPs and a path forward with regard to the various elements.

BACKGROUND

In April 2004, Council adopted the Downtown CIP with the primary goal of promoting and encouraging commercial revitalization in the downtown area shown in Schedule “A”, and the ancillary goal of promoting the construction and rehabilitation of residential development, and the conversion of upper floor commercial buildings into residential space. The programs were to run until June 30, 2011.

Downtown CIP

The Downtown CIP contains the following incentive programs:

- Tax Increment Equivalent for Rehabilitation and Redevelopment (TIERR) Grant
  - The TIERR Grant Program provides assistance to owners of lands and buildings who undertake improvements or redevelopment that would result in an increased property assessment. The amount of the assistance provided will depend on the increased assessment as a result of improvements multiplied by the municipal tax rate. The TIERR Grant
Program offers program assistance of 100% of the increase in municipal realty taxes based upon the assessment increase associated with the project for a maximum period of five (5) years. The increase in realty tax is represented by the assessment increase multiplied by the current year’s tax rate.

- **Building and Plumbing Permit Fee Grant**
  - All commercial and residential property owners within the Downtown Improvement Area may apply for a fee waiver equivalent to 100% of the fees paid for building permits and plumbing permits

- **Heritage Sign Grant Program**
  - This program provides a grant to owners or tenants of buildings who construct a "Heritage" sign on their buildings. A grant of $1000 or 50% of the cost of the sign, whichever is lesser, will be paid to the property owner or tenant by the City following submission and review by the Planning Department.

**Brownfields CIP**

The current Brownfields CIP contains the following programs:
- Brownfields Remediation Tax Increment Equivalent Grant (TIEG)
- Environmental Remediation Tax Cancellation Assistance
- Environmental Site Assessment (ESA) Grant (unfunded to date)
- Brownfield Building/Plumbing Permit Fees Grant
- Key Sites Marketing Database

The intent of the Brownfield CIP is to create incentives for the redevelopment of sites suffering from either the perception of, or actual, environmental contamination. By bringing contaminated lands back into productive use, this plan contributes to the City’s wider efforts to regenerate the Downtown, meets the objectives of provincial planning policy that encourages revitalization and intensification through Brownfield redevelopment as well as the policies of the City’s Official Plan. Priority Area 1 of the Brownfield’s CIP is shown on Schedule “A” to this report.

**Program extensions**

In June, 2011, Council supported a motion to extend the programs available under the Downtown CIP and the Brownfields CIP for a period of six (6) months from the date of expiry, being June 30, 2011, putting the expiry of the program to December 30, 2011 while the Plan was reviewed by staff. The Plan was granted another extension to June 30, 2012.
Program cashflow

Table 1 reflects the amount of grants/fee waivers allowed to date and the tax revenue collected from the increased assessment:

Table 1

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Signage Grant</td>
<td>4,682</td>
<td>2,200</td>
<td>6,908</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>13,790</td>
</tr>
<tr>
<td>Downtown/Brownfield Grant</td>
<td>-</td>
<td>-</td>
<td>396</td>
<td>35,524</td>
<td>150,973</td>
<td>175,359</td>
<td>200,424</td>
<td>198,994</td>
<td>771,670</td>
</tr>
<tr>
<td>Building/Plumbing Permit Waiver</td>
<td>9,613</td>
<td>108,910</td>
<td>9,168</td>
<td>8,752</td>
<td>22,831</td>
<td>106,863</td>
<td>249,459</td>
<td>4,085</td>
<td>518,771</td>
</tr>
<tr>
<td><strong>Total CIP Programs</strong></td>
<td>14,295</td>
<td>111,110</td>
<td>16,472</td>
<td>44,315</td>
<td>183,804</td>
<td>282,222</td>
<td>449,883</td>
<td>203,079</td>
<td>1,305,181</td>
</tr>
<tr>
<td>Tax revenue from Increased assessment</td>
<td>-</td>
<td>-</td>
<td>396</td>
<td>35,524</td>
<td>150,973</td>
<td>182,368</td>
<td>211,781</td>
<td>216,034</td>
<td>807,076</td>
</tr>
<tr>
<td>Net Cost/(Revenue) to the City of CIP Programs</td>
<td>14,295</td>
<td>111,110</td>
<td>16,472</td>
<td>44,315</td>
<td>183,804</td>
<td>282,222</td>
<td>449,883</td>
<td>(12,955)</td>
<td>498,105</td>
</tr>
<tr>
<td>Development Charges Fee Waiver</td>
<td>17,045</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>67,678</td>
<td>-</td>
<td>-</td>
<td>84,723</td>
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<tr>
<td><strong>Net Cost/(Revenue) all Programs</strong></td>
<td>31,340</td>
<td>111,110</td>
<td>16,472</td>
<td>44,315</td>
<td>183,804</td>
<td>282,222</td>
<td>517,560</td>
<td>(12,955)</td>
<td>582,628</td>
</tr>
</tbody>
</table>

The Heritage Signage Grant Program, as a component of the Downtown CIP, was funded from 2005 to 2007 only.

Table 2 reflects the assessment increase and related yearly municipal tax from the six (6) properties that have benefitted from the CIP TIERR and/or Brownfield programs to date which is ongoing:

Table 2

**Impact on Assessment**

<table>
<thead>
<tr>
<th></th>
<th>Change in Assessed Value</th>
<th>2011 Tax Rate</th>
<th>Municipal Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>$2,440,145</td>
<td>0.025664336</td>
<td>$62,625</td>
</tr>
<tr>
<td>Residential</td>
<td>$11,379,500</td>
<td>0.013107424</td>
<td>$149,156</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$211,781</td>
</tr>
</tbody>
</table>

The properties included in Table 2: 15 Market Street East, 5 Home Street, 24 Perth Street, 30 Pearl Street West, 14 Courthouse Avenue and 21 Apple Street.

The table illustrates the increase in assessment determined by MPAC and the equivalent municipal taxes paid to the City. Although there is no instant monetary benefit to the taxpayers of the City of Brockville from the Downtown/Brownfield CIP, there will be, in the future, through lower tax rates when the grant to the developers are completed (5-10 years) and the increased assessment base remains.

Other benefits of the plan include job creation for both construction and post-construction when the businesses, where applicable, are operating.
ANALYSIS

Downtown CIP

TIERR Grant

To-date, thirty-two (32) “Registration of Intent” forms have been received in the Planning Department. Of the 32 applications received, fourteen (14) have been closed, thirteen (13) are in progress and five (5) have been completed with monies flowing. Schedule “B” to this report provides a listing of applicants and a summary of the status of each file.

The applications which have been successful involved either major retrofitting or new construction (additions or new building) resulting in an increase to the assessed value of their property thus qualifying for program assistance. Those applications which have been unsuccessful generally involved minor renovations/fit-ups which did not result in a change in assessment.

In terms of the visible success of the program, improvements that have occurred to existing built stock in the form of minor additions, renovations and tenant fit-up have not been significant. Arguably, given the scale of the work done under the program, the smaller projects would likely have been done without program assistance. In addition, in most cases, the work proceeds at such a slow pace that the applicants have to be contacted repeatedly to confirm that they intend to continue to participate in the Downtown CIP. The two major successes to date include The Wedgewood and the Thomas Fuller Building, with Tall Ships Landing on the horizon – all of which boost assessment levels.

Discussions with current and prospective developers have confirmed that the Downtown CIP is attractive and a strong incentive for major redevelopment and new construction. Property owners considering small renovations did not necessarily find the incentives essential to their decision.

Accordingly it is recommended that the TIERR Grant program within Downtown CIP be extended to December 31, 2015 and the eligibility criteria of the program be amended as follows:

- increase the minimum value of the proposed work to a more significant amount, representing a more significant investment and more extensive changes to the building or new construction to Fifty Thousand Dollars ($50,000.00) rather than a minimum construction value of Five Thousand Dollars ($5,000.00) as it presently stands; and proposed work must require new construction or extensive renovations involving a change of use and/or an increase in the gross floor area of the building.
Building and Plumbing Permit Fee Grant

Historically, the City has employed three (3) Inspection Officers to approve building and plumbing permits. In 2008, when a Building Inspector left for other employment, it was decided not to replace the position until the level of construction activity increased. The 2011 budget contained dollars for the hiring of a third Building Inspector as an incremental item, but in an effort to save money the position was not filled. As development increases, specifically Tall Ships Landing, and the requirement for more inspection services increases, there is a need for another Building Inspector. It is estimated that the TSL project alone will require at least 50% of the time of one Building Inspector. The 2012 budget proposed funding for another Inspector for approximately $68,000 per year, the position has been advertised and is expected to be filled soon.

To date, the program has allowed for over $515,000 in fee waivers for Building and Plumbing permits on over 200 properties within the CIP designated area with the majority of the waivers ($417,963) pertaining to three properties that were all new construction, those being projects at 30 Pearl Street West ($9,295), 15 Market Street East ($85,565) and 15 St. Andrew Street ($323,103).

Although the fee waivers were a benefit to the owners of properties with smaller projects, it did not provide an incentive as most of those applicants were unaware of the fee waiver program prior to applying for and obtaining the building or plumbing permit. For larger projects, the cost of building permits in Brockville is approximately 0.25% of the total cost of the project. The reality is that although the incentive to the project is attractive, it is not a deciding factor.

Therefore, it is recommended that the Building and Plumbing Permit Fee Grant program be eliminated in the new Downtown and Brownfields CIP, as recognizing revenue from Building and Plumbing permits will offset the costs of replacing the third Building Inspector and will free up funds to direct to the new programs proposed with this report.

The Building and Plumbing Permit Fee Grant program will remain for any projects where both the Notice of Intent has been received and a funding agreement has been approved by Council as of December 31, 2012. As per the current program, if, after one year from the date of the agreement, a building permit has not been issued, then access to the applicable programs will cease.
Proposed New Programs – Stakeholder Input

DBIA Input

Staff met with the Brenda Clarke, DBIA Executive Director and the DBIA’s Economic Development Committee to discuss the new programs that would provide an incentive for landlords to renovate their buildings.

The Committee suggested that the current Downtown and Brownfield CIP programs continue with the addition of two (2) new programs:

Residential Conversion/Rehabilitation
$15/sq ft of space rehabilitated or created to a max. of $15,000 per unit and a maximum of 2 units per property.

The Grant will be paid to the property owner by the City following submission, review and approval by the Planning Department of the detailed bill as provided by the designer and endorsed by the owner.

Streetscape Grant Program
This program would provide a grant for signs, awnings, painting and other exterior features aimed at the aesthetic of a façade. This grant would be for new or existing signs, awnings or other exterior features. A grant of $1000 or 50% of the cost of the sign, awning or other exterior feature whichever is lesser, will be paid to the property owner or tenant by the City following submission and review by the Planning Department of the detailed bill as provided by the designer and endorsed by the owner or tenant. The program is meant to assist new businesses, stimulate property improvements, increase building visibility, and encourage visual beautification of the downtown area. The Streetscape Grant Program applies to the “downtown core area” as defined in the City’s Sign By-law.

The Committee also suggested that an Advisory Committee be established:

The Advisory Committee would consist of a member from the DBIA Economic Development Committee, a Downtown Brockville Landlord, a representative from the City of Brockville Planning Department and the Economic Development Director and a Council representative.

The CIP Advisory Committee would be formed to periodically review the existing CIP and to ensure that it is being promoted and supported. It would review the current usage and make recommendations, or suggestions to update or alter the program if deemed necessary by the committee.

Heritage Brockville Input

In August, 2011, Paul Bullock, Chairperson of Heritage Brockville made a presentation to the EDP Committee to request a Heritage Property Tax Relief Program. The program would provide tax relief to owners of designated heritage properties in the
targeted area by reducing municipal and education taxes by 30% for three years upon completion of an improvement to the property. The purpose of the program would be to provide a financial tool to help owners maintain and restore their properties for the benefit of the entire community.

Response to suggestions from Stakeholder input

Staff considered the proposals and has suggested modifications that would be based on cost-sharing as opposed to a grant. The DBIA and Heritage Brockville were pleased with the modifications suggested by staff. Staff acknowledges that the proposed programs are important but also that further program development is necessary as it is in its infancy and is seeking Council's endorsement in principle only at this time.

Proposed programs

Residential/Commercial conversion/rehabilitation Program
The goal of this program is to incent building owners in the downtown core to renovate existing space on the upper floors to create new or improved residential and/or commercial space in keeping with the original goals of the Downtown CIP.

Staff considered the proposal from the DBIA and modified the program to be a cost-share program as opposed to a full grant and enlarged the scope to include both residential and commercial space.

Accordingly, the proposed grant would be for improvements to upper stories in Priority Area 1 that will create or improve space for residential and/or commercial use and will provide the property owner with a grant equal to 50% of the costs for space rehabilitated or created up to $20,000 per property subject to the approval of the Planning Department.

It may be appropriate to align this program to focus on affordable housing or additional commercial space in underutilized sites or buildings. Funding for efforts to make upper stories accessible should also be considered.

Façade Grant Program

After researching programs offered in other municipalities, Staff, the DBIA and the Heritage Brockville Committee agreed that a more general program directed at improving downtown properties, and not specifically heritage properties under the direction of Heritage Brockville, may have a more significant impact. The limitation of the proposed program from Heritage Brockville is that it would benefit only properties that are designated Heritage properties and have a Heritage Conservation Easement
registered on the deed – which might deter other applicants and therefore improvements.

Retaining heritage buildings is important and the City recognizes the significant contribution of the owners of such buildings. The City's Official Plan speaks to preserving our cultural heritage resources: "It is the intent of the City to support the conservation of these cultural heritage resources for the benefit of the community."

The goal of this program is to enhance the physical/built environment and visual appearance of the downtown core by supporting and encouraging building maintenance, improvement, repair, and/or rehabilitation by implementing incentives for façade improvements based on a *common theme to be developed*. This program would be available to heritage and non-heritage buildings in the downtown and would incent property owners and tenants by providing financial assistance for street-oriented building façade improvements. The assistance would provide for 50% of the project's eligible costs with a minimum grant of $1,000 and a maximum grant of $10,000 per property or storefront.

Heritage property tax relief targeted to designated properties may be more feasible in the future should additional designated properties become subject of conservation easements or agreements. Currently, very few properties in Brockville have this status.

**Brownfields CIP**

To-date four (4) "Registration of Intent" forms have been received in the Planning Department for CIP Brownfields only and eight (8) for blended CIP Downtown and CIP Brownfields. *Schedule “C” and Schedule “D”,* respectively, to this report provide a listing of applicants and a summary of the status of each file.

With the exception of one application which was closed due to a sale of the property, and replacement with a new application under a new Owner, all applications have been successful or have strong indications that the Applicant is working towards completing the program.

In terms of the visible success of the program, significant improvements have occurred in the form of redevelopment of underutilized and long term vacant lands. Although the projects may have proceeded without funding under the program, discussions with current and prospective developers and property owners has confirmed that the Brownfields CIP is a key incentive to development of the various sites. Unlike the Downtown CIP program, developments utilizing the Brownfields program, once started have proceeded or are proceeding at a reasonable speed.

The successful element of the program, on which continuation of the program should be recommended, involves encouraging on-going redevelopment of vacant and vacant/Brownfield sites within Priority Area 1 and on sites beyond the priority area which
would be considered on a case-by-case basis. Staff states that there are currently six key properties in development that would access the Brownfield program – all of which will commit foregone taxes for many years. There are currently three properties where remediation has been completed and funding agreements are still being finalized. Payments will flow once building has been completed and reassessment has occurred.

Accordingly it is recommended that the CIP Brownfields Grant Program be extended to December 31, 2015 with one amendment to eliminate the Building/Plumbing fee waiver.

**Development Charges**

To date, $84,723 in Development Charges have been waived and the City has been responsible for funding the equivalent of waived fees into the Growth Management, Transportation Services and Environmental Services Reserve Funds.

Currently, there are no Development Charges for new developments as the by-law expired. Council has deferred the matter to the F.A.O. meeting in December 2012 as a Development Charge study must be completed prior to passing a new by-law to impose the fees.

**Boundaries**

The current boundaries for all CIP areas shall remain the same as it is prudent to retain the original priority areas until more of the goals of the program have been met.

**POLICY IMPLICATIONS**

Through the Community Strategic Plan, Official Plan and the Downtown & Waterfront & Urban Design Strategy, the City of Brockville is committed to taking a leadership role to continue to promote a high quality of life in the downtown and waterfront as a strategy to protect the sense of place, promote its way of life and ensure economic vitality.

The proposed revisions to the Downtown CIP and extension of both CIPs along with the promotion of the Plans are intended to encourage development and redevelopment in Brockville, moving toward greater sustainability. The Draft Sustainability Plan captures the essence of the CIP programs goals: "Fundamentally, sustainability is about improving the quality of life and natural environment, while fostering economic development and wisely using and managing non-renewable resources."

While there may be some impacts to projects that involve "extensive renovations" from a new Provincial Policy for The Accessibility Standard for the Built Environment that will help remove barriers in buildings and outdoor spaces for people with disabilities, the implications are currently unknown. The standard, as drafted, applies to new construction and extensive renovation, which is yet to be defined. Work continues on this standard and no date has been communicated regarding its passing into law.
FINANCIAL CONSIDERATIONS

Program offerings have helped to incent $56,065,264 of private investment in the targeted areas to date.

Historically, the financial implications of the CIP program have been presented to Council during budget presentations. It is recommended that in the future, Council receive a full report on the results of the programs prior to budget presentations. Staff will meet with the DBIA Economic Development Committee and the Heritage Brockville Committee to provide both committees with a summary of the applications for the programs and receive feedback.

The data will also be included in the yearly Key Performance Indicators report.

The following table reflects the history of amounts budgeted for all CIPs.

Table 3

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>Total</th>
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<tbody>
<tr>
<td>Heritage Signage Grant</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>TIERR/Brownfield Grant</td>
<td>5,000</td>
<td>5,000</td>
<td>10,000</td>
<td>164,597</td>
<td>192,721</td>
<td>184,889</td>
<td>178,520</td>
<td>201,071</td>
<td>941,798</td>
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<tr>
<td>Building/Plumbing Permit Waiver</td>
<td>5,000</td>
<td>5,000</td>
<td>82,500</td>
<td>82,500</td>
<td>82,500</td>
<td>82,500</td>
<td>157,500</td>
<td>150,000</td>
<td>647,500</td>
</tr>
</tbody>
</table>

Staff will present proposed budgets for the CIP grants and fee waivers to Council each year during the review of the Planning Department’s budget. Offsetting revenue from increases in assessment is taken into account when budgeting for Supplementary Tax revenue within the Corporate Finance budget. Once properties have been assessed, the increased assessment is factored into the tax rate calculation resulting in a lower tax rate for all classes.
Budget forecast for Proposed Downtown and Brownfield CIP

<table>
<thead>
<tr>
<th>Table 4</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIERR/Brownfield Grant *</td>
<td>774,907</td>
<td>1,180,246</td>
<td>1,285,310</td>
<td>3,240,463</td>
</tr>
<tr>
<td>Building/Plumbing Permit Waiver</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>300,000</td>
</tr>
<tr>
<td>Façade Grant Program</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>90,000</td>
</tr>
<tr>
<td>Residential/Office Conversion</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>60,000</td>
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<tr>
<td>Total Estimated Costs of CIP Programs</td>
<td>924,907</td>
<td>1,330,246</td>
<td>1,435,310</td>
<td>3,690,463</td>
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<tr>
<td>Tax revenue from increased assessment</td>
<td>850,211</td>
<td>1,375,917</td>
<td>1,519,753</td>
<td>3,745,881</td>
</tr>
<tr>
<td>Net cost/(revenue) to the City of CIP Programs</td>
<td>74,696</td>
<td>(45,671)</td>
<td>(84,443)</td>
<td>(55,418)</td>
</tr>
</tbody>
</table>

*Estimates include payments for properties where there are signed agreements or where signed agreements are anticipated before December 31, 2012.

If the recommendations of this report are accepted, the Building/Plumbing Permit Fee waiver will continue for properties grandfathered under the current plan.

It is anticipated that vacancy rebates through reduced tax rates for vacant properties will decrease as commercial space becomes occupied.

CONCLUSION

The original goals and benefits of the CIP programs were to promote regeneration and development through projects such as:

- Infill developments on vacant and/or contaminated lots
- Upper-storey residential or office conversion
- Façade and building repairs and restoration, and
- Renovations and building additions

To assess the effectiveness of the City's CIP program, staff sought advice from the Consultants from MMM Group and IBI Group as well as the Ministry of Municipal Affairs and Housing to determine what factors should be considered. Those factors included creating an inventory of applicants, funding supplied and private leverage achieved as well as feedback from stakeholders.

Staff consulted the DBIA, Chamber of Commerce, and Heritage Brockville regarding ways to improve the current plan. The result is the introduction of two new programs to address upper-storey residential or office conversion and improve façades in the downtown core. These would be consistent with recommended programs in the draft Sustainability Plan. Other incentive programs suggested in the Draft Sustainability Plan
focussing on other matters such as Energy Efficiency and Building Code Compliance Retrofits, Sustainable Innovation and Landscape Improvements studies may be considered in future CIP programs after the Sustainability Plan is adopted by Council.

Extending the programs will also give investors and developers more time to arrange financing to make up for the many months that were lost for many developers and investors due to the 2008 recession. The proposed extension to December 31, 2015 will allow the new Council elected in 2014 to reflect on the program prior to making any changes.

The investment made by the City to incent improvements is indicative that the programs were well received. The success of the programs can be judged by the amount of private funding leveraged (shown on Schedules B-D) by the use of public funds. The increase in the assessment base from new construction or building improvements will benefit all ratepayers.

M. Maureen Pascoe Merkley
Director of Planning

Bob Casselman
City Manager

J. Fauteux
Planner I

D. Cyr
Director of Finance

L. White
Manager of Strategic Initiatives
Amendments to:

COMMUNITY IMPROVEMENT PLAN FOR DOWNTOWN BROCKVILLE

Add a new section 7.4 façade Improvement Program to read as follows:

"7.4 FAÇADE IMPROVEMENT PROGRAM

This Program will provide a grant to owners or tenants of building who undertake restoration and/or rehabilitation of Program Area buildings in a fashion consistent with the original design or with the City’s Urban Design Guidelines and the requirements of the Ontario Building Code.

The façade grant program offers a grant of up to 50% of the total cost of façade improvements where a project has a value of more than $1,000.00. Said grants being not more than $10,000.00 per annum, per property, per façade.

All residential and commercial property located within Priority Area No. 1 of the Community Improvement Project Area will be the target of this program."

Add a new Schedule B-4 to read as follows:

"SCHEDULE B-4

FAÇADE IMPROVEMENT PROGRAM"
Background

This document describes the criteria to select eligible projects for Program assistance under the Façade Improvement Program in Priority Area No. 1 indicated under the Community Improvement Plan.

The Façade Improvement Program is designed to encourage restoration and rehabilitation of Program Area buildings in a fashion consistent with the original design or with the City’s Urban Design Guidelines and with the requirements of the Ontario Building Code and other applicable legislation.

Target Area

All owners and tenants of commercial and mixed commercial/residential buildings located within Priority Area No. 1 (see Schedule A) of the Community Improvement Project Area will be the target of this program. These boundaries are set by the Community Improvement Plan, which establishes a framework for the City's support and implementation of programs to encourage redevelopment and revitalization in the downtown core area.

Eligibility

All owners and tenants of commercial, residential and mixed commercial/residential buildings located within Priority Area No. 1 of the Community Improvement Project Area will be eligible to participate in the Façade Improvement Program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement, independent of the City, stipulating the arrangement of the grant receipt and work to be done, independent of the City, and a copy of which shall be provided to the City.

To receive payment under this program, a Commitment and Grant Agreement must be signed with the City. The eligible owner must enter into the Commitment and Grant Agreement but, in the case of a tenant undertaking the work, the eligible owner may elect to have the grant paid to an assignee, to be specified in the Commitment and Grant Agreement.
Facade Improvement Program

Program Description

The program provides for program assistance to property owners or tenants who undertake a project, with a minimum overall project cost of $1,000.00 and a maximum grant of $10,000.00 per property, except for corner properties which may be eligible to receive a grant of up to 50% of eligible costs to a maximum of $20,000.00. The eligible work must improve the façade, or part thereof, of a building in the Priority Area 1 through restoration, repair or replacement of various elements of the façade.

The Façade Improvement Program is time limited. Applications will be received between February 1\textsuperscript{st} and May 31\textsuperscript{st} of each year. Grants will be awarded by June 30\textsuperscript{th} of each year based on funding allowed. If the total grant request exceeds the funds allowed, grants will be awarded based on a point system. Applicants who did not receive the grant can reapply in future years.

Municipal taxes for the subject property must not be in arrears.

The number of front façades eligible for grant purposes is based on the number of “distinct façades”. If this number is in question, the final decision will be made by the Chief Planning Officer.

Specific examples of eligible works include, but are not limited to:

- materials, labour, equipment, and architectural/ engineering/design/ professional fees directly associated with the façade improvements and which lead to undertaking and completion of such work within the same calendar year (Note: Sweat equity is not eligible);
- restoration or repointing of façade masonry, stonework, brickwork, and/or wood and metal cladding;
- repainting or cleaning of the façade, in whole or part;
- restoration or repointing of façade masonry, stonework, brickwork, and/or wood and metal cladding;
- restoration, repair or replacement of original cornices, eaves, parapets, decorative details, date labels, building name and other architectural features visible of the façade;
- restoration, repair or replacement of façade windows and/or street level exterior doors;
- restoration of the original heritage façade appearance;
- restoration of the original storefront glazing, including upper decorative glazing;
- restoration, repair or replacement of retractable awnings on the façade, where consistent with the original building design;
- restoration, repair or installation of façade exterior lighting; and
- other similar restoration, repair or improvements to the building’s exterior façade as may be approved by the City’s Chief Planning Officer.
Examples of ineligible works include, but are not limited to, the following:

- painting brick or stone;
- stucco or other overlays which serve to obscure original façade treatments;
- fixed awnings, canopies or fascia work which obscure architectural features, in whole or in part; and
- signage.

IMPORTANT NOTES:

For designated buildings, substitution of original materials with a modern replication of the original finish may be considered subject to approval by Heritage Brockville and the Planning Department. Where such substitution of materials is proposed, supporting documentation in terms of compliance with applicable legislation (e.g. OBC, TSSA, CSA, MOE, ESA, ULC, etc.) and heritage support is required to be submitted for assessment.

The City, at its sole discretion, will select eligible projects based on the criteria in this document, including budget availability, and other applicable policy and recommendations. The City is not obligated to fund any project. Precedent will not influence the City's decision.

Funding will awarded based on the following point system in the event that requests for funding exceeds the funds allowed. The applicant with the highest point total will receive the highest priority.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Yes - 5 points</td>
</tr>
<tr>
<td>Prior Applicant</td>
<td>Yes - 0 points</td>
</tr>
<tr>
<td>Accessibility Improvements</td>
<td>Yes - 5 points</td>
</tr>
<tr>
<td>Date of Application</td>
<td>Oldest - 5 points</td>
</tr>
<tr>
<td>Receiving other funding</td>
<td>See below</td>
</tr>
<tr>
<td>Receiving other funding?</td>
<td>Over 50% of total project</td>
</tr>
<tr>
<td></td>
<td>0 points</td>
</tr>
<tr>
<td></td>
<td>Between 40% - 49.9% of total project</td>
</tr>
<tr>
<td></td>
<td>Between 30% - 39.9% of total project</td>
</tr>
<tr>
<td></td>
<td>Between 20% - 29.9% of total project</td>
</tr>
<tr>
<td></td>
<td>Between 10% - 19.9% of total project</td>
</tr>
<tr>
<td></td>
<td>Less than 10%</td>
</tr>
<tr>
<td></td>
<td>5 points</td>
</tr>
</tbody>
</table>
Implementation

The owner or tenant must register a Registration of Intent for the Program within the prescribed time period of the Plan (February 1st to May 31st of each year).

Program assistance under the Façade Improvement Program does not apply retroactively. Applications must be approved prior to the start of any proposed work or they will be ineligible for funding under the Façade Improvement Program.

A "Registration of Intent" cannot be accepted for any work which has already been completed.

Only one (1) "Registration of Intent" may be submitted per annum, per building.

An owner or tenant can participate in the Façade Improvement Program in successive years but shall not be considered for program assistance more than once per annum.

The total amount of the grant shall not exceed 50% of the project’s eligible costs or $10,000.00 per building face, except for corner and laneway properties which shall be eligible to receive a grant of up to $20,000.00 (maximum $10,000 per building face) per building where both building faces are the subject of the program in the same application year.

Façade Improvement Grants will be dispersed in a single lump sum on:

- submission and approval of eligible costs based on paid invoices, as identified in the Commitment and Grant Agreement; and
- final inspection where a Building Permit has been issued or where no building permit is required, when said work has been inspected and found to be acceptable to the City.

Where the work does require a Building Permit, all such work shall be completed within one (1) year of the date of issuance of a building permit.

Where the work does not require a Building Permit, all such work shall be completed within one (1) year of the date of execution of the Commitment and Grant Agreement.
Façade Improvement Program

Application Process

1. The owner or tenant signs a "Registration of Intent" form indicating the owner's or tenant's intent in participating in the Façade Improvement Program.

The "Registration of Intent" will contain the following information:

- the name, address, phone number and e-mail of the owner;
- the name, address, phone number and e-mail of the tenant, if applicable;
- the municipal address of the subject property;
- the legal description of the subject property, including the current Property Identification Number (PIN);
- the full assessment roll number of the subject property;
- photograph of existing façade;
- identification of the source and amount of assistance from other programs directly related to the façade work;
- Detailed drawings or renderings acceptable to the City's Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
  - building materials to be used and where they will be used;
  - exterior colour(s) and location of said colours;
  - exterior lighting and details of location(s) and fixture type(s);
  - architectural detailing;
  - door and window style and detailing;
  - awning type.
- the owner's signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.
- For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP programs, completion of a "Registration of Intent" under those Plans will be deemed to meet the registration requirements under this Plan.

2. The City, in consultation with Heritage Brockville, review the proposed project on its merits and will approve, or otherwise, program assistance in principle.
Façade Improvement Program

Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City’s Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

Conditions of the Façade Improvement Grant Program

The Commitment and Grant Agreement will state the conditions of the Façade Improvement Program, which are as follows:

1. The restoration, repair or replacement of the building façade of the building must be consistent with City’s design guidelines and the original architectural design.

2. a) The Building Permit must have a minimum construction value of $2,000 in order for project to qualify.

    b) Where a Building Permit is NOT required, the work must have a minimum construction value of $2,000 in order for the project to qualify.

3. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or $10,000.00, whichever is the lesser.

4. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the Façade Improvement Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is funded under this Program.
5. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant shall be repayable to the City reduced on a prorated basis.

6. The Façade Improvement Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.

7. Participants of the Façade Improvement Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.

8. The subject property shall not be in a position of municipal tax arrears.

9. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.

10. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City.

11. An owner or tenant can participate in the Façade Improvement Program in successive years but shall not be considered for program assistance more than once per annum.

12. The Commitment and Grant Agreement is transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be in default and cancelled immediately.

13. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.

14. Construction must be completed within one (1) year after the date of issuance of the building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion.
Façade Improvement Program

15. The date of commencement of the work will be specified in the municipal by-law which sets out the basis for application of this program to a specific property.

16. The Façade Improvement Program is not retroactive. Any construction commenced before execution and approval of a Commitment and Grant Agreement is issued by the City is ineligible for the program.

17. All conditions of this program shall be met for the program assistance to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.

18. Funds shall only be advanced on a 50/50 prorate basis to a maximum of $20,000 following verification by the City Treasurer that invoices have been paid for any and all eligible costs.
Amendments to:

COMMUNITY IMPROVEMENT PLAN FOR DOWNTOWN BROCKVILLE

Add a new section 7.5 Residential or Commercial Conversion/Rehabilitation Grant Program to read as follows:

"7.5 RESIDENTIAL AND/OR COMMERCIAL CONVERSION/REHABILITATION (RCCR) GRANT PROGRAM

This Program will provide a grant to owners or tenants of buildings who choose to upgrade existing space on upper floors to create new or improved residential and/or commercial space in keeping with the original goals of the Downtown CIP.

The Residential or Commercial Conversion/Rehabilitation Grant Program will provide the property owner or tenant with a grant equal to 50% of the costs for space converted or rehabilitated up to $20,000 per property subject to the approval of the Planning Department.

All commercial property located within Priority Area No. 1 of the Community Improvement Project Area will be the target of this program."

Add a new Schedule B-5 to read as follows:

"SCHEDULE B-5

RESIDENTIAL OR COMMERCIAL CONVERSION/REHABILITATION GRANT PROGRAM"
SCHEDULE B-5

RESIDENTIAL OR COMMERCIAL
CONVERSION/REHABILTIATION PROGRAM

Background

This document describes the criteria to select eligible projects for Program Assistance under the Residential or Commercial Conversion/Rehabilitation Program in the Priority Area No. 1 of Schedule A indicated under the Community Improvement Plan.

The Residential or Commercial Conversion/Rehabilitation Program is designed to provide an incentive to building owners or tenants to make improvements to the upper floors of residential or commercial properties in Program Area.

Target Area

All owners and tenants of commercial, residential and mixed commercial/residential buildings with upper stories located within Priority Area No. 1 (see Schedule A of Downtown CIP) of the Community Improvement Project Area will be the target of this program. These boundaries are set by the Community Improvement Plan, which establishes a framework for the City's support and implementation of programs to encourage re-development and revitalization in the downtown core area.

Eligibility

All owners and tenants (with the permission of the building owner) of commercial and mixed commercial/residential buildings located within Priority Area No. 1 of the Community Improvement Project Area will be eligible to participate in the Residential or Commercial Conversion/Rehabilitation Program.

If the tenant would like to undertake work, the owner and tenant must enter into an agreement, independent of the City, stipulating the arrangement of the grant receipt and work to be done, and a copy of which shall be provided to the City.

To receive payment under this program, a Commitment and Grant Agreement must be signed with the City. The eligible owner must enter into the Commitment and Grant Agreement but, in the case of a tenant undertaking the work, the eligible owner may elect to have the grant paid to an assignee, to be specified in the Commitment and Grant Agreement.
Program Description

The program provides for assistance to property owners or tenants, who undertake a project, with a grant equal to 50% of the costs for space created or rehabilitated up to a maximum $20,000 per property.

The following types of projects are considered eligible for the Residential or Commercial Conversion/Rehabilitation component of the Grant under this program:

i) Renovations to existing residential or commercial units on upper stories to bring these units into compliance with the Ontario Building Code, Property Standards By-law and the Fire Code; or

ii) Renovation to existing residential or commercial space on upper stories to improve the general condition of the unit(s); or

iii) Conversion of existing vacant residential space on upper floors where one or more commercial units are created; or

iv) Conversion of existing vacant commercial space on upper floors where one or more residential units are created.

v) Conversion of existing residential and/or commercial space on upper floors to create a mix of commercial or residential units.

The RCCR Grant Program is time limited. Applications will be received between February 1st and May 31st of each year. Grants will be awarded by June 30th of each year based on funding allowed. If the total grant request exceeds the funds allowed, grants will be awarded based on a point system. Applicants who did not receive the grant can reapply in future years.

Municipal taxes for the subject property must not be in arrears.

Specific examples of eligible works include, but are not limited to:

- materials, labour, equipment, and architectural, engineering design professional fees directly associated with the conversion or improvements and which lead to undertaking and completion of such work with the same calendar year (Note: Sweat equity is not eligible);
- painting, new flooring, new built-in lighting, new kitchens, new bathrooms, new windows* and new HVAC;
- non-removable chattels including built-in appliances
- fire alarms
- Windows are eligible provided the same windows have not been funded through the Façade Improvement Grant or any other grant program.
Examples of *ineligible* works include, but are not limited to, the following:

Furnishings
Security systems
“Sweat equity” labour

**IMPORTANT NOTES:**

The City, at its sole discretion, will select eligible projects based on the criteria in this document, including budget availability, and other applicable policy. The City is not obligated to fund any project. Precedent will not influence the City’s decision.

Funding will be awarded based on the following point system, in the event that requests for funding exceeds the funds allowed. The applicant with the highest point total will receive the highest priority.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Yes - 5 points</td>
</tr>
<tr>
<td>Prior Applicant</td>
<td>Yes - 0 points</td>
</tr>
<tr>
<td>Accessibility Improvements</td>
<td>Yes - 5 points</td>
</tr>
<tr>
<td>Date of Application</td>
<td>Oldest - 5 points</td>
</tr>
<tr>
<td>Receiving other funding</td>
<td>See below</td>
</tr>
</tbody>
</table>

**Receiving other funding?**

<table>
<thead>
<tr>
<th>% of total project</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 50% of total project</td>
<td>0 points</td>
</tr>
<tr>
<td>Between 40% - 49.9% of total project</td>
<td>1 points</td>
</tr>
<tr>
<td>Between 30% - 39.9% of total project</td>
<td>2 points</td>
</tr>
<tr>
<td>Between 20% - 29.9% of total project</td>
<td>3 points</td>
</tr>
<tr>
<td>Between 10% - 19.9% of total project</td>
<td>4 points</td>
</tr>
<tr>
<td>Less than 10%</td>
<td>5 points</td>
</tr>
</tbody>
</table>
Residential or Commercial Conversion/Rehabilitation Program

Implementation

The owner or tenant must register a Registration of Intent for the Program within the prescribed time period of the Plan (February 1st to May 31st of each year).

Program assistance does not apply retroactively. Applications must be approved prior to the start of any proposed work or they will be ineligible for funding.

An application form will not be accepted for any work which has already been completed.

Only one (1) “Register of Intent” may be submitted per annum, per building.

An owner or tenant can participate in the Program in successive years but shall not be considered for program assistance more than once per annum.

The total amount of the yearly grant shall not exceed 50% of the project’s eligible costs or $20,000.00 per building.

Grants will be dispersed in a single lump sum on:

- submission and approval of eligible costs based on paid invoices, as identified in the Commitment and Grant Agreement; and
- final inspection where a Building Permit has been issued or where no building permit is required, when said work has been inspected and found to be acceptable to the City.

Where the work does require a Building Permit, all such work shall be completed within one (1) year of the date of issuance of a building permit.

Where the work does not require a Building Permit, all such work shall be completed within one (1) year of the date of execution of the Commitment and Grant Agreement.
Application Process

1. The owner or tenant completes an application form indicating the owner’s or tenant’s intent in participating in the Program.

   The application form will contain the following information:
   
   • the name, address, phone number and e-mail of the owner;
   
   • the name, address, phone number and e-mail of the tenant, if applicable;
   
   • the municipal address of the subject property;
   
   • the legal description of the subject property, including the current Property Identification Number (PIN);
   
   • the full assessment roll number of the subject property;
   
   • photographs of existing interior;
   
   • identification of the source and amount of assistance from other programs directly related to the work;
   
   • Detailed drawings or renderings acceptable to the City’s Planning Department drawn to scale, illustrating the nature, extent, location and appearance of the work to be undertaken. Such renderings will show, where applicable:
      
      - all interior modifications to be undertaken
   
   • the owner’s signature, and where a tenant is undertaking the work, the tenant(s) signature and authorization from the owner for the tenant to undertake the work.
   
   • For projects located in Priority Area 1 which are also eligible for assistance under other Downtown CIP and/or Brownfields CIP Program, completion of a “Registration of Intent” under those Plans will be deemed to meet the registration requirements under this Plan.

2. The City reviews the proposed project on its merits and will approve, or otherwise, program assistance in principle.

   Following successful review, the City will produce a Commitment and Grant Agreement documenting the anticipated Program Assistance, including identification of assistance.
of assistance from other programs as may be relevant, and obligations on the part of both the owner and the City. The Commitment and Grant Agreement represents a site specific funding agreement which will be implemented once the work is completed in full to the satisfaction of the City.

In order for a project to qualify, the proposed project must be in compliance with the City's Zoning By-law, Official Plan, the Ontario Building Code, and any applicable design guidelines established by the City.

3. On completion of the project, if the work complies with all applicable program guidelines established by the City (including verification of eligible costs), the owner and the City will implement the Commitment and Grant Agreement. At that time, the Commitment and Grant Agreement will stipulate the amount of the grant, the method used to calculate the grant and the anticipated delivery date of the grant. The grant will only be paid following confirmation that taxes owing each year specified in the Commitment and Grant Agreement have been paid in full.

**Conditions of the Residential or Commercial Conversion/Rehabilitation Grant Program**

The Commitment and Grant Agreement will state the conditions of the Residential or Commercial/Rehabilitation Grant Program, which are as follows:

1. a) The Building Permit must have a minimum construction value of $2,000 in order for the project to qualify.

   b) Where a Building Permit is NOT required, the work must have a minimum value of $2,000 in order for the project to qualify.

2. The total amount of the grant shall not exceed 50% of the eligible costs specified under this Program or $20,000.00, whichever is the lesser.

3. Subject to the adoption by the City of a demolition control by-law, issuance of a Demolition Permit for a property which has participated in the RCCR Grant Program is at the discretion of the City for a five (5) year period following execution of the Commitment and Grant Agreement by the City. Furthermore, compliance with the Ontario Heritage Act will be required respecting any designated building which is the subject of this Program.

4. If the property is demolished, in whole or in part, before the expiration of the five (5) year period following execution of the Commitment and Grant Agreement by the City, the grant shall be repayable to the City reduced on a prorated basis.
5. The Residential or Commercial Conversion/Rehabilitation Program will be available to owners and tenants of properties, or their assigns. The Commitment and Grant Agreement to provide assistance may be with either the registered owner or a tenant of the property with the consent of the owner. The Commitment and Grant Agreement may provide for the grant to be paid to an assignee of the owner, as required.

6. Participants of the Residential or Commercial Conversion/Rehabilitation Program are eligible to apply to any other financial program applicable to Priority Area 1 of the Community Improvement Project Area. All program assistance provided under this Plan in respect of sites which are also eligible for financial assistance under the City of Brockville Downtown CIP and/or the Brownfields CIP must be in accordance with the provisions of the respective Plan(s) with respect to joint access to financial assistance under the Plans.

7. The subject property shall not be in a position of municipal tax arrears.

8. Outstanding work orders on the property must be completed by the time of completion of the project. If they are not, program assistance will be withheld.

9. Improvements made to any buildings will be in accordance with the Ontario Building Code, all applicable zoning requirements, and any applicable design guidelines, as established by the City.

10. An owner or tenant can participate in the Residential or Commercial Conversion/Rehabilitation Program in successive years but shall not be considered for program assistance more than once per annum.

11. The Commitment and Grant Agreement is not transferable. Should a subject property be sold before program assistance is issued, said Commitment and Grant Agreement will be cancelled immediately.

12. The Commitment and Grant Agreement can be registered on title, at the discretion and cost of the owner, to serve as notice to future purchasers or potential property interests.

13. Construction must be completed within one (1) year after the date of issuance of the building permit or where a Building Permit is not required, within one (1) year after the date of execution of the Commitment and Grant Agreement. Extensions may be accepted by the Chief Planning Officer at its sole discretion.
14. The date of commencement of the work will be specified in the municipal by-law which sets out the basis for application of this program to a specific property.

15. The Residential or Commercial Conversion/Rehabilitation Program is not retroactive. Any construction commenced before execution and approval of a Commitment and Grant Agreement is issued by the City is ineligible for the program.

16. All conditions of this program shall be met for the program assistance to be received. Final decisions on applications and allocation of funds have been delegated to the City Treasurer. The applicant, however, is afforded an opportunity to appeal the decision of the City Treasurer to Council through the appropriate Standing Committee.

17. Funds shall only be advanced on a 50/50 prorate basis to a maximum of $20,000 following verification by the City Treasurer that invoices have been paid for any and all eligible costs.
Roll Call

Committee Members:
Councillor D. Beatty, Chair
Councillor J. Earle
Councillor D. LeSueur
Councillor M. McFall

Absent:
Councillor J. Fullarton
Mayor D. Henderson, Ex-Officio

Others:
Councillor T. Blanchard

Staff:
Ms. V. Baker, Clerk's Secretary (Recording Secretary)
Mr. C. Cosgrove, Director of Operations
Ms. D. Cyr, Director of Finance
Ms. V. Harvey, Supervisor, Transportation Services
Ms. M. Pascoe Merkley, Director of Planning

Others:
Mr. R. Zajac, Recorder & Times

The Chair called the meeting to order at 4:23 p.m.

DISCLOSURE OF INTEREST

Nil.
DELEGATION(S) AND PRESENTATION(S)

1. Mr. Alan Medcalf, Chair
   Brockville Cycling Advisory Committee

   Moved by: Councillor LeSueur

   THAT correspondence from the Brockville Cycling Advisory Committee be received and referred to staff in preparation of the 2013 Capital Budget.

   CARRIED

   Mr. Medcalf addressed the Committee concerning the Planning and Implementing Active Transportation In Ontario Communities.

   Councillor McFall inquired what the effectiveness of this Active Transportation Plan would have if the Transportation Study was not completed. Mr. Cosgrove stated that if two separate studies are done there would be overlapping of some facets.

   Councillor McFall inquired as to whether the parking reserve fund would be the appropriate source to fund bicycle parking facilities. Ms. Pascoe Merkley stated that the City Clerk, Sandra Seale would be able to provide this information.

2. Ms Rose Lalonde, Chair and Mr. Eric Wang, Brockville and Area Community Foundation

   Ms. Lalonde updated the Committee regarding the City of Brockville Legacy Endowment Fund.

STAFF REPORTS

1. 2012-135-08
   Airport Hangar Development
   Brian Williams, Chair; Brockville Airport Commission

   Moved by: Councillor LeSueur

   THAT Council supports the Brockville Flying Club's submission of application(s) for funding for construction of a hangar development.

   CARRIED
Mr. Williams, Chair, Brockville Airport Commission and Mr. Quantz of DJQ Consulting Limited spoke to the report.

Councillor LeSueur asked for the total projected cost of the project. Mr. Quantz explained that it was a three phase project and the cost of phase one is $302,000. Phase one will include resurfacing of the apron and taxiway, and construction of two hangars.

Councillor LeSueur asked what would be included in phases two and three. Mr. Quantz stated that phase two would include fencing, 500 feet each side of runway is to be asphalted, and lighting. Phase three is to include replacement of Malsf (multi approach lights flashing).

Councillor McFall asked what funding agencies would be contacted. Mr. Quantz stated that it is a broad base which includes Canada, the United States and international.

Councillor Blanchard asked if there would be money borrowed to complete this project. Mr. Quantz stated that there would be no borrowed monies and that nothing would go forward until all monies were in place.

2. 2012-136-08
Pilot Garden Brockville Community Garden Network

Moved by: Councillor LeSueur

THAT the City of Brockville agree to partner with the Brockville Community Garden Network by providing space for a garden at the Gord Watts Municipal Centre.

CARRIED

Mr. Cosgrove spoke to the report.

Mr. Hugh Campbell and Mr. Frank Rockett were in attendance to answer questions.

Councillor Earle asked why people did not have their own gardens on their own property. Mr. Rockett explained that not everyone has the space. Mr. Rockett also explained that some have never gardened in the past and would get experience and may in the near future have a garden on their own property.

Councillor McFall asked if there is any success in these types of gardens. Mr. Campbell stated that in Ottawa in 2010 there were 30 gardens and in 2011 there are 37 gardens.
3. 2012-133-08
Modifications to the Red Bus Route

Moved by: Councillor Earle

THAT the Conventional Transit Red Bus route be modified to travel north on Centre Street and east on Brock Street.

CARRIED

4. 2012-134-08
Request for No Parking on South Side of Hislop Avenue

Moved by: Councillor McFall

THAT parking be prohibited on the south side of Hislop avenue from Park Street to Pacific Avenue; and

THAT Schedule “1” Subsection 72 of By-law 119-89 is amended accordingly.

CARRIED

5. 2012-137-08
Community Infrastructure Improvement Fund Memorial Centre Rehabilitation

Moved by: Councillor McFall

CARRIED

Mr. Cosgrove spoke to the report and stated that the City should take advantage of this funding from the province.

Councillor Beatty asked where the City’s portion would generate from. Mr. Cosgrove stated that it would come from the capital budget.
6. 2012-132-08
Statistical Comparisons of 2012 Tax Rates

Moved by: Councillor McFall

THAT the statistical comparison of 2012 Tax Rates be received (Attachment 1 to Report 2012-132-08) for information purposes.

CARRIED

Councillor Blanchard expressed concern with the value of the comparison of tax rates when other costs such as sewer and water rates are not factored in.

7. 2012-139-08
Ontario Regulation 284/09
Budget Matters-Expenses

Moved by: Councillor McFall

THAT Council receive this information report as it pertains to Ontario Regulation 284/09 Budget Matters-Expenses.

CARRIED

Ms. Cyr spoke to the report.

8. 2012-140-08
2012 City Debenture Issue

Moved by: Councillor Earle

THAT Staff be authorized to submit an application to the Infrastructure Ontario loan program through the auspices of the Ontario Infrastructure and Lands Corporation Act, 2011 (OILC) for the 2012 Capital Projects; and

THAT Council authorize the Mayor and director of Finance to enter into agreements with the OILC to provide such financing for the 2012 Capital Budget projects that are approved for loans under the lending program guidelines; and
THAT in the event that some projects do not qualify, staff be directed to bring back a report to Council detailing alternate means of financing those projects.

CARRIED

9. 2012-141-08
Capital Projects Surplus and/or Deficit Balance

Moved by: Councillor Earle

THAT Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2011, in the net surplus amount of $691,114.14. [Attachment 1 to Report # 2012-141-08]; and

THAT the net surplus of $691,114.14 be allocated as follows:

<table>
<thead>
<tr>
<th>Source of Surplus</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus from Wastewater Funded projects to Wastewater Fund</td>
<td>$387,879.33</td>
</tr>
<tr>
<td>Surplus from Water Funded projects to Water Fund</td>
<td>$218,265.84</td>
</tr>
<tr>
<td>Surplus from the Parkland Equipment project to Parkland Equipment Reserve Fund</td>
<td>$30,308.05</td>
</tr>
<tr>
<td>Surplus from the Fleet project to Fleet Equipment Reserve Fund</td>
<td>$54,660.92</td>
</tr>
</tbody>
</table>

Funding from the following Capital Projects:

- BMAAC (funding of BMMP projects and PEMP projects) $19,713.07
- 2010 Minor Capital $9,011.52
- Transportation Planning Study $2,353.24
- King Street Reconstruction $123,972.61
- Louis Street Reconstruction $6,147.65
- Roads & Bridges Subsidy Funds $5,742.91
- Water Service Upgrades $10,571.93
- Building Canada Fund - Intake 2 $1,823.40
- Project Encore (Funding of Theatre Manager) $56,267.06
- Fulford Fountain $1,929.07
- HVAC system at BAC $213.90
- Island Environmental Assessment $4,858.24
- RinC - Youth Arena $10,794.83
Funding to the following Capital Projects:

- BMAAC - PEMP: (11,820.41)
- BMMP: (7,892.66)
- ACPM program: (15,439.37)
- George St. reconstruction: (106,167.67)
- Jessie St. reconstruction: (14,256.13)
- Energy Efficient Streetlights: (12,832.13)
- RinC - Memorial Centre: (13,869.76)
- Parkland Equipment: (1,578.86)
- Minor Capital projects: (13,869.76)
- Contributed Surplus: (350.21)
- Water Service Hydrant Leads: (10,571.93)
- Electricity at Court House Green: (56,267.06)
- Theatre Manager: (2,353.24)

$691,114.14

CARRIED

NEW BUSINESS

THAT the Finance, Administration and Operations Committee meet for a special meeting Tuesday, August 28, 2012 to deal with the following;

- Annual Investment Report
- 2011 Budget and Year End Financial Statements
- City Auditor Matters to be Communicated with Members of Council

FAO - CONSENT AGENDA

Moved by: Councillor Earle

THAT the following items be placed on the Consent Agenda:

1. 2012-135-08
   Airport Hangar Development

2. 2012-136-08
   Pilot Garden Brockville Community Garden Network
3. 2012-138-08
   Modifications to the Red Bus Route

4. 2012-134-08
   Request for No Parking on south Side of Hislop Avenue

5. 2012-137-08
   Community Infrastructure Improvement Fund memorial Centre Rehabilitation

6. 2012-139-08
   Ontario Regulation 284/09
   Budget Matters-Expenses

7. 2012-140-08
   2012 City Debenture Issue

8. 2012-141-08
   Capital Projects Surplus and/or Deficit Balance

9. Mr. Alan Medcalf, Chair
   Brockville Cycling Advisory Committee

The meeting adjourned at 6:28 p.m.
Healthy Communities
AND PLANNING FOR
Active Transportation

Planning and Implementing Active Transportation in Ontario Communities

A Call To Action

Ontario Professional Planners Institute
Institut des planificateurs professionnels de l’Ontario

Ontario Planners: Vision • Leadership • Great Communities

WWW.ONTARIOPLANNERS.ON.CA
Healthy Communities and Planning for Active Transportation
Planning and Implementing Active Transportation in Ontario Communities
A Call to Action

Ontario Professional Planners Institute
June 21, 2012

The Ontario Professional Planners Institute (OPPI) calls upon planners, the provincial government, municipalities and the public to make non-motorized forms of travel a mainstay of daily life throughout Ontario communities.

Active transportation, particularly cycling and walking, is fundamental to healthier communities and sustainable city regions. To that end, OPPI sets out this Call to Action in support of an active transportation system that is safe, efficient, convenient, equitable, and based upon good policy and planning principles that will serve present and future generations.

Policies and practices established through official plans, transportation plans, design guidelines and engineering standards often highlight the value of active transportation but too often fail to provide the tools required for implementation. To take active transportation from policy to action, requires a multi-modal transportation system and both “hard” (infrastructure) and “soft” (programs) interventions to reduce automobile dependency and dominance by the single-occupant vehicle.

As “every trip begins and ends with active transportation,” particularly public transit journeys, it is imperative that a comprehensive walking and cycling network be an integral part of the planning process in every community in Ontario.

What is Active Transportation?
As planners, we recognize the relationship between how communities are developed and the transportation choices that are being made. Striving for a balance that ensures the needs of all transportation users are met, or at least considered, has placed a new emphasis on active transportation options.
Active transportation is “non-motorized travel, including walking, cycling, rollerblading and movements with mobility devices,” according to the Ontario Ministry of Transportation’s *Transit Supportive Guidelines*. Sidewalks, on-road bicycle lanes, off-road trails, multi-use pathways, bike parking facilities, and crosswalks are all part of the active transportation network.

Playing complementary roles, public transit and transportation demand management programs—aimed at decreasing single-occupant vehicle use—supplement this network by supporting a linked system of trips. This enables the traveller to reach a more distant destination and/or facilitates a door-to-door journey.

**What are the Benefits of Active Transportation?**

Active transportation is recognized as an increasingly relevant issue in light of ever increasing traffic congestion issues and environmental concerns, the rise in obesity and chronic diseases associated with a lack of physical activity, and the need for personal mobility choices. This will be exacerbated by an aging population, challenging an individual’s quality of life and enhancing the appeal of compact, walkable communities.

Planners and decision makers are being asked to recognize the challenges associated with active transportation and translate them into on-the-ground improvements to local mobility, the built and natural environment, health and a sense of community.

The community benefits of active transportation are significant.

**Health benefits**—The transportation choices people make can impact their health and overall well-being in significant ways. Walking and cycling are excellent forms of exercise that can be incorporated into daily routines, contributing to recommended physical activity levels and combating the rise in obesity and the incidence of diabetes. Active transportation can also contribute to improved mental health by increasing opportunities for social interaction, which can reduce social isolation.

**Safety benefits**—Well-designed and purposeful infrastructure can reduce the frequency and severity of pedestrian and cyclist injuries and fatalities, especially for vulnerable road users such as children and seniors. Research shows a “safety in numbers” effect whereby the greater the number of pedestrians and cyclists on the road, the safer the road is for these users.

**Environmental benefits**—Active transportation is a sustainable transportation mode that produces fewer greenhouse gas emissions and air pollution than motorized travel. Thus, planners can help to reduce communities’ carbon footprints by ensuring there are policies, planning and design standards and guidelines that enhance cycling and walking opportunities. Further, an increase in the use of active transportation modes (e.g. bicycling) results in a reduction in the wear and tear on the road system, meaning less maintenance and fewer resources are required.
Social/community benefits—Active transportation modes offer an intimate perspective of communities beyond the confines of the automobile. Going for a bike ride or a walk around a neighbourhood puts more “eyes on the street.” It encourages social interaction, fosters a sense of place and increases the perception of personal safety. Additionally, active transportation is accessible and economical for people of all ages and abilities. Active transportation can also be the only transportation choice for many because of age, health or income.

Economic benefits—The Organization for Economic Co-operation and Development reported traffic congestion in the Greater Toronto and Hamilton area is costing the Ontario economy an estimated $3.3 billion per year in lost productivity. Adding to that cost is the construction and maintenance costs of transportation infrastructure for motor vehicles, which are considerably more expensive on average and per capita than those for active transportation facilities.

In Canada, the majority of trips made by the automobile are short trips—each Canadian makes an average of 2,000 car trips of less than 3 km each year, according to the Public Health Agency of Canada. Therefore, a shift towards active transportation modes for utilitarian trips (e.g. work, school, errands) or recreational purposes, coupled with public transit and the use of transportation demand management programs (e.g. carpooling) would increase the capacity and efficiency of the transportation system. As an added benefit, bicycle tourism can have positive impacts on local economic development.

What is the Planner’s Role in Active Transportation?
Active transportation planning, design and promotion is not solely the realm of planners, rather it requires a multi-disciplinary team including engineers, urban designers, architects, landscape architects, public health professionals, politicians and members of the community, together with planners. Within this context, the professional planners’ roles are many and varied, encompassing research, policy and plan development and implementation, facility design and integration, promotion and education, performance measurement and financing options. Whatever the task at hand, planners should keep in mind the following axioms:

Shifting behaviour—While providing active transportation infrastructure can influence travel habits, it is more effective in combination with a built form that incorporates compact growth, higher density, network connectivity, human-centred public realm, and transit.

Make it visible—Develop well-designed, purpose-built infrastructure, whether small or large scale, that will create opportunities for safe, efficient and convenient cycling and walking. New bicycle lanes, bicycle parking, multi-use trails, pedestrian bridges, transit stations and other active transportation facilities situated in highly visible locations will attract users.
Focus on short trips—Active transportation modes should be encouraged for short trips (generally less than 7 km for cycling and 2 km for walking) within a community and promoted for trip linking with other transportation modes (e.g., carpooling, transit) for longer/commuter trips. Suburban areas or those with lower density may benefit from building off-road paths to cover the longer distances required for typical utilitarian trips.

Integrated transportation and land use—More efficient land use patterns, better human-centred positioning of built form and the integration of residential, educational, and employment uses can create an environment that is more conducive to active transportation. Large-format retail developments, for example, often have front doors oriented towards a parking lot with less regard for pedestrian access from community streets and sidewalks.

Planning ahead—Too often pedestrian and bicycle considerations are overlooked because they are not part of the plan from the beginning. While facilities can be retrofitted to accommodate these transportation modes, it is more expensive than upfront planning. Care needs to be taken to incorporate active transportation elements into plans at both the site plan and secondary plan levels.

A site plan for a single development can invite walking and cycling by including connections and end-of-trip facilities. This may include direct sidewalk access from the street and/or between buildings, or by providing a bike rack, bench, or awning to give protection from the elements. At the secondary plan level, policies and urban design standards and guidelines can be used to ensure bicycle and pedestrian facilities are integrated into all relevant aspects of the public and private realms throughout the community, including the public right-of-ways.

Complete Streets lead to Complete Communities—The concept of Complete Streets advocates that users of all ages and abilities should be able to safely travel along or across roadways whether they are pedestrians, cyclists, public transit riders or motorists.

New planning and engineering policies and standards are being developed throughout North America and globally, not only to allow, but to require the safe, efficient and effective accommodation of active transportation modes within the shared right-of-way. Planners in Ontario should be facilitating adoption and implementation of similar requirements, plans, and projects.

Official plans, secondary plans, transportation master plans, active transportation plans, urban design guidelines and zoning by-laws are starting points to institutionalize active transportation as part of a complete streets approach on a routine basis, rather than as an exception to be accommodated as an afterthought or for recreational purposes only.
Multi-modal trips—Walking and cycling can complement other modes of travel including public transit and carpooling in completing longer-distance trips. By providing pedestrian and cycling amenities at bus stops and transit stations, such as secure bicycle parking, a bench and/or connected sidewalks, it invites their use and improves functionality.

Promotion and education—Individual travel behaviour is influenced by a combination of factors—infrastructure, promotion, education—all of which are integral to increasing the number of active transportation users. In addition to building new active transportation infrastructure, it is important to promote new facilities and offer information on safe cycling skills and sharing the road. This information can be provided in print, on-line and in person (e.g., through school-based programs and CAN-BIKE courses). Promotional events that celebrate walking and cycling can also be effective tools for raising awareness and encouraging more people to get active.

Implementing Active Transportation Plans
Across Ontario, active transportation planning at both large and small scales is being recognized as central to addressing major transportation and related health and environmental challenges. Active Transportation Plans, detailing single initiatives or packages of infrastructure, policies, programs, educational and promotional features, are being developed to increase the use of active transportation modes and address these challenges. Some Ontario examples include:

Active transportation facilities/network development, design and funding—Complete Streets Policies and Design, City of Ottawa’s Segregated Bike Lane Pilot Project, Complete Streets for Niagara, Haliburton County Active Transportation Initiatives, Huron County TDM Plan, City of Toronto Bicycle Cordon Counts, Metrolinx BikeLinx Program, provincial TDM Municipal Grant Program, York Region’s Pedestrian and Cycling Municipal Partnership Program, City of Guelph’s Bike Box and Raised Bicycle Lane.

Active transportation programs—Safe and Active Routes to School, Smart Commute, Individualized Marketing/Community-Based Social Marketing.

Active transportation safety education—CAN-BIKE Program, Thunder Bay Safe Cycling Program.

Active transportation campaigns, promotions and incentives—Open Streets Hamilton, Share the Road’s Bicycle Friendly Communities Awards, Bike to Work Day.

Legislation and Requirements—Section 51 (25) of the Planning Act says that plans of subdivision approvals can allow for pedestrian and bicycle pathways and public transit rights-of-way though land dedications as the approval authority considers necessary; York Region’s Travel Demand Management Plan is becoming a required part of the development and site plan application process. Collingwood’s Urban Design Manual, for example, integrates active transportation requirements for both subdivision and site plan approvals that are required by law.
OPPI’s Position

OPPI supports an active transportation system that is safe, efficient, convenient and equitable, based on good policy and planning principles that will serve present and future generations. This Call to Action is directed at planners, the provincial government, municipalities and the public. It asks each person and organization to do their part in transforming communities into healthy and sustainable places where citizens of all ages and abilities have a range of transportation options. Strong policy direction and practical implementation mechanisms are needed if walking and cycling options are to be appealing, accessible and convenient mobility choices across Ontario communities.

OPPI’s 2012 Symposium - “Healthy Communities and Planning for Active Transportation – Talking the Talk and Walking the Walk” - Hilton Suites Markham Conference Centre. The Symposium celebrates active transportation in all its many forms. Participants will explore a new paradigm for connecting destinations and shaping communities. Join experts and colleagues in examining challenges and identifying emerging opportunities. Further information on the symposium can be found at: www.ontarioplanners.on.ca/content/symposium/index.aspx

Established in 1986, OPPI is the recognized voice of the Province’s planning profession and provides vision and leadership on key planning issues. The Institute’s almost 4,000 members work in government, private practice, universities, and non-profit agencies in the fields of urban and rural development, urban design, environmental planning, transportation, health and social services, heritage conservation, housing, and economic development.

For further information, please contact:

Loretta Ryan, MCIP, RPP,CAE
Director, Public Affairs
Ontario Professional Planners Institute
416-668-8469
policy@ontarioplanners.on.ca
The following active transportation resources may prove useful in planning, policy and implementation.

**Policies and Guidelines**


National Association of City Transportation Officials. 2011: [nacto.org/cities-for-cycling/design-guide/](http://nacto.org/cities-for-cycling/design-guide/).


**Articles and Reports**


Toronto Centre for Active Transportation. 2012. Complete Streets by Design: Toronto streets redesigned for all ages and abilities: [tcat.ca/completestreetsbydesign](http://tcat.ca/completestreetsbydesign).

Transportation Association of Canada. Active Transportation: Making it Work in Canadian Communities


Brockville Cycling Advisory Committee

Submission to Finance, Administration, Operations Committee re: 2013 Budget

Background:

This report is an advisory to the Standing Committee on Finance, Administration and Operations regarding recommended budget items for 2013 in support of cycling and active transportation initiatives in the City of Brockville. The request includes four items for inclusion in the 2013 budget deliberations, to be earmarked from existing budget allocations, with a net new budget request of $2,000.

Context for the larger picture...

City Council has approved plans guiding future investment and spending within the City with a view to both strategic positioning and operational needs. These plans include statements, intents and directions which both assume and state the desire for a shift towards greater uptake of active transportation, strengthened lifestyle attractors for families and new businesses, increased economic activity in part from tourism which dovetails with visible lifestyle attractors, increased sustainability and a healthier City.

More specifically, the plans include:

- **Land Use & Growth Management Strategy (2009)** calls for completing and expanding trail networks, promoting active transportation, attracting and retaining young people, and protecting and enhancing the vibrancy of the downtown and street life. In particular section 5, “Infrastructure Analysis, Traffic & Transportation”, in dealing with traffic counts, intentionally reduces the vehicular growth trends by 5% to 10%, under the assumption of implementation of Transportation Demand Management disciplines and growth of active transportation. This plan also laid out a conceptual on-road cycling network. Three years ago, this plan explained the need for an updated master or comprehensive transportation plan.

- **Downtown & Waterfront Master Plan & Urban Design Strategy (2009)** establishes community planning and urban design principles to maintain the downtown and waterfront as a healthy, liveable and sustainable destination in the City. This strategy calls for increasing the walkability of the City, promoting active transportation choices, and enhancing the vibrancy of downtown and street life.

- **Economic Development Strategy (2010)** recognizes the value of tourism combined with lifestyle attractors as a way to entice visitors to return, possibly to take up residence or start a new business. The strategy also recognizes that building and retaining a healthy workforce with strong skills is key to attracting business investment. This dovetails with the increasing trend of more highly-educated and skilled people to seek communities with strong lifestyle attractors and support for active recreation and transportation. The strategy also calls for preserving and enhancing the downtown area’s ability to attract residents and visitors, a strategy which can demonstrably be strengthened with support for active transportation and a “bicycle-friendly business district” approach.

- **Community Strategic Plan (ver 4.4, 2009)** adopts a formal vision and mission for the City. Vision: “Mayor and Council are committed to making Brockville a better place to live, work and play and to enjoy an exceptional quality of life. Brockville is committed to families, to an economy that offers opportunities to grow and prosper, to providing amenities that are second
to none and conducting our business in a way that is both environmentally and financially sustainable. We encourage the guidance and assistance of our citizens to make this happen.”

Mission: “The City will apply resources, effort and focus on the areas that will move the City towards our vision, keeping in mind our underlying strategic initiatives and the balance needed between competing goals. We will utilize professional management and systems to be leaders in the municipal field. We will promote community and environmental sustainability within a framework of fiscal responsibility and a commitment to customer service.”

The Strategic Plan further defines four focal points, embracing People, Economy, Amenities and Sustainability. The plan also lays out a strategy map with intermediate and immediate desirable outcomes which interweave lifestyle attractors, liveability, health and environmental sustainability.

The vision, mission, focal points and outcomes are all supported and enhanced by a move towards active transportation and recreation along with a transportation plan and policies leaning towards “complete streets”.

- **Official Plan (2012)** pulls together elements of the above plans and further integrates and details the need for transportation demand management, active transportation, community trails, an on-road cycling network, an updated comprehensive transportation master plan, and elements of what planners know as a “complete streets” policy.

- **Municipal Tax Bulletin (August 2012)** (distributed with the final municipal tax assessment notice) in the Mayor’s comments, emphasizes that strategically, the City will continue to focus on investing in (among other items) amenities that contribute to a high quality of life for residents, and attracting knowledge-based creative-economy seedlings. The Mayor’s comments also touch on striving to supply the level of services that attract people to move to Brockville. A City in which active transportation and recreation help the streets come alive aligns tightly with these goals.

Overall, the City’s planning efforts for the last half decade have assumed and depend upon the contribution to lifestyle attractors, workforce attraction & retention and economic benefits that in part come from a concerted investment in active transportation and active recreation.

The Brockville Cycling Advisory Committee has undertaken an active advisory and "reasoned advocacy" role with respect to cycling and its potential contribution and benefits with respect to active transportation, recreation and tourism.

The Committee observes that while we’re taking small steps on “quick wins” and “easy hits”, progress on active transportation needs the underpinning of a Comprehensive Transportation Plan, or in lieu, a more targeted Active Transportation Plan, or Cycling Master Plan, none of which at this point are explicitly funded. Progress on some of the Committee’s smaller projects is also delayed by lack of explicit funding.

Progress requires funding in key project areas that align with and contribute to Brockville’s stated plans.

The good news is that, consistent with best practices in other communities further along this path, existing budget pools can embrace and support active transportation projects. What’s required is to accept the reality that transportation includes active transportation, and that parking includes bicycles.
This committee report calls for explicit earmarking of funding in four specific areas:

1. Completing an active transportation plan, including a cycling master plan.
2. Setting aside some Parking Reserve Fund monies for bicycle parking at selected City owned or managed locations.
3. Incorporating support for road work around schools into the Roads operational budget, in support of School Travel Planning (or, Active & Safe Routes to School).
4. Funding for attendance at the Ontario Bike Summit.

These four initiatives are further described below.

1. **Active Transportation Plan**

   The current capital budget includes an amount set aside and earmarked for a “comprehensive transportation study and plan” as called for in the approved Official Plan. The Official Plan, the Strategic Plan and the Economic Development Plan contain commitments to improving people’s ability to get around the City, not only by automobile, but also by walking and cycling. To this end, these plans reference both trails and on-road networks. As seen in every community that embarks on a mission to improve liveability and bolster the city’s attractors for new businesses, visitors and families, active transportation is a key component. While active transportation covers any human-powered mode of transportation, the usual focus is on walking and cycling, includes both on-street and off-road trails facilities, and is trending more and more towards a “complete streets” approach. It is not uncommon for transportation plans to fully integrate active transportation and declare that the explicit priorities are: pedestrians, cyclists, public transit, multi-occupancy motor vehicles and lastly, single-occupant motor vehicles.

   The municipal uptake with respect to Active Transportation is now so broad that the theme of this September’s annual Ontario Professional Planners Symposium is “Healthy Communities and Planning for Active Transportation – Talking the Talk and Walking the Walk”. Further, the OPPI cites, “Active transportation, particularly cycling and walking, is fundamental to healthier communities and sustainable city regions. To that end, OPPI sets out this Call to Action in support of an active transportation system that is safe, efficient, convenient, equitable, and based upon good policy and planning principles that will serve present and future generations.” A copy of the OPPI’s position paper is attached to this report, and provides a comprehensive overview of the subject.

   In Brockville, while the Official Plan calls for a Transportation Plan yet sets no timeframe, the capital budget does include an amount to cover the cost of the planning process, engaging external expertise from firms who are knowledgeable and engaged in developing such plans. At the current time, Council has decided to forego undertaking a comprehensive transportation plan in the immediate term. However, the Cycling Advisory Committee advises that the portion that would deal with Active Transportation, and which was included in the proposals reviewed in the RFP process, ought to proceed as a standalone study and plan.

   There are numerous benefits to undertaking an active transportation or cycling master plan, chief among them being:

   - Council demonstrating its commitment to parts of the Strategic and Official Plans that bear directly on citizens’ and visitors’ on-the-street view of how liveable our City is;
   - Providing a plan which will help to shape the future liveability and attractiveness of our City, both for those who current live here, those who visit, and those who look here with a view to relocating or establishing a business;
• Providing meaningful opportunities for residents to engage in the process of shaping this City’s future through information sessions and open houses;
• Demonstrating to the broader business community that Brockville understands what it takes to provide an integrated set of attractors for business, visitors and resident families;
• Providing a master plan against which operational projects can be aligned and measured;
• Establishing a near-term and longer-term plan for budgeting and prioritizing projects;
• Increasing productivity of Council and standing committees by approving a plan within which projects can proceed without each bike rack (for example) requiring committee and Council time for delegations and discussions;
• Increasing staff productivity and engagement by approving a plan which provides context and direction for day-to-day decisions.

With this context, the Brockville Cycling Advisory Committee requests that capital funding up to $40,000 be segregated from the already budgeted amount for the Transportation Plan, and earmarked for an Active Transportation Plan to be undertaken in 2013.

2. Bicycle Parking

The first phase of the BCAC’s bicycle parking project, done in collaboration with the DBIA, set out a parking plan for the downtown area, in the context of making the area more bicycle friendly. This would better support visitors and residents in cycling to and in the downtown area, providing benefits of active transportation, business-enhancement and automobile parking relief. The plan was approved by FAO and Council yet split into two tranches for implementation based on lack of funding. The amount sought was approximately $3,400, after a DBIA contribution of $1,000.

Approximately $2,400 of that first phase remains unfunded, and the BCAC requests that this amount be set aside in the 2013 budget.

In addition, it is the cycling committee’s intent to proceed with the next stage of the bicycle parking project, which would identify gaps and opportunities at City sites such as parks, arenas and places of business. A further cost of approximately $5,000 for signage and racks may be anticipated.

The Brockville Cycling Advisory Committee requests that a total of $7,400 be identified in the 2013 budget for allocation to provision of bicycle parking at City sites. The Committee further recommends that this entire amount be earmarked to come from the Parking Reserve Fund which is already explicitly segregated to support parking needs.

3. School Travel Planning

Council will be briefed in September about a key initiative in which the Cycling Advisory Committee is one of many partners, including both school boards, the District Health Unit, Brockville Police Service, the Brockville Safe Community Coalition, Communities Alive, Green Communities Canada, and other similar organizations across Eastern Ontario (excluding Ottawa). This initiative, “School Travel Planning”, otherwise known as “Active and Safe Routes to School”, will support families and schools in embracing walking and cycling to school. This project has support at the highest level within the UCDSB. One school in Brockville will be chosen in the first wave of pilots. While much of the cost will be administrative and logistical on the part of the school board, in every community which has undertaken these projects, there are costs borne by the City. These include modifying sidewalks, curbs, signage, road painting, road pullouts and other measures to reduce risks presented by motorists in the approaches surrounding each school.
The Brockville Cycling Advisory Committee recommends that $3,000 be earmarked in the 2013 budget for road work related to the first one or two schools to participate in the School Travel Planning project.

4. Ontario Bike Summit

Across Ontario, the Share the Road Coalition has been instrumental promoting the benefits of the active transportation movement, including:

- Bring forward private members’ bills;
- Partnering with the CAA on education, on-road support and research;
- Carrying out primary research into Ontarians views and desires with respect to cycling;
- Working with the provincial as well as regional and municipal governments in realizing the benefits of cycling;
- Organizing and delivering a series of regional/local Bike Summits to allow residents and municipal officials and staff to focus on creating commitment and plans with respect to active transportation and its benefits;
- Partnering with Green Communities Canada on School Travel Planning and “Wheels to School” projects;
- Partnering with players in Transportation, Tourism, Health, Justice and Education re the benefits of active transportation;
- Organizing a dozen (and growing) “Share the Road” rides in cities across Ontario that encourage people to get on bikes for a fun short or long mass ride through city and country;
- Collecting and sharing research and case studies on transportation plans, policies, approaches and best practices;
- Creating networks for sharing information and experiences through social media and a website.

While chair of the Region of Waterloo Cycling Advisory Committee, Alan Medcalf participated in organizing, running and hosting a multi-dimensional bike summit in 2007 that brought together politicians, municipal staff, transportation engineers, consultants, planners and others to network and share information on cycling plans. One of the commitments from that meeting was to gather again annually for similar reasons. Out of that, seeds for the Ontario Bike Summit were planted and the event has been held annually since.

Today, the Ontario Bike Summit attracts international participation and provincial ministers and staff to join 200+ others in sharing and creating ways to help make Ontario a healthier, more liveable province through active transportation.

Little of what we can envisage doing in Brockville will be original. We are late followers to the active transportation game and have yet to start realizing the benefits. Our path will be eased by actively learning from others’ false starts and demonstrated best practices. To this end, participation in the Ontario Bike Summit is vital.

The Brockville Cycling Advisory Committee recommends an operational budget allocation of $2,000 to cover attendance by one City delegate and one committee member, each selected based on their commitment to sharing information gleaned, and adopting and applying it to Brockville’s benefit.
Summary

The Brockville Cycling Advisory Committee recommends the following budgetary allocations for 2013:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Transportation Study &amp; Cycling Master Plan</td>
<td>$40,000</td>
<td>Split from the existing capital budget for the Transportation Plan</td>
</tr>
<tr>
<td>Bicycle Parking implementation — existing approved phase I and follow-on phase II</td>
<td>7,500</td>
<td>Split from existing Parking Reserve Fund</td>
</tr>
<tr>
<td>School Travel Planning — road signage, painting, alterations around pilot school(s)</td>
<td>3,000</td>
<td>Earmark in the existing Roads operating budget</td>
</tr>
<tr>
<td>Ontario Bike Summit conference attendance</td>
<td>2,000</td>
<td>Net new funding</td>
</tr>
</tbody>
</table>

If we are to see progress in planning and executing projects that create the benefits of cycling specifically, and active transportation generally, then allocation of funding is necessary. Most communities approach this by apportioning funding from existing capital and operational budget pools. Deferring one block of road reconstruction pays for a cycling master plan. Allocating a small portion of the Parking Reserve Fund towards bicycles will cover bicycle parking for all City owned/managed sites. Indeed, almost the entire amount requested for 2013 is already in existing budget pools, and represents only 1/8th of 1% of the projected 2013 budget.

Only in this way will be see active transportation’s benefits contribute to growing a healthier, active lifestyle in Brockville that becomes part of our economic attractors. In this vein, this is a budget request for a re-allocation of 1/8th of 1% of the budget as an investment in the City’s future, congruent with, and supportive of all of the City’s planning efforts over the last few years.

Respectfully submitted,

Alan Medcalf
Chair, Brockville Cycling Advisory Committee