



## **Transportation & Environmental Services Committee Agenda**

**December 20, 2018**

**9:30 a.m.**

**Council Chambers**

**County Administration Centre, Walkerton**

**1. Declaration of Pecuniary Interest**

**2. Action Items**

- a. 2019 Capital Funds
- b. Mutual Release of Jenny Street Wiarton Agreement with the Town of South Bruce Peninsula
- c. Proposed Exchange - County of Bruce and Municipality of Brockton
- d. Renaming of Chesley Main Street Bridge
- e. Ontario Commute Transportation Management Demand Program
- f. Tender BCTES-18-25 Traffic Signal Maintenance Award

**3. Information Items**

- a. Organizational Review Update and Budget Challenges

**4. Act on Recommendations**

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Transportation & Environmental Services Committee in respect of all resolutions passed during the December 20, 2018 meeting.

**5. Next Meeting**

January 17, 2019

**6. Adjournment**



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** 2019 Capital Funds

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### Recommendation:

**That staff be granted approval to allow for \$2,814,102 in capital spending prior to 2019 Budget approval**

### Background:

Due to 2018 municipal elections, it is anticipated that 2019 budget approval will not occur prior to March 2019.

The best time to tender work for the 2019 construction season is in the upcoming weeks to allow for better prices due to contractor availability. Delaying the tendering process until March or April would mean 20-30% higher prices if contractors are still available and late start of work.

### Financial/Staffing/Legal/IT Considerations:

To be able to complete all necessary capital work in 2019, some capital work must be tendered prior to capital budget approval in March 2019. The \$2,814,102 represents approximately 1/2 of the total requested 2019 capital funds of \$5,628,205.

### Interdepartmental Consultation:

Not applicable.

**Link to Strategic Goals and Elements:**

None identified.

**Approved by:**

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Marianne Nero  
Acting Chief Administrative Officer



## Closed Committee Report Confidential

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel, Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** Mutual Release of Jenny Street Wiarton Agreement with the  
Town of South Bruce Peninsula

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### Recommendation:

That the Warden and Clerk be authorized to execute the Mutual Release for the Jenny Street Wiarton Agreement with the Town of South Bruce Peninsula.

### Background:

The Department entered into an agreement with the Town of South Bruce Peninsula on May 1, 2018, authorized by By-law 2018-035, for the joint road and water main project on Jenny Street East in Wiarton. Attached to the agreement were the preliminary cost estimates for the project. When the tender submissions were received, the costs were substantially higher than anticipated, especially for the municipality's water main component. The Department, in consultation with the municipality, deferred the project to 2019 in the hopes that re-tendering the road work and water main improvements early in the year would have favourable results.

By-law 2018-035, which authorized the May 1, 2018 agreement, was subsequently repealed at the October 18, 2018 Committee meeting however, in discussions with the County Solicitor, the Department was advised that repealing the by-law does not nullify the existing Agreement. They have recommended that, in order to void the Agreement, a Mutual Release be signed by both parties.

### Financial/Staffing/Legal/IT Considerations:

There are no financial, legal, staffing or IT considerations associated with this report.

### Interdepartmental Consultation:

Not applicable.

**Link to Strategic Goals and Elements:**

None identified.

Written by: Carolyn Thibaudeau, Assistant Office Supervisor

**Approved by:**

A handwritten signature in black ink, appearing to read 'M. Nero', with a stylized flourish at the end.

Marianne Nero  
Acting Chief Administrative Officer



## By-law Number 2018-035

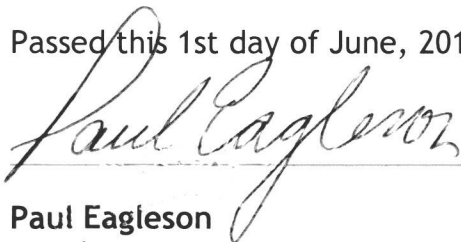
A by-law to authorize the execution of an agreement between the Corporation of the County of Bruce and the Town of South Bruce Peninsula to facilitate the cost-sharing of Water Main improvements and reconstruction of Jenny Street in the Town of Wiarton.

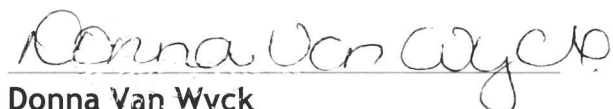
The County of Bruce has deemed it expedient to enter into an Agreement with the Town of South Bruce Peninsula.

The Council for the Corporation of the County of Bruce enacts By-law 2018-035 as follows:

1. The Warden and Clerk be authorized to execute the Agreement with the Town of South Bruce Peninsula for the provision of water main improvements on Jenny Street in the Town of Wiarton, a copy of which is attached and forms part of this by-law.
2. This by-law shall come into effect on the date it is passed by Council.

Passed this 1st day of June, 2018

  
Paul Eagleson  
Warden

  
Donna Van Wyck  
Clerk

This Agreement made this 1<sup>st</sup> day of May, 2018.

B e t w e e n:

**The Corporation of  
the Town of South Bruce Peninsula**

(Hereinafter called “the Municipality”)

Of The First Part

- and –

**The Corporation of the County of Bruce**

(Hereinafter called the “County”)

Of The Second Part

**Whereas** the Spheres of Jurisdiction in the Municipal Act, 2001, S.O. 2001, Chapter 25 empowers Municipalities to enter into agreements relating to highways.

**And whereas** the Municipality has jurisdiction over Jenny Street, in the Town of Wiarton.

**And whereas** the Municipality wishes to make improvements to the water main on Jenny Street east of Highway 6 in the Town of Wiarton.

**And whereas** the County wishes to make intersection and road surface improvements on Jenny Street east from Highway 6 in the Town of Wiarton.

**And whereas** the County has a policy that shares construction costs with the local municipality.

**And whereas** the Municipality and the County wish to identify the responsibilities and costs of each Party concerning the servicing and road improvements.

**Now therefore this agreement witnesseth that in consideration of the mutual terms and covenants hereinafter made and contained, the Parties hereto covenant and agree as follows:**

**Joint Project Responsibility**

1. The Parties acknowledge that:
  - (a) The portions of Jenny Street east of Highway 6 to receive improvements within the Town of Wiarton are under the jurisdiction of the Municipality.
  - (b) The portions of Jenny Street east of Highway 6 to receive improvements are within the municipal boundaries of the Municipality.
  - (c) The cost required to make water main improvements on Jenny Street east of Highway 6 within the Town of Wiarton is a responsibility of the Municipality.

**The Work**

2. The work includes intersection and road surface improvements on Jenny Street east of Highway 6, generally identified on Drawing No. C-4, dated **February 16, 2018** and entitled “Jenny St East Plan and Profile” and is generally described on the “Preliminary Cost Estimate” dated **April 9, 2018**, copies of which are attached to and forms part of this agreement.
3. The work will be included in a request for quotation for water main improvements prepared by the County. The request for quotation shall separate the components of the work from the Municipality’s water main improvement components.

4. The County shall administer and supervise the request for quotation and construction of the water main installation and will consult the Municipality on the works identified on the attached Drawing C-4.
5. The Municipality shall reimburse the County up to a maximum of \$19,000 for the water main components and installation work.

#### **Additional Work**

6. (a) Work beyond that identified in paragraph 2 shall be considered as 'Additional Work'.
- (b) 'Additional Work' shall be authorized by the Parties responsible for the payment of the work as per paragraph 2.

#### **The County's Responsibilities**

7. The County shall be responsible to coordinate all the work.
8. The County shall be responsible to restore the Jenny Street right-of-way to a condition that is acceptable to the Municipality.
9. The County shall be responsible to undertake and oversee all work to ensure it is completed as per the design in Drawing C-4 and all applicable standards.
10. The County shall pay all costs of the reconstruction project with the exception of the water main components.
11. The County shall be responsible to pay for their respective portion of the Work as described in paragraphs 2, 4 and 6.
12. The County shall be responsible to engage and pay for their own legal costs, if any.
13. The County shall be responsible to undertake, at its cost, the Environmental Assessment, engineering, construction, and contract administration work.
14. The County shall arrange for and maintain liability insurance, for the joint benefit of the Municipality, with the Municipality named as additional insured as against all claims incurred or suffered in connection with the Work as contemplated by this Agreement, which insurance, at a minimum, shall provide coverage with limits of liability not less than Five Million dollars (\$5,000,000) per incident. The County shall satisfy the Municipality, upon reasonable request, that the premiums of such insurance have been paid and that such insurance is in full force and effect. The County shall give thirty (30) days prior written notice of any cancellation or material change in policy terms to the Municipality which reduces or affects coverage.
15. The County will coordinate all notices regarding the undertaking of the work including notices to those properties affected by the work including access and water supply.

#### **The Municipality's Responsibilities**

16. The Municipality shall be responsible to engage and pay for their own legal costs, if any.

#### **Payments**

17. The County shall invoice the Municipality for an amount of up to \$19,000 for the costs of the water main no later than November 30, 2018.
18. It is agreed that employee labour and equipment costs supplied directly by the Municipality or the County and related to the work will be absorbed by the Party supplying the labour or



equipment without payment by the other Party.

19. Each Party will indemnify and save the other harmless from claims arising from the project and related to the work in the same proportion as each party is obligated to pay for their share of the work as provided for in this agreement.

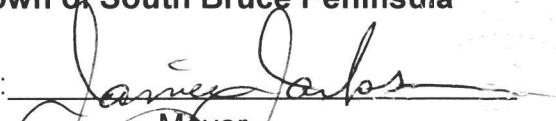
### Project Ownership

20. It is agreed that Jenny Street east of Highway 6 shall remain the jurisdiction of the Municipality.

**In witness whereof** the Parties have affixed their respective corporate seals and attested to by the signature of the signing officers of the Municipality and the County.

Signed, Sealed and Delivered

) **The Corporation of the**  
) **Town of South Bruce Peninsula**

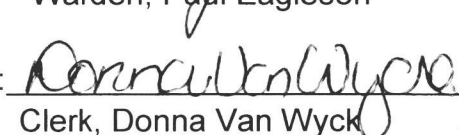
)  
) Per:   
) Mayor

)  
) Per:   
) Clerk

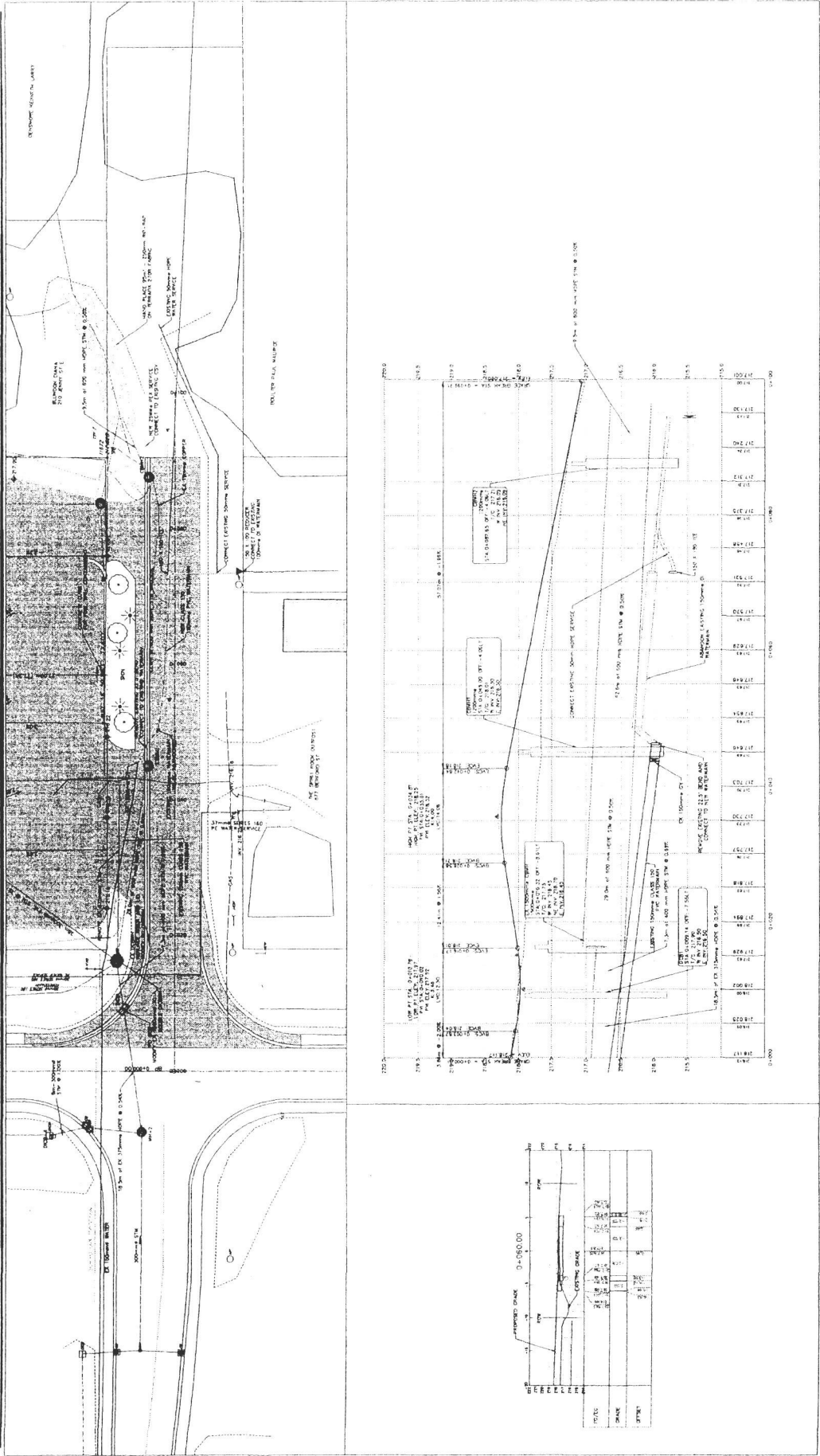
) We have authority to bind the  
) Corporation.

) **The Corporation of the**  
) **County of Bruce**

)  
) Per:   
) Warden, Paul Eagleson

)  
) Per:   
) Clerk, Donna Van Wyck

) We have authority to bind the  
) Corporation



PROJECT: WIARTON PATROL YARD  
890 BERTHOUD ST  
WIARTON ONTARIO

DATE: 10/10/10

SCALE: 1" = 100'

3 C4

1	EXISTING DRAINAGE SERVICE	10/10/10	J. J. J.	J. J. J.
2	NEW DRAINAGE SERVICE	10/10/10	J. J. J.	J. J. J.
3	NEW PAVEMENT	10/10/10	J. J. J.	J. J. J.
4	NEW CURB	10/10/10	J. J. J.	J. J. J.
5	NEW SIDEWALK	10/10/10	J. J. J.	J. J. J.
6	NEW LIGHTING	10/10/10	J. J. J.	J. J. J.
7	NEW FENCE	10/10/10	J. J. J.	J. J. J.
8	NEW SIGNAGE	10/10/10	J. J. J.	J. J. J.
9	NEW LANDSCAPING	10/10/10	J. J. J.	J. J. J.
10	NEW UTILITY	10/10/10	J. J. J.	J. J. J.

NOTES:

NORTH

THE DESIGN OF THIS PROJECT IS BASED ON THE ASSUMPTIONS AND CONDITIONS SET FORTH IN THE PROJECT MANUAL. THE DESIGNER IS NOT RESPONSIBLE FOR THE ACCURACY OF THE DATA PROVIDED BY THE CLIENT OR THE FIELD CONDITIONS. THE DESIGNER IS NOT RESPONSIBLE FOR THE CONSTRUCTION OF THE PROJECT OR THE MAINTENANCE OF THE PROJECT.

PRELIMINARY COST ESTIMATE

Item No.	OPSS/SP	Description	Unit	Quantity	Unit Price	Total
<b>Section 4 - Jenny Street</b>						
4.1		Asphalt pulverization full depth locations shown on plan	m <sup>2</sup>	600	\$ 4.00	\$ 2,400.00
4.2		Excavation and Grading of R.O.W.	sum	1	\$ 2,500.00	\$ 2,500.00
4.3		Supply and place 450 mm granular 'B'	tonne	1200	\$ 9.00	\$ 10,800.00
4.4		Supply and place 150 mm granular 'A'	tonne	400	\$ 13.00	\$ 5,200.00
4.5		Supply and install wide mountable curb as	m	100	\$ 60.00	\$ 6,000.00
4.6		Gutter Outlet OPSD 605.030	each	1	\$ 500.00	\$ 500.00
4.7		Supply and install 60 mm asphalt pavement base coarse HL3	tonne	120	\$ 90.00	\$ 10,800.00
4.8		Supply and install 50 mm asphalt pavement HL3 to parking lanes and boulevards	tonne	15	\$ 130.00	\$ 1,950.00
4.9		Supply and install 40 mm asphalt pavement top coarse HL3	tonne	80	\$ 90.00	\$ 7,200.00
4.10		Restore existing Gravel driveways.	sum	1	\$ 500.00	\$ 500.00
4.11		Restore boulevards with 150 mm topsoil	m <sup>2</sup>	300	\$ 6.50	\$ 1,950.00
4.12		Supply and Apply 40 kg Bags Calcium	bags	10	\$ 40.00	\$ 400.00
4.13		Supply and Install silt fencing	m	100	\$ 28.00	\$ 2,800.00
4.14		Sub-Excavation to remove unsuitable	m <sup>3</sup>	100	\$ 12.00	\$ 1,200.00
4.15		Supply and Install 600 mm ø BOSS 3000 MTO Pipe 320 kPa, 6.0 m lengths, Bell and Spigot Joint. or approved equal.	m	90	\$ 260.00	\$ 23,400.00
4.16		Supply 600 mm x 1200 mm precast concrete twin inlet catchbasin (OPSD 705.020) including frame and grate (OPSD 400.030).	each	1	\$ 2,500.00	\$ 2,500.00
4.17		Supply 1200 mm ø precast concrete catchbasin manhole (OPSD 701.030 - Monolithic Base, Pre-benched with Flat Cap) including frame and grate (OPSD 400.020)	each	2	\$ 3,500.00	\$ 7,000.00
4.18		Adjust existing 1500mmø CB to a Ditch Inlet structure	each	1	\$ 1,500.00	\$ 1,500.00
4.19		Removal of Existing 375mmø STM	each	25	\$ 10.00	\$ 250.00
4.20		Supply and install 200 - 300 mm ø Rip-Rap	m <sup>2</sup>	50	\$ 50.00	\$ 2,500.00
21		Supply and install 150 mm ø CLAS	m	100	\$ 150.00	\$ 15,000.00
22		Watermain including excavation	m	100	\$ 100.00	\$ 10,000.00
23		Backfilling, concrete with	m	100	\$ 100.00	\$ 10,000.00
24		Watermain including excavation	m	100	\$ 100.00	\$ 10,000.00
<b>Total Section 4.0 Jenny Street</b>						<b>\$ 110,350.00</b>
<b>County Portion Section 4.0 Jenny Street</b>						<b>\$ 91,350.00</b>

2/16/2018



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** Proposed Exchange - County of Bruce and Municipality of Brockton

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### Recommendation:

That the proposal from the Council of Arran-Elderslie that the County of Bruce assume those portions of Concession 2A Elderslie/Concession 20 linking Bruce Roads 3 and 1, including Greenock Bridge No. 11; and the Municipalities of Brockton and Arran-Elderslie assume proportional sections of Bruce Road 1 between Concession 20 and Paisley not be accepted; and,

That the Director of Transportation and Environmental Services undertake an initial review of the County road network and contact the lower tier municipalities to identify other current opportunities for road and bridge exchanges. The results of the review will be reported to the Committee on February 21, 2019.

### Background:

This proposal (letter attached) is the same proposal that was received from Brockton. It was discussed at this committee on November 15, 2018 (report attached). The following recommendation was defeated at that time:

“That the County of Bruce assume jurisdiction over Bridge 11 and the sections of Concession 2A Elderslie and Concession 20 Greenock necessary to maintain the link between County Roads 3 and 1; and,

That the Municipalities of Brockton and Arran-Elderslie would assume proportional jurisdiction over sections of Bruce Road 1 between Concession 20 and the Community of Paisley and of the Starks bridge.”

The principal concern was that all the lower tier municipalities may also have roads and bridges that they would like to exchange with the County and that these proposals should be addressed in a holistic manner and prioritized.

A formal process to rationalize the county's road network designations was conducted in 2004. It was a substantive effort and it is not currently planned for 2019.

**Financial/Staffing/Legal/IT Considerations:**

There are no financial, staffing, legal or IT considerations associated with this report.

**Interdepartmental Consultation:**

Not applicable.

**Link to Strategic Goals and Elements:**

#1 Develop and implement tactics for improved communication.

#6 Explore alternative options to improve efficiency and service.

**Approved by:**

A handwritten signature in black ink, appearing to read "Marianne Nero", written in a cursive style.

Marianne Nero  
Acting Chief Administrative Officer



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0  
519-363-3039 Fax: 519-363-2203 [info@arran-elderslie.ca](mailto:info@arran-elderslie.ca)

November 19<sup>th</sup>, 2018

*Via Email [dvanwyck@brucecounty.on.ca]*

Corporation of the County of Bruce  
Office of the Clerk  
Box 70  
Walkerton, ON N0G 2V0

Attention: Donna Van Wyck, Clerk

Re: Proposed Exchange Involving the County of Bruce and the  
Municipality of Brockton

Please be advised that Council of the Municipality of Arran-Elderslie, at its meeting of Monday, November 12<sup>th</sup>, 2018, passed the following resolution:

*"Be It Resolved,*

- 1) That SRCLK.18.94 be received – Proposed Exchange Involving the County of Bruce and the Municipality of Brockton;
- 2) That Council supports participation in the investigation in the roads and bridge jurisdictional exchange between the County of Bruce, the Municipality of Brockton and the Municipality of Arran-Elderslie as follows:
  - a) The County of Bruce assume those portions of Concession 2A Elderslie/Concession 20 linking Bruce Roads 3 and 1, including Greenock Bridge No. 11; and
  - b) The Municipalities of Brockton and Arran-Elderslie assume proportional sections of Bruce Road 1 between Concession 20 and Paisley."

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,  
MUNICIPALITY OF ARRAN-ELDERSLIE  
Per:

(Mrs.) Peggy Rouse  
Clerk-Administrator  
[clerk@arran-elderslie.ca](mailto:clerk@arran-elderslie.ca)



## Committee Report

**To:** Warden Paul Eagleson  
Members of the Transportation and Environmental Services  
Committee

**From:** Miguel Pelletier  
Director

**Date:** November 15, 2018

**Re:** Municipality of Brockton Correspondence - Bridge 11 -  
County Roads 3 and 1

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### Recommendation:

That the County of Bruce assume jurisdiction over Bridge 11 and the sections of Concession 2A Elderslie and Concession 20 Greenock necessary to maintain the link between County Roads 3 and 1; and,

That the Municipalities of Brockton and Arran-Elderslie would assume proportional jurisdiction over sections of Bruce Road 1 between Concession 20 and the community of Paisley and of the Starks bridge.

### Background:

On September 26, 2018, the Municipality of Brockton sent a letter authorizing their staff to pursue the following exchange in jurisdiction of Roads and Bridges with Bruce County and the Municipality of Arran-Elderslie. The proposal is that County of Bruce assume jurisdiction over Bridge 11 and the sections of Concession 2A Elderslie and Concession 20 Greenock necessary to maintain the link between County Roads 3 and 1, and the Municipalities of Brockton and Arran-Elderslie would assume proportional jurisdiction over sections of Bruce Road 1 between Concession 20 and the community of Paisley.

In 2003-2004, a thorough County Road Designation Study was carried out to review the jurisdiction of roads. At that time neither of the Municipality of Brockton or Arran Elderslie proposed the subject exchange in road jurisdiction. The study used an Ontario Good Roads Association protocol to evaluate and rank roads with the following 12 weighted criteria:

1. Urban Center Connector - 3
2. Kings' Highway/Upper Tier Connector - 2
3. Heavy Industry Service -2
4. Barrier Service - 1



5. Resort Criterion - 1
6. Urban Cell Service - 0
7. Urban Arterial Extension - 3
8. Rural Cell Service - 0
9. Traffic Speed - 1
10. Road Surface - 0.5
11. Traffic Volume - 0.5
12. Right of Way - 1

The scoring protocol was applied to the Concession 20/2A road segment and it did not score higher than the current County Road 1 segment. However, this is just a tool to help prioritize road jurisdictions and not a unique consideration to reject or accept the proposal.

Recent daily traffic count on County Road 1 is 925 and the current traffic count on Concession Road 20 is 150. Normally the higher traffic roads in an area fall under County jurisdiction to connect communities.

In 2013, a Bridge Infrastructure Master Plan for Central Bruce County was undertaken, approved and is still being implemented. The plan was developed with the participation of both the municipalities of Brockton and Arran-Elderslie and a wide range of factors were considered (infrastructure condition, traffic, environmental assessment, emergency services, public consultation, ...). The plan recommended that the Greenock Bridge 11 (referred as Concession 20 Bridge in the study) remain under the jurisdiction of the Municipality of Brockton and required rehabilitation of approximately \$400,000 in the near future.

If the County was to accept the section of Concession Road 20/2A and the Greenock Bridge 11 as is, a minimum of \$ 2,000,000 would be needed to bring the road (\$850,000) and bridge (\$1,200,000) to a County standard with a very good condition rating in the next two years. However, a bridge replacement is likely to be called for as the bridge is 98 years and past the regular 75 year lifespan of a bridge. The incurred cost could go up to \$3,250,000. Therefore, it appears reasonable that the County ask for the bridge and road section be brought up to County standard and to a very good condition before accepting responsibility.

The County Road 1 section that would be exchanged is currently rated as good and is not scheduled for any major work in the next five years. The County has been pursuing to divest itself of bridges that are on Municipal roads. In this case Starks bridge is on proposed section of County Road 1 that would be exchanged. The exchange should include Starks bridge to one or both municipalities. This bridge was scheduled for \$170,000 repair work in 2018 but was deferred to 2019 in order to divert resources to the Chesley bridge replacement. The repair work would be completed before the bridge was handed over and would raise the Bridge condition index from the current 72. The bridge is 48 years old and expected to last at least another 27 years.





There is an imbalance where the Municipalities would take over assets that are in much better condition than the ones that would go to the County.

From an operations perspective, it does not appear that there would be significant savings to the County from the exchange.

**Interdepartmental Consultation:**

Not applicable.

**Link to Strategic Goals and Elements:**

None identified.

**Approved by:**

Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** Renaming of Chesley Main Street Bridge

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### Recommendation:

**That the renaming of the Chesley Main Street Bridge to the Oswald Bridge be approved.**

### Background:

The Municipality of Arran-Elderslie proposed the renaming of the bridge (attached letter).

Although there is no policy to name bridges, the recommendation is based on the consideration of the following criteria:

1. Unique name for bridge in Bruce County,
2. Give a sense of place, continuity, belonging and celebrate the distinguishing characteristics and uniqueness of Bruce County,
3. Maintain a long standing local area identification with the residents of Bruce County,
4. Promote pride in the Bruce County, acknowledge local heritage, history, and recognize unique features and geography (such as names that relate to local history, places, and events, native wildlife, flora, fauna and natural features or unique characteristics of a neighbourhood or area), and
5. The rationale associated with the use of a particular name shall be understandable to the majority of Bruce County residents.

If the recommendation is approved, there will be a formal dedication and opening ceremony when the bridge construction work is complete in the summer of 2019.

### Financial/Staffing/Legal/IT Considerations:

The cost of a plaque and dedication ceremony will be included in the cost of the ongoing bridge reconstruction project as was already planned as part of the bridge construction project.

**Interdepartmental Consultation:**

The Planning and Economic Development Department and the County Clerk confirmed that there is no by-law, policy or plan that govern the naming of this bridge.

**Link to Strategic Goals and Elements:**

None identified.

**Approved by:**A handwritten signature in black ink, appearing to read 'M. Nero', written in a cursive style.

Marianne Nero  
Acting Chief Administrative Officer



THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

1925 Bruce Road 10, Box 70, Chesley, ON N0G 1L0  
519-363-3039 Fax: 519-363-2203 areld@bmts.com

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November 19<sup>th</sup>, 2018

*Via Email [dvanwyck@brucecounty.on.ca]*

Corporation of the County of Bruce  
Office of the Clerk  
Box 70  
Walkerton, ON N0G 2V0

Attention: Donna Van Wyck, Clerk

Re: Renaming of the Chesley Main Street Bridge

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Please be advised that Council of the Municipality of Arran-Elderslie discussed a request from Councillor Doug Bell regarding the renaming of the Chesley Main Street Bridge. Subsequent to discussion, Council of the Municipality of Arran-Elderslie request the County of Bruce to consider renaming the Chesley Main Street Bridge the "Oswald" Bridge in the Town of Chesley.

The Oswald name is as synonymous to Chesley as the Krug Bros. Four (4) generations of Oswald's farmed on the 7<sup>th</sup> of the former Township of Elderslie.

Ron Oswald was a Councillor of the pre-amalgamation community of the Township of Elderslie and was the last Mayor of the pre-amalgamation community of the Town of Chesley. In 1999, Mr. Oswald became the first Mayor of the amalgamated communities of the former Township of Arran, the former Township of Elderslie, the former Town of Chesley, the former Village of Paisley and the former Village of Tara, now known as the Corporation of the Municipality of Arran-Elderslie and went on to serve as Mayor for two (2) more terms before retiring in 2010. Mr. Oswald was also Warden for the County of Bruce in 2006.

Although retired, Ron Oswald continues to be very much involved in the community and interested in the progress of the new bridge.

William P. Oswald, Ron Oswald's dad, was a Councillor of the pre-amalgamation community of Township of Elderslie and was the Reeve of Elderslie Township and in 1954 was the Warden of Bruce County.

November 19<sup>th</sup>, 2018

Renaming of the Chesley Main Street Bridge

If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,  
MUNICIPALITY OF ARRAN-ELDERSLIE  
Per:

A handwritten signature in black ink, appearing to read "Peggy Rouse", written over a large, stylized circular flourish.

(Mrs.) Peggy Rouse  
Clerk-Administrator  
[clerk@arran-elderslie.ca](mailto:clerk@arran-elderslie.ca)

## Committee Report

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** Ontario Commute Transportation Management Demand Program

---

### Recommendation:

That the County enter into an agreement to collaborate with SustainMobility to assist with the development of a transportation demand management (TDM) program; and,

That the Director of Transportation and Environmental Services have the authority to enter in the agreement on behalf of the County of Bruce.

### Background:

The Departments of Human Services and Planning and Economic Development have both identified that there is a need for transportation means other than a privately-owned car in the County as the number of residents/visitors who cannot use or do not have access to a car is growing. There is also a need to encourage active transportation.

The province provides tools to help address these needs with the Ontario Commute Program. The program is fully funded by the province for three years and administered/managed by SustainMobility. The program will provide the following:

- Access to the Commute Ontario Information Portal
- Regional Ride-Matching Tool
- Active Switch Program
- Emergency Ride Home Program
- Marketing Programs
  - Carpooling campaign
  - Cycling campaign
  - Walktober Campaign
  - Monthly rewards program

SustainMobility will contact other stakeholders in the county like the lower tier municipalities and employers to solicit their participation in the program. There are employers in the County who already have programs for ride share and bus transportation. The implementation of this program in the county should not be in conflict with this existing public transportation programs.

**Financial/Staffing/Legal/IT Considerations:**

There are no financial consideration at this time as the program is fully funded by the province for three years. There are no staffing, legal or IT considerations associated with this report.

**Interdepartmental Consultation:**

Consulted with the Planning and Economic Development and Human Services who both confirmed that there is a need to implement this type of program.

Consulted with Information Technology Services who confirmed that access to the Commute Ontario Portal could be included in our website.

**Link to Strategic Goals and Elements:**

This initiative will benefit the County but it is not linked to strategic goals and elements.

**Approved by:**

A handwritten signature in black ink, appearing to read 'M. Nero', written over a horizontal line.

Marianne Nero  
Acting Chief Administrative Officer



# Commute Ontario



## **Background:**

Transportation Demand Management (TDM) is a proven strategy for promoting active and healthy travel options, encouraging carpooling and public transit and therefore reducing single occupancy vehicle travel. As a result, successful TDM programs have proven to reduce vehicle km travel and their associated negative impacts such as Greenhouse Gas Emissions (GHG's) air pollution, traffic congestion and sedentary lifestyles. TDM programs are most successful when they: i) educate individuals about the impact of their travel choices and the potential to improve their personal health and the health of the environment by making sustainable travel choices, ii) provide resources and tools that help individuals to explore travel options, iii) provide programs that support/encourage a variety of travel modes, iv) provide incentives and/or rewards that motivate behaviour change, v) include ongoing marketing and communications that continuously engage individuals in TDM programs.

TDM programs typically include, but are not limited to the following:

- Carpooling program supported by online ride-matching tools
- Walking and cycling programs that encourage active transportation
- Programs that encourage public transit
- Programs that encourage telework and flexible work schedules
- Marketing programs that promote behaviour change (including incentives and rewards).

## **TDM Programs in Ontario:**

The Smart Commute Program is the most comprehensive TDM program in Ontario and includes all essential elements of strong TDM programs. Metrolinx, in partnership with the Municipalities of the GTHA, provide funding for the delivery of a broad array of TDM programs for employers in all GTHA municipalities.

Service Areas Include:

Hamilton, Halton Region, Region of Peel, Toronto, York Region, Durham Region

The Smart Commute program is delivered to more than 330 workplaces and post-secondary institutions through 13 local offices in the GTHA. Together, the program reaches more than 721,000 employees and students.







### **The Regional Ride Share Program:**

The Regional Rideshare Program is managed by the City of London in partnership with municipalities in Southwestern Ontario. London has purchased a licence for an online carpooling program and allows workplaces and institutions to join the program.

This program is not supported with additional TDM programming, communications or marketing and does not support multiple travel modes.

Service Areas include:

Huron County, Lambton County, London, Middlesex County, Oxford County, Perth County, St. Marys, St. Thomas and Stratford.

The Regional Ride Share program services 26 employers, plus members of the public in Southwestern Ontario.

### **Niagara Ride Share Program**

Modelled after the Regional Rideshare program, Niagara Rideshare is a carpool only program. Niagara Ride Share was formerly managed by the Bridges Community Health Centre and the Town of Fort Erie, with funding from the Niagara Prosperity Initiative.

The Niagara Ride Share Program services 13 employers, plus members of the public in the Niagara Region.

### **TravelWise**

The Travel Wise program is managed by the Region of Waterloo and is available to 24 workplaces in the region. Travel Wise provides many essential elements of a strong TDM program but lacks ongoing marketing and communications and does not have sufficient supportive programming for all travel modes.





### **Commute Ontario Concept:**

SustainMobility proposes to expand the regional TDM program model to reach the entire province of Ontario. SustainMobility proposes to launch seven new regional TDM programs in various areas of Ontario. With the launch of the proposed TDM programs, every municipality in Ontario will have the opportunity to participate in TDM programs.

SustainMobility will utilize its proven information portal tool to create customizable programs and service offerings for each new regional TDM program. In addition, SustainMobility will work with Pathway Intelligence, the current carpool technology provider for both the London Regional Rideshare Program and the Niagara Regional Rideshare program, to leverage and expand upon the existing regional carpooling concept. With the launch of the Commute Ontario program, SustainMobility will provide both the London Regional Rideshare Program and the Niagara Regional Rideshare programs with a full suite of supportive TDM programs and services. This will elevate the programming in these regions to the same level as the Smart Commute program in the GTHA, but in a virtual format.

SustainMobility will also partner with Pathway Intelligence to expand the Regional Carpooling model to provide regional carpooling tools in each of the seven new proposed TDM programs. In each of the service areas, SustainMobility will also provide a full suite of supportive TDM programs and services.

The Commute Ontario program will provide a comprehensive TDM program, similar to the Smart Commute program to employers across Ontario. Programming will include:

- Pathway Intelligence provided ride-matching service
- Active Switch walking and cycling program
- Emergency Ride Home Program
- Information portal for municipalities to post TDM related resources
- Full calendar of marketing campaigns, incentive and rewards
- Tracking tools to measure return on investment





Sept 17, 2018

PRIVATE AND CONFIDENTIAL

Bruce County

Address and Postal Code

Attention: TBD

Re: Transportation Demand Management Program – Collaboration Agreement

Dear TBD:

SustainMobility wishes to collaborate with the Bruce County (the "**City**"), to assist with the development of a transportation demand management ("**TDM**") program (the "**Project**"). The Project is intended to provide opportunities for residents of Region 4, South East Ontario Region as more particularly set out in the map in **Schedule A** attached hereto (the "**Location**") to engage in initiatives promoting the reduction of single occupancy vehicle travel through carpooling, walking, cycling, and public transit usage.

In consideration of the mutual covenants and agreements contained in this letter agreement (the "**Agreement**"), and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, SustainMobility and the City (collectively, the "**Parties**" and each, a "**Party**") agree as follows:

**1. Purpose and Expected Results.**

- (a) The purpose of this Agreement is: (a) to collaborate with and enable the City, by providing SustainMobility's expertise and tools, to develop the Project in the Location; and (b) to enable SustainMobility to achieve its objective of developing a province-wide network of organizations operating in accordance with its Model (as defined herein).
- (b) SustainMobility expects to: (a) develop a customized carpooling tool for the City through SustainMobility's TDM program model to promote the reduction of single-occupancy vehicle travel (the "**Model**"); (b) assist in enhancing the brand value of Commute Ontario locally and provincially; and (c) develop the business case of the Project for sustaining the services (collectively, the "**Project Objectives**").
- (c) The City acknowledges its rights under this Agreement are non-exclusive and SustainMobility has and intends to enter into similar arrangements to the Project with other municipalities and cities to develop the Model across Ontario (the "**Other Projects**").

2. **Term.** This Agreement shall commence on the date that this Agreement is signed by the City and shall expire on April 30, 2021 (the "**Term**"), unless terminated earlier in accordance with Section 13. The Parties shall enter into good faith discussions at least one hundred eighty (180) days prior to the expiry of the Term regarding the renewal of the Agreement on new terms and conditions to be agreed to between the Parties.
3. **Financial Considerations.** SustainMobility has received a grant from the Ontario Trillium Foundation (the "**Grant**") which will be used to fully fund the Project and SustainMobility's obligations under this Agreement during the Term. The City acknowledges that the Grant will only be used in accordance with the terms and conditions thereof and shall also be used to fund the Other Projects. Any additional requests from the City not contemplated by this Agreement may be subject to additional fees as determined by SustainMobility, acting reasonably.
4. **Project Responsibilities.**
  - (a) SustainMobility. SustainMobility will:
    - (i) provide the programs and tools for the Project as set out in **Schedule B** attached hereto;
    - (ii) obtain the necessary rights and licenses to the information technology in connection with the program and tools which are to be provided by Pathway Intelligence;
    - (iii) assist with the development and customization of the Project for the City's particular requirements;
    - (iv) provide technical and administrative support to the City in connection with the operation of the Project;
    - (v) provide the City with marketing materials and outreach support in respect of the promotion of the Project to potential organizations;
    - (vi) manage the Grant funds and maintain accurate books and records; and
    - (vii) ensure it has the appropriate staff, resources, and expertise to implement the Project.
  - (b) The City. The City will:
    - (i) promote and raise awareness of the Project in the Location, including, but not limited to, encouraging potential organizations to participate in the Project;
    - (ii) promote the Project on its website including displaying the Project Logo (as defined herein);
    - (iii) collect and maintain accurate data in respect of the Project including results to help develop a business case to continue the Project after expiration of the Term; and

- (iv) engage in, and provide reasonable assistance with, the development of the business case for the Project.

**5. Steering Committee.**

- (a) Establishment and Purpose. To assist with the continuous improvement of the Project and to consistently expand the Project Objectives province-wide, a steering committee will be established (the "**Steering Committee**") with an advisory purpose for members to provide recommendations and suggestions on the improvement and development of the Project and Other Projects.
- (b) Member Composition. The Steering Committee will comprise of the Executive Director of SustainMobility, the City, and the other participating municipalities may each appoint one (1) member for its Project and the Other Projects, respectively. Participation in the Steering Committee is optional and voluntary.
- (c) Discussions and Decisions. For greater certainty, the Steering Committee is intended to facilitate open discussions and ideas on the improvement of the Project and Other Projects between all parties. SustainMobility reserves the right to make any final decisions on the Project to ensure it is in compliance with the Project Objectives and the Grant requirements.

**6. Advertising and Publicity.** Each Party may reference the existence of this Agreement, the title of the Project, and identify the Parties to this Agreement. SustainMobility hereby grants to City a non-exclusive, non-transferable, non-sublicensable, royalty-free, limited license to use the Commute Ontario logo ("**Project Logo**") for use in connection with the promotion of the Project. The City hereby grants to SustainMobility a non-exclusive, non-transferable, non-sublicensable, royalty-free, limited license to use the City's trademarks and trade names as set out in **Schedule C** attached hereto solely for the use and promotion of the Project. Except as otherwise provided herein or required by applicable law, no Party shall use, or authorize others to use, the name, symbols or marks of any of the other Parties in any publication, news release, promotion, advertisement, or other public announcement, whether written or oral, without the prior written approval of the relevant Party.

**7. Intellectual Property.** Each Party retains all right, title, and interest in and to its intellectual property existing prior to the Project, including any trademarks or tradenames.

**8. Confidentiality.**

- (a) "**Confidential Information**" means any and all information disclosed by a Party (a "**Disclosing Party**") to the other Party (a "**Recipient Party**") under this Agreement in any form whatsoever that is marked as "confidential" or that such Disclosing Party has indicated in writing at any time to be confidential, but does not include information which: (a) is or becomes available to the public other than as a result, directly or indirectly, of a breach of this Agreement by the Recipient Party; (b) at the time of disclosure was already known to the Recipient Party, or is independently developed by the Recipient Party without reference to or use of information disclosed by the Disclosing Party; or (c) is lawfully made available to the Recipient Party on a non-confidential basis prior to its disclosure.

- (b) The Recipient Party shall not use the Confidential Information (or any personal information that may be received pursuant to this Agreement) at any time for any purpose other than for or in connection with the Project, or derive any benefit therefrom, and shall not disclose any of the Confidential Information to any person other than its directors, officers, employees, and representatives which are actively and directly participating in, and need to know the Confidential Information for or in connection with, the Project. The Recipient Party shall keep all of the Confidential Information confidential, protect it with reasonable safeguards and strictly limit and control copies thereof. The Recipient Party shall promptly notify the Disclosing Party of all loss, unauthorized use, and disclosure of the Confidential Information, and take steps to prevent further loss, use, or disclosure. If the Recipient Party is required by law to disclose any of the Confidential Information, the City shall provide the Disclosing Party with prompt written notice and cooperate with the Disclosing Party before making any disclosure.
9. **Disclaimer.** SustainMobility represents and warrants it has the necessary rights and licenses to provide the program and tools for the Project. The City acknowledges that the program and tools used in connection with the Project are understood to be provided "as is". SustainMobility makes no representation, warranty, condition, or other promise of any kind, express, implied, statutory, or otherwise in respect of the material or program tools, including as to its merchantability or fitness for a particular purpose.
10. **Indemnity.** Each Party shall indemnify and hold harmless the other Party, and its directors, officers, employees, representatives, contractors, and agents (collectively, "**Representatives**") from and against any losses, claims, damages, liability, expenses, and costs to the extent such loss, claim, damages, liability, expense, or costs results from any act, omission, or negligence of such Party or its Representatives.
11. **Limitation of Liability.** Each Party assumes all liability for damages that might arise from its own acts or omissions. A Party shall not be liable to another Party for any loss, cost, claim, or demand (including any third party claims), except to the extent caused by a Party's own negligence or willful misconduct. Neither Party will be liable, in any circumstance, for any special, consequential, indirect, incidental, exemplary, or punitive damages or loss of profit, whether in contract, tort or otherwise resulting from any cause of action whatsoever, whether or not advised of such possibility of the foregoing.
12. **Insurance.** During the Term, the SustainMobility shall, at its sole expense, procure and maintain all necessary insurance coverage required for its operation of the Project, in an aggregate amount of at least Two Million Dollars (\$2,000,000) on a per occurrence basis.
13. **Termination.** This Agreement may terminate:
- (a) at the expiration of the Term;
  - (b) by the mutual written agreement of the Parties; or
  - (c) by either Party with 90 days prior written notice of termination to the other Party.
14. **Notice.** Any notice, direction, or other communication (a "**notice**") required or permitted to be given to a Party shall be in writing and shall be sufficiently given if delivered personally, mailed,

or transmitted by email to the address set forth below. Either Party may change its address by notifying the other Party of the change of address in writing. A notice shall be deemed to have been received: (a) if delivered personally, upon receipt; (b) if mailed, on the third business day after the date-stamped time of mailing, or (c) if emailed, on the first business day after the date such email is transmitted.

In the case of SustainMobility, at:

SustainMobility  
4080 Confederation Parkway, Suite 202  
Mississauga ON

Attention: Glenn Gumulka, Executive Director  
Email: ggumulka@sustainmobility.ca

In the case of the City, at:

Corporation of Bruce County  
Mailing address and postal code

Attention: TBD  
Email: TBD

**15. General/Miscellaneous.**

- (a) Entire Agreement; Survival. This Agreement contains the entire agreement between the Parties, with respect to the matters covered herein, and supersedes any discussions, representations or prior or contemporaneous agreements, discussions, or representations, whether written or oral. Any amendment, alteration, or modification of this Agreement must be evidenced by a written instrument duly executed by both Parties. Sections 7, 8, 9, 10, and 11 and all other provisions of this Agreement which, by their nature, are meant to survive termination of this Agreement shall survive termination of this Agreement in perpetuity.
- (b) Relationship of the Parties. Nothing contained in this Agreement should be construed to create or imply any joint venture, partnership, principal-agent, trust, or employment relationship between the Parties, and a Party may not make, or allow to be made, any representation that any such relationship exists between the Parties. A Party shall not have the authority to act for, or to incur any obligation on behalf of, the other Party, except as expressly provided for in this Agreement.
- (c) Severability. Any provision in this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.

- (d) Assignment; Enurement. Neither this Agreement nor any obligation contained herein may be assigned by either Party without the prior written consent of the other Party. This Agreement shall enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.
- (e) Compliance with Laws. Each Party acknowledges and agrees that it shall at all times comply with all applicable laws.
- (f) Further Assurances. Each of SustainMobility and the City shall promptly do, execute, deliver, or cause to be done, executed, or delivered all further acts, documents and matters in connection with this Agreement and the Project that the other Party may reasonably require.
- (g) Governing Law. This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the Province of Ontario and the federal laws of Canada applicable therein.
- (h) Counterparts. This Agreement may be executed in counterparts each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument.



We look forward to working with you! Please confirm your acceptance of the above terms and conditions by signing and returning a copy of this Agreement to the undersigned.

Yours truly,

**SUSTAINMOBILITY**

Glenn Gumulka  
Executive Director

\*\*\*\*\*

**AGREED AND ACCEPTED** this **XX** day of **Month**, 2018.

**[MUNICIPALITY]**

By: \_\_\_\_\_

**Name**  
**Title**

(I have authority to bind the corporation)

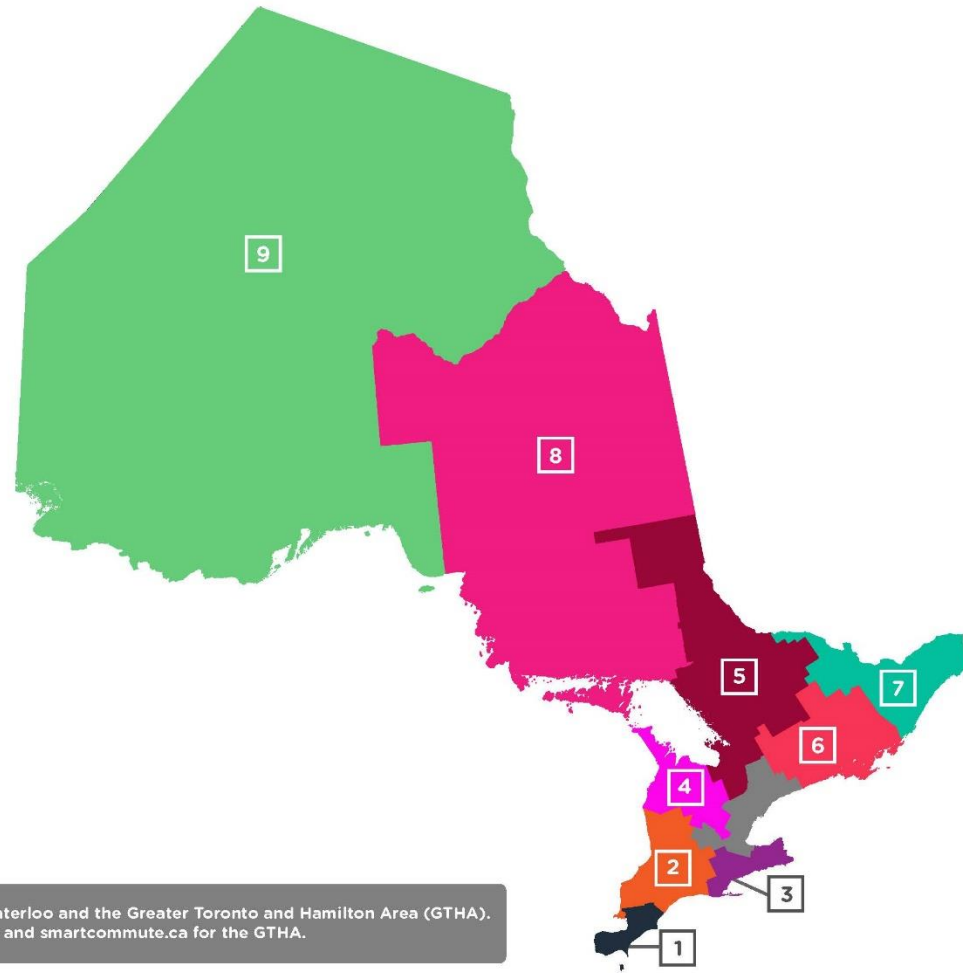
## SCHEDULE A

### MAP OF PROPOSED SERVICE AREA



#### Legend

- 1. South
- 2. London Region
- 3. Niagara
- 4. South East
- 5. Central
- 6. South Central
- 7. East
- 8. North East
- 9. North West



\* Commute Ontario is not available in the Region of Waterloo and the Greater Toronto and Hamilton Area (GTHA). Please visit [gotravelwise.ca](http://gotravelwise.ca) for the Region of Waterloo and [smartcommute.ca](http://smartcommute.ca) for the GTHA.

## SCHEDULE B

### PROJECT PROGRAM AND TOOLS

In connection with the Project, SustainMobility will provide the City and participating organizations with the following programs and tools:

**1. Access to the Commute Ontario Information Portal**

Description: The Commute Ontario Portal is the gateway to all programs and services associated with the Project. Organizations will be granted administrative access to the portal. Through the portal, organizations can download all relevant files and marketing materials required to support the Project. Employees of organizations can access the portal to find links and information to campaigns, resources, tools and other materials associated with the Project. Organization pages on the portal may be branded with an organization's logo/trademark along with the logos of any supporting municipalities or funding agencies.

**2. Regional Ride-Matching Tool**

Description: Organizations will have a network on the online ride-matching tool that allows commuters to plan routes, find and share rides with colleagues, and measure the impact of their travel choices. Employees can choose to search for matches within their organization only, or within the greater pool of participants from within their region. Organizations will have administrative access to their network on the Project platform.

**3. Active Switch Program**

Description: Organizations will have a corporate account on the Active Switch online program. Active Switch allows users to track their active travel behaviour and monitor the impact of active travel on their health and the environment. Organizations will have administrative access to the corporate account which may be branded with a corporate logo/trademark along with the logos of any supporting municipalities or funding agencies.

**4. Emergency Ride Home Program**

Description: The Emergency Ride Home Program provides a reimbursement (up to \$75 maximum per ride) to employees at participating organizations to cover commuting expenses related to a personal emergency on a day when the employee used a sustainable travel mode to get to work. Claims for Emergency Ride Home can be made using forms located on the Commute Ontario Portal. All claims are subject to rules and conditions as stated in the Emergency Ride Home Terms and Conditions.

**5. Marketing Programs**

Description: Through the Commute Ontario Portal, organizations will have access to a variety of electronic marketing and communications materials to assist them in promoting the Project to their employees. Marketing campaigns will include:

- Carpooling campaign
- Cycling campaign
- Walktober campaign
- Monthly rewards program

SCHEDULE C

TRADEMARK AND TRADENAMES





# “ Make Commute Time Your Time ”

**Get Active • Be Productive • Save Money**



Commute Ontario wants to help workplaces change the way people perceive their commute by offering employers and employees healthy, sustainable and FUN commuting options.



Signing up is so simple that a kid could do it! Thanks to a generous grant from the Ontario Trillium Foundation, it's also **FREE**.

# Make Commute Time Your Time We've Got Solutions

Commute time offers an opportunity to gain back YOUR time and reconnect with what you love. Reconnect with nature, with friends, with being active, or use the time to get some extra tasks done. We offer sustainable and active travel options that improve the health and well-being of employees while reducing traffic and greenhouse gas emissions (GHG).

## What happens when a workplace actively promotes sustainable commute options?



Increased Employee  
Productivity



Healthier  
Employees



Reduced Employee  
Turnover



Happier, More Satisfied  
Employees



Reduced Parking  
Cost & Demand



A Boost to  
Corporate Image

## What do you get?

Participating employers get access to a wide range of programs and services:



Carpooling  
Program



Walking &  
Cycling Program



Emergency Ride  
Home Program



Information  
Portal



Marketing &  
Communications



Campaigns &  
Incentives

**Register Your Workplace To Get Involved!**

**COMMUTEONTARIO.CA**

Program developed with the generous support of

 Updated 1 month ago

[Click here](#) to download the Peterborough Bikeways and Trails Map to help get you started.

## 4

🕒 Updated 1 month ago

[Click here](#) to find out everything you need to know to plan your route.

Updated 1 month ago

[Click here](#) to find out more.

Updated 1 week ago

[Click here](#) to view the guide.



## London



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** Tender BCTES-18-25 Traffic Signal Maintenance Award

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### Recommendation:

That the tender BCTES-18-25 Traffic Signal Maintenance be awarded to Roberts Onsite for \$26,894.00 including HST.

### Background:

This tender is for the inspection, maintenance, and repair of traffic lights in Bruce County.

Under section 5.2 b of by-law 2018-021, a by-law to establish and adopt a Purchasing Policy for the procurement of goods and services for the County of Bruce, Council must approve an award when a recommendation is made to award to a vendor who did not submit the lowest tender or score the highest.

There were two bidders for the tender but the lower bid was rejected as per section 11.3 of the County of Bruce Purchasing Procedures, "Rejection of Supplier's Bid. The County may reject a bid if a supplier provides incomplete, unrepresentative references, or receives unsatisfactory external and/or internal references in a reference check undertaken by County staff".

### Financial/Staffing/Legal/IT Considerations:

The acceptable bid is about \$8000 higher than estimated in the 2019 Operations Budget for this department. The proposed 2019 Operations Budget will be adjusted to cover this cost. A reliable service will reduce the risk incurred from traffic lights that are not in good order.

### Interdepartmental Consultation:

The Corporate Service Department was consulted to ensure that this recommendation is compliant with County Purchasing by-law and procedures.



**Link to Strategic Goals and Elements:**

None identified.

**Approved by:**

A handwritten signature in black ink, appearing to read "Marianne Nero", written in a cursive style.

Marianne Nero  
Acting Chief Administrative Officer



## Committee Report

**To:** Warden Mitch Twolan  
Members of the Transportation & Environmental Services  
Committee

**From:** Miguel Pelletier  
Director of Transportation & Environmental Services

**Date:** December 20, 2018

**Re:** Organizational Review Update and Budget Challenges

### Recommendation:

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The report Organizational Review Update and Budget Challenges is for information.

### Background:

On September 21, 2017, this Committee approved (in closed session) recommendations and responses from the Organizational Review prepared by Dobbie Consulting Limited. The Department has carried out/started the following actions:

- Change name of department from Highways to Transportation and Environmental services. Name has been changed, currently reviewing the mandate of the Department,
- Hire new Director to replace retiring County Engineer and create and staff new Engineering Manager position - Complete,
- Office Supervisor to manage all administrative responsibilities. In progress using Lean to improve workflow,
- Job descriptions review complete less three that should be complete in the next month,
- Work with Corporate Services to review processes to deal with procurement and payroll. Procurement and payroll review complete. Working on accounting processes such as work order management, process management, and asset management, and
- Transition from in house construction to contract construction. This has started in 2018 and will continue in 2019,

In 2018, the Trails and Forestry divisions have moved from Planning and Economic Development to Transportation and Environmental Services. The 2018 inter-department funding transfer did not fully cover the operations costs creating a gap.

The Asset Management Plan for the County of Bruce (2016) identified that there was an infrastructure funding gap for road and bridges/culverts. In order to close the gap, it was recommended that the investment in capital construction work increase above current levels.

### **Financial/Staffing/Legal/IT Considerations:**

There is a financial impact resulting from the changes in the Department. The monetary value of the impact and any corrective action will be further discussed during the 2019 budget discussion and deliberation.

In summary, the operations budget for Transportation and Environmental Services will increase in 2019 to accommodate the additional road maintenance work (operations) and to close the gap for Trails and Forestry. The increase in operations budget will be partially offset by a reduction in the capital budget. The reduction in the capital budget may have the impact of increasing the infrastructure funding gap identified in the 2016 Asset Management Plan.

The additional pressure on the operations budget to accommodate organizational change have led to the following initiatives not being proposed in the 2019 operations budget:

- County detailed road inspection program,
- County road designation study,
- County master transportation plan,
- Additional engineering studies,
- Comprehensive building maintenance program for the four operations facilities.

### **Interdepartmental Consultation:**

The Corporate Services Department was consulted to assess the financial impact of the Organizational Review and of the Asset Management Plan.

### **Link to Strategic Goals and Elements:**

None Identified.

### **Approved by:**

A handwritten signature in black ink, appearing to read 'M. Nero', written over a horizontal line.

Marianne Nero  
Acting Chief Administrative Officer