



**PUBLIC SERVICES COMMITTEE
AGENDA**

Monday, July 20, 2015, 5:00 pm
Committee Room

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1. ROLL CALL	
2. DECLARATION OF CONFLICT OF INTEREST	
3. MINUTES OF THE PREVIOUS MEETINGS	
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11. ADJOURNMENT	



**PUBLIC SERVICES COMMITTEE
MEETING MINUTES**

Monday, June 15, 2015
5:00 pm
Committee Room

Present: C. Martin, Chair, N. Mann, Member, Luc Cyr, Dan Marchisella

Resources: S. McGhee, Scot Reinhardt, Connie Nykyforak, Tammy Vanroon

1. ROLL CALL

The meeting was called to order by the Chair at 5:00pm

2. DECLARATION OF CONFLICT OF INTEREST

Councillor Norman Mann declared a conflict of interest on Item 7.4

3. MINUTES OF THE PREVIOUS MEETINGS

Res#: 28/15

Moved By: Luc Cyr

Seconded By: N. Mann

That the Minutes of the May 20, 2015 meeting of the Public Services Committee be received;

Carried

6. UNFINISHED BUSINESS

6.1. Ontario Avenue One-Way Traffic Questionnaire

7. NEW BUSINESS

7.1. Staff Report OPS 2015-14 Clean-up Week Outcome

dated June 9, 2015

Res#: 29/15

Moved By: Dan Marchisella

Seconded By: N. Mann

That Staff Report OPS2015-14 dated June 9, 2015 of the Director of Operations be received;

And THAT the Clean-Up Week event be discontinued in favour of a designated amnesty week for residential waste at the Elliot Lake landfill for 2016.

Carried

7.2. Staff Report OPS 2015-15 Hirshhorn Avenue Road Reconstruction

dated June 9, 2015

Res#: 30/15

Moved By: N. Mann

Seconded By: Luc Cyr

That Staff Report OPS2015-15 dated June 9, 2015 of the Director of Operations be received;

And THAT contract 2015-E1 for road reconstruction and storm sewer installation services in the amount of \$948,377.⁰⁰ plus applicable taxes be awarded to K.J. Beamish Construction Company Ltd.

Carried

7.3. Staff Report OPS 2015-16 Transit Bus Purchase

dated June 10, 2015

Res#: 31/15

Moved By: Dan Marchisella

Seconded By: Luc Cyr

That Staff Report OPS2015-16 dated June 10, 2015 of the Director of Operations be received;

And THAT contract 2015-09 for supply of two (2) 183" wheelbase transit busses through the Metrolinx Transit Purchasing Initiative in the amount of \$375,000.⁰⁰ plus applicable taxes be awarded to Creative Carriage Ltd.

Carried

7.4. Staff Report OPS 2015-17 Transit Services Delivery

dated June 10, 2015

Res#: 32/15

Moved By: Luc Cyr

Seconded By: Dan Marchisella

That Staff Report OPS 2015-17 dated June 10th, 2015 of the Director of Operations be received;

and THAT Staff be directed to secure competitive pricing for a twenty four month interim agreement for the operation of the City of Elliot Lake Conventional Transit system by local service providers with experience in the operation of municipal conventional and/or specialized transit systems.

Carried

10. SCHEDULING OF NEXT MEETING

The next scheduled Public Services Committee meeting is July 20, 2015.

11. ADJOURNMENT

Res#: 33/15

Moved By: Luc Cyr

Seconded By: Dan Marchisella

That the meeting be adjourned at the hour of 6:35pm.

Carried



The Corporation of the City of Elliot Lake

Staff Report OPS 2015-18

Report of the **Director of Operations**
for the Consideration of the Public Services Committee

RE: Ontario Avenue One Way Traffic Survey Outcome

OBJECTIVE

To provide members of the Public Services Committee with information regarding the outcome of the survey distributed to businesses potentially impacted by conversion of Ontario Avenue to a one way traffic route.

RECOMMENDATION

THAT Staff Report OPS 2015-18 dated July 3rd, 2015 of the Director of Operations be received;

Respectfully Submitted

Sean McGhee
Director of Operations

Approved

Jeff Renaud
Chief Administrative Officer

July 3, 2015

BACKGROUND

It has been reported that the loss of parking space on the Algo Mall property has had a negative impact on some merchants in the Central Commercial Area. One solution to this concern being investigated by the City of Elliot Lake is the creation of a “One Way Traffic Only” section and development of angle parking only spaces on Ontario Avenue. Staff Report OPS2015-11 was presented to the Public Services Committee and included preliminary traffic flow and design drawings for review. Direction was given to staff by the Committee to develop a survey which was to be distributed to solicit input from impacted business.

It was determined that the results would be most representative if the surveys were distributed strictly to businesses directly impacted by the proposed change, or that were in close proximity to the area in question.

The surveys were distributed June 8th, 2015. In total, 40 surveys were distributed with 17 completed and returned by the deadline of June 26th, 2015.

ANALYSIS

The results of the survey questions are as follows:

1. **Was your establishments’ parking situation impacted by the loss of available parking spaces on the Algo Center Mall property?**

Yes - 15

No - 2

2. **Do you feel that the existing configuration of Ontario Avenue provides adequate parking spaces to meet the needs of the local business owners?**

Yes - 4

No - 13

3. **Do you expect that a change to One-way traffic on Ontario Avenue would have a positive or negative impact on your business?**

Positive impact – 5

Negative Impact – 11

Neither Positive or Negative – 1

4. **Would restrictions on shipping and receiving in the One-Way section of Ontario Avenue have a NEGATIVE impact on your business?**

Yes - 9

No - 8

5. Do you have any suggestions that could enhance or improve parking in the Central Commercial Area?

The responses to this question varied and are as follows:

Mall Property Related Comments:

"The negative impact of a One Way street far outweighs the parking benefits. Would there be a possibility to allow for parking at the old mall site?"

"Allow the parking lot of the old mall to be utilized if not for merchants than at least for the staff from businesses along Ontario Avenue";

"Please purchase the old mall property; I understand it was offered by the owner at 1,500,000.00";

"To have paid or even unpaid parking allowed in the old Algo Mall parking lot with the added "timed" parking and creating a paid position to ensure the "timed" parking is enforced";

"To purchase the Algo Mall lower parking lot and offset the cost with paid parking, police the parking spots we have now between 11 am and 2 pm (not at 9 am when there are no issues)";

"The purchase of partial property of the Algo Mall site seems to be a very good idea as well as looking at removing the old theater and creating parking that way."

"Provide spot on old mall lot or the NEW mall lot! Please point out the available space in parking lots between Manitoba, Veteran's way and Ontario Ave. parking is available in front of Sears, Sidel's, St Vincent de Paul etc...Work on New Businesses e.g. Foodland and New Mall spend money on developing business not hindering them"

"When (or If) ever available purchasing some of the land from the Algo Centre Mall site to convert to angle parking on the other side of the road."

Enforcement Related Comments:

"Ensure that parking exceeds the 60 min to accommodate my enterprise and eliminate the handicapped parking; the businesses along Ontario Avenue are not accessible which make the parking spots pointless";

"Allow a 2hr parking; this would restrict the present problem of employees of banks, medical services, businesses from parking in the prime sports restricting potential customers getting a parking spot";

"Change the parking limit from 45 min to 2hrs, and increase the angled parking up to in front of # 112 #114 #115 Ontario";

"Enforce the parking downtown. Too many business owners and their staff park in front of their businesses all day, so patrons cannot park. Also, remove the grass/green space in front of the CIBC and enlarge that parking lot";

In Favour of the One Way:

"Angled parking would allow the widening of the sidewalks for better "foot traffic" and sidewalk sales. Improving light fixtures and adding more benches would improve the shopping experience in the Central Commercial Area by making it an aesthetically pleasing environment."

"The idea of making Ontario Ave a one-way with angled parking will be beneficial to that specific area. However that being said other parking situations such as Elizabeth Square should be addressed"

As a result of the survey, we can determine that almost all of the respondents were impacted by the loss of available parking at the mall site. Furthermore, the majority feel that although parking in the Ontario Avenue area is inadequate, a transition to One-Way only traffic would only serve to exacerbate the issue. In addition to this, slightly more than half of the businesses responding to the survey would see a negative impact with regard to shipping and receiving of goods.

SUMMARY

This exercise has provided an opportunity for the Municipality to work closely with the Elliot Lake and District Chamber of Commerce and a number of the retailers in the Central Commercial Area.

The feedback that was received clearly shows that while only 43% of the retailers surveyed responded, the majority of those do not support the change to one-way traffic on Ontario Avenue.

It is not recommended that any further resources be applied to this course of action.



The Corporation of the City of Elliot Lake

Staff Report OPS 2015-19

Report of the **Director of Operations**
for the Consideration of the Public Services Committee

RE: Conventional Transit Operational Contract

OBJECTIVE

To provide the Public Services Committee with information regarding an interim contract for the delivery of Conventional Transit Services within the Municipality.

RECOMMENDATION

THAT Staff Report OPS 2015-19 dated July 13th, 2015 of the Director of Operations be received;

and THAT the Committee recommend to Council that Contract 2015-10 for the operation of the City of Elliot Lake Conventional Transit System for a twelve month period commencing September 1, 2015 be awarded to AJ Bus Lines Limited.

Respectfully Submitted

Sean McGhee
Director of Operations

Approved

Jeff Renaud
Chief Administrative Officer

July 13, 2015

BACKGROUND

In April of this year, AJ Bus Lines approached the municipality and provided notice that they no longer would be willing to provide transit operational services beyond August 31st, 2015.

It was determined through discussion at the Public Services Committee level that in the absence of a pre-qualification process, and to ensure uninterrupted transit service, that both Huron Lodge and AJ Bus Lines Limited would be approached to solicit pricing for an “Operations Only” contract.

It was further decided at the Public Services Committee meeting dated June 15th, 2015, that the contract for operation of the transit system should be considered an interim measure to allow staff the necessary time to review transit operations, pre-qualify bidders, and develop an RFP for the operation.

After much consideration, Huron Lodge opted not to pursue the contract or to provide pricing for service. AJ Bus Lines Limited agreed to provide pricing for an Operational contract.

ANALYSIS

Contract 2015-10 for the operation of the City of Elliot Lake conventional transit system is a 12 month contract which commences September 1st, 2015.

The contract rate is based on the operation of the system at \$62.⁰⁰ per hour. The previous contract, which was all inclusive was billed at a variable rate of approximately \$122.⁰⁰ per hour and fluctuated with current fuel cost.

Cost for replacement buses, in the event that our current units fail or are off-line for maintenance will be billed out at an hourly rate in addition to the contract price.

With the upcoming delivery of new transit busses, some of the costs associated with the operation of the system are only estimates or projections based on last year’s known amounts. Estimated cost for system operation is as follows:

Operation with AJ Bus Lines -	\$238,700. ⁰⁰
Maintenance and Upkeep -	\$ 35,000. ⁰⁰ (estimate)
Fuel costs -	\$ 90,000. ⁰⁰ (based on 2015)
Storage -	\$ <u>9,100.⁰⁰</u> (7 month lease)
Total Operational Price	\$372,800. ⁰⁰

FINANCIAL IMPACT

The existing contract with AJ Bus Lines is valued at \$480,750.00 per year.

The contract price from January 1st, 2015 until August 31st, 2015 is \$320,500.⁰⁰. Our anticipated cost under the proposed contract, which is set to commence on September 1st, 2015, is estimated at \$124,267.⁰⁰.

The estimated total for Conventional Transit Operation is \$444,766.⁰⁰ for 2015.

LINKS TO STRATEGIC PLAN

This project is consistent with Goal 9 of the strategic plan which is “To maximize opportunities for intra-municipal mobility through continued maintenance and further improvement and development of municipal infrastructure”.

SUMMARY

As noted in Staff Report OPS 2015-17, the proposed operational contract should be deemed as an interim measure while an extensive study of the transit system is undertaken to determine the optimum service delivery model. AJ Bus Lines has the familiarity and experience with our system that is necessary to ensure that the community does not see any interruption in service during the review process.

It is recommended that the twelve (12) month contract with AJ Bus Lines Limited for the operation of the City of Elliot Lake Conventional Transit System be accepted.



The Corporation of the City of Elliot Lake

Staff Report OPS 2015-19

Report of the **Director of Operations**
for the Consideration of the Public Services Committee

RE: Resolution of the Council of the Town of Newmarket

OBJECTIVE

To provide the Public Services Committee with background information on Resolution of the Council of the Town of Newmarket being circulated which regarding the installation of Canada Post Community Mailboxes.

RECOMMENDATION

THAT Staff Report OPS 2015-20 dated July 14th, 2015 of the Director of Operations be received;

Respectfully Submitted

A blue ink signature of Sean McGhee.

Sean McGhee
Director of Operations

Approved

A black ink signature of Jeff Renaud.

Jeff Renaud
Chief Administrative Officer

July 14, 2015

BACKGROUND

On June 3rd, 2015, the City of Elliot Lake received correspondence in the form of a copy of a Resolution of Council from the Office of the Mayor of Newmarket, Mr. Tony Van Bynen. This Resolution is being circulated in an effort to generate support in opposition of the installation of Canada Post Community Mailboxes in their Municipality.

The Resolution, which is appended to this report, cites concerns over additional cost and logistical implications that the community boxes will have on Municipal operations.

In addition, the Resolution provides direction to Staff to develop recommendations to align existing Municipal By-laws with City of Hamilton By-law Number 15-091 and to develop a permit fee structure which can be applied to Canada Post for the installation of each Community Mailbox.

Finally, the Resolution calls for the Mayor of Newmarket to petition various levels of Provincial and Federal Government in an effort to halt the installation of community mailboxes until such time as a consultation process is developed and undertaken.

ANALYSIS

The City of Hamilton passed By-Law 15-091 on April 15th, 2015. Part 4 of the by-law imposed a temporary stop-work on Canada Post. The bylaw further instituted the requirement for permits to be purchased prior to the installation of any community mailbox.

In response to the implementation of the bylaw Canada Post filed a complaint with the Courts and in a decision of the Ontario Superior Court on June 11th, 2015, Justice Alan Whitten declared the City of Hamilton by-law to be “inapplicable and inoperative”. This essentially overturned By-law no. 15-091 as it infringed on Canada Post’s rights.

SUMMARY

The Resolution sent to the City of Elliot Lake from the Town of Newmarket is based on and references a municipal by-law that has since been deemed illegal and unsupported by the Federal Court. Support of this Resolution is not recommended.



OFFICE OF THE MAYOR
Tony Van Bynen

June 3, 2015

Dear Sir or Madam:

RE: Community Mailboxes

The following resolution was adopted by the Council of the Town of Newmarket at its meeting held on June 1, 2015.

WHEREAS the installation of community mailboxes raises several of the same concerns as the installation of above-ground plant (e.g., utility boxes) in municipally-owned right-of-way; and

WHEREAS the installation of community mailboxes might require installation requests for additional sidewalks where no sidewalks currently exist; and

WHEREAS the installation of community mailboxes might require installation of additional sidewalk approach ramps for easier access, for persons with disabilities or pushing strollers and/or seniors; and

WHEREAS increased snow clearing responsibilities for adjacent property owners and the Town would be needed; and

WHEREAS installation of additional sign posts, adjacent to community mailboxes for parking regulation changes will be needed; and

WHEREAS the installation of community mailboxes might require additional street light requests to improve visibility to and from community mailbox locations and security at these locations.

NOW THEREFORE BE IT HEREBY RESOLVED THAT Council direct the Mayor to send a letter, copied to Members of Parliament, Ontario Members of Provincial Parliament, and all Ontario municipalities, that requests the Federal Minister of Transport, who oversees Canada Post, to require Canada Post to halt installation of community mailboxes immediately and to adhere to its Five-point Action Plan requirement to engage in full and meaningful consultation with all stakeholders, including the Town and its residents; and

BE IT FURTHER RESOLVED THAT Council direct staff to bring forward recommendations to the next Committee of the Whole or Council meeting to align the Town's by-laws with the City of Hamilton's By-law Number 15-091 which regulates the installation of equipment on roads; and

BE IT FURTHER RESOLVED THAT Council direct staff to develop appropriate standards to require Canada Post to apply for permits with an appropriate fee that reflects the resources required and costs incurred by the Town to install and maintain community mailboxes in established neighbourhoods; and

BE IT FURTHER RESOLVED THAT staff bring back a new by-law for Council's enactment at the next Council meeting.

Yours sincerely,

Tony Van Bynen
 Mayor

C. S. McGhee, Public Services Committee



The Corporation of the City of Elliot Lake

Staff Report EDC2015-03

Report of the **Economic Development Coordinator**
for the Consideration of the Public Services Committee

RE: Downtown Block Party

OBJECTIVE

To provide Mayor and Council with information regarding the proposed Back to School Block Party and request street closure on Ontario Avenue.

RECOMMENDATION

THAT Staff Report EDC 2015-03 dated July 14th, 2015 of Economic Development Coordinator be received;

AND THAT Public Services Committee recommends that Council approve the road closure on Ontario Avenue from 8 a.m. to 5 p.m. on August 22nd, 2015 in support of the Downtown Block Party.

Prepared by,

Submitted by,

Approved by,

Linda Sicoli
Business Coach
The Business Incubator

Ashten Vlahovich
Economic Development Coordinator

Jeff Renaud
Chief Administrative Officer

July 14, 2015

BACKGROUND

Getting the community together for fun, food and deals is not only enjoyable, but it also allows everyone to develop connections and business loyalty, keeping dispensable income in the area while promoting a real sense of belonging, leisure and entertainment.

This, in turn, contributes to community safety and a positive perception of the downtown retail area and other area businesses. It is a time to celebrate what you love about where you live and is an opportunity to promote local offerings, identifying ways to make it even better.

Top Ten Reasons to host a Community Block Party:

1. To have fun
2. Increase awareness of local business and services
3. Increase sales to local retailers
4. To create a sense of belonging and support
5. Get to know local business owners and see how they support the area residents
6. To build community engagement
7. Decrease the perception of lack of services
8. To create pride
9. To learn about the history of your neighborhood
10. 10.To create a group of resources for future events with a successful impact

ANALYSIS

As part of the funding agreement with FedNor, the Business Incubator is required to organize retail events that will benefit Business Incubator clients, as well as local business creating local economic benefit.

This event would incorporate retail vendors, local entertainment, food vendors, children's activities and a beer tent run/sponsored by a local service organization such as the Rotary Club or Lions Club.

Proposed Date: Saturday, August 22, 2015

Proposed Time: 10 a.m. – 5 p.m.

Proposed Location: Ontario Avenue

The proposed event would require street closure on Ontario Avenue from Quebec Road to just before Newfoundland Walk at turn to Upper Plaza as well as Elizabeth Walk. All vendors inherent to the area could set up sidewalk sales and would not need permits, while external vendors would fall under the Economic Development Office's mobile vendor permit and would be provided with a table to be placed across from the sidewalk on Ontario Avenue.

A beer tent, sponsored and run by one of the local service clubs, would be set up at Quebec Road end of the street closure and tented with entry permitted to those over age of majority. Entertainment and/or buskers would be permitted throughout the street closure area with a dedicated stage set up on Saskatchewan Road.

Children's activities would be incorporated into the area between Saskatchewan Road and Quebec Road.

The organizing committee would consist of Sarah Robb and Linda Sicoli from The Business Incubator to lead the effort as a part of their initiative to support local retail business. Other members would be invited from The Chamber of Commerce, the Downtown Revitalization Committee, the events coordinator of The City of Elliot Lake, and the retailers group.

All team members would have responsibilities for elements of the Block Party including and not limited to logistics, volunteers, decorating, and vendor support and management by incubator with support from others in areas listed. Other volunteers would be recruited to support the day's set up and takedown as well as general support throughout the event.

Other areas beside those mentioned could include:

- Promotions
- Entertainment
- Permits
- Set-up & Takedown
- Kids Activities

The vision should be to create an event with a community, all-ages atmosphere, providing a forum for citizens to explore the best local retailers, entertainers and service providers and to bring the summer to close (without imposing on the Labour Day weekend where people are often traveling). While the aim will be to create a "pedestrian market" for strolling and shopping, seating will also be provided to encourage elder residents to also participate.

Vendor Capacity

It is estimated that the site will easily hold approximately 25 vendor tables. The tables are approximately 8 feet in length and vendors can be set up every 10 feet on the north side of Ontario Avenue as well in the center of the road on Elizabeth Walk. Any area in on the sidewalk where existing businesses choose not to display merchandise may also be utilized by external vendors such as retailers from other areas and Business Incubator clients. While a mix of product is the best case scenario, competing vendors may participate and Chamber of Commerce members will be given priority of space selection as a partner in the event.

Vendors will be asked to submit an application to request available sites and all food and beverage sales will be subject the necessary permits required by Algoma Public Health or Special Occasions Permit. All tables will be for a single vendor and no sharing of vendor space will be permitted.

Impact on Surrounding Homes

The closest resident to the proposed market site is approximately 200m+ away in Spruce Street, and it is unlikely that the proposed market will have little if any impact on the local residents.

Impact on Surrounding Businesses

The Block Party is proposed to impact businesses in both the Upper and Lower Plazas in a positive way. Because all participants will be required to park in those areas, it should draw more shoppers to the vicinity. To further support the Downtown businesses, it is proposed that all businesses in the area may also set up sidewalk sales to attract customers as they travel to and from the Block Party.

These businesses will be informed of the Block Party immediately upon approval of the event and their needs will be considered as well as potential accommodations.

Services

Toilets: Portable toilets should be supplied as per the requirements of Algoma Public Health. Management envisages approximately up to a 1,000 visitors over the 7 hour period; however, no more than a few hundred should be present at any given time. This figure is an estimate based on population demographics and attractions targeting those markets. Toilet locations and sinks will be outlined on a site plan created by the organizing committee.

Fencing: As the area is not contained, road barriers will be erected and dismantled on the day of the Block Party and will be manned by volunteers to redirect traffic as required. The road barriers and white fencing would be supplied by Public Works.

Waste: The Block Party intends to be a “waste wise” event. Garbage bins and recyclable bins will be clearly marked and vendors will be encouraged to minimize their packaging and waste products. Vendors will also be responsible for the removal of their own waste. Additional garbage bins will be requested from Public Works.

FINANCIAL IMPACT

As retail events are a deliverable under the funding agreement with FedNor, budget is provided through the Business Incubator funding budget.

LINKS TO STRATEGIC PLAN

While this is an opportunity for The Business Incubator to introduce some of their emerging clients to the community, it also meets goals of the Economic Development & Diversification Strategy by addressing the objective of Creating Wealth Together under *Goal #2 'Building a Network of Networks*. Through this event, we hope to not only engage our clients but also retailers under the Chamber of Commerce, local entertainers, children’s groups and local service clubs resulting in a collaborative day that builds a sense of community and helps to create a compelling opportunity for local business.

LINKS TO STRATEGIC PLAN

As part of The Business Incubator mandate to promote events that will impact small businesses, The Downtown Block Party will foster businesses within the Elliot Lake community, will promote entrepreneurs and encourage shopping locally.

The Business Incubator has a goal to assist emerging businesses in their start up and development process and this event will help to address those key activities. Additionally, there is a stipulation to engage partnerships with local retail and community groups and the Block Party will present an opportunity to deliver on those measurements as well. The event will create a platform for both emerging and existing businesses to come together collaboratively and engage an atmosphere of friendly competition in an environment of community support.

SUMMARY

The 2015 Downtown Elliot Lake Block Party hopes to become an annual event and we will market it in such a way so that while it may start smaller, it has the capacity for growth and greater retail/vendor inclusion. The event will meet objectives of both the Economic Development & Diversification Strategy as well as the mandate for the Business Incubator, while creating a local economic benefit.