

# **PUBLIC FORUM COMMITTEE AGENDA**

**TUESDAY, APRIL 14, 2009, 5:00 p.m.  
COUNCIL CHAMBERS, BRANTFORD CITY HALL**

Councillor Bradford in the Chair

<b>1. ROLL CALL</b>
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<b>2. DECLARATION OF CONFLICTS OF INTEREST</b>
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<b>3. PRESENTATIONS OF ADVISORY COMMITTEES AND BOARDS ANNUAL REPORT</b>
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- 3.1 Brant County Board of Health – JoAnn Tober, Executive Director
- 3.2 Brantford Community Advisory Committee for Disability Issues – Lisa Tara Hooper, Chair
- 3.3 Transit Liaison Advisory Committee – Darcy Clark, Chair
- 3.4 Golf Board – John Utley, Chair
- 3.5 Brantford Police Services Board – Larry Kings, Chair
- 3.6 Economic Development Advisory Committee – Michael St. Amant, Chair
- 3.7 Brantford Public Library Board – Geoff Wilson, Chair and Penny Mackenzie, Vice-Chair
- 3.8 Multi Use Trails and Bikeway Advisory Committee – Angela Palaisy, Chair
- 3.9 Environmental Policy Advisory Committee – Tony Bulson, Chair and Art Mees, Vice-Chair
- 3.10 Downtown Business Performance Grant Program Advisory Committee – Dave Prang, Chair
- 3.11 Brownfields Community Advisory Committee – Tom Oldham, Chair
- 3.12 Brantford Heritage Committee – Bradley Emsley, Vice-Chair
- 3.13 Town and Gown Advisory Committee – Dave Prang

- 3.14 Parks, Recreation and Waterfront Advisory Committee – Bob McGeein, Chair
- 3.15 Brantford Cultural Advisory Committee – Margaret Glass, Chair
- 3.16 Tourism Advisory Committee – Beverly Scott, Chair

<b>4. 2008 ANNUAL REPORT TO COUNCIL</b>
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THAT the following Annual Reports BE RECEIVED:

- 4.1 [Brant County Board of Health](#)
- 4.2 [Brantford Community Advisory Committee for Disability Issues](#)
- 4.3 [Transit Liaison Advisory Committee](#)
- 4.4 [Golf Board](#)
- 4.5 [Brantford Police Services Board](#)
- 4.6 [Economic Development Advisory Committee](#)
- 4.7 [Brantford Public Library Board](#)
- 4.8 [Multi Use Trails and Bikeway Advisory Committee](#)
- 4.9 [Environmental Policy Advisory Committee](#)
- 4.10 [Downtown Business Performance Grant Program Advisory Committee](#)
- 4.11 [Brownfields Community Advisory Committee](#)
- 4.12 [Brantford Heritage Committee](#)
- 4.13 [Town and Gown Advisory Committee](#)
- 4.14 [Sanderson Centre Board](#)
- 4.15 [Parks, Recreation and Waterfront Advisory Committee](#)
- 4.16 [Brantford Cultural Advisory Committee](#)
- 4.17 [Committee of Adjustment](#)
- 4.18 [Tourism Advisory Committee](#)

- 4.19 [Property Standards Committee](#)
- 4.20 [Brant-Brantford Impaired Driving Advisory Committee](#)
- 4.21 [Brantford Airport Board](#)
- 4.22 [Control of Vicious Dogs](#)

<b>5. ADJOURNMENT</b>
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**City of Brantford**  
**2008**  
**Annual Report to Council**  
**From the Brant County Health Unit**

**Introduction**

The Brant County Health Unit is one of 36 health units in the Province of Ontario. Health Units operate under the authority of the Health Protection and Promotion Act and provide services as outlined in the Mandatory Program and Services Guidelines. The mandate of public health is to provide health protection, health promotion and disease prevention programs within the City of Brantford and the County of Brant. Some highlights of 2008 program activities will be presented under program topic areas.

**Accreditation Survey**

The Brant County Health Unit (BCHU) underwent a re-accreditation survey in May 2008. The result of this survey was another 4 year accreditation award, the highest award available.

**Major Accomplishments for 2008**

**Control of Infectious Diseases**

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The goal of the Control of Infectious Diseases program is to reduce the incidence of infectious diseases of public health importance with the objective of reducing morbidity and mortality associated with infectious diseases. A total of 1,053 reports were received. Of these reports, 518 met case definition. The remaining reports were investigated and ruled out as incidents of infectious disease.

**Outbreaks**

An outbreak of Mumps occurred within Ontario including Brant during the spring and summer of 2008. In response, a provincial mumps catch-up campaign was announced in September to target 18–25 year olds who were attending post-secondary schools to prevent further mumps outbreaks in this population. Outbreaks in this age group have occurred for the past 3 years in the Maritimes, Alberta and last year in Ontario. Both respiratory and enteric outbreak activity was down in 2008 with 8 and 6 outbreaks reported respectively. The previous year had 22 and 20 outbreaks reported.

**Sexually Transmitted Infections**

Chlamydia continues to be the most commonly-reported infectious disease in Brant, and rates are increasing. The incidence of Chlamydia increased by 25% in 2008 as compared to 2007. There were a total of 269 cases and 271 contacts requiring follow up. Gonorrhea is also on the rise with the rate increasing 40% from 2007 to 2008. There were a total of 42 cases and 18 contacts requiring follow up. There were 29 co-infections of Chlamydia and Gonorrhea in 2008. There was significant promotion of STI testing with primary health care providers during 2008 which is the likely cause of the increased number of reported cases.

Four new cases of syphilis were reported in 2008 requiring treatment and 4 contacts requiring follow up. Three new HIV cases were reported, which is fewer than the previous year. From these cases, 13 contacts required follow up. The second highest incidence of reportable diseases in Brant is Hepatitis C with 57 cases identified.

A total of 737 clients received testing for sexually transmitted infections. Of these, 13.7% had positive test results which required treatment intervention. In addition, 110 clients, who were either cases or contacts of cases identified through testing in the community, received STI treatment.

## **Vaccine Preventable Diseases**

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### **Immunization Clinics**

The Health Unit offers weekly immunization clinics for both childhood and adult immunizations. Clinics for children 0–6 years of age are offered three times per month, with a child health nurse available during clinic hours to provide pertinent growth & development information as well as referrals to other health unit and community programs. At the 0–6 clinics, there were 330 clients seen and 704 immunizations administered in 2008. A general immunization clinic is offered monthly. In 2008, this clinic saw 318 clients and gave 444 immunizations.

### **Universal Influenza Immunization Program**

The Universal Influenza Immunization Program is in its ninth consecutive year. The Health Unit offered flu clinics for the general population at the Civic Centre for a week in November. This centralized location allowed large volumes of people to be accommodated. Additional clinics were scheduled at the Health Unit on 10 Saturdays during November, December and January. Appointments were booked via our website or by telephone to minimize client wait times and allow for efficient staffing. In addition, 19 on-site flu clinics at agencies where high-risk clients reside were offered to increase access for residents, staff and other individuals who are in regular contact with this high-risk population.

During the fall of 2008, annual influenza vaccination of all long-term care staff and residents was promoted during the Big Shot Challenge. Six of 7 nursing homes achieved at least 90% immunization status for their residents. The lowest immunization rate for nursing home residents was 84%. In retirement facilities, 40% met the 80% immunization status required for staff.

### **Grade 7 Hepatitis B & Meningococcal C Vaccine Program**

For the fall of 2008, there were a total of 1,569 eligible students for Hep B and Men C in grade 7. A total of 1,281 first doses of Hepatitis B vaccine and 1,305 doses of Men C vaccine were given by BCHU staff. The overall coverage rate for grade 7 students is 89 % for both Hepatitis B and Men C.

### **Human Papillomavirus (HPV) Vaccine Program for Grade 8 Female Students**

The Human Papillomavirus (HPV) vaccine was offered for the second year to Grade 8 female students in school-based clinics. This vaccine requires three doses and is coordinated with the Grade 7 Hepatitis B and Meningococcal C school-based clinics with an additional clinic required in December. There were 793 eligible students in Grade 8 and uptake for the first dose was 71% and 63% for the second dose. An extension to girls in Grade 9 was announced last fall and the Health Unit has been providing this vaccine to them at our General Immunization Clinic.

## **Food Safety Program**

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The Mandatory Health Programs and Services Guidelines require health units to evaluate and register each of their food premises into high, medium and low risk categories according to their food production activities and potential to cause food borne illness. The guidelines require high, medium and low risk food premises to be inspected three, two and one time per year respectively. During 2008, the Health Unit inspected 100% of all high, medium and low risk food premises. In addition to conducting compliance inspections of food premises, 134 re-inspections were completed in premises where regulatory infractions were noted.

In order to meet the expanding demand for certified food handlers made necessary by the City of Brantford and County of Brant Food Disclosure By-Laws, educational programs were conducted which certified 675 food handlers during 2008. This is a substantial increase in Food Handler Certification from 475 in 2007.

The mandatory program and services guidelines require that health units investigate all food borne illnesses and consumer food complaints. During 2008, 17 investigations of suspected food borne illnesses and 56 consumer complaints involving food products and food premises were conducted.

## Health Hazard Investigation Program

The Mandatory Health Programs and Services Guidelines require all public health units to prevent or reduce adverse health outcomes resulting from exposure to all biological, physical and chemical agent public health hazards. During 2008, the health unit responded to 235 health hazard complaints from the public. The type and number of complaint responses are summarized in the table.

All public inquiries were responded to in accordance with mandatory service guideline requirements. BCHU continues to maintain a 24-hour on-call response capability for health hazard emergencies.

A community wide emergency response was not required during 2008.

<b>Health Hazard Complaints January 1, 2008 – December 31, 2008</b>	
<b>Food Safety</b>	<b>100</b>
<b>Infection Control</b>	<b>40</b>
<b>West Nile Virus- Standing Water</b>	<b>38</b>
<b>Smoke Free Ontario</b>	<b>29</b>
<b>Heat By-law</b>	<b>8</b>
<b>Sewage</b>	<b>4</b>
<b>Water Quality</b>	<b>2</b>
<b>Air Quality</b>	<b>3</b>
<b>Public Pool Safety</b>	<b>1</b>
<b>Environmental Safety</b>	<b>10</b>
<b>TOTAL</b>	<b>235</b>

## Chronic Disease Prevention

The mandate of the Chronic Disease Prevention Program is to reduce the burden of preventable chronic diseases by addressing risk factors such as diet, tobacco use, and physical inactivity.

### Nutrition and Physical Activity

In 2008, there were several healthy eating and physical activity programs targeting schools and local school boards. Working with the Haldimand-Norfolk Public Health Department, BCHU was a part of the working group that revised the request for proposal (RFP) documents for food and beverage provision within the Grand Erie District School Board. The new RFP required applicants to demonstrate a focus on providing healthier choices specific to cafeterias and vending machines. A greater emphasis was placed on fresh and healthy meals including more vegetables, fruits, low-fat dairy and whole grain products with a focus on foods that have improved nutritional value including more fibre, vitamins, lean proteins, and less fat, sodium, and excess sugar. The result was improved selections within the Grand Erie District School Board secondary schools. Additionally, the beverage provider has also agreed to changes including the fascia of their machines to have bottles of water as the graphic, and provide fewer “pop” options and more water, flavored water, and 100% fruit choices. Also six of the seven secondary schools in Brant County (BCI as the exception due to construction) have received the Eat Smart! designation for the current school year

The health unit continues to offer the Active Playground program. This year, nine schools and over 130 student leaders have been trained to work with younger students to learn basic playground games and improve their overall activity levels on a daily basis.

Employers were also encouraged to consider the impact that improved eating options and increased physical activity can have on their employees. Consultation, with a public health dietitian was available to workplaces to promote good nutrition and healthy eating policy and to review cafeteria menus and vending machine selections. Walking clubs continue to be a focus for workplaces with business encouraging employees to take advantage of lunch/break times to be more active. In 2008, seven new walking clubs started up; 12 workplaces, 4 organizations received almost 700 Walk this Way kits.

### Tobacco Use

The 2008 year brought changes to the Smoke Free Ontario Act (SFOA). On May 31<sup>st</sup>, 2008 the final phase of the retail display ban occurred prohibiting any display of tobacco products. Reducing exposure to second hand smoke in homes and vehicles has been a focus for public health for many years. There is well-documented evidence to illustrate the harmful health effects resulting from this exposure especially for our children and

youth. The Province of Ontario passed an amendment to SFOA that will prohibit smoking in vehicles where children under the age of 16 are present. The change came into effect January 2009. Other changes to legislation include new regulations for the sale of flavored tobacco products. Currently, retailers can sell individually packaged cigarillos in candy-like flavors such as grape. The new regulation requires that the cigarillos be sold in packages and that they are clearly identified as tobacco products. The new legislation will ban the use of flavors and additives in tobacco products that would appeal to children.

Smoking Cessation activities were begun in 2008 with the initiation of a Quit Clinic. This clinic assists clients with smoking cessation through the use of one on one counseling and provision of nicotine replacement therapy.

REVEAL, BCHU's youth group, has been busy advocating for better health for their peers. While continuing a focus on cessation and de-normalization, REVEAL has also taken on environmental issues related to cigarette use. In November, REVEAL paired up with the Brantford Business Improvement Association in the downtown clean up. In addition to picking up trash, REVEAL picked up over 14,000 cigarette butts in one day emphasizing the impact butts have on the environment. REVEAL has also recommended to the City of Brantford that additional cigarette receptacles be added to the downtown to reduce the number of butts discarded on the ground. REVEAL is also promoting Tobacco Free Sports and Recreation by encouraging municipalities and local sports organizations to make their outdoor playing fields tobacco free. A policy toolkit has been developed and plans are underway to market the kit to local groups in 2009. REVEAL has been focusing on the elimination of tobacco products used by athletes, coaches and fans. There is a recurring myth that chew tobacco is a performance enhancer for athletes and less harmful to your health. REVEAL has been working with their peers, sports groups like the Brantford Bisons, Brantford Blast, and Paris Mounties, and younger students to dispel these myths.

Public Health Inspectors have completed 44 secondary school inspections for tobacco use infractions. These secondary school inspections resulted in 8 charges against students smoking in non-designated areas. Additionally, SFO inspections were conducted at 2,639 restaurant premises and 358 tobacco retail establishments. Public Health Inspectors also investigated 21 tobacco use complaints generated by the public. Provincial Offences Officers completed 358 enforcement checks of tobacco retailers with student test shoppers. These activities resulted in 9 charges being laid against retailers.

## **Prevention of Injury and Substance Misuse**

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The Prevention of Injury and Substance Misuse programming identifies four key areas which include alcohol and other substances; falls across the lifespan; road and off-road safety and other areas of local public health importance for the prevention of injuries.

### **Alcohol and Other Substances**

BCHU works with a variety of community partners including St. Leonard's Community Services, local police services, workplaces, schools and coalitions. The following activities were undertaken in 2008: educational sessions and interactive displays occurred during Orientation Week at Mohawk College and Wilfrid Laurier University Brantford Campus; in conjunction with the Brantford/Brant Impaired Driving Committee, a "Driving High" postcard was created for distribution by Brantford Hydro in December hydro bills; and an Alcohol Liability workshop was held for owners and staff of local golf courses.

### **Falls Across the Lifespan**

Brant County continues to have a high incidence of reported falls in the elderly. Twice as many older women experience falls compared to men. The majority of falls that cause injuries are both predictable and preventable and various strategies have been used to decrease the incidence of falls in the elderly. A collaborative partnership has been established with Brant Housing to conduct health fairs in the senior apartment buildings. The health fairs consist of displays which address risk factors for falls and a safety tour of a senior's apartment, highlighting safety risks and strategies to improve safety. The "Staying on Your Feet" home safety checklist was distributed to all seniors in addition to resources that highlight community agencies that can be contacted for assistance.

## **Car Seat Safety Initiative**

Motor vehicle crashes are the number one cause of injury and death for children. The correct use of child car seats and booster seats can reduce the risk of serious injury by 90%. Unfortunately, less than 20% of children in Brant County are properly restrained. Educational sessions on car seat safety are held with parents, caregivers, and staff of community agencies. The sessions for parents and caregivers include a skill building session to practice car seat installation and harnessing. Parents and caregivers can book appointments at our car seat clinics to check that the car seat is installed properly. Car seat safety lanes blitzes are held several times a year in conjunction with our local police services. These blitzes are similar to a RIDE format, involving the police assessing for seat belt compliance, and the public health unit staff assessing and educating parents at the road-side regarding the importance of using a car seat restraint properly. The most common mistakes involved: i) car seats not being tethered; ii) car seats not tightly secured or installed properly in cars; iii) car seat straps/harness system not being tight enough, and iv) the child is not in the proper seat for his/her size and age.

## **Child Health Program**

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### **Healthy Babies, Healthy Children Program**

Healthy Babies, Healthy Children (HBHC) is a prevention/early intervention initiative designed to support optimal growth and development of children in Ontario. The components of the HBHC program are as follows: universal screening & assessment (prenatal, postnatal and early identification), universal postpartum home visiting, long-term home visiting, service coordination, and systems-level community integration.

In 2008, the following HBHC program targets were achieved

- 98% of live births consented to being referred to the program
- 74% Postpartum phone contact was completed within 48 hours of hospital discharge, and 26% after 48 hours of hospital discharge. The 2 main reasons for this were that the Health Unit could have received notice of the birth after 48 hours, or that the family had no phone or answering machine, on which a message could be left.
- 944 postpartum home visits were conducted
- 194 women were referred to the HBHC program prenatally
- 72 families were referred to HBHC at the early identification stage (6 weeks – 6 years of age)
- 214 in-depth family assessments were completed
- 147 new families were referred to long-term home visiting
- 2797 long-term home visits were conducted by public health nurses and family home visitors

### **Other Child Health Program Accomplishments**

Multiple education sessions were provided to health and social service providers, and to parents and caregivers to promote healthy growth and development, parenting and breastfeeding. In addition, the health unit participated in community networks to identify child health issues and plan services.

Room to Grow is a well-baby/well-child clinic where Public Health Nurses are available to meet with pregnant women and parents of children 0-6 years of age. In 2008, BCHU serviced 3590 parents and 3151 children under the age of 3 years. The main issues of concern addressed were as follows: growth and development, (1070 consultations), parenting (513 consultations) and nutrition (506 consultations).

Let's Grow" is a series of mail-outs to parents during the first 3-1/2 years of their child's life. Each issue contains information and a checklist about child growth and development, speech and language, self esteem, family interest, and parenting resources. In 2008, there were 8083 Let's Grow issues distributed.

In 2008, the hearing of 343 infants was screened and 9 of those tested were referred to the Regional Centre for additional screening.

Breastfeeding support was provided through individual assessments and interventions via phone (913 postpartum phone calls) and home visiting (617 postpartum home visits). In addition, in-depth consultations were provided to 156 women with breastfeeding problems.

### **Dental Program Activity**

Dental Services operates school based programs which include conducting the Dental Indices Survey to collect information about the oral health of the children in Brantford and Brant County. In 2008, 1367 children were examined as part of the Dental Indices Survey. Health unit staff identifies children with serious dental problems, sends them for care at a dental office, and follows up on action taken. A total of 6030 children were screened in schools. Approximately 9.7% of these children had serious dental problems and required follow up. In addition, information was provided to families and teachers through school newsletter inserts and teacher support materials. Dental Teaching kits were borrowed through Boards of Education and Health Unit 152 times from Jul 2007 to Jun 2008.

CINOT (Children In Need Of Treatment) allows access to needed dental care and helps to pay for the cost of urgently-needed dental care for low-income families. A total of 302 children were screened in the Health Unit or at Community agencies for CINOT eligibility with 50.3% qualifying for CINOT. Dental care was provided for 436 cases under the CINOT program. This was 53 less cases than 2007.

The dental program also offers a preventive program for which 175 appointments were scheduled. The following services were provided: 116 sessions of Oral Hygiene Instruction, 47 topical fluoride applications, 76 fissure sealants, and 14 scaling/treatments for periodontal disease

The “Sip All Day, Get Decay” health education campaign was launched in April 2008. It targeted the parents of toddlers and pre-school children and aimed to increase their awareness of the risk factors for tooth decay—frequent consumption of acid, sugary drink throughout the day.

## **Plans for 2009**

### **New Ontario Public Health Standards**

The Ministry of Health and Long-term Care has released a new set of Ontario Public Health Standards which came into effect on January 1, 2009. These new Standards replace the Public Health Mandatory Programs and Services Guidelines from 1997 which dictated the programs to be provided by all health units in Ontario. Some previous programs have now become combined and some new programs have been identified. BCHU will be adapting current programming to come into compliance with the new Standards.

### **Program Protocols**

The Ontario Public Health Standards refer to a number of protocols which provide detailed direction on how specific programming is to occur within health units. These protocols are intended to increase uniformity and consistency of programming amongst health units. A total of 28 protocols have been developed. In addition, Best Practice Guidelines are also currently under development by the Ministries of Health and Health Promotion which will also direct specific practice issues around program delivery.

### **Performance Management**

The Ministry of Health is currently developing a performance management system to monitor the performance of health units in Ontario. The first project will be the release of a report in the spring of 2009 which will describe each public health unit in Ontario. An accountability framework is being developed and a set of indicators will be identified which will allow for monitoring of health unit activities and outcomes as well as comparisons between health units. These systems will require increased tracking and reporting by health units.



## 2008 Annual Report to Council

### Brantford's Community Advisory Committee For Disability Issues (CACDI)

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1. *Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

The CACDI Committee was requested to review and support a number of infrastructure initiatives brought forth in 2008 that improved accessibility into and within our buildings and parks as well as pedestrian areas throughout Brantford. With the Committee's input, Barrier Free Design Modifications were completed;

- Sanderson Centre: modifications at both the Colborne Street and Dalhousie Street entrances and interior ramp construction
- St. Paul Library Branch: washroom modification
- Northridge Golf Course: chair lift, door operators and washroom modifications
- Parks Facilities: new paths and modifications to existing pathways in several parks across the City, these are listed in the operational review of Parks and Recreation
- Curb cut modification and creation across the City, a complete list is available upon request from the Public Works Department
- Pedestrian audible signal installation at Dunsdun Street and Buchanan Crescent.

The Committee was pleased to finalize the 2007-2008 Municipal Accessibility Plan. This document examines not only physical accessibility but also accessibility issues related to customer service. Goals that were identified by each municipal department were acknowledged and steps were taken to improve the services offered.

Other key accomplishments included:

- The collection of data from each City Department in preparation for the 2009-2010 Municipal Accessibility Plan.

- Preparation began for the development of design standards as a result of the Accessibility for Ontarians with Disabilities Act (AODA). Copies of the Customer Service Standard Legislation as well as Drafts for the Transportation Standard were reviewed. Staff updates were provided regarding the steps taken by the City of Brantford to meet compliance.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

The 2009-2010 Municipal Accessibility Plan will be completed and forwarded to Council for approval.

A public open house will be planned to promote the Municipal Accessibility Plan and receive public input. Public awareness of disability issues, and CACDI's involvement in making our community facilities and infrastructure more accessible will be an area of focus in 2009.

CACDI will continue to provide input into plans and projects and will recommend priorities with respect to the allocation of Municipal Accessibility funding.

The Committee will continue to provide input on the evolving standards initiated by the AODA and the resulting initiatives put forth by City Staff. The following standards are currently progressing to eventually become legislated:

- Transportation
- Information and Communication
- Employment
- Built Environment.

Council has approved in the 2009 Capital Budget the following projects that will be reviewed by the committee.

- Sanderson Centre Lobby and ticket counter modifications
- Mohawk Park Pathway, Pavilion and washroom modifications
- Court House washroom modifications and courtroom door operators

- 3. Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

**Goal #2: High Quality of Life & Caring for All Citizens**

The Municipal Accessibility Plan and issues pursued by CACDI encompass change reflected in Brantford's diverse and ever-changing population and its growing needs. To ensure improving quality of life of citizens of Brantford these needs have to be met consistently.

Increasing accessibility to services and facilities within our community allows inclusivity where more people are afforded the opportunity to access services, participate in programs, source employment and enjoy all our vibrant City has to offer.

By consciously and proactively making accessibility improvements we enhance the City of Brantford's reputation as a 'community with a social Conscience.'

*Prepared by: Jenny Sawicki*  
*Date: March 17, 2009*



## 2008 Annual Report to Council

### ***(TRANSIT LIAISON ADVISORY COMMITTEE)***

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

- Completed a comprehensive study of the Brantford Transit operations and maintenance services designed to review and provide service alternatives for the next five (5) years to the City's conventional transit system to improve the effectiveness and efficiency of service delivery. The study specifically addressed the operation of regular transit service and the Evening and Sunday service providing detailed performance measure for each of these services.
- Some key objectives included the review of service polices and standards, the development of realistic and meaningful performance targets to 2013, as well as the identification of market opportunities to increase ridership by way of the introduction of new and innovative ways to increase transit revenues and reduce expenditure.
- Liaise with staff on the following subject matters and various marketing initiatives undertaken during the year. These projects include but are not limited to the following:
  - Development of transit information newsletter materials – Updates to Transit Website etc.
  - Bicycle rack summer program on the buses – “ Rack ‘n Roll”
  - Implementation of special transit service events held on Earth day, Canada Day, New Year's Eve free service, 1<sup>st</sup> Annual Paul Clarkson Christmas Light Tour, Clean Air Day, Christmas Toy Drive, free rides to and from the service on Remembrance Day, and the United Way Air show shuttle service
  - Northwest Industrial Area Transit service enhancement

- Bus replacement program / accessible transit
  - Transit passenger shelter placement program
  - Bus stop signage and stop landing pad program for improved rider safety
  - New Fare Collection system – penny elimination
  - Sensitivity Training for transit operators – ie: use of passenger assist cards.
  - Review of all passenger safety guidelines to ensure the comfort and safety of all transit riders.
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- Liaise on the delivery of four (4) new Nova low-floor accessible, clean burning diesel buses featuring tinted glass, air conditioning, auxiliary heating, improved passenger visibility and custom molded seating complete with the Brantford Transit Logo.
  - Liaise with staff with respect to the status and development of the annual transit operating budget.
  - Participation in undertaking various Public Open Houses and Town Hall meetings to receive comments from the public regarding the 2008 transit study.
  - Consideration of various petitions for service improvements from time to time.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

- Continue to maintain a solid marketing plan for the transit service and ensure adequate focus is directed to obtaining consumer research data to ensure the system stays on track to achieve both short and long term marketing objectives as identified in the marketing study undertaken in 2007.
- Implementation of new technical improvements to automate the Bus Stop Announcement program.

- The implementation of permanent routes replacing zone bus service.
- Liaise with staff on the feasibility and development of a new transit terminal in downtown Brantford.
- Ongoing service review with a focus on the expansion of fully accessible transit routes that will enable people that require scooters, wheelchairs or any other mobility device to travel freely throughout the community via public transit

**3. Explain how your Board/Advisory Committee's goals and work plan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

- The transit service review that was undertaken in 2008 addresses the long-term desired outcomes related to the goals in Brantford's Strategic Plan - Shaping our Future, by ensuring that Brantford will be supported by a well developed and well maintained transportation system and that the City will be well serviced by a good local quality public transit system.
- The ongoing support and participation of appointed volunteers from various special interest groups and/or organizations together with a mix of citizen appointees ensures the development of a community based strategic plan.
- Focus on providing transportation service that are accessible to all citizens of the City of Brantford.
- Ongoing Council commitment to public transit will ensure that the City of Brantford is served by a good local quality public transit system.



# 2008 Annual Report to Council

## Golf Board

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

- The Golf Management Boards main focus in 2008 was to introduce, implement and maintain financial controls.
- This involved debugging the Jencess reporting system in order to generate accurate reports for our review. These reports and controls are ready for effective use in 2009.
- We requested and received training support to Golf Operations staff from the Finance Department.
- Controls were introduced late in the year to effectively manage and control food and beverage sales and inventories.
- Catering was sub-contracted out for functions over 50 people which has reduced labour costs.
- The upstairs hall at Northridge is now wheelchair accessible for social functions and City meetings. This opens up opportunities for increased revenue for social functions and weddings in 2009.
- New front doors have been installed at Northridge to replace the outdated ones and make the entrance more appealing.
- The GMB is very disappointed that we ended the year with a significant deficit.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

- Our main focus for 2009 is to significantly reduce or eliminate the operating deficit. We have introduced two key initiatives to achieve these goals.

**1. Financial controls and reporting:**

With support from Golf Operations and Finance we believe the Jencess reporting system will give staff the financial controls

needed to control margins in food and beverage and pro shop sales. Accurate and timely reporting will help the GMB identify where actions and adjustments are needed to meet this years budget. More stringent inventory controls are in place to manage food and beverage.

A Finance staff member has been assigned to ensure internal finance control procedures are implemented and incorporated into Golf Operations. Jencess reports will be reconciled with the J.D. Edwards city accounting system in a timely manner.

Shift by shift reporting has been implemented for control of revenue/cash, costs and inventory in all beverage and food points of sale (after 2.5 years).

2. Generate revenue:

With support from Council we have introduced competitive green fees that we believe will make golf play more attractive during these challenging economic times. Green fees have been reduced by approximately 20% making play very affordable. We anticipate that by increasing the number of players will have a knock on effect in the clubhouse.

Other initiatives include:

- Security cameras will be installed to monitor security in the point of sales areas to protect staff from criminal activities.
- Golf Operations staff have a better understanding and knowledge of the Jencess reporting system as this season begins.
- The GMB has developed a Strategic Plan for 2009 to help us stay focused on key improvements and initiatives.
- We have provided the Golf Operations manager with a list of key actions to help him stay focused.
- Double the number of social events at Northridge and Arrowdale.
- Investigate ways to generate year round revenue
- Develop a capital plan to improve clubhouse infrastructure (when deficit eliminated).
- Develop a marketing strategy that includes a web site

**3. Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

Our goals are to:

1. Make golf affordable and enjoyable for the population of Brantford and area
2. To reduce/eliminate the operating deficit

The Golf Management Board has a good cross section of members with business skills and golf club members.

To effectively manage a \$2 million year golfing operation the GMB must have members with the right balance of business and golf skills and experience.

The Golf management Board respectfully submits this report to Council for their consideration, review and support.

*Prepared by:* John Utley Chair GMB, William (Bill) Austin, Vice Chair GMB

*Date:* April 6, 2009

With support from:

Charles Warner, immediate past chair

David Searle

Mike Waterhouse

Catherine Lawrence

Vince Bucci



## 2008 Annual Report to Council

### BRANTFORD POLICE SERVICES BOARD

**1. *Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:***

The Brantford Police Service continued to provide high quality policing in accordance with international and provincial standards to ensure a safe community for the citizens of Brantford.

The Service maintained public order and kept the peace at many aboriginal protests relating to the development of land in the City of Brantford as government and aboriginal authorities work toward negotiated settlements.

An update of our Computer Aided Dispatch (CAD) program was successfully completed, which enhanced the delivery of our computer system. It is interfaced with our records management system, providing better communications between dispatchers and officers.

The Board is also pleased to report that the 2008 budget provided by City Council was well managed and funds expended came in under the amount allotted due to good fiscal management and the successful lobbying for government funding.

The year 2008 was the second year of our three-year Business Plan, and accomplished many of the objectives set out for the years 2007 to 2009, which included increasing communication between the Board and City Council, the community and employees through its website, appearances before Council, and through the media. In partnership with Wilfrid Laurier University, a survey of external stakeholders took place. Information gleaned from the survey will be used during the development of our 2010/2012 Business Plan. To enhance the importance of professionalism in dealing with members of the public, Service members completed an on-line course, 'Police Service Excellence'.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

We look forward to maintaining our accredited status with the Commission on Accreditation for Law Enforcement Agencies and facilitating a successful on-site CALEA assessment late in 2009.

Although the majority of the renovation and expansion project of the police facility has been completed, renovations to the Forensic Identification Section and Emergency Response Team areas are to be completed in 2009.

We look forward to implementing "Live Scan", a new technological advance which allows fingerprints to be taken on a scanner and the prints sent electronically to the RCMP in Ottawa. This new method will keep the Service current with technology in this area and increase efficiency over previous methods.

We also look forward to completing a four-year negotiated settlement with the members of the Brantford Police Association.

We will continue to explore opportunities with the provincial and federal governments for appropriate funding under the RIDE Grant Program, Community Policing Program, 1,000 Officer Grant Program and the Police Officer Recruitment Fund.

**3. Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

By providing quality policing in Brantford, we continue to ensure a safe community for our citizens. Our budget practices continue to support the City's goal and having a fiscally responsible and well-managed municipality.

Prepared by: Chair Larry Kings  
Date: March 26, 2009



# 2008 Annual Report to Council

## Economic Development Advisory Committee

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

**PRIORITIES:**

Economic Development Strategy

- Committee supports development of an economic development strategy and is prepared to assist with the project;
- City received \$80,000 in funding from Province of Ontario MEDT Community in Transition Program;
- Council Approved staff proceeding with retention of consulting services to assist with preparation of the Economic Development Strategy

Brantford Competitive Position Issues

- Provided recommendations and or comments on the following:
  - a. Municipal Industrial Land Price Policy;
  - b. 2% Parkland Cash-in-lieu;
  - c. Hospitality/Hotel Tax and Destination Development Marketing Fee;
  - d. Downtown Master Plan;
  - e. Planning for Employment in the Greater Golden Horseshoe Background Paper;

Downtown Investment Opportunities Marketing

- Support and assist staff in marketing of key opportunity sites in the downtown to investment interests as recommended in Downtown Master Plan. Partnered with Downtown BIA and OMAFRA to undertake a Downtown Analysis (DMA)

City Recreation Infrastructure & Facilities

- Coordinated joint ad-hoc committee with Parks, Recreation & Waterfront (PRW) and Tourism Advisory (TAC) Committees and Chamber of Commerce to assist PRW with identifying potential funding sources to address issue

Workforce Development Strategy

- Brantford-Brant Workforce Development Strategy Report completed and approved by City Council Sept/08

**INITIATIVES:**

Industrial Appreciation Event

- Hosted event in partnership with BRC Bridges to Better Business Event. Twelve new industries, one long standing industry and a member of Brantford Ambassador were recognized

#### Marketing Initiatives

i) Golf Networking Event - Hosted 2 events in 2008 with staff (June & Sept.) Events showcase development opportunities to local and GTA investors, realtors, developers and sr. gov't contacts

#### ii) Sector Marketing

- Supported staff completion of Primary & Fabricated Metals website portal on brantfordbrant.com website

#### iii) Trade Shows

- Support staff initiative; Dept. exhibited at Automotive Parts Manufacturers Association (APMA); Bakery Showcase

#### iv) Website Brantfordbrant.com

Support Staff initiatives; staff updated website with 2006 Census Info & addition of industry sector profiles

#### Business Retention & Expansion Program (BR&E)

- Continue to promote and support dept. BR&E Program

#### Business Resource Centre (BRC)

- Promote BRC Services to meet needs of small businesses within Brantford & County of Brant

#### Mohawk College Advanced Design & Packaging Technologies Project

- Promote and support proposed project

#### Work@Food Workforce Group

- Support project initiative; Community Work Group Action Plan Provincial funding project completed. See attached report.

#### Joint City/County Initiatives

- Continue to support joint City/County marketing initiatives to promote investment opportunities and attract business & visitors to the region;
- Initiatives undertaken: Newsletters (2 issues); BR&E Initiatives; APMA Tradeshow; Trade Publication Ads: Area Development; Canada Plastics; Vibrant;
- Brantford-Brant Industrial Directory;
- Brantfordbrant.com website

## **2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

### **PRIORITIES:**

Economic Development Strategy

- Support and provide input to the Economic Development Strategy development process;
- Chair to be member on project Steering Committee;
- Consultant to be retained to start May/09 with project to be completed by 2010

#### Brantford Competitive Position Issues

- Provide recommendations and comments on the following:
  - Municipal Industrial Land Price Policy;
  - Waterfront Master Plan Terms of Reference;
  - 2008-09 DC Background Study;
  - Constraints to City Economic Growth

#### Downtown Investment Opportunities Marketing

- Support and assist staff with completing DMA and develop Business Recruitment Plan

#### City Recreation Infrastructure & Facilities

- Initiative on hold

#### Workforce Development Strategy

- Community Committee approved as sub-committee of Economic Development Advisory Committee;
- Implementation of recommendations identified in report ongoing

### **INITIATIVES:**

#### Industrial Appreciation Event

- Partner with Rotary Club of Brantford to host event in February 09;
- Six new industries; 3 long standing industries and a member Brantford Ambassador were recognized

#### Marketing Initiatives

##### i) Golf Networking Event

- Continue with hosting 2 events which have proven to be a very successful marketing activity for the committee creating top-of-mind awareness about Brantford

##### ii) Sector Marketing

- Support staff initiative; Target local industries in sector for business retention visitation

##### iii) Trade Shows/Trade Missions

- Department plans to exhibit at the APMA & PacEx Tradeshows; Committee members to assist as ambassadors at the tradeshows

##### iii) Website Brantfordbrant.com

- Support staff initiative;
- Department plan to retain consultant to redevelop site;
- Dept. applied to the Federal Government ICCI Program for funding assistance in partnership with County of Brant

Business Retention & Expansion Program (BR&E)

- On-going Program, continue with support of services and programming;
- 150 local business visitations by the BR&E committee are targeted

Business Resource Centre (BRC)

- Continue with support of services and programming

Mohawk College Advanced Design & Packaging Technologies Project

- Promote & support the proposed project;
- Mohawk will partner with the department to exhibit at the PacEx Tradeshow

Work@Food Workforce Group

- Local community efforts will continue to support industry awareness;
- Certification of high school students; the unemployed/underemployed;
- Train the trainer where possible

Joint City/County Initiatives

- Continue to support joint City/County marketing initiatives to promote investment opportunities and attract business & visitors to the region;
- Marketing Initiatives proposed:
  - Brantfordbrant.com website redevelopment;
  - Brantford-Brant newsletter;
  - Brantford-Brant Industrial Directory

Health Sector Review

- Physician Recruitment

**3. Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

The Economic Development Advisory Committee 2008 goals and workplan (Priorities and Initiatives) relate to the following City Strategic Plan Goals and Strategic Actions.

Goal 1 – Economic Vitality and Innovation

Strategic Actions	1.2	Create and investor friendly environment
	1.3	Explore opportunities to develop and expand niche economic sectors
	1.4	Address the shortfall of serviced industrial land
	1.5	Develop a comprehensive economic development strategy
	1.6	Develop a strategy to ensure a trained and qualified workforce and access to employment for all citizens
	1.9	Establish a positive image of Brantford that reflects a Small town quality with big City opportunities

Council has identified the need for an economic development strategy as a Level 2 priority in its 2007-2010 term.

The need for an economic development strategy for the city is reinforced in the Brantford-Brant Workforce Development Strategy and Downtown Master Plan, which notes a clear Economic Development Strategy for the City as a whole must be developed, and include a special focus on stabilizing and improving the economic health of the downtown.



Work@Food Workforce Development Quick Facts

**Brief Description of Project:**

The Industrial Food Processing Workforce Development Strategy was undertaken to support economic retention, expansion and growth of the food processing industry in Grand Erie through skills and knowledge development, industry recognition and skilled trades development. A four-pronged approach served as the basis for all activities:

1. Skills and Knowledge Development  
To plan, develop and implement training components into existing programs and curriculum to enhance opportunities for all students and job seekers

2. Industry Partnerships/Outreach

**Good communication and relationship building with industry is critical to the success of the project**

3. Human Resources – Best Practices  
Information and support in the areas of recruitment and retention, employee orientation, workplace diversity, and staff development
4. Improving the Image of the Industry  
Building the reputation of the food processing industry as a valuable “career choice”

- Total of 33 Food Processing Firms engaged
  - Work@Food Workforce Development Strategy profiled on Economic Development website and newsletters, increasing awareness and raising the interest of potential investors. Engagement occurred between several municipalities to reach a common goal (Brantford, Brant, Haldimand and Norfolk)
- Working with industry representatives, we created and implemented curriculum in the following: Good Manufacturing Processes, HACCP, WHMIS/Health and Safety, Safe Food Handling, and Working Today to reduce the knowledge gap.
- Increasing the skilled trades with industry specific training--Mohawk College introduced the Industrial Maintenance Mechanic program focused on the packaging and food processing industries.
- Connected Mohawk College and the Ontario Food Manufacturer Association
- Increased job opportunities available to job seekers particularly from secondary school and adults seeking to reskill and retrain
  - 451 secondary students received certificates of completion in Good Manufacturing Processes, HACCP, WHMIS and Health and Safety, and Safe Food Handling
  - 75 adult learners completed training in WHMIS, Health and Safety, and Work Ethic. Our adult learning partner (Grand Erie Learning Alternatives did not fulfil their training stating staffing issues and resources as barriers to meeting their obligation.
  - At-risk students attending the School Within A College (SWAC) program completed training and received certificates
  - 21 job seekers completed one-week training program receiving certificates in GMP's, WHMIS, Health and Safety, Safe Food Handling, HACCP, and Working Today. ALL of which have found full-time employment

- “Train-the-trainer” sessions trained teachers and community service providers ensure sustainability of the program for years to come
- Total number of individuals trained equals 551



## 2008

# Annual Report to Council

## *Brantford Public Library Board*

*Enriching the Community through access to knowledge, literacy and leisure pursuits*

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1. ***Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:***

**New Strategic Plan (2008-2011)** – The Library Board’s 2008-2011 strategic plan prioritizes initiatives and plans for the long term. It will endeavour to meet the evolving needs of the community, while aligning itself with the overall strategic directions of the City of Brantford. The top three priorities of the Board are: *Facility Planning and Development, Service Development* and *Financial Sustainability and Accountability*. The outcomes of the first year of the new strategic plan were very positive as we experienced increases in all areas of library usage at both the Main Library and the St. Paul Branch. For example, overall materials circulation increased by 18% and personal visits were up by 13%. This trend is especially significant today as the economic recession deepens and more people depend on free access to materials, programs and internet services at their public library.

**Radio Frequency Identification Conversion Project (RFID)** – The addition of this technological initiative has allowed the Library to perform more effective inventory control and security for its material. It also addressed the impending technical obsolescence of our systems. Customers will now experience shorter line-ups, faster service and will soon be able to check out their own materials on our new self-service machines.

**Fostering and developing literacy partnerships in the downtown core** – The expansion of the Children’s area, including a new program room and the Homework Help Center, has provided partnership opportunities with outside organizations. The Library strengthened and continued this trend in 2008 in order to contribute to overall increases in literacy levels and student success. For example:

- **The Homework Help Centre** is the place where Laurier Students for Literacy provide literacy and homework support to elementary school children in grades 3-8 on a volunteer basis. The Centre opened in October of 2007. Through funding from the Brant Haldimand Norfolk Catholic District School Board, the Homework Help Centre was staffed by Laurier Students for Literacy for May and June of 2008. In total, 158 students were assisted by literacy tutors in 2008.
- **Summer Read On** program expanded to a satellite location in 2008 at the New Beginnings CAS Family Resource Centre. For over 20 years, the Read On program has provided one-on-one tutoring for struggling readers in grades 2 to 6. In total 100 children took part in the program at both library sites. The Read On tutors were also instrumental in promoting the TD Summer Reading Club which resulted in a 50% increase in participation from 2007. In total, 820 children were registered in the

- program and for the first time Read On tutors assisted at the St. Paul Avenue Branch. St. Paul's experienced a 113% increase in participation.
- **Partnership with Settlement Services, YMCA** to provide programming to newcomers (English Conversation Café);
- **Best Start Partner for Brantford-Brant** with Brant County Health Unit, Family Counselling Centre of Brant and the Children's Aid Society to provide joint programming at the Library. These partnerships resulted in three additional weekly programs and introduced many participants to the library for the first time.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

The Board has identified these goals and objectives from the Strategic Plan as the focus of its work in 2009.

### **Facility Planning and Development**

Strategic Direction: Plan for facilities expansion.

- Ensure that increased library service is included in City of Brantford Capital Plan.
- Conduct a feasibility study for new branch and/or St. Paul Avenue Branch expansion.

### **Service Development**

Strategic Direction: Enhance the customer experience through service transformation.

- Enhance the user experience by offering an array of integrated electronic resources.
- Broaden the self-service options for customers.
- Expand the library's contribution to the cultural fabric of the community.
- Continuously update and refine the BPL website for a more effective online presence.

### **Financial Sustainability and Accountability**

Strategic Direction: Sustain our strong funding base by continuing to demonstrate sound financial management and value for money.

- Maintain a strong relationship with City Council to ensure continued support for library service.

3. ***Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.***

The Library Board's goals for 2009 reflect its top three priorities:

✓ **Facility Planning and Development**

The Library's downtown facility has provided library services to both Laurier and Nipissing through a Memorandum of Understanding since 1999. In addition, the City has made a significant investment – 4 millions dollars - towards the renovation of the Main Library and the addition of the Third Floor Community Information Commons. This has enabled the Library to expand its value as a cultural asset providing vibrant and attractive public space for both citizens and visitors. It has been an anchor in the downtown with its ability to attract foot traffic seven days a week. The Main Library not only plays a role within the *Downtown Master Plan*, but also in the *Municipal Cultural Plan*.

The Board is also reviewing the library needs in other areas of the City through a feasibility study that is currently underway. This study will be completed in June of 2009. A branch library, as demonstrated by the success of the St. Paul Avenue Library, contributes to the development of neighbourhoods within a community and improves the quality of life for citizens. The Board's planning with regard to facilities expansion aligns directly with the City's overall strategic directions for *Managed Growth and Environmental Leadership, Quality of Life and Caring for its Citizens and Economic Vitality and Innovation*.

✓ **Service Development**

The Library Board is constantly looking for ways to improve service delivery through enhancements and innovation. The Library has adopted technological initiatives such as digital/multimedia formats, wireless access, robust connectivity and RFID. It has increased the number of partnerships it has formed including those within the cultural community. It has also targeted groups that have traditionally been underserved in the past such as newcomers to Canada and seniors. The intended outcome is improved literacy levels for all Brantford citizens (both written and electronic). The library's programs, services and facilities not only improve the quality of life for Brantford citizens but contribute to the City's overall economic vitality. This speaks directly to the City's strategic plan in terms of *Economic Vitality and Innovation and Quality of Life and Caring for its Citizens*.

✓ **Financial Sustainability and Accountability**

The experienced citizen representatives on the Library Board and the representatives from Council on the Board ensure financial sustainability and accountability through ongoing communication with Council, good governance practices, sound financial management and solid strategic planning. The Board will continue to advocate for the community's library needs and will also demonstrate to Council its return on investment (*Excellence in Governance and Municipal Management*).

Prepared by: Rose Vespa, CEO

Date: March 31, 2009



## 2008-2009 Annual Report to Council

### Multi Use Trails/Bikeway Committee

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*Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008;*

The Committee provides input to staff regarding community concerns related to trails and on road bike routes. As well they help set priorities in the implementation of the Multi Use Trails/Bikeway Master Plan.

TH&B Rail Trail – The development of an asphalt trail between Colborne St. W. and Shellards Lane including an access parkette. This work was partially funded by the Brant Waterways Foundation.

Neighbourhood Trail Connections – Neighbourhood trail connections were completed through Donegal Park, Florence Buchanan Park and Kanata Village.

New subdivision development also allows opportunities to connect these neighbourhoods to the trail system.

Walkability Taskforce – The committee provides input through attendance at workshops organized by this Taskforce through the Brant County Health Unit, to promote walking as an alternate form of transportation.

Lowes Loop – An adult exercise loop on the existing trails in the downtown area was established utilizing exercise equipment funded by Lowes.

Master Plans - Continued involvement in the implementation of various master plans as they relate to pedestrian and cycling issues. (Downtown Master Plan, Southwest Secondary Plan, Parks and Recreation Master Plan, Transportation Master Plan and the Lorne Park Masterplan)

Miscellaneous Trail Asphaltting – Several “problem” sections of the trail system were asphalted this year to deal with surface issues.

***Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:***

Growth Projects

Lorne Park Design – Preparation of a design to connect the Ballantyne contra flow lanes through Lorne Park to the tunnel under Colborne St. providing a link to Fordview Park. Construction is anticipated in 2010.

Canning St. Design – The design of a trail connection adjacent to the Storm Water Management Pond between Canning St./Colborne St. E. and St. Patrick's Dr. is required. Construction is anticipated in 2010.

Jaycee Park – Construction of 4.0m wide trails connecting the Fieldhouse to the three baseball diamonds as outlined in the Jaycee Park Master Plan.

Bell Lane Connection – Provide a connection from the end of Bell Lane to the trail adjacent to the Veteran's Memorial Parkway.

Powerline Road – Construction of a multi use trail, adjacent to Powerline Rd between Wayne Gretzky Parkway and west of Memorial Dr.

Repair Projects

Gilkison Trail Paving – Repave the Gilkison Flats Trail from the BSAR underpass to 1.0 km South, which is the limit of our previous asphalt contract in this area.

Trail Parking Improvements – Tar and Chip various trail parking areas based on seasonal inspections

Continued involvement in the implementation of various Master Plans as they relate to pedestrian and cycling issues. (Downtown Master Plan, Southwest Secondary Plan, Parks and Recreation Master Plan, Transportation Master Plan and the Lorne Park Master Plan)

***Explain how your goals and workplan for 2008 relate to the goals identified in the City's Strategic Plan:***

The goals identified by the Multi Use Trails/Bikeway Committee relate mainly to Goal 2 of the City's Strategic Plan.

One of the Strategic Actions of Goal 2 is the implementation of the Parks and Recreation Master Plan, which identifies investment in the trail system as a strategic priority.

As well enhancing investment and implementing the current Multi Use Trails/Bikeway Design and Implementation Plan is identified as another action of Goal 2.

The work plan submitted by the Committee is directly related to the activities identified and recommended in the two Master Plans and will provide Brantford citizens with a safe and healthy means of recreation and transportation.

***To keep the Terms of Reference current for all Boards and Advisory Committees, please indicate any suggested amendments to your Board or Advisory Committee's Terms of Reference that you would like Council to consider at this time:***



## 2008 - 2009 Annual Report to Council

### Environmental Policy Advisory Committee

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

The current mandate of the Environmental Policy Advisory Committee is “to give advice to City Council on environmental issues and to assist municipal staff in the following areas:

- (a) The development and maintenance of a comprehensive environmental plan to be recommended to Council which will contain detailed strategies, goals, action-plans, priorities and other pertinent matters: and
- (b) The development of a natural areas inventory and the completion of such other research inquiries as are necessary for the development and maintenance of the comprehensive environmental plan.

Policy Items:

- Printing Conservation Policy - City: - New employee hired on contract on 15 Dec 2008 to implement this policy.
- Energy Conservation Policy - City: - New Employee hired on contract 15 Dec 2008 to do complete environmental impact inventory of all City Assets and Systems. – Ongoing.
- Green Fleet Policy – City: - see above New Employee hired.
- Tree Canopy Policy – City Wide: Objective – to double the current tree canopy coverage in Brantford. Ongoing challenge and we are losing ground. Serious damage to D’Aubigny Creek area and Gilkison Flats/Lion’s Park Area due to flooding and ice. Major threat to the canopy is posed by the massive development to the Northwest off Hardy Road. Earth Week supporters and our Parks and Recreation Department have attempted to reduce the impact of tree loss. The planting of young trees will eventually replace these trees that are lost. – Parks and Recreation Department is working on it.
- Tree Protection Policy – City Wide – see above under Tree Canopy.
- Official Plan Amendment Application – West of Conklin Secondary Plan: Recommendation: A city wide policy with respect to Erosion and Sedimentation Control Guidelines. Staff to investigate and implement.
- Bald Eagles Report: Received and forwarded. – See endangered species list.
- 403-Oak Park Road Interchange: - Construction and Engineering Reports Reviewed and Recommendations implemented. Due to the economic downturn and native protests

activity in the area has decreased and development of the area has ceased. The planned expansion of the interchange has been reduced.

- Terms of reference for the 2 Sub committees be established; these being Policy Initiatives and the Natural Heritage Subcommittee. – see above.
- Review of Development Applications: Policy – a request the EPAC review all Development Applications “in order that consideration is given to the environmental impact. (as far as I know the City turned down EPAC’s request.)
- Anti-idling Policy: Meetings were held and concerned/effected citizens consulted. Conclusion: - Committee formed...report pending.
- Environmental Plan: - City wide – funding for a consultant to prepare this plan was turned down. Other funding options are being researched.
- Waterfront Master Plan: Ongoing. The first public meeting was held with a large turnout from various diverse groups. The first stage of filtering the initial information is now being completed and the contract to be let. Study is estimated to begin June 2009.

**2. Briefly outline your Board or Advisory Committee’s goals and workplan (major projects and activities) for 2009 - 2010:**

- the 2 sub committees will continue with their mandates through to March 2010 at which time new challenges will present themselves.

**3. Explain how your Board/Advisory Committee’s goals and work plan for 2009 relate to the goals identified in the City’s Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

The Environmental Policy Committee’s goal and work plan listed above will contribute to raising the City of Brantford’s profile in being recognized for its commitment to environmental stewardship and protection of its natural assets under Goal 3 of the City’s Strategic Plan for Managed Growth and Environmental Leadership. The activities outlined above relate to the following: The Green Infrastructure Plan, The Waterfront Master Plan, the Official Plan Review and our Land Management Strategy for the City.

**2008 /2009 Goals E.P.A.C.**

- A. To continue to raise awareness of environmental issues in the City’s decision making processes.
- B. To complete its’ work on the Natural Heritage Inventory.
- C. To provide an Environmental plan and begin its implementation.



## 2008 Annual Report to Council

### *(Downtown Business Performance Grant Program Advisory Committee)*

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

The Program Advisory Committee (PAC) restarted the Downtown Business Performance Grant Program. Staff and Committee had a steep learning curve to reactivate a program that has been suspended for three years. This program has a complex administrative structure, and is being implemented as a framework for special funding requests to council as opposed to being a functional program.

PAC restarted the Grants Program with a recommendation to fund the Ventin Group at 50 Dalhousie. This \$1.4 million project includes over \$700,000 in interior and exterior renovations and saw approximately 30 architectural staff people relocate to Downtown Brantford from Simcoe and Cambridge. Renovations are expected to be completed by Summer 2009. Some of the work undertaken includes a new roof, new electrical wiring, new HVAC system, install fiber optic feed, removal of hazardous materials, new signage, repair parking lot and repair façade.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

Establish a new Façade Grant Program in 2009. This program will complement the Downtown Business Performance Grants by being geared to small projects undertaken by commercial property owners and their tenants.

The Committee hopes to review and fund a cycle of façade grant applications in either the fall of 2009 or in spring 2010.

The Committee will begin to review other types of incentives in the context of ease of administration and effectiveness.

Better integration of the activities of the Committee with the activities of the Downtown Action Committee, the Town and Gown Committee, the Heritage Committee and the BIA. The Committee is prepared to assist Council where directed regarding impacts ensuing from the proposed expropriation on the south-side of Colborne Street. This may be in the form of assisting business owners to relocate within the CIP area and provide financial assistance for capital projects where warranted.

- 3. Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.***

### **Council Priorities**

Council's pre-eminent priority is the south side of Colborne Street, and the downtown in general.

### **Community Strategic Plan**

Goal 1 – Economic Vitality and Innovation (Long-term Desired Outcomes)

- Brantford will be a business friendly community
- Brantford's Downtown will be vibrant and successful- the hub of its citizens, students, businesses, visitors and government.

### **Strategic Actions**

Develop a vision and master plan for the downtown  
Create an investor friendly environment

### **Downtown Master Plan**

Restarting incentives for private sector investors is a key recommendation of the Downtown Master Plan. The Plan looked at a range of incentives including a review of tax policy, tax increment financing, pay parking and revenues, and residential conversion and intensification. Restarting the Downtown Business Performance Grants and initiating a Façade Grant Program are key projects in the 2009 Implementation Strategy for the Downtown Master Plan.



## 2008 Annual Report to Council

### Brownfield's Community Advisory Committee

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1. *Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

**Committee as Facilitator:** The Brownfields Community Advisory Committee (BCAC) has an on-going facilitation role in addressing community concerns regarding brownfield properties. Committee Members often act as liaisons between the community and city staff, as it is not uncommon for members to be contacted by the community regarding the status of brownfield projects, or reporting of illegal activities taking place on site. Committee members then bring these issues forward at monthly meetings to discuss future actions, and next steps, and report back to the community. BCAC members are often on the front lines of brownfields activism in this community, and have been extremely valuable in addressing community needs on brownfield issues, and bringing brownfield redevelopment to the forefront in this community.

**Greenwich Mohawk Brownfield Site Redevelopment Project:** The Committee held an active role in drafting the Request for Proposal (RFP), and Terms of Reference to hire a consultant to administer a Request for Qualifications (RFQ) and Request for Proposal (RFP) to assist the City in selecting a private partner to remediate/redevelop the site. The Committee supported the selection of Urban and Environmental Management Inc. through a recommendation to Council, to administer the RFQ and RFP for the project. The Committee and/or representatives have also been actively involved as members of the Evaluation Committee and assisted in the development of these documents.

**Sydenham- Pearl Redevelopment Project:** After assisting with the development of the Sydenham Pearl RFP in 2007, and the selection of Associated Brownfields to complete the project in 2008, The Committee has continued to advise staff on issues of concern to be addressed in the finalization of the agreements to begin work on the remediation/redevelopment of the site.

**Research and Innovation:** The Committee has been instrumental in identifying new and innovative projects on a global scale, and the identification of new methods of research for contaminated sites. The Committee stays up to date on new legislation and initiatives put forward by the Federal and Provincial Governments such as remediation standards, best practices, incentive programs, and innovative solutions for the adaptive re-use of vacant, derelict buildings. The Committee continues to inspire members and staff, to take the necessary steps to implement policies and programs to keep Brantford at the forefront of brownfield redevelopment throughout Ontario.

Also, the Committee continues to be a valuable resource to staff and the community at large, by bringing forward issues around safety, security, and the push for the remediation and redevelopment of brownfield sites. These issues will continue to be a priority in 2009.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

**Community Facilitation:** An ongoing task for the BCAC in 2009, will be to continue to engage the community about brownfields issues and bring their concerns to the forefront of municipal priorities. With projects such as Greenwich-Mohawk and Sydenham-Pearl moving forward in 2009, the Committee will continue to play an important role in representing community needs.

**Brantford Brownfields Symposium:** With the success of the committee's first symposium in 2007, the Committee will continue to plan their second symposium on brownfields issues in 2009. The event will serve as an educational forum for the public and private sector while continuing to raise the brownfields profile in Brantford.

**Review Committee for the Brownfields Financial Tax Incentive Program (BFTIP):** Council appointed the BCAC as the review body for private sector applications to the BFTIP program. The Committee will continue to review applications on an as needed basis outside the regularly scheduled meetings of the Committee. The Brownfields Technical Committee (BTC) will continue to provide technical support to the BCAC, allowing the Committee to affectively review applications and provide recommendations to Council for BFTIP assistance.

**Greenwich-Mohawk Redevelopment Project:** As the RFQ and RFP process to select a private sector partner to remediate and redevelopment the site comes to a close, the Committee will continue to play a vital role in ensuring community input into the public consultation process and finalization of development plans for the project.

**Development of Environmental Study Grant Incentive Program:** Under the Council approved Brownfield Sites Community Improvement Plan (CIP); the City may develop an Environmental Study Grant Incentive Program. This program will add to the City's initiatives to promote private sector investment through the development of an additional incentive program targeted at providing incentives to conduct environmental studies/site investigations. The development of this program will require input from the BCAC, public and private sectors.

**Updating the Brownfields Strategic Action Plan (BSAP):** To ensure Brantford's continued success in Brownfield redevelopment, it is necessary to re-evaluate the Brownfield's Strategic Action Plan approved by Council in 2002. The review process will include the re-evaluation of municipal strategies addressing financial resources, community awareness and education, and the continued development of incentive programs. The BCAC will have an important role assisting in the review of the Brownfields Strategic Action Plan, particularly in identifying new areas of interest and focus, current research, and implementation of policies and programs, as well as, the public consultation process.

3. ***Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.***

The following Strategic Plan: Goals and Actions, directly related to the 2009 workplan for the BCAC:

***Goal 1 – Long Term Desired Outcomes - Brantford will be known as a leading centre for learning and innovation – supported by a comprehensive education system.***

The committee's on-going objective to educate the community through the continued research and endorsement for the implementation of the latest policies, programs, and initiatives in the brownfields industry directly supports Goal 1.

**Strategic Actions: 2009 Brownfields Symposium**

Through the planning and execution of the 2009 Brownfields Symposium, the Committee will continue to raise the profile of Brantford as a leading municipality in brownfield redevelopment. The Symposium will also showcase this community's dedication to brownfield redevelopment, and reinforce the commitment to learn, discuss, and create partnerships, with key industry stakeholders.

***Goal 3 - Brantford will be known as a city that manages growth wisely, makes optimum use of its infrastructure, and is a leader in infill and brownfields redevelopment.***

***Brownfields Strategic Action Plan: 2002- Primary Goal- To facilitate the remediation and redevelopment or reuse of brownfield sites through the stimulation of private sector initiatives and strategic municipal action.***

The 2009 BCAC workplan is intended to keep the City of Brantford at the head of brownfield redevelopment in the Province. The Committee's objectives to continuously promote policy reform, program development and implementation through education, research, public involvement, and private sector investment, contribute to the municipality's infill targets established in the Growth Plan for the Greater Golden Horseshoe, 2006, making optimum use of existing infrastructure, and contribute to the overall objective to manage future growth wisely in the City of Brantford.

**Strategic Actions: Create an investor friendly environment.**

The development of the Brownfields Financial Tax Incentive Program directly relates to the city's objective to manage growth wisely by encouraging the reuse/redevelopment of contaminated properties within the built up boundary making these properties as competitive as Greenfield sites.

The Committee will continue to be responsible for the review of BFTIP applications and for providing recommendations to Council for tax assistance to off set remediation costs. The implementation of the BFTIP program directly encourages private sector investment into brownfield properties. The Committee

will continue to act as an advisory committee to Council on all BFTIP applications.

Also the development of the Environmental Study Grant Incentive Program will contribute to the city's initiatives to stimulate private sector investment into the redevelopment of brownfield properties and will work to maintain an investor friendly environment.

***Goal 4 - Brantford citizens will be engaged in, and informed about, their community and their city government.***

The projects that the BCAC engage primarily focus around public education, awareness, and involvement into the brownfield remediation and redevelopment process. Through the proposed 2009 Symposium, the upcoming public consultation for the Greenwich Mohawk project, as well as, ongoing community facilitation on issues arising, the BCAC will be achieving Strategic Plan Goal 4; in *ensuring the brownfield redevelopment process in Brantford is a public process.*

***Strategic Actions: Update to the Brownfields Strategy.***

Also, the BCAC will be assisting in updating the Brownfields Strategy in 2009, which will outline key objectives in managing Brownfields issues in the municipality for the coming years.

*Prepared by: Nicole Wilmot, Policy Planner- Community Development Services*  
*Date: April 1, 2009*



## 2008 Annual Report to Council Brantford Heritage Committee

1. ***Provide a brief summary of the major accomplishments of your Advisory Committee in 2008:***

- The Committee prepared the report *South Side of Colborne Street: A Case for Rehabilitation* to outline the architectural and historical significance of the buildings and reinforce the importance of preserving these buildings as a component of downtown revitalization.
- For six years, the Committee has supported the annual Doors Open Brant event, a celebration of heritage sites in Brantford, Brant County and Six Nations / New Credit. In 2008, 18 sites participated and over 3,500 visitors attended.
- Members of the Heritage Committee attended the 10<sup>th</sup> Annual Heritage Day Workshop on February 18<sup>th</sup> held at the Six Nations Community Centre in Ohsweken.
- The Committee worked with various groups to ensure that development projects were sympathetic to heritage features and building design complemented the neighbourhood. The rebuilding of BCI, the redevelopment of the buildings at 381-393 Colborne Street and three housing projects on Market Street.
- The Heritage Committee organized a heritage speakers event held on May 8<sup>th</sup> titled *Leveraging our Built Heritage Assets* to highlight examples of how to preserve heritage assets during the development process and urban growth. The featured speaker was Frank Scarpitti, the Mayor of Markham, along with local speakers Craig Newsome, Bradley Emsley and Rick Farrell. The evening also promoted new wines from Florence Estates Winery in Norfolk County with a wine and cheese reception following the presentations.
- Members of the Committee attended the annual Community Heritage Ontario Conference held in Collingwood. This year's theme *Landmarks not Landfills* focused on heritage preservation, environmental sustainability and the role of historic preservation in sustainable development.

ANTFORD HERITAGE COMMITTEE  
Annual Report to Council – 2008

- The Heritage Committee worked with the Brant County Heritage Committee to create a poster of heritage bridges in Brantford / Brant County as a joint project and these posters continue to be distributed throughout the city to various groups and individuals.
- The Heritage Committee nominated Mary Stedman for the Lieutenant Governor's Lifetime Achievement Award, as part of the Ontario Heritage Trust Community Recognition Program. Mary Stedman accepted the award from Lt. Governor David Onley at a special ceremony in Toronto.
- The Committee reviewed a number of documents, provided comments and continues to work to protect the buildings at the Greenwich / Mohawk brownfield site. The Cockshutt and Massey buildings represent the international importance of the farm implement industry and the Committee advocates that redevelopment of the site recognizes the historical significance of these companies.
- Restoration work was completed on the cannon at Alexandra Park and an interpretive plaque highlighting the historical significance of the park and surrounding architecture will be completed and installed in 2009.
- Heritage Committee Members represent heritage interests on other municipal committees, Brownfield Advisory Committee, Downtown Action Committee, Downtown Business Performance Grants Committee and the Walk of Fame Task Force.
- Reviewing / commenting on proposed demolition applications for properties located within the Demolition Control area; alteration applications for designated properties and sign permit applications for designated properties.
- Worked with the Waterloo Resource Centre to nominate designated properties in the City of Brantford for the Canadian Register of Historic Places Initiative. 24 properties were approved and are now on the register.
- Established eight sub-committees to help focus resources on important heritage issues and to support community initiatives:
  1. Establish terms of reference for the Heritage Master Plan
  2. Identify significant downtown heritage buildings, features and landscapes
  3. Alexandra Park Heritage Conservation District
  4. Cockshutt / Massey brownfield redevelopment
  5. Individual designations
  6. Waterfront Master Plan
  7. Design guidelines for heritage building, sites and landscapes
  8. Inventory of heritage assets

2. ***Briefly outline your Advisory Committee's goals and workplan (major projects and activities) for 2009:***

- Continue to be involved with the redevelopment of the Greenwich / Mohawk brownfield site as it moves through the RFP process and help with initiatives for the preservation of 66 Mohawk Street and other industrial buildings on the site.
- Downtown revitalization will remain an important component of the Committee's role to advocate for the preservation of significant architectural and historical buildings, features and landscapes.
- Develop a local heritage recognition programme to highlight the preservation and promotion of heritage activities in our community.
- Research and begin the process to establish the Alexandra Park Heritage Conservation District.
- Complete the interpretive sign at Alexandra Park.
- The Heritage Committee will oversee the establishment of a sub-committee to create a new municipal recognition program to replace the former Walk of Fame program.
- Assist with the development of the 7<sup>th</sup> annual Doors Open Brant to be held on Saturday September 26<sup>th</sup> featuring 16 sites in Brantford, Brant County and Six Nations.
- Identify and initiate the designation of properties of heritage interest.
- Develop design guidelines for heritage buildings, sites and landscapes
- Submit a budgetary allocation request for Council's consideration to offer a financial incentive to owners of designated heritage properties for conservation work to be completed.
- Submit a budgetary allocation request for Council's consideration to hire a summer student to assist in research of heritage buildings, sites and landscapes.
- Work with Laurier's Community Learning Programme to use Laurier students to assist with heritage research and promote heritage interest for today's youth.
- Continue to review and provide comments for development applications and proposed demolitions.
- Prepare heritage tourism materials to promote heritage tourism in the community.
- Determine alternative economically viable uses for heritage assets to promote their conservation.

ANTFORD HERITAGE COMMITTEE  
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- Develop opportunities to educate the community in encouraging the preservation of heritage assets and create a positive environment for heritage conservation.
  - Begin restoration work at the I.O.D.E. monument and continue with the on-going maintenance schedule that has been established for all the city's monuments.
3. ***Explain how your Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and / or Council priorities.***

**Strategic Plan**

***Goal 1: Brantford will be a proud city with a positive image***

The Committee promotes the architectural and historical significance of our community, the preservation of heritage resources and supports the dedicated volunteers involved in heritage activities. Each year the Committee nominates individuals for the Ontario Heritage Trust Community Recognition Programme. The recipients symbolize the dedication of heritage volunteers in our community.

Support the continued yearly maintenance and restoration work of the city's monuments as they represent historical tributes to people and events in the community. These monuments are irreplaceable.

***Goal 2: Brantford citizens and visitors will enjoy a full range of well-supported and maintained arts, heritage, culture, sports and recreational facilities and programmes.***

Doors Open Brant is now in its 7<sup>th</sup> year and provides visitors with free admission to heritage sites in Brantford, Brant County and Six Nations. Each year the number of visitors has been steadily increasing. This event also has a positive economic impact for the community and adds diversity to our tourism offerings.

The preservation of architectural and historically significant properties ensures that the community's heritage resources are maintained and preserved for the continued enjoyment of Brantford citizens and visitors.

**Goal 3:      *Brantford will be known as a city that manages growth wisely, makes optimal use of its infrastructure and is a leader in in-fill and brownfield redevelopment.***

***Brantford's built heritage will be protected and enhanced.***

The Brantford Heritage Committee will continue to be involved with the redevelopment of the Greenwich / Mohawk brownfield site and promote the preservation of 66 Mohawk Street and other industrial buildings on the site.

The Heritage Committee encourages the retention of heritage buildings as a key component of downtown revitalization as this helps to utilize existing infrastructure and contribute to in-fill development.

The Committee reviews development applications to identify heritage issues and encourages the adaptive reuse of heritage buildings as this helps to utilize existing infrastructure and contribute to in-fill development.

### **Downtown Master Plan**

***A guiding principal is to recognize the History of Downtown Brantford. Where appropriate, key structures and symbols of Brantford's past should be retained and celebrated through design. Where viable, retain important heritage features as a reference to the city's past. This will contribute to an authentic and highly marketable identity for the downtown.***

The Heritage Committee can play a vital role and provide valuable assistance with the preservation of key structures located in the downtown and be instrumental in contributing to the establishment of an authentic community identity reflecting our rich heritage.



# 2008

## Annual Report to Council

### (Town and Gown Advisory Committee)

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

The Town and Gown Committee is the first point of contact and discussion of issues concerning the interrelationship of post-secondary institutions and the City of Brantford.

By-law Enforcement - noise issues, property standards, Superior Court decision involving student housing.

Municipal Services – summer bus passes, parking garage security, lighting

Statistics – student enrolment reported by each institution, Police Beat Stats,

Notification of Upcoming Activities and Events – Take Back the Night, Move in Day, Convocation, Shine-a-rama, upcoming 10<sup>th</sup> anniversary for Brantford/Laurier, road closures

Downtown Evening Walkabout (Feb) – group of 10 committee members reviewed safety and maintenance issues in the downtown including lighting, camera surveillance, and property standards.

Updates on Programs – enrolment, recruitment of international students, new and expanded programs, coordination of concurrent programs

Development Updates – University Centre, 50 Wellington, Laurier Campus Master Plan, YM/YWCA, students residences REOI, implementation of Downtown Master Plan.

Summer – discussed the role of students in populating downtown in winter and the return of downtown to its previous state when classes end. Monitor offerings of summer courses (e.g. Head Start) by all post-secondary, total enrolment numbers and increased programming offered in Harmony Square and Victoria Square to attract summer students, local residents and tourists to downtown.

Attempting to transition more effectively the summer and winter cycles. Decrease in pedestrian activity in the summer is a concern for downtown businesses.

Perception – Maclean's issue on "Most Dangerous Cities" monitored for comments from students or parents.

Integration of Services – Central Library has a Laurier Librarian and is open late to serve students. Homework Help Centre at Library provides tutoring by university students for high school students. Laurier for Literacy program. Campus Patrol, Camera Surveillance and new Beat Office on Market Street increases downtown safety and coordinates with Police services.

BIA and Post-Secondary Relationship– parking issues, garbage pick-up, events

Town and Gown Association of Ontario (TGAO) membership and conference in Oshawa provides ongoing contact with the provincial organization to maintain awareness of current issues in other Ontario communities.

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

Continuous sharing of information and integration of service delivery where beneficial such as signage, parking, garbage and safety.

Monitoring of post-secondary development activity particularly Laurier Campus Master Plan recommendations, expansion of Mohawk College in the downtown, and completion for the University Centre.

Integration of Town and Gown issues with DAC and BIA activities to move projects forward particularly new YMCA, two-way conversion of roads, and new transit terminal

3. ***Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.***

### **Community Strategic Plan**

Goal 1– Economic Vitality and Innovation  
(Long Term Desired Outcomes)

- Brantford's Downtown will be vibrant and successful – the hub of its citizens, students, businesses, visitors and government.
- Brantford will be known as a leading centre for learning and innovation - supported by a comprehensive education system

#### Strategic Actions

Develop a vision and master plan for Downtown  
Enhance opportunities for higher education.

### **Downtown Master Plan**

Development and Expansion of post secondary is a key project in the 2009 Implementation Strategy for the Downtown Master Plan. Coordination of post – secondary development activity with municipal infrastructure projects will become increasingly important.



# 2008

## Annual Report to Council

### Sanderson Centre Board

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**1. Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:**

- Completed a comprehensive review of the Board's existing policies and structure to reflect changes in the bylaw establishing the Board
- Developed the 2008-2009 season of events including successful performances by Leahy and Natalie MacMaster, Robert Munsch, Blue Rodeo and Johnny Reid
- Prepared 2009 business plan in consultation with the manager
- Developed new sponsor recruitment materials and increased total level of sponsor funding by 20% for the 2008-2009 season
- Began work on a review of rental rates and rate structures
- Began review of theatre's strategic plan
- Received a Shining Star Tourism Award for Best Promotion and Marketing Campaign

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

- Strategic plan to be completed
- Rental rate review to be completed in time for 2010 budget process
- Continued refinement of programming decisions to serve the community and improve financial results
- Programming committee conducted their first online survey and their first public round-table discussion for input on programming decisions
- Make adjustments to the theatre's workplan and programming / marketing decisions based on changed economic climate
- Develop email marketing program to reach ticket buyers cost effectively
- Conduct audience study to better understand preferences of patrons in the area (deferred to 2010, study was not funded)

3. ***Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.***

**Downtown Master Plan:**

1. Establish a cultural district

Staff continue to develop partnerships with restaurants, cultural attractions such as the Arts Block, the casino and hotel in order to generate the most spin-off revenue from the audiences brought into the downtown due to Sanderson Centre activity.

2. Two-way Traffic Conversion

The Board will monitor developments regarding two-way conversion of traffic with special regard to parking availability and the impact of bus traffic for matinee programming.

**Strategic Plan Goal # 4 Excellence in Governance and Municipal Management:**

1. The Board has identified potential efficiencies and areas of concern arising from the anticipated recommendations from the Value for Money Audit on Marketing. The Board is prepared to comment on any recommendations that move forward from this process to ensure the unique needs of the theatre's marketing plan are met under any changes that are implemented.

*Prepared by: William Campbell, Chair*  
*Date: March 31, 2009*



## 2008-09 Annual Report to Council Parks, Recreation and Waterfront Advisory Committee

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*Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

The Parks Recreation and Waterfront Advisory Committee are pleased to report on the following undertakings as part of the 2008 program activities and community services:

- a) Held a successful 16<sup>th</sup> Annual Parks and Recreation Open House on May 25, 2008 with committee members and staff providing volunteering services in many areas of the event.
- b) Held an Annual Advisory Committee/PRW Staff Retreat on September 30, 2008, where the ground work was laid to review and update the Parks and Recreation Mission Statement and Guiding Principles which support the Parks and Recreation Master Plan.
- c) PRW committee supported and attended the 2008 Allan Cup Sr. A. Men's Canadian Hockey Championships – April 14 –19, 2008.
- d) Held a “Gypsy Moth” Public Forum, March 18, 2008. during which information was shared and updates provided to the community regarding the through completion of spraying
- e) Committee members participated in the Wayne Gretzky Parkway Multi-use Trail (Henry Street to Edmondson Street) Grand Opening, June 20, 2008.
- f) Members attended the official opening of Lowe's Loop, September 30, 2008
- g) Involved in the official opening of Harmony Square June 7<sup>th</sup> and 8<sup>th</sup>, 2008 and staff continue to participate in supporting the many events at this site as it is quickly becoming the “centre piece” for the reincarnation of community activities, specifically in the downtown core area.

- h) Participated in the Official opening of C. J's Park on November 14, 2008
- i) On behalf of City Council PRW staff organized Brantford Day at the Blue Jays Game, April 5, 2008 – this well received community event led to many favourable comments back to the Advisory Committee.
- j) Supported and assisted the TCO Sport Tourism Workshop, March 29, 2008. And, we are pleased to acknowledge that TCO was awarded the prestigious “Canadian Sport Tourism Association President’s Award” for its history of community development on April 28, 2008

***Briefly outline your Board or Advisory Committee’s goals and workplan (major projects and activities) for 2009:***

- a) Supported a Community Development Model forum held on March 7<sup>th</sup> to obtain feedback and input into the models current status with the intent to further operationalize the model.
- b) On behalf of Council, PRW Committee members (see Appendix A) continue to liaison with various community groups (see Appendix B) and attend monthly meetings and A.G.M.'s. In particular, committee members participate in discussions and encourage, where possible, the movement towards the implementation of the Community Development Model.
- c) The PRW Committee will be shortly conducting a review of the Parks and Recreation 2003 Master Plan with respect to the recommendations and outcomes with the intent of updating City Council regarding progress.
- d) The PRW Committee is pleased to support all upcoming activities of the Bell Homestead Historic Committee as they mark their 100<sup>th</sup> anniversary of operating “one of Canada’s oldest Museums with a variety of exciting events taking place throughout the year, including the main festivities planned for July 23rd to 25th, 2010, on Homecoming Weekend.”
- e) The PRW Committee will continue to work with City Councils Rationalization Study Report with the intent of supporting City Council’s recently passed resolution respecting the 4 Pad Arena concepts and the recently announced Build Canada Fund project for the expansion of the Wayne Gretzky Pool complex.

- f) Upcoming dates of events for 2009 include:
- Sunday May 24, 2009 Parks and Recreation Open House.
  - June 5<sup>th</sup> 6<sup>th</sup> and 7<sup>th</sup> 2009 Walter Gretzky Ball Hockey Tournament
  - Thursday June 18, 2009 Sports Hall Induction ceremony
  - Sunday June 21, 2009 Downtown Bike Day
  - Saturday June 27, 2009 Brantford Blue Jays Day
  - Wednesday July 1<sup>st</sup> 2009 Canada Day Activities

***Explain how your goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan:***

***Goal 2 High Quality of Life and Caring for all Citizens-***

***Brantford citizens and visitors will enjoy a full range of well-supported and maintained arts, heritage, culture, sports and recreational facilities and programs***

***Brantford will have a strong volunteer sector participating across a broad spectrum of community activities.***

***To keep the Terms of Reference current for all Boards and Advisory Committees, please indicate any suggested amendments to your Board or Advisory Committee's Terms of Reference that you would like Council to consider at this time:***

In closing I would like to thank and acknowledge the following:

- 1- all of the current staff (permanent and seasonal) and those former staff members within the Parks Recreation and Waterfront Department for their continued positive efforts and commitment to our community;
- 2- Further I would like to thank senior staff at City Hall for their support;
- 3- All volunteer members of the Parks Recreation and Waterfront Advisory Committee for their ongoing efforts;
- 4- Finally, on behalf of the PRW Advisory Committee I would like to assure City Council that we will do our utmost to work towards Councils Strategic Directions and provide advice accordingly.

*Report Prepared by: Bob McGeein: Chair, on behalf of the Parks Recreation and Waterfront Advisory Committee*  
*Date: March 27, 2009*

Appendix A

2009 Parks, Recreation and Waterfront Advisory Committee Members  
1 Sherwood Drive, Brantford, Ontario N3T 1N3  
Phone: (519) 756-1500 Fax: (519) 759- 5975

<b>NAME</b>	<b>ADDRESS</b>	<b>CONTACT INFORMATION</b>
<b>2009 Chair</b> Bob McGeein (2010)	2 Varley Crescent N3R 7Z3	Home: 1-519-752-0267 Email: <a href="mailto:bmcgeein@sympatico.ca">bmcgeein@sympatico.ca</a>
<b>2009 Vice Chair</b> Wendy Prowse (2012)	15 Josey Street N3R 2R7	Home: 752-9796 e-mail: <a href="mailto:wendyprowse@rogers.com">wendyprowse@rogers.com</a>
Colleen Armstrong (2012)	35 D Charles Street N3T 1B2	Home: 757-6497 e-mail: <a href="mailto:cf_armstrong@sympatico.ca">cf_armstrong@sympatico.ca</a>
<b>Past Chair</b> Bob Coyne (2012)	8 Dalewood Ave. N3T 5L7	Home: 752-7967 e-mail: <a href="mailto:bobcoyne@sympatico.ca">bobcoyne@sympatico.ca</a>
Bill Irwin (2010)	33 St Paul Ave. N3T 4E5	Home: 756-6656
Larry Kings (2010)	18 Maich Crescent N3T 5P1	Home: 752-0766 e-mail: <a href="mailto:larrykings@rogers.com">larrykings@rogers.com</a>
Shannon Mc Mannis (2012)	101 Forsythe Avenue N3R 3L9	Home: 752-0735 email: <a href="mailto:shanm1@rogers.com">shanm1@rogers.com</a>
Doug Summerhayes (2010)	25 Marigold Street N3R 5W7	Home: 753-6082 email: <a href="mailto:d.summerhayes@sympatico.ca">d.summerhayes@sympatico.ca</a>
<b>2008 Councillor Appointee</b> James Calnan	133 Peel Street N3S 5M6	Home: 752-2474 e-mail: <a href="mailto:jcalnan@brantford.ca">jcalnan@brantford.ca</a>

Appendix B

**PARKS RECREATION AND WATERFRONT ADVISORY  
 COMMITTEE APPOINTMENTS FOR 2009**

LIAISONS	2009 APPOINTEE	ALTERNATE
PRW Community Beautification Committee	Bill Irwin	Larry Kings
PRW Policies and Procedures Committee	Bob Coyne Colleen Armstrong Doug Summerhayes	NR
Multi-Use Trails/Bikeway Advisory Committee	Bill Irwin	Bob Coyne
Joint Advisory Committee	Bob McGeein Wendy Prowse	NR
Beckett Adult Leisure Center Committee	Bill Irwin	Larry Kings
Brantford Sports Council Committee	Bob McGeein	Larry Kings
Bell Homestead Committee	Wendy Prowse	Colleen Armstrong
Tournament Capital of Ontario Committee	Larry Kings	Bill Irwin
Tourism Advisory Committee	Wendy Prowse	Bob McGeein
Neighborhood Associations Committee	Colleen Armstrong	Shannon McMannis
Sports Hall of Recognition Committee	Bob McGeein	Shannon McMannis
Paw Print Dog Park Committee	Bob Coyne	Bob McGeein
Bicentennial Committee	Colleen Armstrong	Doug Summerhayes
Glenhurst Arts Council Committee	TBA	TBA



# 2008 Annual Report to Council

## Brantford Cultural Advisory Committee

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1. *Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

### **Community Development**

- Initiated and helped coordinate a "Visioning Session" breakfast, featuring speaker Glen Murray, to encourage the development of a cultural district in the downtown
- Developed and assisted with the implementation of the 2008 Speaker Series: *Transforming Communities Through Culture* consisting of three public lectures, which featured speakers such as Glen Murray and Gord Hume. The series attracted more than 220 participants

### **Public Art**

- Developed definitions of public art, community art, and corporate art
- Developed draft public art policy

### **Cultural Resource Inventory**

- Completed surveys of not-for-profit cultural organizations
- Developed and began implementation of cultural facilities inventory
- Assisted with the analysis of data and the development of a cultural map of the downtown

### **Communications**

- Advocated for increased funding for the Community Cultural Investment Program
- Advocated for the creation of a community arts centre in the downtown
- Developed grant criteria and assessment process for Cultural Endowment Fund

**2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:**

**BCA Committee**

- Research and report funding opportunities for the cultural sector through the BCN website
- Assist with the development of a framework for the 2010-2015 Municipal Cultural Plan
- Support the development of new community cultural events such as *Find Your Spirit: Celebrate the Artist Weekend*, Literacy Festival, Brantford Film Festival

**Communications Working Group**

- Coordinate continued advocacy for increased funding by City Council of the Community Cultural Investment Program and the Museum Service Agreements
- Research federal and provincial sources of funding for Cultural Endowment Fund
- Advocate for municipal financial support of Cultural Endowment Fund
- Lead community focus group sessions to establish priorities for the 2010-2015 Municipal Cultural Plan

**Cultural Resource Inventory Working Group**

- Develop and implement survey of independent artists, and for-profit cultural sector businesses
- Assist with the development of a new Community Cultural Directory

**Community Development Working Group**

- Develop and implement 2009 Speaker Series exploring the role of culture in community development
- Explore opportunities for professional development for the cultural community

**Public Art Subcommittee**

- Assist with presentation of Public Art Policy Draft to Council (Spring 2009)
- Assist with the development of a Public Art Procedures Manual (pending Council approval)

- 3. Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.**

All of the Brantford Cultural Advisory Committee goals and workplan for 2009 contribute to the implementation of the Municipal Cultural Plan.

Implementation of the Municipal Cultural Plan is identified in Brantford's Community Strategic Plan as Strategic Action 2.1 under Goal 2: High Quality of Life & Caring for All Citizens.

The implementation of the Municipal Cultural Plan and the Brantford Cultural Advisory Committee's continued support of the local cultural sector also contributes to the strategic goal of economic vitality and innovation by expanding/maintaining tourism opportunities for visitors to Brantford and both social and economic benefits for local citizens.

The development of a Public Art policy and the creation of a "sprout fund" for local arts & cultural groups were identified as recommended actions in the Downtown Master Plan.

*Prepared by:*  
*Date:*



# 2008 Annual Report to Council

## Committee of Adjustment

1. *Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

The purpose of this report is to provide Council with the Committee of Adjustment Annual Report for the Year 2008. The following two charts provide a breakdown of applications for both minor variance and consent.

### Consent Applications

<b>Consent Applications</b>	<b>2008</b>
Applications Received	35
Applications Withdrawn	1
Number of Decisions Rendered	34
Applications for Lot Creation	26
Applications for Lot-line Adjustment	5
Other Consents (easement, right-of-way)	3
Applications Approved	33
Applications Denied	0
Applications Deferred	1
Decisions Appealed	0

### Minor Variance Applications

<b>Minor Variance Applications and Requests For Permission</b>	<b>2008</b>
Applications Received	36
Applications Withdrawn	2
Number of Decisions Rendered	34
Applications Approved With No Conditions	25
Applications Approved With Conditions	8
Applications Denied	1
Applications Deferred	0
Decisions Appealed	3

(A12/2008, A33/2008, A35/2008)

Of the 34 minor variance applications heard in 2008, 29 of these applications were requesting relief from Zoning Bylaw 160-90, and 5 were requesting relief from Chapter 478 of the Municipal Code (Sign Bylaw).

### **Ontario Municipal Board Hearings**

B33/2006 – 4 Gaywood Gardens – this application requested an infill lot fronting onto Dempster Place. Planning Staff recommended approval of the application. The Committee of Adjustment denied the application, which was then appealed to the Ontario Municipal Board by the applicant. The OMB granted the appeal in July of 2008. The conditions of approval have not yet been fulfilled.

A12/2008 – 12 Craig Street – this application requested a minor variance to the interior side yard provision for an industrial lot. Planning Staff recommended that the application be deferred to discuss an amendment to the application. The Committee of Adjustment approved an amended application, which was then appealed by the Co-Op Housing development to the north. The two parties reached an agreement through mediation and the appeal was subsequently withdrawn.

A33/2008 – 236 King George Road – this application requested a variance to the sign bylaw. The applicant had placed 13 - third party advertising signs along a noise wall at the rear of the property. Third party advertising signs are not permitted in the municipality, except in very limited circumstances. Planning Staff recommended that the application be denied. The application was denied by the Committee of Adjustment, and was appealed to the Ontario Municipal Board by the applicant. The hearing has been scheduled for May 1, 2009.

A35/2008 – 197 Murray Street – this application requested a variance to the minimum lot area requirement for a duplex. Planning Staff recommended approval of the application. The application was approved by the Committee of Adjustment, and was appealed to the Ontario Municipal Board by a neighbour to the north. A hearing date has not yet been scheduled.

#### ***2. Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:***

The Committee of Adjustment meets as required to hear matters related to the consents and minor variances held under the provisions of the Planning Act. As such a workplan is not applicable.

3. ***Explain how your Board/Advisory Committee's goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown Master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and/or Council priorities.***

The review of applications for minor variance and consent are consistent with the priorities set by Council in the City's Strategic Plan and the Downtown Master Plan. These plans encourage well-managed growth and environmental leadership.

*Prepared by: Karen Pongracz, Secretary-Treasurer, Committee of Adjustment*

*Date: April 1, 2009*

## TbL\_Consents

YEAR	TYPE	SUB#	STREET #	STREETNAME	APPLICANT	PURPOSE	DECISION
2008	B 01		43 Grey Street		Grant Tinney	Create a new lot	Approve
2008	B 02		166 Lynden Road		The Royalton Retirement Residence Inc.	Retirement residence	Approve
2008	B 03		218 Henry Street		First Gulf Holdings Inc.	Creation of easement	Approve
2008	B 04		376 Erie Avenue		Stirling Bridge Limited	Addition to existing lot	Approve
2008	B 05		155 Fifth Avenue		Stirling Bridge Limited	Addition to existing lot	Withdrawn
2008	B 06		5 Alfred Street		Multani Custom Homes	Create 3-storey apartment building	Approve
2008	B 07		37 Morton Avenue		Aucoin Investments Inc.	Create new lot	Approve
2008	B 08		3 Brunswick St.		Virginia Schimmens	Sever a vacant parcel	Approve
2008	B 09		152-154 Wellington Street		1121317 Ontario Limited	Sever a recently built semi-detached building	Approve
2008	B 10		398 Park Road North		Frank & Gladys Derkach	Sever a residential building lot	Approve
2008	B 11		147 Birkett Lane		Jayson & Krista Cooper	Sever and convey to property to the east	Approve
2008	B 12		36 Terrace Hill Street		Anthony Spadafora Homes Limited	Division of 3 unit street townhouse	Approve
2008	B 13		75 Abigail Avenue		Rick Fawcett	Creation of easement	Approve
2008	B 14		156 Stanley Street		Daryl Groulx & Nicole Schram	Lot line adjustment, consent to encroachment agree	Approve
2008	B 15		386 Garden/Sinclair		Vicano Developments Inc.	Creation of easement	Amended
2008	B 16		390 Garden/Sinclair		Vicano Developments Inc.	Lot line adjustment	Amended
2008	B 17		386 & 390 Garden/Sinclair		Vicano Developments Inc.	Lot line adjustment	Deferred
2008	B 18		364 Elgin Street		Distinctive Packaging Ltd.	Create a new lot	Approve
2008	B 19		384 Erie Avenue		Maude Campbell	Sever a lot, variance to proposed lot width	Approve
2008	B 20		130 Golf Road		Lucia Joniec	Create a new lot	Approve
2008	B 21		37 Hardy Road		Franklin and Shirley Wells	Create a new lot	Approve
2008	B 22		72 Richardson Street		Baran Contracting (2066844 Ontario Inc.)	Sever a vacant parcel from the east side	Approve
2008	B 23		50-62 Grand River Avenue		Mayberry Homes	Develop 6 single detached dwellings	Approve
2008	B 24		50-62 Grand River Avenue		Mayberry Homes	Develop 6 single detached dwellings	Approve
2008	B 25		50-62 Grand River Avenue		Mayberry Homes	Develop 6 single detached dwellings	Approve
2008	B 26		50-62 Grand River Avenue		Mayberry Homes	Develop 6 single detached dwellings	Approve
2008	B 27		50-62 Grand River Avenue		Mayberry Homes	Develop 6 single detached dwellings	Approve
2008	B 28		50-62 Grand River Avenue		Mayberry Homes	Develop 6 single detached dwellings	Approve
2008	B 29		283-285 Murray Street		Adjodia Persaud	Creation of a new lot and easement	Approve
2008	B 30		281 Murray Street		Adjodia Persaud	Sever a semi-detached dwelling to convey separate	Approve
2008	B 31		68-74 Rowanwood Avenue		Kamsco Holdings Limited	Sever into individual lots to convey, easement	Approve
2008	B 32		68-74 Rowanwood Avenue		Kamsco Holdings Limited	Sever into individual lots to convey, easement	Approve
2008	B 33		105-119 Colborne Street		2037308 Ontario Ltd.	Sever a commercial property into three parcels	Approve
2008	B 34		105-119 Colborne Street		2037308 Ontario Ltd.	Sever a commercial property into three parcels	Approve
2008	B 35		4 Edmondson Street		Giffels Design-Build	Creation of a new lot	Approve

tbl\_Variance

Year	Variance	Sub#	Street#	Street Name	OWNER	PURPOSE	DECISION
2008	A 01		20	Fen Ridge Court	Tejwant Singh Bawa	lot coverage of 8% instead of 10%	Approve
2008	A 02		85	Hunter Way	Empire Communities	exterior side yard of 2.42 metres instead of 3.0m	Approve
2008	A 03		43	Webb Avenue	Empire Communities	exterior side yard of 2.71 metres instead of 3.0m	Approve
2008	A 04		211	Greenwich Street	Mihajlo Simko	Parking space and loading space relief	Approve
2008	A 05		82	Garden Avenue	Les Kelemen	lot width of 14.04m	Approve
2008	A 06		76	Adams Boulevard	Deb Worldwide Healthcare	accessory building height of 7.5m	Approve
2008	A 07		84	Market Street	City of Brantford	Parking space reduction from 28 to 26 spaces	Approve
2008	A 08		81	Kerr's Lane	Robert Long	Variance to accessory building height	Approve
2008	A 09		112	Tranquility Street	Gerald & Lu Ann Tebow	Park commercial trailer in driveway interior side yard of 0.3m and 0.5m instead of 0.6 for utility metres	Withdrawn
2008	A 10	3A,3B,5A,5B		Grand River Avenue	1694498 Ont. Ltd. (Gans)		Approve
2008	A 11		15	Cork Crescent	Murray and Karen Schrader	Request interior side yard and parking variance	Approve
2008	A 12		82	Craig Street	Elliott Property Development	Interior side yard - Industrial building for storage purposes	Approve
2008	A 13		25	Port Street	Glenys Causton	rear yard setback	Approve
2008	A 14		4	Dover Avenue	Doug & Kathleen Sitzer	Variance to accessory building height	Approve
2008	A 15		595	West Street	Corp.	sign variance - maximum area	Approve
2008	A 16		206	Charing Cross Street	Terry & Kathy Vantilborg	expansion of legal non-conforming Variance for similar use - indoor children's playground as a private park	Approve
2008	A 17		625	Park Road North	Anwar Dost		Approve
2008	A 18		128	Branlyn Crescent	Lena Hunt	interior side yard - from 3.0m to 2.0m	Approve
2008	A 19			Blackburn/Duncan	Armstrong, Hunter	Rear and side yard variances	Approve
2008	A 20		48	Sanderson Street	Lori Courtnage	Accessory lot coverage from 10% to 14.5%	Approve
2008	A 21		195	Henry Street	Vicano Developments Ltd.	Sign variance - maximum sign area Reduction in parking, reduction in amenity space & variance to definition	Approve parking, Apart. Defn. withdrawn
2008	A 22		251-253	Colborne Street	1372360 Ontario Inc.		Approve
2008	A 23		384	Erie Avenue	Maude Alice Campbell	Variance to lot width	Approve
2008	A 24		127	The Strand Avenue	Roger Wilks & Linda Turcotte	Variance to accessory building height	Approve
2008	A 25		33	Sinclair Boulevard	QSR Group Inc.	Interpretation of definition	Approve
2008	A 26		37	Hardy Road	Frank & Shirley Wells	variance to lot width	Approve
2008	A 27		70	Division Street	Julie Boone	variance to front yard for shed and height for fence	Approve
2008	A 28		1	Harriett Street	Rodoifo Flores	Deck too close to shed	Approve
2008	A 29		163	Market Street	2149751 Ontario ltd.	Variance from definition of private school	Approve
2008	A 30		13	Clarence Street	Harry Liaconis	sign variance - Third party sign	Withdrawn
2008	A 31		28	Sherry Lane	Ron Paxton	Exterior side yard for accessory structure	Approve
2008	A 32		595	West Street	ESPC Partnership	Sign variance - maximum area	Approve
2008	A 33		236	King George Road	Youssef Yehia	Sign variance - third party advertising	Not Approve
2008	A 34		36	Salisbury Avenue	Sian Sifierz	Variance to front yard setback	Approve
2008	A 35		197	Murray Street	Lorraine Pike	Variance for lot area for a duplex	Approve
2008	A 36		105-119 & Colborne Street	Winniett 54 Street	2037308 Ontario Limited	Lot coverage and lot width of 105 Colborne St.	Approve



## 2008 Annual Report to Council

### Tourism Advisory Committee

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*Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

#### PRIORITIES

##### **Economic Development Strategy**

- Supported the development of an economic development strategy and provided comments to this matter
- Prepared to provide input and assistance to the Economic Development Advisory Committee in the implementation of the strategy development process

##### **Regional Tourism Partnerships**

- Continued leadership in 2008 in the support of the strategic partnerships in the tourism sector with the County of Brant; the Six Nations/New Credit Marketing Alliance; and Six Nations Tourism

##### **Business Retention + Expansion Survey Project - Tourism Brantford and the Downtown Business Improvement Area (BIA)**

- Participated in the development of the Final Report presentation at the community launch for the BR+E Survey Project for the Brantford, Brant, Six Nations and New Credit tourism sector and Downtown Brantford BIA (March) and provided recommendations and lead the presentation to Council (April)
- Assisted in the final report project summation/milestones to the Ontario Ministry of Agriculture, Food, and Rural Affairs - RED program (June)
- BR+E Tourism Sector Strategic Action Results 2008:
  1. Customer Service Program (initiated in May)
    - a) Provided support to the formation of a community-based Customer Service Working Group to investigate the opportunity to establish a customer service program for the area.
    - b) Participated in a priority setting session to review the dynamics of a customer service plan as well as review other customer service programs.
    - c) Provided input and support to the need for a customer service recognition pilot program for the community.

##### **Hospitality/Hotel Tax and Destination Marketing Fee (DMF)**

- Provided input and recommendations to Council for both the Hospitality/Hotel Tax and DMF issues regarding the potential implementation of these two opportunities in Brantford (February to June)

### **Input to Downtown Master Plan**

- Provided input to the Downtown Master Plan process and actively participated in community planning sessions and public forums throughout the year
- Provided leadership as community ambassador volunteers at the Tourism Brantford welcome booth during the official opening of Harmony Square (June)
- Provided comments to the two-way conversion matter

### **Municipal Cultural Plan**

- Provided input and support to this initiative as well as a liaison from the Tourism Advisory Committee to the Brantford Cultural Advisory Committee

### **Municipal Recreation Infrastructure & Facilities**

- Participated in the joint ad-hoc committee with Parks, Recreation & Waterfront (PRW) and Economic Development Advisory Committees and Chamber of Commerce Brantford-Brant Executive Committee to provide input and assistance with identifying potential funding sources to address this issue (May)
- Provided letter of support for Parks & Recreation - Aquatics Canada Build application (November)

### **Walk of Fame**

- Provided input, support and comments to the review of the Walk of Fame program and the development of a new and improved program (May to August)

## **INITIATIVES**

### **Tourism Brantford's Business/Marketing Plan Implementation 2008**

- Provided valuable input and support to the following key projects and programs:
  1. Visitor Guide 2008/09 - assisted with the launch of the publication (March)
  2. Tourism Awards - program review & analysis and provision of next steps with a modified program for 2009 through the Tourism Advisory Committee's Events Working Group. (July to September) Leadership with application for partnership support for the Tourism Awards/Symposium 2009 program with Enterprise Brant. (December)
  3. Re-Discover Brantford & Area Coupon Booklet (June)
  4. Partners in Success - participated and provided leadership role with the community capacity building networking and workshops (6 offered during - January to November)
  5. Corporate Planner Project "Let's Meet Up" - Provided input and feedback to the re-development of the Corporate Planner program (September)
  6. Attended the 2007 EDCO Marketing Awards to accept on behalf of the municipality the 2007/08 award winning Destination Lure and VIP Passport in the travel trade category.

### **Tourism Advisory Committee - Sector Specific Marketing Working Group**

- Provided input and guidance in the creation of the 2009 Business/Marketing Plan
- Presentation lead to the Tourism Advisory Committee (October)
- Establishment of a priority setting ad hoc committee to review the plan and set main goals and objectives for the Advisory Committee to complete in 2009/10 (November - December)

### **Sport Tourism Marketing**

- Participated in the TCO Sport Tourism Workshop as a host to the reception prior to the workshop and during the actual workshop (March) and provided comments regarding the report recommendations (October)
- Provided leadership as community ambassador volunteers at the Tourism Brantford welcome booth during the Allan Cup (April)
- Participated in several TCO Luncheon meetings throughout the year
- Coordinated with Wayne Gretzky International Hockey Tournament organizers the hosting of a welcome reception on Boxing Day at the Brantford Visitor & Tourism Centre for the two international teams from Finland who participated in the tournament (December)

### **War of 1812 Bicentennial Commemoration Steering Committee**

- Provided comments and recommendation to Council regarding the formation of a War of 1812 Bicentennial Commemoration Steering Committee (October)

### **Walkability Task Force**

- Provided input and support to this initiative as well as a liaison from the Tourism Advisory Committee

### ***Briefly outline your Board or Advisory Committee's goals and work plan (major projects and activities) for 2009:***

#### **Overall**

- Create and implement the 2009/10 Action Plan and priorities for the Committee that includes providing input to the Tourism Brantford 2009 Business Plan implementation
- Provide highlights of the committee's work as it relates to the approved Community Strategic Plan to the Mayor and City Manager including the development of the 2008 Annual Report and present to Council
- Support the City of Brantford's Downtown Master Plan process and outcomes
- Support and provide input to the Economic Development Strategy development process by providing a volunteer member to serve on the Steering Committee
- Support the City of Brantford's Waterfront Master Plan process and outcomes
- Support and provide input to the War of 1812 Bicentennial Commemoration initiative as well as provide a liaison to the Steering Committee
- Provide input to Tourism Brantford's 2010 Business Plan

#### **Communications Working Group**

- Provide input to the website re-development project process
- Provide input and support to the development of a "Let's Meet Up in Brantford" local community campaign geared to organizations and businesses that host meeting events
- Provide input and leadership to public speaking engagements when required
- Provide input, support, and participation of networking and event opportunities that are coordinated by the Division
- Provide input and support to the Tourism Awareness Week 2009 program
- Provide input and support to the development of local (in-market) community awareness of the many tourism experiences and vitality of this sector to the community i.e. What's New - Must See's

### **Sector Specific Working Group**

- Provide input and support to the Division's main marketing projects including the web site re-development; and sector specific strategies (i.e. publications, travel trade, leisure/touring, sport tourism, etc.)
- Provide input and advice to the Division's 2010 Business Plan that includes the marketing program and business retention & expansion activities, which will be undertaken for the coming year.

### **Customer Service Working Group**

- Provide input and support to the customer service pilot program and recognition activities

### **Signage Task Force**

- Provide input to the existing municipal tourism directional signage program including the downtown specific way-finding review

***Explain how your Board/Advisory Committee's goals and work plan for 2009 relate to the goals identified in the City's Strategic Plan or other Council adopted documents (e.g. Downtown master Plan, Transportation Master Plan, Parks and Recreation Master Plan, Financial Strategic Plan, Comprehensive Study of Brantford Transit, Municipal Cultural Plan, etc.) and or Council priorities.***

All of the Tourism Advisory Committee goals and action plan for 2009 contribute to supporting primarily the implementation of the Goal # 1 Economic Vitality and Innovation and secondarily Goal # 2 High Quality of Life and Caring for all Citizens long-term desired outcomes.

*Applicable Strategic Actions:*

#### **Goal # 1 Economic Vitality and Innovation**

- 1.1 Develop a vision and master plan for the downtown.
- 1.3 Explore opportunities to develop and expand niche economic sectors.
- 1.5 Develop a comprehensive economic development strategy.
- 1.6 Develop a strategy to ensure a trained and qualified workforce and access to employment for all citizens.
- 1.7 Expand tourism opportunities and benefits to the community.
- 1.9 Establish a positive image of Brantford that reflect a small town quality with big city opportunities.

Council has identified the need for an economic development strategy as a Level 2 priority in its 2007-2010 term. The need for an economic development strategy for the City of Brantford is reinforced in the Downtown Master Plan.

*Applicable Strategic Actions:*

#### **Goal # 2 High Quality of Life and Caring for all Citizens**

- 2.1 Implement the Municipal Cultural Plan

*Prepared by:* Susan Sager, Manager Tourism & Marketing  
*Date:* March 24, 2008



**2008**  
**Annual Report to Council**  
**Property Standards Committee**

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*Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

In 2008, nine Property Standards Committee meetings were held to hear a total of 19 Property Standards Appeals for Orders against various properties in the municipality. Meetings are held in a timely fashion once Appeals are filed with the Building Department, as per legislation requirements.

*Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:*

Committee will continue to meet as required when appeals are received relating to Property Standards Orders. All legislation requirements will continue to be met as per Building Code Act.

***Explain how your goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan:***

Goal #2 of the City's Strategic Plan – High Quality of Caring for All Citizens.

Property Standards Committee provides for an avenue to ensure that citizens can be sure of a safe and healthy community, including the promotion of well-being for citizens.

*Prepared by: Chair and Members, Property Standards Committee*  
*Date: January 2009*



## 2008 Annual Report to Council

### Brant Brantford Impaired Driving Advisory Committee

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1. In 2008, the committee advertised in conjunction with Brantford Power. We designed a leaflet that was inserted into a monthly Brantford Power bill that was mailed out to Brantford residents. The leaflet contained information in regards to the effects of being charged with impaired driving including insurance rates.

The committee created a statistical chart of the impaired driving charges for the City of Brantford. The chart was created to be able to clearly show the increasing numbers of young drivers being charged and the plea bargaining issues that go in the court system. The information was presented by our Chair and Co Chair of the committee to the Crown Attorneys office to raise awareness of these vital concerns.

The committee partnered with the Brant County Health Unit with regards to a Drug Strategy Awareness Program focusing on young people and their decision making process regarding drugs and alcohol.

The annual Safe Streets, Saves Lives Awards evening was held at the Brant County Council and was once again a big success.

Meetings with the MP and MPP were conducted to lobby Youth Peer Awareness Strategies.

The committee lobbied the Provincial Government regarding the BAC level of 0 for younger drivers.

2. The Brant/Brantford Impaired Driving committee wants to expand the Drug Strategy partnership focusing on Youth Peer Awareness Strategies. This has been made possible by the recent announcement of a \$73,000.00 Federal Grant to the recent project.

The committee would like to expand the scope of Safe Streets, Saves Lives Awards by working with Six Nations Police and Council to have the ceremony take place in Ohsweken this Fall.

Continue to lobby with new MP, MPP and the Crown Attorney's Office along with City Police.

Develop a new advertising initiative focusing on the County and/or the youth.

Respectfully submitted on behalf of BBIDC by

Chair – Lawrie Palk

Vice Chair – Gerry Fuss



## 2008 Annual Report to Council

### Brantford Airport Board

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*Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:*

The year 2008 will stand as a pinnacle year for the Brantford Airport in terms of infrastructure renewal. Highlights included the following:

- Reconstruction of the 5000 ft primary runway 05 – 23
- Reconstruction of the 2600 ft secondary runway 17 – 53.
- Replacement of runway edge lighting
- Replacement of airside storm water drainage system
- Installation of storm water management on Hangar No. 2
- Installation of storm water management along Aviation Drive
- Removal of fuel storage tanks
- Interior renovations to Commercial Hangar No. 2
- Lighting and electrical renovations to Commercial Hangar No. 2

As well as infrastructure improvements the Airport Board is pleased with meeting the following objectives:

- Initiated Phase 1 of an Airport Safety Management System with the goal of meeting Transport Canada's compliance for registered airports.
- Updated lease agreements to comply with the rates approved in the Airport Business Plan.
- Obtained 100 percent occupancy of available commercial lease space.
- Obtain 100 percent occupancy of private hangar space.

Objectives pursued but not successfully completed include:

- The Airport Board were unsuccessful in obtaining a commitment to funding from the County of Brant for Capital funding to support the development of the Airport.

- The Airport Board were unsuccessful in obtaining, from the County of Brant, funding equivalent to the property tax generated from new commercial space or hangars built at the Airport.
- Obtaining a funding source to construct new hangar space.

***Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009.***

City Council's commitment to the airport through infrastructure renewal has generated interest in commercial space, and additional demand for hangar space. Whereas the directive received from Council was to make the airport less dependent on municipal tax support the Airport Board is challenged to find ways to pursue this objective. Our work plan for 2009 includes the following:

- Continue to solicit funds to construct at least one new T-hangar facility for use by specialized aircraft. There is an increased demand to provide hangar space, hangar leasing is the primary source of revenue for the airport.
- Revisit the Airport Master Plan to ensure it continues to reflect current trends and changes in the aviation field and economic conditions.
- Complete a valuation study of present serviced lands and those that can be serviced for lease or sale (unmet 2008 objective).
- Prepare a plan to pursue new commercial tenant leads for the airport.
- Contract a new fuel services provider for airside fuel.
- Contract a service provider to manage airside operations (in progress).
- Implement Phase II of a Safety Management Plan for the airport as required under Transport Canada directive (in progress).
- Monitor airside maintenance conditions to ensure the condition of the airport portrays a positive image of the community.
- Oversee the appropriate spending of allocated capital funding on building improvements.

***Explain how your goals and workplan for 2008 relate to the goals identified in the City's Strategic Plan:***

### **Relevant Strategic Plan Initiatives**

#### **Economic Vitality and Innovation**

- Airport lands and businesses can assist in the development of a strong diversified economic base.
- The Airport can, and does, support the development of a comprehensive education system.
  - Promote long standing on-site training facilities
  - Pursue new education programs to locate or relocate at our airport.
- Create an investor friendly environment through a well-maintained airport offering direct access to our community and to the corporate sector.
- The Airport can offer opportunities to develop and expand niche economic sectors.
- Airport lands can be used for economic development that may help address the interim shortfall of serviced industrial land.
- The airport is well suited to enhance opportunities for higher education in the fields of aviation, avionics, flight training and aircraft maintenance.

#### **High Quality of Life & Caring for All Citizens**

- Brantford citizens and visitors enjoy a range of well-supported community events and recreational opportunities through the use of airport facilities and programs.

***To keep the Terms of Reference current for all Boards and Advisory Committees, please indicate any suggested amendments to your Board or Advisory Committee's Terms of Reference that you would like Council to consider at this time:***

Last year initiatives were taken to include staff support from both the City of Brantford and the County of Brant Economic Development Departments and Planning Departments. Though this initiative did not lead to garnering financial support from the County of Brant staff from the aforementioned department did prove valuable in dealing with issues pertaining to airport lands in 2008.

The Airport Board is not suggesting any changes to the terms of reference for 2009.

*Prepared by:* Dr. Lee Deimling, Chair  
*Date:* April 01, 2009



## 2008-2009 Annual Report to Council

### Control of Vicious Dogs Committee

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***Provide a brief summary of the major accomplishments of your Board or Advisory Committee in 2008:***

In previous years, the Control of Vicious Dogs Committee would meet to hear appeals to muzzle orders as required by the Municipal Act. Changes to the City's Animal Control By-law now provide for special designations for Restricted (Pit Bulls), Potentially Dangerous and Dangerous dogs. Previously, when dealing with appeals to any of these designations, the Committee would only rule on the muzzling component, all other requirements of a designation were not open to appeal.

As a result of an interpretation by the City's legal department in 2008, the owner of a designated dog may now appeal the designation in its entirety. This change to the appeal process has resulted in the Committee meeting twice in 2008 to hear separate appeals.

In both circumstances, the designation was upheld.

***Briefly outline your Board or Advisory Committee's goals and workplan (major projects and activities) for 2009:***

The goals for the Committee are to schedule appeal hearings and dispense of decisions in a timely fashion; to provide a fair and unbiased ruling based on the facts of each case independently.

As meetings only occur based upon the submission of an appeal, the Committee will hold, at a minimum, one meeting in 2009 to introduce new members to existing members and to review the revised committee procedures and practices.

***Explain how your goals and workplan for 2009 relate to the goals identified in the City's Strategic Plan:***

This committee has been established to meet the requirement contained in the Municipal Act and the City's Animal Control By-law. While the effort of this Committee does not fit specifically by definition within the City's strategic plan, one could state that the end result of decisions made by this Committee contribute to achieving Goal #2 as indicated below.

## **Goal 2 High Quality of Life & Caring for All Citizens**

**Brantford will be recognized as a safe, and healthy community** – one that promotes and enables the well-being of its citizens, and supports access of all citizens to a full range of health and community services

The decisions of the Committee take into consideration any dog that may present a possible threat or cause harm to a citizen or other animal if special conditions are not applied.

***To keep the Terms of Reference current for all Boards and Advisory Committees, please indicate any suggested amendments to your Board or Advisory Committee's Terms of Reference that you would like Council to consider at this time:***

N/A

*Prepared by:* Rick Levac, Co-Ordinator of Elections, Insurance & Licensing Enforcement  
*Date:* April 7, 2009