

1. CALL TO ORDER

2. DECLARATIONS OF PECUNIARY INTEREST

3. PUBLIC MEETINGS

Nil.

4. DELEGATIONS AND PRESENTATIONS

Nil.

5. MINUTES FROM ADVISORY COMMITTEES

5.1. Community Recognition Advisory Committee – May 12, 2015

That the minutes from the Community Recognition Advisory Committee meeting of May 12, 2015 be received for information purposes.

6. NEW BUSINESS

6.1. Exemption to Noise Control By-law – Country North - July 4, 2015 (CS013-15)

That the Country North event be granted an exemption to Section 1 of Schedule A (Prohibited Acts and Devices) of the Noise Control By-law to permit amplified sound at JD Lang Park on Saturday, July 4, 2015 from 1:00 p.m. to 11:00 p.m.

6.2. Bracebridge Business Improvement Area Request – Free On-Street Parking Trial (CS018-15)

That in response to the March 3, 2015 letter from the Bracebridge Business Improvement Area requesting the parking meters within all parking meter zones be bagged for a one year trial period, staff be directed to maintain the status quo as set out in Appendix "A" to Staff Report CS018-15.

6.3. Delegated Authority – Temporary Facilities Usage Indemnity Agreements (CS022-15)

That the Mayor and Director of Corporate Services/Clerk be authorized to execute indemnity agreements with the District Municipality of Muskoka and special event organizers to provide permission to use a portion of the Silver Bridge located over District Road No. 16, or other infrastructure owned by the District Municipality of Muskoka, for the purpose of installing promotional hanging displays in connection with special events approved by the Town of Bracebridge.

6.4. Exemption to Noise Control By-law – Muskoka Parry Sound Coordinated Sexual Assault Services Annual General Meeting – June 10, 2015 (CS023-15)

That Muskoka Parry Sound Coordinated Sexual Assault Services be granted an exemption to Section 1 of Schedule A (Prohibited Acts and Devices) of the Noise Control By-law to permit amplified sound at Bracebridge Memorial Park on Wednesday, June 10, 2015 from 7:00 p.m. to 9:00 p.m. for the Muskoka Parry Sound Coordinated Sexual Assault Services Annual General Meeting.

6.5. 2015 Municipal Tax Rates and Due Date for Final Tax Bill (FN006-15)

1. That the Town estimates and Property Tax Levy for the 2015 taxation year as set out in Appendix "A" to Staff Report FN006-15 be approved.
2. That the tax rates for the 2015 taxation year as set out in Appendix "B" to Staff Report FN006-15 be approved.
3. That the due date of Monday, August 31, 2015 for all Municipal taxes and local improvement charges as levied, less the amount of the interim tax levy, be approved.
4. That the appropriate by-laws be prepared to establish the 2015 tax rates and tax due dates.

6.6. Municipal Budget and Business Plan Up-Date Report - January 1, 2015 to March 31, 2015 (FN007-15)

1. That the Municipal Budget and Business Plan Up-Date Report for the three-month period January 1, 2015 to March 31, 2015 as contained in Appendix "A" to Staff Report FN007-15 be received for information.
2. That the Revenue and Expenditure Reports for the three-month period January 1, 2015 to March 31, 2015 as contained in Appendix "B" and Appendix "C" to Staff Report FN007-15 be received for information.

6.7. Group Benefits Program Transition (FN008-15)

1. That the Group Benefits Program for the Town of Bracebridge be transitioned from Standard Life to Manulife Financial effective July 1, 2015.
2. That the Mayor and Director of Corporate Services/Clerk be authorized to execute an agreement with Manulife Financial for the Town of Bracebridge Group Benefits Program.

6.8. Disc Golf Course Expansion Proposal at Peake Fields at Verena Acres (RC003-15)

1. That, with permission from the Peake Family and District Municipality of Muskoka, the Dads of Muskoka be permitted to construct an additional nine disc golf course holes at the Dads of Muskoka Disc Golf Course at Peake Fields at Verena Acres, 1028 Taylor Road Bracebridge.
2. That the final design of the additional nine holes be to the satisfaction of the Director of Public Works, Director of Recreation, Peake Family and District Municipality of Muskoka.
3. That the final construction of the additional nine holes be to the satisfaction of the Director of Public Works and Director of Recreation.
4. That all work on the course to be completed by qualified contractors and volunteers with the necessary training, expertise and qualifications and in adherence to the Town of Bracebridge Health and Safety policies including Policy TOB-HS2006-16 - Contract Administration which outlines health and safety responsibilities and accountabilities of the Contractor.
5. That all costs associated with the construction of the additional nine holes be the responsibility of the Dads of Muskoka.

6. That a Disc Golf Course maintenance plan, which includes duties and responsibilities of both the Town and the Dads of Muskoka, be developed in cooperation with the Town.
7. That, beginning in 2016, an allocation of \$2,000 be included in the draft Municipal Budget and Business Plan to be used for additional annual maintenance costs associated with the Disc Golf Course.
8. That the additional nine holes be completed prior to December 31, 2017.

7. ONGOING BUSINESS

7.1. Health and Safety Update

8. CORRESPONDENCE

Nil.

9. CLOSED SESSION

9.1. Personal Matters about Identifiable Individuals, including Municipal or Local Board Employees (Appointing By-law - Environmental Advisory Committee) (CS024-15)

10. RESOLUTIONS ARISING FROM CLOSED SESSION

11. ADJOURNMENT

This meeting will be Webcasted and Audio and Video recorded

A copy of this agenda is available in alternative formats upon request.

For your convenience, assistive listening devices are available from staff in the Council Chambers.

1. CALL TO ORDER

Councillor S. Clement, Committee Chair, called the meeting to order at 3:35 p.m. and the following were recorded as being present.

Committee Members: Councillor, S Clement (Committee Chair)
C. Hammond
B. Hartman
W. Scott
J. McRae
C. Naish
N. Cox-Godfrey (arrived at 3:28)

Staff: Economic Development Programmer (Culture), K. Ball
Deck Supervisor, C. Janke

2. DECLARATIONS OF PECUNIARY INTEREST

Nil.

3. DELEGATIONS AND PRESENTATIONS

Nil.

4. NEW BUSINESS

4.1. Communication with Award Recipients Update

The seating plan and the number of expected in attendance for the Ceremony was discussed. C. Harris will follow up with award recipients and nominators to get final expected numbers for ceremony.

The Senior of the Year Award recipient has respectfully declined their award. There will be no recipient in this category.

5. ONGOING BUSINESS

5.1. Award Ceremony Planning

Logistics and flow of the award ceremony were discussed. It was decided that three groups will be seated in the audience during the ceremony. The Dads of Muskoka will be called up onto stage as a group to receive their individual awards; however due to space constraints MUSAC and the Rink Rats will have 2 - 4 representatives accept the awards on their teams behalf, and following the awards ceremony the entire team will be invited on stage for a photo with the Mayor.

The Committee reviewed the work plan in detail and Committee members will follow-up with their assigned jobs in preparation of the Ceremony on June 2, 2015.



6.1. Community Recognition Advisory Committee Minutes - April 14, 2015

A letter was received from the Ontario Ministry of Citizenship and Immigration informing the Committee that Ms. Rosamond Abbott and Ms. Ginny Kernohan have been selected to receive an Ontario Volunteer Service Award. The Ceremony will be held on June 11, 2015 in Huntsville.

A letter was received from the Ontario Ministry of Citizenship and Immigration and International Trade announcing noting that nominations are now being accepted for the 2015 Ontario Medal for Good Citizenship.

Nil.

15-CRA-023 Moved by: C. Naish
 Seconded by: C. Hammond

That the Committee adjourn until the next meeting on Tuesday May 26, 2015 at 3:30 p.m. in the Bracebridge Sportsplex Conference Room.

CARRIED

TO: Councillor M. Quemby, Chair and Members of General Committee
FROM: M. Gower, Deputy Clerk
SUBJECT: Exemption to Noise Control By-law – Country North - July 4, 2015

RECOMMENDATION

1. That the Country North event be granted an exemption to Section 1 of Schedule A (Prohibited Acts and Devices) of the Noise Control By-law to permit amplified sound at JD Lang Park on Saturday, July 4, 2015 from 1:00 p.m. to 11:00 p.m.

ORIGIN

2. A Special Event Permit application from the Phyllis Winnington-Ingram to hold the Country North event was received on April 17, 2015. The application was circulated for comments in accordance with the Town of Bracebridge Special Events Policy.

ANALYSIS

3. Country North will be a fundraiser for Hospice Muskoka. The event will include live music, food and refreshments.
4. In future years, Country North may identify other local charities to benefit from the proceeds raised during the events.
5. As this is the first year of this event in Bracebridge, the noise exemption request does not fall within the Director of Corporate Services/Clerk's delegated authority under Motion 08-AF-144. For 2016, the noise exemption request will be processed under delegated authority providing the nature and scope of the event does not change significantly and no complaints are received.
6. Council approval is required to permit amplified sound on Saturday, July 4, 2015 from 1:00 p.m. until 11:00 p.m. at JD Lang Park.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

7. The Country North event is well aligned with the community-based strategic plan objectives:
 - ☒ An Engaged, Healthy and Socially Sustainable Community
8. The Country North event is a fundraiser for Hospice Muskoka and will assist this organization in carrying out its mandate as a community based volunteer organization that serves the emotional and social needs of individuals of all ages who are facing a life-threatening illness.

LINKAGE TO COUNCIL PRIORITIES

9. The Country North event supports Volunteer Development (Strategic Objective # 3 b.) as the event supports Hospice Muskoka which is a community based volunteer organization.

ALTERNATIVE(S)

10. The following alternative is available for Committee consideration:

Alternative #1

Committee may receive the report and take no further action.

This alternative is not recommended as it would be inconsistent with Council's previous noise exemption approvals.

EXISTING POLICY

11. By-law 2011-099, a by-law to prohibit and regulate certain noises within the Town of Bracebridge.

FINANCIAL IMPLICATIONS

12. As the request is for an exemption to the Noise Control By-law, there are no direct financial implications to the Town.
13. Advertising for the noise exemption in the municipal section of the Bracebridge Examiner forms part of the approved 2015 Corporate Services budget.

COMMUNICATIONS

14. This staff report was distributed to Council, Media, and all Town Staff and was published on the Town's website in accordance with the Town's Procedural By-law.
15. If approved, notice of the Noise Exemption will be provided under the Public Notices section of the Town's website and in the Town Page section of the Bracebridge Examiner.

Submitted by:

M. Gower
Deputy Clerk
Ext. 247

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: S. Stakiw, Chief By-Law Enforcement Officer

SUBJECT: Bracebridge Business Improvement Area Request – Free On-Street Parking Trial

RECOMMENDATION

1. That in response to the March 3, 2015 letter from the Bracebridge Business Improvement Area requesting the parking meters within all parking meter zones be bagged for a one year trial period, staff be directed to maintain the status quo as set out in Appendix "A" to Staff Report CS018-15.

ORIGIN

2. At the February 17, 2015 Bracebridge Business Improvement Area (BIA) Board of Management Meeting, the following motion was passed:

"That a letter be sent to Mayor and Council for the Town of Bracebridge with the following recommendations to Council. That the BIA would like to request the parking meters be bagged for a one year trial period from May 1st, 2015 to April 30th, 2016".
3. A copy of the March 3, 2015 letter from the Bracebridge Business Improvement Area is attached as Appendix "B".
4. Council approved the following motion (15-TC-033) at the Special Council Meeting held April 1, 2015:

"That the March 3, 2015 letter from the Bracebridge Business Improvement Area regarding the one-year trial project related to downtown parking meters, be referred to staff in the By-Law Enforcement Branch of the Corporate Services Department and other staff as required, to review the feasibility of implementing the trial project as proposed, or another alternative identified by staff and report back to General Committee".

ANALYSIS

Parking Meters as Control Mechanisms - Background

5. In any public or private parking environment (including municipalities, universities and colleges, airports and hospitals) where consumer demand for a parking space regularly or occasionally exceeds the available supply of parking spaces, control mechanisms should be implemented to generate vehicle "turnover". This helps to ensure that a percentage of the parking spaces remain unoccupied and therefore available for motorists seeking a space. Without such controls in place, the parking spaces will be utilized by motorists (including employees who work in the immediate area) requiring long term parking with the result being that there will be very little opportunity for motorists who require short term parking to locate an available space.
6. Commonly used parking control mechanisms include time restricted parking by-laws (with ongoing monitoring and enforcement), pay and display machines, parking permits, controlled access parking lots (gate arms, attendants) and parking meters.

7. As the demand for an on-street parking space in downtown Bracebridge often exceeds the number of available parking spaces (supply), the Town installed parking meters along several streets to ensure that these highly sought parking spaces were assigned value. This in turn provides a financial incentive for motorists requiring a longer term parking space to use one of the municipal parking lots that are located throughout the downtown area.
8. Having a high demand for parking spaces in any environment (whether public or private property) can either be a positive indicator of success for that area or business or point to a shortage of available parking spaces. If there is little to no demand for parking spaces, parking control mechanisms would not be necessary as the requirement to generate vehicle turnover would not be a consideration.
9. The Town of Bracebridge provides approximately 800 public parking spaces in the downtown area and does not have an overall shortage of parking areas available to the public. Of the 800 parking spaces, 500 (62.5%) are free and 300 (37.5%) have user fees set at \$1.00 per hour. Although the Town provides a sufficient inventory of parking spaces in the downtown area, several of the parking lots are regularly underutilized. It may be assumed that these underutilized parking lots are not well known by residents and visitors, that they are considered to be too far away for people to walk or that some people are choosing to pay a modest user fee in order to park at a parking meter space closer to their intended destination.
10. By charging a reasonable hourly rate to occupy one of the 300 convenient on-street parking spaces, the desirability of regularly using these parking spaces for prolonged periods of time is reduced. This helps to ensure that motorists requiring a longer term (more than three hours) parking space have a financial incentive to utilize one of the 500 free parking spaces within a Town parking lot and leave the more sought after on-street parking spaces for motorists looking for a short-term (up to three hours) parking space. Without assigning value to the most premium on-street parking spaces, many motorists (primarily employees who work in the area) will use these parking spaces for their ongoing long-term parking needs.
11. Vehicle turnover within the parking meter zones ensures that motorists wanting to park in the downtown area (customers) are able to find a convenient parking space with minimal "cruising" time required. This results in up to three (3) or four (4) motorists being able to occupy any one of the available on-street parking spaces every day as opposed to only one (1) motorist requiring a long term parking space occupying a space for the entire day. With a greater number of potential customers visiting the downtown area, there is an increased opportunity for the businesses to have customers purchase their goods and services.
12. Parking meters were originally installed in Bracebridge along Manitoba Street in 1948. After a nine year "trial" period, the parking meters were deemed to be a success by the Town and additional parking meters were installed along several of the side streets in 1957. In 2008, after completing a comprehensive review of downtown parking, additional parking meter zones were established along five additional streets within the downtown area to help control all day parking concerns and abuse. Parking meters have been in continuous operation in Bracebridge for approximately 67 years.

Parking in Downtown Bracebridge – Reviews and Reports

13. Parking in downtown Bracebridge (including on-street and municipal parking lots) has been reviewed and studied by the Town several times over the years. Many of these reviews and studies have been initiated at the request of the Bracebridge BIA.

14. In 1990, the Town contracted a company ("Reed, Voorhees and Associates") to undertake a detailed analysis of the parking environment in downtown Bracebridge and provide recommendations to the Town as it related to parking within the Business Improvement Area. The consultant's final report contained a number of conclusions and recommendations including:
- Parking meters automatically encourage vehicle turnover within the parking spaces and allow for the enforcement of the parking areas to be completed according to the By-Law Enforcement Officer's other priorities and schedule.
 - In the absence of parking meters or pay and display machines, a regular and consistent enforcement presence would be required in order to monitor the length of time that all of the vehicles had been parked within each individual parking space. Based on the number of parking meters and time restricted parking lots in Bracebridge, this level of enforcement would require the hiring of one additional full time By-Law Enforcement Officer.
 - The financial impact to the Town of removing the parking meters would be considerable and would include the loss of parking meter and fine revenue as well as the added costs of salary and benefits for the additional By-Law Enforcement Officer.
 - The impact of free parking is difficult to assess but would certainly involve the abuse of the time limit in effect by downtown workers as has occurred in other municipalities that have attempted to implement free parking.
 - It is highly doubtful that the parking meter fees serve as a deterrent for shoppers. Motorists who can afford to own and operate a vehicle can afford to pay a reasonable parking meter user fee.
 - Any decision to remove parking meters would be a political decision and not based on any evidence or the experiences of other municipalities.
 - The number of illegally parked vehicles that received a parking ticket in Bracebridge during the study period was extremely low. The normal enforcement rate for vehicles parked at an expired parking meter is approximately 10% and in Bracebridge during the study period it was less than 5%.
15. In 1991, the Bracebridge BIA requested Town Council to undertake a free parking trial. In light of the comprehensive parking study and report obtained by the Town in 1990, no action was taken in response to this request.
16. In 1992, the Bracebridge BIA sent a request to Town Council to permanently remove all of the parking meters in downtown Bracebridge. In response to this request, the Clerk was directed to prepare a background report for Council. The Clerk's subsequent report provided the following information:
- A review and summation of the 1990 report provided to the Town by "Reed, Voorhees and Associates" with all of the conclusions and recommendations outlined above.
 - The cost to remove all of the parking meters as well as the anticipated \$300,000 cost to reinstall new meters at a later date (if it was later decided to replace the meters).

- Mall and shopping centre parking is not “free” and the property owners have to pay to purchase the land to provide the parking, develop the land to Town standards, light up the parking area, manage storm water runoff and pay for ongoing maintenance and snow removal of the parking area.
 - Mall and shopping centre property owners pay tax on their “free” parking spaces at commercial tax rates and must provide their own monitoring and enforcement of the vehicles parked within their parking areas.
 - Merchants within the Bracebridge BIA do not have any of the additional costs associated with creating and maintaining private parking spaces and the enforcement of the municipal parking spaces is conducted by the Town.
 - Private parking areas are paid for and maintained by the owners of the property whereas on-street parking and municipal parking lots are paid for and maintained by users through parking meter fees as well through general property taxes (including commercial property taxes).
 - Mall and shopping centre property owners subsidize downtown merchants by paying property taxes which are used to maintain on-street and Town parking lot parking areas utilized by downtown customers and visitors.
17. In 1992, the BIA conducted a survey of its members as it related to a number of issues and sent the survey results to Town Council. The survey contained a total of 31 merchant responses. Of the 31 responses received, 19 of the merchants did not feel that there was any abuse taking place during the December “free parking” program. The remaining 12 merchants did feel that abuse was taking place. The BIA also conducted a survey of people attending the Home Builders Show in Bracebridge. When asked why attendees shopped out of Town, the responses were as follows:
- 81% reported selection and variety
 - 56% reported they went for an excursion
 - 38% for the number of stores available
 - 35% for the prices
 - 33% for department stores
 - 27% for the more convenient hours
18. In 2002, the Treasurer completed a “Core Area Parking Report”. As part of this report, the Town requested feedback from the Bracebridge BIA as it related to downtown parking issues and concerns. The BIA surveyed their membership and made the following recommendations to the Town:
- Retain all of the on-street parking meters and the parking lot pay and display machines and increase the hourly rates to \$0.75 at the parking meters and \$0.50 in the parking lots.
 - Provide the BIA with a portion of the parking revenue for street enhancements and to pay down debt as well as to increase waste collection and keep the downtown cleaner.

- That the parking meters should be enforced on Saturdays and that regular proactive enforcement of the parking meters and parking lots should be continued.
19. In response to the survey results and feedback, the Town proceeded to replace a large number of older parking meter mechanisms and housings but did not increase the parking meter rates. The pay and display units in use within some of the parking lots were breaking down with increasing frequency and were subsequently removed. All of the parking lots reverted to free parking at that time.
 20. In 2007, the Chief By-Law Enforcement Officer prepared a memorandum for Council as an update to the 2002 Core Area Parking Report. It was recommended that a larger portion of the parking meter revenue be utilized to upgrade parking meter equipment and that a reserve fund be established for future parking upgrades within the downtown core. At the February 12, 2007 Administration and Finance Committee meeting, the following motion (AF024-07) was approved:

"That a larger portion of parking meter revenue be placed in a reserve fund to be used for future parking upgrades in the downtown core, that a portion of this revenue be allocated to one additional BIA snow clearing annually, and if not required, be transferred to reserve and that the other contributing parties (District and BIA) be required to pay into this fund".
 21. In 2008, Council directed staff to review and report back on matters related to downtown parking. Areas to be covered included the addition of parking spaces, review of current meter rates and the feasibility of installing pay and display units in parking lots. In response to this report, Staff Report AF022-08 was presented to Council with a number of recommendations.
 22. At the February 25, 2008 Administration and Finance Committee meeting, motion 08-AF-037 was approved (and amended by motion 08-AF-038), directing the following as it related to downtown parking:
 1. That the amendments to Parking By-Law 2001-093 as outlined in Appendix "A" to Staff Report AF022-08 be approved. (These amendments all dealt with the on-street parking by-law.)
 2. That the amendments to Parking Meter By-Law 89-93 as outlined in Appendix "B" to Staff Report AF022-08 be approved. (These amendments all dealt with the parking meter by-law.)
 3. That the current parking meter rate of \$0.50 per hour be increased to \$0.75 per hour.
 4. That the current parking fine for parking at an expired parking meter of \$10.00 for early payment and \$15.00 as a set fine amount be maintained.
 5. That the installation of Pay and Display parking equipment in lieu of parking meters for on-street and off-street applications be given future consideration by staff when preparing capital cost estimates for the replacement of parking meters.
 23. These motions were passed at the March 5, 2008 Council meeting as motion 08-TC-034.

24. On March 18, 2008, in response to the ongoing discussions taking place related to parking meters, the Mayor sent a memorandum to members of Council regarding downtown parking. The memorandum confirmed that there was a difference of opinion on the matter of parking in the downtown core by some members of the Bracebridge BIA but that the Town had studied the matter extensively and very recently and a decision had been made. The Mayor stressed the importance of promoting the 500 free off-street parking spaces available to motorists in the downtown area of Bracebridge and the fact that most people who park at malls and shopping centres would have to walk further than they would to the main street from any of the parking lots.
25. At the May 28, 2008 Council meeting, a business owner presented a petition to Council requesting to have the parking meters in Bracebridge permanently removed. In response to the petition, the Clerk prepared a Staff Report (AF085-08) for information purposes. Given the very recent staff review and analysis of downtown parking and the presentation of a detailed Staff Report (AF022-08) and the subsequent discussion of downtown parking issues by members of Council just prior to the petition being presented, no action was taken on the petition and the parking meters remained in place.
26. A Bracebridge Examiner article dated September 30, 2009 titled "Poor Weather Helped Business: B.I.A.", it was reported that many of the downtown businesses in Bracebridge had a very good summer in terms of sales volume and customer traffic through their stores. It reported that, in the opinion of the BIA, the poor weather throughout most of the summer months made a positive impact on the downtown business community.
27. In September of 2011, the Town undertook a community assessment by "Destination Development International, Inc.", a company with a comprehensive track record of assisting over 1000 communities with community branding, development, marketing and tourism. Some of the conclusions from their assessment of Bracebridge that relate to downtown parking were:
 - shoppers spend an average of four hours when they shop and then dine
 - long-term parking that is easy to find is essential
 - convenient and reasonable parking allows visitor and locals to spend time and money downtown, increases business and generates more tax revenue
 - parking should be made easy, have reasonable rates and be well identified and easy to locate
28. In response to the feedback from "Destination Development International, Inc.", the BIA upgraded or replaced a number of parking lot way finding signs to assist motorists in locating a free off-street parking space. In total, 13 signs were installed or replaced. Furthermore, the parking maps were added to the Town's website showing all of the municipal parking lots within the downtown area.
29. In 2012, the Bracebridge BIA contacted the Ontario Business Improvement Association and sought feedback from 300 different municipal BIA's within Ontario as it related to downtown parking. In total, 56 responses to this request were obtained. The following information was confirmed as a result of the submitted responses to this survey from the various Ontario Business Improvement Areas:
 - 12 of the 34 municipalities with populations under 15,000 provided free parking within their downtown areas.

- 2 of the 5 municipalities with populations between 15,000 and 30,000 provided free parking. One of the communities received a tax levy from the BIA in exchange for the free parking.
 - 6 of the 17 municipalities with populations over 30,000 provided free parking
 - In total, 36% of the municipalities that responded to the survey provided free parking within their downtown areas.
30. On March 20, 2012, the Chief Administrative Officer and the Chief By-Law Enforcement Officer attended a BIA Board of Management meeting to discuss parking issues in downtown Bracebridge. At this time, Town staff answered a number of questions and provided information and feedback on a number of parking related matters.
31. On March 21, 2012, the Bracebridge BIA Board of Management submitted a written request to the Town (Mayor and Council) requesting that a number of changes be made to parking in downtown Bracebridge. Among the requests contained in the correspondence were the following:
- Increasing the maximum time limit at all parking meters to three (3) hours
 - Extending the grace period (free additional time) at all parking meters from 5 to 10 minutes
 - Increasing the hourly rate at all parking meters from \$0.75 to \$1.00 per hour
 - Co-ordinating the maximum parking time restriction within all three of the time restricted parking lots to three (3) hours
 - Continuing to provide free all day parking in the remaining Town parking lots
32. The BIA confirmed to Council that by implementing these changes, the needs of their members as well as locals and visitors would be met. Vehicle turnover would be encouraged and people would have more time to shop and dine.
33. In response to the request from the BIA, motion 12-GC-094 was passed at the April 4, 2012 General Committee meeting, referring the matter to staff in the By-Law Enforcement Branch for review in consultation with the District Municipality of Muskoka and staff in the Economic Development Department.
34. Staff Report AF027-12 was presented at the April 17, 2012 General Committee meeting. The report presented a comprehensive review of parking meters and recommended the approval of all of the changes to downtown parking as requested by the Bracebridge BIA in their letter of March 21, 2012.
35. At the April 17, 2012 General Committee meeting, motion 12-GC-106 was passed, directing that the following actions (among others) be taken:
1. That the time limit on all parking meters be changed to three (3) hours;
 2. That the "grace period" on all parking meters be increased to ten (10) minutes;
 3. That the hourly parking meter rate be increased to \$1.00;
 4. That the maximum time limit for parking within all three of the time restricted parking lots be set at three (3) hours.

36. These changes to the Parking Lot By-Law 2005-043 and the Parking Meter By-Law 89-93 were approved by motion 12-TC-043 at the April 25, 2012 Town Council meeting. The District Municipality of Muskoka was requested to make these same amendments (completed) to the District Parking Meter By-Law.

Business Improvement Area Board of Management – Current Request

37. In order to obtain clarification as to the intent of the March 3, 2015 letter sent to Town Council by the Bracebridge BIA Board of Management requesting the bagging of the parking meters for a one year trial, a meeting was held with the Chair of the Bracebridge BIA on April 15, 2015. The Director of Corporate Services/Clerk, the Manager of Economic Development, the BIA Administrative Coordinator and the Chief By-Law Enforcement Officer attended the information meeting.
38. As a result of the meeting, the following was confirmed by the Chair of the BIA, Lindsay Alexander:
- If the free parking trial was approved by the Town, the BIA would be responsible for purchasing and installing the meter bags as well as maintaining and replacing the bags throughout the trial period.
 - During the trial period, the BIA would not expect that the Town would be actively enforcing the three hour time restricted parking within the parking meter zones.
 - At the conclusion of the free parking trial, the factors that would be considered when determining the overall success or failure of the parking trial would be limited to feedback from the merchants as to how well they thought they did in terms of sales volume, profitability and foot traffic through their business over the trial period compared to previous years.
 - The BIA is aware that the Town would lose a substantial amount of revenue from the parking meters and parking fines if a one year free parking trial were to be approved.
 - The BIA would expect the Town to continue with its regular snow removal program as in previous years and to potentially increase the frequency of the snow bank clearing in response to numerous complaints from the BIA members and their customers about the snow banks.
 - The BIA is aware that the Town would need to increase property taxes or make spending reductions if paid on-street parking user fees were to be eliminated and all on-street parking made available free of charge.
 - The BIA would be more supportive of the continued regulation of the on-street parking spaces with parking meters if other changes were made to downtown parking. Suggested changes included providing some or all of the parking meter revenue to the BIA for downtown improvements, bagging the parking meters on a seasonal basis or making Saturdays free in addition to Sundays and holidays.
 - The BIA would support the Town's request to send out a confidential survey to all BIA members seeking feedback and opinions on matters related to the downtown including parking.
 - Some BIA members may report parking violations to the Town as they observe them but many would be either too busy running their business or reluctant to monitor and report parking abuses downtown.

- The BIA believes that implementing free parking within the parking meter zones may benefit some businesses in the downtown area but is also aware that many businesses that already supply their own off-street parking within the BIA would receive little or no benefit from free on-street parking.
39. With the assistance of the Bracebridge BIA, a brief survey was sent to the members seeking feedback on downtown parking related matters in Bracebridge. The survey was sent to the membership by the Town on May 12, 2015 with a one week deadline for responses. A copy of the survey is included as Appendix "C" and a copy of the results are included as Appendix "D" to Staff Report CS018-15.
 40. In analysing the results of the survey there was no overwhelming response one way or the other with respect to parking meters or the BIA Board of Management request to conduct a one year parking trial involving "bagging" the parking meters. Some responses indicated support for a trial while others supported the meters and were concerned with increased abuse under a free parking program.

Free Parking in Other Municipalities

41. The parking regulations in effect and parking control mechanisms used to regulate and control parking within downtown areas are important considerations for many municipalities. As such, there is an abundance of information available online related to parking initiatives undertaken by other municipal governments as well as explanations as to the success or failure of these initiatives.
42. Many municipalities have attempted to provide free on-street and/or off-street public parking in order to address concerns from the downtown business community (BIA, Downtown Board of Management, etc.) or their residents related to user fees for parking. The rationale usually provided for the provision of free public parking is that a user fee for a parking space deters potential customers and creates an un-level playing field when compared with the free parking provided by shopping malls and big box stores outside of the downtown area.
43. The existing downtown on and off street parking regulations in comparator municipalities is attached as Appendix "E" to Staff Report CS-18-15. A number of case studies related to municipal free parking initiatives are provided in Appendix "F" of Staff Report CS018-15.
44. In reviewing information related to paid and free parking and contacting several municipalities, staff did not locate any information confirming that the implementation of a reasonable user fee for a parking space is detrimental to a downtown area or that the elimination of a user fee for a parking space provides an economic boost to an area.
45. It was confirmed that there were several different municipalities in Ontario that had conducted a free parking trial period (whether on-street, off-street or both) and then eventually reverted back to paid parking after a period of time. The reasons for returning to paid parking included raising revenues for infrastructure maintenance as well as to address the lack of vehicle turnover taking place with free parking in place due to the prevalence of long-term parking by employees who worked in the immediate area.
46. In all of the municipalities surveyed that removed paid parking on a trial basis and eventually decided to keep the free parking on a permanent basis, a time limit within the control area was retained. In all but a handful of examples, the municipalities that instituted free parking deployed additional enforcement resources (additional staff) in order to manually monitor and control (through enforcement) the time restrictions in effect.

47. For the handful of municipalities that did not deploy additional resources to monitor and enforce the free parking time restrictions in effect, the municipality ceased the monitoring and enforcement of the time restriction regulations in effect due to a lack of enforcement resources. As a result, these municipalities were not able to confirm whether the time restrictions in effect were being respected or whether the parking spaces were being used for long-term parking by employees who worked in the immediate area.
48. Unlike the automated enforcement that takes place with the use of parking meters and pay and display units (supplemented by occasional monitoring and ticketing), the manual enforcement of parking time restrictions requires by-law enforcement staff to manually monitor and track every vehicle parked within a municipal parking space (through tire chalking or other means) and later following up to ensure that the vehicle has not been continuously parked longer than the posted time limits in effect. This is a very labour intensive process and can be undermined by vehicle owners simply moving their vehicle forward or backward one parking space every few hours.

Objective Analysis on the Impact of Parking User Fees

49. There is very little objective analysis and data available that directly relates to the impact on a business (whether negative, positive or neutral) from the imposition of user fees for public parking spaces within a downtown area of a municipality. Although an argument often raised by opponents of paid parking (including downtown business owners and employees, residents and visitors) is that paid parking deters potential customers, this argument is not supported by the available data.
50. Numerous downtown parking studies have been conducted and reports generated in a wide variety of municipalities on several continents. These reports and studies confirm that the existence of parking fees helps to deter parking abuse which actually assists the downtown areas by providing available parking spaces for potential customers. Therefore, the existence of user fees for parking spaces actually helps the downtown area overall and is not found to be a determining factor when motorists are deciding whether to visit a particular area.
51. The existence of paid parking in downtown Seattle¹ was recently studied in response to complaints from the restaurant industry that the parking meters were hurting their businesses. A detailed examination of the sales receipts from the restaurants within the paid parking area were examined over a four year period to compare the sales volume with and without paid parking being in place. It was determined that the sales volume actually increased by 5% when paid parking was implemented. The increase was attributed to potential customers being able to locate a convenient parking space close to the restaurant of their choosing rather than circling the block (cruising) for extended periods of time and then eventually leaving the area altogether due to a lack of parking space availability.
52. Subjective feedback and criticism from the business community related to municipal policies is not unique. As with parking user fees, many bar and restaurant owners reported that the implementation of no smoking by-laws would negatively impact or even force the closure of their businesses when they were first introduced in the 1990's across Ontario. Subsequent objective analysis has demonstrated that these municipal smoking bans actually served to increase business for most of these establishments. This is but one example of where subjective feedback and criticism from a particular community is shown to be largely without substance after objective analysis of the impact of a policy decision has been conducted.

¹ "Sightline Daily: Are Parking Meters Boosting Business?", March 28, 2012

“The High Cost of Free Parking”

53. Donald Shoup is a professor at the University of California, Los Angeles and is a widely regarded and quoted expert in the field of parking planning and economics. His book titled “The High Cost of Free Parking” examines various parking policies and regulations and their impact across a number of municipalities in the United States over several decades. This information and Shoup’s conclusions are often cited by urban planners and parking professionals when assessing the impact of free parking on municipalities. One of the chapters in the book examined the proliferation of free parking and the impact this has on a number of levels.
54. Shoup concluded that a nominal parking surcharge reduces congestion. It was confirmed that a motorist searching for a free parking space contributes to over 8% of all the traffic in a downtown area. This is due to the lack of available parking spaces when the parking is entirely free. Because free parking is available on a “first come, first serve” basis, it suffers the problem of communal ownership. Once drivers secure a space, they have no incentive to give it up in a timely fashion.
55. Shoup also confirmed that by pricing the parking spaces at a reasonable rate, it will ensure that approximately 14 percent of the parking spaces remain available at all times, thus ensuring that other motorists requiring a convenient parking space are able to find one.

Paid Parking and Free Parking Checklist

56. The following checklist contains some of the pros and cons often associated with paid and free parking (whether legitimate or unfounded):

FREE PARKING		PAID PARKING	
PRO (unfounded)	CON (legitimate)	PRO (legitimate)	CON (unfounded)
Good for business	Hurts business by limiting parking availability	Minimizes abuse of available parking spaces in an area	Hurts downtown businesses by keeping away customers
Helps to promote area	Results in long-term employee parking thereby reducing available parking for customers	The cost of the service (parking space) is paid for by the user rather than through the tax base	Seen as an unnecessary revenue source for a municipality – a “cash grab”
More inviting	Removes a user fee and transfers the cost onto the general tax base	Revenue generated helps to maintain the parking area, making the parking facilities self-sufficient	Encourages customers to shop at shopping centres and big box stores with “free” parking
Levels the playing field with malls and big box stores	Property taxes may need to be increased to compensate for the lost revenue opportunity	Assists enforcement staff with the monitoring and enforcement of the parking areas	Creates an un-level playing field between shopping centres and downtown businesses

FREE PARKING		PAID PARKING	
PRO (unfounded)	CON (legitimate)	PRO (legitimate)	CON (unfounded)
Allows people to spend more time in an area without worrying about receiving a ticket	Undermines the ability of a municipality to control where vehicles are parking (i.e. long term in parking lots, short term on street)	Reduces the number of enforcement staff necessary to properly monitor and enforce a downtown area	People spend less time in an area because they are worried about receiving a parking ticket

Walking Distances

57. A complaint sometimes voiced by motorists in Bracebridge who choose to park in a paid on-street parking meter space as opposed to using one of the 500 free parking lot spaces is that the free parking spaces provided in the various Town public parking lots are “too far away” from their intended destination. In response to this assertion, By-Law Enforcement staff confirmed the amount of time and number of steps required to walk from the centre of each of the municipal parking lots to the main street. This information was then compared with the amount of time and number of steps required to walk to the Wal-Mart entrance from the centre of the Wal-Mart parking lot. It was determined that the average walking time from the middle of a Town parking lot to Manitoba Street (utilizing sidewalks with no short cuts) was under two (2) minutes. Many of the parking lots allowed for a walking time of less than 60 seconds from the parking lot to Manitoba Street.
58. The amount of time it takes to walk to the entrance to Wal-Mart from the middle of the parking lot is approximately one (1) minute. As with the downtown core, a customer would potentially need to walk an even greater distance once inside this store to complete their shopping. A map showing the parking area and walking distances at the Bracebridge Wal-Mart is shown on Appendix “G” of Staff Report CS018-15.
59. A chart showing the walking time and number of steps taken from the centre of each of the Town parking lots to Manitoba Street is shown on Appendix “H” of Staff Report CS018-15.
60. A map showing the inventory of municipal parking lots and the distances to walk from the parking lots to the main street is shown in Appendix “I” to Staff Report CS018-15.

Unique Shops and Services

61. When determining whether the retail environment and services provided by businesses located outside of a downtown core area (big box stores or shopping centres) pose a threat to the viability and health of a downtown area, it is necessary to compare the specific products and services being offered in the respective areas. It would be difficult for any small retailer or service provider, whether located within a downtown area or elsewhere, to compete on an equal footing with a big box retailer given the purchasing power, advertising budgets and head office support that are typically in place for the larger retailer.
62. The majority of businesses in the downtown area of Bracebridge offer unique or niche products or services that are not available at local big box or shopping centre locations. A typical consumer would not therefore have to decide whether to purchase a particular item at a downtown business versus a local big box or shopping centre retailer. It is unlikely that the identical item or service sought would be available at both locations.

63. Businesses choosing to locate in a downtown area have a greater chance of success when they provide goods or services that are unique in nature while also benefitting from the downtown location and the draw this area generally represents for tourists and others. The success of the downtown area is strengthened by the clustering of unique goods and services within the downtown area overall.
64. Most of the people who shop in the downtown area are also likely to shop at the local big box stores and supermarkets in order to obtain all of the products and services they require locally. The various shopping opportunities available downtown and elsewhere are therefore more complimentary than exclusionary in nature.

Factors That Impact a Downtown Area

65. Cornell University completed a comprehensive review² in 2008 of 11 different successful downtown areas in various geographic areas across the U.S. in order to ascertain what factors contributed to a “successful” downtown area. Nowhere in their final report is the issue of paid parking mentioned as a contributing factor to the failure or success of a downtown area.
66. The Chair of the Bracebridge BIA has confirmed at a meeting held with Town staff that the factors to be considered by the BIA members when judging the success of on-street free parking at the conclusion of a one year trial would be limited to sales volume and foot traffic. If the businesses owners indicated that they had a more successful year with the free parking in place than in previous years with parking user fees in place, the trial would be deemed a success by those owners and the BIA.
67. This feedback from the BIA members would be subjective and would not be based on any type of quantitative comparison or analysis. No documentation or sales records would be provided by the business owners to substantiate the claims of success or failure of the free parking trial.
68. The weakness of using unverified sales data in isolation when determining whether free on-street parking is a success or failure in any downtown area is that a number of other factors must also be taken into account. Many of the other factors may in fact play an even greater role in contributing to the success of a downtown area than the availability of free on-street parking.
69. These other factors would include (among other considerations) the overall strength of the Canadian and U.S. economies, the price of gasoline, the value of the U.S. dollar compared to the Canadian dollar, the weather, the goods and services provided from year to year, the number of special events being held downtown and the level of advertising and promotion undertaken by the BIA members.
70. The parking meters in downtown Bracebridge have been in continuous operation since 1948. In the 67 years since they were originally installed, the downtown area has continually changed and evolved with new businesses opening and others closing for a number of reasons. Over this same period of time, the Canadian, Ontario and U.S. economies have gone through various periods of growth and recession. Given all of these factors, it is unlikely that the requirement to pay a small user fee to “rent” an on-street parking space has played any substantial role in the overall health of the downtown area in Bracebridge or elsewhere.

² “Characteristics of Successful Downtowns: Attributes of Outstanding Small & Mid-Sized Downtowns, 2008”

Ontario Business Improvement Area Association Newsletter

71. A member newsletter was recently sent out (Winter 2015 edition) to all of the Business Improvement Area Boards in Ontario that belong to this association. The newsletter summarizes the experience of Cobourg as it relates to the removal and subsequent reintroduction of parking meters in their downtown area. The newsletter provides links to a number of parking reports and studies conducted throughout Europe, the USA and Canada.
72. The newsletter summarizes the content of these reports as follows:
- “Free parking offers a business community no measurable benefit or advantage. In fact, there is a case to be made that charging a parking fee automatically establishes a sense of value to a place or experience. There is no value to “free”.
73. The front page of this newsletter with the website links to the reports and studies into downtown parking is attached as Appendix “J” to Staff Report CS018-15.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

74. The recommendation outlined in Staff Report CS018-15 is aligned with the following community-based strategic plan objectives:
- ☒ A Vibrant, Prosperous and Economically Sustainable Community
75. By continuing to charge a reasonable parking user fee to park in a convenient on-street parking space, the Town is ensuring that the maximum number of vehicles can be parked on-street within the downtown area. This in turn provides the business community within the BIA boundary with more potential customers to purchase their products and services. By having the vehicle operator pay to occupy a parking space, the costs associated with maintaining these on-street parking areas is not entirely funded through property taxes.
76. By ensuring that there is vehicle turnover taking place within the parking meter zones, the amount of “cruising” that takes place by motorists circling the downtown area searching for an available parking space is reduced. This minimizes traffic congestion while also cutting down on vehicle exhaust emissions within the downtown area.

LINKAGE TO COUNCIL PRIORITIES

77. The retention of the parking meters will actually serve to assist the businesses located within the downtown core. Numerous studies and reports have demonstrated the positive impact that reasonable user fees for parking spaces can have in an area where parking demand can exceed supply. This is accomplished by generating vehicle turnover and cutting down on long-term parking situations by employees in an environment with limited parking availability. Although not all business owners will fully understand or appreciate the impact that parking user fees can have on a downtown area, continuing to charge a reasonable user fee for on-street parking will help to generate vehicle turnover. This demonstrates that Council is continuing to show support for the downtown while ensuring that the cost of maintaining these parking areas is not transferred entirely onto the tax base.
78. A future public transit system in Bracebridge would provide residents with another transportation option to travel from their homes to the downtown core as opposed to being totally reliant on driving their own vehicles. Having paid on-street parking remain in effect may encourage more people to utilize public transit rather than having to pay for an on-street parking space. Providing unlimited free parking in the downtown area is a subsidy to motorists and would act as a disincentive to taking public transit.

ALTERNATIVE(S)

79. The following alternatives are available for Committee consideration:

Alternative #1

Committee could recommend that free parking at the parking meters be extended to include Fridays commencing at 5:00 p.m. and all day on Saturdays in addition to the existing free parking available at the parking meters on Sundays and Statutory Holidays.

This alternative is not recommended due to the estimated \$10,000 in lost revenue that would result from this change together with the \$1,000 required to place new payment stickers on the parking meter inventory and to alter signage in the BIA to reflect the changes. In addition, parking meters encourage vehicle turnover of parking spaces with minimal presence of By-law Enforcement Officers in the area and this would be less likely to occur with the extended free parking hours on Friday evening and all day Saturday.

Alternative #2

Committee could recommend that the parking meters be bagged for the period of November 1st to March 31st each year in an effort to encourage more residents to visit the downtown area during the off season.

This alternative is not recommended as it would result in the loss of approximately \$25,000 in parking meter revenue each year and may create the false impression that the Town is relying on the tourists to pay for on-street parking during the tourist season in order for the local residents to be able to park for free the remainder of the year. This may lead some to conclude that there is a double standard in place for tourists and local residents which may be perceived by some as not being welcoming to tourists and visitors to the community.

Alternative #3

Committee could recommend that the parking meters be bagged for a one year trial as requested by the Business Improvement Area Board of Management.

This alternative is not recommended as the bagging of the parking meters would make parking enforcement efforts much more difficult and time consuming. Additionally, the loss of revenue from the parking meters and parking tickets issued to vehicles parked at expired meters (estimated at \$105,000 per year combined) and the \$5,000 transfer to the Downtown Snow Removal Reserve would need to be offset by drawing from another reserve account. Ultimately, if the free parking were to become permanent, property taxes would need to be increased (estimated at a 1% increase) for all residents including those on fixed incomes, those who don't drive and those who choose to park for free in one of the parking lots. At the conclusion of the one year trial, there would be no reliable and verifiable way to confirm that the free on-street parking trial had any substantial positive impact on downtown businesses.

Alternative #4

In addition to retaining the parking meters, Committee could recommend that a portion of the parking meter revenue be allocated specifically for parking meter upgrades to offer more convenient payment methods to enable customers to make payments using credit cards in addition to cash.

This is a viable alternative and would be in keeping with the move already underway in larger municipalities towards improving customer service by enabling customers to use a credit or debit card to pay for parking in addition to cash. However, the cost to implement and manage this change would be substantial (estimated at approximately \$66,000 to upgrade all of the parking meters on Manitoba Street alone) and would also reduce the amount of revenue being generated as a portion of every payment would be retained by the software provider and the credit card company. Given the additional ongoing management that would be required with a credit card payment system for parking meters, additional staffing resources may also be required on a permanent basis.

Alternative #5

Committee could recommend that an allocation from the parking meter revenue be provided to the Bracebridge BIA on an annual basis to enable the BIA to undertake additional infrastructure improvements, downtown revitalization initiatives or other activities designed to improve or enhance the downtown area.

This is a viable alternative. Depending on the amount of money transferred from the parking meter revenue budget to the BIA each year, there may be a slight property tax increase required to offset the amount.

EXISTING POLICY

- 80. Municipal Act, 2001, S.O. 2001, c.25
- 81. Parking Meter By-Law 2012-028
- 82. User Fees and Charges By-Law 2014-024

FINANCIAL IMPLICATIONS

- 83. If the recommendation contained in Staff Report CS018-15 is approved, it would result in no financial implications for the Town. The parking meter revenue would remain consistent with to previous years and the \$5,000 transfer to the Downtown Snow Removal Reserve Fund would continue to be funded from the parking meter revenue.
- 84. The financial implications of the various alternatives provided in Staff Report CS018-15 are outlined on Appendix "A" to Staff Report CS018-15. Any negative implications may impact other operational items within the By-Law Branch by managing available resources within approved budget guidelines and/or the force reliance on the Tax Rate Stabilization Reserve to fund any resulting variance.

Submitted by:

S. Stakiw
Chief By-Law Enforcement Officer
Ext. 252

APPENDIX “A”

Summary of Recommendation and Alternatives

	RECOMMENDATION Status Quo	ALTERNATIVE #1 Free Friday Evenings, Saturday, Sundays and Statutory Holidays	ALTERNATIVE #2 Free On-Street Parking in all Parking Meter Zones from November 1st to March 31st Annually	ALTERNATIVE #3 Free Trial (Meters Bagged)
PARKING METERS	300 parking meters within several parking meter zones in the downtown core of Bracebridge. Parking meter rates are in effect between 8:00a.m. and 6:00p.m. on Monday, Tuesday, Wednesday, Thursday and Saturday and between 8:00a.m. and 9:00p.m. on Fridays. Free parking on Sundays and holidays.	The parking meters would remain in effect from Monday to Thursday between 8:00a.m. and 6:00p.m. and on Fridays between 8:00a.m. and 5:00p.m. All parking spaces within the parking meter zones would provide free parking on Friday evenings between 5:00p.m. and 9:00p.m. and all day Saturday, Sunday and holidays.	The parking meters would remain in effect between Monday and Saturday with free parking on Sundays and holidays from April 1 st to October 31 st every year. There would be no change to the hours of operation for the parking meters between April and October. All parking spaces within the parking meter zones would provide free time restricted (3 hour limit) parking between November 1 st and March 31 st every year.	All 300 parking meters would be bagged and free parking would be permitted in all parking meter zones for a 12 month period. A three hour maximum parking time limit would remain in place within all parking meter zones.
PARKING LOTS	500 free parking spaces available in several different municipal parking lots. A mixture of all day and time restricted parking.	No change from the status quo.	No change from the status quo.	No change from the status quo.
FREE PARKING	Parking meter zones: Sundays, holidays and the month of December (allocation to charity). Parking Lots: all lots provide free parking year round.	Parking meter zones: Friday between 5:00p.m. and 9:00p.m. and all day Saturday, Sunday and holidays. Parking Lots: status quo.	Parking meter zones: Sundays and holidays between April 1 st and October 31 st every year and at all times between November 1 st and March 31 st every year. Parking Lots: status quo.	Parking meter zones: all 300 on-street parking spaces located within parking meter zones would provide free parking. Parking Lots: status quo.
PARKING RATES	Parking meter zones: \$1/hour (3 hour maximum), disabled spaces and vehicles displaying accessible parking permits may park for free for up to 4 hours at any parking meter. Parking Lots: 500 parking spaces are all free.	Parking meter zones: status quo. Parking Lots: status quo.	Parking meter zones: status quo. Parking Lots: status quo	Parking meter zones: all parking would be free subject to a three hour maximum. Parking Lots: status quo.
ENFORCEMENT	Parking meter zones and parking lots are enforced approximately 2 hours per week between September and April and approximately 3 hours per day between May and August. Enforcement is conducted primarily between Monday and Friday.	Status quo.	Parking meter zones and time restricted parking would both be enforced between April 1 st and October 31 st every year. Limited time restricted parking both on-street and within Town parking lots would be enforced between November 1 st and March 31 st (subject to adequate enforcement resources).	The time restrictions in place for all on-street parking spaces and the time restricted parking lots would continue to be enforced (subject to adequate enforcement resources).
REVENUE	Approximately \$95,000 is generated by the parking meter zone user fees and approximately \$10,000 from parking fines related to parking at expired parking meters and parking in excess of the posted time limit.	Approximately \$85,000 from the parking meters (reduction of \$10,000 for Friday evening and Saturday free parking). No change to parking fine revenue.	Approximately \$60,000 would be generated from the parking meters and approximately \$1,000 would be generated from the parking fines for parking at an expired meter. This would result in the loss of approximately \$44,000 in revenue every year.	A one year free parking trial would result in the loss of approximately \$95,000 in parking meter revenue and the loss of approximately \$10,000 in parking ticket revenue related to parking at an expired meter.
EXPENSES	\$10,000 is invested in parking meter mechanisms and housings every year. This ensures that the equipment remains reliable and functional on an ongoing basis.	Status quo.	Status quo. A seasonal by-law enforcement officer would still be required between May 1 st and August 31 st to enforce time restricted parking regulations.	No capital investments would be made during the one year free parking trial as all of the meters would be bagged and inaccessible. Staffing levels would not change.

APPENDIX "B"

Business Improvement Area Request Letter



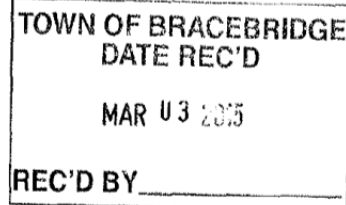
Bracebridge Business Improvement Area

P. O. Box 845, 35A Manitoba Street Bracebridge Ontario P1L 1V1

Tel: (705) 646-5590 Fax: (705) 646-5591 Email: info@downtownbracebridge.com

March 3, 2015

The Town of Bracebridge
1000 Taylor Court
Bracebridge ON
P1L 1R6



Dear Honorable Mayor Smith and Council,

The Bracebridge Business Improvement Area ("BIA") Board of Management met on Tuesday February 17th 2015 for its monthly Board of Management Meeting. During this meeting, under Extra Business, the board discussed the Downtown Parking Meters. Based on this discussion a motion was passed by the Board of Management recommending that the Town of Bracebridge consider making changes to the current parking policies within the BIA boundaries.

MOTION

Moved by: S. McLellan

Seconded by: C. Rushton

That a letter be sent to Mayor and Council for the Town of Bracebridge with the following recommendations to Council. That the BIA would like to request the parking meters be bagged for a one year trial period from May 1st, 2015th to April 30th, 2016

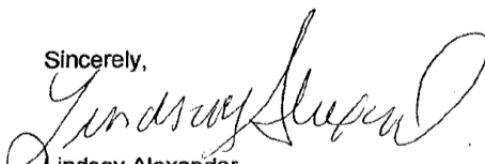
CARRIED

The BIA Board of Management understands that any modifications to parking enforcement in downtown Bracebridge is at the discretion of Town Council. The BIA Board of Management also recognizes the significance of this request and is willing to assist the Town of Bracebridge with your consideration of the BIA's motion.

The BIA Board of Management will participate in any activities required to determine the feasibility of bagging the meters and in determining the evaluation parameters around a one-year pilot project.

We hope that the Town of Bracebridge will consider our recommendation and look forward to working with the Town on this initiative.

Sincerely,



Lindsay Alexander
BIA Chair

APPENDIX “C”

BIA Survey

BACKGROUND

The Town of Bracebridge has recently received a request from the Bracebridge BIA asking the Town to "bag" the parking meters for a one (1) year trial period at which time the results will be evaluated. Bracebridge Town Council has directed Town staff to investigate the feasibility of "bagging" the meters.

This survey is being conducted by the Town of Bracebridge By-Law Enforcement Branch of the Corporate Services Department. We are looking to gain your perspective on parking meters in Downtown Bracebridge. Your honesty and anonymity is important to us. The survey responses will remain confidential and aggregated survey results will be included in a comprehensive staff report that will be presented to Town Council in the near future.

CURRENT PARKING ARRANGEMENT IN DOWNTOWN BRACEBRIDGE:

- * 500 free off-street parking spaces within the BIA;
- * Located within 11 different municipal parking lots;
- * 8 municipal parking lots offer free all day parking (7 days per week);
- * 3 municipal parking lots have 3-hour time limits (6 days per week - Monday to Saturday);
- * All municipal parking lots are located within one or two blocks of Manitoba Street;
- * There are 300 paid on-street parking spaces in the BIA;
- * The parking meters require \$1 per hour payment in order to utilize the parking space (8am-6pm Monday to Thursday and Saturday, 8am-9pm Friday);
- * These on-street parking spaces have a 3-hour time limit; and
- * The parking meters have been in continuous operation in downtown Bracebridge for over 65 years.

SURVEY INFORMATION

This survey will take approximately 15 minutes to complete. Your input is valuable and will assist the Town of Bracebridge with its comprehensive review. PLEASE COMPLETE THE SURVEY BY TUESDAY, MAY 19, 2015

SURVEY

1. How long have you been a member of the BIA?

- ☐ Less than 5 years
- ☐ 6 to 15 years
- ☐ Over 15 years

2. What is the Postal Code of your Downtown building?

3. Do you own your building?

- ☐ Yes
- ☐ No (If No, please skip to Q#7)

4. If you own the building(s)?

How many buildings do you own?

How many Commercial units do you have?

How many Residential units do you have (if applicable)?

How many parking spaces on each property?

5. Is there vehicle parking provided on the property for staff and tenants?

☐ Yes

☐ No

6. If you do not have on-site parking, where do your tenants and/or staff park their vehicle? (Choose all that apply)

☐ On-Street Parking

☐ Municipal Lot

☐ Private Parking - owned by you

☐ Private Parking - elsewhere

☐ Don't Know

Other (please specify)

7. Do you know where your customers currently park their vehicle? (Choose all that apply)

☐ On-Street Parking

☐ Municipal Lots

☐ Private Parking - owned by Landlord

☐ Private Parking - elsewhere

☐ Don't Know

Other (please specify)

8. Do you know where the free municipal lots are located?

☐ Yes

☐ No

9. Do you currently direct your customers and staff to use the free municipal parking lots?

☐ Yes

☐ No

10. Do you support the BIA Board of Management's request for a one year trial of "bagging" the parking meters to provide free parking?

- ☐ Yes
- ☐ No

11. What do you believe is the purpose of parking meters? (Choose all that apply)

- ☐ To promote parking turnover
- ☐ A means of distributing a limited amount of on-street spaces where demand exceeds supply
- ☐ To provide short term parking opportunities for visitors to shop and complete errands
- ☐ To improve the economic viability of the downtown by promoting traffic turnover
- ☐ To provide revenue to the Town

None of the Above - Please specify

12. Do you believe that there is currently an abuse of the parking meter time limits?

- ☐ Yes
- ☐ No

13. If implemented, what would be a successful outcome of the trial period, from your perspective?

14. If the meters are "bagged", how does the Town, working together with the BIA, evaluate the effectiveness of the trial period?

15. If the meters are bagged for the trial period, what option for enforcement would you support?

- ☐ Enforcement by dedicated BIA Staff
- ☐ Enforcement by Downtown Business Owners
- ☐ Enforcement by Town By-law Enforcement Officers
- ☐ No Enforcement

16. Are you open to an alternative parking option instead of "bagging" the meters?

- ☐ Yes
- ☐ No

17. If yes, what alternative solution(s) would you support? (Choose all that apply)

- ☐ Provide some Mixed-Parking - some metered and some free on-street parking
- ☐ Remove time limit in municipal lots and keep on-street meters
- ☐ Provide free on-street parking from November 1 - April 30th
- ☐ Free parking starting Friday at 5pm through to Sunday
- ☐ Remove parking meters on the side streets and keep Manitoba Street parking meters
- ☐ Monthly parking passes for municipal lots with 3 hour time limits

Other (please specify)

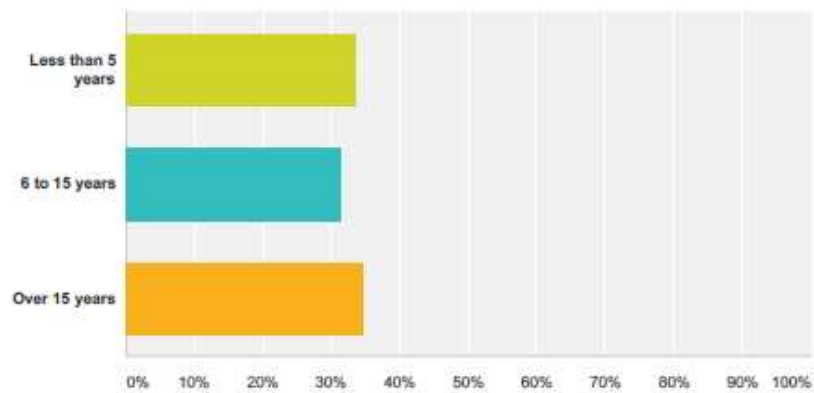
18. Do you have any other comments on Downtown Parking Meters?

APPENDIX "D"

BIA Survey Results

Q1 How long have you been a member of the BIA?

Answered: 95 Skipped: 5



Answer Choices	Responses
Less than 5 years	33.68% 32
6 to 15 years	31.58% 30
Over 15 years	34.74% 33
Total	95

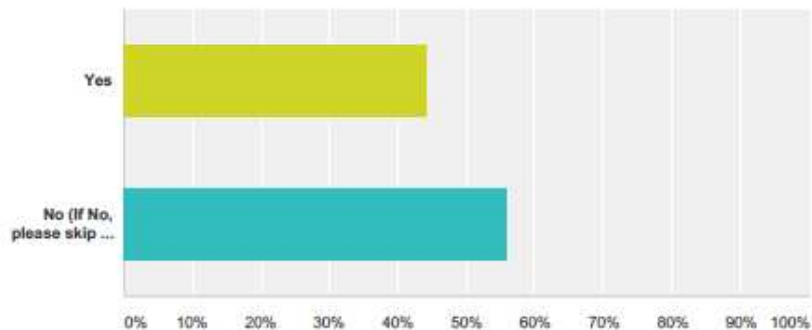
**Q2 What is the Postal Code of your
Downtown building?**

Answered: 88 Skipped: 12

P1L 2A7	P1L 2B4	P1L 1H2	P1L 2E1	P1L 1G4
P1L 1W3	P1L 1S4	P1L 1S1	P1L 2E3	P1L 1S1
P1L 1S1	P1L 1Z9	P1L 1Z2	P1L 1E8	P1L 1V3
N/A	P1L 2A9	P1L 2E2	P1L 1C3	P1L 1S4
P1L 2B2	P1L 2B5	A1A1A1	P1L 1S1	P1L 1X0
P1L 2B3	P1L 1E2	P1L 1R9	P1L 2B3	P1L 2B7
P1L 1S1	P1L 2B4	P1L 1R9	P1L 1S1	P1L 1T6
P1L 2B2	P1L 1S4	P1L 2A9	P1L 1S1	P1L 2A9
P1L 1S4	P1L 2B2	P1L 1R9	P1L 1S4	P1L 1S4
P1L 1S3	P1L 2B6	P1L 2E3	P1L 1S1	P1L 1T6
P1L 1S4	P1L 1S4	P1L 1S5	P1L -2A9	P1L 2A4
P1L 1S3	P1L 1S1	P1L 2A7	P1L 1S1	P1L 1S1
P1L 2E2	P1L 1R9	P1L 2C6	P1L 1R9	P1L 2E2
P1L 1W4	P1L 2B2	P1L 1W1	P1L 1S3	P1L 3R9
P1L 2B3	P1L 2B4	P1L 1V3	P1L 2B3	P1L 1S3
P1L 2A5	P1L 2B3	P1L 1S1	P1L 1S1	P1L 1T9
P1L 2B5	P1L 1V3	P1L 1S4	P1L 1S4	P1L 1S6
P1L 1R9	P1L 2E3	P1L 2B^		

Q3 Do you own your building?

Answered: 93 Skipped: 7



Answer Choices	Responses
Yes	44.09% 41
No (If No, please skip to Q#7)	55.91% 52
Total	93

Q4 If you own the building(s)?

Answered: 38 Skipped: 62

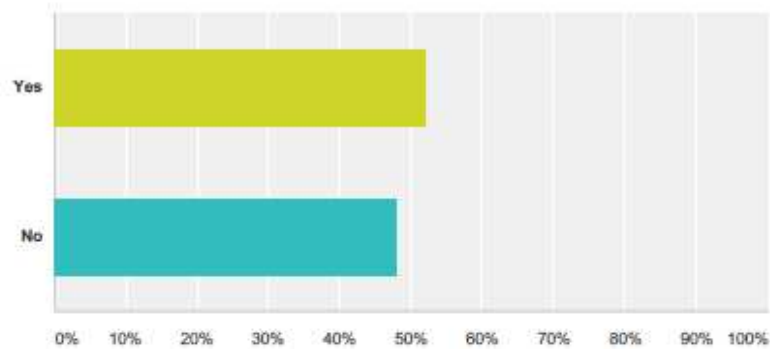
Answer Choices	Responses
How many buildings do you own?	100.00% 38
How many Commercial units do you have?	97.37% 37
How many Residential units do you have (if applicable)?	78.95% 30
How many parking spaces on each property?	92.11% 35

How many buildings do you own?	How many Commercial units do you have?	How many Residential units do you have (if applicable)?	How many parking spaces on each property?
1	1		0
1	1	2	6
One	One	N/A	Seven
one	1	4	1
One	One	One	0
1	1		
One	one	none	six
200	79	3	7
0	0	0	0
4	2	2	6

How many buildings do you own?	How many Commercial units do you have?	How many Residential units do you have (if applicable)?	How many parking spaces on each property?
One	Two		5
1	1	0	0
1	1		1
1	1	0	2
5	7		
1	1	1	3
1	1	1	1
4	4	2	6&2
3	6	2	5 and 2
1	2	1	0
1	1	1	3
1	2	0	40
1	1	1	3
One	five	five	five
4	2	1	
None	One	None	One
1	1		4
1	1	1	1
1	2		4
One	one	none	six
One	two	two	nine
1	2	4	2
1	2	1	5
1			20 PLUS
1	2	1	6
1	1		
1	1	0	3
1	1	0	0

Q5 Is there vehicle parking provided on the property for staff and tenants?

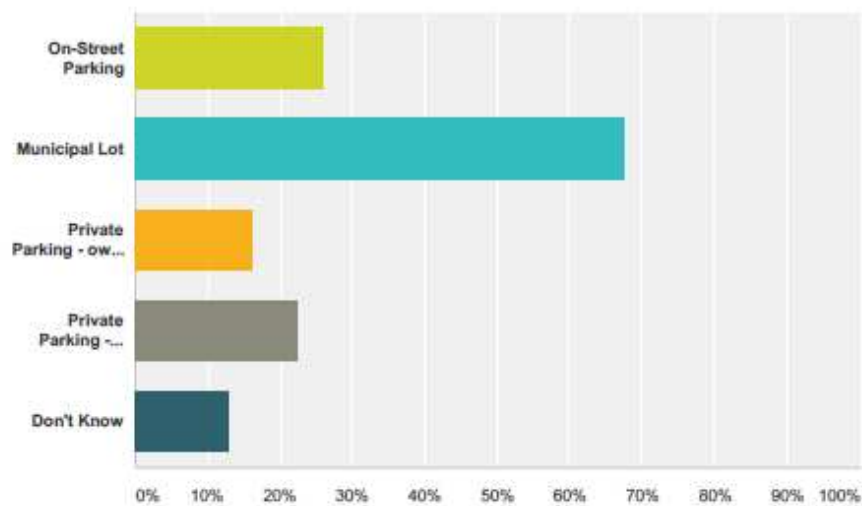
Answered: 48 Skipped: 52



Answer Choices	Responses	
Yes	52.08%	25
No	47.92%	23
Total		48

**Q6 If you do not have on-site parking,
where do your tenants and/or staff park
their vehicle? (Choose all that apply)**

Answered: 31 Skipped: 69



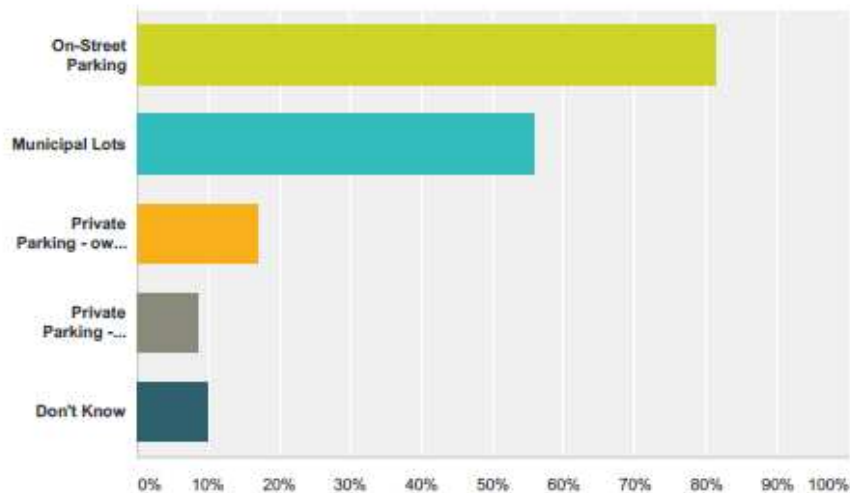
Answer Choices	Responses
On-Street Parking	25.81% 8
Municipal Lot	67.74% 21
Private Parking - owned by you	16.13% 5
Private Parking - elsewhere	22.58% 7
Don't Know	12.90% 4
Total Respondents: 31	

Other (please specify) – 2 comments:

1. n/a
2. I live on the property and there isn't a tenant in the store yet.

Q7 Do you know where your customers currently park their vehicle? (Choose all that apply)

Answered: 70 Skipped: 30



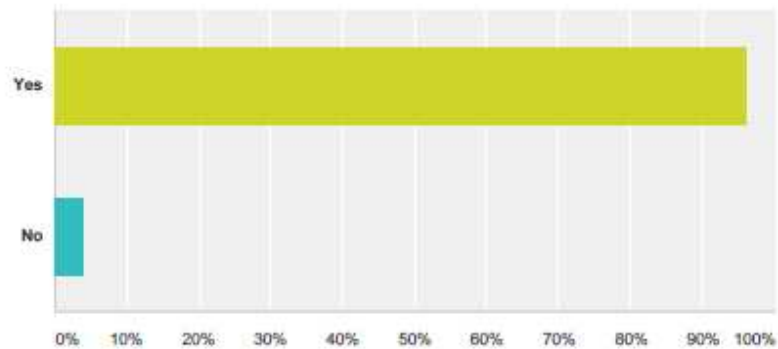
Answer Choices	Responses	
On-Street Parking	81.43%	57
Municipal Lots	55.71%	39
Private Parking - owned by Landlord	17.14%	12
Private Parking - elsewhere	8.57%	6
Don't Know	10.00%	7
Total Respondents: 70		

Other (please specify) – 4 comments:

1. most need to be educated about the free parking lots
2. N/A
3. And onsite parking
4. we rent parking spaces for our customers

Q8 Do you know where the free municipal lots are located?

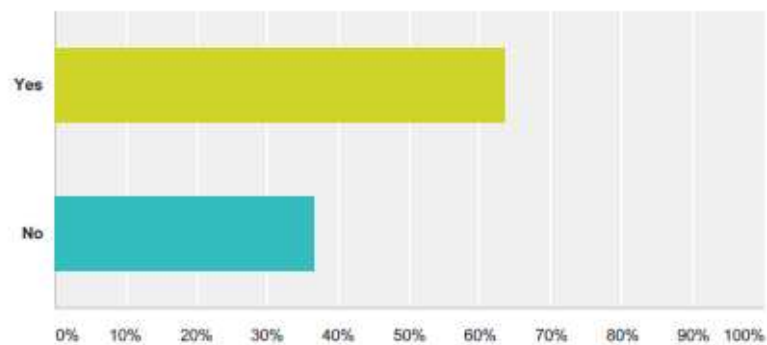
Answered: 74 Skipped: 25



Answer Choices	Responses
Yes	95.95% 71
No	4.05% 3
Total	74

Q9 Do you currently direct your customers and staff to use the free municipal parking lots?

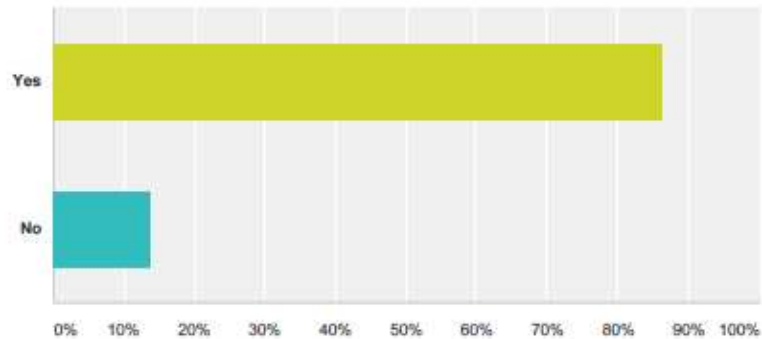
Answered: 71 Skipped: 29



Answer Choices	Responses
Yes	63.38% 45
No	36.62% 26
Total	71

Q10 Do you support the BIA Board of Management's request for a one year trial of "bagging" the parking meters to provide free parking?

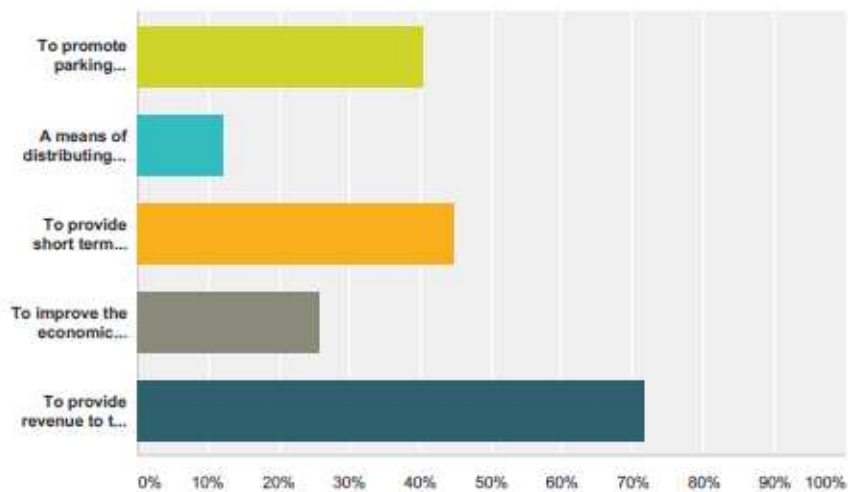
Answered: 73 Skipped: 27



Answer Choices	Responses	
Yes	86.30%	63
No	13.70%	10
Total		73

Q11 What do you believe is the purpose of parking meters? (Choose all that apply)

Answered: 74 Skipped: 26



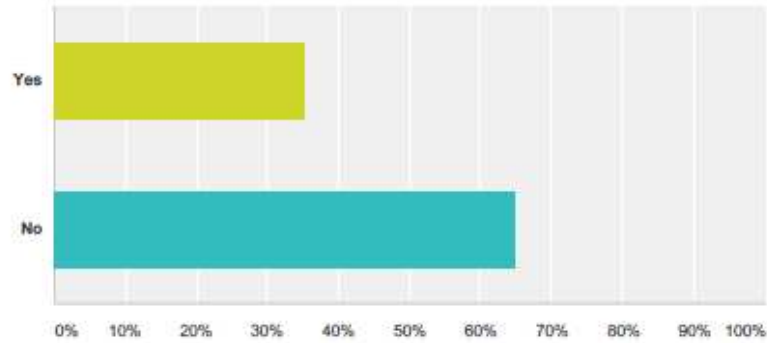
Answer Choices	Responses	
To promote parking turnover	40.54%	30
A means of distributing a limited amount of on-street spaces where demand exceeds supply	12.16%	9
To provide short term parking opportunities for visitors to shop and complete errands	44.59%	33
To improve the economic viability of the downtown by promoting traffic turnover	25.68%	19
To provide revenue to the Town	71.62%	53
Total Respondents: 74		

Other (please specify) – 2 comments:

1. There should still be a time limit just no meter.
2. N/A

Q12 Do you believe that there is currently an abuse of the parking meter time limits?

Answered: 71 Skipped: 29



Answer Choices	Responses	
Yes	35.21%	25
No	64.79%	46
Total		71

Q13 If implemented, what would be a successful outcome of the trial period, from your perspective?

Answered: 62 Skipped: 38

1. A successful outcome would be happy customers and store owners who do NOT use the onstreet parking as their free parking spaces for a year
2. More traffic in downtown.
3. More visitors and tourists shopping and dinning in downtown Bracebridge without getting a ticket
4. nobody will ever find a parking spot again. There is ample parking off the main street to park for longer terms, on the main street the turnover should be high. My business does not benefit from a single person parking for 3 hours, but much more from 3 people parking one hour each. There are also a lot of tenants along the street, and I am sure that they would happily abuse the free parking.
5. Happy Customers
6. To see whether business improves for downtown merchants
7. more business downtown
8. Increased shopping on Manitoba Street
9. To put parking meters back into effect immediately
10. a) Increased traffic on the main street, b) reduced frustration from customers who have been ticketed as patrons, c) increased competitiveness with other shopping areas in Bracebridge and Muskoka (who have free parking).
11. Satisfied Patrons
12. Implementing a fair and reasonable parking policy as opposed to the current "write as many tickets as possible"
13. No way of knowing
14. If successful, this trial will hopefully eliminate the meters altogether to allow downtown visitors free parking encouraging all to the visit downtown.
15. The decision to remove the parking meters.
16. Continued turnover of spaces - more people downtown (not put off by having to pay for parking)
17. more relaxed shopping experiece
18. Less complaining by residents and shoppers about having to pay to shop downtown and for receiving tickets. Nothing worse that having a customer receive a ticket after browsing too long in your store, or having a customer rush out of a dining place or store because of their meter. Sometimes they don't come back.
19. No more parking meters. No tourist supported downtown has parking meters, I don't see the point of angering our out of town customers by forcing them to pay for parking. Without them NONE of us would be in business.
20. more people stop to shop in the downtown core and small business sales increase
21. 1 year
22. I have stores in HV and GV and feel it will help to drive customers downtown

23. "Shoppers would be more relaxed and spend more time in stores. More shoppers would be inclined to come to the downtown area."
24. To see if all the residents who complain about having to pay for parking and complain about tickets will really start to shop downtown. I personally feel they will just find some other excuse. Also it will show how many bldg owners, tenants and business owners will abuse the parking.
25. Less aggravated shoppers, more traffic for the shops/more sales
26. More people (customers) would come downtown.
27. Do not support bagging feel that the meters need to be there.
28. More people shopping downtown.
29. The removal of the parking metres from downtown. They place an unfair disadvantage to local retail businesses trying to compete with large box stores with unlimited free parking.
30. No more meters
31. That the town gets rid of the parking meters for good.
32. Lots of free parking for tenants ad store owners.
33. More traffic for downtown retailers
34. That we see an increase of people visiting the shops in the downtown and shop owners DO NOT park in the parking spots in front of their stores
35. "No major abuse of the privilege Increased downtown foot traffic and customer satisfaction"
36. Proof that parking meters do or do not have value.
37. More locals shopping downtown
38. People will more likely come to the downtown core to shop because they will be less likely to get a parking ticket for their efforts.
39. meters gone
40. Increased local traffic to downtown in the off-season
41. More traffic downtown
42. Increased sales and visits to downtown
43. More customers in the downtown core parking tickets deter customers from a quick run in as they end up with a 10 ticket for a 7 dollar sandwich ends up being an expensive lunch
44. More people would shop downtown , we will be like other towns.
45. Get rid of the meters
46. happier visitors and shoppers downtown. more customers downtown
47. Customers are happier and sales increase. Without a sales increase across the board, why bother.
48. None - but to the overall Town it would promote shopping -
49. People could relax and not worry about running to feed the meter!
50. I feel that more people would come downtown to shop and not feel like they have to rush back to their cars to check their metres.
51. A return of the local population to the downtown core.
52. increased volume of customers

53. enforcement of 1 hour parking - chalking of tires
54. Increased business for the downtown merchants.
55. increased downtown shopping for the local merchants
56. More people willing to come to downtown Bracebridge and shop.
57. Remove the parking meters permanently, this could be managed the same as the parking lots set a max 1-3 hrs and monitor with the by law officer
58. DOWNTOWN SHOPS SEE AN INCREASE IN REVENUES
59. Happier visitors. We hear complaints that our town is not visitor friendly.
60. putting an end to the discussion once and for all, it has consumed far too much time
61. We would have increased customer traffic and satisfaction. Our customers are usually dealing with heavy items that cannot be carried from the nearest lots (two blocks away)
62. No abuse by local tenants & shopkeepers...

Q14 If the meters are "bagged", how does the Town, working together with the BIA, evaluate the effectiveness of the trial period?

Answered: 53 Skipped: 47

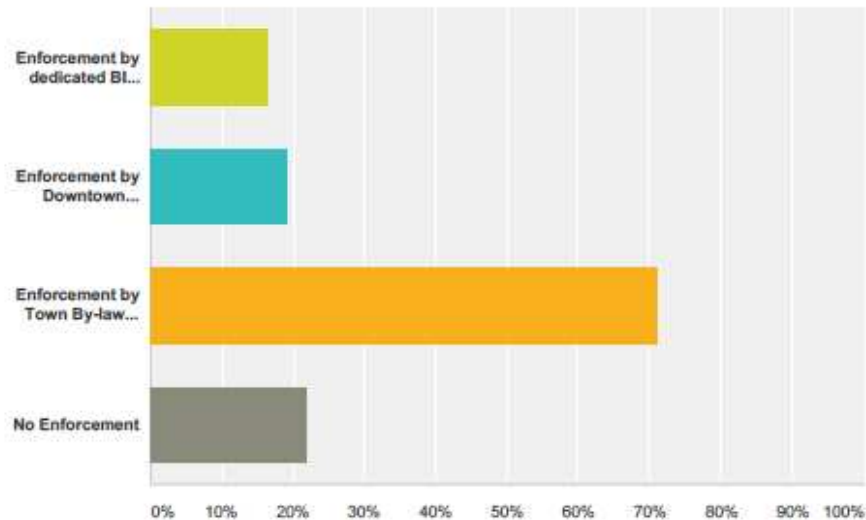
1. The town must have some way to address issues of people taking advantage of the free parking and abusing it, and some way of documenting this for consideration at the end of the year.
2. Survey of businesses and public.
3. Asked the business owners if it has improved walking traffic and sales
4. One year
5. confirm the length of time that vehicles are parked on the main street.
6. Feedback from customers
7. survey of merchants and businesses - have sales increased
8. Let the merchants tell you.
9. Customer feedback, BIA member feedback
10. Each shop owner should evaluate the satisfaction of their customers versus the old system. The meters have been a sore spot for customers and the effectiveness should be easy to gauge. Estimates of complaints easy to measure versus previous years.
11. Monitor parking spaces as done during the Christmas season
12. By chalking tires to monitor use and abuse by owners employees and shoppers
13. Staff, tenants and store owners will need to continue to park in municipal lots to allow the metered parking to be available to visitors and customers.
14. "** Customer survey *Survey of BIA members *Monitoring of parking infractions by by-law enforcement"
15. Monitoring the turnover of vehicles - either by BIA student employee or By Law officers. Feed back from owners as to increased traffic flow and comments from public - increased number of shoppers.
16. survey the merchanced
17. Measure the effectiveness by the overwhelmingly positive comments that are sure to come from our valued down town customers. (Most of whom don't even have cash on them anymore, let alone change for a meter)
18. more people stop to shop in the downtown core
19. There does need to be some method to monitor that businesses and merchants don't use the spaces on the street.... they must park in town lots, railway lot or on private property.... How to pay to monitor and enforce?
20. Monitoring merchants and tenants living above the store fronts abusing the free parking
21. Store owners, managers and staff could compile a list of customers comments.
22. Survey business owners to see if business, particularly from locals, has increased, who is abusing the free parking, has the free parking actually had a detrimental effect on finding a spot.
23. Asking the merchants

24. Ask the merchants if they think the removal of the meters was good or bad for their establishment.
25. Are all the stores full and viable.
26. Survey the retail shop owners on the downtown strip.
27. Retailers need to track their traffic flow.town needs to implement some sort of parking abuse notation
28. ?
29. Observation of abuse and customer feedback. We certainly get lots of feedback from customers complaining about the meters so we should get lots of comments if they are bagged. We can query customers regarding the effects on their personal habits, etc. now that time on the meter is not a concern.
30. Compare number of parking violation tickets from trial period with same period previous year.
31. Another survey would be required to find out if merchants saw an increase in foot traffic especially in the months Sept - May
32. Public opinion survey/ customer polls
33. by marking tires of people who abuse the parking and to see if the down town becomes busier and customers don't go to hunstville or gravenhurst
34. Tracking the number visitors to downtown-tracking number of complaints-number of transactions"
35. Enforce time limits
36. Sales numbers from downtown stores
37. I am certain that the store owners will here a lot less frustration from valued customers in regards to parking
38. Feedback from business owners and customers
39. "purely on observed annoyance and frustration as voiced by customers. possibly a survey customers can complete in each store"
40. Ask for percentage increases or decreases from each business for the relevant period and do an overall analysis of the core.
41. That will be tricky , but I believe we will get a lot of positive feed back from our customers.
42. Get feedback from the shoppers
43. Ask for input from business owners as well as clientele....another survey?
44. increased sales
45. monitor traffic and parking flow
46. Merchants will have to record the feedback from their clients. The Town will have to monitor any abuse of the deregulation.
47. Ensure that staff of local merchants do not use the parking spaces for themselves. Should be for patrons of businesses only
48. They could ask the businesses to ask their clients how they felt about the free parking and whether it impacted their decision to come to downtown to shop.
49. This will be effective if main st business's see growth and new customers over the next selling season

50. ON AVERAGE BUSINESSES SEE AN INCREASE IN TRAFFIC/ REVENUES
51. Have patrons complete a short survey.
52. Check with the BIA member stores to see if they feel their customer numbers have increased or if they are receiving increased number of satisfied reports
53. Survey of members...

Q15 If the meters are bagged for the trial period, what option for enforcement would you support?

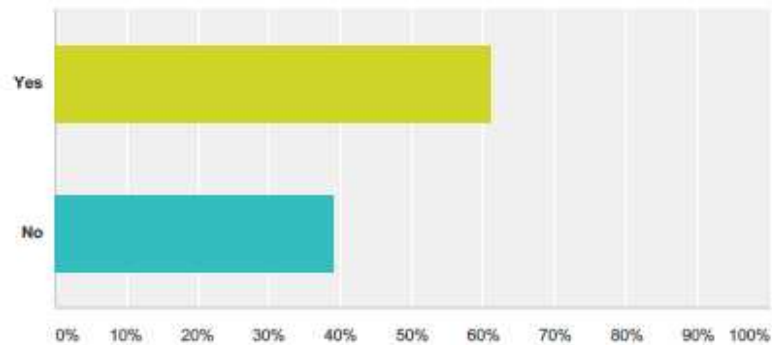
Answered: 73 Skipped: 27



Answer Choices	Responses	
Enforcement by dedicated BIA Staff	16.44%	12
Enforcement by Downtown Business Owners	19.18%	14
Enforcement by Town By-law Enforcement Officers	71.23%	52
No Enforcement	21.92%	16
Total Respondents: 73		

Q16 Are you open to an alternative parking option instead of "bagging" the meters?

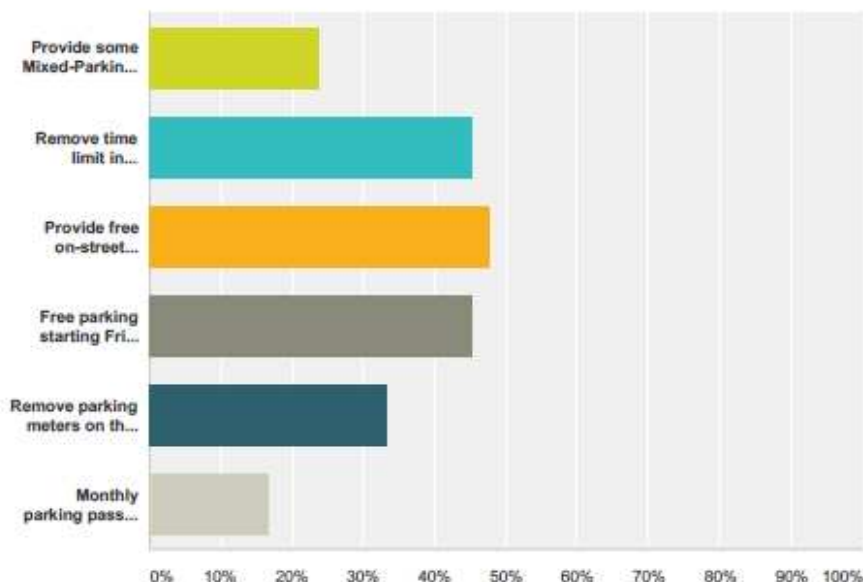
Answered: 69 Skipped: 31



Answer Choices	Responses	
Yes	60.87%	42
No	39.13%	27
Total		69

**Q17 If yes, what alternative solution(s)
would you support? (Choose all that apply)**

Answered: 42 Skipped: 58



Answer Choices	Responses
Provide some Mixed-Parking - some metered and some free on-street parking	23.81% 10
Remove time limit in municipal lots and keep on-street meters	45.24% 19
Provide free on-street parking from November 1 - April 30th	47.62% 20
Free parking starting Friday at 5pm through to Sunday	45.24% 19
Remove parking meters on the side streets and keep Manitoba Street parking meters	33.33% 14
Monthly parking passes for municipal lots with 3 hour time limits	16.67% 7
Total Respondents: 42	

Other (please specify) – 13 comments:

1. Mixed parking - will be abused by apartment tenants Remove time limit - defeats purpose of no meters Monthly parking - how do tourists use this 3 hour limit - 4 hours makes more sense
2. Simply remove all meters and be gone with them. I believe the trial "bagging" is preferred but would have no issues with their 100% complete removal
3. * provide free (3-hr limit) parking, year round.
4. None of the above
5. none of the above
6. Change parking violation tickets allowing a 2 week period to pay by mail without an increase in the fine. No one wants to interrupt their day to drive to town offices to pay their ticket. This only increases the irritation factor of having received a ticket. Or perhaps payment could be made at the Chamber of Commerce office further reducing the irritation factor.

7. Free on street option would be better from Set/Oct through til May 30
8. I would want to see the above three in place should they not bag meters
9. Remove the parking meters. Put a 1 hour time limit on Manitoba Street and have it reinforced by by-law. Fine merchants who park on Manitoba Street during business hours except for unloading and loading. Allow stores to hand out passes for that day for parking in front of their store for 1 hour parking while maintaining meters. Change to a meter box system and allow merchants to hand out 1 hour free parking voucher for that day only to input in the machine for redemption.
10. None of the above
11. It is more for the convenience of the customer. We receive a lot of complaints about the meters if they spot something in our window and just want to pop there head in then they will feel much easier about doing so
12. The issue of parking available for business owners and/or employees needs to be addressed. The closest municipal parking lot to Dominion Street is down by the old Albion. In the winter the path is treacherous and completely dark by the time our business closes for the day. I have an older employee that simply cannot navigate the steep pathway to the parking area. I would be willing to pay a monthly fee to be able to park behind the library or church, where it is well lit, and safe to get to. Most of the people working the downtown area are women.
13. see suggestion above

**Q18 Do you have any other comments on
Downtown Parking Meters?**

Answered: 42 Skipped: 58

1. There is a major problem already with office workers, store staff and apartment dwellers using metres intended for retail customers, as their own personal parking spots, hoping they don't get ticketed. This will only be worse if free parking is implemented because people are stupid and lazy and will always take the path of least resistance, so they'll clog up the parking spaces and negatively affect business in the downtown. If customers can't find parking spaces because they're all taken by the already listed offenders we will have a BIGGER problem than the one we have now. Our experience is that very few people complain about paying for parking.....maybe one person every two or three weeks. That's ridiculously small considering the dozens of shoppers we have every day of the week.
2. As long as business owners and rennet a don't take up the parking should be for customers. They can park for the allotted 3 hr. Need more handicap spaces and drop off areas for seniors that are being dropped off and make sure signage for no parking is enforced
3. Huntsville and Gravenhurst as far as I know do not have downtown meter parking. Why do we???
4. I understand the frustration of some customers who rave against the parking meters, especially when they have been removed in Huntsville and Gravenhurst, however, I still don't believe in the "goodness" of business owners, staff and tenants to not abuse the free parking. If you are a person who wants to spend more than 3 hours on the main street - go and park on a free municipal lot!!! I just came back from Toronto parking there is between \$18 - \$20 the \$ 3 is really not a lot!
5. Source of Constant complaint by Non local shoppers
6. "Question 15 - BIA does not have the staff available and can't afford to enforce. Question 16 - yes and no - what is alternative. Question is whether business improves with no meters"
7. I would suggest that the costs of "bags" for the meters be sponsored by the adjacent business owners with inscription, "Free Parking Courtesy of The Black Bow" example only.
8. shopkeepers/staff gonna take all the good spots, still no where to park
9. The biggest problem that needs to be overcome is the shop owners parking in front of their own stores. Figure that out and you can implement a good parking strategy
10. Bi-law officers will still need to enforce the 3 hour free parking timeframe to maintain traffic turnover. This 3 hour max free parking should even be printed on the meter bags so it is clearly understood by those parking downtown. Hopefully the staff and tenants will not see this as a free for all. With this test bagging clearly indicated on the bags, people will hopefully understand they need to move their vehicles within the 3 hour timeframe. If the 1 year test period proves there is abuse of the free parking downtown, phase 2 of this study should be to implement some of the other choices from #17 such as free parking from November 1 - April 30th to keep downtown busy during off peak seasons. Thanks for doing this survey!
11. "Currently, the parking meters are an annoyance for customers trying to frequent downtown businesses and the meters have a negative impact on sales. If the meters are removed, the 3-hr limit should be enforced by the by-law department by chalking tires (or some other means). Infractions would still provide some revenue for the town."
12. Use of On Street Parking by owners or staff must be monitored by the owners and forbidden.
13. Please get rid of the meters!

14. Get rid of them! We are losing customers because of them.
15. This is the only downtown metered parking in all of Muskoka and visitors feel the Town of Bracebridge is not supportive of the downtown core and pushing shopping to the big box stores.
16. I think a trial is needed to quell the mass opinion... even a shorter than one year trial.
17. They are archaic and redundant. Any other municipality in the area have removed them for some time or have never had them. They inhibit shoppers.
18. This summer will be my 20th year in business and paying for parking/tickets is the single largest complaint from local residents, summer residents and tourists, I hear it over & over & over again. So can we just get this pilot started? Let's see if it makes a difference, if not then leave them in place. I would be happy enough if they were left if there was a little more common sense and discretion used. Our town, like many in North America, has literally become a ghost town for 8 of the 12 months in the year. Tickets never seem to be issued during inclement weather but as soon as the weather is good and there's a slim chance of someone local actually coming downtown to shop the ticket books magically appear. Why, when traffic into our stores is at an all time low, are people getting tickets when there are many other parking spots that are empty? I am so sick of the constant moaning and bitching that I hear almost every day of the week 12 months of the year. I have a feeling that bagging won't really make any difference, it may even make things worse, but let's try it and see if it will force people to put their money where their mouth is.
19. "If some one is about to make a purchase, and sees that time is running out on the meter, they may leave to put money in , however if they already have a ticket, they are ticked enough to not return. AND to make matters worse, they have to drive out over the highway to pay it!!! I have heard so many ticketed customers say it is the last time to try and support downtown. Also in the dead of winter merchants are desperate for customers, some lone person makes their way uptown and they get ticketed. They may be THE only car on the street!"
20. I think it would be a good idea to try it of one year, removing the meters.
21. Keep it the same no changed needed.
22. They disuade customers from shopping in the downtown core.
23. I feel they are inherently counter-productive to the growth and sustainability of the downtown retail core.
24. This idea has been tossed around for ages, and unless STRICT enforcement is maintained, abuse from store owners and tenant becomes rampant.
25. As long as store employees and staff don't use the main street parking, no meters are OK
26. While there is currently some abuse, I don't believe it is wide spread. We shouldn't punish everyone because of a few - better to crack down on those few and I'm sure the By-law office knows who most of those people are.
27. Unfortunately businesses do regularly experience customers fleeing their premises due to a meter 's time expiring. Few people want to park a short distance away even if it is free.
28. I'm not sure the meters are the only reason locals don't shop locally - other issues including inconsistent store hours, bad weather conditions, and poor local economy, on-line shopping, bigbox shopping all have contributed to difficult times in the past 2 years.
29. I believe them to be an outdated source of revenue for our town most towns in our area have moved away from parking meters to help there down towns flourish instead of deterring customers to shop and enjoy what we have to offer
30. Clean up some of the lots and make more parking. We gave a lot of senior customers who have

- trouble walking. Have a employee parking lot
31. I am very disturbed by merchants (Armstrong's for one) parking on the street for advertising and taking up customer parking.
 32. some businesses ie.:dance studio, have a lot of customers coming at the same time and tend to use all of the available parking for several buildings on both sides of manitoba st. This hamper the other business customers, especially when have only 2 space available.
 33. This conversation has gone on way too long, let's resolve it one way or the other this time. We could spend the same energy on more important matters.
 34. I suggest removal and policing by the By-law officers of merchants in appropriately using this parking. Making merchants vehicles have parking tags to identify them
 35. Making people climb snow banks trudge threw slush and dig for change is a deterrent in my mind, if they are willing to park go in a few stores as there is no pressure to feed that meter that will leave them with a much better experience.
 36. quicker response for private parking violations
 37. time limits must be enforced
 38. They should be removed and a time limit enforced by tire marking. This would say "you are welcome to visit and shop" in downtown bracebridge.
 39. I've heard from angry visitors who received parking tickets saying they would never return to our 'unfriendly' town again. Negative experiences are shared more often than good ones. If those people told two friends, and they told two friends....
 40. need to ensure merchants and staff dont abuse meters
 41. We continually get complaints from our customers who compare the amount of free parking in neighbouring communities - Gravenhurst, Huntsville, Port Carling. There are alternate providers of the same services we provide that have access to free parking alternatives and it is noted by our clients
 42. Most tourists & summer residents are used to paying for parking...it is not a deterrent, and promotes turnover...

APPENDIX “E”

Parking Regulations in Comparator Municipalities

MUNICIPALITY	POPULATION³	ON-STREET PARKING	OFF-STREET PARKING
Bracebridge	16,000	\$1.00 per hour, 3 hour maximum	Free
Gravenhurst	12,000	Free, 1-3 hour maximum	Free
Huntsville	19,000	Free, 2 hour maximum	Free
Orillia	30,000	\$1.25 per hour, 2 hour maximum	\$1.00 per hour, free on Saturdays on a 1 year trial basis
Barrie	128,000	\$1.25 per hour, various maximums, week-ends free	\$1.00 per hour, week-ends free
Midland	17,000	\$1.00 per hour, 2 hour maximum	Free
Parry Sound	6,000	Free, 2 hour maximum (6 month trial underway)	Free
Collingwood	19,000	\$0.75 per hour, 3 hour maximum, week-ends free	\$0.50 per hour
Penetanguishene	9,000	Free, 2 hour maximum, some streets have 30 minute maximum	Free
Peterborough	79,000	\$1.00 per hour, 2 hour maximum	\$1.00 per hour
North Bay	64,000	\$1.00 to \$1.25 per hour, 2 hour maximum	\$1.00 to \$1.25 per hour
Owen Sound	22,000	\$1.00 to \$2.00 per hour, some streets free parking, 2 hour maximum. Free week-end parking.	Some free parking, others \$1.00 to \$2.00 per hour.
Cobourg	18,000	\$1.00 per hour, no time restrictions, 7 days per week	Free 2 hour limit, monthly passes available

³ Rounded off to the nearest 1,000

APPENDIX "F"

Free Parking Initiatives and Results

MUNICIPALITY	PARKING INITIATIVE(S) OR REQUEST	WHEN IMPLEMENTED OR ATTEMPTED	RESULT
Niagara Falls	All parking meters were removed at the request of the BIA	Mid 1980's	All of the parking meters were reinstalled within 6 months due to the level of parking abuse taking place
Kitchener	300 + parking meters were removed as part of a downtown revitalization program	Early 1990's	Two hour time limit imposed on all streets previously regulated with parking meters due to parking abuse by downtown employees. Hired additional enforcement staff to monitor and enforce the time limits.
Cobourg	All parking meters were removed at the request of the BIA	Early 2000's	BIA originally agreed to pay Town \$25,000 per year for lost meter revenue. Payments from BIA ceased and all parking meters now reinstalled to deal with parking abuse.
Waterloo	All parking meters were removed	20 + years ago	Various time restrictions put in place, additional enforcement staff hired to monitor and enforce time restrictions. Noted by municipal staff that abuse is taking place in absence of meters.
Collingwood	On-street parking meters removed and paid parking remained in parking lots	2006	2 additional by-law officers were hired when the parking meters were removed. Due to parking abuse taking place, the parking meters reinstalled in 2010 and 2 by-law officers continue to enforce parking regulations in addition to other by-law regulations.
Huntsville	Parking meters removed and two hour limit in effect for on-street spaces	2012	Town does not monitor or enforce the two hour parking limit in effect, left to the BIA to monitor and report violations. Feedback from the Town as to success of the free parking is not available as they do not track or monitor downtown parking
Parry Sound	Parking meters bagged for a 6 month parking trial	Early 2015	<p>A free parking trial period has commenced however there has not been any objective or measurable criteria established with which to judge the success or failure of the free parking trial. \$122,000 to be drawn down from parking reserve budget which is currently \$330,000. If free parking continues, property taxes to be increased and additional staff may be required.</p> <p>Several public surveys conducted, 4% response rate from businesses and residents.</p>

MUNICIPALITY	PARKING INITIATIVE(S) OR REQUEST	WHEN IMPLEMENTED OR ATTEMPTED	RESULT
Belleville	Parking meters were removed from main street	Mid 1980's	BIA originally promised to pay the City \$25,000 per year as compensation for the lost meter revenue. After a number of years, the payments stopped. The parking meters and pay and display units have been reinstalled in the majority of on-street and off-street parking areas.
Peterborough	Attempted to implement a "courtesy card" parking program that involved the by-law officer paying an expired meter and notifying the motorist that they were parked in violation	Unknown	Program discontinued as it was too labour intensive and the majority of the vehicles receiving the courtesy cards were determined to belong to downtown employees.
Guelph	All parking meters were removed from the streets with a two hour parking limit but parking lots continued to be paid with extended parking limits	2010	Numerous reports and studies have recommended that the parking meters be reinstalled due to the parking abuse that is taking place and a resulting shortage of parking availability. City continues to study the matter. Enhanced enforcement was undertaken with the removal of the parking meters and the City invested heavily in alternate technology in an effort to combat parking abuse.
Municipality of South Bruce (several communities near Lake Huron)	All pay and display units were removed from the beachfront parking areas (17 units covering 5 kilometers of roadway)	2014	Significant loss of revenue resulted and ratepayers objected to paying for the tourists to park during the summer months through their property taxes. All of the pay and display units are being reinstalled this summer.
Oslo, Norway	Free parking on Saturdays introduced	1996	Concluded that free parking on Saturdays mainly attracted shopkeepers and staff bringing the occupancy rate to nearly 100%. Paid Saturday parking reinstated in 1997.
Windsor, Ontario	The Windsor BIA submitted a petition signed by 73% of their members requesting the parking meters to be removed	2013	City denied request noting that enforcing the time restrictions would be too time consuming and inefficient

APPENDIX "G"

Bracebridge Wal-Mart Parking Lot – Walking Distances



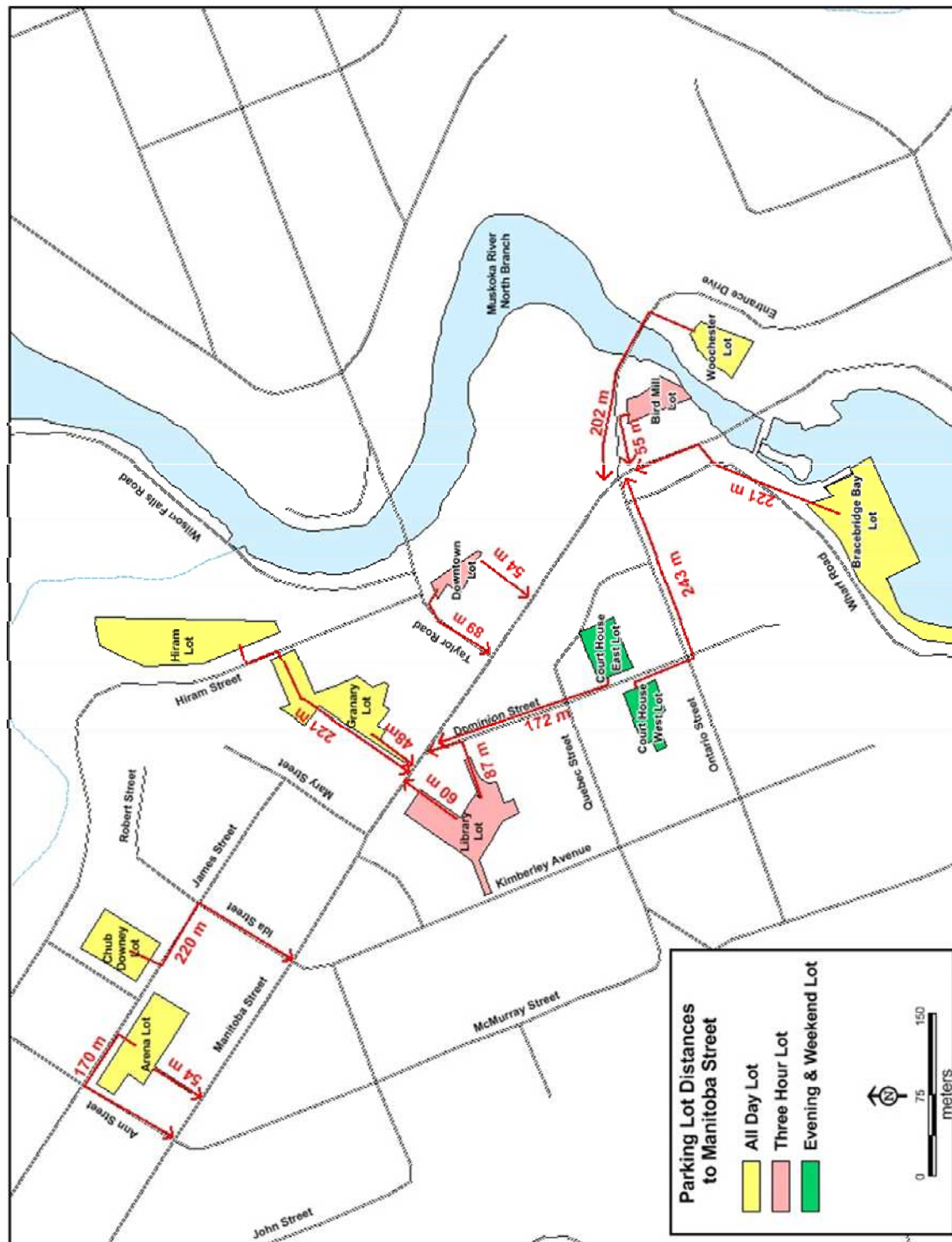
APPENDIX “H”

Summary of Walking Times and Steps Taken From Parking Lots to Manitoba Street

PARKING LOT	TIME TO WALK FROM MIDDLE OF LOT TO MANITOBA STREET	NUMBER OF STEPS TAKEN TO WALK FROM MIDDLE OF PARKING LOT TO MANITOBA STREET
Arena Lot 103 spaces Free all day	102 seconds	140
Chub Downey Lot 50 spaces Free all day	144 seconds (via Ann Street) 108 seconds (via Ida Street)	200 188
Hiram Street Lot 100 spaces Free all day	130 seconds (via Granary Lot and pathway)	225
Granary Lot 60 spaces Free all day	86 seconds	150
Downtown Lot 22 spaces Free 3 hour	53 seconds (via Taylor Road) 46 seconds (via Anderson Lane)	92 76
Bird Mill Lot 29 spaces Free 3 hour limit	48 seconds	82
Woodchester Lot 44 spaces Free all day	146 seconds	260 (smaller steps due to terrain)
Court House Lot (East) 21 spaces Free evenings and weekends	106 seconds	189
Court House Lot (West) 41 spaces Free evenings and weekends	112 seconds	195
Library Lot 64 spaces Free 3 hour limit	60 seconds (via Dominion Street) 39 seconds (via driveway beside Library)	102 67
Wal-Mart	57 seconds	98 steps

APPENDIX "I"

Inventory of Municipal Lots



APPENDIX "J"

Winter 2015 Ontario Business Improvement Area Newsletter

WINTER 2015

TM

OBIAA NEWS

ONTARIO BUSINESS IMPROVEMENT AREA ASSOCIATION

A NEWSLETTER FOR BIA STAFF, MEMBERS AND MUNICIPAL REPRESENTATIVES

Parking

For about 20 years, the Cobourg DBIA has returned \$25,000.00 annually to the Town of Cobourg to compensate for lost revenue from parking meters. Originally, the amount was agreed upon as compensation for "hooding" the meters during the holiday season. However, about 15 years ago, the on-street parking meters were removed entirely, at the request of the DBIA who, at the time, felt it would help the Downtown compete with the Mall and Walmart positioned near the highway. It was a feel-good gesture to the citizens of Cobourg. But, it never had any measurable impact on business. For whatever reason, the \$25K was still paid to the Town annually until this year, when the DBIA conducted surveys and studies which led the Board to several discoveries including the understanding that the "free" on-street parking was anything but free, and a self-sustainable parking program (which included the reinstallation of meters) was the better option. Parking meters are being reinstalled this year, the DBIA retains the \$25K, and the taxpayer is only burdened with the cost when they park on the street (there are several no-fee lots surrounding the downtown).



The studies were not ours. They were done throughout the world, primarily in Europe, the USA and Western Canada. Frankly, once we started looking, we couldn't believe how much information was available.

Here are links to a few. The last one listed is the most concise and perhaps the most relevant:

<http://www.uctc.net/papers/351.pdf>
<http://www.vox.com/2014/6/27/5849280/why-free-parking-is-bad-for-everyone>
http://www.worldparkingsymposium.ca/parking-library/download/63/00000063_d040017wx.pdf
<https://www.downtowndevelopment.com/pdf/DowntownParkingMythsRealitiesSolutions.pdf>
http://www.worldparkingsymposium.ca/parking-library/download/125/00000125_d040019pt.pdf

Visiting www.worldparkingsymposium.ca was a real eye-opener! The bottom line to all these studies is essentially the same – "free" parking offers a business community no measurable benefit or advantage. In fact, there is a case to be made that charging a parking fee automatically establishes a sense of value to a place or experience. There is no value to "free." We want people to feel that Downtown Cobourg has value.

In 2011, we surveyed our business members (who have had no-fee parking

on their main streets for 15+ years) and discovered the following:



- 75% feel that changes to the current parking program are needed.
- 63% feel that the \$25,000 parking fee paid to the Town could be put to better use.
- 43% believe that lack of free parking will cause them to lose customers.
- 57% believe that free parking is either not important or offers little benefit to their business.
- 56% feel the Town should generate revenue by implementing paid-parking.
- 23% would not support pay-and-display machines anywhere downtown.
- 77% would support pay-and-display machines to some degree, either in the surrounding parking lots, on the streets, or both (12% of supporters had concerns that needed to be addressed before implementation).



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www.obiaa.com



Page 5 of 8

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: L. McDonald, Director of Corporate Services/Clerk
M. Gower, Deputy Clerk

SUBJECT: Delegated Authority – Temporary Facilities Usage Indemnity Agreements

RECOMMENDATION

1. That the Mayor and Director of Corporate Services/Clerk be authorized to execute indemnity agreements with the District Municipality of Muskoka and special event organizers to provide permission to use a portion of the Silver Bridge located over District Road No. 16, or other infrastructure owned by the District Municipality of Muskoka, for the purpose of installing promotional hanging displays in connection with special events approved by the Town of Bracebridge.

ORIGIN

2. The District Municipality of Muskoka has requested that the Town of Bracebridge execute Temporary Facilities Usage Indemnity Agreements for the Canadian Breast Cancer Foundation - Run for the Cure's promotional display initiative: "Bras on the Bridge" to address installation and liability issues.

ANALYSIS

3. The Canadian Breast Cancer Foundation's Run for Cure event has been an annual event in Bracebridge since 2011.
4. As part of the Run for the Cure's promotional campaign, the event organizers started the "Bras on the Bridge" initiative, which requires the assistance of Town of Bracebridge Public Works Staff to hang women's undergarments along the Silver Bridge located over District Road No. 16 (Bracebridge Falls).
5. On July 19, 2011, General Committee approved motion 11-GC-223, which was ratified by Council on July 27, 2011, as follows:
 1. That the request from Debbie Allison, CIBC Run for the Cure, regarding the "Bras on the Bridge" initiative as contained in her letter dated July 13, 2011, be approved subject to determination by the Municipal Engineer of the final logistical arrangements.
 2. That any additional Public Works Department installation costs associated with the "Bras on the Bridge" initiative (if any) be allocated from the Miscellaneous Community Support Budget (Account # 01-2-919199-62000).
6. As per motion 11-GC-223 above, the Town of Bracebridge has been assisting the Bras on the Bridge initiative by assuming responsibility for the installation of the promotional items on the Silver Bridge.
7. Although the Town of Bracebridge Public Works Department regularly installs promotional banners on the Silver Bridge for various special events, due to enhanced liability concerns identified by the District of Muskoka staff with the Bras on the Bridge Initiative, the District has requested that the Town execute a Temporary Facilities Usage Indemnity Agreement with the District of Muskoka and the event organizer.

8. The purpose of this Staff Report is to seek formal authorization from Council for the Mayor and Director of Corporate Services/Clerk to execute indemnity agreements with the District Municipality of Muskoka and special event organizers to provide permission to use a portion of the Silver Bridge located over District Road No. 16, or other infrastructure owned by the District Municipality of Muskoka, for the purpose of installing promotional hanging displays in connection with special events approved by the Town of Bracebridge.
9. Although it has only been the Bras on the Bridge initiative where the District Municipality of Muskoka has requested the execution of an indemnity agreement, staff anticipate similar requests in the future for other events that use District owned infrastructure to promote events in Bracebridge. As such, the recommendation for consideration by General Committee does not specifically identify or limit the authority to execute indemnity agreements to one event.
10. Providing delegated authority to staff to execute future Temporary Facilities Usage Indemnity Agreements for the purpose of promoting special events in the Town of Bracebridge will expedite the approval process which will assist event organizers with planning events.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

11. Providing delegated authority to authorize staff to execute Temporary Facilities Usage Indemnity Agreements is well aligned with the community-based strategic plan objectives:
 - ☒ A Vibrant, Prosperous and Economically Sustainable Community
 - ☒ A Green, Mindful and Environmentally Sustainable Community
 - ☒ An Engaged, Healthy and Socially Sustainable Community
 - ☒ A Creative and Culturally Sustainable Community
12. As noted, providing delegated authority to staff to execute future Temporary Facilities Usage Indemnity Agreements for the purpose of promoting special events in the Town of Bracebridge will expedite the approval process which will assist event organizers with planning events.

LINKAGE TO COUNCIL PRIORITIES

13. As the request to authorize staff to execute Temporary Facilities Usage Indemnity Agreements does not relate to a specific event or initiative, there is no direct linkage to the 2014-2018 Council Priority areas. Streamlining the process to approve initiatives associated with special events in the Town of Bracebridge indirectly links with multiple priorities established by Council, including, but not limited to: Strategic Objective # 1 c. Job Creation, d. Continued Support for the Downtown, Strategic Objective #3: b. Volunteer Development and Strategic Objective #4 a. Arts and Culture Development.

ALTERNATIVE(S)

14. The following alternative is available for Committee consideration:

Alternative #1

Committee may receive the report and take no further action.

This alternative is not recommended as providing authority for staff to execute future Temporary Facilities Usage Indemnity Agreements for the purpose of promoting special events in the Town of Bracebridge will expedite the approval process which will assist event organizers with planning events.

EXISTING POLICY

15. Delegation of Powers and Duties Policy approved March 5, 2008.

FINANCIAL IMPLICATIONS

16. As the request is for delegated authority to execute indemnity agreements, there are no direct financial implications to the Town.
17. Although the installation of promotional materials does have resource implications for the Public Works staff, the recommendation contained in this staff report only provides authority for staff to execute Temporary Facilities Usage Indemnity Agreements as required.
18. As noted above, the Public Works Department currently installs promotional banners for special events on the Silver Bridge at no cost for event organizers, including the Bras on the Bridge initiative, as authorized under motion 11-GC-223.
19. Should a request be received that is outside of the current scope and parameters of Town assistance currently being provided to special event organizers to install promotional items, staff will seek Council approval as necessary.

COMMUNICATIONS

20. This staff report was reviewed by the Town's insurer who has confirmed that the placement of items such as the Bras by Town staff onto a bridge under the control of the District as part of the Canadian Breast Cancer Foundation - Run for the Cure's promotional display initiative: "Bras on the Bridge" would be considered part of the Town's municipal operations and therefore fall within the parameters of the Town's insurance coverage.
21. This staff report was distributed to Council, Media, and all Town Staff and was published on the Town's website in accordance with the Town's Procedural By-law.

Submitted by:

L. McDonald
Director of Corporate Services/Clerk
Ext. 243

M. Gower
Deputy Clerk
Ext. 247

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: M. Gower, Deputy Clerk

SUBJECT: Exemption to Noise Control By-law – Muskoka Parry Sound Coordinated Sexual Assault Services Annual General Meeting – June 10, 2015

RECOMMENDATION

1. That Muskoka Parry Sound Coordinated Sexual Assault Services be granted an exemption to Section 1 of Schedule A (Prohibited Acts and Devices) of the Noise Control By-law to permit amplified sound at Bracebridge Memorial Park on Wednesday, June 10, 2015 from 7:00 p.m. to 9:00 p.m. for the Muskoka Parry Sound Coordinated Sexual Assault Services Annual General Meeting.

ORIGIN

2. An email from Laurie Lamont, Muskoka Area Coordinator, Muskoka Parry Sound Coordinated Sexual Assault Services, was received May 12, 2015 requesting an exemption to the Noise Control By-law on Wednesday, June 10, 2015 for the Muskoka Parry Sound Coordinated Sexual Assault Services Annual General Meeting (AGM). The request was circulated to appropriate staff for any comments.

ANALYSIS

3. The Muskoka Parry Sound Coordinated Sexual Assault Services is holding their AGM at Bracebridge Memorial Park on June 10, 2015, and is proposing to have local musicians playing music during a portion of the AGM.
4. As this is the first time Muskoka Parry Sound Coordinated Sexual Assault Services has proposed to hold their AGM outside in a public park, the noise exemption request does not fall within the Director of Corporate Services/Clerk's delegated authority under Motion 08-AF-144. For 2016, the noise exemption request will be processed under delegated authority providing the nature and scope of the AGM does not change significantly and no complaints are received.
5. Council approval is required to permit amplified sound on Wednesday, June 10, 2015 from 7:00 p.m. until 9:00 p.m. at Bracebridge Memorial Park.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

6. The Muskoka Parry Sound Coordinated Sexual Assault Services AGM is well aligned with the community-based strategic plan objectives:
 - ☒ An Engaged, Healthy and Socially Sustainable Community
7. Muskoka Parry Sound Coordinated Sexual Assault Services offers a women's sexual assault helpline and various sexual assault services including: referral and advocacy, counseling, crisis concerns, court, police, or hospital accompaniment services and public education.

LINKAGE TO COUNCIL PRIORITIES

8. The Muskoka Parry Sound Coordinated Sexual Assault Services AGM does not have any direct linkages to the 2014-2018 Council priorities; however, the AGM will be open to the public and may raise awareness regarding the activities and role of Muskoka Parry Sound Coordinated Sexual Assault Services.

ALTERNATIVE(S)

9. The following alternative is available for Committee consideration:

Alternative #1

Committee may receive the report and take no further action.

This alternative is not recommended as it would be inconsistent with Council's previous noise exemption approvals.

EXISTING POLICY

10. By-law 2011-099, a by-law to prohibit and regulate certain noises within the Town of Bracebridge.

FINANCIAL IMPLICATIONS

11. As the request is for an exemption to the Noise Control By-law, there are no direct financial implications to the Town.
12. Advertising for the noise exemption in the municipal section of the Bracebridge Examiner forms part of the approved 2015 Corporate Services budget.

COMMUNICATIONS

13. This staff report was distributed to Council, Media, and all Town Staff and was published on the Town's website in accordance with the Town's Procedural By-law.
14. If approved, notice of the Noise Exemption will be provided under the Public Notices section of the Town's website and in the Town Page section of the Bracebridge Examiner.

Submitted by:

M. Gower
Deputy Clerk
Ext. 247

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: S. Rettie, CPA, CMA, Director of Finance/Treasurer
C. Wagner, Assistant to the Treasurer/Tax Collector

SUBJECT: 2015 Municipal Tax Rates and Due Date for Final Tax Bill

RECOMMENDATION

1. That the Town estimates and Property Tax Levy for the 2015 taxation year as set out in Appendix "A" to Staff Report FN006-15 be approved.
2. That the tax rates for the 2015 taxation year as set out in Appendix "B" to Staff Report FN006-15 be approved.
3. That the due date of Monday, August 31, 2015 for all Municipal taxes and local improvement charges as levied, less the amount of the interim tax levy, be approved.
4. That the appropriate by-laws be prepared to establish the 2015 tax rates and tax due dates.

ORIGIN

5. The Town must establish its tax rates by by-law on an annual basis to raise the required levy set out in the approved Municipal Budget.
6. The Municipal tax rates are based on assessment values as determined by the Municipal Property Assessment Corporation (MPAC), tax ratios as determined by the District Municipality of Muskoka, and the total annual tax levy based on the Town's approved Municipal Budget.
7. With the return of the 2015 Assessment Roll in December 2014, the approval of the 2015 Municipal Budget and Business Plan on March 24, 2015 and the establishment of the 2015 tax ratios through the District Municipality of Muskoka on April 20, 2015, the 2015 municipal tax rates can be calculated for each property class for levying and collection purposes.
8. The table below provides information regarding the phased-in assessment values for purposes of calculating 2015 taxes, by property class:

Assessment by Realty Tax Class (RTC)	
Property Class	Assessment
Residential	2,587,969,553
Multi-residential	34,242,700
Commercial	273,673,844
Industrial	28,546,144
Pipeline	15,627,360
Farmland	1,533,797
Managed Forest	11,102,689
Total	2,952,696,087

ANALYSIS

9. The total levy to be raised by tax rates in 2015 is \$12,059,940. This amount was established when Council approved the 2015 Municipal Budget and Business Plan at its March 24, 2015 meeting. The 2015 Town estimates and property tax levy, as contained in the approved Municipal Budget and Business Plan, are summarized in Appendix "A" to Staff Report FN006-15.
10. The Town of Bracebridge has two sets of tax rates. The first set, being the general tax rate, applies to all properties in the Town. The second set is the urban rates, which are calculated based on the cost of delivering street lighting services. These rates are calculated by Ward and apply to all properties within each of the Wards where street lighting is provided. The attached Appendix "B" contains both the general and the town urban area tax rates.
11. The Town has also established a downtown Business Improvement Area (BIA) and those business properties in the downtown BIA are levied a special charge each year, based on the approved BIA budget contained in the Municipal Budget and Business Plan document. The attached Appendix "B" contains the BIA special charge as well.
12. The Province establishes the education rates each year by regulation. Ontario Regulation 75/15 under the Education Act prescribes the education tax rates for the residential and business classes for 2015. The residential education tax rate has been reset to offset the phased-in impacts of reassessment. The 2015 uniform rate is 0.195%, reduced from the rate of 0.203% that applied to the 2014 taxation year.
13. In accordance with Subsection 343(1) of the *Municipal Act, 2001*, tax bills must be mailed at least 21 calendar days before the due date. It is anticipated that the final 2015 tax bills will be mailed by mid-July. The due date proposed for the 2015 final tax bill is Monday, August 31, 2015.
14. In accordance with Section 355 of the *Municipal Act, 2001*, the Town of Bracebridge may specify an amount as a minimum tax bill. The Town has adopted this practice in the past. The minimum tax bill for 2015 is \$25.
15. In accordance with Section 345 of the *Municipal Act, 2001* the Town of Bracebridge will continue to charge the stated penalty each month as interest for non-payment of taxes. Penalty and interest is applied to all unpaid accounts on the 1st of each month at the rate of 1.25% (15% annually) to encourage prompt payment and to ensure that all other taxpayers are not being required to finance those that do not pay on a timely basis. Interest is not compounded as it is only charged the outstanding principal balance. Payments received are applied first to all outstanding penalties and interest and then to the oldest outstanding taxes owing.

LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN

16. The approval of the Town's Tax levy, Tax Rate and Tax Due Dates is well aligned with the community-based strategic plan objective:
 - ☒ A Vibrant, Prosperous and Economically Sustainable Community
17. Through the passage of the required By-law, Council ensures that the Town has funds available to conduct the municipality's affairs in an efficient and effective manner. The Tax Due Dates established help ensure that the Town's revenues are received in a timely manner.

ALTERNATIVE(S)

18. As the recommended action is necessary to levy 2015 taxes in accordance with Council's approved 2015 Municipal Budget and Business Plan, no alternatives have been presented.

EXISTING POLICY

- 19. Various sections of the *Municipal Act, 2001*.
- 20. Town of Bracebridge Tax Collection Policy.

LINKAGE TO COUNCIL PRIORITIES

- 21. As the recommended action is a legislated requirement, a direct link to Council's priority areas has not been identified.

FINANCIAL IMPLICATIONS

- 22. Establishing the tax rates and issuing the tax bills will levy taxation revenue in accordance Council's approved 2015 Municipal Budget and Business Plan.

COMMUNICATIONS

- 23. This staff report was distributed to Council, Media, and all Town Staff and was published on the Town's website in accordance with the Town's Procedural By-law.
- 24. Notice of mailing and the due date will be published in the Bracebridge Examiner and on the Town's website upon the issuing of tax bills. An information sheet will be included with each tax bill to indicate how the 2015 Municipal taxes are budgeted to be spent.

Submitted by:

S. Rettie
Director of Finance/Treasurer
Ext. 262

C. Wagner
Assistant to the Treasurer/Tax Collector
Ext. 222

The Corporation of the Town of Bracebridge
2015 Town Estimates and Property Tax Levy
Appendix "A"

	2015 Gross Expenditures	2015 Gross Revenues	2015 Town Levy
General Government	3,112,250	(842,450)	2,269,800
Protection Services	2,427,780	(1,151,900)	1,275,880
Transportation Services	6,800,280	(2,028,710)	4,771,570
Health Services	127,200	(72,700)	54,500
Recreation and Cultural Services	7,717,245	(3,490,775)	4,226,470
Planning and Development	2,266,240	(824,390)	1,441,850
Non Program	1,104,670	(3,084,800)	(1,980,130)
Total	<u>23,555,665</u>	<u>(11,495,725)</u>	<u>12,059,940</u>
Town Property Tax Levy for:	General Purposes		11,722,640
	Urban Area Services		337,300
			<u>12,059,940</u>
BIA	<u>181,850</u>	<u>(9,750)</u>	<u>172,100</u>

The Corporation of the Town of Bracebridge
2015 Final Tax Rates
Appendix "B"

		RTC / RTQ	Town		District					Education	Town	
			General	Urban	General	Hospital	Waste Mgmt	Sewer A	Water A		BIA	
Bracebridge	Residential	1	0.00398388	0.00034335	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Multi-residential	2	0.00398388	0.00034335	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Commercial/Shopping Centre	3	0.00438226	0.00037768	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00633022	0.00382046	
	Industrial and Large Industrial	4	0.00438226	0.00037768	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00758067	0.00382046	
	Commercial/Shopping Centre - vacant/excess	5	0.00306758	0.00026438	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00443115	0.00267432	
	Industrial and Large Industrial - vacant/excess	6	0.00306758	0.00026438	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00530647		
	Pipeline	7	0.00278871	0.00024034	0.00194820	0.00001170	0.00048360	0.00142790	0.00058190	0.00416350		
	Farmland/Managed Forest	8	0.00099597	0.00008584	0.00069580	0.00000420	0.00017270	0.00051000	0.00020780	0.00048750		
Muskoka	Residential	1	0.00398388	0.00001954	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Multi-residential	2	0.00398388	0.00001954	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Commercial/Shopping Centre	3	0.00438226	0.00002149	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00633022		
	Industrial and Large Industrial	4	0.00438226	0.00002149	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00758067		
	Commercial/Shopping Centre - vacant/excess	5	0.00306758	0.00001504	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00443115		
	Industrial and Large Industrial - vacant/excess	6	0.00306758	0.00001504	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00530647		
	Pipeline	7	0.00278871	0.00001368	0.00194820	0.00001170	0.00048360	0.00142790	0.00058190	0.00416350		
	Farmland/Managed Forest	8	0.00099597	0.00000488	0.00069580	0.00000420	0.00017270	0.00051000	0.00020780	0.00048750		
Monck	Residential	1	0.00398388	0.00009843	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Multi-residential	2	0.00398388	0.00009843	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Commercial/Shopping Centre	3	0.00438226	0.00010827	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00633022		
	Industrial and Large Industrial	4	0.00438226	0.00010827	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00758067		
	Commercial/Shopping Centre - vacant/excess	5	0.00306758	0.00007579	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00443115		
	Industrial and Large Industrial - vacant/excess	6	0.00306758	0.00007579	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00530647		
	Pipeline	7	0.00278871	0.00006890	0.00194820	0.00001170	0.00048360	0.00142790	0.00058190	0.00416350		
	Farmland/Managed Forest	8	0.00099597	0.00002461	0.00069580	0.00000420	0.00017270	0.00051000	0.00020780	0.00048750		
Macaulay	Residential	1	0.00398388	0.00013968	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Multi-residential	2	0.00398388	0.00013968	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Commercial/Shopping Centre	3	0.00438226	0.00015364	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00633022		
	Industrial and Large Industrial	4	0.00438226	0.00015364	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00758067		
	Commercial/Shopping Centre - vacant/excess	5	0.00306758	0.00010755	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00443115		
	Industrial and Large Industrial - vacant/excess	6	0.00306758	0.00010755	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00530647		
	Pipeline	7	0.00278871	0.00009777	0.00194820	0.00001170	0.00048360	0.00142790	0.00058190	0.00416350		
	Farmland/Managed Forest	8	0.00099597	0.00003492	0.00069580	0.00000420	0.00017270	0.00051000	0.00020780	0.00048750		
Draper	Residential	1	0.00398388	0.00001981	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Multi-residential	2	0.00398388	0.00001981	0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Commercial/Shopping Centre	3	0.00438226	0.00002179	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00633022		
	Industrial and Large Industrial	4	0.00438226	0.00002179	0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00758067		
	Commercial/Shopping Centre - vacant/excess	5	0.00306758	0.00001525	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00443115		
	Industrial and Large Industrial - vacant/excess	6	0.00306758	0.00001525	0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00530647		
	Pipeline	7	0.00278871	0.00001387	0.00194820	0.00001170	0.00048360	0.00142790	0.00058190	0.00416350		
	Farmland/Managed Forest	8	0.00099597	0.00000495	0.00069580	0.00000420	0.00017270	0.00051000	0.00020780	0.00048750		
Oakley	Residential	1	0.00398388		0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Multi-residential	2	0.00398388		0.00278320	0.00001670	0.00069090	0.00203980	0.00083130	0.00195000		
	Commercial/Shopping Centre	3	0.00438226		0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00633022		
	Industrial and Large Industrial	4	0.00438226		0.00306150	0.00001840	0.00076000	0.00224380	0.00091440	0.00758067		
	Commercial/Shopping Centre - vacant/excess	5	0.00306758		0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00443115		
	Industrial and Large Industrial - vacant/excess	6	0.00306758		0.00214310	0.00001290	0.00053200	0.00157070	0.00064010	0.00530647		
	Pipeline	7	0.00278871		0.00194820	0.00001170	0.00048360	0.00142790	0.00058190	0.00416350		
	Farmland/Managed Forest	8	0.00099597		0.00069580	0.00000420	0.00017270	0.00051000	0.00020780	0.00048750		

RTC/RTQ's	
Residential	1 RD RG RH RP RT
Multi-residential	2 MT
Commercial/Shopping Centre	3 CF CG CH CP CT GG ST XF XT
Industrial and Large Industrial	4 IH IT LT JT
Commercial/Shopping Centre - vacant/excess	5 CU CX SU XU
Industrial and Large Industrial - vacant/excess	6 IJ IK IU IW IX LU
Pipeline	7 PT
Farmland/Managed Forest	8 FT TT

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: S. Rettie, CPA, CMA, Director of Finance/Treasurer

**SUBJECT: Municipal Budget and Business Plan Up-Date Report
January 1, 2015 to March 31, 2015**

RECOMMENDATION

1. That the Municipal Budget and Business Plan Up-Date Report for the three-month period January 1, 2015 to March 31, 2015 as contained in Appendix "A" to Staff Report FN007-15 be received for information.
2. That the Revenue and Expenditure Reports for the three-month period January 1, 2015 to March 31, 2015 as contained in Appendix "B" and Appendix "C" to Staff Report FN007-15 be received for information.

ORIGIN

3. This report contains information on the Town's progress with respect to projects and initiatives as outlined in the approved 2015 Municipal Budget and Business Plan, as well as information on the Town's financial results.
4. Section 224 of the *Municipal Act, 2001* defines the role of Council. One of Council's key roles is to maintain the financial integrity of the municipality. Regular financial reporting to members of Council not only assists in fulfilling this role, but it is also good business practice and contributes to the accountability and transparency of the municipality.
5. The *Municipal Act, 2001* also addresses matters related to financial administration of the municipality. Section 286(1) states that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including providing the council with such information with respect to the financial affairs of the municipality as it requires or requests.
6. Regular financial reporting of the current year's operating and capital programs is a key communication tool to both members of Council and the public. These reports provide staff an opportunity to provide comment on variances from the current year budget. As well, on-going regular reporting will provide members of Council and the public the opportunity to become more familiar with the Town's financial reporting structure.
7. Regular reporting of the current year's business plan activity provides members of Council and the public with important information and status updates regarding these projects.

ANALYSIS

8. Overall Operating results for 2015 year-to-date indicate that the Town is in line with the approved 2015 Municipal Budget and Business Plan, with the exceptions as noted in Appendix "A", which contains detailed information about departmental financial and business plan activities. Though efforts are taken to smooth transactions over the fiscal year, some items have seasonal patterns and will reflect as such. Accordingly, the amount and percentage of the budget remaining at the end of the first quarter, as shown in Appendix "B" and Appendix "C", should only be viewed in conjunction with other relevant information.

9. The following table provides a condensed summary of Town's operating expenditures, net of non-tax revenue, listed in order of budget size:

Net Operating Position As of March 31, 2015						
Department	Current YTD	2015 Budget	Budget Remaining	Prior YTD	Prior Budget	Prior Remaining
Recreation & Culture	714,286	3,948,570	81.9%	966,386	3,912,100	75.3%
Transportation	1,113,519	3,452,570	67.7%	1,168,911	3,291,600	64.5%
General Government	463,830	2,172,800	78.7%	640,959	2,082,600	69.2%
Planning & Development	225,908	1,441,850	84.3%	325,522	1,259,600	74.2%
Protection	191,019	964,780	80.2%	209,659	906,800	76.9%
Health	(4,060)	39,500	110.3%	6,331	32,200	80.3%
TOTAL	2,704,502	12,020,070	77.5%	3,317,768	11,484,900	71.1%

10. The results derived from the table confirm that the Town is operating within its budgetary guidelines, maintaining 77.5% of the net operating budget as unspent with three quarters of the fiscal year remaining.
11. It should be noted that budgeted self-financing repayments and reserve transactions are now being updated on a quarterly basis to more accurately impact budget variance calculations. This differs from 2014 where these transactions were booked immediately following adoption of the budget and likely lent to the overall negative variance for the first quarter of that year.
12. Appendix "B" presents the year-to-date 1st quarter report (January to March 2015) in a summarized departmental format. The sequence of summarized information presented in Appendix "B" is:
- 12.1. Total Operating (by Department)
 - 12.2. Total Capital (by Department)
 - 12.3. Total Surplus/Deficit (Corporate)
13. Appendix "C" contains the same information (January to March 2015) in a more detailed format:
- 13.1. Operating Revenue (by Department)
 - 13.2. Operating Expense (by Department)
 - 13.3. Total Operating (Corporate)
 - 13.4. Capital Revenue (by Department)
 - 13.5. Capital Expense (by Department)
 - 13.6. Total Capital (Corporate)
 - 13.7. Total Surplus/Deficit (Corporate)
14. For reference purposes, prior year information is included in the financial reports. However, there may be significant differences in year-over-year results, particularly early in the year. The longer the time period used for reporting, the more reliable the financial information becomes.

15. Directors are responsible for the on-going review of their departmental results and, as the year progresses, will continue to report on any significant variances from the approved Budget and Business Plan.

LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN

16. The regular reporting on the Town's financial results is well aligned with the following strategic objective:

☒ A Vibrant, Prosperous and Economically Sustainable Community

17. Frequent financial reporting allows Council and staff to identify areas of concern and take appropriate action in a timely manner.

LINKAGE TO COUNCIL PRIORITIES

18. The 2015 Municipal Budget and Business Plan Update Report supports Item b. – Service Review, which has been identified by Council as a 2014-2018 priority area. This report provides comparative data that will be used as performance measures to ensure Town services are achieving added value for its residents.

EXISTING POLICY

19. This report is in accordance with sections 224 and 286(1) of the *Municipal Act, 2001*.

ALTERNATIVE(S)

20. As this report is being presented for information purposes only, no alternatives are presented.

FINANCIAL IMPLICATIONS

21. The Management Team believes that the revenue and expense amounts as contained in the Approved 2015 Municipal Budget and Business Plan are reasonable and that year-to-date results do not indicate any significant variance from the overall budget, except where noted.

COMMUNICATIONS

22. This staff report was distributed to Council, Media, and all Town staff and was published on the Town's website in accordance with the Town's Procedural By-law.

Submitted by:

S. Rettie, CPA, CMA
Director of Finance/Treasurer
Ext. 262

APPENDIX "A"

Municipal Budget and Business Plan Report January 1, 2015 – March 31, 2015

Council

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Corporate Services Department

General Comments

- Land Disposition Revenue to-date:
 - 1 Application - \$1,350
 - Completed Transactions:
 - 2013 - Forget/Mercer (McKay Lake) \$17,641.80
- Webcasting project including monthly broadband fees to year-end completed under budget by \$1,800 at approximately \$12,700.
- Website - Unbudgeted expenditure of \$7,400 to be reflected in Q2 – back-end update for security purposes.
- No other significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project CS-01: Webcasting	
Implement a one-year trial webcasting service to provide live streaming and archiving of Standing Committee and Council Meetings as directed by Council in 2014. Lead – Deputy Clerk	2015 Budgetary impact – \$14,500 COMPLETED - report back on 1-year trial in January 2016.
Project CS-02: Council Code of Conduct	
Development and implementation of Code of Conduct for Council and Committee members. Lead – Director of Corporate Services/Clerk	2015 Budgetary impact – nil Expected completion - Q3
Project CS-03: Procedure By-Law Review	
Review and amend Procedure By-Law to support Code of Conduct and provide enhanced governance tools in support of the decision-making process. Lead – Director of Corporate Services/Clerk	2015 Budgetary impact – nil Expected completion - Q3

Project CS-04: Land Acquisition/Disposition Policy	
Develop a new comprehensive policy for land acquisition/disposition, licence of occupation, original road and shore road allowance disposition in an effort to streamline process and integrate approvals where possible. Lead – Director of Corporate Services/Clerk	2015 Budgetary impact – nil Expected completion - Q3
Project CS-05: Health Benefit Plan Review	
Review benefit plan elements, including the implementation of mandatory generic process. Lead – Manager of Human Resources	2015 Budgetary impact – nil Expected completion - Q4
Project CS-06: Land Inventory	
Develop a comprehensive inventory of municipally-owned land that can be utilized in a revenue generating initiative to sell land to fund capital projects, in the planning/development of active transportation routes, recreation master planning, planning related matters, etc. Lead – Director of Corporate Services/Clerk	2015 Budgetary impact – \$4,500 (summer student) Expected completion - Q3
Project CS-07: Health & Safety Program Review	
In consultation with the Town's Joint Health & Safety Committee, review the Town-initiated audit conducted in 2014 by the Public Sector Health and Safety Association, and develop a strategy to improve and streamline current Health & Safety policies, procedures and practices to ensure a healthy and safe workplace. Lead – Human Resources Manager	2015 Budgetary impact – \$5,000 Expected completion - Q3
Project CS-08: Electronic Document Management System	
Work with Muskoka municipalities to develop a joint RFP to acquire and implement an Electronic Document Management System (EDMS). Lead – Director of Corporate Services/Clerk	2015 Budgetary impact – nil (\$115,000 in 2016 funded from reserve) Expected completion - 2016/2017
Project CS-09: Collective Bargaining Preparation	
In consultation with the Management Team, prepare a strategy for 2016 Collective Bargaining. Lead – Manager of Human Resources in consultation with the Chief Administrative Officer and Director of Corporate Services/Clerk	2015 Budgetary impact – nil Expected completion - 2016

Project CS-10: Human Resource Policy Development and Implementation	
Comprehensive review, development and implementation of Human Resource Policies. Lead – Manager of Human Resources	2015 Budgetary impact – nil Expected completion - ongoing (multi-year)

Finance Department

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project FN-01: Purchasing Policy and Asset Disposition	
Review and update the Town's Purchasing and Asset Disposition policies, procedures and practices to ensure compliance with applicable legislation, alignment with Council's strategic objectives, and consideration of best practices. Lead – Director of Finance/Treasurer	2015 Budgetary impact – nil Expected completion - Q3
Project FN-02: Balanced Scorecard and Metric Reporting	
Establishing key performance indicators and implementation of balanced scorecard and metric reporting tools to assist staff, members of Council, and members of the public in evaluating the Town's achievement of its strategic objectives. Lead – Director of Finance/Treasurer	2015 Budgetary impact – \$10,000 Expected completion - Q4
Project FN-03: Fees & Charges By-Law Update	
Review and report on recommended updates for the Town's Fees & Charges By-Law. Lead – Director of Finance/Treasurer	2015 Budgetary impact – nil Expected completion - Q3

Town Hall Building

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project TH-01: Municipal Office Upper Roof Replacement	
Replacement of original upper roof system installed in 1987. This area of the building is used for file storage and municipal archives. Lead – Director of Public Works	2015 Budgetary impact – \$200,000 Expected completion – Q3
Project TH-02: Office Reconfiguration/Accessibility	
Reconfiguration of public and office areas to address accessibility and functional issues. Lead – Director of Corporate Services/Clerk	2015 Budgetary impact – \$345,000 Expected completion - Q3 <i>Update – Revised financial impact is \$480,000, as reported to Council.</i>
Project TH-03: Website Update	
Based on results of joint RFP with District of Muskoka, engage a website development and design company to upgrade the Town's website to allow better functionality for e-gov and integration with other websites in the Town and the District. Lead – Director of Planning and Development, Manager of Economic Development	2015 Budgetary impact - \$110,000 Expected completion - Q4 (may require additional phases 2016)

Emergency Planning

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project EP-01: Update of Emergency Plan	
Update of Emergency Plan document to include a series of Action Plans for specific emergencies. Lead – Fire Chief	2015 Budgetary impact – nil Expected completion – Q3

By-Law Enforcement Branch

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project BY-01: Review and Update On-Street Parking By-Law	
Review and update By-Law 2001-093. Lead – Chief By-Law Enforcement Officer	2015 Budgetary impact – the minor costs involved with set fine approval is covered in 2015 operating budget Expected completion - Q2
Project BY-02: Review of School Crossing Guard Program	
Review of the school crossing guard program with staff report containing recommendations as to continuation of the program. Lead – Chief By-Law Enforcement Officer	2015 Budgetary impact – nil Expected completion - Q4
Project BY-03: Review and Update of Parking on Private and Municipal Property By-Law	
Review and update By-Law 89-98 Lead – Chief By-Law Enforcement Officer	2015 Budgetary Impact – the minor costs involved with set fine approval is covered in 2015 operating budget Expected completion - Q3
Project BY-04: Review and Update of Refreshment Vehicle By-Law	
Review and Update By-Law 99-121 Lead – Chief By-Law Enforcement Officer	2015 Budgetary Impact – nil Expected completion - Initiate in Q4 and complete in 2016

Fire Department

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project FR-01: Station #1 Relocation	
Acquire land, remediate and initiate planning for relocation of Fire Station #1. Lead – Fire Chief	2015 Budgetary impact – \$575,100 (land) and \$250,000 (building preparation) Expected completion - 2017 (2-year project)

Streetlighting

General Comments

- The LED Streetlight Conversion completion date is anticipated to be December 31, 2015.
- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Public Works Department

General Comments

- Significant snow fall events during the 2014/15 winter season, recorded by Environment Canada as the second coldest in 68 years, resulted in an over expenditure in the Q1 Road Snow Removal Budget of \$95,000 or 226%. Two warm spells during this long winter season resulted in snow melt events causing deep, and in some cases impassable, road slush which only motor graders could clear. Grader activity was followed up in many areas with the removal of two, three and in some cases four feet of heavy slush from driveway entrances before subsequent freeze up. This work was undertaken by both town staff and additional hired equipment. High snow banks were also removed from various arterial roadway boulevards to establish site lines for vehicles backing out of driveways.
- A \$41,000 (105%) over expenditure in the Parking Lot Winter Maintenance Budget was experienced in Q1. This over expenditure is a result of the contractor's plowing and sanding response to frequent snow events in order to make space for public parking in the downtown core.
- The Culvert Thawing Budget was exceeded by \$10,500 (99%), reflecting the -40°C temperatures experienced in Q1.
- Environment Canada's long term forecast for the 2015/16 winter season calls for warmer weather associated with a strong El Nino event.
- Other budget line items including road and sidewalk plowing and sanding/salting activities are tracking to expected Q1 values.
- No other significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project PW-01: Municipal Servicing By-Law Amendment	
Carried forward from 2014: Following Council approval of the updated Municipal Servicing By-Law, it will be necessary to review and update portions of the Town's Subdivision design guidelines and Site Plan guidelines to ensure that they comply with the new Municipal Servicing By-Law. Lead – Director of Public Works	2015 Budgetary impact – nil Expected completion - Q3

Project PW-02: Muskoka River Siltation	
<p>Prepare an Open House to receive information from property owners and those who utilize the Muskoka River to provide information regarding its long term future and need for potential remediation.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – nil</p> <p>Expected completion - Q3</p> <p><i>Update - May 5th Open House complete. Second Open House scheduled for July 18th.</i></p>
Project PW-03: Continuation of Infrastructure Asset Management Planning (Multi-Year)	
<p>Continued Asset Management Planning for roads, bridges, streetlights, and storm sewers, as well as ESRI GIS conversion.</p> <p>Continuation of 2013 - 2014 Storm Sewer Inventory into GIS and Cartegraph data base in coordination with the District of Muskoka.</p> <p>Lead – Director of Public Works</p>	<p>2015 budget impact – \$30,000</p> <p>Expected completion - Q4</p>
Project PW-04: Corporate Fleet Policy	
<p>Carry forward from 2014 - Develop a policy that sets out the guidelines for the operation and use of all vehicles used to conduct Town business.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – nil</p> <p>Expected completion - Q3</p>
Project PW-05: Stephenson Road #1 Bridge Design and Contract Administration	
<p>Bridge design and project administration for \$2.7 million Stephenson Road #1 Bridge, ready for 2016 construction. Bridge is a boundary road bridge. Cost of design, contract administration and construction to be shared equally with the Town of Huntsville.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact - \$75,000 - Design and Contract Administration Expenditure to extend into 2016. Equal amount to be funded by Town of Huntsville</p> <p>Expected completion - Q4</p>
Project PW-06: Black Bridge Environmental Assessment	
<p>Develop Terms of Reference for an Environment Assessment RFP.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – nil</p> <p>Expected completion - Q4</p>
Project PW-07: Implementation of Transit Service	
<p>Development of RFP(s) for Transit Service Implementation. Service to begin in spring of 2016 including a six day per week service, fully accessible bus. As per Motion 14-GC-017 and Staff Report CAO001-14.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – \$70,000 transferred to Transit Reserve.</p> <p>Expected completion - Q4</p>

Cemetery

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Recreation Department

General Comments

- Snow Plowing costs at the Memorial Arena are \$5,000 higher than anticipated due to winter snow conditions. This budget line may show an unfavourable variance at year end.
- Utilities at the Sportsplex are \$6,000 higher than at this time in 2015 due to the colder than average winter. This budget line may show an unfavourable variance at year end.
- One of the sanitary sewer lines at the Memorial Arena cracked and needed to be replaced at a cost of \$6,300. This budget line may show an unfavourable variance at year end.
- No other significant financial variances are projected for 2015.
- Business plan projects are expected to be completed as outlined in the Approved 2015 Budget and Business Plan.

Business Plan Projects and Initiatives

Project RC-01: Recreation, Parks and Trails Plan	
Issue a Request for Proposal for a Recreation, Parks, and Trails Plan. Invite proposals December 2015. Lead – Director of Recreation	2015 Budgetary impact – nil (\$50,000 in 2016) Expected completion – Q2 of 2017
Project RC-02: Preliminary Consulting Services Arena/Recreation Complex	
Use of external technical/consulting services is necessary at this time to build on the information and general recommendations in the Preliminary Feasibility Plan. The consultant, in consultation with staff and the Council appointed Facility Working Group would solidify the draft space program for the arena, multipurpose space and fieldhouse; assess the potential sites for specific technical and environmental requirements including any necessary geotechnical testing; and assess the potential sites civil engineering requirements (roads, water, and sewer) and associated costs. The consultant would also prepare a concept and site plan inclusive of other possible future amenities and prepare an Order of Magnitude Costing for the arena/multipurpose space, fieldhouse and outdoor soccer field. Lead – Director of Recreation	2015 Budgetary impact – \$50,000 Expected completion – Q4 <i>Update – On March 11, 2015 Council ratified motion 15-GC-027 to award the Request for Proposal for the Provision of a Site Feasibility Study for a new Arena/Recreation Complex to Pinestone Engineering Ltd.</i> <i>Pinestone Engineering is in the process of reviewing the potential sites for serviceability, constructability, functionality and cost implications. This study will provide the material required to make an informed decision on site selection. Upon completion of the Site Feasibility Study, the next steps, as outlined in the Memorandum to Mayor and Council on February 6, 2015, are to select and secure a site and to retain a consultant to prepare a Facility Concept Plan and Order of Magnitude Costing.</i>

Project RC-03: Fundraising and Construction of the Off Leash Dog Park	
<p>Working with the Off Leash Dog Park Committee, plan for and raise the necessary funds (approximately \$58,600) required to construct the Bracebridge Dog Park in James W. Kerr Park. When the necessary funds have been raised, commence construction of the Dog Park.</p> <p>Lead – Director of Recreation</p>	<p>2015 Budgetary - \$2,000 for annual maintenance cost (in Public Works).</p> <p>Expected completion – Q3</p> <p><i>Update – \$35,930 has been raised from fundraising commencement to the end of the first quarter of 2015.</i></p>
Project RC-04: Gostick Park Soccer Field Lighting	
<p>As a result of the Bracebridge Soccer League's request for additional field lighting at Gostick Park soccer fields, the project will illuminate additional fields, extending the use of the facility during evening hours.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact - \$200,000</p> <p>Expected completion – Q2</p> <p>COMPLETED</p>
Project RC-05: Peake Fields Baseball Diamonds Infield Rehabilitation	
<p>Maintenance upgrades to infields of the four baseball diamonds at the Peake Fields Facility. Improved drainage, elimination of ponding.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – \$70,000</p> <p>Expected completion - Q2</p> <p><i>Update – Rehabilitation is complete. Some minor remedial works and maintenance training for staff members will complete the project.</i></p>
Project RC-06: Gol Youth Trip to Norway	
<p>Planning for, and execution of, a trip to Gol, Norway by a group of 10 Bracebridge Youth Ambassadors and 2 adult leaders in August, 2015.</p> <p>Lead – Manager of Aquatics and Youth and the Chief Administrative Officer</p>	<p>2015 Budgetary impact – \$5,000</p> <p>Expected completion – Q3</p> <p><i>Update – The ten Youth Ambassadors have been selected and are proceeding with a \$20,000 fundraising campaign. By the end of the first quarter they have fundraised \$5,000.</i></p>

Library

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Parks, Trails, Wharfs and Docks

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project PA-01: Downtown Historic Walkway, Bird Mill Mews Parking Lot and Waterfront Slope Stabilization	
<p>2013 Business Project PA-01 to upgrade the Downtown Historic Walkway was deferred due to 2013 spring flood.</p> <p>2014 revised scope of work included: Stabilization of north bank of the Muskoka River eroded during April 2013 flood; reconstruction of the Downtown Historic Walkway between the Bird Mill Mews Building and the Lakeland Power Building; and repairs to Bird Mill Mews Parking Lot.</p> <p>2014 reconstruction deferred due to Geotechnical and agency approval delays. Shoreline remediation downstream of Bracebridge Falls was under taken in 2014 in partnership with the Bracebridge Rotary Club.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – \$240,000 (carried forward from 2014). Total project cost of \$720,000 less \$480,000 funded from ODRAP.</p> <p>Expected completion - Q2</p> <p><i>Update – Tender closed May 14, 2015.</i></p>
Project PA-02: Kelvin Grove Park Wharf Reconstruction	
<p>Reconstruction of the Kelvin Grove Park Wharf damaged during the April 2013 flood.</p> <p>2014 reconstruction deferred due to Geotechnical and Fishery constraints.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – \$100,000 (carried forward from 2014). Total project cost of \$890,000 less \$790,000 funded from ODRAP.</p> <p>Expected completion - Q2</p> <p><i>Update – Construction on schedule for June 8th completion.</i></p>
Project PA-03: Active Transportation Plan Implementation	
<p>Active Transportation Committee initiative. Implementation of multi-year Active Transportation Plan.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – \$50,000</p> <p>Expected completion - Q4</p>

Project PA-04: Annie Williams Memorial Park, Maintenance Responsibility Transfer	
<p>At the request of the Annie Williams Park Board, development of a plan to transfer the maintenance responsibilities of the park from the Park Board to the Town in 2016. Park Board to continue on in an advisory role in the future.</p> <p>Lead – Director of Public Works</p>	<p>2015 Budgetary impact – nil</p> <p>Expected completion – Q4</p>

Woodchester Villa/Chapel Gallery

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Bird Mill Mews

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project BM-01: Bird Mill Mews Building Envelope Study	
Analysis of the building structure, roof, HVAC systems, etc. Study findings will assist in the development of a long term building maintenance, operation and capital preservation plan. Lead – Director of Public Works	2015 Budgetary impact – \$10,000 Expected completion - Q3

Oakley Village Square

General Comments

- Furnace installation to be completed by August 2015.
- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Planning and Development Department

General Comments

- Building permits, Building Services revenues and Planning Services revenues are all exceeding 2014 results.
- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.
- Business plan projects are expected to be completed as outlined below.

Business Plan Projects and Initiatives

Project PD-01: Development Streamlining	
<p>Continue implementation of Development Streamlining Review (2012) including E-gov initiatives, inquiry tracking (PSR), agreement templates, processes.</p> <p>Lead – Director of Planning and Development; Manager of Planning; Chief Building Official; Manager of Economic Development</p>	<p>2015 Budgetary impact – included in project and operating budgets (Zoning By-law; Mapping Support, Legal)</p> <p>Expected completion - on-going</p>
Project PD-02: Comprehensive Zoning By-law Review	
<p>Undertake the Comprehensive Zoning By-Law review; including specific policy reviews for parking requirements, residential standards, storage containers, trailers, etc.</p> <p>Undertake background policy research and recommendations for key areas to support the Comprehensive Zoning By-law Review including:</p> <ul style="list-style-type: none"> • Parking Standards Policy review and recommendations; and • Review of types of Housing Development Standards Policy review and recommendations. <p>Lead – Director of Planning and Development, Manager of Planning, Senior Planner</p>	<p>2015 Budgetary impact – \$50,000 (Studies and Plans)</p> <p>Expected completion - Q1 of 2016</p> <p><i>Update – A Request for Proposals (RFP) for Consulting Services is to be released on May 20, 2015. The first phase is to be completed by September 2015.</i></p>
Project PD-03: Accessibility Plan	
<p>Continued implementation of actions identified in Town's Multi-Year Accessibility Plan and facility improvements as identified through the Accessibility Committee's Barrier Reports 2009-2013; training for new policies (IASR policies 2014); policy changes for the new standard for Design of Public Spaces effective January 2016.</p> <p>Lead – Director of Planning and Development</p>	<p>2015 Budgetary impact – identified in departmental budgets where applicable</p> <p>Expected completion - on-going</p>

Project PD-04: Island Way Compliance	
<p>Conduct site visits/inspections and review property files for each property that is not in compliance; follow up with owner.</p> <p>Lead – Chief Building Official; Building Inspector</p>	<p>2015 Budgetary impact - \$15,000 (Planning – legal; Building – legal)</p> <p>Expected completion - Q2 of 2016</p> <p><i>Update – The scope of the project is to be determined. A report is expected in June 2015.</i></p>
Project PD-05: CAP Implementation – Destination Development and Rebranding	
<p>Assistance to the Brand Leadership Team (Muskoka Lifestyle Centre) in implementing the tourism brand strategy (experiential tourism) including the provision of a youth intern, staff support for initiatives such as marketing and product development in accordance with a funding agreement with FedNor ending March 2016.</p> <p>Final phase of Wayfinding Program</p> <p>Implementation of the Business Park Signage Program</p> <p>Lead – Manager of Economic Development; Economic Development Programmer</p>	<p>2015 Budgetary impact</p> <p>Wayfinding - \$15,000 (less offsetting grant from FedNor of \$4,980)</p> <p>Marketing Assistance - \$55,000 (less offsetting grant from FedNor of \$22,000)</p> <p>Youth Intern - \$35,000 (less offsetting grant from FedNor of \$31,500)</p> <p>Expected completion - Q3</p>
Project PD-06: JD Lang Activity Park Signage Replacement	
<p>Based on proposals received through an RFP process, replace park signage in collaboration with the Bracebridge Agricultural Society and Muskoka Pioneer Power.</p> <p>Lead – Manager of Economic Development</p>	<p>2015 Budgetary impact – \$35,000 (\$40,000 cost with \$5,000 offsetting partner revenue)</p> <p>Expected completion – Q2</p> <p><i>Update – The sign is to be installed in late June.</i></p>
Project PD-07: Pan Am/Para Pan Am Games	
<p>Working in conjunction with the organizers of Pan Am/Para Pan Am Games, host a community celebration as part of the Torch Run for the Games.</p> <p>Lead – Manager of Economic Development, Economic Development Programmer</p>	<p>2015 Budgetary impact – \$3,000</p> <p>Expected completion - Q2</p> <p><i>Update – The planning component is complete. The event will take place on June 9th between 2pm and 4pm.</i></p>
Project PD-08: 2017 Canada's Sesquicentennial	
<p>Monitor and research opportunities for events to celebrate Canada's Sesquicentennial in conjunction with other organizations in the community.</p> <p>Lead – Manager of Economic Development</p>	<p>2015 Budgetary impact – nil</p> <p>Expected completion - Q4</p>

Project PD09: Delegation of District Planning Approvals	
Working in collaboration with District of Muskoka Planning and Economic Development Department, other local municipalities and the Town's legal advisors, examine options and requirements for the delegation of subdivision, part-lot control and condominium approvals. Lead – Director of Planning and Development	2015 Budgetary impact – nil Expected completion - Q3 <i>Update – Memorandum of Understanding (MOU) discussions are underway with the District of Muskoka.</i>
Project PD-10: Community-based Strategic Plan Update	
Undertake a review of the Town's 2008 Community-Based Strategic Plan including community consultation, review of mission, vision and policy objectives. Lead – Director of Planning and Development, Manager of Economic Development, Manager of Planning Services	2015 Budgetary impact – \$30,000 Expected completion - Q4
Project PD-11: Review of Official Plan Policies for Central Business District	
Undertake a review of the Official Plan Policies to consider the addition of office uses as permitted uses for first floor Manitoba Street buildings. Lead – Manager of Planning Services	2015 Budgetary impact – nil Expected completion - Q3 <i>Update – Project scoping is underway.</i>
Project PD-12: Economic Development Marketing Strategy	
Develop and implement an integrated marketing strategy targeted towards promoting Bracebridge as the premiere destination in Muskoka for operating a business. Lead – Manager of Economic Development	2015 Budgetary impact – \$34,000 (Business Investment Marketing); \$15,000 (Tourism Marketing), including \$10,000 for Professional Assistance for plan development. Expected completion - Q2 (Strategy); 2 year implementation <i>Update – RFP to be released in May.</i>

Project PD-13: Master Plan for Downtown Bracebridge	
<p>Undertake a master planning process designed to support redevelopment of specific sites in the Downtown and to create physical and technology linkages between significant assets in and around the Downtown, including Woodchester Villa, Kelvin Grove Park, Bay Park, Manitoba Steet (downtown, mid-town and uptown), the legal community around Dominion Street, the former BMLSS/McMurray Street Condos, Kimberley Street Park, Education Hub on Wellington Street and the mixed use areas around the Downtown.</p> <p>Lead – Director of Planning and Development; Economic Development Programmer</p>	<p>2015 Budgetary impact – \$30,000</p> <p>Expected completion - Q4</p>

Muskoka Small Business Centre

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Community Support

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Train Station

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Rental Properties

General Comments

- Rental revenue projected to be lower than budgeted for 89 Kimberley Avenue as property is not yet rented.
- Expenditures are projected to be higher than budgeted for 89 Kimberley Avenue as property is not yet rented.
- No other significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Non-Program

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Taxation

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

Business Improvement Area (BIA)

General Comments

- No significant variances have been noted to date and no significant variances are projected for the remainder of 2015.

APPENDIX "B"

Summarized Departmental Financial Results January 1, 2015 – March 31, 2015

TOWN OF BRACEBRIDGE

Q1 YTD FINANCIAL REPORT



GL5410

Date : May 14, 2015

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For Period Ending 31-Mar-2015

APPENDIX B	CURRENT YEAR	CURRENT YEAR	BUDGET	%	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
OPERATING							
GENERAL GOVERNMENT							
COUNCIL	64,781	258,400	193,619	75	58,685	236,329	237,900
CORPORATE SERVICES	219,234	1,111,800	892,566	80	371,007	1,027,974	1,080,400
FINANCE	121,035	592,450	471,415	80	130,560	471,263	560,900
TOWN HALL BUILDING	58,780	210,150	151,370	72	80,707	214,448	203,400
Total GENERAL GOVERNMENT	463,830	2,172,800	1,708,970	79	640,959	1,950,013	2,082,600
PROTECTION SERVICES							
EMERGENCY PLANNING	5,474	22,000	16,526	75	16,576	26,343	20,200
BY-LAW ENFORCEMENT	50,437	173,130	122,693	71	53,410	176,521	149,900
CROSSING GUARDS	7,022	28,700	21,678	76	5,873	26,827	29,100
FIRE DEPARTMENT	128,086	740,950	612,864	83	133,800	705,591	707,600
Total PROTECTION SERVICES	191,019	964,780	773,761	80	209,659	935,282	906,800
TRANSPORTATION SERVICES							
PUBLIC WORKS ADMINISTRATION	117,696	547,470	429,774	79	87,524	433,223	562,500
PW OUTSIDE STAFF WAGES & PAYROLL BURDE	(7,340)	0	7,340	0	(36,221)	(59,676)	0
PAVEMENT PATCHING	719	48,400	47,681	99	1,142	58,424	31,500
STREET SWEEPING	0	65,450	65,450	100	0	59,395	71,100
URBAN DRAIN MAINTENANCE	5,249	87,130	81,881	94	10,258	107,086	62,400
SHOULDER MAINTENANCE	0	24,850	24,850	100	0	16,655	25,200
GRAVEL ROAD MAINTENANCE	6,590	488,670	482,080	99	1,006	442,177	490,900
ROADSIDE MAINTENANCE	40,233	471,740	431,507	91	40,201	522,291	410,000
REGULATORY SIGN MAINTENANCE	4,093	38,700	34,607	89	6,460	37,096	46,200
SAFETY DEVICES	5,520	62,860	57,340	91	5,493	48,223	61,700
PARKING LOT MAINTENANCE	81,106	52,850	(28,256)	(53)	22,400	58,566	66,500
SIDEWALK MAINTENANCE	94,641	202,080	107,439	53	111,309	336,196	223,200
ADVISORY SIGN MAINTENANCE	4,501	18,700	14,199	76	3,321	21,174	16,400
MISCELLANEOUS	2,328	38,050	35,722	94	7,509	29,130	41,000
TOWN BEAUTIFICATION	4,352	50,250	45,898	91	2,791	41,624	50,000
SNOWPLOWING & SNOW REMOVAL	329,411	372,900	43,489	12	256,017	378,783	340,000
SANDING & SALTING	220,653	351,950	131,297	37	271,267	495,530	290,000
WINTER DRAIN MAINTENANCE	23,449	20,850	(2,599)	(12)	32,780	69,025	16,300
WINTER STANDBY & PATROL	20,046	50,030	29,984	60	12,707	50,259	39,700
ROADSIDE SPRING REPAIRS	158	22,450	22,292	99	459	13,306	24,500
MISC FIELD/OFFICE ASSIGNMENTS	22,695	75,690	52,995	70	21,312	98,037	73,200
YARD OPERATIONS	(15,588)	0	15,588	0	(49,624)	(653)	0
FLEET OPERATIONS	(167,453)	0	167,453	0	(131,979)	36,232	0
BRIDGE MAINTENANCE	290	74,200	73,910	100	50,643	68,027	74,000
RECOVERABLES	244,705	0	(244,705)	0	368,170	(8,019)	0
STREETLIGHTING	75,463	287,300	211,837	74	73,968	284,174	275,300
Total TRANSPORTATION SERVICES	1,113,519	3,452,570	2,339,051	68	1,168,911	3,636,285	3,291,600

TOWN OF BRACEBRIDGE

Q1 YTD FINANCIAL REPORT



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For Period Ending 31-Mar-2015

APPENDIX B	CURRENT YEAR	CURRENT YEAR	BUDGET	%	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
OPERATING							
HEALTH SERVICES							
CEMETERY	(4,060)	39,500	43,560	110	6,331	42,958	32,200
Total HEALTH SERVICES	(4,060)	39,500	43,560	110	6,331	42,958	32,200
RECREATION AND CULTURAL SERVICES							
RECREATION	516,150	2,758,050	2,241,900	81	687,378	2,657,922	2,807,400
LIBRARY	159,766	685,500	525,734	77	188,394	659,732	661,800
PARKS	6,198	391,900	385,702	98	8,411	326,391	334,500
WOODCHESTER VILLA	22,944	92,750	69,806	75	75,097	79,218	86,500
BIRD MILL MEWS	6,552	14,640	8,088	55	3,445	9,781	17,200
OAKLEY VILLAGE SQUARE	2,677	5,730	3,053	53	3,661	4,786	4,700
Total RECREATION AND CULTURAL SERVICES	714,286	3,948,570	3,234,284	82	966,386	3,737,831	3,912,100
PLANNING AND DEVELOPMENT							
COMMUNITY SUPPORT	32,881	233,970	201,090	86	169,526	210,959	223,500
ECONOMIC DEVELOPMENT	64,461	470,420	405,959	86	40,657	384,469	364,900
MUSKOKA SMALL BUSINESS CENTRE	(789)	0	789	0	(91,446)	(25)	0
TRAIN STATION	137	900	763	85	134	779	1,000
PLANNING SERVICES	74,930	582,430	507,500	87	130,260	518,974	569,200
BUILDING SERVICES	46,789	119,130	72,341	61	76,391	150,812	66,000
FACADE AND SIGN PROGRAM	7,500	35,000	27,500	79	0	35,000	35,000
Total PLANNING AND DEVELOPMENT	225,908	1,441,850	1,215,942	84	325,522	1,300,969	1,259,600
NON-PROGRAM							
TAXATION	(114,220)	(12,824,940)	(12,710,720)	99	(130,021)	(12,219,409)	(12,201,600)
UNALLOCATED	(446,122)	(2,190,900)	(1,744,778)	80	(512,264)	(2,094,589)	(1,959,100)
NON-PROGRAM PROPERTIES	20,389	66,470	46,081	69	76,788	67,443	69,600
Total NON-PROGRAM	(539,953)	(14,949,370)	(14,409,417)	96	(565,496)	(14,246,555)	(14,091,100)
BIA							
BIA	23,712	0	(23,712)	0	15,529	0	0
Total BIA	23,712	0	(23,712)	0	15,529	0	0
Total OPERATING	2,188,261	(2,929,300)	(5,117,561)	175	2,767,801	(2,643,216)	(2,606,200)

TOWN OF BRACEBRIDGE

Q1 YTD FINANCIAL REPORT



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For Period Ending 31-Mar-2015

APPENDIX B	CURRENT YEAR	CURRENT YEAR	BUDGET	%	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
CAPITAL							
GENERAL GOVERNMENT							
TOWN HALL BUILDING	0	97,000	97,000	100	0	0	55,000
Total GENERAL GOVERNMENT	0	97,000	97,000	100	0	0	55,000
PROTECTION SERVICES							
BY-LAW ENFORCEMENT	1,750	22,000	20,250	92	13,533	22,316	23,000
FIRE DEPARTMENT	5,020	289,100	284,080	98	1,381	76,364	268,000
Total PROTECTION SERVICES	6,770	311,100	304,330	98	14,915	98,679	291,000
TRANSPORTATION SERVICES							
PW CAPITAL (EXCL STREETLIGHTING)	(22,439)	1,269,000	1,291,439	102	79,874	1,085,118	1,152,000
PW CAPITAL - STREETLIGHTING	0	50,000	50,000	100	2,874	0	28,000
Total TRANSPORTATION SERVICES	(22,439)	1,319,000	1,341,439	102	82,748	1,085,118	1,180,000
HEALTH SERVICES							
CEMETERY	0	15,000	15,000	100	30,000	30,000	30,000
Total HEALTH SERVICES	0	15,000	15,000	100	30,000	30,000	30,000
RECREATION AND CULTURAL SERVICES							
RECREATION	(23,991)	40,500	64,491	159	0	45,728	58,000
LIBRARY	27,275	131,400	104,125	79	26,218	138,852	126,200
PARKS	0	60,000	60,000	100	14,000	100,262	84,000
WOODCHESTER VILLA	1,786	20,000	18,214	91	5,406	0	0
BIRD MILL MEWS	2,750	21,000	18,250	87	21,000	21,000	21,000
OAKLEY VILLAGE SQUARE	0	5,000	5,000	100	2,000	2,000	2,000
Total RECREATION AND CULTURAL SERVICES	7,820	277,900	270,080	97	68,624	307,842	291,200
NON-PROGRAM							
UNALLOCATED	122,081	909,300	787,219	87	759,000	759,000	759,000
NON-PROGRAM PROPERTIES	7,860	0	(7,860)	0	0	(496)	0
Total NON-PROGRAM	129,942	909,300	779,358	86	759,000	758,504	759,000
Total CAPITAL	122,093	2,929,300	2,807,207	96	955,287	2,280,144	2,606,200
Total Surplus (-)/Deficit	2,310,354	0	(2,310,354)	0	3,723,087	(363,072)	0

APPENDIX "C"

Detailed Departmental Financial Results January 1, 2015 – March 31, 2015

TOWN OF BRACEBRIDGE

Q1 YTD FINANCIAL REPORT



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APPENDIX C	CURRENT YEAR	CURRENT YEAR	BUDGET	%	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
OPERATING							
REVENUE							
GENERAL GOVERNMENT							
COUNCIL	0	0	0	0	0	(3,900)	(3,900)
CORPORATE SERVICES	(37,748)	(162,100)	(124,352)	77	(20,005)	(198,537)	(206,500)
FINANCE	(29,438)	(80,100)	(50,662)	63	(25,686)	(112,350)	(83,400)
TOWN HALL BUILDING	(4,012)	(22,250)	(18,238)	82	(4,975)	(21,948)	(18,300)
Total GENERAL GOVERNMENT	(71,198)	(264,450)	(193,252)	73	(50,665)	(336,735)	(312,100)
PROTECTION SERVICES							
BY-LAW ENFORCEMENT	(18,013)	(136,900)	(118,887)	87	(27,110)	(147,830)	(158,800)
FIRE DEPARTMENT	(2,835)	(40,000)	(37,165)	93	(4,064)	(14,861)	(50,000)
Total PROTECTION SERVICES	(20,848)	(176,900)	(156,052)	88	(31,174)	(162,690)	(208,800)
TRANSPORTATION SERVICES							
PUBLIC WORKS ADMINISTRATION	(15,171)	(105,700)	(90,530)	86	(954)	(50,314)	(64,200)
SAFETY DEVICES	(825)	(1,200)	(375)	31	(149)	(1,029)	(1,200)
RECOVERABLES	(112,896)	(710,810)	(597,914)	84	(10,368)	(757,086)	(671,200)
Total TRANSPORTATION SERVICES	(128,891)	(817,710)	(688,819)	84	(11,471)	(808,428)	(736,600)
HEALTH SERVICES							
CEMETERY	(10,104)	(52,700)	(42,596)	81	(7,046)	(45,764)	(55,700)
Total HEALTH SERVICES	(10,104)	(52,700)	(42,596)	81	(7,046)	(45,764)	(55,700)
RECREATION AND CULTURAL SERVICES							
RECREATION	(327,430)	(1,120,300)	(792,870)	71	(294,935)	(1,153,580)	(1,133,000)
LIBRARY	(23,522)	(124,300)	(100,778)	81	(28,932)	(141,994)	(128,400)
PARKS	(970)	(2,175)	(1,206)	55	(500)	(2,336)	(1,600)
WOODCHESTER VILLA	0	(2,000)	(2,000)	100	0	(2,000)	(2,000)
BIRD MILL MEWS	(6,952)	(30,000)	(23,048)	77	(7,500)	(30,000)	(30,000)
Total RECREATION AND CULTURAL SERVICES	(358,873)	(1,278,775)	(919,902)	72	(331,867)	(1,329,910)	(1,295,000)
PLANNING AND DEVELOPMENT							
ECONOMIC DEVELOPMENT	(15,834)	(160,880)	(145,046)	90	(30)	(134,660)	(213,400)
MUSKOKA SMALL BUSINESS CENTRE	(31,988)	(153,590)	(121,602)	79	(114,498)	(152,265)	(164,500)
TRAIN STATION	0	0	0	0	0	4	0
PLANNING SERVICES	(21,403)	(132,120)	(110,717)	84	(15,914)	(98,548)	(157,800)
BUILDING SERVICES	(50,490)	(357,800)	(307,310)	86	(27,104)	(238,652)	(405,300)
FACADE AND SIGN PROGRAM	0	(20,000)	(20,000)	100	0	(20,587)	(20,000)
Total PLANNING AND DEVELOPMENT	(119,715)	(824,390)	(704,675)	85	(157,546)	(644,709)	(961,000)
NON-PROGRAM							
TAXATION	(124,285)	(12,874,940)	(12,750,655)	99	(133,440)	(12,322,069)	(12,261,600)

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	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
OPERATING							
UNALLOCATED	(551,758)	(2,241,900)	(1,690,142)	75	(513,829)	(2,175,773)	(2,081,100)
NON-PROGRAM PROPERTIES	(3,835)	(27,900)	(24,065)	86	(3,825)	(15,329)	(15,300)
Total NON-PROGRAM	(679,878)	(15,144,740)	(14,464,862)	96	(651,094)	(14,513,171)	(14,358,000)
BIA							
BIA	(1,139)	(181,850)	(180,711)	99	0	(184,370)	(190,800)
Total BIA	(1,139)	(181,850)	(180,711)	99	0	(184,370)	(190,800)
Total REVENUE	(1,390,647)	(18,741,515)	(17,350,868)	93	(1,240,864)	(18,025,777)	(18,118,000)
EXPENSE							
GENERAL GOVERNMENT							
COUNCIL	64,781	258,400	193,619	75	58,685	240,229	241,800
CORPORATE SERVICES	256,982	1,273,900	1,016,918	80	391,012	1,226,510	1,286,900
FINANCE	150,473	672,550	522,077	78	156,246	583,613	644,300
TOWN HALL BUILDING	62,792	232,400	169,608	73	85,682	236,396	221,700
Total GENERAL GOVERNMENT	535,028	2,437,250	1,902,222	78	691,624	2,286,748	2,394,700
PROTECTION SERVICES							
EMERGENCY PLANNING	5,474	22,000	16,526	75	16,576	26,343	20,200
BY-LAW ENFORCEMENT	68,450	310,030	241,580	78	80,521	324,350	308,700
CROSSING GUARDS	7,022	28,700	21,678	76	5,873	26,827	29,100
FIRE DEPARTMENT	130,921	780,950	650,029	83	137,864	720,452	757,600
Total PROTECTION SERVICES	211,867	1,141,680	929,813	81	240,834	1,097,973	1,115,600
TRANSPORTATION SERVICES							
PUBLIC WORKS ADMINISTRATION	132,866	653,170	520,304	80	88,478	483,536	626,700
PW OUTSIDE STAFF WAGES & PAYROLL BURDE	(7,340)	0	7,340	0	(36,221)	(59,676)	0
PAVEMENT PATCHING	719	48,400	47,681	99	1,142	58,424	31,500
STREET SWEEPING	0	65,450	65,450	100	0	59,395	71,100
URBAN DRAIN MAINTENANCE	5,249	87,130	81,881	94	10,258	107,086	62,400
SHOULDER MAINTENANCE	0	24,850	24,850	100	0	16,655	25,200
GRAVEL ROAD MAINTENANCE	6,590	488,670	482,080	99	1,006	442,177	490,900
ROADSIDE MAINTENANCE	40,233	471,740	431,507	91	40,201	522,291	410,000
REGULATORY SIGN MAINTENANCE	4,093	38,700	34,607	89	6,460	37,096	46,200
SAFETY DEVICES	6,345	64,060	57,715	90	5,641	49,252	62,900
PARKING LOT MAINTENANCE	81,106	52,850	(28,256)	(53)	22,400	58,566	66,500
SIDEWALK MAINTENANCE	94,641	202,080	107,439	53	111,309	336,196	223,200
ADVISORY SIGN MAINTENANCE	4,501	18,700	14,199	76	3,321	21,174	16,400
MISCELLANEOUS	2,328	38,050	35,722	94	7,509	29,130	41,000
TOWN BEAUTIFICATION	4,352	50,250	45,898	91	2,791	41,624	50,000
SNOWPLOWING & SNOW REMOVAL	329,411	372,900	43,489	12	256,017	378,783	340,000
SANDING & SALTING	220,653	351,950	131,297	37	271,267	495,530	290,000

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	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
OPERATING							
WINTER DRAIN MAINTENANCE	23,449	20,850	(2,599)	(12)	32,780	69,025	16,300
WINTER STANDBY & PATROL	20,046	50,030	29,984	60	12,707	50,259	39,700
ROADSIDE SPRING REPAIRS	158	22,450	22,292	99	459	13,306	24,500
MISC FIELD/OFFICE ASSIGNMENTS	22,695	75,690	52,995	70	21,312	98,037	73,200
YARD OPERATIONS	(15,588)	0	15,588	0	(49,624)	(653)	0
FLEET OPERATIONS	(167,453)	0	167,453	0	(131,979)	36,232	0
BRIDGE MAINTENANCE	290	74,200	73,910	100	50,643	68,027	74,000
RECOVERABLES	357,601	710,810	353,209	50	378,538	749,067	671,200
STREETLIGHTING	75,463	287,300	211,837	74	73,968	284,174	275,300
Total TRANSPORTATION SERVICES	1,242,411	4,270,280	3,027,869	71	1,180,383	4,444,713	4,028,200
HEALTH SERVICES							
CEMETERY	6,043	92,200	86,157	93	13,376	88,723	87,900
Total HEALTH SERVICES	6,043	92,200	86,157	93	13,376	88,723	87,900
RECREATION AND CULTURAL SERVICES							
RECREATION	843,579	3,878,350	3,034,771	78	982,314	3,811,502	3,940,400
LIBRARY	183,287	809,800	626,513	77	217,326	801,725	790,200
PARKS	7,167	394,075	386,908	98	8,911	328,728	336,100
WOODCHESTER VILLA	22,944	94,750	71,806	76	75,097	81,218	88,500
BIRD MILL MEWS	13,505	44,640	31,135	70	10,945	39,781	47,200
OAKLEY VILLAGE SQUARE	2,677	5,730	3,053	53	3,661	4,786	4,700
Total RECREATION AND CULTURAL SERVICES	1,073,159	5,227,345	4,154,186	79	1,298,253	5,067,741	5,207,100
PLANNING AND DEVELOPMENT							
COMMUNITY SUPPORT	32,881	233,970	201,090	86	169,526	210,959	223,500
ECONOMIC DEVELOPMENT	80,295	631,300	551,005	87	40,687	519,129	578,300
MUSKOKA SMALL BUSINESS CENTRE	31,199	153,590	122,391	80	23,052	152,240	164,500
TRAIN STATION	137	900	763	85	134	776	1,000
PLANNING SERVICES	96,333	714,550	618,217	87	146,174	617,522	727,000
BUILDING SERVICES	97,279	476,930	379,651	80	103,495	389,464	471,300
FACADE AND SIGN PROGRAM	7,500	55,000	47,500	86	0	55,587	55,000
Total PLANNING AND DEVELOPMENT	345,623	2,266,240	1,920,617	85	483,068	1,945,677	2,220,600
NON-PROGRAM							
TAXATION	10,065	50,000	39,935	80	3,419	102,660	60,000
UNALLOCATED	105,636	51,000	(54,636)	(107)	1,566	81,184	122,000
NON-PROGRAM PROPERTIES	24,223	94,370	70,147	74	80,613	82,772	84,900
Total NON-PROGRAM	139,925	195,370	55,445	28	85,598	266,616	266,900
BIA							
BIA	24,852	181,850	156,998	86	15,529	184,370	190,800

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APPENDIX C	CURRENT YEAR	CURRENT YEAR	BUDGET	%	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
OPERATING							
Total BIA	24,852	181,850	156,998	86	15,529	184,370	190,800
Total EXPENSE	3,578,908	15,812,215	12,233,307	77	4,008,664	15,382,562	15,511,800
Total OPERATING	2,188,261	(2,929,300)	(5,117,561)	175	2,767,801	(2,643,216)	(2,606,200)

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APPENDIX C	CURRENT YEAR	CURRENT YEAR	BUDGET	%	PRIOR YEAR	PRIOR YEAR	PRIOR YEAR
	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
CAPITAL							
REVENUE							
GENERAL GOVERNMENT							
TOWN HALL BUILDING	(932)	(578,000)	(577,068)	100	0	(58,308)	(350,000)
Total GENERAL GOVERNMENT	(932)	(578,000)	(577,068)	100	0	(58,308)	(350,000)
PROTECTION SERVICES							
FIRE DEPARTMENT	0	(975,000)	(975,000)	100	0	0	(685,000)
Total PROTECTION SERVICES	0	(975,000)	(975,000)	100	0	0	(685,000)
TRANSPORTATION SERVICES							
PW CAPITAL (EXCL STREETLIGHTING)	(26,268)	(1,191,000)	(1,164,732)	98	(435)	(1,802,400)	(2,025,000)
PW CAPITAL - STREETLIGHTING	(824)	(20,000)	(19,176)	96	0	(11,540)	(32,000)
Total TRANSPORTATION SERVICES	(27,092)	(1,211,000)	(1,183,908)	98	(435)	(1,813,940)	(2,057,000)
HEALTH SERVICES							
CEMETERY	0	(20,000)	(20,000)	100	0	0	0
Total HEALTH SERVICES	0	(20,000)	(20,000)	100	0	0	0
RECREATION AND CULTURAL SERVICES							
RECREATION	(34,604)	(387,000)	(352,396)	91	0	(18,941)	(190,000)
LIBRARY	0	0	0	0	0	(270,000)	(270,000)
PARKS	(1,458)	(1,650,000)	(1,648,543)	100	0	(141,160)	(1,490,400)
WOODCHESTER VILLA	0	(80,000)	(80,000)	100	0	(678,391)	(900,000)
OAKLEY VILLAGE SQUARE	(51)	(95,000)	(94,949)	100	0	(18,507)	(107,000)
Total RECREATION AND CULTURAL SERVICES	(36,112)	(2,212,000)	(2,175,888)	98	0	(1,126,999)	(2,957,400)
NON-PROGRAM							
NON-PROGRAM PROPERTIES	0	0	0	0	0	(349,153)	0
Total NON-PROGRAM	0	0	0	0	0	(349,153)	0
Total REVENUE	(64,136)	(4,996,000)	(4,931,864)	99	(435)	(3,348,400)	(6,049,400)
EXPENSE							
GENERAL GOVERNMENT							
TOWN HALL BUILDING	932	675,000	674,068	100	0	58,308	405,000
Total GENERAL GOVERNMENT	932	675,000	674,068	100	0	58,308	405,000
PROTECTION SERVICES							
BY-LAW ENFORCEMENT	1,750	22,000	20,250	92	13,533	22,316	23,000
FIRE DEPARTMENT	5,020	1,264,100	1,259,080	100	1,381	76,364	953,000
Total PROTECTION SERVICES	6,770	1,286,100	1,279,330	99	14,915	98,679	976,000

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	YTD Q1	BUDGET	REMAINING	REMAINING	YTD Q1	TOTAL	BUDGET
CAPITAL							
TRANSPORTATION SERVICES							
PW CAPITAL (EXCL STREETLIGHTING)	3,829	2,460,000	2,456,171	100	80,309	2,887,517	3,177,000
PW CAPITAL - STREETLIGHTING	824	70,000	69,176	99	2,874	11,540	60,000
Total TRANSPORTATION SERVICES	4,653	2,530,000	2,525,347	100	83,183	2,899,058	3,237,000
HEALTH SERVICES							
CEMETERY	0	35,000	35,000	100	30,000	30,000	30,000
Total HEALTH SERVICES	0	35,000	35,000	100	30,000	30,000	30,000
RECREATION AND CULTURAL SERVICES							
RECREATION	10,612	427,500	416,888	98	0	64,670	248,000
LIBRARY	27,275	131,400	104,125	79	26,218	408,852	396,200
PARKS	1,458	1,710,000	1,708,543	100	14,000	241,422	1,574,400
WOODCHESTER VILLA	1,786	100,000	98,214	98	5,406	678,391	900,000
BIRD MILL MEWS	2,750	21,000	18,250	87	21,000	21,000	21,000
OAKLEY VILLAGE SQUARE	51	100,000	99,949	100	2,000	20,507	109,000
Total RECREATION AND CULTURAL SERVICES	43,932	2,489,900	2,445,968	98	68,624	1,434,842	3,248,600
NON-PROGRAM							
UNALLOCATED	122,081	909,300	787,219	87	759,000	759,000	759,000
NON-PROGRAM PROPERTIES	7,860	0	(7,860)	0	0	348,657	0
Total NON-PROGRAM	129,942	909,300	779,358	86	759,000	1,107,657	759,000
Total EXPENSE	186,229	7,925,300	7,739,071	98	955,722	5,628,544	8,655,600
Total CAPITAL	122,093	2,929,300	2,807,207	96	955,287	2,280,144	2,606,200
Total Surplus (-)/Deficit	2,310,354	0	(2,310,354)	0	3,723,087	(363,072)	0

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: S. Rettie, CPA, CMA, Director of Finance/Treasurer
J. Wolochatiuk, Manager of Human Resources

SUBJECT: Group Benefits Program Transition

RECOMMENDATION

1. That the Group Benefits Program for the Town of Bracebridge be transitioned from Standard Life to Manulife Financial effective July 1, 2015.
2. That the Mayor and Director of Corporate Services/Clerk be authorized to execute an agreement with Manulife Financial for the Town of Bracebridge Group Benefits Program.

ORIGIN

3. Over the past two years, the Town of Bracebridge has been diligent in ensuring competitive pricing and adequate service for a number of core financial services by utilizing various purchasing and procurement methods. Over that time period the Town has addressed audit services, banking services and insurance services.
4. The Town of Bracebridge offers a competitive Group Benefits Program to its employees in order to attract and retain qualified individuals to deliver a high level of service to the Town's residents.
5. The Town's Group Benefits Program includes extended health care, dental care, basic life insurance, accidental death and dismemberment (AD&D), and long-term and short-term disability.
6. It is standard industry practice to conduct a Group Benefits Program Market Survey every four to five years, depending on recent claims experience and perceived market conditions. This frequency ensures competitive pricing is being received by the organization while maintaining a credible reputation among industry providers.

ANALYSIS

7. On September 3, 2014, Manulife Financial Corporation announced its intention to acquire the Canadian Operations of Standard Life plc. Subsequently, on February 2, 2015, Manulife Financial Corporation announced the successful completion of its acquisition of Standard Life plc.
8. The last market survey for the Town's Group Benefit Program was completed in December 2011. Though the Town did not have to change providers at that time, it was able to leverage the results of that market survey and secure a 24% reduction in premiums with Standard Life.
9. Four factors contributed to the decision to survey the market in early 2015:
 - 9.1. The Town's claims experience over the past five years has been favourable, particularly in extended health care, which showed a reduction in claims dollars in four of the last five years and an overall downward trend.
 - 9.2. The Consolidation of two major companies in the group benefits market (Manulife acquiring Standard Life) will likely have a hardening effect, reducing the ability to negotiate cost reductions in the marketplace once the acquisition of Standard Life is fully implemented.

- 9.3. Since Standard Life is the Town's current provider and will be transitioning to Manulife in any event, the administrative burden resulting from a change in providers is inevitable and has therefore become a non-factor.
- 9.4. At the time of the plan renewal, Standard Life remained firm on its pricing and was unwilling to negotiate more competitive rates.
10. The market survey included a formal request to seven prospective providers to submit a quotation on the Town's current plan specifications. Quotations were received from three providers that all carry outstanding reputations in the administration of group benefits programs. Four prospective providers declined to submit a quotation. The three providers that quoted were Great-West Life, Manulife Financial and Sun Life Financial.
11. The quotations that were received were based on the Town's existing staff complement and demographics at the time of submission. A detailed comparison of the monthly pricing received is attached as Appendix "A". In summary, the results are as follows:

Market Survey Results – Monthly Pricing Quotations				
Benefit Type	Standard Life (incumbent)	Great-West Life	Manulife Financial	Sun Life Financial
Extended health care	\$13,935.32	\$9,899.87	\$9,386.44	\$12,616.02
Dental care	\$7,379.84	\$5,317.63	\$5,526.80	\$6,670.32
Basic life	\$1,872.41	\$1,911.97	\$1,681.22	\$1,470.24
AD&D	\$345.12	\$345.12	\$258.84	\$345.12
Long-Term Disability	\$4,816.12	\$5,771.22	\$3,901.67	\$5,397.31
Short-Term Disability	\$4,605.77	\$4,350.55	\$4,005.55	\$4,282.25
Total Premium	\$32,954.58	\$27,596.36	\$24,760.52	\$30,781.26

12. The savings that would be achieved through a program transition from Standard Life to Manulife Financial is \$8,194.06 (24.9%) per month.
13. The submission includes a 28-month rate guarantee for Basic Life, AD&D and Long-Term Disability. Pricing for the remaining components of the program are guaranteed for 16 months.
14. After a thorough review of the program information that was provided with the quotation, it is the opinion of Town staff and the Town's Group Benefits Advisor that the program offered by Manulife Financial is equivalent to the program currently administered by Standard Life in all material respects. This was a requirement requested of all proponents when quoting.
15. Town staff and the Town's Group Benefits advisor are committed to administering the transition from Standard Life to Manulife Financial and will take necessary steps to mitigate any issues that may arise during the transition.
16. In accordance with Business Plan Item CS-05 (Health Benefit Plan Review) a comprehensive review of the Town's group benefits plan elements will be undertaken in the fall of 2015.

LINKAGE TO COMMUNITY-BASED STRATEGIC PLAN

17. The transition of the Town's Group Benefit Plan to Manulife Financial is well aligned with the community-based strategic plan objective:
- ☒ A Vibrant, Prosperous and Economically Sustainable Community
 - ☒ An Engaged, Healthy and Socially Sustainable Community
18. By transitioning the Group Benefits Plan to Manulife Financial, the Town will be able to maintain a competitive benefits package for its employees with a significant cost reduction.

LINKAGE TO COUNCIL PRIORITIES

19. The Group Benefits Plan Transition supports Business Plan Item CS-05 (Health Benefit Plan Review), which has been identified by Council as a 2015 Business Plan Project. Implementing a successful transition, securing a relationship with the new provider and realizing a 24.9% reduction in premiums will assist in comprehensive review of the current plan elements.

ALTERNATIVE(S)

20. The following alternatives are available for Committee consideration:

Alternative #1 Committee could recommend having the Group Benefits Plan remain with Standard Life.

This alternative is not recommended as significant cost savings would be lost for what is essentially an identical product. Furthermore, Manulife Financial has acquired Standard Life making the transition inevitable.

Alternative #2 Committee could recommend transitioning the Group Benefits Plan to Great-West Life or Sun Life Financial.

This alternative is not recommended as Manulife Financial has an outstanding reputation in administration of group benefits and has submitted the lowest pricing for the Town's current program.

EXISTING POLICY

21. Collective Agreement between OPSEU and the Town of Bracebridge.
22. Various Employment Agreements.

FINANCIAL IMPLICATIONS

23. The estimated annual savings to be achieved from the transition is \$98,328. Basic Life, AD&D and Long-Term Disability pricing is guaranteed for 28 months (approximately \$14,000 annually) and the remaining components of the program are guaranteed for 16 months.

COMMUNICATIONS

24. Transition of the Town's Group Benefits Program to Manulife Financial was communicated to the OPSEU Staff Representative, Orillia Regional Office in April of 2015.
25. This staff report was distributed to Council, Media, and all Town Staff and was published on the Town's website in accordance with the Town's Procedural By-law.
26. Upon approval of the transition, notice will be provided to all staff members to communicate the change in provider and to outline the administrative process required to complete the transition.

Submitted by:

S. Rettie
Director of Finance/Treasurer
Ext. 262

J. Wolochatiuk
Manager of Human Resources
Ext. 263

APPENDIX "A"

Market Survey Results

			CURRENT CARRIER							
			STANDARD LIFE		GREAT-WEST LIFE		MANULIFE FINANCIAL		SUN LIFE FINANCIAL	
Benefits	Classes	Volumes	Rates	Premium	Rates	Premium	Rates	Premium	Rates	Premium
Basic Life	100-101-102-103-104-108-109-110-114-115	\$ 6,593,000	0.284	\$ 1,872.41	0.290	\$ 1,911.97	0.255	\$ 1,681.22	0.223	\$ 1,470.24
AD&D	100-101-102-103-104-106-108-110-114	\$ 8,628,000	0.040	\$ 345.12	0.040	\$ 345.12	0.030	\$ 258.84	0.040	\$ 345.12
Long Term Disability	101-102-103-104-105-1	\$ 203,212	2.370	\$ 4,816.12	2.840	\$ 5,771.22	1.920	\$ 3,901.67	2.656	\$ 5,397.31
				\$ 7,033.66		\$ 8,028.31		\$ 5,841.73		\$ 7,212.67
Short Term Disability	101-103-105-114	\$ 29,092	0.722	\$2,100.44	0.680	\$ 1,978.26	0.630	\$ 1,832.80	0.671	\$ 1,952.07
	102-104	\$ 22,171	1.130	\$2,505.32	1.070	\$ 2,372.30	0.980	\$ 2,172.76	1.051	\$ 2,330.17
				\$4,605.77		\$ 4,350.55		\$ 4,005.55		\$ 4,282.25
Health	101 Single	0	\$ 79.90	\$ -		\$ -	\$ 53.79	\$ -	\$ 72.29	\$ -
	Family	0	\$ 202.73	\$ -		\$ -	\$ 136.52	\$ -	\$ 183.50	\$ -
	102 Single	0	\$ 79.90	\$ -		\$ -	\$ 53.79	\$ -	\$ 72.29	\$ -
	Family	0	\$ 202.73	\$ -		\$ -	\$ 136.52	\$ -	\$ 183.50	\$ -
	103 Single	1	\$ 79.90	\$ 79.90	\$ 57.54	\$ 57.54	\$ 53.79	\$ 53.79	\$ 72.29	\$ 72.29
	Family	24	\$ 202.73	\$ 4,865.52	\$ 144.00	\$ 3,456.00	\$ 136.52	\$ 3,276.48	\$ 183.50	\$ 4,404.00
	104 Single	5	\$ 79.85	\$ 399.25	\$ 57.50	\$ 287.50	\$ 53.75	\$ 268.75	\$ 72.25	\$ 361.25
	Family	29	\$ 202.60	\$ 5,875.40	\$ 143.91	\$ 4,173.39	\$ 136.43	\$ 3,956.47	\$ 183.37	\$ 5,317.73
	106 Single	0	\$ 81.51	\$ -	\$ 58.67	\$ -	\$ 54.90	\$ -	\$ 73.78	\$ -
	Family	8	\$ 206.85	\$ 1,654.80	\$ 146.90	\$ 1,175.20	\$ 139.37	\$ 1,114.96	\$ 187.30	\$ 1,498.40
	107 Single	0	\$ 81.52	\$ -	\$ 58.68	\$ -	\$ 55.10	\$ -	\$ 74.06	\$ -
	Family	3	\$ 218.33	\$ 654.99	\$ 154.98	\$ 464.94	\$ 147.65	\$ 442.95	\$ 198.45	\$ 595.35
	110 Single	0	\$ 86.89	\$ -		\$ -	\$ 58.80	\$ -	\$ 79.02	\$ -
	Family	0	\$ 232.25	\$ -		\$ -	\$ 157.23	\$ -	\$ 211.32	\$ -
	114 Single	0	\$ 79.90	\$ -	\$ 57.54	\$ -	\$ 53.79	\$ -	\$ 72.29	\$ -
	Family	2	\$ 202.73	\$ 405.46	\$ 142.65	\$ 285.30	\$ 136.52	\$ 273.04	\$ 183.50	\$ 367.00
				\$ 13,935.32		\$ 9,899.87		\$ 9,386.44		\$ 12,616.02
Dental	101 Single	0	\$ 57.19	\$ -		\$ -	\$ 42.89	\$ -	\$ 51.69	\$ -
	Family	0	\$ 118.81	\$ -		\$ -	\$ 88.98	\$ -	\$ 107.39	\$ -
	102 Single	0	\$ 57.19	\$ -		\$ -	\$ 42.83	\$ -	\$ 51.69	\$ -
	Family	0	\$ 118.81	\$ -		\$ -	\$ 88.98	\$ -	\$ 107.39	\$ -
	103 Single	1	\$ 53.53	\$ 53.53	\$ 38.57	\$ 38.57	\$ 40.09	\$ 40.09	\$ 48.38	\$ 48.38
	Family	24	\$ 111.19	\$ 2,668.56	\$ 80.12	\$ 1,922.88	\$ 83.27	\$ 1,998.48	\$ 100.50	\$ 2,412.00
	104 Single	6	\$ 53.53	\$ 321.18	\$ 38.57	\$ 231.42	\$ 40.09	\$ 240.54	\$ 48.38	\$ 290.28
	Family	29	\$ 111.19	\$ 3,224.51	\$ 80.12	\$ 2,323.48	\$ 83.27	\$ 2,414.83	\$ 100.50	\$ 2,914.50
	106 Single	0	\$ 53.54	\$ -	\$ 38.58	\$ -	\$ 40.10	\$ -	\$ 48.39	\$ -
	Family	8	\$ 111.21	\$ 889.68	\$ 80.13	\$ 641.04	\$ 83.29	\$ 666.32	\$ 100.52	\$ 804.16
	114 Single	0	\$ 53.53	\$ -	\$ 38.57	\$ -	\$ 40.09	\$ -	\$ 48.38	\$ -
	Family	2	\$ 111.19	\$ 222.38	\$ 80.12	\$ 160.24	\$ 83.27	\$ 166.54	\$ 100.50	\$ 201.00
				\$ 7,379.84		\$ 5,317.63		\$ 5,526.80		\$ 6,670.32
TOTAL PREMIUM				\$ 32,954.58	16.3%	\$ 27,596.36	24.9%	\$ 24,760.52	6.6%	\$ 30,781.26
Health Target Loss Ratios				81.25%	Health 83.23%		Health 86.8%		Health 85.6%	
Dental Target Loss Ratios				81.25%	Dental 83.23%		Dental 86.8%		Dental 85.7%	
STD Target Loss Ratios				80.16%	STD 83.23%		STD 86.8%		STD 86.2%	

TO: Councillor M. Quemby, Chair and Members of General Committee

FROM: C. O'Regan, Director of Recreation
T. Conley-Knight, Manager of Programs

SUBJECT: Disc Golf Course Expansion Proposal at Peake Fields at Verena Acres

RECOMMENDATION

1. That, with permission from the Peake Family and District Municipality of Muskoka, the Dads of Muskoka be permitted to construct an additional nine disc golf course holes at the Dads of Muskoka Disc Golf Course at Peake Fields at Verena Acres, 1028 Taylor Road Bracebridge.
2. That the final design of the additional nine holes be to the satisfaction of the Director of Public Works, Director of Recreation, Peake Family and District Municipality of Muskoka.
3. That the final construction of the additional nine holes be to the satisfaction of the Director of Public Works and Director of Recreation.
4. That all work on the course to be completed by qualified contractors and volunteers with the necessary training, expertise and qualifications and in adherence to the Town of Bracebridge Health and Safety policies including Policy TOB-HS2006-16 - Contract Administration which outlines health and safety responsibilities and accountabilities of the Contractor.
5. That all costs associated with the construction of the additional nine holes be the responsibility of the Dads of Muskoka.
6. That a Disc Golf Course maintenance plan, which includes duties and responsibilities of both the Town and the Dads of Muskoka, be developed in cooperation with the Town.
7. That, beginning in 2016, an allocation of \$2,000 be included in the draft Municipal Budget and Business Plan to be used for additional annual maintenance costs associated with the Disc Golf Course.
8. That the additional nine holes be completed prior to December 31, 2017.

ORIGIN

9. The Dads of Muskoka approached the Town of Bracebridge on January 25, 2013 requesting permission to construct a 9-hole Disc Golf Course in the Town of Bracebridge.
10. The Dads of Muskoka provided an overview of the disc golf game, the benefits of the sport and their goal to fundraise both the cash and in-kind donations needed to develop and construct the disc golf course.
11. The District Municipality of Muskoka is the owner of the property and maintains certain obligations to the Peake family as the previous owner. As the Town of Bracebridge currently leases the property from the District, collaboration with respect to any uses or expansion of uses is necessary.

12. On May 29, 2013, Council ratified motion 13-GC-142 as follows:

That staff in the Culture and Recreation Department be authorized to work with representatives from the Dads of Bracebridge (Muskoka) to finalize plans for the development of a Disc Golf Course at Peake Fields at Verena Acres and report back to General Committee.

13. On July 2, 2013, Council ratified motion 13-GC-170 as follows:

That the construction of a disc golf course at Peake Fields at Verena Acres, 1028 Taylor Road Bracebridge by the Dads of Bracebridge during the summer of 2013 be approved subject to:

- 12.1 The District of Muskoka approval based on the District's review of the details of the proposal with respect to the nature and extent of the works to be completed; any tree removal proposed; and the proposed location of the course, to ensure compliance with the provisions of the lease between the Town and the District addressing both the watercourse area and the District of Muskoka primary use of the property.
- 12.2 That the Director of Culture and Recreation, and other staff as required, be authorized to work with the Dads of Bracebridge (Muskoka) to finalize plans for the construction of the Disc Golf Course. (CR009-13)
14. Construction on the initial nine hole disc golf course began in the fall of 2013 and was completed in the spring of 2014. A Grand Opening was held on June 22, 2014.
15. On April 28, 2015 The Dads of Muskoka requested permission from the Town of Bracebridge to expand the Dads of Muskoka Disc Golf Course at Peake Fields at Verena Acres. Attached as Appendix "A" is the letter of request.
16. The Dads of Muskoka are proposing to expand the disc golf course by constructing an additional nine disc golf holes therefore making the Dads of Muskoka Disc Golf Course at Verena Acres an 18-hole disc golf course. The additional nine holes will be installed in three phases over two years.
17. This staff report has been prepared to seek authorization to proceed with the expansion of the Dads of Muskoka Disc Golf Course at Peake Fields at Verena Acres.

ANALYSIS

18. The Dads of Muskoka will provide the funding and volunteer labour required to construct the additional nine holes. To date they have secured \$5,000 in funding to purchase the metal baskets (holes) and have secured other in-kind donations of volunteer labour, equipment and materials.
19. The additional nine holes will be in the same vicinity as the existing nine holes at the Dads of Muskoka Disc Golf Course at Peake Fields at Verena Acres.
20. The Dads of Muskoka have commitment from a certified Arborist, who is also a member of The Dads of Muskoka, Davey Tree Service and Fowler Construction to provide equipment and expertise.
21. The Dads of Muskoka and the Arborist are committed to preserving the terrain and are mindful of keeping the course as natural and green as possible while eliminating hazards to ensure player and spectator safety.

22. Over the past few months The Dads of Muskoka have been removing winter deadfall and clearing and inspecting the existing course.
23. The lease agreement between the Town of Bracebridge and the District of Muskoka identifies the following as being permitted for use at Peake Fields at Verena Acres:
 - use as an assembly hall, private park;
 - public park;
 - recreation facilities; and
 - refreshment pavilion or booth.

Section E of the Lease specifies the following permitted uses:

"The parties acknowledge and agree that use of the leased lands by the Town shall be limited to four (4) baseball diamonds and related storage area, parking, washrooms, concession stand, walking, pedestrian and picnic uses by individuals or groups and the recreation uses by individuals or groups. The uses of the walking trail lands shall be limited to pedestrian non-motorized vehicular traffic. Permitted uses shall include cross-country skiing."

24. On May 13, 2015 Town staff met with the Lauren Whetter, the representative of the Peake family, to discuss the expansion to the disc golf course and to request their approval. On May 19, 2015 the Peake family contacted Town staff and gave their verbal permission endorsing the expansion.
25. Mark Pringle, Manager of Solid Waste for the District Municipality of Muskoka is working with Town staff to ensure the necessary requirements of the District are managed.
26. Town staff have contacted Jamie Clow, Solicitor for the District Municipality of Muskoka, regarding the possible expansion of the Dads of Muskoka Disc Golf Course. Once the required approvals are in place Mr. Clow is prepared to assist the Town with the necessary agreements.
27. The Bracebridge and Muskoka disc golf leagues have been working with other local disc golf clubs and tournament organizers in Huntsville, Midland, Orillia, Barrie and Toronto to promote a Muskoka based tournament in collaboration with Huntsville this fall.
28. The Dads of Muskoka Disc Golf Course expansion will not impede upon the Town's plans for future expansion of the parking lot.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

29. The expansion of the disc golf course proposal presented by the Dads of Muskoka is well aligned with the community-based strategic plan objectives:
 - ☒ A Vibrant, Prosperous and Economically Sustainable Community
 - ☒ A Green, Mindful and Environmentally Sustainable Community
 - ☒ An Engaged, Healthy and Socially Sustainable Community
30. Expanding the Dads of Muskoka Disc Golf Course in Bracebridge is well aligned with the Town's strategic plan as it brings people from other communities to Bracebridge, it is environmentally sustainable and the sport itself supports physical activity for all ages encouraging a healthy lifestyle.

LINKAGE TO COUNCIL PRIORITIES

31. The disc golf course expansion supports volunteer development and attracts new visitors to Bracebridge; however, there is no direct link to Council Priorities.

ALTERNATIVE(S)

32. The following alternative is available for Committee consideration:

Alternative #1

Committee could recommend that the expansion of the disc golf course not be permitted.

This alternative is not recommended as the expansion of the disc golf course and the sport itself aligns with the town's strategic plan and there will be minimal direct cost to build and operate this free outdoor recreation facility.

EXISTING POLICY

33. Town of Bracebridge Health and Safety Policy TOB-HS2006-16 - Contract Administration will be adhered to as it relates to health and safety responsibilities and accountabilities of the Contractor.

FINANCIAL IMPLICATIONS

34. Operating expenditures estimated at \$2,000 are required from the Town for site maintenance and repair.
35. The Dads of Muskoka are committed to providing the volunteers and equipment required for the long term annual maintenance and site repairs associated with the Disc Golf Course.

Submitted by:

C. O'Regan
Director of Recreation
Ext. 224

T. Conley-Knight
Manager of Programs
Ext. 223

Appendix "A"

Dads of Muskoka Letter of Intent to Expand
the 9 Hole Disc Golf Course



April 28th, 2015

Dads of Muskoka, 9 Chancery Lane, Bracebridge, P1L 2E3

Hello from the Dads of Muskoka,

This is a formal letter of intent from our group to town and district councils and staff expressing our commitment to maintaining and developing the disc golf course we have built and funded over the last year. We started with a 9 hole course as you know at Peake Fields. Construction started in the summer / fall of 2013 and we had our grand opening tournament in June of 2014. Since then there has been a league that has developed weekly play on the course and many individuals and groups of a variety of ages use it on a daily basis, year round. Many of us played weekly all winter in snowshoes!

This project would not have happened without the support and vision of the Dads of Bracebridge especially but many other community partners have been critical to its success as well. In particular staff in Bracebridge's Culture and Recreation department, Public Works, key members of council and many local businesses, too many to list here, which can be seen on the donor board we had built on the arbor at the first hole. To date we have spent \$3800 on our first order of 9 disc baskets, hundreds of dollars on disc golf discs, several hundred worth of materials and time for impeccable signage that frankly rivals the best disc golf courses in North America and even some regular golf courses, and well over 500 man hours to clear trees, build bridges, stairs, tee decks, install baskets, maintain the course for repairs, deadfall removal and future hole placement. Davey Tree has also, through one of our members Kyle Vincent, donated \$10 000's worth of heavy equipment time, namely the track chipper on over a handful of occasions for ½ to a whole day each time. Not to mention the few highly skilled and licensed chainsaw operators needed to clear the fairways and remove deadwood from the forest making it safer and healthier. These few members make up a significant portion of that 500+ man hours to date. Essentially the town has also gained a nice 1- 1.5km walking trail as well and we often see hikers and joggers out on the course. To date we have not tracked usage, though there has been some discussion about installing a wildlife camera or some technology to give us a better idea of how well this course is being utilized.

In hopes of starting to add a few holes this spring, likely a few more over the summer and fall and perhaps the last few by next spring we looked at ordering baskets again to get them here in time before the woods become prohibitively buggy to work in. It was cheaper to order 9 than 3 at a time due to the heavy weight and shipping costs. Unfortunately the American dollar is not helping us either. We

asked local machine shops if they could build them but couldn't build them as well for the price we are paying...which is up to \$5100 for this 9. Frankly a shocking jump since we paid \$3800 a couple of years ago but that is what happens when our dollar is weak.

This is one of, if not the biggest outlay of funds our group has done but we have approved the expenditure as we believe strongly in providing affordable activities for families to partake in together. As you may have also seen our role in helping the outdoor skating rink happen and supporting local high school athletes with equipment, training and funds, we have a strong focus on being active with our children and community in an attempt to build healthier and happier citizens. Remember other than having to buy a \$10-20 disc, the course is free for people to play... not something you can say about many other sports in Bracebridge. This is also a family friendly course; we regularly play with kids as young as 6 and grandparents as well. There are some real natural highlights on the course, showcasing some of Muskoka's natural beauty and in particular some of the stunning natural features on this property like some huge old white pines, oaks, maples, birch, hemlocks and interesting terrain, creeks and valleys.

The Bracebridge and Muskoka Disc golf league members have been in touch with other local disc golf clubs and tournament organizers in towns and cities like Huntsville, Midland, Orillia, Barrie and Toronto. They have expressed an interest in having a Muskoka based tournament in collaboration with Huntsville this fall. This could really help generate sports tourism dollars to the area including overnight stays at little to no cost to the town and district. We have also got the site listed online on the Ontario Disc Golf Association and other websites as well. Due to its convenient location close to the hwy11 exit it has been drawing visitors off the highway for over a year to rave reviews.

Our plan initially was to start with 9 holes and add another 9 over the next couple of years. Understanding that we are working with volunteer labor and donations for equipment we did not have the funds, time or energy to build a full 18 hole course right off the bat. That said our first year has been such a success and volunteer enthusiasm is high we would like to start adding holes over this and next summer. As you know, coordinating hundreds of hours of volunteer labour is never easy. We also have to coordinate with Culture and Rec and Public Works as well as be sure we are following all kinds of safety protocols on work days...which we do. We hope that we can get approval to carry on construction on the next few holes as quickly as possible to beat the bugs and make use of members' time before they get too busy with the summer.

As usual we will continue to maintain and repair what is needed on the course for free.

We have submitted one map with our first 2 proposed hole expansions. We would like to keep close to the holes we have installed already to minimize impact with the baseball fields and create a logical flow from 9 to 18 holes, essentially expanding this to an even better trail system. We would ideally also like to make use of the open fields next to the overflow parking to give the course a couple of open shots that aren't such narrow technical fairways through the forest. We understand there may be a potential parking lot expansion that could hinder that plan but would like to talk further about that as it may involve some extra grass cutting if we can make it work. All we need is your support to carry on with the

success we have had so far. I believe our community partners and successful relationship with town and district staff will speak for itself and hope this approval can be expedited.

Warm regards,

Howie Owens on behalf of the Dads of Muskoka

natdoc@sympatico.ca

705-706-3022