

Transportation and Public Safety Committee November 17, 2016 – 10:00 AM

Council Chambers, Grey County Administration Building

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Declaration of Pecuniary Interest**
- 4. Business Arising from the Minutes**
 - a. Minutes of Transportation and Public Safety Committee meeting dated October 20, 2016, adopted as presented by Grey County Council on November 4, 2016

[Transportation and Public Safety Committee minutes October 20, 2016](#)
- 5. Reports – Financial**
 - a. FR-TAPS-38-16 Paramedic Services Financial Update and Year-End Projection as of September 30, 2016
 - b. TR-TAPS-51-16 Transportation Services Financial Update and Year-End Projection September 30, 2016
- 6. Reports – Paramedic Services**
 - a. PSR-TAPS-11-16 Grey Bruce Paramedic Services Shared Service Review Analysis
- 7. Reports – Transportation**
 - a. TR-TAPS-49-16 Engine Brakes Procedure
 - b. TR-TAPS-50-16 Hidden Entrance Sign Procedure
- 8. Other Business**
 - a. Engine Brake Signage
 - 1. That staff be directed to examine the possibility of installing engine brake signage on Grey Road 31 in Singhampton and Grey Road 13 in the northbound land south of Kimberley.**
- 9. Next Meeting Dates**

County Council – November 22, 2016 at the Grey County Administration Building

10. Adjournment

Report FR-TAPS-38-16

To: Chair Bell and Members of the Transportation and Public Safety Committee

From: Mary Lou Spicer, Deputy Director of Finance and Mike Muir, Director of Paramedic Services

Meeting Date: November 17, 2016

Subject: **Paramedic Services Financial Update and Year-End Projection as of September 30, 2016**

Status:

Recommendation(s)

- 1. That the Transportation and Public Safety Committee receive Report FR-TAPS-38-16 regarding a Financial Update and Year-End Projection as of September 30, 2016 for the Paramedic Services Department.**

Background

The purpose of this report is to provide members of the Transportation and Public Safety Committee with a financial update for the Paramedic Services Department.

Summary

This report is based upon September 2016 financial statements as well as having taken into account known expenses that have been incurred since that time as well as calculating best estimates for the remainder of the year.

Staff included in the 2016 budget a provision that based on past experience, a funding increase of 1.75% would be received from the Ministry of Health and Long-Term Care. The 2016 funding announcement advised that a funding increase of \$245,054 will be received; this represents approximately \$14,500 less than the amount budgeted. The following table summarizes the projected year-end position that has been estimated with further information contained within the body of this report.

Summary of Projected Paramedic Services Year-End Surplus/(Deficit)

Paramedic Services Departmental Budget	Projected Year-End Surplus/(Deficit)
Operating Budget	\$20,000
Capital Budget	\$0
Total	\$20,000

Operating Budget

As mentioned above, the announced Ministry funding is \$14,500 less than the amount included in the 2016 budget. It is anticipated that if trends continue especially relating to the wage and benefit component of this budget, a small surplus of \$20,000 will result at year-end.

Salaries and benefits comprise 81% of the total expenditures in the operating budget; it is anticipated that a surplus from salaries and benefits will total \$45,000 at the end of the year. An analysis of “lost time” (modified duty, sick time, bereavement days etc) for paramedics shows that 590 less hours have been used as compared to the year-to-date budget resulting in savings of approximately \$27,000. Higher than budgeted costs for salaries and benefits resulting from a change to the on-call rotation, adjustments as the result of job evaluation for several administrative positions, modified duty in administration and higher utilization of maternity top up offset by savings from the projected payout for banked statutory holiday hours results in a shortfall of \$60,000. Benefits show savings of approximately \$78,000 with the primary reason the favourable January 1, 2016 negotiated group benefit renewal.

Shortfalls in several operating budget lines exist; approximately \$7,000 more spent for legal fees, \$10,000 in unbudgeted consulting fees for the service analysis and \$12,700 more than budgeted interfunctional IS costs. This has been offset by anticipated savings in vehicle operations and other budget lines, resulting in a shortfall of \$25,000 in the non-salary and benefit component of the budget.

Overall, at this point the operating budget is expected to have a \$20,000 surplus. As costs are trending so close to budget, the year-end motion will recommend treatment of surplus or deficit. The greatest variable is wages as the forecast is based upon “lost time” trends continuing for sick and modified duty as well as the projected payout for banked statutory holidays that will not take place until December.

Capital Budget

The 2016 capital budget includes the purchase of two ambulances and stretchers, 17 stair chairs and 18 defibrillators, consulting fees for the proposed 2017 build of a new station at the Chatsworth Transportation depot as well as a debenture payment for the Craighleith station. The capital budgeted purchases are fully funded from the Paramedic

Services Equipment Reserve with the exception of the \$57,788 debenture payment for the Craigeith station that is funded from levy. Approximately \$62,000 less will be transferred from the reserve than budgeted; this is primarily the result of higher proceeds from decommissioning ambulances, stretchers, stair chairs and defibrillators as well as savings on the defibrillator purchases.

Financial / Staffing / Legal / Information Technology Considerations

As of the end of September, the review of the actual to budget projects that the Paramedic Services department will have an operating budget surplus of approximately \$20,000 at year-end. The capital budget requires \$62,000 less to be transferred from reserve than budgeted.

Staff will continue to monitor the financial statements with a final year-end surplus/deficit report to Committee of the Whole in January 2017.

Link to Strategic Goals / Priorities

The analysis of current financial statements compared to the approved budget is a key mechanism to ensure Council's goals of ensuring financial sustainability and ongoing public accountability are maintained.

Attachments- none

Respectfully submitted by,

Mary Lou Spicer, Deputy Director of Finance

Mike Muir, Director of Paramedic Services

Director Sign Off: *Kevin Weppler, Director of Finance*

Report TR-TAPS-51-16

To: Chair Bell and Members of the Transportation and Public Safety Committee

From: Pat Hoy, Director of Transportation Services
Doug Johnstone, Financial Analyst

Meeting Date: November 17, 2016

Subject: Transportation Services Financial Update and Year-End Projection as of September 30, 2016

Status:

Recommendation(s)

1. That Report TR-TAPS-51-16 be received for information.

Background

The purpose of this report is to provide members of the Transportation and Public Safety Committee with a financial update for the Transportation Services Department budget, based upon financial statements as of September 30, 2016.

Summary

As indicated in the following table, the Transportation Services Department is projecting an overall net surplus of \$697,000.

Summary of Projected Transportation Services Department Year-End Surplus

Departmental Budget	Projected Year-End Surplus/(Deficit)
Winter Maintenance	\$100,000
Summer Maintenance	\$300,000
Equipment Operations	\$222,000
Construction/Resurfacing/Minor Capital	\$179,000
Housing and Depots	\$108,000
Supervision and Overhead	(\$222,000)
Asset Management and Studies	(\$35,000)
Quarry	\$45,000
Total	\$697,000

Winter Maintenance

At May 31, 2016 a surplus of \$100,000 was anticipated. This amount remains unchanged.

Summer Maintenance

The projected summer maintenance budget is indicating a \$300,000 surplus. A main reason for the surplus is that maintenance staff spent a significant amount of time on the minor capital work on Grey Road 119, which reduced the amount of time spent doing summer maintenance. Areas of savings include pavement edge repair (\$65,000), washout repairs (\$35,000), brushing (\$35,000), ditching (\$25,000), culvert maintenance (\$20,000) and traffic light maintenance (\$45,000). Shoulder gravelling shows a \$90,000 surplus, as there will be a cost-sharing contribution from Bruce County. Other items combine for an overexpenditure of \$15,000.

Equipment Operations

It is projected that the equipment operations budget will be showing savings of \$222,000. This is mainly because fuel prices remained lower than anticipated.

Within the capital portion of the budget, there have been net savings of \$197,000. The May 31, 2016 report reported savings of \$162,000. Since that time it has been determined that the budget for unlicensed equipment will be underspent by \$35,000.

The net savings in capital will not be shown as a surplus, but will reduce the amount required to be funded from the equipment replacement reserve.

Construction, Resurfacing and Minor Capital

It is anticipated that this budget area will show a surplus of \$179,000.

This surplus is made up of the following areas:

Project	Projected Surplus/(Deficit)
Construction and Resurfacing	\$374,000
Minor Capital	(\$175,000)
Bridge Maintenance	\$40,000
Culverts Under 3 m	\$40,000
Pre-engineering	(\$100,000)
Total	\$179,000

There were 6 major construction and resurfacing projects completed in 2016. Three of the projects are awaiting final invoices; therefore, the expenses have been estimated.

Grey Roads 8 and 9 were not in the budget as they were added by resolution CC54-16. The financial results are as follows:

Project	2016 Budget	2016 Projected	Projected Year-End Surplus/ (Deficit)
Grey Road 40	\$840,000	\$608,860	
From Federal Gas Tax	(\$400,000)	(\$400,000)	
From Transportation General Reserve	(\$35,000)	\$0	
Total Project	\$405,000	\$208,860	\$196,140
Grey Road 12	\$2,574,974	\$2,024,243	
From Development Charges	(\$454,984)	(\$336,837)	
From Federal Gas Tax	(\$1,170,000)	(\$1,170,000)	
From Transportation General Reserve	(\$105,000)	\$0	
Total Project	\$844,990	\$517,406	\$327,584
Grey Road 17, 170, bridge	\$2,271,396	\$2,774,691	
From Development Charges	(\$45,924)	(\$75,217)	
From Federal Gas Tax	(\$725,000)	(\$725,000)	
From Transportation General Reserve	(\$80,000)	(\$80,000)	
Total Project	\$1,420,472	\$1,894,474	(\$474,002)
Grey Road 31	\$1,764,747	\$1,434,869	
From Federal Gas Tax	(\$250,000)	(\$250,000)	
From Transportation General Reserve	(\$70,000)	\$0	
From Simcoe County	(\$50,000)	(\$55,503)	
OCIF Funding	(\$324,515)	(\$324,515)	
Total Project	\$1,070,232	\$804,851	\$265,381
Grey Road 3	\$364,444	\$305,433	\$59,011
Grey Road 8, 9	\$0	\$1,451,390	
From Development Charges	\$0	(\$440,348)	
From Transportation General Reserve	\$0	(\$1,011,042)	
Total Project	\$0	\$0	\$0
Total			\$374,114

Minor Capital projects will be over budget by \$175,000. This is because of unanticipated expenses such as municipal drain work at Springmount and repairs to Grey Road 21, as well as 3-cable guide rail replacement, undertaken for safety reasons in the fall.

The work on Culverts Under 3 m is expected to show savings of \$40,000, and Bridge Maintenance is expected to show savings of \$40,000. The bridge crew did some work

where there were cost recoveries (repairing a bridge that will be paid for by a third-party insurance company, and work for other departments).

Pre-engineering costs are expected to be over budget by \$100,000, because there was a significant amount of in-house project design for 2017 projects.

As well, under the Construction and Resurfacing budget, there were three projects that were not undertaken in 2016, as follows:

Project	Budgeted Net Expense	Action taken
Structures on Grey Road 10	\$741,500	Per TR-TAPS-10-16, deferred project. At year-end, will propose to move funds to General Reserve.
Grey Road 17, from Grey Road 17B to Girl Guide Road	\$381,134	Per TR-TAPS-17-16, project cancelled, and resolved to put \$181,134 in General Reserve and \$200,000 to be used on Culverts Under 3m in 2016.
Grey Road 119 from Grey Road 2 to 4 th Line	\$184,380	Per TR-TAPS-15-16, deferred project until 2017 and resolved to use \$150,000 toward maintenance of Grey Road 119. These funds were not needed for maintenance. At year-end, will propose to move \$184,380 to General Reserve.

Housing and Depots

The operating budget is projected to show a surplus of \$10,000 because of a combination of savings in several budget lines.

Within the capital budget, it is projected that there will be a net surplus of \$98,000.

There was a budgeted amount of \$100,000 to repave the Clarksburg depot parking lot, and \$14,000 to replace windows at the Clarksburg depot. These projects have been deferred until a future year. Unbudgeted expenses are projected to be \$25,000 over the \$10,000 miscellaneous budget. They include a new hoist as an emergency replacement at Chatsworth (\$11,000), fuel tank removal at Meaford (\$16,000), and upgrades at the Kimberley Lookout (\$8,000). Other capital projects are projected to combine for a savings of \$9,000.

Supervision and Overhead

The Supervision and Overhead budget is projecting a deficit of \$222,000, which is an increase of \$129,000 over the May 31st projected deficit of \$93,000. Since that time there have been insurance claim expenses of \$102,000, projected legal costs of \$10,000, stand-by/call-out pay of \$6,500 based on the new HR policy, consulting expense of \$4,500 for a job demands analysis, and another \$6,000 in miscellaneous costs.

Asset Management and Studies

It is projected that this budget will experience a deficit of \$35,000. The deficit is a result of the Asset Management Coordinator position that was created during the year.

Quarry

There is a projected \$45,000 surplus in the quarry budget. This is mainly because of the revenue earned from the use of the County's aggregates for minor capital work on Grey Road 119, which had not been anticipated when the budget was created.

Financial / Staffing / Legal / Information Technology

Considerations

As of September 30, 2016, a review of actuals to budget indicates that these budgets, under the direction of the Transportation Services Department, will end the year with a \$697,000 net budget surplus.

Link to Strategic Goals / Priorities

The analysis of current financial statements compared to the approved budget is a key mechanism to ensure Council's goals of ensuring financial sustainability and ongoing public accountability are maintained.

Attachments

None

Respectfully submitted by,

Pat Hoy
Director of Transportation Services

Doug Johnstone

Financial Analyst

Report PSR-TAPS-11-16

To: Chair Bell and Members of the Transportation and Public Safety Committee
From: Mike Muir, Director Paramedic Services
Meeting Date: November 17, 2016
Subject: **Grey Bruce Paramedic Service Shared Service Review / Analysis**
Status:

Recommendation(s)

- 1. That the attached report on the Grey Bruce Paramedic Service Shared Service Analysis be received for information purposes; and**
- 2. That staff bring forward a report with any opportunities for improvement as noted in the service analysis.**

Background

In January 2016, Grey and Bruce County Councils directed their respective staffs to jointly undertake a Paramedic Services comparison and determine if there would be any efficiencies in a shared service model or arrangement. Background work was undertaken by an operational committee who completed a service comparison analysis and a comparison of the union collective agreements. An RFP was issued to bring in a consultant to complete an analysis of the work completed to-date along with a mandate to further investigate some key questions left unanswered.

APEXPRO Consulting, Inc. was the successful consultant. In the attached report they validated the analysis completed by the operational committee and brought forward opportunities that could be investigated further between the services. These include fleet management and in-service training.

Financial/Staffing/Legal/Information Technology (IT)

Considerations

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

Link to Strategic Goals / Priorities

Service Excellence

Completion of the service review/analysis ensures the public that efforts to provide better, cost effective services are thoroughly explored and that the service is being provided at appropriate levels and is meeting the needs of the County and ratepayers.

Attachments

[Attachment to PSR-TAPS-11-16 Grey Bruce Paramedic Services Review Final Report](#)

Respectfully submitted by,

Mike Muir
Director of Paramedic Services

Report TR-TAPS-49-16

To: Chair Bell and Members of the Transportation and Public Safety Committee
From: Matt Marck, Engineering Manager
Meeting Date: November 17, 2016
Subject: Engine Brake Sign Procedure
Status:

Recommendation(s)

- 1. That Report TR-TAPS-49-16 be received; and**
- 2. That the Engine Brake Sign Procedure be endorsed; and**
- 3. That staff begin to implement the criteria contained within the procedure.**

Background

Grey County utilizes signage as presented in the Ontario Traffic Manual (OTM); however, road signs requesting traffic to Please Refrain from Using Engine Brakes are not addressed in the OTM.

The Transportation Services Department regularly receives concerns from people irritated by the sound of engine brakes in the vicinity of residences and wishes to implement a procedure to address the use of Engine Brake signage.

A number of existing Please Refrain from Using Engine Brakes signs are currently installed on Grey County Roads.

Financial/Staffing/Legal/Information Technology Considerations

The cost to manufacture and install a Please Refrain from Using Engine Brakes sign is approximately \$250.00

Link to Strategic Goals/Priorities

N/A

Attachments

Engine Brake Sign Procedure

Respectfully submitted by,

Matt Marck
Engineering Manager

Director Sign Off: *Pat Hoy, Director of Transportation Service*

Engine Brake Signs

Approved by:

Date Approved:

Replaces: N/A

Last Modified Date: N/A

Scheduled for Review by:

Procedure Number: MS-TS-005-002 **Parent Policy:** MS-TS-005

Author: Transportation Services

References and Related Documents:

Ontario Traffic Manual Book 6

[Road Sign Policy](#)

Purpose

The purpose of this policy is to outline the criteria for the installation of Please Refrain From Using Engine Brake signs (figure 1) on Grey County Roads.

Scope

This policy will apply to all Grey County Roads as determined by the Director of Transportation Services.

Criteria and Guideline

Criteria for Placement

Staff will look at installing engine brake signage at the locations requested by residents over the past year.

When requests are received for engine brake signs along a Grey County road, the grade of the Grey County Road will be determined. A sign will be considered when:

- the grade exceeds 4% for a road length of 200 metres or more, and
- there are substantial residential properties within 100 metres of the County Road

The Transportation Services Department will review each request as a unique situation and recommend whether or not signs be installed. If a request isn't approved, the decision may be appealed to the Transportation and Public Safety Committee for a final decision.

Guidelines for Placement

The general guideline for placement would be to place the sign 300 metres upstream of the area meeting criteria for sign placement, and adjusted as visibility requirements dictate.

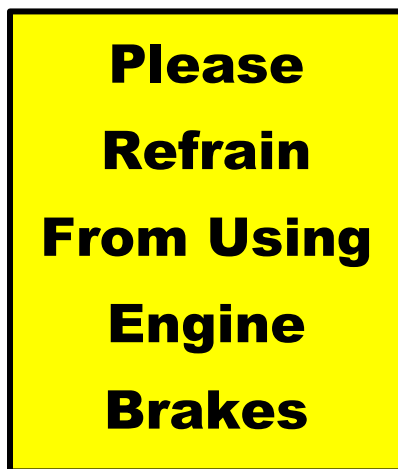


Figure 1 – Black on yellow Please Refrain From Using Engine Brakes warning sign

Report TR-TAPS-50-16

To: Chair Bell and Members of the Transportation and Public Safety Committee
From: Matt Marck, Engineering Manager
Meeting Date: November 17, 2016
Subject: Hidden Entrance Sign Procedure
Status:

Recommendation(s)

- 1. That Report TR-TAPS-50-16 be received; and**
- 2. That the Hidden Entrance Sign Procedure be endorsed; and**
- 3. That staff begin to implement the criteria contained within the procedure.**

Background

Grey County utilizes signage as presented in the Ontario Traffic Manual (OTM); however, road signs indicating a Hidden Entrance are not addressed in the OTM.

The Transportation Services Department regularly receives requests from people who would like to have a Hidden Entrance sign installed on Grey County Roads and wish to implement a procedure to outline the criteria for installing Hidden Entrance signage.

Financial/Staffing/Legal/Information Technology Considerations

The cost to manufacture and install a 'Hidden Entrance' sign is approximately \$250.00

Link to Strategic Goals/Priorities

N/A

Attachments

Hidden Entrance Sign Procedure

Respectfully submitted by,

Matt Marck
Engineering Manager

Director Sign Off: *Pat Hoy, Director of Transportation Services*

Hidden Entrance Sign

Approved by:

Date Approved:

Replaces: N/A

Last Modified Date: N/A

Scheduled for Review by:

Procedure Number: MS-TS-005-003 **Parent Policy:** MS-TS-005

Author: Transportation Services

References and Related Documents

Ontario Traffic Manual Book 6

[Road Sign Policy](#)

Purpose

The purpose of this procedure is to outline the criteria for installing Hidden Entrance signs (figure 1) on Grey County Roads.

Scope

This procedure will apply to all Grey County Roads as determined by the Director of Transportation Services.

Criteria and Guideline

Criteria for Placement

Staff will consider placing Hidden Entrance signs as requested by a property owner. Signs will be considered if:

- the sight distance available from the entrance is less than the minimum requirement under the criteria for a Hidden Intersection sign as outlined in Ontario Traffic Manual (OTM) Book 6 (see table 1 below).

The Transportation Services Department will review each request as a unique situation and recommend whether or not signage be installed. If a request is declined, the decision may be appealed to the Transportation and Public Safety Committee for a final decision.

Guidelines for Placement

The hidden entrance sign should be placed a distance from the entrance as outlined in table 1 below, adjusted as visibility requirements dictate. The sign should be installed in the direction of travel for which the entrance appears hidden.

Table 1

Type of Roadway	Posted Speed			
	50	60	70	80
	Distance from Entrance (m)			
Two Lane Roadway	95	115	135	150
Four Lane Roadway	115	135	160	180



Figure 1 – Black on yellow Hidden Entrance warning sign