



**Subject: Active Transportation Fund – Contribution Agreement**

**To: Council**

**From: Office of the Chief Administrative Officer**

Report Number: 2022-205

Meeting Date: September 13, 2022

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**Recommendation:**

That Chief Administrative Office – Economic Development and Tourism Division Report 2022-205 be received;

That a By-law to enter into a Contribution Agreement with the Permanent Public Transit Program – Active Transportation Fund, be brought forward;

That the Chief Administrative Officer be delegated authority to execute the Contribution Agreement; and

That Council approve an increase to the Active Transportation Master Plan capital project budget from \$50,000 to \$100,000 representing the additional \$50,000 grant received through the Contribution Agreement.

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**Purpose:**

The purpose of this report is to establish the signing authority of various documents and agreements for the City of Port Colborne to ensure that consistent and effective internal controls and approvals are maintained.

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**Background:**

In 2020, the approved Capital Budget included \$50,000 for an Active Transportation Master Plan.

The Parks and Recreation Master Plan, approved at Council on December 9, 2019, included recommendation #62: “Invest in trail enhancements/connections through the preparation of a Trails and Bicycling Master Plan.”

In March 2022, staff applied for funding through the federal government's Permanent Public Transit Program – Active Transportation Fund and requested \$50,000. The City's application was approved on July 14, 2022.

Before the Contribution Agreement can be finalized so that the City can receive the federal funds, the federal government requires an official document giving authorization for the City to enter an agreement with the Active Transportation Fund. This can be achieved with a by-law or resolution approved by Council.

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### **Discussion:**

City staff and the Active Transportation Committee felt that a broader project scope was needed along additional funding. Staff applied for funding in March 2022 from the federal government's Permanent Public Transit Program - Active Transportation Fund. This was approved on July 14, 2022.

The City of Port Colborne will engage a consulting firm to undertake the completion of an Active Transportation Master Plan that will allow the City to strategically manage the direction of Active Transportation for the next ten years. The study will review the current active transportation infrastructure and active transportation user preference and provide recommendations for operational improvements, while proposing new long-term growth strategy. The Active Transportation Plan will look at the City's existing infrastructure, identify how it can be improved, look at different opportunities, and show what and where the optimum active transportation system in the City will look up to the year 2032.

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### **Internal Consultations:**

City staff from various departments, including Public Works, Economic Development & Tourism Services, and Corporate Services will be working together on this project.

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### **Financial Implications:**

Staff are estimating a total project budget of \$100,000 and are recommending that the budgeted amount in the City's capital budget be increased from \$50,000 to \$100,000 as a result of the expanded project scope. No new capital funds are being requested.

The City's fifty-percent (50%) contribution towards this project, in the amount of \$50,000, was approved in the 2020 Capital Budget, project number 20O-PW-L51. The federal funding, in the amount of \$50,000, will cover the balance of the project cost.

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## **Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Attracting Business Investment and Tourists to Port Colborne
  - City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
  - Governance: Communications, Engagement, and Decision-Making
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## **Conclusion:**

The Parks and Recreation Master Plan, approved on December 9, 2019, recommended that the City “Invest in trail enhancements/connections through the preparation of a Trails and Bicycling Master Plan.”

The 2020 Capital Budget approved \$50,000 for the Active Transportation Master Plan. In March 2022, staff applied for funding from the federal government’s Permanent Public Transit Program – Active Transportation Fund. The City’s application was approved on July 14, 2022.

The federal government requires that the City enter into a Contribution Agreement with Permanent Public Transit – Active Transportation Fund and they also require a by-law approved by Council providing authorization for key officials to execute the documents.

City staff, as well as the City’s Active Transportation Committee, are recommending that the project scope be expanded and that the project budget be increased from \$50,000 to \$100,000. No additional funds are required as the City’s approved funds together with the federal government’s contribution will allow the City to complete the project.

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## **Appendices:**

- a. By-law for Active Transportation Fund

Respectfully submitted,

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**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.