



City of Brockville

General Committee

Agenda

4:30 PM - Tuesday, February 20, 2024

City Hall, Council Chambers

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

- 4 - 14 1. Centeen Park Pumping Station
G. Cameron

Gord Cameron will review his presentation for the Committee.
[2024 02 20 Centeen Park pictures G. Cameron](#)

Correspondence and Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

- 15 - 19 1. 2024-28
Recommended modifications to Ormond St. and Orchard St.

THAT Council approve traffic modification of Ormond St. to a southbound, one-way street between Pearl St. and King St. East; and

THAT Council approve traffic modification of Orchard St. to a northbound, one-way street between Pearl St. and King St. East; and

THAT Council approve the amendment of Parking Bylaw 119-1989 Schedule 1 to limit on-street parking on Orchard St. to the east side only; and

THAT existing on-street parking on Orchard St. be modified to limit parking within 9 meters of an intersection in accordance with Parking Bylaw 119-1989 and City Policy.

[2024-28](#)

- 20 - 24 2. 2024-31
Negative Social Media Use Statement

THAT staff be directed to draft a Negative Social Media Use Statement for the City of Brockville and post it to the City's website.

[2024-31](#)

- 25 - 42 3. 2024-36
Main Sewage Pump Station – Design Options

THAT Council approve Design Option 1, Traditional Design, for the design of the city's Main Pump Station located in Centeen Park.

[2024-36](#)

New Business from Committee Members

1. Municipal Accommodation Tax - increase
Councillor Hobbs

THAT the committee direct staff to consult with local stakeholders regarding a potential increase to the Municipal Accommodation Tax and to provide a report back to General Committee for consideration.

Information Items

- 43 - 46 1. 2024-24
Functional review of local downtown streets

THAT report 2024-24 - Functional review of local downtown streets be received.

[2024-24](#)

Committee Consent Agenda

THAT the following items as recommended by the General Committee be placed on the Consent Agenda:

Media Question Period

Adjournment

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for March 19, 2024.

Minutes from City Boards and Committees

- | | |
|---------|--|
| 47 | Governance Committee
<u>Governance Committee - 30 Jan 2024 - Minutes</u> |
| 48 - 50 | Heritage Brockville
<u>Municipal Heritage Committee - 17 Jan 2024 - Minutes</u> |
| 51 - 53 | Library Board
<u>2024.01.29 Library Board minutes</u> |
| 54 - 55 | Museum Board
<u>2024 01 09 Museum Advisory Committee Minutes</u> |
| 56 - 59 | Railway Tunnel Committee
<u>Railway Tunnel Committee - 08 Feb 2024 - Minutes</u> |
| 60 - 64 | St. Lawrence Lodge
<u>SLL Committee of Management Minutes November 28, 2023</u>
<u>SLL Committee of Management Minutes December 13, 2023</u> |

Centeen Park - Pictures and a comparison with other Sewage Station designs

Option 1 showing the area enclosed by the fence



- Note the area that it will take out of the park. The 6ft high fence with barbed wire on top will create an image of what might be seen in an area with heavy industry.
- This area of the Park is used for the hydroplane races, is used for people exercising their dogs, picnicking, yoga classes, triathlons, and other events
- Tour boats tie up here and this will be their first impression of Brockville.
- The area inside the fence would be gravel and a service area for the station, but need for equipment in the area for servicing would not be a regular occurrence.
- The subsequent slides show that there are alternatives to fencing that would preserve this service area and allow for heavy vehicles to access the equipment without getting stuck in the grass or damaging it.

Option 2 showing the area approximately 25% larger than Option 1



- Option 2 would have a larger footprint in the Park, enclosed by a barbed wire fence
- Option 2, not shown in this picture, would have 40% less building area above ground and would impact the Park less than Option 1
- As shown in the example in Ottawa in Stanley Park, if the fencing were eliminated, this would allow more accessible Park area for other uses than Option 1.

Stanley Park Odour Control Bldg



Notes

- The Fence is close to the building
- The Service area kept to a minimum in front of overhead door.
- The Design has decorative stone on the lower 4ft and a non-industrial roof line, as it is in a park



Stanley Park - Ottawa

Google Maps view of the construction showing large hole for lowering tunneling equipment and large raw sewage tanks under the park.

The Odour control building is in the lower right

Stanley Park - view of access hole to one of the tanks in the middle of the Park



View of a cover over one of the large tanks.

The snow has been cleared for access

The equipment does not hurt the turf as there is special steel grating for the tires to run on with the grass growing in between the grating

Stanley Park view of access hole to one of the tanks in the middle of the Park



- View of the steel grating used for clearing snow and access for heavy vehicles to the opening for the underground tank.
- This allows for servicing and allows for grass and access to the whole area

City of Brockville Fencing with barbed wire



View of the fencing at Brockville's Wastewater Plant showing 6ft high fence with barbed wire on the top

Gate at the Wastewater Plant



Because of daily access to the pumping station needed, a gate like this will probably have to be installed for convenience

Example of a new pumping station in Kingston



- Picture of Days Road Pumping Station showing the large area fenced in.
- The building details and the generators are something that would be suited for an industrial site, not in the middle of a park
- This station was recently upgraded with the design done by the same consultants, J.L. Richards

For Centeen Park we have two choices....



Or



This is the time for people to “stand up” for the Park. There is only one chance, or it is too late



Staff Report

Report To:	General Committee
Meeting Date:	February 20, 2024
Prepared By:	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number:	2024-28
Subject:	Recommended modifications to Ormond St. and Orchard St.

Recommendation

THAT Council approve traffic modification of Ormond St. to a southbound, one-way street between Pearl St. and King St. East; and

THAT Council approve traffic modification of Orchard St. to a northbound, one-way street between Pearl St. and King St. East; and

THAT Council approve the amendment of Parking By-law 119-1989 Schedule 1 to limit on-street parking on Orchard St. to the east side only; and

THAT existing on-street parking on Orchard St. be modified to limit parking within 9 meters of an intersection in accordance with Parking By-law 119-1989 and City Policy.

Background

Orchard St. and Ormond St. between Pearl St. and King St. are parallel streets located in the City's downtown. Both streets have been identified by City staff as in need of further review due to the narrow cross sections (the useable road space) of their respective boulevards.

Construction of narrow streets downtown is typical of the era in which they were originally constructed. The reduced cross section on the identified areas of Orchard St. and Ormond St. present challenges in facilitating two-way traffic, on-street parking and the ability to comply with winter maintenance regulations. As such staff have made recommended modifications to the traffic and parking configurations of Orchard St. and Ormond St. to improve the functionality and utility of both streets.

The objective of this report is to obtain Council approval to implement the recommended modifications of Orchard St. between and Orchard St. between Pearl St. and King St.

Analysis

The process to evaluating the identified sections of Ormond and Orchard streets was conducted by staff as follows:

1. Measure of traffic volume and determine road classification
2. Measure boulevard cross section and parking, sidewalk and curb configuration
3. Consider alternatives for traffic and on-street parking
4. Public engagement with local residents

Traffic Measurement & Road Classification:

Both Orchard St. and Ormond St. between Pearl St. and King St. have traffic in two directions. Traffic surveys are conducted throughout the City on a rotating basis. Based on the most recent automatic and manual traffic-count data, it can be confirmed that the identified portions of both Orchard St. and Ormond St. are within the lowest traffic volume threshold of less than 3,000 vehicles per day. Traffic volume of less than 3,000 vehicles per day warrants a class V road and indicates that traffic congestion is likely not a factor.

Traffic Configuration	Traffic Volume [vehicle/day]	Road Classification
Orchard St.	2 direction	> 3,000
Ormond St.	2 direction	> 3,000

Boulevard Cross Section, Parking, Sidewalk and Curb Configuration:

Measurements were taken of both Orchard St. and Ormond St. between Park St. and King St.

- Ormond St. was measured at 5.3 meters across
- Orchard St. was measured at 6 meters across

Both Ormond St. and Orchard St. between Pearl St. and King St. have sidewalks installed on both sides of the street. Orchard St. between Pearl St. and King St. permits on-street parking while Ormond St. does not. Ormond St. between Pearl St. and King St. has sidewalk facing curbs while Orchard St. has Boulevard facing curbs.

Cross Section [m]	Sidewalk Configuration	Curb Configuration	Parking Configuration
Orchard St.	5.3	Both Sides	Boulevard Facing
Ormond St.	6	Both Sides	Sidewalk Facing

The required cross section calculations are based on the following minimum dimension values assigned to each street feature.

Street Feature	Required cross section [m]
Traffic in each direction	3
On-street parking	2.5
Curb face sidewalk	0.5
Curb facing boulevard	-0.5

Recommended Configuration:

Traffic:

The current configuration of both Orchard St. and Ormond St. from Pearl St. to King St. are not wide enough to properly convey traffic in both directions, include on-street parking and facilitate winter maintenance. Staff recommend that traffic configurations be modified from two directional traffic to one direction traffic, northbound on Orchard St. and southbound on Ormond St.

Reducing the directional traffic to one-way traffic reduces the necessary cross section requirements of the streets. This is preferred to reducing on-street parking. Referring to the following summary table, reducing Orchard St. and Ormond St. between Pearl St. and King St. to single direction traffic respectively reduces the required cross section. The proposed modification results in street configurations that are more appropriate for the existing cross section.

	Cross Section [m]	Required in-situ Cross Section [m]	Proposed modification	Modified Cross Section [m]
Orchard St.	5.3	8	Reduce to one way traffic (North)	6
Ormond St.	6	6.5	Reduce to one way traffic (South)	5

On-street Parking Modifications:

Current on-street parking on Orchard St. is primarily on the east side of Orchard St. with limited on-street parking on the west side between James St. and Pine St.

Staff recommend that in conjunction with the traffic configuration modification on Orchard St. to one-way northbound traffic, that all on-street parking on Orchard St. be designated to the east side only. This amendment to the Parking By-law creates a standard consistent with the majority of existing parking on Orchard St. and permits improved winter maintenance.

In December of 2022, Council approved an amendment to Parking By-law 119-89 to better define on-street parking encroachments to intersections and cross walks. The approved amendment unified an on-street parking restriction within 9 meters of intersections to preserve line of sight.

Staff recommend that parking signs and road markings be included in the proposed modifications to the intersections of Orchard St. in accordance with Parking By-law 119-89.

Public engagement with local residents:

Staff mailed letters to residents who live in the identified areas of Orchard St. and Ormond St. requesting feedback based on the proposed traffic configuration changes. In total staff received (21) responses from the public with one response reflecting four (4) address on Orchard St.

Of the received results:

- (14) Responses were in favor of the proposed changes
- (12) Responses were not in favor of the proposed changes

A summary of responses "not in favor" cited two (2) primary concerns:

- (6) Responses insist Ormond St. is a major throughfare
 - (4) of the (6) responses were provided by one respondent
- (4) Responses cited concerns for increased traffic

(2) Further responses had generalized concerns including which street would be northbound and southbound respectively

With regards to the concern that Ormond St. as a main throughfare, staff can confirm that traffic on Ormond St. between Pearl St. and King St. currently warrants a class V designation which is equivalent to a local street. Ormond St. north of Pearl St. has a large cross section boulevard to convey a larger volume of traffic, functioning as a class III collector street. This configuration ends at Pearl St. where the street cross section narrows. Currently staff service Ormond St. south of Pearl as a higher priority street than it is due to the presence of bus stops along the Brockville Transit bus route.

With regards to the concerns of traffic increase, staff indicate there is no data to suggest this will be the result. The desired outcome of this modification is that traffic on Orchard St. and Ormond St. will reduce to local residents primarily. The estimation is that non-local motorists prefer larger cross section streets designed to convey traffic conveniently for travel to or from King St. Examples would include North Augusta Rd., William St. and Perth St.

Financial Implications

All work proposed in the recommended modifications to Orchard and Ormond St. between Pearl St. and King St. can be completed within the provisions of the 2024 operating budget.

Policy Alignment

Council approval is required to amend the necessary by-laws to enact the proposed changes.

Conclusion

Staff have completed a review of Orchard St and Ormond St. between Pearl St. and King St. in the City's downtown. Staff have identified issues and recommend remedial modifications to the traffic and on-street parking configurations of both Orchard St and Ormond St.

The recommendations of staff will bring Orchard St and Ormond St. closer to an acceptable configuration for the current street dimensions. The financial impact of the proposed recommendations can be managed through existing operating budgets related to street and regulatory sign maintenance.

Council approval is required to proceed with staff recommendations and to amend the necessary by-laws.

Approved by:

Matthew Locke, Supervisor of Transportation & Fleet Services

Status:

Approved - 15 Feb 2024

Phil Wood, Director of Operations

Approved - 15 Feb 2024

Yanick Beaudin, Supervisor of Public Works

Approved - 15 Feb 2024

Sandra MacDonald, City Manager

Approved - 16 Feb 2024



Staff Report

Report To:	General Committee
Meeting Date:	February 20, 2024
Prepared By:	Lindsay Armstrong, Senior Manager of Human Resources Sandra MacDonald, City Manager
Report Number:	2024-31
Subject:	Negative Social Media Use Statement

Recommendation

THAT staff be directed to draft a Negative Social Media Use Statement for the City of Brockville and post it to the City's website.

Background

With the increasing use of social media coupled with the anonymity of it, there appears to be an increase in incivility. According to a study completed by the Pew Research Centre, where the topic of discussion has anything to do with government, the internet and social media has made people 51% less civil.

The acceptance of the lack of civility on social media sites can and will lead to a workplace that will see an increase in staffing changes and a loss of reputation for the municipality.

Recently, the Township of Rideau Lakes and the Municipality of Port Hope released statements addressing the incivility being felt throughout the municipal sector. A copy of the statement released by the Municipality of Port Hope has been attached.

Analysis

As with every other municipality, the City of Brockville is present on social media and is facing various negative comments including verbal attacks on its members of Council, staff and committees. Based on the volume of social media posts received each day, staff cannot possibly review and respond to every post to ensure accurate information is being brought forward. In addition, at times there is information, which staff and Council may be aware, however due to legislative restrictions placed upon municipalities, cannot be made public.

When staff are attacked on social media, they have no ability to defend themselves and it can be disheartening and insulting to them. Our staff are professionals and are well trained in their respective areas of expertise. These attacks have a negative impact on the staff member, the work unit and the moral of all staff within the City of Brockville.

Financial Implications

None.

Policy Alignment

The development of a negative social media use statement will aid in supporting the intent of City policies to ensure a workplace free from harassment and violence and speak to treating council, staff and committers with respect. This statement aligns with the following Human Resources Policies

- H.21.103 Respect in the Workplace - Workplace Violence,
- H.21.127 Respect in the Workplace - Workplace Harassment,
- H.22.170 Customer Service Standards and Guidelines

Conclusion

It is recommended that the City draft its own statement regarding negative social media use with the intention of encouraging citizens to pause and take a moment to ensure that their comment is respectful and meaningful. The hope is that people will stop and ask themselves how they would feel if someone posted an uncivil comment on their employer's social media site.

Approved by:

Lindsay Armstrong, Senior Manager of
Human Resources

Sandra MacDonald, City Manager

Status:

Approved - 16 Feb 2024

Approved - 16 Feb 2024

Attachments:

[2024-31 A1](#)



Municipal Statement Regarding Negative Social Media Use in our Community

Social media can be a useful tool, and most people understand that it should be used for socializing, entertainment, or, depending on the source, as a credible resource for information. It's a great way to stay connected with family and friends and people with similar interests as you.

Unfortunately, anyone can post on social media without a requirement to be accurate, truthful, or transparent. Some online groups are set up for this purpose and encourage this type of dialogue. Many people make posts that advance their own special interest without fully disclosing all the information and in a way that makes their position look better.

For obvious reasons related to the protection of privacy or confidential matters, municipal staff can't post information on social media with details about specific files or specific individuals. We also don't have the resources to respond to each inaccurate or false statement posted on the internet. We do, however, have the advantage of considering the complete information and understanding all the facts on a file, which gives us confidence in our approaches and decision making.

Municipal employees across the province are professionals. We are highly trained in our fields, often require licences by regulating bodies, and we have an extensive network of peers we rely on. We have decades of historical context on files and properties that help us with our duties. We have legal responsibilities and work every day to keep our citizens safe. We help people achieve their goals and enforce laws as determined by our Council. We do all of this in an impartial way.

Part of our responsibilities include ensuring compliance to existing laws that are in place as approved by Council. These cover a wide range of topics including the Ontario Building Code, the Ontario Fire Code, municipal zoning laws and many others. Our staff work hard following the laws our community has approved. Much of our enforcement work is complaint based and we try to focus on the big infractions, or ones that will have a ripple effect.

We successfully process hundreds of permits and licences every year and amicably resolve complaints on a daily basis. A small handful of files not resolved in the same manner should not take away from that. Many times in a year, law abiding citizens wish to make changes to the rules, using tools such as Zoning By-law Amendments. In these cases, staff work with the individual and, where possible, suggest ways to assist with their needs. Unfortunately, there are some areas where we can't provide assistance, particularly in cases that include contraventions of the Fire Code or Building Code or in situations where a tenant wishes to make changes to a property without the property owner's permission or awareness. It is our responsibility to enforce infractions, and amendments or exceptions to these legislated codes are not possible at the municipal level.

It is our experience that most residents are open and transparent about their goals and although they may not always like the process, they work with us to help them achieve a positive outcome.

That said, it has become commonplace for people to take to social media to share their disapproval or dislike. When that is done in a respectful and meaningful way, it can create opportunities for positive discussion and reflection. However, when information posted online is disrespectful, inaccurate, or slanderous, it can be incredibly harmful.

Some municipalities are being forced to take very aggressive and expensive responses to ongoing social media attacks as these attacks create unfounded community divide and sow distrust amongst community members.

We encourage all to consider the following when reading a social media post:

- The perspective of the poster and what they are trying to gain from their post
- Whether 'the story' makes sense when read critically
- How facts can be checked

Also, please remember that municipal staff are members of your community - your neighbours, friends, and relatives. Attempting to harass another person online is never okay - especially when they can't respond -and we all have a responsibility to speak out against it.

2023-07-06



Located along the shores of Lake Ontario and the Northumberland Hills.

© 2024 Municipality of Port Hope

Town Hall

56 Queen Street.
Port Hope ON L1A 3Z9

Phone 905-885-4544
Fax 905-885-7698

Hours of Operation

Monday to Friday
8:30 a.m. to 4:30 p.m.

Designed by eSolutionsGroup (<https://www.esolutionsgroup.ca>).



Staff Report

Report To:	General Committee
Meeting Date:	February 20, 2024
Prepared By:	Peter Raabe, Director of Engineering & Infrastructure Services
Report Number:	2024-36
Subject:	Main Sewage Pump Station – Design Options

Recommendation

THAT Council approve Design Option 1, Traditional Design, for the design of the city's Main Pump Station located in Centeen Park.

Background

The city's Main Sewage Pump Station and associated forcemain was constructed in 1962, commissioned in 1963 and upgraded in 1993. The station is located near the intersection of Water and Orchard Streets, in Centeen Park, on the north shore of the St. Lawrence River.

The station has a rated capacity of 33,000 m³/day and on average pumps approximately 17,000 m³/day. 90% of the City's total sanitary sewer flow received at the Water Pollution Control Centre goes through Main Pump station. Flow from the station is conveyed through a single 600 mm diameter Class 150 psi reinforced concrete forcemain to the City's Water Pollution Control Centre, approximately 1.4 kms away.

Between 2012-2014, a Schedule B Class Environmental Assessment (EA) of the pumping station and forcemain was completed to address current and potential environmental technical and operational concerns.

The preferred option that was recommended through the EA process was to replace the station with a new one.

In April 2023, the city retained the services of J.L. Richards for the engineering design of the station. The project is currently at the 30% design stage and to keep the project moving forward, the consultant needs direction as to whether the station will be constructed above ground or constructed with a good portion of it underground.

Analysis

On November 30, 2023, the city hosted a Public Information Centre with the purpose of informing the public of the general design with the intent of presenting the two options

being considered and to obtain any comments. A copy of the presentation slides are attached.

The first option, Option 1, is considered a traditional design with the key infrastructure located above grade where Option 2 is an alternative design minimizing above grade infrastructure with much of the station being located below grade.

Option 1 – Traditional Design (Capital cost \$17.5-\$20M)

The above grade option would include key infrastructure being located above grade including:

- Screening system
- Below grade access
- Electrical infrastructure
- Chemical systems
- Ancillary operational spaces

Advantages of the traditional design would include:

- Reduced construction schedule.
- Provide optimal layout and flexibility for key equipment installation and maintenance.
- At-grade access to key operational and processes with direct access from the exterior facilitating material and chemical deliveries.
- Single stairwell to below grade infrastructure.
- No sprinkler system.
- Protection from flooding of critical electrical infrastructure.
- Minimizes excavation and overall footprint (640m²) of the station by stacking spaces.
- Reduced operating costs.

Disadvantages of the traditional design would include:

- Larger above grade structure.
- More visible impact to the park from adjacent buildings.

Option 2 – Alternative Design (Capital cost \$25-\$27.5M)

The below grade option would include more key infrastructure being located below grade including:

- Electrical infrastructure
- Chemical systems
- Ancillary operational spaces

Advantages of the alternative design would include:

- Smaller above grade structures.
- Less visible impact to the park from adjacent buildings.

Disadvantages of alternative design would include:

- Increased capital cost of approximately \$7.5M.
- Increased construction schedule.
- Less than ideal layout and flexibility for key equipment installation and maintenance.
- No at-grade access to key operational and process spaces with direct access from the exterior facilitating material and chemical deliveries.
- Multiple stairwells to below grade infrastructure.
- Sprinkler system required.
- Higher risk of damage to electrical equipment due to flooding.
- Increased excavation and overall footprint (approx. 800m², 20-50% larger than Option 1).
- Increased operating costs.

The PIC hosted on November 30, 2023, was a success with between 30-35 members of the public attending. The PIC consisted of several display boards presenting information on the two options. City staff and engineers from J.L. Richards were available to answer questions and discuss the two options.

Most of the residents attending supported Option 1, the Traditional Design, while only a few of the residents did not. The residents opposed to the traditional design reside on the north side of Water Street directly across from the proposed location of the new station.

Comments and concerns received at the PIC include:

- Would be nice to move equipment below grade to preserve the park area.
- Hope the design plans for future twinning of the forcemain.
- Would be nice to move the station to a different location. (ie. Reynolds Park/Water Street Parking Lot)
- Questioned why the forcemain not being twinned at this time.
- Concerned regarding localized flooding of the trunk sewer and ensuring it does not occur in the future. (Executive Condo)
- Major interest in the aesthetics of the building, would like to see options and be able to comment.
- Concerned about the loss of trees.
- Questioned why the site was not identified as having contaminated soil.
- Residents would like the presentation made publicly available.
- Build a showcase building that could be used as a tourist draw.
- Concerns with the steep grade from the Water Street parking and Centeen Park.

Regardless of Council's decision, the next step in the design process will be to determine the exterior appearance of the above ground building(s) and the site in general. To assist in this process, staff are proposing to host a second PIC where options will be presented to the public for feedback and comment.

Financial Implications

If Council were to move forward with Option 1, the cost to construct the station is between \$17.5M and \$20M whereas Option 2 is in the \$25M to \$27.5M range.

Policy Alignment

For this project to proceed to the next steps in the design process, Council must approve a design option.

Conclusion

The Municipal Class EA process that was completed in 2014, recommended that the city replace the existing pumping station with a new one and due to the existing design of the city's sewer infrastructure, the pumping station can not simply be moved to another location, it must remain near the existing trunk sewer and forcemain. As a result, the new station is to be placed in Centeen Park, just west of the existing station.

City staff and J.L. Richards recommend that due to the lower construction costs and operational advantages, Council approve Option 1, the Traditional Design, for the design of the city's Main Pump Station.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Sandra MacDonald, City Manager

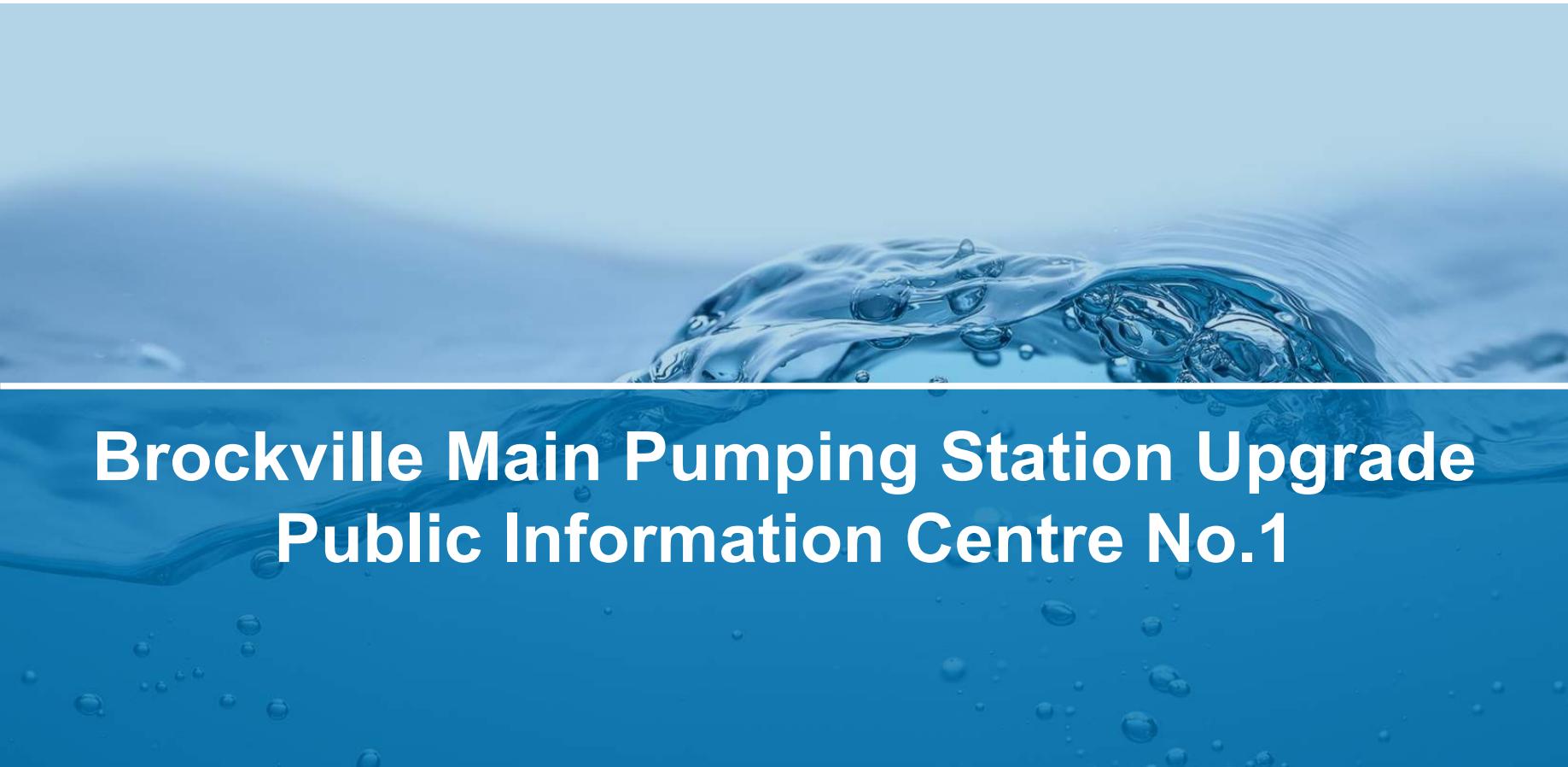
Status:

Approved - 16 Feb 2024

Approved - 16 Feb 2024

Attachments:

[MPS Options Presentation Nov 2023](#)



Brockville Main Pumping Station Upgrade Public Information Centre No.1

November 22, 2023

Welcome! Please sign in.



Background

- In 2013, the City retained JLR to undertake a Municipal Schedule ‘B’ Class Environmental Assessment (Class EA) to assess the alternate Main Sewage Pumping Station (SPS) solutions for the City of Brockville for the next 20 years and more.
- **The Phase 2 Report from the Class EA identified two potential options to address the concerns at the existing SPS including:**
 - Major Upgrades to Existing SPS
 - Provision of New SPS at the Existing Location (Centeen Park)
- The Class EA recommended replacement of the SPS at Centeen Park as the preferred option.
- In March 2023, the City retained JLR to completed the detailed design of a new SPS to be located adjacent to the existing SPS located in Centeen Park.

Project Objectives

- The original SPS was originally constructed in 1963 and was subsequently upgraded in 1993 to include an additional pump.
- **Through the Class EA, the following primary concerns were identified with the existing Main SPS:**
 - Many components are reaching the end of service life
 - Lack of flexibility for regular maintenance of key process infrastructure
 - Lack of redundancy for key process infrastructure
 - Operational and safety concerns with existing layout / design
- The new SPS is intended to address all concerns with the existing SPS. In addition, the new SPS will provide additional capacity to account for future growth

New SPS Options

- The City is currently considering two options for the new SPS as follows:
 - Option 1 – Traditional Design with Key Infrastructure Located Above Grade
 - Option 2 – Alternative Design Minimizing Above Grade Infrastructure.
- The intent of this Public Information Centre is to inform the public of the general design intent associated with both options to obtain any comments.

Option 1 – Traditional Design

- Includes key infrastructure above grade including:
 - Screening System
 - Below Grade Access
 - Electrical Infrastructure
 - Chemical Systems
 - Ancillary Operational Spaces
- Anticipated order of magnitude cost is approximately \$17.5M to \$20M

Option 1 – Traditional Design



Option 1 – Traditional Design



Option 1 – Traditional Design

Advantages:

- Provides optimal layout and flexibility for key equipment installation and maintenance.
- At grade access to key operational and process spaces with direct access from the exterior facilitating material and chemical deliveries.
- Single stairwell to below grade infrastructure.
- No requirement for sprinkler system.
- Protection from flooding of critical electrical infrastructure.
- Minimizes excavation and overall footprint of SPS by stacking spaces.
- Reduced capital costs.
- Reduced construction schedule.

Disadvantages:

- Larger above grade structure.
- More visible impact to the park from adjacent buildings

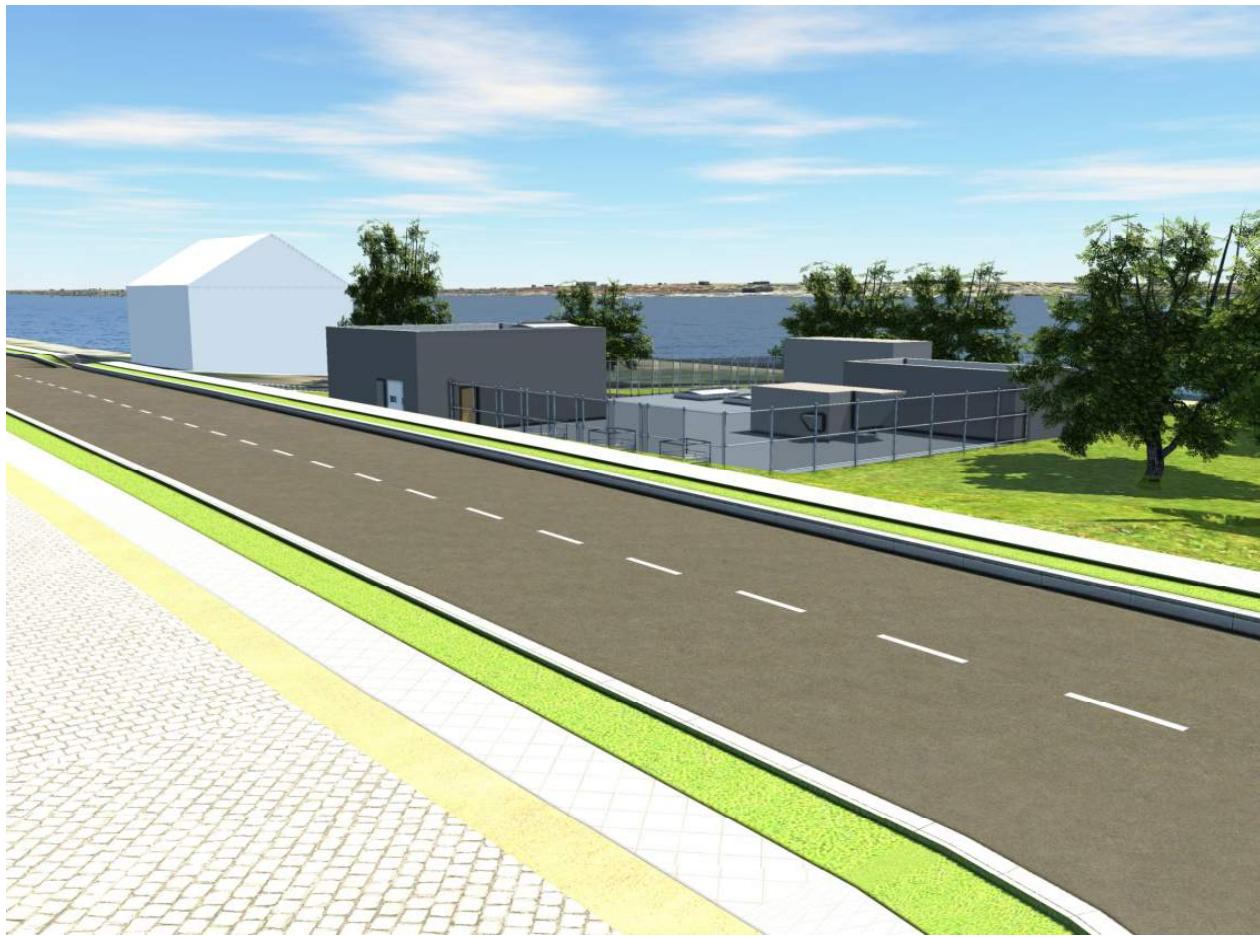
Option 2 – Alternative Design

- **Includes all feasible infrastructure below grade including:**
 - Electrical Infrastructure
 - Chemical Systems
 - Ancillary Operational Spaces
- Anticipated order of magnitude cost is approximately \$25M to \$27.5M
 - Additional Stair Well
 - Sprinkler System
 - Larger Station and Site Footprint
 - Additional Excavation and Rock Removal

Option 2 – Alternative Design



Option 2 – Alternative Design



Option 2 – Alternative Design

Advantages:

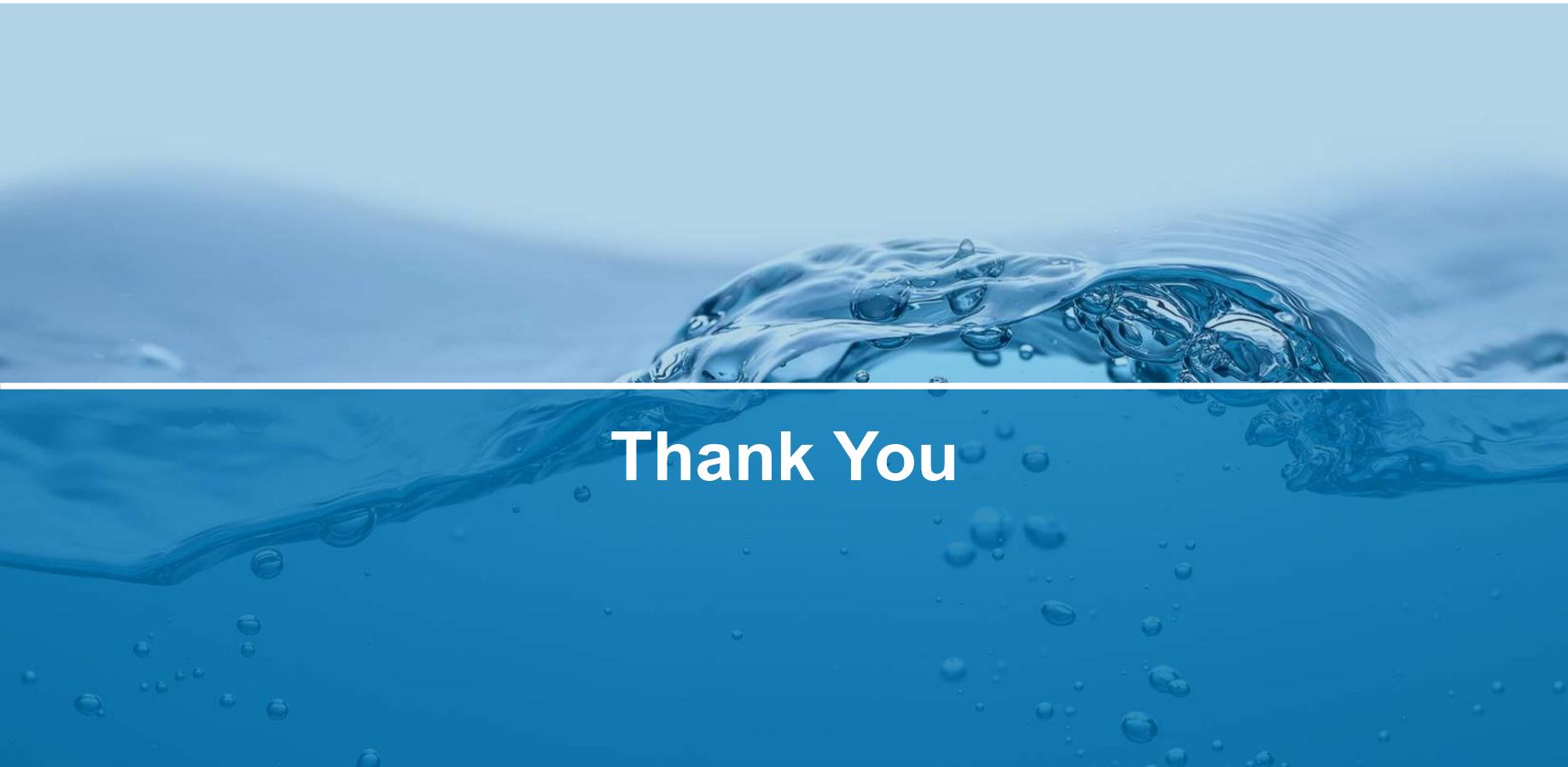
- Smaller above grade structures.
- Less visible impact to the park from adjacent buildings

Disadvantages:

- Limited flexibility for key equipment installation and maintenance.
- No at grade access to key operational and process spaces with direct access from the exterior facilitating material and chemical deliveries.
- Multiple stairwells required to below grade infrastructure.
- Sprinkler system required.
- Critical electrical infrastructure located below grade with higher risk of flooding.
- Increased excavation and overall footprint of SPS.
- Increased capital costs.
- Increased construction schedule.

Option 2 – Alternative Design

QUESTIONS?



Thank You

November 29, 2023

Welcome! Please sign in.





Staff Report

Report To:	General Committee
Meeting Date:	February 20, 2024
Prepared By:	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services Yanick Beaudin, Supervisor of Public Works
Report Number:	2024-24
Subject:	Functional review of local downtown streets

Recommendation

THAT report 2024-24 - Functional review of local downtown streets be received.

Background

City staff routinely inspect and assess local City streets and sidewalks as part of continuous maintenance and compliance efforts. This process includes traffic counts, speed surveys, evaluation of the traffic and parking configuration of streets as well as challenges associated with maintenance serviceability. Staff often field questions and address concerns from City residents with regards to maintenance of local streets and sidewalks, providing feedback to the public regarding their concerns.

Staff have taken note of streets with notable maintenance challenges and reoccurring calls of public concern. As a result, staff have undertaken a preliminary functional review of the noted downtown streets. The efforts have illustrated that a number of downtown local streets have aggravating factors related to the street configuration which present challenges to both staff and residents alike. Staff recommend that the identified streets receive a further detailed evaluation in order to explore available remedial and corrective measures to improve the configuration of downtown local streets.

The objective of this report is to inform Council of downtown local streets which staff recommend a further detailed evaluation be undertaken including public engagement to identify potential corrective measures.

Analysis

City streets may be identified by staff as warranting additional consideration either through assessment by staff or through public feedback. When a subject street is identified it is evaluated against a number of criteria, including but not limited to:

- Boulevard cross section, what standard was the street built to
- Traffic configuration, whether traffic is one direction or two
- Existing on-street parking configuration
- Classification, whether the street is arterial, collector or a local road.
- Connectivity, whether the road is a main route between points of interest
- Speed and volume, whether the speed is an issue, or whether the street is hosting an appropriate volume of traffic
- Local resident feedback, whether local residents have concerns.

Minimum Boulevard Cross Section:

City street design standards define minimum dimensions based on the configuration of traffic and parking on the street. Street design standards accounts for:

- Minimum dimension to facilitate traffic in one or both directions
- Minimum dimension for on street parking, and
- Minimum dimension for consideration for snow storage following plowing.

The minimum boulevard cross section should account as follows:

- 3 meters - For each direction of traffic travel
- 2.5 meters - For each lane of on-street parking
- 0.5 meters - For snow storage on a curb-faced sidewalk per driving direction
- (0.5) meters - Can be reduced for snow storage off the road and on the Boulevard

New building developments in the City are built to these minimum standards. However, the downtown core includes streets which were built to prior standards and in some cases do not conform to modern vehicle and pedestrian standards.

Local Street Identification:

Staff have undertaken a preliminary survey of (39) downtown streets between North Augusta Rd. and Perth St. east to west, and from the CNR to the St. Lawrence River north to south. Staff have evaluated the overall street traffic and parking configuration against the boulevard cross section to determine what street require addition follow-up staff evaluation.

The attached table of streets summarizes (64) sections of (39) downtown streets including traffic and parking configurations, cross section dimension and required cross section dimension, illustrating streets that require further evaluation.

Proposed Plan:

Having identified streets of interest, staff recommend that further evaluation be completed on each identified street section including public engagement on any potential corrective or remedial actions.

Following completion of a detailed evaluation and public engagement, staff recommend follow-up staff report(s) be provided to Council. The follow-up report(s) will provide details of any recommended corrective measures for each identified street. The lists of corrective measures will be prioritized such that each scope of work can be considered for immediate action within existing operating budgets or for future budgetary or planning purposes.

Financial Implications

There are no immediate financial implications to this report. The prescribed continuous evaluation of City streets is a currently undertaken as an existing staff assignment. Subsequent proposed follow-up corrective actions will be detailed in future reports to Council and will include a summary of expenses for Council consideration.

Conclusion

Through continuous review of City streets and public feedback, staff have completed a preliminary review of downtown local streets. The preliminary review has resulted in a list of (64) sections of (39) downtown streets that includes details as it relates to the boulevard cross section and standard dimension required for traffic, parking and winter maintenance.

Staff recommend further detailed evaluation of the identified streets and that follow-up staff reports be brought back to Council with recommended corrective actions where warranted, for Council consideration.

Approved by:	Status:
Matthew Locke, Supervisor of Transportation & Fleet Services	Approved - 13 Feb 2024
Yanick Beaudin, Supervisor of Public Works	Approved - 14 Feb 2024
Phil Wood, Director of Operations	Approved - 15 Feb 2024
Sandra MacDonald, City Manager	Approved - 16 Feb 2024

Attachments:

[Downtown Street Summary](#)

No.	Street	Section	Traffic Direction	Street Parking	Curbface Sidewalk	Boulevard Snow storage	Road Width [m]	Required Width [m]	Meets Requirement
1	Apple St.	King St. to Water St.	Two	One lane	Yes	No	8.6	9	No
2	Apple St.	Water St. to Ernie Fox	Two	One lane	Yes	No	8.3	9	No
3	Bartholomew St.		Two	One lane	Yes	No	7	9	No
4	Bennett St.		One	None	Yes	No	3.6	3.5	No - Marginal
5	Bethune St.	Pine St. to King St.	One	One lane	Yes	No	6	6	Yes
6	Bethune St.	King St. to Water St.	Two	One modified	Yes	No	6	6.5	No
7	Bethune St.	Pearl St. to Pine St.	One	One lane	Yes	No	6	6	Yes
8	Broad St.	King St. to Water St.	Two	One lane	Yes	No	10	9	No
9	Broad St.	Flint St. to Water St.	Two	Two lanes	Yes	No	9	11.5	No
10	Brennan St.		Two	None	N/A	N/A	3.8	6	No
11	Brock St.	Tunnel Ave. to Perth St.	Two	One lane	Yes	No	8	9	No
12	Buell St.	Brock St. to Pearl St.	Two	One lane	No	Yes	7.5	8	No
13	Buell St.	Pearl St. to Church St.	Two	One lane	Yes	No	8.4	9	No
14	Buell St.	Church St. to George St.	Two	Two lanes	Yes	No	12	11.5	No - Marginal
15	Buell St.	George St. to King St	Two	One lane	Yes	No	12	12	Yes
16	Byng Ave.	North Augusta Rd. to Murray St.	Two	One lane	Yes	No	5.5	9	No
17	Byng Ave.	Murray St. to Bennett St.	Two	One lane	Yes	Yes	3.5	8.5	No
18	Chase St.		One	One lane	Yes	No	4.88	6	No
19	Clarissa St.		Two	One lane	Yes	No	7.2	9	No
20	Courthouse Ave.		One	One lane	Yes	No	8	6	Yes
21	Daniel St.	Brock St. to Pearl St.	Two	One lane	Yes	No	9	9	Yes
22	Daniel St.	Pearl St. to James St.	Two	One lane	Yes	No	8.74	9	No
23	East Ave.		Two	One lane	Yes	No	6	9	No
24	Ford St.		Two	None	Yes	No	6.13	6.5	No
25	Garden St.	Pearl St. to James St.	One	One lane	Yes	No	6.8	6	No
26	Garden St.	James St. to King.	One	One lane	Yes	No	6	6	Yes
27	Gilmour St.		Two	One lane	Yes	No	7.2	9	No
28	Hill St.		Two	One lane	Yes	No	6	9	No
29	Home St.		Two	One lane	Yes	No	8.5	9	
30	James St.	North Augusta St. to Murray St.	Two	One lane	Yes	No	6.8	9	No
31	James St.	Murray St. to Bennett St.	Two	One lane	Yes	No	7	9	No
32	James St.	Bennett St. to Bartholomew St.	Two	One lane	Yes	No	8.1	9	No
33	James St.	Bartholomew St. to Ormond St.	Two	One lane	No	Yes	7.7	8	No - Marginal
34	James St.	Ormond St. to Perth St.	Two	One lane	No	Yes	8	8	Yes
35	John St.	Brock St. to Pearl St.	Two	One lane	Yes	No	5	9	No
36	John St.	Pearl St. to Water St.	Two	One lane	Yes	No	7	9	No
37	Kincaid St.		One	One lane	Yes	No	6.77	6	No
38	Market St. East		Two	Two Modified	No	Yes	12.5	14.5	No
39	Market St. West		Two	Two Modified	No	Yes	15	13.5	Yes
40	Murray St.		Two	One lane	Yes	No	5.5	9	No
41	North Augusta Rd.	Pearl St. to King St.	Two	None	No	Yes	6.9	5.5	Yes
42	Ormond St.	Pearl St. to King St.	Two	None	Yes	No	5.3	6.5	No
43	Orchard St.	Pearl St. to King St.	Two	One lane	No	Yes	6	8	No
44	Park St.	Pearl St. to King St.	Two	One lane	Yes	No	8.7	9	No - Marginal
45	Pearl St.	North Augusta Rd. to Bartholomew St	Two	One lane	Yes	No	10	9	No
46	Pearl St.	Bartholomew St. to Wall St.	Two	One lane	Yes	No	8.5	9	No - Marginal
47	Pearl St.	Buell St. to Wall St.	Two	None	Yes	No	10	6.5	Yes
48	Pearl St.	Buell St. to Perth St.	Two	One lane	Yes	No	8.5	9	No - Marginal
49	Perth St.	CNR to Church St.	Two	One lane	Yes	No	9	9	Yes
50	Perth St.	Church St. to King St	Two	One lane	Yes	No	9	9	Yes
51	Pine St.	Murray St. to Bennett St.	Two	None	Yes	No	3.5	6.5	No
52	Pine St.	Bennett St. to Bartholomew St.	Two	One lane	Yes	No	7	9	No
53	Pine St.	Bartholomew St. to Ormond St.	Two	One lane	Yes	No	7.2	9	No
54	Pine St.	Ormond St. to Park St.	Two	One lane	Yes	No	6.6	9	No
55	Pine St.	Park St. to Wall St.	Two	One lane	Yes	No	7	9	No
56	Tunnel Ave.		One	One lane	Yes	No	5.4	6	No
57	St. Paul St.		Two	None	Yes	No	6.5	6.5	Yes
58	Stuart St.		Two	One lane	Yes	No	6	9	No
59	St. Andrew St.	King St. to Water St.	One	One lane	Yes	No	6.19	6	No - Marginal
60	St. Andrew St.	Water St. to Flint St.	Two	None	Yes	No	5.68	6.5	No
61	Victoria Ave.	James St. to King St.	Two	One lane	Yes	No	8.73	9	No - Marginal
62	Victoria Ave.	Pearl St. to James St.	Two	One lane	No	Yes	7.6	8	No - Marginal
63	Wall St.	Pine to James	One	One lane	Yes	No	9	6	Yes
64	William St.	Pearl St. to Church St.	One	One lane	No	No	9	5.5	Yes



City of Brockville

Governance Committee

Minutes

4:00 PM - Tuesday, January 30, 2024

City Hall, Council Chambers

The Governance Committee meeting was called to order on Tuesday, January 30, 2024, at 4:00 PM, in the Council Chambers, with the following present:

Members Mayor Matt Wren, Councillor Katherine Hobbs, Councillor
Present: Cameron Wales
Regrets:
Staff: Sandra MacDonald, City Manager, Sheena Earl, City Clerk

STAFF REPORTS

1. Procedure By-law Review

The Committee discussed the City's current meeting procedures and practices, including rules for public delegations, public notice efforts, agenda distribution, recorded voting, closed meeting procedures and electronic participation and shared opinions on what is working well and items for consideration and review.

Staff were directed to complete further research and to prepare a draft procedure by-law update for review and to consider potential changes to the public planning notice processes.

Meeting adjourned at 5:13 pm.

Chair

City Clerk



City of Brockville

Municipal Heritage Committee Meeting

Minutes

3:00 PM - Wednesday, January 17, 2024

Boardroom, City Hall

The Municipal Heritage Committee meeting was called to order on Wednesday, January 17, 2024, at 3:00 PM, in the Boardroom, City Hall, with the following present:

Members Present:	Marianna Jasionowska Jo-Ann Allen Ida Duc Evan McMurtry Martin Read
Staff:	Tara Laberee Bondi
Regrets:	Michael Brown Lucas Michel

Chair's Remarks

Nil.

Disclosure of Interest

Nil.

Approval of the Minutes

THAT the minutes of the Heritage Brockville Committee meeting dated December 20, 2023, be adopted as circulated.

CARRIED

Delegations and Presentations

Nil.

Correspondence and Communications

1. Rotary Club of Brockville - I. Duc invited as speaker to breakfast meeting

I. Duc updated the committee regarding her presentation this morning to the Rotary Club. She gave a brief overview of the committee and its current work within the community. A Q & A session followed.

2. Your TV - I. Duc invited to speak on the television program F.Y.I.

I. Duc was interviewed today for a segment on the local television program F.Y.I. She provided a brief introduction to the committee members and upcoming plans. The show should air on January 19th.

Sub-Committee and Member Reports/Project Updates

1. Heritage designation project - Review and finalize heritage briefs

Members of the working group provided an update on the status of their heritage briefs. The group had a discussion regarding architectural classifications and agreed more work is needed to finalize the briefs. M. Read sent the link to the Google shared drive for members to post their briefs so others could review. A working group meeting was set for Tuesday, January 30, 2024, at 1 pm in the Council Boardroom.

2. Heritage Week - Event planning update

E. McMurtry provided members with the details to rent Fulford Place for the heritage week event. They have offered the committee a deal to use the space and would like to work with the committee to further promote heritage in the community. The committee supports using Fulford Place for the venue and now will confirm with the City for budget approval. The suggested date for the event is Friday, February 23, 2024, from 1pm - 5pm. E. McMurtry will draft and share with the group a brief event synopsis which can be used to present to Council for budget approval if required. He will also update Fulford Place.

New Business

Nil.

Plaques

1. Heritage award plaque - Design and expense approval

The decision on the recognition award will wait until the committee has the budget approved.

Adjournment

THAT the Heritage Brockville Committee meeting be adjourned until its next regular meeting scheduled for February 21, 2024.

CARRIED

The meeting adjourned at 4:43 pm.



Brockville Public Library

have courage | act responsibly | pursue knowledge | push boundaries | welcome everyone

Minutes: January 29nd, 2024

Chair: Margaret Wicklum

Present: M. Wicklum, C. Wells, L. Rayvals, C. Wales, J. Schoemaker-Holmes, Vice Chair R. Stobo (at 6pm), C. Quick (via Zoom) Guest: Sandi MacDonald, CAO City of Brockville

1. Call to Order 5.37 pm
2. Land acknowledgement:

In the spirit of reconciliation, the Brockville Public Library acknowledges the land on which it was originally established, and the work that it does, takes place on the territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

We are grateful for the significant and invaluable contributions First Nations, Inuit and Métis Peoples have made and continue to make across Turtle Island despite the historic and ongoing effects of colonialism.

As part of the Ontario Library Association, the staff and leadership at the Brockville Public Library are committed to active participation in reconciliation by amplifying Indigenous voices year-round, listening, learning, and providing resources so that we may work towards fulfilling [CFLA-FCAB's Truth & Reconciliation Committee Recommendations](#).

3. Introductory Remarks (information/announcements)
4. Approval of Agenda
 - a. Addition of in-camera session
5. Declaration of Conflict of Interest
 - a. none
6. Consent Agenda
 - a. November 27th, 2023 Board minutes
Approved L. Rayvals, C. Wales

7. In camera 5.43pm
Moved to rise without report by C Wales at 6.41pm
8. For discussion
 - a. Executive Report
 - b. Budget update
 - "The Brockville Library Board approves a revised 2024 Budget ask of 6% over the 2023 Budget granted by Council." C. Wales, R. Stobo
 - c. CEO annual review
 - Ad hoc Personnel Committee formed of C. Wales, R. Stobo, C. Wells Motion J. Schoemaker-Holmes, L. Rayvals
 - d. 2024 Closure Dates
 - Motion to approved 2024 Closure dates as follows::
Monday, January 1 - New Years Day
Monday, February 19 - Family Day
Friday, March 29 - Good Friday
Monday, May 20 - Victoria Day
Monday, July 1 - Canada Day
Monday, August 5 - Civic Holiday
Monday, September 2 - Labour Day
Monday, October 14 - Thanksgiving
December 24 - Christmas Eve closure at noon
December 25 - Christmas Day
December 26 - Boxing day
December 31 - closure at noon
C. Wells, C. Wales
 - e. Development Charges
 - i. Councillor C. Wales to seek clarification from City Staff
 - f. Financial Audit - waiting on Bank of Montreal
 - g. Accreditation - Scheduled for February 22nd, 2024
9. Items for next agenda (add as identified)
Add policy review to each date, earlier documents, additional committees
10. Meeting evaluation/roundtable discussion
11. Adjournment at 7.27pm C. Wales – Next meeting: Monday, March 25th, 2024: 5:30pm.

2024 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :

January 22nd
February 26th
March 25th
April 22nd
May 27th (due to May 20 being Victoria Day)
June 24

NO July Meeting
August 26
September 23
October 28
November 25
NO December meeting.

Brockville Museum Advisory Committee Meeting Minutes

January 9 at 1pm, Microsoft Teams

Present: P. Naylor (chair), D. Buck, D. Hamilton, J. Watt, K. Hobbs (Council Representation), N. Wood (Staff)

Regrets: H. Cody

1.0 Land Acknowledgement

We acknowledge that the land on which we gather, exchange ideas, and share our past, present, and future is the traditional territory of the Anishinaabe, Haudenosaunee and Wendat people.

2.0 Call to Order

1:01pm

3.0 Additions to/Approval of Agenda

4.0 Discussion and Approval of Minutes of the Last Meeting

November 14, 2023 Meeting Minutes – *approved as presented*

5.0 Executive Reports

5.1 Chair

- Referencing the goals achieved in 2023, expressed enthusiasm for a successful 2023

5.2 Curator

5.2.1 Discussion of November Staff Report

- A member inquired about the usefulness of the free webinars museum staff were attending, specifically on the topic of “Decolonization”. A brief conversation about the work of decolonization took place before the Chair made a return to the agenda.
- A member inquired about the status of two proposed capital projects: swipe cards (security) and dataloggers (collections care). The Curator provided an update that the dataloggers (2023 Capital budget) were purchased and were installed earlier this month and that the swipe cards were included in the yet-to-be reviewed 2024 Capital Budget proposal going to Council later this month.

5.2.2 Discussion of the December Staff Report

- Members expressed their delight that the museum has increased their retirement home programming to facilities in Gananoque and Athens.
- A member inquired about the specificity of the March History Talk topic: Brockville Newspapers (1821-1917). The Curator explained that the dates help better define the material that will be covered, highlighting that the talk will focus on newspapers before the amalgamation of the Recorder and the Times in 1917.
- A member expressed excitement for the upcoming Quilt exhibit and offered to share promotional material once available.

5.2.3 “Brockville Museum Key Messages” graphic (internal reference document)

- A member identified a typo
- 5.2.4 2023 Goal Tracking review of results
- Members expressed excitement that the museum had achieved most of the goals set out, in addition to successfully accomplishing a number of unexpected project, such as the offsite collection storage move. The Curator did offer some insight into some of the pivots that were necessary, and explained that some 2024 timelines have already been pushed as a result, but that the team remains optimistic heading into the 2024 workplan. The Curator indicated that further information about the 2023 goals will be included the 2023 Annual Report which staff are currently working on.

6.0 New and Ongoing Business

- 6.1 Terms of Reference – suggested revisions as per September 2023 meeting, minutes item 5.2.2.1
- There was a brief discussion about how the proposed edits improve consistency and logic without changing the intention of the document's statements. Members agreed to have the Curator submit the edited version to the Clerk's office for review and discussion of next steps.
- 6.2 Role of the Committee
- There was a brief discussion about the committee's role as representatives of the community – specifically rate payers. That a primary function of the committee is to offer feedback that the staff can share when making recommendations to Council. And that as representatives of the community, recruitment to the committee should aim to represent a cross-section of local demographics. It is felt that additional clarity is still needed as the transition from Board of Governance to Advisory Committee continues and as museum operations within the new Cultural Services Department becomes better defined.

7.0 Date, Time, Location of Next Meeting

February 13 @ 1pm via Teams (Second Tuesday of the month)

- It is expected that a review/discussion of policy (i.e. Collections, Exhibitions, and Conservation) will be included on the February meeting agenda.

8.0 Adjournment



City of Brockville

Railway Tunnel Committee

Minutes

9:00 AM - Thursday, February 8, 2024

City Hall, Council Chambers

The Railway Tunnel Committee meeting was called to order on Thursday, February 8, 2024, at 9:00 AM, in the City Hall, Council Chambers, with the following present:

Members	Doug Grant, Lynne Houldsworth, Jack Kenny, Brian Porter, and George A. Smith
Present:	
Regrets:	Councillor Severson
Others:	
Staff:	Chad Davis, Supervisor of Parks & Cemetery Services, Sheena Earl, City Clerk, Phil Wood, Director of Operations, and Tara Laberee Bondi

Disclosure of Interest

Nil.

Chair's Remarks

B. Porter welcomed the group and remarked on the wonderful early spring weather.

Adoption of the Minutes

Moved by: J. Kenny

THAT the minutes of the Brockville Railway Tunnel Committee meeting dated January 11, 2024, be adopted as circulated.

CARRIED

New Business Arising from the Minutes

1 Budget Update

P. Wood provided an update that budget items regarding the drainage system and the upgrades to the trail were both deferred to 2025.

2 Pearl Street East Crosswalk Update

P. Wood will bring the recommendation regarding crosswalk upgrades to Council in March. The estimated cost is \$15,000 and since there are not any known issues, it would not be considered a priority at this time. King Street has 5 crosswalks which either need to be added or upgraded to increase pedestrian safety.

Delegations/Presentations

Nil.

Correspondence & Communications

Nil.

Staff Reports

1 Gorge Trimming Project/Tree removal

C. Davis confirmed the tree removal is still on track and will be done closer to the opening date of the tunnel. The grass contract for the season will now include 7 feet down the sides of the ramp and will be done on a biweekly basis. There will also be soil and grass put down at the top to help even it out. J. Kenny asked if the vines could be removed from the fence. C. Davis said this could be done by Parks staff as needed.

2 Status of light replacement

Staff are waiting for Budget approval before they can tender contract for the lights. There were approximately 60 new lights needed at the end of the 2023 season. The committee is worried about the timing of repairs as the tunnel opening date approaches. B. Porter is hopeful the budget can be approved and the lights will be repaired so the Tunnel can retain its reputation.

3 Status of 2024 Light Show

C. Davis stated they have reached out to Ford Electric to create the light show. The status of the lights does not affect the programming of the light show. P. Woods stated once council has approved the budget, they can move forward. The Tunnel is a priority of council.

Sub-Committee and Member Reports/Project Updates

1 Signage

C. Davis said staff could not find the missing signs in storage. The committee discussed placement and types of signage needed at the Tunnel's north entrance. J. Kenny suggested a subcommittee meeting be held to develop a signage plan. P. Woods clarified signage is under Tourism and any new signage must conform to the standards.

ACTION: P. Woods to share the City's sign standards via email with the committee.

ACTION: Date of the sub-committee meeting regarding signs to be decided via committee email.

2 Site meeting - North End of the Tunnel (Date/Invitees)

The committee decided the site meeting should be held when the tunnel is open. There was discussion about postponing a big site meeting since the budget has been deferred till next year. It was decided they would hold a site meeting for just the Tunnel committee members and then plan for a bigger meeting at a later date.

Financial Report

1 2023 Donation Values - circulated at the meeting

Item was covered at previous meeting.

Parking Lot

1 Advisory Committee Suggestions - to be prioritized

The committee looked for ways to prioritize the list. L. Houldsworth wanted to add 2 items to the existing list. C. Davis updated the committee that IT has ordered new cameras for the Tunnel, and one will be able to monitor attendance. The other item to be added to the list was security barriers. B. Porter noted that some of the items such as drainage, crosswalk, tree removal and signage have been raised with Staff. G. Smith asked if the dirt piles in the North parking lot could be used for repairs. P. Wood says the City is storing the piles there to be used later as this is more cost effective than having them removed. He suggested staff could use millings from street repairs to fill potholes in the parking lot and will direct Public Works Staff to work on this as time permits this year.

New Business

1 Model Train Show in Prescott

C. Davis shared an invitation from Ron Lipsett to the Tunnel Committee to attend the Model Train show at the Leo Boivin Arena on Saturday, April 13, 2024, from 10am to 4pm. The committee has been asked to run an information table for the event. J. Kenny is interested in organizing the table and will coordinate with other committee members a schedule to staff the table.

ACTION: J. Kenny will talk with Tourism about the location of Railway Tunnel promotional signs that they have used in the past for these types of events.

ACTION: B. Porter to contact R. Lipsett to confirm attendance at the show.

Adjournment

Moved by: G. Smith

THAT the Brockville Railway Tunnel Committee be adjourned until its next regular meeting scheduled for March 14, 2024.

CARRIED



St. Lawrence Lodge Committee of Management Meeting Minutes

2023

Tuesday, November 28, 2023
St. Lawrence Lodge Boardroom & Zoom
0900 Hours

Present were:

Representing the United Counties:	Robin Jones
Representing Brockville:	Mike Kalivas Jane Fullarton
Representing St. Lawrence Lodge:	Lisa Harper Sherry Canning

Attendees via Zoom:

Representing the United Counties:	Herb Scott
Representing Gananoque:	Colin Brown

Call to Order – meeting called to order by Mike Kalivas at 9:08 am.

Motion that the agenda be adopted as presented.

Moved by: Jane Fullarton
Seconded by: Colin Brown
Motion Carried

Disclosure of Pecuniary Interest – None Noted.

Approval of Previous Minutes:

Motion that the minutes of the October 24, 2023 St. Lawrence Lodge Committee of Management meeting be adopted as presented.

Moved by: Jane Fullarton
Seconded by: Robin Jones
Motion Carried



St. Lawrence Lodge Committee of Management Meeting Minutes

2023

Financial:

Proposed Operating Budget for 2024 was presented by Tanya Dallaire. Discussion held.

Motion that the St. Lawrence Lodge Proposed Operating Budget be accepted as presented.

Moved by: Jane Fullarton
Seconded by: Robin Jones
Motion Carried

In-Camera:

Motion that the November 28, 2023 meeting of St. Lawrence Lodge Committee of Management, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25 move into an in camera session meeting at 9:40 am to address matters pertaining to: Compensation.

Moved by: Jane Fullarton
Seconded by: Colin Brown
Motion Carried

Review Previous In-Camera minutes.

Discussion was held regarding Compensation.

Motion that the November 28, 2023 meeting of St. Lawrence Lodge Committee of Management does now resume at 10:58 am.

Moved by: Corinna Robin Jones
Seconded by: Jane Fullarton
Motion Carried

Information Items:

Motion that the Manager on Call Duties and Compensation Policy be approved as presented.

Moved by: Robin Jones
Seconded by: Jane Fullarton



St. Lawrence Lodge Committee of Management Meeting Minutes

2023

FOR IT COMES FROM WITHIN®

Motion that the Administrator's Report be adopted as circulated.

Moved by: Jane Fullarton
Seconded by: Colin Brown
Motion Carried

Motion that the Medical Director's Report for November 2023 be adopted as circulated.

Moved by: Jane Fullarton
Seconded by: Colin Brown
Motion Carried

Adjournment:

Motion that the November 28, 2023 Committee of Management meeting does now adjourn at 11:14 am and that the Committee of Management will meet next on January 30, 2024 at 9:00 am in the St. Lawrence Lodge Boardroom.

Moved by: Robin Jones
Seconded by: Jane Fullarton
Motion Carried



St. Lawrence Lodge Committee of Management Meeting Minutes

2023

Wednesday, December 13, 2023
St. Lawrence Lodge - Zoom
0800 Hours

Attendees via Zoom:

Representing the United Counties:	Robin Jones
Representing Brockville:	Mike Kalivas
Representing the United Counties:	Herb Scott
Representing St. Lawrence Lodge:	Lisa Harper Sherry Canning

Call to Order – meeting called to order by Mike Kalivas at 8:15 am.

Motion that the agenda be adopted as presented.

Moved by: Robin Jones
Seconded by: Herb Scott
Motion Carried

In-Camera:

Motion that the November 28, 2023 meeting of St. Lawrence Lodge Committee of Management, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25 move into an in camera session meeting at 8:16 am to address matters pertaining to: legal matters.

Moved by: Robin Jones
Seconded by: Herb Scott
Motion Carried

Discussion was held regarding legal matters – direction given.

Motion that the December 13, 2023 meeting of St. Lawrence Lodge Committee of Management does now resume at 8:48 am.

Moved by: Robin Jones
Seconded by: Herb Scott
Motion Carried



FOR IT COMES FROM WITHIN®

St. Lawrence Lodge Committee of Management Meeting Minutes

2023

Adjournment:

Motion that the December 13, 2023 Committee of Management meeting does now adjourn at 8:49 am and that the Committee of Management will meet next on January 30, 2024 at 9:00 am in the St. Lawrence Lodge Boardroom.

Moved by: Robin Jones
Seconded by: Herb Scott
Motion Carried