



# City of Brockville General Committee Agenda

4:30 PM - Tuesday, May 16, 2023  
City Hall, Council Chambers

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Page

1. **Land Acknowledgement Statement**
2. **Chair's Remarks**
3. **Disclosure of Interest**
4. **Delegations and Presentations**  
Nil.
5. **Correspondence and Communications**  
Nil.
6. **Reports from Boards and Committees**  
Nil.
7. **Staff Reports**

8 - 9

1. 2023-83  
Canada Day Fireworks Display

THAT Council approve the proposal from GFA PYRO in the amount of \$15,181 (excluding HST) for the 2023 Canada Day fireworks.

[2023-83](#)

10 - 21

2. 2023-86  
Municipal Twinning Agreement Policy

THAT Council approve the Municipal Twinning Agreement Policy; and

THAT staff be directed to contact the partners in California and Australia and report back to Council with their willingness to renew the Agreements.

[2023-86](#)

[Staff Report 2023-86 - Municipal Twning Agreement Policy - Attachment 1 - draft policy](#)

22 - 26

3. 2023-81  
Next Generation 911 (NGEN 911) Grant Allocations/  
Expenditures in Partnership with Brockville Police Services

THAT Council approve the Next Generation 911 (NGEN 911), Project, Phase #1 in the amount of \$982,297.08 to be funded by the NGEN 911 SOLGEN Grant received from the Ministry in May 2023; and

THAT Council authorize the Mayor and Clerk to execute an agreement with Owen Sound Police Services Board for the provision of a NGEN 911 Call Handling Hosted Solution; and

THAT Council authorize staff to enter into an agreement with Frontline Communications to provide consulting services to assist in the NGEN 911 transition and connection with hosted platform to current "Crisys" Computer Aided Dispatch consoles.  
[2023-81](#)

27 - 29

4. 2023-85  
Generator Replacement Fire Stations 1 & 2

THAT Council approves the purchase of one (1) replacement 125kW Cummins Generator for \$103,325.60 (with net HST) for Station #2 at 360 Laurier Blvd; and;

THAT Council approves the purchase of one (1) 80kW Cummins Generator for \$80,910.95 (with net HST) for Station #1 at 61 Perth Street, and;

THAT Staff prepare a Tender Package for the installation of both generators, and;

THAT Staff prepare a follow-up report to council outlining the installation tender results with the overage being funded by the gas tax (estimated at \$83,000).

[2023-85](#)

30 - 33

5. 2023-77  
Parks Bucket Truck Procurement

THAT Council approve the purchase of a Terex forestry bucket truck from Custom Truck for a cost including net HST and USD exchange rate not to exceed \$245,000, and

THAT Council approve an increase to the approved capital budget from \$200,000 to \$245,000, and

THAT the additional funds required to complete the purchase be funded by Debt.

[2023-77](#)

34 - 36

6. 2023-80  
Facilities Roofing Project  
Fire Station #1

THAT Council approve the award of the contract to replace roof section 1 of Brockville Fire Station #1 for a total cost \$132,008.16, and

THAT Council approve an additional \$32,009 funded by debt to fund the budget shortfall.

[2023-80](#)

37 - 38

7. 2023-82  
Break Open Lottery Licence fee - request for relief

THAT Council approve a one-time lottery licence fee reduction of 2%, for the Brockville General Hospital Volunteer Association, therefore setting the fee at 1% of the prize board.

[2023-82](#)

39 - 42

8. 2023-79  
Transit Bus Procurement

THAT Council approve the purchase of two transit buses at a cost of \$311,788.20 from Girardin Ontario Inc., and

THAT Council approve funding a budget shortfall of \$31,043.06 to complete the purchase of the buses.

[2023-79](#)

43 - 44

9. 2023-90  
Reconstruction of Sherwood Street - Contract# 23-0007

THAT Council approve the tender from Ken Miller Excavating for the Reconstruction of Sherwood Street in the amount of \$1,125,978.40 (including net HST); and

THAT Council approve an additional \$37,515.47 from the OCIF Fund.

[2023-90](#)

45 - 46

10. 2023-91  
Concrete Sidewalk & Curb Reconstruction on City Streets

THAT Council approve the tender from Ken Miller Excavating for Concrete Sidewalk and Curb Reconstruction in the amount of \$17,647.72 (including net HST).

[2023-91](#)

47 - 50

11. 2023-92  
Residential Backwater Sanitary Valve Protection Program

THAT Council approve a Backwater Valve Grant program, and;

THAT it be funded by the Wastewater Working Capital Operations Reserve.

[2023-92](#)

## 8. **Information Items**

*All matters listed as Information Items are considered to be routine and will be enacted by one motion. Should a Committee member wish an alternative action from the proposed recommendation, they shall request that this matter be moved to "separate" the item.*

THAT the following Information Items be received and passed by Consent Agenda:

51 - 53

1. Integrity Commissioner Services  
Annual Report 2022  
[IC - Annual Report - 2022](#)

- 54 - 56                      2.     2023-57  
   Council Compensation
- THAT report Council Compensation be received for information.  
   [2023-57](#)
- 57 - 58                      3.     2023-78  
   Municipal Accommodation Tax - 2023 Quarter 1 Update
- That staff report 2023-78 be received for information.  
   [2023-78](#)
- 59 - 60                      4.     2023-88  
   Project 230018 Public Works Plow Truck - Completed  
   Procurement
- THAT Council receive report 2023-88 for information.  
   [2023-88](#)
- 61 - 62                      5.     2023-87  
   Project 230020 Parks Mower - Completed Procurement
- THAT Council receive report 2023-87 for information.  
   [2023-87](#)
- 63 - 64                      6.     2023-89  
   Project 230044 Public Works Street Sweeper - Completed  
   Procurement
- THAT Council receive report 2023-89 for information.  
   [2023-89](#)

9.     **New Business from Committee Members**

- 65 - 67                      1.     Support for Bill 5 - Stopping Harassment and Abuse by Local  
   Leaders Act  
   (Mayor Wren)
- THAT Brockville City Council express its support for Bill 5 -  
   Stopping Harassment and Abuse by Local Leaders Act which  
   would require the code of conduct for municipal Councillors and

members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's inquiry determines that the member has contravened this requirement; and

THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing and MPP Leeds–Grenville–Thousand Islands and Rideau Lakes.

[2023 05 16 Stopping Harassment and Abuse - City of Woodstock](#)

[2023 05 16 WomenOfOntarioSayNo- Info Sheet](#)

10. **Committee Consent Agenda**

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

11. **Media Question Period**

12. **Adjournment**

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for June 20, 2023.

**Minutes from City Boards and Committees**

Airport Commission

Arena Advisory Board

Heritage Brockville

68 - 79

Library Board

[2022 08 22 Library Board Minutes](#)

[2022 10 12 Library Board Minutes](#)

[2022 12 12 Library Board Minutes](#)

[2023 02 13 Library Board Minutes](#)

[2023 03 27 Library Board Minutes](#)

Museum Board

Railway Tunnel Committee

Tourism Advisory Committee

Youth Advisory Council



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Kendra Lorimer, Economic Development Coordinator  
Robert Nolan, Director of Economic and Development Services  
**Report Number:** 2023-83  
**Subject:** Canada Day Fireworks Display

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## Recommendation

THAT Council approve the proposal from GFA PYRO in the amount of \$15,181 (excluding HST) for the 2023 Canada Day fireworks.

## Background

The Canada Day Fireworks Display is an annual project administered through Economic & Development Services and budgeted for during the annual budget process. The display takes place on Canada Day over the waterfront and is fired from a barge on the river adjacent to Reynolds Park.

## Analysis

This project was put out to tender under the Request for Proposal method of the City's Procurement Policy POL.F.20.139. It was posted publicly on bids&tenders.com and by email invitation to known fireworks display companies. The purpose of this tender was to enter into a three-year contract with the successful proponent which provides better value for money to the City of Brockville vs. a year-to-year contract. At the close of the tender, two bids were received.

Proposals for #230040-Canada Day Fireworks RFP were evaluated by a staff evaluation team in accordance with the process outlined in the RFP, agreeing on one collectively score for each proposal based on the following criteria: Project Deliverables and Quality of the Show, Materials Evaluation, Technical Components, and Experience and Qualifications. The following is a summary of the costs, and the resulting score based on the evaluation process outlined in the RFP:

<b>Company:</b>	<b>2023 Cost:</b>	<b>Score:</b>
GFA PYRO	\$15,181	97
NorthStar Fireworks	\$14,115	78



GFA PYRO received the top score of 97 through the evaluation process due to the detailed proposal and offered the best value for money.

### **Financial Implications**

This project was budgeted at \$15,500 including net HST. There are sufficient funds budgeted to complete the project. Additional years in the contract shall remain within the approved budget for the fiscal year.

### **Policy Alignment**

In accordance with the City's Procurement Policy, approval from Council is required as less than three bids were received.

### **Conclusion**

It is recommended that Council approve the proposal from GFA PYRO in the amount of \$15,181 (excluding HST) and approve that staff enter into a three-year agreement to produce Brockville's Canada Day Fireworks Display.

Approved by:	Status:
Lynda Ferguson, Director of Finance & IT Services	Approved - 11 May 2023
Kendra Lorimer, Economic Development Coordinator	Approved - 11 May 2023
Robert Nolan, Director of Economic and Development Services	Approved - 11 May 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 11 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Robert Nolan, Director of Economic and Development Services  
**Report Number:** 2023-86  
**Subject:** Municipal Twinning Agreement Policy

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## Recommendation

THAT Council approve the Municipal Twinning Agreement Policy; and

THAT staff be directed to contact the partners in California and Australia and report back to Council with their willingness to renew the Agreements.

## Background

At the May 10, 2022 Council, Mr Voldymyr (Walter) Palagniuk (Legislative Assistant, Office of Larry Brock MP Brantford-Brant) presented details of the twinning agreement between Brantford and Kamianets-Podilskyi in Ukraine. The City was encouraged to consider establishing a twinning agreement with a municipality in Ukraine. Staff were directed to further explore a twinning agreement with a city in Ukraine.

At the April 18, 2023 General Committee staff report 2023-68 Twinning Agreement Policy was considered. This report described the general principles and practices of twinning agreements and outlined the city's three existing agreements (Ontario, California; Mildura, Australia; Chitinsky District of the Zabaikalsky region of the Russian Federation). While these agreement have been in place for many years there is little evidence of activity or exchanges with any of these communities. Staff recommended a Twinning Agreement Policy be developed and brought back to Council. The following Amended Motion was carried by Committee and approved at Council:

THAT Council authorize staff to develop a Twinning Agreement Policy;  
THAT the policy be brought back to Council for approval; and  
THAT the City of Brockville immediately terminate its Social-Cultural Agreement with the Chitinsky District of the Zabaikalsky region of the Russian Federation.

## Analysis

Staff have reviewed twinning policies from several other municipalities across Ontario and Canada and have used these to develop the draft Municipal Twinning Agreement Policy included in Attachment 1.

The policy defines two types of municipal twinning agreements, a Friendship Agreement, and a Sister City Agreement. Friendship Agreements are principally symbolic, demonstrating goodwill between the partner municipalities. A Sister City Agreement is more formal and involves the commitment of municipal resources to achieve agreed goals and objectives.

A set of Principles that the City is looking to demonstrate through these agreements are identified. This includes demonstrated similarities or shared characteristics; interests from citizens, businesses or community groups; potential cultural, educational or business interactions; and a stable ethical government.

The policy sets out the criteria staff would use to evaluate a request for a twinning agreement and the procedure for obtaining Council authorization to enter into an agreement. The policy further defines the need for a Memorandum of Understanding and, in the case of a Sister City Agreement, the requirement for an agreed Action Plan. The policy further defines requirements for reviewing and dissolving of agreements, as well as how agreements will be managed and requirements for including funding in departmental budgets.

### **Financial Implications**

Sister City Agreements would require funding to be included in departmental budget to ensure that the City meets its obligations in any agreed action plans.

### **Policy Alignment**

Staff are recommending that Council establish a Municipal Twinning Agreement Policy.

### **Conclusion**

Staff have developed the attached policy based on best practice in other communities. The policy proposes establishing two types of twinning agreements and sets the principles, evaluation criteria and procedure for approving the city's participation in a twinning agreement. Staff are recommending that Council approve the policy.

Approved by:

Robert Nolan, Director of Economic and  
Development Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 11 May 2023

Approved - 11 May 2023

Attachments:

[Staff Report 2023-86 - Municipal Twinning Agreement Policy - Attachment 1 - draft policy](#)

## **Municipal Twinning Agreement Policy (DRAFT)**

### POLICY STATEMENT

It is the policy of the Corporation of the City of Brockville to encourage the establishment of Twinning Relationships with other municipalities that have potential benefits to the City of Brockville and the broader community through cultural, educational, and economic ties, activities and opportunities.

### PURPOSE

The purpose of this policy is to establish guidelines within which Twinning Relationships with other municipalities may be established, and which will outline the activities and responsibilities for maintaining the relationship(s).

### TYPES OF TWINNING AGREEMENTS

Friendship Agreement – principally a symbolic agreement that demonstrates and expresses the goodwill and support between both cities, without a specific plan, commitment, or obligation.

Friendship Agreements may be signed as the first stage in developing a relationship and after it is strengthened and the partners are prepared to enter a more formal Sister City Agreement.

Sister City Agreement – are a formal agreement that involves the commitment of municipal resources (e.g. staff and financial) to achieve specific goals and objectives. Sister City agreements usually involve participation in projects and/or exchanges that promote cultural awareness, joint educational opportunities, and/or trade and economic development.

### TWINNING PRINCIPLES

Twining relationships will be considered when the following principles can be demonstrated to the satisfaction of City Council:

- identified similarities and shared characteristics or interests between Brockville and the candidate community
- identified community interest in a relationship from citizens, business community and cultural groups in Brockville
- identified potential cultural, educational and economic exchanges and interaction between Brockville the and candidate community

- A strong ethical match and the proposed friendship city strives to be a stable and ethical government

Other factors that may affect a decision to twin will include:

- location and regional proximity of existing twinned communities
- the number of twinning relationships in place
- ability, within existing resources, to maintain the relationships with exchange visits at least once in every five years
- Federal Government policies and/or sanctions imposed through Global Affairs Canada

### EVALUATION CRITERIA

City staff will evaluate requests to establish twinning relationships based on the following criteria. The evaluation will form the basis of staff's recommendations to Council.

1. Capacity (for both Brockville and proposed twin city):
  - How many twinning arrangements currently exist and do both communities have capacity to enter into another agreement
  - Is there financial support for maintenance of the relationship
  - Has the proposed twinning partner developed strong twinning arrangements
  - Are there existing bilateral links between community organizations, educational institutions or other bodies within the city
2. Community Profile
  - Population of community
  - Similarities in demographics
  - Is there a common history or linkages with the community or broader region
  - Locational attributes: proximity to water, rural areas, etc
3. Community Support
  - Is there a strong connection with the Brockville community, or a group(s) within it
  - Number of Brockville residents interested
  - Organizations interested in supporting

4. Demonstrate Identifiable similarities or mutual interests with a potential for reciprocal cultural, social, economic, educational and joint municipal learning benefits
  - Cultural Linkages
    - Cultural institutions: museums, theatres, orchestras, libraries, galleries, performing arts, visual arts, dance, festivals, annual events
    - Tourism opportunities
  - Social Linkages
    - Sports teams (amateur/professional)
    - Civic organizations: service clubs, youth organizations, community associations, etc
  - Economic Linkages
    - Economic similarities (major sectors/employers, tourism, etc)
    - Business environment – economic conditions, level of trade and foreign investment, innovation and small business support, etc
  - Educational Linkages
    - Educational institutions: primary secondary schools, private schools, colleges, technical schools, etc
    - Programs: specialized training programs, cultural programs
  - Municipal Learning Opportunities
    - Sharing of municipal expertise (i.e. governance, financial, professional and technical exchange opportunities
    - Opportunities to creatively learn, work and solve problems together

#### PROCEDURE

If the proposed twinning meets the Twinning Principles as outlined above, the following steps are taken:

1. The Evaluation Criteria checklist is completed by City staff
2. If a twinning agreement is deemed viable by staff a recommendation is referred to the City Manager for endorsement
3. A staff report is taken to Council for their consideration and staff are provided approval to negotiate an agreement
4. Staff work with potential twinning community to develop a Memorandum of Understanding (MOU) for a Friendship Agreement; or MOU and action plan for a Sister City Agreement
5. The final MOU and Action plan is brought back to Council for approval for the Mayor to enter into the Agreement
6. Agreement is signed between both Municipalities

#### TWINNING AGREEMENT MEMORANDUM OF UNDERSTANDING / ACTION PLAN

A Memorandum of Understanding will be developed between the City and the potential twinned municipality outlining the principles agreed to between each municipality.

For a Sister City Agreement, City staff and the twinned municipality will jointly develop an Action Plan setting out the proposed activities and initiatives to be undertaken.

The Action Plan will be presented to Council for approval prior to executing the Twinning Agreement.

#### TWINNING AGREEMENT REVIEW

Staff will provide an annual update to Council relating to the activities and accomplishments of the Twinning Agreement.

A review of each relationship shall be undertaken every five years, the review is to be included in the terms of all twinning agreements. The support of both municipal councils will be sought with respect to the continuation of a relationship.

#### DISSOLVING A TWINNING AGREEMENT

A Twinning relationship may be dissolved upon mutual agreement between the two municipalities, or should City Council determine upon review that the relationship has ceased to meet the objectives of the Agreement, or for any other reason deemed appropriate by City Council.

#### MANAGING TWINNING AGREEMENTS

City staff will be responsible for managing the Twinning Agreement Plan and reporting to Council.

Council may, if deemed necessary, appoint a Twinning Agreement Advisory Committee to oversee and manage all or individual Twinning Agreements.

Should a Twinning Agreement Advisory Committee be established a Terms of Reference will be developed defining the roles and responsibilities of the Committee and requirements for reporting.

TWINNING AGREEMENT FUNDING

Funding of Sister City Action Plans will be included in the operational and capital budgets of the Economic & Development Services Department, subject to review on an annual basis.

Staff will, through the annual budget process, request funds to implement activities outlined in the Sister City Action Plan.

May 10, 2023



# **Municipal Twinning Agreement Policy (DRAFT)**

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    - Economic similarities (major sectors/employers, tourism, etc)
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## TWINNING AGREEMENT REVIEW

Staff will provide an annual update to Council relating to the activities and accomplishments of the Twinning Agreement.

A review of each relationship shall be undertaken every five years, the review is to be included in the terms of all twinning agreements. The support of both municipal councils will be sought with respect to the continuation of a relationship.

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Should a Twinning Agreement Advisory Committee be established a Terms of Reference will be developed defining the roles and responsibilities of the Committee and requirements for reporting.

### TWINNING AGREEMENT FUNDING

Funding of Sister City Action Plans will be included in the operational and capital budgets of the Economic & Development Services Department, subject to review on an annual basis.

Staff will, through the annual budget process, request funds to implement activities outlined in the Sister City Action Plan.

May 10, 2023



# Staff Report

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**Report To:** Council  
**Meeting Date:** May 16, 2023  
**Prepared By:** Chris Paul, Acting Fire Chief  
**Report Number:** 2023-81  
**Subject:** Next Generation 911 (NGEN 911) Grant Allocations/  
Expenditures in Partnership with Brockville Police Services

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## **Recommendation**

THAT Council approve the Next Generation 911 (NGEN 911), Project, Phase #1 in the amount of \$982,297.08 to be funded by the NGEN 911 SOLGEN Grant received from the Ministry in May 2023; and

THAT Council authorize the Mayor and Clerk to execute an agreement with Owen Sound Police Services Board for the provision of a NGEN 911 Call Handling Hosted Solution; and

THAT Council authorize staff to enter into an agreement with Frontline Communications to provide consulting services to assist in the NGEN 911 transition and connection with hosted platform to current "Crisys" Computer Aided Dispatch consoles.

## **Background**

### **What is Next Generation 911?**

Next Generation 911 is a new digital service delivery providing voice, real time texting, and videos call features with several back-ups and connections that are not currently available in our 25-plus year analog system. This new technology will also provide enhanced situational awareness and new opportunities for collaboration and better communication between dispatch providers and customers (i.e., primary & secondary Public Safety Answering Points (PSAPs) and Fire Departments under our telecommunications contracts).

### **Why is Next Generation 911 so Important?**

The original 9-1-1 system was designed over 25 years ago for analog wireline phones. This was the latest technology at the time, prior to the internet and mobile phones. As technology advanced, so did the need to gain information faster and more efficiently through internet, and other wireless signals. This upgrade is mandated by changes to Canadian Radio-television Telecommunications Commission (CRTC) Policies and must be completed by March 2025.

The benefits of this mandatory upgrade will provide police and fire dispatchers with faster communications and increased redundancies. The results of such improvements will enhance public safety along with making our dispatch centers more efficient through the following upgrades:

- More avenues to assist all types of callers (increased accessibility for people with disabilities).
- Greater reliability and coordination with other agencies (Hydro-One, Propane Distributors, Enbridge Gas, Police, Mutual Aid Partners, EMS, and the Ontario Fire Marshall Officer/Field Advisors/Inspectors etc.).
- Improved field responder safety and enhanced situational awareness.
- Improved location accuracy and updated Automatic Number Identification/ Automatic Location Identification (ANI/ALI).

### **Important Timelines**

The Brockville Fire Department's migration and connectivity to the "BELL ESI Net" will take place in the fall of 2023. The Brockville Police Department will follow the fire migration in early 2024 (1st quarter).

The Bell migration must be completed by 2024 in preparation of the CRTC deadline of March 4th, 2025. As of March 4th, 2025, all current analog signals will be cut-off and the digital NGEN 911 system will be fully operational throughout the country. Any PSAPs that have not transitioned to the NGEN 911 platform by this time will not have dispatch/telecommunications capabilities.

### **Analysis**

#### **Owen Sound Police Hosted Solution**

Through our partnership with the Brockville Police Department, we were able to arrive at the most cost effective solution, improve communications, share resources, along with seamless back-up solution infrastructure which is mandatory under the NGEN 911 requirements.

The Owen Sound Police Service Board has the ability to provide our department with service through agent access to our NGEN 911 systems. We would maintain our current staffing model and received NGEN 911 as an "Infrastructure AS A Service" (IAAS).

The hosted solution will also provide the following services for both Brockville Police & Fire:

- Initial scope of work review based on existing infrastructure, call load and capabilities.
- An IT security assessment to determine requirements for securing the 911 environment compatible with applicable Bell 911 requirements.
- Provisioning of NGEN 911 call flows to an NGEN911 softphone client at our primary site and alternate (back-up console - Brockville Police).
- Provisioning of administrative call flows to the NGEN 911 softphone client.
- Accessibility to the redundant Owen Sound Communication Centre (OSECC) administrative lines (with our desired existing numbers or a new one) OR connections to our existing compatible phone system for local call routing.
- Assess to reporting data.
- Audio recording of all 911 calls on the system.
- Screen recording of softphone client.
- 24/7 monitoring and maintenance of systems.
- Configuration of CAD data feed into our existing CAD serves for ANI/ALI data (caller display, name etc.).
- Access to real-time texting when available via CRTC/Bell through the NGEN 911 softphone client.
- Integration to existing radio audio routing/hook switch features for audio routing with headsets.

#### *Owen Sound Police Hosted **5-Year** Plan/Agreement Costs*

Description	1st Year	2nd Year	3rd Year	4th Year	5th Year	TOTAL
<b>IT Staff Member</b>	\$38,110.71	\$39,444.57	\$40,825.14	\$42,254.91	\$43,732.91	\$204,367.34
<b>Director Members</b>	\$33,317.15	\$34,483.25	\$35,690.15	\$36,939.31	\$38,232.18	\$178,662.02
<b>On-Site Training</b>	\$6,250.00					\$6,250.00
<b>Komutel Seats</b>	\$45,000.00					\$45,000.00
<b>Infrastructure Support</b>	\$16,640.63	\$11,482.03	\$11,883.90	\$12,299.84	\$12,730.33	\$65,036.73
<b>Komutel Support</b>	\$16,875.00	\$11,643.75	\$12,051.28	\$12,473.08	\$12,909.63	\$65,952.74
<b>One-Time Integration</b>	\$25,000.00					\$25,000.00
<b>Total Per Year</b>	\$181,193.48	\$97,053.60	\$100,450.47	\$103,966.24	\$107,605.06	\$590,268.84

#### **Eventide Audio Logger Upgrade/Back-up Console**

Next Generation 911 (NGEN 911) communications are recorded using digital recording systems. Brockville Fire is using the Crisys logger, which is a standalone server with one analog card. This means moving forward, our logger will not integrate into the current NG911 protocol. NG911 calls come into the PSAP via the Session Initiation Protocol, or SIP. This is true whether it's a voice call, video, text message or alarm. So, the logging service must support SIP, which



again, our current logger does not support. The logger that was requested is the Eventide NexLog 740 DX-Series. This is the same logger that Owen Sound Police purchased. The logger supports VoIP (IP) (Channel Licenses for DX-Series), and SIPREC Enabler for recording enterprise SBC SIPEC and NG911 SIPREC. With NG911 still rolling out, even agencies like Owen Sound are still working with Eventide to test all the metadata that is being collected through the NG911 protocols. With that said, moving forward with an Eventide logger will give our department the much-needed boost in the right direction.

### **Frontline Communications Consulting**

Due to several staffing changes in the I.T., and both Brockville Police and Fire departments, we require additional support through this transition. We are proposing to use the services of Frontline Communication Consulting for both our Owen Sound Police Hosted Solution and current Crisys CAD provider.

Frontline Communication Services will also be important during the phase #2 and #3 of the Solicitor General Provincial grant applications. The employees from this organization have designed and installed our original dispatch K-Core system as well as most of our hardware and software system servers components. They have on staff the technician who provided technical support through Bell over the last 10 years.

### **Crisys Server Upgrades**

The server upgrades are pass due and will assist in the connectively between our current Computer Aided Dispatch (CAD) Crisys system and our Owen Sound hosted solution.

Crisys (CAD) software updates afford users the opportunity to work with a fully customizable and versatile dispatch program. Uncluttered multi-paned windows offer easy to use and intuitive dispatching. Emergency response units are easy to assign and monitor while the dispatcher uses the radio and tracks the progress of the incident.

The Crisys server enhancements will be required in future NGEN 911 plug-ins that will increase the functionally to the user by providing additional features such as video capabilities.

### **Alternatives**

N/A

### **Financial Implications**

The Brockville Fire Department applied for a NGEN 911 grant in January 2023. The department was successful with our application by receiving \$1,245,000.00 in support of our NGEN 911 transition project.

With Council approval, all initial start-up and membership costs can be funded by the NGEN 911 Grant. This would fund the start-up costs and ensure continued service for both fire and police services including our existing dispatch clients (South Dundas, Arnprior, Prescott, and the United Counties of Leeds and Grenville).

A condition of the funding is that funds must be spent by July 31st, 2023. Maximizing the grant means that the contract would be prepaid for the 5 years. After the 5 year period the contract costs would be incorporated into operating costs, thereby on the tax rate.

NGEN 911 Grant Phase #1: Project Requirements/Upgrades	Costs/Expenses
Owen Sound Costing (5-Year Plan)	\$590,268.84
NGEN 911 System Audio Logger and Back-Up Upgrades	\$307,753.24
Frontline Communications Consulting	\$13,560.00
Crisys Server	\$70,715.00
<b>TOTAL</b>	<b>\$982,297.08</b>

## Conclusion

NGEN 911 is the biggest technological innovation in the history of Public Safety Answering Points (PSAP). The move to the digital world has been mandated by Canadian Radio/Television Telecommunications Commission (CRTC), through Policy CRTC 2017-182. Modernization of 9-1-1 networks will help meet public safety needs of all Canadians. This exciting transition is well received by both the Brockville Police and Fire departments. Staff involved with this initiative are excited for the implementation process and these long overdue upgrades to better serve our communities. Without the Provincial SOLGEN funding both departments would be struggling to afford such start-up costs resulting in operation and capital funding increases.

Approved by:	Status:
Chris Paul, Acting Fire Chief	Approved - 10 May 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 11 May 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 11 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Chris Paul, Acting Fire Chief  
Travis Raison, Project and Asset Coordinator  
**Report Number:** 2023-85  
**Subject:** Generator Replacement Fire Stations 1 & 2

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## Recommendation

THAT Council approves the purchase of one (1) replacement 125kW Cummins Generator for \$103,325.60 (with net HST) for Station #2 at 360 Laurier Blvd; and;

THAT Council approves the purchase of one (1) 80kW Cummins Generator for \$80,910.95 (with net HST) for Station #1 at 61 Perth Street, and;

THAT Staff prepare a Tender Package for the installation of both generators, and;

THAT Staff prepare a follow-up report to council outlining the installation tender results with the overage being funded by the gas tax (estimated at \$83,000).

## Background

### 61 Perth Street, Station #1

Fire Station #1 houses both Fire and EMS crews and provides service to the downtown core of the city. This station is not and has never been equipped with an emergency power backup generator.

In the event of a power outage, doors can be manually opened but the functionality of the rest of the building including lighting, vehicle and equipment charging stations are not functional. This is a major concern and liability for an emergency response station. The public are encouraged to have redundancy and provisions in place in order to function in the event of an extended power outage, yet currently we do not have the ability to sustain our operations at station 1.

An electrical study on Station #1 was completed in 2022 and the recommended generator size is 80kW to power the complete building. The intent is to install the emergency backup generator in a sound attenuated enclosure on the exterior of the building with an automatic transfer switch to transfer power to the generator during a power outage.

360 Laurier Station #2

Fire Station #2 houses both Fire and EMS crews, as well as the fire dispatch centre. The generator that is currently in place is original to the building and is now obsolete as parts can no longer be sourced due to the age of this unit. The generator is critical to the resilience and continued functioning of the station in the event of power outages. Brockville fire department dispatches for all municipalities of Leeds & Grenville, other than Gananoque, along with South Dundas and Arnprior. Over 120,000 people and the fire departments that protect them are reliant on the Brockville fire dispatch centres continued functioning.

An electrical study on Station #2 was completed in 2022 and the recommended generator size is 125kW to power the complete building. The intent is to replace the existing generator which is installed within the building with an emergency backup generator in a sound attenuated enclosure on the exterior of the building, with an automatic transfer switch to transfer power to the generator during a power outage.

**Financial Implications**Approved Capital funding:

Station/Project	Amount of Capital Previously Approved
Station #1 Installation of Generator (80 KW)	\$33,000
Station #2 Replacement Generator (125 KW)	\$200,000.00
<b>TOTAL</b>	<b>\$233,000.00</b>

Actual Equipment Costs:

Station/Project	Amount of Capital Previously Approved
Station #1 Generator (80 KW)	\$80,910.95
Station #2 Generator (125 KW)	\$103,325.60
<b>Total Equipment cost for both projects</b>	<b>\$184,236.55</b>
<b>Approved Capital Funds</b>	<b>\$233,000.00</b>
<b>Remaining Funds to complete Installation for both projects</b>	<b>\$48,763.45</b>

Installation:

Upon completion of the 2022 electrical investigations of both Fire Stations, Staff have prepared estimates for the installation of the generators. Based on these estimates below there will be an estimated budgetary shortfall of approximately \$65,000 for the combine projects. It is recommended that Staff tender the installation of both projects together to maximize efficiencies and help reduce costs. It is recommended that Staff

bring the results of the installation tender to council for approval, and that the overage (estimated at \$83,000) be funded by the Gas Tax.

Station/Project	Amount of Capital Previously Approved
Station #1 Installation Estimate	\$42,000
Station #2 Installation Estimate	\$89,000
<b>Total Estimated Installation cost for both projects</b>	<b>\$131,000</b>
<b>Remaining Approved Capital Funds</b>	<b>\$48,763.45</b>
<b>Estimated Shortfall</b>	<b>\$82,236.55</b>

### Policy Alignment

All procurement activities associated with procurement of both generators have been in accordance with:

- Procurement Policy POL.F.20.139

### Conclusion

Staff have completed the procurement process to move forward with the purchase of the equipment for both of these critical projects. Combining both projects helps to improve efficiencies and drive down costs while increasing practicality of both the replacement and new installation projects.

It is recommended that Staff tender the installation of both projects together to maximize efficiencies and help reduce costs.

It is recommended that Staff bring the results of the installation tender to council for approval, and that the shortfall (estimated at \$83,000) be funded by the Gas Tax to cover the shortfall of the already approved \$233,00.00 capital initiative.

The installation of both generators cannot be completed until 2024 due to equipment lead times being in the 60-week range. Due the critical nature of these projects, it is recommended that Staff order the generators right away.

Approved by:

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 11 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Phil Wood, Director of Operations  
Chad Davis, Supervisor of Parks & Cemetery Services  
**Report Number:** 2023-77  
**Subject:** Parks Bucket Truck Procurement

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## Recommendation

THAT Council approve the purchase of a Terex forestry bucket truck from Custom Truck for a cost including net HST and USD exchange rate not to exceed \$245,000, and

THAT Council approve an increase to the approved capital budget from \$200,000 to \$245,000, and

THAT the additional funds required to complete the purchase be funded by Debt.

## Background

During budget deliberations, Council approved a capital project to purchase a forestry bucket truck. The forestry truck initiative is part of the Operations Department strategy to improve management of tree cutting in the City.

Staff have explored multiple avenues to acquire a bucket truck for the best possible value in accordance with the City Procurement Policy and as a result are able to present options to Council.

The objective of this report is to obtain Council approval to move forward with a purchase.

## Analysis

### Project Scope:

The business case provided to Council during the capital budget process detailed a budget of \$200,000 to purchase a new bucket. The business case also stated a used bucket truck could be a viable option for this application as well. Staff have investigated both options and detailed each in this report.

The scope of supply of a forestry truck includes:

- Heavy duty commercial chassis
- Cummins engine w/ Allison transmission
- Bucket lift with range between 45 and 60 ft.
- Chipper dump box

#### Market Pressure:

Due to the recent market pressures, and supply chain difficulties on heavy equipment and commercial vehicles, prices of both new and used work equipment has increased over the past 12 months. During the capital budget process of late 2022 the cost of new truck had been \$200,000. Following Q1 of 2023, the same bucket truck has increased to \$245,000. Equivalently, the fair market value of good-condition used equipment has increased proportionally.

#### Equipment Providers:

There are two larger scale providers of forestry equipment as described in the project scope. The two larger equipment constructors are:

- Altec Industries
- Terex Corporation

As with most specialized equipment, the equipment is manufactured then sold through regional distributors. City staff have looked to purchase direct from the manufacturers to obtain maximum savings.

#### Recommendation:

Following evaluation of the viable options, staff recommend purchasing a new Terex forestry bucket truck. The Terex forestry truck is more competitively priced than the equivalent Altec forestry truck. The purchase price of the lower cost Terex forestry truck unfortunately exceeds the approved budget. As a result, Council approval is required to complete the procurement process in accordance with the City Procurement Policy.

#### **Alternatives**

Staff have also investigated the used forestry truck market. The used market option is more dynamic in that suitable trucks are posted then purchased in a short time period. Additionally, staff are required to do a spot assessment of the truck to determine if there are any evident or underlying issues.

As detailed, market pressures and recently more restrictive supply chains have driven the cost and demand for used equipment to higher levels. Whereby a suitable used forestry truck could have been acquired in 2022 between \$75,000 to \$125,000. In the

current used equipment market the cost to purchase a good quality and condition truck more realistically will cost \$125,000 to \$200,000.

As a viable alternative staff can peruse a used forestry truck as an option provided Council accept a cost estimate that is different than what was proposed in the original capital business case.

## **Financial Implications**

To evaluate both the new and used market values for suitable forestry bucket trucks, staff obtained multiple quotes from vendors and manufacturers. The costs have been summarized below:

### New Equipment:

1. Terex - XT PRO 60, Freightliner M2-106 \$241,000 (Delivered)
2. Altec - LR8-60, Freightliner M2-106 \$286,000 (Montreal, QC)

### Used Equipment:

1. 2013 Altec \$171,000 plus delivery (Fisher, IL)
2. 2018 Altec \$195,234.41 plus shipping (Fort Wayne, IN)
3. 2020 Altec \$255,983.58 plus shipping (Fort Wayne, IN)

### Funding:

The budget for this purchase was approved as being funded by debt. Any additional funds by Council are proposed to be funded by Debt.

## **Policy Alignment**

All procurement activities associated with procurement of a forestry bucket truck has been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City's Budgetary Control Policy POL.F.20.181, Section 5.1, and Procurement Policy POL.F.20.139 Section 6, City staff are required to report purchases over \$50,000 to Council.

Additionally, Staff are obligated to report potential purchases which exceed the approved budget prior to purchase in accordance Section 3, Section 4 and Section 5 of the Budgetary Control Policy POL.F.20.181.



## Conclusion

Staff have investigated procurement options for the approved capital purchase of a forestry bucket truck. Council approved a budget of \$200,000 to be funded by debt to complete the purchase.

Staff have identified a number of new and used options for suitable equipment. Both new and used equipment has increased in price since the budget due to supply chain challenges and market conditions.

Staff propose a purchase option for a new Terex forestry truck that meets the staff specifications through Custom Truck for purchase cost of \$240,153.60 including Net HST.

Staff request approval to proceed with the recommended purchase. Council approval is required to complete the purchase and fund the budget shortfall not to exceed \$245,000 funded by debt.

### Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

### Status:

Approved - 09 May 2023

Approved - 09 May 2023

Approved - 10 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Phil Wood, Director of Operations  
Vince Wijsman, Arenas and Facilities Supervisor  
**Report Number:** 2023-80  
**Subject:** Facilities Roofing Project  
Fire Station #1

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## Recommendation

THAT Council approve the award of the contract to replace roof section 1 of Brockville Fire Station #1 for a total cost \$132,008.16, and

THAT Council approve an additional \$32,009 funded by debt to fund the budget shortfall.

## Background

Council approved a 2023 capital project to replace roof section 1 at the Fire Station #1. The proposed roof work was prioritized by Facilities division staff based on a condition assessment contracted by the Facilities division in 2019. The assessment was completed by roofing contractor Garland/DBS Canada Inc. The 2019 assessment and report was based on detailed inspections of all City buildings and provided a condition assessment, proposed remaining useful service life and projected replacement/repair costs. The report was summarized into staff report 2021-185 which was presented to Council via Planning and Operations Committee October 5, 2021. The condition assessment was used to produce the identified 2023 capital projects.

The objective of this report is to obtain Council approval to award the contract to the lowest acceptable vendor and to fund the budget shortfall.

## Analysis

### Tender Process:

The project scope to replace the roof at fire Station #1 was procured by way of the Kinetic cooperative procurement program, utilizing Garland Company roofing products. Working with Garland Company, three contractors provided tenders for consideration by staff.

The lowest cost acceptable tender was the submission from Perth Roofing.

### Budget Shortfall:

The lowest cost acceptable tender was the submission from Perth Roofing. However, the tender from all vendors including Perth Roofing exceeded the approved budget. In accordance with City Procurement Policy and Budgetary Control Policy, Council approval is required prior to awarding a purchase contract when the tender exceeds the approved budget.

The Fire Station roof project was tendered in parallel with the roofing project for the Brockville Public Library. The results of the tender of the Library roof project has also been awarded to Perth Roofing as lowest acceptable tender. The Library roof project tender was within budget and resulted in approximately \$45,000 budget surplus. The surplus achieved in the library project is sufficient to fund the shortfall of the Fire Station #1 roof project resulting in a net wash to the 2023 capital budget.

### Funding Sources:

Both the Library roof project and the Fire Station #1 roof project were both approved by Council with funding through debt. It is recommended that the budget shortfall from Fire Station #1 roofing project be funded by dept.

### **Financial Implications**

The resulting tendered for the Fire Station #1 roof project was as follows with prices shown excluding net HST:

<b>Contractor:</b>	<b>Tender Price:</b>
1. Perth Roofing	\$129,725
2. Simluc Contractors Ltd.	\$161,005
3. Amherst Roofing & Sheet Metal	\$281,505

The lowest acceptable tender is the submission from Perth Roofing for a total cost including net HST of \$132,008.16.

The approved budget for this project is \$100,000.

### **Policy Alignment**

All procurement activities associated with procurement of the roofing projects have been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City's Budgetary Control Policy POL.F.20.181, Section 5.1, and Procurement Policy POL.F.20.139 Section 6, City staff are required to report purchases over \$50,000 to Council.

Additionally, Staff are obligated to report potential purchases which exceed the approved budget prior to purchase in accordance Section 3, Section 4 and Section 5 of the Budgetary Control Policy POL.F.20.181.

## **Conclusion**

The Facilities division of the Operations department has completed tendering of the roof replacement project at Fire Station #1. The lowest acceptable tender is Perth Roofing with a total cost including net HST of \$132,008.16. The approved budget for this project is \$100,000. The lowest cost acceptable tender results in a \$32,008.16 budget shortfall.

Facilities division staff also tendered the roof replacement project at the Library in parallel to the Fire Station #1 project which, resulted in an approximate \$45,000 budget surplus. Both roof projects are approved by Council as funded by debt.

Staff recommend Council approve the procurement process permitting staff to award the roof replacement project at Fire Station #1. Staff recommend funding the budget shortfall via debt, utilizing the budget surplus that resulted from the tendering of the roof replacement project at the Brockville Public Library.

### **Approved by:**

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT  
Services

Sandra MacDonald, City Manager/City Clerk

### **Status:**

Approved - 11 May 2023

Approved - 12 May 2023

Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Cassidy Cameron, Committee Assistant  
Lynn Murray, Acting City Clerk  
**Report Number:** 2023-82  
**Subject:** Break Open Lottery Licence fee - request for relief

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## Recommendation

THAT Council approve a one-time lottery licence fee reduction of 2%, for the Brockville General Hospital Volunteer Association, therefore setting the fee at 1% of the prize board.

## Background

On April 10, 2023, the Clerk's Office received a written request from the Brockville General Hospital Volunteer Association (BGHVA) asking Council to consider a reduction, or complete removal of lottery licensing fees, for the BGHVA on an ongoing basis. Along with the written request, the BGHVA submitted a new Break Open Ticket lottery licence application wherein the applicable licencing fee would be \$693.00.

## Analysis

The Alcohol & Gaming Commission of Ontario (AGCO) mandates the regulations for lottery licensing fees and allows for municipalities to charge up to a maximum of 3% of the prize board for Break Open Ticket lottery licences. As per the City of Brockville By-law 024-2023, Being a By-Law to Establish General Fees and Service Charges, effective April 1, 2023, the cost to obtain a Nevada Licence, also known as a Break Open Ticket licence, is 3% of the prize board.

The City of Brockville does not currently waive the fees for lottery licensing, on-going or temporarily, with any eligible organization. At the recommendation of staff City Council has however reduced the licencing fee for the Catch the Ace lottery scheme to 1% and a maximum of \$500.

Many charitable organizations have struggled throughout the pandemic. Regarding the sale of Break Open Tickets, the BGHVA sells tickets directly out of the hospital, which was closed to the general public much longer than many other sale venues like convenience stores and service clubs. This is the BGHVA's first Break Open Ticket lottery application since the hospital opened to the public and the reduction of licensing fees for this initial request might provide leniency and additional profits.

## Financial Implications

Should Council wish to approve a one-time, 2% cost reduction to obtain the licence, the fee would go from \$693.00 at 3%, to \$231.00 at 1%.

## Conclusion

Recognizing that all lottery is for charitable purposes, and that the proceeds of all municipally approved lottery schemes in Brockville benefit the community at large, and that the collection of these fees offsets administrative costs within the City of Brockville to support lottery licensing, staff would not recommend that lottery licencing fees be removed completely.

Approved by:

Lynn Murray, Acting City Clerk

Lynda Ferguson, Director of Finance & IT  
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 11 May 2023

Approved - 12 May 2023

Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Phil Wood, Director of Operations  
Matthew Locke, Supervisor of Transportation & Fleet Services  
**Report Number:** 2023-79  
**Subject:** Transit Bus Procurement

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## Recommendation

THAT Council approve the purchase of two transit buses at a cost of \$311,788.20 from Girardin Ontario Inc., and

THAT Council approve funding a budget shortfall of \$31,043.06 to complete the purchase of the buses.

## Background

Council has approved the purchase of new transit buses in both 2022 and 2023 budgets. The transit bus replacement purchases are both partially funded by grant program through Investing in Canada Infrastructure Program (ICIP) - Public Transit Stream. The funding program is intended to replace one City transit bus per year, each year in 2021, 2022, 2023 and 2024. The ICIP funding agreement stipulates the City contribute 27% of the costs of a bus with the remaining 73% reimbursement split 33% Provincial funding and 40% Federal funding.

Staff have completed the public tendering process in accordance with the City Procurement Policy.

The objective of this report is to:

- Detail the results of the public tendering as required in the City Procurement Policy and Budgetary Control Policy.
- Detail the budget shortfall as a result of the public tender process.
- Recommend a solution to fund the budget shortfall.
- Obtain Council approval to move forward with a purchase.

## Analysis

The ICIP grant funding supports municipalities in operating their transit systems with modern buses and modernized functionality. The ICIP funding stream approved for

Brockville stipulates funding to outfit new buses with modern technologies such as an automated fare payment system and GPS tracking abilities. Staff are working to determine which technology platform is suitable as well as scalable to a smaller transit system such as Brockville's Transit system. Meanwhile, staff have undertaken procurement of the required replacement buses.

Staff have a prepared scope of supply for new transit buses that included specification of a standardized 28 ft. long bus platform that included all of the existing features of existing buses such as seating capacity and driver functionality.

Staff received tender options from various vendors who:

- Met the scope of supply and/or provided alternative substitutions that were deemed acceptable by the evaluation team.
- Were able to display a manufacturing supply chain that suited the City's expectations for delivery.
- Were the lowest cost to the City within the defined budget and vendor criteria listed above.

## **Financial Implications**

### Tender Results:

The tenders submitted for evaluation from participating vendors were as follows, with prices for each unit shown excluding tax:

- |                             |              |
|-----------------------------|--------------|
| • Girardin Ontario Inc.     | \$155,894.10 |
| • Crestline Coach Ltd       | \$158,910.00 |
| • Overland Custom Coach Bus | \$194,970.00 |

Based on the tender submissions from participating bus vendors, staff recommend to purchase two buses from Girardin Ontario Inc. as the lowest acceptable bid.

### Total Purchase Cost:

The unit price from Girardin is \$155,894.10. The total purchase price for two buses is \$311,788.20.

### Approved Budgets:

This capital purchase consists of an approved capital budget from 2022 and 2023.

- The approved 2022 capital budget is \$129,650
- The approved 2023 capital budget is \$140,000



The total approved budget for the two projects is: \$269,650

#### Funding Source:

The ICIP funding grant dictates that the maximum contribution to the City's purchase of buses for both 2022 and 2023 is \$141,783.47 (per year). This amount is based on a proportion of grant funding and municipal funding of 73% and 27% respectively. Based on the ICIP grant program agreement, the total available grant funding for the purchase of the two buses for 2022 and 2023 is as follows:

- Total grant funding available (73%): \$207,939.64
- Required municipal portion (27%): \$75,627.30

#### Budget Shortfall:

With a total purchase price for two buses of \$311,788.20, a total approved budget of \$269,650, the current total budget shortfall for this purchase is \$42,138.20.

The total available grant funding for both 2022 and 2023 bus purchases based on the grant program guidelines is \$207,939.64. Considering a total purchase price of \$311,788.20 and the total available grant amount, the City would be required to fund the remaining \$103,848.56 to complete the purchase. The total municipal contribution approved by Council for this purchase is \$72,805.50. To complete the purchase of the buses as quoted, the City would need to increase the municipal contribution by \$31,043.06 to adequately fund the purchase of the buses.

It is recommended that the total approved municipal budget contribution be increased from the currently approved \$72,805.50 (27% of \$269,650) to \$103,848.56. This recommendation represents a net increase to the budget by \$31,043.06.

The current funding source for the City contribution to the ICIP grant is Fiscal Policy Reserve. It is recommended that the increase also be funded by Fiscal Policy Reserve.

### **Policy Alignment**

All procurement activities associated with procurement of buses has been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City's Budgetary Control Policy POL.F.20.181, Section 5.1, and Procurement Policy POL.F.20.139 Section 6, City staff are required to report purchases over \$50,000 to Council.

Additionally, Staff are obligated to report potential purchases which exceed the approved budget prior to purchase in accordance Section 3, Section 4 and Section 5 of the Budgetary Control Policy POL.F.20.181.

## Conclusion

City staff have publicly tendered the purchase of two new transit buses as approved 2022 and 2023 capital projects respectively. The replacement buses are part of an approved ICIP grant program that splits the cost of the buses proportionally 73% grant funding and 27% municipal funding contribution.

The completed public tender process resulted in three acceptable tenders of which, the lowest acceptable tender results in a total purchase price of \$311,788.20 for the two buses. The total approved budget is \$269,650.

The ICIP grant funding has a maximum contribution of \$207,939.64 for the 2022 and 2023 purchases.

Staff recommend funding the budget shortfall by utilizing the maximum contribution of the ICIP grant and increasing the budgeted municipal portion from the current \$72,805 by a net of \$31,043.06 funded by to Fiscal Policy Reserve.

Approved by:	Status:
Matthew Locke, Supervisor of Transportation & Fleet Services	Approved - 09 May 2023
Phil Wood, Director of Operations	Approved - 11 May 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 12 May 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Peter Raabe, Director of Engineering & Infrastructure Services  
Steve Allen, Supervisor of Engineering  
**Report Number:** 2023-90  
**Subject:** Reconstruction of Sherwood Street - Contract# 23-0007

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## Recommendation

THAT Council approve the tender from Ken Miller Excavating for the Reconstruction of Sherwood Street in the amount of \$1,125,978.40 (including net HST); and

THAT Council approve an additional \$37,515.47 from the OCIF Fund.

## Background

The project consists of the reconstruction of sanitary sewers, storm sewers and water main along with the respective services on Sherwood Street from Granite Street to King Street to correct defects to aging infrastructure. Work will also include the replacement of the roadbed including the granular base and new asphalt, and replacement of concrete curb, gutter, and sidewalks. This type of work is essential to ensure the city provides safe drinking water, sewage collection, safe and efficient roadways throughout the city. The project is scheduled to commence in June 2023 and be completed by October 2023.

## Analysis

This project was tendered as per the Request for Tender procurement method and following the Canadian Free Trade Agreement (CFTA), Chapter Five, Government Procurement. The tender was posted publicly on bids&tenders.com as defined in the CFTA and two bids were received.

The Procurement, Contracting and Risk Management Coordinator opened tenders for Reconstruction of Sherwood Street, at City Hall on Thursday, May 4, 2023, at 2:00 p.m. The following is a summary of the results (including net 1.76% HST):

- |                          |                |
|--------------------------|----------------|
| 1. Ken Miller Excavating | \$1,125,978.40 |
| 2. Clarence McDonald     | \$1,376,587.90 |

Engineers Estimate:	\$950,000.00
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Based on the lowest tender submission from Ken Miller Excavating, the total tender is \$1,125,978.40 (including net HST 1.76%), the estimated construction cost was \$950,000

### Financial Implications

This project was approved by Council in the 2023 Capital Budget at a total cost of \$1,218,463.00.

The project was budgeted as follows:

<b>Funding</b>	<b>2023 Capital Budget</b>	<b>Estimated Final Cost</b>	<b>Surplus/ (Deficit)</b>
1. OCIF Fund	\$1,188,463.00	\$1,225,978.47	-\$37,515.47
2. Water Fund	\$10,000.00	\$10,000.00	0.00
3. Wastewater Fund	\$10,000.00	\$10,000.00	\$0.00
4. Tax Rate	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$0.00</u>
	\$1,218,463.00	\$1,255,978.47	-\$37,515.47

There are not sufficient funds to complete this project. It is proposed that an additional \$37,515.47 be allocated from the OCIF funding program to cover the deficit.

### Policy Alignment

This report is in accordance with the City's Procurement and Budget Control policies. As per these policies, Council approval is required when bid results are over \$150,000 and less than three bids were received, and the bids are over budget.

### Conclusion

It is proposed that the tender be awarded to Ken Miller Excavating at a total cost of, including net HST (1.76%), \$1,125,978.40 for the Reconstruction of Sherwood Street. It is proposed that an additional \$37,515.47 be allocated from the OCIF funding program to cover the deficit.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 11 May 2023

Approved - 12 May 2023

Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Peter Raabe, Director of Engineering & Infrastructure Services  
Steve Allen, Supervisor of Engineering  
**Report Number:** 2023-91  
**Subject:** Concrete Sidewalk & Curb Reconstruction on City Streets

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## Recommendation

THAT Council approve the tender from Ken Miller Excavating for Concrete Sidewalk and Curb Reconstruction in the amount of \$17,647.72 (including net HST).

## Background

The Asphalt, Concrete, Pavement and Milling (ACPM) Program is an annual capital program administered by the Engineering and Infrastructure Department, that consists of multiple contracts focused on rehabilitating and preserving the City's transportation infrastructure.

This program involves milling and paving of roads, repairing defects of aging structures, crack sealing, and concrete repairs to curb, gutter, and sidewalk.

The Concrete Sidewalk and Curb Reconstruction on City Streets contract work will consist of the excavation and removal of existing curb, gutters, and sidewalks, and then replace them with new granular base, asphalt, concrete curb, gutters, and sidewalks to repair aging defects.

## Analysis

This project was tendered in accordance with the Canadian Free Trade Agreement and the Request for Tender method of the City's Procurement Policy. The RFT was issued to six qualified contractors and following the close of the tender, two bids were received.

The tenders for Concrete Sidewalk and Curb Reconstruction on City Streets were opened at City Hall on Tuesday, April 4th, 2023, at 2:00 p.m. The following is a summary of the results (all prices include net HST 1.76%):

- |  |             |
|--|-------------|
| 1. Ken Miller Excavating.....          | \$17,647.22 |
| 2. Torus Construction Corporation..... | \$49,862.40 |

## Financial Implications

This work was budgeted for in the City's 2023 Capital Budget under the Asphalt, Concrete, Pavement and Milling (ACPM) program at a total budget of \$1,200,000.00 of which \$71,000.00 was allocated for the Concrete Sidewalk & Curb portion.

Ken Miller Excavating submitted the lowest tender at a bid of \$17,342.00 which is under budget. The surplus funds will be applied to complete additional milling and paving of streets as part of the (ACPM) program.

There are sufficient funds in the Concrete Sidewalk & Curb Reconstruction Contract to accommodate the proposed expenditures.

## Policy Alignment

In accordance with the City's Budgetary Control and Procurement Policies, approval from Council is required when less than three bids are received.

## Conclusion

It is recommended that Council approve the tender from Ken Miller Excavating to complete the Concrete Sidewalk & Curb Reconstruction.

Approved by:

Peter Raabe, Director of Engineering &  
Infrastructure Services

Lynda Ferguson, Director of Finance & IT  
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 12 May 2023

Approved - 12 May 2023

Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Peter Raabe, Director of Engineering & Infrastructure Services  
Lynda Ferguson, Director of Finance & IT Services  
Robert Nolan, Director of Economic and Development Services  
**Report Number:** 2023-92  
**Subject:** Residential Backwater Sanitary Valve Protection Program

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## Recommendation

THAT Council approve a Backwater Valve Grant program, and;

THAT it be funded by the Wastewater Working Capital Operations Reserve.

## Background

In September 2022, city staff met with the Butlers Creek Homeowners' association to discuss the flooding of the basements of approximately 40 of the 48 residential units in the Butlers Creek development a July 2022 storm event. This area of the city also experienced basement flooding in July 2017. Both events occurred during severe storms that resulted in the surcharging of the wastewater collection system. These events are a direct result of climate change and the ever-increasing unpredictability of more extreme storms.

At the conclusion of the meeting, the city agreed to complete a field inspection of the wastewater collection system on Church Street and Butlers Avenue and the wastewater trunk sewer in that vicinity. City staff agreed to monitor the system during extreme storm events to try and identify any deficiencies that may be contributing to the flooding. The city recommended that the residents install backwater sanitary valves, like the ones already installed on their storm sewer laterals. The homeowners' group were supportive of the city's suggestion but wondered if the city had any financial programs that would be available to assist them with the cost. Staff informed the group that any financial support from the city would have to be approved by Council.

On October 4, 2022, Diane Miller and the Butlers Creek Homeowners' Association made a presentation to the city's Planning and Operations Committee requesting funding assistance for the installation of backflow preventers for the residents in the Butlers Avenue and Church Street area.

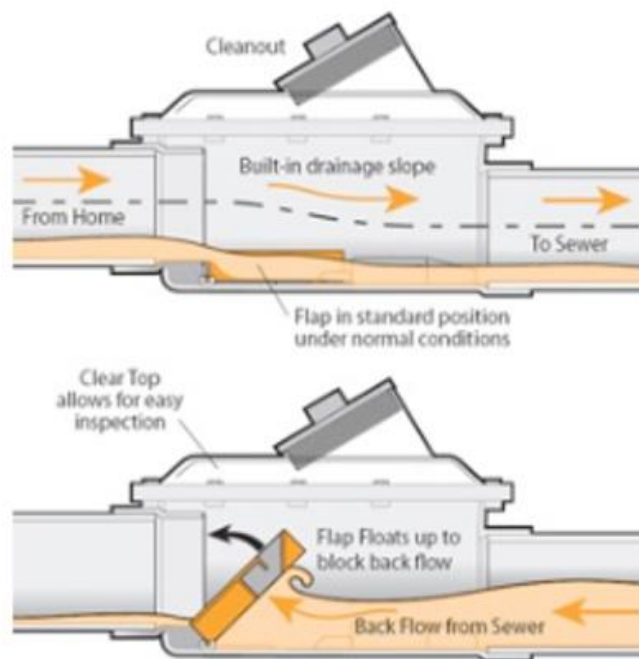
Council directed staff to identify costs associated with subsidizing the installation of backwater sanitary valves and report back.

## Analysis

Since these flooding events are limited to extreme storms, it suggests that the wastewater collection system in this area is susceptible to inflow and infiltration resulting directly from stormwater.

There are a couple of approaches that could be implemented to solve the flooding problem. The first approach would be to reduce the amount of flow in the wastewater collection system. This would be time consuming, done over a significant period and could cost a considerable amount of money. The second approach would be to physically prevent the wastewater from backing up the service through the installation of a backwater sanitary valve. Although the backwater sanitary valve does not solve the underlying problem, it does provide a quick and affordable solution.

A backwater sanitary valve is a type of check valve that is designed to only allow flow in one direction. As shown in the following diagrams, the valve or “flap” is normally in an open position. When backflow condition occurs, the flap lifts and starts to block the backflow. As the backflow increases, the flap closes against a gasket and creates a seal which does not allow water to pass in the backwards direction. When the backflow condition ends, the flap falls back down and returns to the open position to allow normal outflow of sewage from the home’s plumbing system.



Unfortunately, while the backwater sanitary valve can offer a lot of protection, there is no guarantee that a sewage backup will not occur. There are several factors that could affect the performance of the device including installation, maintenance, type and knowledge.



One drawback of the valve is that while it is closed, sewage from the residence cannot get out. The home's internal plumbing has limited storage capacity, and should the homeowner use any appliance that may generate wastewater (ie. shower, laundry, toilet, kitchen sink), the system may backup and cause internal flooding.

## **Financial Implications**

To date the city has received a total of 29 plumbing permits from the residents of the Butlers Creek development for the installation of backwater sanitary valves. Part of the permitting process is to include an associated cost with the work. Based on the 29 permits, the average cost is around \$2,300.

City staff predict that should funding assistance be made available to all residents, there could be an additional 50 or more requests.

There are a number of municipalities in Ontario that provide a subsidy, grant or loan program specifically relating to backwater valve installation. As of 2019 the following programs available range from an interest free loan of up to \$3,000 to a grant of up to \$3,500 and are as follows:

- Brantford – Grant Up to \$1,200 to install a backwater valve that meets the Ontario Building Code.
- Cornwall – Subsidy (Backwater valve-interior) Covers 80% of invoiced costs, up to a maximum of \$500.
- Cornwall – Subsidy (Backwater valve-exterior) Covers 80% of invoiced costs, up to a maximum of \$1,000.
- Durham – Interest-free loan up to \$3,000 for installing backwater valve and sump pump. Equal amounts added to the resident's quarterly water and sewer bill, must repay within 3 years.
- Halton – Subsidy Covers 50% of invoiced costs, up to a maximum of \$675.
- Hamilton – Grant up to a maximum of \$500 for installing a backwater valve if homeowners do not use pre-qualified contractors. Range from \$1,296 to \$1,433, if homeowners use one of 5 pre-qualified contractors.
- Kingston – Subsidy covers 75% of invoiced costs, up to \$1,200
- London – Grant Covers 90% of invoiced costs, up to \$1,200.
- Peel – Subsidy up to \$700 for installing a backwater valve.
- Niagara Falls – Subsidy covers 100% of invoiced cost, up to a maximum of \$1,200
- St. Catharines – Grant up to \$3,500
- Thunder Bay – Subsidy covers 50% up to \$1,750.

As the average cost to the homeowners involved is \$2,300, a reasonable amount might be a grant of up to 50% or \$1,150. For the 29 permit applications, this would cost about \$33,350. The possibility of 50 additional requests, averaging a grant of \$1,150 would cost about \$57,500 which would make a total of \$90,850. It would be applicable to fund such grants from the Wastewater reserves. The estimated balance of the

Wastewater Working Capital Reserve, after the 2023 budget allocations is about \$1.6 million.

To be eligible for the program the following criteria must be met:

- The home must be in the City of Brockville and have an active water and sewer account in good standing. Only properties zoned as residential are eligible.
- Only existing homes are eligible, new homes in the planning stage or currently under construction are ineligible.
- The applicant is the owner of the home.
- The owner must demonstrate that they have experienced basement flooding stemming from the sanitary sewer system. Surface water, storm water or groundwater, including things like seepage through foundations or floors or excessive water coming in through the sump pit are not eligible.
- The work must be completed by qualified contractors.
- The contractor must use materials that are approved by the Ontario Building Code.
- Invoices must be original and show a clear and detailed breakdown of all charges to indicate those items that qualify for financial assistance and have been paid in full.

## Policy Alignment

Council must approve the program and the funding from the Wastewater Reserves.

## Conclusion

The city has been experiencing extreme weather events that have caused basement flooding in certain areas of the city. Residents from Butlers Creek area have been advised to install backwater valves to prevent flooding in extreme weather events. Council directed staff to identify costs associated with subsidizing the installation of backwater valves and report back. Staff recommend that a Backwater Valve Program be created to fund up to 50% of invoiced costs, up to \$1,150, and be funded by Wastewater Reserves.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 12 May 2023

Approved - 12 May 2023

Approved - 12 May 2023

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

May 3, 2023

**SENT BY EMAIL TO: [smacdonald@brockville.com](mailto:smacdonald@brockville.com)**

City of Brockville  
c/o Sandra MacDonald, Clerk  
1 King Street West  
Brockville, Ontario  
K6V 7A5

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2022  
City of Brockville  
Our File No. 23141-4**

### Background

Effective February 27, 2019, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the City of Brockville in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to the City of Brockville in 2022, in accordance with section 223.6 (1) of the *Act*.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

01010966.DOCX:

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

#### Integrity Commissioner Activity re: the City of Brockville

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act about their personal obligations.

#### Requests for Advice

We received no requests for advice in 2022 under the Code of Conduct or potential conflicts of interests under the *Municipal Conflict of Interest Act*.

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<sup>1</sup> *Municipal Act*, section 223.3(1).

We encourage members of Council and Local Boards for the City of Brockville to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

#### Complaints/Applications for Inquiry

There were three complaints submitted to the Integrity Commissioner for the City of Brockville in 2022.

Please note that one out of the three complaints, as of the date of this letter, has not yet been resolved.

We cannot discuss the details of the complaints received due to the obligation to preserve confidentiality imposed by the *Municipal Act*.

#### Closing Remarks

We thank the City of Brockville for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank all of you for your continued attention to the ethical execution of your duties.

Please contact us with any follow-up questions.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:mj



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Lindsay Armstrong, Senior Manager of Human Resources  
Sandra MacDonald, City Manager/City Clerk  
**Report Number:** 2023-57  
**Subject:** Council Compensation

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## Recommendation

THAT report Council Compensation be received for information.

## Background

At the beginning of this term of Council, the Township of Rideau Lakes completed a review of Council Compensation. A survey was sent out early in January 2023, with the final results provided in February, the compensation amounts were based on the 2022 rates.

The survey was sent to fourteen local municipalities, which are listed below:

- Township of Athens
- Township of Augusta
- City of Brockville
- Township of Edwardsburg Cardinal
- Township of Elizabethtown-Kitley
- Township of Front of Young
- Town of Gananoque
- Township of Leeds and the Thousand Islands
- Village of Merrickville-Wolford
- Municipality of North Grenville
- Town of Prescott
- Township of Rideau Lakes
- Village of Westport
- United Counties of Leeds & Grenville

The survey contained the following questions:

1. Annual Compensation for:
  - a. Mayor/Reeve
  - b. Deputy Mayor/Reeve (if applicable)
  - c. Councillor

2. Is your system flat rate/lump sum or a hybrid (i.e. flat rate plus meetings)
  - a. If hybrid, please describe.
3. Is there a set annual conference/training amount per elected member, if so, how much?
4. What is the per km mileage rate paid?
5. Do you provide health, dental, disability, OMERS or other benefit programs.
6. What other costs/expenses are compensated and to what amount (phone, internet, etc.)

The Township of Rideau Lakes provided the following survey results in February of 2023.

Municipality	2021 Census Population	2021 Census Households	Mayor/Reeve/Warden Remuneration	Deputy Mayor/Reeve	Councillor
Township of Athens	3,042	1,325	\$6,946	n/a	\$5,241
Township of Augusta	7,386	3,046	\$25,811	\$17,202	\$14,948
City of Brockville	22,116	11,088	\$43,485	n/a	\$19,182
Township of Edwardsburg Cardinal	7,505	3,285	\$15,850	\$12,679	\$10,566
Township of Elizabethtown- Kitley	9,545	4,029	\$18,344	n/a	\$12,660
Township of Front of Young	2,595	1,208	\$12,516	n/a	\$9,198
Town of Gananoque	5,383	2,767	\$27,545	\$18,121	\$15,397
Township of Leeds and the Thousand Islands	9,804	5,040	\$24,578	\$18,906	\$18,906
Village of Merrickville- Wolford	3,135	1,392	\$13,846	n/a	\$10,549
Municipality of North Grenville	17,964	7,244	\$34,050	\$20,429	\$20,429
Town of Prescott	4,078	1,993	\$31,273	n/a	\$11,821
Township of Rideau Lakes	10,883	6,781	\$26,000	n/a	\$14,841

Village of Westport	634	359	\$11,552	n/a	\$8,728
United Counties of Leeds and Grenville	104,070	49,557	\$53,682	n/a	\$27,491

## Analysis

Based on the data reported and received, in addition to the compensation noted above, seven of the municipalities provided a hybrid payment method, meaning they provided additional compensation for committee meetings or attendance at conferences.

Only two of the municipalities reported providing health and dental coverage, with the City of Brockville being the only municipality that reported providing life insurance coverage to the Mayor and Councillors.

Half of the municipalities surveyed reported providing either a laptop, tablet or providing an internet allowance.

The maximum compensation for the Mayor was reported at \$53,682 annually and for Councillors was \$27,491. The lowest annual compensation for the Mayor was \$6,946 and for Councillors was \$5,241. The average annual compensation was \$24,677 and \$14,283 for Mayor and Councillors, respectively.

Based on the 2021 census data reported, the City of Brockville has the second highest population and households, second to The United Counties of Leeds and Grenville. The City of Brockville has the second highest remuneration for the Mayor and the third highest remuneration for Councillors.

## Financial Implications

None

## Conclusion

After reviewing the survey results provided, the City of Brockville's Council Compensation is consistent with the size of the municipality in relation to the other municipalities in the region.

Approved by:

Lindsay Armstrong, Senior Manager of  
Human Resources

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 12 Apr 2023

Approved - 25 Apr 2023





# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Emily MacKenzie, Finance & Cemetery Records Coordinator  
Lynda Ferguson, Director of Finance & IT Services  
**Report Number:** 2023-78  
**Subject:** Municipal Accommodation Tax - 2023 Quarter 1 Update

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## Recommendation

That staff report 2023-78 be received for information.

## Background

The City of Brockville began collecting Municipal Accommodation Tax from accommodation providers on May 1, 2018.

In 2022, the City collected \$536,388.54 in Municipal Accommodation Tax, which was disbursed to the Destination Marketing Organization (50%) and other eligible tourism entities (50%).

## Analysis

The City of Brockville had 13 accommodation providers remitting Municipal Accommodation Tax during Quarter 1. Of the eligible providers, there are 6 Hotels and 7 Bed & Breakfasts (including Airbnb).

As of May 11, 2023, the City has collected a total of \$50,488.24. For comparison, the City of Brockville received \$50,017.97 in Quarter 1 of 2022.

Staff were notified of the closure of one Bed & Breakfast establishment during the reporting period. Starting in Quarter 2, the City of Brockville will have 12 accommodation providers remitting.

During the reporting period, Staff worked to correct any issue with the Municipal Accommodation Tax being collected from third-party booking site. Staff were made aware of the issue by a local accommodation provider and have since worked with the third-party booking site to correct the issue.

## Financial Implications

The City of Brockville has received \$50,488.24 in Municipal Accommodation Tax remittances for the period of January 1st to March 31st, 2023.

### **Policy Alignment**

There are no policy implications with this report.

### **Conclusion**

As part of report 2019-182-12 (Municipal Accommodation Tax Disbursement Procedure Consultation), quarterly reports are provided to Council about MAT funds collected.

The City of Brockville has collected \$50,488.24 in Municipal Accommodation Tax funds for the period of January 1st to March 31st, 2023.

Approved by:	Status:
Anne Shropshire, Manager, Cultural Services	Approved - 11 May 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 12 May 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Phil Wood, Director of Operations  
Yanick Beaudin, Supervisor of Public Works  
**Report Number:** 2023-88  
**Subject:** Project 230018 Public Works Plow Truck - Completed Procurement

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## Recommendation

THAT Council receive report 2023-88 for information.

## Background

Council approved a 2023 capital budget to purchase a new snow plow truck with up-fitting for use by the City Public Works Division. Staff have completed the procurement process for this purchase. Staff are required to report all purchases in excess of \$50,000 to Council in accordance with the City Procurement Policy.

## Analysis

Staff have completed the purchase of a 2024 Western Star 47X tandem-axel truck up-fitted with Viking Roller Pro equipment from GIN-COR Industries Inc. The procurement method utilized the Canoe/LAS cooperative procurement program through Association of Municipalities of Ontario (AMO).

As a member of AMO and the Canoe/LAS procurement program the City of Brockville had access to the pre-negotiated discounts of contract #062222-VCM for Snow & Ice Handling Equipment through Viking-Cives Ltd.

## Financial Implications

Council approved a 2023 capital budget of \$597,180 for project 230018 which detailed the replacement of existing Public Works plow unit #1905 with a new more versatile Roller Pro plow truck.

The 2024 Western Star 47X tandem-axel truck up-fitted with Viking Roller Pro equipment was purchased for \$573,561.08 including net HST and delivery.

The project budget was approved by Council funded by debt.

## Policy Alignment

All procurement activities associated with this procurement has been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City Procurement Policy staff are required to report all purchase over \$50,00 to Council.

In accordance with the City Procurement Policy, the purchase was reviewed by the Procurement, Contracting and Risk Management Coordinator and approved by the City Manager, Director of Finance & IT Services and Director of Operations.

## Conclusion

Staff have completed procurement of 2023 capital project 230018 - Public Works Plow Truck.

In accordance with City Procurement Policy POL.F.20.139, Staff are required to report all purchases that exceed \$50,000 to Council.

### Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

### Status:

Approved - 11 May 2023

Approved - 12 May 2023

Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Phil Wood, Director of Operations  
Chad Davis, Supervisor of Parks & Cemetery Services  
**Report Number:** 2023-87  
**Subject:** Project 230020 Parks Mower - Completed Procurement

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## Recommendation

THAT Council receive report 2023-87 for information.

## Background

Council approved a 2023 capital budget to purchase a new mower for the City Parks Division. Staff have completed the procurement process for this purchase. Staff are required to report all purchases in excess of \$50,000 to Council in accordance with the City Procurement Policy.

## Analysis

Staff have completed the purchase of a Toro Grounds Master 4000D high-capacity full-cab mower from Turf-Care Products Canada. The procurement method utilized the Canoe/LAS cooperative procurement program through Association of Municipalities of Ontario (AMO).

As a member of AMO and the Canoe/LAS procurement program the City of Brockville had access to the pre-negotiated discounts of contract #031121-TTC-2 for grounds maintenance equipment, Ventrac Toro mowing products.

## Financial Implications

Council approved a 2023 capital budget of \$135,000 for project 230020, replacement of Parks mower unit #98.

A Toro Grounds Master 4000D high-capacity full-cab mower was purchased for \$134,958.18 including net HST and delivery. The purchase included a trade value of \$2,900 for the City's existing unit #98, 1998 Toro mower which was at the end of its life and scheduled to be replaced through the approved 2023 capital project.

The project budget was approved by Council funded by debt.

## Policy Alignment

All procurement activities associated with this procurement has been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City Procurement Policy staff are required to report all purchase over \$50,00 to Council.

In accordance with the City Procurement Policy, the purchase was reviewed by the Procurement, Contracting and Risk Management Coordinator and approved by the Director of Finance & IT Services and Director of Operations.

## Conclusion

Staff have completed procurement of 2023 capital project 230020 - Parks Mower.

In accordance with City Procurement Policy POL.F.20.139, Staff are required to report all purchases that exceed \$50,000 to Council.

### Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

### Status:

Approved - 11 May 2023

Approved - 12 May 2023

Approved - 12 May 2023



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** May 16, 2023  
**Prepared By:** Phil Wood, Director of Operations  
Yanick Beaudin, Supervisor of Public Works  
**Report Number:** 2023-89  
**Subject:** Project 230044 Public Works Street Sweeper - Completed Procurement

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## Recommendation

THAT Council receive report 2023-89 for information.

## Background

Council approved a 2023 capital budget to purchase a new street sweeper for use by the City Public Works Division. Staff have completed the procurement process for this purchase. Staff are required to report all purchases in excess of \$50,000 to Council in accordance with the City Procurement Policy.

## Analysis

Staff have completed the purchase of an Elgin Broom Bear built on a Freightliner M2 chassis from Joe Johnson Equipment. The procurement method utilized the Canoe/LAS cooperative procurement program through Association of Municipalities of Ontario (AMO).

As a member of AMO and the Canoe/LAS procurement program the City of Brockville had access to the pre-negotiated discounts of contract #093021-ELG for Street Sweeping Equipment through Elgin Sweeping Company.

## Financial Implications

Council approved a 2023 capital budget of \$430,000 for project 230044 which detailed the replacement of existing Public Works plow unit #4415 with new and improved Elgin Broom Bear mechanical sweeper.

The Elgin Broom Bear mechanical sweeper was purchased for \$422,890.70 including net HST and delivery. The purchase contract included a trade value of \$25,000 for the City's existing unit 4415 Global street weeper.

The project budget was approved by Council funded by debt.

### **Policy Alignment**

All procurement activities associated with this procurement has been in accordance with:

- Procurement Policy POL.F.20.139
- Budgetary Control Policy POL.F.20.181

In accordance with the City Procurement Policy staff are required to report all purchase over \$50,00 to Council.

In accordance with the City Procurement Policy, the purchase was reviewed by the Procurement, Contracting and Risk Management Coordinator and approved by the City Manager, Director of Finance & IT Services and Director of Operations.

### **Conclusion**

Staff have completed procurement of 2023 capital project 230044 - Public Works street sweeper.

In accordance with City Procurement Policy POL.F.20.139, Staff are required to report all purchases that exceed \$50,000 to Council.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

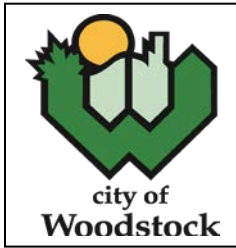
Status:

Approved - 11 May 2023

Approved - 12 May 2023

Approved - 12 May 2023





Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON  
N4S 0A7  
Telephone (519) 539-1291

October 6, 2022

Jocelyn Hay

Via email - [jocelyn@jocelynhay.com](mailto:jocelyn@jocelynhay.com)

Re: Jocelyn Hay – Stopping Harassment and Abuse by Local Leaders Act – request for a letter of support

At the hybrid Council meeting held on October 6, 2022, Woodstock City Council considered your correspondence regarding support for Bill 5 – Stopping Harassment and Abuse by Local Leaders Act. The following resolution was passed in response:

“That Woodstock City Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, Orleans MPP; and the Honourable Ernie Hardeman, Oxford MPP.”

Yours Truly,

Amelia Humphries, City Clerk

Cc: via e-mail

Doug Ford, Premier of Ontario – [premier@ontario.ca](mailto:premier@ontario.ca)

Steve Clark, Minister of Municipal Affairs and Housing – [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)

Stephen Blais, Orleans MPP - [sblais.mpp.co@liberal.ola.org](mailto:sblais.mpp.co@liberal.ola.org)

Ernie Hardeman, Oxford MPP – [ernie.hardemanco@pc.ola.org](mailto:ernie.hardemanco@pc.ola.org)

# #THEWOMENOFONTARIOSAYNO

## An Overview for Bill 5\*: The Stopping Harassment and Abuse by Local Leaders Act

### The Issue at Hand

Municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace. In fact, if a claim of egregious (the most severe) harassment is substantiated; the maximum penalty that can be imposed is three months without pay. But the councillor can retain their position, return to the workplace and seek re-election.

This differs from any other workplace in the province, where not only are workplaces mandated to have violence and harassment in the workplace policies (Bill 168), these policies outline consequences for egregious violation which includes termination.

### Why this Bill is so important

The Bill was introduced as a private members bill, as a response to a sitting councillor in Ottawa who was able to seek re-election, even with outstanding claims of egregious sexual harassment (investigation by the Integrity Commissioner was underway). Other instances of councillors perpetrating harassment include Brampton, Barrie and Mississauga. Since this advocacy effort has started, there are further instances cited in many other municipalities across the province of Ontario.

### What will the Bill do?

The Bill has three primary components:

1. Require councillors to comply with the workplace violence and harassment policies of the municipality they represent.
2. Permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat for failing to comply with the municipality's workplace violence and harassment policies.
3. Restrict councillors—whose seat has been vacated—from seeking immediate subsequent re-election.

### The Consequences of Doing Nothing

When councillors are able to perpetrate harassment without being held to account, a toxic message is sent to the community. It means that as an elected official:

1. You are immune to the communal standards of treatment we have come to expect from the population at large, and;
2. You can abuse your power, unchecked, and continue to have the privilege of serving the population that elected you.

A fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is SAFE. This is currently not the case. As such, despite the most recent municipal elections in October, 2022, councillors currently can perpetrate the most egregious acts of harassment and keep their jobs.

This has an immeasurably negative impact on communities.

1. Community members and/or municipal staff may not feel safe meeting with their local ward councillor.
2. If a person is harassed, they may not see the point of filing a complaint with the Integrity Commissioner—if suitable action cannot be taken.
3. There is no deterrent for councillors when it comes to perpetrating harassment when they know they can still keep their job.
4. It stifles diversity of voice at the local decision making table—when personal safety is at risk, quality people may be deterred from seeking election.
5. When councillors who have perpetrated harassment to staff or fellow councillors can retain their position, no matter how serious, it creates and protects toxic workplaces, which in turn has an adverse effect on mental health in the workplace and throughout the community.

To learn more check out:  
[thewomenofontariosayno.com](https://thewomenofontariosayno.com)



\* In reference to Bill 5, once passed, it will be applicable to ALL municipalities in Ontario at the same time.

6. Lack of accountability supports current systems of privilege and immunity of a certain segment of the population, which is not optimal for healthy communities.
7. It sends the message that if you have power, you are different, and superior to the average citizen.

## History of the Bill

Private Members' Bills do not often get passed. They usually deal with an issue of public interest. In this instance, the Bill has received all party support. It was introduced as Bill 260, then the legislature was prorogued when the Federal Election was called. It was then reintroduced as Bill 10, but died when the provincial election was called. It has since been introduced as Bill 5 and it is slated for its second reading in May, 2023. This Bill needs support from every avenue to become law.

## The Bill will amend:

1. *Municipal Act, 2001*
2. *The City of Toronto Act, 2006*

## How you can help:

1. **Share, Like and Follow** on Social Media: @womenofontariosayno.
2. **Deliver a presentation** to a municipal council in Ontario requesting support (materials provided). This is a unique approach to advocacy, but is appropriate to approach local councils, as it is their workplace.
3. **Provide social media content**- send us a video as to why you or your organization/business supports Bill 5. Better yet—capture the reaction of those who are unaware of this gap in legislation and see if they are comfortable providing their reaction on a video or a quote. It is hard to believe we need to advocate for this.
4. **Showcase your organization or community groups' logo** on our website to add credibility and legitimacy to the advocacy effort.
5. **Meet, write, or call your local MPP** and express that this legislation matters to you, your organization, and their constituents in the community.

6. **Share information** with your networks.
7. **Email the Ontario Human Rights Commission** and request a public inquiry into the issue:

[legal@ohrc.on.ca](mailto:legal@ohrc.on.ca)

8. Make a financial contribution to ensure **this never happens to another person in any community in Ontario ever again**. Check out the gofundme page to help support a full-time advocate to speak with all MPPs in the province.

[www.gofundme.com/f/basic-human-rights-in-ontario](https://www.gofundme.com/f/basic-human-rights-in-ontario)

9. Feel empowered to have the hard conversations. So much of grassroots change occurs at our dinner table, speaking with a neighbour, or your local councillor. Start talking about the issue. Express the change you want to see and never feel ashamed to advocate for basic human rights. We often feel we have to be experts in legislation to advocate for it. We are all experts in how we want to be treated. Let this be your guide.

## Be part of the change

Make sure your municipality is in support! Below is a growing list of municipalities since September 2022 that have formally endorsed and communicated public support for Bill 5:

- |                            |                                     |
|----------------------------|-------------------------------------|
| • Town of Collingwood      | • City of Ottawa                    |
| • Town of Adjala-Tosoronto | • Town of Wasaga Beach              |
| • Township of Ramara       | • Township of Tiny                  |
| • Town of Midland          | • Town of Bradford West Gwillimbury |
| • Township of Oro-Medonte  | • Town of Penetanguishene           |
| • City of Woodstock        | • Township of the Archipelago       |
| • Town of New Tecumseth    | • City of Orillia                   |
| • Essa Township            | • Town of Midland                   |
| • Township of Clearview    | • City of London                    |
| • City of Barrie           | • Municipality of Kincardine        |
| • Township of Springwater  | • City of Kenora                    |

To learn more check out:  
[thewomenofontariosayno.com](https://thewomenofontariosayno.com)



\* In reference to Bill 5, once passed, it will be applicable to ALL municipalities in Ontario at the same time.

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**Brockville Public Library Board Meeting Minutes**  
**Monday August 22, 2022, 5:30pm**  
**Buell St Room, Brockville Public Library**

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1. Call to Order 5:35pm  
Present: A. von Cramon, L. Corbell (zoom), B. Steel, M. Wicklum, M. Wren, C. Quick, P. Luhadia (zoom), L Wales (left at 6.50)  
Regrets: N. McNeil  
Staff: G. Slark
2. Land Acknowledgement & Introductory Remarks (information/announcements/  
correspondence)

The work we do at the Brockville Public Library takes place on the traditional territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

With gratitude and respect, we acknowledge the significant contributions Indigenous peoples have, and continue to make, on these lands.

3. Approval of Agenda: Approved
4. Declaration of Conflict of Interest: None Discussion of propriety of candidates for council remaining on Board, noted as a usual commitment with no need to resign or take a leave of absence.
5. Consent Agenda
  - a. July Board minutes
  - b. August Library report
    - i. Financial report
    - ii. Statistics
    - iii. Leadership Update

Moved by C. Quick, seconded by B. Steel ... "That the Brockville Public Library Board accepts the July Board minutes and the August Library report." Carried

6. For discussion/decision
  - a. 2022 Audit  
Presentation in September
  - b. Meeting evaluation online responses  
Only one response, felt not to be useful and in person roundtable more fruitful

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**Brockville Public Library Board Meeting Minutes**  
**Monday August 22, 2022, 5:30pm**  
**Buell St Room, Brockville Public Library**

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- c. 2023 Budget planning  
Preliminary budget presented, 5% increase due to Pay equity, additional increases due to inflationary costs passed on by vendors.
- d. Policy review  
Borrowing privileges Policy #15 (was attached) - going permanently fine free was discussed, revised Policy #15 to be brought to next Board meeting after consultation with staff.
- e. Board recruitment  
An ad hoc committee will be formed to address identified gaps. Needed skills were discussed especially financial literacy and diversity/inclusivity and reflective of the community.
- f. Legacy report  
Preliminary document circulated via email was discussed, to be brought back at next meeting.
- g. Library safety  
Safety of staff and patrons was discussed, need for adequate staffing was brought up as there is often one staff member alone on the second floor on weekends and evenings. Concerns we brought up about people openly doing drugs outside the library including outside normal hours. The community organisation the Lost & Found Society was discussed. Gerladine informed the Board that staff are addressing problematic behaviour in a non-stigmatizing way and additional training is being pursued through grants. Facility issues such as the book drop and carport were discussed as a source of safety concerns from the public. There was discussion of a City Safety Audit that the Library will be part of.
- h. OLAB Boot camp Feb 4, 2023  
Will be virtual once again.

7. Meeting evaluation

Round table discussion, discussion encouraged to move beyond consent agenda.

8. Closed Session

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**Brockville Public Library Board Meeting Minutes  
Monday August 22, 2022, 5:30pm  
Buell St Room, Brockville Public Library**

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None

9. Next Meeting - 2023 budget planning

10. Adjournment by M Wickum at 7.05pm

Next meeting: September 26, 2022, 5:30pm, Buell Street room and via Zoom

Signature of Chair

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A von Cramon  
August 22, 2022

**Board Meeting Minutes: Wednesday October 12th, 2022, 5:30pm  
in the Library**

Present: Andreas von Cramon, Chuck Quick, Loretta Corbell, Beth Steel, Matt Wren (left 6.30), Leah Wales (left 7.23), Priti Luhadia (left at 6.10), Staff: Geraldine Slark, Guest: Ryan Moore, MNP Auditor

1. Call to Order at 5.28
2. Land Acknowledgement & Introductory Remarks (information/announcements/correspondence)

The work we do at the Brockville Public Library takes place on the traditional territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

With gratitude and respect, we acknowledge the significant contributions Indigenous peoples have, and continue to make, on these lands.

3. Agenda: Approved
4. Declaration of Conflict of Interest - none
5. Consent Agenda Approved
  - a. August Board minutes
  - b. Recruitment Ad hoc committee minutes
  - c. September Library report
    - i. Financial report
    - ii. Statistics
    - iii. Leadership Update
6. For discussion/decision
  - a. 2021 Audit - Presentation began at 5:30 until 6:17
    - Draft Financial Report presented and given to all Board members. There was a deficit of \$78,000 in 2021. More documentation has been requested regarding Deferred Revenue, list of Donations, list of Resources spent as directed.
  - b. Meeting evaluation online responses
    - New Board to decide whether to continue
  - c. CCRG Grant Update
    - working with Brandon Aeillo of Eastern Engineering and Emily Woods of Procurement
  - d. CEO 360 performance review
    - draft 360 was provided to A von Cramon
  - e. 2023 Budget priorities
    - 5% pay equity increase on payroll plus need for additional hours/staffing
  - f. Policy Review - H&S annual Policy review

**Strategic Priorities @ your library**

**Leading our  
community in information  
sharing**

**Transforming for  
modern service excellence**

**Building a  
resilient and adaptable  
organization**

**Incorporating  
inclusion and allyship in  
everything we do**

**Board Meeting Minutes: Wednesday October 12th, 2022, 5:30pm  
in the Library**

- Approved by Beth Steel, seconded by Loretta Corbell with the caveat that the policy be brought forward in 2023 with the new Board with additions around outreach, work-from-home and communication (possibly creating a new communication policy)
- g. Policy review - Draft Borrowing Privileges Policy #15
  - attached, fine free proposal, deferred
- h. Accreditation - needs creation of
  - Privacy and introduction to personal information policy, accessibility policy, Local history policy, Inter-library loan policy, Indigenous awareness and reconciliation policy, technology policy, disaster recovery policy and plan. Job descriptions need to be reviewed
  - deferred to 2023 Board meetings
- i. Board recruitment
  - three strong candidates have met with the Chair and been in communication with the CEO
- j. Legacy Report

**Closed Session**

7. Meeting Evaluation – round table
8. Next Meeting
  - a. Final Auditor report & 2023 Budget planning
9. Adjournment – 7.38





# Brockville Public Library

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December 12, 2022

Present: A. von Cramon, C.Quick, L. Wales, M. Wicklum, N. McNeil, C. Wales, B. Steel, L. Corbeil, P. Luhadia (via zoom).

Guests: Mayor Matt Wren, Ryan Moore (MNP) via Zoom

Chair: A von Cramon

1. Call to Order at 5.35pm
2. Land Acknowledgement & Introductory Remarks (information/announcements/ correspondence)

The work we do at the Brockville Public Library takes place on the traditional territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

With gratitude and respect, we acknowledge the significant contributions Indigenous peoples have, and continue to make, on these lands.

3. Approval of Agenda C. Quick, M. Wicklum
4. Declaration of Conflict of Interest - none
5. Consent Agenda - L. Wales, L. Corbeil
  - a. October Board minutes
  - b. Board Recruitment update
  - c. October Library report
    - i. Financial report
    - ii. Statistics
    - iii. Leadership Update
6. For discussion/decision
  - a. 2021 Audit - Presentation -  
“ The Brockville Public Library Board approves the Final Financial Audit as presented by Ryan Moore of MNP on December 26, 2022” L. Wales, B. Steel  
Ryan Moore left the meeting

- b. CEO 360 performance review
  - draft 360 was provided to A von Cramon, moved in-camera
- c. 2023 Budget priorities
  - 5% pay equity increase on payroll plus need for additional hours/staffing
- d. 2022 Library Closure Dates
  - The Brockville Public Library will be closed Sunday, January st. The EO will report back regarding 2023 closures aftr consultation with the City of Brockville." B. Steel, L. Wales
- e. Policy review - Draft Borrowing Privileges Policy #15
  - attached, fine free proposal
  - Policy #15 approved as presented B. Steel, C. Wales
- f. Accreditation - deferred to new Board: needs creation of
  - Privacy and introduction to personal information policy, accessibility policy, Local history policy, Inter-library loan policy, Indigenous awareness and reconciliation policy, technology policy, disaster recovery policy and plan. Job descriptions need to be reviewed
- g. Legacy Report approved as presented by L. Corbeil, L. Wales
- h. Drag Storytime invitation

#### Closed Session

6b. Due to an identifiable individual, entered 7.08, left 7.39

#### 7. Meeting Evaluation – round table

#### 8. Next Meeting

- a. 2023 Budget planning

#### 9. Adjournment – 7.40pm - M. Wicklum, C. Wales

Next meeting: Monday, January 23rd, 2023 (TBC)

All leaving and new members are invited to celebrate the success of your term and give you an opportunity to pass on information to new members.

#### **2023 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :**

January 30th

February 27th

March 27th

April 24th

May 29th (due to May 22 being Victoria Day)

June 26

NO July Meeting

August 28

September 25

October 23,

November 27

NO December meeting.





# Brockville Public Library

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## **Minutes: February 13, 2023**

Present: B. Steel, M Wicklum, P. Luhahia (zoom), C. Quick, C. Wales. L, Rayvals C. Wells, Dr Darekar (zoom, left at 6.20)

Chair: Margaret Wicklum

1. Call to Order 5.32pm
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 - C. Quick, B. Steel
5. Declaration of Conflict of Interest - none
6. Consent Agenda
  - a. January 30, 2023 Board minutes -C. Quick, P.
7. In-camera session (for a matter pertaining to an identifiable individual)  
The Board went in Camera at 5.35pm regarding an identifiable individual. Moved out of in camera at 6.06pm B. Steele, C. Wales

8. For discussion
  - a. Role of the Governance Board - deleted, added to agenda by mistake
  - B. 2023-2026 Board Work plan google drive - deleted, added to agenda my mistake
  - c. Policy review subcommittee - Accreditation B. Steel, C. Wells, G. Slark to meet
  - f. Draft 2023 Budget presentation and Motion  
Motion  
"The Brockville Library Board accepted the Draft Budget Option 3 to be presented to the City of Brockville for a total ask of \$990,000."  
P. Luhadia, L. Rayvals
9. Items for next agenda (add as identified)
  - a. Draft H&S Policy
  - B. Accreditation - new policies
10. Meeting evaluation/roundtable discussion
11. Adjournment 6.52pm – Next meeting: Monday, April 24th, 2023: 5:30pm.

**2023 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :**

January 30th  
February 27th  
March 27th  
April 24th  
May 29th (due to May 22 being Victoria Day)  
June 26  
NO July Meeting  
August 28  
September 25  
October 23,  
November 27  
NO December meeting.



# Brockville Public Library

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

## **Minutes: March 27, 2023**

Present: B. Steel, M. Wicklum, L. Rayvals, C. Quick, C. Wales, C. Wells, P. Luhadia (zoom),  
Regrets: Dr Darekar

Chair: Margaret Wicklum

1. Call to Order 5.32
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)  
Thank you to C. Wales, Mayor Wren, and C. Hobbes for their support in the Budget process.
4. Approval of Agenda C. Wales, C. Quick
5. Declaration of Conflict of Interest - none
6. Consent Agenda - B. Steel, C. wells
  - a. February 13, 2023 Board minutes

7. In-camera session (for a matter pertaining to an identifiable individual)

Moved into in-camera at 5.45 by C Wales  
Minutes of Feb 13, 2023 in camera session received

8. For discussion
  - a. 2023 Budget - Impact of budget on operations was discussed with a focus on positives such as expanded programming Hours to be adjusted as of April 9th (Easter Weekend)
  - b. New Committee applications - Jackie Shoemaker, Reid Stobo.- deferred
  - c. Social Media policy (attached)
  - d. Citizen's assembly - . deferred  
<https://www.theguardian.com/us-news/2023/feb/01/citizens-assemblies-are-they-the-future-of-democracy>
  - e. Reminder of "Leadership by Design" from OLS available online through LearnHQ  
<https://www.learnhq.ca/#/login>
9. Items for next agenda (add as identified)
  - a. Draft H&S Policy
  - b. Accreditation - new policies
10. Meeting evaluation/roundtable discussion
11. Adjournment – 7.38pm P. Luhadia, C. Wales  
Next meeting: Monday, April 24th, 2023: 5:30pm.

**2023 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :**

January 30th  
February 27th  
March 27th  
April 24th  
May 29th (due to May 22 being Victoria Day)  
June 26  
NO July Meeting  
August 28  
September 25  
October 23,  
November 27  
NO December meeting.