



# **City of Brockville**

## **General Committee**

### **Agenda**

**4:30 PM - Tuesday, July 16, 2024**

City Hall, Council Chambers

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Page

#### **Land Acknowledgement Statement**

#### **Chair's Remarks**

#### **Disclosure of Interest**

#### **Delegations and Presentations**

Nil.

#### **Correspondence and Communications**

Nil.

#### **Reports from Boards and Committees**

Nil.

#### **Staff Reports**

8 - 10

1. 2024-142  
Procurement Results  
Building Permit Fee Review Study

THAT the contract to undertake a Building Permit Fee Review Study be awarded to Watson & Associates.

2024-142

11 - 14

2. 2024-143  
Tall Ships Festival Committee

THAT a citizen committee be established and appointed effective September 1st, 2024 to assist in the organization, program development, and delivery of the 2025 Tall Ships Festival; and

THAT the necessary bylaw be prepared.

2024-143

## General Committee Agenda

July 16, 2024

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3. 2024-115

Festival and Events Coordinator

THAT a part time Festival and Events Coordinator contract position (15 hours per week) be established effective August 1, 2024 to July 31, 2025 to lead in organizing the 2025 Tall Ships Festival; and

THAT the part time Festival and Events Coordinator position be funded by Tall Ships reserve created from the 2019 and 2022 Tall Ships Festivals.

[2024-115](#)

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4. 2024-139

Remedial Tunnel Options  
Custom Light Guards

THAT the purchase of 225 custom light guards from Kilmarnock Enterprise for light fixtures at the Brockville Railway Tunnel be approved in the amount of \$20,550 including net HST; and

THAT the additional unbudgeted expenses be funded by reserves in accordance with the City's Budgetary Control Policy.

[2024-139](#)

20 - 22

5. 2024-127

2024 Traffic Calming  
Capital Work Plan

THAT the listed traffic modifications be approved as an amendment to Traffic By-Law No. 021-1993 appending:

- schedule XV - community safety zones
- schedule IV - signal light traffic control systems
- schedule XVII - pedestrian crossovers; and

THAT the proposed scopes of work be funded by the 2023 traffic calming Capital Budget and remaining 2022 traffic calming Capital Budget.

[2024-127](#)

## General Committee Agenda

July 16, 2024

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23 - 27

6. 2024-137

Speed Limits on North Augusta Road

THAT Council receive staff report 2024-137 - Speed Limits on North Augusta Road for information.

[2024-137](#)

28 - 33

7. 2024-136

Reynolds Park Anchor Display

THAT the donation of an anchor from Save Ontario Shipwrecks (SOS) be accepted; and

THAT the concept for displaying the anchor at Reynolds Park as proposed by Save Ontario Shipwrecks (SOS) and Creative Art Source Inc. be approved.

[2024-136](#)

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8. 2024-133

Lease Renewal

DFO Small Craft Harbour

THAT the Mayor and Clerk be authorized to execute a lease renewal agreement with the Department of Fisheries and Oceans for the Small Craft Harbour (OP-4540-H-2501)

[2024-133](#)

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9. 2024-134

Procurement Results

Transit Bus Replacement

THAT the purchase of a transit bus from Girardin Ontario Inc. be approved in accordance with the City Procurement Policy for public procurement in excess of \$150,000 where less than three quotes were received.

[2024-134](#)

## New Business from Committee Members

### 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 for information:

- 38 - 40            1. 2024-138  
                      Procurement Results  
                      Youth Arena Refrigeration Equipment

THAT Council receive report 2024-138 Procurement Results Youth Arena Refrigeration Equipment for information in accordance with Procurement and Budgetary Control Policies.  
[2024-138](#)

- 41 - 42            2. 2024-128  
                      Replacement of Watermain  
                      King Street W. from Rivers Avenue to Oak Street

THAT Report SR2024-128, Watermain Replacement on King Street West from Rivers Avenue to Oak Street, be received for information.  
[2024-128](#)

### **Committee Consent Agenda**

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

1. 2024-142  
                      Procurement Results  
                      Building Permit Fee Review Study

THAT the contract to undertake a Building Permit Fee Review Study be awarded to Watson & Associates.

2. 2024-143  
                      Tall Ships Festival Committee

THAT a citizen committee be established and appointed effective September 1st, 2024 to assist in the organization, program development, and delivery of the 2025 Tall Ships Festival; and

THAT the necessary bylaw be prepared.

3. 2024-115  
Festival and Events Coordinator

THAT a part time Festival and Events Coordinator contract position (15 hours per week) be established effective August 1, 2024 to July 31, 2025 to lead in organizing the 2025 Tall Ships Festival; and

THAT the part time Festival and Events Coordinator position be funded by Tall Ships reserve created from the 2019 and 2022 Tall Ships Festivals.

4. 2024-139  
Remedial Tunnel Options  
Custom Light Guards

THAT the purchase of 225 custom light guards from Kilmarnock Enterprise for light fixtures at the Brockville Railway Tunnel be approved in the amount of \$20,550 including net HST; and

THAT the additional unbudgeted expenses be funded by reserves in accordance with the City's Budgetary Control Policy.

5. 2024-127  
2024 Traffic Calming  
Capital Work Plan

THAT the listed traffic modifications be approved as an amendment to Traffic By-Law No. 021-1993 appending:

- schedule XV - community safety zones
- schedule IV - signal light traffic control systems
- schedule XVII - pedestrian crossovers; and

THAT the proposed scopes of work be funded by the 2023 traffic calming Capital Budget and remaining 2022 traffic calming Capital Budget.

6. 2024-137  
Speed Limits on North Augusta Road

THAT Council receive staff report 2024-137 - Speed Limits on North Augusta Road for information.

7. 2024-136  
Reynolds Park Anchor Display

THAT the donation of an anchor from Save Ontario Shipwrecks (SOS) be accepted; and

THAT the concept for displaying the anchor at Reynolds Park as proposed by Save Ontario Shipwrecks (SOS) and Creative Art Source Inc. be approved.

8. 2024-133  
Lease Renewal  
DFO Small Craft Harbour

THAT the Mayor and Clerk be authorized to execute a lease renewal agreement with the Department of Fisheries and Oceans for the Small Craft Harbour (OP-4540-H-2501)

9. 2024-134  
Procurement Results  
Transit Bus Replacement

THAT the purchase of a transit bus from Girardin Ontario Inc. in accordance with the City Procurement Policy for public procurement in excess of \$150,000 where less than three quotes were received.

### **Media Question Period**

### **Adjournment**

General Committee Agenda  
July 16, 2024

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THAT the General Committee adjourn its meeting until the next regular meeting scheduled for August 20, 2024.

**Minutes from City Boards and Committees**

- |         |   |
|---------|---|
| 43 - 45 | Airport Commission<br><br><a href="#"><u>06 June 2024 Airport Commission Meeting Minutes</u></a>            |
| 46 - 47 | Arena Advisory Board<br><br><a href="#"><u>13 June 2024 Arena Advisory Committee Meeting Minutes</u></a>    |
| 48 - 49 | Library Board<br><br><a href="#"><u>27 May 2024 Library Board Meeting Minutes</u></a>                       |
| 50 - 51 | Museum Board<br><br><a href="#"><u>11 Jun 2024 Museum Advisory Committee Meeting Minutes</u></a>            |
| 52 - 53 | Railway Tunnel Committee<br><br><a href="#"><u>09 May 2024 Railway Tunnel Committee Meeting Minutes</u></a> |
| 54 - 56 | St. Lawrence Lodge<br><br><a href="#"><u>28 May 2024 Committee of Management Meeting Minutes</u></a>        |



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** July 16, 2024  
**Prepared By:** Sebastian Scott, Chief Building Official  
**Report Number:** 2024-142  
**Subject:** Procurement Results  
Building Permit Fee Review Study

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## Recommendation

THAT the contract to undertake a Building Permit Fee Review Study be awarded to Watson & Associates.

## Background

The Ontario Building Code Act, S.O. 1992, Section 7, authorizes a municipal council to pass by-laws respecting the issuance of permits and related matters, including passing bylaws respecting fees and charges.

The Building Department's current fee structure is outdated and must be reviewed to accommodate changes in legislation. The review will establish the full costs to deliver the service and recommend fees that recover these costs and propose reserve fund contributions to stabilize future operations.

Council approved the capital budget of \$45,000 in 2024 for the completion of a Building Permit Fee Review Study.

On May 24, 2024, staff issued public tender 240028 – Building Permit Fee Review Study which resulted in tender submissions from one consultant. In accordance with Procurement Policy POL.F.20.139 Appendix A - Purchasing Authority, public requests for tender for materials and services in excess of \$25,000 require a minimum of three bids. Council approval is required if less than three bids are received.

## Analysis

Public tender 240028 was publicly posted for the Building Permit Fee Review Study on May 24, 2024, following approval of the 2024 operating budget.

Tenders were received for the contracted service from:

- Watson & Associates Economists Ltd.

The tender documents included a detailed description of proposal requirements and evaluation criteria. Utilizing the evaluation criteria, staff assessed the submission from Watson & Associates and concluded that the proposal substantively met the requirements of the tender. The proposed cost of completing the work was \$30,000, within the budget allocated for this project in the 2024 Budget.

## **Financial Implications**

The 2024 Capital Budget for the Building Permit Fee Review Study was \$45,000. Watson & Associates submission was for \$30,000 (excl of HST). Total cost, including net HST, is \$30,528.02. There is sufficient budgeted funding to proceed with this contract.

## **Policy Alignment**

All procurement activities related to tender 240028 Building Permit Fee Review Study have been completed in accordance with:

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

This staff report is provided to Council in accordance with Procurement Policy POL.F.20.139, seeking Council authority to proceed.

## **Conclusion**

In May 2024, staff issued Public Tender 240028 Building Permit Fee Review Study which resulted in a submission from only one (1) consultant. In accordance with Procurement Policy POL.F.20.139 Appendix A - Purchasing Authority, public requests for tender for materials and services in excess of \$25,000 require a minimum of three bids. Council approval is required if less than three bids are received.

Staff have evaluated the proposal submitted by Watson & Associates and deemed that it has met the requirements of the tender documents. The proposal is also within the budget approved for this project in the 2024 Budget.

Staff are recommending that Watson & Associates be awarded the contract to undertake a Building Permit Fee Review Study.

Approved by:

Sebastian Scott, Chief Building Official

Robert Nolan, Director of Economic and Development Services

Lynda Ferguson, Director of Finance & IT Services

Status:

Approved - 08 Jul 2024

Approved - 08 Jul 2024

Approved - 08 Jul 2024

Sandra MacDonald, City Manager

Approved - 09 Jul 2024



# Staff Report

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**Report To:** General Committee  
**Meeting Date:** July 16, 2024  
**Prepared By:** Kelly Brintnell, Tourism Advisor  
Sheena Earl, City Clerk  
**Report Number:** 2024-143  
**Subject:** Tall Ships Festival Committee

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## Recommendation

THAT a citizen committee be established and appointed effective September 1st, 2024 to assist in the organization, program development, and delivery of the 2025 Tall Ships Festival; and

THAT the necessary bylaw be prepared.

## Background

The Tall Ships Festival brings approximately 40,000 visitors to the City of Brockville and was established to celebrate maritime history and heritage, providing the public with the opportunity to see and explore the vessels. It also aims to promote tourism and local economic development by incorporating vendors, food stalls, workshops and other family friendly activities. The event is organized with significant community involvement, relying on a citizen committee of local volunteers and in partnerships with businesses and organizations. The City has been notified of its successful application to be a port of call during the 2025 Tall Ships tour. The event will take place June 19 to 21, 2025.

## Analysis

Committee members bring valuable local knowledge, insights, and connections that can help tailor the event to enhance its relevance and ensure accountability, making it easier to track progress and address issues promptly. A dedicated group will provide the necessary workforce for planning, organizing, and executing the event, while fostering a sense of ownership and pride in the event, increasing overall community engagement and participation. This collaborative approach can lead to more successful, inclusive, and sustainable outcomes.

Over the past few festivals, former committee members have accumulated valuable experience adding to the continuity and improvement year over year. The Committee will be supported by the part time Festival and Events Coordinator, pending Council approval of the position. The City and Brockville Tourism would lend its communication channels to promote transparency and disseminate information about the committee's

work ensuring effective operations and achieving objectives in harmony with the broader regulations of the municipality. Draft Terms of Reference for the Committee are included in this report as Attachment 1.

## **Financial Implications**

Minimal costs associated with meeting expenses will be covered from reserves generated from previous Tall Ships Festivals.

## **Policy Alignment**

Council approval is required to establish the Committee, relevant Terms of Reference and to appoint members.

## **Conclusion**

Overall, the Tall Ships Festival is a significant cultural and economic event that celebrates the region's maritime history and provides a memorable experience for residents and visitors alike. The establishment of a citizen committee is crucial for the success of the 2025 Tall Ships Festival.

### Approved by:

Sheena Earl, City Clerk

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager

### Status:

Approved - 10 Jul 2024

Approved - 11 Jul 2024

Approved - 12 Jul 2024

### Attachments:

[Tall Ships Festival Committee Terms of Reference](#)



## **City of Brockville Tall Ships Festival Committee Terms of Reference**

### **Purpose and Mandate**

The City of Brockville strives to support the development of a strong tourism sector and the delivery of important festivals and events in Brockville. The City of Brockville desires support, advice and guidance from local volunteers and tourism stakeholders on the delivery of the Tall Ships Festival.

The Tall Ships Festival Committee is established to advise and assist with the delivery of the Festival.

### **Membership**

The Tall Ships Festival Committee will be comprised of eight (8) to ten (10) members from the following:

- six (6) to eight (8) citizen appointees
- One (1) City Councillor
- One (1) representative of Downtown Brockville

Citizen appointees must be 18 years of age or older and a Canadian Citizen.

Citizen appointees are expected to attend regular meetings and participate in various sub-committee activities.

### **Term**

Members appointed to the Committee will be appointed for the term of the September 1<sup>st</sup>, 2024 to July 31<sup>st</sup>, 2025.

### **Schedule of Meetings**

The Committee will meet monthly, or as needed, in a manner to allow the Committee to achieve its mandate. Quorum for Committee meetings is five voting members.

The Meeting agenda will be published at least two days in advance of the meeting, or in accordance with direction from the City Clerk. Agendas and minutes will be available on the City's meeting portal.

### **Reporting Relationship**

Tall Ships Festival Committee is an Advisory Committee of Council and reports to the General Standing Committee.

Review date: July 2024

City of Brockville  
Tall Ships Festival Committee  
Terms of Reference

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The Tall Ships Festival Committee minutes shall be included on the General Standing Committee agendas.

## Rules of Procedure

The Committee will adhere to City by-laws, policies, and standards, including but not limited to:

- Procedure By-law
- Council Code of Conduct
- Municipal Conflict of Interest Act
- Procurement Policy
- Budgetary Control Policy

All Committee members will be required to identify any pecuniary or indirect conflict of interest. This will be a standing item on all Committee agendas.

Sub-committees may be formed to address specific activities within the Festival. Sub-committees will form their own meeting times and agendas and will report back to the Tall Ships Festival Committee.

All procurement will be approved by City staff in accordance with the Procurement Policy's Purchasing Authority.

## Committee Support

The Tourism Festival and Events Coordinator will be responsible for the coordination of the event and will serve as the main point of contact for any outside agencies, contractors, vendors, etc. The position will also oversee the Tall Ships Festival Committee and will work with City department staff to ensure all are aware of the logistics related to the event.

The Director of Operations will select City staff to act as liaison to the Committee with respect to their Departments



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Lindsay Armstrong, Senior Manager of Human Resources Kelly Brintnell, Tourism Advisor Sandra MacDonald, City Manager
<b>Report Number:</b>	2024-115
<b>Subject:</b>	Festival and Events Coordinator

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## Recommendation

THAT a part time Festival and Events Coordinator contract position (15 hours per week) be established effective August 1, 2024 to July 31, 2025 to lead in organizing the 2025 Tall Ships Festival; and

THAT the part time Festival and Events Coordinator position be funded by Tall Ships reserve created from the 2019 and 2022 Tall Ships Festivals.

## Background

The Tall Ships Festival brings approximately 40,000 visitors to the City of Brockville and the coordination of the event takes approximately 1,500 hours of staff time, not including the time spent at the three day event and was previously a priority of the Economic Development Department staff. The City applied to be a Canadian Port on the 2025 Tall Ships route in fall of 2023. It has since been confirmed that Brockville will be a port of call June 19 to 21, 2025.

In August 2023, a report to the General Committee outlined the staffing pressures felt by the Economic and Development Services staff in preparing for the 2022 Tall Ships Festival and noted a recommendation to hire a Festival Coordinator on a short term contract basis to organize and deliver any subsequent Tall Ships Festival.

## Analysis

The creation of a dedicated part time Festival and Events Coordinator within the Tourism Department will provide dedicated staff to prioritize the organization and delivery of the Festival. This position will be responsible for the coordination of the event and will serve as the main point of contact for any outside agencies, contractors, vendors, etc. The position will also oversee the Tall Ships Festival Committee, should it be reestablished, and will work with City department staff to ensure all are aware of the logistics related to the event.

## **Financial Implications**

The part time Festival and Events Coordinator position would be an 12 month contract with anticipated wages and benefits to be \$50,000. The past 2019 and 2022 Tall Ships Festivals resulted in a surplus of \$158,724 which is held in a reserve allocated to "offset the costs of the future Tall Ships Festivals".

If approved, this part time position will be funded by the reserve created from the 2019 and 2022 Tall Ships Festivals.

## **Policy Alignment**

To align with the City's Budgetary Control Policy, Council approval is required to fund this part time position as it was not included in the 2024 Budget.

## **Conclusion**

The City of Brockville has organized and hosted several Tall Ships Festivals, which have drawn large numbers of visitors to the city.

The creation of a part time Festival and Events Coordinator position is recommended to ensure the successful organization of the 2025 Tall Ships Festival.

Approved by:	Status:
Lindsay Armstrong, Senior Manager of Human Resources	Approved - 11 Jul 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 11 Jul 2024
Sandra MacDonald, City Manager	Approved - 11 Jul 2024



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Phil Wood, Director of Operations Chad Davis, Supervisor of Parks & Cemetery Services
<b>Report Number:</b>	2024-139
<b>Subject:</b>	Remedial Tunnel Options Custom Light Guards

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## Recommendation

THAT the purchase of 225 custom light guards from Kilmarnock Enterprise for light fixtures at the Brockville Railway Tunnel be approved in the amount of \$20,550 including net HST; and

THAT the additional unbudgeted expenses be funded by reserves in accordance with the City's Budgetary Control Policy.

## Background

In May 2024, staff provided Council with Report 2024-91. The staff report was a second report detailing several remedial options for repair and improvement to the lighting system and components in the Brockville Railway Tunnel. Report 2024-91 included the following motion:

*" THAT staff return to a future General Committee meeting to present long term solutions to protect the lighting fixtures from overhead dripping groundwater."*

Following this report, staff have identified a cost effective option for protecting the lights from damaging mineral deposits left by dripping overhead groundwater. The objective of this report is to obtain Council approval to purchase and install the new custom light guards over new lights ordered in 2024, prior to being installed.

## Analysis

Following the May 2024 staff report, Parks staff continued to seek out optional devices that can be installed on the light fixtures to mitigate overhead groundwater dripping on the fixture's lenses. Kilmarnock Enterprises, located in Smiths Falls, has proposed a potential solution involving the manufacture of a custom, clear plastic guard which affixes to the top of each light fixture. The custom plastic guards are made from 1/16" polycarbonate. Kilmarnock Enterprise have communicated that they can mass

manufacture the custom guards locally in short order by utilizing their automated manufacturing process and using readily available materials.

When installed, the proposed guard will provide a clear light fixture cover. It creates a small gap between the light and the plastic cover, overhanging each fixture by approximately two inches. Installed, the light fixture is protected from the overhead dripping identified as the source of damaging mineral deposits responsible for the failure of the light fixtures by the manufacturer.

Staff proposed this custom light fixture guard to the Railway Tunnel Committee during their meeting on July 11, 2024 as a way to protect the light fixtures and facilitate easier cleaning of the fixtures. The Tunnel Committee unanimously endorsed the proposed guard as a viable solution.

Staff recommend that all new light fixtures be equipped with some variant of protective cover prior to being installed in the Tunnel to mitigate the advanced rate of light fixture failure that is currently being observed. Currently, 209 new light fixtures have been ordered through ACF Electric to replace failed and failing light fixtures in the tunnel. A total of 56 light fixtures were delivered in mid-July but, none have yet been installed. The remaining 153 light fixtures are expected be delivered throughout the summer.

Staff propose that a total of 225 custom light guards be purchased from Kilmarnock Enterprise and installed on all new lights prior to being put into service in the tunnel. By purchasing 225, staff can take advantage of the bulk pricing and will be equipped with approximately 16 spares guards for future light fixture replacements.

## **Alternatives**

Staff have proposed installation of a first phase of custom light guards to protect the 209 lights currently scheduled for replacement in 2024.

Council can alternatively choose to purchase a total of 728 light fixture guards for installation on all light fixtures throughout the tunnel.

The total cost to purchase light fixture guards for all 728 lights in the tunnel is quoted at \$58,094.40 plus net HST for a total of \$59,116.86.

## **Financial Implications**

Kilmarnock Enterprise has provided a cost breakdown for bulk order quantities of their proposed custom light fixture guards. The purchase cost has a sliding scale summarized below with prices shown without net HST:

- Cost for one (1) light guard.....\$275.00 each

- Cost for one section (56) lights.....\$5,586.00 (\$99.75 each)
- Cost for (100) light guards.....\$8,975.00 (\$89.75 each)
- Cost for all tunnel (728) lights.....\$58,094.40 (\$79.80 each)

In accordance with the recommendation by equip all new light fixtures with new protective covers, the following cost would need to be considered:

- Required quantity.....225
- Cost per unit.....\$89.75 each (per 100 produced)
- Total including net HST....\$20,549.16

## **Policy Alignment**

Purchase of the custom light covers will be in accordance with City Procurement Policy POL.F.20.139. The proposed purchase would be by way of sole source purchasing method due to the product being unique to the supplier who has offered to custom build the guards.

In accordance with the City Procurement Policy POL.F.20.139 Appendix A, for sole source purchase of value between \$10,000 and \$50,000, approval is required by the Director of Finance and IT Services.

In accordance with City Budgetary Control Policy POL.F.20.181 Section 5, Department Heads shall request authorization from Council should additional expenditures be required. As such, Council approval is required to fund the proposed additional expenses prior to purchase.

## **Conclusion**

In May of 2024, staff provided Report 2024-91 which resulted in direction to seek solutions to protect light fixtures from overhead dripping ground water as the source of damaging mineral deposits. In collaboration with a local customer fabrication shop Kilmarnock Enterprise, staff have developed a custom clear plastic guard as a potential cost effective solution to protect the light fixtures.

Council approval is required to fund the additional unbudgeted expense in accordance with the City's Budgetary Control Policy.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 09 Jul 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 09 Jul 2024
Sandra MacDonald, City Manager	Approved - 09 Jul 2024



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
<b>Report Number:</b>	2024-127
<b>Subject:</b>	2024 Traffic Calming Capital Work Plan

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## Recommendation

THAT the listed traffic modifications be approved as an amendment to Traffic By-Law No. 021-1993 appending:

- schedule XV - community safety zones
- schedule IV - signal light traffic control systems
- schedule XVII - pedestrian crossovers; and

THAT the proposed scopes of work be funded by the 2023 traffic calming Capital Budget and remaining 2022 traffic calming Capital Budget.

## Background

In 2023, Transportation Services staff procured several in-road traffic calming devices in accordance with the approved 2022 traffic calming Capital Budget. These components were received in late 2023 and installed by Public Works staff in the spring of 2024. As part of the 2023 Capital Budget, Council approved a second iteration of traffic calming Capital Budget to facilitate further traffic calming scopes of work in the City.

The proposed 2024 traffic calming capital work plan recommends utilizing the 2023 Capital Budget and remaining 2022 traffic Capital Budget to install improvement measures on King St. West in support of the new Swiftwater Public School. The work plan includes installation of new road treatments, signage and improved pedestrian crossover at River Ave. with the objective to improve safety.

## Analysis

Staff propose the following five scopes of work be undertaken to improve student pedestrian safety of primary pedestrian routes to the new Swiftwater Public School:

1. Define a new Community Safety Zone on King St. West from Cedar St. to Centre St. to include the following road and sidewalk treatments:
  - a. Installation of a "40 km/h when flashing" light
  - b. Other required graphic, in-boulevard signage
2. Convert the existing pedestrian crossover (PXO) at King St. West and Rivers Ave from a illuminated PXO to a standard 3-color Green/Yellow/Red traffic head.
  - a. Remove the existing amber light
  - b. Install new traffic heads and arms as needed
  - c. Re-program the lights to function with existing push-button
3. Re-distribute existing crossing guards:
  - a. From Pearl and Bartholomew
  - b. To Church St. at Cedar St.
4. Paint ladder-style PX crosswalk signs at:
  - a. Church St, at Cedar St.
  - b. Pearl St. at Cedar St.
  - c. Baxter Dr. at Centre St.
5. Install "Children Playing" and "School Zone" signs along King St. Cedar St. and Centre St.

It is anticipated that this work will be completed prior to the start of the 2024-2025 school year.

## **Financial Implications**

### Budget:

The first phase of traffic calming measures were approved in the 2022 Capital Budget in the amount of \$50,000. To date, \$41,649.39 has been expensed to purchase and install traffic calming measures in 2024. The resulting amount of \$8,350.61 is remaining in the 2022 Capital Budget.

A second phase of traffic calming measures were approved in the 2023 Capital Budget in the amount of \$30,000 funded by fiscal policy. To date, none of the 2023 Budget amount has been spent. Combined, a total of \$38,350.61 is available to implement the five recommended traffic measures.

### Projected Expenses:

Staff have estimated costs to deploy five applications listed, based on both vendor quotes and estimation of staff time required. The estimated cost for the five applications areas follows:

- |   |               |
|---|---------------|
| 1. Installation of two "40 km/h when flashing" illuminated signs: | \$14,000      |
| 2. Conversion of the PXO at Rivers Ave. to 3-light traffic head:  | \$16,000      |
| 3. Re-assign crossing guard to Church St and Cedar St.:           | No added cost |
| 4. Paint crosswalks at three listed locations:                    | \$1,500       |

5. Install "School Zone" and Children Playing signs on King St. \$2,000

The total estimated cost of the proposed work plan is \$33,500. There are sufficient funds in the 2023 traffic calming and residual 2022 traffic calming Capital Budgets to fund these expenses.

### **Policy Alignment**

Council approval is required to amend schedules of the Traffic Bylaw to include the listed changes.

All procurement activities associated with the purchase of traffic controllers, signs and other required materials will be completed in accordance with:

- City Procurement Policy POL.F.20.139 and,
- City Budgetary Control Policy POL.F.20.181

In accordance with City Budgetary Control Policy POL.F.20.181, Council approval is required for approval of project scopes, additional expenses and funding source.

### **Conclusion**

Staff recommend implementation of five project scopes with the objective of improving traffic safety in proximity of the new Swiftwaters Public School on King St. West.

The total projected cost is \$33,500. Staff propose funding the expenses with the 2023 traffic calming Capital Budget and remaining 2022 traffic calming Capital Budget. The combined available amount of both budgets is \$38,350.61.

Council approval is required to approve the proposed project scope, estimated additional expenses, funding source and amendments to the appropriate schedules of Traffic By-Law 021-1993.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 21 Jun 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 27 Jun 2024
Sandra MacDonald, City Manager	Approved - 27 Jun 2024



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
<b>Report Number:</b>	2024-137
<b>Subject:</b>	Speed Limits on North Augusta Road

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## Recommendation

THAT Council receive staff report 2024-137 - Speed Limits on North Augusta Road for information.

## Background

During the Council meeting of May 14, 2024, the following motion was approved by Council:

*"THAT staff report to the June General Committee with a recommendation on lowering the speed limit from 60 km/h to 50 km/h on the northern portion of North Augusta Road."*

Staff have written this report in response to that motion to provide information around options for speed limit modification to North Augusta Rd.

## Analysis

### Introduction:

All roads in the City of Brockville are identified as one of the following classifications:

- Local roads
- Collector roads
- Arterial roads

In accordance with the Traffic Operations & Transportation Planning Study (1991) conducted by Kostuch Engineering Limited and Cunning Cockburn Limited, Brockville's arterial roads are defined as:

- roads designated to facilitate large volume of vehicles over medium distances
- are constructed as two to four traffic lanes

- providing limited access to lands with minimal abutments
- providing connecting access to collector and local roads
- restricted to minimal or no parking

### Classification of North Augusta Rd.

North Augusta Rd. is identified as an arterial road in its entirety from King St. east in the south to Centennial Rd. in the north. North Augusta is one of several arterial roads in the City which include:

- King St.
- Stewart Blvd. / William St.
- Central Ave. / Reynolds Dr.
- Parkedale Ave.
- Windsor Dr.
- Centennial Dr.

Arterial roads are intentionally constructed such that boulevard width, intersection configurations, road markings, illumination and speed limit reflect the objective of mass traffic volume movement. In the case of speed limit, operating arterial roads should be between 50 and 60 km/h.

### Comparators:

Reviewing the format and construction of other City arterial roads, it can be observed that number of lanes, speed limits, traffic volume and location as either a road bisecting or as perimeter of the City are comparable, indicating that designation of North Augusta Rd. as an arterial road is appropriate.

Notably, in reference to City Traffic Bylaw 21-93, Schedule XI, speed limits of other arterial roads in Brockville are posted 50 km/h with the exception of North Augusta Rd. between Parkedale Ave. and Centennial Rd.

### Modification Rational:

In accordance with the approved motion, reduction of the speed on North Augusta Rd. between Parkedale Ave. and Centennial Rd. from 60 km/h to 50 km/h would be an acceptable modification of an arterial road and align with the current posted limits on other arterial roads in the City. However, a modification to reduce the posted speed as indicated would be an arbitrary modification, not a modification that serves a utility nor based on data or quantitative metric of improvement. As such, staff do not recommend a modification to reduce the posted speed limit but, do not suggest that there are any apparent or directly negative consequences to reducing the posted speed.

**Efficacy:**

Available literature around traffic design and calming waver with respect to the effectiveness of lowering posted speed limits as a means of reducing the speed of motorists. Inevitably, a lower posted speed limit will reduce the speed of a compliant motorist. However, a non-compliant motorist who is likely to drive in excess of the posted speed will continue to drive at the the speed they are comfortable with undeterred. Traffic calming literature indicates that the habitual speeding by motorists is only likely to be deterred by deployment of physical impediments that modify behavior or by enforcement.

As traffic calming is contrary to the objective of mass traffic movement of an arterial road, arterial roads are not eligible for traffic calming. As such, the only likely effective means of reducing problematic speeding on arterial roads is enforcement.

**Authority:**

Council is the representative road authority for traffic in the municipality and as such has the sole authority to amend the Traffic Bylaw 21-93, Schedule XI Speed Rates. In order to modify the posted speed in the designated locations, Council approval is required to enact the amendment to the Bylaw.

**Modification Process:**

Pending Council approval to amend Traffic Bylaw 21-93, Schedule XI Speed Rates, to modify the the posted speed limit in designated locations, staff would proceed to install new speed limit signage as required and notify the public. Costs associated with making purchasing and installing the new signs is summarized in the Financial Considerations portion of this report.

**Financial Implications**

Costs of modifying the speed limits on North Augusta Rd. can be estimated by considering the direct labor and material costs of the new speed signs and speed transition signs. In total there are eight (8) signs on North Augusta Rd. between Parkedale Ave. and Centennial Rd. currently installed on existing posts. Costs to replace the existing 60 km/h signs are as follows:

**Material Costs:**

- Signs are \$59.95 each plus net HST
- Shipping is \$51.70 total plus net HST
- Quantity is (8)
- Total cost including net HST is \$540.91

**Labor Costs:**

- Required staff: 2
- Estimated time: 4 hours
- Staff wage rate: \$30.84 (Operator 1)
- Loaded wage rate: \$42.87
- Total loaded wage cost: \$342.94

Total estimated direct costs to implement reduction of posted speeds on North Augusta is \$883.85.

**Policy Alignment**

Council approval is required to amend a Bylaw. Provided Council approve an amendment to Traffic Bylaw 21-93, Schedule XI Speed Rates, an effective date would dictate the timeline for the change.

**Conclusion**

By way of Council motion on May 14, 2024, Staff have provided information in relation to reduction of posted speed limits on North Augusta Rd. from 60 km/h to 50 km/h between Parkedale Ave. and Centennial Rd.

Reduction of the speed on North Augusta Rd. between Parkedale Ave. and Centennial Rd. from 60 km/h to 50 km/h would be an acceptable modification of an arterial road and align with the current posted limits on other arterial roads in the City. However, a modification to reduce the posted speed as indicated would be an arbitrary modification, not a modification that serves a utility nor based on data or quantitative metric of improvement.

Total estimated direct costs to implement reduction of posted speeds on North Augusta is \$883.85.

Council approval is required to amend Traffic Bylaw 21-93, Schedule XI Speed Rates accordingly.

Approved by:

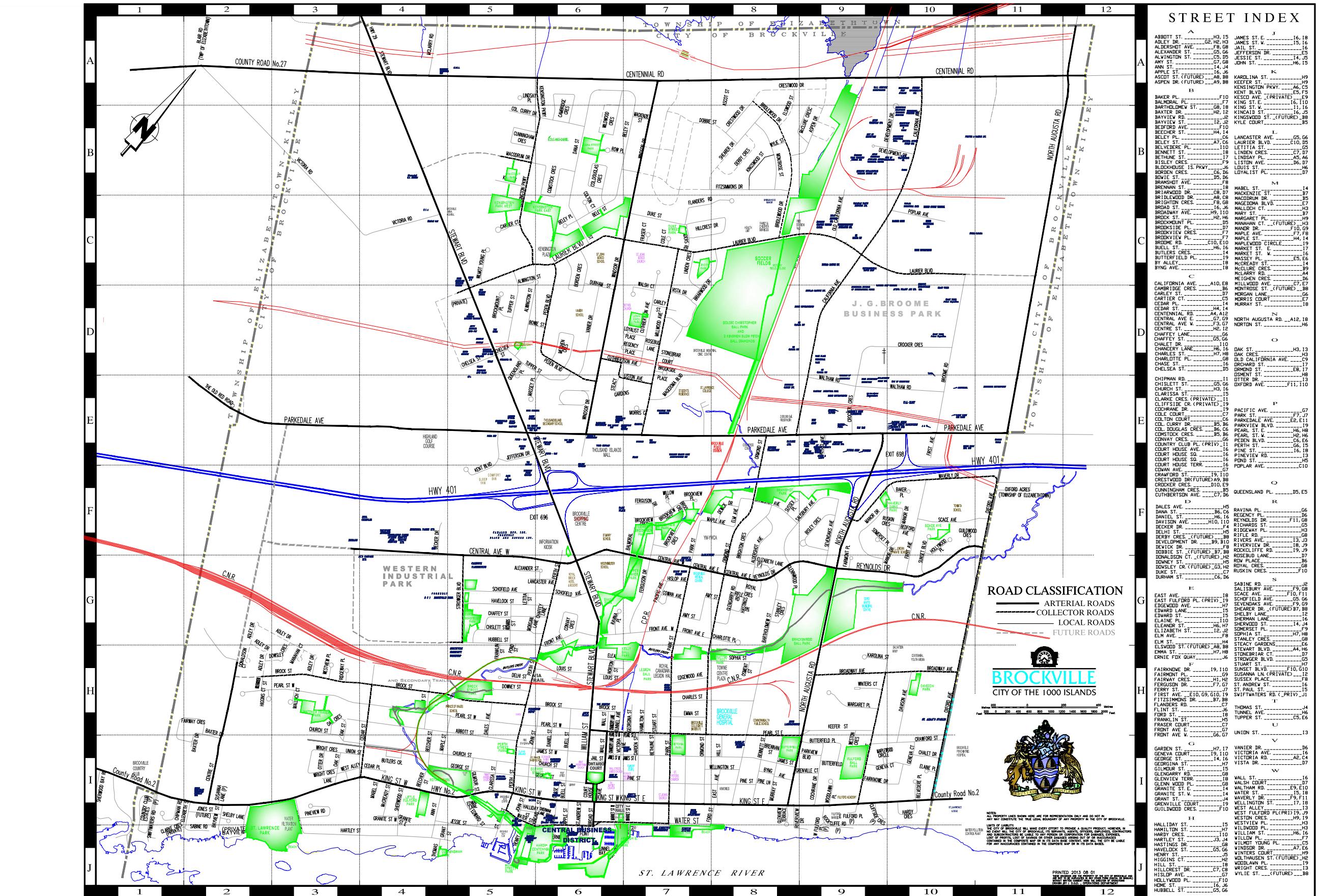
Phil Wood, Director of Operations  
Sheena Earl, City Clerk  
Sandra MacDonald, City Manager

Status:

Approved - 11 Jul 2024  
Approved - 12 Jul 2024  
Approved - 12 Jul 2024

Attachments:

[Road Classification Map](#)





# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Phil Wood, Director of Operations Chad Davis, Supervisor of Parks & Cemetery Services
<b>Report Number:</b>	2024-136
<b>Subject:</b>	Reynolds Park Anchor Display

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## Recommendation

THAT the donation of an anchor from Save Ontario Shipwrecks (SOS) be accepted; and

THAT the concept for displaying the anchor at Reynolds Park as proposed by Save Ontario Shipwrecks (SOS) and Creative Art Source Inc. be approved.

## Background

Development and construction of Reynolds Park was completed through 2022 and 2023. The design included a prominent centerpiece area to be completed at a later date. Members of the local chapter of Save Ontario Shipwrecks (SOS) recreational diving group and Creative Arts Source Inc. have proposed a concept display for this location which utilizes an anchor artifact retrieved from the St. Lawrence River.

The objective of this report is to acknowledge the proposal and obtain approval from Council to move forward and to acknowledge the fiscal and in-kind work of volunteer, donors and contributors.

## Analysis

### The Proposal:

Proponents of the anchor proposal have provided a drawing conceptualizing their vision for the centerpiece at Reynolds Park. The drawing illustrates the anchor and chain oriented prominently on an elevated concrete platform located at the center of the drop off area at Reynolds Park. The anchor is oriented upright with roughly 70' of heavy chain wrapped and tack-welded around the base of the concrete structure. The elevated concrete structure feature is intended to allow park-goers to see, touch and take pictures with the anchor display in Reynolds Park.

### The Twice Stolen Anchor:

The anchor being proposed is fondly dubbed "*The twice stolen anchor*" due to its interesting history. The anchor was removed from the floor of the St. Lawrence in the 1960's by salvage divers. Without a home, the anchor was placed on the floor of the St. Lawrence River, along the south side of Blockhouse Island and was visible in the shallow waters along the south seawall. The anchor is deemed an artifact falling under the classification and jurisdiction of Ontario Ministry of Heritage, Sport, Tourism and Culture Industries.

In 2023, an unauthorized attempt to remove the anchor from the St. Lawrence River for a private collection was thwarted when Brockville Parks staff and Brockville Police stopped a tow truck from leaving with the anchor after having removed it from the water. With the anchor removed, City staff stored it until the next steps could be determined. At this time, members of the local SOS diving group notified the Ontario Ministry and began discussions to act as stewards of the anchor. SOS members pursued approval to restore the anchor with the intentions of it being put on permanent public display. In 2024, members of the local SOS dive group were notified by the Ontario Ministry that their plan to restore and publicly display the anchor as an artifact was approved. Following notification, SOS and Creative Arts Source Inc. approached City Operations staff with the proposal for Reynolds Park.

### Project Scope:

The proposed project scope is as follows:

1. Forming and pouring of a round, elevated concrete platform at the center of the Reynolds Parks drop-off centerpiece
2. Sand blasting and painting of the anchor and chain
3. Installation of the anchor and chain on the new concrete platform
4. Installation of new dedication plaque(s)
5. Topsoil and seed where required
6. Other minor decorative finishes

The anchor display proposal by SOS and Creative Arts Source Inc. was pitched as a project with no cost to the City. The representative members only requested assistance from City staff to transport the anchor and assist with placement using City owned heavy machinery.

In accordance with the Ontario Ministry and wishes of the SOS dive group, the City will become the recipient owner of the anchor once the project is complete. The anchor and display will become a City asset.

### Contributions:

The representative members proposed completion of the project at no cost to the City. The project scope is proposed to be completed through in-kind donations of material, labor and fabrication support donated by themselves, as well as local businesses. Local business willing to contribute include:

- Save Ontario Shipwrecks members
- Creative Art Solutions Inc. - Dave Sheridan
- Thousand Island Concrete Ltd.
- J.S. Simpson Welding & Fabrication Limited

SOS has pledged \$5,000 in donations to pay for fabrication, material and construction costs towards the anchor display.

### Recognition:

In accordance with the proposal from member representatives, the anchor display will include a dedication plaque which will include:

- An illustrated brief history of anchor
- Recognition of the contributors to the anchor display
- Recognition of the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries

### **Financial Implications**

SOS has pledged \$5,000 in donations to pay for material, fabrication, material and construction costs towards the anchor display. Additional in-kind contributions are pledged by local businesses, Save Ontario Shipwrecks and Creative Art Source Inc.

### **Policy Alignment**

Donations made to the City that warrant a donation receipt are required to be in compliance with Canada Revenue Agency (CRA) regulations and the City's Charitable Donations Receipts Policy.

### **Conclusion**

City Operations staff have been approached by members of the local chapter of Save Ontario Shipwrecks (SOS) recreational diving group and Creative Arts Source Inc. with a proposal to install a new centerpiece display utilizing an artifact anchor recovered from the St. Lawrence River.

Representative members proposing the project have pledged financial and in-kind contributions from themselves and select local businesses.

Staff recommend Council approve the proposed scope of work.

Approved by:

Phil Wood, Director of Operations  
Lynda Ferguson, Director of Finance & IT Services  
Sandra MacDonald, City Manager

Status:

Approved - 28 Jun 2024  
Approved - 08 Jul 2024  
Approved - 08 Jul 2024

Attachments:

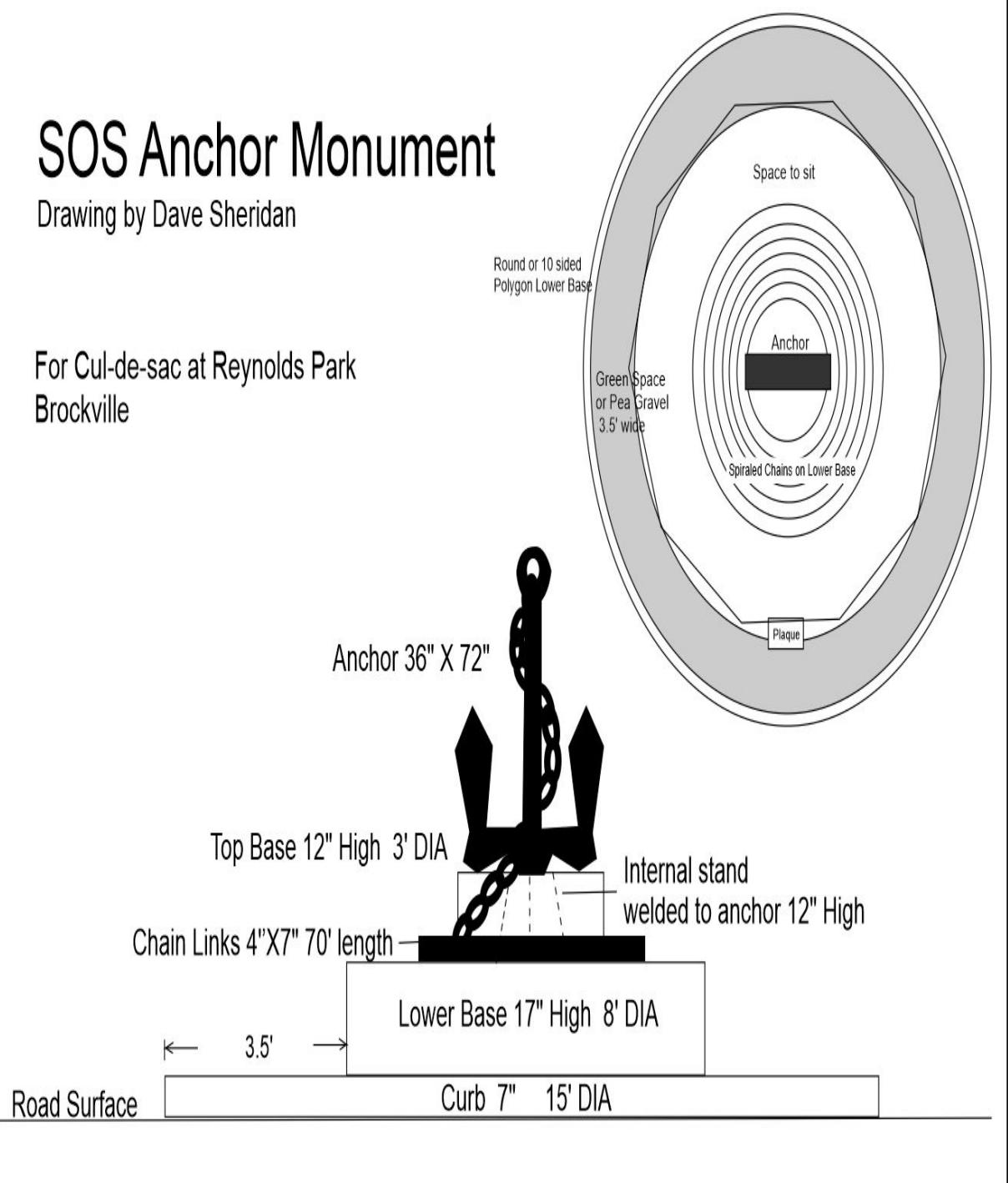
[Centerpiece Anchor Display Proposal](#)

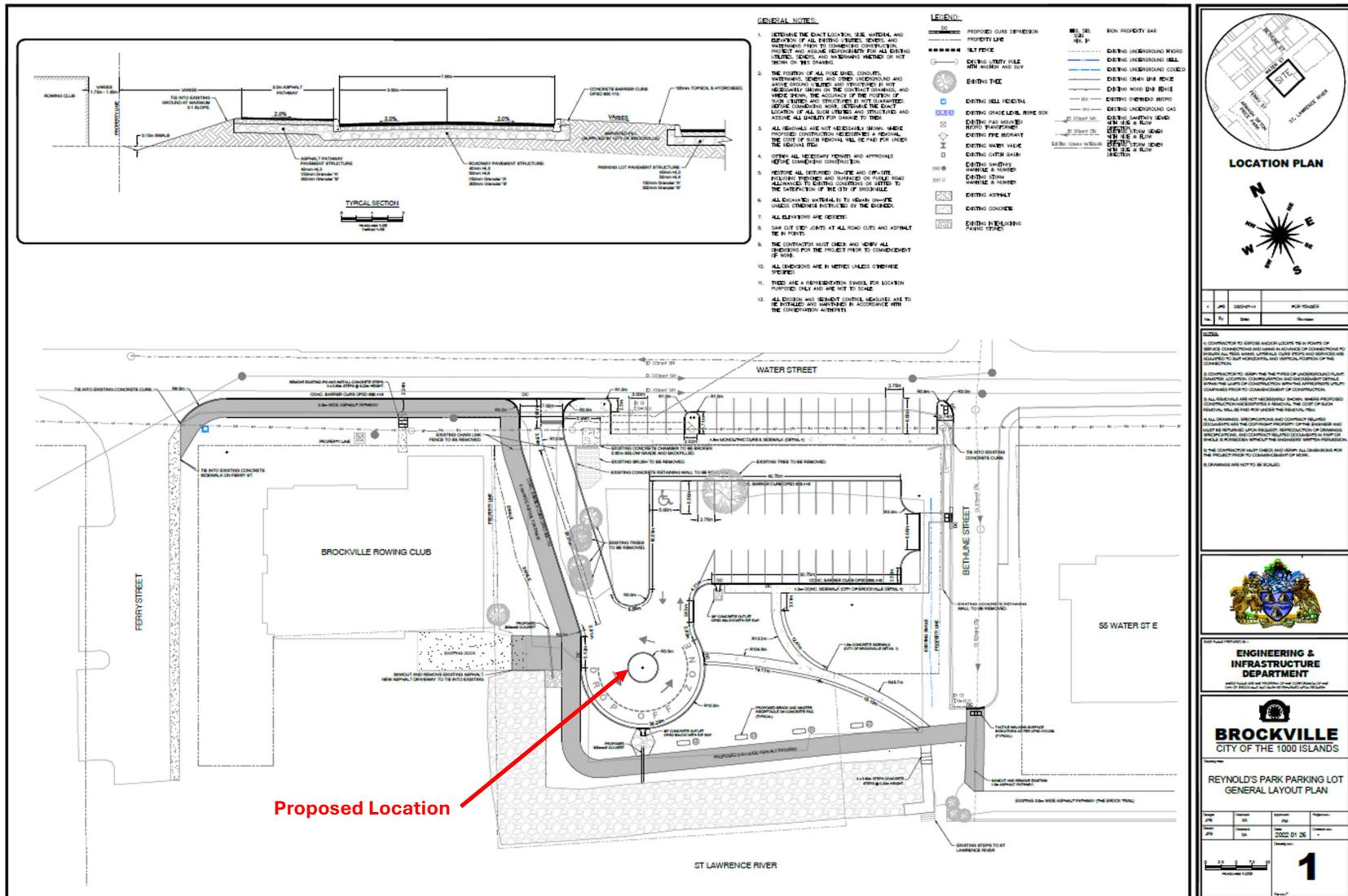
[Reynolds Park Drawing](#)

# SOS Anchor Monument

Drawing by Dave Sheridan

For Cul-de-sac at Reynolds Park  
Brockville







# Staff Report

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**Report To:** General Committee  
**Meeting Date:** July 16, 2024  
**Prepared By:** Phil Wood, Director of Operations  
**Report Number:** 2024-133  
**Subject:** Lease Renewal  
DFO Small Craft Harbour

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## Recommendation

THAT the Mayor and Clerk be authorized to execute a lease renewal agreement with the Department of Fisheries and Oceans for the Small Craft Harbour (OP-4540-H-2501)

## Background

The City of Brockville leases a large water space on the St. Lawrence River from the federal Department of Fisheries and Oceans (DFO). The water space definition encompasses from abutting shoreline and property lines of the St. Lawrence River, from Thomas St. in the west to North Augusta Rd. in the east and the Canada-USA border in the south, inclusively. Included within the identified lease premises are:

- The Yacht Club Marina (Sublease)
- Leeds Condo Corp #18 docks (Sublease)
- Tunnel Bay municipal harbor
- Parts of Blockhouse Island and Blockhouse Island Parkway

The lease permits the use and management of the water as a municipal small craft harbor. The existing five year lease expires on December 31, 2024, and as such requires renewal.

## Analysis

Stipulations of the lease entitle the City to maintain operations of the premises in accordance with applicable regulations. Management includes administration of subleases with the Yacht Club, Leeds Condo Corp #18 and boaters in the municipal harbor.

Through the lease terminology, the City is required to perform maintenance and care of the property as well as undertake any improvements or construction within the lease area at the City's sole cost. Recent examples of maintenance, improvements and construction that have been completed in compliance with this lease include:

- Paving of Blockhouse Island Parkway

- Replacement of Tunnel Bay docks
- Repair of Centeen Park Seawall

The existing DFO lease matures at the end of 2024. The renewal of the lease term is an additional five years beginning in 2025 through to 2029. There are no notable changes to the terms of the current lease in the lease renewal.

## **Financial Implications**

The DFO small craft harbor lease stipulates that the fee to lease the area is determined as the greater of either:

1. Five hundred dollars per annum; or
2. Twenty percent of all gross revenue derived from the management and operation of the lease premises

This amount is budgeted annually as part of the Parks operating budget and remitted to the DFO annually following the end of each boating season. Though it fluctuates, the amount remitted annually ranges from \$35,000 to \$40,000.

## **Policy Alignment**

Council approval is required to enter into a lease renewal agreement.

## **Conclusion**

The City of Brockville maintains a lease with the Department of Fisheries and Oceans (DFO) for operational management of a large parcel of the St. Lawrence River, south of the City.

The City utilizes this lease with the DFO to sublet and to operate several small craft harbors within the leased space.

The existing lease expires on December 31, 2024 and requires Council approval to renew the lease for an additional five years to end in 2029.

Approved by:

Phil Wood, Director of Operations

Sheena Earl, City Clerk

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager

Status:

Approved - 09 Jul 2024



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
<b>Report Number:</b>	2024-134
<b>Subject:</b>	Procurement Results Transit Bus Replacement

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## Recommendation

THAT the purchase of a transit bus from Girardin Ontario Inc. be approved in accordance with the City Procurement Policy for public procurement in excess of \$150,000 where less than three quotes were received.

## Background

Council approved the scheduled capital purchase of a replacement transit bus in the amount of \$165,414 in the 2024 Capital Budget. Staff have completed the public tendering process which resulted in only two tender submissions. In accordance with the Procurement Policy, Council approval is required when less than three tenders are received.

## Analysis

At the time of public tendering, Transit Bus unit #50217 is estimated to have accumulated over 400,000 km and has significant wear to the frame, cab mounts and other critical components leading staff to propose its scheduled replacement.

The scheduled transit bus replacement is in line with maintenance and asset management planning to retain front line transit buses for no more than 6-year life cycles.

## Financial Implications

### Tender Results:

The public tendering process resulted in two tender submissions as follows for consideration:

- Girardin Ontario Inc. \$161,019.00

- Crestline Coach LTD. \$181,848.61

Total Purchase Cost:

The lowest acceptable tender submission was the submission from Girardin Ontario Inc. in the amount of \$161,019.00 excluding taxes.

Approved Budget:

Transit vehicle replacement is supported by a multi-year Investing in Canada Infrastructure Plan (ICIP) - Transit Stream grant which the City received in 2017. The grant for 2024 is approved for up to \$165,414.06 with the following contributions:

- \$66,165.62 in Federal Funding
- \$55,132.51 in Provincial Funding
- \$44,115.93 in Municipal Funding

**Policy Alignment**

All procurement activities have been in accordance with:

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

The scheduled capital replacement of Transit Buses aligns with the City of Brockville Strategic Plan, Section 4.3 Asset Management Planning.

**Conclusion**

City staff have completed the public tender process for the scheduled capital replacement of Transit Bus unit #50217. The resulting public tender yielded only two tender submissions. In accordance with the Procurement Policy, Council approval is required when fewer than three tender submissions are received.

The tender submission is within the approved budget.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 25 Jun 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 03 Jul 2024
Sandra MacDonald, City Manager	Approved - 08 Jul 2024



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Phil Wood, Director of Operations Travis Raison, Project and Asset Coordinator Vince Wijsman, Arenas and Facilities Supervisor
<b>Report Number:</b>	2024-138
<b>Subject:</b>	Procurement Results Youth Arena Refrigeration Equipment

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## Recommendation

THAT Council receive report 2024-138 Procurement Results Youth Arena Refrigeration Equipment for information in accordance with Procurement and Budgetary Control Policies.

## Background

As part of the 2024 Capital Budget, Council approved a capital project with a budget of \$275,000 to overhaul components of the ice making refrigeration plant at the Youth Arena. The objective of this capital project was to ensure the reliability of the ice making plant to ensure continued operation of the Youth Area ice for the foreseeable future.

Procurement of the required equipment has been completed. The objective of this staff report is to report this purchase in accordance with City Procurement and Budgetary Control Policies for purchases in excess of \$100,000.

## Analysis

### Project Scope:

The scope of the capital project is to replace critical components of the Youth Arena ice making refrigeration plant with the following key components identified:

1. Replace refrigeration plant compressor #1
2. Replace refrigeration plant condenser
3. Replace refrigeration chiller
4. Repair of corroded peripheral piping and fittings

Compressor #1 is being rebuilt through a service contract under a separate purchase contract. The context of the purchase pertaining to this staff report is the joint purchase

for items 2 and 3, the replacement of the ice plant condenser and chiller heat exchanger.

**Engineering Review:**

Prior to obtaining quotes for equipment, staff contracted Goodkey Weedmark and Associates Ltd. (GWAL) to review the models and capacities of the existing ice plant equipment to select replacement equipment. This work was completed by GWAL who identified CIMCO products that are equivalent direct replacement equipment of the original CIMCO equipment at the Youth Arena.

**Source:**

CIMCO Refrigeration, a division of Toromont Industries manufactures and distributes industrial chilling refrigeration plants with equivalent replacement products to the equipment installed at the Youth Arena. Further, CIMCO Refrigeration has a current purchasing agreement for the required refrigeration equipment through the LAS/Canoe municipal procurement program with AMO. Staff were able to access this program to purchase the required equipment as specified by the engineers at GWAL in accordance with the Procurement Policy.

**Financial Implications**

CIMCO Refrigeration provided a quote of \$129,950 to purchase and deliver the specified chiller heat exchanger and ammonia condenser. The Council approved budget to complete the scope of the capital project is \$275,000.

Staff have issued a purchase order to purchase the two equipment items having obtained the required approvals in accordance with the with Procurement Policy.

Remaining funds are planned to be used for contractors needed to install the equipment. The scope of remaining work includes but is not limited to:

- Drainage, storage and recharge of ammonia refrigerant
- Removal of existing equipment
- Onsite fabrication and fit-up
- Welding and pipe fitting
- Equipment startup and commissioning

Any additional required reports to Council will be made in accordance with City policy.

**Policy Alignment**

All procurement activities associated with the capital purchase of a refrigeration equipment have been in accordance with:

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

In accordance with Budgetary Control Policy POL.F.20.181, section 5.2 and with Procurement Policy POL.F.20.139, section 6, staff are required to report purchases of value in excess of \$100,000 to Council for information.

## **Conclusion**

Staff have completed the procurement of a new chiller heat exchanger and ammonia condenser for the Youth Arena ice making refrigeration plant. The new equipment is intended to replace existing equipment at the Youth Arena in accordance with the approved 2024 capital project.

In accordance with City Procurement and Budgetary Control Policies, staff are required to report all purchases over \$100,000 for information.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 02 Jul 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 03 Jul 2024
Sandra MacDonald, City Manager	Approved - 08 Jul 2024



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	July 16, 2024
<b>Prepared By:</b>	Melissa Hoogenraad, Civil Technologist Steve Allen, Supervisor of Engineering Peter Raabe, Director of Engineering & Infrastructure Services
<b>Report Number:</b>	2024-128
<b>Subject:</b>	Replacement of Watermain King Street W. from Rivers Avenue to Oak Street

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## Recommendation

THAT Report SR2024-128, Watermain Replacement on King Street West from Rivers Avenue to Oak Street, be received for information.

## Background

The scope of this project is to reconstruct the aging undersized watermain on King Street West from Rivers Avenue to Oak Street. The work will include the replacement of the existing 150 mm watermain with a new 300 mm secondary feeder watermain and services, as well as the reinstatement of disturbed curb, sidewalk and asphalt. The street will be repaved with hot mix asphalt where disturbed within the project limits this year, and the remainder will be milled and overlaid in 2025.

This type of work is essential to ensure the provision of safe drinking water and that City assets are maintained at an acceptable level.

## 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 four bids were received.

The Procurement, Contracting and Risk Management Coordinator opened tenders for the Replacement of Watermain on King Street West, at City Hall on Monday June 10, 2024 at 2:00 p.m. The lowest bid received was from Clarence McDonald Excavating Ltd. with a construction cost of \$610,735.75 including net HST. The following is a summary of the results, including net HST:

1. Clarence McDonald Excavating Ltd.	\$610,735.75
2. Ken Miller Excavating	\$865,046.49
3. Cornwall Gravel	\$1,010,310.40
4. Louis Bray Construction Limited	\$1,279,123.20

## **Financial Implications**

This project was approved by Council in the 2024 Capital Budget at a cost of \$810,000.00 with the construction component estimated at \$639,755.00. Based on the tender submission from Clarence McDonald Excavating Ltd., the total purchase cost including net HST of (1.76%) is \$610,735.75. There are sufficient funds in the capital account to accommodate.

## **Policy Alignment**

In accordance with the City's Purchasing Policy, Appendix A, for Request for Tender purchases over \$150,000.00 and where a minimum of three bids are received, the City Manager has the authority to approve the work and Council is notified of the status of the purchase for information.

## **Conclusion**

It is recommended that Clarence McDonald Excavating Ltd. be awarded the contract to reconstruct the aging undersized watermain on King Street West from Rivers Avenue to Oak Street. The tender is within the budget for the project.

Approved by:	Status:
Peter Raabe, Director of Engineering & Infrastructure Services	Approved - 09 Jul 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 09 Jul 2024
Sandra MacDonald, City Manager	Approved - 09 Jul 2024

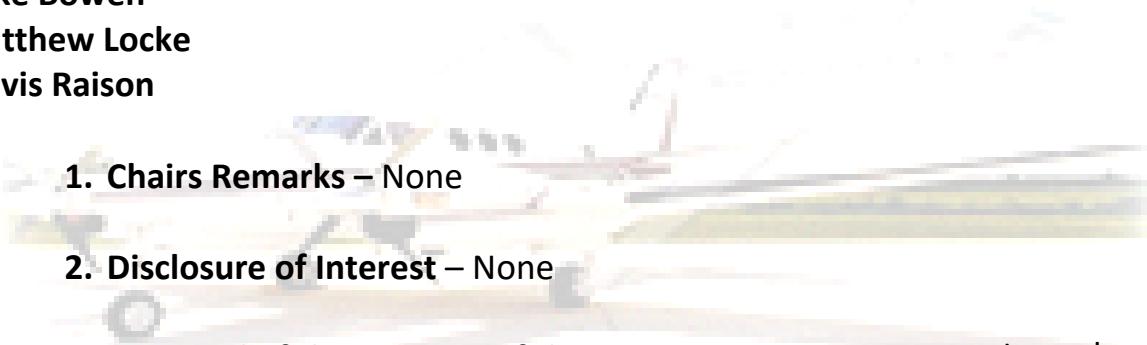


**NOTICE AND AGENDA**  
**BROCKVILLE – 1000 ISLANDS REGIONAL TACKABERRY**  
**AIRPORT COMMISSION MINUTES**  
**Tuesday, June 18, 2024 9:00 a.m. – 10:30 a.m.**  
**LOCATION: VIRTUAL**

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**Attendance:**

Colin Dyke  
Brian Williams  
Robert Kennedy  
Mark Ward  
Guy David  
Mike Bowen  
Matthew Locke  
Travis Raison

- 
- 1. Chairs Remarks – None**
  - 2. Disclosure of Interest – None**
  - 3. Approval of the Minutes of the May 21, 2024 meeting: 1<sup>st</sup>, 2<sup>nd</sup> –**  
Approved by GD and RK

**4. Staff Updates on Ongoing Projects**

- a. **Fence Repair Update** – Burchell fencing has installed fencing between hanger 2 (Heritage Kitchens) and the Cemetery. This area has a gate which is locked and will be used on an as needed basis. This helps to eliminate unapproved access to the airport. The main gate and fencing to the apron has also been repaired.
- b. **Shelter** – Shelter has been ordered by Daytech shelters. Expected to be delivered by mid August. Install to commence upon arrival.
- c. **Wifi Boosters** – no update

**CITY OF BROCKVILLE – OPERATIONS DEPARTMENT**  
251 North Augusta Road, P.O. Box 5000  
Brockville, Ontario, Canada K6V 7A5  
Tel: (613) 342-8772 Fax: (613) 342-5035



- d. **Light** – no update
- e. **Painting** – Approved budget of \$5,000. (\$3,000 for paint and \$2,000 for labour). Paint expected to arrive in a few weeks and will be completed by public works staff. The Airport Commission acknowledged that July would be an ideal time to complete the line painting.

**5. Capital Priorities** – The Airport Commission is interested in moving forward with these items in 2024 but need to determine how to fund the projects. The Designated Substance Survey would be the priority if the two, but these items are critical to determine the best path forward with aging terminal building which also does not meet impending accessibility criteria. Staff to follow up on funding options.

- a. **Thermal Scan of Roof (Garland Canada Inc.) - \$2,700 + HST** – Garland could assess terminal building roof with specialized equipment to help determine condition and assess possible repairs.
- b. **Designated Substance Assessment (Safetech Environmental Ltd.) - \$1,710 + HST** – Safetech could complete a designated substances survey where they would take numerous material samples from the building construction and determine if there are any hazardous substances.

## **6. Future Airport Management Plan**

- Commission to generate annual report to council. Should be a 10 minute presentation to review priorities. This should happen this fall before budgetary meetings proceed.
- Maintenance plan and geotechnical report of runway and apron a priority.
- Look into upgrading classification of Airport from Aerodrome to Certified Airport via approval from Minister to allow for access to federal grants and funding.
  - Need to understand requirements for certified airports
  - Need to understand the pros and cons for upgrading



status.

- Should talk to other airports who have upgraded status in the last 10 years.
- As additional airports close, Brockville becomes closer to being classified as “Remote”
  - Need to get buy-in on projects from user groups and stakeholders
  - BMAC to review accessibility of Airport facilities.

**7. Electrical needs** – Hydro One has requested additional information and is working on proposal for bringing 3 Phase power to the airport for a charging station.

**8. Fly-In Breakfast** – No updates

**9. New Business** – Bear has been seen at the airport by the runway. Airport manager is working on getting a nuisance permit from the MNR.

- Staff to contact Reticle to determine if any garbage has been left out that may be attracting bears.

**10. Next Meeting July 16, 2024 and Adjournment 1<sup>st</sup>, 2<sup>nd</sup> – BW,**



# **City of Brockville**

## **Arena Advisory Committee**

### **Minutes**

**8:30 AM - Thursday, June 13, 2024**

Brockville Memorial Centre

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The Arena Advisory Committee meeting was called to order on Thursday, June 13, 2024, at 8:30 AM, in the Brockville Memorial Centre, with the following present:

<b>Members</b>	John Francis, Dave Mallory, Brigitte Pronovost, John Sharpe, and David White
<b>Present:</b>	
<b>Regrets:</b>	John Ackerman and Marlene Greenhalgh
<b>Staff:</b>	Sue Graham, Administrative Coordinator, Kurt Pakenham, Subforeman - Arenas, Travis Raison, Project and Asset Coordinator, Vince Wijsman, Arenas and Facilities Supervisor, and Phil Wood, Director of Operations

#### **Chair's Remarks**

#### **Disclosure of Interest**

Nil

#### **Approval of the Minutes**

Moved by: David White

THAT the minutes of the Arena Advisory Committee meeting dated May 16, 2024 be adopted as circulated.

**CARRIED**

#### **Business Arising from the Minutes**

#### **Sub-Committee and Member Reports/Project Updates**

##### **1. Ice Allocation Policy Discussion**

J Francis sent revisions to committee for review and approval. Committee to respond to City with changes and final draft.

##### **2. Update on Arena Expansion**

2nd floor in Hall revision to include plating space and wet bar set up for events in a corner not allocated to purpose. 95% design package mid-June, mid-July 100% design package will be completed. Mid-June to finish acquiring land from SLC. Fundraising – approval for committee to spearhead efforts. T Raison presented design team

renderings of hall and new layout for serving/storage areas and the canteen floor plan. Councillor Severson suggested to bring renderings to council meeting for viewing.

3. Canteen Operations at the Arenas

Proposal to council for City Staff to bring in house. P Wood reviewed proposal with Committee and is presenting to Council on Tuesday June 18, 2024. If approved, plan to be in place and operational September 2024.

Moved by: Dave Mallory

The proposal for canteen operations be approved by the committee

**CARRIED**

**Delegations and Presentations**

Nil

**New Business**

1. 2024 IIHF World Jr. Pre-Tournament Proposal

An application has been submitted for Brockville to be a host location for the pre-tournament

2. Ice - MC & YA when to start 2024-2025 season

AAC agreed that the season will begin on August 12, 2024

3. Meeting Dates

Suggested to host on 2nd Thursday of the month

**Adjournment**

Moved by: John Sharpe

THAT the Arena Advisory Committee meeting be adjourned until its next regular meeting.

**CARRIED**

*The meeting adjourned at 10:30 AM*



# Brockville Public Library

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

## **Minutes: May 27th, 2024**

Present: Chair M. Wicklum, Vice Chair R. Stobo, J. Schoemaker-Holmes, L. Rayvals, C. Wales,  
Zoom: C. Quick, C. Wells

1. Call to Order
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. Wales, J. Schoemaker-Holmes
5. Declaration of Conflict of Interest - none
6. Consent Agenda
  - a. April 22nd, 2024 Board minutes R. Stobo. J. Schoemaker-Holmes
7. For discussion
  - a. Executive Report
  - b. InvestorLine update - R. Stobo all papers now signed, expecting a confirmation reply from BMO in June.
  - c. CEO annual review

- i. Report from committee
  - ii. "That the Brockville Library Board accepts the recommendations of the CEO Annual Review Committee to adopt the Policy and Procedures as presented." J. Schoemaker-Holmes, C. Quick
  - iii. Confirmed that the Policy and Procedures were developed in consultation with the City of Brockville and are aligned with City Policies and Procedures with City staff expressing no reservations. C. Wales
  - d. Financial Audit update - working with City
  - e. Accreditation
    - i. Site visits on May 17 and May 24, next (and probably final) scheduled for June 21st
  - f. Draft Accessibility Plan 2024-2026, accessibility audit - for information
  - g. Draft Technology Plan 2024-2026 - for information
  - h. Board Bylaws committee - G. Slark, L. Rayvals, C. Quick, J. Schoemaker-Holmes. To be in alignment with the Public Library Act
  - i. Board Workplan Committee - C. Wales, C. Wells, R. Stobo
  - j. Board Assembly update - L Rayvals reported the Board Assembly was extremely informative, provided a great deal of education, and emphasized ways of continuing to have positive relationships with Municipal partners.
8. Items for next agenda (add as identified)
- a. Draft accessibility plan
  - b. Draft Technology Plan
  - c. Board bylaw committee update
  - d. Board workplan committee update
  - e. CEO review
9. . Meeting evaluation/roundtable discussion
11. Adjournment – 7pm. C. Wales, R. Stobo

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

January 22nd  
 February 26th (Due to Feb 19 being Family Day)  
 March 25th  
 April 22nd  
 May 27th (due to May 20 being Victoria Day)  
 June 24  
 NO July Meeting  
 August 26  
 September 23  
 October 28  
 November 25  
 NO December meeting.

# Brockville Museum Advisory Committee Meeting Minutes

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June 11, 2024 at 1pm, Microsoft Teams

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Present: P. Naylor, D. Buck, D. Hamilton, J. Watt, H. Cody, N. Wood (Staff)

Regrets: K. Hobbs (Council Representative),

## 1.0 Land Acknowledgement

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

## 2.0 Call to Order

1:02pm

## 3.0 Additions to/Approval of Agenda

None.

## 4.0 Discussion and Approval of Minutes of the Last Meeting

May 14, 2024 Meeting Minutes – *approved as presented*

## 5.0 Executive Reports

### 5.1 Chair

- No remarks

### 5.2 Curator

#### 5.2.1 Discussion of May Staff Report

- The Curator provided an update regarding the hiring of two new Visitor Services Attendants.
- There was a discussion regarding the current status of the museum A/C units that are not operating and the implications this has for the collections.
- The Curator was asked about whether the 2022 CCI Report had had an impact and whether anything was being done to address the concerns raised by the report; the Curator indicated that the 2023 off-site storage move and a 2024 operating budget increase (specifically for collections care) were both direct results of the report and that staff are working on plans for specifically addressing the deteriorating photographic negative collection.
- Committee members commented on the delight that the museum had shared their History Talk on Brockville Fires with the Brockville Fire Department. The

- Curator added that this a great example on increased communication and collaboration between city departments.
- There was a discussion about the museum's position in the Cultural Services Department and about the Cultural Services Department's position in the City of Brockville organizational structure.
  - Committee Members inquired about the status of the "People of Brockville" exhibit panel sponsorship campaign; the Curator encouraged members to use their networks to help spread the word. The original press release was distributed to members for reference.

## **6.0 New and Ongoing Business**

None.

## **7.0 Date, Time, Location of Next Meeting**

July 9 @ 1pm via Teams (Second Tuesday of the month)

- The Curator will invite the Public Program Coordinator to attend the meeting to share additional information on summer programming

## **8.0 Adjournment**

1:26pm



# **City of Brockville**

## **Railway Tunnel Committee**

### **Minutes**

**9:00 AM - Thursday, May 9, 2024**

City Hall, Council Chambers

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

**Members**

Doug Grant, Lynne Houldsworth, Jack Kenny, Brian Porter, and George A. Smith

**Present:**

Louise Severson

**Regrets:**

Chad Davis, Supervisor of Parks & Cemetery Services, Phil Wood, Director of Operations, Tara Laberee Bondi, Clerks Assistant, and Kelly Brintnell, Tourism Development Coordinator

### **Disclosure of Interest**

Nil.

### **Chair's Remarks**

B. Porter emphasized his support of the City issuing press releases to communicate the Tunnel updates, noting he feels the message has been well communicated as he read an article in the Ottawa Citizen and saw Kingston TV news coverage regarding the delayed opening.

### **Adoption of the Minutes**

Moved by: G. Smith

Seconded by: L. Houldsworth

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

**CARRIED**

### **New Business Arising from the Minutes**

Nil.

### **Staff Reports**

1 Short term solutions for the tunnel

P. Woods provided a summary of his report for the May 14, 2024 Council meeting detailing immediate short term remedial solutions for the tunnel

lighting. ACF Electric (ACF) was the successful contractor awarded the public tender to replace failed lighting components in the tunnel. Lights have been ordered with an estimated delivery date of 8 to 10 weeks. There will need to be a major overhaul of the tunnel's lighting system in the long term however staff are currently working on short term solutions with ACF. Committee and staff discussed the solutions presented and the associated costs.

K. Brintnell updated members that the tunnel will be opening on May 17, 2024, with white lights and will feature local radio station 104.9FM. J. Kenny would like to see some signage explaining the modified light show. K. Brintnell said the tourism office has received many questions from visitors about the tunnel status so they will be working on signage.

## **Sub-Committee and Member Reports/Project Updates**

### 1 Model Railway show update

J. Kenny said the event was very well attended and the committee was happy to be able to participate. Members L. Houldsworth and B. Porter also volunteered at the event. Many attending the event were from outside the region, so it was a chance to promote the tunnel to many new visitors. The committee has been invited back next year and due to the success of the event, it may be expanded to two days.

## **Parking Lot**

### 1 Parking lot signage update

C. Davis worked with K. Lorimer to have the committee's design meet the City's standards. Ketchum manufactured the signs and now they are with the Parks staff getting ready for installation. Members and staff discussed the placement of the sign on Pearl Street at the end of Victoria Avenue.

## **New Business**

### 1 J. Kenny asked for an update on the landscaping at the North entrance. C. Davis said the contractors will be starting soon and will work at cutting the grass back. When time permits, staff will work to level area with soil.

## **Adjournment**

THAT the Brockville Railway Tunnel Committee be adjourned until its next regular meeting scheduled for June 13, 2024.

*The meeting adjourned at 10:15am.*



## St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Tuesday, May 28, 2024  
St. Lawrence Lodge Boardroom & Zoom  
0900 Hours

### **Present were:**

Representing the United Counties:	Corinna Smith-Gatcke
Representing Brockville:	Mike Kalivas
Representing Prescott:	Ruth Lockett
Representing St. Lawrence Lodge:	Lisa Harper Sherry Canning

### **Attendees via Zoom:**

Representing the United Counties:	Herb Scott Robin Jones
Representing Brockville:	Jane Fullarton
Representing Gananoque:	Colin Brown

### **Guests:**

Gananoque Mayor, John S. Beddows  
Brockville Mayor, Matt Wren  
Karen Pogue – Human Resources Director SLL

**Call to Order** – meeting called to order at 9:00 am.

Motion that the May 28, 2024 agenda be adopted as presented.

Moved by: Corinna Smith-Gatcke  
Seconded by: Colin Brown  
Motion Carried

**Disclosure of Pecuniary Interest** – None noted.

### **Approval of Previous Minutes:**

Motion that the minutes of the April 23, 2024 St. Lawrence Lodge Committee of Management meeting be adopted as presented.

Moved by: Robin Jones  
Seconded by: Colin Brown  
Motion Carried



## St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Introduction of Karen Pogue, Human Resources Director of St. Lawrence Lodge.

### **Correspondence Items:**

Prescott Regular Council letter dated May 6, 2024 was reviewed.

### **Information Items:**

Briefing Note- MOLTC Funding Changes – Effective April 1, 2024 was reviewed.

Motion that the staff will issue new quarterly invoices factoring in the reduced levy up to and including the end of March 2025.

Moved by: Corinna Smith-Gatcke  
Seconded by: Colin Brown  
Motion Carried

Policy for Monetary Penalty Repayment was reviewed.

Motion for deferral of the Monetary Penalty Repayment Policy until it is known what legislation is used for issuing fines.

Moved by: Robin Jones  
Seconded by: Jane Fullarton and Colin Brown  
Motion Carried

Administrator's Report was reviewed.

Motion that the Administrator's report for May 2024 be adopted as circulated.

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

### **In Camera:**

Motion that the May 28, 2024 meeting of St. Lawrence Lodge Committee of Management, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25 move into an in camera session meeting at 9:48 am to address matters pertaining to: legal matter.

Moved by: Corinna Smith-Gatcke  
Seconded by: Jane Fullarton  
Motion Carried



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## St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Legal Matter – Ministry of Long-Term Care Licensee Report reviewed.

Motion that the May 28, 2024 meeting of St. Lawrence Lodge Committee of Management does now resume at 10:00 am be accepted.

Moved by: Herb Scott  
Seconded by: Colin Brown  
Motion Carried

### **Adjournment:**

That the May 28, 2024 Committee of Management meeting does now adjourn at 10:04 am and that the Committee of Management will meet next on June 25, 2024 at 9:00 am.

Moved by: Corinna Smith-Gatcke  
Seconded by: Jane Fullarton  
Motion Carried