
<u>Committee Members</u>	<u>Areas of Responsibility</u>	
Councillor J. Baker, Chair	Economic Development	Museum Board
Councillor M. Kalivas	Planning	Library Board
Councillor S. Williams	Chamber of Commerce	Arts Centre
Mayor D. Henderson, Ex-Officio	DBIA	Tourism
	Heritage Brockville	

Page

DELEGATIONS

1. Kevin Harper, IBI Group
Re: Brockville Landings/EIT Concept Design Proposal
2. Derrick Landen
Re: Brockville Landings
3. Steve and Jennifer Moore, Somerville Farms
Re: Sign By-Law

CORRESPONDENCE

1. Brockville Arts Centre
Annual Report 2009
2. Memorandum
Re: Sign By-Law Enforcement

CONSENT AGENDA

2-5

6

Brockville Arts Centre Advisory Committee – Annual Report 2009

Report to the Mayor and City Council.

Introduction: Following a period of dormancy, the Advisory Committee process was reinstated at a meeting convened by the Acting Director of Parks and Recreation on April 27th. The committee met four subsequent times in 2009, on May 25th, September 14th, October 19th and November 9th. The primary piece of work that the Committee undertook was a review and re-write of the enabling By-Law and Terms of Reference.

The By-Law: A revised by-law has been drafted and recommended to the Clerk for adoption by City Council. The by-law, in addition to changing the committee's name, sets out revised membership criteria, terms of office, and the details of the committee's reporting and accountability mechanism within the City administration.

The Terms of Reference: This document sets forth the manner in which the Committee intends to conduct and regulate its own proceedings as well as the four specific areas that will be the focus of the Committee's on-going work, and the subject of this and future annual reports.

(1) Planning and Policy Review: As mentioned above, this has been the Committee's primary preoccupation this year, re-establishing the framework within which it will operate going forward. It is our intention to focus less on this area in 2010, though we do intend to review the current policy and procedures for scheduling the lobby gallery area.

(2) Advocacy: The Advisory committee, though not a direct participant in Project Encore, has been a close observer of the way in which the work was undertaken, its impacts on the staff and the building, and the Committee certainly wants to add its support for and gratitude to everyone involved – in particular the Arts Centre Staff whose workplace and workloads were all dramatically impacted throughout the year, yet whose commitment to continuing the "business as usual" approach to the general public was pivotal to another successful Summer season.

(3) Fund Raising: The Committee will be working to introduce a new revenue stream to the BAC – a "Theatre Tour" experience for residents and tourists, in 2010. This initiative will capitalize on the dramatic talents of some of the Committee members together with the colourful history of the building, and the enduring curiosity of the public to go "behind the scenes" of such a significant landmark.

(4) Program Development: It is the Committee's fondest hope that the Brockville Arts Centre be able to optimize the economic and cultural impact of every enhancement that Project Encore was able to provide. To the extent that this permits new program / product development to occur, we intend to be a resource to Administration, helping to shape and deliver such developments.

At the time of writing, the Committee has one unfilled vacancy, and we encourage the Mayor and Council to make that appointment as expeditiously as possible.

Respectfully submitted,

Brockville Arts Centre Advisory Committee.

Committee Members (2009) Tony Barnes, Mariko Boag, Raul Cirne, Dave Cody, Deborah Dunleavy, Bill Leroux, Steve Sechi, Rick Walker. Staff: Valerie Harvey, Peter Dunn, Ingrid Doucette.

Brockville Arts Centre Advisory Committee

Meeting Minutes

Monday February 8, 2010 at 4:00 p.m.

Brockville Arts Centre Boardroom

Attendance

Chair: Tony Barnes

Steve Sechi

Deborah Dunleavy

Bill Leroux

Raul Cirne

Mariko Boag

Rick Walker

Regrets: Dave Cody

Staff: Peter Dunn

Staff: Ingrid Doucette

1. **Call to Order.** The meeting was called to order at 4:00 p.m.
2. **Minutes of the previous meeting** . November 9, 2009. Moved by: Deborah Dunleavy. Seconded by: Raul Cirne THAT the minutes of the previous meeting, held November 9 be approved.
3. **Business Arising from the Minutes.**
ACCESSIBILITY TRAINING. Due to cancellation of the Accessibility Training Session, five committee members still require training. Peter Dunn will check with Sandi Seale regarding a new date for the training. Mention was made of a possible on-line training solution that hospitals and schools have used.
4. **Planning and Policy Review.**
 - a) *Discussions and approval of 2009 Annual Report.* Discussions were held regarding the annual report to be submitted to City Council in January 2010. Motion to approve the annual report. Moved by: Steve Sechi. Seconded by William Leroux. Motion carried.
 - b) *Appearance before Council Date.* It was recommended by Tony Barnes that the report be distributed by e-mail to the Mayor and City Council for their review.
 - c) *Update on Progress of revised By-Law.* Peter Dunn read an e-mail from the City Clerk Sandi Seale, stating that the City Manager Bob Casselman had asked that the new Terms of Reference and By-Laws be put on hold until after the Service Delivery Review and Organizational Review for the City had taken place. Bob Casselman has requested a meeting with Administrator Peter Dunn and committee chair Tony Barnes to review the Terms of Reference and mandate of the committee, and would like to personally address the Committee at its next meeting.
 - d) *Update on committee membership.* A vacancy on the committee will be filled in the near future by the Deputy Clerk's office.
 - e) *Update on 2009 fiscal results and 2010 capital and operating budget.* Peter Dunn reported that the final financial results for 2009 for the Brockville Arts Centre are not available at this time. The City of Brockville Treasury and

Finance dept is in the middle of implementing a new financial system, which has caused delays in some financial reporting. However, it was anticipated that 2009 results would be worse than budget due to the impact on operations that Project Encore created. 2010 however, is being budgeted within the City's 2.5% guidelines.

- f) *Volunteers.* Tony Barnes suggested that the Volunteer Bureau be considered as a source for volunteers, since they have a screening process. Rick Walker noted that finding capable volunteers can be a difficult. Steve Sechi asked if high school students can be utilized and was told yes. Peter stated the volunteers are a very valuable part of the Arts Centre and save \$40,000 in labour per year.
- g) *Art gallery booking procedures.* Steve Sechi and Peter Dunn have had meetings to discuss possible improvements to the Arts Centre gallery exhibits, booking procedures and selection process. Steve will report his recommendations at a future meeting.

5. Advocacy.

Brockville Arts Centre volunteers were discussed above in item 4f.

- 6. **Fund-raising.** An Update on the "Theatre Tour" Project.. Deborah Dunleavy told the meeting that she had 8 people interested in conducting the tours. The tours will be held Monday, Wednesday and Friday for July and August at a cost of \$5.00. Peter has provided some excellent marketing ideas including the web-site and exposure in 25,000 summer season brochures. A discussion was held. Deborah urged the committee to put forth a policy charging an honorarium for tours, when Peter does them throughout the year. Moved by Deborah Dunleavy. Seconded by Mariko Boag that a policy be created regarding charging groups for tours of the Brockville Arts Centre at a cost of \$5.00. Peter Dunn noted that this would be a "user fee" and would be subject to Council approval. The motion was carried.
- 7. **Program Development.** Peter reported on a wide range of potential acts/programs that have expressed interest in the BAC now that a full package of promotional pictures and specifications have been developed. Particular reference was made to the upcoming visit of TVO to the Theatre for a Province-wide broadcast.
- 8. **Other Business.** Fly Tower Operators. Raul Cirne stated the Operatic Society was recently told that it was now a requirement to pay the labour for fly tower operators. Peter Dunn told the meeting that it is a requirement by the City of Brockville Human Resources that persons entering the fly tower be fully trained and covered by W.S.I.B. Peter also told the meeting about New Ministry of Labour and Health and Safety which would affect all the user groups of the Arts Centre. The stage deck, during the load in of a show, or set construction, is to be considered a construction site. In the near future Peter Dunn and theatre

technician Michael Sherman will review how the changes will affect the Arts Centre and, and will communicate these policy changes to the user groups.

Stage Rentals: In response to an enquiry, Peter Dunn advised that the BAC stage is available for rental by outside groups/organizations – Film Brockville was referenced for its “on-stage” dinners.

Insurance. Peter Dunn told the meeting that all persons renting the Arts Centre are required to provide proof of insurance of \$2 million. In addition, the artists are to provide their own insurance.

9. **Date and Time of Next Meeting.** March 29, 2010 at 4:00 p.m. Meeting adjourned at 5:14 p.m.



MEMORANDUM *FROM THE PLANNING DEPARTMENT*

TO: EDP COMMITTEE AND COUNCIL
FROM: **ANDREW MCGINNIS, PLANNER II – PLANNING**
SUBJECT: SIGN BY-LAW ENFORCEMENT
DATE: JUNE 30, 2010

Members of EDP Committee and Council,

On May 7, 2010, 144 letters were sent out respecting 72 portable signs in violation within the City. These letters were sent to both the property owner and the tenant occupying the unit where a portable sign violation was occurring. Since May 7, 2010, we have seen the signs drastically decrease around the City. Of the 72 signs in violation, 38 had been removed, 10 had received permits and the 24 remaining in violation were sent a second letter notifying them of the violation.

The second letter explained that the City of Brockville now had approval under Part 1 of the Provincial Offences Act to issue a fine if a permit was not obtained or the sign was not removed by June 18, 2010. The fine has been set at \$100.00 + Court Costs of \$25.00.

Recently, a third inventory of portable signs in violation around the city was conducted. Of the original 72 signs in violation, 28 have received permits, 10 remain in violation, the remainder have been removed.

Another inventory regarding A-Boards, Panel Signs and Posters was also conducted. Letters were sent out respecting 35 signs in violation within the City. These letters were sent to both the property owner and the tenant occupying the unit where a violation was occurring. Of 35 signs in violation, 13 have applied for/obtained the required permit. A second inventory will be conducted shortly regarding A-Boards, Panel Signs and Posters within the city.

As of June 30, 2010, no fines have been issued.

The Planning Department will continue to keep you informed as this progresses.

Thank you,

A blue ink signature of Andrew McGinnis.

Andrew McGinnis, B.URPI
Planner II

:am