



City of Brockville

General Committee

Agenda

4:30 PM - Tuesday, November 19, 2024

City Hall, Council Chambers

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

- 5 - 6 1. Elizabethtown Snowmobile Club, Ray Avery

R. Avery of the Elizabethtown Snowmobile Club is seeking permission to use part of the road allowance along Centennial Road as part of their trail.

[Elizabethtown Snowmobile Club MOU](#)
[Map - Elizabethtown Snowmobile Club](#)

- 7 - 17 2. Every Kid in Our Communities Coalition - Leeds and Grenville International Day of the Child

Members of the coalition would like to address the Committee with regards to their initiatives in our community.

[Start with Hello, Every Kid in our Communities Coalition](#)

Correspondence and Communications

Nil.

Reports from Boards and Committees

- 18 - 23 1. Brockville Arts Centre
2024 Year in Review

J. Hanna, Administrative Coordinator of the Brockville Arts Centre will provide a 2024 Year in Review presentation.

[2024 Year in Review - Brockville Arts Centre](#)

Staff Reports

- 24 - 26 1. 2024-199
2027 Ontario 55+ Summer Games
Hosting Opportunity
- THAT the City of Brockville submits an official bid proposal to host the 2027 Ontario 55+ Summer Games
[2024-199](#)
- 27 - 73 2. 2024-194
2024/2025 Winter Maintenance Policy Update
- THAT the Winter Maintenance Policy appendix and schedules for roadway and sidewalk routes and priorities be amended as attached; and
- THAT the Winter Maintenance Policy be amended, as indicated in the attached appendix and schedules, to include prescribed maintenance amendments to Parkedale Ave. sidewalks, Jefferson Dr. sidewalks and Flanders Rd. extension; and
- THAT the Winter Maintenance Policy be amended to update road plow and sidewalk plow route schedules; and
- THAT Council enact any necessary by-laws.
[2024-194](#)
- 74 - 78 3. 2024-196
Main Sewage Pump Station
Exterior Design Options
- THAT the Main Sewage Pump Station exterior design, Option 1 - Traditional, be approved.
[2024-196](#)
- 79 - 82 4. 2024-195
2023 Year End Update
- THAT Council receive report 2024-195, 2023 Year End Update for information.
[2024-195](#)

83 - 93 5. 2024-197
2024 Variance - November

THAT Council receive report 2024-197, 2024 Variance - November for information.

[2024-197](#)

New Business from Committee Members

Information Items

Nil.

Committee Consent Agenda

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

Media Question Period

Adjournment

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for December 4, 2024.

Minutes from City Boards and Committees

94 - 95 Airport Commission
[15 Oct 2024 Airport Commission Minutes](#)

96 - 97 Arena Advisory Committee
[07 Nov 2024 Arena Advisory Committee Minutes](#)

98 - 99 Library Board
[30 Sept 2024 Library Board Minutes](#)

100 - Museum Advisory Committee
[10 Sept 2024 Museum Advisory Committee Minutes](#)

102 - St. Lawrence Lodge
[24 Sept 2024 SLL Committee of Management Minutes](#)

General Committee Agenda

November 19, 2024

105 - Tall Ships Festival Committee

109 [21 Oct 2024 Tall Ships Festival Committee Minutes](#)

MEMORANDUM OF UNDERSTANDING (MOU)
PRESCRIBED SNOWMOBILE TRAIL LAND USE PERMISSION

I, _____, being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

Address including lot #, concession # and/or other legal description.	Township, County, District, Region, Municipality. Include all that apply.

hereby gives the Elizabethtown Snowmobile Club, hereinafter the "Local Snowmobile Club" and/or "LSC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from December 1st to April 15th.
2. The LSC shall remain a member in good standing with the Ontario Federation of Snowmobile Clubs (OFSC) during the term of this MOU. At the Landowner's request, the LSC will provide its current OFSC Certificate of Insurance (COI).
3. The Landowner grants a license to the LSC so the LSC can enter the Lands to establish, groom, maintain, sign and use the Lands for snowmobiling by legally permitted snowmobiles and their riders.
4. The LSC will provide liability insurance of \$15,000,000.00 through an OFSC-held insurance policy (the "OFSC Insurance Policy" or "OFSCIP") for liability arising from the grooming, operation, use and maintenance of the snowmobile trail but only with respect to the negligence of the LSC for those operations usual to a snowmobile trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
5. The Landowner will be added as an additional insured under the OSFCIP but only with respect to liability arising from the operations of the named LSC. Coverage will be extended to the Lands through an insurance policy held by the OFSC and its member organization snowmobile club. The OFSCIP does not cover the Landowner's wilful misconduct and/or negligence.
6. The Landowner and LSC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
7. Before or after the winter months when there is no snow cover, the LSC may access the Lands to open, close, upgrade and maintain the snowmobile trail.
8. During the winter months the LSC shall maintain that portion of the Lands used as a snowmobile trail in reasonably good condition for snowmobiling and the LSC may also perform other upgrades and/or trail maintenance or other similar works or projects.
9. The LSC shall post snowmobiling signage on the snowmobile trail and annually remove litter from the snowmobile trail.
10. If valid permitted and exempted snowmobiles and their riders damage property on the Lands used for snowmobiling, the LSC will repair or replace the damaged property.
11. The Landowner authorizes the LSC's or OFSC District's representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act*, R.S.O., 1990 C. T.21, the *Motorized Snow Vehicles Act*, R.S.O. 1990 c. M.44 and the *Occupiers Liability Act*, R.S.O. 1990 c. O.2, all as amended.
12. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below.
13. Additional Conditions:

LANDOWNER/OCCUPIER

Name	Email
Address	Phone

LOCAL SNOWMOBILE CLUB

Name - Club Contact	Phone	Email
<u>Ray Avery</u> [REDACTED]		

Landowner Signature: _____

Date: _____

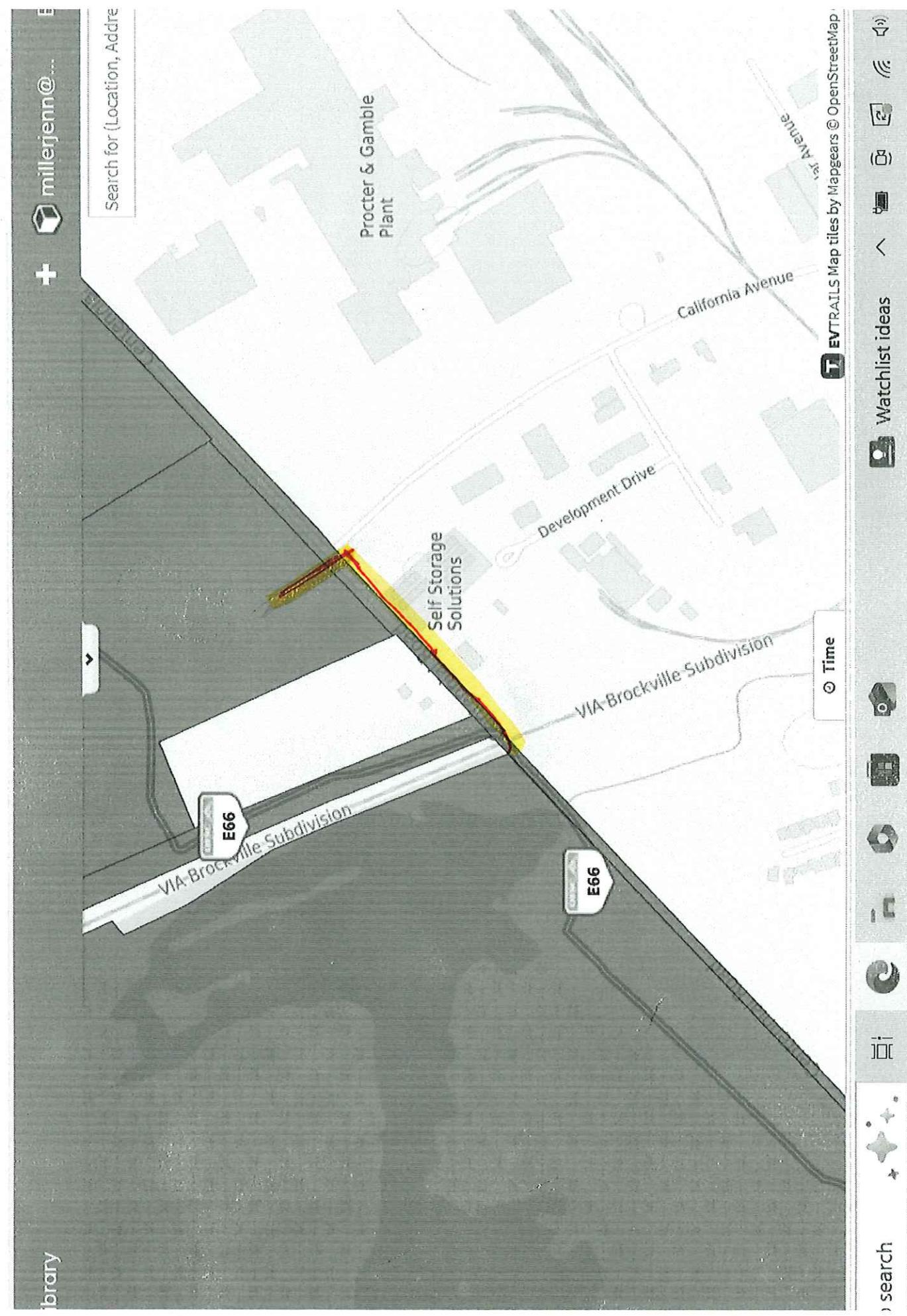
Schedule A Attachments:

sketch and/or

map

Club Signature: _____

Date: _____



“Start with Hello”

Presentation to Brockville City Council
November 19/24

Jane Hess EKIOC Coordinator
Tawnya Boileau LGDHU School Health
Coordinator



“Start with Hello”

And Then..... Build Positive
Relationships!



Why Should We “Start with Hello”?



“Start with Hello” in Leeds & Grenville

The Voice of Youth

“Make conversation with us”; “Confident people who just start convos”; “More places for youth to go where we are welcomed”; “....people to talk to about anything”; “Try harder to make the youth involved because they are ruling this city after the grown-ups pass”; “Give kids my age a chance and have faith in us and then we won’t disappoint you”.

(Youth Let’s Talk Survey, 2018)



“Start with Hello” in Leeds & Grenville

- Adapted from [Sandy Hook Promise](#) by EKIOC for all adults and “influencers of youth” in our community
- To create an environment where children feel safe, included, valued and connected.
- Uses principles of [Developmental Relationship Framework](#)



“Start with Hello” & National Day of the Child

- Relaunch campaign on Nov 12 in anticipation of **National Child Day on Nov 20**.
- Aligns with spirit of National Child Day, which celebrates children's rights and their important voices in our society.
- The United Nations adopted the United Nations Convention on the Rights of the Child (CRC) on November 20, 1989.
- **Canada joined in 1991, making a commitment to ensure that all children are treated with dignity and respect and have every opportunity to reach their full potential.** This commitment includes:
 - Providing children opportunities to have a voice (speak out and be heard)
 - Protecting children from harm
 - Ensuring children's basic needs are met



“Start with Hello” Activities

- Promoting at workplaces and events
- Media release- Nov. 13
- Media opportunities
- Social media posts- Ongoing
- Website www.everykid.on.ca



“Start with Hello” Activities

- Promotion via NG Mental Health Event for Parents of Teens- Nov 12
- Promotion via JHS Vendor/Craft Show- Prescott- Nov 16
- Presentation to Brockville City Council- Nov 19
- Offer presentation to other LG municipalities- Ongoing
- Asset Builders event- Spring 2025



Getting Ready to “Start with Hello”

Check out the EKIOC website to find:

- Promotional Poster (11x17)
- Sample Social Media Posts
- Breaking the Ice Card
- Instructions for Button Making
- Ideas for Inspiration
- Asset Builder Information & Nomination Form
- Links to Other Supporting Resources



to make a difference in the lives of children and youth!

The idea is simple:

- Reach out to a young person
- Say “Hello”
- Build a positive relationship, when possible

Together we can create a community where young people feel included, accepted and valued.

For more information and resources:
www.everykid-on.ca



“Start with Hello” Long Term

- Work with community to embed Developmental Assets© into every aspect of life
- Work with municipalities to embed Developmental Assets© and Developmental Relationships Framework© into official Municipal Plans to build
 - Strong positive connections between adults and children and youth that allow young people to thrive and contribute to the world



“Goodbye!”

For more information visit:
www.everykid.on.ca

Jane Hess admin@everykid.on.ca

Tawyna.Boileau@healthunit.org



2024: In Review

THE BROCKVILLE ARTS CENTRE



Brockville
Arts
Centre

HEADLINER PERFORMANCES

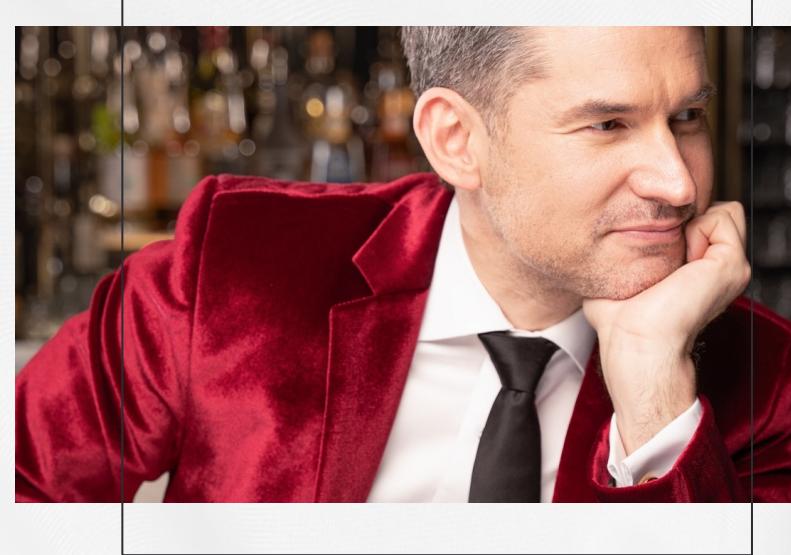
2024



Jimmy Rankin



The Lightfoot Band



Matt Dusk



George Canyon

We promised Brockville we would continue to bring in quality entertainers to meet the demand from our 2023 patron questionnaire.

Award-winning powerhouse performers such as Jimmy Rankin, Matt Dusk, George Canyon, and the recently reformed Lightfoot Band have been part of our 2024 schedule.



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FAMILY AND COMMUNITY FOCUS

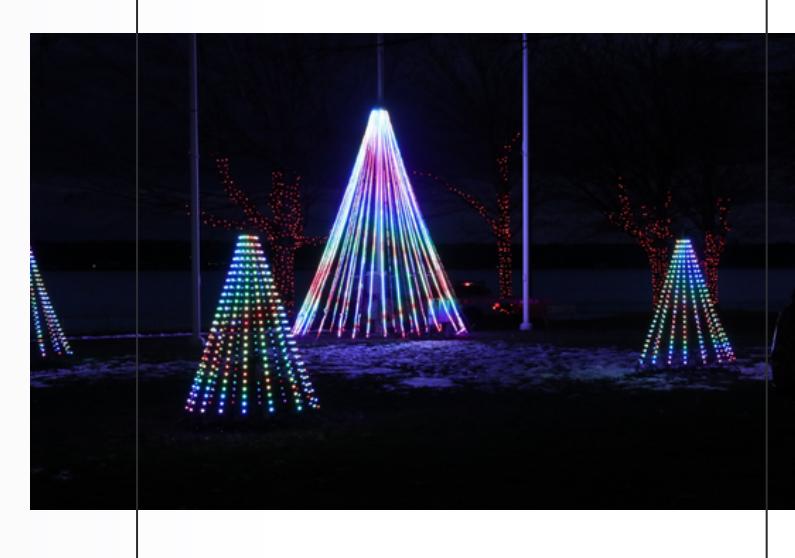
2024



Dinosaur World Live



*Anne of Green Gables
The Ballet*



River of Lights



*Hockey Canada: Road
to the World Juniors*



BAC to the Movies

We continue to bring quality family entertainment to inspire the next generation. Our technicians and administrators support community projects such as *River of Lights* and *Hockey Canada's Road to the World Juniors*. After the closure of our local cinema, the BAC has also increased our current film screenings for the community's enjoyment.



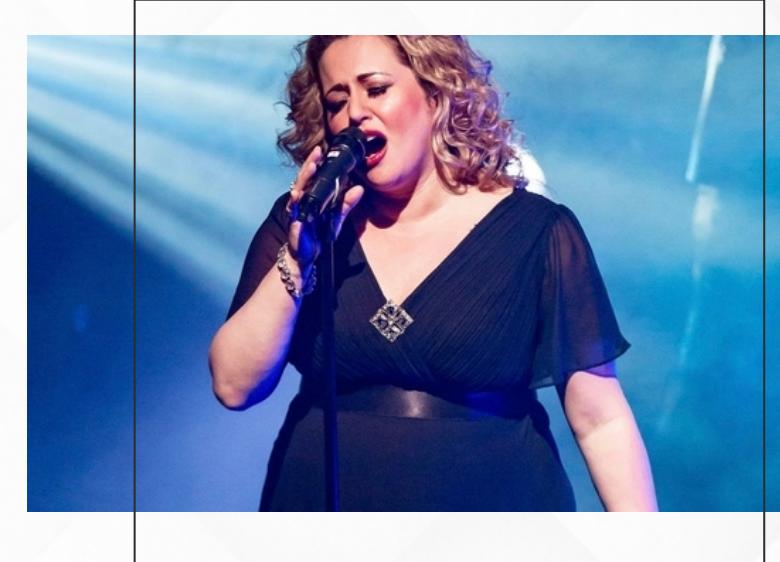
Brockville
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SOLD OUT PROMOTER SHOWS

2024



Ron James



Music of the Night



SOS Abba



Hotel California

We partner with some amazing promoters who continue to shine when they bring their shows to the BAC – both new acts and old favorites! Here are just of few of the well-received promoter shows that have delighted Brockville audiences in 2024.



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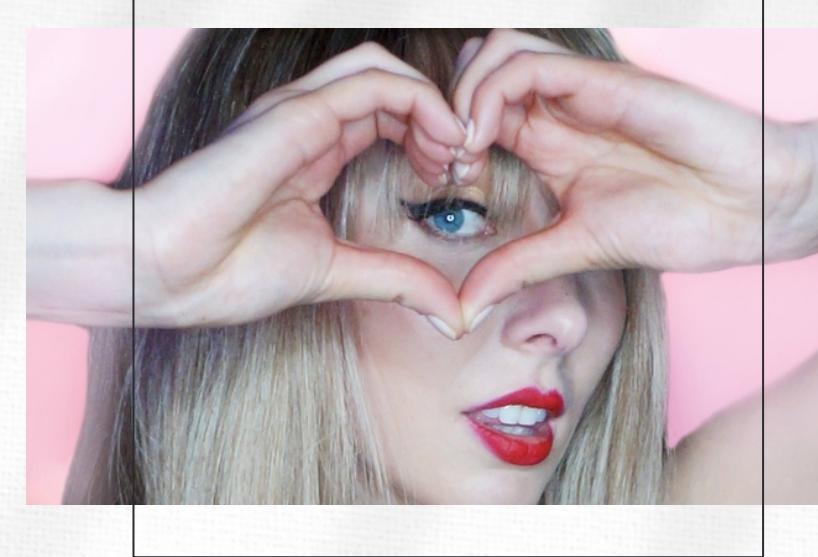
BROCKVILLE 2024 TOURISM AWARD

Thank you!



NEW YEAR, NEW EVENTS

2025



Hyprov: Improv Under Hypnosis

with Colin Mocherie and Assad Mecci

The Irish Rovers

Alan Doyle

Taylor's Story

The New Year is just around the corner and we're already busy preparing a line-up of phenomenal headliner performances and events to engage younger audiences.

Stay tuned for more announcements in the coming weeks!



Brockville
Arts
Centre



Staff Report

Report To:	General Committee
Meeting Date:	November 19, 2024
Prepared By:	Kelly Brintnell, Tourism Advisor Jennifer Devlin, Festival and Events Coordinator
Report Number:	2024-199
Subject:	2027 Ontario 55+ Summer Games Hosting Opportunity

Recommendation

THAT the City of Brockville submits an official bid proposal to host the 2027 Ontario 55+ Summer Games

Background

The Ontario 55+ Summer Games were established in the early 1980s to provide opportunities for social engagement and active living for Ontarians aged 55 and older. Designed to encourage an active and healthy lifestyle regardless of age, gender, or ability, the Games feature a wide variety of events that are open to any Ontario resident aged 55 or older.

The 2027 Ontario 55+ Games are expected to welcome up to 1,400 participants over three days in the summer of 2027. The exact date of the games will be determined by the committee once formed in early 2026.

Following the successful hosting of the 2010 55+ Ontario Summer Games, the Ministry of Sport has invited the City of Brockville to act as host again in 2027.

Analysis

The Ontario 55+ Summer Games are projected to generate an estimated \$1.5 million in economic impact for the host community, based on participant numbers, length of stay, and average tourism spending data provided by the Ontario Ministry of Sport. A significant portion of this economic boost will come from accommodations expected to be booked during the course of the event. In addition to participating in the Games, many of these visitors will explore local attractions, dine at restaurants, and attend ancillary events, potentially extending their stays and further boosting local economic activity. Hosting the Ontario 55+ Summer Games will enhance the City of Brockville's reputation as a premier event destination, building a robust event portfolio which is essential for attracting additional sports tourism opportunities.

Financial Implications

The total estimated cost for hosting the 2027 Ontario 55+ Summer Games in Brockville is \$345,000 to cover costs related to accommodations, food services, special events, transportation etc. This cost will be covered through various funding sources, including the Ontario Ministry of Sport Hosting Grant (\$325,000), registration fees (minimum \$65,000 to a maximum of \$106,000), and potential sponsorships (\$40,000). The Hosting Grant is comprised of three components: \$275,000 Hosting Grant for the games, then \$25,000 as a capital fund and \$25,000 as a legacy fund. Capital funds referring to any minor facility upgrades required and legacy funds referring to supporting future sporting events. Any additional in kind contributions from the City of Brockville would include staff time and access to municipal facilities and venues, which would help support the successful delivery of the event.

If Brockville is selected as the Host Community, some city facilities may require minor capital upgrades or repairs. Preliminary assessments suggest that these capital requirements are expected to be minimal and can likely be addressed by utilizing existing venues or through the capital component of the grant.

Policy Alignment

The Ontario 55+ Summer Games would attract visitors, generating local business opportunities, and promoting Brockville as a premier destination for sport tourism.

Alignment with 2023-2026 Strategic Priorities

This report aligns with the City of Brockville's Strategic Plan, specifically supporting objectives under "Our People & Our Community" and "Sustainability & Well Being" as outlined in the 2023-2026 plan. A key focus of the City's strategy is to bolster tourism efforts, particularly through product development and the promotion of Brockville as a leading tourism destination within the region. By highlighting the diverse recreational and tourism offerings, it is expected that this event will position Brockville as a prime location for sport tourism, conferences, and large-scale events. In addition, the City of Brockville is committed to developing and expanding recreation programming to enhance accessibility for individuals of all ages and abilities.

Conclusion

In conclusion, hosting the Ontario 55+ Summer Games offers a unique and impactful opportunity for the City of Brockville with minimal risk and strong support from provincial resources. With Council's endorsement, the City of Brockville can move forward with submitting the bid to the Ontario Ministry of Sport, with staff providing updates throughout the process.

Approved by:

Kelly Brintnell, Tourism Advisor

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 15 Nov 2024

Approved - 15 Nov 2024

Approved - 15 Nov 2024



Staff Report

Report To:	General Committee
Meeting Date:	November 19, 2024
Prepared By:	Phil Wood, Director of Operations Yanick Beaudin, Supervisor of Public Works
Report Number:	2024-194
Subject:	2024/2025 Winter Maintenance Policy Update

Recommendation

THAT the Winter Maintenance Policy appendix and schedules for roadway and sidewalk routes and priorities be amended as attached; and

THAT the Winter Maintenance Policy be amended, as indicated in the attached appendix and schedules, to include prescribed maintenance amendments to Parkedale Ave. sidewalks, Jefferson Dr. sidewalks and Flanders Rd. extension; and

THAT the Winter Maintenance Policy be amended to update road plow and sidewalk plow route schedules; and

THAT Council enact any necessary by-laws.

Background

The City of Brockville Winter Maintenance Policy was passed by City Council in November 1999.

The Winter Maintenance Policy is reviewed and amended by staff annually to ensure the City's roads and sidewalks are serviced with the appropriate treatments in compliance with Municipal Act, 2001, Ontario Regulation 366/18 - Minimum Maintenance Standards for Municipal Highways. The Winter Maintenance Policy describes the strategy staff propose to achieve effective and efficient compliance with Ontario regulations.

Amendments to the policy are proposed by staff for consideration and approval by Council in the fall of each year. The proposed amendments are summarized in this report with detail of how City Public Works staff and contractors will carry out winter maintenance operations.

Analysis

The following amendments to the Policy are required. Explanatory details are listed immediately following each amended section:

Section 3 - Responsibility:

Section updated to reflect reference distances of total maintained City roads and sidewalks to 136.1 km of roads and 110.4 km of sidewalks respectively.

Appendix – Schedule A, Roadways - Snow Clearing:

Modified snow plowing routes to include Flanders Rd. extension

Appendix – Schedule B, Sidewalks - Snow Clearing:

Modified snow plowing routes to include Shearer St. extension, Parkdale Ave. sidewalk, Jefferson Dr. sidewalk.

Financial Implications

All financial implications related to public works and winter maintenance service delivery are communicated to Council during the annual budget process.

Any change to the Public Works staff and equipment compliment assigned to winter maintenance are proposed during the operating and capital budget process.

Policy Alignment

Council approval is required for changes to the 2024 / 2025 Winter Maintenance Policy.

Alignment with 2023-2026 Strategic Priorities

The City of Brockville Winter Maintenance policy describes a detailed level of service delivery of City streets, sidewalks and other critical transportation infrastructure during the winter weather season. The provisioning of this public service aligns with the mission statement as detailed in the 2023-2026 strategic priorities:

"To enrich the lives of our residents and foster a safe, healthy community."

Conclusion

The Winter Maintenance Policy is developed by staff to ensure the City's roads and sidewalks are serviced with the appropriate treatments in compliance with O. Reg 239/02 - Minimum Maintenance Standards for Municipal Highways.

Staff propose annual amendments to the Winter Maintenance policy to ensure any new or modified roads, sidewalks or other infrastructure are included in an amended Winter Maintenance Policy. Staff recommendation Council for approve the proposed amendments to the 2024/2025 Winter Maintenance Policy.

Approved by:

Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:

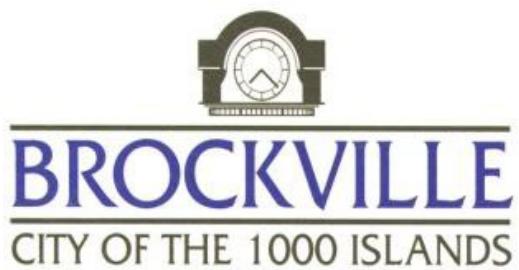
Approved - 14 Nov 2024
Approved - 15 Nov 2024

Attachments:

[Winter Maintenance Policy with Schedules 2024-2025 Final](#)



WINTER MAINTENANCE POLICY



2024 Winter Maintenance Policy



WINTER MAINTENANCE POLICY

1 Objective and Goals

The Public Works Department will strive, as is reasonably practical, to provide safe and passable winter road and sidewalk conditions for pedestrians and motorists within the City of Brockville. Public Works winter operations will be guided by the level of service requirements defined in this policy, utilizing the resources provided by the City of Brockville Council.

The standards set out in this document are based on the current version of Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways and are supported by procedures outlined in the Public Works Winter Maintenance Policy.

2 Policy

The Winter Maintenance Policy assumes that not all infrastructure need be maintained to the same level of service depending on its role in the total transportation network and on other various services the City provides, be they emergency or non-emergency. To simplify the determination of levels of service, the various infrastructures listed below have been designated classes and priorities. These are fully explained later in this Policy.

3 Responsibility

The responsibility for providing snow clearing, ice control and snow removal from the City's infrastructure of 136.1 km of roadways (local classes only), 110.4 km of sidewalks, 14.9 km of walkways (includes the Brock Trail but excludes portions that are sidewalk), 9 parking lots serving city buildings, 19 municipal operated public parking lots and the Brockville Transit bus stops, rests entirely with the Public Works Division.

Snow and ice operations may be conducted on a 24-hour basis, 7 days a week. The Public Works Supervisor will coordinate the overall snow and ice control clearing and removal operations and determine the most effective operation to be undertaken from the procedures as developed by the Public Works Division. The Public Works Division is prepared to shift from normal work procedures any time it becomes necessary to institute snow and ice operations.

4 Definitions

Ice: means all kinds of ice however formed.

Representative Roadways: means roadways within the City of Brockville



WINTER MAINTENANCE POLICY

that have been identified as representative of the area's various road weather conditions.

Road Condition: means the condition of the roadway surface before, during, and after a winter storm event:

Condition	Description
Bare and Dry	Most of the road surface is dry
Bare and Wet	Most of the road surface is moist
Partially Snow Covered	Two wheels of a vehicle are on bare surface and the other wheels are likely to be on loose snow
Partially Snow Packed	Two wheels of a vehicle are on bare surface and the other wheels are likely to be on snow bonded to the road
Partially Ice Covered	Two wheels of a vehicle are on bare surface and the other wheels are likely to be on ice
Snow Covered	All wheels of a vehicle are on loose snow
Snow Packed	All wheels of a vehicle are on snow bonded to the road
Ice Covered	All wheels of a vehicle are on ice

Roadway Designation: means the classification or designation assigned to the City of Brockville's various roads, streets or highways. The roadway designation defines the winter operations level of service provision. The City's roadways fall under the four designations, as presented in section 5.1.

Significant Weather Event: means an approaching or occurring weather hazard with the potential to pose a significant danger to sidewalk, bicycle lane, and roadway users.

Snow Accumulation: means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly fallen snow
2. Wind-blown snow
3. Slush

Substantial Probability: means a significant likelihood considerably more than 51%.

Weather Hazard: means the weather hazards determined by Environment



WINTER MAINTENANCE POLICY

Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

Winter Event: means the weather condition affecting roads such as snowfall, blowing snow, sleet, freezing rain, frost, or ice, to which a winter event response is required.

Winter Event Response: means a series of winter activities performed in response to a winter event.

Winter Patrol: means the field observation of weather and road conditions.

Winter Season: means the season when the Public Works normally perform winter roadway and sidewalk maintenance as identified in the Winter Maintenance Policy.

5 Patrol & Monitoring

5.1 Weather Monitoring

From October 1 to April 30, the current and forecasted weather will be monitored once every shift or three times per calendar day, whichever is more frequent, at the intervals identified in the Winter Maintenance Policy.

5.2 Road Patrol

The representative roadways identified in the Winter Maintenance Policy will be patrolled a minimum of twice per day separated by at least eight hours during weekdays and weekends. When roadways are icy or there is a substantial probability of snow accumulation or ice formation, the patrol frequency may increase.

5.3 Sidewalk Patrol

Where there are icy sidewalks or a substantial probability of snow accumulation or ice formation on sidewalks, the representative sidewalks identified in the Winter Maintenance Policy will be patrolled a minimum of once per day.

6 Declaration of a Significant Weather Event

Public Works may declare a significant weather event for an approaching or occurring weather hazard with the potential to pose a significant danger to sidewalk, bicycle lane, and roadway users.



WINTER MAINTENANCE POLICY

A weather hazard that would warrant the declaration of a significant weather event is determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

When a significant weather event is declared, the notice will be announced on the City of Brockville website, and on Facebook. Similarly, an announcement to declare the end of a significant weather event will also take place through the same social media platforms.

7 Winter Parking Prohibition

7.1 On-Street Parking

Parking is prohibited on all streets between the hours of 2:00 a.m. and 7:00 a.m. during the months of November through March inclusive with the following exceptions:

- 1) Parking will be permitted between the hours of 2:00 a.m. and 7:00 a.m. until the first significant snowfall occurs. At that time a notice will inform the general public that the Winter Maintenance Parking By-law is in effect.
- 2) The City will inform the public by 6:00 p.m. on the day that Public Works Division crews will be doing evening ice and snow clearing/removal operations in specific areas of the City. Parking prohibitions will be changed in the announced areas listed below to 11:00 p.m. to 7:00 a.m. on the evening that the work is to be undertaken:

- A - City Wide
- B - Area south of CNR
- C - Area between CNR and 401
- D - Area north of 401

The public will be informed prior to 6:00 p.m. via the City of Brockville website, Facebook and other platforms.

The City has also established a winter maintenance bulletin telephone number (342-8772 extension 600 #) to provide the public with up-to-date information on our winter maintenance activities.

7.2 Parking Lots

Overnight parking is also prohibited in all city public parking lots, with the



WINTER MAINTENANCE POLICY

exception of the George Street lot, Henry Street lot, the south side of Water Street lot, and the east side of John St. lot from 11:00 p.m. to 7:00 a.m. from November 1st to March 31st of each year

8 By-Laws

Applicable By-laws passed for the purposes of supporting snow and ice control efforts and other related By-laws which could be enforced during all out emergencies are listed below:

By-Law 119-89 - Winter Parking Prohibitions - On Street and Parking Lots
By-Law 024-2022 - Care & Use of Streets
By-Law 127-85 - Lease Agreement - Arvic Realty (Loeb Lot)
By-Law 210-83 - Emergency Plan
By-Law 078-2015 Property Standards

9 Property Damage

During the course of operations through any given winter, a certain amount of damage to City and private property may be incurred by snow clearing forces. In the event that sod damage is sustained it will be restored by the Public Works Division using topsoil and seed at the earliest availability of material (usually April). Any damage sustained due to salt brine inadvertently splashed onto a boulevard or lawn during the course of the winter will not be treated or repaired by the City.

If a City plow or truck damages a mailbox either through direct contact or due to the force of the snow rolling off the plow, the mailbox will be repaired or replaced by Public Works personnel with a standard type of mailbox as established by the Public Works Division. The City cannot replace decorative mailboxes. A property owner who installs decorative materials on the city right-of-way does so at his own risk.

10 Driveway Entrance Clearing

It can be expected that snow will be plowed into driveways and pathways as a normal part of roadway and sidewalk snow clearing operations. Owners of properties which the driveways and pathways service will be responsible for removal of the snow deposited in those entrances by city snow clearing operations, under the By-law 078-2015 Property Standards.



WINTER MAINTENANCE POLICY

11 Assistance to Private Property

Under no circumstances will a City employee be allowed to use a city owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists, use his radio to notify the Dispatcher of the hazardous condition. Likewise, under no circumstances will a City employee use a City owned vehicle to perform any snow removal or ice control operation on private or commercial property and the employee will not be allowed to use personal equipment during working hours.

12 Roadways

12.1 Parking Lots

Designation	
Class 1	There are presently no Class 1 Roadways that the City of Brockville is responsible for maintaining.
Class 2	Are the arterial roadways which carry traffic to and through the City, as well as emergency routes for hospital and fire services. These Class 2 roadways carry large volumes of traffic. Except for emergency route roadways, these roadways are identified as Arterial in Part 5, Section 5.2.2.2 of the City of Brockville's Official Plan 2023. Dead end stub portions of these roadways will be assigned a lower priority level for Winter Maintenance operations in accordance with the classification table of the Regulation.
Class 3	Are the Collector Roadways which carry both through and local traffic. These Class 3 roadways are identified as Collector roadways in Part 5, Section 5.2.2.3 of the City of Brockville's Official Plan 2023. Dead end stub portions of these roadways will be assigned a lower priority level for Winter Maintenance operations in accordance with the Classification Table of the Regulation. Public Transit bus routes are also included in this second priority classification.
Class 4	Are local roadways which carry local traffic to a specific address. Any roadway that publicly funded schools are located on, has main driveway entrance onto, or connect the street that the school fronts onto, to the closest arterial or collector roadway, would automatically qualify for this classification. These Class 4 roadways are identified as Local roadways in Part 5, Section 5.2.2.4 of the City of Brockville's Official Plan 2023.



WINTER MAINTENANCE POLICY

Class 5	Are all remaining roadways including City maintained laneways and specific dead end stub roadways/cul de sacs. These Class 5 roadways may service residential, industrial or commercial addresses depending on the property zoning on them, and are identified as Local roadways in Part 5, Section 5.2.2.4 of the City of Brockville's Official Plan 2023.
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12.2 Level of Service Standards

Snow Accumulation

When snow begins to accumulate, resources to clear the snow from roadways should be deployed as soon as practicable after becoming aware of the snow accumulation and in accordance with the snow depth defined in the following table.

Designation	Snow Depth for Accumulation Response	Treatment Used	Objective During Storm	*Objective After Storm	Timeframe to Achieve Objective After End of Winter Event
Class 2	5 cm	Plow/Sand De-ice as required	Safe and passable	Bare and wet	6 hours
Class 3	8 cm	Plow/Sand De-ice as required	Safe and passable	Bare and wet	12 hours
Class 4	8 cm	Plow/Sand De-ice as required	Safe and passable	Bare and wet	16 hours
Class 5	10 cm	Plow/Sand De-ice as required	Safe and passable	Bare and wet	24 hours

The after-storm objective is to be reached as soon as possible and normally within the timeframe indicated in the table, weather conditions permitting.

It is inevitable that the City's snowplows will create a windrow of snow across driveways in the normal course of plowing operations. The resident, business



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owner or property owner is responsible for clearing driveway snow that accumulates as a result of roadway or sidewalk snow plowing operations.

When a significant weather event is declared related to snow accumulation, weather forecasts will be monitored and when deemed practicable, resources will be deployed to address the snow accumulation on roadways. When the end of the significant weather event is declared, the winter event response will continue until the snow accumulation objectives in the above table are met.

Ice Formation Prevention and Treatment

Resources to prevent or treat ice formation should be deployed as soon as practicable after:

- Weather monitoring or patrolling indicates a substantial probability of ice forming on a roadway, due to a pending winter weather event.
- Becoming aware that a roadway is icy.

Designation	Preventative Treatment Used	Objective During and After Storm	Reactive Treatment Used	Timeframe to Achieve Objective After End of Winter Event
Class 2	De-ice / Anti-ice	Safe and passable	Sand/Salt/De-ice / Plow as required	4 hours
Class 3	De-ice / Anti-ice	Safe and passable	Sand/Salt/De-ice / Plow as required	8 hours
Class 4	De-ice	Safe and passable	Sand/Salt/De-ice / Plow as required	12 hours
Class 5	Sand/salt mix to help de-ice and add traction	Safe and passable	Sand/Salt/De-ice / Plow as required	16 hours



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13 Bicycle Lanes

This section applies to treating ice formation on bicycle lanes on a roadway only and does not apply to other types of bicycle facilities.

When a significant weather event is declared relating to ice, weather forecasts will be monitored and, when deemed practicable, resources will be deployed to treat icy roadways. When the end of the significant weather event is declared, the winter event response will continue until objectives in the above table are met.

13.1 Designations

Winter priority bicycle routes have been established for winter maintenance during a winter event. Priority bicycle routes may include a portion of the roadway designated as a bicycle lane or roadways without designated bicycle lanes or a combination of both. These routes are maintained as part of the roadway, such as the shared bike lane on Water Street.

All other on-road bicycle lanes are maintained in the winter in conjunction with the priority of the adjacent roadway. Level of service for on-road bicycle lanes follows the roadway designation unless the bike lane has been deemed "unmaintained" during the winter months.

The bicycle lane of King Street West from 90m east of Rivers Avenue (bike lane start) to the West City limits will be closed from November 1 – March 31. Winter maintenance operations will not be prioritized during or after a storm for the bicycle lane.

Designation	Description
Class 2	Bicycle lanes on Class 2 roadways
Class 3	Bicycle lanes on Class 3 roadways
Class 4	Bicycle lanes on Class 4 roadways



WINTER MAINTENANCE POLICY

13.2 Designations

Snow accumulation

When snow begins to accumulate, resources to clear snow from bicycle lanes should be deployed as soon as practicable after becoming aware of the snow accumulation and in accordance with the snow depth defined in the following table.

Designation	Snow Depth for Accumulation Response	Treatment Used	*Objective After Storm	Timeframe to Achieve Objective After End of Winter Event
Class 2	≤ 2.5 cm	Plow / Sand / De-ice as required	Bare and wet	8 hours
Class 3	≤ 5 cm	Plow / Sand / De-ice as required	Bare and wet	12 hours
Class 4	≤ 8cm	Plow / Sand / De-ice as required	Partially snow packed	24 hours
UN	Unmaintained in the Winter	Unmaintained in the Winter	Unmaintained in the Winter	Unmaintained in the Winter

The after-storm condition is the objective to be reached to at least 1 meter width, as soon as possible and normally within the timeframe indicated in the table, weather condition permitting.

When a significant weather event is declared relating to snow accumulation, weather forecasts will be monitored and when deemed practicable, resources will be deployed to address the snow accumulation on roadways. When the end of the significant weather event is declared the winter event response will continue until the snow accumulation objectives in the above table are met.

14 Sidewalks and Walkways

14.1 Designations

Public Works designates sidewalks and walkways into four sidewalk designations according to their associated pedestrian traffic and proximity to high volume roadways, in addition to the ease with which they can be cleared.



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Designation	Description
1	Sidewalks / walkways with high pedestrian volumes and / or sidewalks adjacent to high volume roadways, as well as designated sidewalks in the downtown core area
2	Sidewalks designated for access routes for public funded schools, and bus transit ways
3	Balance of sidewalks, normally residential areas that can be cleared with mechanized plow equipment
4	Sidewalks / walkways that will not be cleared due to the destination until such time as time, equipment, and labor permits
4UN	Trails /Sidewalks / walkways that will not be maintained during the winter and have posted signage.

14.2 Level of Service Standards

When snow begins to accumulate, resources to clear snow from sidewalks and walkways should be deployed as soon as practicable after becoming aware of the snow accumulation and in accordance with the snow defined in the following table.

Sidewalk/Walkway- Snow Treatment

Designation	Snow Depth for Accumulation Response	Treatment Used	Objective After Winter Event	Timeframe to Achieve Objective After End of Winter Event
1	≤ 8cm	Plow / Sand / De-ice as required	Safe and passable for pedestrians	48 hours
2	≤ 8cm	Plow / Sand /De-ice as required	Safe and passable for pedestrians	48 hours
3	≤ 8cm	Plow / Sand / De-ice as required	Safe and passable for pedestrians	48 hours
4	≤ 8cm	Plow / Sand / De-ice as required	Safe and passable for pedestrians	48 hours
4UN	N/A	Unmaintained	N/A	N/A



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14.3 Sidewalk/Walkway - Ice Formation and Treatment

Resources to prevent or treat ice formation should be deployed as soon as practicable after:

- 14.3.1 Weather monitoring or patrolling indicates a substantial probability of ice forming on a roadway, due to a pending winter weather event.
- 14.3.2 Becoming aware that a sidewalk/walkway is icy.

Designation	Preventative Treatment Used	Reactive Treatment Used	Sidewalk Objection During and After Storm	Timeframe to Achieve Objective After End of Winter Event
1	Sand / De-ice	Sand / De-ice / Plow as required	Safe and passable	48 hours
2	Sand / De-ice	Sand / De-ice / Plow as required	Safe and passable	48 hours
3	Sand / De-ice	Sand / De-ice / Plow as required	Safe and passable	48 hours
4	Sand / De-ice	Sand / De-ice / Plow as required	Safe and passable	48 hours
4UN	Unmaintained	Unmaintained	Unmaintained	Unmaintained

15 Bus Shelters and Stops

15.1 Designation

Public Works has only 1 classification of Bus Shelters and Stop based on the City's current level of service.

Designation	Description
Local	Bus shelters and stops on local bus routes.

15.2 Level of Service Standards



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When snow begins to accumulate, resources to clear snow from bus shelters and stops should be deployed as soon as practicable after becoming aware of the snow accumulation and in accordance with the snow depth defined in the following table.

Designation	Snow Depth for Accumulation Response	Treatment Used	Objective After Winter Event	Timeframe to Achieve Objective After End of Winter Event
Local	≤ 8cm	Plow / Sand / De-ice / as required	Safe and passable	48 hours

Snow removal on roadways, parking lots and Transit bus stops will be carried out when required, by the Public Works Division. Depending on the area and number of locations to be undertaken, a decision will be made to implement a specific operation to carry out the removal process. The different operations employed would vary in the amount of service performed and the manpower and equipment required to perform them. The Public Works Supervisor will determine if removal is required, and if so, which type of removal will be utilized.

Class Designation

For snow removal operations, the City infrastructure has been divided into three classes which determine the priority for servicing.

Designation	Description
Class 1	Roadway including transit stops
Class 2	Municipal public parking lots
Class 3	Parking lots serving City buildings

Roadways

Roadway snow storage conditions and intersection sight line requirements will be assessed by the Public Works Supervisor following the completion of the post storm snow clearing operations.



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The qualifying factors for consideration for removal will be:

1. If snow storage at the sides of roadway impedes normal traffic flow.
2. If snow storage at intersections restricts required visibility sight lines.
3. If snow storage restricts parking meter accessibility or significantly hampers occupants of the vehicle from safely accessing the sidewalk (not applicable for areas with boulevard greater than 1 meter wide) from the metered parking location.
4. If additional snow storage required for:
 - a. sidewalk clearing operations.
 - b. cul-de-sacs/indented corners/dead end

Types of Removal

1. Areas to be considered for full length removal are shown on Schedule J.
2. All remaining urban areas to have snow blown back onto boulevard/lawn area of city right-of-way.
3. All intersections will be eligible for removal if qualifying factors are met.
4. Rural areas will have snow winged back to provide additional snow storage capacity.
5. Cul-de-sacs/indented corners/dead ends will be eligible for removal if additional snow storage capacity is determined to be required. These areas are shown on Schedule K.

Priority for Servicing

Priority Between Types of Removal

Priority between types of removal operations to carry out the 4 listed removal area types would be separate but overlap in the time frame that they were ongoing, i.e.:



WINTER MAINTENANCE POLICY

1. Full length removal is usually carried out between 11:00 p.m. and 7:30 a.m.
2. Areas to be blown onto lawns and winging back snow on rural road sections are usually carried out between 7:00 a.m. and 3:30 p.m.
3. Removal at intersections could be carried out any time of the day or night.
4. Removal at cul-de-sacs/indented corners/dead ends is usually carried out between 7:00 a.m. and 11:00 p.m.

Therefore, all 4 operations may be ongoing in a 24-hour period.

Priority Within Types Of Removal

- 1) Full length removal, if all areas starting at zero snow storage base, would be undertaken in the following order:

Area 1 - King St. - Orchard to Edward
Area 2 - Remainder of on street metered areas
Area 3 - Remainder of areas south of CNR from Perth to North Augusta
Road Area 4 - Areas south of CNR and west of Perth
Area 5 - Areas south of CNR and east of North Augusta
Road Area 6 - Areas north of CNR

Severe weather conditions/storms may necessitate removal by roadway class.

- 2) Areas to be blown back onto lawns or boulevards would be undertaken in the following order:

Area 1 - South CNR
Area 2 - North of CNR and south of
401 Area 3 - North of 401

- 3) Intersection Removal would be undertaken in the

following order: Area 1 - Intersections of Class 2 Streets
Area 2 - Intersections of Class 2 & Class 3
Streets Area 3 - Intersections of Class 2 & Class
4 Streets Area 4 - Intersections of Class 2 &
Class 5 & 6 Streets Area 5 - Intersections of
Class 3 & Class 3 Streets Area 6 - Intersections
of Class 3 & Class 4 Streets Area 7 -
Intersections of Class 3 & Class 5 & 6 Streets



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Area 8 - Intersections of Class 4 & Class 4

Streets Area 9 - Intersections of Class 4 & Class
5 & 6 Streets

Area10 - Intersections of Class 5 & 6 & Class 5 & 6 Streets

Traffic volumes and time of removal operations may necessitate deviations from the priority order.

- 4) Winging back of snowbanks on roads with rural cross section would be carried out as per roadway classification for snow clearing and ice control operations.
- 5) Removal at cul-de-sacs/indented corners/dead ends priority would be undertaken in the following order:

Area #1 - south of CNR

Area #2 - north of CNR and south of

401 Area #3 - north of 401

Commencement of roadway removal operations will normally not commence until 24 hours after post storm plowing operations are completed.

Weekend removal operations will be kept to a minimum and be carried out for severe conditions only.

Municipal Public Parking Lots

Removal of snow piled at designated locations within these lots will not normally begin until 24 hours after post storm plowing operations have been completed. Removal operations will only be carried out Monday to Friday/Statutory Holidays excluded.

Parking Lots Serving City Buildings

Snow piled at these lots will not normally be removed. Extreme conditions may necessitate limited removal operations to be carried out.



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Public Transit Stops

Snow removal at bus stops will only be commenced if the snow storage area of the stop is exceeded, or if accumulated snow obstructs sight lines at intersections. Removal operations will not normally commence until 24 hours after post storm plowing operations have been completed. Removal operations will only be carried out Monday to Friday/Statutory Holidays excluded.

Priority for Servicing (Roadways, Transit Stops, Parking Lots)

Snow removal from City roadways and municipal public parking lots will normally be undertaken during the same time period. In severe weather, however, the following prioritization of service would be initiated.

Class 1 - Roadways
 - Transit Stops

Class 2 - Municipal Public Parking Lots

Class 3 - Parking lots serving City buildings.

Removal will not normally be carried out at parking lots serving city buildings unless emergency conditions dictate.

16 Annual Monitoring

Winter storm analysis will be undertaken at the end of each winter season to provide a basis for continuous improvement of the winter operations practices and procedures as outlined in the current Winter Maintenance Policy.

17 Overall Priority for Snow Clearing Ice Control Operations During or After Storm

The Public Works Division has developed a priority list to be followed during a storm with the overall efforts for snow clearing and ice control based on the following:



WINTER MAINTENANCE POLICY

Overall Priority for Snow Clearing Ice Control Operations During a Storm

Priority	Class	Operation	Infrastructure
1 (a)	2	Snow Clearing/Ice Control	Roadways
1 (b)	1	Snow Clearing/Ice Control	Fire Hall - 2 main bays front entrance
	1	Snow Clearing/Ice Control	Metro driving lanes and defined roadways between Perth & King
1 (c)	3	Snow Clearing/Ice Control	Roadways
2	4	Snow Clearing/Ice Control	Roadways
3 (a)	1	Snow Clearing/Ice Control	Sidewalks
3 (b)	5 & 6	Snow Clearing/Ice Control	Roadways
4	2	Snow Clearing/Ice Control	City Public Parking Lots
5	3	Snow Clearing/Ice Control	Parking Lots servicing City Buildings

For severe weather conditions, manpower shortages or equipment breakdowns, lower priority servicing will be dropped until level of service is achieved on higher priority levels. Note:

Individual Class designations only determine the priority of snow and ice control operations within their applicable grouping.

- Overall priority designations determine the sequence of snow and ice control operations of all combined infrastructure groupings.
- Infrastructure groupings are: roads, sidewalks, and parking lots.



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Overall Priority for Snow Clearing Ice Control Operations After a Storm

Priority	Class	Operation	Infrastructure
1	2	Snow Clearing/Ice Control	Roadways (including shoulders)
2	3	Snow Clearing/Ice Control	Roadways (including shoulders)
3	4	Snow Clearing/Ice Control	Roadways (including shoulders)
4	5,6	Snow Clearing/Ice Control	Roadways
5	1	Snow Clearing/Ice Control	Sidewalks
6	1	Snow Clearing/Ice Control	Fire Station #2
7	1	Snow Clearing/Ice Control	Metro Roadway & Parking Lot
8	2	Snow Clearing/Ice Control	City Public Parking Lots
9	3	Snow Clearing/Ice Control	Parking Lots servicing City Buildings
10	2	Snow Clearing/Ice Control	Sidewalks
11	4	Snow Clearing/Ice Control	Transit Stops
12	3	Snow Clearing/Ice Control	Residential Sidewalks
13	4	Snow Clearing/Ice Control	Brock Trail

Priority Items 1 through 10 are normally serviced concurrently. For severe weather, equipment breakdowns, or manpower shortages, operations through priority sequence would be consecutive.



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Note:

Individual Class designations only determine the priority of snow and ice control operations within their applicable grouping.

- Overall priority designations determine the sequence of snow and ice control operations of all combined infrastructure groupings.
 - Infrastructure groupings are roads, sidewalks, and parking lots/ transit stops

Overall Priority or Snow Removal Operations after a Storm following Completion of Snow Clearing & ice Control Operations

Priority	Class	Operation	Infrastructure
1	1	snow removal	roadways
2	2	snow removal	municipal public parking lots
3	3	snow removal	parking lots servicing city buildings

Priority items 1 through 3 are normally serviced concurrently. For severe weather, equipment breakdowns, or manpower shortages, operations through priority sequence would be consecutive



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Snow Clearing Ice Control & Removal System - Procedure

Schedule G Winter Storm Guidelines - Salt Application Rates

Type of Precipitation	Temperature	Pavement Condition	Action Required
Wet snow with freezing rain	Holding near -1°C (30°F)	Wet	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation Reapply as necessary. Plow as necessary
Sleet	Holding near -1°C (30°F)	Wet	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation. Plow as necessary
Accumulating snow	Holding near -1°C (30°F)	Wet	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation. Plow as necessary
Freezing rain	Below freezing and falling	Wet or sticky	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation. Plow as necessary
Sleet or snow	Below -1°C (30°F) and falling	Wet or sticky	Salt application of 50kg-130kg/ 2 lane km as specified by supervisory personnel in charge of operation. Repeat until sleet or snow stops. Plow as necessary
Dry snow	Below -6°C (20°F) and falling	Dry	Plow immediately Apply salt only to wet, packed or icy 50kg-130kg/2 lane km as specified by supervisory personnel in charge of operation. Frequent plowing
Packed snow and ice on pavement	-1°C (30°F) down to -17°C (0°F)	Packed snow and ice buildup	Salt application of 50 kg-130 kg as specified by supervisory personnel in charge of operation

Note: 1) Action required as listed for various conditions shown on this chart should be used in most cases. However, unusual circumstances may necessitate departure from the recommendations.



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- 2) When pre-wetting is employed, recommended salt application rates may be reduced by 10%.
- 3) For multiple lane roads, i.e. North Augusta Rd., Stewart Blvd., Parkedale Ave., the salt distribution rate has to be increased proportionately to number of additional two lanes or extra passes have to be made.

MIX/SAND APPLICATION RATES

Sand/mix when used is to be spread at a rate of 150-200 kg/2 lane kl

*Mix is stockpiled at 50% salt 50% sand mix ratio. Additional salt will not be added unless authorized by Public Works Supervisor

Salt Brine Application Rates

Event Type	Temp	Action
Anti-ice prior to snow/freezing rain event	Min. - 9° C steady or rising	100 – 180 L/lane/km. As specified by supervisory personnel in charge of operations.
Anti-ice at beginning of light snow event	Min. - 9° steady or rising	100 – 180 L/lane/km. As specified by supervisory personnel in charge of operations
Anti-ice upon termination of rain event	Temp. projected to fall to or below 0° C	100 – 180 L/lane/km. As specified by supervisory personnel in charge of operation.
Anti-ice frost event (bridge decks)		100 – 180 L/lane/km. As specified by supervisory personnel in charge of operations.
Deice following storm event To bare off ice in conjunction with granular application.	Min. - 9° C steady or rising	180 L/lane/km
Brine Concentration 23.5%		



WINTER MAINTENANCE POLICY

LIST OF SCHEDULES

- Schedule A - Roadway Classification for Winter Snow and Ice Control Purposes
- Schedule B - Sidewalk Classification for Winter Snow and Ice Control Purposes Priority 1, 2, 3, 4 & 4 no winter maintenance.
- Schedule D - Municipal Public Parking Lots to be Serviced for Snow and Ice Control
- Schedule E - Parking Lots Servicing City Buildings to be Serviced for Snow and Ice Control
- Schedule F - Servicing Treatment Guidelines for Class 2, Class 3 and Class 4 Roadways
- Schedule G - Salt and Sand Application Rates for Class 2, Class 3, Class 4 and Class 5 & 6 Roadways and Class 2 and Class 3 Parking
- Schedule H - Lots
- Schedule I - Servicing Treatment for Class 5 & 6
- Schedule J - Roadways Servicing Treatment for
- Schedule K - Parking Lots
- Schedule L - Areas to be Considered for Full Length Snow Removal Operations
- Schedule M - Cul-de-sacs/Indented Corners/Dead End Areas to be Considered for Snow Removal Operations
 - Winter Roadway Patrol Representative
 - Route Sidewalk Hand List



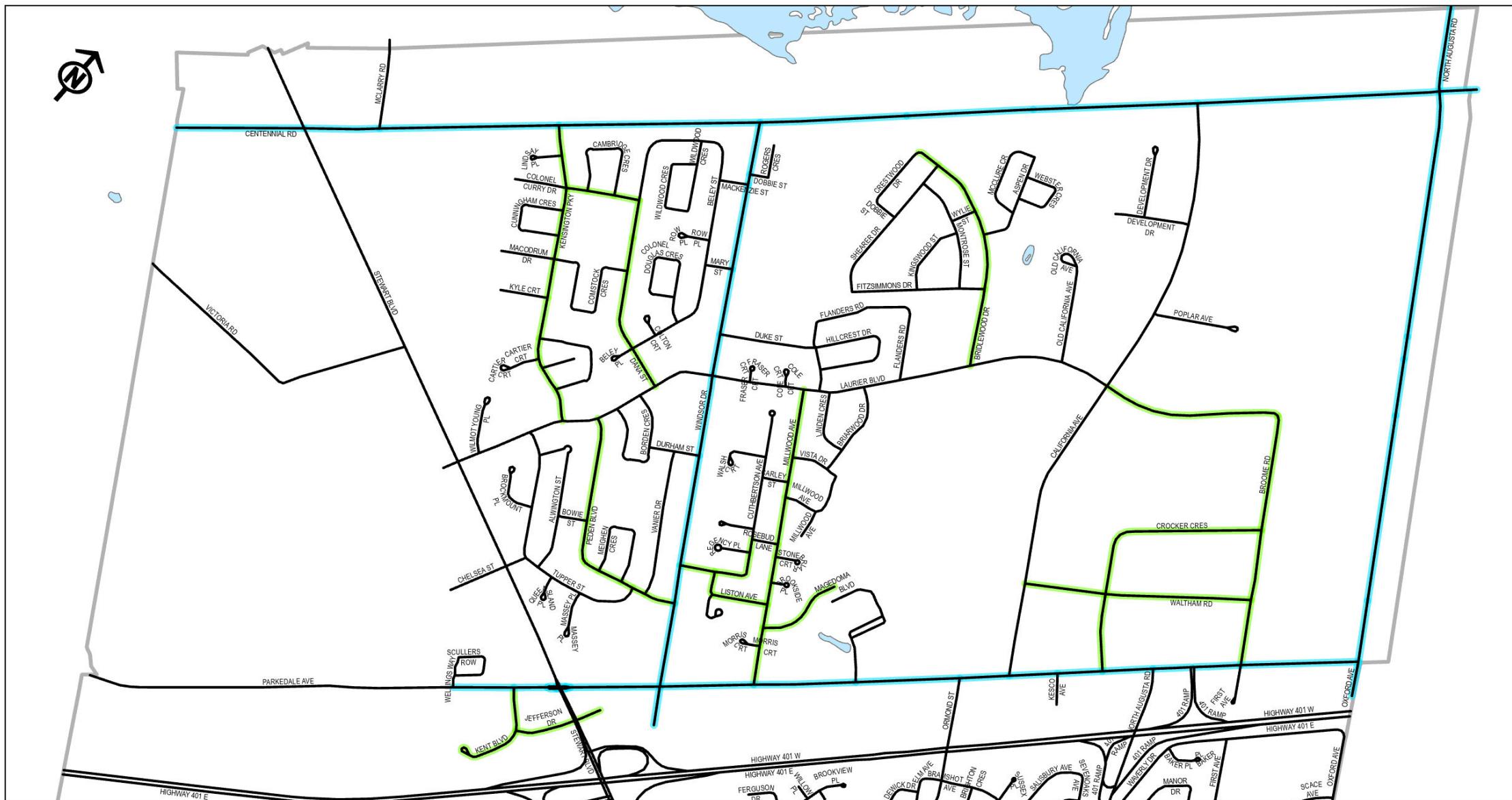
Schedule A - District 1 - Uptown

City of Brockville Plow Routes - Class 2 and 3 Roads

- Uptown Class 2
- Uptown Class 3

0 250 500 1,000 m

Date Stamp: 10/15/2024 2:06 PM







Schedule A - District 3 - Downtown

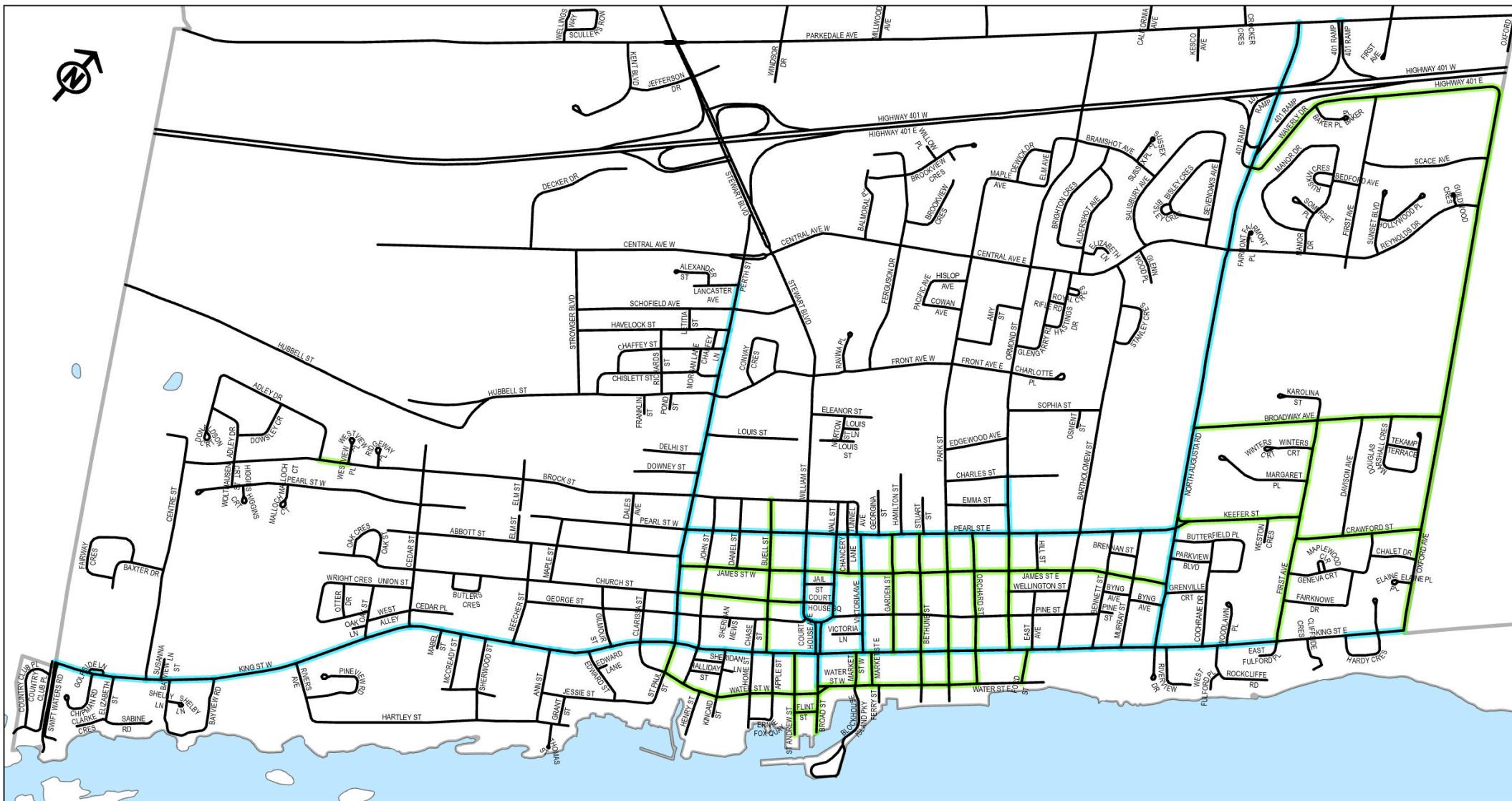
City of Brockville Plow Routes - Class 2 and 3 Roads

Downtown Class 2

Downtown Class 3

0 245 490 980 m

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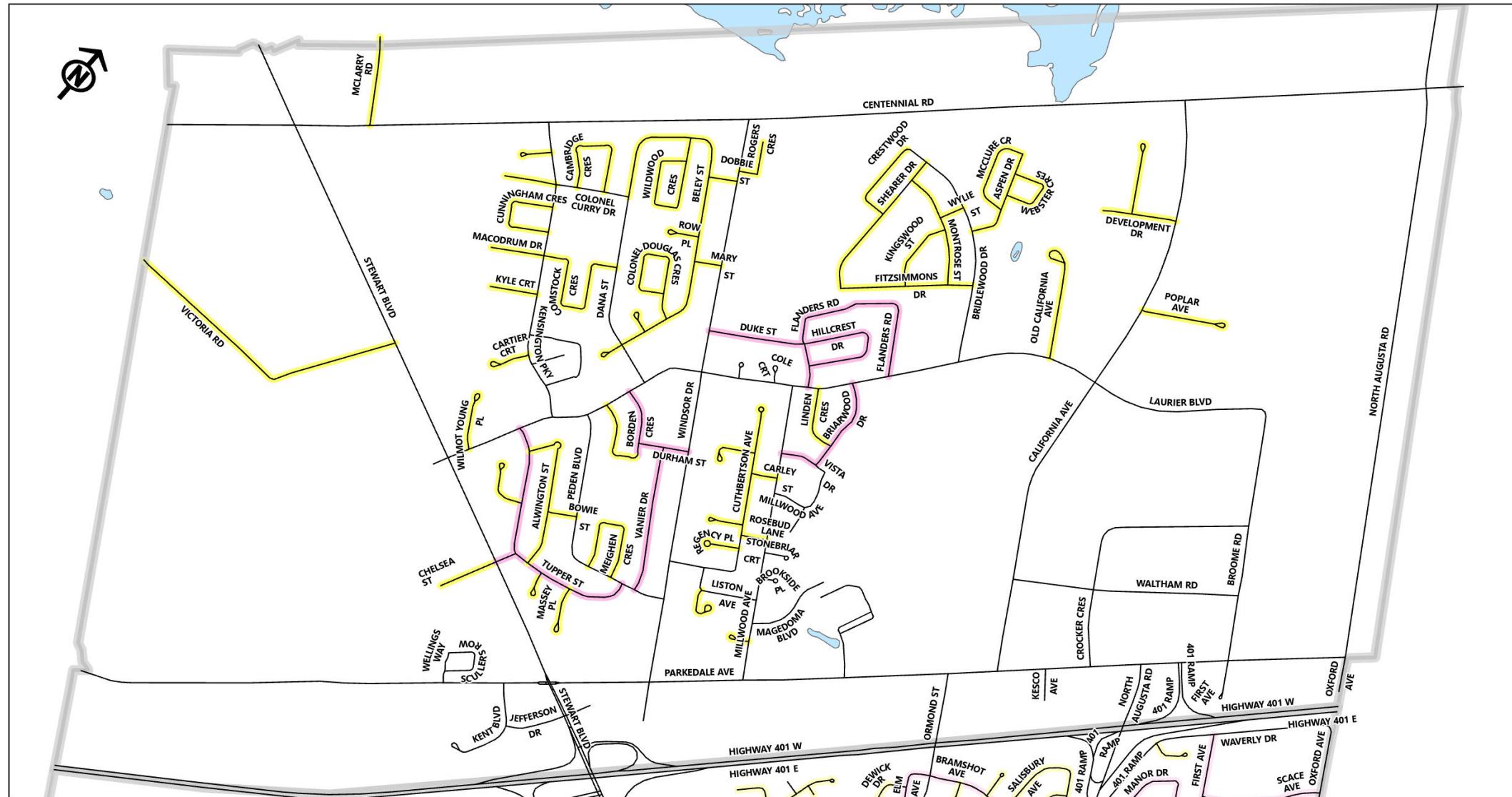
Schedule A1 - District 1 - Uptown

City of Brockville Plow Routes - Class 4 and 5 Roads

- Class 4
- Class 5

0 250 500 1,000 m

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Schedule A2 - District 2 - Centertown

City of Brockville Plow Routes - Class 4 and 5 Roads

- Class 4
- Class 5

0 245 490 980 m

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Schedule A3 - District 3 - Downtow

City of Brockville Plow Routes - Class 4 and 5 Roads

- Class
- Class

A horizontal number line starting at 0 and ending at 980. Major tick marks are labeled at 0, 245, 490, and 980. Minor tick marks are present between each major label, indicating increments of 25 units.

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Schedule B1

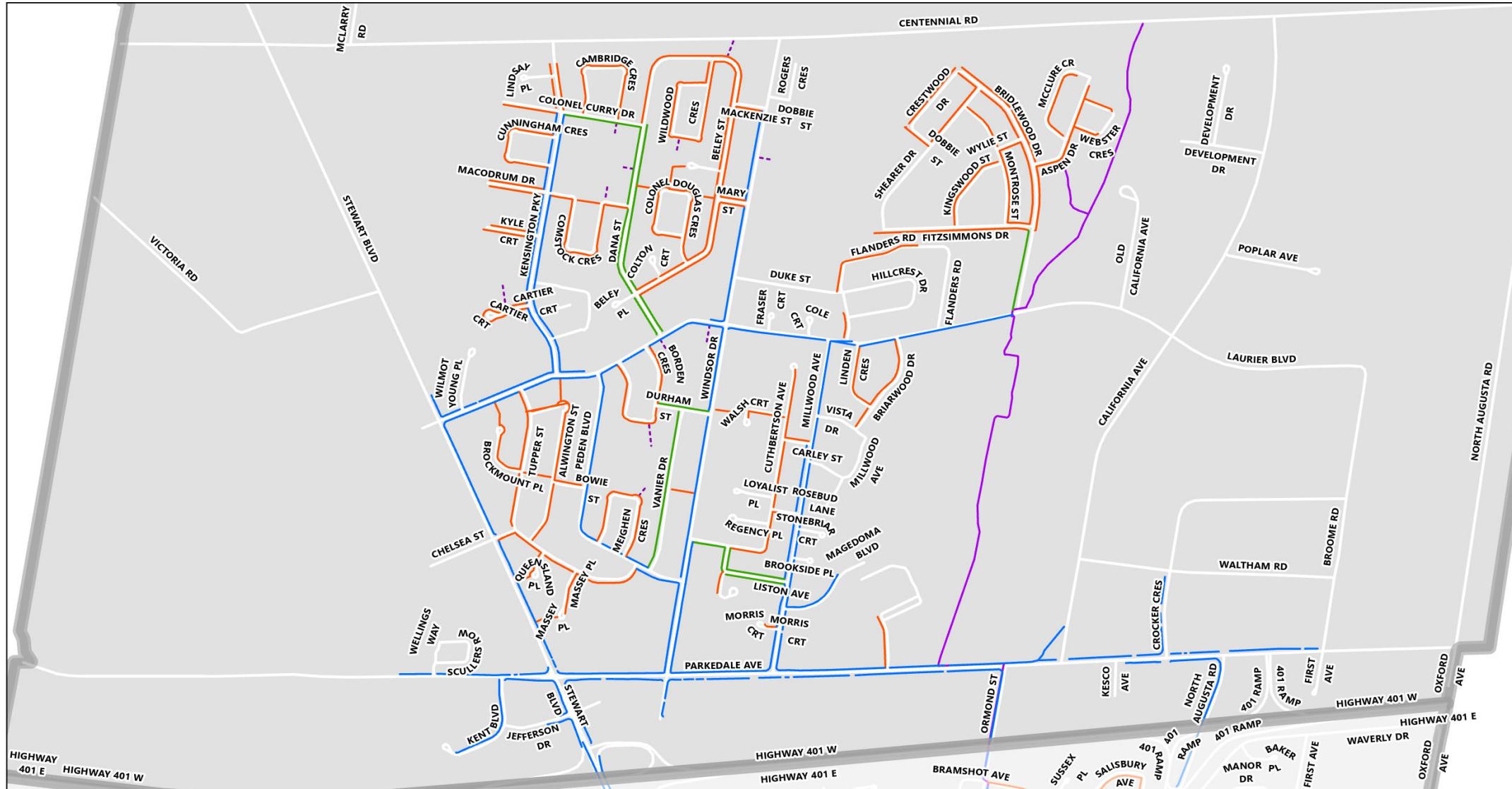
City of Brockville Sidewalk Plow Routes
District 1

Sidewalk and Walkway Winter Maintenance

- Priority 1
- Priority 2
- Priority 3
- Priority 4 - Winter Maintenance
- Priority 4 - No Winter Maintenance



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Schedule B2

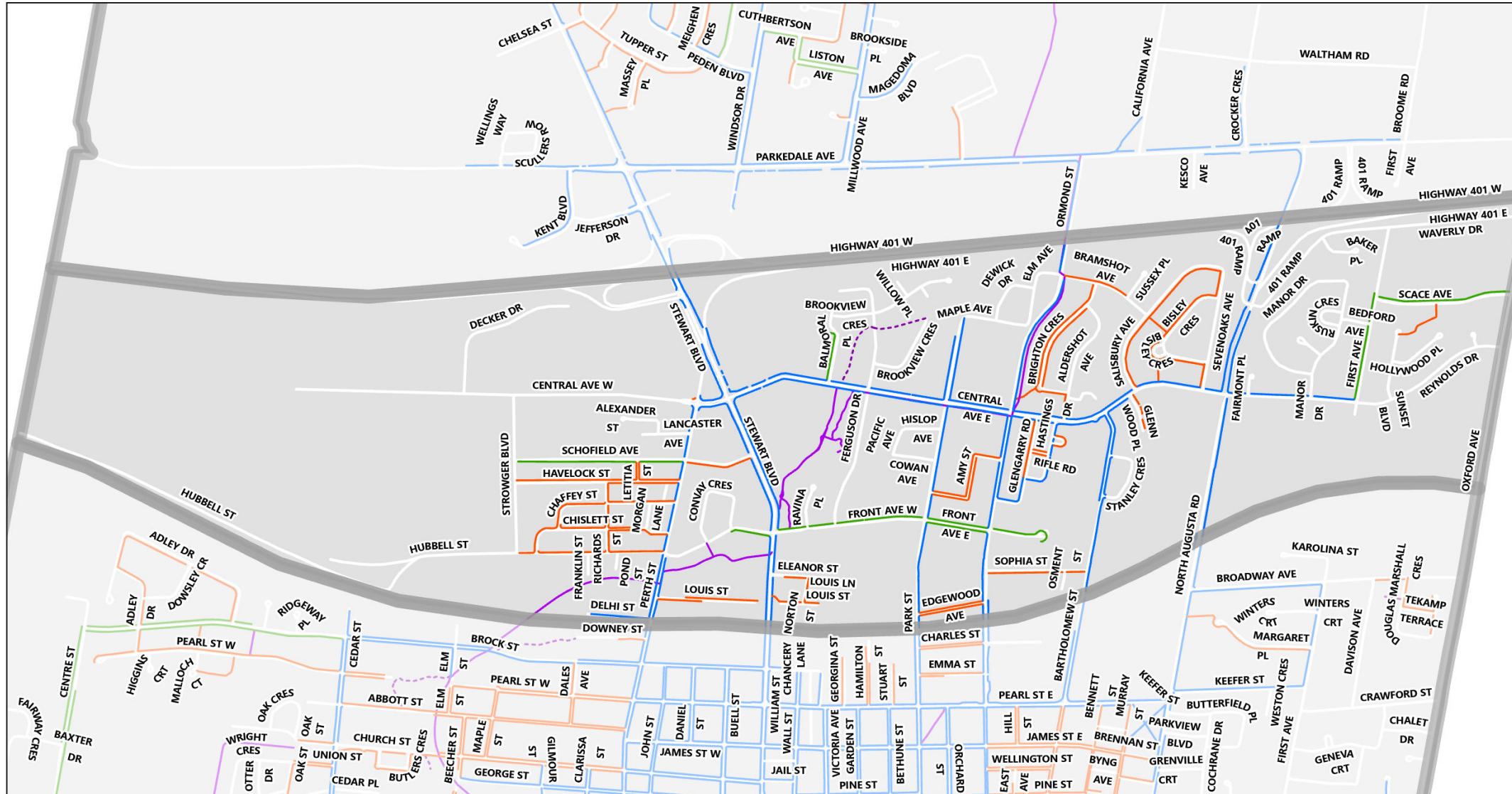
City of Brockville Sidewalk Plow Routes
District 2

Sidewalk and Walkway Winter Maintenance

- Priority 1
- Priority 2
- Priority 3
- Priority 4 - Winter Maintenance
- Priority 4 - No Winter Maintenance



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Schedule B3

BROCKVILLE

CITY OF THE 1000 ISLANDS

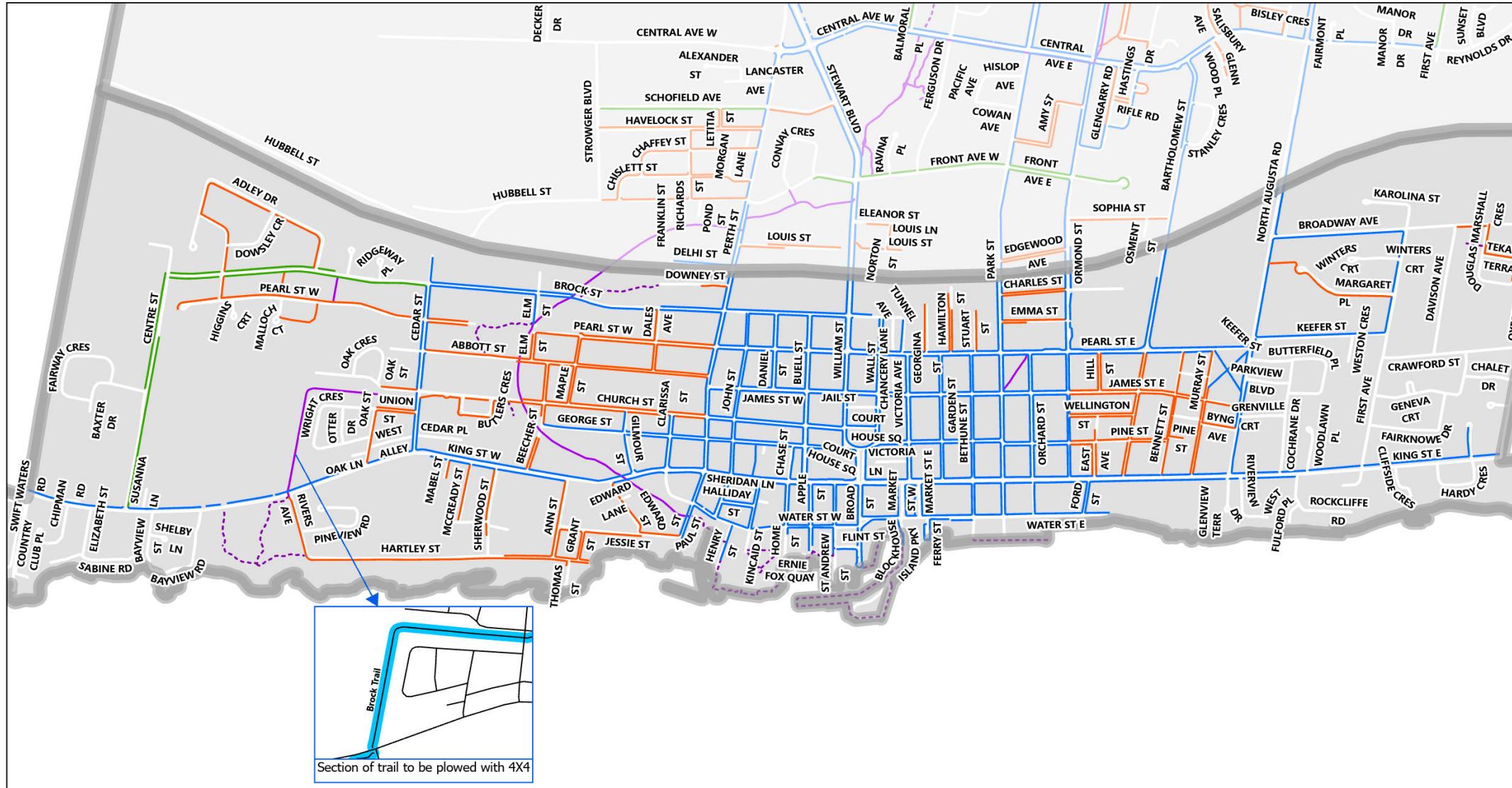
City of Brockville Sidewalk Plow Route District 3

Sidewalk and Walkway Winter Maintenance

- Priority 1
 - Priority 2
 - Priority 3
 - Priority 4 - Winter Maintenance
 - Priority 4 - No Winter Maintenance



Date: 9/27/2024 11:25 A





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**Schedule D Municipal Public Parking Lots to be Serviced for
Snow and Ice Control**

1. Metro Lot
2. Reliable Lot
3. Henry Street Lot
4. Home Street Lot and Stalls
5. Buell Street Lot
6. George Street Lot
7. Water Street Lot
8. West Market Lot
9. Park Street Lot
10. Ferry Street Lot
11. Kincaid Street Stalls
12. Block House Island Parkway Stalls
13. Rivers Avenue Lot
14. Ernie Fox Quay (parking stalls on south side of street)
15. Aquatarium (5 stalls on east side of St. Andrew St.)
16. Reynolds Park St. Lot
17. St. Andrew St. Lot
18. Market St. West Lot Extension
19. Prince of Wales Lot W



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**Schedule E Parking Lots Servicing City Buildings to
be Serviced for Snow and Ice Control**

1. Memorial Centre
2. Youth Arena
3. Gord Watts Municipal Centre
4. Arts Centre
5. Fire Hall #2
6. Rotary Field House
7. St. Lawrence Park
8. Rotary Park (Gilmour St.)

		Schedule F Recommended Treatments - for Class 2, 3 & 4 Roadways					Schedule F
Temperature	Type of Precipitation	Road Condition	Temp.	Activity	Beginning Of Storm	During Storm	After Storm
Below -18°C	Dry Snow	No packing Dry pavement	Rising	Plowin g Sandin g Salting	After 2cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Bare pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement
					After 2cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Bare pavement/wing shoulders/clean up Slippery sections only No
-18° to -12°C	Dry Snow	No packing Dry Pavement	Rising	Plowin g Sandin g Salting	After 2cm of snow accumulation Follow after plowing if slippery No	Continuously No No	Bare pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement
					After 2cm of snow accumulation Follow after plowing if slippery No	Continuously No No	Bare pavement/wing shoulders/clean up Slippery Sections only No
-18° to -12°C	Dry Snow	Packing	Rising	Plowin g Sandin g Salting	.5 hrs after salting No Before .5cm accumulation	Continuously Follow after plowing if slippery As necessary after plowing	Bare pavement/wing shoulders/clean up Slippery sections only To bare or assist is baring pavement
					After 2 cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Bare pavement/wing shoulders/clean up Slippery sections only No
-12° to -7°C	Dry Snow	No Packing Dry Pavement	Rising	Plowin g Sandin g Salting	After 2cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Bare pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement
					After 2cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Bare pavement/wing shoulders/clean up Slippery sections only No
-12° to -7°C	Dry Snow	Packing	Rising	Plowin g Sandin g Salting	.5 hrs after salting No Before .5cm accumulation	Continuously Follow after plowing if slippery As necessary after plowing to assist plowing	Bare pavement/wing shoulders/clean up No To bare or assist in baring pavement
					After 2cm of snow accumulation No No	Continuously Follow after plowing if slippery No	Bare pavement/wing shoulders/clean up Slippery sections only No
Above -7°C	Wet Snow	Packing Wet Pavement	Rising	Plowin g Sandin g Salting	.5 hrs after salting No Before .5cm of snow accumulation	Continuously Follow after plowing if slippery As necessary after plowing	Bare pavement/wing shoulders/clean up No To bare or assist in baring pavement
					.5 hr after salting No Before .5cm of snow accumulation	Continuously Follow after plowing if slippery As necessary after plowing	Bare pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement
Above -7°C	Sleet or Freezing Rain	Possible Icing, Wet pavement	Rising	Plowin g Sandin g Salting	No No When icing starts	No Yes Yes	Remove slush Slippery sections only Slippery sections only

			Falling	Plowin g Sandin g Salting	No No When icing starts	No Yes Yes	Remove slush Slippery sections only To bare or assist in baring pavement
After Storm - any temperature			Rising	Plowin g Sandin g Salting			Continuously to bare pavement As necessary When above --18°C
			Falling	Plowin g Sandin g Salting			Continuously to bare pavement As necessary No
After Storm - any temperature			Rising	Plowin g Sandin g Salting			Continuously to bare pavement No Slippery sections only
			Falling	Plowin g Sandin g Salting			Continuously to bare pavement Slippery sections only No

NOTE: Recommended treatment for various conditions shown on this chart should be used in MOST cases. However, unusual circumstances may necessitate departure from the recommended treatment. Temp. rising means temp to remain in or rise above temperature range. Temp. falling means temp. to remain in or fall below temp. range

Schedule H Recommended Treatments - For Class 5 & 6 Roadways								
Temperature	Type of Precipitation	Road Condition	Temp.	Activity	Beginning Of Storm - Following Completion of Class 2, 3, & 4 roads	During Storm - Following Completion of Class 2,3 & 4 roads	After Storm	
Below -18°C	Dry Snow	No packing Dry pavement	Rising	Plowin g Sandin g Salting	After 3.75cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Plow pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement if required	
-18°to -12°C	Dry Snow	No packing Dry Pavement	Rising	Plowin g Sandin g Salting	After 3.75 cm of snow accumulation Follow after plowing if slippery No	Continuously No No	Plow pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement if required	
-18°to -12°C	Dry Snow	Packing	Rising	Plowin g Sandin g Salting	.5 hrs after salting No Before .5cm accumulation	Continuously Follow after plowing if slippery As necessary after plowing	Plow pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement if required	
-12° to -7°C	Dry Snow	No Packing Dry Pavement	Rising	Plowin g Sandin g Salting	After 3.75cm of snow accumulation Follow after plowing if slippery No	Continuously Follow after plowing if slippery No	Plow pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement	
-12° to -7°C	Dry Snow	Packing	Rising	Plowin g Sandin g Salting	.5 hrs after salting No Before .5cm accumulation	Continuously Follow after plowing if slippery As necessary after plowing to assist plowing	Plow pavement/wing shoulders/clean up No To bare or assist in baring pavement if required	
Above -7°C	Wet Snow	Packing Wet Pavement	Rising	Plowin g Sandin g Salting	After 3.75cm of snow accumulation No No	Continuously Follow after plowing if slippery No	Plow pavement/wing shoulders/clean up Slippery sections only No	
Above -7°C	Sleet or Freezing Rain	Possible Icing, Wet pavement	Rising	Plowin g Sandin g	.5 hrs after salting No Before .5cm of snow accumulation	Continuously Follow after plowing if slippery As necessary after plowing	Plow pavement/wing shoulders/clean up Slippery sections only To bare or assist in baring pavement if required	
Above -7°C	Sleet or Freezing Rain	Possible Icing, Wet pavement	Rising	Plowin g Sandin g	No No When icing starts	No Yes Yes	Remove slush Slippery sections only Slippery sections only	

				Salting			
			Falling	Plowin g Sandin g Salting	No No When icing starts	No Yes Yes	Remove slush Slippery sections only To bare or assist in baring pavement
After Storm - any temperature	No precipitation	Road snow packed or icy	Rising	Plowin g Sandin g Salting			No As necessary When above -- 18°C
			Falling	Plowin g Sandin g Salting			No As necessary No
After Storm - any temperature	No precipitation	Drifting	Rising	Plowin g Sandin g Salting			Plow drifts No Slippery sections only
			Falling	Plowin g Sandin g Salting			Plow drifts Slippery sections only No

NOTE: Recommended treatment for various conditions shown on this chart should be used in MOST cases. However, unusual circumstances may necessitate departure from the recommended treatment. Temp. rising means temp to remain in or rise above temperature range. Temp. falling means temp. to remain in or fall below temp. range

Schedule I - Recommended Treatments - All Parking Lots						
Temperature	Type of Precipitation	Road Condition	Temp.	Activity	During Storm	After Storm
Below -18°C	Dry Snow	No packing Dry pavement	Rising	Sandin g Salting	Follow after plowing if slippery No	Slippery sections only To bare or assist in baring pavement if required
					Follow after plowing if slippery No	Slippery sections only No
-18° to -12°C	Dry Snow	No packing Dry Pavement	Rising	Sandin g Salting	No No	Slippery sections only To bare or assist in baring pavement if required
					No No	Slippery Sections only No
-18° to -12°C	Dry Snow	Packing	Rising	Sandin g Salting	Follow after plowing if slippery As necessary after plowing	Slippery sections only To bare or assist in baring pavement if required
					Follow after plowing if slippery No	Slippery sections only No
-12° to -7°C	Dry Snow	No Packing Dry Pavement	Rising	Sandin g Salting	Follow after plowing if slippery No	Slippery sections only To bare or assist in baring pavement if required
					Follow after plowing if slippery No	Slippery sections only No
-12° to -7°C	Dry Snow	Packing	Rising	Sandin g Salting	Follow after plowing if slippery As necessary after plowing to assist plowing	No To bare or assist in baring pavement if required
					Follow after plowing if slippery No	Slippery sections only No
Above -7°C	Wet Snow	Packing Wet Pavement	Rising	Sandin g Salting	Follow after plowing if slippery As necessary after plowing	No To bare or assist in baring pavement if required
					Follow after plowing if slippery As necessary after plowing	Slippery sections only To bare or assist in baring pavement if required
Above -7°C	Sleet or Freezing Rain	Possible Icing, Wet pavement	Rising	Sandin g Salting	Yes Yes	Slippery sections only Slippery sections only
					Yes Yes	Slippery sections only To bare or assist in baring pavement if required
After Storm - any temperature	No precipitation	snow packed or icy	Rising	Sandin g Salting		As necessary When above --18°C to bare or assist in baring pavement if required
						As necessary No

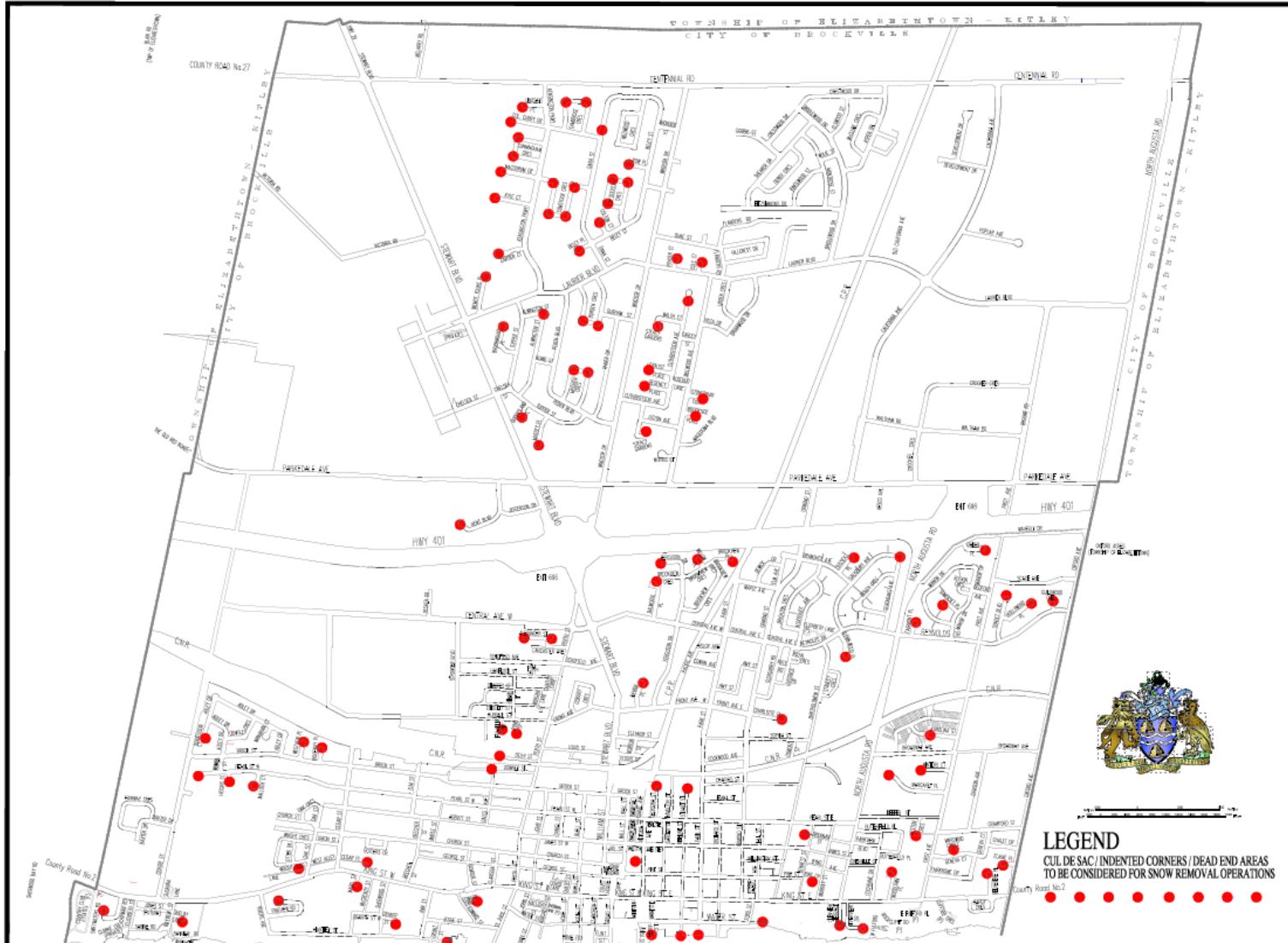
NOTE: Recommended treatment for various conditions shown on this chart should be used in MOST cases. However, unusual circumstances may necessitate departure from the recommended treatment. Temp. rising means temp to remain in or rise above temperature range. Temp. falling means temp. to remain in or fall below temp. range

ROADWAYS SNOW REMOVAL

SCHEDULE J



SCHEDULE K





WINTER ROADWAY PATROL

SCHEDULE L

Date _____
 Patroller _____
 Temperature _____
 Weather _____

REPRSENTATIVE ROADWAY	TIME OF PATROL	ACCUMULATION ON ROADWAY			ICY ROADWAY		ACTION REQUIRED	
		0 cm	≤ 5 cm	> 5 cm	Yes	No	Yes	No
CLASS 2 1) 1- WILLIAM/STEWART/CENTENNIAL/WINDSOR 2) 7- REYNOLDS DR/CENTRAL AVE. 3) 13- WILLIAM ST./COURTHOUSE AVE./BROAD ST. 4) 17- VICTORIA AVE.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
CLASS 3 1) 2-MILLWOOD AVE. 2) 5- ORMOND ST. 3) 8- STROWGER BLVD./SCHOFFILED AVE./FRONT AVE. 4) 10- BROCK ST./CENTRE ST. 5) 12- CEDAR ST. 6) 15- MARKET ST. EAST/MARKET ST. WEST		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
CLASS 4 1) 3- TUPPER ST. 2) 6- BARTHOLOMEW 3) 14- APPLE ST / HOME ST. 4) 16- ORCHARD ST.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
CLASS 5 1) 4- AWLINGTON ST. 2) 9- CHAFFEY ST. 3) 11- OAK/UNION ST.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

*See Winter Maintenance Roadway Service Record if action required

Winter Roadway Patrol to be initiated within 1 hour of becoming aware of a winter storm event having commenced or being in progress.
 Winter Roadway Patrol to be carried out once every shift.



DATE _____ TEMPERATURE _____

PATROLLER _____ WEATHER _____

WINTER SIDEWALK INSPECTION

SIDEWALK CLASS	TIME	LOCATION	NEW SNOW COVER		ICY CONDITIONS		ACTION REQUIRED	
			0 → <2"	≥2	YES	NO		
			Freezing Rain	Thaw/Freeze				
#1		1361 Millwood Ave						
#1		32 Cedar St						
#1		46 William St						



Staff Report

Report To:	General Committee
Meeting Date:	November 19, 2024
Prepared By:	Peter Raabe, Director of Engineering & Infrastructure Services
Report Number:	2024-196
Subject:	Main Sewage Pump Station Exterior Design Options

Recommendation

THAT the Main Sewage Pump Station exterior design, Option 1 - Traditional, be approved.

Background

In March 2024, City Council made the decision to construct the city's new Main Pump Station as an above-ground structure. Through this process it was clear that Council and residents deemed the visual aesthetics of the proposed station as being very important to them. As a result, on June 18, 2024, City Council approved J.L Richards to prepare three (3) architectural renderings to be presented to the public and Council for their review and consideration.

Alternatives

On October 3, 2024, the city hosted a Public Information Centre where four (4) conceptual design options for the proposed main sewage pump station were presented to the public for consultation.

Option 1 - Traditional

The traditional design is inspired by the local historical buildings with the lower clad of the building in heavier darker stone being contrasted with the lower clad in a lighter white stone.



Option 2 – Cascade

This option was inspired by architectural gargoyles, traditionally used to shed water off roofs. This design creates cascading roof planes to move water and includes planters lining the building's street face.



Option 3 – The Sail

The sail design theme was inspired by the St. Lawrence River. The design utilizes a curved roof line to reduce the visual impact to local residents. The roofs curvature is reflected in the building facades which incorporates textured stone at the base of the building and smoother limestone cladding finishes along the top.



Option 4 – Terrace

The terrace option aims at blending the proposed building within the local landscape of the park. This option proposes the use of green roofs that terrace from the building into the landscape, obscuring the building's presence.



The public's preference and opinion were obtained through the use of an on-line survey on EngageBrockville.com. The survey provided residents with the same information presented at the Public Information Centre.

The on-line survey closed on October 7, 2024, where 298 contributions, and 141 comments were received.

Not all 298 contributors, ranked all four (4) options 1 through 4, this resulted in some options receiving more votes than the others.

Option 3, The Sail, received the most first place votes, 118 of 298 or 40% with Option 4, Terrace, coming a very close second with 113 of 298 or 38%.

Option 3, The Sail, also received the most second place votes, 71 of 198 or 36% with Option 2, Cascade, receiving the second most second place votes 58 of 198 or 30%.

Based on the results of the on-line survey, Option 3 – The Sail is the preferred option with Option 4 – Terrace a close second and Option 2 – Cascade and Option 1 – Traditional rounding out the rankings.

In addition to ranking the preferred option, the on-line survey provided residents with an opportunity to provide comments. One hundred and forty-one (141) comments were received. The comments varied greatly in content but a number of them made reference to the following:

- concerns for capital and operating costs (maintenance/repairs)
- regardless of option – aesthetics is important
- suggestions for enhanced detailed design considerations

Financial Implications

J.L. Richards also provided cost estimates for each of the options presented. These estimates are high level and based on the conceptual design parameters.

1. Option 1 – Traditional \$20.4 to \$25.4 million
2. Option 2 – Cascade \$23.3 to \$28.3 million
3. Option 3 – The Sail \$23.5 to \$28.5 million
4. Option 4 - Terrace \$24.5 to \$29.5 million

Depending on which option is approved by Council, the estimated cost for the proposed wastewater pumping station will range from \$20.4 to upwards of \$29.5 million.

Policy Alignment

For this project to proceed to the next steps in the design process, Council must approve one of the proposed options presented.

Alignment with 2023-2026 Strategic Priorities

This project was identified in the city's 2023-2026 Strategic Plan as a key project to ensure sustainable economic growth and responsible fiscal stewardship.

Conclusion

Although the public's preference is Option 3 – The Sail, staff are recommending that Council approve Option 1 – Traditional. The Traditional design, will resolve all the existing operational and design issues associated with the current station while providing an attractive, aesthetically pleasing exterior finish at the lowest estimated cost. While the other 3 design options also resolve the operational and design issues, the enhanced features and exterior design comes at a higher cost.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager

Status:

Approved - 14 Nov 2024

Approved - 15 Nov 2024

Approved - 15 Nov 2024



Staff Report

Report To:	General Committee
Meeting Date:	November 19, 2024
Prepared By:	Lynda Ferguson, Director of Finance & IT Services
Report Number:	2024-195
Subject:	2023 Year End Update

Recommendation

THAT Council receive report 2024-195, 2023 Year End Update for information.

Background

Staff have been working on the 2023 year end audit and completion of the 2023 Audited Financial Statements. The 2023 year end audit and financial statements are not yet completed due to a few challenges:

- Reporting changes required by the Public Sector Accounting Board (PSAB)
- Ongoing staff vacancies
- Delayed completion of the Brockville Public Library audit.

PS 3280 is a new accounting standard covering asset retirement obligations (ARO). The standard must be applied by all public sector entities who prepare their financial statements under PSAB, which includes all Canadian municipalities.

Common asset retirement obligations under the scope of PS 3280 had not previously been recognized by municipalities, such as obligations to retire buildings with asbestos or underground fuel storage tanks. The implementation of the standard requires the City to recognize these obligations which were previously out of scope of accounting standards. The new requirements require significant additional staff resources to calculate and track. With the ongoing vacancies already creating capacity challenges, as well as timing, the work has been contracted out to Citywide, the asset management software that was approved and purchased in 2024. Assets that are subject to ARO reporting will be contained and tracked within the asset management software.

The Brockville Public Library has been delayed, for various reasons, in completing their 2022 and 2023 financial audits. The Library's delays have delayed the completion of the City's audit and financial statement preparation as the library's statements are incorporated within the City's statements. Staff continue to work on completing the 2023 audit and financial statements, but do not expect them to be completed by the end of the year.

The delay of the financial statements also means that the annual financial information return (FIR) cannot be completed as it balances to the financial statements. The FIR is normally due by May 31 each year. In recognition of the challenges by many municipalities in completing their audited financial statements due to the reporting changes for the ARO, they have extended the due date to December 31, 2024. If this deadline is not met, the January OMPF grant payment may be delayed.

Analysis

When the audited financial statements are reported to Council for approval, final variance amounts are included. As the financial statements are delayed, a final variance report is being provided. This variance amount is subject to change as the audit is not fully complete, however, no major changes are anticipated at this time.

General Tax Levy

In November 2023 a net surplus of \$318,244 City Department and Community Partners (combined) was projected. The current net variance as December 31, 2023 is a \$1,881,496 surplus, a net change of \$1,563,252. The major changes are:

- \$400,000 accrual regarding the arbitration decision in the City's favour with the Tall Ships Landing lawsuit.
- \$130,630 surplus in additional bank interest over the previous projected surplus of \$175,000. The total surplus was \$305,630. Interest was budgeted conservatively in anticipation of (unrealized) interest rate reductions.
- \$178,000 surplus on tax write-offs, which are subject to timing of Assessment Review Board decisions and values.
- \$197,321 surplus on debt charges. Debt continues to be delayed for interest rate reductions.
- \$268,886 net increase in the User Fees surplus.
- \$151,539 surplus representing the net change in the wages and benefits previously reported \$132,738 deficit.
- \$124,361 increased surplus in contracted services. The total surplus \$478,743.
- \$(154,317) net change in the Joint Services charges. Previously reported \$136,688 surplus to a final deficit of \$17,628.
- \$314,842 net change for the Police, previously reported \$201,075 deficit to a \$113,767 surplus.

Water & Wastewater Budgets

The net variance as of December 31, 2023 for the Water Department is a net surplus of \$1,031,560 a change of \$670,016 from the \$361,544 surplus that was projected in the November 2023 variance report. The major changes that increased the surplus were:

- \$247,450 increase in the investment in the One Funds which is not budgeted as it is not physically paid out each year, however, the increase in investment is reported on the financial statements.
- \$181,442 increased surplus on water rates from the previously projected surplus of \$144,759 for a total surplus of \$326,201.
- \$50,361 increased surplus on bank interest for a total surplus of \$101,281.
- \$19,393 increased surplus on all other revenues for a total surplus of \$21,826.
- \$88,542 increased surplus on wages and benefits for a total surplus of \$288,539.
- \$82,830 net change in all other expenses which went from a projected deficit of \$(39,567) to a surplus of \$43,263.

The net variance as of December 31, 2023 for the Wastewater Department is a surplus of \$399,698, a net increase of \$553,527 from the previously reported deficit of \$(153,829). The major changes were:

- \$33,496 net change on the Wastewater rates when changed from a previously reported deficit of \$(143,428) to \$(109,932).
- \$110,675 net change on all other revenues from a previously reported deficit of \$(61,257) to a surplus of \$49,418.
- \$566 increase in the previously reported surplus of \$36,362 to the final surplus of \$36,928,
- \$247,450 increase to the Wastewater investment in the One Funds.
- \$159,561 increase in the surplus in wages and benefits from the previously reported surplus of \$14,494 to the final surplus of \$174,055.
- \$1,780 surplus in all other expenses.

Financial Implications

The projected surplus of \$1,881,496 for the General Tax Levy will be transferred to the Fiscal Policy Reserve. The projected 2023 ending balance of the Fiscal Policy Reserve is \$4,217,656. As part of the 2023 budget, \$650,000 was budgeted to come from the Fiscal Policy Reserve. This amount is essentially returned through the surplus amount.

Though the \$1.8 million surplus puts the Fiscal Policy Reserve into a more favourable position going into the 2025 Budget, it is important to note that the 2024 Capital budget had \$4.2 million of deferred projects where part of the suggested funding on the tax levy was about \$1 million. As well, the annual contributions to the Arena reserve of \$400,000 were removed from the 2023 and 2024 budgets.

Water and wastewater surplus and deficits are funded through water and wastewater reserves respectively. The projected 2023 ending balance for the Water reserves is \$5,003,560. The projected 2023 ending balance for the Wastewater reserves is \$1,944,695.

Policy Alignment

The City's Budgetary Control policy requires that staff report variances for the periods ending April, June, September, November and December.

Alignment with 2023-2026 Strategic Priorities

Consistent with the 2023-2026 Strategic Plan, this report contributes to the objective of long-term financial management, enhancing our efforts in sustainability.

Conclusion

This report provides information regarding the unaudited final variance as of December 31, 2023 as well as the status of the 2023 audited financial statements.

Approved by:

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 13 Nov 2024

Approved - 15 Nov 2024



Staff Report

Report To:	General Committee
Meeting Date:	November 19, 2024
Prepared By:	Chrissy Ward, Supervisor of Finance Lynda Ferguson, Director of Finance & IT Services
Report Number:	2024-197
Subject:	2024 Variance - November

Recommendation

THAT Council receive report 2024-197, 2024 Variance - November for information.

Background

The City's Budgetary Control policy requires that staff report variances for the periods ending April, June, September, November and December.

Staff continue to work on improving internal processes to enhance the value, relevance, and oversight that variance reporting provides. This will be an ongoing process with the goal of providing council with accurate forecasts backed by the best available information.

A change in the presentation and reporting of variance began with the April 2024 variance to streamline the process. The intended result of a variance report is to highlight items that might result in either a surplus or deficit. This provides transparency regarding the expected results for the year as well as providing opportunity for mitigation measures where possible. The same highlights will be provided within the written report; however, the variance summary report will show year-to-date actuals, 2024 budget and percentage used. This variance report, as of the end of October, represents 83% of the year.

Analysis

City Departments

City departments are currently projecting a surplus of \$648,569. As the year progresses and as additional information becomes available, the projections will change accordingly.

The notable items contributing to the surplus are:

- \$200,000 surplus on bank interest as interest rates remained high for much of 2024
- \$198,000 surplus on debt charges as debt was not issued due to slower than anticipated decline in interest rates in 2024
- \$119,075 surplus for CIP/TIERR/Brownfield program as not all properties became eligible for rebates during 2024
- \$133,945 surplus to lower than expected vacancy rebate applications
- \$100,000 surplus in tax write-offs which depend upon the timing and valuation of the Assessment Review Board.
- \$(131,795) deficit in supplementary revenues which depend upon the completion and timing of valuation of MPAC.
- \$230,545 surplus in Solid Waste for recycling processing costs
- \$204,000 surplus in Public Works mainly contracted services attributed to utilizing staff where possible in winter control.
- \$(515,354) net deficit in wages and benefits, coverage for short-term leaves and the CUPE pay equity costs only partially offset by other staff vacancies.
- \$(25,095) deficit in the Cemetery operations due to many one-time repairs as well as external services required for grounds maintenance to maintain level of service.
- \$(67,000) deficit pertaining to Fire bargaining and Arbitration hearings.
- \$(55,012) deficit in net revenues for Facilities.
- \$47,000 surplus in Planning fees pertaining to condo conversion applications.

Water & Wastewater Budgets

The Water Department is projecting a surplus of \$14,079. The main factors are a projected surplus of \$70,000 and bank interest and a net deficit of \$(55,921) on expenses.

The Wastewater Department is projecting a surplus of \$263,483. The main contributors of the surplus are:

- \$87,000 surplus on Septage revenue due to a new customer.
- \$100,000 surplus on Wastewater rates. We will investigate further as the 2025 rates are being developed.
- \$38,021 net surplus on wages, benefits and training costs.
- \$23,462 net surplus on all other expenses.

Capital Budgets

Attached to this report is a Capital Status listing for the 2024 capital budget. Of the 2024 approved capital projects, there was \$616,626 in additional funding. Other capital projects that were completed in 2024, there were \$64,973 in surplus that will be returned to their funding source.

Community Partners

The Community Partners that are reporting currently have a net surplus of \$304,000.

- \$20,000 surplus Brockville Police Service – higher court security grant
- \$(16,000) deficit for Joint Services – anticipated overages in Paramedic Service
- \$300,000 surplus St. Lawrence Lodge.

This surplus means that the contribution from the Fiscal Policy Reserve of \$400,000 will not be required.

Financial Implications

The total projected surplus for 2024 on the General Tax Levy is \$952,569 (City Departments \$648,569 + Community Partners \$304,000). Any net surplus or deficit on the tax levy flows to the Fiscal Policy Reserve.

Water and wastewater surplus and deficits are funded through water and wastewater reserves respectively.

Policy Alignment

The City's Budgetary Control policy requires that staff report variances for the periods ending April, June, September, November and December.

Alignment with 2023-2026 Strategic Priorities

Consistent with the 2023-2026 Strategic Plan, this report contributes to the objective of long-term financial management, enhancing our efforts in sustainability.

Conclusion

The November variance report is being provided to Council for information and states the City's financial position as of October 21, 2024 projected to the end of the year. The final variance can be expected to change as the year concludes and further reconciliations are completed.

Approved by:

Chrissy Ward, Supervisor of Finance

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 15 Nov 2024

Approved - 15 Nov 2024

Approved - 15 Nov 2024

Attachments:

[Operating Water and Wasterwater at Oct 31 2024](#)
[2024 Capital Status Workbook - Nov 15 2024 FINAL pdf](#)

CITY OF BROCKVILLE
2024 VARIANCE REPORT - BWP



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Date : Nov 14, 2024

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Time : 2:07 pm

For Period Ending 31-Oct-2024

	2024 ACTUAL	2024 BUDGET	% OF BUDGET UTILIZED
General			
BYLAW SERVICES	100,608.83	113,271.00	88.82
CLERK	195,296.33	245,322.00	79.61
CITY MANAGER	453,030.78	581,402.00	77.92
CITY COUNCIL/MAYOR	190,740.24	260,069.00	73.34
CORPORATE FINANCE	(45,536,567.25)	(44,556,783.57)	102.20
CULTURAL SERVICES	543,862.10	769,089.00	70.72
ECONOMIC DEVELOPMENT	570,114.79	628,721.00	90.68
FINANCE	711,367.36	938,979.00	75.76
GIS	170,273.30	217,362.00	78.34
AQUATARIUM	310,724.54	374,690.00	82.93
FIRE DEPARTMENT	5,033,177.50	6,277,735.00	80.18
HUMAN RESOURCES	432,216.75	575,890.00	75.05
INFORMATION SERVICES	422,635.39	531,111.00	79.58
PARKING	(20,834.72)	56,936.28	(36.59)
PLANNING	173,001.89	349,184.00	49.54
BUILDING INSPECTION SERVICES	(176,205.98)	(116,964.00)	150.65
PARKING RENTAL	(2,345.76)	0.00	0.00
TOURISM	317,636.73	286,769.58	110.76
GRANTS TO NON-PROFITS	240,803.40	139,100.00	173.12
FACILITIES	616,011.39	798,568.73	77.14
FLEET	494,037.29	315,576.00	156.55
OPERATIONS/PARKS ADMINISTRATION	309,198.03	404,168.00	76.50
PARKS	1,418,217.31	1,853,242.09	76.53
PEDESTRIAN VEHICLE INFRASTRUCTURE	411,078.39	667,293.00	61.60
PUBLIC WORKS	2,690,719.06	3,680,607.00	73.11
TRANSIT	1,087,515.69	938,565.24	115.87
ENGINEERING	274,064.96	328,461.73	83.44
SOLID WASTE	1,784,812.54	2,612,613.00	68.32
AIRPORT	150,488.32	161,372.31	93.26
CEMETERY	232,922.47	216,436.00	107.62
COMMITTEE OF ADJUSTMENT	(7,789.55)	0.00	0.00
HERITAGE BROCKVILLE	(2,413.35)	15,902.00	(15.18)
LIBRARY	943,400.00	943,400.00	100.00
POLICE	7,496,935.56	10,001,950.00	74.95
CATARQUI REG. CONSERV. AUTHORITY	233,816.22	233,816.00	100.00
DOWNTOWN BUSINESS IMPROVEMENT ASS.	(198,799.08)	0.00	0.00
PUBLIC HEALTH GRANTS	366,042.80	461,252.00	79.36
LONG TERM CARE	399,878.38	3,319,662.00	12.05
JOINT SERVICES	3,452,330.10	4,142,796.00	83.33
DEBT CHARGES	0.00	1,232,436.00	0.00
SMALL BUSINESS ENTERPRISE CENTRE	2,212.27	0.00	0.00
Total General	(13,715,784.98)	0.39	

CITY OF BROCKVILLE
2024 VARIANCE REPORT - BWP



GL5410
 Date : Nov 14, 2024

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For Period Ending 31-Oct-2024

	2024 ACTUAL	2024 BUDGET	% OF BUDGET UTILIZED
Water			
FINANCE - WATER	(2,985,493.54)	(2,906,377.00)	102.72
ELIZABETHTOWN	(40,349.09)	0.00	0.00
ADMINISTRATION	93,460.73	111,346.00	83.94
WATER TREATMENT	1,172,696.54	1,366,620.13	85.81
ENGINEERING	135,467.77	177,462.00	76.34
WATER DISTRIBUTION MAINTENANCE	953,963.27	1,169,436.00	81.57
FLEET	1,024.81	0.00	0.00
DEBT CHARGES	0.00	81,513.00	0.00
Total Water	(669,229.51)	0.13	

CITY OF BROCKVILLE
2024 VARIANCE REPORT - BWP



GL5410 Page : 3
 Date : Nov 14, 2024 Time : 2:08 pm

For Period Ending 31-Oct-2024

	2024 ACTUAL	2024 BUDGET	% OF BUDGET UTILIZED
Wastewater			
FINANCE - WASTEWATER	(5,172,491.62)	(4,464,050.00)	115.87
ADMINISTRATION	85,297.19	99,801.00	85.47
WASTEWATER COLLECTION	309,592.00	327,116.00	94.64
ENGINEERING	174,703.09	200,697.00	87.05
WATER POLLUTION CONTROL	2,283,274.99	3,269,388.01	69.84
DEBT CHARGES	0.00	567,048.00	0.00
Total Wastewater	(2,319,624.35)	0.01	

Department	Project	2024 Budget	Additional Approved Funding	Surplus / Deficit	Status
Airport	Fuel Terminal Shelter	19,950			In Progress
Airport	Runway Line Painting	5,000			
BAC	Lighting phase 2 of 2	51,800			In Progress
Cemetery	Cemetery Software-spread over 2 years.	20,000			In Progress
Cemetery	Survey Updates & Marking Pins	10,000			In Progress
Cemetery	Office - Dust Remediation	12,600			Complete
Council Initiatives	Bus Stop Improvements	25,000			In Progress
Cultural Services	River of Lights 2024	20,000			In Progress
Economic & Development Services	Additional Vehicle - Building Department	45,000			In Progress
Engineering	ACPM Program Annual Program	1,250,000			In Progress
Engineering	Centennial Road Cold In-Place Recycling	900,000	150,000		In Progress
Engineering & Infrastructure / Water	Asset and Work Management Software	84,000			In Progress
Facilities	General Capital Maintenance Annual	75,000			In Progress
Facilities	BAC - Fire Alarm Replacement	49,000			
Facilities	BAC - Fire Escape Replacement	68,500			In Progress
Facilities	Fire Station #2 - Roof Replacements	137,500			In Progress
Facilities	Memorial Centre Arena - Fire Exit Door	12,500			Complete
Facilities	Memorial Centre Arena - Electrical Upgrades - Compressor System	135,000			In Progress
Facilities	Memorial Centre Arena - Compressor Overhaul	20,000			Complete
Facilities	Youth Arena - Refrigeration Plant Overhaul	275,000			In Progress
Facilities	Youth Arena - Fire Door Replacement	7,500			Complete
Facilities	Brockville Museum - Foyer Roof Repair	8,000			Complete
Finance	Home Street Parking Machine Replacement	11,000			
Fire Department	Rope Rescue - Arizona Vortex Multi-Pod	9,000			
Fire Department	Replacement Fire Hose	10,000			
Fire Department	Replacement Dispatch Consoles - MCC7500 - Year 1 of 5	75,000			
Fire Department	Station #2 Replacement - Overhead Doors (3)	33,000			
Fire Department	Positive Pressure Ventilation (PPV) Battery Powered Fan	9,600			

Department	Project	2024 Budget	Additional Approved Funding	Surplus / Deficit	Status
Fire Department	Small Equipment Replacement/Decon	30,000			
IT Services	Aging Firewall Replacement	5,000			Complete
IT Services	Upgrading End-Of-Life Servers to Servers 2022	80,000			In Progress
IT Services	Generator for City Hall	400,000			In Progress
IT Services	Computer Replacement Program	35,000			Complete
IT Services	Cemetery Internet Upgrade	10,700			Complete
IT Services	Upgrading Alarm System at Gord Watts	13,100			Paused
Operations	Bridge and Culvert Rehabilitation	316,000			In Progress
Operations	Brock Trail - Solar Lighting	28,000			In Progress
Operations	Laurier Park Pedestrian Bridge - Phase I (Design)	25,000			In Progress
Operations	William Street CNR Overpass Rehabilitation	3,079,908			In Progress
Transit	Transit Bus Replacement	165,414			
Operations	Transit Vehicle Telemetry	21,000			
Operations	Transit Shelter Replacement	25,200			
Parks	Centeen Park - Steps	55,000			In Progress
Parks	Centeen & Hardy Park - Repoint Stone Monuments	5,000			Complete
Parks	Park Benches	10,000			Complete
Parks	Tunnel Bay - South Seawall Repair - Phase I (Design)	25,000			In Progress
Parks	Railway Tunnel Light Show Maintenance	120,000	385,026		In Progress
Parks	SLP - Electrical Upgrade	18,600			Complete
Parks	Community Parks Sign Replacement - Phase I	9,000			In Progress
Parks	Laurier M6 Soccer/Rugby Pitch	50,000			In Progress
Parks	Tunnel Bay Harbor Washroom Renovations	25,000		20,000	In Progress
Parks	Refugee Island Pavilion - Phase II	10,000		2,500	Complete
Parks	SLP - Security Upgrades	11,000			Complete
Parks	Market Street Public Washroom - Phase I (Design)	10,000			In Progress
Parks	Heavy Duty Truck - Landscape Dump Truck	105,250		15,000	Complete
Parks	Landscape Roller	17,000		7,000	Complete
Parks	Pickup Truck Replacement	55,000		7,000	Complete
Parks	Replace Boardwalk at Tunnel Bay - Phase II	10,000			In Progress

Department	Project	2024 Budget	Additional Approved Funding	Surplus / Deficit	Status
Planning & Building	Building Department Fee Review	45,000			In Progress
Planning & Building	Development Charges Background Study	40,000			In Progress
Planning & Building	Healthcare Recruitment	25,000			In Progress
Planning & Building	Zoning Bylaw Update	50,000			In Progress
Planning & Building	Building Shelving and Digitization project	55,410			In Progress
Public Works	Salt Storage Facility	883,750			In Progress
Public Works	GWMC Garage Door Openers	14,800		3,810	Complete
Public Works	Snow Disposal Facility Engineering Consultant	25,000			In Progress
Public Works	Pickup Truck - Road Patrol	55,000		64	Complete
Public Works	Single - Axel Plow Truck	438,500			In Progress
Public Works	Trackless Sidewalk Machine	265,000		2,553	Complete
Public Works	Heavy Duty Truck - Landscape Dump Truck	105,250		7,046	Complete
Wastewater	Sewer Service Camera & Reel		11,601		Complete
Wastewater	PLC re WPCC Main Motor CC		10,000		Complete
Wastewater	Digester #1 Mixer Rebuild		30,000		Complete
Wastewater	VFD, Polymer, Centrate, RAS Pumps	23,500			In Progress
Wastewater	Rebuild Sulzer Pumps-Pump Stations	25,000			Complete
Wastewater	1/4 Ton Truck-Lab/Abatement	49,500			Complete
Wastewater	Digester Recirculation Pumps Rebuild	21,000	30,000		In Progress
Wastewater	Clarifier Channel Coating	69,000			Complete
Wastewater	Centrifuge 301 VFD & Backdrive	40,000			In Progress
Wastewater	Snow Plow and Lift Gate 2500 Truck	27,000			Complete
Wastewater	Raw and Final Composite Samplers	22,000			Complete
Wastewater	Hydraulic Actuators	38,000			Complete
Wastewater	WPCC - Boiler 504 Replacement	320,000			
Wastewater	WPCC - OC Generator Control Box	36,000			
Wastewater / Engineering	Rockford Forest Subdivision - Cost Sharing	70,000			
Wastewater	Wastewater Sewer Flow Monitoring Study	100,000			
Wastewater / Water	Water Meter Replacement Program	50,000			
Water	King St. West Watermain	810,000			Complete

Department	Project	2024 Budget	Additional Approved Funding	Surplus / Deficit	Status
Water	Turbidity Analyzers	25,000			Complete
Water	Roof Repairs Filter Gallery & Admin Buld	30,000			In Progress
Water	Roof Repairs Parkedale Reservoir	7,500			In Progress
Water	Chlorine Analyzers-Parkedale Reservoir	20,000			Complete
Water	Parkedale Reservoir - Programmable Logic Controllers (PLC's)	40,000			
Water	Parkedale Reservoir - Reservoir Earth Works	25,000			
Water	WTP - Filter Underdrain System Study	30,000			
Water	WTP - Scada Computers (Replacement)	35,000			
Water	Asset and Work Management Software	83,000			
Engineering & Infrastructure	Fleet - Replace Unit 21612 3/4 Ton Truck	95,000			
<hr/>					
\$ 12,243,332 \$ 616,626 \$ 64,973					



BROCKVILLE
CITY OF THE 1000 ISLANDS

NOTICE AND AGENDA
BROCKVILLE – 1000 ISLANDS REGIONAL TACKABERRY
AIRPORT COMMISSION MEETING
Tuesday, October 15, 2024, 9:00 a.m. – 10:30 a.m.
LOCATION: VIRTUAL

Attendance: CD, MB, PG, RK, BW, GD, TR, ML, PW, SG

1. Chairs Remarks NA

2. Disclosure of Interest NA

**3. Approval of the Minutes of the September 17, 2024
meeting: MB 1st, RK 2nd**

4. Staff Updates on Ongoing Projects

**a. Shelter – has arrived, need to be scheduled for
installation**

**b. Wifi Boosters - IT involved. To change wifi for
locations that are currently not on the City wifi. City computer will
be added, security cameras, city email however this will not be
occurring until next year as a larger IT initiative. Planned for 2025.**

**c. Lights – shelter needs to be installed first prior to the
light to be installed. City already has the equipment. Other lighting
that is out – parts on order for replacement**

d. Rotating Beacon –

**parts on order, should have in stock soon. ML to look into cost of
installing LED lights for the airport. Will follow up with Facilities
Supervisor and report at next meeting.**

e. Milling –

**deposited at the airport to improve snow dump area, also near flying
club to be filled in. Some have been offered to retile to improve
their road.**

5. Capital Priorities

**a. Thermal Scan of Roof (Garland Canada Inc.) - \$2,700
+ HST**

**b. Designated Substance Assessment (Safetech
Environmental Ltd.) - \$1,710 + HST**

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



Completed. Nothing present to stop from doing future work.

c. Review of Building (structural), DSSR, Bathrooms, Roof, Septic. Budgetary cost of new building (EFI Engineering) - \$4,500 + HST.

d. Commission to define 2025 Capital Requests.

ML reviewed capital items, priorities and dates from the airport plan. Documentation sent to AAC to review and advise. Require requests from the commission for 2025 recommendations. 2 noted for 2025:

1. GEO testing of fuel apron for bearing capacity

2. Terminal Building: review of septic, building, roof to determine what is in disrepair and provide assessment to fix or replace.

6. Future Airport Management Plan when Brock Air's contract is complete. Look at the option of having the City to take over maintenance and management of property. AC discussion on expectations & duties of manager job description. FT or PT, what other tasks and duties could be incorporated into job description if find the duties are PT.

CD – reached out to colleges to see what requirements are for coop students/part time – no response as of yet to his request. No further updates at this time.

7. Electrical needs

Hydro One hasn't provided their cost assessment to date. PW to follow up with Hydro One.

8. New Business

AC to look into making a presentation at General Committee about the airport. Look at attending in November at the earliest. Members to come up with ideas and discuss internally.

Fuel Sales – have on future agendas for review

Request to have old machinery removed from Airport as this is an eyesore. PW to follow up with Dean from Brock Air.

9. Next Meeting November 19, 2024 and Adjournment BW 1st, MB 2nd



BROCKVILLE ARENA ADVISORY COMMITTEE

MEETING MINUTES

Thursday November 7, 2024, 8:30 a.m. – 10:00 a.m.

LOCATION: Memorial Centre Lobby

1. Call to Order: JF 8:33am

2. Attendance: JF, JA, JS, BP, DW, LS, PW, VW, TR, KP, SG

Regrets: DM, MG

3. Chairs Remarks: NA

4. Disclosure of Interest: NA

5. Approval of Minutes: JA 1st / JS 2nd

Business Arising from the Minutes: NA “multiple people:

6. Update on Arena Expansion

Design is at 100% completion. Waiting on Hydro to respond to needs to increase the power. Next steps are: acquire the property, permits then ready to go. RFI to bring general contractors to the table and grade on experience, knowledge and ability. Prequalification of sub-contractors and qualifying experience, knowledge and ability under the general contractor. Fundraising: to fundraise specifically for this project, need to hire part time person to work with campaign committee. Video of project not finished yet, but will be provided soon to present. Applied for funding to replace the existing roof at the Memorial Centre in advance of the project for 2025. Pictures and videos of leaks to be sent to the committee to review and send to council for next meeting. Work on the flat roof section in the back of the building has been completed.

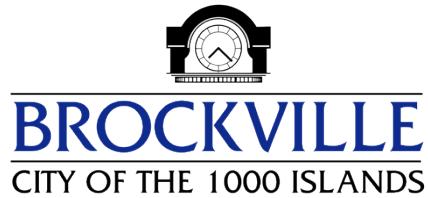
7. Canteen Operations at the Arenas

Going well, no major issues. October went well with the cross country meets. Staffing the canteen is going well.

\$8K gross made to date

8. 2024 IIHF World Jr. Pre-tournament

Ready to go, tourism group is taking the lead on marketing, production of this level of tournament. Committee for volunteers for various positions that are needed to run the event. Provide list of “jobs” they are looking for to the committee and Lyndsay’s contact information. Working with the Brockville Braves and recommendation to CCHL to possibly reschedule their game to the next day.



9. Trophies Plus

It is closed and shop is vacant. Interest in space by 2 separate individuals. To provide business proposal to the City. RFI to be sent out.

10. Upcoming meeting dates

TOR have Mondays as the date for the meetings. Motion to have the TOR revised to the first Thursday of the month at 8:30am. 1st DW, 2nd BP. This was passed unanimously. The intent is to have new business brought forward in time for council meetings.

11. New Business

Out-of-town user fee have been collected from Hockey and Soccer groups.
TIKI's room – to be included in next meetings agenda

12. Adjournment: John Sharpe

13. Next Meeting: Thursday December 5, 2024 8:30 am



Brockville Public Library

Minutes: September 30th, 2024

Present: Chair Margaret Wicklum, C. Wales, L. Rayvals, C. Quick, L. Pennell, Guest: K. McKinnon

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 - L. Pennel, L. Rayvals
5. Declaration of Conflict of Interest
6. Consent Agenda
 - a. August 26th, 2024 amended Board minutes - C. Quick, C. Wales
7. For discussion
 - a. Guest - Lynda Ferguson - Deferred to October 28th meeting
 - b. Motion to request City Council Approve Appointment of Kate McKinnon - 'That the Brockville Public Library Board recommends that Kate McKinnon be appointed to the Brockville Public Library Board by Brockville City Council.'
 - c. Vice Chair Election - L. Rayvals by acclimation
 - d. Board Roles discussion

- e. City Council Meet and Greet - 6pm October 29th
 - f. 2024 Grant Report
 - g. 2025 Draft Budget
 - h. Board Workplan - draft process approved - L. Pennell, C. Quick
 - i. Local history Policy
“That the Brockville Library Board approved the revised Local History policy.” L. Rayvals, C Quick.
8. Items for next agenda (add as identified)
Board Work Plan
Draft 2025 Budget
9. . Meeting evaluation/roundtable discussion
11. Adjournment – 6.43pm C. Wales, L. Rayval

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 24th
NO July Meeting
August 26th
September 23rd
October 28th
November 25th
NO December meeting.

Brockville Museum Advisory Committee Meeting Minutes

September 10, 2024 at 1pm, Microsoft Teams

Present: P. Naylor, D. Buck, J. Watt, H. Cody, D. Hamilton, and 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

1:04pm

3.0 Additions to/Approval of Agenda

None.

4.0 Discussion and Approval of Minutes of the Last Meeting

August 13, 2024 Meeting Minutes – *approved as presented*

5.0 Executive Reports

5.1 Chair

- N/A

5.2 Curator

5.2.1 Discussion of August Staff Report

- There was a comment about the worthwhile purchase and installation of two commercial dehumidifiers to address ongoing moisture issues in basement collection storage areas.
- Excitement was shared regarding the lobby reconfiguration expected to take place soon to address safety concerns.

5.2.2 Goal Tracking Update

- Members expressed appreciation for the format and tertiary updates of annual workplan goals.
- Members agreed that museums staff were making excellent progress, with any shortcomings being more than made up for by other goals that were surpassing targets.
- There was a question about the status of the City's Fundraising Policy in relation to the museum's own fundraising plans.

5.2.3 Loitering Update

- The Curator shared information of recent incidents of loitering, trespassing, and vandalism at the museum, and steps being taken to address safety concerns.

- Members expressed disappointment that this is the “new normal” that we, and communities across the country are facing.
 - Members expressed concern for front line staff and appreciation for the steps being taken to enhance their safety.
 - While members acknowledged that the incidents faced by museum staff are part of a much broader issue facing so many, there was nonetheless concern for ensuring we implement real strategies and mechanisms for ensuring our staff are safe.
- 5.2.4 Discussion of the City’s new Strategic Plan and opportunities for the Brockville Museum
- Ahead of the meeting members were asked to review the City’s new Strategic Plan and identify opportunities for the museum. Members were asked to submit initial thoughts by email to the Curator, and to come prepared to discuss at the meeting.
 - Members expressed gratitude that museum expansion was included in the plan and identified several opportunities for the growth of museum programming and services, noting, however, that such growth would require investments in staffing resources, especially around marketing and events coordination.
 - Members expressed a need to advocate for the museum as an asset that enhances community wellbeing and generally supports many of the goals detailed in the plan, if resourced accordingly.
 - Members discussed the wealth of stories available for sharing, if only the museum had the space and resources to do so.
 - A member inquired about whether staff knew how the museum’s budget compares to other museums. The Curator indicated that she does work to keep track of budgets of other municipal museums, and that the Lord Cultural Resources 2032 Feasibility Study did provide listing of budgets for comparative institutions. The Curator indicated that in general terms, the percentage of the museum’s operating budget that comes from the tax levy vs earned revenue is consistent with other municipally-owned museums.

6.0 New and Ongoing Business

6.1 There was a brief in-camera discussion regarding a personnel matter.

7.0 Date, Time, Location of Next Meeting

October 8 @ 1pm via Teams (Second Tuesday of the month)

8.0 Adjournment

1:44pm



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Tuesday, September 24, 2024
St. Lawrence Lodge Boardroom & Zoom
0900 Hours

Present were:

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

Attendees via Zoom:

Representing the United Counties:	Corinna Smith-Gatcke
Representing Brockville:	Jane Fullarton
Representing Gananoque:	Colin Brown
Representing Prescott:	Ruth Lockett

Regrets:

Herb Scott

Ex Officio Member(s): Gananoque Mayor, John S. Beddows

Guests:

- Brent Wilson CPA, CA, Partner MNP
- Ryan Kentfield, SLL Director of Support Services
- Karen Pogue, SLL Director of Human Resources

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

Motion that the amended August 24, 2024 agenda be adopted as presented.

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

Disclosure of Pecuniary Interest – None noted.



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Approval of Previous Minutes:

Motion that the minutes of the June 25, 2024 St. Lawrence Lodge Committee of Management meeting be adopted as presented.

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

Ryan Kentfield, SLL Director of Support Services joined the meeting for a brief introduction to the Committee of Management.

Financial:

Brent Wilson CPA, CA, Partner MNP, joined the meeting via Zoom at 9:07 am.

Introduction of Brent Wilson CPA, CA, Partner MNP

Draft 2023 Independent Foundation Audit Report presented.

That the Draft 2023 Independent Audit report from MNP be accepted as presented.

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

Brent Wilson CPA, CA, Partner MNP, left the meeting at 9:15 am.

In-Camera:

That the September 24, 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 9:18 am to address matters pertaining to personnel matters.

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

CUPE bargaining mandate discussed – direction given.

ONA bargaining mandate discussed – direction given.

Vacation/Leave Policy reviewed.

Non-Union Wage scale – direction given.

Management Compensation Option/Lieu Days Policy reviewed.



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Motion that the September 24, 2024 meeting of St. Lawrence Lodge Committee of Management does now resume at 10:12 am be accepted.

Moved by: Robin Jones
Seconded by: Ruth Lockett
Motion Carried

Information Items:

Administrator's Report was reviewed.

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

Moved by: Colin Brown
Seconded by: Ruth Lockett
Motion Carried

Nurse Call System Briefing Note was reviewed. The Committee of Management supports the home in proceeding with the Infrastructure Rebuild/Update and the Advance Nurse Call System by pre-approving the difference of \$221,927.77 in the 2025 fiscal year budget.

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

St. Lawrence Lodge Motion 146-2024 Justification (Letter from Prescott) was reviewed. Organizational Review portion of the letter was discussed and no member made motion to continue with the Organizational review at this time.

Adjournment:

That the September 24, 2024 Committee of Management meeting does now adjourn at 10:50 am and that the Committee of Management will meet next on October 22, 2024 at 9:00 am.

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



City of Brockville

Tall Ships Festival Committee

Minutes

4:30 PM - Monday, October 21, 2024

City Hall, Council Chambers

The Tall Ships Festival Committee meeting was called to order on Monday, October 21, 2024, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

Members	Kerey Bolton, Chris Culhane, Jeremy Newman, Winfield Sifton,
Present:	Kelly Spicer-Matthews, and Nik Wever
Regrets:	Brian Burns, Nancy Duffy, Terry Gardiner, and Kelly Brintnell
Staff:	Jennifer Devlin, Festival and Events Coordinator, Sandra MacDonald, City Manager

1 Land Acknowledgement Statement

Read by J. Newman

2 Disclosure of Interest

Nil.

3 Chair's Remarks

Nil.

4 Adoption of the Minutes

Minutes were adjusted as per T. Gardiner on September 21st.

5 New Business Arising from the Minutes

1. Roles and Responsibilities

Discussion and assignment of committee roles for festival planning including, leadership, coordination, and task delegation - J. Devlin, Festival Coordinator

S. Macdonald added that bus transportation and transportation via golf carts for accessibility is in site management role.

- Centeen and Beer Gardens – N. Wever, K. Bolton, J. Newman
- Vendor Village – K. Spicer
- Admissions- BIA Staff, BAC Staff and N. Duffy
- Volunteers- M. Brazeau, K. Spicer
- Hardy Park – W. Sifton
- Logistics and Site Management – C. Culhane and K. Hobbs

T. Gardiner still to pick roles, waiting on email but can be discussed and decided on at next meeting.

2. Updates from Tall Ships America

Updates on Ships Confirmations, Ontario Grants and Tall Ships America - J. Devlin, Festival Coordinator

Toronto and Midland are only other confirmed ports. J. Devlin noted that Brockville is the only port in Eastern Ontario.

J. Devlin notified that there were no further updates from Blockbuster Grant and reiterated that if awarded \$50,000 is to be used for festival and the additional \$10,000 is to be used for marketing.

J. Devlin is looking for Federal Grants, nothing that applies to Tall Ships at this time but will continue to watch what opens.

J. Devlin provided a list of confirmed ships that are Empire Sandy, The Pride of Baltimore II, Letti G. Howard, Oriol, Canadian Coast Guard, and The Fair Jeanne. Oriol and Coast Guards come at no cost so would need to be in a non-ticketed area at Hardy Park.

K. Hobbs asked if Theodore would be invited again but he needs some repairs. J. Devlin will still reach out.

3. Planning Updates

Updated Map and Festival Layout - J. Devlin, Festival Coordinator

J. Devlin suggested revisions to the layout:

- Taking into consideration B. Burns concerns about all food trucks in Reynolds Park, they will now be spread out amongst festival.
- Four to five in Centeen Park, 2 outside of the tunnel, as well and a few in Hardy Park.
- Once we have confirmed food trucks, the festival map will have a detailed legend so attendees will know availability.

The following suggestions and considerations were raised by members:

- Dashes on map which are a suggested walking path
- Congestion at Blockhouse as the 2022 festival was kept fairly contained to Blockhouse with the Beer Garden and Stage located there with Vendors lining the Blockhouse Parkway but the proposed layout keeps the parkway clear.
- Having a ship down at Centeen would draw people down that way and the navy and coast guard ships at hardy park will help thin out the crowd.
- The Vendor Village was mentioned being on pavement at the last meeting so next year, will have the vendors bring the appropriate weights for their tents.

- Hoping to set up an In-Kind Sponsorship for a large events tent for vendors with no tent and the Vendor Village would be called "Arcand Makers Market".
- M. Brazeau, as the BIA representative and a business owner, likes the idea of food trucks being spread out as it gives people the opportunity to roam and perhaps make their way up to the main strip. If it's all inside Blockhouse, people aren't as inclined to leave festival grounds. Everything spread out benefits the city as it encourages exploration.
- Attendance at the Vendor Village would be anyone as the ticked entrance would be just a little farther back from the water street parking entrance.
- Question about lack of electricity for non-food vendors but it's due to a certain amount of hook ups for water and electricity and with food vendors having to meet certain health code requirements, they are reserved for them.
- Accessibility issues with the layout as at the last festival they helped with golf carts and that was key. The City is hoping to provide the service with golf carts and perhaps the train. Touring around gives a great opportunity for celebration and to utilize local artists for signage. Suggested also some sort of rickshaw service, get the local bike club on board with a great potential advertisement opportunity. It is a hilly region but there is a lot of opportunity to partner with local businesses.
- Water Street will be closed until about Bethune and signage will direct people down the waterfront trail as Centeen will be fenced in. Signage could be a good opportunity to highlight other city assets like the Museum and Fulford. Staff have spoken with Madelaine from Fulford about some partnership opportunities during the festival as it's natural with the Fulford Yacht.
- Chalk Art signs at the eclipse could perhaps be utilized for directions and M. Brazeau has contact and knows the artist is keen to do more partnerships.

6 Delegations/Presentations

Nil.

7 Correspondence & Communications

Nil.

8 Staff Reports

Nil.

9 Sub-Committee and Member Reports/Project Updates

Nil.

10 Financial Report

Updated Draft Budget
J. Devlin, Festival Coordinator

The first budget was a very rough draft budget for grant submission purposes. It's now been updated to reflect more of the vision for next years festival.

J. Devlin suggested a price increase as Erin from Tall Ships America noted that our general admission prices are far below other ports ticketed prices.

The following suggestions and considerations were raised by members:

- Previous years' prices and sales for the next meeting.
- Pushing further discussion about budget and ticket pricing at the next meeting for timing purposes.
- Depending on sponsorship dollars it would be a good idea to increase the ticket price. \$15 is about average these days and perhaps we can look at family pass pricing to help keep the cost down for that demographic. Require more information on the registration process for ticket sales and when we hope to start pre-sales, although we are aiming for end of November or beginning of December as they are good stocking stuffers. Staff is waiting on update from website rebuild.
- Processing fee from the Brockville Arts Center and mailing, is on top of the ticket and the user pays that but perhaps we can eliminate the need for mailing by having a designated pre-registered pick up location for passports, passes and tickets.

Further information to be discussed at the next meeting.

11 New Business

1. Centeen Beer Garden Proposal
J. Devlin, Festival Coordinator

The following suggestions and considerations were raised by members regarding the proposal:

- Great Proposal, curious about staffing and security, which would be more of a discussion. The Tall Ships Festival has to provide security so that cost is already covered. Security being at each check point is important, even if they aren't the ones making decisions it's good to have them close by so volunteers don't have to deal with any aggressive behavior from non-compliant festival goers.
- For staffing do we use volunteers or ask the title sponsor to staff token sales and reimburse for hourly wages?
- Smart Serve Certified? Are we paying acts to come in? Only need security license, only people physically handing over beer need Smart Serve Certification. Yes, there is 20,000 in the budget for that

but we can move things around if more is needed. Also dependent on sponsorship dollars.

- Concern is set up time for stage, maybe needs to happen the night before in case there are any unforeseen issues that can't be addressed. The permit department may prefer that as well.

- Are the politicians giving their speeches at the Captains Reception? What about Clayton Fire Boat again? Last festival they used the stage at Blockhouse for the Parade of Sail Ceremony, and this will be arranged again along with contacting Clayton.

2. Vendor Contracts

J. Devlin, Festival Coordinator

The following suggestions and considerations were raised by members regarding the proposed vendor contracts:

- Same wording from other festivals but the difference is the cost. Suggestion to revise wording around refunds and push the refund date back to 30 days out from the festival. More specifically in reason for a refund and 30 days out from the festival.

- The average rate for food trucks is \$450, so it's been raised to \$275, for the whole weekend.

- Can we amend the wording for food vendors to include paper cups? Perhaps researching a water truck where people can refill their reusable bottles as those are becoming more popular, and we can advertise and encourage people to bring their own bottles and reduce waste.

- Are electronic payments for vendors permitted? Staff will consult with finance department and get back to members.

- Possibility of a mascot as it's great for kids and marketing.

- Staff completed the Sponsorship package for Enbridge but they take about four to six weeks to decide so will continue down the list of potential sponsorships.

12 Adjournment

Moved by J. Newman

Seconded by K. Spicer

THAT the Tall Ships Festival Committee meeting until November 18, 2024.

The meeting adjourned at 5:40pm

Chair

Secretary