



City of Brockville Council Agenda

5:30 PM - Tuesday, October 24, 2023

City Hall, Council Chambers

Page

Land Acknowledgement Statement

Mayor's Remarks

Disclosure of Interest

Adoption of Council Minutes

THAT the minutes of the Council Meeting of October 10, 2023 be adopted and circulated as read.

[Council - 10 Oct 2023 - Minutes](#)

Correspondence, Communication and Petitions

1. Appointments to Boards and Committees (MHC)

THAT R. Disotell be removed from the Municipal Heritage Committee; and

THAT the By-law 003-2023 be amended accordingly.

Delegations

Nil.

Staff Reports

1. 2023-197 15 - 34 Zoning By-law Amendment - 827 Stewart Boulevard

THAT Zoning By-law 050-2014 be amended for lands described as Part of Lot 16, Concession 2, City of Brockville, to rezone the lands from "RU-Rural Zone", subject to "Source Water Protection" considerations, to "C4-Highway Commercial Special Exception Zone", in part, subject to "Source Water Protection" considerations; and

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THAT the necessary by-law, be enacted.

[2023-197](#)

2. **2023-200** 35 - 58
**Cataraqui Region Conservation Authority
Operating & Maintenance Agreements**

THAT Council approve the attached memorandum of understanding from the Cataraqui Region Conservation Authority as it relates to:

- Operating & Maintenance Agreement - Buell's Creek detention basin water control structure.
- Operating & Maintenance Agreement - Booth Falls diversion channel; and

THAT Council authorize the City Manager to enter into the agreement; and

THAT Council enact any required bylaws.

[2023-200](#)

General Committee

Councillor J. Fullarton, Chair 59 - 69
Councillors P. Deery, K. Hobbs, and L. Severson
Meeting held October 17, 2023
[General Committee - 17 Oct 2023 - Minutes](#)

General - Consent Agenda

All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to "separate" the item.

THAT the following items, as listed on the General Committee agenda are recommended by the Committee to be passed by Consent Agenda:

1. **2023-181**

Property Lease

Museum Offsite Storage

THAT Council approve the additional expenditure of \$4,400 to the museum's 2023 operating budget to be funded by Fiscal Policy Reserve to offset the increase in leasing costs for 2023; and

THAT the Mayor and Clerk be authorized to execute the required lease agreement for obtaining a new offsite warehouse lease on Strowger Blvd. for the museum collection.

2. **2023-194**

Reallocation of funding to Station 1 assessment

THAT Council authorize the reallocation of the funding designation of \$19,000 for a female washroom at Fire Station No. 1 for a building assessment at the same location.

3. **2023-193**

Water Systems Division - Pickup Truck Purchase

THAT Council approve the purchase of a 3500HD 4WD Double Cab Chevy Silverado from Gan Chev Olds in the amount of \$72,212.99 (including net HST); and

THAT Council approve the additional expenditure of \$37,112.99 to be funded from the Wastewater Rate Working Capital Operations Reserve.

4. **2023-177**

Brockville Tourism Corporation

THAT Council adopt Policy POL.F.23.182, Asset Transfer Policy - Brockville Tourism Corporation Attachment 1); and

THAT Council approve the proposed articles of incorporation, NUANs searches, organization resolutions, by-law minute book register and final Memorandum of Understanding for the incorporation of Brockville Tourism Corporation (Attachment 2); and

THAT the Mayor and City Clerk be authorized to execute a Memorandum of Understand Agreement (included in Attachment 2), between the Corporation of the City of Brockville and Brockville Tourism Corporation; and

THAT the Mayor and City Clerk be authorized to execute operational agreements of mutual interest, as required, between the Corporation of the City of Brockville and Brockville Tourism Corporation.

5. 2023-195

Utility Locating Instrument Replacement

THAT Council approve the purchase of a replacement utility locating instrument and related components for a cost not to exceed \$9,689.61; and

THAT Council approve funding of the purchase using the surplus from the 2023 engineering plotter replacement capital project.

6. 2023-179

2023/2024 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 for the addition of Adley Dr. extension, Dowsley Cres., Douglas Marshall Cres., Tekamp Terrace, Shearer St. extension and Reynolds Park parking lot; and

THAT the Winter Maintenance Policy be amended to remove reference to public messaging through twitter social media platform; and

THAT Council enact any necessary by-laws.

7. **2023-180**

**Brock Trail Project - Brock St. to Perth St. Reconstruction -
Project Reconciliation**

THAT Council approve funding the Brock St. to Perth St. reconstruction project cost overrun with donations fundraised by the Brock Trail Committee; and

THAT Council approve the reassignment of the Brock St. to Perth St. funding source, supplementing CCBF funding with tax levy funding in the amount of \$32,000 as outlined in the report, to maximize the utilization of ATF grant funding for this project.

8. **2023-187**

**Brock Trail Project
Phase II Front Ave. to Central Ave. - Project Reconciliation**

THAT Council approve funding the Front Ave. to Central Ave. Phase II project shortfall with donations fundraised by the Brock Trail Committee; and

THAT Council approve the total donations allocated to the project meet the minimum contribution requirement to maximize the ATF grant funding.

9. **2023-184**

William Street Overpass Rehabilitation

THAT staff prepare a capital business case for the rehabilitation of the William Street overpass for Council consideration during the 2024 capital budget.

10. **2023-175**

Brockville Cemetery - By-law Amendments

THAT Council receive Report 2023-175, with proposed amendments to the Cemetery By-law for the maintenance, management, regulation, and control of the Brockville Cemetery; and

THAT Council amend Cemetery By-Law 042-2021.

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**11. 2023-185
Procurement Policy Update**

THAT Report 2023-185 Procurement Policy Update be received;
and

THAT Policy POL.F.20.139 Procurement Policy be updated
accordingly.

**12. 2023-188
Budgetary Control Policy Update**

THAT Report 2023-167 Budgetary Control Policy Update be
received; and

THAT Policy POL.F.20.181 Budgetary Control Policy be updated
accordingly.

**13. 2023-183
Encroachment Agreement - 9 Ormond Street**

THAT Council authorize the Mayor and Clerk to execute an
encroachment agreement with Christine Davis, for the
encroachment of stone retaining wall to a maximum of 2.4 metres
(7.18 ft.) onto the Ormond Street road allowance for the property
located at 9 Ormond Street, Brockville.

14. Information Items

THAT the following Information Items be received:

1. 2023-178
Airport fuel system installation
Project 230049 - Completed Procurement
2. 2023-190
Update of Diversity, Equity and Inclusion Program

General - Regular Agenda

1. 2023-196 Brockville Sports Dome

THAT Council direct staff to negotiate a Partnership Agreement with Brockville Sports Dome; and

THAT the Partnership Agreement be brought back to Council for final approval.

2. 2023-189 Paratransit - Vehicle Procurement

THAT Council approve the following customized accessible vehicles for Brockville Paratransit:

- One (1) Custom Toyota Sienna Hybrid with side deploying access ramp
 - One (1) Custom Ram 2500 Promaster with side deploying access lift

and;

THAT Council approve the purchase of the two (2) proposed vehicles from Universal Motion at a total cost of \$186,785 funded by debenture in accordance with the approved in-house paratransit service plan.

Budget

1. 2023-199 2024 Budget - User Fees

THAT Council approve the proposed 2024 User Fees; and

THAT the 2023 User Fees be effective January 1, 2024; and

THAT the necessary bylaws be enacted.

2023-199

New Business - Report from Members of Council

Nil.

Unfinished Business

Nil.

Emergency Business

Nil.

By-laws

1. 072-2023

By-law to Remove the "H1" Holding Symbol from lands described as Part of Block B, being Lots 1 and 2, Plan 375 (RP2), City of Brockville, County of Leeds (Bridlewood Subdivision)

2. 073-2023

By-law to Remove Block 3, Registered Plan 28M-22, City of Brockville, County of Leeds, from Part Lot Control (St. Alban's)

3. 074-2023

Being a By-law to Designate a Site Plan Control Area, Adopt Rules for the Processing of Site Plan Control Applications and Delegation of Authority to the Chief Planning Officer

4. 075-2023

By-law to Amend City of Brockville Zoning By-law 050-2014, Part of Lot 16, Concession 2, City of Brockville, County of Leeds, with municipal address 827 Stewart Boulevard

Reading of the By-laws

THAT By-laws Numbered 072-2023 to 075-2023 be introduced and the same be now read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

Media Question Period

Mayor's Announcements

Motion to Move into Closed Session (immediately following regular business)

THAT pursuant to *Municipal Act, 2001*, Section 239 Sub. 2 k, Council resolve itself Closed Session, closed to the public to consider:

1. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26. (Fulford Academy)

Closed Meeting Matter(s)

Report of Closed Session

THAT Council rise from the Closed Session without reporting.

Confirmatory By-law

THAT By-law Number 076-2023 to confirm the Proceedings of Council at its meeting held on October 24, 2023 be read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

Adjournment

THAT Council adjourn its proceedings until the next regular meeting scheduled for November 14, 2023.



City of Brockville

Council Meeting Minutes

5:30 PM - Tuesday, October 10, 2023

City Hall, Council Chambers

The Council meeting was called to order on Tuesday, October 10, 2023, at 5:30 PM, in the City Hall, Council Chambers, with the following present:

Members Present:	Mayor Matt Wren, Councillor Philip Deery, Councillor Jeff Earle, Councillor Jane Fullarton, Councillor Katherine Hobbs, and Councillor Nathalie Lavergne
Regrets:	Councillor Mike Kalivas, Councillor Louise Severson, and Councillor Cameron Wales
Staff:	Melanie Jones, Director of Fire & Partner Services, Sandra MacDonald, City Manager/City Clerk, Lynn Murray, Acting City Clerk, and Robert Nolan, Director of Economic and Development Services

LAND ACKNOWLEDGEMENT STATEMENT

MAYOR'S REMARKS

Mayor Wren offered condolences on behalf of City Council and himself to the family and friends of Peter Hoogendam, who was a long time Brockville businessman and mainstay of Downtown Brockville for decades. He will long be remembered for his passion and supportiveness of Downtown Brockville and was a tremendous contribution to the community. He will be greatly missed.

His Worship gave his sincere thanks to all those involved in the food drive and fundraising for our local food bank this past weekend. In particular, to the Brockville Rotary Clubs and MOVE Radio. It was a pleasure to join the on air broadcast early Friday morning alongside our MP and MPP. He added that Rotary has announced that almost 13,000 lbs of food and nearly \$33,000 in cash was received.

Mayor Wren reported that beyond the food drive, there were a great many thanksgiving meals served to those who were either alone or in need over the weekend. Two events he was aware of included Richards Coffee House and the Wall Street United Church. Special thanks to Sam Rawas, of Richard's Coffee House and his staff, and all the volunteers who helped with both efforts.

His Worship shared that this coming Saturday is the George E. Smith Fire Truck Pull another annual event in support of a great cause. In this case the YMCA of Eastern Ontario – with the annual Mayor George Smith Fire Truck Pull. His Worship noted that Mayor Smith was a tremendous supporter of the Y, and it

seems only fitting to assemble a team of local mayors to take part in the festivities. Mayor Wren shared that he is being joined by Mayors Gauri Shankar, Robin Jones, Arie Hoogenboom, Brant Burrow, Jeff Shaver, Tory Deschamps and Mike Cameron and they will do our best to pull one of Brockville Fire Departments rigs as fast as possible – while raising money for a great cause. Any donations are appreciated!

Mayor Wren congratulated the 1000 Islands Ladies Chorus on their 50th Anniversary which will be celebrated on Sunday. Yet another example of the thriving organizations in our Arts and Culture circles.

In addition, the Brockville Operatic Society – School of Rock which runs from October 11 to the October 14 is upcoming and the Mayor would like to extend best wishes our colleague Councillor Wales and the Operatic Society as they take to the Arts Centre Stage with School of Rock later this week.

His Worship communicated that today the City, the Employment & Education Centre and Brockville General Hospital announced the launch of the "Brockville Life" recruitment campaign designed to attract much needed health care workers, including physicians, to our community.

DISCLOSURE OF INTEREST

Nil.

ADOPTION OF COUNCIL MINUTES

Moved by: Councillor Fullarton

THAT the minutes of the Council Meeting of September 26, 2023 be adopted and circulated as read.

CARRIED

CORRESPONDENCE, COMMUNICATION AND PETITIONS

1. International Day of the Girl
Girls Incorporated of Upper Canada

Moved by: Councillor Fullarton

THAT the Council of the Corporation of the City of Brockville hereby proclaim the day of October 11th, 2023 as International Day of the Girl in the City of Brockville.

CARRIED

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2. Pregnancy and Infant Loss Awareness Day
Lesley Patry

Moved by: Councillor Deery

THAT the Council of the Corporation of the City of Brockville hereby proclaim the day of October 15th, 2023 as Pregnancy and Infant Loss Awareness Day in the City of Brockville.

CARRIED

DELEGATIONS

Nil.

STAFF REPORTS

1. **2023-182**

Response to Housing Affordability Task Force's Recommendations

Moved by: Councillor Hobbs

THAT Council approve the five prioritized recommendations from the Affordable Housing Task Force identified by staff; and

THAT staff prepare a response to the Minister of Municipal Affairs and Housing for the Mayor's signature for submission by October 16, 2023.

For: Mayor Wren, Councillor Deery, Councillor Earle, Councillor Fullarton, Councillor Hobbs, and Councillor Lavergne

CARRIED 6-0 on a recorded vote

PLANNING AND DEVELOPMENT COMMITTEE

Nil.

NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL

1. Policy and/or Procedural Changes
Councillor Wales

Moved by: Councillor Hobbs

That staff work with the governance committee on recommended policy and/or procedural changes to achieve the following aims:

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- To publish proposed Council business further in advance of Standing Committee and Council meetings
- To ensure that members of the public are made aware of key issues well in advance of corresponding Committee and Council meetings, in a manner consistent with current best practices
- To establish a clear, consistent and accessible procedure for members of the public to appear as delegations at Committee and Council meetings
- To revise the current public notification process for land use planning matters and public meetings in order to be consistent with current best practices

THAT staff report to General Committee in February 2024.

For: Mayor Wren, Councillor Deery, Councillor Earle, Councillor Fullarton, Councillor Hobbs, and Councillor Lavergne

CARRIED 6-0 on a recorded vote

UNFINISHED BUSINESS

Nil.

EMERGENCY BUSINESS

Nil.

BY-LAWS

1. 069-2023
A By-Law to Establish a Sewer Connection in the City of Brockville and to Repeal By-law 46-89
2. 070-2023
A By-law to amend 003-2023 Being a By-law to Appoint Members to Various Boards and Commissions (DBIA/MHC/BRTC)

READING OF THE BY-LAWS

Moved by: Councillor Earle

Seconded by: Councillor Lavergne

THAT By-laws Numbered 069-2023 and 070-2023 be introduced and the same be now read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

CARRIED

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CONFIRMATORY BY-LAW

Moved by: Councillor Earle
Seconded by: Councillor Lavergne

THAT By-law Number 071-2023 to confirm the Proceedings of Council at its meeting held on October 10, 2023 be read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

CARRIED

MAYOR'S ANNOUNCEMENTS

MEDIA QUESTION PERIOD

ADJOURNMENT

Moved by: Councillor Earle
Seconded by: Councillor Lavergne

THAT Council adjourn its proceedings until the next regular meeting scheduled for October 24, 2023.

CARRIED

The meeting adjourned at 6:30 pm.

Mayor

City Clerk



Staff Report

Report To:	Council
Meeting Date:	October 24, 2023
Prepared By:	Andrew McGinnis, Chief Planning Officer Robert Nolan, Director of Economic and Development Services
Report Number:	2023-197
Subject:	Zoning By-law Amendment - 827 Stewart Boulevard

Recommendation

THAT Zoning By-law 050-2014 be amended for lands described as Part of Lot 16, Concession 2, City of Brockville, to rezone the lands from "*RU-Rural Zone*", subject to "*Source Water Protection*" considerations, to "*C4-Highway Commercial Special Exception Zone*", in part, subject to "*Source Water Protection*" considerations; and,

THAT the necessary by-law, be enacted.

Background

Tracy Zander of ZanderPlan Inc., acting on behalf of 2590383 Ontario Limited (represented by Dane Fellows), has submitted an application for an amendment to Zoning By-law 050-2014, with respect to lands described as Part of Lot 16, Concession 2, municipally known as 827 Stewart Boulevard, formerly The Flower Shop.

The application, if approved, would permit the property to be rezoned for commercial uses and redeveloped to permit an Automobile Sales Establishment, a Used Automobile Sales Establishment and an Automobile Repair Garage on private services (both water and septic).

A site plan of the property showing the proposed layout is Attachment 1 to this report. This plan shows the existing building being repaired, a future addition and the proposed parking layout. Attachment 2 to this report is a planning rationale in support of the application.

At the Public Meeting of 3 October 2023, Mr. Dane Fellows, requested to the Planning and Operations Committee that due to no public comment being received, and no concerns being presented by departments/agencies, if the application could be expedited in any way to permit the owner time before winter to get some site work completed.

Analysis

Zoning and Official Plan Information:

Official Plan Designation:	"Corridor Commercial Area", subject to "Source Water Protection" considerations.
Existing Zoning:	"RU-Rural Zone", subject to "Source Water Protection" considerations.
Requested Zoning:	<p>"C4-Highway Commercial Special Exception Zone", subject to "Source Water Protection" considerations to permit an Automobile Sales Establishment, a Used Automobile Sales Establishment and an Automobile Repair Garage.</p> <p>The Special Exceptions requested are as follows:</p> <ol style="list-style-type: none"> 1. To permit the redevelopment of the property on private services (both water and sewer). 2. To not require curbing of the parking areas.

Site Characteristics (approx):

Total Area: 1.05 hectares
Frontage: 91.4 metres
Depth: 115.3 metres

Surrounding Land Use:

North	Lands to the north are designated "Neighbourhood Area", zoned "RU-Rural" and currently vacant.
South	Lands to the south are designated "Neighbourhood Area", zoned "RU-Rural" and occupied by a single detached dwellings.
East	Lands to the east are designated "Urban Reserve Area", zoned "RU-Rural" and are currently vacant.
West (across Stewart Blvd)	Lands to the west are designated "Corridor Commercial Area", in part, and "Institutional Area", in part, and zoned "RU-Rural", in part, "RU-8-Rural Special Exception", in part, and "I1-3-General Institutional Special Exception". The properties are occupied by single detached dwellings, the former location of Ford Electric and the Highway Pentecostal Church.

All items above are subject to "Source Water Protection" considerations.

A site visit was conducted by Staff on 26 September 2023. During the inspection it was noted that the property is currently occupied by a vacant commercial building (formerly the Flower Shop), greenhouses that were accessory to the former use, and a storage shed located to the south of the main building. The property formerly contained a dwelling which was recently removed. A Google Maps image of the subject property can be seen as Attachment 3 to this report.

Public Participation

On 3 October 2023, a Public Meeting was held by the Planning and Operations Committee. Notice of the Public Meeting respecting the proposed Amendments was provided and distributed in accordance with Planning Act regulations. Minutes of the Public can be viewed at - [Public Meeting Minutes 3 October 2024](#).

Comments received from the circulation:

1. Building Services Division

- No concerns at this time.

2. Clerks Department

- Advised of no concerns with the change in Zoning.

3. Engineering Department

- Engineering are not opposed to the rezoning. A Site Plan and Storm Water Management will be required as part of the Site Plan submission review.

4. Operations Department

- No comments received at the time of writing this report.

5. Brockville Fire Department

- Adequate water supplies for firefighting will need to be confirmed by the applicant.

6. Enbridge Gas

- No objection.

7. Township of Elizabethtown-Kitley

- No concerns at this time but request the Notice of Passing if/when issued.

No Public Comments were received.

Planning Act Considerations:

Provincial Policy Statement

The Provincial Policy Statement 2020 (PPS) issued under Section 3 of the *Planning Act* provides policy direction on matters of Provincial interest to land use planning and development.

Section 3 of the Planning Act further directs that Council decisions affecting planning matters “*shall be consistent with*” the Provincial Policy Statement.

Part V of the PPS sets out various policies which describe the areas of Provincial interest. Not all policies in the PPS are relevant to the planning matter under consideration, and thus, only those relevant portions will be referenced below.

From a review of the PPS, there are some relevant statements/policies under Part V, Section 1 "*Building Strong Communities*". The preamble in this section is a general statement which reads as follows:

"Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support strong, livable and healthy communities, protect the environment and public health and safety, and facilitate economic growth."

This general statement is followed by more specific policies, including the following references which are of relevance to this application for Zoning By-law Amendment:

"1.1.3.1 Settlement areas shall be the focus of growth and development."

"1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a. efficiently use land and resources;*
- b. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- c. minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- d. prepared for the impacts of a changing climate;*
- e. support active transportation;*
- f. are transit-supportive, where transit is planned, exists or may be developed; and,*
- g. are freight supportive."*

"1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure."

Section 1.3 speaks to employment and how Planning Authorities shall promote economic development and competitiveness by providing an mix of employment types, promote a diversified economic base and ensuring that the necessary infrastructure is provided to support current and projected needs.

Section 1.7.1 of the PPS states that long-term economic prosperity should be supported by promoting opportunities for economic development and community investment-readiness.

The Provincial Policy Statement continues by stating that municipal services (where available) are the preferred form of servicing and shall be promoted wherever feasible. This section continues by stating that where municipal services are not available, private services may be considered provided that site conditions are suitable and there will be no negative impact.

Based on the above and through staff's review of the applicable legislation, as the Provincial Policy Statement does permit development on private services within settlement areas where servicing is not available, staff conclude that the proposed amendment is consistence with the PPS as the City of Brockville municipal services currently close to Victoria Road and would be extremely costly to expand at this time (for one development).

Official Plan Considerations:

The Official Plan provides guidance on how to manage future growth, development, and change within the City of Brockville.

The goal of the Official Plan is to create a sustainable City in terms of health and vitality, that is economically viable and diverse, has high quality municipal services and amenities, and is well planned.

The lands are designated "*Corridor Commercial Area*" subject to "*Source Water Protection*" considerations.

Section 4.6.2 "*Permitted Uses*" provides for multiple commercial uses within the corridor with focus on "*commercial establishments that area destination oriented and intended to serve the travelling public, including automobile service stations, vehicle sales and service, private garages, service and rental establishment....*".

Section 5.3.3 speaks to Private Water and Sewage Services which specifically states that "*no new development or lot creation shall be permitted on private water and sewage services.*" In relation to this, as the property was already operating a commercial business staff are of the opinion that the proposal does not fall under "new" development, but rather a conversion from one use to another.

Based on the above and after a full review, the proposal complies with the applicable "*Commercial Corridor*" designation policies within the Official Plan.

Zoning By-law Considerations:**Existing Zoning**

"RU-Rural Zone", subject to "Source Water Protection" considerations.

Proposed Zoning:

"C4-Highway Commercial Special Exception Zone" subject to "Source Water Protection" considerations.

The current zoning associated with the property is "RU-Rural Zone", subject to "Source Water Protection" considerations which did permit the previous "Commercial Greenhouse" use on the property. The new owner is seeking an amendment to rezone the lands to "C4-Highway Commercial Special Exception Zone" for the lands to be redeveloped to permit an Automobile Sales Establishment, a Used Automobile Sales Establishment and an Automobile Repair Garage on private services (both water and septic).

Within the proposed "C4-Highway Commercial Zone" all the requested uses are permitted, however, the owner is seeking a special exception to the following items:

1. Parking Area Surface

The owner is seeking relief from the requirement to curb the parking area. Zoning By-law 050-2014 requires that "each parking area, driveway and driveway access connecting a parking area with the street shall, prior to occupancy, be paved with asphaltic, brick or concrete surface; and, in all zones established by this By-law, except an Employment Zone or Rural Zone, shall be bound with curbs."

The reasoning for curbs within zones is to address many factors relating, but not limited to, storm water management, aesthetics, site cleanliness, and traffic control.

As this property is located along Stewart Boulevard (northern portion) and currently utilizes ditching for storm water run-off, requiring the applicant to curb a parking area seems somewhat excessive in this case. Engineering has confirmed and no concern was expressed. However, Storm Water Management/Grading will still be required as part of the Site Plan Control submission.

2. Municipal Service Required

Similar to the Official Plan, Zoning By-law 050-2014 contains provision relating to the requirement for municipal services. The Zoning By-law however is more restrictive and states that "except for an existing single detached dwelling, no person shall erect or enlarge any main building or structure for any purpose unless said main building or structure is connected solely to municipal water and sanitary sewers

for the provision of water and the disposal of sanitary sewage, respectively. Further, no lot shall be created unless municipal water and sanitary sewers are available."

The section continues by stating that notwithstanding the above "*an existing lot of record zoned Rural (RU) may be developed in accordance with the permitted uses and lot and building requirements for the RU Zone.*"

Staff are of the opinion that development on private services, if sized and cared for correctly, will have minimal impact on abutting properties; however recommend that as soon as municipal services are available, the property must connect and decommission the well and septic.

Staff also highlight that the Official Plan has the property designated as Corridor Commercial, which in 2012 recognized the commercial nature of the property. It was the intent to have the Zoning By-law follow suit over time should commercial occupancy present itself for the subject lands. Based on this, staff have no concern and are proposing that, should the recommendation in this report be accepted, the site-specific zone would read as follows:

"C4-8 Zone (827 Stewart Boulevard)

827 Stewart Boulevard may be developed on Private Services, with the following uses being permitted:

- *Automobile Leasing Agency*
- *Automobile Rental Agency*
- *Automobile Repair Garage*
- *Automobile Sales Establishment*
- *Automotive Trade Use*
- *Recreational Vehicle Sales (excluding Boats)*
- *Used Automobile Sales Establishment*

Should municipal service become available, 827 Stewart Boulevard must connect to all available municipal services at the cost established by the municipality."

Site Plan Control is a requirement for this site to be developed/ altered. The owner has submitted a concurrent Site Plan Control application and is working through the comments for the site development. Should Council not accept the proposed rezoning, the site plan control application will be halted.

Financial Implications

A complete application for amendment to Zoning By-law 050-2014, has been received, including all applicable fees. The applicant is responsible for all additional financial requirements associated with the application and site construction.

Conclusion

Following review of the PPS, the Official Plan, Zoning By-law 050-2014 as well as submissions received respecting the request for a Zoning By-law Amendment for the property located at the 827 Stewart Boulevard it is reasonable to rezone the subject property. The rezoning will utilize existing building stock and provide additional jobs within the City. This is reflected in the recommendation at the beginning of this report.

Approved by:

Andrew McGinnis, Chief Planning Officer

Status:

Approved - 16 Oct 2023

Robert Nolan, Director of Economic and
Development Services

Approved - 16 Oct 2023

Sandra MacDonald, City Manager/City Clerk

Approved - 19 Oct 2023

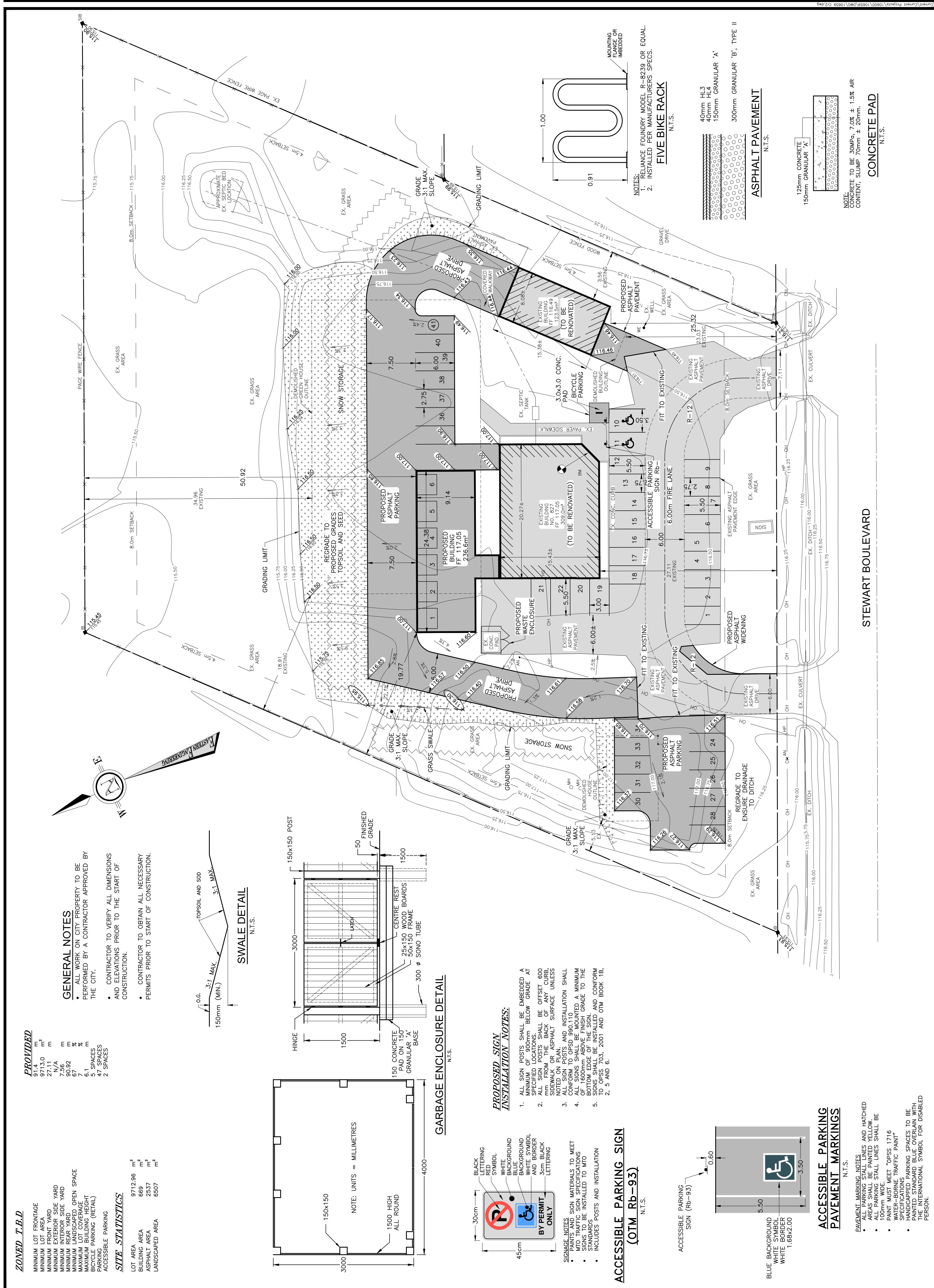
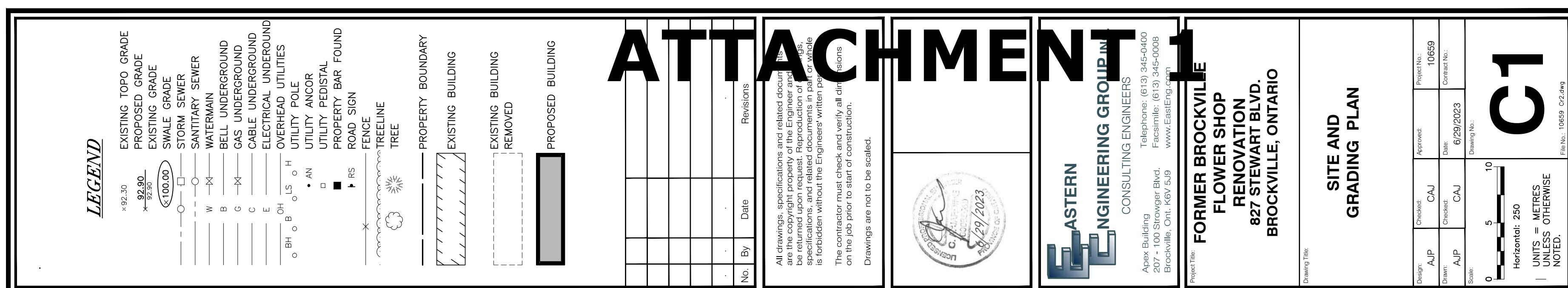
Attachments:

[Attachment 1](#)

[Attachment 2](#)

[Attachment 3](#)

ATTACHMENT



ATTACHMENT 2



Your rural land planning experts

August 28, 2023

Planning Department
City of Brockville
One King Street West
P.O. Box 5000
Brockville, Ontario K6V 7A5

**RE: Application for a Zoning By-Law Amendment
827 Stewart Blvd.
PT LT 16, Concession 2, Geographic Elizabethtown
City of Brockville
Owner: 2590383 Ontario Limited (Dane Fellows)**

ZanderPlan has been retained by the property owner to assist with a Zoning By-Law Amendment for the property located at 827 Stewart Blvd. in the Corridor Commercial Area of the City of Brockville. The property is in the shape of a parallelogram with two metal clad buildings and a greenhouse currently reside; a single detached dwelling has already been removed from the site. The subject property is located in an area with a mix of commercial and single detached residential dwellings along County Road 29 (Stewart Blvd.) residing close to the border between the City of Brockville and the Township of Elizabethtown-Kitley. The site is currently not in use as the previous flower shop has vacated. The owner has recently removed the residential dwelling and wishes to remove the existing greenhouse structure to expand the commercial building for automotive use, similar to surrounding automotive uses found further south on County Road 29. The property is currently zoned Rural; a Zoning By-law Amendment is sought to rezone from Rural (RU) to Highway Commercial – exception (C4-x) to accommodate the proposed Automobile Sales Establishment, Used Automobile Sales Establishment and Automobile Repair Garage, and to permit an exception to some of the parking surface provisions in Section 3.34 of the Zoning By-law.

SITE LOCATION

The subject property is located south of the intersection of County Road 29 (Stewart Blvd.) and Centennial Road, at Part of Lot 16, Concession 2 just south of the border of Elizabethtown-Kitley and Brockville, and north of Highway 401 (Figure 1). There are currently two access points to the subject property from County Road 29/Stewart Blvd, allowing separate access for the commercial building and residential dwelling (recently removed) with connecting driveway access and parking on site. The total property is approximately 0.97 hectares in size with frontage of 91.4

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metres on Stewart Blvd. There are no natural heritage features identified on the lot and the buildings are currently serviced with private individual services. The subject property backs onto a larger undeveloped property which contains natural vegetation and tree canopy which will remain unaffected by this proposal. Surrounding properties to the north are comprised of a mix of residential lots of varying sizes, with larger vacant properties blending into residential subdivisions to the east. Properties to the south and west are comprised of a mix between smaller residential lots and commercial businesses all serviced with private individual services. The proposed use and development of the lot will re-utilize the existing property and some buildings and continue to contribute to a mix of residential and commercial uses adequate for private services in the area.



Figure 1. Aerial Image of the Subject Property



PROVINCIAL POLICY STATEMENT, 2020

The Provincial Policy Statement (PPS, 2020), created under the authority of Section 3 of the *Planning Act*, identifies matters of Provincial interest which must be considered when planning applications are filed in Ontario. Approval authorities are required to ensure that decisions on planning matters are consistent with these policies.

The proposed development and use of the lot is consistent with **Section 1.0** Building Strong Healthy Communities, as it represents re-development and intensification within an existing developed area, thereby efficiently using land and the existing infrastructure networks. It will contribute to the local area by providing a new commercial use similar to surrounding commercial properties and land use patterns, supporting the surrounding built environment and financial well-being of the City (Sec. 1.1.1a). The proposed automotive use will contribute to the range and mix of available commercial and employment options (Sec. 1.1.1b). No adverse effects on the environment or public health and safety due to the proposed use of the lot are anticipated as it will use the existing servicing, driveways and existing building stock (Sec. 1.1.1c). The proposal will not affect any of the settlement boundaries or prevent further expansion of these boundaries (Sec. 1.1.1d). The existing lot fronts onto an established road with connectivity to major corridors in and out of the City, providing intensification within a transit-supportive area (Sec. 1.1.1e). The already developed nature of the lot and the established surroundings ensures the necessary infrastructure is readily available for the projected needs (Sec. 1.1.1e). Ultimately, the request to re-utilize and re-zone the subject property will help contribute to a healthy, liveable and safe community within the City of Brockville.

Section 1.1.2 speaks to the municipalities requirements to make sufficient land available to accommodate a range and mix of land uses to meet the projected needs for a time horizon of up to 25 years. *Where," within settlement areas, sufficient land shall be made available through intensification and redevelopment and if necessary, designated growth areas".* The proposed development and use of the lot is consistent with the intensification policies of the PPS.

Section 1.1.3 speaks to Settlement Areas as the focus of growth and development relying on vitality and regeneration of the communities for long-term economic growth (Sec. 1.1.3.1). The current land use and proposed development will efficiently use land and resources (Sec. 1.1.3.2a) and will continue to maintain proper infrastructure and servicing adequate for the site and use (Sec. 1.1.3.2b). The proposed use will re-utilize and create new opportunities for commercial purposes through redevelopment of the existing commercial buildings on site, minimizing the effects of climate change and urban sprawl (Sec. 1.1.3.2d). Access to the subject property falls within close proximity to the 401 and larger transportation corridors, making it easily accessible for any future transit plans (Sec. 1.1.3.2f).

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Section 1.2.6 speaks to Land Use Compatibility, noting that “*Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects*”. The existing development and proposed plan for the site requiring amendments to the Zoning By-Law does not meet the definition of a major facility as defined by the Provincial Policy Statement. There are not anticipated to be adverse effects from contaminant discharges, noise, odour, or other public health risks from the proposed use of the existing lot and proposed expansion (Sec. 1.2.6). Further, the subject property is not located in proximity to any major facilities that would result in a conflict with this request.

Section 1.6.6 of the PPS speaks to sewage, water and stormwater. As the subject site falls within the settlement area, municipal sewage and water services is typically the preferred form of servicing. Where municipal services are not available, efficient use and optimization of existing private services shall ensue. Before development takes place, the property owners will ensure that the existing services in place are sufficient to support the proposed automotive use.

Section 1.6.7 of the PPS speaks to transportation systems, noting connectivity among transportation systems should be maintained. The development and lot already front onto and maintain two access points to an existing road. No foreseen implications shall arise due to the new intensified use of the lot and shall continue to facilitate the movement of people and goods in a safe and energy efficient manner.

Section 1.8 of the PPS speaks to Energy Conservation, Air Quality and Climate Change with an emphasis on energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns (Sec. 1.8.1). Re-development of the lot for a new commercial use promotes a compact form of development within an existing lot, utilizing existing building stock (Sec. 1.8.1a). Parking is available on site, while in close proximity to surrounding residential uses, offering affordable alternatives like active transportation between residential and the new commercial use, in addition to offering new employment opportunities to the area (Sec. 1.8.1b&e). The re-development of the lot shall be encouraged as it is well served by major highways and major transportation corridors offering freight intensive land uses (Sec. 1.8.1d).

Section 2.1 of the PPS speaks to Natural Heritage requiring natural features and areas to be protected for the long term. There are no natural heritage features identified on or surrounding the existing lot.



Section 2.2 of the PPS speaks to water. No significant water resource areas are identified on or surrounding the lot. Stormwater management design will be addressed as part of the site plan approval for the site.

Section 2.3 speaks to agriculture. The subject property is within a Settlement Area with no identified agricultural lands present.

Section 2.4 of the PPS speaks to minerals and petroleum. The subject site does not contain any known significant minerals and petroleum resources that need to be preserved.

Section 2.5 speaks to mineral aggregate resources; there are no known mineral aggregate resources on or within close proximity to the subject site.

Section 2.6 of the PPS speaks to cultural heritage and archaeology; there are no known cultural heritage or archaeological resources on or within close proximity to the subject site.

Section 3 of the PPS speaks to protecting public health and safety. The subject site does not contain any natural hazards with no other known public health and safety hazards identified on the property or man-made hazards pursuant to the policies of Section 3.2.

Overall, the proposed Zoning-By-Law Amendment is consistent with the policies in the 2020 Provincial Policy Statement.

CITY OF BROCKVILLE OFFICIAL PLAN, 2012

The City of Brockville Official Plan sets forth policies and provisions essential for the management of future growth, development and change within the City. The subject property is designated Corridor Commercial Area on Schedule 1 of the Official Plan. Schedule 3 of the Official Plan does not show any natural heritage systems, open space or constraints on or abutting the property. The existing commercial buildings were previously used as a floral shop, where future plans consist of removing the greenhouse and expanding the existing commercial building for an automotive use similar to surrounding commercial uses in the area.

Section 2.0 of the Official Plan speaks to Charting New Planning Directions for Our City. **Section 2.3** of the Official Plan provides the City's planning goals and objectives with four strategic planning themes setting forth the basis of detailed policies located within the Plan. Theme One speaks to A Sustainable, Healthy and Vital City with policies relating to a Conserved and Enhanced Natural Environment and achieving a Healthy Community. Goal 1(A) is to "*Protect and enhance the quality of the natural environment through a planning framework that conserves and*

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enhances the diversity and connectivity of the natural form, features and functions of Brockville's natural heritage, surface water and ground water resources, that minimizes and mitigates impacts on local and broader concerns related to global environmental challenges such as climate change, urbanization, and reducing our collective carbon footprint". The identified and protected natural heritage features are defined on Schedule 3 of the Official Plan. The proposed automotive use does not affect the features and functions of the natural heritage system found throughout the City (Objective 2). Impacts on the natural environment will be negligible (Objective 4) and existing and new development would not be prone to flooding or soil contamination from any hazards (Objectives 5 & 6). The reutilization and redevelopment of the subject property would support a Conserved and Enhanced Natural Environment.

Goal 1(B) is to "*Reinforce Brockville's strong sense of community through the provision of public services, the development of safe and attractive communities and the celebration of Brockville's unique cultural and natural heritage, by involving residents on planning matters and by promoting a healthy and safe community through active lifestyles*". The previous use of the structure as a floral shop and greenhouse is currently vacant. The removal of the greenhouse and expansion of the existing commercial building revitalizes and reuses under-utilized land in the City (Objective 15). The proposed use represents a compact and efficient use of land (Objective 20) that provides a commercial use compatible with the nature of the lot and surrounding area (Objective 22). The proposed Zoning By-Law Amendment would better utilize the existing lot and built infrastructure to help promote a Healthy Community.

Theme Two of the Official Plan strives to achieve An Economically Strong and Diverse City. Goal 2(A) is to "*Create a planning framework that promotes a flexible and adaptable economic environment that encourages investment and a broad range of employment opportunities and supports the growth of tourism in the City.*" The proposed automotive use of the property creates opportunities for economic activity while promotes the development of new businesses and employment opportunities to the local area (Objective 1-3). The proposed commercial use will allow further diversification and intensification of the property without eliminating any potential for small business development in the future (Objective 4). The proposed automotive use will be similar in nature to the existing commercial automotive uses found along County Road 29, creating opportunities for partnerships between similar businesses and minimizing the impact of business practice on the natural environment (Objective 17&18).

Theme Four of the planning goals and objectives speaks to A Well-Planned and Responsive City, touching on responsive planning administration, managed growth and unique built form identity. The proposed rezoning and redevelopment of the lands will reduce land consumption by ensuring the existing property is efficiently used (Objective 11), while ensuring compatibility as it is similar in nature to its surroundings and will maintain both employment and commercial



opportunities (Objective 13-16). Expansion of the existing commercial building will continue to contribute to the existing mixed-use character of the neighbourhood (Objective 19) and promotes adaptive reuse of an existing building (Objective 27). Overall, the proposed Zoning Amendment will contribute to a well-planned and responsive City.

Section 4.6 speaks to the Corridor Commercial Area where the importance of directing, intensifying and orienting development on major corridors is significant and ultimately accommodate uses that serve the travelling public. The main focus of the permitted uses is directed towards commercial establishments that are, *"destination oriented or are intended to serve the travelling public, including automobile service stations, vehicle sales and service, public garages, repair, service and rental establishments. motels, hotels, restaurants, animal hospitals, clinics business and professional offices. retail stores, mixed-use buildings. commercial recreation uses, private clubs, hardware, and automotive uses"*. The proposed automotive use of the subject property aligns with the permitted uses of the Corridor Commercial Area.

Section 4.6.3 speaks to the land use and built form policies of the Corridor Commercial Area. A majority of the proposed automotive use will take place within existing structures on the property, minimizing the amount of new development. The proposed building of 236.6m² will ensure orientation, massing and development concepts to provide continuity and harmony in architectural style with adjacent uses and buildings and shall reinforce the character of the adjacent streets. Any additional form of development on the lot will adhere to the mentioned built form policies of the City of Brockville Official Plan.

Section 5.3.1 speaks to municipal water and sewage services, where development and lot creation is encouraged on full municipal services. The subject property is already developed and resides in an area where municipal services and connections are not available. The proposed automotive use will utilize the existing structures in addition to a new 236.6m² structure. New development and uses will ensure appropriate functioning servicing levels are achievable based off the existing private services offered on site.

Overall, the proposed Zoning By-Law Amendment to re-zone from Rural to Highway Commercial for the purpose of an automotive use represents feasible and appropriate use of an existing under-utilized lot that is supported by the policies of the City of Brockville Official Plan.

CITY OF BROCKVILLE ZONING BY-LAW 050-2014

The subject property is currently zoned Rural (RU) on the City of Brockville Zoning By-Law Schedule "A". The RU zone permits single detached dwellings and various non-residential uses, but does not permit any form of automotive uses. A Zoning By-law Amendment is requested to

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re-zone the property from Rural (RU) to a site-specific Commercial – Exception (C4-x) zone, similar to the existing C4-3 commercial lot across the street, which is used for automotive purposes. The proposed zone would permit Automobile Sales Establishment, Used Automobile Sales Establishment and Automobile Repair Garage, and permit an exception to some of the parking surface provisions in Section 3.34 of the Zoning By-law. An exception to the required curbing provisions is also being requested as described below.

Section 3.7 speaks to auto repair, auto body or automobile sales establishments where all storage of wrecked or damaged vehicles shall be stored inside or in the rear yard with a solid fence out of view from the public. All activities of repair should be carried out within an enclosed building. The proposed automotive use will ensure any storage of wrecked vehicles is located in the rear yard as there will be ample room once the greenhouse is removed. The additional commercial building and renovation of the existing structure will provide the required space for the proposed automotive use to take place within an enclosed building when needed.

Section 3.9 speaks to bicycle parking requirements where the required parking is 1 space per 1,000 sq.m of gross floor area at a size of 0.6m by 1.8m. A total of 5 spaces shall be provided on site and can be seen on the attached site plan.

Section 3.24 speaks to loading space and area requirements which are required for any commercial building or structure with a total floor area over 300 sq.m. at a size of 3m by 9m. The total of 1 loading space will be required based off the proposed 669.1m² building area and can be seen on the attached site plan.

Section 3.31 speaks to municipal services required, where no person shall erect or enlarge any main building unless it is connected solely to municipal water and sanitary sewage. The subject property falls within an area of Brockville which does not have municipal connections and previously ran off private services. The proposed use of the property will continue to function off the existing private services and ensure appropriate functioning servicing levels are achievable for the proposed use.

Section 3.34 speaks to parking requirements where various parking is required depending upon the use. For an Automobile Sales Establishment, the following parking is required:

- 4 spaces per service bay is required for repair garages, service stations, and trade use
- 1 space per 20 sq.m. of gross floor area is required for auto sales rental or leasing agency

A total of 47 parking spaces, including two accessible spaces, are proposed on the site.



Section 3.35 speaks to planting strips, required where commercial uses, parking and loading areas abut a residential property. A 1.5m strip with fencing or 3m landscape strip shall be applied to the interior side yards to aid in buffering to adjacent residential properties. The grass area and fencing can be seen on the attached site plan ensuring adequate buffering is in place.

Section 6.1 outlines the permitted uses of the Commercial and Mixed Use zones. The requested C4 zone permits the use of an automobile body shop, rental agency, repair garage, gas bar, sales establishment, service station, trade use and car wash in addition to other various uses. The requested exception is intended to mirror a similar automotive lot on the opposing side of County Road 29 as follow, limiting the uses on the subject property to Automobile Sales Establishment only.

Table 6.2 outlines the lot and building requirements for the C4 zone as follows:

	Required	Existing/Proposed
Lot Frontage (Min.)	35m	91.4m
Lot Area (Min.)	2,000m ²	9,713 m ²
Front Yard	7.5m	27.1m
Ext. Side Yard	6m	N/A
Int. Side Yard	6m	7.5m
Rear Yard	7.5m	90.9m
Lot Coverage	40%	7%
Landscaped Open Space (min)	15%	67%
Building Height	10.5m	6.1m

Section 3.34(b)(iii) of the Zoning By-law requires that "...each parking area, driveway and driveway access connecting a parking area with a street shall, prior to occupancy, be paved with an asphaltic, brick or concrete surface; and, in all zones established by this By-law, except an Employment Zone or Rural Zone, shall be bounded with curbs." Given the rural nature of this property, an exception to the curbing requirement is requested, to remove the requirement to curb the parking area on this site. The front part of the property has an existing asphalt surface with no changes planned. The sides and rear of the property will be paved, however, no curbing is proposed, allowing for a rural profile and the ability to store snow easily on the abutting grassed areas.

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The following is the proposed zone for the subject property:

C4-x zone (827 Stewart Blvd)

Notwithstanding Section 3.17 of this By-law, the uses permitted in the C4-2 Zone shall be restricted to an Automobile Sales Establishment, Used Automobile Sales Establishment and Automobile Repair Garage on private services. Furthermore, the parking areas on the site shall not be required to be bounded with curbs.

SUMMARY

The owner is seeking a Zoning By-Law Amendment for the property known as 827 Stewart Boulevard (County Road 29) in the City of Brockville. The property contains two metal clad buildings and a greenhouse, currently vacant, in addition to an area where a residential dwelling has been removed. The Zoning By-Law Amendment is sought to rezone from Rural (RU) to a Highway Commercial exception (C4-x) to permit a commercial automotive use similar to existing automotive uses in the area on private individual services.

The proposed zoning amendment and development is consistent with the 2020 Provincial Policy Statement, and meets the intent of the City of Brockville's Official Plan and Zoning By-Law policies. It represents an efficient reuse of an existing building and associated servicing, in an established corridor commercial area.

Should you require any additional information please do not hesitate to contact the undersigned.

All respectfully submitted by:

A handwritten signature in blue ink that reads "Tracy Zander".

Tracy Zander, M.PI, MCIP, RPP

ATTACHMENT 3





Staff Report

Report To: Council
Meeting Date: October 24, 2023
Prepared By: Phil Wood, Director of Operations
Report Number: 2023-200
Subject: Cataraqui Region Conservation Authority
Operating & Maintenance Agreements

Recommendation

THAT Council approve the attached memorandum of understanding from the Cataraqui Region Conservation Authority as it relates to:

- Operating & Maintenance Agreement - Buell's Creek detention basin water control structure.
- Operating & Maintenance Agreement - Booth Falls diversion channel; and

THAT Council authorize the City Manager to enter into the agreement; and

THAT Council enact any required bylaws.

Background

As a result of Bill 23, More Homes Built Faster Act, 2022, changes were made to the Conservation Authorities Act. in response to these changes, the Cataraqui Region Conservation Authority (CRCA) has provided two - category 2 memorandums of understanding (MOU) to the City Operations department. The MOU(s) provide definition and details with regards to the two stormwater drainage and flood mitigation assets located in the City, namely:

1. Buell's Creek detention basin water control structure.
2. Booth Falls diversion channel.

The objective of this report is to obtain Council endorsement of the operating and maintenance agreements, in accordance with the direction of the Cataraqui Region Conservation Authority.

Analysis

The City of Brockville owns the two aforementioned stormwater structures in the City limits. In the past the CRCA would operate and perform maintenance on these structures as part of the CRCA service delivery mandate. The scope of service delivery in

the current CRCA mandate no longer includes operations and maintenance of these City owned structures. The CRCA does however have a role in governance and oversight of the performance of these structures to convey storm and surface water through the City.

Buell's Creek Detention Basin Water Control Structure:

The summary of the services provided in the Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure are summarized as follows:

Cataraqui Region Conservation Authority scope of service delivery includes:

1. Monitor watershed / weather conditions / forecasts to inform operation decisions,
2. Determine ongoing operational decisions (e.g., valve setting adjustments),
3. Delegate operations to City of Brockville staff as appropriate,
4. Document settings and water levels,
5. Maintain on-site monitoring equipment,
6. Perform annual inspections (document deficiencies, make recommendations),
7. Assist with project management as required (e.g., future Conditions Assessment and OMSS Manual updates),
8. Provide adequate training to City of Brockville staff (e.g., valve operation, debris clearing).

City of Brockville scope of service delivery includes:

1. Routine (weekly, or more frequently if necessary, and before significant rainfall events) clearing of debris from outlets (upstream and downstream),
2. Beaver management,
3. Valve adjustments based on Cataraqui Conservation direction,
4. Valve maintenance (e.g., annual valve lubrication, currently requires confined-space entry),
5. Routine vegetation trimming / mowing at the outlets (2 – 3 times per year),
6. Management lead on implementing major upgrades and repairs,
7. Occasional assistance with monitoring equipment maintenance recommended by Cataraqui Conservation (e.g., troubleshooting).

Operating & Maintenance Agreement – Booth Falls Diversion Channel:

The summary of the services provided in the Operating & Maintenance Agreement – Booth Falls Diversion Channel are summarized as follows:

Cataraqui Region Conservation Authority scope of service delivery includes:

1. Perform annual inspections (document deficiencies, make recommendations),

2. Minor vegetation trimming during the annual inspections (e.g., immediately upstream and downstream of the auxiliary culverts under Central Ave., around existing safety signage, and small diameter woody vegetation in the channel and in close proximity to the masonry wall,
3. Maintain safety signage,
4. Maintenance of on-site monitoring equipment, should it be installed in the future,
5. Document water levels, should monitoring equipment be installed in the future,
6. Assist with project management as required (e.g., future 3rd party Conditions Assessment and OMSS Manual update),

City of Brockville scope of service delivery includes:

1. Routine vegetation trimming (e.g., immediately upstream and downstream of the auxiliary culverts under Central Ave., woody vegetation growing within the channel and in close proximity to the masonry wall,
2. Removal of trees deemed to be a detriment to the function of the diversion channel or auxiliary culverts under Central Ave., or posing concern for the long-term integrity of said structures,
3. Management lead on implementing major upgrades and repairs,
4. Occasional assistance with monitoring equipment maintenance recommended by Cataraqui Conservation (e.g., troubleshooting), should such equipment be installed in the future,

Summary:

The levels of service proposed in the agreement to be completed by the City are in line with the current informal levels of service provided by City staff to the respective assets. Maintenance work in support the Buell's Creek detentions basin and the Booth Falls diversion channel is accounted for in the City Operating budget. Although minimal capital work has been required on these assets, City staff will incorporate the capital planning into the long term capital budget and asset management plan.

Financial Implications

Both operating and maintenance agreements have financial commitments associated with the services provided by the CRCA.

Buell's Creek Detention Basin Water Control Structure:

In accordance with the operating agreement, the City will remit payment for services in 2024 of \$11,850 plus net HST.

Booth Falls Diversion Channel:

In accordance with the operating agreement, the City will remit payment for services in 2024 of \$3,700 plus net HST.

Future Capital and Maintenance Expenses:

In accordance with the operating and maintenance agreements, the City is responsible for all major capital and maintenance required for the Buell's Creek detention basin and Booth falls diversion channel respectively. The City will incorporate the identified assets into the City's asset management plan.

The CRCA is committed to partner on capital projects and provide analytical and condition assessments to contribute to the upkeep and capital planning for the respective assets. CRCA will apply for grants on behalf of future capital work and maintain a capital reserve for both assets.

Policy Alignment

Council approval is required to enter into the agreement with CRCA.

Conclusion

The Cataraqui Region Conservation Authority (CRCA) has provided two - category 2 memorandums of understanding (MOU) to the City Operations department. The documents are a formal operating and maintenance agreement that delineate the services provided by the City and CRCA respectively for each of the Buell's Creek detentions basin and the Booth Falls diversion channel.

Approved by:

Phil Wood, Director of Operations

Status:

Approved - 20 Oct 2023

Lynda Ferguson, Director of Finance & IT
Services

Approved - 20 Oct 2023

Sandra MacDonald, City Manager/City Clerk

Approved - 20 Oct 2023

Attachments:

[CRCA Category 2 Operating and Maintenance Agreement - Buell's Creek Detention Basin](#)
[CRCA Category 2 Operating and Maintenance Agreement - Booth Fall's](#)



Operating & Maintenance Agreement

Buell's Creek Detention Basin Water Control Structure

This Agreement made this _____ day of _____, 2023

Between:

City of Brockville

(a municipal corporation under the *Municipal Act*, 2001, S.O. 2001 c. 25)
(hereinafter the "City")

- and -

Cataraqui Region Conservation Authority

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(hereinafter "Cataraqui Conservation")

Commented [KF1]: We can combine Booth's Fall
Diversion Channel to this agreement as a separate schedule
should the City prefer as this structure is also owned by the
City and overseen by the CA.

Commented [AS2R1]: Ok.

Whereas Cataraqui Conservation provides services to and on behalf of the City;

And Whereas the *Conservation Authorities Act* requires programs and services delivered on
behalf of municipalities to be approved under Agreement;

And Whereas the City is the owner of, or has responsibility to care for and maintain the Buell's
Creek Detention Basin Water Control Structure (the "Detention Basin");

And Whereas the City and Cataraqui Conservation (the "Parties") wish to enter into an
Agreement for the Operations & Maintenance of the Detention Basin;

And Whereas the Parties continue to work together to identify opportunities for further
collaboration to the benefit of both Parties while ensuring efficiency and accountability;

Now Therefore, in consideration of the mutual covenants, conditions, considerations and
payments herein contained, the Parties mutually agree as follows.

1. Entire Agreement

1.1. This Agreement, together with:

Schedule "A" -	Service Deliverables
Schedule "B" -	Budget
Schedule "C" -	Operations, Maintenance, Safety & Surveillance ("OMSS") Manual

constitutes the entire Agreement between the Parties with respect to the subject matter
contained in this Agreement and supersedes all prior oral or written representations and
Agreements.

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 2 of 10

- 1.2 This Agreement will be posted publicly on Cataraqui Conservation's website to comply with requirements under the *Conservation Authorities Act*.

2. Definitions

- 2.1 In this Agreement:

"Benefit Based Apportionment Method" is a provincially approved method of apportioning Cataraqui Conservation's operating expenses and capital costs to complete programs and services based on the benefit that the participating municipality is receiving from the works. Using this method, a Municipal (Special) Levy is apportioned to the participating municipality based on a percent benefit received which is mutually agreed upon.

"Service" means the operation and maintenance of the Buell's Creek Detention Basin provided by Cataraqui Conservation per the deliverables in Schedule "A" on behalf of the City of Brockville.

3. General

- 3.1 The City of Brockville owns the Buell's Creek Detention Basin. Management of the water control structure is shared by the City and Cataraqui Conservation per Schedule "A".
- 3.2 Cataraqui Conservation is permitted to include this Service within the Watershed-Based Resources Strategy as prescribed under Ontario Regulation 686/21.
- 3.3 Cataraqui Conservation will have no power or authority to bind the City or to assume or create any obligation or responsibility, express or implied, on behalf of the City. Cataraqui Conservation shall not hold itself out as an agent, partner, or employee of the City. Nothing in this Agreement will have the effect of creating an employment, partnership or agency relationship between the City and Cataraqui Conservation.
- 3.4 Cataraqui Conservation may subcontract all or any portion of the Services in its sole discretion, provided that any such sub-contracted Service(s) conforms to the terms of this Agreement. Nothing contained in this Agreement will create a contractual relationship between any sub-contractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the City. No sub-contract will relieve Cataraqui Conservation from any obligation under this Agreement or impose any liability on the City unless otherwise agreed to in writing.

4. Planning

- 4.1 Both Parties agrees to work together to collaboratively manage the Detention Basin and immediately notify each other of any failure, property damage reported by the public or discovered during inspections, or improvements required to support the operations and maintenance of the structure.

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 3 of 10

5. Program Data

- 5.1. The data developed from the operation and maintenance of the Detention Basin is jointly owned by the City and Cataraqui Conservation provided that the Parties consent to joint ownership of the data. In the absence of prior Agreement in writing, the data shall be owned by Cataraqui Conservation.
- 5.2. The City can request access to Cataraqui Conservation's records related to the operation and maintenance of the Detention Basin to substantiate any charges and payments made by the City through written notice of at least 10 business days.
- 5.3. Cataraqui Conservation will maintain confidentiality of any information provided by the City and identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the Program, or as required to be disclosed by law.

6. Insurance

- 6.1. Each party, at their own expense, shall maintain the following insurance requirements for the duration of the Agreement:
 - i) Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; Employers Liability; tenants legal liability; cross liability and severability of interest clause;
 - ii) The insurance shall be non-contributing with and apply as primary and not as excess of any insurance available; and
 - iii) Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$5,000,000. If such insurance is written on a claim made basis, the coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.
- 6.2. Each party shall provide, upon request, a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.
- 6.3. Each party shall be responsible for the physical damage to their equipment used in providing this Service as outlined in the Agreement. Any applicable deductible to any insurance coverage shall be the sole responsibility of the named insured.
- 6.4. Each party shall provide confirmation of Workers Safety Insurance Board (WSIB)

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 4 of 10

coverage, upon request, or its equivalent in addition to General Insurance.

- 6.5. Any applicable deductible to any insurance coverage shall be the sole responsibility of the named insured.

7. Indemnity

- 7.1. The Parties to this Agreement hereby agree to indemnify and save harmless each other from any and all claims, demands, losses, charges, liabilities, actions, causes of action, and any other proceedings of any nature made or brought against, suffered or imposed upon the Parties or their property in respect of any loss, damage, injury, or death to any person or property directly or indirectly arising of, resulting from or sustained in relation to work performed in accordance with this Agreement. The obligations set out in this clause shall survive the expiration or termination of this Agreement.

8. Term, Renewal, and Amendment

- 8.1. The term of this Agreement shall commence on January 1, 2024 and be in place until such time as the Parties wish to terminate the arrangement.
- 8.2. This Agreement will be reviewed at a minimum of every five (5) years, with all Parties to update, amend, or terminate existing services.
- 8.3. This Agreement may be amended at any time by the mutual consent of the Parties in writing, with at least a minimum of 90 days written notice of the proposed amendments.
- 8.4. This Agreement may be renewed in writing upon mutual Agreement of the Parties.

9. Termination

- 9.1. Each party may, at any time prior to the completion of the Program terminate this Agreement without liability, penalty, or costs upon providing a minimum 90 days written notice to the other Party.
- 9.2. Upon a termination notice being given, Cataraqui Conservation shall be entitled to operational and capital costs reasonably incurred up to the date of the termination notice and all ongoing fixed costs incurred in reliance on the funding commitment of the City. The City shall pay Cataraqui Conservation within 30 days of termination.

10. Dispute Resolution

- 10.1. If requested in writing by either Party, Cataraqui Conservation and the City shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by Agreement of the Parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 5 of 10

mediator, the dispute shall be referred to and finally resolved by arbitration. The arbitrator shall be appointed by the Agreement of the parties.

- 10.2. No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the Services or in the business or other affairs of either Cataraqui Conservation or the City.
- 10.3. The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the Parties.
- 10.4. The provisions of the Arbitration Act, R.S.O., 1991, Chapter 17, as amended shall apply.

11. Counterparts

- 11.1. This Agreement may be delivered by original executed copy or by electronic transmission, and any such means constitutes valid and effective delivery. The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. However, upon request by either party, the Parties agree to execute and deliver to one another the original signed copies of this Agreement.

12. Notice

- 12.1. For the purpose of Service, any report or notices required or desired to be sent pursuant to this Agreement, the Parties shall contact the following individuals or their designates:

For the City:

Name
Title
City
Address

For Cataraqui Conservation:

Andrew Schmidt
Manager, Watershed Planning & Engineering
Cataraqui Region Conservation Authority
1641 Perth Road, P.O. Box 160,
Glenburnie, ON K0H 1S0
Tel.: (613) 546-4228

- 12.2. Both Parties agree that they may designate a different representative by providing notice in writing.

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page **6** of 10

13. Governing Law

- 13.1. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

[Signature Page To Follow]

DRAFT

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 7 of 10

In Witness whereof the Parties hereto have executed this Agreement as of the day and year first written above.

Cataraqui Region Conservation Authority

Katrina Furlanetto, M.Env.Sc
General Manager
Cataraqui Region Conservation Authority

Date

I have authority to bind the organization

Gary Oosterhof
Chair
Cataraqui Region Conservation Authority

Date

City of Brockville

Sandra MacDonald
City Manager
City of Brockville

Date

I have authority to bind the organization

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 8 of 10

Schedule “A” – Service Deliverables

- 1.0 This document should be read in conjunction with Schedule “C” – OMSS Manual for Buell's Creek Detention Basin water control structure.
- 2.0 Cataraqui Conservation commits to providing the following Service at the Buell's Creek Detention Basin:
 - a) Monitor watershed / weather conditions / forecasts to inform operation decisions,
 - b) Determine ongoing operational decisions (e.g., valve setting adjustments),
 - c) Delegate operations to City of Brockville staff as appropriate,
 - d) Document settings and water levels,
 - e) Maintain on-site monitoring equipment ,
 - f) Perform annual inspections (document deficiencies, make recommendations),
 - g) Assist with project management as required (e.g., future Conditions Assessment and OMSS Manual updates),
 - h) Provide adequate training to City of Brockville staff (e.g., valve operation, debris clearing).
- 2.1 Both parties acknowledge the frequency of inspections may vary based on necessity.
- 3.0 The City commits to providing the following deliverables:
 - a) Routine (weekly, or more frequently if necessary, and before significant rainfall events) clearing of debris from outlets (upstream and downstream),
 - b) Beaver management,
 - c) Valve adjustments based on Cataraqui Conservation direction,
 - d) Valve maintenance (e.g., annual valve lubrication, currently requires confined-space entry),
 - e) Routine vegetation trimming / mowing at the outlets (2 – 3 times per year),
 - f) Management lead on implementing major upgrades and repairs,
 - g) Occasional assistance with monitoring equipment maintenance recommended by Cataraqui Conservation (e.g., troubleshooting).
- 4.0 It is the responsibility of both Parties to maintain communications as needed to coordinate safe operations.
- 5.0 Both Parties shall provide each other with emergency contact info to be used in the event emergency operations are necessary outside of regular business hours (e.g., request for emergency weekend valve adjustments).

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
Page 9 of 10

Schedule “B” – Budget

1.0 Operating & Capital Budget

- 1.1 It is acknowledged by both Parties that the Service as outlined in this Agreement is 100% supported by Municipal (Special) Levy and is calculated annually using the Benefit-Based Apportionment Method.
- 1.2 Both Parties acknowledge that the Detention Basin lies completely within the City of Brockville's jurisdiction with the City receiving 100% benefit from the structure.
- 1.3 The City shall pay Cataraqui Conservation for the Services in this Agreement on an annual basis at the following rate in Canadian Dollars not inclusive of harmonized sales tax:

Buell's Creek Detention Basin (2024)	\$ 11,850.00
--------------------------------------	--------------
- 1.4 The City shall submit payment to Cataraqui Conservation for the amount described below no later than thirty (30) days after receiving an invoice. Interest charges will apply to late payments.
- 1.5 The City will be responsible for all major capital maintenance associated with the Buell's Creek Detention Basin and will incorporate asset management requirements within the City's capital budget.
- 1.6 Cataraqui Conservation is committed to partner with the City on capital projects and future studies to assess capital maintenance requirements.
- 1.7 Cataraqui Conservation will continue to maintain a Buell's Creek Detention Basin Reserve through annual operating reserve transfers to contribute to minor maintenance and future structure condition assessments from time to time.
- 1.8 Cataraqui Conservation will continue to apply for eligible funding (e.g., Water & Erosion Control Infrastructure Grant) for upgrades and repairs when appropriate.
- 1.9 Both Parties acknowledge that the operating and capital costs will increase annually, in consultation with the City, based on decisions determined by the Cataraqui Conservation Full Authority Board during annual budget development.

Operating & Maintenance Agreement – Buell's Creek Detention Basin Water Control Structure
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Schedule “C” – Buell's Creek Detention Basin Operating Maintenance Safety &
Surveillance Manual (To Be Attached)

DRAFT

Page 10



Operating & Maintenance Agreement

Booth Falls Diversion Channel

This Agreement made this _____ day of _____, 2023

Between:

City of Brockville

(a municipal corporation under the *Municipal Act*, 2001, S.O. 2001 c. 25)
(hereinafter the "City")

- and -

Cataraqui Region Conservation Authority

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(hereinafter "Cataraqui Conservation")

Whereas Cataraqui Conservation provides services to and on behalf of the City;

And Whereas the *Conservation Authorities Act* requires programs and services delivered on behalf of municipalities to be approved under Agreement;

And Whereas the City is the owner of, or has responsibility to care for and maintain the Booth Falls Diversion Channel;

And Whereas the City and Cataraqui Conservation (the "Parties") wish to enter into an Agreement for the Operations & Maintenance of the Booth Falls Diversion Channel;

And Whereas the Parties continue to work together to identify opportunities for further collaboration to the benefit of both Parties while ensuring efficiency and accountability;

Now Therefore, in consideration of the mutual covenants, conditions, considerations and payments herein contained, the Parties mutually agree as follows.

1. Entire Agreement

1.1. This Agreement, together with:

Schedule "A" -	Service Deliverables
Schedule "B" -	Budget
Schedule "C" -	Operations, Maintenance, Safety & Surveillance ("OMSS") Manual

constitutes the entire Agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and Agreements.

Commented [KF1]: We can combine Booth's Fall Diversion Channel to this agreement as a separate schedule should the City prefer as this structure is also owned by the City and overseen by the CA.

Commented [AS2R1]: I kind of prefer separate agreements as it may not be intuitive that they are together when staff are looking for them in the future.

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page 2 of 10

- 1.2 This Agreement will be posted publicly on Cataraqui Conservation's website to comply with requirements under the *Conservation Authorities Act*.

2. Definitions

- 2.1 In this Agreement:

"Benefit Based Apportionment Method" is a provincially approved method of apportioning Cataraqui Conservation's operating expenses and capital costs to complete programs and services based on the benefit that the participating municipality is receiving from the works. Using this method, a Municipal (Special) Levy is apportioned to the participating municipality based on a percent benefit received which is mutually agreed upon.

"Service" means the operation and maintenance of the Booth Falls Diversion Channel provided by Cataraqui Conservation per the deliverables in Schedule "A" on behalf of the City of Brockville.

3. General

- 3.1 The City of Brockville owns the Booth Falls Diversion Channel. Management of the diversion channel is shared by the City and Cataraqui Conservation per Schedule "A".
- 3.2 Cataraqui Conservation is permitted to include this Service within the Watershed-Based Resources Strategy as prescribed under Ontario Regulation 686/21.
- 3.3 Cataraqui Conservation will have no power or authority to bind the City or to assume or create any obligation or responsibility, express or implied, on behalf of the City. Cataraqui Conservation shall not hold itself out as an agent, partner, or employee of the City. Nothing in this Agreement will have the effect of creating an employment, partnership or agency relationship between the City and Cataraqui Conservation.
- 3.4 Cataraqui Conservation may subcontract all or any portion of the Services in its sole discretion, provided that any such sub-contracted Service(s) conforms to the terms of this Agreement. Nothing contained in this Agreement will create a contractual relationship between any sub-contractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the City. No sub-contract will relieve Cataraqui Conservation from any obligation under this Agreement or impose any liability on the City unless otherwise agreed to in writing.

4. Planning

- 4.1 Both Parties agree to work together to collaboratively manage the Booth Falls Diversion Channel and immediately notify each other of any failure, property damage reported by the public or discovered during inspections, or improvements required to support the operations and maintenance of the structure.

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page 3 of 10

5. Program Data

- 5.1. The data developed from the operation and maintenance of the Booth Falls Diversion Channel is jointly owned by the City and Cataraqui Conservation provided that the Parties consent to joint ownership of the data. In the absence of prior Agreement in writing, the data shall be owned by Cataraqui Conservation.
- 5.2. The City can request access to Cataraqui Conservation's records related to the operation and maintenance of the Booth Falls Diversion Channel to substantiate any charges and payments made by the City through written notice of at least 10 business days.
- 5.3. Cataraqui Conservation will maintain confidentiality of any information provided by the City and identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the Service, or as required to be disclosed by law.

6. Insurance

- 6.1. Each party, at their own expense, shall maintain the following insurance requirements for the duration of the Agreement:
 - i) Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; Employers Liability; tenants legal liability; cross liability and severability of interest clause;
 - ii) The insurance shall be non-contributing with and apply as primary and not as excess of any insurance available; and
 - iii) Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$5,000,000. If such insurance is written on a claim made basis, the coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.
- 6.2. Each party shall provide, upon request, a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.
- 6.3. Each party shall be responsible for the physical damage to their equipment used in providing this Service as outlined in the Agreement. Any applicable deductible to any insurance coverage shall be the sole responsibility of the named insured.

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page 4 of 10

- 6.4. Each party shall provide confirmation of Workers Safety Insurance Board (WSIB) coverage, upon request, or its equivalent in addition to General Insurance.
- 6.5. Any applicable deductible to any insurance coverage shall be the sole responsibility of the named insured.

7. Indemnity

- 7.1. The Parties to this Agreement hereby agree to indemnify and save harmless each other from any and all claims, demands, losses, charges, liabilities, actions, causes of action, and any other proceedings of any nature made or brought against, suffered or imposed upon the Parties or their property in respect of any loss, damage, injury, or death to any person or property directly or indirectly arising of, resulting from or sustained in relation to work performed in accordance with this Agreement. The obligations set out in this clause shall survive the expiration or termination of this Agreement.

8. Term, Renewal, and Amendment

- 8.1. The term of this Agreement shall commence on the date of signing and be in place until such time as the Parties wish to terminate the arrangement.
- 8.2. This Agreement will be reviewed at a minimum of every five (5) years, with all Parties to update, amend, or terminate existing services.
- 8.3. This Agreement may be amended at any time by the mutual consent of the Parties in writing, with at least a minimum of 90 days written notice of the proposed amendments.
- 8.4. This Agreement may be renewed in writing upon mutual Agreement of the Parties.

9. Termination

- 9.1. Each party may, at any time prior to the completion of the Service terminate this Agreement without liability, penalty, or costs upon providing a minimum 90 days written notice to the other Party.
- 9.2. Upon a termination notice being given, Cataraqui Conservation shall be entitled to operational and capital costs reasonably incurred up to the date of the termination notice and all ongoing fixed costs incurred in reliance on the funding commitment of the City. The City shall pay Cataraqui Conservation within 30 days of termination.

10. Dispute Resolution

- 10.1. If requested in writing by either Party, Cataraqui Conservation and the City shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page 5 of 10

a without prejudice basis. The mediator shall be appointed by Agreement of the Parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration. The arbitrator shall be appointed by the Agreement of the parties.

- 10.2. No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the Services or in the business or other affairs of either Cataraqui Conservation or the City.
- 10.3. The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the Parties.
- 10.4. The provisions of the Arbitration Act, R.S.O., 1991, Chapter 17, as amended shall apply.

11. Counterparts

- 11.1. This Agreement may be delivered by original executed copy or by electronic transmission, and any such means constitutes valid and effective delivery. The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. However, upon request by either party, the Parties agree to execute and deliver to one another the original signed copies of this Agreement.

12. Notice

- 12.1. For the purpose of Service, any report or notices required or desired to be sent pursuant to this Agreement, the Parties shall contact the following individuals or their designates:

For the City:

Name
Title
City
Address

For Cataraqui Conservation:

Andrew Schmidt
Manager, Watershed Planning & Engineering
Cataraqui Region Conservation Authority
1641 Perth Road, P.O. Box 160
Glenburnie, ON K0H 1S0
Tel.: (613) 546-4228

- 12.2. Both Parties agree that they may designate a different representative by providing notice in writing.

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page **6** of 10

13. Governing Law

- 13.1. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

[Signature Page To Follow]

DRAFT

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page 7 of 10

In Witness whereof the Parties hereto have executed this Agreement as of the day and year first written above.

Cataraqui Region Conservation Authority

Katrina Furlanetto, M.Env.Sc
General Manager
Cataraqui Region Conservation Authority

Date

I have authority to bind the organization

Gary Oosterhof
Chair
Cataraqui Region Conservation Authority

Date

City of Brockville

Sandra MacDonald
City Manager
City of Brockville

Date

I have authority to bind the organization

Operating & Maintenance Agreement – Booth Falls Diversion Channel
Page 8 of 10

Schedule “A” – Service Deliverables

- 1.0 This document should be read in conjunction with Schedule “C” – OMSS Manual for the Booth Falls Diversion Channel.
- 2.0 Cataraqui Conservation commits to providing the following Service at the Booth Falls Diversion Channel:
 - a) Perform annual inspections (document deficiencies, make recommendations),
 - b) Minor vegetation trimming during the annual inspections (e.g., immediately upstream and downstream of the auxiliary culverts under Central Ave., around existing safety signage, and small diameter woody vegetation in the channel and in close proximity to the masonry wall,
 - c) Maintain safety signage,
 - d) Maintenance of on-site monitoring equipment, should it be installed in the future,
 - e) Document water levels, should monitoring equipment be installed in the future,
 - f) Assist with project management as required (e.g., future 3rd party Conditions Assessment and OMSS Manual update),
- 2.1 Both parties acknowledge the frequency of inspections may vary based on necessity.
- 3.0 The City commits to providing the following deliverables:
 - a) Routine vegetation trimming (e.g., immediately upstream and downstream of the auxiliary culverts under Central Ave., woody vegetation growing within the channel and in close proximity to the masonry wall,
 - b) Removal of trees deemed to be a detriment to the function of the diversion channel or auxiliary culverts under Central Ave., or posing concern for the long-term integrity of said structures,
 - c) Management lead on implementing major upgrades and repairs,
 - d) Occasional assistance with monitoring equipment maintenance recommended by Cataraqui Conservation (e.g., troubleshooting), should such equipment be installed in the future,
- 4.0 It is the responsibility of both parties to maintain communications as needed to coordinate safe operations.
- 5.0 Both parties shall provide each other with emergency contact info to be used in the event emergency operations are necessary outside of regular business hours.

Operating & Maintenance Agreement – Booth Falls Diversion Channel
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Schedule “B” – Budget

1.0 Operating & Capital Budget

- 1.1 It is acknowledged by both Parties that the Service as outlined in this Agreement is 100% supported by Municipal (Special) Levy and is calculated annually using the Benefit-Based Apportionment Method.
- 1.2 Both Parties acknowledge that the Booth Falls Diversion Channel lies completely within the City of Brockville's jurisdiction with the City receiving 100% benefit from the structure.
- 1.3 The City shall pay Cataraqui Conservation for the Services in this Agreement on an annual basis at the following rate in Canadian Dollars not inclusive of harmonized sales tax:

Booth Falls Diversion Channel (2024)	\$ 3,700.00
--------------------------------------	-------------

- 1.4 The City shall submit payment to Cataraqui Conservation for the amount described below no later than thirty (30) days after receiving an invoice. Interest charges will apply to late payments.
- 1.5 The City will be responsible for all major capital maintenance associated with the Booth Falls Diversion Channel and will incorporate asset management requirements within the City's capital budget.
- 1.6 Cataraqui Conservation is committed to partner with the City on capital projects and future studies to assess capital maintenance requirements.
- 1.7 Cataraqui Conservation will continue to maintain a Booth Falls Diversion Channel Reserve through annual operating reserve transfers to contribute to minor maintenance and future structure condition assessments from time to time.
- 1.8 Cataraqui Conservation will continue to apply for eligible funding (e.g., Water & Erosion Control Infrastructure Grant) for upgrades and repairs when appropriate.
- 1.9 Both Parties acknowledge that the operating and capital costs will increase annually, in consultation with the City, based on decisions determined by the Cataraqui Conservation Full Authority Board during annual budget development.

Operating & Maintenance Agreement – Booth Falls Diversion Channel
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Schedule “C” – Booth Falls Diversion Channel Operating Maintenance Safety &
Surveillance Manual (To Be Attached)

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Page 10



City of Brockville

General Committee

Minutes

4:30 PM - Tuesday, October 17, 2023

City Hall, Council Chambers

The General Committee meeting was called to order on Tuesday, October 17, 2023, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

Members	Councillor Philip Deery, Chair Jane Fullarton, Councillor
Present:	Katherine Hobbs, Councillor Louise Severson, and Ex-Officio Matt Wren
Regrets:	Nil.
Others:	Nil.
Staff:	Yanick Beaudin, Supervisor of Public Works, Lynda Ferguson, Director of Finance & IT Services, Matthew Locke, Supervisor Transportation and Fleet Services, Sandra MacDonald, City Manager/City Clerk, Lynn Murray, Acting City Clerk, Peter Raabe, Director of Engineering & Infrastructure Services, Travis Raison, Project and Asset Coordinator, and Natalie Wood, Museum Curator/Director

LAND ACKNOWLEDGEMENT STATEMENT

CHAIR'S REMARKS

Chair Fullarton invited Councillor Deery to share his thoughts on a production he had attended this past weekend. Councillor Deery offered praise to all the participants of the recent show at the Brockville Art Centre, "School of Rock". Councillor Deery said the show was fantastic he offered kudos to all involved and added that even his colleague Councillor Wales participated. Councillor Deery stated that this is great entertainment to have for a city of our size.

DISCLOSURE OF INTEREST

Nil.

DELEGATIONS AND PRESENTATIONS

1. Para Transit Service

S. Marshall addressed the committee regarding changes that are being made to the para-transit service.

General Committee Minutes
October 17, 2023

2. Brockville Sports Dome

M. Adamcryck introduced his two colleagues, Matt Boyd and Dr. Tyler who were both in attendance this evening. M. Adamcryck reviewed his presentation for the committee which is in support of the sports dome project.

CORRESPONDENCE AND COMMUNICATIONS

Nil.

REPORTS FROM BOARDS AND COMMITTEES

Nil.

STAFF REPORTS

1. 2023-196
Brockville Sports Dome

Moved by: Councillor Deery

THAT Council direct staff to negotiate a Partnership Agreement with Brockville Sports Dome; and

THAT the Partnership Agreement be brought back to Council for final approval.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED 5-0 on a recorded vote

Councillor Deery asked what it would cost to move the soil from one field to another. Staff offered to report back at next week's Council meeting.

General Committee Minutes
October 17, 2023

2. 2023-181
Property Lease
Museum Offsite Storage

Moved by: Councillor Hobbs

THAT Council approve the additional expenditure of \$4,400 to the museum's 2023 operating budget to be funded by a donation from the Friends of the Brockville Museum to offset the increase in leasing costs for 2023; and

THAT the Mayor and Clerk be authorized to execute the required lease agreement for obtaining a new offsite warehouse lease on Strowger Blvd. for the museum collection.

CARRIED, AS AMENDED ON A LATER VOTE

Motion to Amend

Moved by: Mayor Wren

THAT the funds not be funded by the Friends of the Brockville Museum but instead be subsidized by Fiscal Policy Reserve.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED 5-0 on a recorded vote

Amended Motion

Moved by: Mayor Wren

THAT Council approve the additional expenditure of \$4,400 to the museum's 2023 operating budget to be funded by Fiscal Policy Reserve to offset the increase in leasing costs for 2023; and

THAT the Mayor and Clerk be authorized to execute the required lease agreement for obtaining a new offsite warehouse lease on Strowger Blvd. for the museum collection.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED AS AMENDED 5-0 on a recorded vote

General Committee Minutes
October 17, 2023

3. 2023-194
Reallocation of funding to Station 1 assessment

Moved by: Councillor Severson

THAT Council authorize the reallocation of the funding designation of \$19,000 for a female washroom at Fire Station No. 1 for a building assessment at the same location.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

4. 2023-193
Water Systems Division - Pickup Truck Purchase

Moved by: Mayor Wren

THAT Council approve the purchase of a 3500HD 4WD Double Cab Chevy Silverado from Gan Chev Olds in the amount of \$72,212.99 (including net HST); and

That Council approve the additional expenditure of \$37,112.99 to be funded from the Wastewater Rate Working Capital Operations Reserve.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

5. 2023-189
Paratransit - Vehicle Procurement

Moved by: Councillor Deery

THAT Council approve the following customized accessible vehicles for Brockville Paratransit:

- One (1) Custom Toyota Sienna Hybrid with side deploying access ramp
- One (1) Custom Ram 2500 Promaster with side deploying access lift

General Committee Minutes
October 17, 2023

and;

THAT Council approve the purchase of the two (2) proposed vehicles from Universal Motion at a total cost of \$186,785 funded by debenture in accordance with the approved in-house paratransit service plan.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, and Mayor Wren

Against: Councillor Severson

CARRIED 4-1 on a recorded vote

Motion to Amend

Moved by: Councillor Severson

THAT Council approve the following customized accessible vehicles for Brockville Paratransit:

- Two (2) Custom Ram 2500 Promaster with side deploying access lifts be procured; and

THAT the Custom Toyota Sienna Hybrid with side deploying access ramp not be purchased.

For: Councillor Severson

Against: Councillor Deery, Councillor Fullarton, Councillor Hobbs, and Mayor Wren

DEFEATED 1-4 on a recorded vote

6. 2023-177
Brockville Tourism Corporation

Moved by: Councillor Hobbs

THAT Council adopt Policy POL.F.23.182, Asset Transfer Policy - Brockville Tourism Corporation Attachment 1); and

THAT Council approve the proposed articles of incorporation, NUANs searches, organization resolutions, by-law minute book register and final Memorandum of Understanding for the incorporation of Brockville Tourism Corporation (Attachment 2); and

General Committee Minutes
October 17, 2023

THAT the Mayor and City Clerk be authorized to execute a Memorandum of Understand Agreement (included in Attachment 2), between the Corporation of the City of Brockville and Brockville Tourism Corporation; and

THAT the Mayor and City Clerk be authorized to execute operational agreements of mutual interest, as required, between the Corporation of the City of Brockville and Brockville Tourism Corporation.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

7. 2023-195
Utility Locating Instrument Replacement

Moved by: Councillor Severson

THAT Council approve the purchase of a replacement utility locating instrument and related components for a cost not to exceed \$9,689.61; and

THAT Council approve funding of the purchase using the surplus from the 2023 engineering plotter replacement capital project.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

8. 2023-179
2023/2024 Winter Maintenance Policy Update

Moved by: Mayor Wren

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 for the addition of Adley Dr. extension, Dowsley Cres., Douglas

General Committee Minutes
October 17, 2023

Marshall Cres., Tekamp Terrace, Shearer St. extension and Reynolds Park parking lot; and,

THAT the Winter Maintenance Policy be amended to remove reference to public messaging through twitter social media platform; and,

THAT Council enact any necessary by-laws.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

9. 2023-180

Brock Trail Project - Brock St. to Perth St. Reconstruction - Project Reconciliation

Moved by: Councillor Deery

THAT Council approve funding the Brock St. to Perth St. reconstruction project cost overrun with donations fundraised by the Brock Trail Committee; and

THAT Council approve the reassignment of the Brock St. to Perth St. funding source, supplementing CCBF funding with tax levy funding in the amount of \$32,000 as outlined in the report, to maximize the utilization of ATF grant funding for this project.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

10. 2023-187

Brock Trail Project
Phase II Front Ave. to Central Ave. - Project Reconciliation

Moved by: Councillor Hobbs

THAT Council approve funding the Front Ave. to Central Ave. Phase II project shortfall with donations fundraised by the Brock Trail Committee; and

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THAT Council approve the total donations allocated to the project meet the minimum contribution requirement to maximize the ATF grant funding.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

11. 2023-184
William Street Overpass Rehabilitation

Moved by: Councillor Severson

THAT staff prepare a capital business case for the rehabilitation of the William Street overpass for Council consideration during the 2024 capital budget.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

12. 2023-175
Brockville Cemetery - By-law Amendments

Moved by: Mayor Wren

THAT Council receive Report 2023-175, with proposed amendments to the Cemetery By-law for the maintenance, management, regulation, and control of the Brockville Cemetery; and

THAT Council amend Cemetery By-Law 042-2021.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

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13. 2023-185
Procurement Policy Update

Moved by: Councillor Deery

THAT Report 2023-185 Procurement Policy Update be received; and
THAT Policy POL.F.20.139 Procurement Policy be updated
accordingly.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

14. 2023-188
Budgetary Control Policy Update

Moved by: Councillor Hobbs

THAT Report 2023-167 Budgetary Control Policy Update be received;
and

THAT Policy POL.F.20.181 Budgetary Control Policy be updated
accordingly.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

15. 2023-183
Encroachment Agreement - 9 Ormond Street

Moved by: Councillor Severson

THAT Council authorize the Mayor and Clerk to execute an
encroachment agreement with Christine Davis, for the encroachment
of stone retaining wall to a maximum of 2.4 metres (7.18 ft.) onto
the Ormond Street road allowance for the property located at 9
Ormond Street, Brockville.

For: Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren
CARRIED 5-0 on a recorded vote

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NEW BUSINESS FROM COMMITTEE MEMBERS

Nil.

INFORMATION ITEMS

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

Mayor Wren requested that Staff Report No. 2023-186 be referred to the General Committee meeting of November 21st and that staff be asked to speak to the report.

Moved by: Mayor Wren

THAT the following Information Items be passed by Consent Agenda:

CARRIED

1. 2023-186
Brockville Arts Centre - Programming Update

THAT Staff Report 2023-186 be received for information.

2. 2023-178
Airport fuel system installation
Project 230049 - Completed Procurement

3. 2023-190
Update of Diversity, Equity and Inclusion Program

COMMITTEE CONSENT AGENDA

Moved by: Councillor Deery

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

1. 2023-181
Property Lease Museum Offsite Storage
2. 2023-194
Reallocation of funding to Station 1 assessment

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3. 2023-193
Water Systems Division - Pickup Truck Purchase
4. 2023-177
Brockville Tourism Corporation
5. 2023-195
Utility Locating Instrument Replacement
6. 2023-179
2023/2024 Winter Maintenance Policy Update
7. 2023-180
Brock Trail Project - Brock St. to Perth St. Reconstruction - Project Reconciliation
8. 2023-187
Brock Trail Project Phase II Front Ave. to Central Ave. - Project Reconciliation
9. 2023-184
William Street Overpass Rehabilitation
10. 2023-175
Brockville Cemetery - By-law Amendments
11. 2023-185
Procurement Policy Update
12. 2023-188
Budgetary Control Policy Update
13. 2023-183
Encroachment Agreement - 9 Ormond Street
14. Information items
 1. 2023-178
Airport fuel system installation
Project 230049 - Completed Procurement
 2. 2023-190
Update of Diversity, Equity and Inclusion Program

CARRIED

MEDIA QUESTION PERIOD

ADJOURNMENT

Moved by: Councillor Hobbs

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for November 21, 2023.

CARRIED

The meeting adjourned at 6:48 pm.



Staff Report

Report To:	Council
Meeting Date:	October 24, 2023
Prepared By:	Lynda Ferguson, Director of Finance & IT Services Chrissy Ward, Supervisor of Accounting Services
Report Number:	2023-199
Subject:	2024 Budget - User Fees

Recommendation

THAT Council approve the proposed 2024 User Fees; and

THAT the 2023 User Fees be effective January 1, 2024; and

THAT the necessary bylaws be enacted.

Background

User fees are charged directly to users for specific services, such as airport landing fees, or island camping fees. Any costs for those services not covered by the user fees are generally covered by the tax levy.

Each year, as part of the budget process, the user fees are reviewed and presented to Council for approval. The intent is to have the 2024 User Fees effective January 1, 2024.

Analysis

Revenue from user fees make up almost 22% of the City's total revenue, second only to the tax levy which makes up 71% of the revenue required to fund the City's expenses.

When reviewing user fees, historical revenue and activity, CPI, and comparator fees are taken into consideration. As such, the percentage change in the fees was not necessarily a blanket application of any single percentage. When reviewing comparator fees, the goal is to come in mid-way in the range, not too high, and not too low. Due to such differences in location, population density and economic circumstance, the comparators are not always an apples to apples comparisons, however, maintaining the fees in a range of similar services is a prudent exercise in the setting of the user fees. While it is the intention to provide municipal comparators to all our fees, there may be a few departments that do not have comparators in 2024 as some fees do not have an apple to apple comparison. The goal is to balance affordable fees while minimizing the effect on the tax levy.

Attached to this report is a detailed listing of the proposed user fees. This document will also be posted on the City's budget webpage.

Financial Implications

The increase in user fees do not affect the associated revenues on a one to one basis. There are many factors that affect the level of budgeted revenues, such as the expected level of activity, experience, possible new events and even a decrease in usage due to an increase in the fees. For this reason, it is important to note that a 4% increase in a fee will not necessarily correlate with a 4% increase in the revenue.

Policy Alignment

Council must pass the user fee rates each year and enact the necessary bylaws.

Conclusion

User fees are reviewed each year during the budget process. Many factors are taken into consideration throughout the user fee review, such as CPI, service levels and municipal comparators. Staff recommend that the proposed user fees be approved.

Approved by:

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 19 Oct 2023

Approved - 20 Oct 2023

Attachments:

[2024 User Fees Final 2](#)

[2024 Budget User Fees Presentation 2](#)



2024 Proposed User Fees

2024 User Fees

User fees are fees that are charged directly to users for specific services, such as docking or camping fees. Any costs for those services not covered by the user fees are generally covered by the tax levy.

The revenue from user fees makes up about 22% of the City's annual revenue required to fund the City's expenses. The largest revenue source is the tax levy which is 71% of the total required revenues.

Several factors are taken into consideration when reviewing user fees, such as, CPI, historical revenue and activity as well as relevant comparators. As such, the percentage change in the fees is not a blanket application of any single percentage.

As much as possible comparators are provided. When reviewing the City's user fees to comparator fees the goal is to come in mid-way in the range, not too high, and not too low. It should be kept in mind that comparator fees are not always apple to apple comparisons. There may be differences in the service that is provided that may affect the cost, such as the cost of wages or individual elements of the service provided, such as amenities on a camp site, or dock.

Included in the user fee analysis for 2024 is a schedule for certain services that shows the level of cost coverage from the applicable user fees for prior years. The schedules will not include 2020, 2021 and 2022 as they were greatly affected by the pandemic. The years utilized will be actual values for 2016-2019 and then the 2023 budget for comparison. The services that will be included in this summary are:

- The Memorial Centre and Youth Arena
- The Brockville Arts Centre
- The Brockville Cemetery
- The Brockville Museum
- Transit

Also included in this budget report is a schedule that demonstrates revenue trends for 2016 to 2019 actual values and the 2023 budget for comparison.

User Fee Cost Coverage

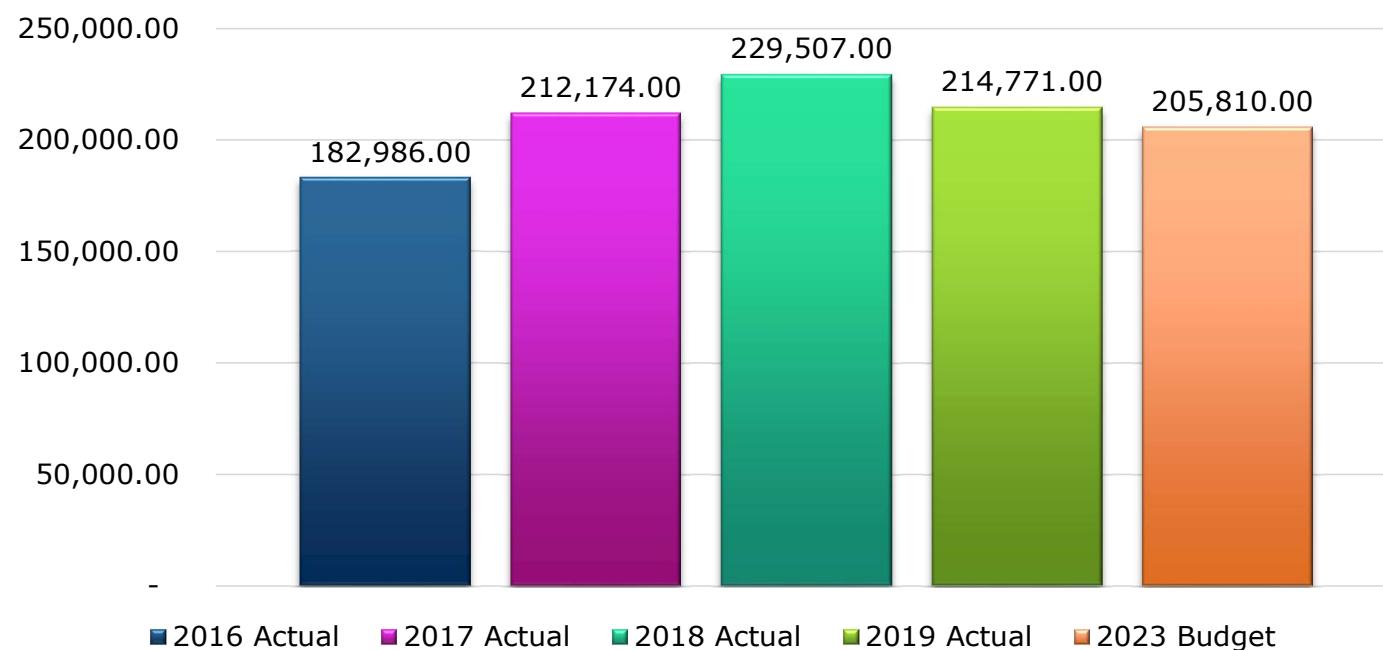
Below is the schedule outlining the level of cost coverage for 2016 to 2019 along with the 2023 budget provided by the applicable user fees. Generally, any costs not covered by user fees are covered by the tax levy.

Departments	Average Cost Coverage
Memorial Centre	55.2%
Youth Arena	71.7%
Brockville Arts Centre	79.1%
Cemetery	62.9%
Museum	13.8%
Conventional Transit	31.7%
Para-Transit	10.6%

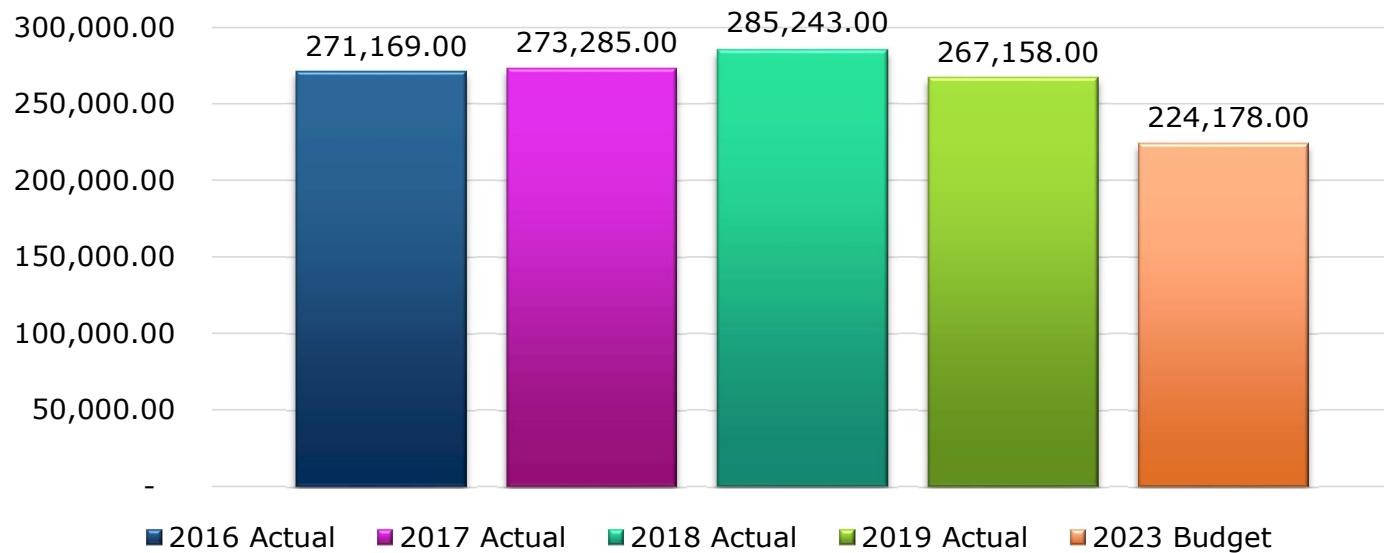
Revenue Trends

The following are schedules showing the level of actual revenues 2016 to 2019 along with the 2023 budget provided by the applicable user fees.

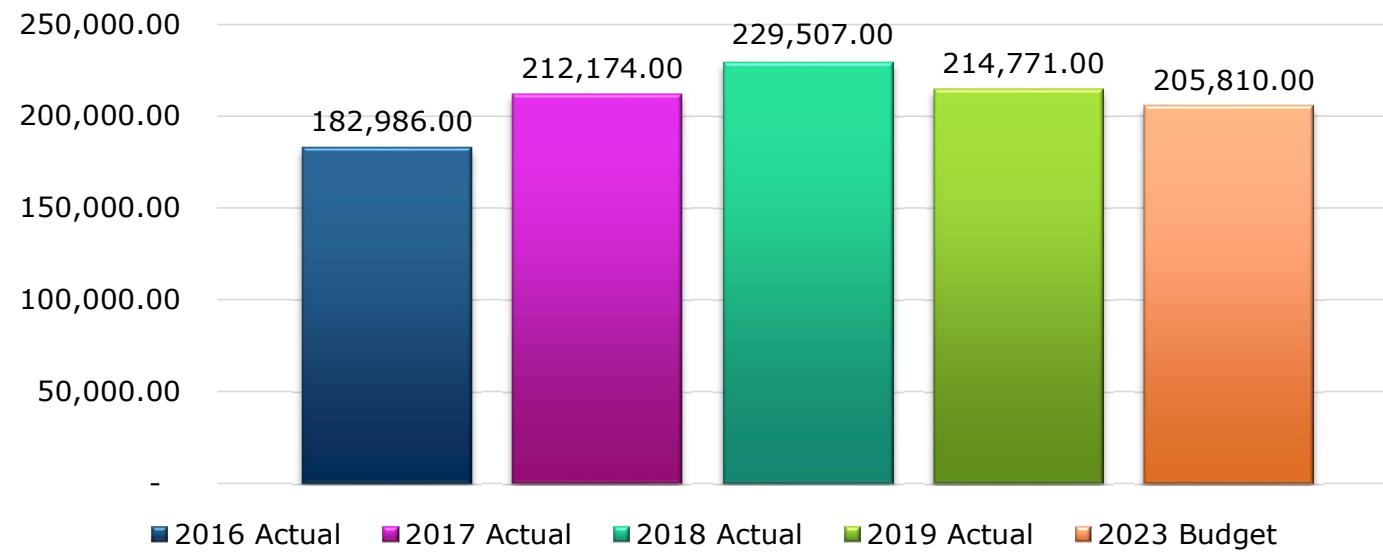
Memorial Centre Revenue Trend



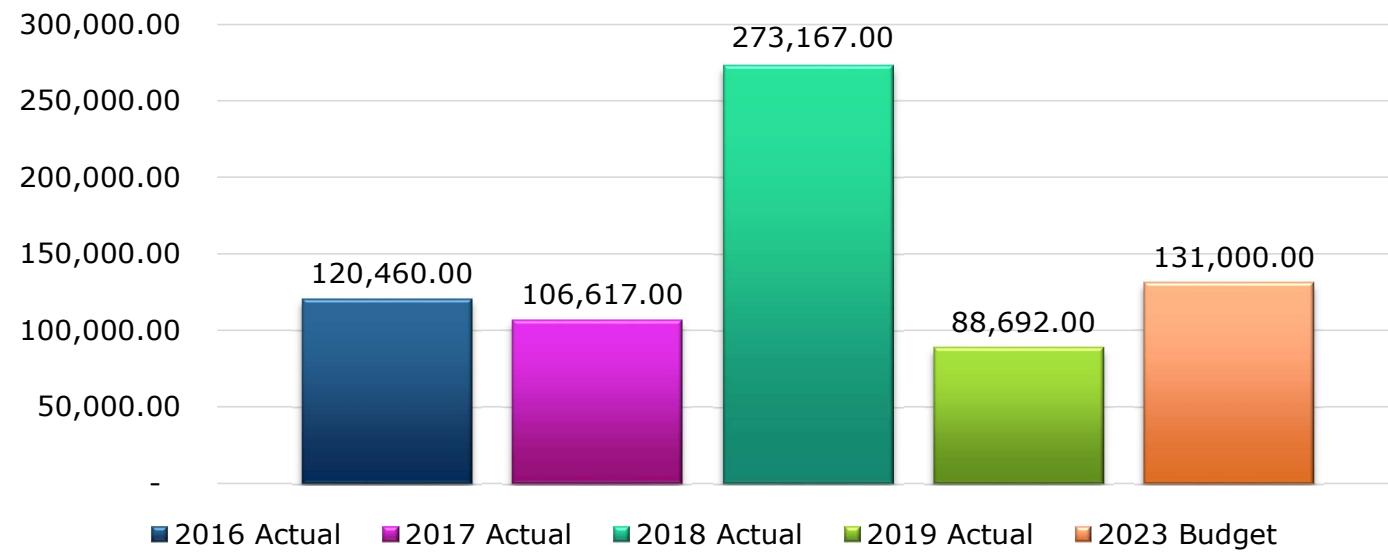
Youth Arena Revenue Trend



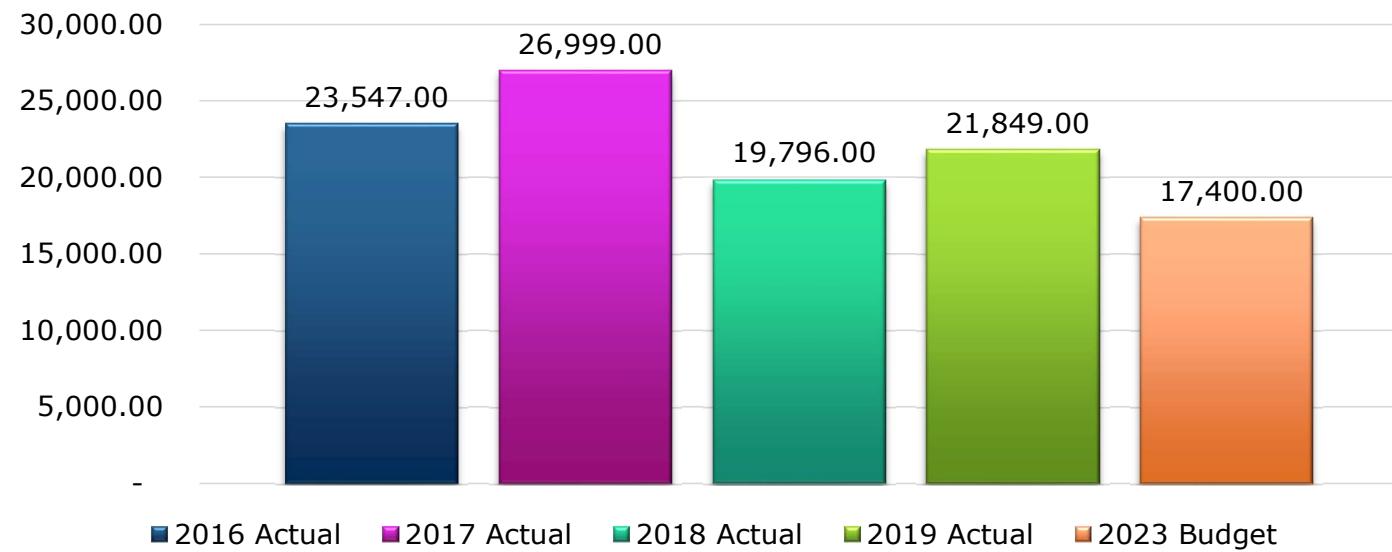
Brockville Art Centre Revenue Trend



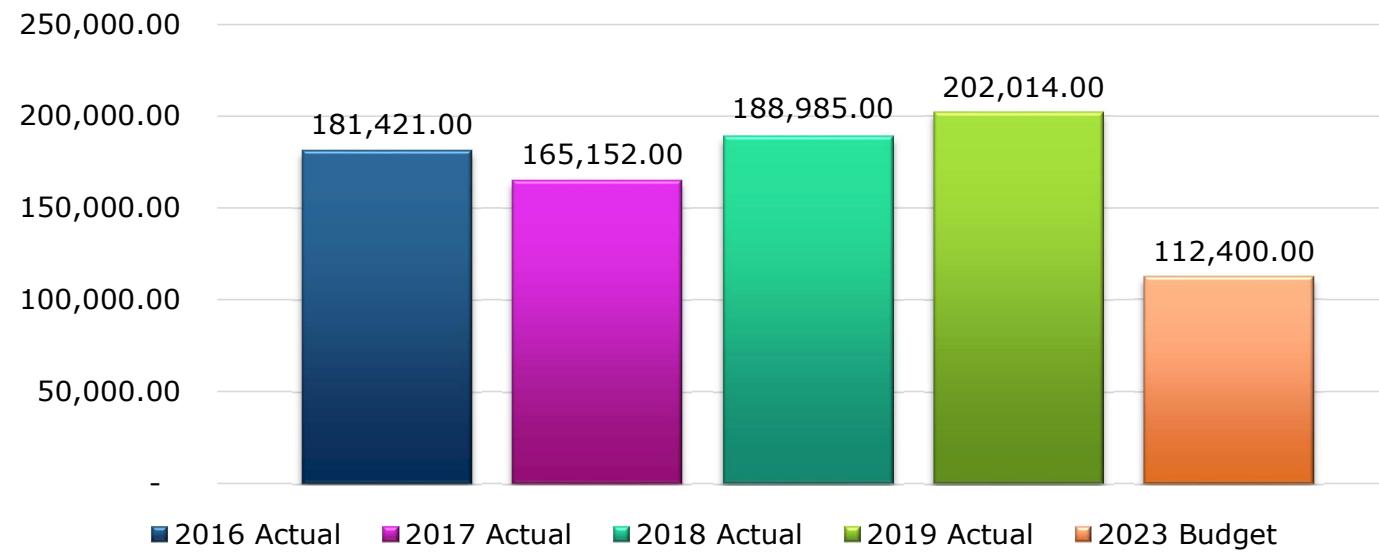
Cemetery Revenue Trend



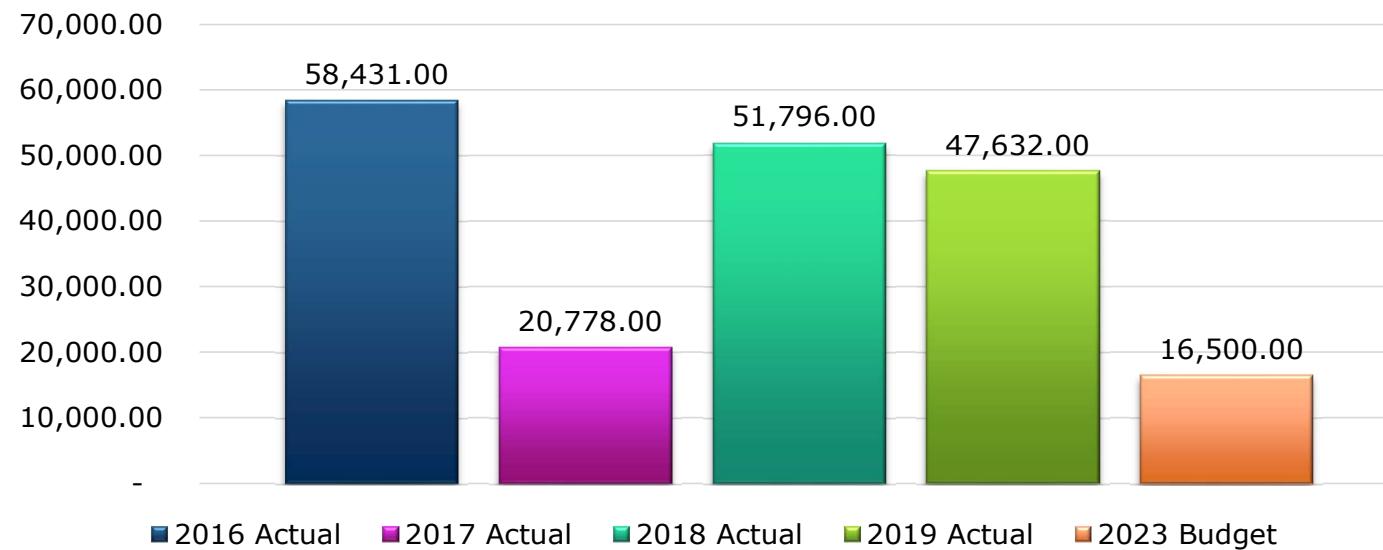
Museum Revenue Trend



Conventional Transit Revenue Trend



Para-Transit Revenue Trend



Proposed 2024 User Fees

Airport

Landing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Smiths Falls	Carp
Tie Downs (Per Night)	\$10.50	\$11.00	5%	\$12.72	Free	\$20.00
Tie Downs (Per Week)	\$52.50	Remove		\$89.04	Free	\$110.00
Tie Downs (Per Month)	\$105.00	Remove		\$96.61	\$60.00	\$110.00

Fuel Markups	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Cornwall	Smiths Falls	Carp
Jet A1 (Per Litre)	\$0.75	\$0.75	0%	\$0.65		\$0.40
Resident 100 Low Lead (Per Litre)	\$0.25	\$0.25	0%	\$0.30	\$0.29	\$0.40
Transient 100 Low Lead (Per Litre)	\$0.47	\$0.47	0%	\$0.35	\$0.39	\$0.40

Animal Control

Animal Control Licenses are exempt from Goods and Services Tax and Harmonized Sales Tax.

Not Spayed or Neutered	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Each Male or Female Dog not spayed or neutered	\$55.75	\$58.00	4%	\$60.00	\$50.00 (prior to May 1) \$60.00 (after May 1)	\$30.00 (prior to April 1) \$60.00 (after April 1)
Senior Citizen Rate Dog not spayed or neutered	\$40.75	\$42.00	3%	Not Available	Not Available	Not Available
Each Male or Female Dog not spayed or neutered, microchipped	\$27.75	\$29.00	5%	\$50.00	Not Available	\$10.00 (prior to April 1) \$20.00 (after April 1)
Senior Citizen Rate Dog not spayed or neutered, microchipped	\$20.25	\$21.00	4%	Not Available	Not Available	Not Available

Spayed or Neutered	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Each Male or Female Dog spayed or neutered	\$32.75	\$34.00	4%	\$40.00	\$25.00 (prior to May 1) \$35.00 (after May 1)	\$15.00 (prior to April 1) \$30.00 (after April 1)
Senior Citizen Rate Dog spayed or neutered	\$24.75	\$26.00	5%	Not Available	Not Available	Not Available
Dog spayed or neutered, microchipped	\$16.25	\$17.00	5%	\$30.00	Not Available	\$5.000 (prior to April 1) \$10.00 (after April 1)
Senior Citizen Rate Dog spayed or neutered, microchipped	\$12.25	\$13.00	6%	Not Available	Not Available	Not Available

Other Animal Control	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Voluntary Cat Licenses	\$17.00	\$18.00	6%	\$13.00 to \$30.00	same fees as dogs	same fees as dogs

Other Animal Control	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Replacement lost dog tags	\$6.00	\$6.25	4%	Not Available	\$10.00	Not Available
Service Dog License	\$0	\$0.00	0%	Not Available	Not Available	Not Available

Arenas

All Arenas Public Skating Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Public Skating (Adult, Parent and Tot)	\$2.50	\$2.50	0%	\$0.00	\$3.00	\$3.00	\$0.00

Memorial Centre Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Youth Prime time rate (per hour)	\$188.25	\$188.25	0%	\$156.37	\$174.00	\$144.00	\$165.00
Adult Prime time rate (per hour)	\$248.25	\$248.25	0%	\$187.74	\$249.00	\$186.00	\$195.00

Memorial Centre Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Non-Prime time rate (per Hour)	\$141.00	\$141.00	0%		\$174.00	\$117.00	\$125.00

Youth Arena Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Youth Prime time rate (per hour)	\$173.75	\$173.75	0%				
Adult Prime time rate (per hour)	\$237.25	\$237.25	0%				
Non-Prime time rate (per hour)	\$141.00	\$141.00	0%				
Unsold Prime time rate (per hour)	\$141.00	\$141.00	0%				

Non-Resident User Fee	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Non-resident user annual payment for all ice rates effective August 1	\$177.50	\$177.50	0%				

Arena Slab and Hall Rental Rates	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Rates are per day (10 hours). Hourly rentals will be pro-rated; costs for additional set-up and tear down requests will apply.							
Arena Concrete Slab (Indoor sports and Activities) (per hour)	\$88.00	\$88.00	0%		\$67.00	\$86.00	
Multicultural Festival	\$2,691.25	\$2,691.25	0%				
TIKO Dog Show	\$3,865.00	\$3,865.00	0%				
Memorial Centre Hall Room Rental, no set up	\$138.50	\$144.00	4%		\$265.23		
Memorial Centre Hall Room Rental, chairs only	\$200.50	\$208.50	4%				

Arena Slab and Hall Rental Rates	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ed/ Cardinal	Gananoque	Kemptville	Prescott
Memorial Centre Hall Room Rental, chairs, and tables	\$451.25	\$469.25	4%				
Memorial Centre Hall Room Rental, chairs, tables, and kitchen	\$798.25	\$830.25	4%			\$979.00	
Youth Arena Hall Room Rental, no setup	\$111.50	\$111.50	0%				
Wi-Fi Voucher	\$3.00	Remove					

Brockville Arts Centre

Convenience Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Coat Check Fees	\$1.00	\$1.00	0%	Not Available	Not Available	Not Available
Phone-in Surcharge (Per Order)	\$2.00	\$2.00	0%	\$0.50 per ticket	\$3.76 per ticket	Not Available

Convenience Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
General Seat Surcharge for tickets \$10.00 and over	\$4.00	\$4.00	0%	\$1.50 Capital Refurb Fee	\$1.64 plus Capital Improvement Fund \$2.79	10% of advertised price up to \$4.25 (Capital Improvement)
General Seat Surcharge for tickets below \$10.00	\$1.00	\$1.00	0%	Not Available	Capital Improvement Fund \$1.28	Not Available
On-Line Ticketing Fee, General Arts Centre Shows	\$2.00	\$2.00	0%	\$5.35 over \$15.00 and \$4.35 Under \$14.00	\$3.76 per ticket	10% of advertised price up to \$4.25
Offsite Ticket Fee	\$2.00	\$2.00	0%	Not Available	Not Available	Not Available
Mailing fee, per piece of mail	\$5.00	\$5.00	0%	\$3.95	Not Available	Not Available
Ticket Exchange fee, per ticket	\$3.00	\$3.00	0%	Not Available	Not Available	\$4.25 (Exchange) \$4.25 (Reprint)

Visual Arts Revenue	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Lobby Gallery Walls (per month)	\$163.75	\$200.00	22%	Not Available	Not Available	Not Available
Memberships	\$50.00	\$50.00	0%	Not Available	Not Available	Not Available

Facility Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Performance Non-Profit base fee or 10% of gross sales, whichever is greater	\$650.00	\$650.00	0%	\$400.00 or 10%	\$1,045.00	\$1,449.00 (Resident Subsidized) \$1,910.00 (Non-Subsidized)
Performance Non-Profit, non ticketed (no fee) community programming	\$425.00	\$425.00	0%	Not Available	Not Available	Not Available
Performance Non-Profit, 50% off rental rate for second performance or 10%, whichever is greater	\$325.00	\$325.00	0%	Not Available	\$570.00	Not Available

Facility Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Performance Commercial base fee or 10% of gross sales, whichever is greater	\$1,000.00	\$1,100.00	10%	\$1000.00 or 12%	\$2,284.00	\$2,544 (Resident Standard) \$3,145 (Non-Resident)
Performance Commercial, 50% off for second performance or 10% whichever is greater	\$500.00	\$550.00	10%	Not Available	\$1,141.00	Not Available
Commercial Rehearsal (8 hours)	\$800.00	\$800.00	0%	\$165.00	\$1,141.00	Not Available
Commercial Rehearsal (4 hours)	\$400.00	\$400.00	0%	Not Available	Not Available	Not Available
Lobby (8 hours)	\$400.00	\$400.00	0%	Not Available	\$125.66 Community Group \$241.55 Commercial (3 hours)	\$135.00 per hour (Resident Subsidized) \$187.00 per hour (Non-Resident Subsidized) \$237.00 per hour (Resident)

Facility Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
						Standard) \$289.00 per hour (Non-Resident Standard)
Musi Theatre Full Day (8 hours)	\$400.00	\$400.00	0%	Not Available	Not Available	Not Available
Musi Theatre Half Day (4 hours)	\$200.00	\$200.00	0%	Not Available	Not Available	Not Available
Rental for Dance Competition (per day)	\$8,750.00	\$8,750.00	0%	Not Available	Not Available	Not Available
Rental set up (8 hour minimum day)	\$2,000.00	\$2,000.00	0%	\$175.00	Not Available	Not Available

Production Charges	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Front of House Fee	\$120.00	\$120.00	0%	\$20.40 per hour for up to 8 hours	Included in Rental cost	\$46.00 per hour (House Manager) \$33.75 per hour (Bartender) \$18.75 per hour (Additional Front of House) \$41.25 per hour (Box Office)
Piano surcharge with one tuning	\$175.00	\$200.00	14%	\$300.00	\$274.00 Not-For-Profit \$418.00 Commercial Rental and Tuning at cost	\$199.00 per tuning
Haze Machine Rental (per day)	\$30.00	Remove				
Fog Machine Rental (per day)	\$30.00	Remove				
Fog or Haze Machine Rental (per day, per unit) NEW		\$30.00	0%	Not Available	\$30.00 (cost plus 10%)	\$61.00

Production Charges	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Fog or Haze Machine Rental (weekly max per unit) NEW		\$80.00	0%	Not Available	Not Available	\$121.00
Arts Centre Crew, with a minimum 3 hour call (Not-For-Profit and Commercial)	\$27.50	\$27.50	0%	\$20.15 for up to 8 hours	\$39.19 (Non-Union)	Not Available
Sound Technician (per hour)	\$50.00	Remove				
Light Technician (per hour)	\$50.00	Remove	0%			
Sound, Light or Lead Technician (per hour, per technician) NEW		\$50.00	0%	\$23.95 for up to 8 hours	\$41.19 (Union)	\$61.00 per hour (Senior Crew) \$51.25 per hour (Other Crew)
Not-For-Profit Technical Services (per hour)	\$40.00	Remove				
Not-For-Profit rate for Sound, Light or Lead Technician		\$40.00	0%	Not Available	Not Available	Not Available

Production Charges	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
(per hour, per technician, 3 hour minimum for 8 hours a day, 40 hours a week) NEW						
House Technician Overage (per hour over 8 hours during rental)	\$50.00	Remove				
Not-For-Profit rate for Sound, Light or Lead Technician (per hour, per technician, beyond 8 hours a day or 40 hours week) NEW		\$50.00	0%	\$41.55 per hour to 12 hours \$55.40 per hour over 12 hours	Not Available	Not Available
Merchandise Table \$50.00 or 15% of gross sales, whichever is greater	\$50.00	\$50.00	0%	\$50.00 per seller plus 10% of sales	Not Available	15% Gross Sales (Client Sells) 20% Gross Sales (Venue Sells)

Box Office Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Aultsville Theatre (Cornwall)	Grand Theatre (Kingston)	Oakville Centre
Box Office Charge on gross ticket sales	3.50%	3.50%	0%	\$395.00 Program Management and \$420.00 Audience Services		Not Available
Set up and event marketing with 1 complimentary e-blast	\$125.00	\$125.00	0%	\$90.00	Not Available	\$121.00
Additional e-blasts	\$75.00	\$75.00	0%	Not Available	\$515.00	Not Available
Custom seating chart or scale (per hour)	\$40.00	\$40.00	0%	Not Available	Not Available	Not Available

Cemetery

Interment Rights	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Burial Plots, North Side	\$809.68	\$850.16	5%	\$900.00	\$3,840.00	\$1,740.00

Interment Rights	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Burial Plots, South Side	\$1,012.10	\$1,062.71	5%	\$1,095.00	\$16,320.00	\$2,100.00
Burial Plots, Child	\$202.42	\$212.54	5%		\$1,674.00	\$480.00
Cremation Plots, North Side	\$438.58	\$460.51	5%	\$995.00	\$5,199.00	\$660.00
Cremation Plots, South Side	\$491.31	\$515.88	5%	\$995.00	\$3,960.00	\$660.00
Columbarium A (Oakland Protestant Cemetery Section 35), Single	\$1,218.73	\$1,279.67	5%			
Columbarium A (Oakland Protestant Cemetery Section 35), Double (Sold Out)	\$1,983.43	\$2,082.60	5%	\$1,445.00	\$7,675.50	\$4,207.50
Columbarium B (Oakland Protestant Cemetery Section 12), Single	\$1,433.81	\$1,505.50	5%			
Columbarium B (Oakland Protestant	\$2,389.68	\$2,509.16	5%	\$2,120.75	\$7,837.00	\$4,207.50

Interment Rights	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Cemetery Section 12), Double						
Columbarium C (Oakland Protestant Cemetery Section 12), Single	\$1,433.81	\$1,505.50	5%			
Columbarium C (Oakland Protestant Cemetery Section 12), Double	\$2,389.68	\$2,509.16	5%	\$2,120.75	\$7,837.00	\$4,207.50

Care and Maintenance	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Burial Plots, North Side	\$809.68	\$850.16	5%	\$900.00	\$3,840.00	\$1,740.00
Burial Plots, South Side	\$1,012.10	\$1,062.71	5%	\$1,095.00	\$16,320.00	\$2,100.00
Burial Plots, Child	\$202.42	\$212.54	5%		\$1,674.00	\$480.00
Cremation Plots, North Side	\$438.58	\$460.51	5%	\$995.00	\$5,199.00	\$660.00

Care and Maintenance	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Cremation Plots, South Side	\$491.31	\$515.88	5%	\$995.00	\$3,960.00	\$660.00
Columbarium A (Oakland Protestant Cemetery Section 35), Single	\$1,218.73	\$1,279.67	5%			
Columbarium A (Oakland Protestant Cemetery Section 35), Double (Sold Out)	\$1,983.43	\$2,082.60	5%	\$1,445.00	\$7,675.50	\$4,207.50
Columbarium B (Oakland Protestant Cemetery Section 12), Single	\$1,433.81	\$1,505.50	5%			
Columbarium B (Oakland Protestant Cemetery Section 12), Double	\$2,389.68	\$2,509.16	5%	\$2,120.75	\$7,837.00	\$4,207.50
Columbarium C (Oakland Protestant	\$1,433.81	\$1,505.50	5%			

Care and Maintenance	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Cemetery Section 12), Single						
Columbarium C (Oakland Protestant Cemetery Section 12), Double	\$2,389.68	\$2,509.16	5%	\$2,120.75	\$7,837.00	\$4,207.50

Columbarium Lettering	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Single Niche, Oakland Protestant Cemetery Section 35, and Section 12	\$243.80	\$255.99	5%		\$460.00	\$325.00
Double Niche, Oakland Protestant Cemetery Section 35, and Section 12	\$424.00	\$445.20	5%	\$425.00	\$460.00	\$325.00

Scattering Rights	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Scattering Right	\$365.48	\$365.48	0%			
Care and Maintenance	\$30.00	\$30.00	0%			

Casket Interment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Monday to Friday	\$1,068.33	\$1,121.75	5%	\$1,205.00	\$1,580.00	\$1,250.00
Weekday after 3:00 pm	\$1,180.78	\$1,239.82	5%	\$1,590.00	\$1,580.00	\$1,470.00
Saturday or Sunday (to Noon)	\$1,405.69	\$1,475.97	5%	\$1,700.00	\$2,080.00	\$1,750.00
Saturday or Sunday (Noon to 3:30 pm)	\$1,518.15	\$1,594.06	5%	\$1,920.00	\$2,330.00	\$1,900.00

Cremation Interment in Ground	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Monday to Friday	\$534.16	\$560.87	5%	\$630.00	\$850.00 to \$1190.00	\$675.00
Weekday after 3:00 pm	\$646.62	\$678.95	5%	\$1,015.00	\$850.00 to \$1190.00	\$895.00
Saturday or Sunday (to Noon)	\$787.19	\$826.55	5%	\$1,015.00	\$1350.00 to \$1690.00	\$1,175.00
Saturday or Sunday (Noon to 3:30 pm)	\$927.76	\$974.15	5%	\$1,345.00	\$1350.00 to \$1690.00	\$1,325.00

Cremation Interment in Columbarium (per cremation urn)	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Monday to Friday	\$449.82	\$472.31	5%	\$520.00	\$675.00	\$475.00
Weekday after 3:00 pm	\$562.28	\$590.39	5%	\$905.00	\$675.00	\$695.00

Cremation Interment in Columbarium (per cremation urn)	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Saturday or Sunday (to Noon)	\$674.73	\$708.47	5%	\$905.00	\$1,175.00	\$975.00
Saturday or Sunday (Noon to 3:30 pm)	\$787.19	\$826.55	5%	\$1,235.00	\$1,425.00	\$1,125.00

Infant Interment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Child Burial (up to age 14)	\$337.37	\$400.00	19%			\$550.00
Winter Surcharge (November 1st to April 30th)	\$209.88	\$350.00	67%	\$350.00 to \$545.00		
Scattering of Cremated Remains, only permitted within Oakland Protestant Scattering Garden	\$30.00	\$30.00	0%		\$500.00	

Assisted Services and Veteran, Casket Burial Plot, and Interment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Lot Interment Rights (including opening and closing)	\$690.26	\$690.26	0%			\$335.00
Care and Maintenance	\$460.18	\$460.18	0%			\$290.00

Assisted Services and Veteran, Cremation Burial Plot, and Interment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Lot Interment Rights (including opening and closing)	\$309.74	\$265.49	-14%			\$335.00
Care and Maintenance	\$132.74	\$176.99	33%			\$290.00

Foundation Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Up to 400 square inches (dug and poured by Cemetery staff below frost line)	\$562.28	\$600.00	7%		\$820.00	\$430.00
Over 400 square inches (per square foot)	\$1.50	\$1.75	17%	\$1.50	\$2.00	\$1.60
Foundation removal	\$375.00	\$2.00	-99%			\$430.00

Disinterment (includes Cemetery personnel and equipment usage only)	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Casketed remains (adult), with vault or outer container	\$2,438.00	\$2,500.00	3%	\$2,500.00		\$3,500.00
Casketed remains (adult), without vault or outer container	\$2,800.00	\$2,800.00	0%	\$2,500.00		By Quotation Only

Disinterment (includes Cemetery personnel and equipment usage only)	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Casketed remains (child or infant), with vault or outer container	\$1,060.00	\$1,060.00	0%			By Quotation Only
Casketed remains (child or infant), without vault or outer container	\$1,500.00	\$1,500.00	0%			By Quotation Only
Cremated remains (in-ground burial), with vault or outer container	\$795.00	\$795.00	0%	\$1,250.00		\$775.00 to \$825.00
Cremated remains (in-ground burial), without vault or outer container	\$1,000.00	\$1,000.00	0%	\$1,250.00		
Cremated remains (Niche)	\$795.00	\$795.00	0%			\$600.00

Disinterment (includes Cemetery personnel and equipment usage only)	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Cremated remains (Niche), temporary disinurnment to accommodate the inurnment of a second	\$150.00	\$150.00	0%			\$285.00

Additional Charges for Interment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Extra Depth Burial for extra depth burials that were purchased prior to January 1, 2021	\$1,068.33	\$1,121.75	5%		\$1,940.00	By Quotation Only
Indoor winter storage (casket) invoiced monthly. Minimum storage fee of 1 month.	\$250.00	\$250.00	0%			

Additional Charges for Interment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Cemetery Personnel acting as Pall Bearers (Per staff member)	\$90.00	\$90.00	0%			\$75.00
Removal of earth from burial site	\$250.00	\$250.00	0%			\$375.00
Casket Interment Scheduled with less than 3 business days notice, contact Cemetery Office for additional information	\$75.00	\$75.00	0%			\$130.00
Opening and Closing of Private Mausoleum or Crypt	By Quotation Only	By Quotation Only	0%			\$750.00

Memorialization Care and Maintenance	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Flat ground level marker, less than 173 square inches	\$0	\$0.00	0%			\$0.00
Flat ground level marker, greater than 173 square inches	\$100.00	\$100.00	0%			\$100.00
Marker or monument, less than 4 feet tall	\$200.00	\$200.00	0%	\$200.00		\$200.00
Marker or monument, greater than 4 feet tall	\$400.00	\$400.00	0%	\$400.00		\$400.00

Monuments and Markers, Setting and Re-Setting Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Marker Setting or Re-Setting Fee (per marker); includes flat or pillow markers. Subject to approval of Cemetery Operator	\$125.00	\$150.00	20%		\$200.00	\$160.00

Monuments and Markers, Setting and Re-Setting Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Monument Setting or Re-setting Fee per upright monument less than 4 feet tall	\$150.00	\$200.00	33%		\$250.00	
Monument Setting or Re-setting Fee per upright monument over 4 feet tall	By Quotation Only	By Quotation Only	0%		By Quotation Only	
Corner Marker Setting or Re-Setting Fee up to 4 markers	\$150.00	\$150.00	0%		\$200.00	\$54.00

Maintenance Services Beyond Care and Maintenance Standard	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Site mark outs charged per burial site or installation site for a marker, monument, or other memorialization items. Includes one Cemetery Staff and necessary equipment. Cost of re-survey or additional equipment is extra (per hour)	\$30.00	\$30.00	0%			

Maintenance Services Beyond Care and Maintenance Standard	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Re-seeding of a single grave (beyond Care and Maintenance requirements)	\$150.00	\$150.00	0%		\$450.00	By Quotation Only
Fee for installing a shrub (per shrub), subject to Cemetery Bylaw 042-2021 and Cemetery Operator approval.	\$50.00	\$50.00	0%		\$80.00	
Maintenance to trees or shrubs not installed by the Brockville Cemetery.	By Quotation Only	By Quotation Only	0%			By Quotation Only
Maintenance Services Beyond Care and Maintenance Standard	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Site mark outs charged per burial site or installation site for a marker, monument, or other memorialization items. Includes one Cemetery Staff and necessary equipment. Cost of re-survey or additional equipment is extra (per hour)	\$30.00	\$30.00	0%			

Maintenance Services Beyond Care and Maintenance Standard	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Removal of shrub or tree (up to 36 inches tall)	\$100.00	\$100.00	0%		By Quotation Only	\$150.00
Removal of shrub or tree (over 36 inches tall)	By Quotation Only	By Quotation Only	0%		By Quotation Only	By Quotation Only

Cemetery Administration	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Transfer of Interment Rights (Current or Descendants of Interment Rights Holders)	\$125.00	\$125.00	0%	\$200.00	\$145.00	\$350.00
Genealogical Searches (Up to 5 names per request. Fee charged per hour of Staff time required.)	\$25.00	\$25.00	0%		\$8.50 to \$16.50	By Quotation Only

Cemetery Administration	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Amend Cemetery Records, including updating personal information and Re-Issue of Certificate of Interment Rights	\$25.00	\$25.00	0%			\$100.00
Duplicate or Re-Issue of Certificate of Interment Rights	\$10.00	\$10.00	0%		\$70.00	\$50.00

St. Francis Xavier Overtime	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Applies to all interments for weekend and after hour burials.	\$327.54	\$337.37	3%			

Gilmour Memorial Chapel	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Rental (2 hour minimum) Includes basic cleaning.	\$325.00	\$325.00	0%			
Rental (per hour over the 2 hour minimum)	\$150.00	\$150.00	0%			
Insurance Fee minimum is \$5.00 per day for non-sporting events where alcohol is not served. Rates are subject to change. Please contact Cemetery Office.	By Quotation Only	By Quotation Only	0%			

Memorial Program Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Memorial tree (type subject to City of Brockville Tree Bylaw). Location of tree to be determined by Cemetery Staff. All trees planted between 2023 and 2033 will be areas where trees have been removed. Includes 40% (\$480.00)	\$1,200.00	\$1,200.00	0%		\$3,820.00	

Memorial Program Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Roselawn Memorial Gardens	Beechwood Cemetery	Prescott Cemetery (Town of Prescott)
Care and Maintenance contribution.						
Plaque for Memorial Tree Donations	\$450.00	\$450.00	0%		\$450.00	
Memorial bench with customized 6" x 8" plaque (placement of bench subject to the approval of Cemetery Staff). No more than two benches can be ordered in any given calendar year. Families can request to take the bench after 5 years. No Care and Maintenance contribution included in the purchase price.	\$2,450.00	\$2,450.00	0%		\$4,890.00	

Clerk

Lottery Licence	2023 Rate	2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Bingo Licence (pooling hall)	2%	2%	0%			
Bingo Licence (non-pooling)	2%	2%	0%			
Nevada Licence	3%	3%	0%			
Raffle Licence	3%	3%	0%			
Catch the Ace Lottery	1%	1%	0%			

Transient Trader Licence	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Midland	Owen Sound
Transient Trader Licence (per day)	\$125.00	\$125.00	0%	\$166.00	\$263.00	
Transient Trader Licence (per 3 days)	\$315.00	\$315.00	0%			\$300.00
Door to Door Sales (per day)	\$110.00	\$110.00	0%			

Transient Trader Licence	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Midland	Owen Sound
Busker	\$85.00	\$85.00	0%			

Refreshment Cart Licence	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Midland	Arnprior	Comparator 3
Municipal Property Licence	\$580.00	\$580.00	0%	\$263.00	\$750.00	
Private Property Licence	\$235.00	\$235.00	0%			

Other Clerk Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Midland	Timmins	Owen Sound	Wasaga Beach	Windsor
Encroachment agreements (including Harmonized Sales Tax)	\$225.00	\$225.00	0%			\$1,000.00		\$382.72
Sidewalk Patio Application (including Harmonized Sales Tax)	\$100.00	\$100.00	0%	\$500.00				

Other Clerk Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Midland	Timmins	Owen Sound	Wasaga Beach	Windsor
Patio Licence Renewal (including Harmonized Sales Tax)	\$45.00	\$50.00	11%					
Death Registration	\$26.25	\$30.00	14%	\$35.00		\$41.00		
Marriage Licence	\$150.00	\$150.00	0%	\$160.00	\$180.00		\$140.00	
Wedding Ceremonies during business hours (including Harmonized Sales Tax)	\$325.00	\$325.00	0%	\$200.00	\$275.00	\$265.00	\$200.00	

Engineering

Site Plan	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Site Plan review, less than 10 parking spaces	\$290.00	\$300.00	3%			
Site Plan review, greater than 10 parking spaces	\$500.00	\$500.00	0%			
Site Plan Review, greater than 50 parking spaces NEW		\$1,000.00				
Site Plan Review, greater than 100 parking spaces NEW		\$1,500.00				
Site Plan review for Commercial, Industrial, and Institutional	\$500.00	\$550.00	10%			
Site Plan, Stormwater Management Review	\$430.00	\$450.00	5%			

Site Plan	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Site Plan Review, Each Additional Resubmission	\$155.00	\$175.00	13%			
Minor change to Site Plan Control Agreement, Building	\$75.00	\$100.00	25%			
Minor change to Site Plan Control Agreement, All Other	\$180.00	\$200.00	11%			

Subdivision	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Subdivision review, less than 10 dwelling units	\$500.00	\$500.00	0%			
Subdivision review, 10 to dwelling units	\$800.00	\$1,000.00	25%			
Subdivision review, 20 to 30 dwelling units NEW		\$1,500.00				

Subdivision	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Subdivision review, 30 to 40 dwelling units NEW		\$2,000.00				
Subdivision review, 40 to 50 dwelling units NEW		\$2,500.00				
Subdivision review, over 50 dwelling units NEW		\$3,000.00				
Subdivision Review, Stormwater Management (per treatment system)	\$430.00	\$450.00	5%			
Subdivision Review, Each Additional Resubmission	\$215.00	\$250.00	16%			

Other Engineering	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Printing Fees	\$12.00	\$15.00	25%			

Other Engineering	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Consolidated Linear Infrastructure, Environmental Compliance Approval Sanitary Sewer Review	\$1,000.00	\$1,200.00	20%			
Consolidated Linear Infrastructure, Environmental Compliance Approval Storm Sewer Review	\$1,000.00	\$1,200.00	20%			
Ministry of Environment, Conservation and Parks Form 1, Watermain Design Review	\$1,000.00	\$1,200.00	20%			
Lot grading review, resubmissions	\$155.00	\$160.00	3%			
Municipal Consent	\$155.00	\$160.00	3%			

Finance

Finance Administration	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Belleville	Kingston	Owen Sound
Tax Certificate	\$70.00	\$70.00	0%	\$50.00	\$79.95	\$80.00 (water plus tax) \$50.00 (tax only)
Administration Charge for new tax accounts	\$35.00	\$35.00	0%	\$25.00	\$34.90	\$30.00
Returned cheques	\$45.00	\$45.00	0%	\$35.00	\$41.65	\$45.00
Verbal Information Requests (Property searches, roll number's, legal description, verification of ownership, tax levies, tax arrears)	\$35.00	Remove				
Transfers from water or accounts receivable to the tax roll	\$30.00	\$30.00	0%	\$20.00	\$34.90	\$35.00

Finance Administration	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Belleville	Kingston	Owen Sound
Tax or Accounts Receivable (annual fee)	\$10.00	Remove				
Tax Bill Reprint NEW		\$15.00		\$15.00	Not Available	\$15.00
Computerized hard copies of Account or confirmation letter by owner	\$9.50	\$10.00	5%	\$30.00	\$17.10	\$10.00
Commissioner of Oaths fee (including Harmonized Sales Tax)	\$25.00	\$30.00	20%	\$30.00	\$40.65	\$39.82
Commissioner of Oaths fee, Pension Forms (including Harmonized Sales Tax)	\$5.25	\$5.25	0%	Not Available	Not Available	Not Available
Travel Letter (including Harmonized Sales Tax)	\$20.50	\$20.50	0%			
Mortgage Company Overpayments or incorrect Account Refunds	\$30.00	\$30.00	0%	\$30.00	\$34.90	\$30.00
Collection Letters for 2nd and 3rd year arrears calculations	\$8.50	\$8.50	0%	\$3.00	Not Available	\$10.00

Finance, Water

Water Administration	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Belleville	Owen Sound	Ottawa
Water Shut Off and Turn On at the House	\$70.00	75.00	7%	\$80.00	\$110.00	\$106.00
Water Shut Off and Turn On at the Curb	\$90.00	95.00	6%	\$80.00	\$110.00	\$106.00
Water Bill re-prints NEW	\$0.00	15.00	100%	Not Available	\$15.00	\$40.00
New Account Administration Fee	\$35.00	35.00	0%	\$25.00	\$30.00	\$79.00
Tenant Security Deposit, Residential	\$300.00	300.00	0%	\$250.00	Not Available	Not Available
Tenant Security Deposit, Commercial and Industrial	Based on historic consumption			Not Available	Not Available	Not Available
Water Arrears Certificates	\$40.00	40.00	0%	Not Available	\$80.00	\$73.00

Replacement Meter	2023 Rate	Proposed 2024 Rate	Percent (%) Change	North Grenville	South Dundas	Ottawa
5/8" meter	Meter Encoder Receiver Transmitter purchase price	Meter Encoder Receiver Transmitter purchase price	0%	Cost of the meter at time of install	Cost of the meter at time of install	\$241.00
Larger than 5/8" meter	Meter Encoder Receiver Transmitter purchase price	Meter Encoder Receiver Transmitter purchase price	0%	Cost of the meter at time of install	Cost of the meter at time of install	\$241.00

Elizabethtown Customers	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Charged the same rates as City Fees						

Fire Department

Fire Department Administration	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston 2023	Belleville 2023	Cornwall 2023
Fire Report Fees	\$88.73	\$92.30	4%	\$118.00	\$75.00	\$85.00
Inspection Report Copies	\$88.73	\$92.30	4%	\$119.40	\$75.00	Not stated
File Search	\$88.73	\$92.30	4%	\$119.40	\$75.00	\$85.00
Costs incurred by the fire department related to activities undertaken associated with the application of the Fire Protection and Prevention Act 1997 Section 21 (2)(b) whereby the inspector causes the land of premises to be closed immediately and persons on the premises to be removed.						

Fire Prevention Inspection	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Under 600 square metres, not to exceed 2 hours	\$177.45	\$184.55	4%	\$77.00 to \$192.00	\$171.00	\$175.00

Fire Prevention Inspection	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
600 to 2000 square metres, not to exceed 3 hours	\$266.18	\$276.85	4%	Not Available	\$171.00	\$225.00
Over 2000 square metres, not to exceed 4 hours	\$354.91	\$369.10	4%	Not Available	\$225.00 or \$75.00 per hour	\$300.00
Additional hourly rate (when standard times are exceeded)	\$88.73	\$92.30	4%	Not Available	\$75.00	\$100.00
Occupant Load Determination or Recalculation	\$88.73	\$92.30	4%	Not Available	\$50.00	\$100.00

License and Compliance Inspections	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Compliance Letter, Liquor Licence Board of Ontario Inspection, Special Occasion Permit Inspection (per hour rate)	\$88.73	\$92.30	4%	\$118.00	\$75.00	\$100.00
Licensed Day Care Inspection	\$88.73	\$92.30	4%	NA	\$86.00 to \$171.00	\$113.00
Outdoor Fireplace Inspection or Permit	\$43.83	\$45.60	4%	Dependent	Not Available	Not Available

Non-Emergency Response	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Smoke or Carbon Monoxide Alarms, including installation	100% Cost Recovery	100% cost recovery	\$0.00	Not Available	Not Available	\$120.00

Emergency Response	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Cost to secure vacant building	100% Cost Recovery	100% cost recovery	\$0.00	cost recovery	Varies on services	Not stated
Motor vehicle collision involving non-residents on municipal controlled lands or highways.	Current Ministry of Transportation rate	Current Ministry of Transportation rate	\$0.00	Current Ministry of Transportation rate	\$509.89 per hour	\$570.00 for 1 hour then \$285.00 per hour
Full cost recovery of all third-party services contracted to determine cause, suppress, or extinguish, preserve property, prevent spread, clean up or	100% Cost Recovery	100% cost recovery	\$0.00	cost recovery	Varies on services	Not stated

Emergency Response	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
otherwise mitigate an incident.						

False Alarm Response	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Non notification of work on fire alarm system	\$273.66	\$284.60	4%	\$250.00	Not Available	Not Available
First false alarm in fiscal year	Warning letter	Warning letter		\$0.00	\$0.00	\$0.00
Second false alarm in fiscal year	Warning letter	Warning letter		\$250.00	\$0.00	\$0.00
Third false alarm in fiscal year	Current Ministry of Transportation rate (\$543.03)	Current Ministry of Transportation rate	\$0.00	\$500.00	Ministry of Transportation rate	\$285.00

False Alarm Response	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Additional offences in fiscal year	Current Ministry of Transportation rate	Current Ministry of Transportation rate	\$0.00	\$500.00	Ministry of Transportation rate	\$285.00

Facility Use	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Tower Use Per Day	\$374.15	\$389.10	4%	\$1,692.00	Not Available	Not Available
Self-Contained Breathing Apparatus Bottle Refill	\$9.62	\$10.00	4%	Not Available	Not Available	\$8.00
Extinguisher Training	\$176.39	\$183.45	4%	Quote per group	Not Available	\$200.00
Confined Space Facility (per day)	\$300.00	\$312.00	4%	\$392.61	Not Available	Not Available

User Fees for St. Lawrence College	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Building and Training Room	\$200.00	\$208.00	4%	\$336.50 (classroom)	Not Available	\$300.00 (area)
Pumper	\$543.03	\$564.75	4%	Not Available	Not Available	\$485.00
Aerial or Ladder truck	\$1,000.00	\$1,040.00	4%	Not Available	Not Available	Not Available
Self-Contained Breathing Apparatus Bottle Refill	\$8.00	\$8.30	4%	Not Available	Not Available	\$8.00

Third Party Agreements	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
Indemnification Technology, Fire Marque (2)	Current Ministry of Transportation rate per apparatus and personnel per hour plus any additional costs to the Brockville Fire Department, or	Current Ministry of Transportation rate per apparatus and personnel per hour plus any additional costs to the Brockville Fire Department, or		Not Available	Not Available	Not Available

Third Party Agreements	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Belleville	Cornwall
	City of Brockville for each response	City of Brockville for each response				
Alarm Monitoring	\$143.25	\$149.00	4%	Not Available	Not Available	Not Available

Geographic Information System

Geographic Information System	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Data release and Geographic Information System related work for external agencies (per hour)	\$59.00	\$60.77	3.00%			

Museum

General Interest Programs	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Fort Wellington Guided Program, Prescott	Fulford Place Ghost Walks 2023	Comparator 3
Walking Tour (per person)	\$10.00	\$12.00	20%	\$13.42	\$15.50	
Private Walking Tour	\$75.00 or \$10.00 per person, whichever is greater	\$80.00 or \$12.00 per person, whichever is greater	6% to 20%			
Talk and Tea (per person)	\$5.00	\$5.00 per program or \$50.00 for annual pass	0%			
Lecture Series (per person) (to be determined)	\$8.00 to \$50.00	Remove				
Adult Workshops or	\$10.00 to \$40.00	\$10.00 to \$50.00	0%			

General Interest Programs	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Fort Wellington Guided Program, Prescott	Fulford Place Ghost Walks 2023	Comparator 3
Event (per person)						
Speaking Engagement (Engagements outside of Brockville will have a mileage surcharge in addition to the flat rate)	\$50.00	\$50.00	0%			

Senior's Programs	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Virtual Presentation	\$35.00	\$35.00	0%			

Senior's Programs	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
In-Person Presentation (Presentations outside of Brockville will have a mileage surcharge in addition to the flat rate)	\$40.00	\$40.00	0%			
Mini-Muse Rental	\$35.00	\$35.00	0%			

Group Tours	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Fort Wellington 2023	Railway Tunnel 2023	Fulford Place 2023
On-Bus (per bus)	\$75.00	\$80.00	6%			
Self-Guided	\$50.00 or \$3.50 per person, whichever is greater	\$50.00 or \$4.00 per person, whichever is greater	0% to 14%	\$3.75 per person for commercial groups	\$161.00 for groups up to 25	\$8 per person for groups of 15 or more

Group Tours	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Fort Wellington 2023	Railway Tunnel 2023	Fulford Place 2023
Group Lecture	\$50.00 or \$5.00 per person, whichever is greater	\$50.00 or \$5.00 per person, whichever is greater	0%			

Youth Programs	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Virtual Field Trip	\$75.00	Remove				
Mini-Muse Rental with Activities	\$75.00	Remove				
In-Person	\$50.00 or \$3.00 to \$6.00 per person, whichever is greater	\$55.00 or \$4.00 to \$7.00 per person, whichever is greater	0% to 33%			

Surcharges (Cost Recovery)	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Staffing Surcharge (per hour)	\$25.00	\$30.00	20%			
Mileage	City rate	City rate				

Museum Hall or Room Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Brockville Co-Working Network	Old Town Hall, Delta	Brockville Legion Meeting Room
Meeting Room (up to 3 hours)	\$75.00	\$80.00	7%	\$30.00 per hour	\$60.00	\$91.00 (2022 Price)
Meeting Room (3 to 7 hours)	\$145.00	\$150.00	4%	\$40.00 per hour	\$165.00	
Patio (per hour)	\$10.00	\$10.00	0%			
Patio and Lobby (per hour)	\$20.00	\$20.00	0%			
Carriage Hall (per hour)	\$250.00	\$250.00	0%			

Museum Hall or Room Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Old Stone Mill NHS, Delta	Youth Arena Hall 2023	Railway Tunnel
Meeting Room (up to 3 hours)	\$75.00	\$80.00	7%			
Meeting Room (3 to 7 hours)	\$145.00	\$150.00	4%		\$111.00 (Youth Arena Hall 2023)	
Patio (per hour)	\$10.00	\$10.00	0%	\$500.00 (up to 4 hours)		
Patio and Lobby (per hour)	\$20.00	\$20.00	0%			
Carriage Hall (per hour)	\$250.00	\$250.00	0%			\$107.00 (2023 Rate)

Museum Surcharges for Hall or Room Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Carriage Hall Administration Fee	\$100.00	\$100.00	0%			

Museum Surcharges for Hall or Room Rental	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Staffing Surcharge (per hour, outside of regular business hours)	\$50.00	\$50.00	0%			
Table and Chair Rental (per hour)	\$10.00	\$10.00	0%			
Table and Chair Handling Fee	\$50.00	\$50.00	0%			
Kitchen Fee, number 1	\$10.00	\$10.00	0%			
Kitchen Fee, number 2	\$50.00	\$50.00	0%			
Coffee Service	\$50.00	\$50.00	0%			
Dish Rental, number 1	\$25.00	\$25.00	0%			
Tablecloth Rental (each)	\$8.00	\$8.00	0%			

Miscellaneous	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Non-Profit or Government Discount	20%	20%	0%			

Miscellaneous	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Genealogical Society Rent	Donation	Donation				

Research	2023 Rate	Proposed 2024 Rate	Percent (%) Change	1000 Islands History Museum, Gananoque	Lennox & Addington Archives	Great Lakes Museum, Kingston
Research Request (per hour pro-rated)	\$30.00	\$30.00 (\$15.00 minimum)	0%	\$25.00	\$15.00 per 30 minutes	\$50.00 per hour after initial 30 minutes
In-person Research (per visit to maximum 2 hours)	\$10.00	\$10.00	0%		\$3.00 per visit	

Research	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Leeds & Grenville Genealogical Society	Lanark Genealogical Society	Comparator 6
Research Request (per hour pro-rated)	\$30.00	\$30.00 (\$15.00 minimum)	0%			

Research	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Leeds & Grenville Genealogical Society	Lanark Genealogical Society	Comparator 6
In-person Research (per visit to maximum 2 hours)	\$10.00	\$10.00	0%	\$5.00 per visit	\$5.00 per visit	

Photocopies	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
8.5" x 11" to 8.5" x 14" paper (black and white)	\$0.25 (per side)	\$0.25 (per side)	0%			
8.5" x 11" paper to 8.5" x 14" paper (colour)	\$0.50 (per side)	\$0.50 (per side)	0%			
11" x 17" paper (black and white)	\$0.50 (per side)	\$0.50 (per side)	0%			
11" x 17" paper (colour)	\$1.00 (per side)	\$1.00 (per side)	0%			

Photocopies	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Digital scan, Portable Document Format, to 10 pages	\$0.25 (per page)	\$0.25 (per page)	0%			
Digital scan, Portable Document Format, for 10 plus pages	\$0.15 (per page)	\$0.15 (per page)	0%			

Photograph and Document Reproduction	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Standard Image (per image, already scanned)	\$10.00	\$10.00	0%			
Custom Image (per image)	\$30.00	\$30.00	0%			
Digitization Fee (per item)	\$40.00 to \$80.00	\$40.00 to \$80.00	0%			
Standard Document (per item, up to 5 pages)	\$10.00	\$10.00	0%			

Photograph and Document Reproduction	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Oversized Document (per item)	\$20.00	\$20.00	0%			

Publication	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Commercial Use (plus applicable reproduction fees)	\$50.00	\$50.00	0%			
Bulk publication, first 1000 copies	\$150.00	\$150.00	0%			
Bulk publication, every 1000 copies thereafter first copies	\$50.00	\$50.00	0%			
Website, non-profit	\$100.00	\$100.00	0%			
Website, commercial	\$250.00	\$250.00	0%			

Gift Shop	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Brockville Voices II	\$26.00	\$26.00	0%			

Gift Shop	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Story of Brockville NEW		Minimum \$10 donation	0%			

Parking

All parking fees include harmonized sales tax.

Market Street West, Water Street Parking	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Belleville	Kingston	Cornwall
One month	\$60.00	\$62.50	4%	\$65.00	\$99.75 to \$149.25 per location	\$83.28
Three months	\$180.00	\$187.50	4%			\$208.20
Six months	\$360.00	\$375.00	4%			\$364.34
One year	\$720.00	\$750.00	4%			\$676.65

Home Street, George Street, Buell Street, John Street Parking	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Belleville	Kingston	Cornwall
One month	\$55.00	\$57.20	4%	\$65.00	\$99.75 to \$149.25 per location	\$83.28
Three months	\$165.00	\$171.60	4%			\$208.20
Six months	\$330.00	\$343.20	4%			\$364.34
One year	\$660.00	\$686.40	4%			\$676.65

Other Parking Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Belleville	Kingston	Cornwall
Parking Lot Meters (per hour)	\$1.50	\$1.50	0%	\$1.00	\$1.50 to \$2.00	\$1.50
Street Meter Fees (per hour)	\$1.00	\$1.00	0%	\$1.00	\$1.50 to \$2.00	\$1.50
Meter Bag Rentals (per day)	\$12.00	\$12.00	0%	\$9.00	\$9.12	Not Available
Administration fee for refunds of parking passes	\$15.00	\$15.00	0%			

Boat Ramp Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Gananoque	Cornwall	Comparator 3
Per day (until 11:00 pm)	\$10.00	\$10.00	0%	\$10.60	\$10.00	
24 hours	\$22.00	\$22.00	0%	\$10.60	\$40.00	
Season	\$275.00	\$275.00	0%	\$211.58	\$100.00	

Parks

Ball Fields, Adult Use	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	North Grenville	Cornwall
Softball field, Rental (No lighting, per game)	\$23.00	\$20.00	-13.0%	\$18.54		\$23.00
Softball Fields, Lighting fee (per game)	\$13.00	\$13.50	3.8%	\$33.11	\$37.00	
Tournaments (per day, per field)	\$177.00	\$182.50	3.1%	\$290.00	\$267.00	\$170.00
Hard Ball Fields, Rental (per game)	\$16.50	\$17.00	3.0%	\$11.48	\$9.00	\$28.00

Soccer Fields	2023 Rate	Proposed 2024 Rate	Percent (%) Change	North Grenville	Pembroke	Cornwall
Soccer Field, Rental (No lighting, per game)	\$20.00	\$20.75	3.8%	\$12.00	\$11.00	\$35.30
Soccer Fields, Lighting fee (per game)	\$13.00	\$16.00	23.1%	\$46.00	\$16.00	Not Available
Non-resident user fee (Proposing new strategy of 20% of registration cost)	\$177.50	\$20.00	-88.7%	Not Available	\$18.00	Not Available

St. Lawrence Park	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Daily Camping, seniors with power	\$42.50	\$44.25	4.1%			
Daily Camping, seniors without power	\$34.75	\$36.25	4.3%			
Daily Camping, with power	\$48.50	\$50.50	4.1%	\$56.95	\$34.05	\$35.40

St. Lawrence Park	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Daily Camping, without power	\$42.25	\$44.00	4.1%	\$45.95	\$30.00	\$31.00
Daily Camping, self supported cyclists	\$15.50	\$16.25	4.8%			
Weekly Camping, seniors with power	\$256.75	\$267.00	4.0%			
Weekly Camping, seniors without power	\$212.00	\$220.50	4.0%			
Weekly Camping, with power	\$306.25	\$318.50	4.0%	\$342.00	\$255.36	\$290.00
Weekly Camping, without power	\$242.25	\$252.00	4.0%	\$275.00	\$212.80	\$240.00

Canoes and Kayaks	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Day Use	\$8.00	\$8.50	6.3%			
Seasonal Day Use Beaching Pass	\$64.00	\$66.75	4.3%			

Dive Charter	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Seasonal Docking (per foot)	\$86.50	\$90.00	4.0%			
Pickup and or Drop off Seasonal (per foot)	\$39.50	\$41.00	3.8%			

Island Camping	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Daily Camping (including dock)	\$40.50	\$42.25	4.3%			
Booking Admin Fee	\$1.00	\$1.25	25.0%			
Seasonal Camping, non-resident (including dock)	\$1,588.00	\$1,651.50	4.0%			
Seasonal Camping, resident (including dock)	\$1,360.00	\$1,414.50	4.0%			

Island Mooring	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Seasonal Island Mooring Pass (per foot, day and overnight use)	\$14.00	\$14.50	3.6%			

Island Mooring	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Rideau	Pembroke	Cornwall (Maples)
Seasonal Island Day Use Pass (per foot, day use only)	\$8.00	\$8.50	6.3%			
Day Use (per foot)	\$1.50	\$1.75	16.7%			
Day and Overnight Use (per foot)	\$1.75	\$2.00	14.3%			
Kayak Paddle in and out	\$22.25	\$23.25	4.5%			
Booking Admin Fee	\$1.00	\$1.25	25.0%			

Tunnel Bay and Ernie Fox Quay Harbour, Seasonal	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Gananoque	Prescott
All fees per foot of boat based on length overall, unless otherwise stated						
Seasonal Docking (May 15th to October 15th, per foot)	\$81.00	\$84.25	4.0%	\$98.82	\$68.71	\$68.80
Modifier for High Power Slips (2 x 30 amps, per foot)	\$16.20	\$17.00	4.9%	\$6.17	\$35.32	\$6.80

Tunnel Bay and Ernie Fox Quay Harbour, Transient	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Gananoque	Prescott
All fees per foot of boat based on length overall, unless otherwise stated						
Transient Docking, May to October, Day Use (per hour)	\$8.00	\$8.50	6.3%	Not Available		
Max charge per day, Max stay 3:00 pm peak season (June 20th to August 11th)	\$19.25	\$20.00	3.9%			
Nightly Docking, with power (per foot)	\$3.00	\$3.25	8.3%	\$2.50	\$2.41	\$2.35
Weekly Docking, with power (per foot)	\$12.75	\$12.75	0.0%	\$9.76	\$11.77	\$10.70
Off Season, monthly rate before May and after Labour Day (per foot)	\$20.25	\$21.00	3.7%	\$30.51	\$35.32	\$30.60

Tunnel Bay and Ernie Fox Quay Harbour, Other	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Gananoque	Prescott
Personal Watercraft Slips (Currently 6, dry docks)	\$585.75	\$585.75	0.0%	\$486.81	\$590.38	\$523.00

Tunnel Bay and Ernie Fox Quay Harbour, Other	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Gananoque	Prescott
Wi-Fi Voucher	\$3.00	Remove				

Commemorative Tree and Bench Program	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Planted tree with 6" x 8" Customized plaque	\$1,200.00	\$1,248.00	4.0%	Not Available	Not Available	Not Available
Park Bench with 8" x 6" Oval Customized Plaque, New Bench	\$2,450.00	\$2,548.00	4.0%	Not Available	Not Available	Not Available

Building Division

All Building Fees are Tax Exempt. No changes, pending a review.

Class 1	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New single unit dwelling	\$2,655.00	\$2,655.00	0%			
Plus, charges per square foot exceeding 2000	\$0.83	\$0.83	0%			

Class 1	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
square feet (total living area excluding garage, carport, porches, and decks)						

Class 2	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New semi detached, duplex or link dwelling	\$2,655.00	\$2,655.00	0%			
Plus, charges per square foot exceeding 2000 square feet (total living area excluding garage, carport, porches, and decks)	\$0.83	\$0.83	0%			

Class 3	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New triplex or townhouse dwelling	\$2,655.00	\$2,655.00	0%			

Class 3	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Plus, charges per square foot exceeding 2000 square feet (total living area excluding garage, carport, porches, and decks)	\$0.83	\$0.83	0%			
Class 4	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New multiple unit dwelling (per unit)	\$2,210.00	\$2,210.00	0%			
Plus, charges per square foot exceeding 1200 square feet.	\$0.83	\$0.83	0%			

Class 5	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Alterations and repairs for single unit, duplex, or semi-detached dwelling	The greater of \$382.00 or \$0.83 per square foot	The greater of \$382.00 or \$0.83 per square foot	0%			

Class 6	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Additions to single unit, duplex, or semi-detached dwelling	The greater of \$651.00 or \$0.83 per square foot	The greater of \$651.00 or \$0.83 per square foot	0%			

Class 7	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Residential accessory buildings	The greater of \$382.00 or \$0.83 per square foot	The greater of \$382.00 or \$0.83 per square foot	0%			

Class 8	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Decks	The greater of \$212.00 or \$0.45 per square foot	The greater of \$212.00 or \$0.45 per square foot	0%			
Enclosed Porches	The greater of \$212.00 or \$0.45 per square foot	The greater of \$212.00 or \$0.45 per square foot	0%			

Class 9	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Additions to multiple unit dwellings	The greater of \$651.00 or \$0.83 per square foot	The greater of \$651.00 or \$0.83 per square foot	0%			
Alterations or repairs to multiple unit dwellings	The greater of \$382.00 or \$0.83 per square foot	The greater of \$382.00 or \$0.83 per square foot	0%			

Class 10	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New industrial (Fees for new freestanding industrial structures on green filed sites are waived.)	The greater of \$999.00 or \$0.83 per square foot for the first 50,000 square feet and \$0.55 per square foot above	The greater of \$999.00 or \$0.83 per square foot for the first 50,000 square feet and \$0.55 per square foot above	0%			

Class 10	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
	50,000 square feet	50,000 square feet				

Class 11	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Additions to industrial buildings	The greater of \$999.00 or \$0.55 per square foot for the first 50,000 square feet and \$0.28 per square foot above 50,000 square feet	The greater of \$999.00 or \$0.55 per square foot for the first 50,000 square feet and \$0.28 per square foot above 50,000 square feet	0%			
Additions to public or commercial buildings	The greater of \$999.00 or \$0.83 per square foot	The greater of \$999.00 or \$0.83 per square foot	0%			

Class 11	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Alterations to industrial buildings	The greater of \$651.00 or \$0.83 per square foot	The greater of \$651.00 or \$0.83 per square foot	0%			

Alterations to public or commercial buildings	The greater of \$651.00 or \$0.83 per square foot	The greater of \$651.00 or \$0.83 per square foot	0%			
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Class 12	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Industrial, public, or commercial accessory buildings	The greater of \$651.00 or \$0.83 per square foot	The greater of \$651.00 or \$0.83 per square foot	0%			

Class 13	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Demolition of a building	\$240.00	\$240.00	0%			

Class 14	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Occupancy Permit	\$347.00	\$347.00	0%			
New Residential Occupancy Permit	\$91.00	\$91.00	0%			

Class 15	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Renewal of Permit	Permit fee as calculated (Permit Class 1 to 12) or \$456.00 whichever is less	Permit fee as calculated (Permit Class 1 to 12) or \$456.00 whichever is less	0%			

Class 16	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Transfer of Permit	\$251.00	\$251.00	0%			

Class 17	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Change of Use Permit	\$251.00	\$251.00	0%			
Conditional Permit agreement	20% of permit fee, minimum \$251.00	20% of permit fee, minimum \$251.00	0%			

Class 18 Plumbing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New single unit dwelling, semi-detached dwelling, duplex dwelling, or row house dwelling.	\$358.00	\$358.00	0%			
Repair, alteration or addition single family dwelling, semi-detached dwelling, duplex dwelling, or row house dwelling	\$85.00	\$85.00	0%			

Class 18 Plumbing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New commercial	\$272.00 plus \$10.90 per fixture or appliance	\$272.00 plus \$10.90 per fixture or appliance	0%			
Commercial, repair, alteration, or addition	\$153.00 plus \$10.90 per fixture or appliance	\$153.00 plus \$10.90 per fixture or appliance	0%			
New Industrial	\$673.00 plus \$10.90 per fixture or appliance	\$673.00 plus \$10.90 per fixture or appliance	0%			
Industrial repair, alteration, or addition	\$183.00 plus \$10.90 per fixture or appliance	\$183.00 plus \$10.90 per fixture or appliance	0%			

Class 18 Plumbing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
New public	\$273.00 plus \$10.90 per fixture or appliance	\$273.00 plus \$10.90 per fixture or appliance	0%			
Public repair, alteration, or addition of appliance	\$153.00 plus \$10.90 per fixture or appliance	\$153.00 plus \$10.90 per fixture or appliance	0%			
New apartment buildings	\$461.00 plus \$21.80 per unit plus \$10.90 per fixture or appliance	\$461.00 plus \$21.80 per unit plus \$10.90 per fixture or appliance	0%			

Class 18 Plumbing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Apartment buildings additions	\$273.00 plus \$10.90 per fixture or appliance	\$273.00 plus \$10.90 per fixture or appliance	0%			
Apartment buildings, repair, or alterations	\$183.00 plus \$10.90 per fixture or appliance	\$183.00 plus \$10.90 per fixture or appliance	0%			
Commercial air conditioning (per unit)	\$183.00	\$183.00	0%			
Industrial air conditioning (per unit)	\$326.00	\$326.00	0%			
Sewer connections and replacements, sanitary	\$85.00	\$85.00	0%			
Sewer connections and replacements, storm	\$85.00	\$85.00	0%			

Class 18 Plumbing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Water Service connections and replacements	\$85.00	\$85.00	0%			
Hot water or steam heating in single family, semi-detached duplex, or row house dwellings (per unit)	\$272.00	\$272.00	0%			
Hot water or steam heating in public, commercial or industrial buildings (per unit)	\$272.00	\$272.00	0%			
Installation of backflow preventers (per unit)	\$85.00	\$85.00	0%			
Installation of water softeners, Residential (per unit)	\$85.00	\$85.00	0%			
Installation of water softeners, Commercial, Industrial, or Public Building (per unit)	\$183.00	\$183.00	0%			

Class 18 Plumbing	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Water Service connections and replacements	\$85.00	\$85.00	0%			

Class 19 Other	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Signs	\$91.00	\$91.00	0%			
Awning Permits	\$91.00	\$91.00	0%			
Banner Permits	\$91.00	\$91.00	0%			
Swimming Pool Permits	\$199.00	\$199.00	0%			
Tent Permit, up to 225 square meters in ground area (Tent installations for charitable events are exempt from fees)	\$143.00	\$143.00	0%			
Tent Permit, over 225 square meters in ground area	\$399.00	\$399.00	0%			

Class 19 Other	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
(Tent installations for charitable events are exempt from fees)						
Re-inspection Fee where more than 2 inspections are required for same stage of construction	\$228.00	\$228.00	0%			
Confirmation of outstanding work orders	\$68.00	\$68.00	0%			
Change of Municipal Address	\$399.00	\$399.00	0%			
Re-inspection Fee where more than 2 inspections are required for same stage of construction	\$228.00	\$228.00	0%			

Class 20 Sewage System Permits	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Class 2 sewage system (greywater pit)	\$770.00	\$770.00	0%			
Class 3 sewage system (cesspool)	\$770.00	\$770.00	0%			
Class 4 sewage system (leaching bed) 4500 litres per day or less	\$853.00	\$853.00	0%			
Class 4A sewage system (leaching bed) greater than 4500 litres per day	\$853.00	\$199.00	0%			
Class 5 sewage system (holding tank) 4500 litres per day or less	\$770.00	\$143.00	0%			
Class 5A sewage system (holding tank) greater than 4500 litres per day	\$770.00	\$399.00	0%			

Class 20 Sewage System Permits	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Additional Inspections and Changes of Installers	\$220.00	\$228.00	0%			
Septic Tank Installation only	\$327.00	\$68.00	0%			
Performance review for building renovations or additions	\$220.00	\$399.00	0%			
Performance review for adding a pool, shed or garage	\$220.00	\$228.00	0%			
Minor variance or zoning bylaw amendment	\$220.00	\$220.00	0%			
Minor variance or zoning bylaw amendment with performance review	\$220.00	\$220.00	0%			

Class 20 Sewage System Permits	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Subdivision or condominium applications	\$214.00 per lot up to a max \$5,000.00	\$214.00 per lot up to a max \$5,000.00	0%			
Severance or lot addition applications	\$473.00 plus \$180.00 per additional same time application					
Certificate of approval renewals	\$66.00					
Sewage System file searches	\$110.00					

Planning Administration

Official Plan and Zoning Bylaw Amendments	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Fees for applications	\$2,795.00	\$2,905.00	3.94%	\$7,927.50 to \$12,943.35 plus \$397.85 for Notice	\$5,020.00 plus \$200.00 per hectare	\$2,000.00

Official Plan and Zoning Bylaw Amendments	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Official Plan	\$2,795.00	\$2,905.00	3.94%	\$7,927.50 to \$13,706.75 plus 397.85 for Notice	\$3,850.00 plus \$150.00 per hectare	\$2,500.00
Concurrent applications (Official Plan and Zoning Amendments)	\$4,135.00	\$4,300.00	3.99%	\$7,927.50 to \$13,706.75 (Official Plan) plus 4,430.30 (Zoning) plus 397.85 for Notice	\$7,870.00 plus \$175.00 per hectare	\$4,000.00
Appeal (deposit)	\$1,925.00	\$2,000.00	3.90%		\$1,500.00	
Removal of Holding symbol	\$470.00	\$490.00	4.26%	\$2,412.85	\$2,300.00	\$1,000.00
Extension of Temporary Use	\$1,825.00	\$1,900.00	4.11%	\$2,298.05		\$1,000.00
Copies of Official Plan and Zoning Bylaws	\$82.00	\$85.00	3.66%			\$75.00
Zoning Map	\$41.00	\$43.00	4.88%			

Official Plan and Zoning Bylaw Amendments	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Modifications to an Application for Official Plan or Zoning Bylaw Amendment requiring a second or subsequent public meeting	\$760.00	\$790.00	3.95%			

Community Improvement Plan Amendments Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Fees for application	\$1,352.00	\$1,405.00	3.92%	\$13,706.05		

Processing Cash In Lieu of Parking Agreements	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Section 40 Cash in Lieu of Parking	\$668.00 (Agreement) cost per space at Council discretion)	\$695.00	4.04%	\$119.4 (Agreement) plus \$8,000.00 per space	\$2,000.00 (per space)	\$750.00

Processing Cash In Lieu of Parking Agreements	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Registration Fee for Section 40 Cash in Lieu of Parking (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			

Site Plan Control Submissions	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Parking lots only	\$560.00	\$585.00	4.46%			\$1,000.00
All other Site Plan Control Applications (maximum of \$3,400.00)	\$1,130.00 plus \$55.00 per dwelling unit or \$0.55 per square meter	\$1,175.00 plus \$60.00 per dwelling unit or \$0.60 per square meter	4.00%	\$4,251.00 plus \$114.80 per unit to \$4,825.65 plus \$126.00 per unit plus \$747.90 for Agreement Preparation	\$1,800.00 plus \$350.00 per hectare	\$2,000.00
Reactivation of application	\$1,106.00	\$1,150.00	3.98%			\$1,000.00
Approval of Minor Change	\$208.50	\$215.00	3.12%	\$1,092.30		\$100.00

Site Plan Control Submissions	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Amendment to Site Plan Control Agreement	\$347.50	\$360.00	3.60%	\$2,251.00 plus \$300.00 per hectare	\$1,500.00	\$1,000.00
Registration Fee for Amendment to Site Plan Control Agreement (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			

Subdivision and Condominium Approvals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Subdivision applications	\$4,140.00 plus \$83.00 per lot; \$278.00 per block	\$4,305.00 plus \$90.00 per lot; \$290.00 per block	4.00%	\$6,100.80 plus \$131.65 per lot or unit to \$10,686.45 plus 146.90 per lot or unit plus \$13,648.50 to enter final approval	\$9,150.00 plus \$350.00 per hectare	\$3,000 plus \$10 per lot

Subdivision and Condominium Approvals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Registration Fee for Subdivision applications (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			
Appeal (deposit)	\$1,925.00	\$2,000.00	3.90%			
Condominium applications and conversions	\$4,110.00	\$4,275.00	4.01%	\$4,550.15 plus \$90.00 per lot or unit to \$6,100.30 plus \$114.80 per lot or unit plus \$4,550.15 for Final Plan or Agreement	\$2,200.00 plus \$180.00 per unit (Standard) to \$4,130.00 plus \$180.00 per unit (Conversions)	\$3,000.00 plus \$10.00 per lot or unit
Registration Fee for Condominium applications and conversions (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			

Subdivision and Condominium Approvals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Exemptions from Planning Act Approval, Condominiums	\$1,925.00	\$2,002.00	4.00%		\$2,200.00	
Amendment to Subdivision or Condominium Agreement	\$605.00	\$630.00	4.13%	\$2,298.05	\$12,500.00 prior to draft approval	\$1,500.00
Registration Fee for Amendment to Subdivision or Condominium Agreement (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			
Modifications to an Application for Subdivision requiring a second or subsequent public meeting	\$815.00	\$850.00	4.29%			
Extension of Draft Plan Approval	\$470.00	\$490.00	4.26%			
Amendment to Draft Plan Conditions, Red Line Changes	\$606.00	\$630.00	3.96%	\$2,058.50		

Subdivision and Condominium Approvals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Lot releases, Subdivision Agreements	\$143.00	\$150.00	4.90%			
Registration Fee for Lot releases, Subdivision Agreements (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			
Removal of Part Lot Control	\$556.00	\$580.00	4.32%	\$3,561.70	\$1,650.00 plus \$200.00 per lot	\$1,000.00
Registration Fee Removal of Part Lot Control (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			
Deeming of a Plan of Subdivision or part thereof	\$605.00	\$630.00	4.13%	\$2,274.35		\$1,000.00
Registration Fee for Deeming of a Plan of	\$130.00	\$135.00	3.85%			

Subdivision and Condominium Approvals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Subdivision or part thereof (Refundable if registered by applicant)						
Development Charge Deferral Agreements	\$250.00, plus \$27.50 per lot or per unit	\$260.00, plus \$30.00 per lot or per unit	4.00%			
Registration Fee for Development Charge Deferral Agreements (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			
Lot Releases, Development Charge Deferral Agreements	\$142.75	\$150.00	5.08%			
Registration Fee for Lot Releases, Development Charge Deferral Agreements (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			

Subdivision and Condominium Approvals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Certificate of Validation	\$445.75	\$465.00	4.32%		\$900.00	\$500.00
Registration Fee for Certificate of Validation (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			
Section 51 Servicing and Development	\$1,283.00	\$1,335.00	4.05%			\$1,500.00
Registration Fee for Section 51 Servicing and Development (Refundable if registered by applicant)	\$130.00	\$135.00	3.85%			

Amendment to City Sign Bylaw	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Amendments to City Sign Bylaw	\$700.00	\$725.00	3.57%		\$1,650.00	

Planning Information	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Confirmation of Zoning Bylaw and, or Official Plan (no location survey)	\$70.00	\$75.00	7.14%		\$300.00	\$50.00
Confirmation of Zoning Bylaw and, or Official Plan (with location survey)	\$80.00	\$85.00	6.25%		\$300.00	\$50.00
Confirmation of status of any agreement (fee agreement)	\$155.00	\$160.00	3.23%			\$50.00
Confirmation of Zoning Bylaw and, or Official Plan (within 5 business days)	\$92.00	\$95.00	3.26%		\$450.00	\$60.00
New Driveway/Driveway Expansion Letter NEW		\$75.00				

Planning Information	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Any other request not noted above	\$70.00	\$75.00	7.14%			

Group Home Regulations and Renewals	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Group Home Regulations and Renewals	\$75.00	\$80.00	6.67%			\$80.00

Request for Exemption to Noise Bylaw	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Single Day Event or Activity (circulation not required)	\$69.50	\$70.00	0.72%			\$70.00
Single Day Event or Activity (circulation required)	\$166.00	\$170.00	2.41%			\$170.00
Multiple Day Event or Activity not exceeding 3 months (circulation not required)	\$96.75	\$100.00	3.36%			\$100.00
Multiple Day Event or Activity not exceeding 3 months (circulation required)	\$165.50	\$170.00	2.72%			\$170.00

Request for Exemption to Noise Bylaw	2023 Rate	2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Smiths Falls (2023)
Multiple Day Event or Activity, exceeding 3 months	\$257.50	\$265.00	2.91%			\$265.00
Appeal to Refusal to Grant Exemption	\$126.00	\$130.00	3.17%			\$130.00

Committee Of Adjustment

All Planning Fees are Tax Exempt.

Committee Of Adjustment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Gananoque (2023)
Minor Variance	\$815.00	\$848.00	4.0%	\$456.65 Category 2 to \$2,298.05 Category 1	\$580.00 Minor, land use \$2,250.00 Major, land use \$500.00 Minor, signage or fence \$1,875.00 Major, signage or fence	\$800.00

Committee Of Adjustment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston (2023)	Cornwall (2023)	Gananoque (2023)
Consent	\$815.00	\$848.00	4.0%	\$2,159.55, Delegated Authority Consent to \$2,813.75, all other Consents	\$1,650.00 (lease, lot addition, etc.) to \$1,925.00 (new lot) plus \$550.00 stamping	\$1,000.00
Concurrent Applications for Consent and Minor Variance	\$1,285.00	\$1,336.00	4.0%			\$1,800.00
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting	\$465.00	\$484.00	4.1%			
Request to Change Conditions of Provisional Consent	\$260.00	\$270.00	3.8%			

Public Works

Banners, Cross Road Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Permit fee	\$950.00	\$950.00	\$0.00	Not Available	Not Available	Not Available
Installation by Public Works	\$85.00	\$85.00	\$0.00	Not Available	Not Available	Not Available

Excavation Permits	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Permit fee	\$85.00	\$85.00	\$0.00	Not Available	Not Available	Not Available
Permit extension for unfinished restorations	\$85.00	\$85.00	\$0.00	Not Available	Not Available	Not Available
Reinspection fee	\$175.00	\$175.00	\$0.00	Not Available	Not Available	Not Available

Dumpster, Scaffold, Other Encroachments	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Application for Permit	\$85.00	\$85.00	\$0.00	Not Available	Not Available	Not Available

Dumpster, Scaffold, Other Encroachments	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Daily occupancy fee	\$30.00	\$30.00	\$0.00	Not Available	Not Available	Not Available
Encroachment agreement	\$200.00	\$200.00	\$0.00	Not Available	Not Available	Not Available

Additional Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Management staff (per hour)	\$135.00	\$135.00	\$0.00	Not Available	Not Available	Not Available
All other staff (per hour)	\$85.00	\$85.00	\$0.00	Not Available	Not Available	Not Available

Movement of Structures and Oversize or Overweight Loads	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Application for Permit	\$85.00	\$85.00	\$0.00	Not Available	Not Available	Not Available
Escort fees (per hour, per person)	\$105.00	\$105.00	\$0.00	Not Available	Not Available	Not Available

Movement of Structures and Oversize or Overweight Loads	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Annual permit application fee	\$400.00	\$400.00	\$0.00	Not Available	Not Available	Not Available

Road Closure	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Road Closure Fee	\$226.50	\$226.50	\$0.00	Not Available	Not Available	Not Available

Repair Costs	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Charges for customer service will be assessed on time and material costs through the delegated authority of the Director of Operations or designate	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

Railway Tunnel

No events during operating season.

Railway Tunnel User Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Wedding Ceremonies, Special Events: Tunnel or Plaza	\$214.50	\$223.00	4%	Not Available	Not Available	Not Available
Special Events, Tunnel or Plaza	\$214.50	Combine with wedding and ceremony		Not Available	Not Available	Not Available
Guided Tours (one guide) 1 hour (groups of 25 and under)	\$161.00	Remove		Not Available	Not Available	Not Available
Guided Tours (two guides) 1 hour (groups over 25)	\$214.50	Remove		Not Available	Not Available	Not Available
Tunnel Rental, Weekday (per hour)	\$53.75	\$56.00	4%	Not Available	Not Available	Not Available

Railway Tunnel User Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Tunnel Rental, Weekday (per day)	\$535.75	\$557.25	4%	Not Available	Not Available	Not Available
Tunnel Rental, Weekend, or holiday (per hour)	\$107.25	\$111.50	4%	Not Available	Not Available	Not Available
Tunnel Rental, Weekend, or holiday (per day)	\$1,071.50	\$1,114.50	4%	Not Available	Not Available	Not Available

Solid Waste

All Solid Waste Fees are Tax Exempt.

Tag Fees	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Cornwall	Coburg
Bag Tag Fees	\$3.00	\$3.00	0%	\$2.00	\$1.50	\$4.25
Large Item Tag Fees	\$10.00	\$10.00	0%	\$15.00 to \$25.00	Not Available	Not Available

Compost Sales	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Car, Pick-up, Van, or Trailer	\$25.00	\$25.00	0%			
Car, Pick-up, Van, with Trailer	\$40.00	\$40.00	0%			
Single Axel Dump Truck	\$100.00	\$100.00	0%			
Double Axel Dump Truck	\$200.00	\$200.00	0%			

Brush Removal	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Car	\$3.00	\$3.00	0%			
Truck or Trailer less than 10 feet long	\$6.00	\$6.00	0%			
Car and Trailer less than 10 feet long	\$8.00	\$8.00	0%			
Truck and Trailer less than 10 feet long	\$11.00	\$11.00	0%			

Brush Removal	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Trailer greater than 10 feet and or Tandem Axel	\$20.00	\$20.00	0%			

Transit

Standard Transit	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Cornwall	Cobourg
Cash fare	\$2.50	\$2.50	0%	\$3.25	\$3.00	\$2.25
Kids - NEW	Free under 5	Free Under 14		Free Under 14	Free under 5	Free Under 5
Book of 10 tickets	\$21.00	\$21.85	4%	\$22.50	\$27.00	\$22.50
Monthly pass	\$62.00	\$62.00	0%	\$59.50	\$67.00	\$62.50
40 ride pass	\$75.00	\$78.00	4%	\$90.00	\$108.00	\$90.00
Student Semester pass	\$150.00	\$150.00	0%		\$150.00	

Para Transit	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Kingston	Cornwall	Cobourg
Cash fare	\$2.50	\$2.50	0%	\$3.25	\$3.00	\$2.25
Kids - NEW	Free under 5	Free Under 14		Free Under 14	Free under 5	Free Under 5
Book of 10 tickets	\$21.00	\$21.85	4%	\$22.50	\$27.00	\$22.50
40 Ride Pass	\$75.00	\$78.00	4%	\$90.00	\$108.00	\$90.00
Monthly pass - NEW	\$62.00	\$62.00	0%	\$59.50	\$67.00	\$62.50

Wastewater

Sewer Van Operations, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Service with one person and vehicle	\$76.47	\$78.06	2.08%			
1.0 Time with two people and vehicle	\$132.94	\$136.12	2.39%			
1.0 Time with three people and vehicle	\$209.41	\$214.19	2.28%			

Sewer Van Operations, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.5 Service with one person and vehicle	\$314.11	\$321.28	2.28%			
1.5 Time with two people and vehicle	\$568.22	\$582.56	2.52%			
1.5 Time with three people and vehicle	\$882.34	\$903.84	2.44%			
2.0 Service with one person and vehicle	\$398.82	\$408.37	2.39%			
2.0 Time with two people and vehicle	\$737.63	\$756.75	2.59%			
2.0 Time with three people and vehicle	\$1,136.45	\$1,165.12	2.52%			

(New) Vacuum Truck, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Service with one person and vehicle		\$110.63				

(New) Vacuum Truck, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Time with two people and vehicle		\$168.69				
1.0 Time with three people and vehicle		\$246.76				

(New) Vacuum Truck, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.5 Service with one person and vehicle		\$418.99				
1.5 Time with two people and vehicle		\$680.27				
1.5 Time with three people and vehicle		\$1,001.55				
2.0 Service with one person and vehicle		\$506.08				
2.0 Time with two people and vehicle		\$854.46				

(New) Vacuum Truck, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
2.0 Time with three people and vehicle		\$1,262.83				

Septage	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Ottawa	Mississippi Mills	Kingston Utilities (Ravensview)
Septage Receiving (price per cubic meter)	\$14.31	\$16.36	14.33%	\$29.81 (Out of Town Septage Holding Tank rate) \$17.10 (In Town Septage rate) \$3.67 (Holding Tank Waste)	\$26.75 (Out of Town Septage Holding Tank rate) \$11.23 (In Town Septage rate) \$4.18 (Holding Tank Waste)	\$13.07 (Out of Town Septage Holding Tank rate) \$13.07 (In Town Septage rate) \$13.07 (Holding Tank Waste)
Administration Fee	\$50.00	\$100.00	100.00%			
Over Strength Sewer Surcharge	Cost Recovery	Cost Recovery				

Water

Pickup/Van Operations, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Service with one person and vehicle	\$76.94	\$78.54	2.08%			
1.0 Time with two people and vehicle	\$133.88	\$137.08	2.39%			
1.0 Time with three people and vehicle	\$210.83	\$215.61	2.27%			

Pickup/Van Operations, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.5 Service with one person and vehicle	\$316.24	\$323.42	2.27%			
1.5 Time with two people and vehicle	\$572.48	\$586.84	2.51%			
1.5 Time with three people and vehicle	\$888.72	\$910.26	2.42%			

Pickup/Van Operations, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
2.0 Service with one person and vehicle	\$401.65	\$411.23	2.39%			
2.0 Time with two people and vehicle	\$743.30	\$762.45	2.58%			
2.0 Time with three people and vehicle	\$1,144.95	\$1,173.68	2.51%			

Flat Bed with HIAB, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Service with one person and vehicle	\$121.94	\$123.54	1.31%			
1.0 Time with two people and vehicle	\$178.88	\$182.08	1.79%			
1.0 Time with three people and vehicle	\$255.83	\$260.61	1.87%			

Flat Bed with HIAB, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.5 Service with one person and vehicle	\$451.24	\$458.42	1.59%			
1.5 Time with two people and vehicle	\$707.48	\$721.84	2.03%			
1.5 Time with three people and vehicle	\$1,023.72	\$1,045.26	2.10%			
2.0 Service with one person and vehicle	\$536.65	\$546.23	1.79%			
2.0 Time with two people and vehicle	\$878.30	\$897.45	2.18%			
2.0 Time with three people and vehicle	\$1,279.95	\$1,308.68	2.24%			

(New) Vacuum Truck, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Service with one person and vehicle		\$111.11				

(New) Vacuum Truck, Per Hour	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.0 Time with two people and vehicle		\$169.65				
1.0 Time with three people and vehicle		\$248.18				

(New) Vacuum Truck, Per Call	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
1.5 Service with one person and vehicle		\$421.13				
1.5 Time with two people and vehicle		\$684.55				
1.5 Time with three people and vehicle		\$1,007.97				
2.0 Service with one person and vehicle		\$508.94				
2.0 Time with two people and vehicle		\$860.16				
2.0 Time with three people and vehicle		\$1,271.39				

Wet Tap Equipment	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
3/4"	\$70.42	\$73.94	5.00%			
1"	\$70.42	\$73.94	5.00%			
1 1/2"	\$106.19	\$111.50	5.00%			
2"	\$106.19	\$111.50	5.00%			
4"	\$141.91	\$149.01	5.00%			
6"	\$202.28	\$212.39	5.00%			
8"	\$281.67	\$295.75	5.00%			
10"	\$335.28	\$352.04	5.00%			
12"	\$402.27	\$422.38	5.00%			

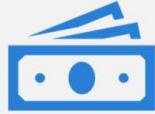
Private Hydrant Inspections	2023 Rate	Proposed 2024 Rate	Percent (%) Change	Comparator 1	Comparator 2	Comparator 3
Avg of 3/4 hour per	\$100.41	\$102.81	2.39%			



2024 PROPOSED USER FEES

October 24, 2023

2024 User Fees



User fees are fees charged directly to users of specific services



Revenue from user fees helps reduce the expenses covered by the Tax Levy



Historical revenue, activity, Consumer Price Index and comparator fees considered

Change in User Fees vs. Change in Revenue



User Fee

Number of
events and/or
Users

Total User Fee
Revenue

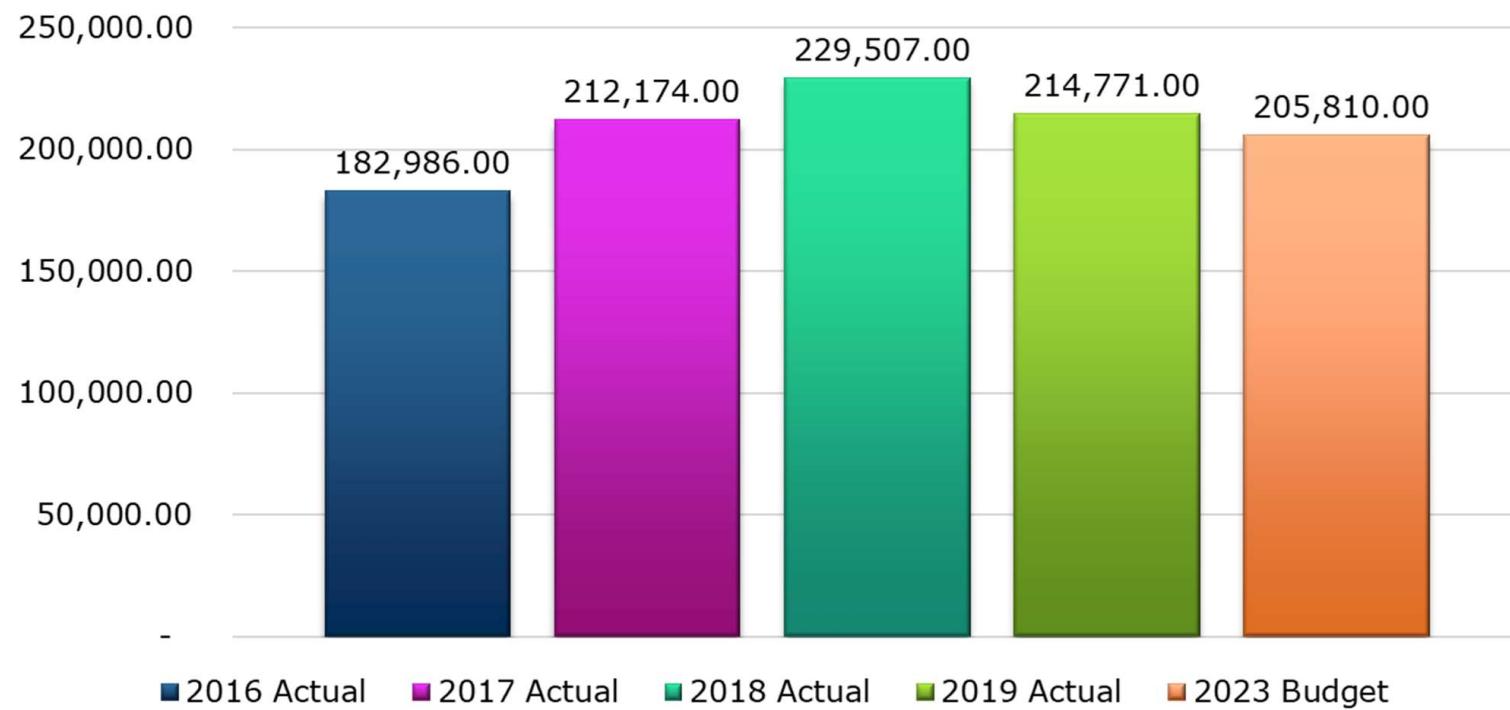
A 4% increase in users fees will not necessarily correlate to a 4% increase in revenues due to usage variables

Department	Average Cost Coverage
Memorial Centre	55.2%
Youth Arena	71.7%
Brockville Art Centre	79.1%
Cemetery	62.9%
Museum	13.8%
Conventional Transit	31.7%
Para-Transit	10.6%

Average User Fee Cost Coverage

Averages have been calculated using 2016 to 2019 actuals including 2023 budget value.

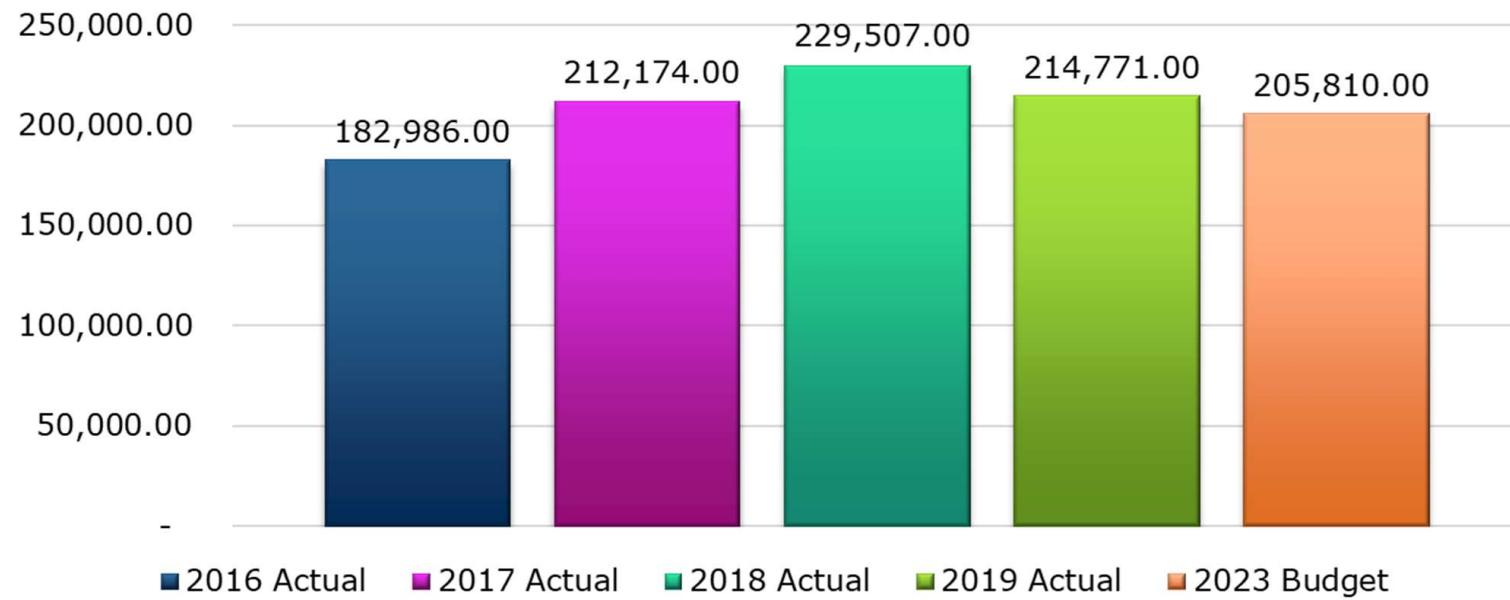
Memorial Centre Revenue Trend



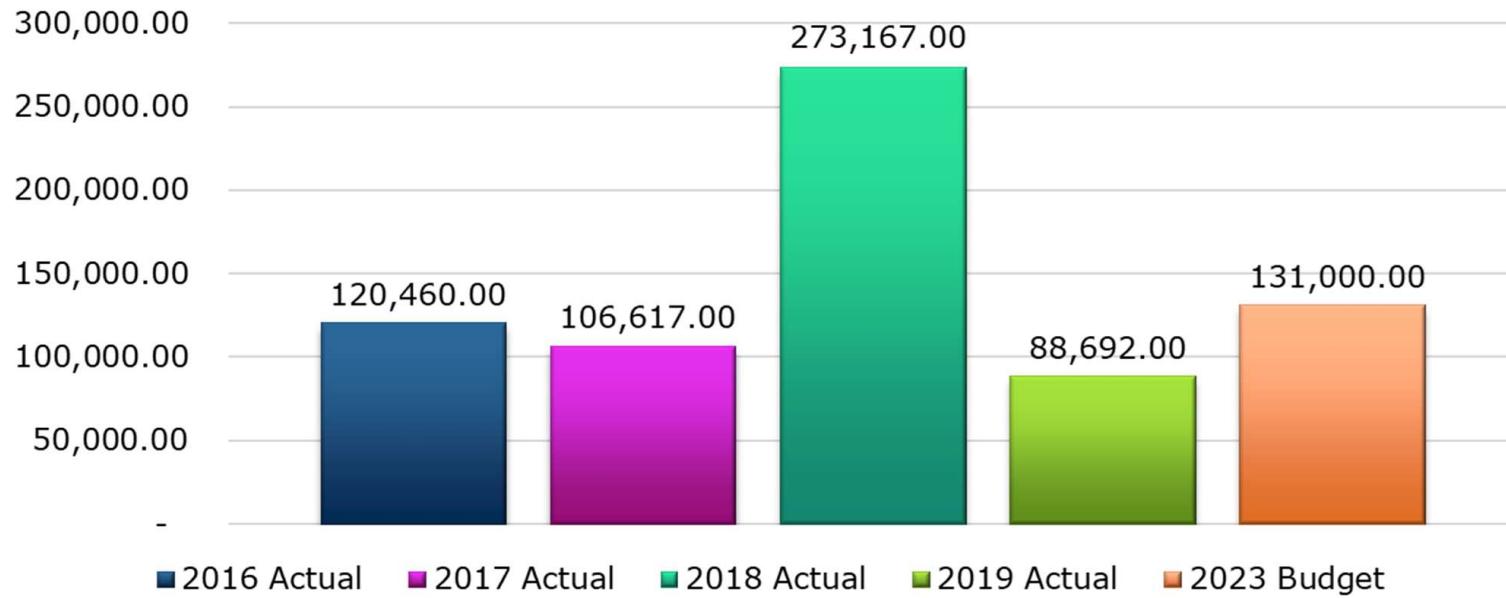
Youth Arena Revenue Trend



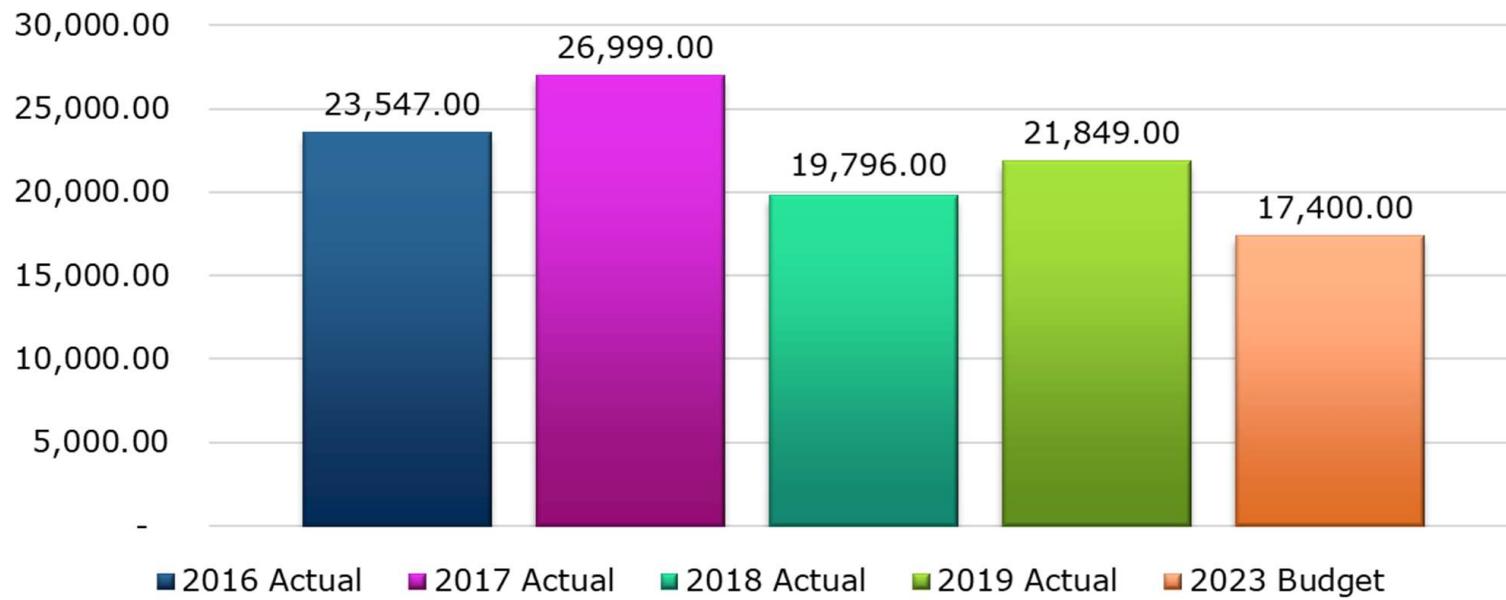
Brockville Art Centre Revenue Trend



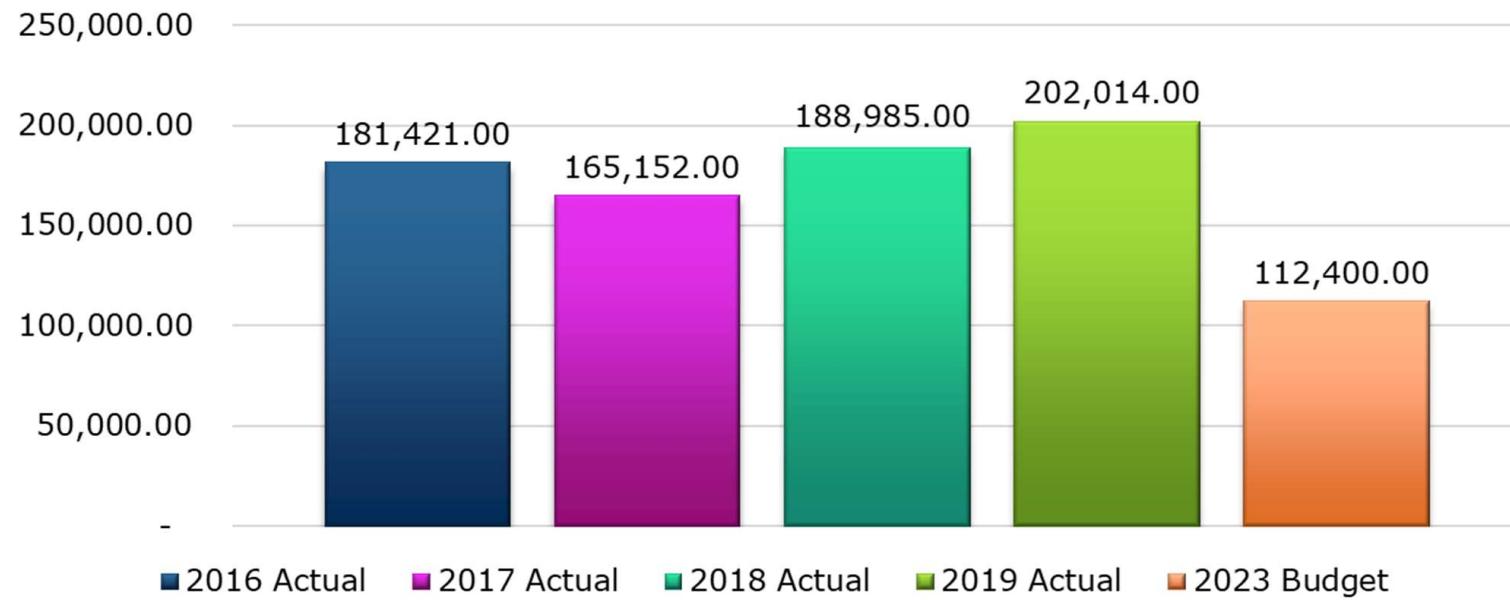
Cemetery Revenue Trend



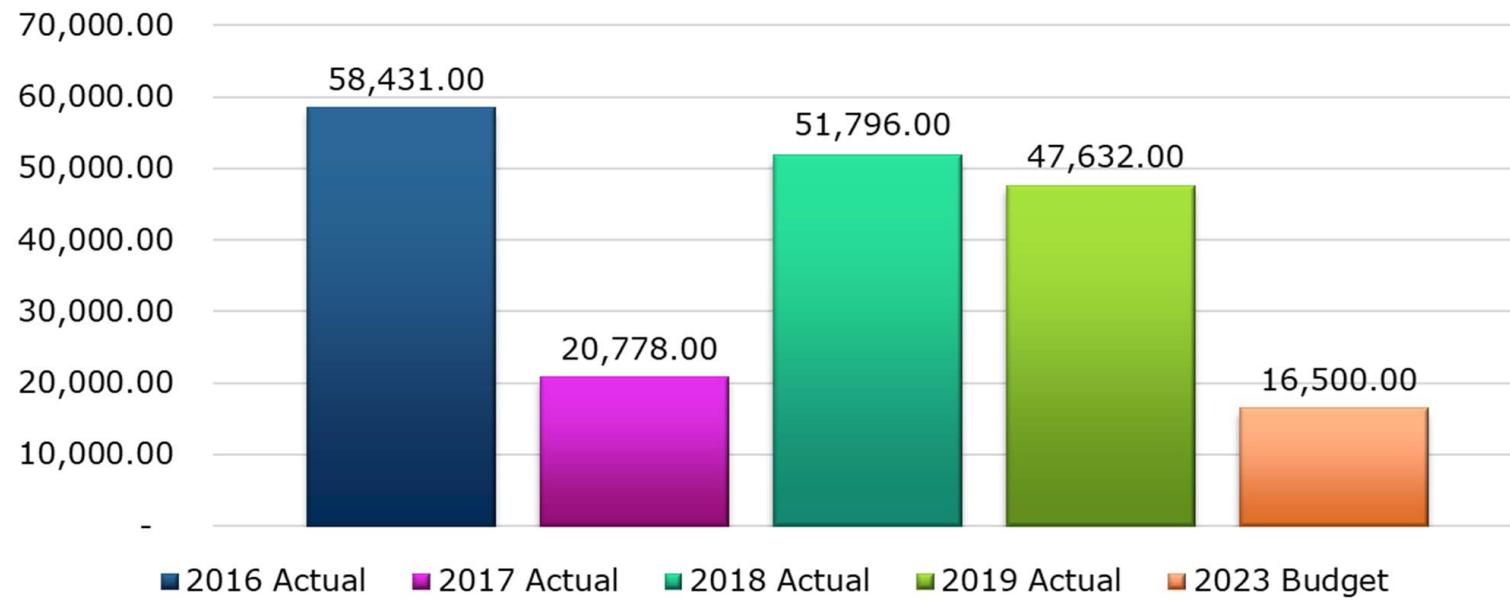
Museum Revenue Trend



Conventional Transit Revenue Trend



Para-Transit Revenue Trend





2024 Airport User Fees

Average Fee Increase

- Increase based on Consumer Price Index rounded to the nearest \$.25

Fees

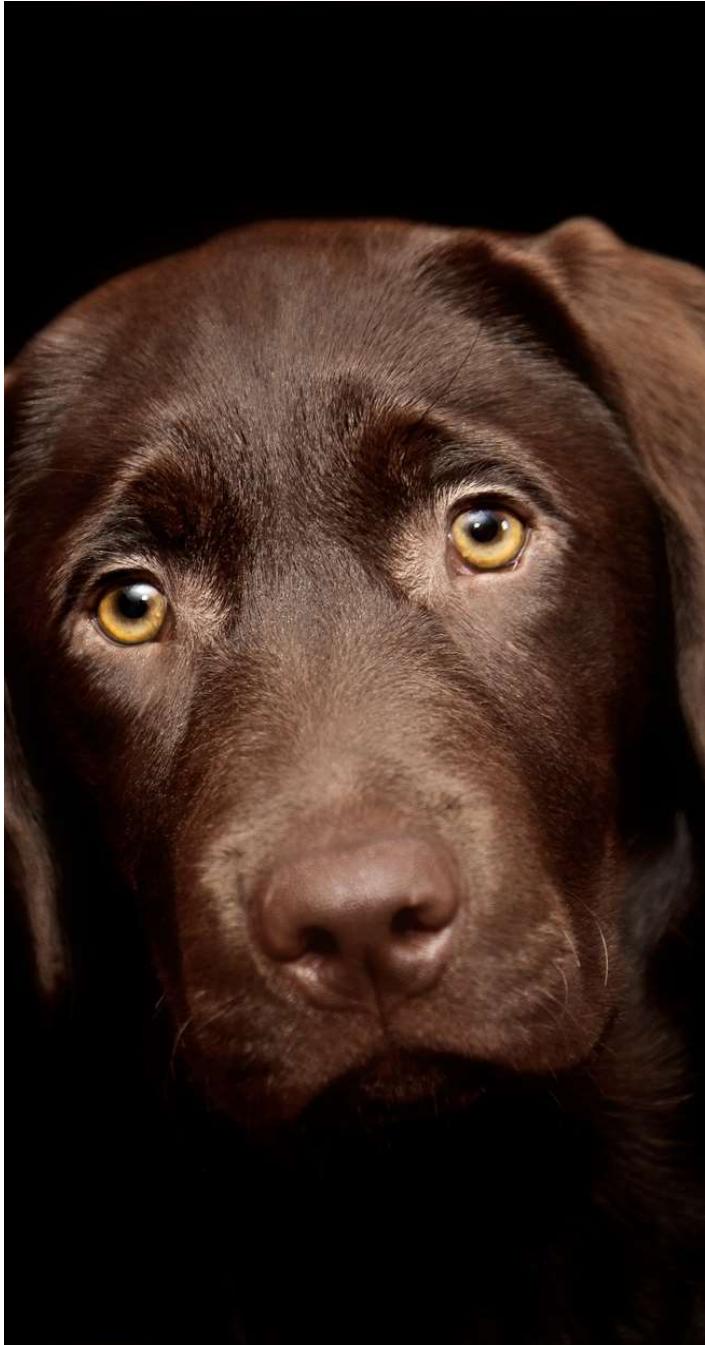
- Switching Tie Down fees to one nightly fee administered at the fuel pumps

Comparators

- Kingston, Cornwall, Gatineau, Carp and Smith Falls

2023 Budgeted User Fee Revenue

- \$205,530



2024 Animal Control User Fees

Average Fee Increase

- 4% to 6% increase

Fees

- No new fees for 2024

Comparators

- Kingston, Cornwall, Smith Falls

2023 Budgeted Revenue

- \$28,500



2024 Arena User Fees

Average Fee Increase

- Fees rounded to nearest \$0.25 after 4% increase

Fees

- No new fees for 2024
- Remove Wi-Fi Voucher fee

Comparators

- Cardinal, Gananoque, Kemptville and Prescott

2023 Budgeted Revenue

- \$628,834



2024 Brockville Arts Centre User Fees

Average Fee Increase

- Most fees remain unchanged

Fees

- New fees for Not-For-Profit organizations
- New Weekly rate for Fog or Haze machine rental

Comparators

- Cornwall, Kingston and Oakville

2023 Budgeted Revenue

- \$535,090



2024 Cemetery User Fees

Average Fee Increase

- Increased to line up closer to local competitors
- Proposing 5% increase where applicable

Fees

- Change Foundation removal charge from flat rate to price per square foot

Comparators

- Roselawn Memorial Gardens, Beechwood Cemetery and Prescott Cemetery

2023 Budgeted Revenue

- \$131,000



2024 Clerk User Fees

Average Fee Increase

- Most fees in line with comparators
- Death Registration and Patio Licence Renewal average increase 13%

Fees

- No new fees for 2024

Comparators

- Kingston, Midland, Wasaga Beach, Timmins, Arnprior, Windsor and Owen Sound

2023 Budgeted Revenue

- \$56,349



2024 Engineering User Fees

Average Fee Increase

- Increases range from 3% to 25%

Fees

- New Site Plan fees for greater than 50 and 100 parking spaces
- New Subdivision fees for 20, 30, 40 and 50 dwelling units

Comparators

- No comparators

2023 Budgeted Revenue

- \$6,400



2024 Finance User Fees

Average Fee Increase

- Most fees have no increase
- Computerized hard copies and Commissioner of Oath Fee increased to be more in line with comparator's

Fees

- No new fees for 2024
- Removed Information Request, Tax and accounts receivable fees

Comparators

- Kingston, Belleville and Owen Sound

2023 Budgeted Revenue

- \$60,000



2024 Finance - Water User Fees

Average Fee Increase

- Water Shut Off and Turn On at House and Curb increased and average of 6.5% to be in line with comparators

Fees

- New Water Bill Re-print fee \$15.00

Comparators

- Belleville, Ottawa and Owen Sound

2023 Budgeted Revenue

- \$25,000



2024 Fire Department User Fees

Average Fee Increase

- Fees increased by 4% CPI

Fees

- No new fees for 2024

Comparators

- Kingston, Belleville and Cornwall

2023 Budgeted Revenue

- \$143,000



2024 Geographic Information System User Fees

Average Fee Increase

- 3% increase

Fees

- No new fees for 2024

Comparators

- No comparators available

2023 Budgeted Revenue

- No budget



2024 Museum User Fees

Average Fee Increase

- Most fees remain untouched, other items increased were much lower than comparators

Fees

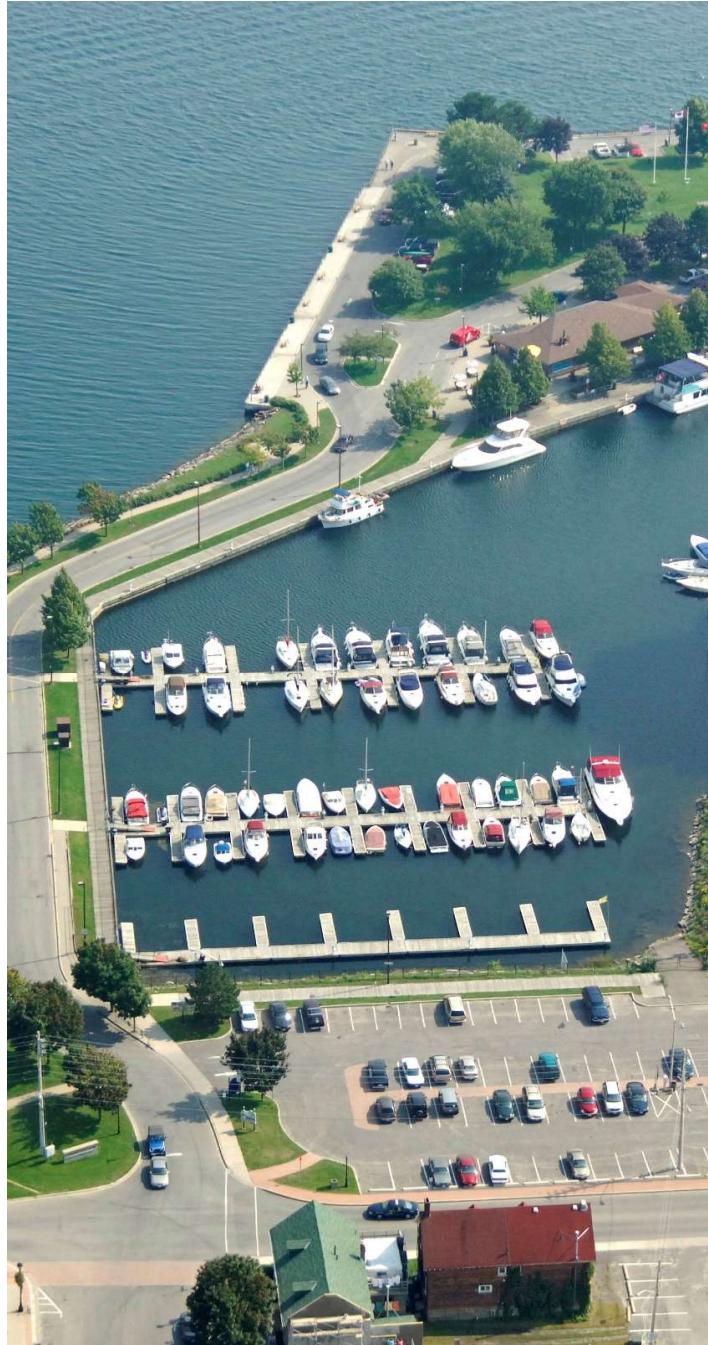
- Story of Brockville added to 2024

Comparators

- Delta Town Hall, Youth Arena Hall, Ridge Centre Smith Falls, Fulford Place

2023 Budgeted Revenue

- \$17,400



2024 Parking User Fees

Average Fee Increase

- Increases remain within 4% CPI

Fees

- No new fees for 2024

Comparators

- Lower permit costs than Cornwall, Belleville and Kingston

2023 Budgeted Revenue

- \$230,000



2024 Parks User Fees

Average Fee Increase

- Increase within 4% CPI rounded to the nearest \$.25

Fees

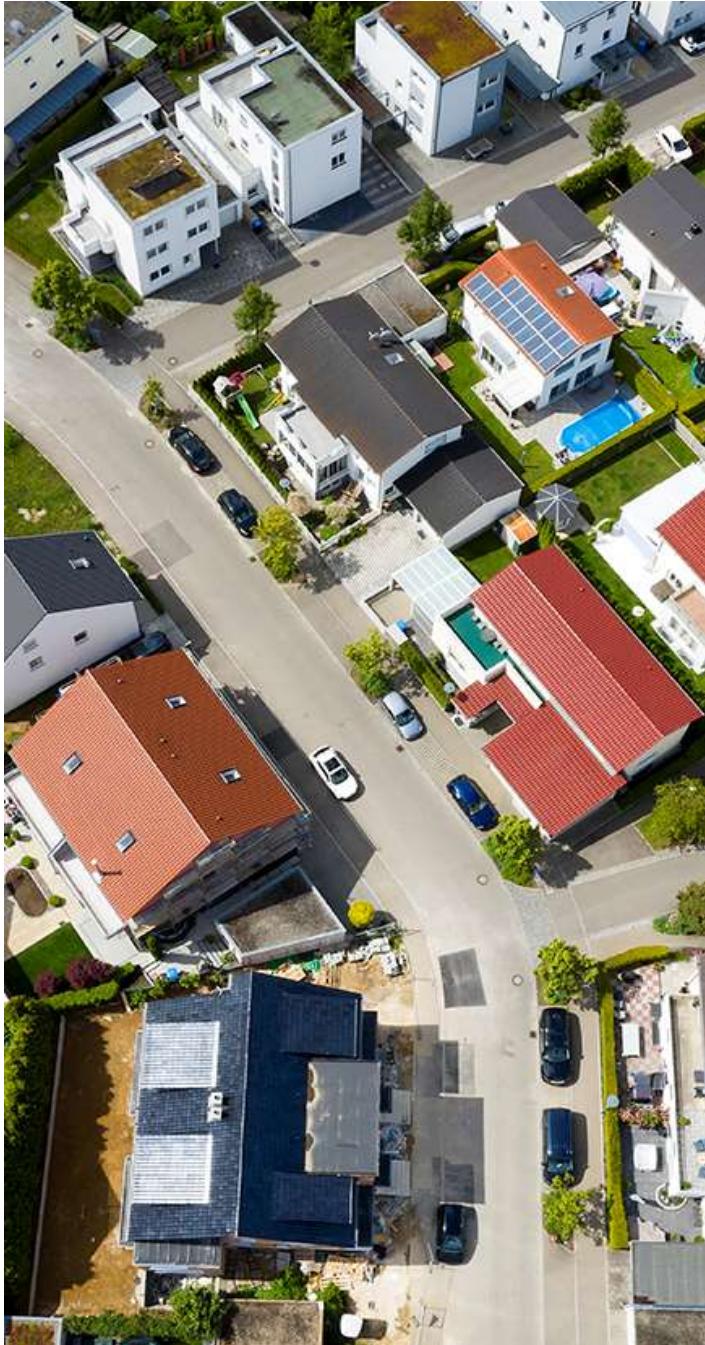
- Proposing new strategy for Non-resident user fees

Comparators

- Kingston, North Grenville, Cornwall, Iroquois, Rideau, Gananoque, and Prescott

2023 Budgeted Revenue

- \$482,446



2024 Building Department User Fees

Average Fee Increase

- No increase pending review

Fees

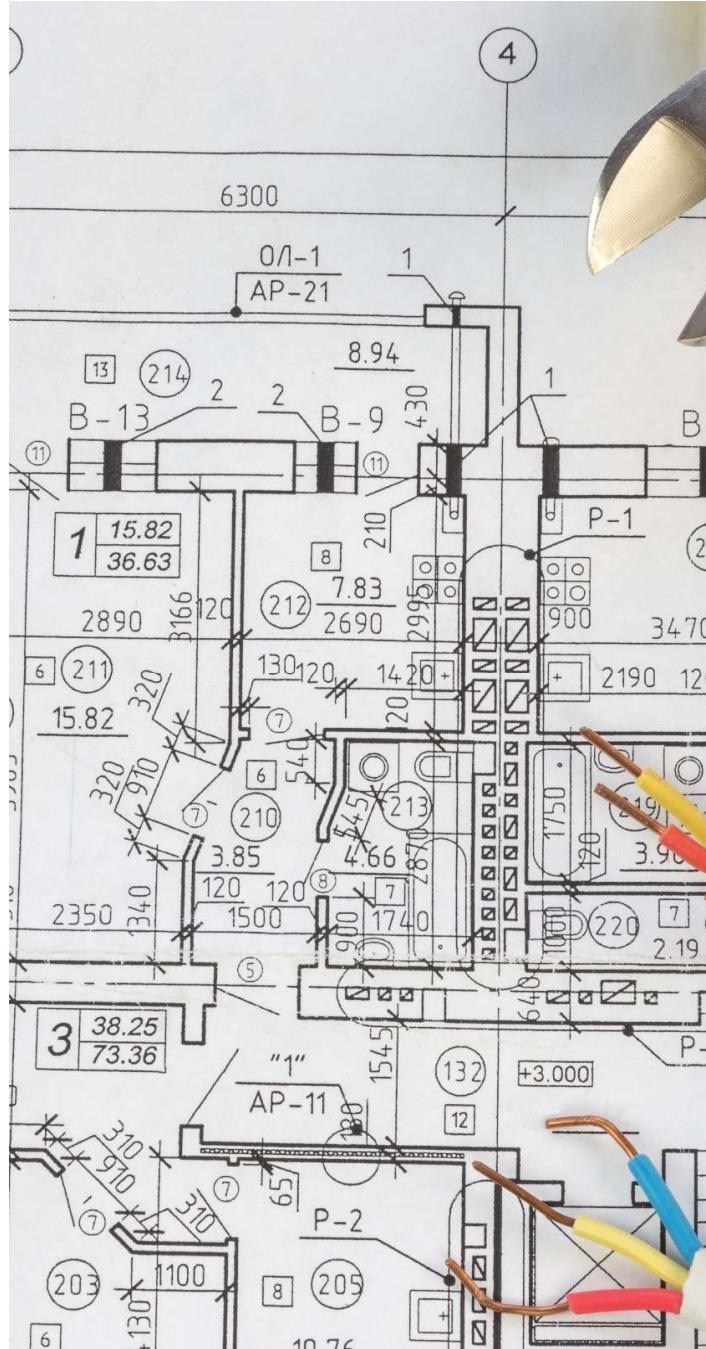
- No additions or removals in 2024

Comparators

- Requesting a study in 2024

2023 Budgeted Revenue

- \$503,500



2024 Planning User Fees

Average Fee Increase

- Increase within 4% CPI

Fees

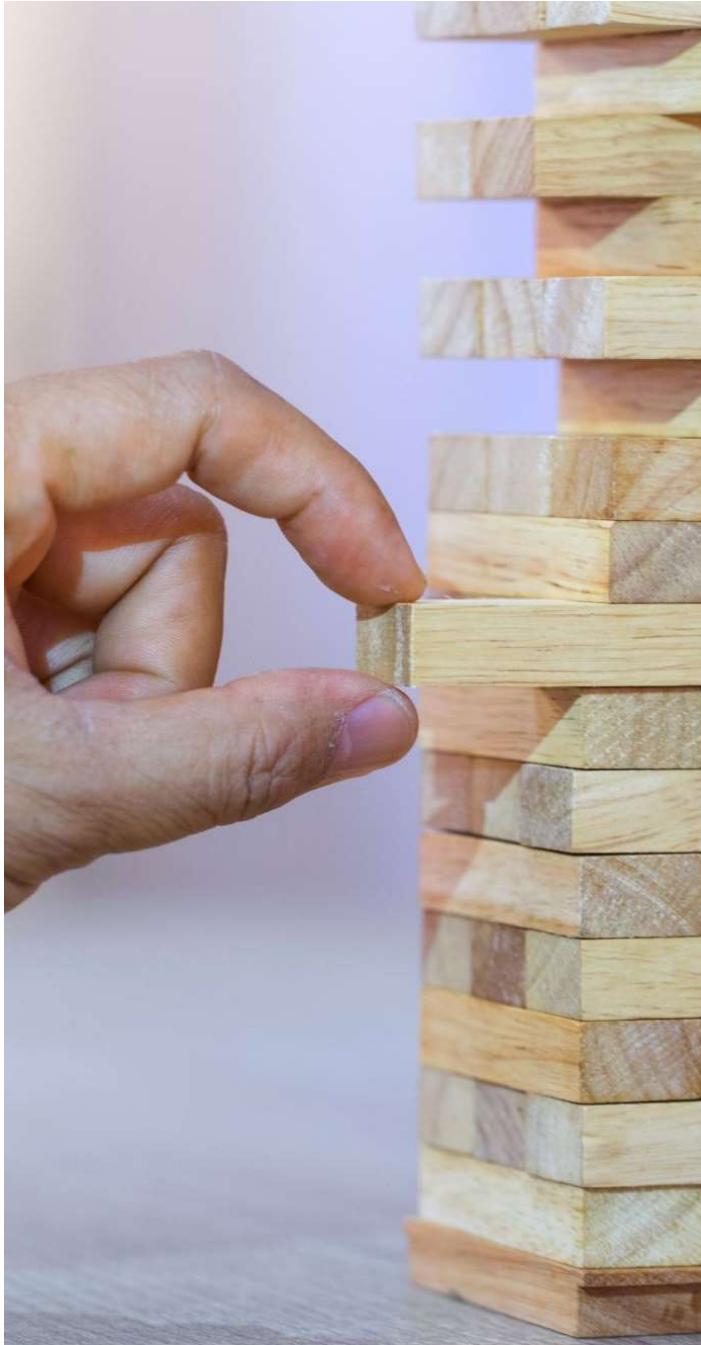
- New Driveway and Driveway Expansion Letter Fee

Comparators

- Cornwall, Kingston and Smith Falls

2023 Budgeted Revenue

- \$30,000



2024 Committee of Adjustment User Fees

Average Fee Increase

- Increase within 4% CPI

Fees

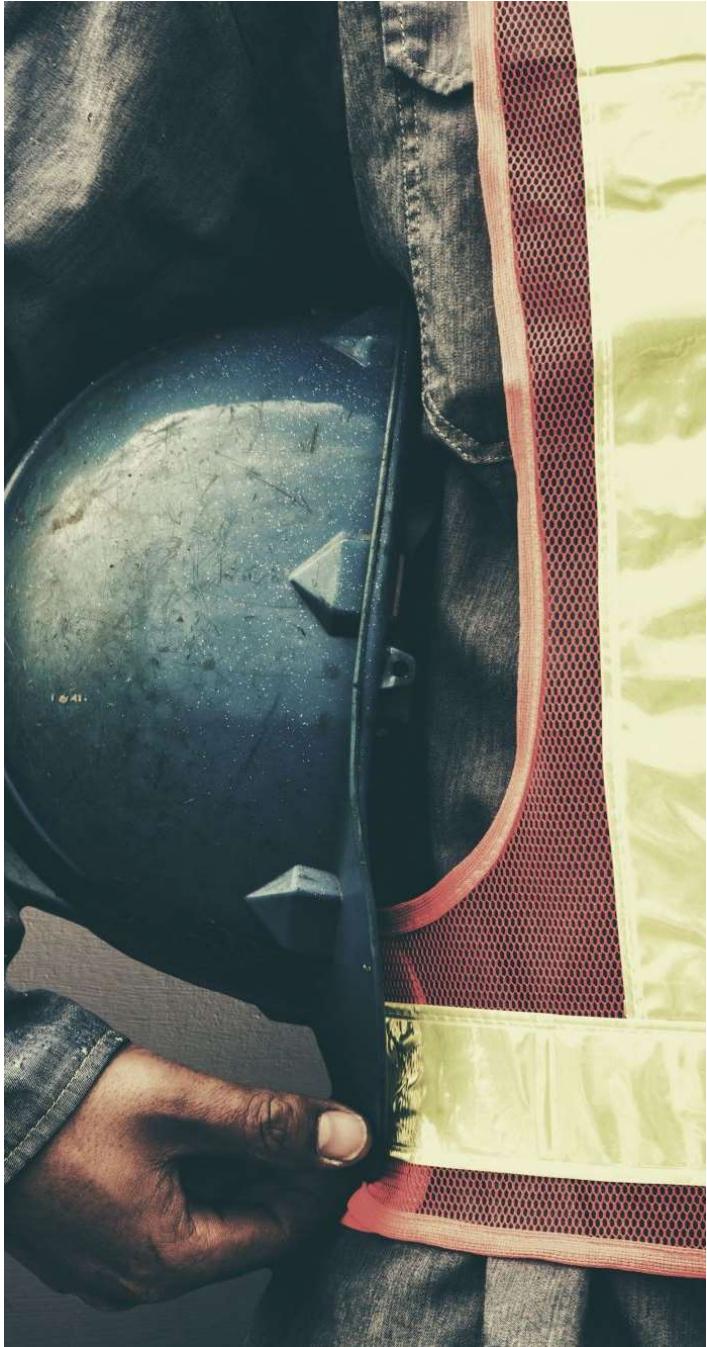
- No new fees for 2024

Comparators

- Kingston, Cornwall and Gananoque

2023 Budgeted Revenue

- \$9,000



2024 Public Works User Fees

Average Fee Increase

- No increase for 2024

Fees

- No new fees or changes

Comparators

- No comparators available

2023 Budgeted Revenue

- \$21,500



2023 Railway Tunnel User Fees

Average Fee Increase

- Increased by 4% CPI

Fees

- Added no events during the operating season notation
- Remove Guided Tours

Comparators

- No comparators available

2023 Budgeted Revenue

- No budgeted revenue



2024 Solid Waste User Fees

Average Fee Increase

- No increase for 2024

Fees

- No new fees

Comparators

- Kingston, Cornwall and Coburg

2023 Budgeted Revenue

- \$121,900



2024 Transit User Fees

Average fee increase

- CPI increase of 4% on Book of 10 tickets and 40 Ride Pass

Fees

- New Kids under 14 ride free
- New Para-Transit Monthly Pass

Comparators

- Kingston, Cornwall and Coburg

2023 Budgeted Revenue

- \$128,900

Budget Timeline

Tues. Sep. 26, 2023	2024 Budget Kick-Off
Tues. Oct. 24, 2023	User Fees
Tues. Nov. 14, 2023	Water and Wastewater Operating and Capital Budget
Sat. Nov. 18, 2023	General Levy Operating and Capital
Tues. Nov. 28, 2023	Community Partners
Tues. Jan. 9, 2024	Final Budget Approval



Thank You

City staff are happy to answer any questions.

