



City of Brockville General Committee Minutes

4:30 PM - Tuesday, April 18, 2023
Council Chambers

The General Committee meeting was called to order on Tuesday, April 18, 2023, at 4:30 PM, in the Hybrid/Virtual Meeting, with the following present:

Members Present: Chair Jane Fullarton, Councillor Philip Deery, Councillor Katherine Hobbs, Councillor Louise Severson, and Ex-Officio Mayor Matt Wren

Regrets: Nil.

Others: Councillor Nathalie Lavergne and Councillor Cameron Wales

Staff: Lindsay Armstrong, Senior Manager of Human Resources, Cassidy Cameron, Committee Assistant, Lynda Ferguson, Director of Finance & IT Services, Sandra MacDonald, City Manager/City Clerk, Peter Raabe, Director of Engineering & Infrastructure Services, Anne Shropshire, Manager, Cultural Services, Phil Wood, Director of Operations, Thomas Harder, Committee member, and Robert Nolan, Director of Economic and Development Services

1. **LAND ACKNOWLEDGEMENT STATEMENT**
2. **CHAIR'S REMARKS**

Chair Fullarton recognized that it was National Volunteer Week from April 16, until April 22, 2023. She thanked all volunteers who enrich the lives of citizens in Brockville and is grateful for the initiatives they champion and projects which they move forward. Chair Fullarton wished all a very happy volunteer week, and a heartfelt thank you on behalf of the citizens of Brockville.

3. **DISCLOSURE OF INTEREST**
Nil.

4. **DELEGATIONS AND PRESENTATIONS**

1. Brockville Tourism, 2023 First Quarter Update

T. Harder and S. Laturnus presented Brockville Tourism's first quarter report.

5. **CORRESPONDENCE AND COMMUNICATIONS**
Nil.

6. **REPORTS FROM BOARDS AND COMMITTEES**

1. Museum Annual Report

Moved by: Councillor Hobbs

THAT the 2022 Museum Annual Report be received.

CARRIED

7. **STAFF REPORTS**

1. 2023-55
Business Case for establishing a Municipal Services Corporation
Establishment of an internal Tourism Division

Moved by: Councillor Deery

THAT Council authorize staff to establish a Tourism Division within the Administration Department reporting to the Manager of Cultural Services;

THAT Council approve and adopt the Business Case Study for the creation of a Tourism Municipal Services Corporation;

THAT Council authorize staff to begin the process to incorporate a Tourism Municipal Services Corporation;

THAT costs (up to a maximum of \$25,000) associated with establishing a Municipal Services Corporation be funded from fiscal policy; and

THAT staff provide progress reports to the General Committee on a bi-monthly basis or as required.

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

CARRIED 5-0 on a recorded vote

Chair Fullarton asked if, using this model, there will be opportunities to develop additional events and products.

A. Shropshire replied that yes, that would be the initial primary focus.

Councillor Wales asked if seasonal staff or tourism ambassadors would be city employees or if would they be funded elsewhere?

A. Shropshire replied that there are a couple possibilities for that. They could be considered staff of the Municipal Services Corporation or they could be seasonal staff.

Councillor Lavergne asked if there was a Visitor Centre planned and where would it be located?

A. Shropshire stated that two places in City Hall have been identified as options for a year-round centre, it would be open 7 days a week during peak season, accessible, and have washroom features. During peak season there would also be kiosks throughout the City.

2. 2023-58
Amendment to Buskers By-law 019-2015

Moved by: Councillor Hobbs

THAT By-law 019-2015 being a by-law to licence, govern and regulate Buskers in the City of Brockville be repealed and;

THAT a Council approve proposed changes for a new by-law and;

THAT the necessary bylaw be enacted.

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

CARRIED 5-0 on a recorded vote

Chair Fullarton asked for clarification about buskers selling merchandise.

A. Shropshire explained that merchandise permitted to be sold would be strictly related to the busker's performance. S. MacDonald further explained that the By-law wording could be tightened up to ensure that the merchandise is specific.

Councillor Deery asked for further details on how this By-law would affect buskers performing during events or street closures.

A. Shropshire noted that any buskers performing at a street fair, or an event with a with a street closure, is exempt from this By-law.

Councillor Lavergne asked if there will be someone monitoring the buskers to ensure they are complying with the By-law regulations.

S. MacDonald noted that By-law officers will monitor during the week, and on the weekend, the police are available to be called for buskers who are not in regulation with the By-law.

A. Shropshire added that at this point self regulation will be required from the buskers; any issues will be revisited at the end of the season or as required.

3. 2023-66
Update of Diversity, Equity and Inclusion

Moved by: Councillor Severson

THAT report Update of Diversity, Equity and Inclusion, be received and the following be adopted:

1. THAT staff are directed to work with the City of Kingston and KEYS to develop a Diversity, Equity and Inclusion Program; and
2. THAT the Workplace Inclusion Charter be signed.

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

CARRIED 5-0 on a recorded vote

Councillor Wales asked staff to speak to the potential mandate of the program.

L. Armstrong answered that this is an internal program right now, but there may be opportunity to extend this program to community members in the future.

Councillor Wales left the meeting at 5:57 pm.

4. 2023-68
Twinning Agreement Policy

Moved by: Councillor Deery

THAT Council authorize staff to develop a Twinning Agreement Policy; and

THAT the policy be brought back to Council for approval.

CARRIED as amended on a later vote

Councillor Deery asked what the that benefits have been from Brockville's existing twinning agreements.

R. Nolan explained that there is little evidence of what the existing agreements have achieved, which is why staff are now proposing a policy. Hopefully this would produce deliverables and objectives that would provide measurables for the communities involved.

Motion to Amend

Moved by: Mayor Wren

THAT the City of Brockville immediately terminate its Social-Cultural Agreement with the Chitinsky District of the Zabaikalsky region of the Russian Federation.

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

CARRIED 5-0 on a recorded vote

Amended Motion

Moved by: Councillor Deery

THAT Council authorize staff to develop a Twinning Agreement Policy;

THAT the policy be brought back to Council for approval; and

THAT the City of Brockville immediately terminate its Social-Cultural Agreement with the Chitinsky District of the Zabaikalsky region of the Russian Federation.

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

CARRIED 5-0 on a recorded vote

Mayor Wren exited the meeting at 6:06 pm.

5. 2023-56
Capital Replacement of City Pickup Trucks

Moved by: Councillor Hobbs

THAT Council approve \$80,000 to purchase one heavy duty 4x4 pickup truck with work accessories for the Public Works division funded by debenture, and

THAT Council approve \$80,000 to purchase one heavy duty 4x4 pickup truck with work accessories for the City Water division funded by the Water Reserve; and

THAT the purchases be made in accordance with the procurement policy.

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

CARRIED 4-0 on a recorded vote

6. 2023-62
HVAC System 900 Admin Building Repairs – WPCC

Moved by: Councillor Severson

THAT Council approve the quote from Industrial Electrical Contractors Brockville Limited for the repairs to the HVAC system of the WPCC Administration building in the amount of \$67,930 (including net HST); and

THAT Council approve an additional \$27,930 from Wastewater Working Capital Operations Reserve.

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

CARRIED 4-0 on a recorded vote

7. 2023-65
Main Sewage Pump Station – Engineering Design Services

Moved by: Councillor Deery

THAT Council approve the proposal from J.L. Richards for engineering design services for the design of the city's Main Pump Station located in Centeen Park in the amount of \$521,291.04 (including net HST); and

THAT Council approve an additional \$200,000 from the Wastewater Working Capital Operations Reserve.

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

CARRIED 4-0 on a recorded vote

8. 2023-61
Landfill Gas Collection System Decommissioning

Moved by: Councillor Hobbs

THAT Council approve the tender from Industrial Electrical Contractors Brockville Limited for the decommissioning of the landfill

gas collection system in the amount of \$110,944.60 (including net HST); and

THAT Council approve an additional \$4,944.60 from the Fiscal Policy Reserve.

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

CARRIED 4-0 on a recorded vote

9. 2023-63
Purchase of Automated Front Gate - WPCC

Moved by: Councillor Severson

THAT Council approve the tender from Burchell's Fencing and Dixie Electric for the installation of an automated front gate in the amount of \$34,837.54 (including net HST).

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

CARRIED 4-0 on a recorded vote

10. 2023-64
Purchase of 2500 Series Fleet Vehicles - WPCC

Moved by: Councillor Deery

THAT Council approve the purchase of two (2), 2500 series trucks from Gananoque Chevrolet Buick GMC Cadillac in the amount of \$142,175 (including net HST); and

THAT Council approve an additional \$19,575 from the Wastewater Working Capital Operations Reserve.

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

CARRIED 4-0 on a recorded vote

11. 2023-59

Amendments to Refreshment Cart By-law (052-2011)
Mobile Refreshment Vehicle 2023 trial program

Moved by: Councillor Hobbs

THAT Council authorize the amendment to By-law 052-2011, a by-law to License and Regulate Refreshment Carts to include the operation of Mobile Refreshment Cart for the 2023 season.

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

CARRIED 4-0 on a recorded vote

S. MacDonald explained the proposed amendments to the By-law, attached to the meeting minutes.

Chair Fullarton asked for clarification on what foods would be permitted for sale.

S. MacDonald clarified that the food being sold would be pre-prepared, nothing would be made at the cart.

Councillor Deery asked if there will be restrictions on these refreshment carts during special events.

S. MacDonald said yes, they will be restricted unless they have special permission.

[0xx-2023 - Refreshment Cart By-law to add mobile carts - trial period amended](#)

8. **INFORMATION ITEMS**

Moved by: Councillor Deery

THAT the following Information Items be passed by Consent Agenda:

1. 2023-60

Reduced Scents in The Workplace

2. 2023-67
2023 Federal and Provincial Budget Updates

CARRIED

9. **NEW BUSINESS FROM COMMITTEE MEMBERS**
Nil.

10. **COMMITTEE CONSENT AGENDA**

Moved by: Councillor Hobbs

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

1. 2023-58
Amendment to Buskers By-law 019-2015
2. 2023-66
Update of Diversity, Equity and Inclusion
3. 2023-68
Twinning Agreement Policy
4. 2023-56
Capital Replacement of City Pickup Trucks
5. 2023-62
HVAC System 900 Admin Building Repairs – WPCC
6. 2023-65
Main Sewage Pump Station – Engineering Design Services
7. 2023-61
Landfill Gas Collection System Decommissioning
8. 2023-63
Purchase of Automated Front Gate - WPCC
9. 2023-64
Purchase of 2500 Series Fleet Vehicles - WPCC

10. 2023-59
Amendments to Refreshment Cart By-law (052-2011)
Mobile Refreshment Vehicle 2023 trial program

CARRIED

11. **MEDIA QUESTION PERIOD**

12. **ADJOURNMENT**

Moved by: Councillor Severson

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for May 16, 2023.

CARRIED

The meeting adjourned at 6:20 pm.

THE CORPORATION OF THE CITY OF BROCKVILLE
By-Law Number 0xx-2023

*A By-law to amend 052-2011 Being a By-law to License and Regulate
Refreshment Carts
(temporarily include Mobile Refreshment Vehicles)*

WHEREAS By-law Number 052-2011 allows for the licensing and regulation of refreshment carts on public and private property; and

WHEREAS at a meeting held on April 25th, 2023, Council passed a resolution to include the temporary operation of mobile refreshment carts; and

WHEREAS the temporary trial period be until December 31, 2023; and

THEREFORE it is necessary to amend By-law 052-2011;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS:

1. THAT Section 1 be amended to insert the following definition:

"mobile refreshment cart" shall mean a vehicle that is propelled by human muscle power;

2. THAT the following section be inserted:

Licenses issued for Mobile Refreshment Carts on City Streets

A mobile refreshment cart licence is required for any carts from which refreshments are cooked, carried or offered for sale to the general public.

No person shall locate or operate a mobile refreshment vehicle:

- a) on King Street East/West between the intersections of Perth Street and Market Street East;
- b) within nine (9) metres of an intersection;
- c) within ten (10) metres of a bus stop;

To not impede traffic, the mobile refreshment carts shall not travel/operate from any sidewalk/path and when stopped to vend, the cart must park near the sidewalk/curb out of the travelled section of city roads.

The mobile refreshment carts shall not be stopped in any location for longer than is necessary to complete the sale/sales and no time longer than 15 minutes.

The hours of operation for mobile refreshment carts shall occur between 9 am and dusk, depending on the time of year, to ensure the cart is visible.

3. THAT subsequent sections of bylaw 052-2011 be renumbered accordingly.

Given under the Seal of the Corporation of the
City of Brockville and Passed this
9th, day of May 2023

Mayor

City Clerk