



City of Brockville

General Committee

Agenda

4:30 PM - Tuesday, July 18, 2023

City Hall, Council Chambers

This agenda has been updated to include Information Item 2023-132, and Staff Report 2023-126.

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

- 6 - 22 1. Twin-Pad Arena Presentation

Keith Dickie, N45 Architecture Inc., and Ryan Crowle, IDEA Inc., will present an overview of the City's arena project.

[2023 07 18 Arena Presentation](#)

Correspondence and Communications

Nil.

Reports from Boards and Committees

- 23 - 39 1. Brockville Tourism, 2023 Second Quarter Update

T. Harder will present Brockville Tourism's second quarterly report.

[2023-Q2 Tourism Report](#)

Staff Reports

- 40 - 45 1. 2023-125
New Arena/Community Centre
Concept and Cost Projections

THAT Council approve staff to proceed with the proposed design and features of the new community arena sports facility concept as proposed by the City's Engineering and Architectural consultants, and

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THAT Council approve staff to move forward with the next steps of stakeholder engagement and completion of detailed design for construction, and

THAT staff report back to the General Committee with the results of the stakeholder engagement.

[2023-125](#)

- 46 - 47 2. 2023-122
Change in the 2023 Capital Budget
Brockville Police Services
Fleet Purchases

THAT Council approve the deferral of the purchase of the Identification Van that was approved in the 2023 Capital Budget for the Brockville Police Services for \$70,798 to the 2024 Capital Budget; and

THAT Council approve the purchase of 2 Ford Explorers for \$115,952; and,

THAT the additional required funds of \$45,154 be funded by debt.
[2023-122](#)

- 48 - 53 3. 2023-134
June 2023 Variance

THAT Council receives report SR2023-134, 2023 June Variance for information.

[2023-134](#)

- 54 - 55 4. 2023-133
Concrete Sidewalk on Centre Street

THAT Council approve the tender from Ken Miller Excavating for Concrete Sidewalk & Curb Reconstruction on Centre Street in the amount of \$45,653.61 (including net HST).

[2023-133](#)

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- 56 - 57 5. 2023-136
St. Lawrence Park/Smith Island Dock
Accessible Kayak Launch
- THAT Council approve purchase and installation of a new dock including accessible kayak launch from Kehoe Marine Construction for a cost not to exceed \$113,100 including net HST.
[2023-136](#)
- 58 - 59 6. 2023-128
Rural Economic Development Grant Award
Brock Trail Solar Lights
- THAT Council approve of grant funding from Rural Economic Development program; and,
- THAT Council approve the grant funding arrangement of 30% of the eligible project expenses up to a maximum of \$8,185.05 applicable to the purchase and installation of (21) solar lights along the Brock Trail; and,
- THAT the Mayor and City Clerk be authorized to enter into agreement terms of Rural Economic Development program and enact all required bylaws.
[2023-128](#)
- 60 - 63 7. 2023-126
Crossing Guard Contract
Project 230074
- THAT Council approve the award of a service contract to Ottawa Safety Council to administer the City's school crossing guards contract at an annual cost not to exceed \$315,000 including net HST, and
- THAT Council approve any deficit for crossing guard contracted services to account for the net increase in the service contract with Ottawa Safety Council.
[2023-126](#)

New Business from Committee Members

- 64 - 65 1. 2023-121
Amendment to Policy POL.C.19.200
Code of conduct for Members of Council and Local Boards
(Mayor Wren)

THAT POL.C.19.200, Section 15 be amended by deleting:

"The Clerk, upon receipt of a complete complaint shall acknowledge receipt of the complaint and convene a meeting of the Mayor, City Manager, and the Clerk to review the complaint and determine whether an investigation should be commenced.

Where it is determined that a further review and investigation may be required, the complaint shall be forwarded to the appointed Integrity Commissioner."; and

Inserting:

"The Clerk, upon receipt of a complete complaint shall forward it to the appointed Integrity Commissioner."

[2023-121](#)

Information Items

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

THAT the following Information Items be passed by Consent Agenda:

- 66 - 68 1. 2023-135
Healthcare recruitment initiative update
[2023-135](#)
- 69 - 83 2. 2023-131
Health and Safety Policy
Emergency Response and Evacuation Plan
[2023-131](#)

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- 84 - 93 3. 2023-129
 Remote Work Policy
[2023-129](#)
- 94 - 95 4. 2023-130
 Road Rehabilitation on Various City Streets
[2023-130](#)
- 96 - 97 5. 2023-132
 Cold in Place Recycling & Hot Mix Paving - Contract 230005
[2023-132](#)

Committee Consent Agenda

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

Media Question Period

Adjournment

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for August 15, 2023.

Minutes from City Boards and Committees

- 98 - 99 Museum Board
[2023 06 13 Museum Board Minutes](#)



Brockville Arena

Council Update Presentation
July 18th 2023



Agenda

Design Overview

Cost & Market Conditions

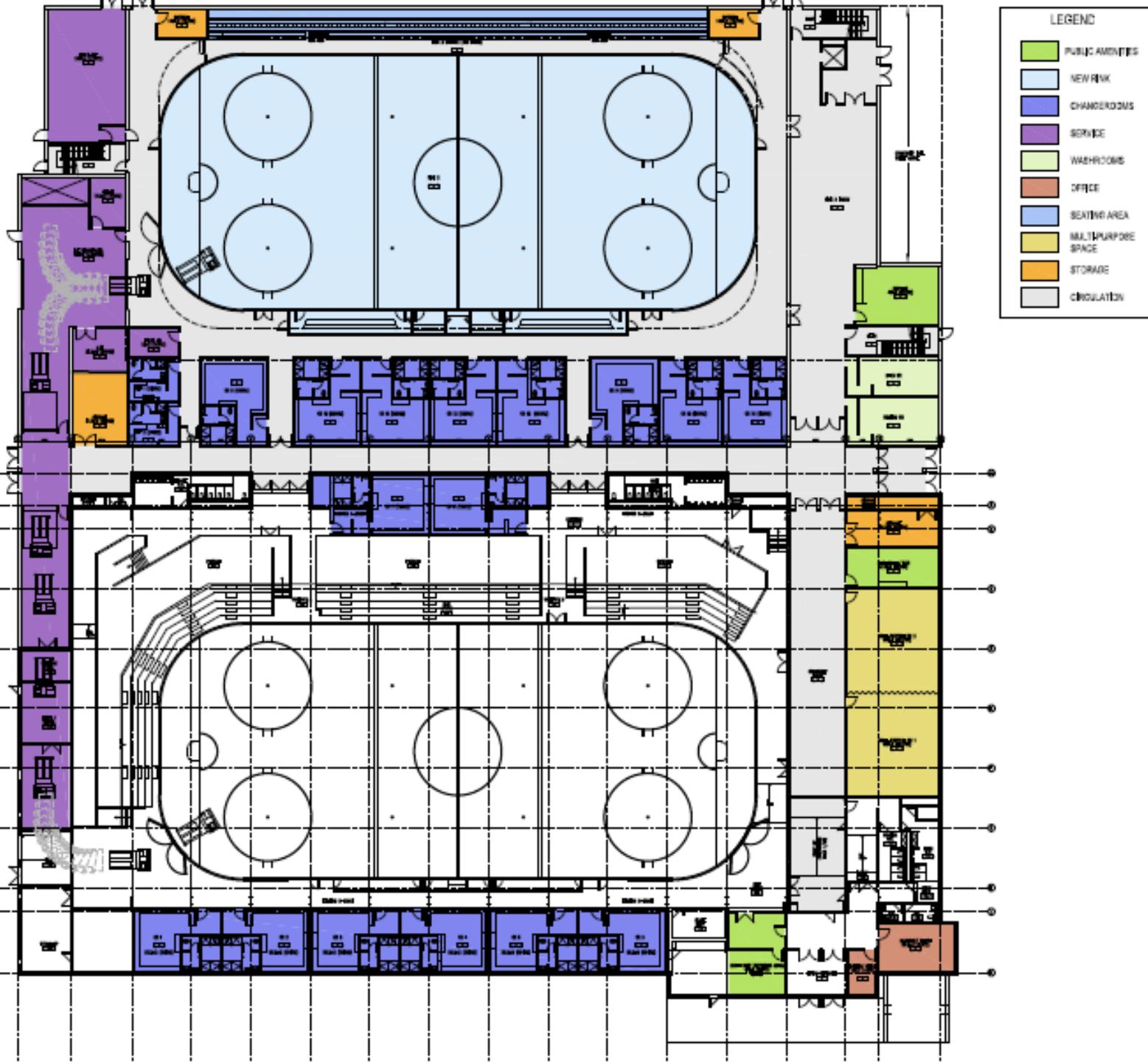
Value Management Options Available

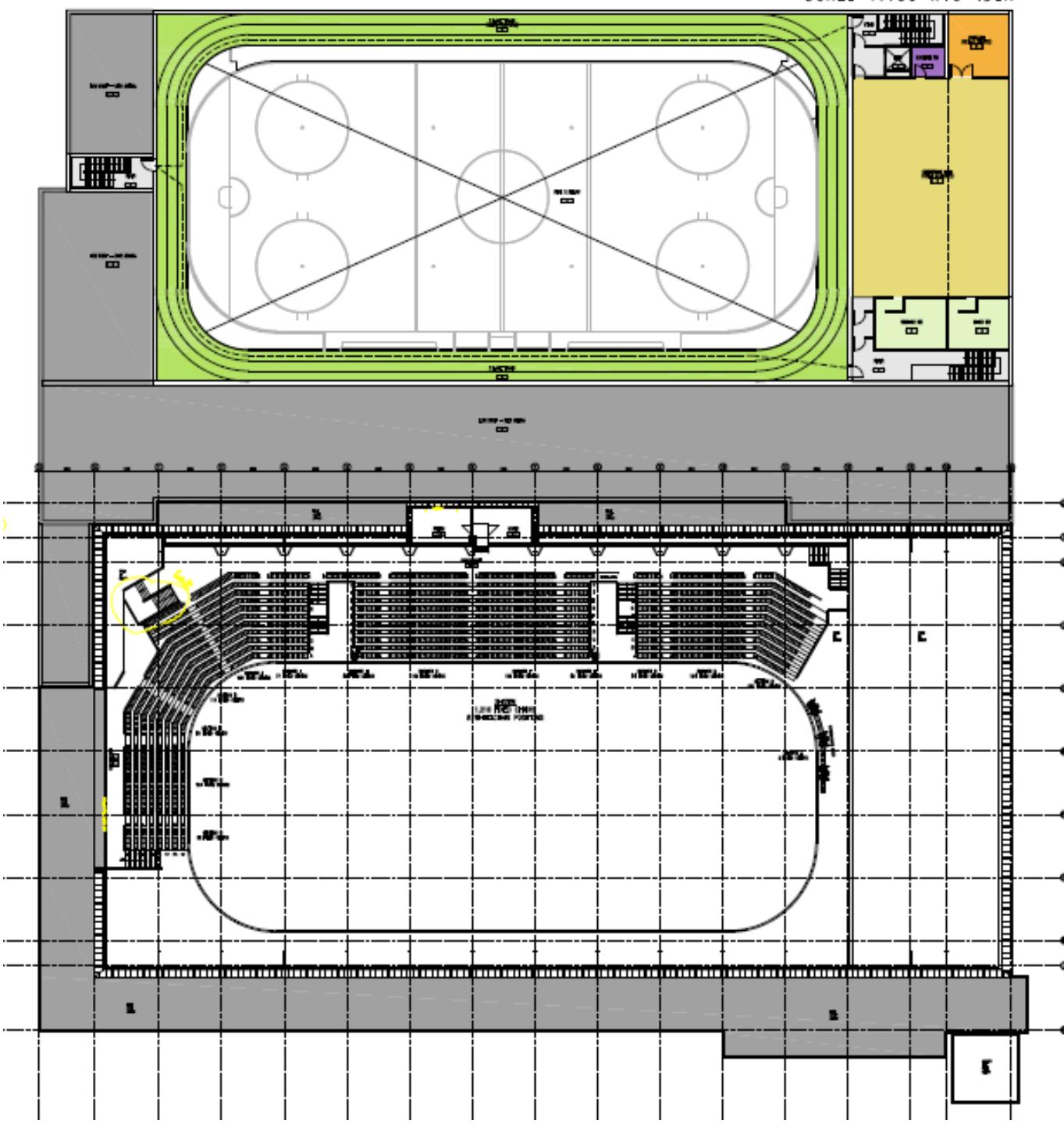
Next Steps

Preliminary Design Overview

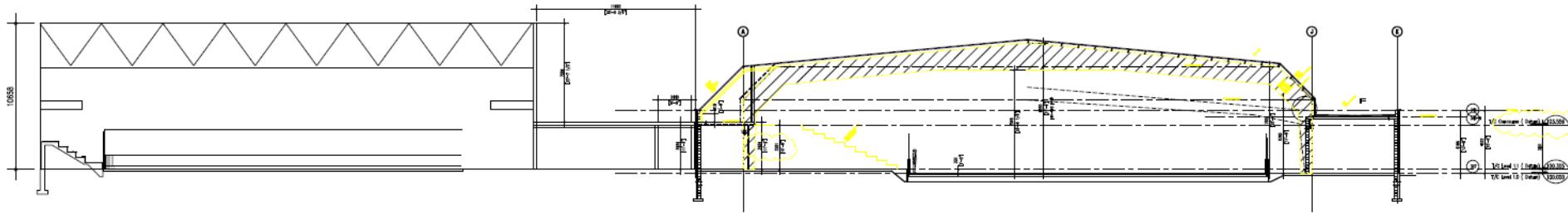
Program:

- New addition with one NHL Regulation ice surface designed for 365-day service with para hockey & barrier free player's benches
- 3 lane community walking track at level 2
- New community hall on level 2
- 10 new change rooms
- New dual pad, efficient refrigeration plant
- Renovations to existing facility including community hall & connection to new rink lobby, 6 renovated change rooms, replacement of the roof, lighting, sprinklers, insulation and electrical control systems
- Addition of new pickleball courts
- Relocation of two baseball diamonds
- Renovation/ expansion of connecting trail system to serve new facility amenities

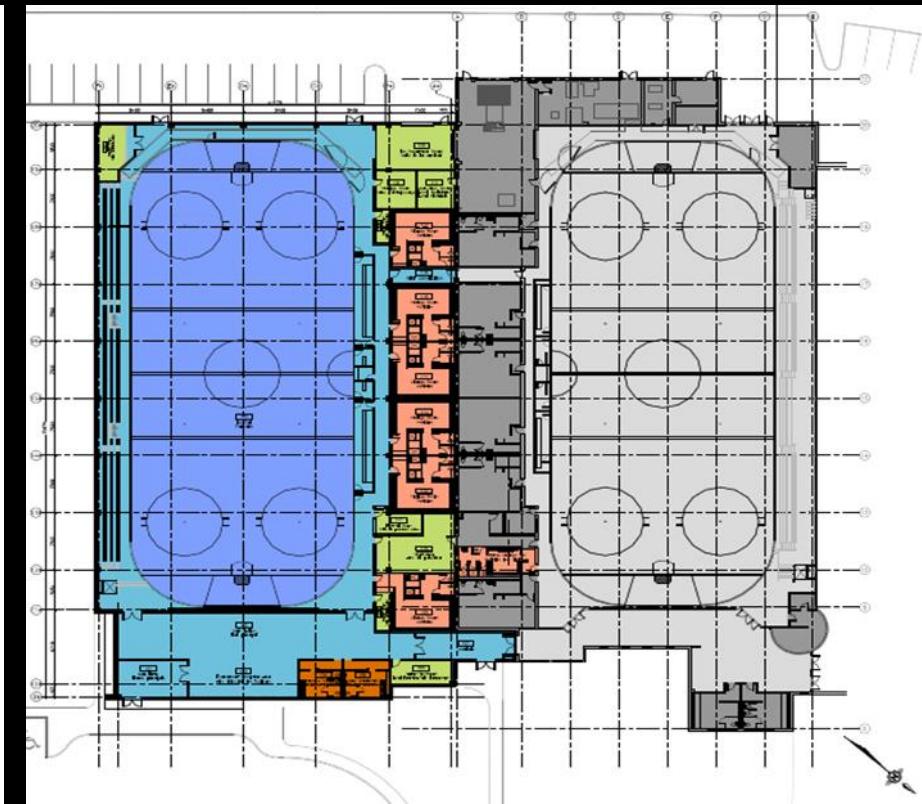




BROCKVILLE ARENA EXPANSION
 NORTH SIDE ADDITION CONCEPT 1, 2& 3
 BUILDING SECTION
 APRIL 5 2023
 SCALE 1:150 N45-IDEA



Richcraft Sensplex | ground floor plan



NOTA:
 EL COMANDO HODIO NO SE MANTIENE LA LUZ DE ALARMA DESPUES DE UNA LLAMADA. PARA QUE LA LUZ SE ACTIVÉ DE NUEVO DEBE REINICIAR EL SISTEMA. ESTO SE PUEDE HACER DESDE EL PANEL DE CONTROL.

APPLIED TO BEARINGS ON (P_T)

New Pathways

(2 m wide at west and north side of pkg lot, 3.5 m wide at east with handicap parking, 3 metres wide between diamonds and to existing pathway)

future
shell

LEEDS STANDARD

-  EXISTING TREES TO REMAIN
-  EXISTING TREES TO BE REMOVED
-  EXISTING MEMORIAL TREES TO REMAIN
-  EXISTING MEMORIAL TREES TO BE REPLANTED



**relocated Goldie
Christopher
diamond**
(relocate stands, etc?)

TD Red Maple Grove

**relocated
Kinsmen 1
diamond
(rotated slightly to avoid
guy wire)**

- **4 pickle courts**
(regrade swale)

PART
PLAN 28R-113

CONCESSION 2

ל-פְּנֵי צָהָרָא

2009

Design Constraints

- Existing structure & required distance from new addition due to seismic constraints
- Developing the most efficient site layout & circulation related to existing property geometry & key boundaries including conservation authority, neighbouring college, existing exterior amenities & topography
- Orientation of existing facility & its main entry relative to parking & property boundaries. How to create an appealing entry to the proposed new entry and connecting lobby
- Seismic constraints along south side of existing building along change room core. New construction cannot occur in that location without a substantial structural upgrade to existing building.

Preliminary Cost Estimate

SD package submitted to Caber for a Schematic Design Estimate – received on June 16th 2023

COST ESTIMATE CLASSIFICATION SYSTEM						
AACE	Class 5	Class 4	Class 3		Class 2	Class 1
DND			Indicative		Substantive	
RAIC	OME	Sketch Design	Design Develop		Contract Documents	Tender Documents
GOC	OME	D	C	B		A
Design Documentation % Complete		12.5%	25.0%		95.0%	100.0%
Cost Estimate Accuracy (+/-%)	+/- 30%	+/- 20-30%	+/- 15-20%		+/- 10-15%	+/- 5-10%

Legend

AACE	Association for the Advancement of Cost Engineering
DND	Department of National Defence
GOC	Government of Canada
RAIC	Royal Architectural Institute of Canada
OME	Order of Magnitude Estimate

Schematic Design Cost Estimate – Class D

	Description	Amount	Totals
	Labor	1,986,213	
	Material	1,986,213	
	Subcontract	17,543,357	
	Equipment	1,986,213	
	Other	1,986,213	
		25,488,209	25,488,209
	General Conditions/Requirements	2,548,821	
	Lump Sum Fee	764,646	
	Insurance and Bonding	254,882	
	Construction Cost with General Requirements & Fee	3,568,349	29,056,558
	Construction Contingency	2,905,656	
	Design Contingency	2,905,656	
	Construction Cost with Contingencies	5,811,312	34,867,870
	Design & Engineering		
	Municipal and Regional Charges		
	Class D Construction Budget (+/-35% variance)		34,867,870
	Total		34,867,870

	New Build	Existing Build	Site Work	SP - A01 - Solar Panel Relocation	SP - A02 - Ice Projector	SP - A03 - Rigging (Note - rigging component NIC - not enough info)	SP - A04 - Pickle Ball Court	SP - A05 - BF 2nd Level Bridge	E-01 - New LED lighting to Existing Facility	E-02 - Replace existing balldiamond lighting with new LED	M-01 - New generator
Net Construction Cost	\$18,061,189.00	\$3,645,060.00	\$2,265,162.00	\$290,000.00	\$300,000.00	\$125,000.00	\$90,942.00	NIC - not enough Info	\$220,857.00	\$190,000.00	\$300,000.00
Net Construction Cost +10% GC's	\$19,867,307.90	\$4,009,566.00	\$2,491,678.20	\$319,000.00	\$330,000.00	\$137,500.00	\$100,036.20		\$242,942.70	\$209,000.00	\$330,000.00
Accumulated Cost + 3% Fee	\$20,463,327.14	\$4,129,852.98	\$2,566,428.55	\$328,570.00	\$339,900.00	\$141,625.00	\$103,037.29		\$250,230.98	\$215,270.00	\$339,900.00
Accumulated Cost + 1% Insurance and Bonding	\$20,667,960.41	\$4,171,151.51	\$2,592,092.83	\$331,855.70	\$343,299.00	\$143,041.25	\$104,067.66		\$252,733.29	\$217,422.70	\$343,299.00
Accumulated Cost + 10% Construction Contingency	\$22,734,756.45	\$4,588,266.66	\$2,851,302.11	\$365,041.27	\$377,628.90	\$157,345.38	\$114,474.42		\$278,006.62	\$239,164.97	\$377,628.90
Accumulated Cost + 10% Design Contingency	\$25,008,232.09	\$5,047,093.33	\$3,136,432.33	\$401,545.40	\$415,391.79	\$173,079.91	\$125,921.87		\$305,807.28	\$263,081.47	\$415,391.79
Total Construction Cost (these are approx. numbers due to rounding)	\$25,008,232.09	\$5,047,093.33	\$3,136,432.33	\$401,545.40	\$415,391.79	\$173,079.91	\$125,921.87		\$305,807.28	\$263,081.47	\$415,391.79
	Cost/sf	\$395.61	\$97.58	\$27.05							

Comparables

Arena Cost Comparisons		Comparable Site Ottawa	Comparable Site Southwestern Ontario	Altus Costs	Altus Costs
	Brockville (New Build Only) Arena - Class D	Cardinal Arena	Wellsley Arena	Altus Costs for Ottawa	Altus Costs for Ottawa
Year Tendered		Hypothetical 2023	2022	2023	2023
GFA	64,215	36,119	73,000	Low	High
Cost/sf	\$395/sf	\$370/sf	\$375/sf	\$300/sf	\$430/sf
Extended Rate	\$25,364,925.00	\$13,364,030.00	\$27,375,000.00		
Structure	Conventional Steel	Pre-Eng Building	Pre-Eng Building	Average cost/sf	
	Cost/sf	\$395/sf	\$370/sf	\$375/sf	\$365/sf

+ Site at
 \$3MM =
 16.3MM =
 \$453/sf

Comparable

Whitby Rec Centre

The revised design identified an increase to the budget of \$28,000,000 for a total budget amount of \$98,000,000 excluding the new Park Space. Council approved the Design Concept which enabled the design team to begin the schematic design for the project and increased the approved budget to \$98,000,000.

On June 20, 2022, in [CMS 08-22](#) Staff reported to Council that the construction industry had experienced significant price increases due to a number of global conditions and that the revised estimate was \$129,000,000.



**32% increase between
2021 to 2023**

Comparable

North Bay Rec Centre

Low bid is \$70.8M for construction of Lakeshore community centre

Estimates indicated a construction cost of \$44 million but the lowest bid came in 59 per cent higher

The [rising cost has always been a sticking point](#). Many felt economic conditions would push the cost well beyond the spending appetite of the taxpayers but the report listed the price tag at \$51.6 million in December 2022 and it had not been updated until Wednesday. The Class 'A' estimate cited then showed a construction cost of \$43,531,000.



**59% increase
between 2021
to 2023**



Value Management Strategy Concepts

- A. Keep scope – seek additional funding (\$35M)**
- B. Major Scope Change to meet budget (\$19M)**
- C. VM Quality Revisions (~\$32.5M)**
- D. VM Program Revision (~\$27-30M)**

Value Management

Option C – Quality Revisions

- Revise to PreEng Building
- Unfinished floors
- Block walls to Gyp
- Lower efficiency equipment

Value Management

Option D – Scope Revisions

- Don't include Generator
- Don't re-install Solar Panels
- Rink 1 O&M (roof, sprinkler, HVAC)
- Rink 1 upgrades (Rigging, lighting, Projector)
- Exterior improvements – LED lighting, Pickle Ball etc
- Remove, defer or downsize the track
- Community Hall – don't rebuild or scale back
- Don't modify Existing Changerooms
- Reduce # of Changerooms
- Reduce / remove additional parking

Next Steps

City to advise on the preferred move-forward strategy

Sample Value Management Process (Option C or D)

- Set VM budget
- Workshop to review possible scope, program and/or quality revisions to be considered
- Engage Costing to price VM concepts
- Meeting to review VM costs and select preferred items
- Approval to modify design and advance to next phase

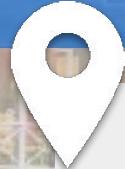


Tourism

July 2023 Interim Report

A Strong Start to the Season

Brockville

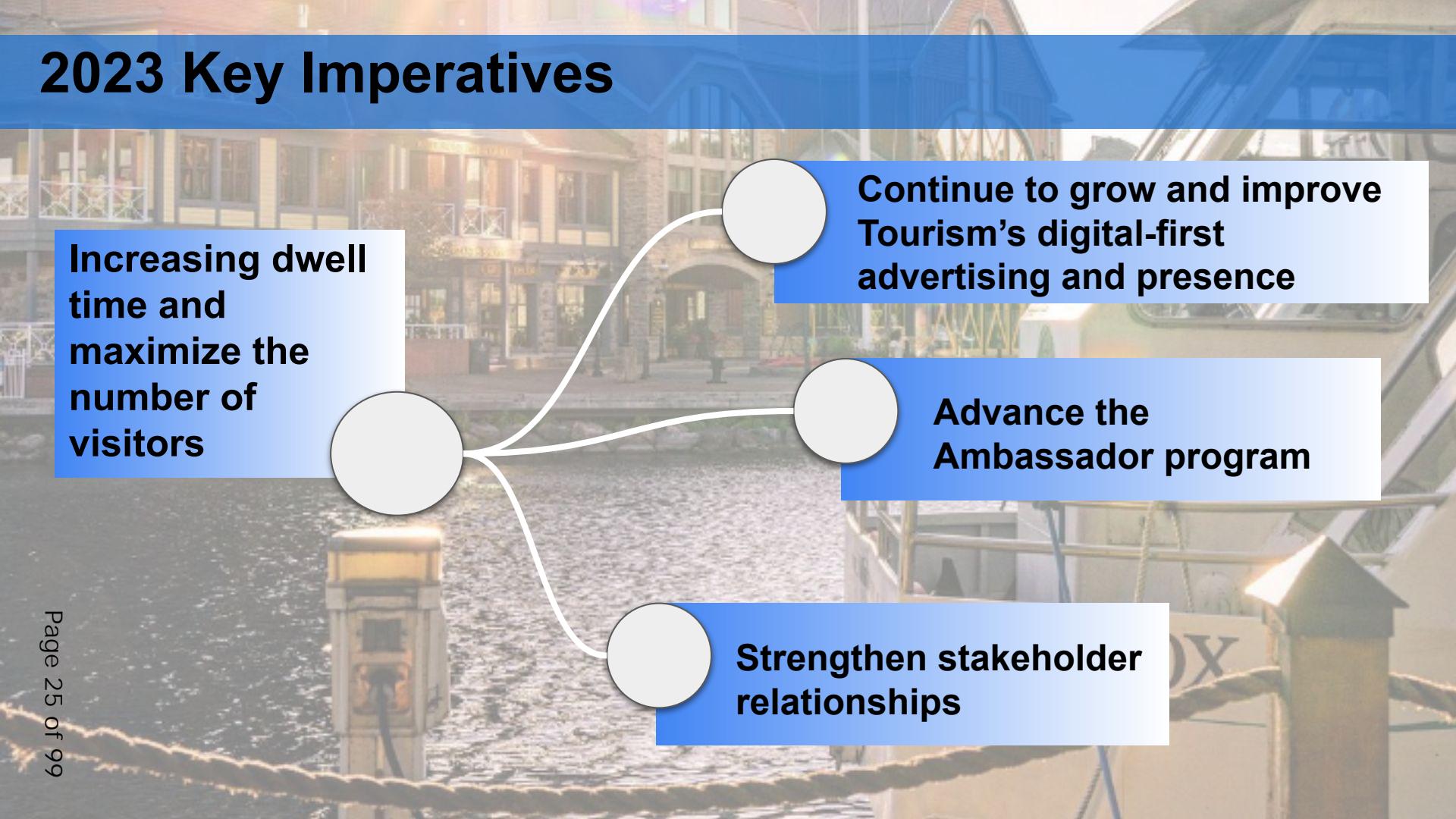


City of Brockville | Stakeholder & Visitor Services | RFP-04



City of Brockville | Marketing and Promotions RFP-05

2023 Key Imperatives



Increasing dwell time and maximize the number of visitors

Continue to grow and improve Tourism's digital-first advertising and presence

Advance the Ambassador program

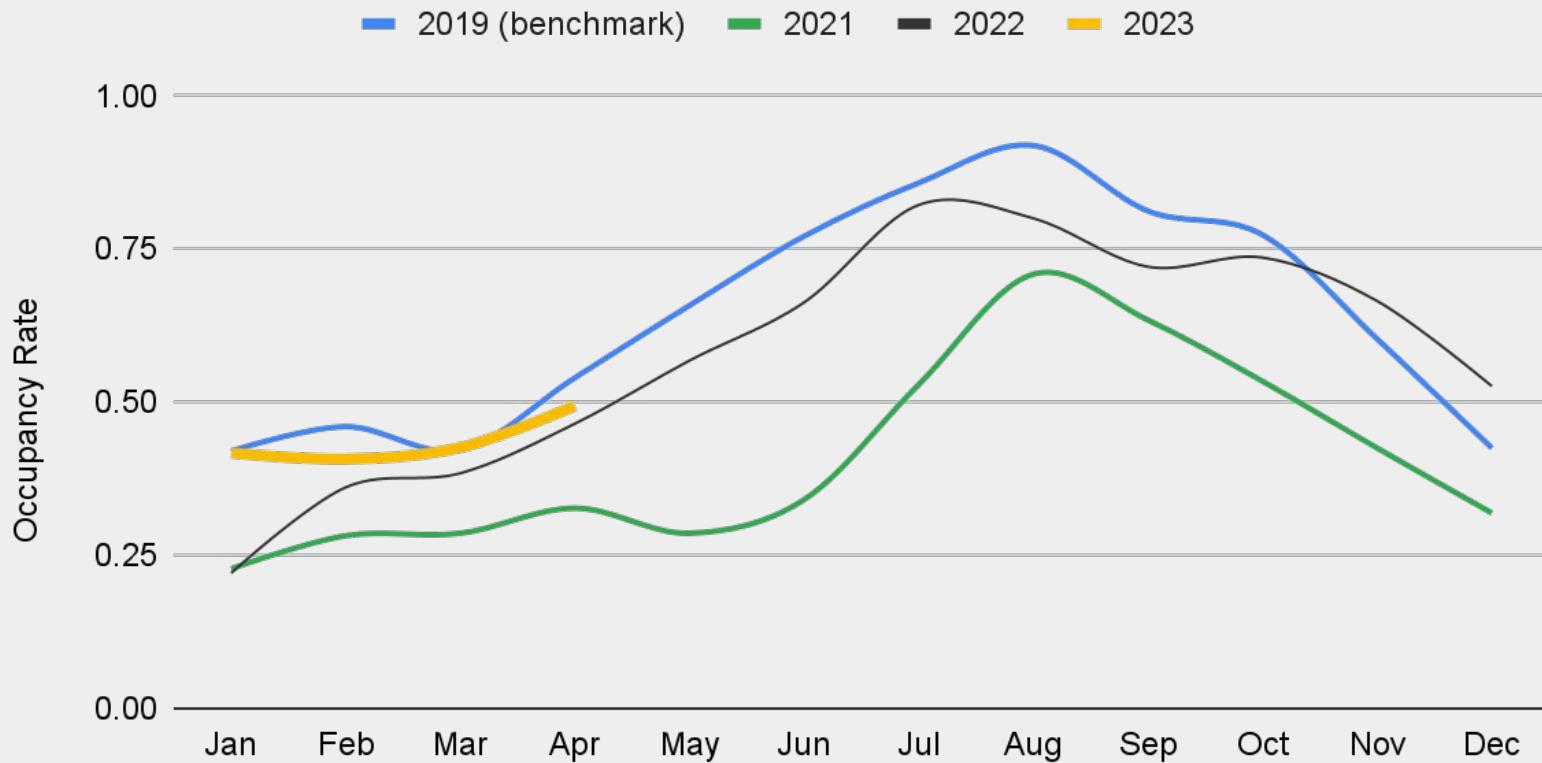
Strengthen stakeholder relationships

Supported Attractions, Events & Activities



- Aquatarium Mermaids
 - Brockville Tunnel
 - Travelling Bricks
 - FANATICCON Brockville
 - Aquatarium New Exhibits
 - 1000 Islands Cruises
 - 1000 Islands Regatta
 - Diving
 - River Jams
 - Shop the Street (DBIA)
 - Brockville Arts Centre
 - Brockville Museum
 - Fulford Mansion
 - Waterfront / Marinas
 - Great Waterfront Trail Adventure Cycling
- 

Occupancy Rate - Brockville



Operations



Ambassador Program

Positive

impact for Tourism
Brockville

Increase

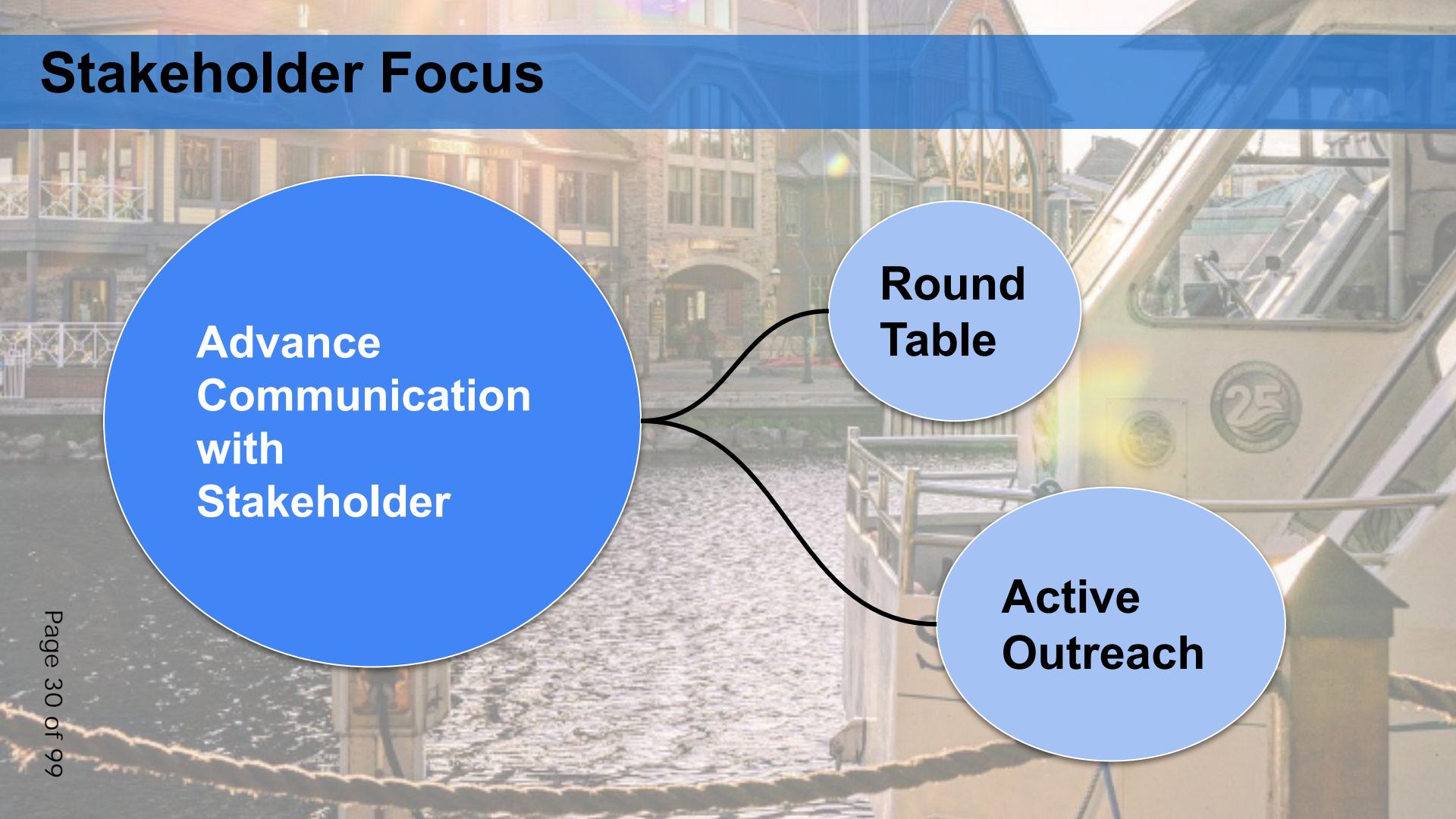
the dwell time of
visitors

Maximize

coverage across
zones and seasons

**Over 3,000 notable conversations with
visitors to date**

Stakeholder Focus



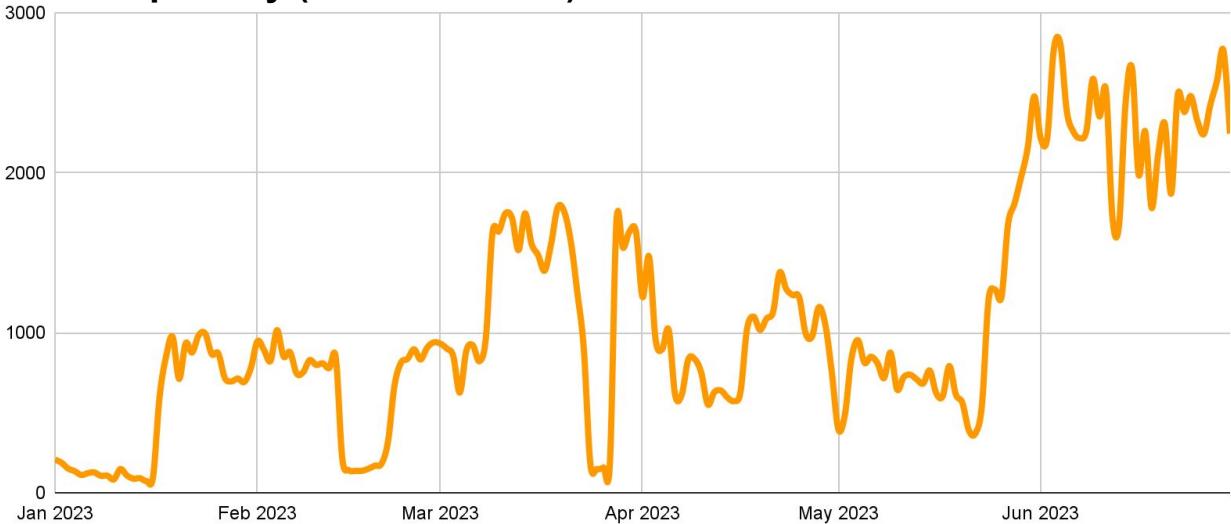
Advance
Communication
with
Stakeholder

Round
Table

Active
Outreach

Website

User per Day (Jan - Jun 2023)

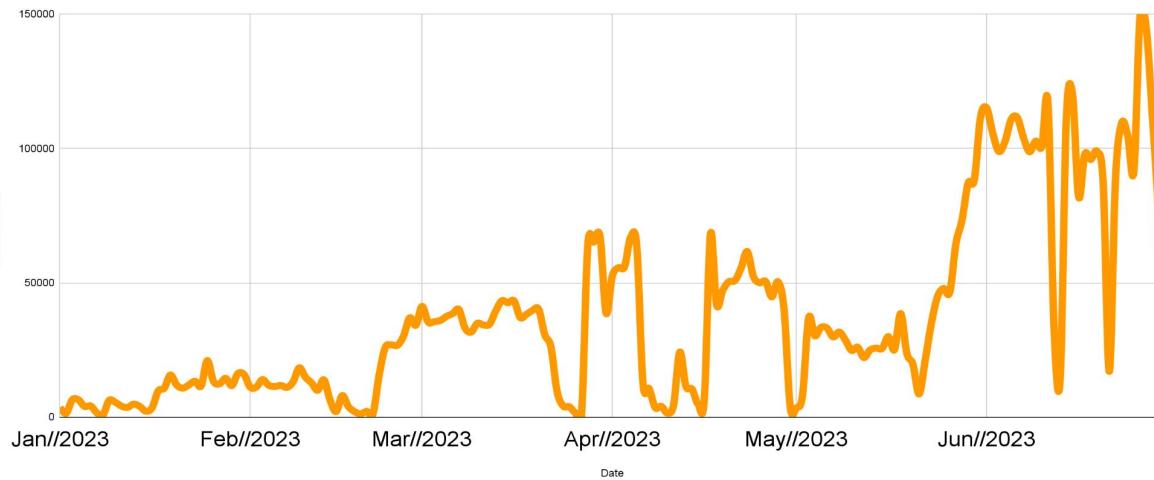


181,491
Users

39,000
Toronto
(Largest Contributor)

Social - Facebook

Facebook reach vs. Date



15,732
Followers

76%
Outside of Brockville

**Consistent, relevant posts and messages
starting in January.**

Tourism Centres

2

Convenient
locations for the
Tourist

7

Open 7 days a week
in peak season

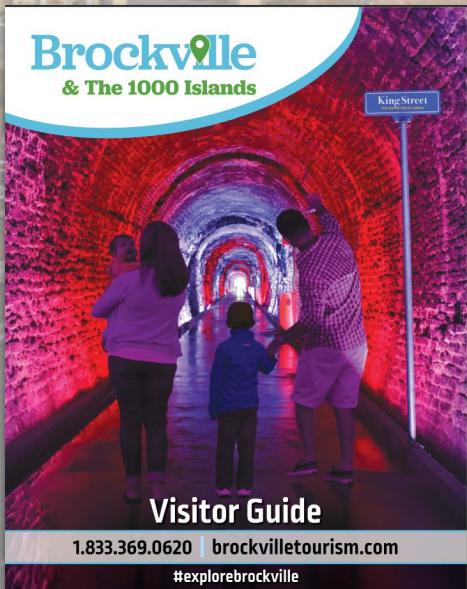
Year
Round
Access

Over 40,000 visitors through the Tourism
Centres since January 2023.



Advertising & Promotions

Printed Guides and Maps



12,000

Guides

18,000

Visitor Maps

Map and Guide are
available digitally

Email Marketing

Email Campaigns (Average)

	Messages Delivered	Open Rate	Click Rate
Performance	13,043	20.91% (2,727)	2.94% (383)

Paid Advertisements (Jan-Jun 2023)

Media	Budget \$	Impressions
Google	\$34,000	22M
Facebook	\$34,000	6.5M
Total	\$68,000	28.5M

Challenges

1. Staffing
2. Economy
3. Competition

Upcoming Events & Activities

1. Brockville Ribfest
2. Poker Run
3. Shop the Street (DBIA)
4. Travelling Bricks (ending August 20)
5. Labour Day Weekend
6. Satisfaction surveys / results
7. Effectively managing the fall shoulder season



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Phil Wood, Director of Operations Travis Raison, Project and Asset Coordinator
Report Number:	2023-125
Subject:	New Arena/Community Centre Concept and Cost Projections

Recommendation

THAT Council approve staff to proceed with the proposed design and features of the new community arena sports facility concept as proposed by the City's Engineering and Architectural consultants, and

THAT Council approve staff to move forward with the next steps of stakeholder engagement and completion of detailed design for construction, and

THAT staff report back to the General Committee with the results of the stakeholder engagement.

Background

During the November 1, 2022 Economic Development, Recreation and Tourism Committee (EDRTC) meeting, staff presented report 2022-209, the results of the public tender for engineering and design of a new community arena sports facility. Following Council approval, staff awarded a contract to N45 Architecture Inc. and Idea Inc. as the successful bidder, to provide conceptual and detailed design for the new facility.

N45 Architecture Inc. and Idea Inc. have since completed the conceptual design which includes the features as defined in the project scope document provided by the City's Arena Advisory Committee.

The objective of this report is to:

- Present the completed conceptual design to the General Committee, and
- Obtain Council approval of the presented conceptual designs, and
- Direct staff and N45 Architecture Inc. and Idea Inc. to proceed with stakeholder engagement and proceed to detailed design of the facility.

Analysis

Following award of a contract to N45 Architecture Inc. and Idea Inc., their designers have taken to providing the deliverables of the scope of work of a new facility. Work to date by the consultant and staff includes:

- Meetings with City staff to review the scope details
- Preparation and presentation of multiple design proposal iterations
- Structural review of the existing Memorial Centre construction
- Non-destructive testing of the Memorial Centre construction
- Designated substance reporting and inspections for hazardous materials in the Memorial Centre
- Testing and review of the Geotechnical and soils data for the proposed build site
- Property surveying for property boundaries and landscape features
- Design to suite the programming for the property including:
 - New arena and required provisions
 - Servicing and utility needs
 - Walking track and community hall configuration
 - Future community meeting spaces
 - Outdoor facilities including ball diamonds, pickleball and walking spaces
 - Additional parking and traffic flow considerations
- Detailed drawings of proposed new facilities both plan, elevation and property layout
- Detailed cost engineering of finalized design draft

N45 Architecture Inc. and Idea Inc. has been thorough, detailed and complete with all work completed to date. All design work and design submittals have been reviewed by both staff and the Arena Advisory Committee. The conclusion by staff is that the design and related materials provided to date are consistent with the vision and scope of a new facility with all major components of scope considered and included.

Staff, with endorsement by the Arena Advisory Committee recommend to Council that the presented conceptual designs proceed to stakeholder engagement and detailed design for construction.

Financial Implications

Cost Engineering:

The presented conceptual designs have been vetted by a cost engineer retained by N45 Architecture Inc. and Idea Inc. as part of the project deliverables. The objective of a cost engineering review is to estimate the total project costs within a scheduled and accepted degree of accuracy. The cost engineer's review is important to ensure that the scope of the design remains within the expectations of City and to ensure there are limited deviations in tendered cost during the public tendering process.

Budget:

In the case of the proposed new facility for Brockville, the target budget for project was \$19,000,000. This amount was based on the generalized understanding of recent and similar local projects namely the new arenas in Smiths Falls ON, Cardinal ON, North Grenville ON. Additionally, staff proposed this amount as a benchmark based on feedback obtained from colleagues in Prescott ON, who are currently completing their new arena construction.

Proposed Project Costs:

The unfortunately reality of the 2019-2023 pandemic economy is that costs have dramatically increased as it relates specifically to material costs and labor. As a result of this, the initial projections from the cost engineer for the City's proposed project as conceptualized is \$35,000,000. This is detailed in the report from N45 Architecture Inc. and Idea Inc.

The projected \$35,000,000 cost of the project includes all the components of the scope document provided by the Arena Advisory Committee and staff. The breakdown of the generalized costs can be presented as follows:

New arena: \$25,000,000

The key design features of these costs includes:

- New 400-seat year round NHL sized arena to replace the Youth Arena
- New ice making plant
- Configuration to use a single ice resurfacing machine
- New dressing rooms, referees rooms, storage and mechanical spaces
- New overhead walking track
- New second floor community hall w/ kitchen
- New first floor canteen with access to outdoor users
- New warm-side lobby with glazing
- Provision for barrier free sports
- New elevator for barrier free second floor access
- Additional parking, walking spaces, with concrete and asphalt paving
- Upgraded utility servicing electrical/sewer/water/natural gas
- Provision for emergency back-up power generator
- Connectivity to the Memorial Centre

Memorial Centre renovations: \$5,000,000

The key design features of these costs includes:

- Replacement of the leaking primary, sloped metal roof
- Replacement of the leaking secondary flat built-up roof systems

- Removal and re-installation of the existing solar panels
- Renovation of existing dressing rooms
- Creation of two new 1,000 sq. ft. community spaces
- Creation of a warm-side lobby with glazing
- Connectivity to the new arena
- Reconfiguration of the local sports hall of fame
- Upgrade to HVAC units
- Upgrade of all electrical systems to modern high efficiency
- Upgrade of all fire safety and security systems
- Upgrade of accessibility and barrier free provisions
- Upgrade of all lighting to LED
- Upgrade of existing audio/visual equipment
- Upgrade of cell and Wi-Fi equipment

Outdoor and landscaping: \$5,000,000

The key design features of these costs includes:

- Construction of a new baseball/softball diamonds, namely to:
 - Re-locate the Goldie Christopher diamond to the east of the property
 - Re-locate one (1) of the Kinsmen diamonds east of its current location
- Construction of a new Pickleball court complex
- Construction of new interconnecting pathways to the Brock Trail
- Construction of new vehicle access to the North side of the facility
- Construction of new retaining walls
- Upgrade of existing outdoor lighting to LED
- Lot grading and drainage
- Planting of trees and site landscaping

Cost Mitigation Alternatives:

As an alternative measure to reduce capital costs, compromises to the design and project scope could be made. These options can be categorized as two primary cost reduction options:

1. Reduce the level of programming
2. Reduce the quality of the build

Both of the proposed options to reduce costs have negative consequence which, as considered by staff, the Arena Advisory Committee and through the experience of N45 Architecture Inc. and Idea Inc. are not recommended.

Examples of reducing the level of programming as listed, from most impact on cost to least, are:

- Remove the public walking track
- Remove the community hall
- Remove the connectivity between buildings
- Remove the pickleball courts
- Remove the connectivity to the Brock Trail

As listed, the proposed options to reduce programming will have a negative impact on the services offered to the public in the finished project.

Examples of reducing the quality of the build may include:

- Exclude energy efficient upgrades, primarily equipment and lighting
- Exclude combined ice making plant in favor of:
 - One new stand alone plant for the new arena
 - Maintaining the existing memorial centre ice making plant
- Exclude the provision for a single ice resurface to service both arenas
- Exclude painted block walls in favor of drywall
- Exclude floor finishes to bare concrete
- Reduce parking
- Reduce internal glazing
- Reduce public meeting spaces
- Reduce the energy efficiency of the building envelope

As listed the options for reduction of the quality of the build will result in a lower quality finished project. The listed examples will have a negative impact on the cost to operate the facility year over year and in some cases are likely to result in more frequent asset replacement and repair. For example, drywall walls are easily damaged, lower energy efficient equipment is more expensive to operate and reducing the building envelope thermal efficiency further adds to operating costs over the life of the asset. As such, concessions to reduce the quality of the build are not recommended by staff nor N45 Architecture Inc. and Idea Inc.

Recommendation:

The conceptual design proposes tasteful but cost effective, energy efficient construction and finishes. The project as proposed excludes lavish and exorbitant features opting for a level of quality and programming that is appropriate for Brockville. The focus of the design and proposed features and finishes are rooted in value and robustness.

Based on the considerations given to the programing and scope as defined by the Arena Advisory Committee, it is not recommended that the project be compromised by lowering the level of programming nor the quality of the build as a means to reduce capital costs.

Conclusion

N45 Architecture Inc. and Idea Inc. have completed the first phases of the review of site conditions, conceptual design and cost engineering of the City's new community arena sports facility project. The submitted designs and proposals have been reviewed in detail by staff and the Arena Advisory Committee and found to have included all features and elements that were requested in the scope of work.

N45 Architecture Inc. and Idea Inc. have completed preliminary cost engineering as part of their scope of deliverables, to determine the projected costs of the project as designed. The initial target budget for the project was \$19,000,000. The estimations from the cost engineering process estimates the current-day value of the project as proposed at approximately \$35,000,000. The increased estimation of project cost is directly proportional to recent, dramatic increase in the costs of materials and labor.

Council approval is requested to proceed with the project as conceptualized to complete stakeholder engagement and following through the detailed engineering phases of the project. The conclusion of these processes will be a project that is ready to be presented in future capital budget to proceed to construction.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 13 Jul 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 14 Jul 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 14 Jul 2023



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Lynda Ferguson, Director of Finance & IT Services Mark Noonan, Police Chief
Report Number:	2023-122
Subject:	Change in the 2023 Capital Budget Brockville Police Services Fleet Purchases

Recommendation

THAT Council approve the deferral of the purchase of the Identification Van that was approved in the 2023 Capital Budget for the Brockville Police Services for \$70,798 to the 2024 Capital Budget; and

THAT Council approve the purchase of 2 Ford Explorers for \$115,952; and,

THAT the additional required funds of \$45,154 be funded by debt.

Background

During the 2023 budget process an Identification Van was approved for \$70,798 for the Brockville Police Services which was to be funded by debt. Due to challenging circumstances with the procurement and delivery of frontline vehicles the Police Board has had to reconsider their fleet replacement plan.

Analysis

In late 2021 two Chevy Tahoe frontline patrol vehicles were ordered per 2022 budgeted capital. Procurement delays arose throughout this pandemic period with delivery dates unknown and completely unpredictable. Those vehicles eventually arrived in May of 2023. They will replace two aging cruisers that will be assigned to Court Services for extended second life service. Currently the Court Services operate with a 2014 and 2015 Chevy Tahoes.

Prior to the arrival, orders were procured with Ford Canada for two frontline cruisers as Chevy could not ensure there would be any delivery of vehicles at all due to production issues. There were no definite delivery dates from either manufacturer. With the age of the fleet there was serious concern that the service would be short should any breakdowns or damage occur to the five frontline cruisers.

The Ford cruisers did become available sooner than anticipated and the opportunity exists to secure the vehicles now and avoid future procurement issues. The anticipated needs for 2024 fleet capital do include two frontline cruisers, replacing the remaining two of five frontline vehicles. The current fleet for frontline consists of 2018-2019 models averaging 10-14000 motor hours. According to maintenance technicians, these hours equate to 550,000 to 770,000 kms.

With the existing procurement issues, the Police Board is wishing to secure the purchase of these cruisers while they are available for 2024. Current 2023 approved capital is being deferred to accommodate this request resulting in an additional \$45,153.45 capital expense to cover both vehicles.

Financial Implications

The Identification Van had been funded by debt in the approved 2023 Capital Budget. As such, it makes sense to fund the additional costs by debt.

The total debt approved for the 2023 budget was \$2,224,153. This additional debt would bring the 2023 total to \$2,269,306.

Policy Alignment

Council must approve the additional expenditures and funding source.

Conclusion

Due to the current challenges procuring front line vehicles for the Police Department, it is recommended that Council approve this change in the 2023 Capital Budget.

Approved by:	Status:
Lynda Ferguson, Director of Finance & IT Services	Approved - 07 Jul 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 13 Jul 2023



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Chrissy Ward, Supervisor of Accounting Services Lynda Ferguson, Director of Finance & IT Services
Report Number:	2023-134
Subject:	June 2023 Variance

Recommendation

THAT Council receives report SR2023-134, 2023 June Variance for information.

Background

The City's Budgetary Control policy adopted in February 2020 requires that staff report variances for the periods ending April, June, September, November and December.

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

Analysis

This report represents the analyses of the operating budgets – City Departments, Water, and Wastewater. Details of the City Departments variance are provided for information purposes on the attachment to this report.

City departments have reviewed their respective financial information to June 21, 2023, and are projecting operating results for the year ended December 31st, 2023 based on results to date and expected results to year end. Although these variances have been prepared based on the best information available, it can be expected that these variances might change as additional financial information is made available.

City Departments

City departments are currently projecting a deficit of \$333,851. As the year progresses and as additional information becomes available, the projections will change accordingly.

The notable items causing the deficit are:

- Fire settlement \$172,000
- Vacancy rebates \$107,000

- Lower harbour revenues \$68,000

Any additional costs attributed to the recent fire on Perth Street is too early to determine.

Water & Wastewater Budgets

The Water department is projecting a \$184,806 surplus, mainly attributed to staff vacancies.

The Wastewater department is projecting a \$45,817 deficit. Notable item contributing to deficit is the cost of hydro (\$25,000).

Capital Budgets

At this time there are no notable variances within the capital budgets that have not already been pre-approved by Council.

Financial Implications

Any net surplus or deficit on the tax levy flows to the Fiscal Policy Reserve.

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

Policy Alignment

The City's Budgetary Control policy adopted in February 2020 requires that staff report variances for the periods ending April, June, September, November and December.

Conclusion

This variance report is being provided to Council for information and states the City's financial position as of June 21, 2023 projected to the end of the year.

Approved by:

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 12 Jul 2023

Approved - 12 Jul 2023

Attachments:

[City Department Variance June 2023](#)

[Water Variance June 2023](#)

[Wastewater Variance June 2023](#)



**City of Brockville
Operations Variance
as at June 21, 2023**

	Budget Amount	Projected Surplus / Deficit	Projected YE Balance
Cemetery			
Cemetery	198,178	(22,459)	220,637
Cemetery Total	198,178	(22,459)	220,637
Corporate Administration			
City Manager	563,792	0	563,792
Clerk	215,577	9,867	205,710
Council	182,446	0	182,446
Finance	869,947	0	869,947
Human Resources	551,875	(233)	552,108
Information Services	588,155	29,816	558,339
Mayor	67,752	0	67,752
Corporate Administration Total	3,039,544	39,450	3,000,094
Cultural Services			
Brockville Arts Centre	184,990	(18,604)	203,594
Cultural Services	173,013	(500)	173,513
Museum	364,998	(1,290)	366,288
Cultural Services Total	723,001	(20,394)	743,395
Debt Charges			
Debt Charges Total	2,265,833	0	2,265,833
Economic & Development Services			
Building	(135,628)	0	(135,628)
Bylaw	192,238	27,500	164,738
Committee of Adjustment	256	0	256
Economic Development	562,749	(3,400)	566,149
Heritage Brockville	15,601	0	15,601
Planning	372,321	0	372,321
Economic & Development Services Total	1,007,537	24,100	983,437
Engineering & Infrastructure			
Administration	34,713	(96)	34,809
Design	232,115	1,000	231,115
Field Services	9,547	3,892	5,655
Garbage - Landfill	121,642	(615)	122,257
GIS	155,595	(123)	155,718
Waste Collection/Disposal	1,594,446	(345)	1,594,791
Waste Diversion	180,784	179	180,605
Waste Management - Recycling	651,007	(2,310)	653,317
Engineering & Infrastructure Total	2,979,849	1,582	2,978,267
Fire Department			
Fire Administration	614,952	(6,275)	621,227
Fire Communications	253,215	0	253,215
Fire Fighting	4,750,712	(175,000)	4,925,712
Fire Prevention	348,668	(2,000)	350,668
Fire Department Total	5,967,547	(183,275)	6,150,822
Operations & Public Works			
Airport	95,536	(3,190)	98,726
Building Maintenance	3,501	(4,254)	7,755
Conventional Transit	571,737	(39,000)	610,737
Crossing Guards	249,696	0	249,696
Facilities Administration	131,914	(200)	132,114
Field Services	275	0	275
Fleet Maintenance	296,870	(15,100)	311,970
Garage Operating	973,315	(49,709)	1,023,024
Intermunicipal Transit	0	0	0
Inventory Control and Management	6,750	1,650	5,100
Operations Administration	246,205	(500)	246,705
Para-Transit	414,363	(750)	415,113
PVI	27,026	0	27,026
PW - Standby	36,329	0	36,329
Resource Centre	92,563	450	92,113
Roadside Maintenance	191,795	0	191,795
Roadway Maintenance	83,734	(8,950)	92,684

	Budget Amount	Projected Surplus / Deficit	Projected YE Balance
Stormwater Maintenance	254,521	0	254,521
Street Lighting	241,085	0	241,085
Supervisory Administration	449,375	(750)	450,125
Traffic Control	63,720	(542)	64,262
Traffic Maintenance	137,845	(350)	138,195
Victoria Building Maintenance	0	8,500	(8,500)
Winter Maintenance - Roads	930,313	79,150	851,163
Winter Maintenance - Sidewalks	440,021	22,600	417,421
Operations & Public Works Total	5,938,489	(10,946)	5,949,435
Parking			
Parking	(19,738)	(3,669)	(16,069)
Parking Total	(19,738)	(3,669)	(16,069)
Parks & Recreation			
Aquatics	32,000	0	32,000
Athletic Fields	15,257	(242)	15,499
Community Parks Operating	90,516	0	90,516
Community Rinks	150,469	0	150,469
Garage Maintenance	307,316	(654)	307,970
Green House	15,750	0	15,750
Islands	81,334	(5,000)	86,334
Leisure Programs	2,300	(1,000)	3,300
Memorial Centre	481,969	(29,542)	511,511
Parks Administration	134,770	(2,750)	137,520
Priority Parks	332,601	(6,500)	339,101
Railway Tunnel	38,500	(16,000)	54,500
Recreational Programs	13,825	0	13,825
St. Lawrence Park	47,334	7,518	39,816
Supervisory - Administration	266,527	0	266,527
Trees	194,299	45,253	149,046
Tunnel Bay	(3,995)	(73,929)	69,934
Youth Arena	180,129	(2,506)	182,635
Parks & Recreation Total	2,380,901	(85,352)	2,466,253
Taxation & Fiscal Management			
Contributions to Reserve Funds	70,000	0	70,000
Money Management	(289,319)	(15,143)	(274,176)
Municipal Property Assessment Corp	257,357	0	257,357
Municipal Tax	(302,653)	(55,752)	(246,901)
Ontario Municipal Partnership Fund	(1,310,400)	0	(1,310,400)
Recoveries & Adjustments	55,345	(1,993)	57,338
Solar Revenue	(164,863)	0	(164,863)
Taxation & Fiscal Management Total	(1,684,533)	(72,887)	(1,611,646)
Tourism			
Tourism	299,108	0	299,108
Tourism Total	299,108	0	299,108
Grand Total	23,095,716	(333,851)	23,429,567



**City of Brockville
Water Variance Report
as at June 21, 2023**

	Budget Amount	Projected Surplus / Deficit	Projected YE Balance
ADMINISTRATION	109,386.00	0.00	109,386.00
DEBT CHARGES	48,492.00	0.00	48,492.00
ELIZABETHTOWN	0.00	0.00	0.00
ENGINEERING	163,858.00	0.00	163,858.00
FINANCE - WATER	(2,913,654.00)	14,856.88	(2,928,510.88)
FLEET	0.00	(50.00)	50.00
WATER DISTRIBUTION MAINTENANCE	1,187,280.00	90,000.00	1,097,280.00
WATER TREATMENT	1,404,638.00	80,000.00	1,324,638.00
Grand Total	0.00	184,806.88	(184,806.88)



**City of Brockville
Wastewater Variance Report
as at June 21, 2023**

	Budget Amount	Projected Surplus / Deficit	Projected YE Balance
ADMINISTRATION	97,233.00	0.00	97,233.00
DEBT CHARGES	567,048.00	0.00	567,048.00
ENGINEERING	186,748.00	0.00	186,748.00
FINANCE - WASTEWATER	(4,326,376.00)	(2,317.27)	(4,324,058.73)
WASTEWATER COLLECTION	307,335.00	(1,000.00)	308,335.00
WATER POLLUTION CONTROL	3,168,012.00	(42,500.00)	3,210,512.00
Grand Total	0.00	(45,817.27)	45,817.27



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Peter Raabe, Director of Engineering & Infrastructure Services Steve Allen, Supervisor of Engineering
Report Number:	2023-133
Subject:	Concrete Sidewalk on Centre Street

Recommendation

THAT Council approve the tender from Ken Miller Excavating for Concrete Sidewalk & Curb Reconstruction on Centre Street in the amount of \$45,653.61 (including net HST).

Background

At the June 13, 2023 Council Meeting, Council authorized staff to install the concrete sidewalk on Centre Street in order to complete outstanding items not completed by the developer in accordance with the subdivision agreement. Council also authorized that the work be completed using the ISLOC (cash deposit) provided by the developer to complete the work. This proposed work was tendered as part of the annual (ACPM) contract to receive competitive pricing.

Analysis

This project was tendered in accordance with the Canadian Free Trade Agreement and the Request for Tender method of the City's Procurement Policy. The RFT was issued to six qualified contractors and following the close of the tender only two bids were received.

The tender for Concrete Sidewalk & Curb Reconstruction on Centre Street was opened at City Hall on Tuesday, April 4th, 2023, at 2:00 p.m. The following is a summary of the results (including net HST 1.76%):

1. Ken Miller Excavating..... \$45,653.61
2. Torus Construction Corporation..... \$107,933.78

Financial Implications

Ken Miller Excavating submitted the lowest tender at a bid of \$45,653.61 (including net HST 1.76%).

There are sufficient funds, \$61,648.50, available from the ISLOC (cash deposit) to accommodate the proposed expenditure.

Policy Alignment

In accordance with the City's Budgetary Control and Procurement Policies, approval from Council is required when less than three bids are received.

Conclusion

It is recommended that Council approve the tender from Ken Miller Excavating to complete the concrete sidewalk on Centre Street and to utilize the cash deposit from the developer to cover the cost.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Status:

Approved - 12 Jul 2023

Lynda Ferguson, Director of Finance & IT Services

Approved - 12 Jul 2023

Sandra MacDonald, City Manager/City Clerk

Approved - 12 Jul 2023



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Phil Wood, Director of Operations Chad Davis, Supervisor of Parks & Cemetery Services
Report Number:	2023-136
Subject:	St. Lawrence Park/Smith Island Dock Accessible Kayak Launch

Recommendation

THAT Council approve purchase and installation of a new dock including accessible kayak launch from Kehoe Marine Construction for a cost not to exceed \$113,100 including net HST.

Background

During the 2023 capital budget Council approved a project to install a new accessible compliant kayak launch with new pathways at St Lawrence Park. The new kayak launch was to be part of the replacement of the Smith Island dock at St. Lawrence Park.

Staff have completed procurement of the supply and installation of the dock and kayak launch. Staff were only able to obtain two quotes for the work. Council approval is required to proceed with purchases in excess of \$50,000 where less than three bids were received.

The objective of this report is to obtain Council approval to proceed with the purchase.

Analysis

Staff sought quotes to replace the Smith Island dock including a kayak launch. Quotes were received from Kehoe Marine Construction and Waterside Dock Systems Inc. Both quotes provide an acceptable dock arrangement that meets the objective of the project. The lower cost solution was the proposal from Kehoe Marine Construction.

A summary of the cost breakdowns is provided in the Financial Implications section of the report.

Financial Implications

Two acceptable quotes were received to supply and install the dock and kayak launch. The cost including net HST are summarized below:

- Kehoe Marine Construction: \$113,091.99
- Waterside Dock Inc. \$114,352.60

The approved budget for the complete project is \$175,000. The remaining budget will be required to complete an AODA compliant pathway from the parking lot to the kayak launch.

Policy Alignment

All procurement activities associated with procurement of the dock and kayak launch has been in accordance with:

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

In accordance with the City's Budgetary Control Policy POL.F.20.181, and Procurement Policy POL.F.20.139 Section 6, City staff are required to report to Council and obtain Council approval for purchases over \$50,000 where less than three quotes were obtained.

Conclusion

Staff have completed procurement of a new dock and accessible compliant kayak launch for St. Lawrence Park. The project to install a new dock and AODA compliant pathway was approved during the 2023 capital budget with an approved budget of \$175,000.

Fewer than three bids were received for the dock components. Council approval is required for purchases over \$50,000 where fewer than three bids were received.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 13 Jul 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 14 Jul 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 14 Jul 2023



Staff Report

Report To: General Committee
Meeting Date: July 18, 2023
Prepared By: Phil Wood, Director of Operations
Report Number: 2023-128
Subject: Rural Economic Development Grant Award
Brock Trail Solar Lights

Recommendation

THAT Council approve of grant funding from Rural Economic Development program; and,

THAT Council approve the grant funding arrangement of 30% of the eligible project expenses up to a maximum of \$8,185.05 applicable to the purchase and installation of (21) solar lights along the Brock Trail; and,

THAT the Mayor and City Clerk be authorized to enter into agreement terms of Rural Economic Development program and enact all required bylaws.

Background

In the spring of 2023 City staff submitted an application to the Rural Economic Development program grant intake through the Ontario Ministry of Agriculture, Food and Rural Affairs.

In June 2023, staff were notified of successful application and award of grant funding.

The objective of this report is to obtain Council approval to participate in the grant program and accept the grant funding and cost sharing structure.

Analysis

On June 13, 2023 the City was notified of successful application and award of grant funding through Ontario Ministry of Agriculture, Food and Rural Affairs. The Rural Economic Development program grant program details contribution to the purchase of (21) new solar lights to be installed along sections of the Brock Trail. The cost sharing structure provides 30% funding through the grant program and provides 70% expense funding by the municipality.

Financial Implications

The City's application to the grant funding program detailed costs of \$27,289.50 to purchase and install (21) solar lights. In accordance with the funding structure of 30%:70% cost sharing, the City will fund \$19,098.45 while the grant will fund \$8,185.05 of the total eligible costs.

Policy Alignment

Council approval is required to enter into grant agreements as well as municipally funded costs.

Conclusion

The City of Brockville has been notified of a successful application to the Rural Economic Development program grant intake through the Ontario Ministry of Agriculture, Food and Rural Affairs. The program will fund up to \$8,185.05 of eligible expenses to purchase and install (21) new solar lights along the Brock Trail.

Approved by:

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

Status:

Approved - 13 Jul 2023
Approved - 14 Jul 2023
Approved - 14 Jul 2023



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number:	2023-126
Subject:	Crossing Guard Contract Project 230074

Recommendation

THAT Council approve the award of a service contract to Ottawa Safety Council to administer the City's school crossing guards contract at an annual cost not to exceed \$315,000 including net HST, and

THAT Council approve any deficit for crossing guard contracted services to account for the net increase in the service contract with Ottawa Safety Council.

Background

The City of Brockville provides a school crossing guard program in support of local schools in the City. The program employs crossing guards to supervise students at 19 designated locations throughout the City which include school zones, railway crossings and major intersections.

Until spring of 2023, the contract has been undertaken by Neptune Security who was the successful bidder of the previous public tender process. Recently Neptune Security has been unable to fulfill the contract and has ceased operations. As a result City staff have taken up management of the crossing guards and employed them until the end of the school year. Staff have now re-tendered the service contract and are in a position to award the contract to the successful bidder.

The objective of this report is to obtain Council approval to award the service contract in accordance with the procurement process and modify the operating budget to account for the net difference in costs.

Analysis

The crossing guard contract scope includes retaining a qualified contractor to provide management and operation of the City school crossing guard program. The school crossing guard program serves the Upper Canada District School Board (UCDSB), Catholic District School Board of Eastern Ontario (CDSBEO), and Conseil des écoles

catholiques du Centre-Est (CECCE), in Brockville. The contactor who undertakes the crossing guard program on behalf of the City is responsible for the operation, oversight, management, and scheduling of the Crossing Guard Program within the city of Brockville. The contractor conducts all Payroll and HR responsibilities for the program on behalf of the City.

The program provides crossing guards at designated location Monday to Friday during a morning and afternoon shifts for all designated street crossings and a morning, afternoon and lunch for all rail crossings. Crossing guards work 3 hours per day on all scheduled Public and Separate School class days with the first shift varying between 7:30 AM and 9:30 AM, the second shift varying between 11:00 AM to 2:00 PM and this third shift varying between 2:30 PM and 4:30 PM depending on the location. The time of each individual location varies to account for school start and dismissal times

The scope of service was publicly tendered by the City on June 13, 2023 and closed on June 30, 2023. The tenders were evaluated using a points matrix that assigned an individual score for the following criteria:

- Experience - 20 points
- Quality of Training Plan - 25 points
- Completeness and Quality of Proposal - 5% points
- Price Proposal - 50 points

The tendering process resulted in five (5) acceptable tenders for staff consideration. Acceptable tenders were reviewed and scores were assigned based on the evaluation matrix. The resulting scores are summarized below:

Contractor Name:	Evaluation of Proposal:
Ottawa Safety Council	97
Carraway	84
Commissionaires	77
Proactive Staffing Solutions	77
Regal Security	69

With a highest evaluated score of 97 out of a potential 100 points, Ottawa Safety Council was the successful tender submission. A summary of tendered costs is provided in the Financial Implications section of the report.

Financial Implications

Tender Results:

Contractors providing tenders on the program were asked to include a detailed cost breakdown to manage the program which include:

- Hourly rate for the crossing guards
- Summarized annual cost for all crossing guards
- Supervisory costs
- Annual training
- Monthly administration cost
- Any addition unspecified costs

Costs of the five tender submissions are summarized below. Cost shown include net HST:

Contractor Name:	Annual Contract Cost:
Ottawa Safety Council	\$314,964.06
Carraway	\$401,382.02
Commissionaires	\$415,731.12
Proactive Staffing Solutions	\$393,841.73
Regal Security	\$376,830.00

Based on the summary provided, Ottawa Safety Council is the lowest acceptable tender at \$314,964.06 including net HST.

Budget Implications:

The approved 2023 budget allocated \$249,696.00 to the crossing guard program. This amount was consistent with the costs of the previous service contract. During the operating budget variance completed in June, \$126,979 had been expensed to the crossing guard program which includes both contract payments and individual labour costs incurred as a result of employing the crossing guards directly when the previous contractor ceased operations.

The net difference in annual costs between the approved budget and the lowest acceptable tender is a \$65,268.06 annual budget shortfall. Considering the costs of the program to date need to be reconciled in July to reflect the end of the school year, it is not possible to provide an accurate year end variance projection.

If the service is assumed to be applied equally across 10 months of contracted service, it can be estimated that awarding a service contract for the remaining four months, September through December 2023, would result in an approximate budget shortfall of \$26,108.

Any annual surplus or deficit is funded through the Fiscal Policy reserve.

Policy Alignment

All procurement activities associated with the public tendering of the City school crossing guard program service contract has been in accordance with:

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

In accordance with the City's Budgetary Control Policy POL.F.20.181, Section 5.1, and Procurement Policy POL.F.20.139 Section 6, City staff are required to report purchases that exceed \$50,000 to Council.

Council approval is required to proceed with awarding a service contract which is projected to exceed the approved budget resulting in a budget deficit.

Conclusion

Staff have completed the public tendering process for the administration of the City school crossing guard program. The crossing guard program administration had to be tendered prematurely as a result of the existing contractor being unable to continue to provide the service.

The public tendering process resulted in five (5) acceptable tenders for consideration, The successful tender was the submission from Ottawa Safety Council at an annual cost of \$314,964.06 including net HST.

Council approval is required to award a service contract to the successful contractor.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 13 Jul 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 14 Jul 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 14 Jul 2023



Staff Report

Report To: General Committee
Meeting Date: July 18, 2023
Prepared By: Sandra MacDonald, City Manager/City Clerk
Report Number: 2023-121
Subject: Amendment to Policy POL.C.19.200
Code of conduct for Members of Council and Local Boards
(Mayor Wren)

Recommendation

THAT POL.C.19.200, Section 15 be amended by deleting:

"The Clerk, upon receipt of a complete complaint shall acknowledge receipt of the complaint and convene a meeting of the Mayor, City Manager, and the Clerk to review the complaint and determine whether an investigation should be commenced.

Where it is determined that a further review and investigation may be required, the complaint shall be forwarded to the appointed Integrity Commissioner."; and

Inserting:

"The Clerk, upon receipt of a complete complaint shall forward it to the appointed Integrity Commissioner."

Background

Council adopted the Code of Conduct for Members of Council and Local Boards in February 2019. Section 15 of the policy addresses the complaint process.

The Clerk, upon receipt of a complete complaint shall acknowledge receipt of the complaint and convene a meeting of the Mayor, City Manager, and the Clerk to review the complaint and determine whether an investigation should be commenced.

Where it is determined that a further review and investigation may be required, the complaint shall be forwarded to the appointed Integrity Commissioner.

Analysis

Staff have reviewed Council Code of Conducts from 15 other municipalities, including, Mississauga, Ottawa, Kingston, Guelph, Blue Mountains, Chatham-Kent, Brantford, and municipalities within the United Counties of Leeds and Grenville.

The process for all of the Codes of Conducts for the above noted municipalities is the same, whereby the Clerk (or Intake Officer) receive the written complaint and forward it to the Integrity Commissioner.

Conclusion

It would be appropriate to amend POL.C.19.200, Section 15 by deleting:

"The Clerk, upon receipt of a complete complaint shall acknowledge receipt of the complaint and convene a meeting of the Mayor, City Manager, and the Clerk to review the complaint and determine whether an investigation should be commenced.

Where it is determined that a further review and investigation may be required, the complaint shall be forwarded to the appointed Integrity Commissioner."; and

Inserting:

"The Clerk, upon receipt of a complete complaint shall forward it to the appointed Integrity Commissioner."

The current contract for Integrity Commissioner services expires December 31, 2023. A request for proposal will be prepared to establish a new contract for 2024. Included in the scope of the proposal will be a review of the current policy.

Approved by:

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 06 Jul 2023



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Robert Nolan, Director of Economic and Development Services Lesley White, Manager of Business Engagement & Partnerships Kendra Lorimer, Economic Development Coordinator
Report Number:	2023-135
Subject:	Healthcare recruitment initiative update

Recommendation

That Council receive Report 2023-135 Update on Healthcare Recruitment initiative for information purposes.

Background

Through the 2023 budget process, Council approved \$50,000 for a Healthcare Recruitment initiative in partnership with Brockville General Hospital, which matched the City's funding, for a total of \$100,000.

A working group consisting of staff from Brockville General Hospital and the City's Economic Development and the Employment + Education Centre has been meeting to determine the path forward for the initiative.

Recently, the three partners have signed a Memorandum of Understanding outlining roles and responsibilities for the delivery of this project.

Analysis

Brockville General Hospital's corporate strategic and human resources plan has identified the need to recruit and retain top-quality healthcare human resources to support healthcare delivery for Brockville's growing and aging community. This includes staff and medical professionals.

This one-year pilot project will deliver a community-based approach to recruiting physicians and other healthcare professionals to Brockville. Through a focused marketing campaign this project aims to differentiate the region and the hospital within the highly competitive healthcare human resources industry. The goals of this project are to increase Brockville's visibility as a great place to live, work, and play, and to

secure additional healthcare workers for BGH. While this project is focused on the hospital it is anticipated that this will also benefit other healthcare organizations regionally.

The working group has been meeting regularly and has agreed to engage a marketing firm to assist with a campaign positioning exercise, developing content, and assisting in media purchases for our target market. The marketing campaign will be launched in September 2023.

As a first step the working group have developed and circulated a survey to gain insight from key stakeholders and the community to learn what sets Brockville apart. This survey has been widely distributed and is inviting respondents to share their insights about living and working in Brockville. The results of this survey will inform and help customize the marketing campaign set to begin in the fall.

The survey was open from June 28 to July 9 with a high response rate.

The marketing material and assets produced through this pilot project will be held jointly by the City and BGH. The City will utilize this material to undertake more broad based resident attraction projects in the future.

Financial Implications

Council approved funding of \$50,000 for this initiative during the 2023 budget process, \$40,000 of which will be utilized for the branding exercises, development of assets and media purchases. The remaining \$10,000 of city funds will be used for hospitality purposes when hosting potential healthcare workers

Policy Alignment

There are no policy implications.

Conclusion

Healthcare recruitment has become a critical issue for many communities across the province, particularly in rural areas. Brockville General Hospital and the City are jointly funding a project which will produce a targeted marketing campaign aimed at increasing Brockville's visibility and to secure additional healthcare workers for the hospital.

Approved by:

Robert Nolan, Director of Economic and
Development Services

Status:

Approved - 14 Jul 2023

Lynda Ferguson, Director of Finance & IT Services Approved - 14 Jul 2023

Sandra MacDonald, City Manager/City Clerk Approved - 14 Jul 2023



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Lindsay Armstrong, Senior Manager of Human Resources Sandra MacDonald, City Manager/City Clerk
Report Number:	2023-131
Subject:	Health and Safety Policy Emergency Response and Evacuation Plan

Recommendation

The Report 2023-131 , Health and Safety Policy - Emergency Response and Evacuation Plan be received for information.

Background

To ensure that the City of Brockville remains compliant with the Ontario Fire Code (Ontario Regulation 388/97, as amended), staff have developed an Emergency Response and Evacuation Plan Policy.

This policy was developed to ensure the safe evacuation of all City facilities in case of an emergency. The policy focuses on evacuation in the event of an emergency situation, such as a fire and response in the event of an urgent situation such as a power outage, where staff don't evacuate the building but congregate in one location for information and direction.

Analysis

Each location has designated wardens, who staff are to report to upon evacuation/response, this is to ensure all staff is accounted for in the event of an emergency. In addition each location has assembly points for both evacuation and response, where staff are to meet in the event of an emergency.

Following the implementation of the policy, Human Resources/Health and Safety Staff will be providing training and performing test evacuations to all City staff.

Financial Implications

None

Approved by:
Lindsay Armstrong, Senior Manager of
Human Resources

Status:
Approved - 12 Jul 2023

Sandra MacDonald, City Manager/City Clerk Approved - 12 Jul 2023

Attachments:

[2023-131 A1 Emergency Response and Evaluation Plan Policy](#)



Policy

POL.H.23.157

[Emergency Response & Evacuation Plan]

Policy Type: Health & Safety
Date Approved: 31 May 2023
Department: Human Resources

PURPOSE

To ensure continued compliance with the Ontario Fire Code (Ontario Regulation 388/97, as amended), the City of Brockville will ensure they have an approved Fire Safety Plan and train staff to carry out its contents.

To ensure the safe evacuation of City of Brockville facilities in case of an emergency. This is accomplished by ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation and identifying designated personnel to assist in the evacuation.

DEFINITION OF ALARMS

Burglar Alarm - Tone Continuous
Fire Alarm - Tone Intermittent

EMERGENCY EVACUATION ASSEMBLY POINTS

Refer to Appendix A

RESPONSIBILITIES

The building has one Chief Warden and alternate with areas Wardens and alternates (aka; floor representatives and their alternates attached) who will direct the evacuation of persons from their respective areas as quickly as possible in a safe and controlled manner.

CHIEF WARDEN/ALTERNATE	<ul style="list-style-type: none">Announce the evacuation to staffWear the provided vest to be visible to staff and emergency personnelEnsure the Building Evacuation Plan is developed and maintained
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	<ul style="list-style-type: none"> • An up-to-date list of area Wardens/ Alternates and Employee Checklist is maintained • Ensure all proceed to the designated assembly area for the facility - see APPENDIX A for your assembly point location. • Be the sole/main liaison between the evacuated group and emergency response team. • Meet with area Wardens at assembly point to ensure head count. • Report headcount to Fire department. • The Chief Warden will only allow re-entry to a building after the Emergency Services Personnel has authorized such re-entry. The chain of command on authorization to re-enter an evacuated building flows from the Emergency Services Personnel to the Chief Warden, Area Wardens and finally Managers/Supervisors who in turn instruct personnel accordingly. • Declare the "ALL CLEAR" before reentering the building. • Ensure evacuation diagrams are developed and posted • Ensure evacuation drills are conducted and logged accordingly • Following the evacuation, the Chief Warden; • Prepares a report following the evacuation • Reports to management
AREA WARDENS/ALTERNATE	<ul style="list-style-type: none"> • Announce the evacuation to the staff; • Wear the provided vest to be visible to staff and emergency personnel • Ensure that all doors are closed, but not locked, in their area and check the washrooms, perform room sweeps. • Evacuate all persons from their respective areas as quickly as possible in a safe and controlled manner. • Retrieve the employee checklist and bring to the assembly area – conduct your attendance taking and advise of any issues to the Chief Warden.

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	<ul style="list-style-type: none"> • Ensure all proceed to the designated assembly area for the facility – as per Appendix A. • Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury. The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the facility has safely evacuated, notify the emergency responders of the location of the person with disability.
MANAGERS AND SUPERVISORS	<ul style="list-style-type: none"> • Know evacuation procedures for the area under their supervision • Inform new personnel of evacuation procedures • Ensure that exit paths are kept clear and unobstructed at all times • Notify the Chief Warden of plans for modification of any part of an exit path (including exit doors)
EMPLOYEES	<ul style="list-style-type: none"> • Follow direction and exit building upon hearing the fire alarm • Be responsible for visitors/others in the building if needed. • ONLY if safe to do so, take personal belongings (keys, purses, wallets, etc.) • If safe to do so, close doors behind you if you are the last one to exit an office • Assist others who may be in need of assistance • NOT USE THE ELEVATOR • Proceed to the designated assembly area for the facility and report to your Area Warden or Supervisor. • <u>Report to your area Warden as soon as possible to ensure you are accounted for.</u>

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	<ul style="list-style-type: none"> • REMAIN IN THE DESIGNATED AREA • Advise Chief Warden of evacuation accommodations that may be required as soon as possible • Follow instructions from Chief Warden, Area Wardens, Health and Safety Committee Members or Emergency Services Personnel • DO NOT re-enter the building until the "ALL Clear" has been instructed to by the Chief Warden or alternate
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PROCEDURE

BUILDING EVACUATION PROCEDURE (During Working Hours)	<ul style="list-style-type: none"> • The evacuation of the facility will be initiated by the activation of the fire alarm • Proceed to the designated assembly area for the facility – refer to Appendix A and report to your Area Warden or alternate. Evacuate the building in an orderly fashion using the safest and closest exit route. In winter or inclement weather, get your jacket if it is safe to do so.
BUILDING EVACUATION PROCEDURE (Before/After Working Hours)	<ul style="list-style-type: none"> • Emergency Evacuation Plan (After Regular Business Hours) • In the event of an emergency situation within or immediately around the any of the City of Brockville facilities, all occupants of the building are required to follow the following steps in order to ensure their safety: • People in the building after 4:00 P.M. will: <ul style="list-style-type: none"> ○ Sound the fire alarm by activating the nearest Pull Station ○ Advise your coworkers to leave the building. ○ Proceed to the designated assembly area for the facility and report to your Area Warden or alternate (may use nearby Wedgewood in inclement weather) ○ Assist others who may be in need of assistance

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	<ul style="list-style-type: none"> ○ Exit the building upon hearing the fire alarm ○ NOT USE THE ELEVATOR(if applicable) • ONLY if safe to do so, take personal belongings (keys, tools, wallets, etc.) • If safe to do so, close doors behind you if you are the last one to exit the building • Stay at a safe distance from the building in order to advise Emergency Services Personnel of the problem and the problem area of the building • Follow instructions from Emergency Services Personnel • DO NOT re-enter the building until instructed to do so by the Emergency Services Personnel
WARDENS	<ul style="list-style-type: none"> • Under no circumstances is anyone expected to place themselves in danger during any emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place anyone at greater risk to their personal safety • Ensure that R.A.C.E. is followed if smoke or flames are discovered in your work area: <ul style="list-style-type: none"> ○ rescue, ○ alarm, ○ close all doors, ○ evacuate
BUILDING ELECTRICAL POWER OUTAGE	<ul style="list-style-type: none"> • In the event of an extended electrical power outage, we would ask all employees to do the following to obtain further instructions: <ul style="list-style-type: none"> ○ See Appendix A for your Emergency Response location(s). • Facilities with public access /Customer Service will place a sign to indicate we are closed until further notice due to power outage. • Supervision will receive instructions from IT (as per the Hydro updates provided) as to the expected duration of the electrical outage.

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	<ul style="list-style-type: none"> • All emergency lighting remains available for approx. 1 hour. • If the electrical power is to remain off for more than 1 hour, instructions will be provided to the employees on next steps as per Supervision.
Location of emergency pull stations	<ul style="list-style-type: none"> • All entrances/exits • Top and bottom of the stair wells (if applicable) • Chambers (City Hall building)
Office Phone Paging Function	This is for City Hall - See attached - Appendix D

References

Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 -
<https://www.ontario.ca/laws/statute/97f04>

O. Reg. 388/97: Fire Code - <https://www.ontario.ca/laws/regulation/970388>

Occupational Health & Safety Act R.S.O 1990
<https://www.ontario.ca/laws/statute/90o01>

Consequences of Non-Compliance

City of Brockville employees who are identified as high-risk for exposure are expected to attend education & training and follow the procedures outlined in this document. Non-compliance could lead to progressive discipline including and up to termination.

Review Cycle

This policy is to be reviewed yearly or when required.

Appendix A - City of Brockville Assembly points

City of Brockville Facilities	Assembly points/employee checklist's locations
City Hall	<p>Assembly point:</p> <p>Primary area: Brockville Rowing Club on the south side of Water Street behind City Hall Secondary area: Wedgewood Retirement Residence (in inclement weather)</p> <p>Emergency response (power outage)</p> <p>Upper floor - Chambers/board room Main floor – Planning board room</p> <p>Employee Checklist locations (Area/alternate Warden's)</p> <ol style="list-style-type: none"> 1. H&S Board Mailroom – Main level 2. H&S Board - Upper level
Gord Watts Municipal Center	<p>Assembly point:</p> <p>Lower parking lot (northwest of the GWMC building)</p> <p>Emergency response (power outage)</p> <p>Upper floor - Board room Main floor – garage area</p> <p>Employee Checklist locations (Area/alternate Warden's)</p> <ol style="list-style-type: none"> 1. H&S Board – front administrative office
Memorial Center	<p>Assembly point:</p> <p>Facility Parking Lot</p>

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	<p>Emergency response (power outage)</p> <p>Front Lobby area</p> <p>Employee Checklist locations (Area/alternate Warden's)</p> <p>Front office – sub foreman's office</p>
Youth Arena	<p>Assembly point:</p> <p>Facility parking lot</p> <p>Emergency response (power outage)</p> <p>Arena office</p> <p>Employee Checklist locations (Area/alternate Warden's)</p> <p>Arena office</p>
Brockville Museum	<p>Assembly point:</p> <p>Henry Street parking Lot</p> <p>Emergency response (power outage)</p> <p>Front entrance lobby area</p> <p>Employee Checklist locations (Area/alternate Warden's)</p> <p>Front desk area</p>
Brockville Arts Centre (BAC)	<p>Assembly point:</p> <p>Parking lot across St. Paul's Street (across from the Mill restaurant)</p> <p>Emergency response (power outage)</p> <p>Front office area</p>

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	Employee Checklist locations (Area/alternate Warden's) Front office H&S board
Water Pollution Control Center (WPCC)	<p>Assembly point: Flagpole - outside main entrance area</p> <p>Emergency response (power outage) Main floor – board room 2nd Floor – Front office area</p> <p>Employee Checklist locations (Area/alternate Warden's) H&S Board - Main floor H&S Board - Upper level</p>
Water Systems	<p>Assembly Point: Employee Parking Lot</p> <p>Emergency response (power outage): Control room area</p> <p>Employee Checklist location (Area/alternate Warden's) – Control room station</p>
Fire Station 1	<p>Assembly Point: Back employee Parking Lot</p> <p>Emergency response (power outage): Garage area</p> <p>Employee Checklist location (Area/alternate Warden's) H&S Board</p>

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Fire Station 2	Assembly Point: Employee Parking Lot Emergency response (power outage): Garage area Employee Checklist location (Area/alternate Warden's) H&S Board
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Appendix B

AREA WARDENS & EMPLOYEE CHECK LIST – this will not be attached as this will be updated and posted as required by each facility.

Y:\Human resources\emergency evacuation\Emergency Response & Evacuation Employee Checklists for each facility.

Appendix C – Emergency Response & Evacuation Log form

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Appendix D-**Office phone paging Instructions – City Hall
(If applicable)**

1. Click the "More" button
2. Click the "Paging" button
3. Make sure "CH Page GP" is highlighted and click "Page"
4. Pick up Receiver and speak, when finished, click "End Page" and hang up phone.





Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Lindsay Armstrong, Senior Manager of Human Resources Sandra MacDonald, City Manager/City Clerk
Report Number:	2023-129
Subject:	Remote Work Policy

Recommendation

That Report 2023-129, Remote Work Policy be received for information.

Background

The City of Brockville recognizes that some employees may benefit from the option to work remotely. The Remote Work Policy was created to inform employees about the procedure and expectations surrounding remote work and to provide supervisory staff with a mechanism to manage remote work requests.

Analysis

Following the pandemic many of the organizations that moved from in person work to remote work, kept some form of hybrid work model. As a result, it has become increasingly difficult to attract and retain staff with many potential new hires requesting remote work. The Remote Work Policy in addition to the current City policies around compressed work weeks and flex time intends to provide staff with flexible work options to promote work/life balance.

Financial Implications

None.

Approved by: Lindsay Armstrong, Senior Manager of Human Resources Sandra MacDonald, City Manager/City Clerk	Status: Approved - 12 Jul 2023 Approved - 12 Jul 2023
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Attachments:

[2023-129 A1 Remote Work Policy](#)



Policy

POL.H.23.158

[Remote Work Policy]

Policy Type: Health & Safety
Date Approved: 19 June 2023
Department: Human Resources

Policy Statement

The "Remote Work Policy" refers to a non-traditional arrangement whereby an employee is scheduled to work from home to perform their duties by electronic means.

The City of Brockville understands that some employees may benefit from the option to work remotely. Unless mandated by legislation or regulations, remote work is not a universal privilege and will be arranged on a case-by-case basis. This policy outlines the standards and expectations for employees working remotely.

Purpose

The purpose of the policy is to inform employees about The City of Brockville's "Remote Work Policy" which they may access during their employment with the City to assist with work/life balance and as set out below.

The policy is intended to provide staff flexible work options, where possible. The City reserves the right to cancel the entire program at any time.

Remote work is not an entitlement, it is not a City-wide benefit, and it is not for the purposes of looking after dependents during work hours. It in no way changes the terms and conditions of employment with the City. Employees remain subject to the terms and conditions of employment with The City of Brockville. Employees will only be permitted to work from home if approved by the City to do so.

This policy is not intended to replace regular employee "time off" procedures, including the use of sick time, vacation, overtime, lieu time or other approved absences. This policy does not replace the City's accommodation process related to disability and non-disability.

Application

Remote work is completely voluntary; City of Brockville will not require an employee to work remotely except under legislated circumstances. Employees wishing to work remotely may request to enter into a remote work arrangement with their supervisor. This agreement must be signed before the employee begins remote work and will be regularly reviewed.

This policy and the associated agreement do not alter or replace the terms of an existing employment contract. Employees must comply with all City rules, policies, practices, and instructions that would apply if the employee were working at a regular Cityworksit.

Departments must maintain an appropriate presence in office to maintain appropriate levels of customer services at all times.

Remote work is allowed to a maximum of two (2) days per week.

Procedure

All "Remote Work" arrangements will be considered by the City, subject to operational requirements and subject to this policy. Each department will be responsible for assessing the operational feasibility of a remote work alternative for their employees having regard to continuity of operations and ensuring in office service delivery always remains available.

All "Remote Work", or alternate location decisions shall be made in a fair, equitable, transparent, and non-discriminatory manner. Each request will be dealt with on a case-by-case basis, taking into consideration the feasibility and operational requirements of the City, and the cost effectiveness of the arrangement.

Factors that may be considered when determining the feasibility of Remote Work include:

- Whether it meets the City of Brockville's operational needs.
- Whether appropriate supervision is possible.
- The employee's past performance and overall employment history with the City.
- Whether normal productivity standards can be met.
- Whether the employee's position requires face-to-face interaction with others at the workplace.
- Whether equipment or supplies or adequate internet connectivity, essential to job performance are available.
- Any Information Technology considerations including, but not limited to, data security and privacy issues, the availability of any necessary software, and the availability of City devices.

Remote Work may be feasible for those employees whose work requires them to write, perform research or complete data analysis. However, if an employee is required to have face-to-face contact with other employees, residents, or the public, or requires frequent access to material and documents that cannot be removed from the designated workplace, the Department Head will be required to determine the suitability of approving the employee to work from home.

Supervisor/Manager

- It is the responsibility of management to:
 - Ensure consistent application and administration of the policy and procedures within their department.
 - Monitor the impact of the program on operational requirements and service standards.
 - Communicate any concerns regarding the program or individual participation to the employee in an attempt to resolve any concerns.
 - Deny, modify, continue, discontinue, or temporarily suspend an agreement at any time should it prove counter-productive to operational requirements and/or delivery of services.
 - Ensure that remote work agreements are filed in employee file.

Employees

- Employee initiates request to work from home through discussion with immediate supervisor.
- Employees are required to ensure that they are easily accessible during work hours and maintain frequent contact with their supervisor/manager during hours of work.
- Employees shall communicate any concerns or challenges regarding their schedule or the program in general to their immediate supervisor.

Work Expectations

- Employee's productivity and level of service is to remain the same as if they were at their normal place of work.

Hours of Work

- The hours of work will remain the same as if the employee was in the workplace unless otherwise determined by the Supervisor. Requests to work overtime or use of leave time must be approved by the employee's supervisor. Approval to work from home is not intended to displace the use of entitlements.

Single Occurrence of One Day or Less (inclement weather)

For a single occurrence of one day or less, the request to have an Employee work from home or an alternate appropriate location, will be directed to the immediate Supervisor/Manager and Department Head. Approval must be received from the Director (or Designate), prior to the Employee working remotely.

More Than One Occurrence (Multiple Days or Time Limited Duration)

For requests of more than one occurrence (multiple days or for a time limited duration), the employee will direct their request to "work remotely", in writing to their Supervisor. Such requests shall outline the reason for the request, the specific dates, duration of the arrangement and location at which the employee will be working.

Remote Work Agreement

If approval is granted by all Parties, the Employee and the Supervisor will complete the "Remote Work Agreement", outlining the particulars of the arrangement (work being performed, expected results, etc.) A copy of the Agreement shall be maintained in the Employee's file. This "working from Home agreement" may not be necessary in the event of working from home during an emergency or pandemic. However, in such circumstances, employees shall be made expressly aware of their minimum obligations to maintain continuity of core operations.

Performance Management

Working remotely should not affect an employee's ability to complete day-to-day functions, including communicating with colleagues, management, customers, and so on. Employees must stay updated on department and work events. Employees must keep supervisors informed of the progress of assignments and reach out for support if needed. If an employee's presence is required for a meeting at the worksite, reasonable notice will be provided, and employees are expected to attend.

If City of Brockville has concerns related to productivity, these will be addressed directly with the employee in order to support them in achieving expectations while working remotely. If productivity concerns continue, the organization may cancel the remote work agreement and require the employee to return to in person work arrangements.

Equipment, Security, Home Office Space and Privacy

Employees working remotely must designate a location in their home as their workspace. This space must be private to ensure the confidentiality of work being completed. The designated workspace must also be safe and ergonomically suitable (see appendix A), allowing the employee to complete their duties to expectation and in accordance with safe work practices and applicable legislation.

Given the private and residential nature of working from home, City of Brockville has limited access to or control over the employee's place of work. As such, employees must continually take all reasonable and necessary precautions to safeguard their remote workspace, ensuring at all times that it is fit for this purpose and compliant with health and safety requirements.

It remains the employee's obligation throughout any remote work arrangement to identify any potential hazards and remove them from their workspace.

If the employee does not have or cannot create a suitable and safe workspace, the organization may adjust or revoke the agreement and require the employee to work onsite.

The City is responsible for supplying general office supplies (paper, and pens) required by the employee in performing his/her duties. Other expenses related to remote work (utilities, internet, heat, phone line) shall be at the employee's expense. Declarations of Condition of Employment (T2200) will not be issued to employees working from home as it is not a requirement or a condition of employment with the City of Brockville.

A City issued laptop will be necessary for remote access to the City system. Approval from the Department Head will be necessary for remote systems access. City-issued devices are intended to conduct business on behalf of the City and must be used in accordance with applicable policies as outlined in this document and HR Policy #138.

Employees agree to return, in good working order and in a timely fashion, all City-owned devices and peripherals used for working remotely upon request of the City and upon termination of employment.

Employees are expected to comply with the licensing agreements for use of all software owned by the City and must take all reasonable precautions to avoid contaminating these systems with malicious content, including viruses, malware, and spyware.

At all times during Remote Work arrangements, employees must maintain and protect the confidentiality of all City-related information or documentation, whether in electronic or physical form ("City Information"), that is in their possession or control at the Remote Work location.

Employer Information must not be accessed or viewed by any third party and should not be disclosed to or discussed with any third party.

Insurance coverage:

Employees shall maintain adequate home insurance that sufficiently protects the employer's property as well as provides coverage for any injuries suffered by third parties or family members at or about the Remote Work location.

End of Agreement

Employees shall be made aware that the approval for remote work is without prejudice and precedent. The City retains the right to end such arrangements at any time for any reason. The City will endeavour to provide employees with a minimum of 24 hours' notice of the termination of the arrangement, but at its option can terminate the arrangement immediately.

Related Policies

Policy # 125 - Hand held Cellular Wireless Devices
Policy # 138 – Computer Use
Policy #138 – Computer Network

Consequences of Non-Compliance

If an employee is found to have falsely reported their hours, they may be subject to discipline up to and including termination.

Review Cycle

The employer will review the policy and program as needed and reserves the right to make changes where necessary to ensure it remains effective.

Appendix A – ergonomic workstation set up



Remote Work AGREEMENT

Between

The City of Brockville

Hereinafter referred to as "the Employer"

And

Name of Employee

Hereinafter referred to as "the Employee"

This remote work agreement does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all City rules, policies, practices and instructions that would apply if the employee were working at their regular City worksite. Work products developed or produced by the employee while working from home remain the property of the City.

A copy of the City's Remote Work Policy is attached to this agreement.

Work Hours and Approvals

- The employee will work [complete hours of work, rest periods].

Equipment, Equipment Insurance, Office Supplies

- Unless otherwise agreed to and approved by the Information Technology Department, only City-owned resources and devices may be used for City business.
- The employee is responsible for ensuring that all items are properly used.
- The employee agrees to take all reasonable steps to protect any City property from theft, damage or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of City property.
- The employee agrees to return, in good working order and in a timely fashion, all City-owned items used at the Remote Work location upon request or if the working from home agreement is discontinued for any reason.

Information Handling Requirements

- The employee agrees to maintain data security and record confidentiality to at least the same degree as when working at the regular City worksite.
- The employee agrees to save all completed and working copies of their documents on City of Brockville online system.
- The employee may not duplicate City-owned software and will comply with the licensing agreements for use of all software owned by the organization.

Working From Home Guidelines

- Employees who work from home are required to designate a location in their home as a specific Remote Work Location that is subject to inspection (if requested) by the City.
- Employees shall be required to provide a picture, for health and safety and liability purposes, of the remote workspace prior to the effective date of the remote work agreement.
- The employees work area must be in a private location in order to ensure confidentiality.
- The City may make on-site visits to the employee's remote work site, at a mutually agreed upon time, to ensure that the designated workspace;
 - is safe and free from hazards;
 - that the worksite is designed in a way that maintains confidentiality;
 - and to maintain, prepare, inspect or retrieve City-owned equipment, software, supplies and furniture.
- In the event that the employee does not have and/or cannot create a workspace, which is deemed safe and able to maintain confidentiality, City of Brockville reserves the right to refuse or revoke the employees remote work arrangement.
- The employee will be covered by WSIB for job-related injuries that occur in the course and scope of employment while working from home.
- The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

Acknowledgment and Agreement

I, (Name of Employee), acknowledge that I have read and understand the Remote Work Policy and the Remote Work Agreement with the City of Brockville.

Name (please print):

Signature:

Date:

Witness:



Staff Report

Report To:	General Committee
Meeting Date:	July 18, 2023
Prepared By:	Peter Raabe, Director of Engineering & Infrastructure Services Steve Allen, Supervisor of Engineering
Report Number:	2023-130
Subject:	Road Rehabilitation on Various City Streets

Recommendation

THAT Council receive Report SR2023-130 for information.

Background

The Asphalt, Concrete, Pavement and Milling (ACPM) Program is an annual Capital program administered by the Engineering and Infrastructure Department that consists of multiple contracts focused on rehabilitating and preserving the City's transportation infrastructure.

The Road Rehabilitation at Various Locations contract will consist of milling, paving, and repairing defects of aging structures. This type of work is essential to maintain the City's transportation infrastructure.

Analysis

This project was prepared by staff and was tendered publicly as a request for tender (RFT) method in accordance with the City Procurement Policy POL.F.20.139. As a result, city staff received four acceptable tender packages from qualified contractors. The tender packages were evaluated by city staff in accordance with the process outlined in the RFT.

The City's Procurement, Contracting and Risk Management Coordinator opened tenders for Cold in Place Recycling and Hot Mix Paving, at City Hall on Wednesday, April 5th, 2023, at 2:00 p.m. The following is a summary of the results (including net HST):

1. G. Tackaberry & Sons Construction Co Limited	\$664,507.05
2. Blair Asphalt Products	\$719,933.68
3. Cornwall Gravel Company Limited	\$803,872.05
4. GIP Paving Inc.	\$1,291,820.81

Financial Implications

This Road Rehabilitation project was budgeted for in the City's 2023 Capital Budget under the Asphalt, Concrete, Pavement and Milling (ACPM) program at a total budget of \$1,200,000.00 of which \$1,000,000.00 was allocated for the Road Rehabilitation at Various Locations portion.

The Contract was awarded to the lowest bidder based on the submitted cost of \$664,507.05 (including 1.76% HST). A purchase order was created not to exceed the original budget of \$1,000,000.00 (including 1.76% HST) to have the contractor complete additional Road Rehabilitation at Various Locations, taking advantage of the low tender price.

Policy Alignment

In accordance with the City's Purchasing Policy, Appendix A, for Request for Tender purchases over \$150,000.00 and where a minimum of 3 bids are received, the City Manager has the authority to approve the work and Council is notified of the status of the purchase.

Conclusion

This report is to notify Council that the city has accepted the lowest tender bid from G. Tackaberry & Sons Construction Co. Limited for the Road Rehabilitation at Various Locations.

Approved by:

Peter Raabe, Director of Engineering &
Infrastructure Services

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 12 Jul 2023

Approved - 12 Jul 2023

Approved - 12 Jul 2023



Staff Report

Report To: General Committee
Meeting Date: July 18, 2023
Prepared By: Peter Raabe, Director of Engineering & Infrastructure Services
Steve Allen, Supervisor of Engineering
Report Number: 2023-132
Subject: Cold in Place Recycling & Hot Mix Paving - Contract 230005

Recommendation

THAT Council receive Report SR2023-132 for information.

Background

Throughout the City, there are roadway locations that are deteriorated beyond being repaired by milling and overlaying with new asphalt. North Augusta Road (Centennial to Parkedale) has been identified as one of these locations. The cold in place process is used to correct the distorted surface condition of the existing roadway by increasing the granular base with new or previously stockpiled recycled hot mix from milled material. Once the cold in place process is completed a final lift of new hot mix asphalt is placed for a final smooth driving surface.

The Cold in Place Recycling and Hot Mix Paving contract will consist of pulverizing the existing 7.0 m wide asphalt surface, injecting new asphalt cement into the pulverized material, blending, and placing the recycled or new material to a width of 7.0 m. A new surface course of asphalt will be placed on top the recycled material from edge of shoulder to edge of shoulder.

Analysis

This project was prepared by staff and was tendered publicly as a request for tender (RFT) method in accordance with the City Procurement Policy POL.F.20.139. As a result, city staff received four acceptable tender packages from qualified contractors. The tender packages were evaluated by city staff in accordance with the process outlined in the RFT.

The City's Procurement, Contracting and Risk Management Coordinator opened tenders for Cold in Place Recycling and Hot Mix Paving, at City Hall on Tuesday, April 11th, 2023, at 2:00 p.m. The following is a summary of the results (including net HST):

1. Cornwall Gravel Company Limited	\$562,614.76
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2. Blair Asphalt Products	\$567,661.34
3. G. Tackaberry & Sons Construction Co Limited	\$584,725.17
4. GIP Paving Inc.	\$658,382.11

Financial Implications

This project was budgeted for in the City's 2023 Capital Budget process with an approved budget of \$750,000.00. The Contract has been awarded to the lowest bidder based on the submitted cost of \$562,614.76 (including 1.76% HST).

A purchase order was created not to exceed the original budget of \$750,000.00 (including 1.76% HST) to have the contractor complete additional Cold in Place Recycling & Hot Mix Paving, taking advantage of the low tender price.

There are sufficient funds in the account to accommodate the proposed purchase.

Policy Alignment

In accordance with the City's Purchasing Policy, Appendix A, for Request for Tender purchases over \$150,000.00 and a minimum of 3 bids are received, the City Manager has the authority to approve the work and Council is notified of the status of the purchase.

Conclusion

This report notifies Council that the city has accepted the lowest tender bid from Cornwall Gravel Company Limited for the Cold in Place Recycling & Hot Mix Paving.

Approved by:	Status:
Peter Raabe, Director of Engineering & Infrastructure Services	Approved - 12 Jul 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 12 Jul 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 12 Jul 2023

Brockville Museum Advisory Committee Meeting Minutes

Tuesday, June 13, 2023 | 2pm | Zoom

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

Regrets: D. Buck, K. Hobbs

1.0 Land Acknowledgement

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

2.0 Call to Order

2:00pm

3.0 Additions to/Approval of Agenda

4.0 Discussion and Approval of Minutes of the Last Meeting

May 16, 2023 Meeting Minutes – *approved as presented*

5.0 Executive Reports

5.1 Chair

No new remarks to share

5.2 Curator/Director

5.2.1 Discussion of May Staff Report

There was a brief discussion about several items included in the staff report including:

- positive feedback regarding the tours offered to St. Lawrence Cruise Lines
- inquiry about Instagram strategy
- asked about progress on the redevelopment of the website
- asked about the process for updating rental forms and how this would apply to future agreements

5.2.2 Fire Truck update

The Committee was delighted by the update that the Fire Department has agreed to take back the fire truck, currently stored in the museum's off-site storage facility.

5.2.3 Accessibility Plan

Committee members pointed out some minor typos and indicated approval for the new plan as required by Community Museum Operating Grant reporting.

5.2.4 CCI Report

The Committee was informed that the report will be going to General Committee on June 20.

6.0 New and Ongoing Business

6.1 Discussion of Committee recruitment strategies

Committee members indicated they were happy with the new recruitment poster added to the website and brainstormed further organic recruitment strategies. It was suggested that committee members attend local networking events (such as the Chamber's Business After 5, Newcomers, Rotary, and Probus clubs) to meet potential committee members and talk-up the museum. Further discussion involved the suggestion that a "target list" be created in advance. To this end, it was decided that the Chair would re-circulate recruitment brainstorming documents prepared in 2022, which indicated desirable qualities in potential committee members.

Committee members were reminded that they are invited to contact the Curator/Director at any time with any questions about the museum and the advisory committee.

7.0 Date, Time, Location of Next Meeting

July 11, 2023 @ 2pm via Zoom (Second Tuesday of the month)

8.0 Adjournment

2:32pm