



City of Brockville

General Committee

Agenda

4:30 PM - Tuesday, September 17, 2024

City Hall, Council Chambers

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

Nil.

Correspondence and Communications

- 5 - 10 1. Petition - Church Street Traffic Speeds

THAT the petition regarding traffic speeds on Church Street be received for information.

[Petition - Church Street Traffic Speeds](#)

Reports from Boards and Committees

Nil.

Staff Reports

- 11 - 12 1. 2024-171
Tax Sale Extension Agreement
78 Buell St.

THAT the Mayor and City Clerk be authorized to enter into a tax sale extension agreement with the Owner of the property known as 78 Buell St for the payment of tax arrears.

[2024-171](#)

- 13 - 14 2. 2024-173
Mileage Reimbursement Rate

THAT the staff mileage reimbursement rate for the use of personal vehicles for City business be adjusted to \$0.70 cents per kilometer

for the first 5,000 kilometers driven and \$0.64 cents per kilometer after that; and

THAT the new rates become effective October 1, 2024; and

THAT the rate be adjusted January 1st of each year to ensure it is in compliance with the Income Tax Act.

[2024-173](#)

- 15 - 28 3. 2024-119
Administrative Monetary Penalties System

THAT staff be directed to draft an Administrative Penalties By-law for non-parking related offences, necessary policies and a Communications Plan for the implementation of an Administrative Monetary Penalties System to be launched in January 2025; and

THAT relevant non-parking related by-laws be amended to incorporate Administrative Monetary Penalties where appropriate.

[2024-119](#)

- 29 - 34 4. 2024-170
Request for 4-Way Stops, Water St. West and Ormond St.

THAT the applicable schedules of the Traffic By-law 21-93, be amended to reflect the recommendations by staff to modify the traffic devices and street configurations at the intersection of Ormond Street and Charlotte Place/Front Avenue and the intersection of Water Street and Apple Street, in accordance with the Manual of Uniform Traffic Control Devices for Canada; and

THAT expenses in the amount of \$15,962 to implement the recommendations of staff be approved and be funded by Reserves.

[2024-170](#)

General Committee Agenda
September 17, 2024

- 35 - 93 5. 2024-155
Brockville Memorial Center
Roof Condition Assessment
- THAT approval be provided to complete repairs to flat roofs 3 and 4 on the Memorial Center in an amount of \$100,000 funded by reserves and in accordance with the City Procurement Policy; and
- THAT staff be directed to include a capital project to replace the large metal roof on the Memorial Center including proposed funding source as part of the 2025 Capital Budget.
- [2024-155](#)
- 94 - 99 6. 2024-167
Community Sports and Recreation Infrastructure Fund Application
- THAT application to the Community Sports and Recreation Infrastructure Fund (CSRIF) as it relates to the Multi-Use Recreation Facility (MURF) project be approved; and
- THAT the application for CSRIF Stream 1 - Repair and Rehabilitation be applied on behalf of the roof replacement renovation project scope of the Brockville Memorial Center in accordance to the MURF project design documents; and
- THAT the application for CSRIF Stream 2 - New Builds/Signature New Builds be applied on behalf of the new built project scope in accordance with the MURF project design, and
- THAT commitment in principle to the funding model requirements of 50:50 cost sharing as outlined in the CSRIF program application guidelines be provided.
- [2024-167](#)
- 100 - 104 7. 2024-169
Project 240067 - M6 Sports Field Enhancements
- THAT an additional expenditure of \$24,903 be approved to adequately fund the installation of enhanced, drainage, irrigation and athletic blend grass seed for the new M6 Sports Field capital project at Laurier Park; and

THAT the listed enhancements be funded by projected budget surplus in the Parks Grass Cutting Contracted Services operating budget.

[2024-169](#)

New Business from Committee Members

Nil.

Information Items

Nil.

Committee Consent Agenda

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

Media Question Period

Adjournment

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for October 15, 2024.

Minutes from City Boards and Committees

105 - 106 Arena Advisory Board

[2024 08 08 Arena Advisory Committee Minutes](#)

107 - 108 Library Board

[2024 05 27 Library Board minutes](#)

109 - 111 Museum Board

[2024 07 09 Museum Advisory Committee Meetings Minutes](#)

[2024 08 13 Museum Advisory Committee Meetings Minutes](#)

112 - 115 Railway Tunnel Committee

[2024 07 11 Railway Tunnel Committee Minutes](#)

Brockville, August 30, 2024

Dear Mayor and City Council Members of Brockville,

Attached with this letter is a petition concerning what a majority of residents in the area regard as too high driving speeds on Church Street. This has been a concern and issue for many of our neighbours for several years now, most especially for those with children and pets, as well as for pedestrians in general, many of whom are elderly. It should also be noted that residents have lost animals to drivers who are speeding down Church Street.

A number of us who live near a stretch of Church Street where speeds seem to be the highest, convened to discuss the problem, and subsequently formulated our petition in July. We then visited our neighbours and asked if they would like to sign their agreement, and if not, if they would scan the attached QR code leading to the City of Brockville website regarding concerns about roads, to voice their own opinion on the matter.

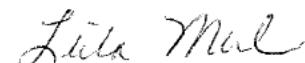
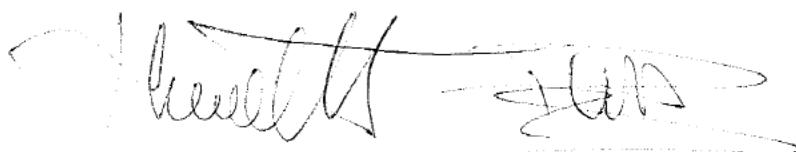
We would like to point out a number of elements:

- We concentrated our visits to the homes between Clarissa and Beecher streets.
- The responses that we received are 100% in favour of action, i.e. the residents of every single household we visited (including some pedestrians on the street living nearby) agreed something needs to be done and signed. Note that those homes that are *not* represented among the signatures simply had no resident home on the days that we attempted contact and should thus not be interpreted as negative responses (see attached map, X denotes a visit was made).
- We took special care to talk to the people closest to Gilmour Street, as they would be the ones most affected by our proposition of a 3-way stop. Two residents, namely [REDACTED] and [REDACTED] voiced some concerns about a potential 3-way stop, predicting it could increase noise levels via accelerating cars, but agreed that something needs to be done to bring down the speeds. (Both residents signed nevertheless.) These residents might prefer other actions, such as lane-narrowing, signage, etc. Ultimately, [REDACTED] and [REDACTED] both liked the idea of such a 3-way stop potentially causing lower traffic levels on the street, but such action might also warrant 3-way stops at Maple Street and Clarissa Street to have the desired effect.
- We are also open to other measures than the ones proposed here to bring the speeds down on Church Street.

We appreciate your taking this matter under careful consideration and sincerely hope that action will be taken by the City of Brockville to address our neighbourhood's long standing and serious concerns about speeding on Church Street.

We hope to hear from the City of Brockville soon, and would be happy to schedule further discussions with councillors and city planners to discuss any and all measures that might be implemented to solve this ongoing problem.

Sincerely,



Theresa Wiegert, David van Vliet [REDACTED]

, Leila Merl [REDACTED]

Stop signs at Church/Gilmour intersection to curb speeding on Church St, Brockville

Brockville, July 10, 2024

To the Mayor and City Councillors of Brockville,

We, the undersigned of this letter who are living on Church St west of Perth, are reacting to the common propensity for motorists to drive too fast on our street, in particular between the Perth and Beecher intersections. The speeds are often faster than a) is legal (50km/h), commonly faster than b) we think *should* be legal (40km/h), and overall faster than c) is safe for children and animals who reside in the neighbourhood.

As a solution we would like to have the speed **lowered to 40 km/h** as has been done in other neighbourhoods in Brockville, e.g. Kensington parkway.

But, in particular, with or without the implementation of the speed limit suggestion above, we think the best way of curbing the fast driving would be to **put in stop signs** at the Gilmour intersection (roughly located in the centre of the speeding stretch), making it a 3-way stop. This is an action we believe to be minimally intrusive and maximally effective.

Given the coming/increase in traffic expected with the opening of the new Swift Waters Elementary School and new housing expected in the area of the former Phillips Cables site, this issue will only become more concerning to us, the residents of Church Street. Therefore we respectfully request your prompt consideration of our request.

Name	Address	Telephone
David van Vliet		
Theresa Wiegert		
Lei Mee		
Philip Ray		

Name	Address	Telephone
John S McDougal John McDougal Cynthia Egee Mark Dayton Peter Lyon		
Elizabeth Lyon		
Sandi Sint Nicolaas		
Susan McDanland		
Shannon Wallman		
Justin Irdoe		
JOHN ALLEN		
Franelle O'Connor		
Myle Cassikoo		
Larey McMillan		
Olga Kavalski		

Name	Address	Telephone
Marc Wilson Miller		
Harrington		
Roger Wing		
Brian Correy		
Milton Shapley		
Bonnie Duane		
Dan Duane		
Klochak		
J Hindriksen		
Gidget Kaert		
Alice KAERT		
Deeks Harris		
Ethan Harris		

Name	Address	Telephone
Pooh, Ken		
Zoeka Held		
Bruce Lomond		
Sasha Kosovic		
Whitney Kosovic		
Alexandra Schzkoske		
Ryan Schzkoske		
Stephen C Haput		
Shawn Chaput		
Kate Sulton		
Teresa Vandenbosch		

Name	Address	Telephone
Richard Vanden Bosch Ana Barclay		
Sarah Dwyer Cook 5700 Lincoln		
Donna Hayward		
Margery Mae Aden Trevor MacAdam		
Rosemarie Hughes Dendy Angela Winsur William Winsur		



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Alex Delov, Supervisor of Customer Service/Tax Collector Lynda Ferguson, Director of Finance & IT Services
Report Number:	2024-171
Subject:	Tax Sale Extension Agreement 78 Buell St.

Recommendation

THAT the Mayor and City Clerk be authorized to enter into a tax sale extension agreement with the Owner of the property known as 78 Buell St for the payment of tax arrears.

Background

78 Buell Street is assessed as a “residential” property with a 2024 assessed value of \$79,000. The property has outstanding taxes dating back to the 2010 taxation year. As at September 17, 2024, the total outstanding taxes, including penalty/interest and registration costs is \$53,532.52.

Under Part XI of the Municipal Act, 2001, properties that are in arrears of a minimum of two years are eligible to be registered for tax sale by public tender. The property known as 78 Buell St. (roll 0802 020 04547300) was registered in 2023, with a tax lien officially registered on title on October 30th, 2023. The cancellation price (the tax arrears) must be paid in full, one year from the date of registration of a tax arrears certificate, or an extension agreement must be entered into within the same time frame.

The owner and any interested parties have received several formal notices in accordance with Part XI of the Municipal Act, 2001 over the course of 2023 and 2024. The final notice was issued on August 16th, 2024, to which the owner responded. The owner has communicated that they wish to enter into an extension agreement with the City where the taxes will be paid in full on or before June 30th, 2025. If the owner fails to make payment in accordance with the agreement, the property will be advertised for sale by public tender.

Analysis

It is advantageous for the municipality to work with property owners and to provide an opportunity to pay the tax arrears in full under the conditions of a signed agreement. The agreement provides the owners with the opportunity to redeem their properties

while saving costs and staff time associated with advertising the property for sale and the preparation of the tender package.

If the owner fails to make payment in the time outlined in the agreement, then the property becomes eligible to be advertised for tax sale. Staff would coordinate advertising in accordance with the Municipal Act, 2001 Sec. 379 upon termination of the extension agreement.

Alternatives

Should tax sale be directed, rather than the extension agreement, the property is eligible. A tender package for the property tax sale would be prepared and advertising would commence with the understanding it could result in a failed tax sale. A failed tax sale means the City does not collect any funds towards the outstanding tax arrears on the property.

Financial Implications

Collection of a long overdue account contributes to a reduction of the outstanding tax receivable, which aligns with the overall objective of minimizing the city-wide tax arrears. Interest and penalties will continue to be added to the account during the term of the extension agreement to be paid out at the end of the term of the agreement.

Policy Alignment

The Municipal Act, 2001 Section 378 outlines the required process for extension agreements.

Conclusion

Staff advise authorizing the execution of a tax sale extension agreement to enable the City to collect on a long over-due account. Entering into a tax sale extension agreement also sets the precedence that the City is willing to work with other owners who may be in a similar situation. The intent is to exhaust all options in order to give owners every opportunity to redeem their property.

Approved by:
Chrissy Ward, Supervisor of Finance
Sandra MacDonald, City Manager

Status:
Approved - 10 Sep 2024
Approved - 11 Sep 2024



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Lindsay Armstrong, Senior Manager of Human Resources Lynda Ferguson, Director of Finance & IT Services Sandra MacDonald, City Manager
Report Number:	2024-173
Subject:	Mileage Reimbursement Rate

Recommendation

THAT the staff mileage reimbursement rate for the use of personal vehicles for City business be adjusted to \$0.70 cents per kilometer for the first 5,000 kilometers driven and \$0.64 cents per kilometer after that; and

THAT the new rates become effective October 1, 2024; and

THAT the rate be adjusted January 1st of each year to ensure it is in compliance with the Income Tax Act.

Background

The CRA prescribes the reasonable per-kilometer rate in section 7306 of the Income Tax Regulations. They have taken the position that reimbursements at rates higher or lower than the reasonable allowance rates will be deemed a taxable benefit. If the reimbursement is deemed a taxable benefit, the allowance must be included in the employee's income and CPP, EI and income tax must be deducted.

Staff are recommending that the City change its mileage reimbursement level to align with the amounts set out in the Income Tax Act. Staff will also review the CRA regulations annually to ensure the rates reflect current legislation.

Analysis

The intent of the mileage reimbursement rate is to cover the cost of gas, wear and tear, maintenance and insurance when staff are using their personal vehicles for City business. Mileage rates were reviewed and increased to \$0.55 per kilometer in 2022, at that time the CRA per kilometer rate was \$0.61 cents per kilometer for the first 5,000 kilometers driven and \$0.55 cents per kilometer after that.

A survey was completed seeking responses from a number of municipalities and the majority of respondents are using the CRA recommended reasonable rates.

Financial Implications

An analysis of mileage paid in 2022 and 2023 was completed and increasing the reimbursement rate will add approximately \$850 annually to the operating budget. With an effective date of October 1st, the impact would be approximately \$200 for 2024.

It is anticipated that savings will be identified throughout the various departmental budgets to be able to absorb the additional mileage costs for the remainder of 2024.

Policy Alignment

Policy POL.H.22.130 Business Travel will be updated to reflect the change to the mileage reimbursement rate.

Conclusion

An increase to the City's current mileage reimbursement rate to align with the recommended rate from the CRA will ensure that the City's rate remains reasonable under the Income Tax Act.

Approved by:

Lindsay Armstrong, Senior Manager of Human Resources

Chrissy Ward, Supervisor of Finance

Sandra MacDonald, City Manager

Status:

Approved - 12 Sep 2024

Approved - 12 Sep 2024

Approved - 12 Sep 2024



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Sebastian Scott, Chief Building Official Sheena Earl, City Clerk Robert Nolan, Director of Economic and Development Services
Report Number:	2024-119
Subject:	Administrative Monetary Penalties System

Recommendation

THAT staff be directed to draft an Administrative Penalties By-law for non-parking related offences, necessary policies and a Communications Plan for the implementation of an Administrative Monetary Penalties System to be launched in January 2025; and

THAT relevant non-parking related by-laws be amended to incorporate Administrative Monetary Penalties where appropriate.

Background

The Provincial Offences Act (POA) is the current system in place to prosecute by-law violations within the City of Brockville. An Administrative Monetary Penalty system (AMPS), using Penalty Notices, is an emerging approach to deal with by-law infractions in a manner that is fair, effective and efficient. This approach has been adopted by numerous municipalities, the province and the federal government and is designed to streamline the enforcement process and increase compliance. A document comparing by-law enforcement through the traditional court system and AMPS is included as Attachment 1.

The AMP System is more effective because:

- Unlike the Provincial Offences system, citizens can choose to resolve by-law infraction matters via written submissions or electronic hearings rather than through the courts;
- It enables the City to deal with minor by-law infractions in a timely manner;
- Citizens may request a review by a Screening or Hearing Officer, including the ability to request an extension of time to pay a penalty (See Attachment 2 for details regarding criteria and responsibilities of these positions);
- Increased compliance is likely because penalties are cumulative and there is a method for collection through property taxation;
- It reduces congestion in the over-burdened provincial court system.

AMPS can be used to enforce various municipal rules related to Animal Control, Property Standards, Solid Waste Management, and more. Under this system, enforcement officers can issue penalties if violations continue past the compliance date. Unpaid penalties can then be added to property tax bills, or, for parking issues, vehicle registration renewals can be blocked. If implemented, AMPS will be an additional enforcement tool, used only when appropriate and traditional court and other enforcement options remain available.

As per the Municipal Act, some mandatory policies related to conflict of interest, prevention of political interference, financial management and reporting and complaints associated with AMPS are required to be established. These policies will be drafted and included as a schedule to the AMPS by-law, if directed.

An intermunicipal working group has been established to support the roll out of an AMPS in municipalities across Leeds and Grenville and opportunities for shared resources, including Screening and Hearing Officers, are being explored.

Analysis

If the City decides to adopt AMPS, staff recommend starting with non-parking by-law enforcement, as it's easier to manage property issues than vehicle registration. Other cities found public education crucial when introducing AMPS. Staff propose creating a Communications Plan, including a Public Information Session (see draft in Attachment 3).

AMPS are not expected to significantly strain staffing, but some impact on Customer Service, By-law Enforcement, and Finance staff is anticipated. The Senior Management Team will review and manage any challenges after Council provides direction. AMPS will be an additional enforcement tool, used only when appropriate. Traditional court and other enforcement options remain available.

If AMPS are implemented, staff suggest the following timeline:

- October/November: General Committee reviews and recommends adopting the AMPS by-law and policies, updates specific by-laws, and finalizes Screening and Hearing Officer criteria.
- November/December: Staff training and Public education efforts
- January 2025: Implementation. Enforcement Officers will continue to decide the most effective way to handle non-compliance, with AMPS as one option.

Alternatives

While staff propose implementation of AMPS for non-parking related by-laws to begin with, Council could suggest the prioritization of parking, or a narrowed scope of other by-laws instead. It may also be the direction to maintain status quo with respect to by-law enforcement for the time being.

Financial Implications

The Municipal Act, 2001 indicates that AMPS charged can neither be punitive nor unreasonable given the circumstances. Staff propose AMPS charged coincide with current set fines as outlined in existing by-laws.

Although increased revenues generated from the anticipated volume of notices and related fees is often identified as a benefit of AMPS, these higher revenues are partially offset by the additional staffing and other resources that may be required to deliver the program. Staff will continue to monitor the program to ensure the cost recovery and/or increase in revenues that are expected are being attained.

Policy Alignment

The implementation of AMPS aligns with the City's Strategic Plan as compliance with Property Standards will contribute to overall efforts related to beautification and enforcement of other municipal by-laws will positively impact community safety and well-being.

Conclusion

Municipalities in Ontario have been encouraged to implement an AMPS system during a time of unprecedented POA court backlog. Staff propose the implementation of AMPS for non-parking related by-laws to take effect January 1, 2025 with an aim to increase compliance and to provide improved and expedited customer service to residents.

Approved by:

Sebastian Scott, Chief Building Official
Robert Nolan, Director of Economic and Development Services
Sandra MacDonald, City Manager

Status:

Approved - 10 Sep 2024
Approved - 10 Sep 2024
Approved - 13 Sep 2024

Attachments:

[Attachment 1 AMPS v POA](#)

[Attachment 2 - SO and HO Responsibilities and Qualifications](#)

[Attachment 3 - Communications Plan - Draft](#)

<i>Provincial Offences Act vs Administrative Monetary Penalty Comparator</i>			
	Provincial Offences	Administrative Monetary Penalties	
What & Why?	<ul style="list-style-type: none"> The P.O.A. is provincial legislation that sets out the rules and procedures for the enforcement and prosecution of municipal by-laws and provincial statutes. Charges are laid for offences under provincial statutes, regulations or municipal by-laws that create the offence, but the forms used and the procedures to follow for successful convictions are outlined in the P.O.A. A P.O.A. fine/penalty is imposed in a criminal or quasi-criminal proceeding after a determination of guilt. Fines are intended to punish offenders. Fine revenue is shared with other municipalities in the County. Resolving minor by-law infractions can potentially take many months or years in the congested court system. 	<ul style="list-style-type: none"> A.M.P.s are an emerging approach to dealing with minor by-law infractions in a manner that is fair, effective, and efficient. This approach has been adopted by numerous municipalities, the province and the federal government, and is designed to streamline the enforcement process and increase compliance with the Town's by-laws. A.M.P.s were introduced following the recognition that Superior Court proceedings consume significant resources and there has been a persistent lack of judicial and other resources in the Ontario Court of Justice that sometimes result in significant delays. An A.M.P. is a penalty imposed directly by the Town upon an offender within the context of an administrative process rather than a judicial process. A.M.P.s are intended to encourage compliance with a by-law without the threat of more serious administrative action, prosecution or Superior Court of Justice proceeding. A.M.P.s are Town-administered and more customer-friendly in terms of the appeal and payment processes. Penalty revenue goes directly to the Town. Appeals are able to be addressed in a more timely manner and the A.M.P. system enables P.O.A. resources to be focused on more serious offences. Given the effectiveness of A.M.P.s in encouraging compliance with municipal standards, it is proposed that A.M.P.s be established in all of the Town's bylaws passed under Municipal Act, 2001. Consistent with this theme, in 2017, the Building Code Act was updated providing the ability for municipalities to establish A.M.P.s in their property standards by-laws recognizing the gains in utilizing the most effective and efficient process. Resolving A.M.P.s is generally completed (including appeals if any) within 2 months or less. 	

Summary of Improvements /Efficiencies	<p><i>The transition from relying on the Ontario Court of Justice model for offence proceedings to an “in-house” customer centric approach of administrative penalties achieves the following;</i></p> <ul style="list-style-type: none"> • Capitalizes on revenue from fines going directly to the Town rather than shared with other municipalities/County. • Substantially shortens the time for resolution of matters • Signifies a shift from punishment to encouraging compliance with Town bylaws • Reduces the need to rely on outside prosecution and reduces associated expenses • Administrative process can be applied to parking infractions as well as all Town bylaws including remedial orders streamlining systems for greater efficiency and effectiveness. 	
The Process	<ul style="list-style-type: none"> • Part 1 of the P.O.A. provides for the issuance of certificates of offence. This is usually used for minor offences where approved short-form wording and set fines exist and there is a desire to not proceed through the A.M.P. process. • Short-form wording and set fines require provincial approval and provincial offence notices have a maximum fine of \$1,000. Set fines are established in Ontario by judicial order. The purpose of this is to ensure a fine is established that considers the appropriate amount for the offence in an out-of-court settlement. The set fine is the fine that would have been imposed should the defendant have attended court and pleaded guilty. In order to establish a set fine, an application is made to the Regional Senior Judge and is • The Town’s A.M.P. system will be established through Administrative Penalty Process By-law for both parking and non-parking by-laws. There are provincially-mandated procedural requirements established under the Municipal Act, 2001 and its related regulation, O. Reg. 333/07 in order for a municipality to introduce a system of A.M.P.s, including but not limited to: <ul style="list-style-type: none"> ○ monetary limits and the establishment of appeal processes; ○ the A.M.P. system must prevent political interference and conflicts of interest; ○ policies regarding financial management and reporting; ○ address complaints made by the public with respect to the administration of the system; and, ○ appeal process through the use of a first level screening and second level of review by a Hearing Officer. • The decision of the Screening Officer may be appealed to the Hearing Officer, but the decision of the Hearing Officer is final. • It is proposed that the Town now uses A.M.P.s to enforce Parking By-law 030-2022 and no longer issues Part 2 P.O.A offences and reviews and updates its non-parking bylaws to include AMP’s as well. • When created, new penalty amounts are established by evaluating existing penalty amounts in order to ensure consistency. Staff undertake the following approach when determining new A.M.P. penalty amounts: 	

	<p>then forwarded to the Crown Law Office for review.</p> <ul style="list-style-type: none"> • This process may take between one (1) and four (4) months to conclude. Defendants and the prosecutor are able to appeal an acquittal, conviction or sentence in proceedings commenced by certificate under Part 1 and the appeal is to the Ontario Court of Justice presided over by a provincial Judge. The court may affirm, reverse or vary the decision or may direct a new trial. In rare instances, a further appeal to the Court of Appeal may be granted. • Part 2 of the P.O.A. provides a framework for filing and conviction proceedings for parking infractions. • Part 3 proceedings are commenced by the laying of information for matters that are more serious or for repeat offenders, such as non-compliance with a Property Standards Order or violations of the Zoning By-law. A Part 3 proceeding is used to seek higher penalties for the desired deterrence. Part 3 decisions may be appealed to the Ontario Court of Justice or the Superior Court of Justice depending on 	<ol style="list-style-type: none"> 1. Consider the severity of the offence. 2. Assess the proposed penalty alongside P.O.A. fines with consideration to tiered and escalating structures and other municipal comparators. 3. Propose A.M.P. penalty structure for Council approval. 4. Receive Council approval. 1. 5. Implement A.M.P. system 		
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	<p>the court that made the initial decision. The standard of review for Part 3 appeals are either an error of law, or error in fact and law, and can be heard on sentencing, conviction or acquittal. The monetary limits for Part 3 proceedings are established within the enabling legislation of the various Statutes/by-laws.</p>		
Summary of Improvements /Efficiencies	<p><i>The Administrative Penalty System creates a fair, transparent and accountable system to address matters of a regulatory nature in the following ways:</i></p> <ul style="list-style-type: none"> • Eliminates the need and lengthy delays for the application/approval of set fines • Penalty amounts are determined internally by the Town to encourage compliance and are not punitive • Conflicts of interest and political interference is avoided specifically • Public input/complaints are considered routinely to improve the systems effectiveness and customer services • 3 stages/levels of penalty review including independent screenings and hearings are provided for a quicker resolution and a community focused approach. • In cases of repeat violations a tiered system of penalties can be applied and for more serious offences related to public safety the Town can still utilize the POA process. 		
Monetary Limits and Unpaid Fines	<ul style="list-style-type: none"> • Justices of the Peace consider various factors when determining the appropriate fine to be issued in P.O.A. court. • These factors include legislation, case law, previous convictions (repeat offenders) and individual circumstances (e.g. financial hardship and whether the case at hand relates to the defendant's personal residence or a rental property/business). • In terms of unpaid fines, a fine is in default if any part of it is due 	<ul style="list-style-type: none"> • Monetary limits for A.M.P.s related to <i>Municipal Act, 2001</i> by-laws are established by the Province. O. Reg. 333/07 which states that the amount of an A.M.P. "shall not be punitive in nature [and] shall not exceed the amount reasonably required to promote compliance with a designated by-law". • Unlike POA fines which are only recorded when the Town's portion is actually received, administrative monetary penalty revenue is generally recognized when penalty notices are first issued with corresponding adjustments made in instances where penalties are cancelled or reduced. • Unpaid parking AMP's result in plate denial until payment including administrative costs are paid in full. Confirmed and unpaid non-parking A.M.P.s are either sent to a Collection Agency, Small Claims Court or are added to the tax roll. 	

	<p>and unpaid for fifteen (15) days or more. The P.O.A. provides that the Clerk of the Court may complete a certificate in the prescribed form as to the imposition of the fine and the amount remaining unpaid. The Clerk can then file the certificate in a court of competent jurisdiction and upon filing, the certificate shall be deemed to be an order or judgment of that court for the purpose of enforcement. Failure to adhere to this order will leave the contravener open to contempt proceedings.</p> <ul style="list-style-type: none">• Furthermore, the P.O.A. also provides that a Justice of the Peace who is satisfied that the payment of a fine is in default shall order the suspension of any permit, license, registration or privilege to which the fine relates.• The Town also has the ability to add unpaid P.O.A. fines to the tax roll. Prior to going to court, each file is reviewed to evaluate for a reasonable prospect of a conviction. If there is no reasonable expectation of a conviction, the charge is not laid.• Information is generally shared by defendants with regards to		
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	any potential due diligence defence they may have and charges can be withdrawn prior to trial or negotiations for guilty pleas are entered into.		
Summary of Improvements /Efficiencies	<i>Administrative Monetary Penalty systems reduce the burden of proof consisting of reasonable and probable grounds for the Town generally required for judicial prosecution processes to a reasonable level of belief that is consistent with minor regulatory matters. Also, administrative fees which are established can be recovered directly by the Town along with the appropriate fees for appeals and failure to attend/show at a screening/hearing.</i>		
Other Enforcement Tools	<ul style="list-style-type: none"> • Work orders are a tool that is frequently issued in relation to violations of many of the Town's Bylaws. They provide a list of the deficiencies required to be performed to bring about compliance with established municipal standards within a prescribed timeline. • Failure to do so may result in the initiation of processes (Part I tickets, Part III charges) pursuant to the POA as outlined and costs for carrying out the remedial work may be added to the tax roll. • The majority of the Town's bylaws do not currently have appeal provisions to address administrative orders (Property Standards excepted) and the POA processes involving fines and appeals are neither efficient or effective being subject to both lengthy delays and limited resources with substantial 	<ul style="list-style-type: none"> • With the implementation of AMP's if a person in receipt of a work order issued wishes to dispute the order, they may subject to the payment of a fee to the Town, appeal to the Hearings Officer, an impartial third party appointed by Town Council, by following the steps outlined in the by-law. • The authorities and requirements of the Hearings Officer and the Town are also established within the by-law. In most cases, an appeal of a work order does not operate as a "stay" of the order. • The Town may continue to issue penalties and/or undertake corrective action while utilizing the benefits of the most efficient and effective AMP system. 	

	expense for prosecution and limited recovery of costs.		
Summary of Improvements /Efficiencies	<i>The ability to dispute/appeal an administrative order is an important aspect of a fair and transparent process. Pursuant to an AMP system, a person may appeal to a Hearings Officer for an impartial review. The Hearings Officer may confirm, rescind or modify the Order. Appeals of this nature offer a new level of customer service and accountability while encouraging compliance with municipal standards.</i>		

Administrative Monetary Penalty System (AMPS)
Screening Review Officer and Hearing Review Officer
Responsibilities and Qualifications

Screening Review Officer Responsibilities

- all powers of review and power of decision in the review of an administrative penalty, as set out in the AMPS by-law
- power of decision to extend the time to request a review of an administrative penalty, upon proper application, and in accordance with established AMPS policy, procedures and guidelines
- power of decision to affirm, cancel, reduce or extend the time for payment of an administrative penalty, in accordance with established AMPS policy, procedures and guidelines
- review all materials filed with each application
- conduct written mediations, where appropriate
- preside over written screening reviews and render decisions based on the information presented in a timely manner as outlined in the established AMPS policy, procedures and/or guidelines.

Screening Review Officer Qualifications

- must be knowledgeable in the fields of municipal law and/or municipal law enforcement in the Province of Ontario
- experience in adjudication and mediation
- knowledge and/or experience with the City's by-laws
- excellent listening skills and the ability to analyze complex information received
- sound judgement, tact, fairness, and decorum
- ability to issue clear and concise written decisions
- demonstrated high ethical standards and integrity
- ability to work under pressure to ensure timely decisions
- respect for access to justice, diversity, and accommodation
- demonstrated leadership and administrative skills
- demonstrated ability to work effectively with others
- computer proficiency

Hearing Review Officer Responsibilities

- all powers of review and power of decision in the review of a Screening Decision, as set out in the AMPS by-law
- power of decision to extend the time to request a review of a Screening Decision, upon proper application, and in accordance with established AMPS policy, procedures and guidelines
- power to conduct a hearing in accordance with the *Statutory Powers and Procedures Act*, including not making any decision respecting a review of a Screening Decision unless the Person (with the Penalty Notice) and the City have an opportunity to be heard at the scheduled hearing of the review
- power of decision to affirm the Screening Decision, or cancel, reduce or extend the time for payment of an administrative penalty, in accordance with established AMPS policy, procedures and guidelines, with any such decision being final
- review materials filed with each application they hear;
- conduct written mediations, where appropriate
- preside over hearings and render written decisions based on the information presented

Hearing Review Officer Qualifications

- must be knowledgeable in the fields of municipal law and/or municipal law enforcement in the Province of Ontario
- experience in adjudication and mediation
- knowledge and/or experience with the City's by-laws
- excellent listening skills and the ability to analyze complex information received
- sound judgement, tact, fairness, and decorum
- ability to issue clear and concise decisions
- demonstrated high ethical standards and integrity
- ability to work under pressure to ensure timely decisions
- respect for access to justice, diversity, and accommodation
- demonstrated leadership and administrative skills
- demonstrated ability to work effectively with others
- computer proficiency

Administrative Monetary Penalties Implementation Communications Strategy

Background

On Jan. 1, 2007, Bill 130, the Municipal Statute Law Amendment Act, 2006, significantly amended the Act in relation to licensing and enforcement. One of the changes was to specifically permit systems of administrative monetary penalties for licensing by-laws and for parking by-laws. Staff have studied this option and have recommended that Council adopt an Administrative Monetary Penalties System for non-parking by-law infractions.

An Administrative Penalty is a penalty given to an offender within the context of an administrative process rather than a judicial process. This means that an offence will be handled through an administrative process instead of through the provincial courts.

Communications goals

- Drive familiarity before and after launch date to educate the public and alleviate burden on staff following the launch
- Provide easily digestible instructions on how to pay AMPs and on the appeal process

Key dates

January 1, 2025 – AMPs Launch Date

Audiences

- Council
- SMT
- General public
- Residents and visitors who receive tickets
- POA Court staff

Communication Leads

The Clerk's Department, in collaboration with the Building and By-law Services Department will lead the communication efforts regarding the implementation of AMPS.

Administrative Monetary Penalties Implementation Communications Strategy

Strategies

Tactic	Audience	Details	Timing
Staff Reports	General Committee, Council	Outline AMPS implementation, resources required, expected impact etc. Seek authorization to proceed with AMPS implementation January 2025	September
Memo to SMT	SMT	Outline AMPS implementation, resources required, expected impact etc. Develop FAQ with SMT input.	October Ongoing
Memo to all staff	SMT	Overview of AMPS system, launch timeline, website information, where to direct inquiries, FAQ	November Ongoing
Letter to legal	John Simpson Tony Fleming	Provide notice to J. Simpson and T. Fleming re City's implementation of AMPS.	October 2024
Email memo/letter to POA	UCLG POA Office	Communication to UCLG POA Office that City will be implementing AMPS.	November 2024
Update Website/webpages	All	Update web content to explain AMPS process, payment options and appeals, FAQ. Revamp pages with customer-centric info, make navigation easier, i	November 2024
Social Media	All	Direct readers to website for more info; publish multiple times leading up to launch date	November and December 2024
Public Information Session	All	Host a Public Information Session in Council Chambers and/or the BPL; provide a brief presentation and then allow for a Q&A period about AMPS implementation	November 2024



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number:	2024-170
Subject:	Request for 4-Way Stops, Water St. West and Ormond St.

Recommendation

THAT the applicable schedules of the Traffic By-law 21-93, be amended to reflect the recommendations by staff to modify the traffic devices and street configurations at the intersection of Ormond Street and Charlotte Place/Front Avenue and the intersection of Water Street and Apple Street, in accordance with the Manual of Uniform Traffic Control Devices for Canada; and

THAT expenses in the amount of \$15,962 to implement the recommendations of staff be approved and be funded by Reserves.

Background

During the General Committee meeting of June 2024 under New Business, a motion was made by Mayor Wren that was carried by members of the General Committee. The motion was:

THAT staff be directed to establish a Four Way Stop at Ormond Street and Charlotte Place/Front Avenue and Water Street and Apple Street and report back to the General Committee in September with a recommendation for approval.

Staff have evaluated the available traffic data at the two identified intersections. Staff have prepared the following staff report with recommendations of appropriate measures to address the complaints by residents at the two identified intersections. The recommended measures recommended by staff are in accordance with road applications that comply with the Manual of Uniform Traffic Control Devices for Canada.

The objective of this report is to obtain direction to proceed with an appropriate road treatment to resolve the resident complaints associated with the two identified intersections.

Analysis

Conversation leading up the approved motion attributed the requested traffic changes to address safety concerns from local residents. The motion identified two (2) intersections:

1. The intersection of Ormond Street and Charlotte Place
2. The intersection of Water Street West and Apple Street

Complaints by Local Residents:

With regards to the intersection of Ormond Street and Charlotte Place, local residents of Charlotte Place have indicated challenges with safely crossing Ormond St. The complaint referred to a lack of motorists yielding to pedestrians waiting to cross Ormond Street at the intersection courtesy cross walks.

As it relates to the intersection of Water Street West and Apple Street, local residents have indicated challenges with regards to the poor sightlines for southbound vehicles of the intersection. The challenging lines of site for motorists are a result of existing buildings at the intersection having no setback from the sidewalk, which exists in several locations along Water St. It can be observed that southbound vehicles on Apple St. need to encroach into Water St. at the intersection to visually confirm oncoming traffic on Water St.

The motion to install an all-way stop at both of the identified intersections would have the net result of mitigating the identified challenges communicated by local residents. However, the application of an all-way stop would also encompass several negative impacts to traffic which overshadow the desired outcomes.

In all instances related to traffic controls or applications road treatments, staff refer to traffic data to apply traffic engineering principles and consider regulatory standards, specifically the Manual of Uniform Traffic Control Devices for Canada (MUTCD) to recommend any road treatments. The MUTCD dictates the appropriate application of devices at all intersections based on quantifiable measurements and statistics. Suitable application of traffic devices provides compromise of achieving the desired mitigating effects while maintaining both pedestrian needs and vehicle traffic.

Applicable Data:

The City has collected traffic data through an ongoing traffic counting and speed measurement and review program. As it relates to the two identified intersections, staff were able to reference recent data and summarize the following applicable data:

- The intersection of Ormond Street and Charlotte Place:
 - Traffic counts were completed as follows:
 - Ormond St. at Pearl St. in 2022
 - Ormond St. at Central Ave. in 2022
 - The calculated average daily traffic is 3,778 to 5,629 vehicles per day
- The intersection of Water Street West and Apple Street:
 - Traffic counts were completed in 2023
 - The calculated average daily traffic is 2,147 to 2,322 vehicles per day.
 - Speed studies were complete in 2024 on Water St.
 - The average speed was 32 km/h
 - The average amount of speeding is between 2-4% of motorists

Evaluation and Application of All-Way Stops:

The deployment of all-way stops and/or signalized stops is specifically designed to facilitate turning motions and regulate intersecting vehicle traffic that meets minimum volume. Primarily, controlled intersections are warranted by metrics like prolonged wait times for vehicles to complete turning motions at intersections. Although an all-way stop has the effect of standardizing all traffic motions in all directions, all-way stops have the negative effect of stopping all traffic of the predominant street, in both directions. When evaluating traffic design, impeding predominant traffic is an undesirable attribute.

Recommended Modifications:

1. Intersection of Ormond Street and Charlotte Place:

Staff have reviewed the available traffic count data of the intersection of Ormond St. which does not indicate problems with either traffic congestion or turning movements at this intersection. Data at this point does not justify the installation of an all-way stop. Considering the traffic design in this location, including the presence of the hospital on Ormond St. staff suggest that the addition of a perpetual vehicle stop impediment to all north-south vehicle traffic on Ormond would be an undue impairment to the function and service of Ormond St.

Installation of stop on Ormond St. at Charlotte Place is estimated to affect approximately 5,600 vehicles per day with the net effect of increasing noise and pollution due to vehicle acceleration. Staff do not recommend addition modification to the predominant north-south vehicle traffic at this intersection, such as an all-way stop.

To improve the reported issues with pedestrian crossing on Ormond St. staff recommend the prescriptive solutions to install a Level II, Type C, pedestrian activated, illuminated, pedestrian cross-over (PXO). The installation of a PXO is prescribed in the MUTCD and

has already been employed further north on Ormond St. at Bramshot Park. The installation of an illuminated PXO provides a pedestrian activated flashing signal to accommodates pedestrian needs for crossing without undue perpetual interruption of predominant vehicle traffic.

An illustration of a Level II, Type C PXO is shown below:



2. Intersection of Water Street and Apple Street:

Recent traffic count data speed study data on Water St. do not indicate problems with either traffic congestion, turning movements or speeding at this intersection. As such, staff do not recommend applying additional traffic control devices or road applications.

The challenge communicated by residents at the intersection of Water Street and Apple Street is the poor line of sight for southbound vehicles on Apple St. The installation of an all-way stop at this intersection as suggested will not improve the physical elements of the intersection or reduce the need to encroach into the intersection from Apple St. Installation of an all-way stop at the intersection will have the negative effect of causing all east-west traffic on Water St. to stop. This will affect approximately 2,300 vehicles per day and have the net effect of increasing noise and pollution due to vehicle acceleration.

To improve the existing issues with lines of sight of the intersection, staff propose that Apple St. to be modified to a northbound one-way street. The adjacent southbound one-way traffic on St. Andrew St. directly to the east would compliment this modification. To the west, Home St. is a larger boulevard, two-way street servicing traffic in both directions as well as parking. Apple St. is currently configured for north-bound traffic with respect to parking configuration, signage, pedestrian traffic and adequate boulevard width to accommodate snow storage in the winter. This modification can be complete with existing staff at low cost.

Modification Process:

Pending Council approval to amend the applicable schedules of Traffic By-law 21-93, as it relates to the designated locations. Staff will proceed to install new signage, provide

the required road line painting and notify the public. Costs associated with completing the recommended modifications is summarized in the Financial Considerations portion of this report.

Authority:

Council is the representative road authority for traffic in the municipality and as such has the sole authority to amend the schedules of Traffic By-law 21-93. In order to implement the recommended modifications to the designated locations, Council approval is required to enact amendments to the Bylaw.

Alternatives

As an alternative to staff recommendations, Council having the sole authority to modify Traffic By-law 21-93, may choose not to proceed with the recommendations of staff and direct staff to proceed with installation of an all-way stop at both the intersection of Ormond Street and Charlotte Place and the intersection of Water Street West and Apple Street.

To implement all-way stops at these intersections will require similar steps as to complete the recommended changes proposed by staff:

1. Council would need to amend the applicable schedules of Traffic By-law
 - a. Schedule III Four-way (All-way) stops will need to be amended to include both intersections.
2. Public Works staff would proceed to install the new signage, including:
 - a. Purchasing the new signs and signposts
 - b. Obtaining utility locates
 - c. Installation of new signage
3. Road painting as required
4. Send public notification

The total approximate costs to convert both intersections to an all-way stop is \$1,712.

Financial Implications

The costs to complete the road treatments as recommended by staff are as follows:

- Install a new Level II, Type C, pedestrian activated, illuminated pedestrian cross over at intersection of Ormond Street and Charlotte Place is approximately \$15,557.
- Change Apple St. to a northbound only one-way street is approximately \$405

The total estimated cost to complete the road modifications as recommended by staff is \$15,962.

Completing this work was not included as part of the 2024 operating budget. Staff recommend that if Council approves the scope of work to be complete, the work be funded by reserves.

Policy Alignment

Council approval is required to amend City By-laws. Provided Council approve an amendment to Traffic By-law 21-93, and the associated Schedules, an effective date would dictate the timeline for implementation of any changes to City streets.

Conclusion

Staff have reviewed the traffic data at these intersections and do not recommend installation of all-way stops as an appropriate road traffic treatment to address the challenges identified by residents.

Staff have recommended road treatments and modifications that would appropriately address the challenges identified by residents and are in accordance with the Manual of Uniform Traffic Control Devices of Canada. The solutions recommended by staff are as follows:

- Install a Level II, Type C illuminated pedestrian crossover (PXO) at the intersection of Ormond Street and Charlotte Place to assist with pedestrians crossing Ormond St. at the intersection.
- Convert Apple St. to a northbound, one-way street to remove the challenges with line of site for southbound vehicles at the intersection of Water Street West and Apple Street.

Approved by:

Phil Wood, Director of Operations

Status:

Approved - 12 Sep 2024

Matthew Locke, Supervisor of Transportation & Fleet Services

Approved - 12 Sep 2024

Chrissy Ward, Supervisor of Finance

Approved - 12 Sep 2024

Sandra MacDonald, City Manager

Approved - 13 Sep 2024



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Phil Wood, Director of Operations Vince Wijsman, Arenas and Facilities Supervisor
Report Number:	2024-155
Subject:	Brockville Memorial Center Roof Condition Assessment

Recommendation

THAT approval be provided to complete repairs to flat roofs 3 and 4 on the Memorial Center in an amount of \$100,000 funded by reserves and in accordance with the City Procurement Policy; and

THAT staff be directed to include a capital project to replace the large metal roof on the Memorial Center including proposed funding source as part of the 2025 Capital Budget.

Background

The design of the future Multi-Use Recreational Facility (MURF) has included detailed analysis of the existing roof sections of the Brockville Memorial Center. The Memorial Center roofs vary in construction, condition and year in service. All existing roofs are in poor condition with observable leaking.

Repair and replacement of the separate roof sections had been postponed to ensure any work was done in accordance with the future plans for the larger MURF project. With the MURF design complete and further indication that replacement of the roof sections can be done independently of the other scopes of the project, staff recommend that these roofs be done as a priority to fix/stop leaking and harmful water infiltration.

The objective of this staff report is to provide detailed roof condition reports and obtain Council approval to:

- Repair to the smaller flat built-up roof portions at the rear of the building; and
- Prioritize the replacement of the primary metal roof section as a 2025 capital project

Analysis

Consultants:

The Garland Company Inc. (Garland) is a roofing specialist that provide specification, product specialty, assessment and inspection services for complex roofing systems. IDEA/N45 are the architectural and engineering consultant contracted by the City to produce the detailed design of the MURF project. IDEA/N45 have worked with staff and Garland to assess the construction makeup of the existing roof structures at the Memorial Center and provide detailed summary and condition assessment. The summary reports indicate the effect the roof condition has on the existing Memorial Center structural members.

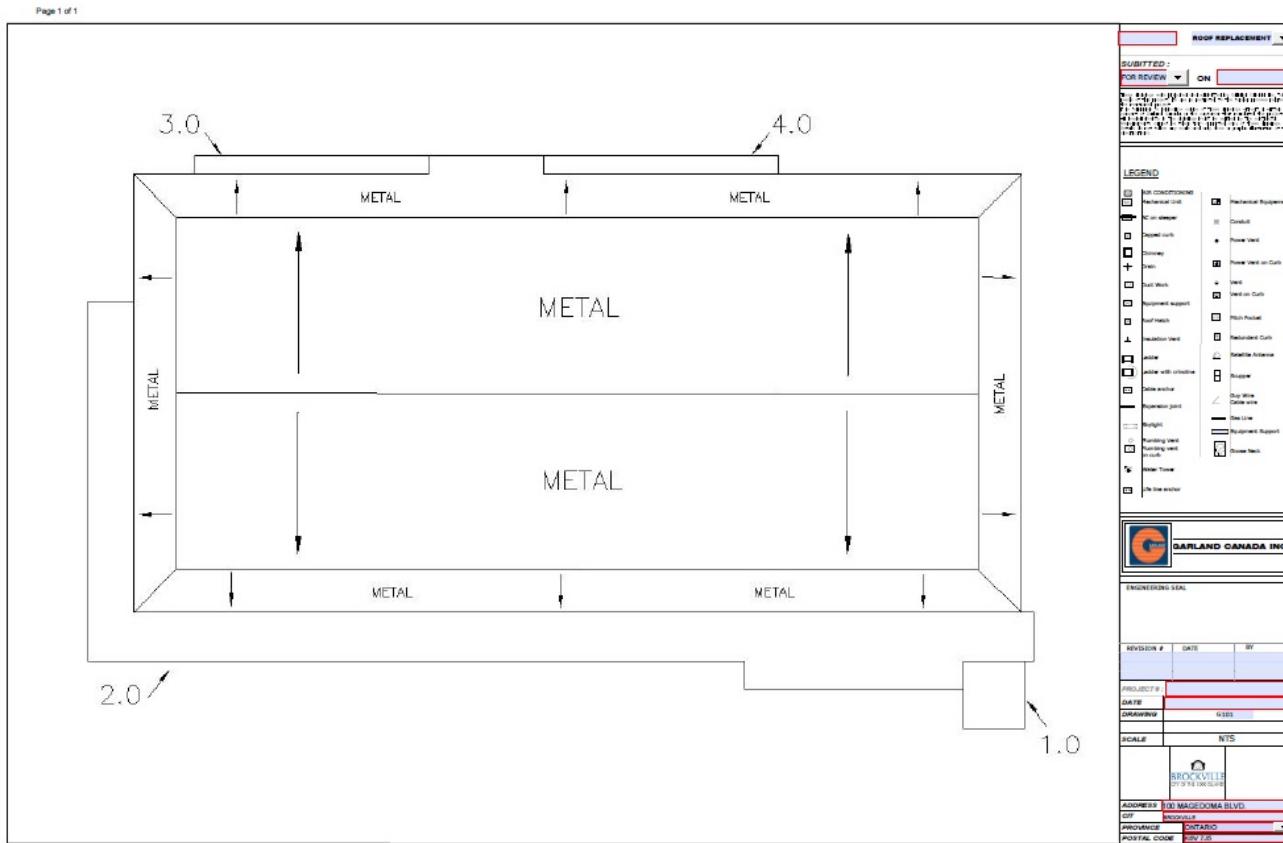
Garland, working with IDEA/N45 have conducted detailed inspections on the Memorial Center roof sections and summarized specific problems based on the inspections in two detailed reports.

Memorial Center Roof Construction:

The Memorial Center is constructed with three distinct roof sections. The roof sections are as follows:

1. The two front roof section 1 & 2, constructed as a flat built-up roof
2. The center and primary metal roof section, constructed as a pre-engineered steel structure
3. The two rear roofs 3 & 4 constructed as smaller flat built-up roofs

The Memorial Center was constructed in 1981. Roof sections 3 and 4 as well as the primary metal roof section are original to the 1981 construction. The identified roof sections have had repairs and modifications done as required.



Condition Assessment:

As detailed in the report by Garland, both the rear roof sections 3 & 4 and the primary metal roof section are the original construction, in service for 43 years. The identified roof sections are failed with compromising leaks that are progressively worsening.

On-site testing has confirmed that the insulation below the roofing system(s) has been infiltrated with moisture that was measurable at the time of inspection.

Options for Corrective Actions:

The report provides several options for replacement for the roof sections which are summarized below:

1. Roof sections 3 & 4:

- Option #1 - Repair
 - Provides no guarantee or warranty
 - Estimated at 35% of the cost of replacement with a 30-year roof system
- Option #2 - Replacement (20-year roof system)
 - Provides a 20-year guarantee
 - Estimated at 75% of the cost of replacement with a 30-year roof system

- Options #3 - Replacement (30-year roof system)
 - Provides a 30-year guarantee
 - Estimated cost of \$100,000

Staff recommend approval of replacement of roof sections 3 & 4 with a 30-year roof system, Option #3, as the best value. Staff recommend commencing this work as soon as possible.

2. Primary metal roof section:

The report from Garland provided two primary options which are complete roof removal and replacement or retrofit of the roof in-place.

- Option #1 - Replacement
 - Entails complete removal of metal roof clad and associated hardware
 - Inspection of structural members
 - Surface preparation, addressing any corrosion or other irregularities
 - Installation of new metal roof and insulation
 - Provides a 30-year warranty
 - Has an estimated cost of \$1.66 million
 - Detailed cost analysis provided by IDEA/N45
- Option #2 - Retrofit
 - Entails installing a metal spacer across the existing metal roof structure
 - Leaves existing roof in place
 - Requires additional structural analysis to ensure existing roof can bear the additional weight of an in-situ retrofit
 - New insulation material installed on top of existing roof between metal spacer (3-Options provided by Garland)
 - New roof materials are installed on top of the new insulation and metal spacers results in appealing appearance and finish
 - Option 1 (Standing metal seam)
 - Estimated cost of \$3,100,000, 30-year warranty
 - Option 2 (Fibrated Aluminized Modified Bitumen Membrane)
 - Estimated cost of \$2,500,000, 25-year warranty
 - Option 3 (Modified Bitumen Membrane)
 - Estimated cost of \$2,200,000, 15-year warranty

Additional Considerations:

The primary metal roof of the Memorial Center needs to be complete in 2025 as a priority. The costs associated with the replacement of the primary metal roof was part of the scope of work and cost estimates presented to Council for the overall MURF project. If the Memorial Center roof work is complete prior to the undertaking of the larger MURF construction project, those costs will be a reduction of the overall MURF project that

follows. Addressing the primary metal roof is required to resolve the current water infiltration and leaking at the Memorial Center.

The common factor for all options to replace or retrofit roofing requires the removal of the existing solar panels. Solar panels can be sold or stored as spares for other locations at the Gord Watts Municipal Center (GWMC). The estimate to decommission and remove the solar panels is estimated at approximate \$250,000 and is included in the estimated \$1.66 million dollar cost to replace the primary metal roof.

Option #1 to replace the whole of the metal roof is the most complete solution. This method permits the installers to visually inspect structural members and make any remedial repairs. During replacement, all current insulation made wet by the existing leaks is removed and replaced. Removal of the metal roof system does expose the interior of the building to weather although controls to mitigate this will be taken.

Options #2 thru 4 are solutions that are built on top of the existing metal roof. As such, the existing metal roof would be left in place and a new layer of insulation new leak-proofing separation is installed. These optional methods are also more cost effective and vary in their respective aesthetic finish and longevity. Consideration needs to also be placed on the additional weight to the roof applied by each option. IDEA/N45 are undertaking the structural studies needed to confirm what the bearing capacity of the roof structure to determine which retrofit options can be considered.

Staff recommend that a capital project proposal be included in the 2025 capital budget, and that approval be given to expedite the tender of the work such that the preferred roof work method begin as soon as ice is removed in April of 2025.

Financial Implications

The estimated costs associated with the presented options are summarized below:

1. Roof sections 3 & 4:

- Option #1 - \$35,000 - Repair (No warranty)
- Option #2 - \$75,000 - Replacement (20-year roof system)
- Option #3 - \$100,000 - Replacement (30-year roof system)

2. Primary metal roof section:

- Option #1 - \$1,660,000 - Replacement, 30-year warranty
- Option #2 - \$3,100,000 - Retrofit (Standing metal seam), 30-year warranty
- Option #3 - \$2,500,000 - Retrofit (Aluminized MBM), 25-year warranty
- Option #4 - \$2,200,000 - Retrofit (Bitumen Membrane), 15-year warranty

Policy Alignment

In accordance with Budgetary Control Policy POL.F.20.181, sections 1 - Sole Authority, 2 - Pre-Budget, 4 - Capital Budget, and 5 - Reporting:

- Council has the sole authority for approving funding for capital projects
- Council approval is required to purchase capital items prior to passing the budget
- Council authorization is required for additional expenditures
- Council approval is required for expenditures outside of the annual budget process

Contingent on approval of the proposed scope(s) of work, additional expenditures and capital items prior to passing the budget, any procurement related to roof replacement at the Memorial Center shall be in accordance with the Budgetary Control Policy POL.F.20.139, and Procurement Policy POL.F.20.139.

Conclusion

As part of the MURF project, IDEA/N45 have reviewed the conditions of roofs at the Memorial Centre. IDEA/N45 have worked together with Garland Inc. to provide detailed assessment and recommended options for repair and replacement.

In accordance with the reports from Garland Inc. and IDEA/N45, staff recommend approval of the following:

- Roof sections 3 & 4, flat roofs at the rear of the Memorial Centre be replaced with a 30-year roof system with a cost estimate of \$100,000 as soon as possible.
- The replacement of the primary metal roof section be approved by Council as part of the 2025 Capital budget with a cost estimate for this work of \$1.66 million and, that staff expedite the procurement prior to budget to ensure the work is complete during the summer of 2025.

Approved by:

Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:

Approved - 12 Sep 2024
Approved - 12 Sep 2024

Attachments:

[Garland Report - Brockville Memorial Centre - Primary Metal Roof](#)
[Garland Report - Brockville Memorial Civic Centre - Roof 3.0, 4.0](#)

The Garland Company, Inc.

Roof Asset Management Program



ROOF REPORT

Prepared By
Ryan Kinch

Prepared For
CITY OF BROCKVILLE

February 04, 2024

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Client Data



CITY OF BROCKVILLE
1 KING ST W
BROCKVILLE, ONTARIO K6V 7A5



Client Data

Name	City of Brockville		
Address 1	1 King St W		
City	Brockville	Province	Ontario
Postal	K6V 7A5	Country	Canada

Contact Info

Contact Person	Vince WIJSMAN	Title	-
Mobile Phone:	(613) 342-8772	Office Phone:	(613) 342-8772
Email:	vwijsman@brockville.com		



GARLAND CANADA INC.

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NATIONWIDE: 800-387-5991
www.garlandcanada.com

Building Owner: City of Brockville
1 King St W
Brockville, Ontario
K6V 7A5

Ryan Kinch
Garland Canada Inc.
Kingston, Ontario
Email: rkinch@garlandcanada.com
Mobile: (613) 805 7691

Contact: Vince Wijsman
Supervisor- Arena and Facilities

Location: Brockville Memorial Civic Centre
100 Magedoma Blvd.
Brockville, Ontario

Date: February 4th, 2024

To Whom It May Concern,

In order to provide you with a condition assessment & capital budgets for the roofs reviewed at the Brockville Memorial Centre, the following information is provided based on a complete visual inspection.

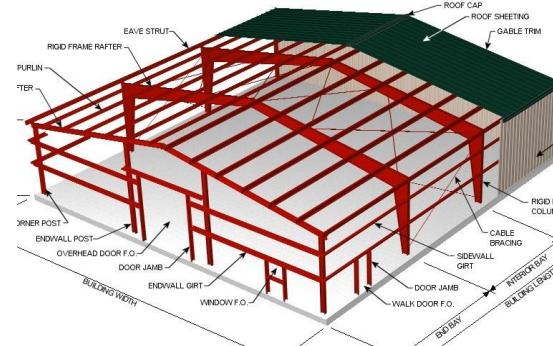


Figure 1 Example Pre-Engineered Structure

Budget prices are for assistance with selecting the desired new roof and are not quotes. Quotes can be acquired upon approval of budgets and selection of roof type by a tender process. Garland Canada will include the following services as required for the City of Brockville:

1. Identify Customer needs and concerns
 2. Comprehensive visual inspections and survey of building envelope system
 3. Subsequent analytical testing, such as an infrared moisture scans, core analysis, on-site field testing or laboratory evaluation
 4. Detailed report outlining building conditions and concerns, including supporting documentation and photographs.
 5. Comparative analysis of recommended solutions
 6. Assistance prioritizing recommended work to satisfy performance and budgetary requirements
 7. Assistance preparing construction documents, including comprehensive design of roof and wall assemblies, custom details and specifications
 8. Recommendation of pre-approved Garland authorized contractors
 9. Project Management services to facilitate project budgeting, scheduling and logistics
 10. Assistance interpreting building code requirements for each project
 11. Installation monitoring to ensure Garland roof and wall systems are installed as designed and specified to provide long-term performance
 12. Long-term comprehensive guarantee of leak-free performance





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NATIONWIDE: 800-387-5991

www.garlandcanada.com

Roof Type & Construction:

*Arena – Trapezoidal Panel over Fiberglass blanket insulation
Pre-engineered steel structure*

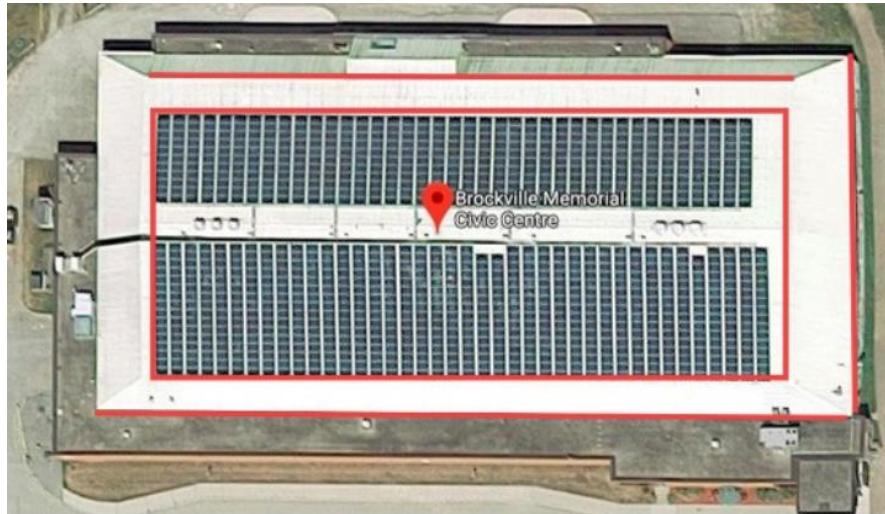
Findings:

Overall Condition: Failed

Age: Constructed 1981, Metal Roof Panels believed to be original (43 years). Coating applied pre-solar panel installation 2010 (14 years).

Source: Google Earth Pro

Leaks have been reported on this roof for close to a decade, post solar panel installation, with various attempts made in the past to seal visible openings on metal roof details.



Continual leak inspection and minor repairs have been completed over this time in an attempt to limit the leaks, however the installation of solar panels over the majority of the roof area has created a scenario where the conditions of the roof are unknown and repairs cannot be performed without removing a large number of solar panels. The installation of the solar panels did not include a proper waterproofing detail. The panel mounting brackets were simply fastened through a through fastened metal system leaving a large quantity of holes in the roof throughout. The current roof area not covered by solar panels is limited. Within this limited area the condition of the roof is failed. Various conditions exist including splits in the reinforcing mesh, open seams, failed metal overlap seams, damaged metal panels, improper flashing conditions, missing eavestroughs, damaged & missing snow guard, open eave details, missing foam gaskets, drains blocked with debris and metal finish coat in poor condition.

There are several areas of concern within the arena that were pointed out during the February 2024 leak inspection. Since the May 2023 leak inspection, the quantity of leaks has increased as well as the severity. There appear to be several leaks along the areas indicated by red lines, all appear to be at roof transitions. On the south side of the building the leaks follow the transition from the metal sloped roof to the flat roof section. On the north side they follow a transition of elevation change in the seam of the metal panels. At the eastern edge there are leaks that follow the roof edge. The rectangle indicated in the photo represents multiple ongoing leaks above the rinks surface that work their way through the interior insulation and 250 feet of preventative eavestrough concealed above the insulation, down to the ice. The condition of the sloped metal roof section is poor as per the inspection performed in 2023. Further photos have been added to the report showing up to date interior conditions as of February 1, 2024.

See photo report below showing site conditions in depth.





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SCOPE #1 -- **RECOMMENDED SOLUTION -- RETROFIT:**

Retrofit over the existing metal roof system with infill insulation, new substrate, vapour barrier, insulation and roof system. Further details below.

Currently, the repairs seem to be utilizing resources inefficiently and demonstrating ineffectiveness. A new roof system is the only feasible option and should be applied as soon as budgets allow due to the increasingly poor performance of the roof.

ARENA SLOPED METAL ROOF ONLY:

Retrofit Systems Over Existing Metal Roofs

The goal of the following information is to compare commonly used methods of retrofitting existing metal roofs and determine which option the City would prefer to install on the Memorial Centre pre-engineered roof area. This project will be designed to provide a waterproof roof system, however with the intended use of the building remaining as an arena, any pre-existing condensation issues within the building may remain and shall not be in any way connected to the roof design, project or leak free warranty.



Why Retrofit?

Metal roofs have been documented to perform well and have a long service life. However, when an existing metal roof does reach the end of its service life, or is experiencing problems, it can either be repaired, reroofed, or retrofitted. Retrofitting (aka recovering) has many advantages over reroofing, including:

- Original roof provides temporary building interior protection during new roof installation
- Allows for building operations to continue
- Reduces landfill waste
- Reuses existing insulation and allows adding more insulation over the existing roof
- Provides a safer work surface than exposed existing secondary structural members
- Reduced cost
- The existing panels act as part of the structure. They hold the building diaphragm from twisting. If you remove the panels to install the same panels it is a risk.





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What are the Retrofit Options?

Adding dead load to the structure requires an engineer study to determine if the structure can withstand the applied loads. If the existing building's structure requires enhancement to accommodate the new roof retrofit system which can easily be achieved by adding a flange over the existing roof panel on each purlin as part of the retrofit buildup. Below are the suggested retrofit options:

1. Standing Seam Metal

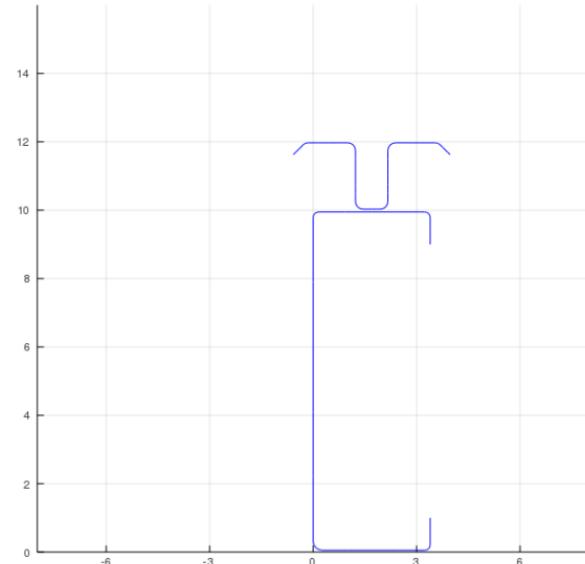
- Requires metal shop drawings which take 4 weeks to complete before an RFT can be issued. Stamped drawings by an engineer typically required for permits.
- Metal panels will be continuous from ridge to eave with no overlap seams required
- Standing seam metal panel with unlimited thermal movement
- 30 Year Leak Free Warranty

2. 2 ply Fibrated Aluminized Modified Bitumen Membrane

- Inherent advantages and proven performance of multi-ply protection with the strength, flexibility and elongation of elastomeric systems.
- No shop drawings required. Stamped drawings by an engineer typically required for permits.
- Solar Reflectance Index of 58 – Reduces roof temperatures of 15 degrees or more
- 25 Year Leak Free Warranty

3. 2 ply Sunburst Modified Bitumen Membrane

- Inherent advantages and proven performance of multi-ply protection with the strength, flexibility and elongation of elastomeric systems.
- No shop drawings required. Stamped drawings by an engineer typically required for permits.
- Solar Reflectance Index of 89 – Unmatched reflectivity for long-term protection and energy savings
- 15 Year Leak Free Warranty





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OPTION 1 DETAIL- Standing Seam Metal:

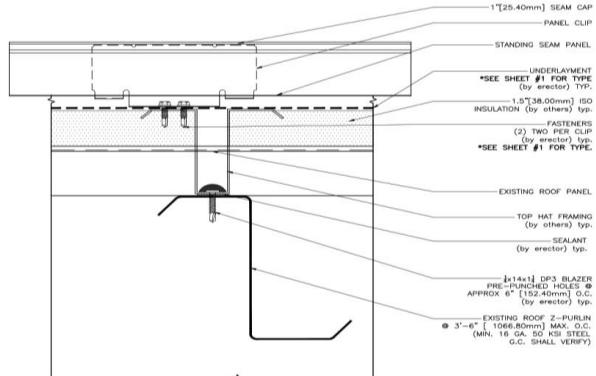
RECOMMENDED SOLUTION

A new standing seam metal roof is installed over the existing metal roof [Figure 1]. Metal roof retrofit is the highest cost option, however due to the longevity of metal roof systems, the expected life cycle is longest. Therefore, this roof will provide the lowest cost of ownership per year.

Panels to be continuous from ridge to eave, with no overlap joints.

Unlimited thermal movement.

Includes a 30-year leak free warranty by Garland Canada Inc.



1. Example of a metal over metal retrofit assembly.

Expected additional loading to existing structure is ~ +3lbs/ sq ft





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Standing Seam Metal Roof designed for unlimited thermal movement with no end overlap seams (one continuous panel) and conforming to ASTM E 2140 (Standard Test Method for Water Penetration of Metal Roof Panel Systems by Static Water Pressure Head).

Includes a 30 Year leak free, no dollar limit, non-prorated warranty covering material and labour.

Standing seam metal roofs are a popular choice for commercial applications due to their numerous benefits. These roofs consist of vertical metal panels that have raised seams that interlock, providing a distinct appearance and a range of advantages. Here are some benefits of using a standing seam metal roof in a commercial setting:

1. **Durability:** Metal roofs are known for their exceptional durability and longevity. They can withstand harsh weather conditions, including heavy rain, snow, hail, and high winds. This durability results in a longer lifespan compared to many other roofing materials.
2. **Weather Resistance:** Standing seam metal roofs provide excellent protection against water infiltration. The interlocking seams prevent water from seeping into the roof system, reducing the risk of leaks and water damage to the interior of the building.
3. **Fire Resistance:** Metal roofs are inherently fire-resistant, which can be a crucial feature in commercial buildings where fire safety is a priority.
4. **Low Maintenance:** Metal roofs require minimal maintenance compared to some other roofing materials. They are less susceptible to issues such as rot, mold, and insect damage that can affect traditional roofing materials.
5. **Energy Efficiency:** Metal roofs are highly reflective and can help reflect a significant portion of the sun's energy away from the building. This reflective property can lead to reduced cooling costs during hot weather, making them an energy-efficient option.
6. **Longevity:** Properly installed and maintained standing seam metal roofs can last 40-50 years or more, making them a long-term investment for commercial property owners.
7. **Design Flexibility:** Standing seam metal roofs come in a variety of colors, finishes, and profiles, allowing for design flexibility to match the aesthetic of the building. They can also be customized to fit complex architectural shapes and angles.
8. **Fast Installation:** Standing seam metal roofs are often pre-fabricated off-site, which can lead to faster installation times compared to some other roofing materials. This can be beneficial in minimizing disruptions to business operations during installation.
9. **Environmental Sustainability:** Metal roofing materials are recyclable, which can contribute to reducing the environmental impact of roofing materials. Additionally, the reflective properties of metal roofs can contribute to urban heat island reduction and energy conservation.
10. **Snow Shedding:** The smooth, sloped surface of standing seam metal roofs promotes the shedding of snow and ice, reducing the risk of excessive snow load buildup on the roof.
11. **Lightweight:** Metal roofing materials are relatively lightweight compared to some other roofing materials, reducing the load on the building's structure.





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- 12. Resale Value:** The durability, energy efficiency, and aesthetic appeal of standing seam metal roofs can enhance the overall value of a commercial property, making it an attractive feature for potential buyers or tenants.

When considering a standing seam metal roof for a commercial application, it's important to work with experienced professionals who specialize in metal roofing design & installation to ensure a waterproof final product and an appropriate material for your specific building and climate conditions.

Continuous Standing Seam Panels: No metal panel end lap seams will be required accompanied by a Garland 30-year leak free warranty. A metal roof panel that is continuous from ridge to eave offers several benefits when compared to other typical systems with overlap seams. Here are some of the advantages of continuous metal roof panels:

1. Enhanced Weather Resistance:

- Reduced Leak Potential: Continuous panels have fewer seams, which means fewer opportunities for water infiltration. This makes them more resistant to leaks and water damage, especially in areas prone to heavy rain, snow, or wind-driven rain.
- Better Wind Resistance: The lack of end overlap seams means that there are fewer weak points where strong winds can lift or damage the panels. Continuous panels are better at withstanding high winds and severe weather conditions.

2. Longevity and Durability:

- Reduced Maintenance: Continuous panels typically require less maintenance over time because they have fewer seams that can deteriorate or require resealing.
- Longer Lifespan: Metal roofing is known for its durability, and continuous panels can have a longer lifespan due to their reduced vulnerability to seam-related issues.

3. Aesthetic Appeal:

- Clean, Modern Look: Continuous panels offer a sleek and modern appearance with clean lines. They can enhance the overall aesthetics of a building and are often chosen for architectural designs where a smooth, unbroken look is desired.

- Fewer Visible Seams: With no end overlap seams, the roof looks more uniform, which can be particularly important for buildings where aesthetics matter.



Normal Rainfall Event
ASTM E1646

Pressure Result
5 gal./hr. per S.F. and Static
No Leakage
Pressure of 20.0 psf for 15 minutes



High Wind and Rainfall Event
AAMA 501.1 and TAS 100

Wind Speed	Simulated Rainfall	
35 mph	8.8 in./hr.	
70 mph	8.8 in./hr.	
90 mph	8.8 in./hr.	
110 mph	8.8 in./hr.	

No Panel Movement or Water Infiltration at any Wind Speed



Snow and Ice Build-Up/Melt,
Flooding Event
ASTM E 2140 and TAS 114

Test	Submersion Time	Results
ASTM E 2140 TAS 114	6 hours 7 days	No Leakage No Leakage





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6. Sustainability:

- Recyclability: Metal roofing materials are highly recyclable, making them an environmentally friendly choice. Continuous panels contribute to the sustainability of a building due to their long lifespan and recyclability.

PROJECT EXAMPLE:



Figure FULL LENGTH PANELS FROM RIDGE TO EAVE



Figure SPREADER BAR TO LIFT PANELS



Figure LIFTING PANELS TO ROOF



Figure PANELS STACKED ON ROOF

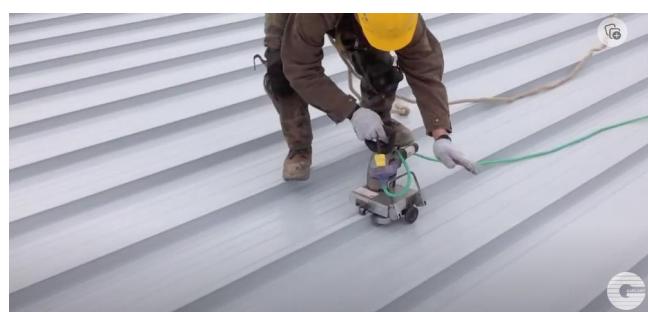


Figure RABBIT RUNNING DOWN SEAM CAPS



Figure FINAL ROOF PHOTO



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OPTION 2 Two Ply Fibrated Aluminized

Modified Bitumen Membrane: Membrane roof systems are also utilized for retrofits over existing metal roofs and have proven to be very cost effective while providing longevity.

Modified Bitumen Membrane roof retrofit offers a reflective solution with redundancy meaning less dependency on workmanship. A premium quality, high solids content, fibrated aluminum roof coating which is formulated with specially selected asphalts, oils and resins to combine the waterproofing capabilities of an asphalt roof coating with the reflectivity of aluminum paint.



Includes a 25-year leak free warranty by Garland Canada Inc.

Expected additional loading to existing structure is ~ +4.9 lbs/ sq ft





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OPTION 3 Two Ply Modified Bitumen Membrane Roof over Metal: Similar to option 2, this membrane retrofit is also a 2-ply membrane. The difference is in the cap membrane. With this option, a modified bitumen membrane with a highly reflective mineral cap is pre-manufactured. This will provide the most cost-effective option. These membranes have a proven track record as they have been used in the roofing industry for over 40 years and are known for their reliability due to their built-in redundancy.

Includes a 15-year leak free warranty by Garland Canada Inc.

Expected additional loading to existing structure is ~ +4.5 lbs/ sq ft





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BUDGET SUMMARY (Excluding HST):

ARENA ROOF RETROFIT

Roof Area	Option	Area (sq ft)	Warranty Length	Expected Budget
Arena Roof	1 Standing Seam	68,000	30	\$3,100,000
Arena Roof	2 Aluminized Mineral	68,000	25	\$2,500,000
Arena Roof	3 Sunburst Mineral	68,000	15	\$2,200,000

Interior protection, permits, solar panel re&re, engineering, new structural components per engineering, HVAC, removal of wet insulation on the underside, electrical and plumbing additional as required.

ADDED R-VALUE TO BE DETERMINED BY THE CITY. BUDGETS REFLECT AN ADDITIONAL R-VALUE OF R12.

The above additional items should be expected to cost a minimum of \$150,000 - \$250,000 and needs to be confirmed by the City.

SCOPE #2 – COMPLETE RE&RE OF ROOF SYSTEM:

Complete removal of existing metal roof & insulation down to metal structure. New insulation and metal roof system installed over the existing structure.

This method is very intrusive and will require the closure of the arena, along with an extensive interior protection setup. A large expense will be expected to re&re any utilities attached to the underside of the roof.

Scope of Work: Low Slope Metal Roof Removal and Replacement on a Pre-Engineered Building

1. Site Preparation:

- Erect temporary barriers on the interior to ensure a secure work area.
- Remove any utilities on the underside to allow the roof system removal.

2. Roof Inspection:

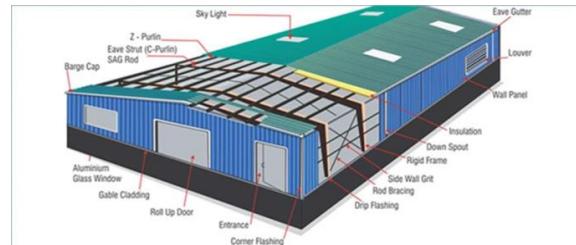
- Conduct a thorough inspection of the existing metal roof to assess its condition.
- Document and report any structural deficiencies, corrosion, or areas requiring special attention.

3. Material Selection:

- Install a new metal panel system capable of spanning the purlin spacing & withstanding all expected thermal movement of the building. A continuous panel from ridge to eave with a leak free warranty is desired to ensure a waterproof solution for the long term peace of mind operating this facility.

4. Demolition and Removal:

- Remove existing metal roofing panels systematically to minimize disruptions.
- Safely dispose of removed materials in accordance with environmental regulations.





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- Inspect and address any structural repairs or reinforcements as needed.

5. Surface Preparation:

- Inspect and prepare the underlying roof substrate for installation.
- Address any surface irregularities, rust, or corrosion.
- Apply necessary coatings or primers to enhance adhesion.

6. New Roof Installation:

- Install or upgrade insulation materials to meet energy efficiency requirements.
- Install new low slope metal roofing system according to manufacturer guidelines and project specifications.
- Ensure proper alignment, fastening, and sealing of roofing panels.
- Implement best practices for flashing details, edge treatments, and penetrations.

7. Flashing and Trim Installation:

- Fabricate and install flashing details around roof penetrations, edges, and transitions.
- Install trim components for a finished and watertight appearance.

8. Quality Control and Testing:

- Conduct quality control inspections daily to ensure installation per manufacturer's requirements.

9. Final Inspection and Client Walkthrough:

- Conduct a final inspection of the completed metal roof installation.
- Schedule a walkthrough with the client to address any questions, provide maintenance guidelines, and ensure satisfaction.



ARENA ROOF COMPLETE REMOVAL DOWN TO STRUCTURE

Roof Area	Option	Area (sq ft)	Warranty Length	Expected Budget
Arena Roof	Standing Seam	68,000	30	\$5,000,000

Interior protection, permits, solar panel re&re, engineering, new structural components per engineering, HVAC, electrical and plumbing additional as required.

The above additional items should be expected to cost a minimum of \$300,000 - \$400,000 and needs to be confirmed by the City.

NEXT STEPS: Once the City has reviewed and considered the options outlined above, the next expected steps will be as follows:

- City Council and integral employees consider capital budget parameters for the project and selects the year in which the project(s) will be performed
- City provides their approval to Garland Canada Inc. to proceed with procuring the project as outlined in this report and provides feedback regarding approved budget parameters and expected project outcomes
- Garland Canada Inc. engages and assists local professional A&E firms as required to establish engineered construction drawings, plans and specifications





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- The scope development and execution must adhere to Ontario building code and other applicable international codes.
- Develop a bidding document to attain local firm subcontractor pricing with all savings passed onto the Owner.
 - Garland will provide the City with a Guaranteed Maximum Price proposal via the Kinetic GPO project based on the final engineered construction documents, sub-contractor pricing and all other components of the project.
 - All Kinetic contracts are awarded using a competitive solicitation consistent with Chapter 5 of the Canadian Free Trade Agreement (CFTA) and other international trade agreements. There are no fees to join the Kinetic program and the contracts are completely voluntary. Members benefit from savings, compliance and efficiency in the procurement process.
 - Transparency provided with all tender information available to be reviewed by the City, including line items for labour, materials, overhead, profit, and contingency. Net pricing competitively tendered with high quality contractors.
 - Turnkey complete accountability for the design assistance and installation of complex exterior roofing and waterproofing projects.
 - Stringent pre-qualification certifications and education for all subcontractors, combined with timely inspections of work in progress and complete management of all roofing projects. Proper installation is essential to the long-term integrity of every roof system. The Garland commitment to the most stringent roofing application guidelines begins with our authorized roofing contractor program. As a provider of the highest quality, commercial roofing products, Garland also provides comprehensive support services to ensure that our roofing solutions provide their warranted performance.
 - With Garland as your General Manager, we will assume complete accountability for all aspects of your roofing project management, including but not limited to:
 - The pre-approval of all roofing contractors
 - Pre-bid meetings
 - Pre-construction meetings on an as-needed basis
 - Coordination of all roof-related subcontractors
 - Daily inspections during roof construction projects
 - Weekly progress reports to the appropriate authorities on inspection results, using our Roof Asset Management Program
 - Additional technical support on an as-needed basis
 - Final inspection and contractor punch list
 - Various term NDL leak free warranties available covering labour and material
 - No charge annual inspections for the life of the roof

I trust this provides you the required information. If you would like further clarification or more detail on any of these items, please do not hesitate to contact me.

Sincerely,

Ryan Kinch
rkinch@garlandcanada.com
613 805 7691





Inspection Report



CITY OF BROCKVILLE
1 KING ST W
BROCKVILLE, ONTARIO K6V 7A5

FACILITY: Memorial Centre	ROOF SECTION: Metal Roof	DATE: 02/01/2024
---------------------------	--------------------------	------------------

Inspection Information

Inspection Date	02/01/2024	Core Data	No
Inspection Type	Visual Inspection	Leakage	Yes

Perimeter

Rating	Poor
Condition	

Field

Rating	Poor
Condition	

Overall

Rating	Poor
Condition	<p>The following report outlines the leak inspection performed by Garland Canada on January 31, 2024. The inspection was refined to the interior of the building but photos from the 2023 roof inspection have been included.</p> <p>The overall condition of the roof is poor due to the severity of water penetrating the roof system throughout the entire building, as detailed in the report below the coating on the sloped metal roof panels is failing as well as failure points at multiple transitions throughout.</p>



(1) There are several areas of concern within the arena that were pointed out during the inspection. There appear to be several leaks along the areas indicated by red lines, all appear to be at roof transitions. On the south side of the building the leaks follow the transition from the metal sloped roof to the flat roof section. On the north side they follow a transition of elevation change in the seam of the metal panels. At the eastern edge there are leaks that follow the roof edge. The rectangle indicated in the photo represents multiple on going leaks above the rinks surface that work their way through the interior insulation and 250 feet of preventative eavestrough concealed above the insulation, down to the ice.

The condition of the sloped metal roof section is poor as per the inspection performed in 2023. Photos below detail the poor condition of the roof coating over the metal panels at the noted transition areas above.



(2) It is important to note that with the roof system in place the issues could be occurring above the noted transitions and just reaching the interior at these points, it is possible that the issues could stem anywhere from the peak down.

The following photos are an example of the poor condition of the peak, and roof system in general. The coating on the metal panels is beginning to fail.



(3)



(4)



(5)



(6) View of roof transition from sloped metal to flat on the south side of the building, multiple leaks report along this transition.



(7) The following photos detail the interior of the south side of the building where evidence of water damage is present in the interior insulation.



(8)



(9) Insulation falling away due to water damage.



(10) Transition along north side of building. Multiple leaks along this transition as detailed in the following photos.



(11)



(12)



(13) Doors on north side of the building.



(14) Water damage to cieling.



(15) Damage to floor coating.



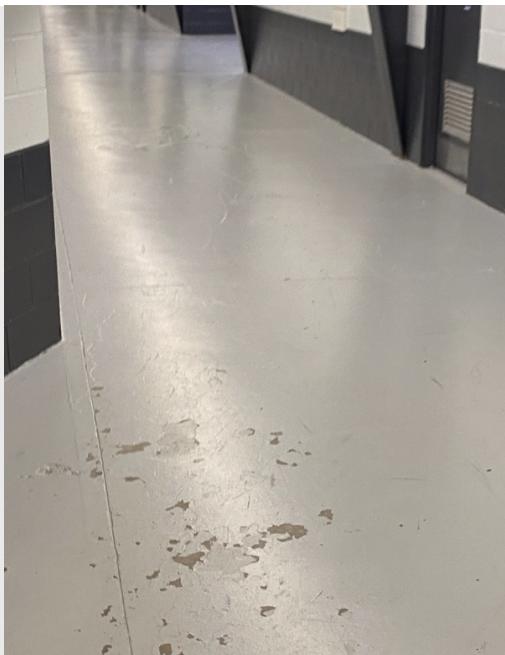
(16) View of the press box damage.



(17) Water actively dripping during inspections, appears to coincide with transition at seam in metal roof panels.



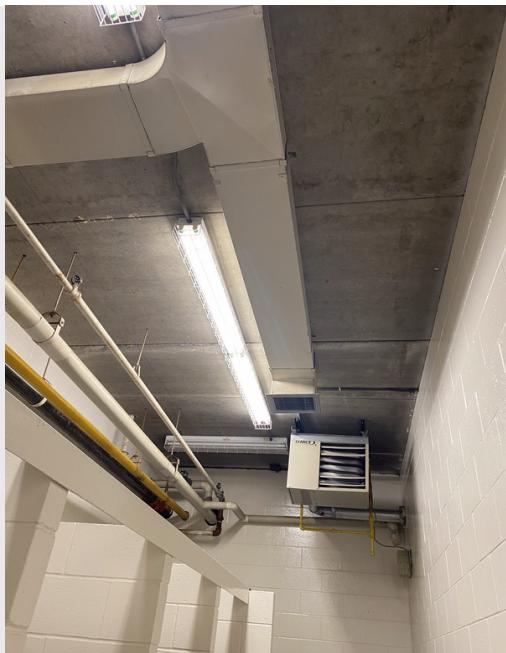
(18) Leaks extend across pictured beam, all insulation above drop ceiling saturated.



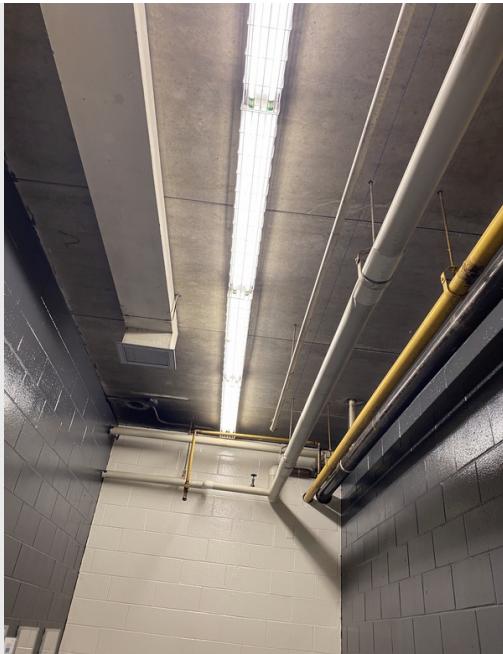
(19) Damage to floor coating along back hallway on the north side of the building.



(20) The following photos detail the bathrooms, canteen, and storage rooms on the north side where leaks have been present at all seams in the hollow core cement deck.



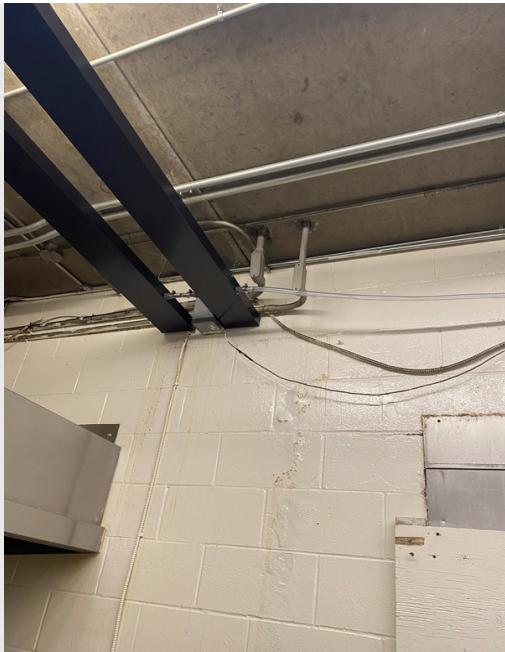
(21)



(22)



(23) Eavestrough installed inside the canteen to help direct water to the sinks.



(24)



(25) The following photos detail leaks in the community hall and bathrooms that coincide with the eastern roof edge. There is a large dead space area above the drop ceiling, it is possible that the issue could stem up to the peak water then works its way down the sloped deck.



(26)



(27)



(28)



(29)



(30)



(31)



(32) The following photos detail the interior insulation above the ice surface, there are continuous leaks across the ice that are an issue. Measures have been taken to cut away the insulation to install 250 feet of eavestrough to help direct the water to bins along the side of the ice.



(33)



(34)



(35) Water damage.



(36)



(37)



(38)



(39)

The Garland Company, Inc.

Roof Asset Management Program



2024 Roof Report

Prepared By
Ryan Kinch

Prepared For
City of Brockville

June 19, 2024

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Client Data



CITY OF BROCKVILLE
1 KING ST W
BROCKVILLE, ONTARIO K6V 7A5



Client Data

Name	City of Brockville		
Address 1	1 King St W		
City	Brockville	Province	Ontario
Postal	K6V 7A5	Country	Canada

Contact Info

Contact Person	Vince WIJSMAN	Title	-
Mobile Phone:	(613) 342-8772	Office Phone:	(613) 342-8772
Email:	vwijsman@brockville.com		



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Building Owner: City of Brockville
1 King St W
Brockville, Ontario
K6V 7A5

Ryan Kinch
Garland Canada Inc.
Kingston, Ontario
Email: rkinch@garlandcanada.com
Mobile: (613) 805 7691

Contact: Vince Wijsman
Supervisor- Arena and Facilities
Location: Brockville Memorial Civic Centre
100 Magedoma Blvd.
Brockville, Ontario
Date: June 19th, 2024

To Whom It May Concern,

In order to provide you with a condition assessment & capital budgets for the roofs reviewed at the Brockville Memorial Centre, the following information is provided based on a complete visual inspection by Garland Canada Inc.

Budget prices are for assistance with selecting the desired new roof and are not quotes. Quotes can be acquired upon approval of budgets and selection of roof type by a tender process. Garland Canada will include the following services as required for the City of Brockville:

1. Identify Customer needs and concerns
2. Comprehensive visual inspections and survey of building envelope system
3. Subsequent analytical testing, such as an infrared moisture scans, core analysis, on-site field testing or laboratory evaluation
4. Detailed report outlining building conditions and concerns, including supporting documentation and photographs.
5. Comparative analysis of recommended solutions
6. Assistance prioritizing recommended work to satisfy performance and budgetary requirements
7. Assistance preparing construction documents, including comprehensive design of roof and wall assemblies, custom details and specifications
8. Recommendation of pre-approved Garland authorized contractors
9. Project Management services to facilitate project budgeting, scheduling and logistics
10. Assistance interpreting building code requirements for each project
11. Installation monitoring to ensure Garland roof and wall systems are installed as designed and specified to provide long-term performance
12. Long-term comprehensive guarantee of leak-free performance





GARLAND CANADA INC.

HIGH PERFORMANCE BUILDING ENVELOPE SOLUTIONS

209 CARRIER DRIVE • TORONTO, ONTARIO CANADA M9W 5Y8
PHONE: (416) 747-7995 • FAX: (416) 747-1980
NATIONWIDE: 800-387-5991
www.garlandcanada.com

Roof Area Reviewed: Sections 3.0 and 4.0

Roof Type & Construction: Flood & Gravel, BUR, Fibreboard, Iso, Asphalt Vapour barrier & Concrete deck

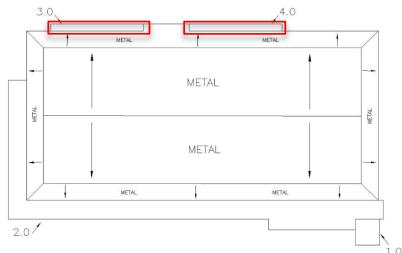
Findings:

Overall Condition: Failed

Age: Constructed 1981, believed to be original (43 years)

Leaks have been reported on this roof for close to a decade.

Continual leak inspections been completed over this time in an attempt to identify & limit the leaks. The inspections have not yielded obvious defects which appear to be simple fixes. In the past, major vegetation growth on these areas has been noted and is required for cleaning & disposal bi-annually to ensure the drains are free flowing at all times. Within these areas the condition of the roof is failed mainly shown by the moisture present within the lower layers of the insulation which indicates a failure that is allowing moisture to enter the roof down to deck level & then migrate throughout the insulation layers from the bottom up. Various leaks have presented themselves in various areas inside the facility under these roof areas which are believed to be travelling across the vapour barrier & concrete deck until they find an opening in the deck.



Various conditions exist including vegetation growth, improper transition construction with open cavity at the transition from sloped metal roof to flat roof, improper slope on metal edge, open metal flashing seam on parapet and deteriorated metal roof coating & sealants .

See photo report below showing site conditions in depth.

OPTION #1 – REPAIR – SCOPE OF WORK:

Repair the existing roof. Includes cutting & removal of the existing metal roof 4' up from the eave/flat roof flashing. Removing all metal flashings. Installing waterproofing membrane under the bottom of the newly cut metal roof and shingled down overtop of the existing flashings. Includes blocking & sheathing as required to fill the cavity between the two systems. Addressing all penetrations including caulking on rain collars, fully insulating vent stacks, new sealant around all penetrations, 3 coursing all vertical flashing seams & installing new metal flashings.

No guarantees will be provided by this option.

Budget: \$35,000 + HST





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OPTION #2 *RECOMMENDED*** – SCOPE OF WORK:**

Replace the existing roof. Includes cutting & removal of the existing metal roof 4' up from the eave/flat roof flashing. Removing all metal flashings. Installing waterproofing membrane under the bottom of the newly cut metal roof and shingled down overtop of the new flat roof flashings. Includes blocking & sheathing as required to fill the cavity between the two systems. Remove all existing roof components down to deck. Install new vapour barrier, insulation, recovery board, roof membranes, flood & gravel surfacing & installing new metal flashings.

Includes a leak free, non-prorated warranty covering labour & material.

BUDGET SUMMARY (Excluding HST):

Building	Roof Section, Type	Area(sq ft)	Suggested Action Year	New 20-YR Roof System	New 30-YR Roof System
CITY OF BROCKVILLE MEMORIAL CIVIC CENTRE	3.0 & 4.0	1,400	2024	\$75,000	\$100,000

Assumptions: New drain, vent stacks, pitch pans and other accessories included. No deck replacement or repair required. No wood blocking/sheathing replacement required. New metal flashings. Set up areas will be made available next to building closest the roof to be replaced as required. Localized tapered insulation improvements included. 8', 2% tapered drain sumps and 8', 2% back sloping at walls included. HVAC, plumbing and Electrical work additional. Engineering additional if required. Interior protection additional if required. Hoisting of all roof materials included.

NEXT STEPS: Once the City has reviewed and considered the options outlined above, the next expected steps will be as follows:

- City Council and integral employees consider capital budget parameters for the project and selects the year in which the project(s) will be performed
- City provides their approval to Garland Canada Inc. to proceed with procuring the project as outlined in this report and provides feedback regarding approved budget parameters and expected project outcomes
- Garland Canada Inc. engages and assists local professional A&E firms as required to establish engineered construction drawings, plans and specifications
 - The scope development and execution must adhere to Ontario building code and other applicable international codes.
- Develop a bidding document to attain local firm subcontractor pricing with all savings passed onto the Owner.
 - Garland will provide the City with a Guaranteed Maximum Price proposal via the Kinetic GPO project based on the final engineered construction documents, sub-contractor pricing and all other components of the project.
 - All Kinetic contracts are awarded using a competitive solicitation consistent with Chapter 5 of the Canadian Free Trade Agreement (CFTA) and other international trade agreements. There are no fees to join the Kinetic program and the contracts are completely voluntary. Members benefit from savings, compliance and efficiency in the procurement process.





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- Transparency provided with all tender information available to be reviewed by the City, including line items for labour, materials, overhead, profit, and contingency. Net pricing competitively tendered with high quality contractors.
- Turnkey complete accountability for the design assistance and installation of complex exterior roofing and waterproofing projects.
- Stringent pre-qualification certifications and education for all subcontractors, combined with timely inspections of work in progress and complete management of all roofing projects. Proper installation is essential to the long-term integrity of every roof system. The Garland commitment to the most stringent roofing application guidelines begins with our authorized roofing contractor program. As a provider of the highest quality, commercial roofing products, Garland also provides comprehensive support services to ensure that our roofing solutions provide their warranted performance.
 - With Garland as your General Manager, we will assume complete accountability for all aspects of your roofing project management, including but not limited to:
 - The pre-approval of all roofing contractors
 - Pre-bid meetings
 - Pre-construction meetings on an as-needed basis
 - Coordination of all roof-related subcontractors
 - Daily inspections during roof construction projects
 - Weekly progress reports to the appropriate authorities on inspection results, using our Roof Asset Management Program
 - Additional technical support on an as-needed basis
 - Final inspection and contractor punch list
 - Various term NDL leak free warranties available covering labour and material
 - No charge annual inspections for the life of the roof

I trust this provides you the required information. If you would like further clarification or more detail on any of these items, please do not hesitate to contact me.

Sincerely,

Ryan Kinch

rkinch@garlandcanada.com

613 805 7691



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<p>These drawings were prepared and submitted by Garland Canada Inc. for the needs of this project. Its use is restricted to the tender process related to this project only.</p> <p>It is forbidden to reproduce copies of these drawings without a written consent of Garland Canada or the customer that mandates the project.</p> <p>All measurements shown on these drawings must be taken on the original documents.</p> <p>Measurements cannot be taken from a printed copy of these drawings.</p> <p>Details do not follow any scale and only show a graphic illustration of the specifications.</p>																																																																											
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Photo Report



CITY OF BROCKVILLE
1 KING ST W
BROCKVILLE, ONTARIO K6V 7A5

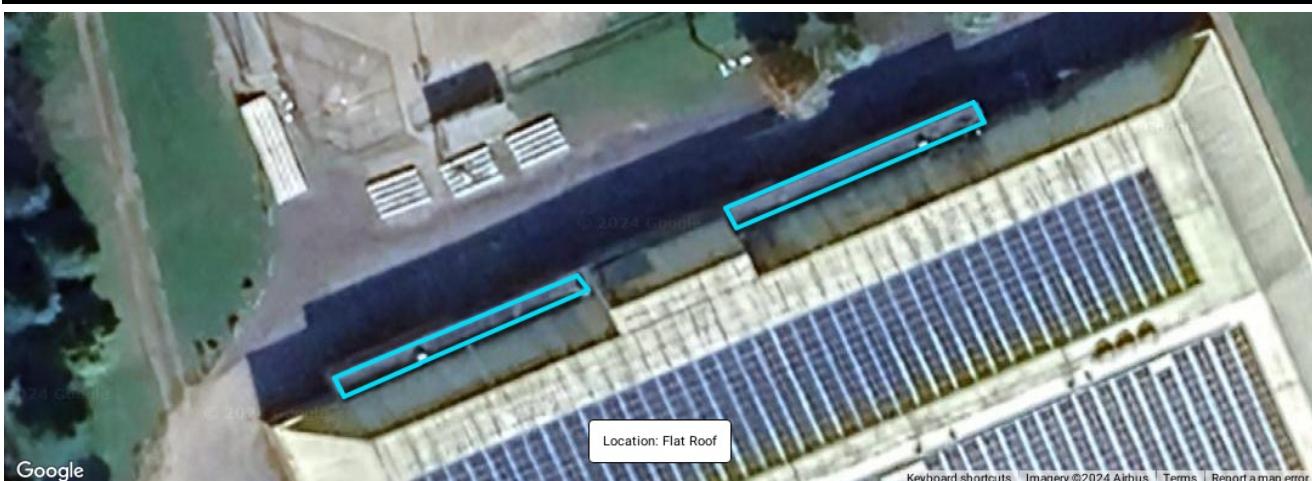
FACILITY: Memorial Centre

ROOF SECTION: Flat Roof

TITLE: LEAK INSPECTION 2024

DATE: 06/13/2024

Map

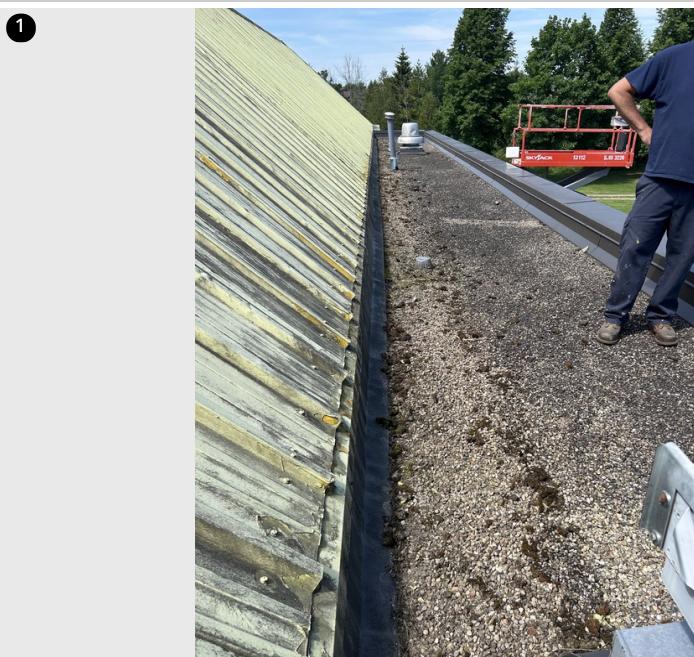


Summary

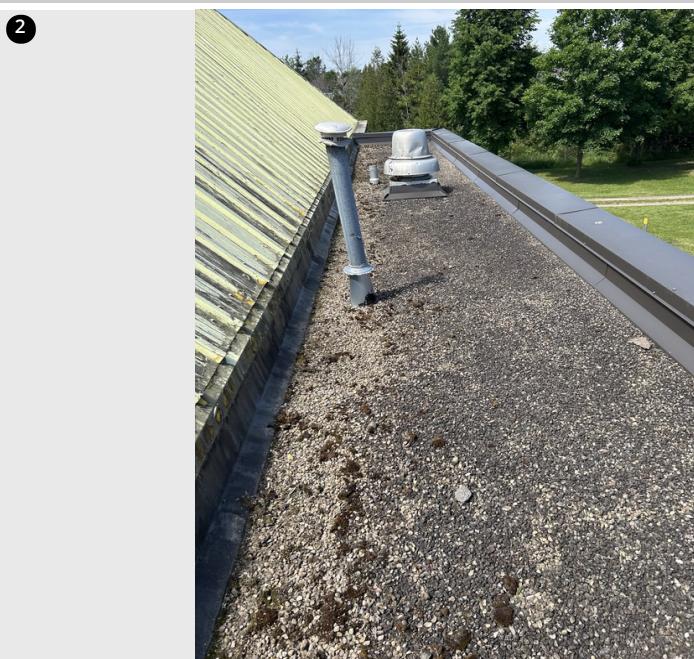
LEAK INSPECTION 2024

The following report outlines the leak inspection performed by Garland for the City of Brockville at the Memorial Civic Center Arena. The investigation was directed to the areas indicated above on the satellite image, both sections are considered to be failed and require replacements.

Existing Composition:
 Flood & Gravel Surfacing
 BUR membrane
 1" fb-partially wet
 1.5" iso-wet
 Asphalt vb
 Concrete deck



Overview of section 3.0.

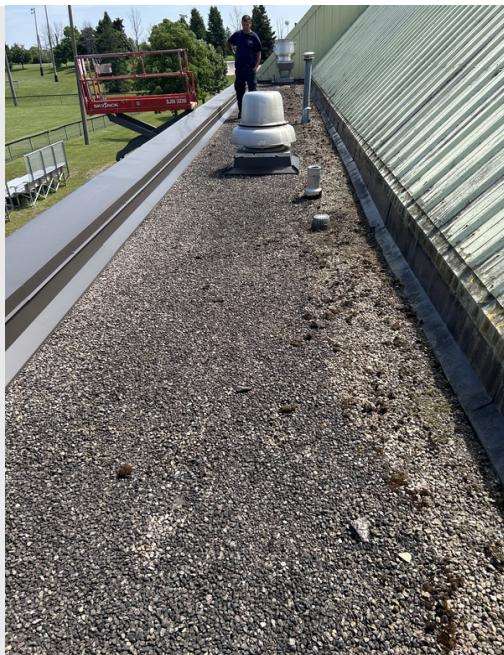


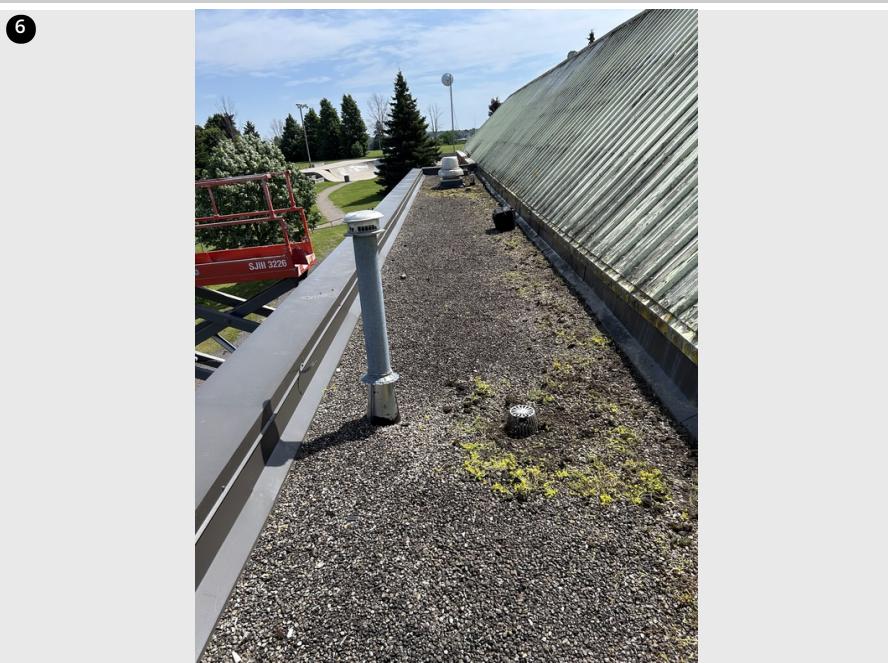
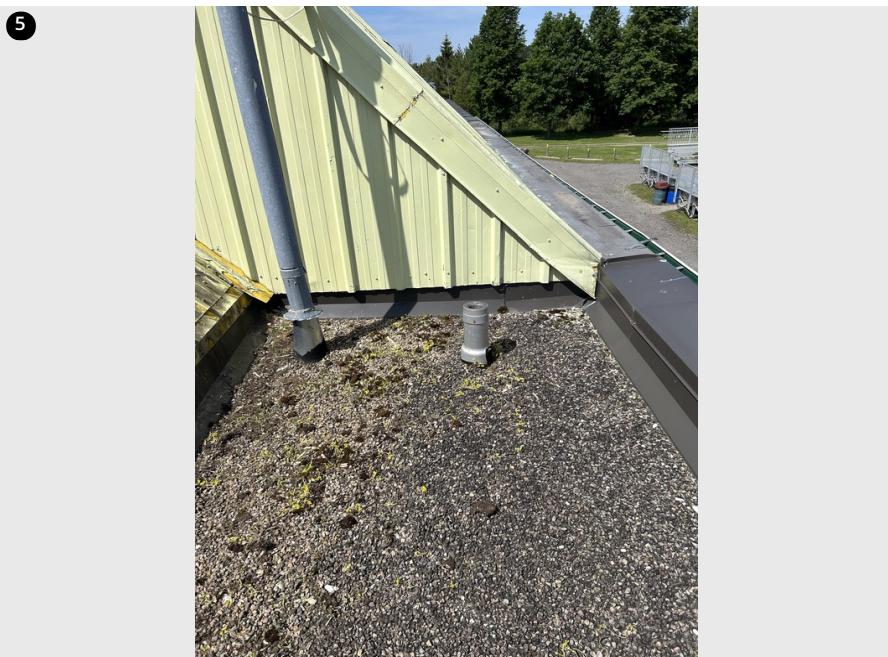
3



Metal edge indicated in the photo is angle back into the roof panels allowing water to pool and work its way back up under the metal roof panels. Note staining from standing water.

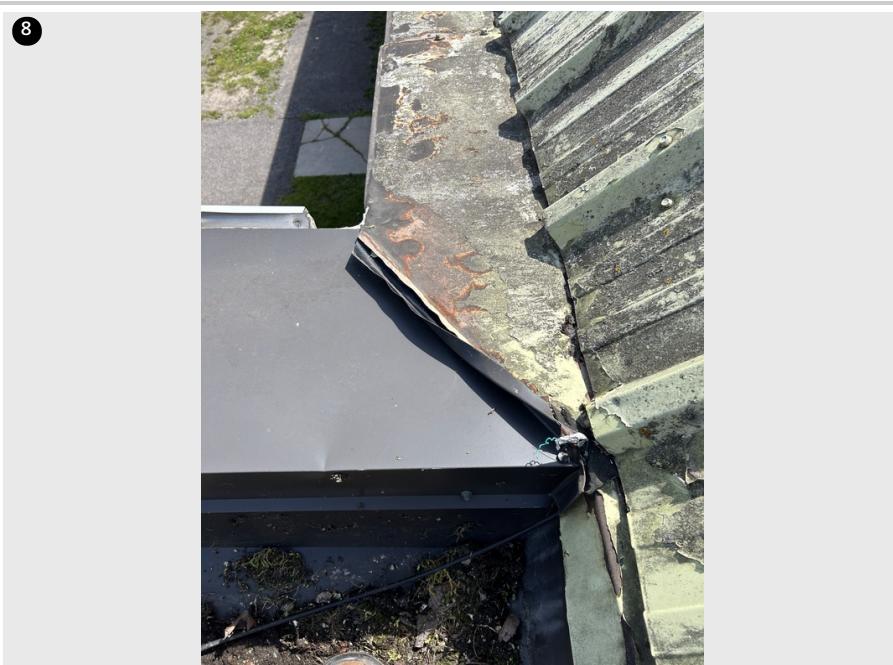
4







At the transition from the sloped metal roof to the flat roof sections, there is an open cavity which will need to be addressed during the replacement.



Standing seam in metal flashings is open and allowing water to penetrate.

9



Existing coating on metal roof panels has failed throughout.

10



The following two photos indicate interior areas where leaks are present.

11



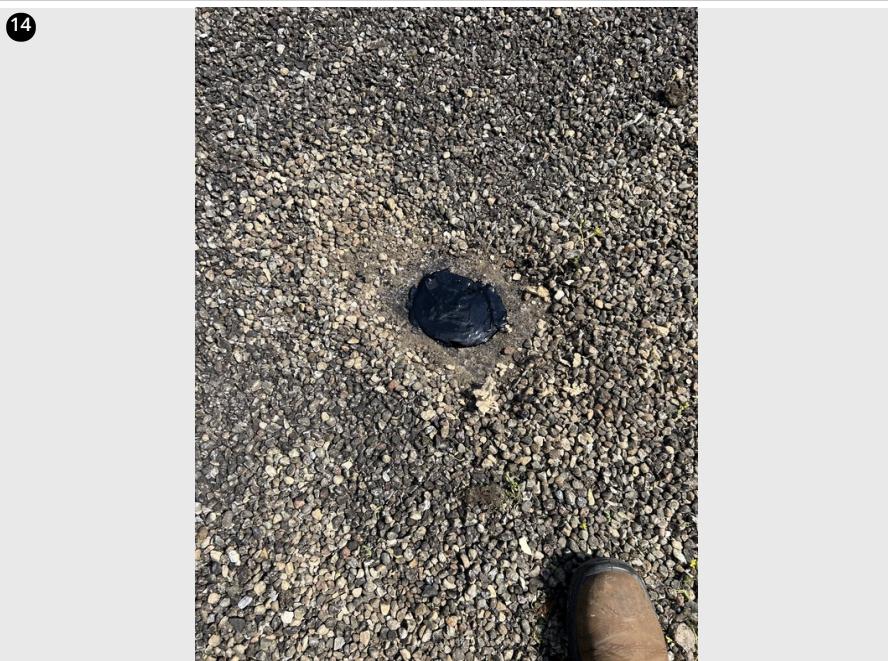
12



Confirmation that roof system is mostly dry at the top layer of the core location.



Confirmation the bottom portion of the 1" fiberboard is wet.
Iso insulation was confirmed wet at the same time.



Confirmation core has been sealed.



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Phil Wood, Director of Operations Travis Raison, Project and Asset Coordinator
Report Number:	2024-167
Subject:	Community Sports and Recreation Infrastructure Fund Application

Recommendation

THAT application to the Community Sports and Recreation Infrastructure Fund (CSRIF) as it relates to the Multi-Use Recreation Facility (MURF) project be approved; and

THAT the application for CSRIF Stream 1 - Repair and Rehabilitation be applied on behalf of the roof replacement renovation project scope of the Brockville Memorial Center in accordance with the MURF project design documents; and

THAT the application for CSRIF Stream 2 - New Builds/Signature New Builds be applied on behalf of the new built project scope in accordance with the MURF project design; and

THAT commitment in principle to the funding model requirements of 50:50 cost sharing as outlined in the CSRIF program application guidelines be provided.

Background

In August of 2024, the Ontario Government opened application streams to the Community Sports and Recreation Infrastructure Fund (CSRIF) program. The program includes two separate intake streams:

- Stream 1 - Repair and Rehabilitation
- Stream 2 - New Builds/Signature New Builds

Both streams of funding have unique stipulations and requirements for which the City is eligible. The CSRIF program streams are ideally suitable for application aligned with the completed design of the Multi-Use Recreation Facility (MURF) project.

The objective of this report is to inform Council of the CSRIF program, applicability to the MURF project and obtain endorsement as required for the application to the CSRIF funding streams.

Analysis

Funding Streams:

The CSRIF program is a \$200,000,000 fund announced by the Ontario Government to rebuild and construct new public sports and recreation facilities in the province. The CSRIF has opened application intakes for two distinct funding streams:

- Stream 1 - Repair and Rehabilitation
- Stream 2 - New Builds/Signature New Builds

Eligibility requirements for the program relevant to Brockville include:

1. The applicant operates or manages a sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
2. The applicant owns or has a long-term lease agreement for the community facility/space and has the necessary authority or permission to undertake the project.
3. The applicant must be one of the following:
 - a. A municipality in Ontario
 - b. A local services board in Ontario

Stream 1 - Repair and Rehabilitation:

Stream 1 for repair and rehabilitation is a funding award opportunity of between \$150,000 and \$1,000,000 dollars. The CSRIF is a cost sharing program based on a 50:50 model. The intake timeline for Stream 1 has a deadline of October 29, 2024. Projects awarded funding under the program must have work complete within 24 months of award.

Stream 1 has the stated objective to:

"Extend the lifespan of existing community sport and recreation facilities/spaces and improve local programming and accessibility features to meet community need."

Stream 1 eligibility applies to projects with the following criteria:

- Occur in the Province of Ontario;
- Be for the repair or rehabilitation of a sport or recreation facility/space or other facility/community space that offers sport or recreation programming;
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project;
- Be submitted by an applicant that meets the eligibility requirements; and
- Not be receiving any Ontario provincial funding for the same project.

Published eligible projects for Stream 1 may include projects that:

- extend the lifespan of existing community sport and recreation facilities/spaces;
- maximize the use of existing facilities (e.g., use of space, increasing hours of operation, enhancing functionality and/or participation rates); or
- improve health and safety, accessibility and environmental standards of existing facilities

Stream 1 Recommendation:

Staff recommend that the City apply for the Stream 1 funding intake with the scope of replacing the roof of the Memorial Center and other renovations/modifications to the Memorial Center in accordance with the scope of design. This project scope is recommended to be completed as soon as possible due to the poor condition of the existing roof and in lieu of the larger construction project.

The estimated cost by project engineer and architectural consultants IDEA/N45 of the roof project is approximately \$1.66 million.

Stream 2 - New Builds/Signature New Builds:

Stream 2 for new builds and signature new builds is a funding award opportunity up to \$10,000,000 dollars. The CSRIIF is a cost sharing program based on a 50:50 model. The intake timeline for Stream 2 does not currently have a deadline. Projects awarded funding under the program must have work complete by March 31, 2027.

Stream 2 has the stated objective to:

"Invest in new, transformative community sport and recreation infrastructure, including assets that do not currently exist in a community or the replacement of existing assets that have reached the end of their lifespan."

Stream 2 eligibility applies to projects with the following criteria:

- Occur in the Province of Ontario;
- Be for the repair or rehabilitation of a sport or recreation facility/space or other facility/community space that offers sport or recreation programming;
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project;
- Be submitted by an applicant that meets the eligibility requirements; and
- Not be receiving any Ontario provincial funding for the same project.

Eligible projects for Stream 2 may include projects that:

- Public infrastructure projects for which there is a demonstrated need, such as replacing an existing facility that has reached the end of its lifespan to meet community programming needs.
- Projects that make transformative investments in community sport or recreation infrastructure, including the repurposing or expansion of existing structures to create net new community sport or recreation facilities.
- Building new facilities that do not exist in the province/region that attract new programming, net new employment, retain jobs, and provide economic impact for local communities and businesses such as an increase in tourism, new high-performance facilities to attract and host large sporting events, create or increase collaboration with local businesses.
- **Signature New Builds**, which are defined as high-profile projects that will be recognized for innovative design, or for having significant community and economic impact, or iconic status within the sport sector. These projects will serve as symbols of progress in sustainability and technology and will have a positive influence on the people of Ontario.

Stream 2 Recommendation:

The overall MURF project is divided into phases including:

- New build
- Exterior work and landscaping
- Renovation and upgrade of Memorial Center

Staff recommend that the City apply for the Stream 2 funding intake with the "new build" component of the overall MURF project in accordance with the completed scope of design. By proposing to complete the new build component of the MURF project, Brockville can maximize the effectiveness of the funding opportunity and achieve the core objective of replacing the aged Youth Arena with a new, efficient, fully accessible facility that offers expanded programming and services to the public. Work to complete the remaining phases of the MURF project can ideally be achieved in parallel utilizing separate funding methods.

The estimated cost by project engineer and architectural consultants IDEA/N45 of the new build phase of the MURF project to be approximately \$22 million.

Financial Implications

The CSRIIF program is a 50:50 contribution program with pre-determined upper limits to the potential award.

- Stream 1 - Repair and Rehabilitation as an upper limit award of \$1 million

- Stream 2 - New Builds as an upper limit award of \$10 million

If the City were to be successful in either stream of CSRIIF funding program, the program requires the City to commit to funding in equal amounts which are not co-funded by the province, IE no stacking.

For Example:

- Stream 1 - Repair and Rehabilitation
 - Staff apply for total scope of project totaling \$2 million, if successful:
 - The CSRIIF would fund \$1 million in eligible expenses, and
 - The City would be required to match \$1 million in non-provincial funding
- Stream 2 - New Builds
 - Staff apply for total scope of project totaling \$20 million, if successful:
 - The CSRIIF would fund \$10 million in eligible expenses, and
 - The City would be required to match \$10 million in non-provincial funding and the additional \$2,000,000 of the total \$22,000,000 project cost.

Non-provincial funding by the municipality could be funded by:

- Tax levy
- Donations and fundraising
- Debenture

Conclusion

In August of 2024, the Ontario Government opened application streams to the Community Sports and Recreation Infrastructure Fund (CSRIIF) program. The program includes two separate streams:

- Stream 1 - Repair and Rehabilitation as an upper limit award of \$1 million
- Stream 2 - New Builds as an upper limit award of \$10 million

The CSRIIF program is a 50:50 contribution program with pre-determined upper limits to the potential award. If successful, the municipality will need to match funding of the CSRIIF program for eligible expenses.

Staff recommend Brockville submit applications for the funding program as follows:

- Stream 1 - Repair and Rehabilitation to replace the roof of the Memorial Center
- Stream 2 - New Builds to complete construction of the new-build portion of the MURF project.

Approved by:

Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:

Approved - 12 Sep 2024
Approved - 12 Sep 2024



Staff Report

Report To:	General Committee
Meeting Date:	September 17, 2024
Prepared By:	Phil Wood, Director of Operations Chad Davis, Supervisor of Parks
Report Number:	2024-169
Subject:	Project 240067 - M6 Sports Field Enhancements

Recommendation

THAT an additional expenditure of \$24,903 be approved to adequately fund the installation of enhanced, drainage, irrigation and athletic blend grass seed for the new M6 Sports Field capital project at Laurier Park; and

THAT the listed enhancements be funded by projected budget surplus in the Parks Grass Cutting Contracted Services operating budget.

Background

As part of the 2024 capital budget, Council approved a capital project to create a new M6 sports field at Laurier Park. A budget of \$50,000 was approved by Council for a new soccer pitch styled sports field. The project as created was in response to the increasing demand for outdoor recreation capacity and in lieu of the pending outdoor modifications as part of the Multi-Use Recreation Facility (MURF) project.

Currently, staff have completed several steps of the project in accordance with the project plan. Staff are prepared to complete the project as originally approved by Council however, staff are recommending changes to the scope of the project to improve the field quality.

Throughout the progress of the project, staff have been monitoring rainfall to see how the area drains and/or retains water where fill material has been installed. Experience with 2024 rainfall and maintenance requirements of other soccer fields have led staff to investigating additional enhancements that if implemented would improve how this field performs over the long term. The identified enhancements can be installed before the pending next steps of installing the topsoil cap and seeding.

Further, by virtue of positive results during procurement, and management of operating budgets, staff are able to project a surplus in the grass cutting contract which, could be utilized to fund the proposed enhancements without drawing from reserves or other funding methods.

The objective of this report is to obtain approval to proceed with the recommended enhanced drainage, irrigation and grass seed mix for the M6 Sports Field capital project with the objective of a more robust, resilient and higher quality field for sports and recreation users.

Analysis

Approved Scope of Work:

The approved scope of work for the M6 Sports Field project is as follows:

1. Trucking of fill material to the site - Compete
2. Levelling and grading with heavy equipment - Compete
3. Final grading of a new topsoil cap - Procurement complete, installation pending
4. Grass seeding and watering using City equipment and staff

To date, steps 1 and 2 have been completed by contractor. Staff have intentionally allowed the site to settle over the summer and taken further steps to ditch the property's swales to further encourage positive stormwater drainage on the site.

Staff have recently completed the competitive tender for the installation of the topsoil cap to be installed this fall prior to seeding the field. If the project progresses as originally intended, following the topsoil installation and levelling, staff will seed with MTO spec generic grass seed and water the field to establish a sod base. The result of this process once the grass has eventually established itself over several seasons will be a field of equivalent quality to other parks which require extensive ongoing maintenance to keep safely operational.

At the current stage of the project, the opportunity is available to improve subgrade drainage, provide automatic irrigation and improve establishment of grass in coordination with the completion of the M6 Sports Field project this fall. The installation of these enhancement opportunities will result in a higher quality and more resilient sports field surface that can recover from use at an improved rate when compared to unenhanced fields.

Proposed Enhancements:

The proposed enhancements are listed below with estimated costs. The summary of the net benefits is also provided for reference.

1. Subgrade tile drainage:

Staff propose the addition of seven (7) perpendicular drainage tiles across the field to facilitate additional drainage towards the adjacent storm ditch. The installation of

subgrade drainage tiles will reduce the ability of the field to absorb and retain water to the degree where it is prone to damage.

2. Automatic irrigation system:

The addition of an automated irrigation system will provide regular automatically scheduled watering through subgrade sprinklers installed in the field. Regular watering supports healthier grass and root systems making the field more resilient to regular use.

The existing M1 and M2 sports fields are equipped with a water header with programmable timers for irrigation. This proposal will connect to the existing system and be piped to the new M6 field. The irrigation system will be installed below the top-soil cap and include piping, connectors, pop-up sprinkler heads and the additional timers.

3. Sports Field Grass Seed Mix:

To create the healthiest and most robust version of sod on the playing field, it is recommended that the field be seeded with a higher performance seed mix that consists of a specific mix of grass species intended for use in sports fields. The use of a higher performance grass seed mix is more effective than the generic MTO grass seed mix kept in stock by the City Operations department.

Financial Implications

Current Budget and Expenses:

The approved capital budget to complete the M6 sports field project using cost effective methods was \$50,000.

The total of expenses and committed vales for completed work and purchase orders for work pending, to date amounts to: \$48,842.64

The remaining available budget is \$1,157.36

Proposed costs for fields enhancements:

1. Subgrade tile drainage, the quoted cost for this is \$3,176.25 plus net HST.
2. Automatic irrigation system, the quoted cost for this is \$17,500 plus net HST.
3. Sports Field Grass Seed Mix, the estimated cost to purchase a performance grass seed mix is \$3,000 plus net HST.

The total cost for proposed field enhancements is \$24,092.95

Proposed Funding Source:

Annual Park grass cutting contracted services was tendered in the spring of 2024, following approval of the operating budget. The budget was approved as a projection based on known costs of the outgoing 2022-2023 grass contract.

The approved budget for 2024 parks grass cutting contracted services is \$282,500. The result of the public tendering process saw the total cost of contracted services for 2024 grass cutting contracted service amount to \$205,180.92. This results in a projected operating surplus variance of \$77,319.08 for 2024.

Staff recommend funding the proposed M6 Sports Field enhancements totaling \$24,093 by the projected surplus variance in 2024 grass cutting contracted services.

Policy Alignment

All procurement activities associated with the M6 Sports Field capital project and other required materials will be completed in accordance with:

- City Procurement Policy POL.F.20.139 and,
- City Budgetary Control Policy POL.F.20.181

In accordance with City Budgetary Control Policy POL.F.20.181, Council approval is required for approval of project scopes, additional expenses and funding source.

Conclusion

Staff continue to progress with the M6 Sports Field capital project, to create a new sports field at Laurier Park, in accordance with the approved 2024 capital budget.

Having monitored the rainfall and drainage over the newly installed fill material and having monitored user groups demand for use of fields as trending upwards, staff have considered and recommend enhancements be applied to the M6 sports field to improve it's quality and overall resilience.

Staff recommend the addition of subgrade tile drainage, automatic irrigation system and use of higher performance athletic field grass seed all of which can be installed before the pending next step of topsoil installation.

The cost of the recommendations be staff is estimated at \$24,093 and can be funded by surplus variance in existing grass maintenance operating budgets

Approved by:

Phil Wood, Director of Operations
Chrissy Ward, Supervisor of Finance
Sandra MacDonald, City Manager

Status:

Approved - 12 Sep 2024
Approved - 12 Sep 2024
Approved - 12 Sep 2024

BROCKVILLE ARENA ADVISORY COMMITTEE

MEETING MINUTES

Thursday, August 8, 2024, 8:30 a.m.

LOCATION: Memorial Centre

1. **Call to Order:** J. Francis 8:35 a.m.
2. **Attendance:** J. Francis, J. Sharpe, J. Ackerman D. Mallory, D. White, B. Pronovost, V. Wijsman, P. Wood
Absent: M. Greenhalgh
3. **Approval of Minutes**

Moved by: D. Mallory
Seconded by: B. Pronovost

THAT the minutes of the Arena Advisory Committee meeting dated July 11, 2024 be adopted as circulated.

CARRIED

4. **Ice Allocation Policy Discussion:**

Members discussed the revised edition of the Ice Allocation Policy (marked DR2) for further amendments. None were presented.

Moved by: D. Mallory
Seconded by: J. Ackerman

The committee recommends this revised policy be sent to Council

CARRIED

J. Francis will remove the watermark and forward it to City Clerk and P. Wood along with narrative outlining rationale for amendments to current policy.

5. **Update on Arena Expansion:**

P. Wood and V. Wijsman provided the latest update on the MURF project briefly explaining the property issue and canteen equipment purchases (some equipment being purchased for current operations that can then be moved to the new canteen when the project is

complete), along with other minor items that have delayed the 100% design package completion. Financing still the issue once the design is complete, which is a WIP by the City. Brief discussion on the phasing, concentrating on the current arena roof problems which is in need of more immediate remediation, and the relocation of the ballfields.

6. Canteen Operations at the Arenas:

P. Wood reported that the city will commence recruiting for the city to provide the canteen operations in both arenas for the upcoming season. Job descriptions are being prepared and expected to be posted imminently and products being purchased in preparation.

7. 2024 IIHF World Jr. Pre-tournament:

Awaiting announcement from IIHF on application.

8. Ice Installation:

Ice is currently being installed and ready for August 12, as planned.

10. Adjournment

Moved by: D. Mallory

THAT the Arena Advisory Committee adjourn its meeting until the next regular meeting on September 12, 2024.

CARRIED



Brockville Public Library

have courage | act responsibly | pursue knowledge | push boundaries | welcome everyone

Minutes: May 27th, 2024

Present: Chair M. Wicklum, Vice Chair R. Stobo, J. Schoemaker-Holmes, L. Rayvals, C. Wales,
Zoom: C. Quick, C. Wells

1. Call to Order
2. Land acknowledgement:

In the spirit of reconciliation, the Brockville Public Library acknowledges the land on which it was originally established, and the work that it does, takes place on the territories of the Huron-Wendat, Haudenosaunee, and Anishinabek Peoples.

We are grateful for the significant and invaluable contributions First Nations, Inuit and Métis Peoples have made and continue to make across Turtle Island despite the historic and ongoing effects of colonialism.

As part of the Ontario Library Association, the staff and leadership at the Brockville Public Library are committed to active participation in reconciliation by amplifying Indigenous voices year-round, listening, learning, and providing resources so that we may work towards fulfilling [CFLA-FCAB's Truth & Reconciliation Committee Recommendations](#).

3. Introductory Remarks (information/announcements)
4. Approval of Agenda C. Wales, J. Schoemaker-Holmes
5. Declaration of Conflict of Interest - none
6. Consent Agenda
 - a. April 22nd, 2024 Board minutes R. Stobo. J. Schoemaker-Holmes
7. For discussion
 - a. Executive Report
 - b. InvestorLine update - R. Stobo all papers now signed, expecting a confirmation reply from BMO in June.
 - c. CEO annual review

- i. Report from committee
 - ii. "That the Brockville Library Board accepts the recommendations of the CEO Annual Review Committee to adopt the Policy and Procedures as presented." J. Schoemaker-Holmes, C. Quick
 - iii. Confirmed that the Policy and Procedures were developed in consultation with the City of Brockville and are aligned with City Policies and Procedures with City staff expressing no reservations. C. Wales
 - d. Financial Audit update - working with City
 - e. Accreditation
 - i. Site visits on May 17 and May 24, next (and probably final) scheduled for June 21st
 - f. Draft Accessibility Plan 2024-2026, accessibility audit - for information
 - g. Draft Technology Plan 2024-2026 - for information
 - h. Board Bylaws committee - G. Slark, L. Rayvals, C. Quick, J. Schoemaker-Holmes. To be in alignment with the Public Library Act
 - i. Board Workplan Committee - C. Wales, C. Wells, R. Stobo
 - j. Board Assembly update - L Rayvals reported the Board Assembly was extremely informative, provided a great deal of education, and emphasized ways of continuing to have positive relationships with Municipal partners.
8. Items for next agenda (add as identified)
- a. Draft accessibility plan
 - b. Draft Technology Plan
 - c. Board bylaw committee update
 - d. Board workplan committee update
 - e. CEO review
9. . Meeting evaluation/roundtable discussion
11. Adjournment – 7pm. C. Wales, R. Stobo

2024 Meeting Dates at 5.30pm at the Brockville Library Buell Street Room :

January 22nd
 February 26th (Due to Feb 19 being Family Day)
 March 25th
 April 22nd
 May 27th (due to May 20 being Victoria Day)
 June 24
 NO July Meeting
 August 26
 September 23
 October 28
 November 25
 NO December meeting.

Brockville Museum Advisory Committee Meeting Minutes

July 9, 2024 at 1pm, Microsoft Teams

Present: P. Naylor, D. Buck, D. Hamilton, J. Watt, H. Cody, K. Hobbs (Council Representative), A. McMurtry (Staff), and N. Wood (Staff)

1.0 Land Acknowledgement

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

2.0 Call to Order

1:00pm

3.0 Additions to/Approval of Agenda

None.

4.0 Discussion and Approval of Minutes of the Last Meeting

June 11, 2024 Meeting Minutes – *approved as presented*

5.0 Executive Reports

5.1 Chair

- No remarks

5.2 Curator

5.2.1 Discussion of June Staff Report

- Positive remarks were made celebrating June's record-break attendance figures. Members inquired about the origin of visitors; Curator responded that although the data has yet to be compiled, it does appear consistent with previous summers (25% local, 75% "tourist"). The Curator added that visiting the quilt exhibit was a notable reason for people choosing to visit in May and June.
- Members expressed excitement that the source of the A/C smell in the lobby has been identified. Looking forward to remediation.
- A member inquired about the meaning of "Trauma Informed Museum Practice" referring to an online workshop attended by museum staff in June. Following the explanation, other members noted what a positive step it is that museums are working towards this type of practice.

- The Curator noted that staff are working on a temporary display celebrating Brockville's Summer Olympic Connections to coincide with the Paris 2024 Olympics. The display will run July 12-October 11.

5.2.1.1 Presentation on Touch Tables and Discovery Kits by Community Program Coordinator

- The Community Program Coordinator provided an overview of Touch Table and Discovery Kit programs, including a walkthrough of each of the Touch Table activities offered this summer and examples of activities from one of the Discovery Kits. Members expressed enthusiasm for the thoughtful and meaningful hands-on activities.
- The Community Program Coordinator also briefly discussed the museum's pop-up program.

6.0 New and Ongoing Business

None.

7.0 Date, Time, Location of Next Meeting

August 13 @ 1pm via Teams (Second Tuesday of the month)

8.0 Adjournment

1:34pm

Brockville Museum Advisory Committee Meeting Minutes

August 13, 2024 at 1pm, Microsoft Teams

Present: P. Naylor, D. Buck, J. Watt, and N. Wood (Staff)

Regrets: H. Cody, D. Hamilton, and K. Hobbs (Council Representative)

1.0 Land Acknowledgement

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

2.0 Call to Order

1:02pm

3.0 Additions to/Approval of Agenda

None.

4.0 Discussion and Approval of Minutes of the Last Meeting

July 9, 2024 Meeting Minutes – *approved as presented*

5.0 Executive Reports

5.1 Chair

- N/A

5.2 Curator

5.2.1 Discussion of July Staff Report

- The Curator highlighted some visitor statistics for the Summer Season thus far, noting in particular the return of US and International visitors
- The Curator elaborated on the recent increase in loitering and vandalism in and around the museum building and the steps the museum is taking to address safety concerns.

6.0 New and Ongoing Business

The Curator presented a “homework” assignment for members of the committee: to review the City’s new Strategic Plan and identify current and potential museum initiatives that would support the City’s priorities ahead of the museum’s own planning for our next 5-year plan.

7.0 Date, Time, Location of Next Meeting

September 10 @ 1pm via Teams (Second Tuesday of the month)

8.0 Adjournment

1:16pm



City of Brockville

Railway Tunnel Committee

Minutes

9:00 AM - Thursday, July 11, 2024

City Hall, Council Chambers

The Railway Tunnel Committee meeting was called to order on Thursday, July 11, 2024, at 9:00 AM, in the City Hall, Council Chambers, with the following present:

Members	Carson Dowds, Doug Grant, Lynne Houldsworth, Jack Kenny,
Present:	Brian Porter, George A. Smith, Lawrence Winfield Sifton, and Councillor Severson
Regrets:	Nil.
Staff:	Sandra MacDonald, City Manager, Chad Davis, Supervisor of Parks, Phil Wood, Director of Operations, Tara Laberee Bondi, Clerks Assistant, and Kelly Brintnell, Tourism Advisor

Disclosure of Interest

Nil.

Chair's Remarks

Chair Porter welcomed the two new members, Carson Dowds and Winfield Sifton, to the committee. C. Dowds noted he joined the committee as he would like to represent citizens with young families. He is a Powerline Technician so also understands the technical challenges the tunnel is facing. W. Sifton detailed his involvement in many community projects and said he joined this committee to help the tunnel in any way possible. Chair Porter highlighted some of his recent tours of the tunnel including welcoming the Vespa Club of Canada.

Chair Porter recognized the Tunnel for receiving the TripAdvisor award as a Top 10% Worldwide attraction. It is a reminder that visitors come from all over to see this attraction and the tunnel continues to receive positive reviews.

Chair Porter highlighted the continued press coverage the tunnel receives in the Recorder and Times and the Ottawa Citizen.

Adoption of the Minutes

Moved by L. Houldsworth
Seconded by G. Smith

THAT the minutes of the Brockville Railway Tunnel Committee meeting dated May 9, 2024, be adopted as circulated.

CARRIED

Delegations/Presentations

Nil.

Correspondence & Communications

Nil.

Staff Reports

1 Long term lighting solutions

P. Wood provided an update on the work staff have done to find a cost-effective solution to protecting the lights. He highlighted the extensive research C. Davis has done which helped to source a local manufacturer, Kilmarnock Enterprise, and worked with them to create a cover specifically for these lights. The estimated costs to cover the new lights ordered is \$20,000 and \$60,000 for the entire tunnel. Staff will bring a report to Council to recommend purchasing these covers for the new lights being installed. The design is untested and very different from the Signify covers, however it does offer a significantly cheaper option than the one million dollar estimate provided by Signify.

Staff responded to various questions about design and production timelines for this product. P. Woods confirmed if approval is received from Council, then the covers could be manufactured and installed quickly. Chair Porter commended the staff for all their hard work on this project.

Motion: THAT the committee supports the staff's recommendation for new light covers manufactured by Kilmarnock Enterprise.

Moved by: D. Grant

Seconded by: G. Smith

CARRIED

2 Tunnel Operations Update

D. Grant noted the light show was operating by Canada Day and asked if the new enablers had been received. C. Davis reported they did receive them however some have already failed. He said it is important to protect the lights first which should prevent many of the other issues.

New Business

1 Drainage

Chair Porter raised his concerns regarding the excessive water that flows down the paved ramp during rainstorms. He asked what could be done to reroute the flow so it doesn't head directly into the tunnel and asked if a drainage grate could help. P. Wood explained that the drainage under the tunnel has not changed and consequently installing a grate would not help the problem.

2 Attendance

L. Houldsworth asked if the new attendance tracker was installed. K. Brintnell told the committee the new tracker was installed, and Tourism receives statistic reports from IT. She will share the June report with the committee via email. L. Houldsworth also asked if the tourism booth at the tunnel could be open every day. K. Brintnell stated staffing limitations did not allow for any additional hours, however the Visitor Centre is open seven days a week and is located nearby. The Aquatarium will be adding staff to the booth once the mini train is operating again so the booth may be open additional hours at that time.

3 Future projects

D. Grant said he would like to see the committee begin to discuss future projects for the group. He is concerned about the appearance of the north end of the tunnel, especially for visitors to the area. He would like to see more garbage cans and new signage to direct visitors once they leave the tunnel. C. Davis responded they have a limited budget with many priorities and noted the brush will get cleared at the end of July. D. Grant asked about the donor sign the committee suggested. P. Wood said the sign would not be getting installed at this time. The group discussed the landscaping around the north end of the tunnel. P. Wood said this is a project that is brought to Council as part of the capital budget. G. Kenny asked for confirmation the tunnel was a part of the Brock Trail and staff confirmed it was. He requested a section of the north end of the trail be named in honour of John Taylor. D. Grant shared the Brock Trail committee is already working on a similar project. B. Porter thanked all staff for their continued work on the tunnel.

Adjournment

Moved by Councillor Severson

THAT the Brockville Railway Tunnel Committee be adjourned until its next meeting.

CARRIED

