



## Finance, Administration and Operations Committee

Tuesday, March 20, 2018, 4:30 pm  
City Hall, Council Chambers

---

### Committee Members

Councillor J. Fullarton,  
Chair  
Councillor T. Blanchard  
Councillor P. Deery  
Councillor J. Earle  
Mayor D. Henderson,  
Ex-Officio

### Areas of Responsibility:

Clerk's Office	CRCA
Environmental Services	Cemetery
Finance Department	Health Unit
Fire Department	Joint Services
Human Resources Dept.	Committee
Operations Department	PLMG
Airport Commission	Police Services Board
Arena Advisory Board	Safe Communities
Brockville Municipal	Coalition
Accessibility Advisory	St. Lawrence Lodge
Committee (BMAAC)	Management Board
	Volunteer Awards

All legal matters  
[excepting the purchase  
and sale of land]

---

Page

## **AGENDA**

### **Disclosure of Interest**

### **Delegations and Presentations**

Nil.

### **Correspondence & Communications**

Nil.

### **Reports from Boards and Committees**

Nil.

### **Staff Reports**

5 - 8

1. 2018-031-03  
Use of Corporate Resources  
for Election Policy

Finance, Administration and Operations Committee  
March 20, 2018

---

*THAT the Use of Corporate Resources for Elections Policy  
(attached as Schedule A) be approved: and*

*THAT staff be authorized to amend any other policies as  
necessary to ensure consistency.*

- 9 - 11      2.    2018-032-03  
Tender 2018-02  
Purchase of two 4 Wheel Drive  
with Plow and one two Wheel Drive  
3/4 Ton Pick-up Trucks

*THAT Council authorize the purchase of three ¾ ton pick-up  
trucks (two 4-wheel drive with plow and one 2-wheel drive  
without plow) from Beattie Dodge Chrysler Jeep Limited,  
Brockville, Ontario, in the amount of one hundred thirty-two  
thousand two hundred fourteen dollars and fifty-two cents  
(\$132,214.52); and*

*THAT the necessary funds be expensed from the Fleet Capital  
Accounts 07-5-892003-2010 and 07-5-892004-2010.*

- 12 - 14      3.    2018-034-03  
Risk Management Official and  
Inspector Services

*THAT Council authorize the Mayor and City Clerk to enter into an  
agreement with Cambium Incorporated to provide Risk  
Management Official and Inspector services as outlined under Part  
IV of the Clean Water Act, 2006, for a three year period ending  
December 31, 2020 as part of the Cataraqui Source Protection  
Plan.*

- 15 - 19      4.    2018-035-03  
2017 Council Remuneration & Expenses

*THAT Council receive the Treasurer's Report on 2017  
Remuneration and Expenses for Members of Council and Board  
Members appointed by the City [Attachment 1 to Report # 2018-  
035-03].*

Finance, Administration and Operations Committee

March 20, 2018

---

20 - 42      5.    2018-036-03

Request for Approval to use Funds  
Public Meeting Waterfront Adhoc Committee

*THAT Council authorize the Waterfront Adhoc Committee to spend a maximum of \$2,000 for display boards and other materials for the Waterfront Action Plan Public Open House.*

43 - 45      6.    2018-037-03

Committee of Council - Terms of Reference

*THAT Council adopt the generic Terms of Reference for Committees of Council as outlined in Schedule A of Report 2018-037-03.*

46 - 47      7.    2018-038-03

Operation of City-owned  
Food Service Facilities

*THAT the contract with Andrew Neeteson for the operation of the canteen at Blockhouse Island be extended to October 15, 2018, at a rate of \$1,250 per month plus 15% of vending machine revenues.*

**New Business - Reports from Members of Council**

Nil.

**FAO - Consent Agenda**

**Motion to Move into Closed Session (immediately following Regular meeting)**

*THAT pursuant to Municipal Act, 2001, Section 239, Sub. 2, (c), the Committee resolve itself into Closed Session to consider:*

1. *a proposed or pending acquisition or disposition of land by the municipality or local board;*

**Report of the Committee from Closed Session**

*THAT the FAO Committee rise from Closed Session without reporting.*

Finance, Administration and Operations Committee

March 20, 2018

---

**Adjournment**

*THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for April 17, 2018.*

**March 1, 2018**

**Report to Finance, Administration and Operations Committee**  
**March 20, 2018**

**2018-031-03**

**Use of Corporate Resources for Elections Policy**

**S. MacDonald**  
**City Clerk**

**RECOMMENDED**

THAT the Use of Corporate Resources for Elections Policy (attached as Schedule A) be approved: and

THAT staff be authorized to amend any other policies as necessary to ensure consistency.

**PURPOSE**

To establish rules and procedures with respect to the use of municipal or board resources during the election campaign period in accordance with amendments to the *Municipal Election Act* (Section 88.18).

**BACKGROUND**

Members of Council are required to conduct themselves in accordance with the *Municipal Elections Act*, 1996 and any City Election-Related policy or procedure in place. The use of municipal resources, both actual municipal property and staff time, for election-related activity is strictly prohibited. The prohibition applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies not only to a Member's personal campaign for office, but also other campaigns for municipal, provincial and federal office.

**ANALYSIS/OPTIONS**

Staff have reviewed policies from other municipalities for the use of corporate resource for election purposes and the following are the issues that are addressed:

1. Communications, newsletters, advertising
2. Media relations, press releases
3. Use of facilities and meeting rooms
4. Use of municipal logos and trademarks
5. Use of resources including phones, printing, stationary, postage
6. General purchasing powers

- 
- 7. Computer use, websites, website links and social media
  - 8. Access to information and staff
  - 9. Staff involvement in election campaigns
  - 10. Councillor budgets, office furnishings and assistants, where applicable

The Use of Corporate Resources policy (as attached as Schedule A) was developed based on best practices in the municipal sector and to ensure that all candidates, including sitting members of Council, enjoy the same privileges.

## **FINANCIAL CONSIDERATIONS**

There are no financial considerations related to this report.

## **CONCLUSION**

This report recommends the now mandatory adoption of a Use of Corporate Resources for Elections Policy, which will serve as a guide for members of Council, candidates, staff, local boards of the City of Brockville and the public on the appropriate use of corporate resources.

While it is recognized that members of Council must be able to perform the duties of their office during an election year, it is also important to establish clear guidelines to ensure that the election campaigns of sitting members do not receive any benefits by virtue of their office and at the same time clarify the use of corporate resources for other candidates, municipal staff, and the public.

  
\_\_\_\_\_  
S. MacDonald  
City Clerk

  
\_\_\_\_\_  
D. Dick, CA  
Director of Corporate Services

  
\_\_\_\_\_  
B. Casselman  
City Manager



# Use of Corporate Resources for Election Purposes

---

## *Introduction*

As leaders of this community, all members of Council are held to the highest standards of conduct and ethical behaviour. In practical terms, this obligation requires that during a municipal election year, all members of Council that are also candidates must avoid any conflict between personal interest and official duties, and any potential conflict be resolved in favour of public interest. While the business of the City of Brockville must continue to be carried out during the entire term of Council, members are responsible to ensure that corporate resources are not used for any election-related purpose. For these reasons, it is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the members of Council and the City of Brockville.

## *Legislative Authority*

The Municipal Elections Act, 1996, as amended (the "Act"), permits candidates to file nominations in a municipal election year on May 1<sup>st</sup>. Once a candidate has filed a nomination paper, they can begin to campaign, raise campaign funds or incur campaign expenses in accordance with the provisions of the Act.

Under Campaign Expenses, Subsection 88.19 of the Municipal Elections Act, 1996, expenses are defined as "costs incurred for goods or services by or under the direction of a person wholly or partly for use in his or her election campaign are expenses". Further, Subsections 88.8(4) and 88.12(4) states "the following shall not make a contribution – The Crown in the right of Canada or Ontario, a municipality or local board".

In defining contributions as money, goods and services, it is apparent that the use of the Corporation's resources relative to an election campaign would be in violation of the Municipal Elections Act. Resources would include, but are not limited to the following: facilities, equipment, supplies, services, staff or other resources of the municipality. Further, the use of staff services, or any person receiving compensation from the municipality, during their regular working hours is also deemed to be in contravention of the Act.

## *Guidelines*

The following guidelines regarding the use of corporate resources for election purposes shall be used for the Corporation of the City of Brockville, from May 1<sup>st</sup> in the year of a municipal election until Voting Day, inclusive or in the case of a municipal by-election, for the period of sixty (60) day prior to and inclusive of Voting Day, for any members running as candidates in the by-election.

Members of Council, candidates and registered third parties for the municipal election who have submitted their Nomination Paper to the Clerk or are intending to run for re-election shall not:

- use the facilities, equipment, supplies, services, staff or other resources of the Corporation of the City of Brockville for any election campaign or campaign-related

## Use of Corporate Resources for Election Purposes

---

activities. Such resources could include but are not limited to: postage or the use of fax or photocopy machines;

- use municipally funded expense allowances for electoral purposes or electoral gain;
- undertake any campaign-related activities on any municipal property unless full market value rent is paid. No campaign-related activities shall be allowed at City Hall, Gord Watts Municipal Centre, Pollution Control Centre; Water Plant; Brockville Fire Stations or Police Station at any time;
- use business cards, envelopes, letterhead or any material imprinted with the municipal logo or City crest for election purposes;
- enlist the use of City staff to work in support of a municipal candidate during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
- print or distribute any material paid for by the municipality that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
- profile, or make reference to, in any material paid for by the municipality, any individual who is registered as a candidate in any election;
- print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; minutes of Council and/or Committee Meetings being exempt;
- use any website or domain names that are funded by the municipality for the dissemination of election-related messages and material.

To avoid any confusion with any website or social media accounts used for Council work, members of Council who choose to create or use their own websites or social media accounts shall throughout the period from the start of the nomination period in the municipal election year until Voting Day, inclusive or in the case of a municipal by-election, for the period 60 days prior to and inclusive of Voting Day, for any members running as candidates in the by-election:

- a) Include a clear statement, easily found and readable, on each website or social media account's home page indicating that the account is being used either solely for Council work, for both Council work and election campaign purposes, or solely for election campaign purposes;
- b) Include the statement in clause a) for as long as the website or account is accessible by the public.

### *Limitation*

Nothing in these guidelines shall preclude a member of Council from performing their duties as Mayor or Councillor, nor inhibit them from representing the interests of the constituents who elected them to office.

### *Administration*

In accordance with the Municipal Elections Act, 1996, as amended, the City Clerk or designate shall take the necessary action to give effect to this guidelines. All complaints received from the public shall be in writing and addressed to the Clerk.

The City Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of the City Clerk, the amendments do not change the intent of the policy

March 15, 2018

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – March 20, 2018**

<b>2018-032-03</b>	<b>M.D. CARRIERE</b>
<b>TENDER E2018-02</b>	<b>FLEET MAINTENANCE FOREMAN</b>
<b>PURCHASE OF TWO 4-WHEEL DRIVE</b>	<b>A.J. ROSSETTI</b>
<b>WITH PLOW AND ONE 2-WHEEL DRIVE</b>	<b>SUPERVISOR, FLEET &amp; SUPPORT</b>
<b>¾ TON PICK-UP TRUCKS</b>	<b>R.T. FRASER</b>
	<b>SUPERVISOR, PUBLIC WORKS/PARKS</b>
	<b>C.J. COSGROVE, P.ENG.</b>
	<b>DIRECTOR OF OPERATIONS</b>

**RECOMMENDED**

**THAT** Council authorize the purchase of three ¾ ton pick-up trucks (two 4-wheel drive with plow and one 2-wheel drive without plow) from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario, in the amount of one hundred thirty-two thousand two hundred fourteen dollars and fifty-two cents (\$132,214.52); and

**THAT** the necessary funds be expensed from the Fleet Capital Accounts 07-5-892003-2010 and 07-5-892004-2010.

**BACKGROUND**

The replacement of these three units for the Operations Department, Public Works/Parks Division, was approved as part of the Fleet Management Program in the 2018 Capital Budget.

**ANALYSIS/OPTIONS**

One 4-wheel drive with plow ¾ ton pick-up truck is utilized to carry out the following tasks for Public Works/Parks – Roads/Storm Sewer Section:

- Plowing laneways and parking lots for winter maintenance operations
- Transporting material and manpower to Public Works work sites for asphalt, concrete, cold mix, guardrail and storm water operations.

The 2-wheel drive and the second 4-wheel drive with plow ¾ ton pick-up trucks are utilized to carry out the following tasks for Public Works/ Parks Section:

2018-032-03

Tender E2018-02

Purchase of Two 4-Wheel Drive with Plow and One 2-Wheel Drive  $\frac{3}{4}$  Ton Pick-up Trucks

Page 2

---

### Winter Operations

- Plowing outdoor rink surfaces
- Transporting operators, hoses and associated equipment for rink flooding
- Backup for 4-wheel drive plow truck for Public Works parking lot and laneway plowing operations
- Backup for 2-wheel drive trucks for Public Works, cold mix, hand sanding operations

### Spring/Summer/Fall Operations

- Transporting operators, equipment and materials to carry out gardening, tree planting, special events, and watering of downtown flower baskets.

In March 2018, Tender E2018-02 for the above-stated units was issued with the following results:

1. Beattie Dodge Chrysler Jeep Limited, Brockville, ON.....\$132,214.52
2. Gananoque Chevrolet Buick GMC, Gananoque, ON.....Rejected (\$132,498.15)
3. Riverside Ford Sales Limited, Brockville, ON.....Rejected (\$126,423.55)
4. Riverside Chevrolet Buick GMC Limited, Brockville, ON.....No Bid
5. 1000 Islands Toyota, Brockville, ON.....No Bid

The amounts quoted include taxes; licence and registration costs are extra. Tenders have been verified.

Riverside Ford Sales Limited and Gananoque Chevrolet Buick GMC tenders have been rejected as they did not meet the required cab size for taller drivers (insufficient leg room).

Beattie Dodge Chrysler Jeep Limited included a 30 day price protect.

## **POLICY IMPLICATIONS**

As per Purchasing By-law 090-2005, Council approval is required when three bids have not been received.

2018-032-03  
Tender E2018-02

Purchase of Two 4-Wheel Drive with Plow and One 2-Wheel Drive ¾ Ton Pick-up Trucks

Page 3

## FINANCIAL CONSIDERATIONS

The approved Capital Budget was \$144,810 for the replacement units. The tender submitted by Beattie Dodge Chrysler Jeep Limited for \$119,063.27 (after manufacturer's fleet pricing incentive and the estimated tax rebate on the gross cost of \$132,214.52) meets the specifications and requirements for the Operations Department, Public Works/Parks Division. An estimated surplus of \$25,746.73 may be realized. Licensing and registration costs are extra.

## CONCLUSION

The Operations Department, Fleet & Support Services and Public Works/Parks Divisions, recommends the purchase of two 4-wheel drive with plow ¾ ton pick-up trucks and one 2-wheel drive ¾ ton pick-up truck from Beattie Dodge Chrysler Jeep Limited, Brockville, Ontario.



M.D. Carrière  
Fleet Maintenance Foreman



A.J. Rossetti  
Supervisor, Fleet & Support Services

  
R. T. Fraser

Supervisor, Public Works/Parks



C.J. Cosgrove P.Eng.  
Director of Operations

  
D. Dick, CPA, CA

Director of Corporate Services



B. Casselman  
City Manager

**March 12, 2018**

**REPORT TO FINANCE, ADMIN. AND OPERATIONS COMMITTEE – March 20, 2018**

**2018-034-03**

**RISK MANAGEMENT OFFICIAL AND  
INSPECTOR SERVICES**

**P. RAABE, P.ENG.  
DIRECTOR OF  
ENVIRONMENTAL SERVICES**

**RECOMMENDED**

THAT Council authorize the Mayor and City Clerk to enter into an agreement with Cambium Incorporated to provide Risk Management Official and Inspector services as outlined under Part IV of the Clean Water Act, 2006, for a three year period ending December 31, 2020 as part of the Cataraqui Source Protection Plan.

**PURPOSE**

To enter into an agreement with Cambium Incorporated to provide risk management official and inspector services as outlined under Part IV of the Clean Water Act 2006.

**BACKGROUND/ANALYSIS**

Municipalities are responsible to manage significant drinking water threat activities that may impact their local drinking water source. To manage these significant drinking water threats, municipalities have a number of tools available to them including risk management plans.

Part IV of the Clean Water Act, 2006, requires the council of a single-tier municipality to be responsible for the enforcement of regulating drinking water threats within their municipality. The City may choose to take on these responsibilities themselves or the Act allows the municipality the ability to transfer them to a board of health, planning board, qualified consultant or source protection authority.

For the past three years, the Cataraqui Regional Conservation Authority has taken on these responsibilities and entered into separate agreements with the City of Brockville, Township of Elizabethtown-Kitley, Township of Front of Yonge, Town of Gananoque, City of Kingston and Township of South Frontenac under a regional office/municipal cost sharing concept. These agreements terminated on December 31, 2017.

The CRCA is no longer able to provide these services to the various municipalities. As a result, the CRCA, on behalf of the City of Brockville, Township of Elizabethtown-Kitley, City of Kingston and Township of South Frontenac, prepared a request for proposal for risk management services.

A total of three proposals were received on Wednesday, January 31, 2018. Staff from the CRCA and each of the municipalities reviewed and evaluated the proposals submitted by:

1. Cambium Inc.
2. BluMetric Environmental
3. Malroz

The consultant will be responsible to provide all the duties of a risk management official and inspector as outlined in Part IV of the Act including:

- Provision of a qualified Risk Management Official and Inspector,
- Negotiate risk management plans,
- Submit annual report to CSPA and municipalities,
- Provide continued updates to municipalities and CRCA staff,
- Update the significant drinking water threat inventory,
- Contact property owners in significant drinking water threat areas annually,
- Review any proposed developments that may require a risk management plan,
- Monitor and report on RMP effectiveness,
- Complete field inspections,
- Issue orders and notices where required,
- Participate in provincial risk management forums

The agreement will be in-place until December 31, 2020.

## **POLICY IMPLICATIONS**

There are no policy implications.

## **FINANCIAL CONSIDERATIONS**

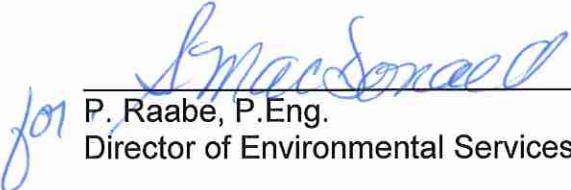
The cost is set at an upset limit of \$2,556/year for the next three years. For 2018 the City is able to use its Source Water Protection Municipal Implementation Fund to cover these costs. For 2019 and 2020 these costs will be an incremental increase to the City's operating budget depending on the availability of funding.

The City could undertake these risk management duties internally but this would require staff to be properly trained. Training is only conducted in Toronto over a one week period. The cost to complete this training exceeds the \$2,556 annual consultant fee. The level of effort for risk management services across the CRCA is less than one full time equivalent position. It is best if municipalities work together and share the resources of a consultant to perform these duties consistently across the region.

## CONCLUSION

The Execution of an agreement with Cambium Incorporated for the provision of Risk Management and Inspection Services provides the City with a cost effective plan to ensure compliance with Part IV of the Clean Water Act.

  
B. Casselman  
City Manager

  
P. Raabe, P.Eng.  
Director of Environmental Services

  
D. Dick, CPA, CA  
Director of Corporate Services

March 8, 2018

**REPORT TO FINANCE & ADMINISTRATION COMMITTEE – March 20, 2018**

**2018-035-03**

**2017 COUNCIL REMUNERATION & EXPENSES**

**FILE: F09-03**

**D. DICK  
DIRECTOR OF CORPORATE  
SERVICES  
L.FERGUSON  
MANAGER OF FINANCE  
C. WARD  
FINANCIAL ANALYST - GENERAL**

**RECOMMENDED**

THAT Council receive the Treasurer's Report on 2017 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2018-035-03].

**PURPOSE**

To identify the 2017 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

**BACKGROUND/POLICY IMPLICATIONS**

Section 284(1) of the *Municipal Act* requires the treasurer to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to members of Council and persons appointed to Boards by the City.

The remuneration or expenses are authorized to be paid as per City By-Law 122-2006.

Pursuant to Section 284 (4) of the *Municipal Act*, the statements which are attached to this report are deemed public records despite the *Municipal Freedom of Information and Protection of Privacy Act*.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**CONCLUSION**

This report fulfills the City's requirement under Section 284 (1) of the Municipal Act.

Report 2018-035-03  
2017 Council Remuneration and Expenses

---

Page 2

Christine Ward

C. Ward  
Financial Analyst - General



D. Dick CPA, CA  
Director of Corporate Services

L. Ferguson

L. Ferguson, CPA, CGA  
Manager of Finance



B. Casselman  
City Manager

**Members of Council  
City of Brockville**  
**Statement of Remuneration and Expenses Paid**  
**as at December 31, 2017**

Name	Honorarium	Expense Allowance	Taxable Recognition Gift	Expenses Paid	Total Paid	Credits	Total
David Henderson	27,161.03	13,530.28	0.00	21,322.19	62,013.50		62,013.50
Jason Baker	12,037.57	5,968.55	0.00	0.00	18,006.12		18,006.12
Thomas Blanchard	12,037.57	5,968.55	0.00	0.00	18,006.12		18,006.12
Leigh Bursey	12,037.57	5,968.55	0.00	2,298.08	20,304.20	*	20,304.20
Philip Deery	12,037.57	5,968.55	0.00	0.00	18,006.12	*	18,006.12
Jeff Earle	12,037.57	5,968.55	0.00	0.00	18,006.12		18,006.12
Jane Fullerton	12,037.57	5,968.55	0.00	0.00	18,006.12		18,006.12
Mike Kalivas	12,037.57	5,968.55	0.00	0.00	18,006.12		18,006.12
David LeSueur	12,037.57	5,968.55	0.00	1,076.14	19,082.26		19,082.26
	<b>123,461.59</b>	<b>61,278.68</b>	<b>0.00</b>	<b>24,696.41</b>	<b>209,436.68</b>	<b>0.00</b>	<b>209,436.68</b>

\* Councillor Deery was paid \$7.28 for mileage by the Leeds, Grenville & Lanark District Health Unit

\* Councillor Bursey was paid \$163.20 for mileage by the Cataraqui Region Conservation Authority

**ANALYSIS OF REMUNERATION AND EXPENSES PAID  
FOR THE YEAR ENDED DECEMBER 31, 2017**

COUNCIL MEMBER	EXPLANATION	HONORARIUM RECEIVED	EXPENSE ALLOWANCE	EXPENSES PAID	TOTAL RECEIVED
Mayor Henderson	City Council	27,161.03	13,530.28	21,322.19	62,013.50
	Office expenses			2,267.80	
	Cellular and paging			1,082.20	
	Conference registrations			2,132.04	
	Transportation			3,792.86	
	Travel accommodations			4,353.46	
	Business/Travel meals			3,675.51	
	Goodwill			3,251.49	
	Police Services Board - Memberships			75.00	
	Police Services Board - Transportation			212.07	
	Police Services Board - Accommodations			479.76	
Councillor Baker	City Council	12,037.57	5,968.55		18,006.12
Councillor Blanchard	City Council	12,037.57	5,968.55		18,006.12
Councillor Bursey	City Council	12,037.57	5,968.55	2,298.08	20,304.20
	AMO Conference			1,846.11	
	FCM			166.31	
	Office expenses			285.66	
Councillor Deery	City Council	12,037.57	5,968.55		18,006.12
Councillor Earle	City Council	12,037.57	5,968.55		18,006.12
Councillor Fullerton	City Council	12,037.57	5,968.55		18,006.12
Councillor Kalivas	City Council	12,037.57	5,968.55		18,006.12
Councillor LeSueur	City Council	12,037.57	5,968.55	1,076.14	19,082.26
	FCM			429.44	
	OEMC			80.33	
	CNT/APT			472.24	
	Office expenses			94.13	
<b>Total expenses for Mayor and Council</b>					<b><u>209,436.68</u></b>

**AMOUNT PAID TO OR ON BEHALF OF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

CITIZEN	BOARD	DESCRIPTION	AMOUNT
King Yee Jr	Police Services Board	Honorarium OAPSB Conference OAPSB Membership	1,510.00 145.15 2,854.37
Wendy Cuthbert	Police Services Board	Honorarium	1,510.00
Sonya Jodoin	Police Services Board	Honorarium	1,510.00
Hugh Bates	Committee of Adjustment	Honorarium	495.00
Winston Rogers	Committee of Adjustment	Honorarium	495.00
David Cody	Committee of Adjustment	Honorarium	495.00
Sandy Hay	Cataraqui Region Conservation Authority	Mileage - paid by CRCA	668.16
Chuck Quick	Brockville Museum Board	Kingston conference tour - Registration, mileage and parking	192.30
Wendy Onstein	DBIA	Trip to Pembroke - travel, accommodation, meals	687.61
Anne Barabash	DBIA	Communities in Bloom - travel, accommodation, meals	850.93
Jennifer Cullen	Brockville Public Library Board	Mileage	84.60

**March 13, 2018**

**Report to Finance, Administration and Operations Committee  
March 20, 2018**

**2018-036-03**

**Request for Approval to Use Funds  
Public Meeting  
Waterfront Adhoc Committee**

**Waterfront Adhoc Committee  
Councillor Fullarton, Chair**

**RECOMMENDED**

THAT Council authorize the Waterfront Adhoc Committee to spend a maximum of \$2,000 for display boards and other materials for the Waterfront Action Plan Public Open House.

**PURPOSE**

To seek Council approval to spend to a maximum of \$2,000 on preparing display boards and other materials to be used for a Public Open House hosted by the Waterfront Adhoc Committee.

**BACKGROUND**

In August 2015, City Council established the Waterfront Adhoc Committee whose goal is to develop a Waterfront Action Plan. This goal will be reached by:

1. reviewing existing Downtown & Waterfront Master Plan and Urban Design Strategy
2. reviewing best practices of other municipalities with waterfront
3. reviewing previous suggestions and ideas that were submitted during the Official Plan process;
4. reviewing previous suggestions and ideas considered and/or identified in previous professional consultant reports;
5. reviewing results of the survey completed by the Economic Development Advisory Team (EDAT);
6. consulting with the public.

The Waterfront Action Plan will:

- identify viable projects, concepts and priorities
  - these projects will include developing a waterfront area and environment that is pedestrian friendly; actively-used; accessible; a destination of social and cultural activities while

- fostering opportunities for continued economic development and sustainability
- these projects will promote the development of residential, retail and commercial projects including mixed use and redevelopment projects
  - develop strategies for implementation of these projects, including responsibilities, timing and estimated costs
  - explore new ways of funding projects including 3P opportunities

## **ANALYSIS/OPTIONS**

The committee has completed the review and consultation phases and has developed a list of project as outlined in Schedule 'A'. At this time, the committee are ready to take the list of identified projects to a Public Open House to seek public input regarding the prioritization of the projects.

The committee is requesting that Council authorize up to a maximum of \$2000 be approved for display boards and other materials to be used at the Public Open House.

## **FINANCIAL CONSIDERATIONS**

The Committee is requesting the authorization of a maximum of \$2,000 of the unused funds from the previous waterfront study project included in the Unspent Reserve account. The current balance is \$5,000.

## **CONCLUSION**

Information gathered from the Waterfront Action Plan Public Open House will be included in the Waterfront Action Plan report to be presented to Council prior to the end of this term of Council.

*J. Fullarton*  
 J. Fullarton

*B. Casselman*  
 B. Casselman  
 City Manager

*DD*  
 D. Dick, CPA, CMA  
 Director of Corporate Services

**WATERFRONT ADVISORY COMMITTEE - PARKING LOT**

**Schedule 'A'**

**BLOCKHOUSE ISLAND - MARINA/HARBOUR**

**OPERATIONAL:**

HIRE HARBOUR MASTER

DEVELOP TRANSIENT BOATERS GUIDE

DEVELOP ON-LINE RESERVATION SYSTEM FOR DOCKING/ISLAND USE CAMPING

CHANGE TIMING OF SEASONAL DOCKING RESERVATIONS

FRANCHISE THE CANTEEN OPERATION

CHANGE SOME TRANSIENT DOCKS AT TUNNEL BAY TO SEASONAL (FINGER DOCKS)

MOVE SEASONAL SMALLER BOATS TO ST. LAWRENCE PARK - INCREASING TRANSIENT DOCKING

MOVE SMALLER BOATS TO 15' DOCKS VS. 20' DOCKS

**CAPITAL:**

VACANCY SIGN

BENCHES BETWEEN SHRUBS AND WATER

PERMANENT STAGE OR SHOW AREA/TIERED SEATING/VIEWING AREA

MOORING BALLS

RECONFIGURE DOCKING SYSTEM/REDUCING PASSAGeway/ADD ADDITIONAL DOCK

PROVIDE ELECTRICITY TO ALL DOCKS AND WATER SERVICE TO SMALLER BOATS

HARBOUR REDESIGN - INCREASED TRANSIENT DOCKING - EDAT/BOARDWALK

- MARINA NEEDS ANALYSIS

- FERRY SERVICE FEASIBILITY STUDY

**WASHROOMS:**

UPGRADE/EXTENDED HOURS OF OPERATIONS FOR ALL PARKS

**TOURISM INFORMATION CENTRE:**

ITEM DEFERRED TO ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

INCLUDING POTENTIAL OF ROWING CLUB OPTION

**REYNOLDS PARK DESIGN**

ITEM DEFERRED DURING 2018 BUDGET DELIBERATIONS

**BROCK TRAIL:**

PEDESTRIAN BRIDGE-BLOCKHOUSE /HARDY PARK , REYNOLDS/ROWING CLUB

**ST. LAWRENCE PARK**

DIVE CENTRE

BROCKVILLE ROWING CLUB RELOCATION

AMPHITHEATRE

ADD SEASONAL DOCKING

ADD KAYAK STORAGE

**ARTISAN MARKET:**

**FARMERS MARKET:**

ADDITIONAL ELECTICAL POWER  
FREE STANDING STRUCTURE

**AMPHITHEATRE:**

**DBIA/CHAMBER OF COMMERCE:**

TOURISM OFFICE, W/C, PARKING, WI-FI

**CENTEEN PARK:**

RAFTS/PONTOONS IN WATER  
COVERED GAZEBO  
DAY LOCKERS  
ANGLED ON STREET PARKING  
WATER LEVEL DOCK FOR SWIMMING ACCESS  
REDESIGN OF MAIN PUMPING STATION

**BROCKVILLE ISLANDS:**

TAXI SERVICE TO ISLANDS  
USE OF MOORING BALLS  
STOVIN ISLAND - OPERATION/MAINTENACE - PARKS CANADA  
REFUGEE ISLAND - PAVILLON COST ESTIMATE/DESIGN  
GLAM CAMPING

**WATERFRONT MASTER PLAN INITIATIVES:**

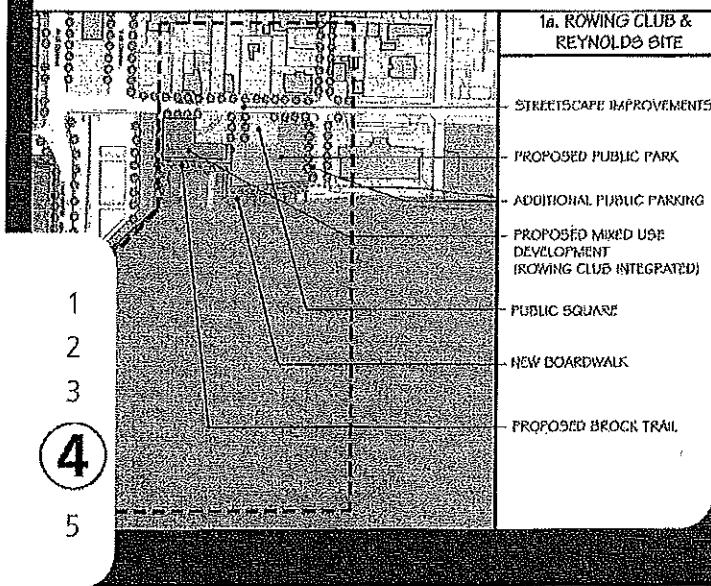
RAILWAY TUNNEL - TOUR BUS PARKING/ROUTING  
ENHANCE SCUBA DIVING  
TOUR BOAT VISITATION - CENTEEN/BLOCKHOUSE  
ENHANCE FESTIVAL AMENITIES  
PUBLIC REALM STRATEGY RECOMMENDATIONS: DWMUDS - PAGES 50 - 58  
PRECINCT STRATEGY AREAS: DWMUDS - PAGES 72 - 81

ROWING CLUB & REYNOLDS PARK	72 - 73
BLOCKHOUSE ISLAND AND WATER STREET	74 - 75
DEVELOPMENT SOUTH OF WATER STREET (TSL)	76
BROCKVILLE LANDING - 4B.	77 - 78
GILBERT MARINE/BROCKVILLE YACHT CLUB	79
MASTER PLAN - OPTION A	80
MASTER PLAN - OPTION B	81

## 4.3 PRECINCT STRATEGY AREAS

The Master Plan identifies a number of precinct strategy areas which either require a greater extent of municipal intervention to realize the development goals and objectives for the waterfront or represent areas undergoing significant transition through private investment and redevelopment. These precinct strategy areas represent strategic redevelopment areas that will significantly transform the waterfront and therefore merit special guidance to direct redevelopment, programming and investment. The precinct strategies are dependant upon the extent of City intervention and investment, feasibility of the proposed strategies, and the development objectives of private landowners. Therefore, various strategies have been proposed for each precinct strategy area for consideration and further evaluation.

**Figure 21 | 1a. Rowing Club and Reynolds Site**

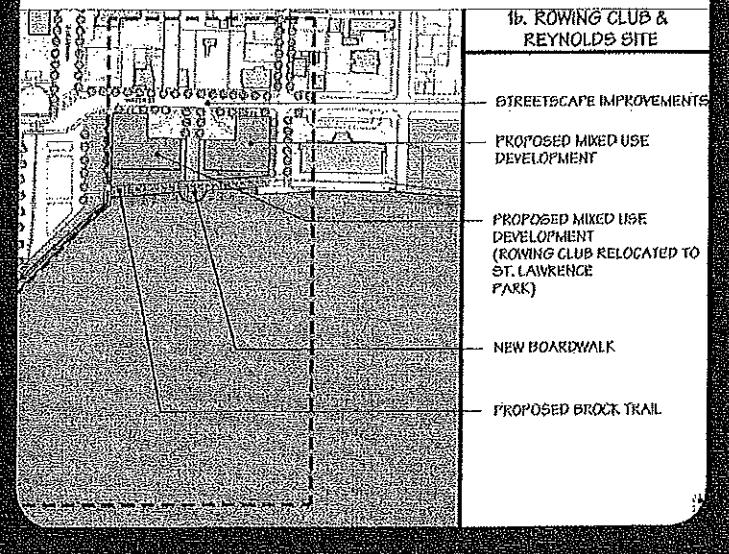


### 1. ROWING CLUB & REYNOLDS SITE

#### Precinct Strategies:

- » Opportunity for the comprehensive redevelopment of the entire block.
- » Potential to relocate existing Brockville Rowing Club from its current location on Ferry Street to a new facility in St. Lawrence Park.
- » Potential to relocate Commercial Dive Charters and shore-based divers from St. Lawrence Park to the existing Rowing Club.
- » Evaluate the feasibility of accommodating additional docking facilities along the proposed boardwalk.
- » Accommodate the extension of the Brock Trail along the water's edge.
- » Accommodate an appropriate mix of public open space and redevelopment on the Reynolds Site.

**Figure 22 | 1b. Rowing Club and Reynolds Site**



The Rowing Club and Reynolds Site offers a tremendous redevelopment opportunity to better integrate the Brock Trail and public open space system along the waterfront, through the comprehensive redevelopment of these lands. The precinct strategies propose two alternatives for the location of the existing Rowing Club and future use of the site:

**1a. Integration of the Rowing Club – Precinct Strategy 1a.** involves the redevelopment of the existing Rowing Club building as a mixed use development, while maintaining and integrating the Rowing Club at its current location within the new building. The Brockville Trail is proposed to be extended around the existing basin. Streetscape improvements are proposed along Water Street to improve and enhance the pedestrian environment.

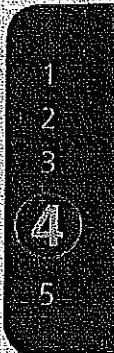
The Reynolds site may accommodate a public park which may be programmed to include a public square or gathering place, including additional parking along Bethune Street. The Brock Trail is proposed to be extended through the precinct along the water's edge to improve connectivity and water access between Centene Park and Blockhouse Island.

**1b. Redevelopment of the Rowing Club – Precinct Strategy 1b.** involves relocating the existing Brockville Rowing Club from its current location on Ferry

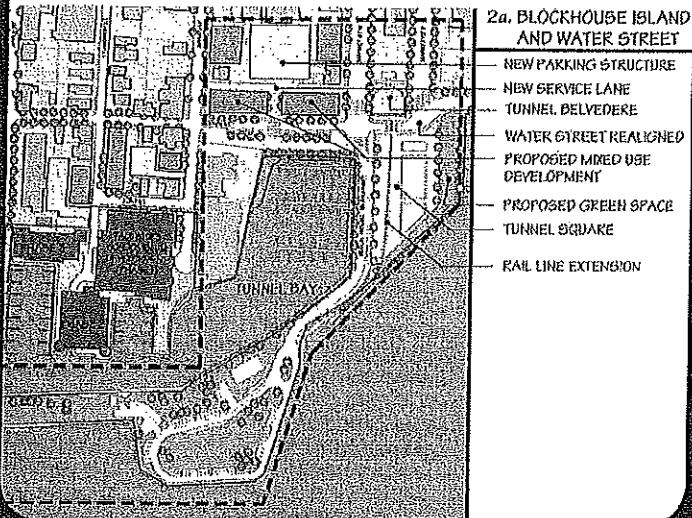
Street to a new facility in the St. Lawrence Park. It is recommended that the Rowing Club may be better accommodated at St. Lawrence Park where potential conflicts with motorized watercraft are minimized, the waterfront is more sheltered from hostile water conditions (i.e., wave action), and opportunity is available for increased waterfront space and associated parking facilities. Should the Brockville Rowing Club be relocated, the site has been identified as a suitable location for the City's Dive community and to accommodate the Dive Charters and shore-based divers (relocated from St. Lawrence Park). The redevelopment of the Rowing Club as a mixed use building should address Water Street, the tunnel square and the waterfront. The existing basin has been filled in to accommodate the additional development opportunity and the extension of the Brock Trail along the water's edge.

The Reynolds site is owned by the City and provides a significant opportunity to extend the existing Brock Trail and associated public open space system along the waterfront, while capitalizing on the site's development potential. New development on the Reynolds site should give careful consideration to addressing Water Street and the waterfront, through animated ground floor uses and special building articulation. The extent of development opportunity for the Reynolds Site may be dependent upon the outcome of the Risk Assessment which is currently being undertaken by the City.

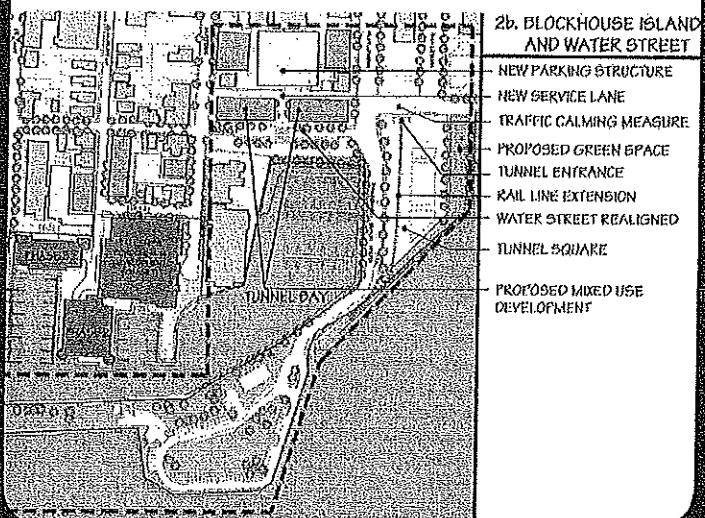
The City's Water Pollution Control Centre (WPCC) located on lands owned by the City of Brockville in the Township of Elizabethtown-Kitley was also evaluated as a potential location to accommodate the relocated Commercial Dive Charters and shore-based divers from St. Lawrence Park, in addition to a new boat launch facility. However, in light of the City's proposed expansion plans for the WPCC and other site constraints, it has been determined that little opportunity exists to accommodate the relocated Commercial Dive Charters, shore-based divers and a new boat launch facility.



**Figure 23 | 2a. Blockhouse Island and Water Street**



**Figure 24 | 2b. Blockhouse Island and Water Street**



## 2. BLOCKHOUSE ISLAND & WATER STREET

### Precinct Strategies:

- » Realignment of Water Street east of Broad Street.
- » Facilitate new development opportunities on the north side of the realigned Water Street.
- » Accommodate additional structured parking within the downtown area.
- » Enhance the tunnel plaza and adjacent public realm and open space.
- » Extension of parks and open space area through the closure of Ferry Street.

The Blockhouse Island and Water Street Precinct Strategies propose the realignment of Water Street by shifting the road to the south to align with Water Street on the west side of Broad Street. The realignment of Water Street will create an enhanced development opportunity on the north side of Water Street and improve the continuity of Water Street through the central waterfront area.

Two strategies are proposed for the realignment of Water Street: the first which would maintain the current alignment of Water Street over the Rail Tunnel; and the second, which would see Water Street realigned on the south side of the Rail Tunnel.

Armagh Sifton Price Park is a key resource in the City's parks and open space system and should be enhanced as a focal point along the waterfront. Opportunities to improve and enhance the open space and pedestrian amenities along the water's edge should be pursued. Parking and driveway access should be limited and consolidated internal to the site to increase the amount of green space and pedestrian amenity. Consideration should be given to creating public gathering places, providing information services, improved picnic and seating areas to capitalize on the harbour views.

**2a. Realignment of Water Street on south side of Rail Tunnel.** – This strategy proposes the realigned Water Street to continue on the south side of the Rail Tunnel entrance and connect with the existing Water Street alignment at the intersection with Market Street East. The existing Water Street overpass would then be closed to facilitate the extension of the open space area adjacent to City Hall and accommodate a belvedere over the tunnel, offering significant views of the City's waterfront. The feasibility of realigning Water Street on the south side of the Rail Tunnel should be further investigated.

1

2

3

4

5

*"Belvedere: a structure (as a cupola or summerhouse) designed to command a view." (Source: [www.merriam-webster.com](http://www.merriam-webster.com))"*

**2b. Retain current alignment of Water Street over Rail Tunnel** – The realigned Water Street would intersect Market Street West at a 'T' intersection and continue northeast on its existing alignment over the Rail Tunnel. The introduction of a stop-controlled 'T' intersection would assist in slowing traffic and discourage through traffic along the waterfront. While the existing alignment of Water Street over the rail tunnel is maintained, improvements to this section of Water Street are proposed to discourage vehicular use, particularly by larger vehicles. Traffic calming measures may be implemented such as special pavement treatments, landscaping, planters or reduced pavement widths (i.e., curb extension).

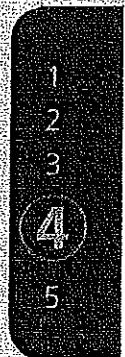
Regardless of the alignment of Water Street around the Rail Tunnel, this area should be improved as a major focal point within the City. Tunnel Square is proposed at the foot of the tunnel entrance which will provide a significant outdoor plaza to accommodate farmers markets and artisans, and special waterfront events and festivals. The section of Water Street adjacent to the Rail Tunnel could be readily closed temporarily to accommodate such events. The railway tracks are proposed to extend towards the waterfront to provide a visual emphasis of the historic importance of this City landmark and enhance this unique tourist destination. Improvements within this area are intended to capitalize on one of Brockville's least exploited iconic architectural symbols (the Tunnel entrance and perspective view of City Hall in the background). Views should be preserved from the Tunnel Square and potential belvedere.

through the strategic placement of any structures and trees within the park and along the waterfront.

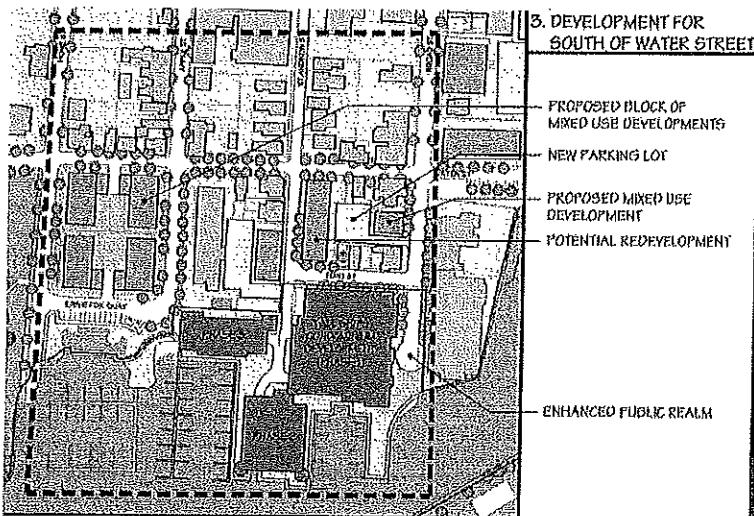
The Ferry Street right-of-way may be closed as a component of the redevelopment of the Rowing Club to provide an enhanced parks and open space area. The closure of Ferry Street will increase the extent of the Tunnel Square as a significant public space and provide for better integration of the redevelopment of the Rowing Club. Any future redevelopment of Ferry Street should be sensitive to the historical significance of the cross-border ferry transport service.

The new development block on the north side of Water Street (between Broad Street and Market Street West) will provide a prominent address on the waterfront and capitalize on spectacular views of Tunnel Bay. A residential condominium or a hotel/convention centre, combined with ground floor and street related commercial uses would be accommodated on this large development block. The existing City owned parking lot would be expanded to accommodate structured parking internal to the block while providing a redevelopment opportunity along the Market Street West frontage. An internal network of service lanes would provide appropriate access throughout the block and access to the parking structure. The comprehensive redevelopment of this block is seen as an important civic objective to extend the continuity of built form from the downtown towards the waterfront and accommodate additional parking in the downtown. Existing heritage buildings should be considered in terms of scale, facade articulation and streetscape when designing the overall redevelopment.

The remnant lands on the south side of Water Street are City owned and will accommodate limited parking adjacent to the harbour and provide improved landscaping/pedestrian access along the water's edge through the extension of the boardwalk. The intersection of the realigned Water Street and Market Street West provides an opportunity for an enhanced public art/landscaped feature at this important focal point and gateway to Blockhouse Island. The realignment of Water Street will coincide with existing and planned underground infrastructure which is located within the new road right-of-way.



**Figure 25 | 3. Development for South of Water Street**



### 3. DEVELOPMENT FOR SOUTH OF WATER STREET

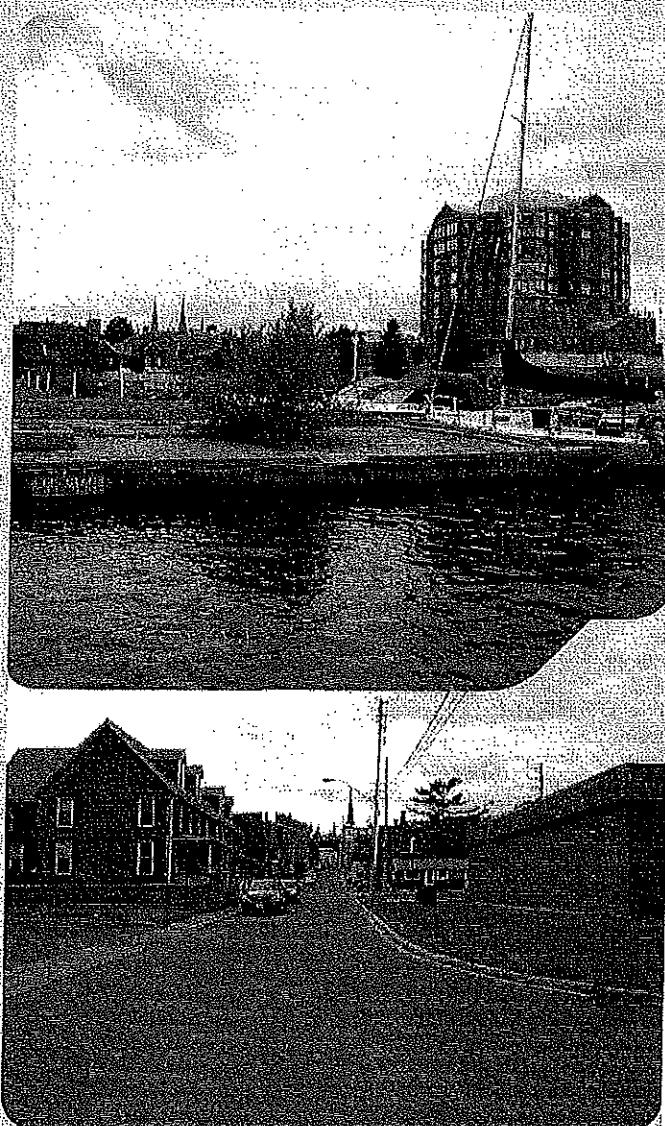
#### Precinct Strategies:

- » Integration of Tall Ships Landing and Maritime Discovery Centre project within the precinct and surrounding context.
- » Provide redevelopment and infill opportunities on underutilized sites.
- » Improve pedestrian access to the waterfront.

This precinct strategy area represents a major redevelopment opportunity on the waterfront. Significant redevelopment approvals for Tall Ships Landing are in place which will accommodate the three-phased redevelopment of lands generally south of Flint Street and between Apple Street and Broad Street. Phase 1 of the Tall Ships Landing project will accommodate a 20-storey mixed use building comprised of 85 condominium units, 33 boutique hotel units, approximately 600m<sup>2</sup> of grade-related commercial and restaurant uses and the new Maritime Discovery Centre (MDC) of the Thousand Islands. A turning circle is proposed at the foot of Broad Street to provide drop-off and access to the condominium buildings. Improvements along the waterfront are proposed to extend the Brock Trail to the harbour. Phase 2 and Phase 3 will consist of two residential condominium buildings. Phase 2 includes a 4-storey building with parking and residential units at grade. Phase 3 includes a 12-storey residential building.

The lands bound by Broad Street, Flint Street, Water Street and Apple Street provide an exceptional opportunity for mixed use redevelopment adjacent to the waterfront. Redevelopment of the lands should provide a prominent street edge and relationship to the waterfront with ground floor animation uses.

Various buildings of historical significance within the precinct will be retained while accommodating additional infill and development opportunities where feasible.



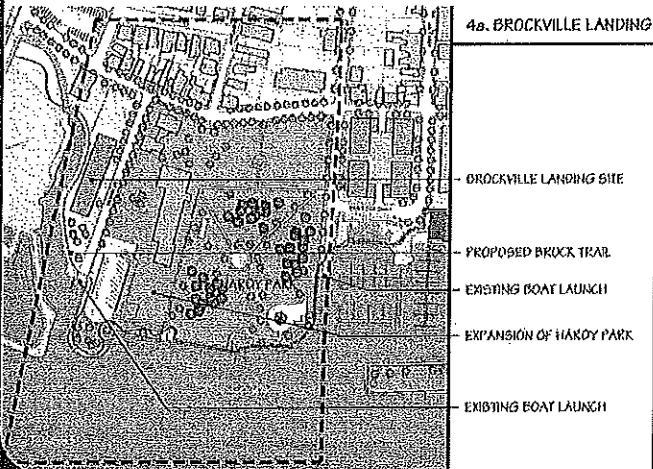
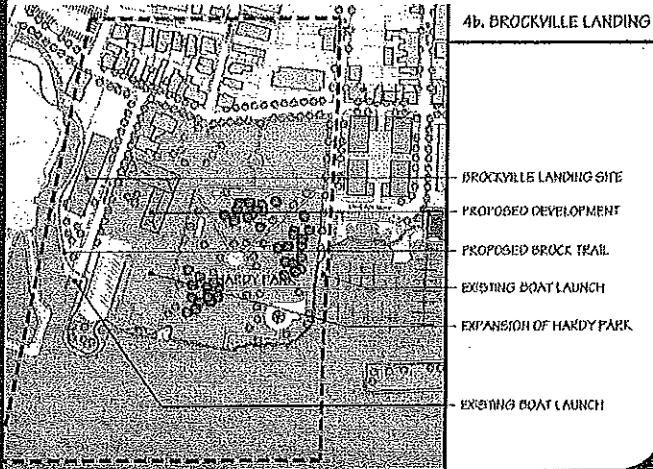
1

2

3

**4**

5

**Figure 26 | 4a. Brockville Landing****Figure 27 | 4b. Brockville Landing**

## 4. BROCKVILLE LANDING

### Precinct Strategies:

- » Integration of Brockville Landing project within the precinct and surrounding context.
- » Accommodate the extension of the Brock Trail along the water's edge and Buell Creek.
- » Extension of Hardy Park and improved integration with the Brockville Museum.
- » Opportunity for the comprehensive redevelopment of the EIT building or accommodate the adaptive reuse of the building.

This precinct strategy area encompasses Hardy Park, the Eastern Independent Telecom (EIT) building, the Provincially-designated Brockville Museum, and the proposed Brockville Landing project.

The Brockville Landing site provides a future development block adjacent to Buell Creek. A site plan application has been approved for the property to accommodate a 10-storey, 90-unit residential

condominium building, as reflected in the precinct strategy. It is anticipated that a new residential condominium building will be accommodated on the site. The extension of the Brock Trail is proposed to maintain access along the water's edge and Buell Creek, through the Brockville Landing site.

The parks and open space areas are proposed to extend to the Provincially-designated Brockville Museum and City parking areas to better integrate these facilities with the City's parks and open space system through improved connections to Hardy Park and the waterfront. The closure of Kincaid Street, south of Water Street, may provide opportunity for the expansion of the Brockville Museum and better integration with Hardy Park.

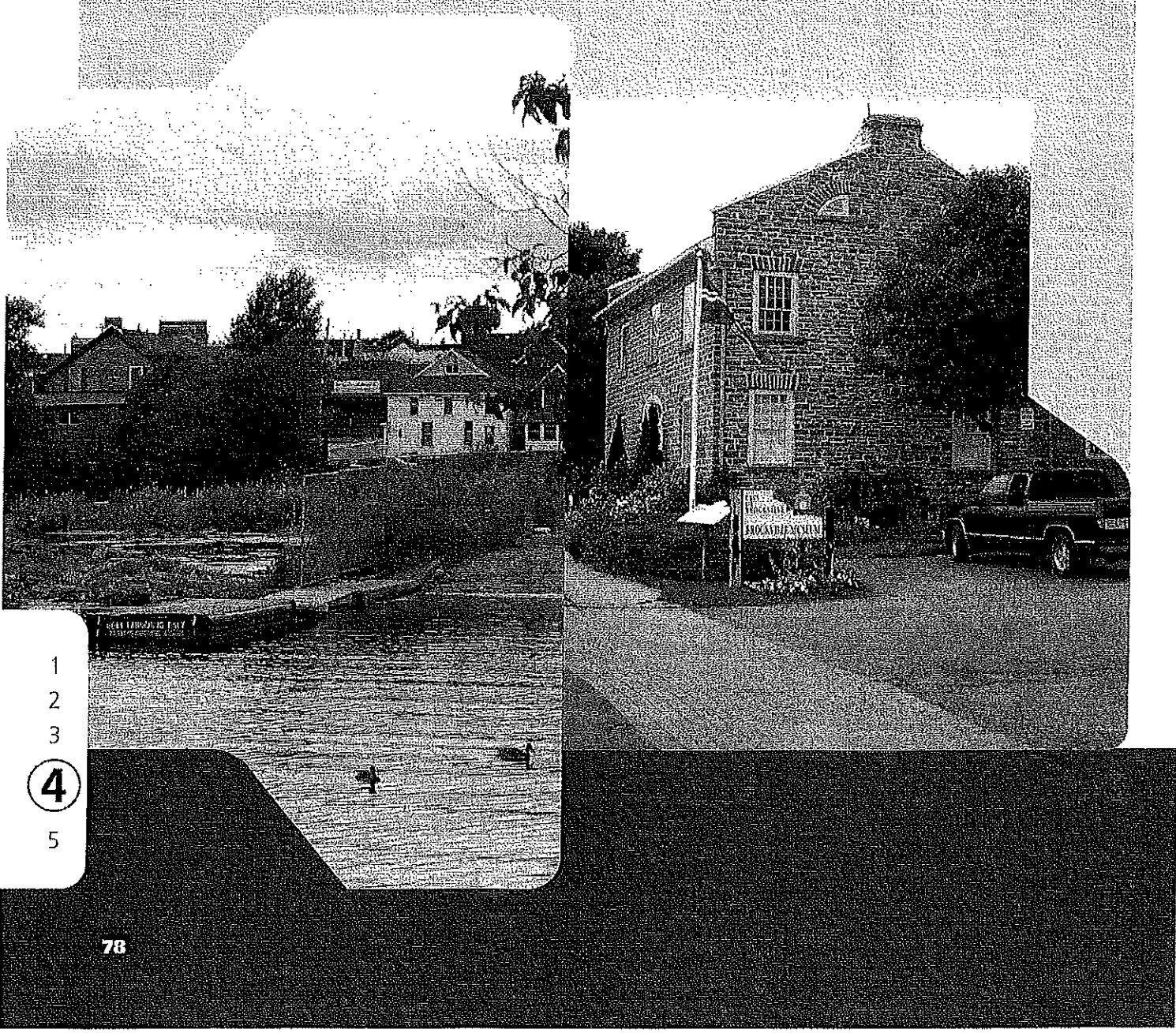
1  
2  
3

4

5

The precinct strategies propose two alternatives for the future use of the EIT site. Precinct Strategy 4.a. maintains the current EIT operations and building. However, it is recognized that the adaptive reuse of the building may accommodate new mixed commercial/residential uses. As recommended in the City's Official Plan, other industrial areas in the City are better suited to accommodate such employment type development.

Precinct Strategy 4.b. accommodates the comprehensive redevelopment of the EIT site to accommodate new mixed commercial/residential uses. Any redevelopment of the EIT site should respect and preserve views and vistas along Kincaid Street to the waterfront. The comprehensive redevelopment of the EIT site may provide access off Henry Street and consolidate a portion of the existing parking area. The reconfiguration of the EIT site may also provide opportunity for the expansion of Hardy Park onto the southerly portion of the site.



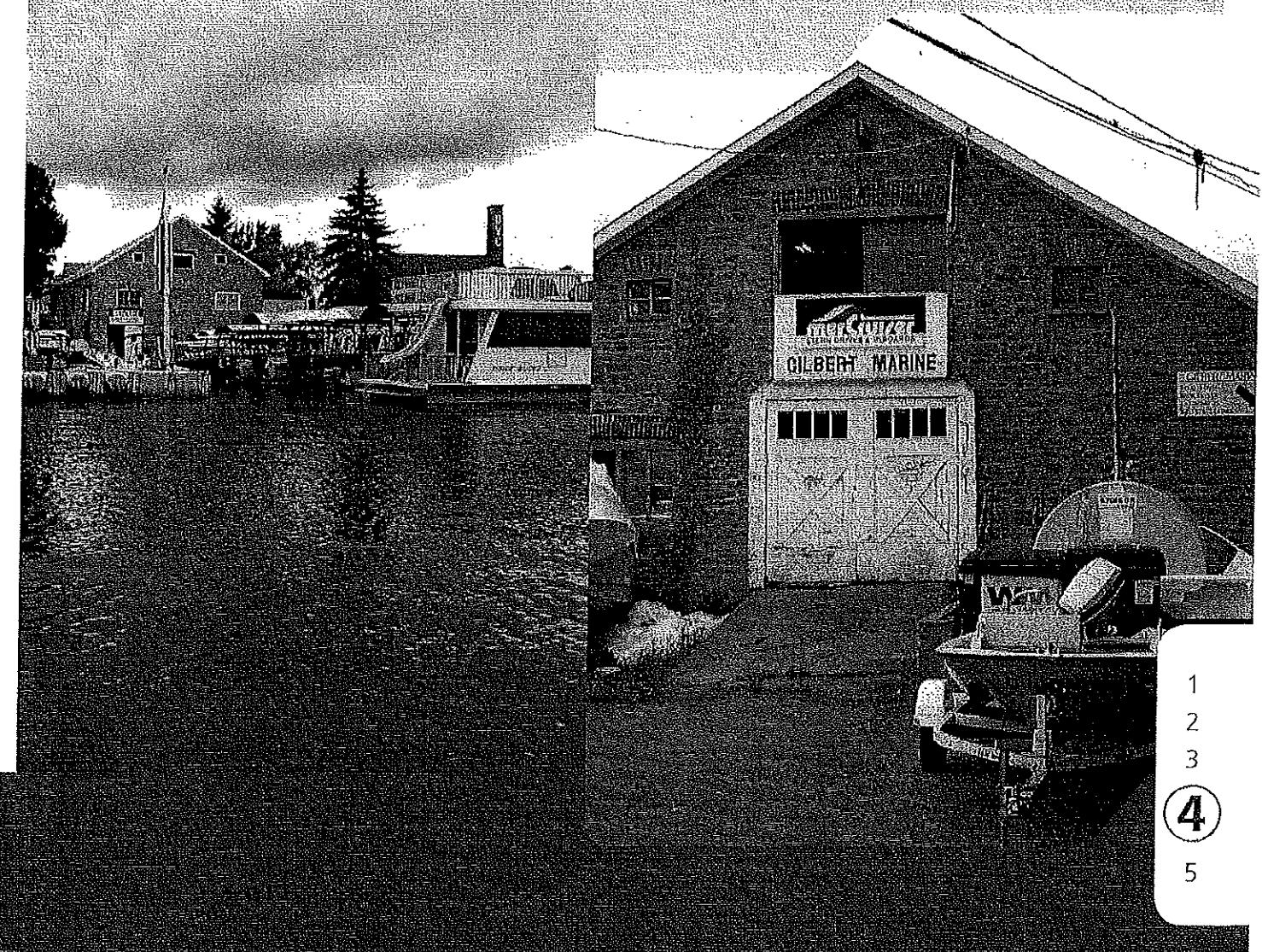
## 5. GILBERT MARINE/BROCKVILLE YACHT CLUB

### Precinct Strategies:

- » Recognize the importance of providing marine services within the central waterfront area.
- » Ensure land use compatibility with neighbouring land uses.
- » Investigate opportunities to expand the range of marina services and facilities.

The DWMPUDS recognizes that an important component of the City's waterfront and amenity is the accommodation of seasonal and transient boats which support tourism and the vitality of the downtown and waterfront. Opportunities to improve existing facilities and accommodate additional marinas and docking facilities should be explored.

There is a desire to maintain and enhance the marine services provided by Gilbert Marine within the central waterfront area while ensuring compatibility among neighbouring land uses. The City should investigate opportunities with Gilbert Marine and the Brockville Yacht Club to expand the range of marina services and facilities which are currently provided and support redevelopment of underutilized lands.



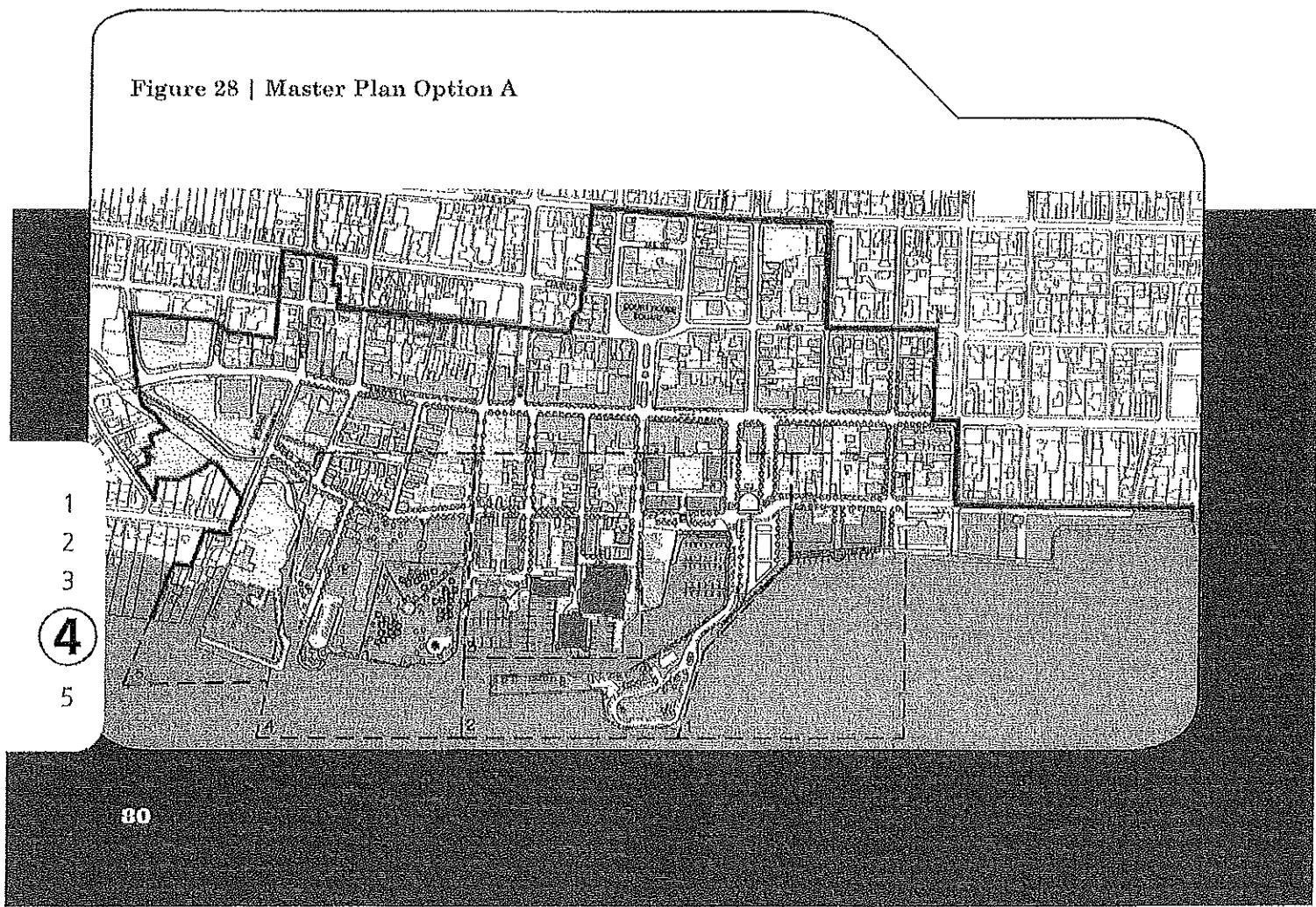
1  
2  
3  
**4**  
5

## 4.4 MASTER PLAN

The DCWA Master Plans illustrate a compilation of the proposed Precinct Strategy Areas and their relationship to the downtown as discussed in Section 4.3. The Precinct Strategy Areas represent the strategic redevelopment areas that will significantly transform the waterfront. The Master Plans provide a conceptual illustration of how the waterfront may evolve in accordance with the strategies and guidelines outlined in the DWMPUDS.

Master Plan Option A and B illustrate the variations identified in the Precinct Strategy Areas which are dependent upon the extent of City intervention and investment and the development objectives of private landowners. The Master Plans provide for the extension of the existing downtown urban fabric and built forms to improve connectivity with the waterfront. The existing parks and open space system is enhanced through increased connectivity and accessibility to the waterfront and reinforces the connections between the downtown and central waterfront.

Figure 28 | Master Plan Option A



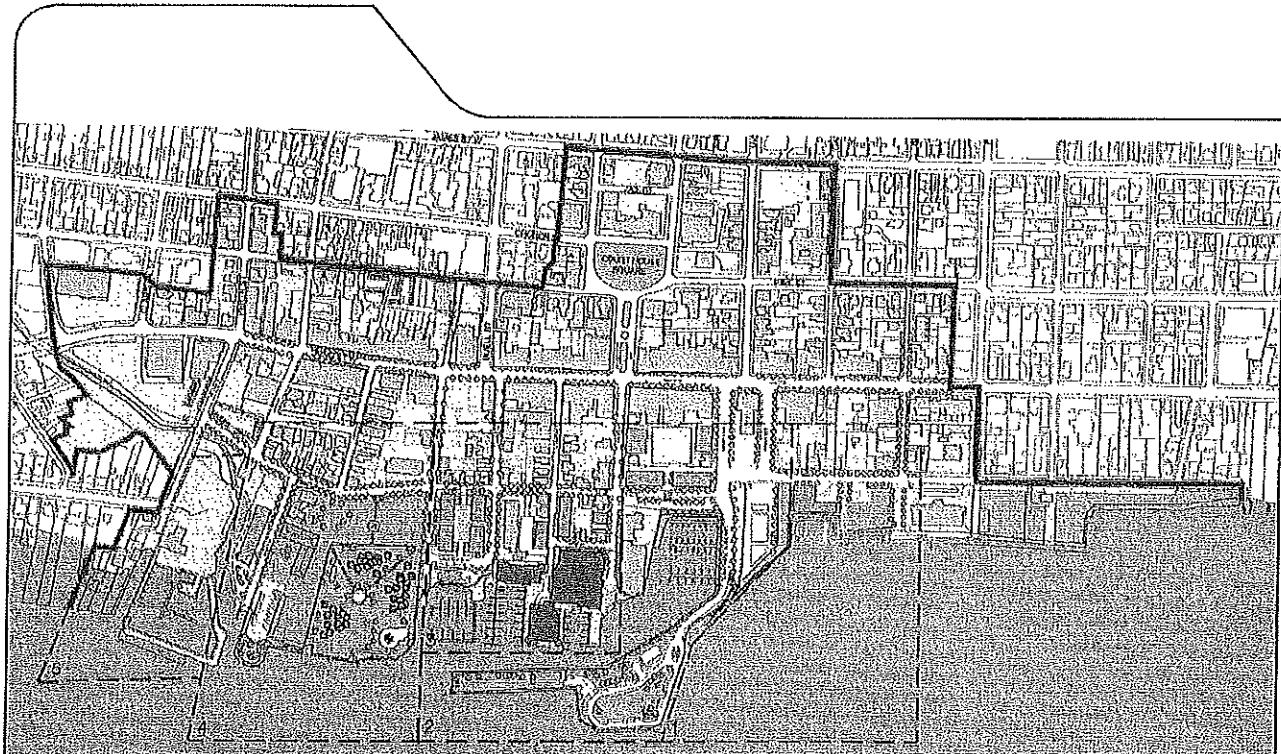


Figure 29 | Master Plan Option B

1

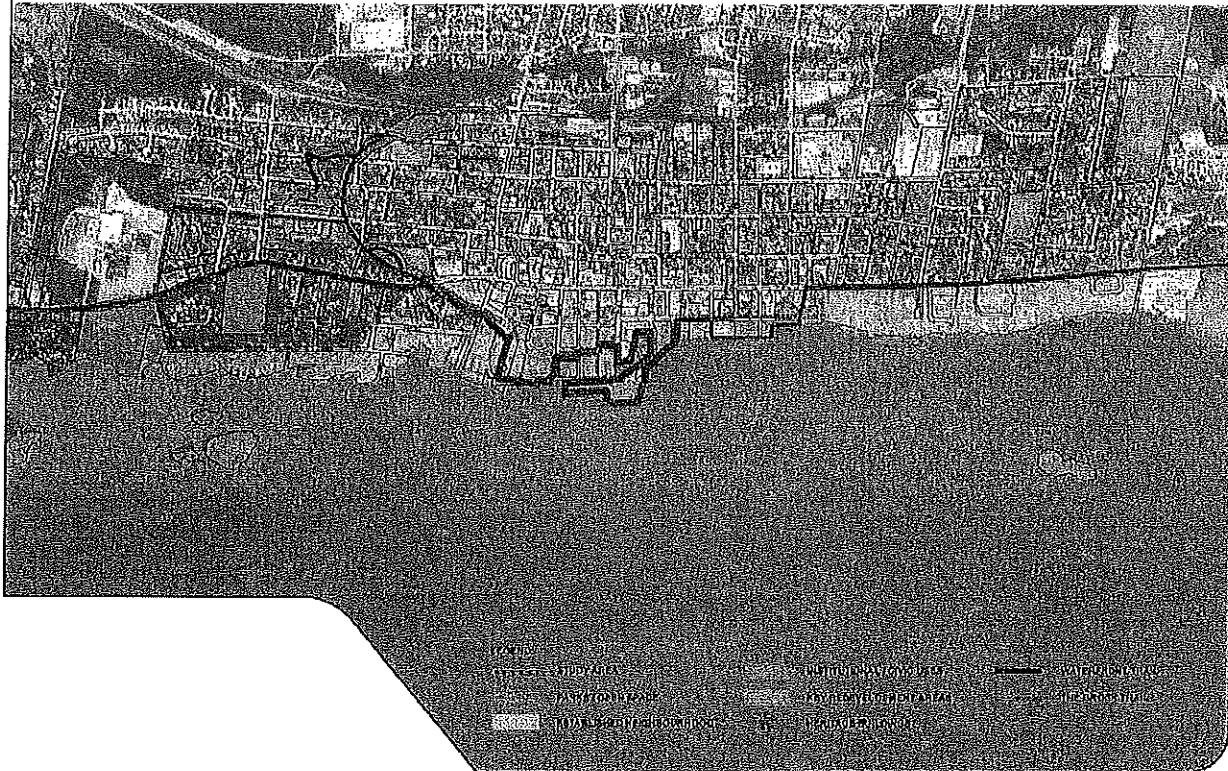
2

3

4

5

**Figure 15 | Public Realm Plan**



## 4.1 PUBLIC REALM STRATEGY

A successful downtown and waterfront is dependent upon creating a unique and memorable experience which attracts residents, businesses and visitors. Our sense of place is experienced from the network of streets, public parks, squares and open spaces which weave the City together. As such, a great emphasis should be placed on the quality of the public realm and the provision of well designed civic spaces, which in turn, provides a wide range of economic, social, cultural and environmental benefits. Furthermore, improvements to the public realm can provide a catalytic effect to encourage private investment and redevelopment in a complementary fashion.

Successful public spaces typically serve three key functions, including:

- » places to meet – places where people gather, meet and greet;

- » places of activity – places that provide or encourage activity, such as shopping and recreation; and
- » places of movement – places that accommodate traffic and movement of all modes of transport, enabling pleasant and efficient pedestrian movement.

The key to creating successful public spaces is walkability and the ease by which pedestrians can move around the City on foot, and connect to other places within the City.

Brockville benefits from a wide range of public green and open spaces, particularly along the waterfront, which are linked through a largely contiguous system of trails. The Master Plan has been updated to reflect the evolution of the trail and open space network in the City of Brockville and capitalize on the opportunities to improve connectivity to and from the trail system.

The north-south streets connecting the downtown to the waterfront provide beautiful views and vistas to the waterfront and should be maintained and enhanced to provide better integration with the downtown through improved streetscaping and a contiguous built form.

The three key components of the City's public realm include:

- » waterfront and water's edge;
- » parks, squares and open spaces; and
- » public streets.

The Public Realm Strategy outlines a framework for the improvement and enhancement of the City's parks, trails and open space system and integration with the downtown and important public, institutional and civic uses.

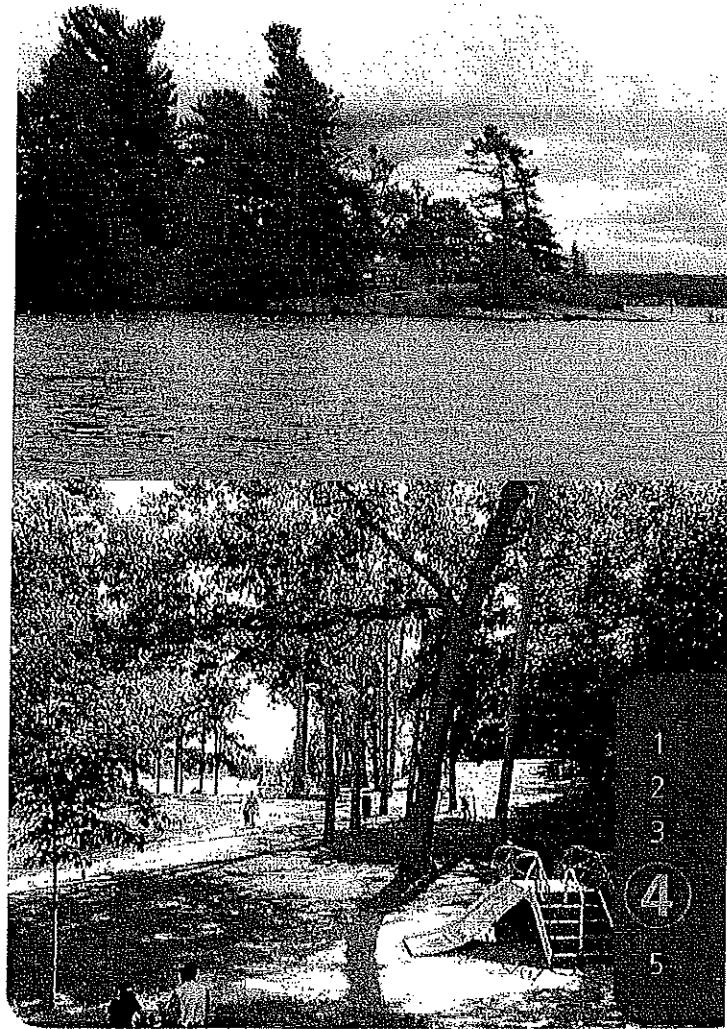
The following identifies the public realm strategies and recommendations for their implementation. While the strategies are intended to primarily address matters within the public realm and municipal initiatives, they have direct implications on the urban design and built form guidelines for private development (as identified in S. 4.2).

## STRATEGIES

### Public Spaces

- » Create a framework for the conservation and development of a wide variety of integrated public parks, open spaces, parkettes, urban squares and facilities for residents and tourists.
- » Celebrate historical and civic landmarks and landscapes that make Brockville a unique and memorable place.
- » Frame public spaces with compatible and complementary uses (i.e., institutional, recreational, commercial and retail uses, including restaurants, cafés etc.) that accommodate activities which 'spill' into the adjacent public space and provide ground floor animation uses that contribute to the life of the public space.
- » Consideration should be given to developing well designed street furnishings (seating, waste/recycling receptacles), lighting standards and paving/landscaping materials that could be used throughout all public spaces.

- » Public spaces should be designed with a consistent and unifying theme. Historic and nautical themes should be considered which reinforce the City's architectural history and marine character.
- » Ensure the best use of the City's resources and land assets within the downtown and waterfront through improved connectivity and accessibility between public spaces.
- » Coordinate the integration of civic infrastructure with existing natural and urban components.
- » Coordinate the interface between private and public uses to ensure the continuity and integration of the experience of public and private open space, where possible.

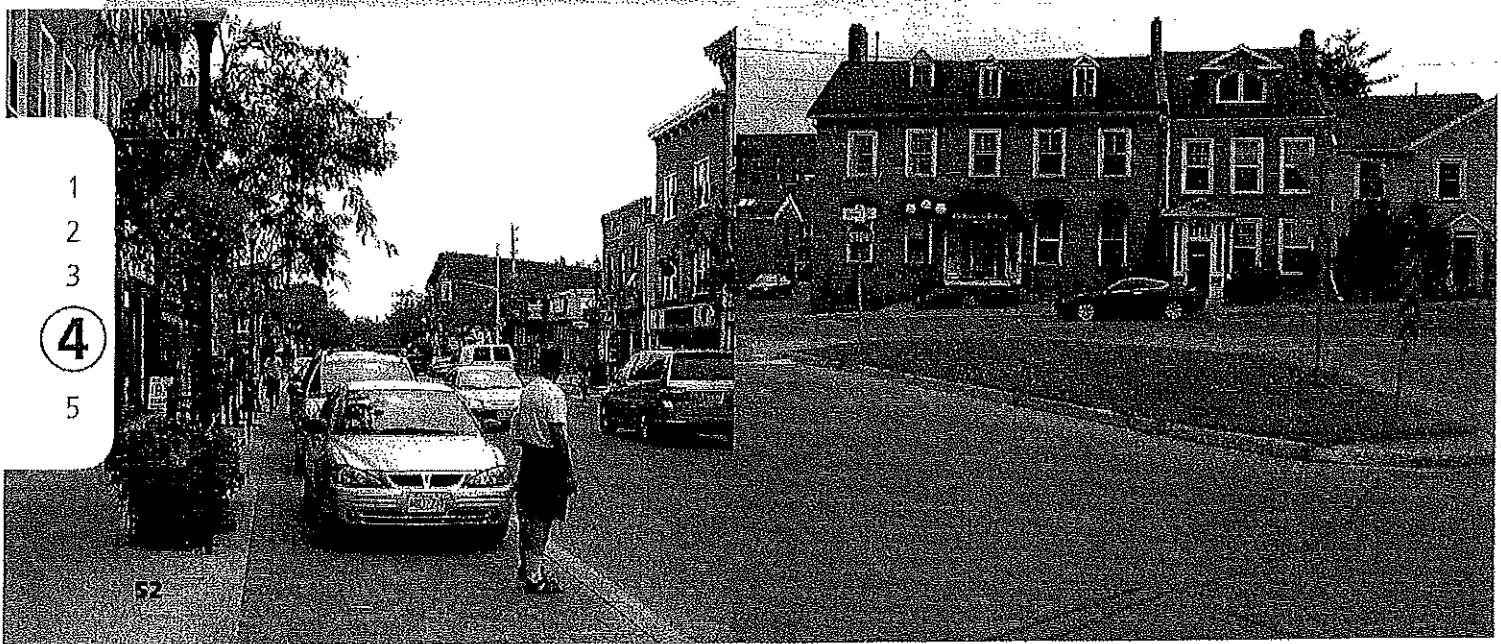


### *Recommendations:*

- » Blockhouse Island – Maintain current access to the Park from Blockhouse Island Parkway. Seek opportunities to preserve/enhance the open space and pedestrian amenities along water's edge through additional landscaping, while maintaining appropriate driveway and parking facilities internal to the park.
- » St. Lawrence Park – Promote passive recreational uses (i.e., swimming, picnicking, walking, rest areas, canoeing, kayaking, etc.) within St. Lawrence park within an environmentally sustainable manner. The City is undertaking a detailed Master Plan for the future planning and programming of St. Lawrence Park. Opportunities to remove the existing camping areas and relocate the existing Dive Charters and shore-based divers to the Rowing Club site should be explored. The St. Lawrence Park may provide an appropriate venue for the relocation of the Rowing Club.
- » Tunnel Entrance/Belvedere – The Precinct Area Strategies propose two options for the configuration of the tunnel entrance which is dependent upon the realignment of Water Street (Section 4.3). The strategies propose improvements to the public space to better capitalize on this unique historic landmark including a public square framing the tunnel entrance. The closure of Ferry Street may provide opportunity to expand the adjacent park.
- » Hardy Park Extension – Hardy Park may be expanded to the west along the waterfront, and along Water Street to better integrate the park with the Brockville Museum, through the potential closure of Kincaid Street (south of Water Street).

### **Streetscapes**

- » An attractive and cohesive streetscape helps define the character of the community and should contribute to a distinct sense of place and identity. The streetscape provides the interface between public and private spaces from which we experience our communities.
- » A comprehensive and interconnected street system will be provided that combines economic vitality with efficient, safe and a pleasant urban experience that is typical of Brockville.
- » The streetscape should provide consistency in terms of sidewalks, boulevards, plantings and landscaping, furniture, sidewalks, lighting, signage, public art, and utilities, among other elements.
- » The streetscape should be of a pedestrian scale which provides comfort and safety to pedestrians.
- » Well-demarcated intersections and cross-walks should be provided to improve connectivity and pedestrian accessibility.
- » Provide pedestrian linkages between parking areas, buildings and sidewalks within the public right-of-way.



*Recommendations:*

- » Water Street – The City should pursue opportunities to develop a unifying boulevard, streetscape and public realm along Water Street.
- » Broad Street – The City should pursue opportunities to develop a unifying boulevard, streetscape and public realm along Broad Street which reflects the character of King Street to facilitate improved connectivity of the Downtown to the Waterfront.

**Road Network**

- » Coordinate traffic and circulation to ensure the supply and vitality of downtown businesses and activities.

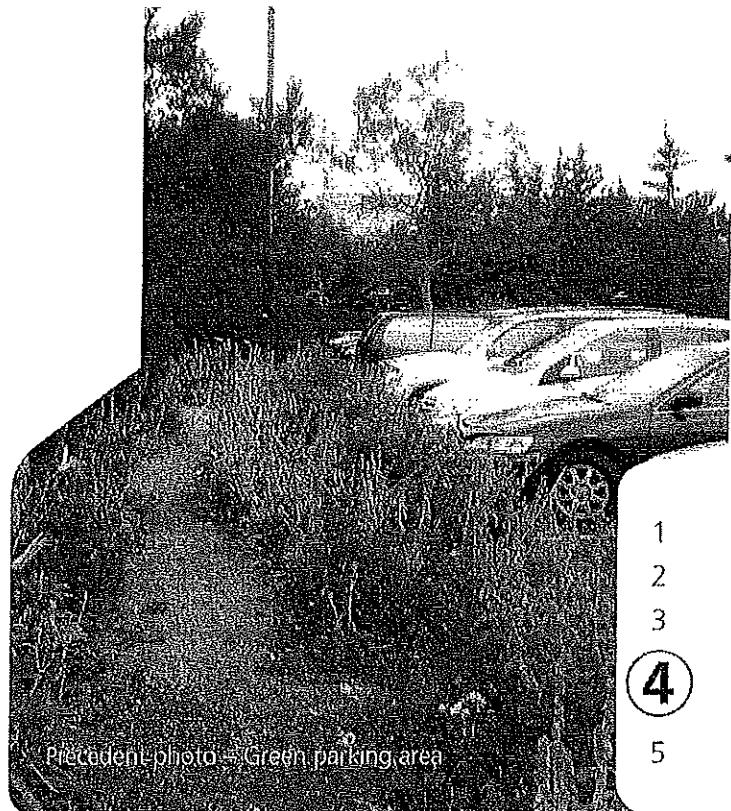
*Recommendations:*

- Water Street – Realign Water Street east of Broad Street to Market Street to maintain continuity along the waterfront and create development opportunity on the north side of Water Street.
- Kincaid Street – potential closure of Kincaid Street south of Water Street to improve integration and continuity of Hardy Park with the Brockville Museum and along the waterfront.
- Ferry Street – potential closure of Ferry Street to improve integration and continuity of the waterfront park and trail.

**Parking and Access**

- » Ensure accessibility to downtown for vehicles by providing an adequate supply of parking while not compromising the continuity of urban spaces, vistas, security, economic vitality, and quality of life.
- » Parking should be accommodated in parking structures above or below grade. Large surface parking areas should be avoided or appropriately screened from public view.
- » Parking adjacent to parks should be in stalls generally perpendicular to the street edge.
- » Parking areas should be located at the rear or side of buildings and be screened from the street where possible through the use of plantings and landscaping features.
- » Parking areas should provide appropriate landscaping to subdivide parking areas into smaller blocks, through rows of trees, shrubs, low walls.

- Decorative fencing and pathways as a means to break-up extensive surface parking areas.
- » Vehicular access locations should be minimized and consolidated where feasible to minimize conflicts and provide a more continuous and uninterrupted streetscape.
- » Driveways should be aligned with those on the opposite side of the street to provide safe and efficient vehicular movements.
- » Rear service lanes are encouraged where access to individual properties is limited or properties have frontage on Main Streets.
- » Parking structures should not be located along the road frontage but rather be setback from the street and appropriately screened by building façades or special architectural treatments.



*Recommendations:*

- » Parking Structure – Construct a parking structure within the middle of the block bound by the realignment of Water Street, between Broad Street and Market Street/West, which is appropriately setback and screened from public view.
- » On-Street Parking – Accommodate minimal parking within the road allowance adjacent to parks and along streets, while preserving views and vistas to the waterfront.
- » Maritime Discovery Centre (MDC) – If parking for the proposed MDC will not be provided on the Tall Ships Landing site, adequate parking in close proximity to this new attraction must be identified.

**Gateways**

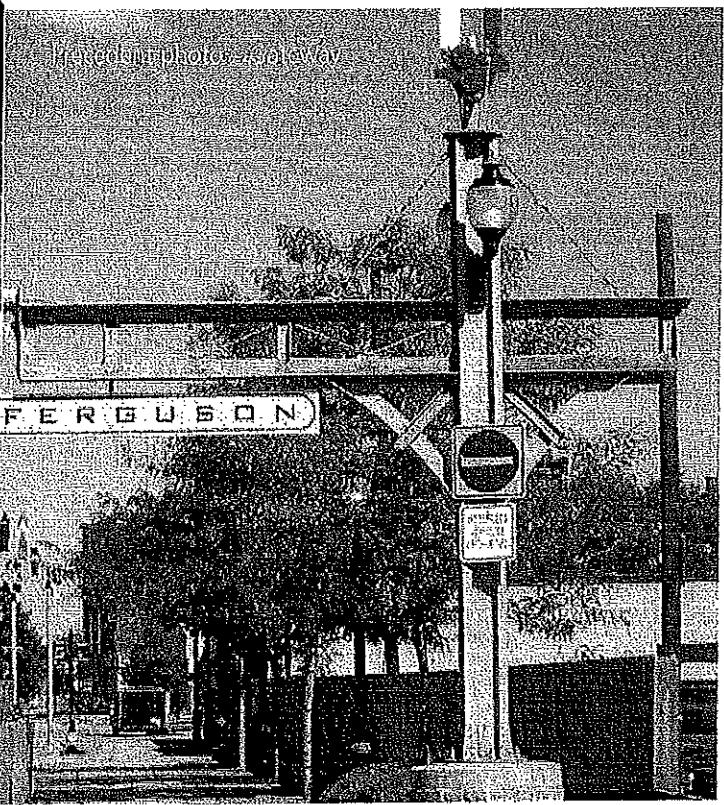
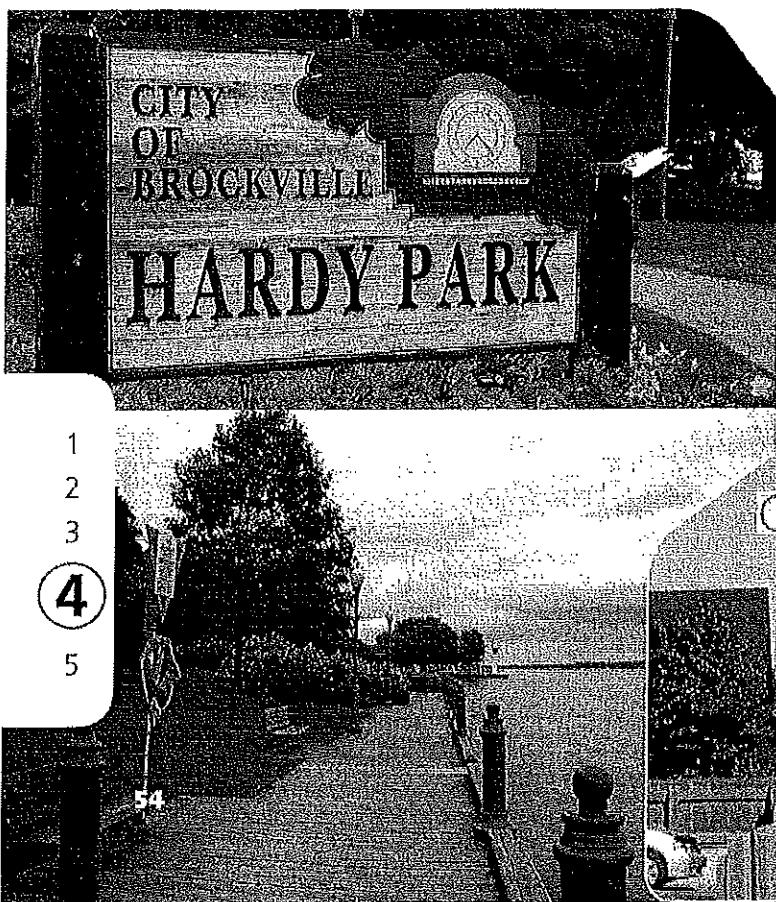
- » Gateways are used to mark the arrival to unique destinations or distinct places and reinforce a sense of place and community identity. Gateways may consist of a structure, building, public art or landscape elements which may incorporate signage or wayfinding.
- » Develop a design strategy that makes use of gateways to enhance, link and frame prominent natural and physical components of the City of Brockville.

*Recommendations:*

- » Gateways should be identified at appropriate locations, such as the entrances to the downtown and key areas along the waterfront, including Gilmour Street/King Street, Orchard Street/King Street and major public spaces.

**Pedestrian Access / Trails**

- » Trails facilitate active and healthy lifestyles for pedestrian and cycling movement for Brockville residents and should be promoted and enhanced.
- » Pedestrian access to the waterfront is a high priority as a component of all new development and redevelopment within the waterfront.
- » Access and visual permeability to Brockville's downtown streets to the north is key to providing adequate flow of pedestrian traffic.
- » There is a considerable grade difference from King Street to Water Street and consideration should be given to accessibility for seniors and wheel-chair accessibility.
- » Pedestrian accesses should ensure safety and safe access to and along the waterfront.
- » The Brock Trail/Waterfront Trail should be continuous and follow the water's edge where appropriate.



- » The water's edge trail should be a minimum width to allow people to move safely, provide accessibility and opportunities for seating.
- » The water's edge trail should be set within a wide landscaped area where adjacent to private development and the water's edge.
- » The main water's edge pedestrian route should have overhead lighting, benches, waste receptacles, etc., designed with a consistent theme across the waterfront.
- » Trails must be easily accessible, inviting, and navigable for local residents and visitors with appropriate signage.

*Recommendations:*

- » Brock Trail Improvements—Accommodate extension of trail across Rowing Club/Reynolds Site; along the harbour of the Tall Ships Landing site; and along the Brockville Landing site.

#### Views & Vistas

- » Brockville is defined by the views and vistas of its waterfront, downtown streetscapes, historic buildings, and parks. A distinct sense of place is reinforced through orientation of perspective

and visual corridors. Views towards the harbour and St. Lawrence River are vital to the downtown character, providing a unique perspective.

- » Visual corridors facilitate pedestrian movement through the downtown and waterfront neighbourhoods and provide integration with the waterfront. Protection of these views and visual corridors in the historic core can be preserved and enhanced through design and zoning standards. This can include height restrictions, the setback of upper storeys for taller buildings, and by requiring perspective renderings of new developments for public view. Incorporation of policies which highlight and protect views and vistas in Brockville are key to setting a high standard and quality of design for new development.
- » Views down the streets to the waterfront should not be interrupted with buildings, street signs, guard rails, trees, parked cars, etc. However, limited on-street parking should be accommodated.
- » Figure 16 identifies significant views and vistas within the DCWA which should be preserved and protected.

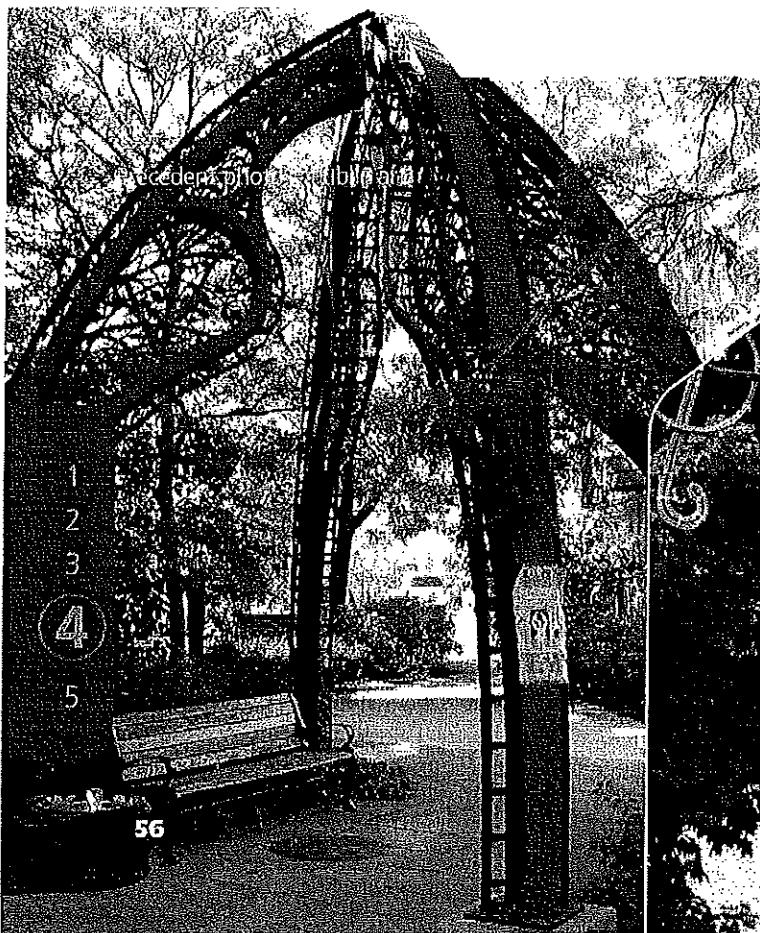
**Figure 16 | Views and Vistas**



- 1
- 2
- 3
- 4
- 5

## Public Art, Plantings & Landscaping

- » Significant landscaping opportunities for sustainable revitalization exist within the parks and greenspaces through Brockville's waterfront and downtown core. Landscaping that provides for low maintenance, naturalized and native species planting, reinforce Brockville's commitment to sustainability. Flexible parks provide opportunities for both passive and active recreational uses (i.e., areas of rest/reflection, and programming, such as sport fields and playground equipment).
- » Tree plantings should be concentrated on north-south street alignments, through Hardy Park and Centeen Park to enhance the visual connections to the waterfront from adjacent neighbourhoods.
- » Tree plantings/landscaping should be strategic to ensure that they do not disrupt views along the waterfront and major north/south views.
- » Provision of public art as a focal point for important community uses and facilities or parks and open spaces is encouraged. Public art may play an important role in the interpretation of history and the character of a place. Opportunities for the provision of public art should be identified at key locations and focal points.



## Signage & Wayfinding

- » Signage should be consistent across the waterfront.
- » Directions to the public trail, parks and facilities should also be clearly marked from roads and parking lots.
- » A wayfinding system (i.e., 'finger signage') may be implemented to assist in orienting tourists/visitors.



Precedent photo – Shoreline landscaping

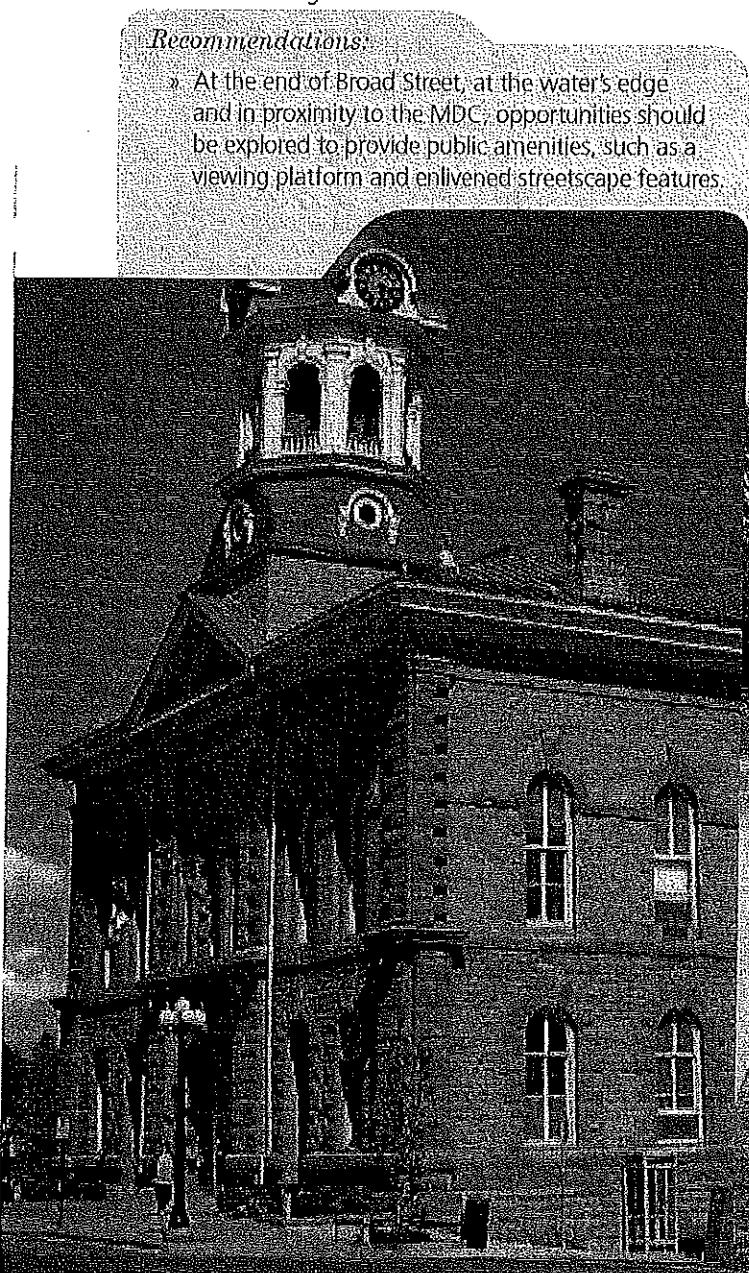


## Institutional & Cultural Buildings

- » All public buildings will meet the *Accessibility for Ontarians with Disability Act*.
- » All public buildings should be designed to add a level of amenity to the abutting public space, whether a street or park, regardless of their particular function (i.e., viewing platform, porch, washrooms, etc.).
- » All public buildings should have a high quality of design, material and finishes that complement the surrounding area.

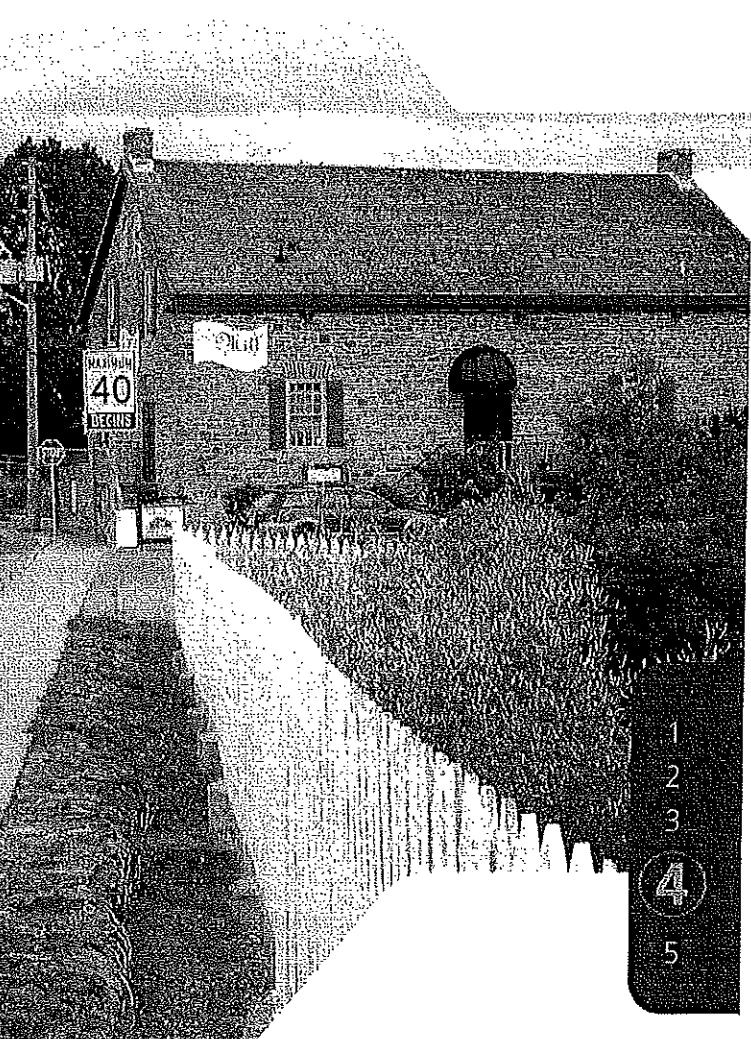
*Recommendations:*

- » At the end of Broad Street, at the water's edge and in proximity to the MDC, opportunities should be exploited to provide public amenities, such as a viewing platform and enlivened streetscape features.



## Heritage Preservation

- » Preserving and enhancing the architectural and built heritage is essential in maintaining the City's unique identity. New development should be respectful and reinforce existing architectural styles and themes through special architectural treatments to buildings. For example, the incorporation of the Historic Rowing Club building designs in the proposed Tall Ships Landing project seeks to preserve the architectural heritage of the City's iconic buildings.
- » The City, in association with the Brockville Heritage Committee, should pursue the heritage designation of significant buildings and consider the designation of a Heritage Conservation District Area within the downtown.



## **Marinas & Boat Docking**

- » An important component of the City's waterfront and amenity is the accommodation of seasonal and transient boats which support tourism and the vitality of the downtown and waterfront.
- » Opportunities to accommodate additional seasonal and transient slips and breakwater requirements should be further investigated to determine the most feasible solutions.
- » The Plan supports the retention and improvement of existing boat launch facilities along the waterfront.
- » The Plan recognizes the need to maintain and improve the services of the City's marinas to meet the long-term needs of the City, its residents, and visitors. Gilbert Marine which offers a full-service marina (repairs, pump-out, gas) within the DCWA should be retained and enhanced.

### *Recommendations*

- » Based on previous analysis for accommodating additional docking and breakwater systems along Brockville's waterfront, additional facilities are not feasible at this time. However, should new technologies emerge and the City wish to consider revisiting the feasibility of constructing additional breakwater systems, it is recommended that additional transient/tourist docking facilities be accommodated within the DCWA.
- » The City should investigate opportunities to redesign the existing docking configuration in Tunnel Bay harbour to improve the efficiency of the existing docking facilities to accommodate additional berths.
- » The City should review its policy of providing seasonal dock slips and consider reallocating existing seasonal berths at Tunnel Bay to accommodate additional tourist docking.

## **Programming & Events:**

- » Successful public spaces provide opportunities for gatherings and activities.
- » Programming and events along the waterfront contribute to the vitality of the public spaces and should be pursued.

### *Recommendations:*

- » Opportunities for an enhanced Farmers/Artisan Market Area is proposed within the vicinity of the Tunnel entrance and the proposed Tunnel Square.

1  
2  
3

**4**

5

**March 14, 2018**

**Report To Finance, Administration and Operations Committee – March 20, 2018**

**2018-037-03**

**Committee of Council - Terms of Reference**

**Bob Casselman**  
**City Manager**

**RECOMMENDATION**

THAT Council adopt the generic Terms of Reference for Committees of Council as outlined in Schedule A of Report 2018-037-03.

**PURPOSE**

To consider the adoption of a generic Terms of Reference for Committees of Council.

**BACKGROUND**

Council and members of the community have recently raised concerns relating to the mandate of Committees of Council. Staff have developed a generic Terms of Reference to assist in clarifying the role/mandate of Committees of Council as outlined in Schedule A. Any variations to these Terms of Reference must be approved by Council. Schedule B provides a list of existing Committees of Council.

**FINANCIAL IMPLICATIONS**

None.

**CONCLUSION**

Adoption of the Terms of Reference outlined in Schedule A will provide additional clarity regarding Committee of Council mandates.

---

  
B. Casselman, City Manager

**Schedule "A"**  
**Committee of Council**  
**Terms of Reference**

### **1. Composition**

- Members to be approved by Council;
- Mayor ex officio member.

### **2. Meetings**

- Meeting schedule to be determined by the Chair.
- Minutes to be prepared and circulated to Council pursuant to the City Procedural By-law.

### **3. Mandate**

- To act as an Advisory Committee providing recommendations to City Staff on the use and maintenance of projects;
- To act as an Advisory Committee providing recommendations to City Council for project design;
- To fundraise for the Capital and Operating cost of projects, following City Council adoption of the design;
- Committees to adhere to the City Procurement By-law. Any variations must receive pre- approval of City Council;
- Committees are not an "Employer" of Record and as such have no authority for Human Resource responsibilities (Hiring, Termination, Discipline);
- All Capital and Operating budgets of Committees of Council must receive pre-approval of City Council;
- Committees have no legal authority to execute contracts or file grant applications on behalf of the City of Brockville;
- To provide reporting to respective Standing Committee on a semi-annual basis or as otherwise directed by Council of Committee activities.
- Committees to adhere to the City Workplace/Code of Conduct policies.

**Schedule B**

**Committees of Council**

Accessibility Advisory Committee  
Arena Advisory Committee  
Cycling Advisory Committee  
Economic Development Advisory Team  
Heritage Brockville  
Railway Tunnel Committee  
Twin Pad Committee  
Waterfront Adhoc Committee  
Youth Advisory Committee  
Brock Trail Committee  
Tall Ships Festival Committee

**MARCH 15, 2018**

**REPORT TO FINANCE, ADMIN. & OPERATIONS COMMITTEE – MARCH 20, 2018**

**2018-038-03**

**OPERATION OF CITY-OWNED  
FOOD SERVICE FACILITIES**

**C.J. COSGROVE, P.ENG  
DIRECTOR OF OPERATIONS**

**RECOMMENDED**

THAT the contract with Andrew Neeteson for the operation of the canteen at Blockhouse Island be extended to October 15, 2018, at a rate of \$1,250 per month plus 15% of vending machine revenues.

**PURPOSE**

To provide for continued operation of the City-owned canteen at Blockhouse Island, allowing for a Request for Proposals to operate all of the canteens later in 2018.

**BACKGROUND**

The current five year contract with Andrew Neeteson for the operation of the canteens at Blockhouse Island and the arenas expires on April 30, 2018.

**ANALYSIS**

The operation of the Crow's Nest Grill at Blockhouse Island has been positive.

The operation of the canteens at the arenas by Mr. Neeteson (2013 - 2016) was met with mixed reviews by arena users and patrons.

During the 2016/2017 and 2017/2018 arena seasons, the Brockville Braves operated the arena canteens under a sub-lease with Mr. Neeteson. The outcome of the operation of the arena canteens by the Brockville Braves was less than positive.

Mr. Neeteson has expressed interest in continuing to operate the canteen at Blockhouse Island. He has less interest in operating the arena canteens.

Another operator of canteens initially expressed interest in the arena canteens, but subsequently expressed a desire to offer a proposal to operate all of the canteens.

2018-038-03

Operation of City-Owned Food Service Facilities

Page 2

As a result, it is recommended that proposals for the operation of the canteens be solicited. To allow sufficient time for the Request for Proposal process, it is recommended that the contract with Mr. Neeteson for the operation of the canteen at Blockhouse Island be extended to October 15, 2018 at the current rate of \$1,250 per month plus 15% of vending machine revenues.

## POLICY IMPLICATIONS

Council approval is required to extend the contract.

## FINANCIAL CONSIDERATIONS

The 2018 Budget includes revenues at the current contract rate.

## CONCLUSION

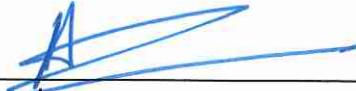
Extension of the current contract with Mr. Neeteson will allow time to solicit proposals for the operation of the canteens.



C.J. Cosgrove, P.Eng.  
Director of Operations



D. Dick, CPA, CA  
Director of Corporate Services



B. Casselman  
City Manager