



# **City of Brockville**

## **General Committee**

### **Agenda**

**4:30 PM - Tuesday, November 21, 2023**

City Hall, Council Chambers

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Page

#### **Land Acknowledgement Statement**

#### **Chair's Remarks**

#### **Disclosure of Interest**

#### **Delegations and Presentations**

- 5 - 21
1. Brockville Arts Centre - Update  
[2023 BAC Presentation](#)

#### **Correspondence and Communications**

Nil.

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

Nil.

#### **Staff Reports**

- 22 - 25
1. 2023-216  
General Insurance RFP Results  
  
THAT Council accept the proposal from Marsh Canada Limited for the City's insurance policy for the period of December 31, 2023 to June 30, 2025 as received for the amount of \$1,117,064.00 excluding applicable PST.  
[2023-216](#)
- 26 - 27
2. 2023-205  
Emergency Management Exercise  
  
THAT Council authorizes the movement of funds up to \$5500 from the Emergency Planning and Communication Equipment Reserve Fund to cover the required Annual Emergency Exercise costs for 2023.  
[2023-205](#)

General Committee Agenda  
November 21, 2023

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- 28 - 29            3. 2023-210  
                    Fire Dispatch Communications Agreement  
                    Municipality of South Dundas  
  
                    THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Municipality of South Dundas Fire Department for Fire Dispatch Communications.  
[2023-210](#)
- 30 - 31            4. 2023-211  
                    Fire Dispatch Agreement  
                    Town of Prescott  
  
                    THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Town of Prescott for Fire Dispatch Communications.  
[2023-211](#)
- 32 - 33            5. 2023-212  
                    Fire Dispatch Agreement  
                    Town of Renfrew  
  
                    THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Town of Renfrew for Fire Dispatch Communications.  
[2023-212](#)
- 34 - 35            6. 2023-214  
                    Fire Dispatch Agreement  
                    United Counties of Leeds and Grenville  
  
                    THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Corporation of the United Counties of Leeds and Grenville Fire Department for Fire Dispatch Communications.  
[2023-214](#)

General Committee Agenda  
November 21, 2023

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- 36 - 52            7.     2023-217  
                    Cataraqui Region Conservation Authority  
                    Municipal Agreement Category 3 - Locally Supported Services

THAT Council authorize the Mayor and City Clerk to enter into an agreement for Locally Supported Services with the Cataraqui Region Conservation Authority for the period of January 1, 2024 to December 31, 2028 with a renewal for a further five years.

[2023-217](#)

**New Business from Committee Members**

Nil.

**Information Items**

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

THAT the following Information Items be received for information:

- 53 - 60            1.     2023-186  
                    Brockville Arts Centre - Programming Update  
[2023-186](#)
- 61 - 64            2.     2023-192  
                    Sabre Jet rehabilitation project update  
[2023-192](#)
- 65 - 67            3.     2023-203  
                    Collections Care Remediation Plan Update  
                    Brockville Museum  
[2023-203](#)

**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 December 6, 2023.



BROCKVILLE ARTS CENTRE

# STAFF REPORT PRESENTATION

● NOVEMBER 21 2023

**PRESENTED BY:**

Jonathan Hanna

**PRESENTED TO:**

City of Brockville  
General Committee





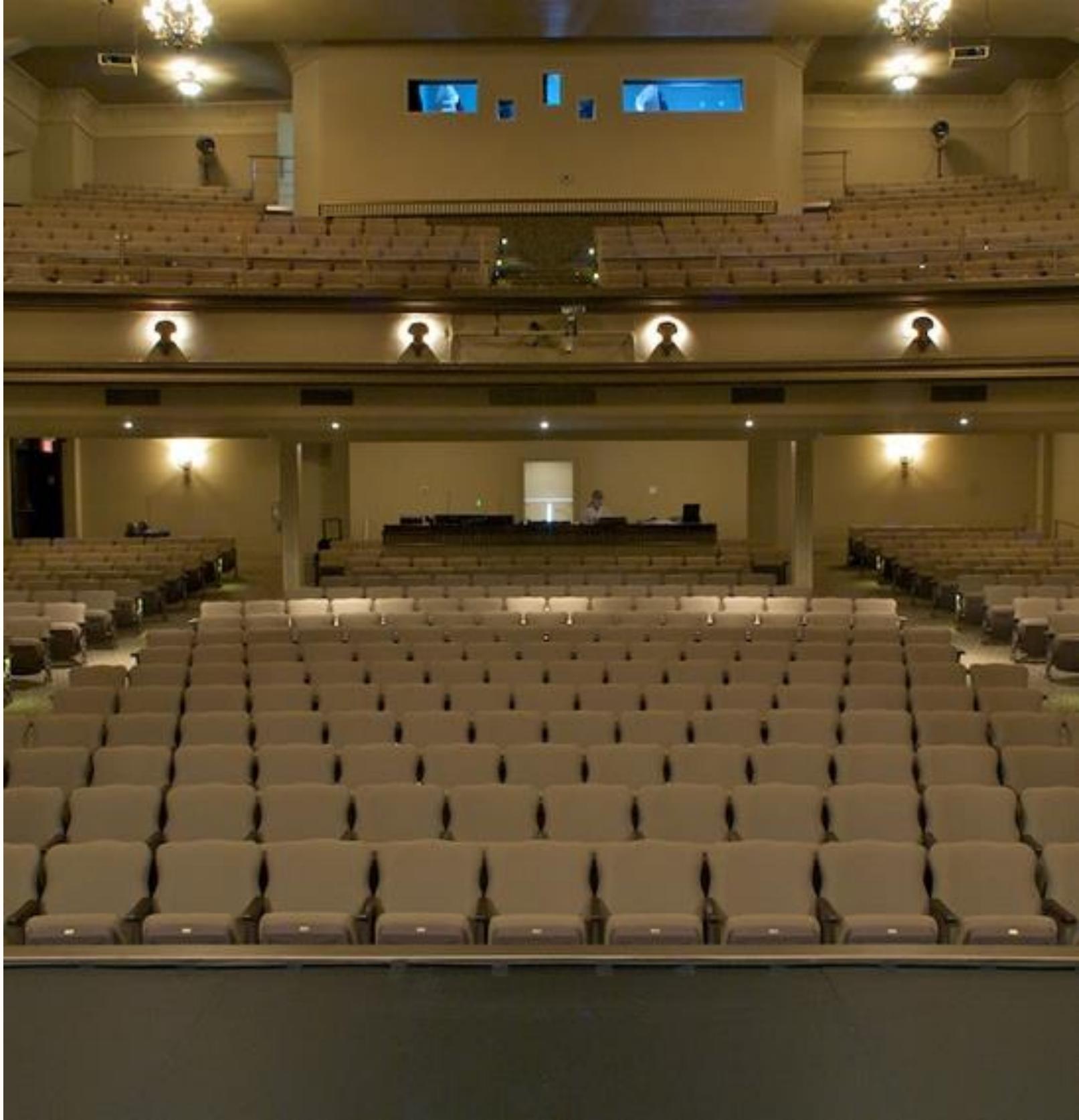
## ANALYSIS

**In fall of 2022, surveys were conducted targeting both our patrons and the general community to explore programming preferences.**

- This survey was sent via email to existing patrons and shared on our social media platforms for general community access.

This survey also served to gauge audience satisfaction with existing programming, in acknowledgement of market changes such as:

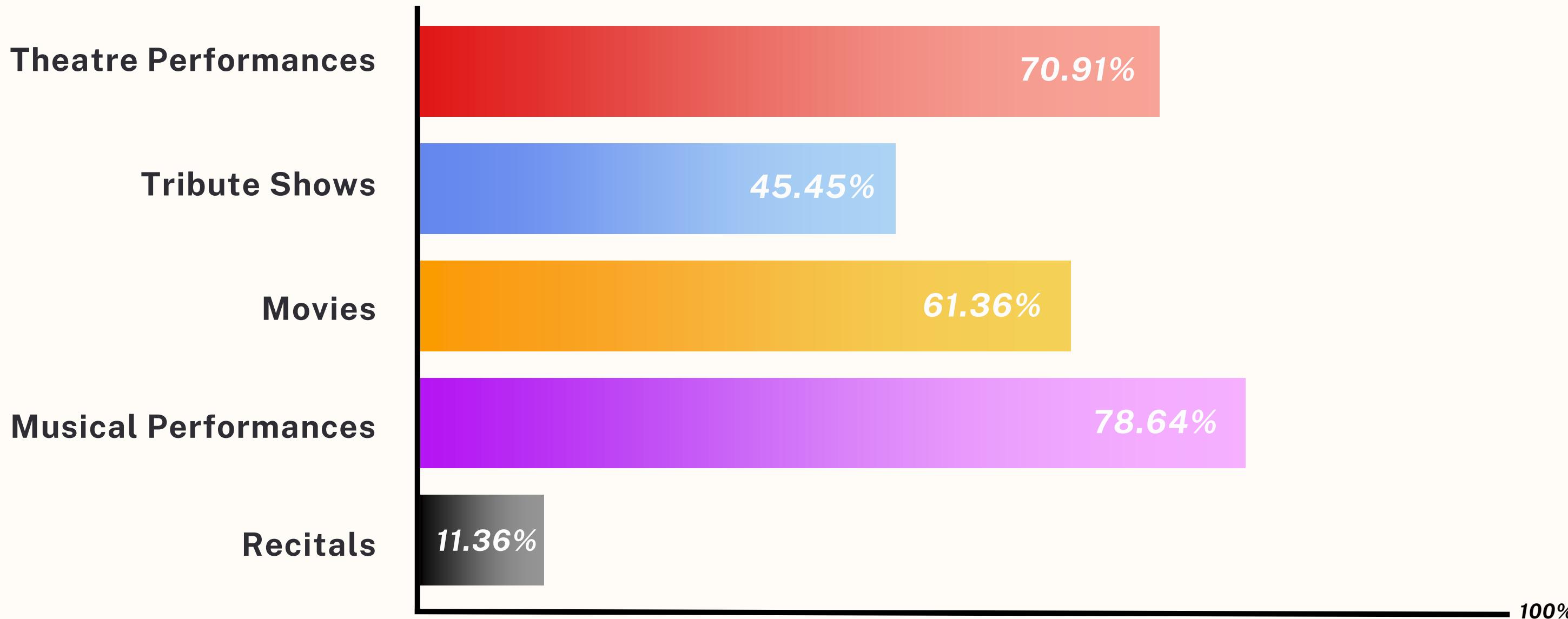
- Previous programming found at the BAC is now being offered at nearby venues, which means the BAC would be drawing from the same audience pool.





# PATRON SURVEY RESULTS

**Question:** *What performances/programming do you attend?*

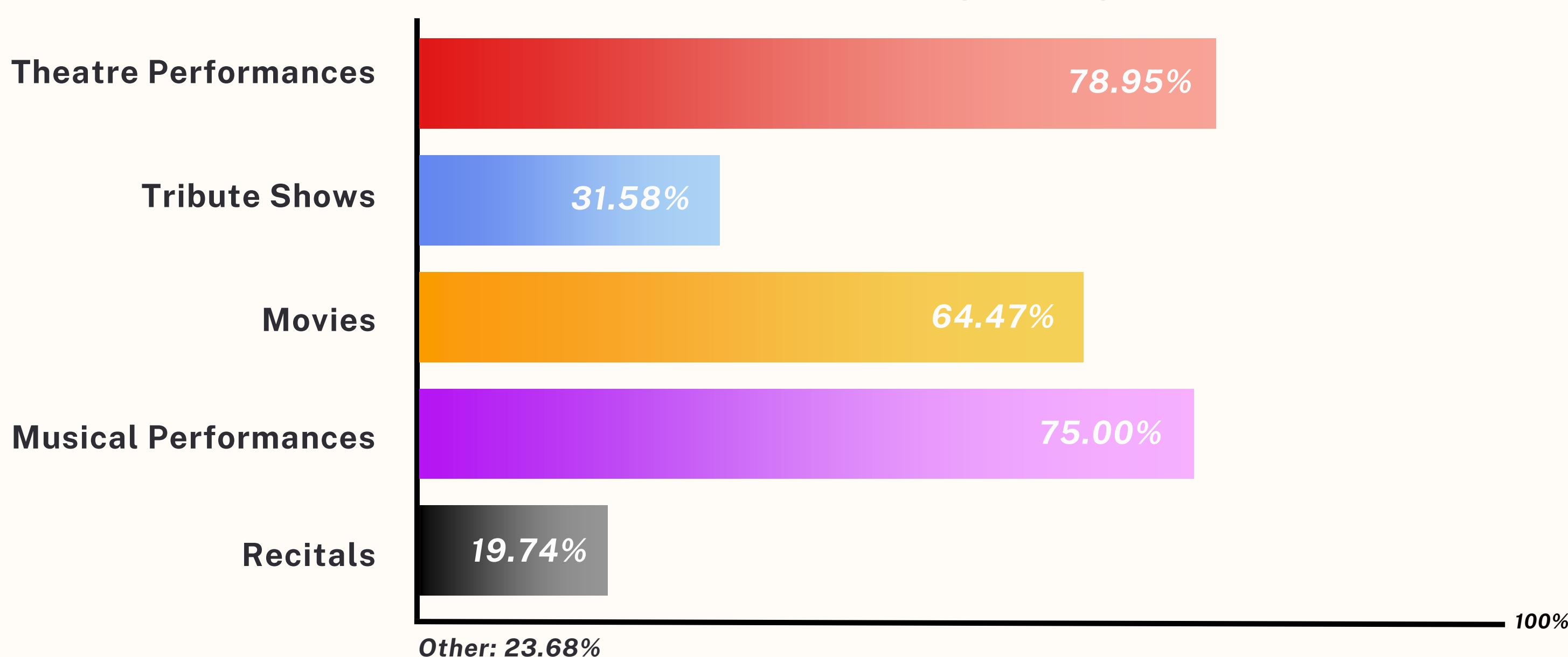


*Surveys were sent to our existing patrons via email.*



# COMMUNITY SURVEY RESULTS

**Question:** What performances/programming do you attend or would consider attending?



Surveys were made available to the general community via public links on social media (ie., Facebook, Instagram, Twitter).



## PROGRAMMING GOALS

**The goal is to provide performing arts programming that:**

- Reflects all facets of the community.
- Engages, educates and challenges our current patrons and brings in new audiences.
- Cultivates relationships with new and traditional partners.
- Is Innovative, Responsible, Efficient, and Sustainable.





BROCKVILLE ARTS CENTRE

## CHILDREN & FAMILY ENTERTAINMENT

Examples of children and family programming include:

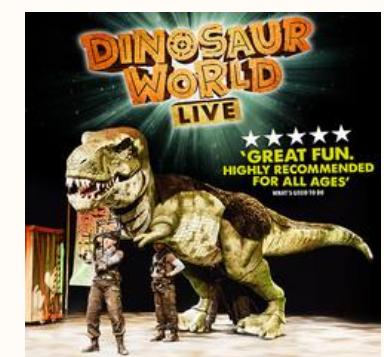
- MOVIES
  - **Casper** (Family Halloween movie screening)
  - **Christmas** movie partnership with the DBIA.
  - **Fireheart**, partnership with the Brockville Fire Department.
- **Splash N' Boots** (2023 - over 200 tickets sold)
- **Dinosaur World Live** (May 2024 - sold 153 tickets to date)



Community Movie Events



Splash N' Boots 2023



Dinosaur World Live 2024

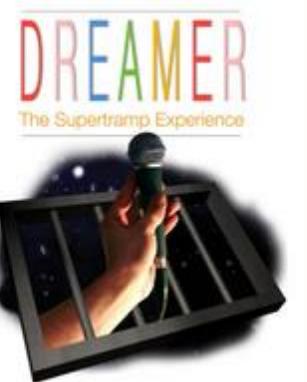


BROCKVILLE ARTS CENTRE

## CITY SPONSORED PROGRAMMING

### **2023 City Sponsored Programming includes:**

- *Classic Albums Live (Pink Floyd's Dark Side of the Moon and Creedence Clearwater Revival's Chronicle Vol. 1)*
- *Dreamer (Supertramp)*
- *Holly Cole - A Swinging Christmas*
- *Decades of Bond*
- *Brass Transit (Chicago)*
- *The Glenn Miller Orchestra*
- *The Fitzgeralds - A Canadian Christmas*



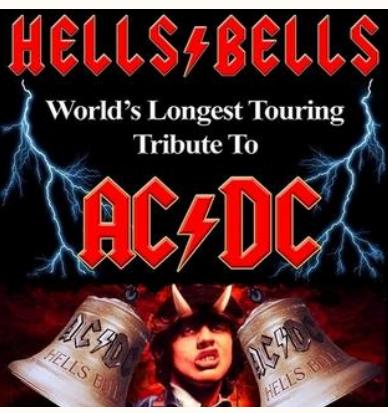
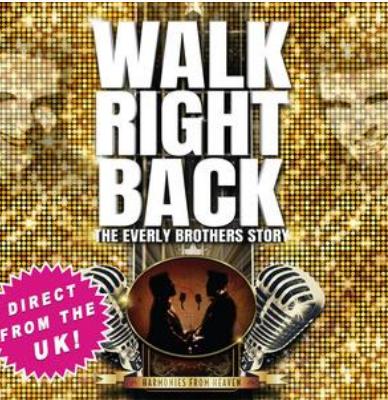


BROCKVILLE ARTS CENTRE

## PROMOTER PROGRAMMING

### 2023/2024 Promoter Programming includes:

- Jann Arden & Dean Brody - Empire Productions
- Walk Right Back - Paquette Productions
- 100 Years From Now - Shipyard Productions
- State Ballet of the Ukraine - Classical Arts Entertainment
- Abbamania & Hotel California - Bounty Enterprises 2024
- The Mudmen St. Patrick's Day Performance - Mudmen Inc. 2024
- Hells Bells AC/DC Tribute - Timewarp Productions 2024
- Candance Dance Competition (2023/2024, 3 days)
- Believe Dance Competition (2023/2024, 3 days)



Candance

Believe  
Dance Competitions



BROCKVILLE ARTS CENTRE

## COMMUNITY PRESENTERS



- Brockville Operatic Society
  - 2023 - 2 shows, plus install/rehearsal time.
  - 2024 - 2 shows, plus install/rehearsal time.



- Brockville Theatre Guild
  - 2023 - 1 show, plus install/rehearsal time.



- St. Lawrence College
  - 2023 - 1 show, plus install/rehearsal time
  - 2024 - 1 show, plus install/rehearsal time



- St. Mary Highschool
  - 2023 - 1 show, plus install/rehearsal time
  - 2024 - 1 show, plus install/rehearsal time.



- Brockville Concert Association
  - 2023 - 2 dates

- Brockville Music festival
  - 2023 - 5 dates
  - 2024 - 6 dates

- Boldt Dance Studio
  - 2023 - 1 date
  - 2024 - 1 date

- Film Brockville
  - 2023 (5 titles = 10 screenings, before projector failure)



BROCKVILLE ARTS CENTRE

## COMMUNITY PRESENTERS



- Thrill Dancers
  - 2023 - 1 show



- Four Season Dance Studio
  - 2023 - 2 shows
  - 2024 - 2 shows



- TR Leger
  - 2023 - 1 date



- Performing Arts Hall of Fame
  - 2023 - 1 date
  - 2024 - 1 date



- Brockville Concert Band
  - 2023 - 1 show



- MyView Film Festival
  - 2023 - 1 date



- Palliative care Telethon
  - 2023 - 3 dates



## FILM PRESENTATIONS

- *Film screenings are a low-cost entertainment option (for both the venue and patrons)*
- *Can be utilized to round out the schedule of events at the BAC*
- *Serves a wide range of patrons within the community.*
- *Ensures the BAC maintains a level of programming that keeps audiences engaged.*
- *Creates awareness of all events that take place at the venue.*

### BAC Presented Films:

- **2019** (55 titles = 202 screenings)
- **2020** (15 titles = 59 screenings, before closure)
- **2021** (10 titles = 60 screenings)
- **2022** (22 titles = 85 screenings)
- **2023** (10 titles = 38 screenings, before projector failure)





## OTHER FACILITY USERS

- *Fireside Productions* - The BAC lobby and exterior were used as a location for the upcoming film “Love In the Air”.
- *BOLDT & Broadway Dance* - The BAC provides rehearsal space for local dance studios.
- *Brockville Theatre Guild* - The BAC Lobby and Stage were utilized as part of the BTG’s Palliative Care Calendar Photoshoot .
- *City of Brockville* - Mayor’s New Years Levee.





BROCKVILLE ARTS CENTRE

## TICKETING & ADMINISTRATIVE SERVICES

- Raises awareness of other events at the BAC through online ticketing services.
- Provides revenue generation through online ticket service fees.
- Builds community engagement and fosters lasting partnerships.
- Minimal staff resources required.





# PROGRAMMING GOALS & MILESTONES

## Facility Use Statistics

- **2019** - 219 days
- **2020** - 52 days, prior to COVID closure
- **2021** - 59 days, reopened in July 2021
- **2022** - 130 days
- **2023** - 121 days
  - **2023 usage was reduced by 93 days:**
    - BAC Movies - reduced 50 days (*pending new projector*)
    - Film Brockville - reduced 19 days (5 screenings vs 24 screenings)
    - St. Lawrence College - reduced 14 days (*only one stage perf.*)
    - Summer Performances - reduced from 6 performances to 4
    - Brockville Theatre Guild - reduced 7 days (*only one event*)

- **2024** - 132 days of programming for January to September.
  - **Staff are targeting 200 days for the year.**





## STAFFING

Previously, the full-time staffing complement was **four**.

- **three** in *administration* and *Front of House* roles; **one** in a *production* role.

In the 2023 budget, **one** new production role was approved by Council.

This position was filled in October 2023, bringing the current staff complement back to **three** full-time staff (one administration and two production roles).





BROCKVILLE ARTS CENTRE

## VOLUNTEERS

The BAC is fortunate to have **volunteers** to assist in:

- serving as ambassadors for Arts & Culture in our community.
- the provision of audience facing, event-night services, including:
  - Ushering & ticket taking.
  - Canteen/Bar services.
  - Overseeing patron wellness during performances.
  - Upholding health & safety regulations & standards.

**Hours Donated by Volunteers in 2023: 3288 hours**



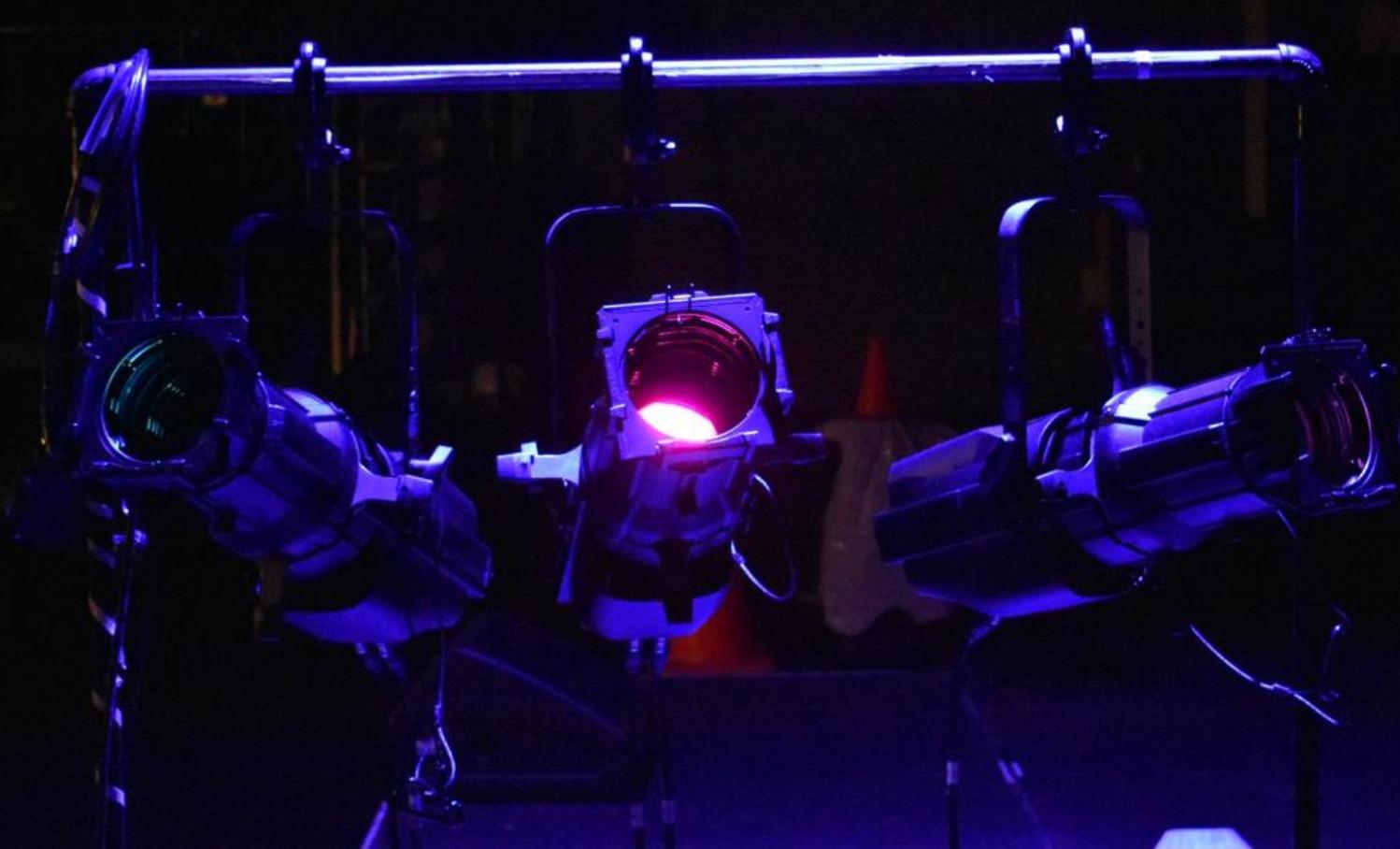


## CONCLUSION

The BAC and its programming has undergone changes since reopen:

- Market saturation affects programming availability in our audience pool.
- Staffing level changes.
- Changing community needs. (i.e., *children and family inclusive entertainment*)
- Retaining traditional programming favorites.

While facility usage has been lower in 2023, staff are working to increase programming and usage for 2024.





# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Lynda Ferguson, Director of Finance & IT Services Emily Wood, Procurement Contracting & Risk Management
<b>Report Number:</b>	2023-216
<b>Subject:</b>	General Insurance RFP Results

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## Recommendation

THAT Council accept the proposal from Marsh Canada Limited for the City's insurance policy for the period of December 31, 2023 to June 30, 2025 as received for the amount of \$1,117,064.00 excluding applicable PST.

## Background

In 2021, Council approved updates to the city's Procurement Policy that included a review of the city's insurance policy by way of Request for Proposals (RFP) every five years to determine if pricing may be less expensive with another insurer. At the time of the five-year review, the city was in a multi-year agreement with Marsh (formerly JLT), resulting in an RFP scheduled for 2023. From 2007 to 2012, the city was insured through BFL Canada and then JLT (now Marsh) from 2012 to present. During the last several years, Municipalities have been dealing with a "hard market" in the insurance industry. A hard market is caused by several contributing factors such as higher award settlements, class actions, claims inflation, Joint & Several Liability in the Negligence Act, and increasing frequency of natural catastrophe losses such as floods, windstorms and wildfires. A hard market consists of increased premiums, reduced coverage, and fewer insurers writing in the Municipal market.

## Analysis

In September of this year, the city issued a new Request for Proposal with the support of the City's insurance broker, Halpenny Insurance Brokers Ltd. The RFP outlined a method of evaluation of the proposals which included scoring for Completeness of Submission, Experience & Qualifications, Services Offered, Price and Price Stability. The objective of the evaluation and selection process is to identify the proposal that effectively meets the requirements outlined in the RFP and provides the best overall value to the City during the term.

Following the close of the tender two bids were received. The following is the summary of the evaluated score and resulting pricing, excluding policy fees and applicable PST:

	<b>Proponent</b>	<b>Score</b>	<b>12-month Price</b>
1.	Marsh	85	\$794,890 (incumbent)
2.	Intact Public Entities	85	\$726,408*

For comparison purposes, at the time of the city's last renewal with Marsh, the city paid \$739,409 (excluding applicable PST) for 12 months.

The proposals from Intact Public Entities (IPE) and Marsh were reviewed in detail with the support of the city's insurance broker, Halpenny Insurance Brokers Ltd. Both proponents provided thorough and comprehensive packages. Both proponents are well recognized and credible providers of municipal insurance programs in Canada, have extensive portfolios of municipal clients, and carry an "A" rating as a licensed Canadian Insurer.

Although the IPE 12-month premium is quoted lower by \$68,482, it is subject to Auto & Transit Fleet adjustments at the end of the term and confirmation of Cyber premiums. For reference the IPE premium for Auto Fleet and Transit Fleet that is subject to end of year adjustments is \$197,353 while the Marsh blanket premium for the same policies is \$90,193. Adjustments in the IPE policies may narrow the savings gap by the end of the term. It is also probable that the city would see increased costs of risk where IPE's coverage differs from Marsh in regard to deductibles.

The table below is a summary of some of the differences in coverages between both policies:

Item	Marsh	Intact Public Entities
Abuse	Full Policy Limits \$50,000,000 aggregate. Retro December 31, 2011	\$2,000,000 per claim/\$2,000,000 aggregate. Retro December 31, 2023
Auto & Transit Fleet	All Perils - \$5,000 Deductible Liability – Nil Deductible  Blanket – no annual adjustment	All Perils - \$10,000 Deductible Liability - \$10,000 Deductible  Uninsured Automobile – Nil Deductible 50/50 Adjustment on expiry*
Cyber	\$25,000 Deductible \$250,000 Cyber Crime limit	\$75,000 Deductible \$100,000 Cyber Crime limit Subject to clean loss run

Item	Marsh	Intact Public Entities
Environmental	\$50,000,000 Aggregate on Sudden & Accidental. All tanks are covered except the Plastic and Steel Oil Bench Aboveground Storage Tanks which are not double walled.	\$5,000,000 Aggregate on Sudden & Accidental. No exclusions for fuel tanks.
Legal	\$100,000 per claim \$500,000 Aggregate No Criminal Code Cover	\$250,000 per claim \$500,000 Aggregate Includes Criminal Code Cover
Municipal Liability	Aggregate on Products & Completed operations. Subject to Umbrella coverage	No Aggregate
Property	\$100,000 Deductible per occurrence – Flood and Earthquake	\$100,000 Deductible per premises – Flood and Earthquake
Wrongful Dismissal	\$50,000 Deductible	\$5,000 Deductible

The RFP outlined a request from the city to obtain pricing options beyond a 12-month term. Marsh offered an option for an 18-month term with stabilized pricing on all policies except the Umbrella and Environmental. This would see the bulk of the city's insurance premium costs remain steady, at 150% of the quoted 12-month cost, through to June 2025. Marsh noted that an 18-month term could be quoted for the Umbrella and Environmental, but the information was not available at the time of the report. The IPE proposal offered no options for price stability, quoting only the 12-month term.

The IPE proposal included a requirement to conduct building assessments for all city facilities over a three-year period, with 21 inspections required in 2024. In addition to the property assessments, IPE requires a review of all current open claims to establish best way forward for each claim.

In the past, the city had consulted with an independent Insurance Consultant when reviewing the results of a tender and his comments were: "When considering a change in provider where a lower cost is quoted, my experience has generally been to recommend a change only where the savings is more than 10%. That is the understanding that the coverage and service level of the incumbent provider has been good." The city receives excellent service from Marsh Canada Limited.

Over the last 8 years, Marsh has incurred combined closed and open claims amounting to \$1.97 million dollars. The city has been satisfied with Marsh's claims handling and willingness to continue using our preferred Third Party Adjuster, Sedgwick Canada.

## **Financial Implications**

The insurance policies are budgeted for in the City's 2024 Operating Budgets. This contract will achieve the objective of stabilizing the city's insurance premiums into 2025, with the proposed 18-month term for the City.

It should be noted that a significant amount of staff time is required to change insurance providers.

## **Policy Alignment**

In accordance with the City's Budgetary Control Policy Section 5.1, and Procurement Policy Section 6, City staff are required to report contracts over \$100,000 items to the General Committee. As per Appendix A of the City's Procurement Policy, Council Approval is required for contracts where less than two bids were received. Under Section 8.2(a) of the Procurement Policy, a bidder with an overall satisfactory performance is given preference in a tie bid situation.

## **Conclusion**

It is recommended that the city continue its partnership with Marsh Canada Limited and that the policy be bound as presented.

Approved by:	Status:
Emily Wood, Procurement Contracting & Risk Management	Approved - 16 Nov 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 16 Nov 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 16 Nov 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Melanie Jones, Director of Fire & Partner Services Lynda Ferguson, Director of Finance & IT Services Sandra MacDonald, City Manager/City Clerk
<b>Report Number:</b>	2023-205
<b>Subject:</b>	Emergency Management Exercise

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## Recommendation

THAT Council authorizes the movement of funds up to \$5500 from the Emergency Planning and Communication Equipment Reserve Fund to cover the required Annual Emergency Exercise costs for 2023.

## Background

The City of Brockville's Municipal Emergency Management Control Group (MECG) is required to run an emergency exercise once per year in order to be in compliance with *Emergency Management and Civil Protection Act, 2010* (EMCPA). This exercise requires a coordinated emergency response by several agencies under the direction of the Community Control Group to protect residents, businesses, and visitors. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The annual emergency exercise had not been included in the 2023 budget as it has typically been funded through this reserve fund.

## Analysis

This exercise is required under O.Reg. 380/04 and will provide practical review and experience for the Municipal Emergency Management Control Group (MECG) and their alternates.

## Financial Implications

The Emergency Planning & Communications Equipment Reserve Fund was established for these types of expenditures. The balance of the reserve fund at the end of 2022 was \$28,928.97.

## **Policy Alignment**

Council approval is required to utilize reserve funds.

## **Conclusion**

As the emergency exercise is mandated, and had not been included in the 2023 budget, it is recommended that the 2023 costs be funded by the Emergency Planning and Communications Reserve Fund. Annual funding will be recommended with the 2024 budget.

Approved by:

Chris Paul, Acting Fire Chief

Status:

Approved - 07 Nov 2023

Lynda Ferguson, Director of Finance & IT  
Services

Approved - 15 Nov 2023

Sandra MacDonald, City Manager/City Clerk

Approved - 16 Nov 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Melanie Jones, Director of Fire & Partner Services Chris Paul, Acting Fire Chief
<b>Report Number:</b>	2023-210
<b>Subject:</b>	Fire Dispatch Communications Agreement Municipality of South Dundas

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## Recommendation

THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Municipality of South Dundas Fire Department for Fire Dispatch Communications.

## Background

In 2017, the Municipality of South Dundas entered into a five-year agreement with the City of Brockville and the Brockville Fire Department for the delivery of fire dispatching services.

## Analysis

The Brockville Fire Department has been providing dispatch services for the surrounding areas for several years. Brockville is a Public Safety Answering Point (PSAP) and has reliably supported participating municipalities including the Municipality of South Dundas, for their emergency responses within their municipality. These services will continue to be provided for the duration of the new contract.

The Brockville Fire Dispatch center has been providing the Municipality of South Dundas with competent, quality service throughout the duration of the current agreement. As the PSAP in Brockville will move to NG911, the serviced municipalities will also receive the benefits of the new digital answering programs.

## Alternatives

The Municipality of South Dundas would need to find alternative solutions for dispatching needs which means that the revenue from the services provided would be directed elsewhere. This would increase the cost burden shouldered by the department and therefore the taxpayer.

## **Financial Implications**

The 2024 fee charged to the Municipality will be \$48,791.10. In 2025 the fee will be \$50,223.93 and in 2026 it will be \$51,730.65.

## **Conclusion**

The approval of this contract will allow the Brockville Fire Department to continue the delivery of communication services with the Municipality of South Dundas.

Approved by:	Status:
Chris Paul, Acting Fire Chief	Approved - 13 Nov 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 16 Nov 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 16 Nov 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Melanie Jones, Director of Fire & Partner Services Chris Paul, Acting Fire Chief
<b>Report Number:</b>	2023-211
<b>Subject:</b>	Fire Dispatch Agreement Town of Prescott

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## Recommendation

THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Town of Prescott for Fire Dispatch Communications.

## Background

In 2017, the Town of Prescott entered into an agreement with the City of Brockville and the Brockville Fire Department for the delivery of fire dispatching services. These services have been provided through contract renewals since this time. The current contract expires December 31, 2023.

## Analysis

The Brockville Fire Department has been providing dispatch services for the surrounding areas for several years. Brockville is a Public Safety Answering Point (PSAP) and has reliably supported participating municipalities including the Town of Prescott, for their emergency responses within their municipality. These services will continue to be provided for the duration of the new contract.

As the PSAP in Brockville will move to NG911, the serviced municipalities will also receive the benefits of the new digital answering programs.

## Alternatives

The Town of Prescott would need to find alternative solutions for dispatching needs which means that the revenue from the services provided would be directed elsewhere. This would increase the cost burden shouldered by the department and therefore the taxpayer.

## **Financial Implications**

The 2024 fee charged to the town will be \$22,436. The increase will be 4% annually for the following two years. \$23,333 and \$24,266 respectively.

## **Conclusion**

The approval of this contract will allow the Brockville Fire Department to continue the delivery of communication services with the Town of Prescott. Staff are seeking the ability to execute an agreement for a 3-year period.

Approved by:	Status:
Chris Paul, Acting Fire Chief	Approved - 13 Nov 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 16 Nov 2023
Sandra MacDonald, City Manager/City Clerk	Pending



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Melanie Jones, Director of Fire & Partner Services Chris Paul, Deputy Fire Chief
<b>Report Number:</b>	2023-212
<b>Subject:</b>	Fire Dispatch Agreement Town of Renfrew

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## Recommendation

THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Town of Renfrew for Fire Dispatch Communications.

## Background

In 2023, the Town of Renfrew approached the Brockville Fire Department regarding the delivery of fire dispatching services. The Town of Renfrew is very similar to another municipality serviced by Brockville dispatch in call volume and size which led to the discussions of entering into an agreement with the City of Brockville and the Brockville Fire Department for the delivery of fire dispatching services.

## Analysis

Under the Municipal Act, 2001 and the Fire Protection and Prevention Act, municipalities may enter into agreements to provide and receive fire protection services. The Brockville Fire Department has been providing dispatch services for the surrounding areas for several years. Brockville is a Public Safety Answering Point (PSAP) and has reliably supported participating municipalities for their emergency responses within their municipality. These services will continue to be provided for the renewal of contracts and new contracts.

The Brockville Fire Dispatch center has been providing competent, quality services for several years. Current clients have extended their contracts or proposed to renew them. The fees support staffing in the dispatch center and each municipality has had start up fees for equipment related to the services provided. As the PSAP in Brockville will move to NG911, the serviced municipalities will also receive the benefits of the new digital answering programs.

## **Alternatives**

The Town of Renfrew would need to find alternative solutions for dispatching needs.

## **Financial Implications**

The Town of Renfrew would incur start up fees in 2024 of \$29,600 (based on Frontline Communications pricing). The contract for the year would then be \$30,000. The fees for 2025 would be \$49,363.30 and for 2026 \$51,988.56.

## **Conclusion**

The approval of this contract will allow the Brockville Fire Department to deliver communication services to the Town of Renfrew. Staff are seeking the ability to execute an agreement for a 3 year period.

Approved by:	Status:
Chris Paul, Deputy Fire Chief	Approved - 13 Nov 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 16 Nov 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 16 Nov 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Melanie Jones, Director of Fire & Partner Services Chris Paul, Deputy Fire Chief
<b>Report Number:</b>	2023-214
<b>Subject:</b>	Fire Dispatch Agreement United Counties of Leeds and Grenville

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## Recommendation

THAT Council authorize the Mayor and Fire Chief to execute an agreement between the Corporation of the City of Brockville Fire Services and the Corporation of the United Counties of Leeds and Grenville Fire Department for Fire Dispatch Communications.

## Background

In 2017, the United Counties of Leeds and Grenville entered into an agreement with the City of Brockville and the Brockville Fire Department for the delivery of fire dispatching services.

## Analysis

The Brockville Fire Department has been providing dispatch services for the surrounding areas for several years. Brockville is a Public Safety Answering Point (PSAP) and has reliably supported participating municipalities including the United Counties of Leeds and Grenville, for their emergency responses within their municipality. These services will continue to be provided for the duration of the new contract.

The Brockville Fire Dispatch center will move to NG911 and the serviced municipalities will also receive the benefits of the new digital answering programs.

## Alternatives

The United Counties of Leeds and Grenville would need to find alternative solutions for dispatching needs which means that the revenue from the services provided would be directed elsewhere. This would increase the cost burden shouldered by the department and therefore the taxpayer.

## **Financial Implications**

The 2024 fee charged to the counties will be \$338,517. The 2025 fee will be \$348,672 and the 2026 fee will be \$359,133.

## **Conclusion**

The approval of this contract will allow the Brockville Fire Department to continue the delivery of communication services with the United Counties of Leeds and Grenville. Staff are seeking the ability to execute an agreement for a 3 year period.

### Approved by:

Chris Paul, Deputy Fire Chief

### Status:

Approved - 13 Nov 2023

Lynda Ferguson, Director of Finance & IT  
Services

Approved - 16 Nov 2023

Sandra MacDonald, City Manager/City Clerk

Approved - 16 Nov 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Sandra MacDonald, City Manager/City Clerk
<b>Report Number:</b>	2023-217
<b>Subject:</b>	Cataraqui Region Conservation Authority Municipal Agreement Category 3 - Locally Supported Services

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## Recommendation

THAT Council authorize the Mayor and City Clerk to enter into an agreement for Locally Supported Services with the Cataraqui Region Conservation Authority for the period of January 1, 2024 to December 31, 2028 with a renewal for a further five years.

## Background

The Conservation Authorities Act has enacted changes affecting the relationship between municipal governments and conservation authorities for the provision of programs and services.

By January 1, 2024, four key elements will need to be in place:

1. Transition Work Plan – Completed

The Conservation Authority is to deliver to participating municipal governments a work plan of how they propose to work with municipalities to meet the requirements of the Act and regulations. (Complete)

2. Inventory of Programs and Services – Completed

This is an inventory of current services and programs offered by the Conservation Authority which indicates sources of funding. The programs and services will be portrayed in three different categories. This inventory also includes a list of programs that the CA intends to provide into the future and could identify new programs as well. (Complete)

3. Consultation on Inventory – to be conducted as soon as the inventory is received, until December 31, 2023. Categories 1 and 2 and completed.

The inventory is broken into three categories and will show sources of funding and an average amount of spending that has been used to deliver these programs and services.

- Category 1: Mandatory Programs and Services in the Act (NOT subject to a municipal agreement but must meet provincial standards or regulations).
  - Category 2: Municipal Programs and Services provided through agreement between a municipal government and a Conservation Authority. These agreements serve the municipal government.
  - Category 3: Other Programs and Services that the Conservation Authority Members find important to deliver to best meet the overall direction of the Conservation Authorities Act (Subject to a cost apportioning agreement if municipal funding is proposed to be used).
4. Service Agreements/Memoranda of Understanding and/or Cost Apportionment Agreements Between CAs/Municipal Government(s) – need to be in place for January 1, 2024

City council at a meeting held on October 24, 2023 approved the memorandum of understanding for the Category 2 services provided by CRCA for Buell's Creek detention basin and Booth Falls diversion channel.

Schedule A to the report is AMO's Fact Sheet providing a summary of changes to the Act. Attachment 2 is an overview of CRCAs Locally Supported Services.

## **Analysis**

This report is for the Category 3 services offered in the City of Brockville by the CRCA:

- Local watershed monitoring
- Education and Public Programming
- Land Stewardship. Service Agreement

As one of eleven municipalities under the jurisdiction of the CRCA, Brockville's apportionment of the CRCA levy is 7.661% or \$7370 for 2023 for the Category services. The estimate for 2024 is \$6,215.

## **Financial Implications**

The cost of the Services will increase annually the same percentage as the CRCA General Levy budget increase determined by the Full Authority Boards annual budget.

## **Conclusion**

Staff are recommending to enter into an agreement with the Cataraqui Region Conservation Authority for the provision of local services as described in this report.

Approved by:	Status:
Lynda Ferguson, Director of Finance & IT Services	Approved - 17 Nov 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 17 Nov 2023

Attachments:

- [A1 - AMO Fact Sheet CAs Overview](#)
- [A2 - Information Pamphlet BR](#)
- [A3 - CRCA Agreement Locally Supported Services](#)



# Fact Sheet #1

October 2021

## Overview of Changes to Conservation Authorities

The recently proclaimed Subsections of the *Conservation Authorities Act* have enacted many changes which effect the relationship between municipal governments and conservation authorities (CAs) for the provision of programs and services. By January 1, 2024, four key elements will need to be in place:

### **1. Transition "Work" Plan – due from CAs by December 31, 2021**

The Conservation Authority is to deliver to participating municipal governments a work plan of how they propose to work with municipalities to meet the requirements of the Act and regulations. This plan can come in the form of a table or chart and does not need to be a long text.

### **2. Inventory of Programs and Services – due from CAs by February 28, 2022**

This is an inventory of current services and programs offered by the Conservation Authority which indicates sources of funding. The programs and services will be portrayed in three different categories (see below). This inventory also includes a list of programs that the CA intends to provide into the future and could identify new programs as well.

### **3. Consultation on Inventory – to be conducted as soon as the inventory is received, until December 31, 2023**

The inventory is broken into three categories and will show sources of funding and an average amount of spending that has been used to deliver these programs and services. If an average does not make sense, the CA will use some other methodology with explanation.

- **Category 1:** Mandatory Programs and Services in the *Conservation Authorities Act* (NOT subject to a municipal agreement but must meet provincial standards or regulations).
- **Category 2:** Municipal Programs and Services provided through agreement between a municipal government (located in whole or in part in the watershed) and a Conservation Authority. These agreements serve the municipal government. They could be a joint agreement for a group of municipalities where the service covers a part of or the entire watershed, or an agreement could be made at the request of an individual municipality.
- **Category 3:** Other Programs and Services that the Conservation Authority Members find important to deliver in order to best meet the overall direction of the *Conservation Authorities Act* (Subject to a cost apportioning agreement if municipal funding is proposed to be used).

The inventory is subject to consultation with municipalities. This is a municipal Council's opportunity to better understand: i) the requirements and costs to deliver the mandatory services; ii) refine the programs and services received by participating municipalities and municipalities with Category 2 agreements; and iii) any 'special benefiting' requirements.

#### **4. Service Agreements/Memoranda of Understanding and/or Cost Apportionment Agreements Between CAs/Municipal Government(s) – need to be in place for January 1, 2024**

Many municipalities already have agreements for certain services, such as land use planning. These agreements can continue and be updated while this new regime is being implemented. In the new regime, Category 1 (Mandatory Programs and Services) will not be subject to a municipal agreement. Agreements will be needed for all Category 2 and 3 services where municipal tax dollars are required.

Agreements for Categories 2 and 3 must be executed with the intent that they would be implemented in the municipal budget(s) by January 1, 2024.

Programs and services of Conservation Authorities will be refined through discussion of the Inventory during 2022-2023. The current process for agreements and budgets will continue to ensure continuity.

#### **Other Information**

- The proposal to require the creation of a Community Advisory Board is not moving forward.
- 2022 and 2023 are transition years.
- Details about funding (levy, fees, fee for service, voting, weighted votes) will be brought forward in the future as part of Phase II Regulations of the *Conservation Authorities Act*.

#### **AMO Fact Sheets**

We encourage municipalities to review the AMO Fact Sheet series. In addition to this Overview (**Fact Sheet #1**), the following expand on the concepts and requirements outlined above:

- Fact Sheet #2: Transition Plan & Timelines
- Fact Sheet #3: Category 1 – Mandatory Programs and Services
- Fact Sheet #4: Category 2 – Municipal Programs and Services
- Fact Sheet #5: Category 3 – Other Program and Services

#### **Additional Resources**

- [Conservation Authorities Act](#)
- [Regulation 686/21: Mandatory Programs](#)
- [Regulation 687/21: Transition Plans and Agreements](#)
- [Regulation 688/21: Rules of Conduct in Conservation Areas](#)
- [ERO 019-2986 Explanatory Note](#)

**Contact:** Amber Crawford, Senior Advisor, Acrawford@amo.on.ca; 416-971-9856 Ext. 353.

## Locally Supported Services

City of Brockville - May 2023



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### Overview

As of January 1, 2024, Locally Supported Services (Category 3 Services) will require a signed agreement, between Cataraqui Conservation and each member municipality, to use Municipal Levy funds to support delivery and implementation.

Cataraqui Conservation has three services that fall within Category 3. Below is a summary of the Locally Supported Services being offered in the City of Brockville.

#### Category 3 – Locally Supported Services

Service	Description	Value / Results	2023 Municipal Levy
Local Watershed Monitoring	Includes water quality and natural heritage monitoring to assess the health of the water resources in the Cataraqui Region watershed.	<ul style="list-style-type: none"> <li>Continued availability of environmental data</li> <li>Publication of reports such as the Watershed Report Cards highlighting local conditions</li> <li>Support municipal natural heritage reviews and plans</li> <li>Informs science-based decision making and climate change initiatives</li> </ul>	~\$2,050.00
Education & Public Programming	Includes a suite of activities that support outdoor learning through school programs, summer camp, active recreation, and public events.	<ul style="list-style-type: none"> <li>Promotes protection of natural resources to residents</li> <li>Engages community in environmental awareness, social interaction, stress reduction, skills development</li> <li>Promotes active living and physical connection with nature</li> </ul>	~\$5,320.00
Land Stewardship	Includes afforestation tree planting services for properties 2ha and greater.	<ul style="list-style-type: none"> <li>Cost recovery program offered to residents and subsidized by various grant programs</li> <li>Supports climate change mitigation</li> <li>Provides habitat biodiversity, erosion and drainage protection, economic benefits</li> </ul>	\$0.00



A detailed summary of the Locally Supported Services and financial value is provided below. Cataraqui Conservation's [2022 Annual Report](#) is also available that speaks to the many accomplishments and metrics of these services over the past year.

## Financial Information

Cataraqui Conservation is requesting municipalities enter into a five-year agreement with a five year renewal option. The proposed agreement will ensure uninterrupted delivery of services across the Cataraqui Conservation watershed and provides flexibility for adjustments within the annual Operating Budget approval process through the Full Authority Board comprised of representatives of the 11 member municipalities. The agreement also outlines the cost apportionment between the partner municipalities, which is allocated using the Modified Current Value Assessment method. The agreement strives to maintain a status quo Municipal Levy and service delivery. The apportionment distribution, as provided by the Ministry of Natural Resources and Forestry, is noted below for 2023.

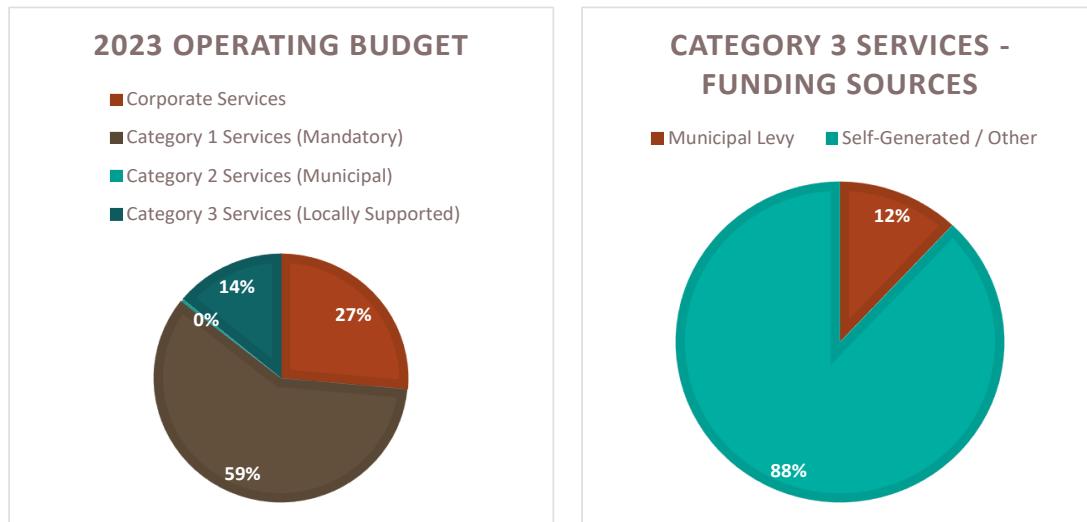
### Participating Municipality Apportionment

Participating Municipality	Levy Apportionment (by Percentage)
City of Kingston	63.42%
South Frontenac Township	5.960%
Athens Township	0.8161%
City of Brockville	7.661%
Elizabethtown - Kitley Township	1.134%
Front Yonge Township	0.9628%
Town of Gananoque	1.837%
Leeds & Thousand Islands Township	6.323%
Rideau Lakes Township	3.080%
Town of Greater Napanee	2.863%
Loyalist Township	5.942%

Below is a summary of the total costs, apportionment value, and funding sources for City of Brockville for Cataraqui Conservation to offer the Locally Supported Services in 2023.

### 2023 Costs for Locally Supported Services

Service	Total Cost (2023)	Approximate Cost to Municipality	Funding Sources
Local Watershed Monitoring & Reporting	\$32,623.00	~\$2,050.00	Municipal Levy
Education & Public Programming	\$315,121.00	~\$5,320.00	Municipal Levy Self-Generated Donations
Land Stewardship	\$470,760.00	\$0.00 (100% Cost Recovery)	Federal Provincial Self-Generated



## Summary of Services

### Local Watershed Monitoring

- See attached map for a geographic representation of work completed across the watershed. Data collected from this service is shared across funding partners and will support municipalities in fulfilling their role of commenting on natural heritage within planning applications, along with updating natural heritage / sub-watershed plans and understanding climate data to inform local decision making and asset management requirements.
- The following efforts are implemented across the watershed which support local reporting on factors such as climate change resilience, natural heritage, and community education:
  - o **Targeted surface water quality sampling** across the watershed to compliment mandatory provincial programs and fill in gaps (8-10 samples / year at 10 outlet locations) to understand upstream vs. downstream impacts to water resources, such as chloride, phosphorous and turbidity levels
  - o **Fish and benthic macroinvertebrate sampling** to assess stream health and character (10-15 samples / year in various locations)
  - o **Stream temperature monitoring** (~10 / year + stream gauge locations) to monitor a change over different seasons and plot data to determine trends that may be impacting habitat, species diversity, etc.
  - o **Lake characterization and reporting** to identify vulnerable areas to climate change, local biodiversity and invasive species presence, recreation requirements, increases in nutrient loads (e.g., algae blooms), determine community-based



mitigation efforts, and combine multiple data sources for public education and awareness

- **Water quality analysis and reporting** on data from provincial and local programs to interpret results for municipalities, communities, and identify trends for best management practices
- **Technical advice and education** to support municipal science-based decision making, partnerships with academia and environmental organizations and publish resources like the [groundwater](#) and [lake](#) protection workbooks for community use on understanding site-specific requirements on your property

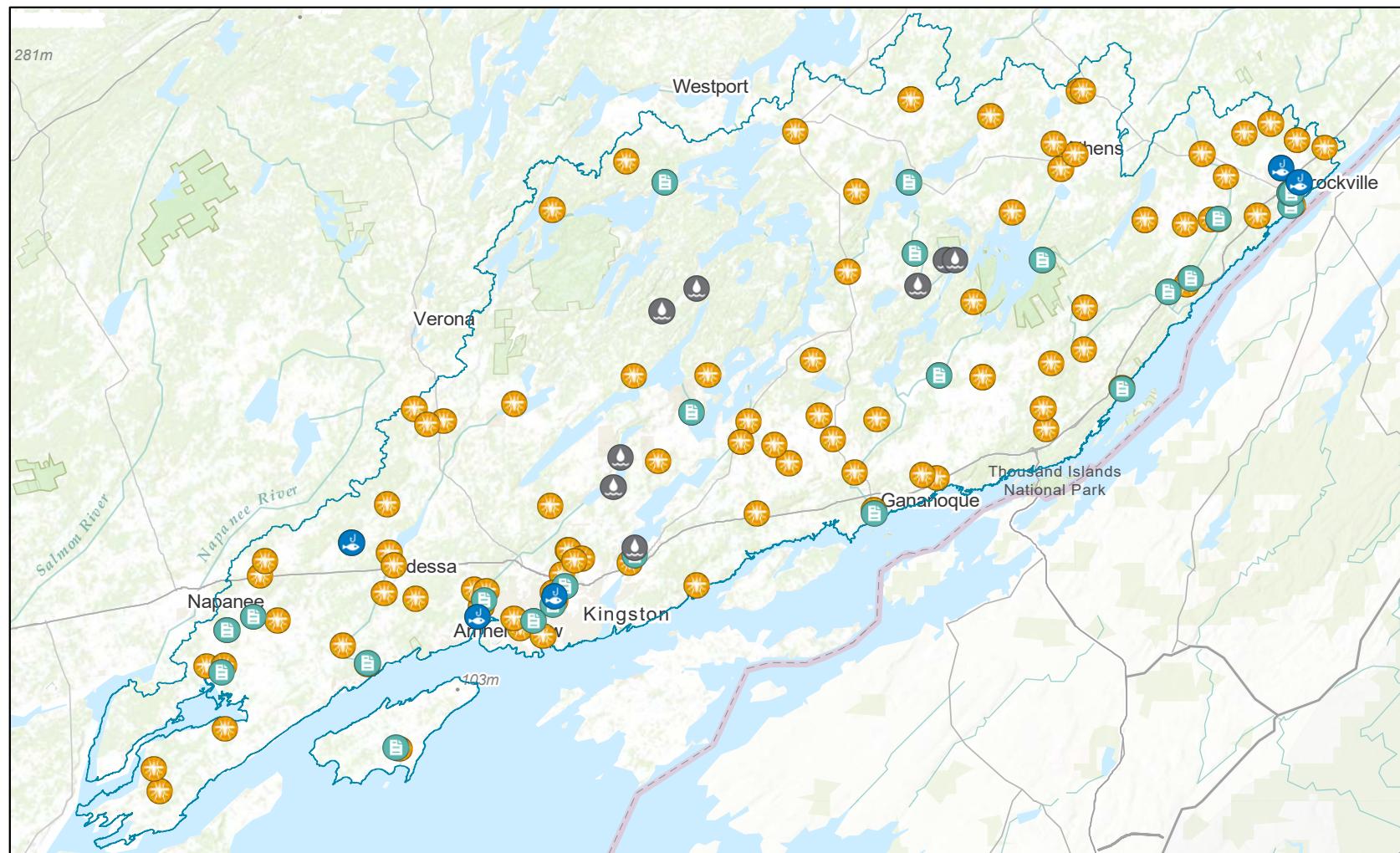
#### Education & Public Programming

- **Curriculum-enriched, outdoor based programs and Forest School** provide nature-based learning modules for teachers and students at Little Cataraqui Creek Conservation Area (Outdoor Centre), Mac Johnson Wildlife Area (Nature Centre), and at municipal elementary school yards upon request. Programs have been occurring for over a decade in-person and most recently virtually on topics such as wetland conservation, biodiversity, climate change, skills development and subsidized by the local schoolboard.
- Cataraqui Conservation is the first Conservation Authority to spearhead **Forest Therapy** and bring this practice into Eastern Ontario. Forest Therapy is a popular program that provides an opportunity for residents of all ages within the municipality and larger watershed to experience awareness and connectedness of nature through guided individual and group sessions in our local forest environment with certified leaders.
- **Winter Recreation** programming is very popular in the watershed with participants from the City accessing groomed cross-country skiing trails, competitive ski and snowshoe rentals, along with public programming on weekends and evenings throughout the season to engage the community on their local environment.
- **Maple Madness** turned 40 in 2023! Since it first began, the event promotes the traditional learnings and local culture of making Maple Syrup. Thousands of visitors (~13,000 in 2022) and from across the watershed and beyond come and learn about the unique features, local trail networks, and nearby communities within the region; providing tourism and economic development benefits to all our municipal partners.
- **Nature Explorer's Camp** runs between 6-8 weeks in the summer with registration filling up within 24 hours of posting! Residents from across the watershed sign up to enjoy full days in nature, a field trip to Gould Lake Conservation Area, and take away eco-actions the whole family can enjoy.

#### Land Stewardship

- Cataraqui Conservation is a top tree planter in eastern Ontario and our afforestation planting program is a self-sustaining service through federal, provincial, and landowner subsidies to support climate change mitigation, natural heritage and reduced habitat fragmentation. The program sells out annually, with a waiting list.

## Cataraqui Conservation Locally Supported Services - Monitoring Locations



Fish Survey  
 Lake Stations  
 Watershed Report Card Sampling

Benthic Sampling  
 Watershed  
 Canada\_Hillshade

World Hillshade

1:700,000  
0 4.25 8.5 17 mi  
0 5 10 20 km  
Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatistyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA,  
May 2023



**Cost-Apportioning Agreement  
for Locally Supported Services under the *Conservation Authorities Act***

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2023

**Between:**

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

- and -

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

**Whereas** Cataraqui Conservation is an established Conservation Authority under the *Conservation Authorities Act* ("Act") and is governed by its members appointed by Participating Municipalities in accordance with the Act;

**And Whereas** the Participating Municipality is located wholly or in part within the area under the jurisdiction of Cataraqui Conservation;

**And Whereas** the Act permits Cataraqui Conservation to provide Locally Supported Services under a cost-apportioning agreement as may be entered into with the Participating Municipality;

**And Whereas** the Parties recognize the need for, and the benefits of, entering into a cost-apportioning agreement for the delivery of Locally Supported Services by Cataraqui Conservation;

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

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

**1. Entire Agreement**

1.1. This agreement, together with:

Schedule "A" - Locally Supported Services

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

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

Cost-Apportioning Agreement for Locally Supported Services  
Page 2 of 7

## 2. Definitions

2.1 In this agreement:

**“Participating Municipality”** refers to a municipality within Cataraqui Region Conservation Authority's jurisdiction.

**“Service”** means the desired actions, activities, or events which Cataraqui Conservation provides as per Schedule “A”, and which constitute Locally Supported Services.

## 3. Purpose

3.1 The purpose of this agreement is to provide overarching terms and conditions for the delivery of Services provided by Cataraqui Conservation per Ontario Regulation 686/21 – Mandatory Programs and Services and Ontario Regulation 687/21 – Transition Plans and Agreements for Programs and Services, under Section 21.1.2 of the Act.

## 4. General

4.1. Cataraqui Conservation agrees to provide the Participating Municipality the Services outlined in Schedule ‘A’ in accordance with this agreement.

4.2. Cataraqui Conservation shall provide the Services described in this agreement independently and shall not be deemed to be an employee of the Participating Municipality for any purpose.

4.3. Cataraqui Conservation may subcontract all or any portion of the Services in its sole discretion, provided that any such sub-contracted Service(s) conforms to the terms of this agreement. Nothing contained in this agreement will create a contractual relationship between any sub-contractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the Participating Municipality. No sub-contract will relieve Cataraqui Conservation from any obligation under this agreement or impose any liability on the Participating Municipality unless otherwise agreed to in writing.

4.4. The Participating Municipality acknowledges and agrees that all Services outlined in Schedule “A” shall be incorporated into Cataraqui Conservation’s Watershed-Based Resource Management Strategy, as required to be development, and implemented under the *Conservation Authorities Act*.

4.5. This agreement does not preclude the Parties from identifying opportunities for further collaboration to the benefit of both parties, and ensuring efficiency, transparency, and accountability in the use of resources. This can include in-kind services and assistance, coordination of complementary policy and program initiatives, and projects involving third parties.

Cost-Apportioning Agreement for Locally Supported Services  
Page 3 of 7

**5. Program Data**

- 5.1. The data developed for the Services within Cataraqui Conservation's jurisdiction shall be solely owned by Cataraqui Conservation.
- 5.2. The Participating Municipality can request access to Cataraqui Conservation's records related to the Services to substantiate any charges and payments made by the Participating Municipality through written notice to Cataraqui Conservation of at least 30 business days.
- 5.3. Cataraqui Conservation will maintain confidentiality of any information provided by the Participating Municipality that is identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the Service, or as required to be disclosed by law.

**6. Term, Renewal, and Amendment**

- 6.1. The term of this agreement shall commence on January 1, 2024, and remain in place for five (5) years.
- 6.2. This agreement will be reviewed at a minimum of six (6) months prior to the termination date for the purposes of reviewing service standards and determining renewal by the Parties. Cataraqui Conservation will provide notice to the Participating Municipality for this review period.
- 6.3. Unless the agreement has been terminated early in accordance with the terms or conditions listed, the agreement shall be automatically renewed for a further five (5) year term on the same terms and conditions contained herein.
- 6.4. This agreement may be amended at any time by the mutual consent of the Parties in writing, with at least a minimum of 90 days written notice of the proposed amendments.

**7. Early Termination**

- 7.1. Any party may, at any time prior to the expiry of this agreement, terminate this agreement upon providing written notice no later than July 1, of any calendar year to the other Party. Upon receipt of notice on or before July 1, this agreement shall be terminated effective December 31 of the year in which notice is provided.
- 7.2. The Participating Municipality acknowledges and agrees that its levy apportionment commitment for the Services shall remain in effect for the entire calendar year in which it gives notice of early termination.
- 7.3. Upon a termination notice being given, Cataraqui Conservation shall be entitled to operational and capital costs reasonably incurred up to the end of the calendar year in which notice of termination is provided and all ongoing fixed costs incurred in reliance on the funding commitment of the Participating Municipality.

Cost-Apportioning Agreement for Locally Supported Services  
Page 4 of 7

**8. Budget and Cost-Apportionment**

- 8.1. It is acknowledged by both Parties that the Services are supported by a combination of revenue sources including but not limited to Municipal Levy and self-generated revenue as identified in Cataraqui Conservation's Programs & Services Inventory.
- 8.2. The cost structure for the Services shall be based on an estimate of direct costs for providing the Services. The estimate of costs to deliver the Services shall be incorporated into the annual General Levy to be paid by all Participating Municipalities. The total costs for the Services shall not exceed 3.5% of the total General Levy, unless otherwise agreed upon.
- 8.3. An increase will be applied to the total costs of the Services effective January 1 of each calendar year and will be the same percentage as Cataraqui Conservation's General Levy budget increase determined by the Full Authority Board during annual budget development.
- 8.4. The Participating Municipality agrees that the costs to the Participating Municipality will be increased in any calendar year only where all the Participating Municipalities do not agree to contribute to the cost of the Services. The cost of the Services will be increased for each Participating Municipality proportionally based on their respective share of the annual General Levy.
- 8.5. Cataraqui Conservation shall be permitted to include a fee for service (user-pay) to support costs for the Services within the organization's published Fee Schedule. Fees will be reviewed annually as part of the budget development process and will follow Cataraqui Conservation's Fee Policy.
- 8.6. Both Parties acknowledge that Cataraqui Conservation will annually apply to grants and other self-generating funding sources to support delivery of the identified Services.
- 8.7. Cataraqui Conservation strives to design Services to maximize cost-recovery through self-generated revenue (user fees and donations). Any variances on Service budgets will be reported annually through the Board and auditing processes and the Participating Municipality acknowledges that the Municipal Levy may be required to offset any deficits.

**9. Dispute Resolution**

- 9.1. In the event of any dispute that arises in respect of the implementation of the agreement, the Parties will endeavor to resolve the matter through negotiation without the use of formal mediation or adjudication, using the following principles:
  - a. Agree to a fair process for mediating issues;
  - b. Identify common agreement;
  - c. Identify all options to resolve; and
  - d. Select the mutually agreed-upon option.

Cost-Apportioning Agreement for Locally Supported Services  
Page 5 of 7

**10. Notice**

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

For the Participating Municipality:

Name  
Title  
Participating Municipality  
Address

For Cataraqui Conservation:

Katrina Furlanetto, M.Env.Sc  
General Manager  
Cataraqui Region Conservation Authority  
1641 Perth Road, P.O. Box 160, Glenburnie, ON K0H 1S0  
Tel.: (613) 546-4228

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

**11. Execution**

- 11.1. This agreement may be executed in writing or by electronic signature and delivered by mail or electronic means including in Portable Document Format (PDF), no one copy of which need be executed by all the Parties, and all such counterparts together shall constitute one agreement and shall be valid and binding among the Parties as of the date listed in the agreement.

**12. Governing Law**

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

Cost-Apportioning Agreement for Locally Supported Services  
Page 6 of 7

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

**Cataraqui Region Conservation Authority**

---

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

Date

*I have authority to bind the organization*

**Participating Municipality**

---

Name:  
Title:  
City of Brockville

Date

*I have authority to bind the organization*

---

Mayor  
City of Brockville

Date

Cost-Apportioning Agreement for Locally Supported Services  
Page 7 of 7

**Schedule “A” – Cataraqui Conservation Locally Supported Services**

Through subsection 21.1.2 of the *Conservation’s Authority Act*, Conservation Authorities are empowered to provide services that are determined to be advisable and locally supported to further the purposes of the Act.

**1.0 Local Watershed Monitoring**

**Description**

Includes services such as regional monitoring and updating environmental data, community group engagement, partnering and reporting on environmental metrics and developing integrated watershed strategies

Supports the understanding of the health of the watershed and providing awareness to answer public inquiries about natural resource management in the watershed

**2.0 Education and Public Programming**

**Description**

Includes services such as curriculum-based and forest school programs, adult environmental education and recreation programs, forest therapy, Nature Explorer’s Camp, seasonal weekend programming, and community engagement events such as Winter Recreation and Maple Madness

Provides engaging, inclusive, and adaptive curriculum-enriched outdoor and environmental education services to all ages with various partners across the region to promote awareness of watershed management and instill conservation and respect for nature both in-person and virtually

Supports connecting watershed residents, business, and community groups to conservation-themed talks, providing local environmental employment, engaging local Indigenous partners and knowledge carriers on offering traditional knowledge options to the community and fostering positive community relationship building

**10.0 Land Stewardship**

**Description**

Includes forestry initiatives offering subsidized tree planting services on private properties across the watershed based on a user-fee system

Supports climate change mitigation efforts, habitat and native biodiversity conservation, and community engagement



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	October 17, 2023
<b>Prepared By:</b>	Jonathan Hanna, Administrative Coordinator, Art Centre Sandra MacDonald, City Manager/City Clerk
<b>Report Number:</b>	2023-186
<b>Subject:</b>	Brockville Arts Centre - Programming Update

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## Recommendation

THAT Staff Report 2023-186 be received for information.

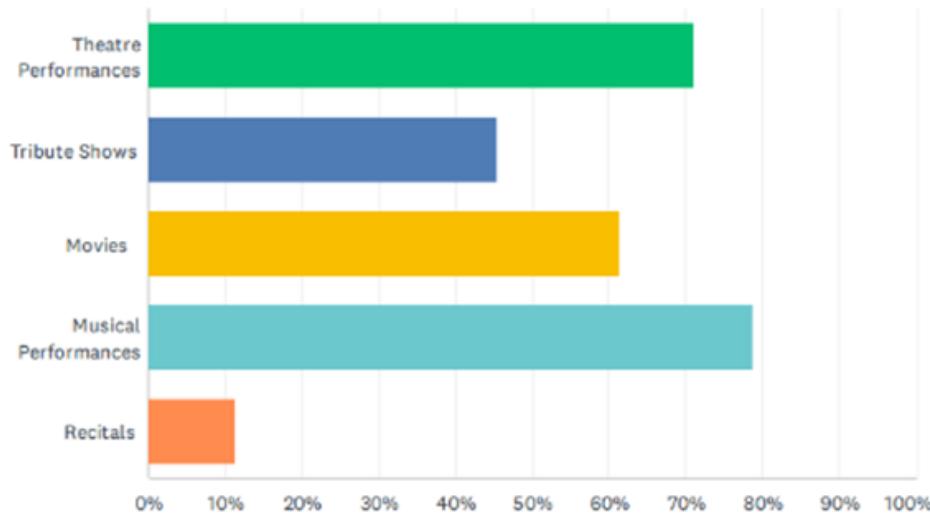
## Background

After more than 16 months of closure due to COVID-19 the Brockville Arts Centre (BAC) was able to reopen for film screenings in July of 2021. That fall live theatre returned to the stage with performances by the Brockville Theatre Guild and the St. Lawrence College Music Theatre program. Programming continued in 2022, but with reduced offerings, as audiences and presenters were still restricted by vaccine passports, capacity limits, masking, and other protocols.

In the fall of 2022, the BAC undertook a survey regarding programming. The results are as follows:

Show Patrons results**Q5 What performances/programming do you attend?**

Answered: 220 Skipped: 0

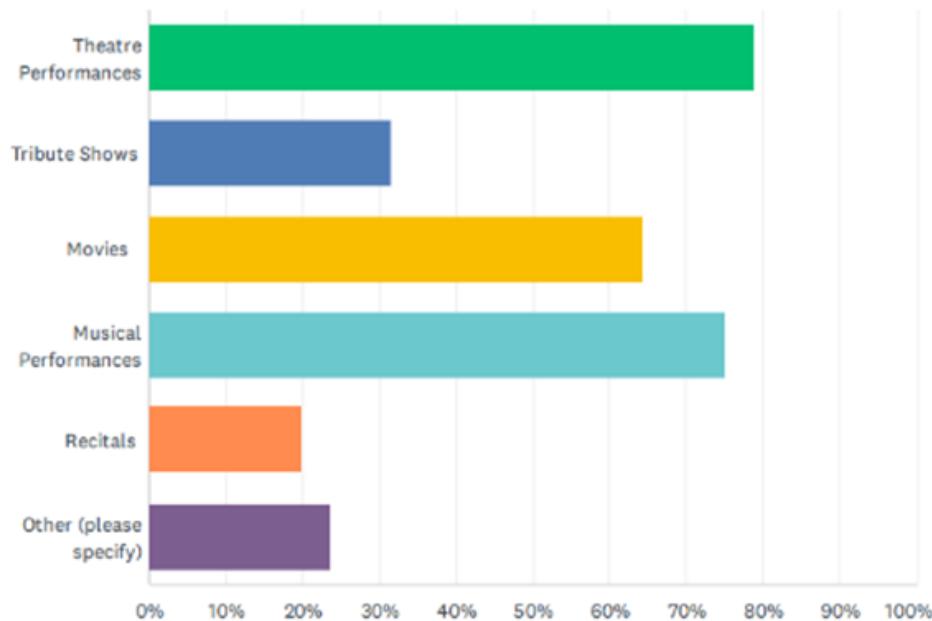


ANSWER CHOICES	RESPONSES
Theatre Performances	70.91% 156
Tribute Shows	45.45% 100
Movies	61.36% 135
Musical Performances	78.64% 173
Recitals	11.36% 25
Total Respondents: 220	

## Community results

### Q5 What performances/programming do you attend or would consider attending?

Answered: 76 Skipped: 1



ANSWER CHOICES	RESPONSES
Theatre Performances	78.95% 60
Tribute Shows	31.58% 24
Movies	64.47% 49
Musical Performances	75.00% 57
Recitals	19.74% 15
Other (please specify)	23.68% 18
Total Respondents: 76	

## **Analysis**

In 2023 the BAC returned to normal operations after the 2020 closure. Much has changed in the local entertainment environment during COVID, which affects the programming of the BAC. Programming, which the BAC has been known for in the past, is now offered at other nearby venues. In many cases, events previously offered at the BAC have moved to outdoor venues. To offer similar programming now, we would be drawing from the same audience pool as these new venues.

## **Programming**

The goal is to provide performing arts programming that:

- Reflects all facets of the community.
- Engages, educates and challenges our current patrons and brings in new audiences.
- Cultivates relationships with new and traditional partners.
- Is innovative, responsible, efficient and sustainable.

With these statements in mind, staff have undertaken the following initiatives to meet these programming goals in 2023 and will continue to move in this direction for 2024:

### Investing in Children & Family Entertainment

Prior to the pandemic BAC programming had catered almost exclusively to an older audience. Events aimed for youth was generally offered by the local dance studios and school events. There is a need for the BAC to present more for the younger generation as they will be the artists, clients and patrons that will frequent the facility in the future. Making this investment now ensures continued growth for years to come.

Examples of children and family programing include:

- Movies
  - Casper - Family Halloween movie screening
  - Christmas movie partnership with DBIA
  - Fireheart, partnership with BFD
- Splash N' Boots (2023 - over 200 tickets)
- Dinosaur World Live (May 2024 - sold 131 tickets to date)

### Adult Programming

Over the years patrons have come to expect a high level of quality in all of the productions presented at the BAC. Presentations have been a mixture of featured performers, tributes and nostalgia acts, community theatre, local dance recitals and films. This has been a successful formula, and staff can maintain audience expectations of quality while providing new and exciting events each year.

Adult programming includes:

- Classic Albums Live (Pink Floyd's Dark side of the Moon and Chronicle Vol. 1 by Creedence Clearwater Revival)
- Dreamer (Supertramp)
- Brass Transit (Chicago)
- Holly Cole - A Swinging Christmas

- The Glenn Miller Orchestra
- The Fitzgerald's - A Canadian Christmas
- Decades of Bond
- Jann Arden
- Dean Brody
- Walk Right Back - Paquette Productions 2024- 1 date booked
- State Ballet of the Ukraine - Classical Arts Entertainment 2024- 1 date booked
- Abbamania & British Legends - Bounty Enterprises 2024- 2 dates booked
- Mudmen Inc. (2024 - The Mudmen St. Patrick's Day Performance)
- Time Warp Productions (2024 - Hells Bells AC/DC Tribute)

Staff are currently working with promoters on additional programming for 2024.

### Community Presenters

Community presenters utilize the BAC for their performances. 2023 is the first year since COVID that all local presenters have been back in venue:

- Brockville Operatic Society (2023- 2 shows, 2024 - 2 shows)
- Brockville Theatre Guild (2023- 1 show, 2024 nothing booked at this time)
- St. Lawrence College (2023/2024- 1 show each year)
- Brockville Music festival (2023- 5 dates, 2024- 6 dates)
- Brockville Concert Association (2023- 2 dates, 2024- requests yet to arrive)
- St. Mary High School (2023/2024- 1 date each)
- Boldt Dance Studio (2023/2024- 1 date each)
- Four Season Dance Studio (2023- 2 shows, 2024- 2 shows)
- Thrill Dancers (2023 - 1 show, 2024- requests yet to arrive)
- Broadway Dance - Rehearsal (2023- 1 date)
- Brockville Concert Band (2023- 1 show, 2024- requests yet to arrive)
- TR Leger (2023- 1 date, 2024- requests yet to arrive)
- My View Film Festival (2023- 1 date, 2024- requests yet to arrive)
- Palliative care Telethon (2023- 3 dates)
- Performing Arts Hall of Fame (2023/2024- 1 day each)
- Candance Dance Competition (2023 and 2024- 3 days)
- Believe Dance Competition (2023 and 2024- 3 days)

### Films

Films screenings are a low cost entertainment option (for both the venue and patrons) that can be utilized to round out the schedule of events at the BAC. It provides an opportunity to present current Hollywood blockbusters, independent/specialty films, classic cinema that service a wide range of patrons within the community and beyond. Having films on the schedule ensures the BAC can maintain a level of programming to keep audiences engaged, as high attendance creates awareness of all events that take place at the venue.

### BAC Presented Films

- 2019 (55 titles = 202 screenings)
- 2020 (15 titles = 59 screenings before COVID closure)
- 2021 (10 titles = 60 screenings)
- 2022 (22 titles = 85 screenings)
- 2023 (10 titles = 38 screenings before projector failure)

### Film Brockville

- 2019 (23 titles = 46 screenings)
- 2020 (13 titles = 18 screenings before COVID closure)
- 2021 (No screenings)
- 2022 (No screenings)
- 2023 (5 titles = 10 screenings before projector failure)

### Other Facility Users

- Fireside Productions - The BAC lobby and exterior was used as a location for the upcoming film "Love In the Air"

### Ticketing Agency

The BAC acts as ticketing agency for various festival and events:

- Brockville Museum Lecture Series (event was held in the auditorium)
- Tunnel of Terror - sales at the box office as well as on site
- 1000 Islands Regatta
- Tall Ships Festival
- Brockville Winter Classic Hockey Game

### Facility Use Statistics

- 2019 = 219 days
- 2020 = 52 days (prior to COVID closure)
- 2021 = 59 days (Reopen in July 2021)
- 2022 = 130 days
- 2023 = 121 days
  - 2023 usage was reduced by 93 days:
    - BAC movies - reduced 50 days (pending new projector)
    - Film Brockville 5 screenings instead of 24 - reduced 19 days
    - St. Lawrence College only one main stage performance - reduced 14 days
    - Summer performances - 4 performances rather than 6 - reduced 2 days

- Brockville Theatre Guild - only one event - reduced 7 days
- 2024 - 132 days of programming for January to September. Staff are targeting 200 days for the year.

### BAC Staffing

Prior to COVID, the full-time staffing complement was four; three in Administration and Front of House roles and one in a production role. The current staff compliment is two full-time staff; one production and one for Front of House/Administrative. In the 2023 budget a new production role was approved by Council and this position has recently been filled.

Staffing levels are below what they were prior to COVID and even those levels are low compared to comparable facilities. If the facility is to offer the same level of programming seen prior to the pandemic (or more), more staff are required to support content, event marketing, audience engagement/development and facility/equipment maintenance. Staff are currently working hard to maintain current programming; it has been difficult to develop new programming with the current complement. In addition to programming at the BAC our staff also support other city events in other locations placing further pressures on their time.

As with any highly used facility, time needs to be allocated for maintaining the facility and equipment to ensure the health and safety of staff and patrons. In order to avoid conflicts with programming, staff have planned to block time in January and August 2024 in order to complete the required maintenance and inspections.

The BAC is fortunate to have volunteers to assist in the delivery of some programming and provision of audience facing, event-night services. However, there are many aspects of the operation that cannot be accommodated using volunteers.

### **Financial Implications**

There are no direct financial implications as a result of this report.

### **Conclusion**

The BAC and its programming has undergone significant change, much of this brought on by COVID and changes in the market and staffing levels. Staff continue to build and change the BAC programming to reflect and meet community needs. While retaining some traditional programming, staff are exploring new areas such as children and family entertainment. While facility usage has been lower in 2023, staff are working to increase programming and usage for 2024.

Approved by:

Jonathan Hanna, Administrative Coordinator,  
Art Centre

Status:

Approved - 13 Oct 2023

Sandra MacDonald, City Manager/City Clerk

Approved - 13 Oct 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Phil Wood, Director of Operations Travis Raison, Project and Asset Coordinator
<b>Report Number:</b>	2023-192
<b>Subject:</b>	Sabre Jet rehabilitation project update

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## Recommendation

THAT Council receive this report for information.

## Background

The City of Brockville has approved a capital project to restore the City's CF86 Sabre Jet memorial located on Blockhouse Island. Council has approved a capital project and scope budget to replace the concrete structural member currently supporting the jet and established a Sabre Jet Committee to lead a follow-up project cosmetic stonework and memorial presentation. The Sabre Jet Committee has undertaken design and fundraising associated with the cosmetic improvements and rededication of the war memorial.

The project to replace the concrete structure began prior to 2021 when the condition of the existing concrete structural was called into question by structural engineers who cited visible surface cracks. Staff worked with the structural engineers to determine the most appropriate path forward to ensure the jet monument was secure as the first phase of the project, prior to focus being turned to the new cosmetic stonework and memorial construction phase of the project.

Based on the preliminary assessment of the structural engineering consultant, staff proceeded in the direction of design and installation of a new structural steel pile as the more cost effective measure, opposed to in-situ rehabilitation of an existing concrete structure. The resulting plan consisted of installation of a new steel pile to be installed in close proximity to the existing monument, then to re-mount the jet. Geotechnical testing of the location was completed to determine the soil bearing capacity and a suitable structure was designed. The construction component of the design was publicly tendered which yielded only one interested construction contractor. Post pandemic material and contractor pressures resulted in a cost estimate for a new pile that was well in excess of the budget. As such, work in the direction of a new structure was halted and alternatives were explored.

The objective of this report is to update Council on the alternative methods related to the option of in-situ rehabilitation of the existing concrete support structure.

## **Analysis**

### Project direction:

Following the unfavorable tendering results of the new steel pile design, staff reevaluated cost-viability of an in-situ rehabilitation of the existing concrete structure. Specific details around the existing concrete column structure are limited which further complicates the structural engineer's ability to prescribe a preservation remedy. Further, it is difficult to assess whether observable small surface cracks are significant to the internal structure of the load bearing member. As such, staff worked with a second structural engineering consultant to explore rehabilitation alternatives.

### Sabre Jet Committee:

Staff met with the Sabre Jet Committee on August 24, 2023 to discuss progress, options and possible next steps for the project. The option presented to the committee centered around consideration of the remaining capital budget and the application of those funds to perform non-destructive testing (NDT) of the existing column. The NDT methods prescribed included scanning to determine the column's composition and condition of the columns internal structural members. The second proposed step, pending positive results of the scan was to consult a structural engineer that specializes with restoration seeking a design to remedying any deficiencies in place to safely preserve the monument column for the foreseeable.

The Sabre Jet Committee endorsed the next steps and staff proceed with further exploration of the in-situ rehabilitation option.

### Condition and composition:

The method chosen to determine the composition and condition of the existing concrete structure was ground penetrating radar combined with ultrasonic pulse velocity imagining. Both NDT evaluation techniques provide imagining of the internal load bearing components of the column. Staff contracted Xradar Canada to perform the scans and provide a summary report.

The resulting report detailed the monument column composition and indicated that the existing column load bearing members were in acceptable condition noting areas that require attention. Staff have forwarded this report to IN Engineering who have indicated satisfaction with the report conclusions. Pending approval by staff, IN Engineering are prepared to prescribe a design to adequately address any remedial considerations to preserve the monument.

**Remedial design and preservation:**

In Engineering has indicated that an epoxy/carbon-fiber wrap product exists that is a suitable measure to preserve the concrete monument column. Staff plan to continue to work to procure the design with the intention of preparing a follow up capital project in 2024 to complete the prescribed work.

**Post preservation:**

Once the monument remedy and preservation is complete, staff intend to re-engage the plan of the Sabre Jet Committee to see the vision of new stonework and monument dedication through to completion. Additional follow up work would be in accordance with Council direction and approval.

**Financial Implications**

To date \$15,155 has been expensed in engineering costs, non-destructive testing and evaluations.

Financial records indicate approximately \$26,845 remains in the original budget to install a new steel pile. This amount is not sufficient to complete the remedial restoration of the existing concrete structure. Staff will propose a 2024 capital budget proposal to fund:

- Additional design of the remedial restoration
- Completion of the restoration work by contractor

Following completion of the concrete restoration, work can proceed to complete the cosmetic improvements.

**Conclusion**

Staff have continued to work with structural engineer consultants to create an appropriate path forward to ensure the Sabre Jet Monument can be restored and enhanced in accordance with the vision of the Sabre Jet Committee.

Staff have conducted additional non-destructive testing and acquired information that suggests an in-situ restoration of the existing concrete structure can be completed in a more cost effective manner than installing new steel pile.

Staff will follow-up with a 2024 capital project business case to complete the restoration work.

Approved by:

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

Status:

Approved - 16 Nov 2023  
Approved - 16 Nov 2023  
Approved - 16 Nov 2023



# Staff Report

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<b>Report To:</b>	General Committee
<b>Meeting Date:</b>	November 21, 2023
<b>Prepared By:</b>	Natalie Wood, Museum Curator/Director
<b>Report Number:</b>	2023-203
<b>Subject:</b>	Collections Care Remediation Plan Update Brockville Museum

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## Recommendation

THAT Report 2023-203 be received for information.

## Background

At the June 2023 meeting of the General Committee, Staff Report 2023-105, Canadian Conservation Institute Facility Assessment - Brockville Museum, was presented. The report summarized the findings of the Canadian Conservation Institute's (CCI) Facility Assessment conducted in September 2022, which identified six key priority recommendations and over fifty subsequent recommendations to improve conditions for the long-term preservation of the collection in the city's care at the Brockville Museum. As a result of the report, staff were directed to prepare a remediation plan addressing the CCI report's recommendations for consideration during the 2024 budget process.

## Analysis

Staff have been working over the past five months to assess which recommendations could most immediately be addressed and developing a strategy for tackling these recommendations over the next few years.

The following actions have already been taken:

1. Among the CCI Report's key priority recommendations was the relocation of the collection from the museum's current offsite storage facility. Report 2023-181 Property Lease - Museum Offsite Storage, was presented to General Committee on October 17, 2023 outlining the success of an exhaustive months-long search to identify a suitable new storage facility. Staff are now in the process of executing a lease agreement and facilitating the relocation of the off-site collection before the end of the year.
2. The museum's 2023 Capital Budget included \$10,000 for Collections Care specifically for addressing anticipated CCI Report recommendations. Thus far, \$2,881.50 of these funds have been allocated to the creation of a Collections Emergency Plan (one of CCI's key priority recommendation); \$2,945 has been

allocated to increasing temperature and relative humidity monitoring capacity through the purchase of digital data-loggers for all exhibit and storage spaces (detailed on page 22 of the CCI Report); and \$711.84 has been allocated to cleaning the objects in the current offsite storage facility before moving to the new space.

3. Museum staff have met with colleagues from across the city, including Operations, Parks, and Facilities, to discuss the CCI recommendations and how other departments can support this work.

The following items have been incorporated into 2024 budget proposals:

1. Capital Budget: IT Services has submitted a capital business case for the purchase and installation of Card Swipe Locks at a cost of \$9,500 at the museum in order to regulate access to designated areas and enhance security for the collection (one of the report's key priority recommendations). This item was first brought forward during the 2023 budget cycle.
2. Incremental Item: the museum has submitted an incremental business case for an increase of \$10,000 to its Collections Care operating account in order to progressively take steps towards addressing outstanding CCI recommendations and make general improvements to the care of the collection over the long term. This will replace the need to make annual Capital requests to address Collection Care needs and give staff the tools to better plan multi-year initiatives and prepare grant applications that need matching funds.

The following initiatives have been incorporated into 2024 planning:

1. A pilot Fundraising Campaign has been drafted to help raise additional funds for specific collections care tools to enhance the museum's ability to prioritize preventative conservation work (one of CCI's key priority recommendations). If successful, this strategy will be incorporated into the 2025 budget to lessen the museum's burden on the tax levee. Report 2023-202 has been submitted for approval and provides details of the campaign.
2. Staff workplans for 2024 include creating a plan for addressing the deteriorating negative collection (one of CCI's priority recommendations) and formalizing the conversion of a previous meeting room into appropriate collection storage space to increase the availability of appropriate on-site collection storage.

## **Conclusion**

Museum staff are committed to upholding their responsibilities for the professional care for the irreplaceable history over which they are stewards. The CCI Facility Assessment documented known threats and provided a guide for making improvements. Much progress has been in the last five months and staff look forward to continuing this work with the support of Council, colleagues across the City, and the community.

Approved by:	Status:
Natalie Wood, Museum Curator/Director	Approved - 02 Nov 2023
Lynda Ferguson, Director of Finance & IT Services	Approved - 15 Nov 2023
Sandra MacDonald, City Manager/City Clerk	Approved - 16 Nov 2023