



City of Brockville

General Committee

Agenda

4:30 PM - Tuesday, May 21, 2024

City Hall, Council Chambers

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

Nil.

Correspondence and Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

- 5 - 9 2024-47
Municipal Accommodation Tax
Rate Increase

THAT the Municipal Accommodation Tax (MAT) be increased to 6% effective January 1st, 2025 on all hotel, motel, lodge, inn, short term rental accommodations under 30 days and a \$6.00 per night MAT for bed and breakfast establishments.

2024-47

- 10 - 12 2024-105
Marguerita Residence Corporation
42 Garden St. Project Loan Extension Request

THAT Council receive the letter from the Marguerita Residence Corporation requesting an extension to the existing construction loan; and

THAT Council approve an extension to December 15, 2024, or 120 days after the point of Substantial Completion, whichever comes first.

[2024-105](#)

13 - 15 2024-100
Single Axel Plow Truck

THAT Council approve an additional expenditure of \$13,591 funded by debenture, to proceed with the 2024 capital project to purchase a new single-axel plow truck in accordance with the 2024 Capital Budget; and

THAT Council receive this staff report detailing the procurement method in accordance with Procurement Policy POL.F.20.139 for information.

[2024-100](#)

16 - 19 2024-90
Options for Arena Canteen Food Services

THAT Council direct staff to develop a detailed operation plan for City staff operated arena canteens to be presented to the General Committee in June.

[2024-90](#)

20 - 22 2024-79
Winter Classic Proposed Upgrades to the Rotary Outdoor Rink (ODR)

THAT Council approve the proposed upgrades to the Rotary Outdoor Rink as follows:

1. Installation of rubber matting from the change rooms to the washrooms
2. Construction of a wheelchair accessible seating area including landscaping and lean-to roofing
3. Installation of a new score clock
4. Installation of access doors on the existing benches
5. Improved water service or onsite storage to facilitate future use of an ice resurfacer
6. Installation of devices to mitigate problems related to overnight condensation buildup; and

THAT Council approve that the upgrades be funded by the Winter Classic Group; and

THAT staff report to Council as required in accordance with the City Procurement Policy.

[2024-79](#)

23 - 29 2024-65
Multi Use Recreational Facility Update

THAT Council receive staff report 2024-103 Multi-Use Recreational Facility Update for information; and

THAT staff return to future General Committee meeting with details related to the Memorial Centre FIT solar program and options to proceed; and

THAT staff return to future General Committee meeting with details related to potential future uses of the Youth Arena facility.

[2024-65](#)

New Business from Committee Members

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:

30 - 31 2024-95
Road Rehabilitation at Various Locations

This report is for information purposes.

[2024-95](#)

- 32 - 33 2024-96
Routing, Cleaning & Sealing Cracks in Asphalt Pavements

This report is for information purposes.
[2024-96](#)

- 34 - 36 2024-97
Traffic Controllers and Detection Devices

This report is for information purposes.
[2024-97](#)

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 June 18, 2024.

Minutes from City Boards and Committees

- 37 - 38 Library Board
[Library Board Minutes 25 Mar 2024](#)
- 39 - 41 St. Lawrence Lodge Board of Management
[Committee of Management Minutes 26 Mar 2024](#)
- 42 - 43 Museum Advisory Committee
[Museum Advisory Committee Meetings 09 Apr 2024](#)
- 44 - 46 Airport Commission
[Airport Commission Minutes 23 Apr 2024](#)
- 47 - 48 Railway Tunnel Committee
[Railway Tunnel Committee Minutes 09 May 2024](#)



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Kelly Brintnell, Tourism Advisor Sandra MacDonald, City Manager
Report Number:	2024-47
Subject:	Municipal Accommodation Tax Rate Increase

Recommendation

THAT the Municipal Accommodation Tax (MAT) be increased to 6% effective January 1st, 2025 on all hotel, motel, lodge, inn, short term rental accommodations under 30 days and a \$6.00 per night MAT for bed and breakfast establishments.

Background

The Municipal Accommodation Tax (MAT) is a revenue tool that the provincial government has given Ontario municipalities to support and further promote tourism as an economic driver. The Province of Ontario enacted Bill 127, Stronger, Healthier Ontario Act, 2017, providing municipalities the authority to levy a transient accommodation tax. On December 1, 2017, the Transient Accommodation Regulation 435/17 came into force outlining provisions for municipalities across Ontario to implement a Municipal Accommodation Tax.

The Regulation applies if a municipality imposes a tax in respect of the purchase of transient accommodation in the municipality under section 400.1 of the Municipal Act. Brockville By-Law 020-2018, approved the implementation of a four percent (4%) mandatory MAT applicable on all hotel, motel, lodge, inn, short term rental accommodations under 30 days and a \$4.00 per night MAT for bed and breakfast establishments. The rates have not changed since its implementation.

At a General Committee meeting held on February 20, 2024, the following resolution was passed:

Municipal Accommodation Tax - Increase

THAT the committee direct staff to consult with local stakeholders regarding a potential increase to the Municipal Accommodation Tax and to provide a report back to the General Committee for consideration.

This report is in response to that direction.

Analysis

The tax generates funds to promote and develop tourism within Brockville. A portion, at least 50% of the net MAT revenues (revenue less municipality's costs of collecting and administering the tax) received must be directed towards tourism promotion and development with a focus on attracting more visitors to the City. The remaining net MAT revenues are retained by the City of Brockville specifically for tourism purposes.

The current MAT rates for Brockville are 4% to the room portion of the costs associated to overnight accommodations for hotel, motel, lodge, inn, short term rental accommodations under 30 days and a \$4.00 per night MAT for bed and breakfast establishments. Since the City implemented the MAT in May 2018, \$2.2 million has been collected:

2018 - \$238,699.00 (May-December)

2019 - \$397,471.00

2020 - \$197,877.04

2021 - \$306,590.78

2022 - \$536,388.54

2023 - \$554,707.11

Total \$2,231,733.47

Of the \$2.2 million collected, approximately \$1.1 million funded the contracts with previous tourism providers (Brockville and District Chamber of Commerce and the Aquatarium) between 2018 and 2023; the remaining \$1.1 million offset the annual contribution made to the Aquatarium as a tourism-related asset. The City of Brockville formed Brockville Tourism Corp, a Municipal Services Corporation (MSC) to operate as a Destination Marketing Organization (DMO) commencing on January 1st, 2024 and 50% of the net MAT collected in 2023 will be used to deliver tourism services this year by Brockville Tourism.

Notice was sent to Brockville accommodation providers explaining that a rate increase was being considered. Only two responses were received, both from bed and breakfast establishments. One inquired if the separate rate for bed and breakfast establishments would remain and the other, suggested that a 25% increase would be reasonable and that the rates should increase equally (4% to 6%; and \$4 per night to \$6 per night). As a note, MAT is not exempt from HST.

Alternatives

Within the past year the municipalities of Toronto, Mississauga and Marathon, which implemented the MAT in 2018, increased their rate to 6% and Ottawa and Kingston have increased their rates to 5% effective January 2024. Staff have reviewed MAT rates for 45 municipalities across Ontario, some of which have established a future implementation date. Attachment 1 is a list of the municipalities and their rates.

Each percentage of increase to the MAT rate would yield an estimated amount of \$130,000, if accommodation occupancy rates remain at current levels. In accordance with the legislation, 50% of the MAT would be directed to Brockville Tourism Corp back into tourism to further enhance and promote the destination.

Financial Implications

The legislation provides that MAT collected in one fiscal year be paid to the tourism entity in the following year. To clarify, the amount of MAT realized in 2023 is allocated to Brockville Tourism Corp in the 2024 budget.

The increase to the municipal accommodation tax rate from 4% to 6% is estimated to increase the MAT by \$260,000 per year based on 2023 occupancy rates. With the effective date being January 1, 2025, additional revenues will be available to Brockville Tourism until 2026.

Policy Alignment

There are no policy implications at this time.

Conclusion

The City invests heavily in tourism through the Brockville Arts Centre, Brockville Museum, Aquatarium, Railway Tunnel, Brockville Library, parks, parking, and other strategic initiatives. The funds received through the MAT will allow the City to continue to invest in tourism through improvements and increased marketing with no implications to the taxpayer. It is recommended that Council approve the increase to the MAT from 4% to 6% on all hotel, motel, lodge, inn, short term rental accommodations under 30 days and from \$4.00 to \$6.00 per night for bed and breakfast establishments.

Approved by:	Status:
Kelly Brintnell, Tourism Advisor	Approved - 14 May 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 15 May 2024
Sandra MacDonald, City Manager	Approved - 15 May 2024

Attachments:

[A1 2024 MAT survey](#)

Attachment 1

Municipal Accommodation Tax Survey

Municipality	Rate (%)	Implementation or Effective Date
Toronto	6	May 2023
Mississauga	6	Jan 2024
Marathon	6	Mar 2024
Kingston	5	Jan 2024
Ottawa	5	Jan 2024
Cornwall	4	2018
Gananoque	4	2020
Markham	4	2019
Midland	4	2026
Niagara on the Lake	4	2025
Oakville	4	2019
Orillia	4	2020
Quinte West	4	2019
Sarnia	4	2020
Windsor	4	2018
Kenora	4	Sep 2018
Sudbury	4	Sept 2018
Thunder Bay	4	Sept 2018
Barrie	4	Jan 2019
Fort Frances	4	Jan 2019
Hearst	4	Jan 2019
Sault Ste Marie	4	Jan 2019
North Bay	4	Feb 2019
Vaughn	4	Apr 2019
Belleville	4	July 2019
Sioux Lookout	4	Jan 2020
Huntsville	4	Apr 2020
Prince Edward County	4	Feb 2021
North Bruce Peninsula	4	Jan 2022
South Bruce	4	Jan 2022
Guelph	4	Sept 2022
Port Colborne	4	Sept 2022
London	4	Oct 2022
Gravenhurst	4	Jan 2023
Hamilton	4	Jan 2023
Brantford	4	Mar 2023
Stratford	4	Jul 2023
Blind River	4	Jan 2024
Brampton	4	Jan 2024
Kirkland Lake	4	Jan 2024
Owen Sound	4	Jan 2024
Midland	3.5	2025
Niagara on the Lake	3	Jan 2024
Midland	2.5	Feb 2024
Niagara Falls	\$2 per night	

Prepared: April 2024
 By: S. MacDonald, City Manager



Staff Report

Report To: General Committee
Meeting Date: May 21, 2024
Prepared By: Lynda Ferguson, Director of Finance & IT Services
Report Number: 2024-105
Subject: Marguerita Residence Corporation
42 Garden St. Project Loan Extension Request

Recommendation

THAT Council receive the letter from the Marguerita Residence Corporation requesting an extension to the existing construction loan; and

THAT Council approve an extension to December 15, 2024, or 120 days after the point of Substantial Completion, whichever comes first.

Background

The Marguerita Residence Corporation (MRC) has purchased the property of the former St. Vincent de Paul Hospital at 42 Garden St. for the development of two residential buildings. The project is being planned in two phases. The first phase will be a 6-storey, 88 residential unit building and associated parking. The second phase is proposed to be a 10-storey, 96 residential unit building with associated parking and landscaping. Each will include rent-geared-to-income units as well as market rent units that will be considerably lower than area market rents.

Due to economic conditions, MRC had some difficulties with financing. In November 2022, the City entered into an agreement with MRC for a construction loan of up to \$17 million through Infrastructure Ontario. The end date in the agreement was June 30, 2024, whereby the principal amount and any remaining outstanding interest accrued thereon would become due and payable.

In the attached letter, MRC are requesting an extension of three to six months so that they may complete the project financing.

Analysis

The project has experienced a few delays in completion, which created some delays in renting the building up, though they remain on budget. They are anticipating an occupancy permit in the next several weeks with tenants moving in for June. They expect the building to be fully occupied by early fall, and plan on an official opening in September.

The construction loan retains status up until it reaches substantial completion after which they have 120 days to secure a first mortgage. If they do not obtain a first mortgage within 120 days the construction loan would move to long term debt with Infrastructure Ontario in the City's name. It is important that the extension include this condition. MRC is confident that this deadline is achievable.

Financial Implications

MRC has agreed to cover all costs to the City for the financing during the loan/construction period. During the construction phase, only interest will be due and payable each month.

As of May 1, 2024 MRC has drawn just over \$12 million of the \$17 million loan amount. It is anticipated that the construction delays, which were caused by the late arrival of electrical switching gear and the elevators, will cause the project to be over budget by approximately \$300,000. MRC is confident that they have the resources to cover these cost overruns. They have, as of the end of March, covered about \$700,000 over the \$1.9 million indicated in the financial plan.

Policy Alignment

The loan extension is only possible through Council resolution.

Conclusion

MRC is on the home stretch for the completion of phase one of the 42 Garden Street redevelopment, which will provide 88 residential units.

The current loan agreement expires June 30, 2024. They are confident that they can meet the terms of the loan extension of December 15, 2024, or 120 days after the point of substantial completion, whichever comes first.

Approved by:	Status:
Lynda Ferguson, Director of Finance & IT Services	Approved - 14 May 2024
Sandra MacDonald, City Manager	Approved - 14 May 2024

Attachments:

[MRC May 14 2024 Loan Extension Request](#)



48 CHURCH STREET BROCKVILLE, ONTARIO K6V 6L3
(613) 345-2734 Email margapt@cogeco.net

To: Lynda Ferguson
Director of Finance and IT Services
City of Brockville

14 May 2024

Re:MRC-Brockville Loan Agreement

As per my email of May 2, Marguerita Residence Corporation is requesting an extension of the loan agreement we have with the city to finance the construction of the St. Vincent Apartments. The loan agreement expires next month. Delays in completion have meant delays in renting the building up and we are only now seeking first mortgage take-out financing. To that end, we are asking to extend the existing agreement for a 3 to 6 month period so that we may complete the project financing, although we anticipate being able to secure by mid-summer/early fall.

The building is now essentially fully rented at the rents contained in our pro-forma. We are anticipating an occupancy permit in the next several weeks with tenants moving in for June. Certain aspects of the project such as landscaping and exterior masonry will continue past the initial occupancy. We expect the building to be fully occupied by early fall, and plan on an official opening in September.

Thank you for considering this request and if further information is required to update yourself or city council, we are available as needed.

Regards,

Bruce Hynes

Bruce Hynes
Chair of the Board of Directors

cc Sandra MacDonald, City Manager
Brent Irvine, Vice-Chair
Tom Blanchard, Manager



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Phil Wood, Director of Operations Yanick Beaudin, Supervisor of Public Works
Report Number:	2024-100
Subject:	Single Axel Plow Truck

Recommendation

THAT Council approve an additional expenditure of \$13,591 funded by debenture, to proceed with the 2024 capital project to purchase a new single-axel plow truck in accordance with the 2024 Capital Budget; and

THAT Council receive this staff report detailing the procurement method in accordance with Procurement Policy POL.F.20.139 for information.

Background

Council approved the purchase of a new single-axel plow truck with related features and attachments in the 2024 Capital Budget. Staff have completed the procurement process, selecting the appropriate equipment to be purchased through the LAS/Canoe municipal group procurement program.

The quoted price is above the approved budget. In accordance with City Budgetary Control Policy POL.F.20.188 Section 6, Council approval is required to fund additional capital expenses prior to proceeding with a purchase contract.

The objective of this report is to:

- Obtain Council approval of additional expenditures to fund the purchase in accordance with the City Budgetary Control Policy
- Report procurement method for purchases in excess of \$100,000 to the General Committee in accordance with the City Procurement Policy

Analysis

During 2024 Capital budget deliberations, staff proposed a capital project to purchase a new single-axel plow truck to replace existing unit #1710.

The proposed scope of supply includes a standard snowplow chassis with:

- Underbelly snowplow with wing and associated controls
- Standard material/dump box
- Dual Spreader for material application
- Pre-wet capabilities for activating road salt

Council approved the project scope and budget of \$438,500 funded by debenture.

Following approval of the capital budget in March 2024, staff began the procurement of the truck as specified. Staff selected the LAS/Canoe municipal group buying program utilizing program 062222-VCM – Snow & Ice Handling Equipment with Viking-Cives Equipment.

Gin-Cor Trucks is the Viking-Cives distribution network dealer for Eastern Ontario. Gin-cor Truck provided a quote for a truck that met all technical requirements of the specifications as defined in the scope of supply. The quote exceeded the approved budget by \$13,590.03.

In accordance with the City Budgetary Control Policy, Council approval is required for additional expenditures, pre procurement.

Financial Implications

The approved budget for this capital project is \$438,500 funded by debenture. The total quoted price for the truck including net HST is \$452,140. The difference results in additional expenditure of \$13,590.03 required to complete the purchase.

Policy Alignment

All procurement activities associated with the capital purchase of a single-axel plow truck have been in accordance with:

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

In accordance with Budgetary Control Policy POL.F.20.181 and with Procurement Policy POL.F.20.139, section 6, staff are required to report purchases of value in excess of \$100,000 to Council for information.

In accordance with Budgetary Control Policy POL.F.20.181, section 5.1, Council approval is required for projects requiring known additional expenditures, pre-procurement.

Conclusion

Following approval of the 2024 Capital Budget, staff began the procurement of a new single-axel plow truck through the LAS/Canoe municipal group buying program.

The approved budget for this purchase is \$438,500 funded by debenture. The total quoted price for the plow truck including net HST is \$452,140. The difference results in additional expenditure of \$13,590.03 required to complete the purchase.

In accordance with Budgetary Control Policy POL.F.20.181, section 5.1, Council approval is required for projects requiring known additional expenditures, pre-procurement.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 10 May 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 10 May 2024
Sandra MacDonald, City Manager	Approved - 14 May 2024



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Phil Wood, Director of Operations Vince Wijsman, Arenas and Facilities Supervisor
Report Number:	2024-90
Subject:	Options for Arena Canteen Food Services

Recommendation

THAT Council direct staff to develop a detailed operation plan for City staff operated arena canteens to be presented to the General Committee in June.

Background

City canteens have been operated by several private operators in multiple City-owned locations over past decades. Optional arrangements have included several private commercial food service leases as well as City staffed canteens for food service delivery. Past City-owned canteen locations include:

- Memorial Centre arena
- Centennial Youth arena
- St. Lawrence Park waterfront canteen
- Blockhouse Island waterfront patio

The current canteen operation arrangements see the Blockhouse Island waterfront patio under private commercial lease for seasonal restaurant operation through the 2024 tourist season. Similarly, staff have recently entered into a lease agreement with a new food services tenant to operate the St. Lawrence Park canteen seasonally during busy summer season. Currently there is no operator committed to operation of the canteens at City arenas. Staff have investigated options for future arena canteen operation and provided detail for Council consideration around possible options to move forward.

The objective of this staff report is to provide Council with options for future operation of the canteen services at City arenas and seek Council direction as which option Council would like staff to develop into an operation plan.

Analysis

No current food services tenant is in place for operation of the arena canteen spaces for the upcoming 2024-2025 ice seasons. The previous tenant expressed a disinterest in continuing operation. The previous term of arena canteen operation was the source to

numerous complaints by user groups and the public. Complaints and feed back were around:

- Limited hours of operation
- Expended periods of closure with no service
- Overall inconsistency of the canteens

In conversation with the previous tenant, the key underlying issue was scale and lack of profitability. In effect, the tenant determined that the required hours of operation were not profitable which lead to their conclusion that their business resources were better applied towards their other restaurant ventures elsewhere.

With a vacancy in the arena canteen spaces staff have investigated what options would be viable for the future of arena canteen operations. There are two avenues for Council to consider for future arena canteen operation which are as follows:

1. Develop a new scope of tenant operation and publicly request expressions of interest from potential canteen operators.
2. Develop a operation plan to operate the arena canteens with City staff.

Each of the above options will require staff to return to Council in short order with more detailed and developed plans for Council consideration. The priority of staff will be to obtain Council endorsement of an operating plan so that the plan can be implemented through July, August and September of 2024 in time for the ice season.

Investigation:

Leading up to this report City Facilities and Arenas staff have spent significant time investigating both what has been done in the past at Brockville arenas as well as what other comparable surrounding municipalities are doing differently than Brockville at their facilities. Staff investigation found examples of both private lease arrangements as well as municipally operated canteens.

In discussion with neighboring municipalities that have both tenant and staff operated canteens, the operating principles appear consistent:

- A canteen is an integral component to the overall experience of users in a facility
- An open, convenient and adequate canteen greatly enhances the facility
- An inconvenient or inadequate canteen is a significant deterrent to the facility
- A canteen menu can easily be adequate through offering basic menu choices

Considerations for tenant operated canteens:

During discussions with the previous tenant of the City arenas, their experience illustrated a consistent message; In order to operate the arena canteens at a profit, the operator would only open during busy times such as tournaments or games that draw large crowd. Even if opening during "busy days" the operator would opt to only open for limited hours. This conflicts with the objective principals that a canteen can enhance a facility if it is open and convenient.

A tenant operator provides the advantages that the operating is not a direct concern or responsibility for the City. However, the potential drawback of a tenant operator is that they are dependent on profitable situation, operate their own menu offerings and can reduce or cease operating if needed which eliminates the canteen contribution to the facility.

Considerations for staff operated canteens:

Other municipalities have opted to operate facility canteens with staff. In speaking with neighboring municipalities of Prescott and Edwardsburg-Cardinal both of whom operate facility canteens with municipal staff, staff were able to get useful information. In the case of each municipality, in-house staff operate adequate canteens with basic menus offerings at the relevant hours of facility operation. Facility staff are required, to manage staff, supply chains, menus and create work place policies. By managing the canteen operations in-house, the municipality takes on the burden of operating the service but, gains the ability to manage the degree to which the canteen contributes to the facility.

Edwardsburg-Cardinal operate canteens at two (2) arena facilities Spencerville and Cardinal. The Town of Prescott operates canteens at the Alain Chartrand Arena and Leo Boivin Community Centre. The respective menus of both municipalities reflect a basic canteen menu offering. Both municipalities manage full time and part time staff schedules to operate the canteens as well as managing their own supply chain for food and supplies. The canteens at these facilities are open weekdays roughly 4:00 pm to 9:00 pm and all day Saturday and Sunday throughout the winter ice seasons. Although definitive financial information is confidential, both municipalities indicate that they expect to costs recovery on operating revenue versus expenses (to break even).

If Council wish staff to explore a staff operating plan for arena canteens, staff would return to the June General Committee meeting with a developed operating plan that included:

- Operating plans with hours of operating, menu items and price points
- Projected staffing needs including loaded cost estimate
- Projected supply chain needs including costs for menu items and supplies
- Any required capital investment needs, and how any capital items would further service with the pending MURF project canteen

- Budget projections including:
 - Projected expenses
 - Projected revenues

Council decision:

Staff require Council decision as to which options is preferred in order to provide further developed information. Ideally, staff can provide adequate information to Council such that a clear direction can be decided and pursued to result in a fully functioning canteen at each City arena for the 2024 ice season.

Financial Implications

In each of the provided options of either tenant operated or staff operated canteens, all financial estimates and assumptions will be provided at Council request.

Policy Alignment

Council approval is required to proceed with any additional staffing or any amendments to the approved City operating budget. Proceeding with staff recommendation or an alternative will necessitate changes to the approved operating budget in both projected expenses and projected revenue.

Conclusion

The former food services lease tenant will not be operating the canteens at the Memorial Center and Youth Arena(s) moving forward. As such, City arena canteen spaces do not have an operator for the coming 2024 ice season.

Staff require Council to direct staff to pursue one of two (2) possible options to operate the arena canteens in 2024:

1. Develop a new scope of tenant operation and publicly request expression of interest from potential canteen operators.
2. Develop a operation plan to operate the arena canteens using City staff.

Staff are prepared to pursue either option based on Council decision. Staff will plan to bring a follow-up report with details to implement the selected option to the June General Committee meeting for Council consideration.

Approved by:

Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:

Approved - 16 May 2024
Pending



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Phil Wood, Director of Operations
Report Number:	2024-79
Subject:	Winter Classic Proposed Upgrades to the Rotary Outdoor Rink (ODR)

Recommendation

THAT Council approve the proposed upgrades to the Rotary Outdoor Rink as follows:

1. Installation of rubber matting from the change rooms to the washrooms
2. Construction of a wheelchair accessible seating area including landscaping and lean-to roofing
3. Installation of a new score clock
4. Installation of access doors on the existing benches
5. Improved water service or onsite storage to facilitate future use of an ice resurfacer
6. Installation of devices to mitigate problems related to overnight condensation buildup; and

THAT Council approve that the upgrades be funded by the Winter Classic Group; and

THAT staff report to Council as required in accordance with the City Procurement Policy.

Background

The objective of this report is to inform Council of the scope of work proposed by the Winter Classic Group, identify funding sources, and obtain Council approval to move the work forward in cooperation with the Winter Classic Group.

Analysis

In 2023, members of the Winter Classic Group approached staff to discuss additional upgrades that they would like to undertake at the Rotary Outdoor Rink (ODR) and P&G Pavilion. The proposed scope of work had the objective of further improving the facility for public use and to enhance it to host public events and festivals.

In 2023, the Winter Classic Group purchased and installed a new audio system and lighting system with the intention of that system supporting music and other live

performances. At that time, the Group indicated their intention to take on more projects in 2024. The list of proposed upgrades are as follows:

1. Installation of rubber matting from the change rooms to the washrooms
2. Construction of a wheelchair accessible seating area including landscaping and lean-to roofing.
3. Installation of a new score clock
4. Installation of access doors on the existing benches
5. Improved water service or onsite storage to facilitate future use of an ice resurface
6. Installation of devices to mitigate problems related to overnight condensation buildup

Staff have committed to working with the Winter Classic Group to assist in ensuring the work meets required regulatory requirements such as engineering, permits, as well as ensuring the financial transactions meet the requirements of the City Procurement Policies.

The results of the combined efforts will be enhancements to City assets at the ODR.

Financial Implications

The Winter Classic Group has proposed to fund all elements of the proposed work through the community fundraising obtained from the annual Winter Classic events undertaken by the Winter Class Group members and hosted by the City. Staff will provide update reports to Council as required in accordance with the City Procurement Policy.

Policy Alignment

The Rotary ODR is a City asset and as such, Council approval is required to undertake the scope of work. The Winter Classic Group and annual Winter Classic Events are fundraising events that utilize City assets, and as such require compliance with City policies and regulations of the Canada Revenue Agency for not for profit and charitable status organizations. The municipality, as the owner of the facilities and recipient of the financial benefit of fundraising, has the duty to ensure compliance with all CRA regulations.

Conclusion

The Winter Classic Group has expressed interest to undertake 6 improvement projects at the Rotary Outdoor Rink in Rotary Park.

The Winter Classic Group has indicated they intend to fund the projects through the funds raised from the annual Winter Classic Events.

The City as the beneficiary of publicly raised funds has the duty to ensure that all financial transactions are compliant with both City Policies and regulations of the Canada Revenue Agency. As such, City Council approval is required to approve scopes of work to the City asset and funding.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 17 May 2024

Approved - 17 May 2024

Approved - 17 May 2024



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Phil Wood, Director of Operations Travis Raison, Project and Asset Coordinator Vince Wijsman, Arenas and Facilities Supervisor
Report Number:	2024-65
Subject:	Multi Use Recreational Facility Update

Recommendation

THAT Council receive staff report 2024-103 Multi-Use Recreational Facility Update for information; and

THAT staff return to future General Committee meeting with details related to the Memorial Centre FIT solar program and options to proceed; and

THAT staff return to future General Committee meeting with details related to potential future uses of the Youth Arena facility.

Background

During the August 15, 2023 General Committee a revised staff report 2023-141 was approved by the General Committee and subsequently approved during the August 29, 2023 Council meeting. The approved staff report included the following motion:

"THAT Council approve the conceptual 50% design to move forward to 100% detailed design; and

THAT Council approve the formation of a fundraising committee with terms of reference with an objective of fundraising \$5,000,000 towards the project construction costs;"

In accordance with the approved motion, Operations staff have worked continuously with IDEA/N45 as the designer, to continue to develop the detailed design of the MURF project.

The objective of this report is to inform Council of:

- Progress of the detailed design
- Important pending timelines

- Design concepts and public renderings for public viewing
- Information related to the Memorial Centre solar panel FIT program
- Updated total project cost estimates
- Update on fundraising goals and strategy
- Potential uses for the Youth Arena facility post project

Analysis

Progress of the detailed design:

Staff in partnership with the Arena Advisory Committee (AAC) have worked closely with IDEA/N45 (the designer) on progressing the accepted conceptual design towards a complete detailed design. Through March and April of 2024 staff received, reviewed and approved the 50% detailed design submission from the designer. Staff can confirm that the 50% detailed design adequately met the objectives of the scope of project as detailed in the RFP and ongoing development. A summary of minor modifications was submitted to the designer accompanying approval to proceed completion of the 100% detailed design.

Important Pending Timelines:

The timeline for completion of the 100% detailed project design is estimated to be 10-weeks. The projected timelines for completion of the detailed design have been provided by the designer and are summarized below:

- June 14, 2024 - Projected submission of a 95% design
- June 28, 2024 - Projected completion of the review by staff
- July 19, 2024 - Projected submission of completed 100% detailed design

Following completion of detailed design, the designers will submit the complete design package to the City of Brockville Building Department to obtain a building permit. Likewise zoning and planning review will be completed in parallel.

Pending completion of the zoning and planning review processes and issuance of a building permit, the construction project is ready to proceed. Construction will require Council approval to proceed with approved funding.

Design concepts and public renderings for public viewing:

In conjunction with the developed detailed design, the designer has furnished staff with computer generated renderings to illustrate the exterior and interior of the new arena facility as well as renderings of the modified entrance into the existing Brockville Memorial Centre (BMCC).

The renderings represent the designer's interpretation of the design features of both facilities with the intention of providing visual reference. Minor details may be different at time of construction. However, the renderings are an expression of the detailed design.

Information related to the Memorial Centre solar panel FIT program:

The solar panels currently installed on the main roof of the Memorial Centre were installed as part of the province-wide feed-in-tariff (FIT) program initiative. Unfortunately, the manner in which the solar panels were installed on the roof of the Memorial Centre have caused leaks and extensive damage to the roof and interior of the building.

The MURF project scope includes extensive renovation of the Memorial Centre including installation of new roofs. During replacement of the roof, the solar panels will need to be removed and cannot be re-installed as currently configured. The roof structure of the new arena is designed such that solar panels can be installed during the project. However, reinstallation of the panels has a significant price. Based on the FIT program rates and timeline re-installing solar panels will not generate enough revenue to recoup costs of installation. As such, whether to re-install solar panels in full, in part, or removal the solar panels entirely will be a decision point for Council.

As part of the detailed design efforts by the designers, IDEA/N45 have provided detailed options with regards to the solar panels as part of the original design scope. Options include:

1. Install the existing solar panels onto the roof of the new arena structure.
2. Remove but do not install the solar panels and discontinue the program.
3. Exploration of additional alternatives.

Relevant information to consider around the current solar panel FIT program and configuration:

- The FIT program results in approximately \$150,000 to \$230,000 in annual revenue.
- The FIT program ends in 2031 at which time generation rates are scheduled to significantly decrease from the current preferred program rates.
- Re-install the existing solar panels at a cost of \$1.4 million to the project
- There is approximately \$500,000 of existing debenture on the original installation
- The method of solar panel installation is the cause of water infiltration problems in the BMCC and the cause of significant renovation escalation.
- The solar panels output capacity has naturally diminished over time. Approx. 60%
- The current installation configuration does not provide means to measure performance.
- The company that sold and installed the panels is no longer in business.

Summary of Options:

The cost estimates of the three (3) options regarding the existing solar panels are as follows:

1. Re-install the existing solar panels at a cost of \$1.4 million to the project
2. Remove the solar panels from the BMCC and liquidate or use as spares at GWMC at a cost of \$75,000
3. Re-install as many solar panels as will fit on the smaller flat roof along the front of the BMCC at an unknown cost.

Staff recommend a detailed report be brought back to the Council by way of the General Committee, at a later date to provide information to Council.

Updated total project cost estimates:

IDEA/N45 have updated the construction cost estimate from the Class D estimate provided after the concept in June 2023 to a Class C estimate based on the 50% detailed design in 2024. Based on the known information to date, the construction cost estimate has increased from an estimated \$33.4 million in June 2023 to an estimated \$41.3 million in Feb 2024.

Reasons for the cost increase can primarily summarized to the following key factors:

- Approx. 9% escalation of the cost of construction specific items, specifically:
 - Steel
 - Concrete
 - Asphalt
 - Labor
- Increased scope of repairs and renovation for the existing Memorial Centre due to water damage from the roof and solar panels
- Marginal increase to the square footage associated with reconfigured entrance
- Cost of backup generator and line reactors

The detailed cost estimate breakdown provided by the designer indicate the following:

- \$6.15 million of the \$41.3 million construction estimate is estimation contingency
- This estimate does not include solar panels into the future project
- Does not include costs associated with an upgraded Electrical utility service
 - Hydro One has not determined if an upgraded service is required

All provided cost estimates have been made by the designers using statistical information of construction market conditions. Efforts are made to identify variables but

these figures are only estimates intended to support budgetary decisions. The true cost of the facility can only be determined through a public procurement process that results in construction tenders. A public procurement process for the City MURF project will only proceed with Council approval of the scope of work, budget and funding sources at a later date.

Update on fundraising goals and strategy:

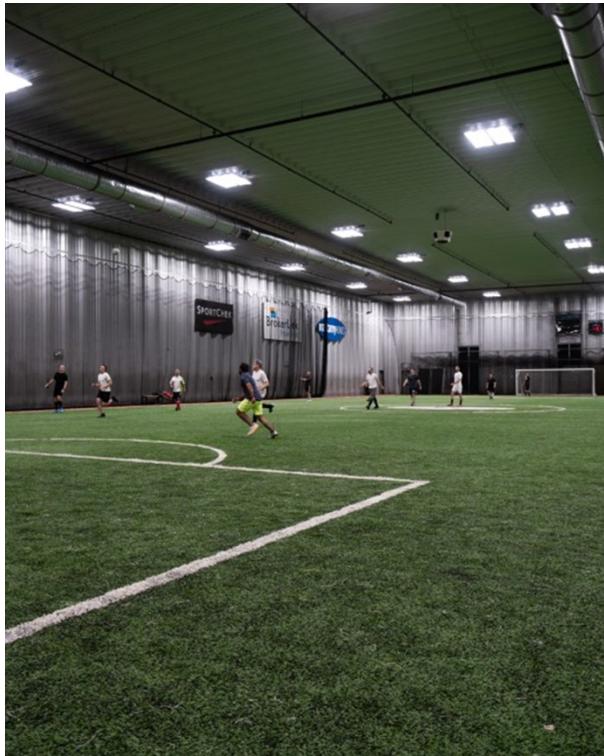
Council approval of staff report 2023-141 that authorized the formation of a Fundraising Committee with an objective of \$5,000,000. Staff continue to undertake research and will present a report to the General Committee in June.

Potential uses for the Youth Arena facility post project:

Completion of the MURF project will render the Youth Arena a surplus facility. Although the Youth Arena will no longer be utilized as an ice-making facility, the building has potential to be modified to offer other forms of recreation. Staff have informally explored ideas expressed by different City user groups and can confirm that interest in use of this facility exists.

The Brockville Soccer Club and Brockville 50+ Activity Centre are two established City user groups who have provided written interest in a future Youth Arena Facility. In particular there has been a focused interest in the Youth Arena facility being converted to an artificially turfed indoor sports facility through the Brockville Soccer Club.

Examples of indoor turfed sports complexes can be readily found in other medium and larger municipalities in various formats. An example of an artificially turfed indoor facility that is comparable in size to the Youth Arena would be the Bell Sensplex in Kanata, ON. The Bell Sensplex is relatively similar sized to the Youth Arena and hosts a variety of activates including soccer, training, running, track and other sports conditioning.



The Bell Sensplex turfed indoor sports facility is shown in the pictures above.

The future use of the Youth Arena is a separate matter from the MURF project scope. Staff recommend a detailed report be brought back to the Council by way of the General Committee, at a later date.

Financial Implications

The design component of the MURF project was approved by Council in 2022 with an approved capital budget of \$1,200,000.

The current committed expenditures for design, modifications to the project scope, material and other testing, inspection, surveying and land assessment totals \$1,118,010.

Currently staff project a \$81,990 surplus variance in the MURF design project.

Conclusion

City Operations staff have worked closely with IDEA/N45 as the contract architect and engineering contractor for the City MURF project.

Staff have summarized following items for information to Council and the public within the report.

1. Progress of the detailed design
2. Important pending timelines
3. Design concepts and public renderings for public consumption
4. Information related to the Memorial Centre solar panel FIT program
5. Updated total project cost estimates
6. Update on fundraising goals and strategy
7. Potential uses for the Youth Arena facility post project

Staff recommend returning to Council by way of the general committee with additional information related to the future of the solar panel FIT program, project fundraising and potential future uses of the Youth Arena.

Approved by:

Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:

Approved - 16 May 2024
Approved - 16 May 2024



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Peter Raabe, Director of Engineering & Infrastructure Services Steve Allen, Supervisor of Engineering
Report Number:	2024-95
Subject:	Road Rehabilitation at Various Locations

Recommendation

This report is for information purposes.

Background

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

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

Analysis

This project was prepared by staff and was tendered publicly as a request for tender (RFT) method in accordance with the City Procurement Policy POL.F.20.139. Five (5) acceptable tender packages from qualified contractors were received. The tender packages were evaluated by city staff in accordance with the process outlined in the RFT.

The Procurement, Contracting and Risk Management Coordinator opened the tenders for Road Rehabilitation at Various Locations, at City Hall on Tuesday, April 16th, 2024, at 2:00 p.m. The following is a summary of the results (including 1.76% net HST):

1. Cornwall Gravel Company Limited	\$925,969.19
2. G. Tackaberry & Sons Construction Co Limited	\$955,996.28
3. Blair Asphalt Products	\$993,762.72
4. R.W. Tomlinson Limited	\$1,009,965.96
5. GIP Paving Inc.	\$1,108,010.55

Financial Implications

This Road Rehabilitation at Various Locations project was budgeted for in the City's 2024 Capital Budget under the Asphalt, Concrete, Pavement and Milling (ACPM) program at a total budget of \$1,250,000 of which \$1,000,000 was allocated for the Road Rehabilitation at Various Locations portion.

The Contract was awarded to the lowest bidder based on the submitted cost of \$925,996.28 (including 1.76% net HST). A purchase order was created not to exceed the original budget of \$1,000,000 (including 1.76% net HST) to have the contractor complete additional road rehabilitation if necessary, taking advantage of the low tender price.

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

Policy Alignment

In accordance with the City's Purchasing Policy, Appendix A, for Request for Tender purchases over \$150,000 and a minimum of 3 bids are received, the City Manager has the authority to approve the work and Council is notified of the status of the purchase.

Conclusion

This report highlights the city has accepted the lowest bid from Cornwall Gravel Company Limited for the Road Rehabilitation at Various Locations contract.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager

Status:

Approved - 14 May 2024

Approved - 14 May 2024

Approved - 14 May 2024



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Peter Raabe, Director of Engineering & Infrastructure Services Steve Allen, Supervisor of Engineering
Report Number:	2024-96
Subject:	Routing, Cleaning & Sealing Cracks in Asphalt Pavements

Recommendation

This report is for information purposes.

Background

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

This contract is tendered annually to retain services of a qualified contractor to complete routing, cleaning & sealing in asphalt pavements. This contract provides preventative maintenance to extend the life of asphalt pavement on various city streets, and the city's Regional Airport.

The 2024 scope of work is approximated as follows:

- 25,000 meters of crack sealing on city streets.
- 5,000 meters of crack sealing at the 1000 Islands Tackaberry Regional Airport.

Analysis

Staff recommend a single source procurement method based on the potential savings offered by directly negotiating with the contractor Roadlast Asphalt & Sealing Maintenance Inc. Roadlast Asphalt & Sealing Maintenance Inc. was awarded the contract in 2023 as a result of their tender being the lowest during that year's public tender process.

Their offered 2024 rate of \$3.33 per meter (City Streets), and \$3.75 per meter (Airport) is a 0% increase from their 2023 rates. Roadlast Asphalt & Sealing Maintenance Inc. has been the lowest acceptable tender the last two years and has done exceptional work.

This procurement method was reviewed by the City Procurement and Risk Management Coordinator who has determined that utilizing Single Source Procurement as defined in

the Procurement Policy was an appropriate procurement method for the city to secure competitive pricing for 2024. As proposed, the 2024 contract will be an extension of the 2023 contract tender, 230006.

Financial Implications

This project was budgeted for in the city's 2024 Capital Budget under the Asphalt, Concrete, Pavement and Milling (ACPM) program at a total budget of \$1,250,000 of which \$110,000 was allocated for the Routing, Cleaning & Sealing Cracks in Asphalt Pavements portion.

The price provided by Roadlast Asphalt & Sealing Maintenance Inc. for Crack Sealing is \$103,795.20 (including 1.76% net HST).

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

Policy Alignment

In accordance with the city's Purchasing Policy, Section 6, for single source purchases over \$50,000, the City Manager has the authority to approve the work and Council is notified of the status of the purchase.

Conclusion

This report highlights the city has extended the 2023 contract with Roadlast Asphalt & Sealing Maintenance Inc. for the Routing, Cleaning & Sealing Cracks in Asphalt Pavements Contract for 2024.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Status:

Approved - 14 May 2024

Lynda Ferguson, Director of Finance & IT Services

Approved - 14 May 2024

Sandra MacDonald, City Manager

Approved - 14 May 2024



Staff Report

Report To:	General Committee
Meeting Date:	May 21, 2024
Prepared By:	Phil Wood, Director of Operations Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number:	2024-97
Subject:	Traffic Controllers and Detection Devices

Recommendation

This report is for information purposes.

Background

Staff have completed the public tendering process for the 2023 capital project to replace traffic controllers and signal detection devices in accordance with the City Procurement Policy, under City project number 240012. The public tender process has concluded and the lowest acceptable tender submission has been selected in accordance with the tender documents.

In accordance with the City Procurement Policy, staff are required to report to Council by way of the General Committee for results of a public tender with value that exceeds \$100,000 for information.

The objective of this staff report is to satisfy the obligations of the City Budgetary Control and Procurement Policies.

Analysis

Council approved a 2023 Capital project to replace traffic controller devices at two signalized intersection and install traffic detection devices at Stewart Boulevard at HWY 401 Eastbound and Stewart Boulevard at Centennial Road. The approved budget for this capital work is \$130,000.

In accordance with the Procurement Policy, the scope of work was publicly tendered resulting in acceptable tender submissions from four (4) qualified electrical contractors. A summary of the tenders submissions for the scope of work to replace traffic controllers at the two identified intersections has been provided below:

Contractor	Total Cost
Industrial Electrical Contractors Brockville Limited	\$89,376.14
ACF Electric Ltd.	\$95,185.00
Black & MacDonald	\$96,504.10
Jet Electrical	\$114,168.61

The submission from Industrial Electric Contractors Brockville Limited is the lowest acceptable tender.

The project scope includes purchase and installation of a new traffic detection camera at the signalized intersection of King Street at Buell Street.

As the tender resulted in a surplus on the project, following the completion of the public tender process, staff directly negotiated with the successful bidder (IECBL) to include the installation of an additional traffic detection camera at the intersection of King Street at Buell Street. IECBL extended the quoted pricing for traffic detection cameras at King Street and Buell St. in the amount of \$16,672.58

In accordance with the Procurement Policy a procurement report was submitted to and approved by the Director of Finance and IT Services detailing the tender process.

Financial Implications

The total approved capital budget for this project is \$130,000. The total costs of materials and services is \$106,048.72. There are sufficient funds to complete the scope of work.

Policy Alignment

All procurement activities associated with the capital replacement of traffic controller and detection devices storage facility project have been in accordance with:

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

In accordance with Budgetary Control Policy POL.F.20.181 and with Procurement Policy POL.F.20.139, section 6, staff are required to report purchases of value in excess of \$100,000 to Council for information.

Conclusion

Council approved a 2023 Capital project to replace traffic controller devices at two signalized intersection and install traffic detection devices at identified locations.

The approved budget for this capital work is \$130,000.

This project scope was publicly tendered in accordance with City Procurement Policy yielding four (4) tenders for consideration. The tender submission from Industrial Electrical Contractors Limited (IECBL) was the lowest acceptable tender with a total quoted cost including net HST of \$106,048.72.

In accordance with Budgetary Control Policy POL.F.20.181 and with Procurement Policy POL.F.20.139, section 6, staff are required to report purchases of value in excess of \$100,000 to Council for information.

Approved by:	Status:
Phil Wood, Director of Operations	Approved - 06 May 2024
Lynda Ferguson, Director of Finance & IT Services	Approved - 06 May 2024
Sandra MacDonald, City Manager	Approved - 07 May 2024



Brockville Public Library

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

Minutes: March 25th, 2024

Present: Chair M Wicklum, Vice Chair R. Stobo, C. Wales. C Wells, L. Rayvals, J. Schoemaker Holes C. Quick (zoom)

Regrets: L. Pennell

1. Call to Order 5.34pm
2. Land acknowledgement:

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

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

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

3. Introductory Remarks (information/announcements)
4. Approval of Agenda L. Rayval, C. Wells
5. Declaration of Conflict of Interest - none
6. Consent Agenda
 - a. February 26th, 2024 Board minutes -C. Wales, L. Rayval
7. For discussion
 - a. Executive Report
 - b. InvestorLine update

- c. Approval of new operating hours
 - d. Approval of draft work plan
 - e. CEO annual review
 - i. Report from committee
 - f. Financial Audit update
 - g. Accreditation
 - h. Bylaws review
 - i. Board Assemblies <https://www.olservice.ca/about#boardassemblies> - next Board Assembly meeting May 2nd 2024 530-7PM ET
 - j. Report to OLS
8. Items for next agenda (add as identified)
Workplan
CEO annual review
9. . Meeting evaluation/roundtable discussion
11. Adjournment 7.07pm – Next meeting: Monday, May 27nd, 2024: 5:30pm.

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

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



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Tuesday, March 26, 2024
St. Lawrence Lodge Boardroom & Zoom
0900 Hours

Present were:

Representing the United Counties:	Robin Jones
Representing Brockville:	Mike Kalivas
Representing Prescott:	Ruth Lockett
Representing St. Lawrence Lodge:	Lisa Harper Sherry Canning

Attendees via Zoom:

Representing the United Counties:	Herb Scott Corinna Smith-Gatcke
Representing Brockville:	Jane Fullarton
Representing Gananoque:	Colin Brown

Guests: Gananoque Mayor John S. Beddows
Trevor Dean – Support Services Manager SLL

Call to Order – meeting called to order at 9:00 am.

Motion that the March 26, 2024 agenda be adopted as presented.

Moved by: Robin Jones
Seconded by: Colin Brown
Motion Carried

Disclosure of Pecuniary Interest – None noted.

Approval of Previous Minutes:

Motion that the minutes of the November 28, 2023 and December 13, 2023 St. Lawrence Lodge Committee of Management meetings be adopted as presented.

Moved by: Corinna Smith-Gatcke
Seconded by: Robin Jones
Motion Carried



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Introduction of Trevor Dean, Support Services Manager of St. Lawrence Lodge.

Financial:

Tanya Dallaire presented the Statement of Operations and Statement of Financial Position as of December 31, 2024.

Motion that the St. Lawrence Lodge November financial statements be accepted as presented.

Moved by: Colin Brown
Seconded by: Ruth Lockett
Motion Carried

In Camera:

Motion that the March 26, 2024 meeting of St. Lawrence Lodge Committee of Management, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25 move into an in camera session meeting at 9:32 am to address matters pertaining to: legal and personnel matter.

Moved by: Jane Fullarton
Seconded by: Colin Brown
Motion Carried

Legal and Personnel Matter – Monetary Penalty 4961559F – direction given.

Motion that the March 26, 2024 meeting of St. Lawrence Lodge Committee of Management does now resume at 9:45 am be accepted.

Moved by: Corinna Smith-Gatcke
Seconded by: Colin Brown
Motion Carried

Information Items:

Motion that the Administrator's report for March 2024 be adopted as circulated.

Moved by: Corinna Smith-Gatcke
Seconded by: Herb Scott
Motion Carried



FOR IT COMES FROM WITHIN®

St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Adjournment:

That the March 26, 2024 Committee of Management meeting does now adjourn at 9:50 am and that the Committee of Management will meet next on April 23, 2024 at 9:00 am.

Moved by: Ruth Lockett
Seconded by: Corinna Smith-Gatcke
Motion Carried

Brockville Museum Advisory Committee Meeting Minutes

April 9, 2024 at 1pm, Microsoft Teams

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

1.0 Land Acknowledgement

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

2.0 Call to Order

1:01pm

3.0 Additions to/Approval of Agenda

None.

4.0 Discussion and Approval of Minutes of the Last Meeting

March 12, 2024 Meeting Minutes – *approved as presented*

5.0 Executive Reports

5.1 Chair

- Presented a few thoughts on the future of AI and the value of the complex research involved in museum work (which cannot be reproduced by AI).
- Offered positive remarks regarding the completion of the lobby ceiling.

5.2 Curator

5.2.1 Discussion of March Staff Report

- There was a brief discussion about the City's new Strategic Plan. Both Committee Members and the Curator expressed optimism for the museum's position in the new plan.

5.2.1.1 Discussion of the March Break Report

- Committee members remarked at the early positive outcomes from the museum's new membership with the Kingston Association of Museums (KAM), which clearly helped drive admissions during March Break.
- Committee members suggested re-naming "Exhibit Activation Stations" to make it more clear to the general public what they are.

- Committee members asked for examples of the activities presented; the Curator elaborated on the River Timeline activity and the Guess the Artifact activity.
- Committee members agreed that they appreciated the supplementary “March Break Report” and the detailed statistics and evaluation it provided.

5.2.2 May is Museum Month

- The Committee approved a request to Council to declare “May is Museum Month”, which was previously circulated email. The request will be discussed at the April 9th Council meeting.

6.0 New and Ongoing Business

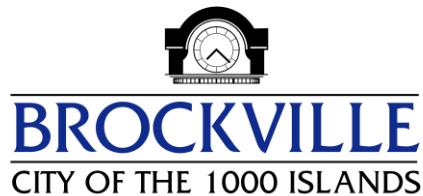
There was a brief discussion about the success of the Eclipse that took place in Brockville on April 8. The museum was open special hours ahead of the eclipse and was well attended. With the Hardy Park washrooms closed, the museum did see a large number of people coming in just to use the washroom.

7.0 Date, Time, Location of Next Meeting

May 14 @ 1pm via Teams (Second Tuesday of the month)

8.0 Adjournment

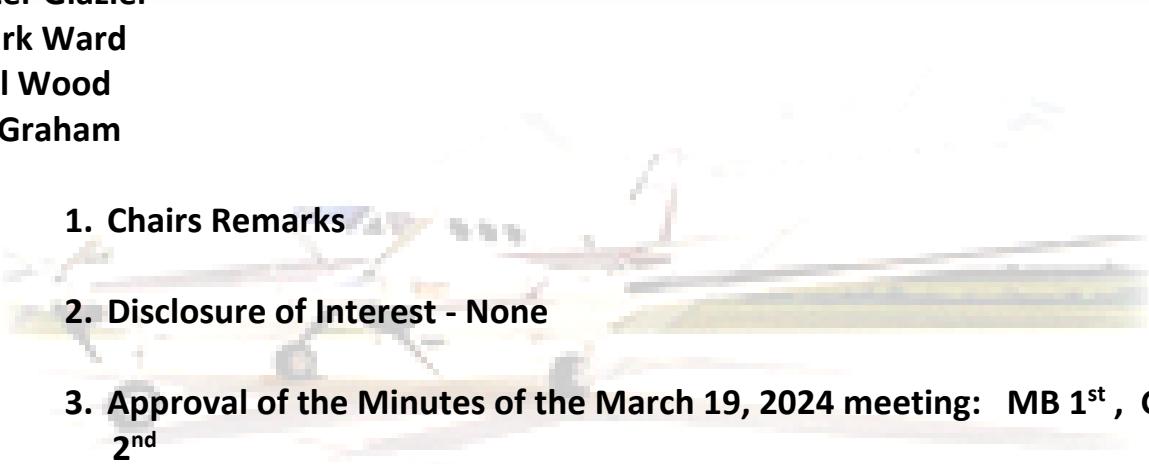
1:32pm



NOTICE AND MINUTES
BROCKVILLE – 1000 ISLANDS REGIONAL TACKABERRY
AIRPORT COMMISSION MEETING
Tuesday, April 23, 2024 9:00 a.m. – 10:30 a.m.
LOCATION: VIRTUAL

Attendance:

Colin Dyke
Mike Bowen
Guy David
Peter Glazier
Mark Ward
Phil Wood
Su Graham

- 
- 1. Chairs Remarks**
 - 2. Disclosure of Interest - None**
 - 3. Approval of the Minutes of the March 19, 2024 meeting: MB 1st, GD 2nd**
 - 4. Staff Updates on Ongoing Projects**

a. Fence Repair Update:

PO has been issued – work to start in June and should take a few days to install.
Scope of PO - new gate, fence and lock that Brock Air will have the key

b. Shelter:

Obtained 3 quotes for shelter. Once approved, purchased and will be installed once obtained

- c. Wifi Boosters:** obtained quotes and ready to install
- d. Light:** IECBL installing
- e. Painting:**

Cracked sealing, identifying areas that require paint and repair to the surface. Tie in with Public Works scheduling to have work completed as airport needs are built



in the annual budget.

5. Code of Conduct Policy Discussion

GD did send recommendations to ML to send to City Solicitors for review. No further update.

6. Agricultural Lease Discussion

ML contacted farmer and Brock Air regarding areas that are part of airport.

7. Capital Priorities

8. Future Airport Management Plan

ML – Brock Air contract when it is completed, discuss future considerations - needs, costing, could this service be absorbed by the City or tendered. Look at all options on how to run and what is the right way forward. For example, Public Works to take over maintenance (grass, plowing, etc.) and staff member to manage administrative functions of the Airport.

AC – to reach out to Georgian college to see what requirements would be to have a coop student for a summer placement at the Airport.

ML – no update but to keep on Agenda

9. Airports objectives on the Cities Strategic Plan

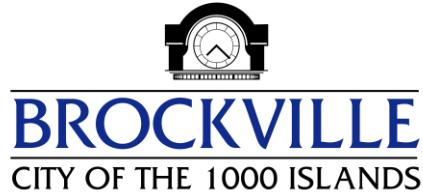
AC would like to review and provide input on objectives of the Airport Committee. Will submit once the Committee has reviewed and provided the details they would like to include.

10. Electrical needs

No update at this time. City waiting on response from Hydro.

11. Solar Eclipse Fuel Discount Event – ML to Report

17 aircraft came into the airport for the event. Fuel discount did bring in a few people to the airport. Positive feedback regarding the airport



12. Fly-In Breakfast

MB – working on list of tasks and duties to see how many volunteers would be required and then obtain the volunteers for the event. May look at a scaled down version in the future. Pause efforts to investigate obtaining a heritage plane on display as may not have enough staff to manage securing area. Have reached out to Tourism to keep updated on events and assist

13. Air Cadets – Usage

MB – gliding has started. Need something at the end of 22 in staging area (near the windsock at the east end of the runway) to help as the ground is soft. Possibly crushed stone to help stabilize/level the ground for equipment to go on safely without sinking in ground.

14. New Business

CD - Mandatory frequencies – what we would have to do to have this in Brockville. NAVCAN would not let have a mandatory frequency as there is an airway over the airport and this would impede on this air space. Not able to obtain one. Nothing further

AMCO webinar – CD attended. Not sure relevance to AC and unaware of audience.

15. Next Meeting May 21, 2024 and Adjournment MB 1st, GD 2nd



City of Brockville

Railway Tunnel Committee

Minutes

9:00 AM - Thursday, May 9, 2024

City Hall, Council Chambers

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

Members

Doug Grant, Lynne Houldsworth, Jack Kenny, Brian Porter, and George A. Smith

Present:

Louise Severson

Regrets:

Chad Davis, Supervisor of Parks & Cemetery Services, Phil Wood, Director of Operations, Tara Laberee Bondi, Clerks Assistant, and Kelly Brintnell, Tourism Development Coordinator

Disclosure of Interest

Nil.

Chair's Remarks

B. Porter emphasized his support of the City issuing press releases to communicate the Tunnel updates, noting he feels the message has been well communicated as he read an article in the Ottawa Citizen and saw Kingston TV news coverage regarding the delayed opening.

Adoption of the Minutes

Moved by: G. Smith

Seconded by: L. Houldsworth

THAT the minutes of the Brockville Railway Tunnel Committee meeting dated April 11, 2024, be adopted as circulated.

CARRIED

New Business Arising from the Minutes

Nil.

Staff Reports

1 Short term solutions for the tunnel

P. Woods provided a summary of his report for the May 14, 2024 Council meeting detailing immediate short term remedial solutions for the tunnel

lighting. ACF Electric (ACF) was the successful contractor awarded the public tender to replace failed lighting components in the tunnel. Lights have been ordered with an estimated delivery date of 8 to 10 weeks. There will need to be a major overhaul of the tunnel's lighting system in the long term however staff are currently working on short term solutions with ACF. Committee and staff discussed the solutions presented and the associated costs.

K. Brintnell updated members that the tunnel will be opening on May 17, 2024, with white lights and will feature local radio station 104.9FM. J. Kenny would like to see some signage explaining the modified light show. K. Brintnell said the tourism office has received many questions from visitors about the tunnel status so they will be working on signage.

Sub-Committee and Member Reports/Project Updates

1 Model Railway show update

J. Kenny said the event was very well attended and the committee was happy to be able to participate. Members L. Houldsworth and B. Porter also volunteered at the event. Many attending the event were from outside the region, so it was a chance to promote the tunnel to many new visitors. The committee has been invited back next year and due to the success of the event, it may be expanded to two days.

Parking Lot

1 Parking lot signage update

C. Davis worked with K. Lorimer to have the committee's design meet the City's standards. Ketchum manufactured the signs and now they are with the Parks staff getting ready for installation. Members and staff discussed the placement of the sign on Pearl Street at the end of Victoria Avenue.

New Business

1 J. Kenny asked for an update on the landscaping at the North entrance. C. Davis said the contractors will be starting soon and will work at cutting the grass back. When time permits, staff will work to level area with soil.

Adjournment

THAT the Brockville Railway Tunnel Committee be adjourned until its next regular meeting scheduled for June 13, 2024.

The meeting adjourned at 10:15am.