



City of Brockville General Committee Agenda

4:30 PM - Tuesday, October 15, 2024
City Hall, Council Chambers

Page

Land Acknowledgement Statement

Chair's Remarks

Disclosure of Interest

Delegations and Presentations

1. Trees for Life

Mike Hurley and Marina Dimitriadis from Trees for Life will speak to the Committee regarding their initiatives.

Correspondence and Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

- 5 - 10 1. 2024-181
Tax Sale Extension Agreement
110 Brock St.

THAT the Mayor and City Clerk be authorized to enter into a tax sale extension agreement with the Owner of the property known as 110 Brock St for the payment of tax arrears; and

THAT delegated approval and signing authority be provided to the Treasurer for the approval of future tax sale extension agreements.

[2024-181](#)

- 11 - 24 2. 2024-188
Sponsorship, Advertising and Donations Policy

THAT POL.A.234.157, Sponsorship, Advertising and Donations Policy be approved.

[2024-188](#)

- 25 - 28 3. 2024-189
Blue Box Transition Period
Non-Eligible Sources

THAT the City continues to collect blue box material from non-eligible sources (NES) in the Downtown Business Improvement Area (DBIA); and

THAT the City discontinues collecting blue box material from all other non-eligible sources outside the DBIA.

[2024-189](#)

- 29 - 31 4. 2024-182
Brock Trail
Ferguson Falls Additional Expenses

THAT additional expenses not to exceed \$10,155 for the installation of signage, custom hand railings and a dedication plaque at the Ferguson Falls section of the Brock Trail be approved and be funded by donations and funds raised by the Brock Trail Committee.

[2024-182](#)

- 32 - 36 5. 2024-187
Community Sports and Recreation Infrastructure Fund Application
Stream 2: New Builds/Signature New Builds

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

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

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

[2024-187](#)

- 37 - 42 6. 2024-98
Multi-Use Recreation Facility
Capital Campaign

THAT a Multi-Use Recreation Capital Campaign Committee be established to develop and implementation of a comprehensive fundraising strategy that aims to meet the fundraising target to support construction of the Multi-Use Recreation Facility and associated improvements to the Brockville Memorial Park; and

THAT a part time Fundraising Coordinator contract position (10 hours per week) be established to support the Multi Use Recreation Facility Capital Campaign to be funded through monies raised by the committee.

[2024-98](#)

- 43 - 48 7. 2024-183
Fire Protection Agreement - Automatic Aid
Township of Elizabethtown-Kitley

THAT the Mayor and Clerk be authorized to execute an agreement between the Corporation of the City of Brockville and the Town of Elizabethtown Kitley for a Fire Service Agreement for Automatic Aid.

[2024-183](#)

New Business from Committee Members

- 49 - 50 1. Canada Community-Building Fund
Mayor Wren

That Council support the motion from the City of Quinte West regarding the Canada Community-Building Fund allocations.

[2024 08 28 Resolution - Canada Community Building Fund](#)

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 Item be received for information:

- 51 - 53 1. 2024-185
 William Street CN Overpass Rehabilitation
 Public Tender Results
 [2024-185](#)

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 November 19, 2024.

Minutes from City Boards and Committees

- 54 - 57 Library Board
 [2024 06 24 Library Board minutes](#)
 [2024 08 26 Library Board minutes](#)
- 58 - 59 St. Lawrence Lodge
 [2024 06 25 SLL Committee of Management Minutes](#)
- 60 - 62 Tall Ships Festival Committee
 [2024 09 23 Tall Ships Festival Committee Minutes](#)



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Alex Delov, Supervisor of Customer Service/Tax Collector
Lynda Ferguson, Director of Finance & IT Services
Report Number: 2024-181
Subject: Tax Sale Extension Agreement
110 Brock St.

Recommendation

THAT the Mayor and City Clerk be authorized to enter into a tax sale extension agreement with the Owner of the property known as 110 Brock St for the payment of tax arrears; and

THAT delegated approval and signing authority be provided to the Treasurer for the approval of future tax sale extension agreements.

Background

110 Brock Street is assessed as a "residential" property with a 2024 assessed value of \$149,000. The property has outstanding taxes dating back to the 2013 taxation year. As at October 3, 2024, the total outstanding taxes, including penalty/interest and registration costs is \$46,388.82.

Under Part XI of the Municipal Act, 2001, properties that are in arrears of a minimum of two years are eligible to be registered for tax sale by public tender. The property known as 110 Brock St. (roll 0802 020 04517100) was registered in 2023, with a tax lien officially registered on title on October 30th, 2023. The cancellation price (the tax arrears) must be paid in full, one year from the date of registration of a tax arrears certificate, or an extension agreement must be entered into within the same time frame.

The owner and any interested parties have received several formal notices in accordance with Part XI of the Municipal Act, 2001 over the course of 2023 and 2024. The final notice was issued on August 16th, 2024, to which the owner responded. The owner has communicated that they wish to enter into an extension agreement with the City where the taxes will be paid in full on or before March 31st, 2028. If the owner fails to make payment in accordance with the agreement, the property will be advertised for sale by public tender.

Analysis

It is advantageous for the municipality to work with property owners and to provide an opportunity to pay the tax arrears in full under the conditions of a signed agreement. The agreement provides the owners with the opportunity to redeem their properties while saving costs and staff time associated with advertising the property for sale and the preparation of the tender package.

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

Providing delegated authority and permitting the Treasurer to execute similar agreements in the future is a recommended best practice. Owners who may be in a similar situation may reach out to the City at any point between the final notice being sent and the first eligible day of advertising. Delegation will expedite the approval and signing processes and remove the risk of running over the legislative deadline for submission of a signed agreement. This will allow staff to act quickly under tight timelines and to effectively respond to property owners willing to enter into payment agreements. Delegating authority will signal Council's willingness to work with property owners to address arrears and will also provide some additional discretion to parties in the agreement.

Alternatives

Should Council not wish to delegate authority for future agreements, staff will continue to bring reports forward for authorization.

Financial Implications

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

Policy Alignment

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

Conclusion

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

Staff advise the delegation of authority to the Treasurer for the approval and signing of future tax sale extension agreements as a recommended best practice.

Approved by:

Alex Delov, Supervisor of Customer
Service/Tax Collector

Sandra MacDonald, City Manager

Status:

Approved - 09 Oct 2024

Approved - 09 Oct 2024

Attachments:

[Tax Sale Extension Agreement Draft 110 Brock St.](#)

**THE CORPORATION OF THE CITY OF BROCKVILLE
BY-LAW NO. XX-2024**

**BEING A BY-LAW TO AUTHORIZE
A TAX SALE EXTENSION AGREEMENT PURSUANT
TO SEC. 378 OF THE MUNICIPAL ACT, 2001**

**THIS AGREEMENT made this ____ day of ____ 2024
BETWEEN:**

**THE CORPORATION OF THE CITY OF BROCKVILLE
(hereinafter called the “City”)**

OF THE FIRST PART;

And-

**Richard Kenneth Lamothe
(Hereinafter called the “Owner”)**

OF THE SECOND PART;

WHEREAS Richard Kenneth Lamothe is the owner of the land in the City of Brockville described as; 0802 020 04517100, 110 Brock St. Brockville, Ontario, PLAN 67 BLK 38 LOT 61.

AND WHEREAS the Owner’s land is in arrears of taxes on the 3rd day of October 2024 in the amount of \$46,388.82 and a tax arrears certificate was registered in the Land Registry or Land Titles Office on the 30th day of October 2023 in respect of the Owner’s land;

AND WHEREAS Section 378 of the *Municipal Act, 2001* provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a Municipality or Board may by By-law authorize an extension agreement with the Owner(s) of the land, the spouse of the owner, a mortgagee or a tenant in occupation of such land to extend the period of time in which the cancellation price in respect to the Owner’s land is to be paid;

AND WHEREAS the period during which there is subsisting extension agreement shall not be counted by the Treasurer in calculating the periods mentioned in sub-section 379 (91) of the *Municipal Act, 2001*;

NOW THEREFORE THIS AGREEMENT WITNESS ETH that in consideration of the premises and of the covenants and obligations hereinafter contained, it is hereby agreed as follows:

1. The City will extend to March 31st, 2028 the payment period for the cancellation price payable in respect of the land.
2. The Owner/Spouse/Mortgagee/Tenant will make payments to the City in the amount of \$750 on a bi-weekly basis, which will cover the balance of the account including any further taxes and interest levied on the land during the term of the extension. Payments will commence in November 2025.
3. In addition to paying the amounts provided for in paragraph 2, the Owner agrees to pay:
 - a. All further taxes levied on the land as they become due and payable during the term of this Agreement; and

- b. Not later than 21 days following the due date of the last payment under paragraph 2, such additional amount, if any, as is necessary to bring the total amount paid under this Agreement up to the amount of the cancellation price payable in respect of the land.
4. Notwithstanding any of the provisions of this Agreement, the *Municipal Act, 2001*, as amended, shall continue to apply to the collection and enforcement of all tax arrears and all taxes except that the Treasurer and Tax Collector of the City, without waiving the statutory rights and powers of the municipality or of the Treasurer, shall not enforce collections of such tax payments, except as set out in paragraph 2 and 3, during the time this Agreement is in force so long as the Owner is not in default hereunder.
5. In the event the Owner/Spouse/Mortgagee/Tenant defaults in any payments required by this Agreement and upon notice being given to the Owner by the City, this Agreement shall be terminated and the Owner shall be placed in the position he or she was before this Agreement was entered into. In the event of a default, this Agreement shall cease to be considered a subsisting agreement on the day that the notice of termination is sent to the Owner.
6. Immediately upon the Owner's or any other person making all the payments required under paragraphs 2 and 3, this Agreement shall be terminated, and the Treasurer shall forthwith register a tax arrears cancellation certificate in respect of the said lands.
7. Notwithstanding the provisions of paragraphs 2 and 3, the Owner and any other person may at any time pay the balance of the cancellation price and upon receipt of the aforesaid payment by the City, this Agreement shall terminate and the Treasurer shall forthwith register a tax arrears cancellation certificate.
8. This Agreement shall cease to be considered a subsisting Agreement upon the date of the sale or other disposition of the land.
9. If any paragraph or part of the paragraphs in this Agreement is determined by a court or tribunal of competent jurisdiction to be illegal or unenforceable, it or they shall be considered separate and severable from the Agreement and the remaining provisions of the Agreement shall remain in force and effect and shall be binding upon the Parties hereto as though the said paragraph or paragraphs or part or parts of paragraphs had never been included.
10. Any notice required to be given to the Owner hereunder shall be sufficiently given if sent by registered mail to the Owner at the following address:

Richard Kenneth Lamothe
110 Brock St.
Brockville, ON K6V 4G1

IN WITNESS WHEREOF the Owner has hereunto set his/her hand and seal and the City has caused its corporate seal to be hereunto affixed and attested to by its proper signing officers in that behalf.

Mayor, Matthew Wren

Clerk, Sheena Earle

Signed at the City of Brockville, this _____, 2024

Witness

Witness

Signature of Owner/spouse/mortgagee/tenant



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Sandra MacDonald, City Manager
Report Number: 2024-188
Subject: Sponsorship, Advertising and Donations Policy

Recommendation

THAT POL.A.234.157, Sponsorship, Advertising and Donations Policy be approved.

Background

In response to recent proposals and requests to consider sponsorships, (including naming rights), advertising and donations it is recommended that a policy be implemented to ensure the fair and equitable response to such initiatives.

Analysis

The City acknowledges that corporations, businesses, individuals, and service organizations may from time to time choose to support financially and/or materially municipal activities through sponsorship (including naming rights), advertising on City property or in City publications, and/or through charitable giving activities.

The objective of this policy is to establish a process to evaluate and accept or decline charitable giving and sponsorship opportunities and undertake advertising activities, while safeguarding the City's corporate values, image, assets, and interests while increasing the opportunities for revenue generation and third-party partnerships.

This policy applies to all relationships between the City and businesses, organizations, and individuals that contribute either financially or in-kind to City programs, services, facilities, or other City assets in return for recognition, public acknowledgement, or other promotional considerations.

This policy applies to the following but is not limited to:

- Program and special event sponsorship;
- Naming/renaming of City assets;
- Pouring rights;
- Exclusivity agreements;
- Paid advertising on City property, events, and in City publications;
- Signage;
- Grants;

- Donations (financial or material).

Financial Implications

There are no direct financial implications to the policy.

Conclusion

Implementation of the policy provides an opportunity for third-party partnerships that will generate revenues to support or augment operations as well to safeguard the City's corporate values, image, assets, and interests.

Approved by:
Sandra MacDonald, City Manager

Status:
Approved - 10 Oct 2024

Attachments:

[POL.A.24.157 Sponsorship Adv and Donation Policy](#)



POL.A.24.157

Sponsorship, Advertising and Donations

Date Approved: [Click here to enter a date.](#)
Department: Administration
Staff Report: [Click here to enter text.](#)
By-Law No.: [Choose an item.](#)

Policy Statement

The Corporation of the City of Brockville (City) welcomes and encourages sponsorships (including naming rights), advertising and donations, to assist in the provision of City services and projects while increasing opportunities for revenue generation through City assets and facilities.

Purpose

The primary objective of this policy is to establish a process to evaluate, guide and accept or decline sponsorship opportunities, advertising and donations while safeguarding the City's corporate values, image, assets, and interests and increasing the opportunities for revenue generation and third-party partnerships.

Application

This policy applies to all arrangements between the City and other parties that contribute either financially or in-kind to City programs, services, facilities, or other City assets in return for recognition, public acknowledgement, tax receipt or other promotional considerations.

This policy applies to the following but is not limited to:

- Program and special event sponsorship;
- Naming/renaming of City assets (except streets);
- Pouring rights;
- Exclusivity agreements;
- Paid advertising on City property, events, and in City publications;
- Signage; and
- Donations (financial or material).

Sponsorship, Advertising and Donations Policy
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All provisions within this policy apply to the relevant sections of the current versions of the Procurement and Budgetary Control Policies.

Definitions

Advertiser: a party who purchases advertising space from the City in accordance with this Policy.

Advertising: the purchase and sale of advertising space on City printed and digital materials, property, at City events, or in conjunction with a City program at rates determined by the City.

Asset: a physical or non-physical City-owned element, program, service, material, equipment, facility, building, or structure (e.g. playgrounds, programs, events, arenas, parks, advertisement placements, services, furniture, and speaking engagements).

Agreement: an undertaking to do something together based on a relationship of shared and or compatible objectives, and an acknowledged distribution of specific roles and responsibilities among participants which can be formal, contractual or voluntary, between two or more parties. The agreement will lay out the terms and conditions of any external fundraising activities. No fundraising activities shall take place prior to Council approval and the endorsement of the agreement.

City: means the Corporation of the City of Brockville, its departments, agencies, commissions, boards, committees and volunteer groups.

Community: the people, organizations, land, and businesses of the specific geographic area recognized by the municipal boundaries of the Corporation of the City of Brockville.

Donations: donations of money, goods/materials, or services given to the City with no expectation of reciprocal provision of goods or services to the donor or detailed involvement of the donor in how donated funds are deployed or how donated goods are used. Donations are considered a gift, as defined in the Income Tax Act, which has been given voluntarily and without compensation or non-monetary considerations (e.g. advertising, promotion, services, Donor Recognition etc.), for which a Charitable Tax receipt may be issued.

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Donor Recognition: the acknowledgement and expression of thanks issued for a donation.

Ethical Scans: a search of potential sponsor's/advertiser's main company and subsidiaries, if any, that is performed to determine if the sponsor/advertiser meets the requirements defined by the Policy.

Facility: a City property that houses a building, park, recreational complex, or other City infrastructure.

Fundraising: may include financial donations, auctions, galas, runs and walks but cannot include lottery events.

Gifts-in-Kind: contributions of goods/materials and/or other assets without charge or purchase usually in return for published acknowledgement. If given without published acknowledgement, a Charitable Tax receipt may be issued based on "fair market value" as defined by the Canada Revenue Agency.

Naming Rights: a type of sponsorship in which an external party purchases the exclusive right to name an asset, or part of an asset for a fixed period. Usually naming rights are considered in a commercial context, which is that the naming right is sold or exchanged for money or other considerations under an agreement and has a specified end date to the contractual obligations.

Pouring Rights: a type of sponsorship in which an external party purchases the exclusive rights to supply beverages at a City facility in exchange for money and or other considerations over the term of an agreement.

Sponsor: a party who enters into an agreement with the City to contribute money, goods or services in return for recognition, acknowledgment, or other promotion considerations or benefits.

Sponsorship: a mutually agreed to arrangement between the City and an external party whereby the external party (sponsor) contributes money, goods, or services to a City asset, facility, activity, series of activities, program, project or special event, or service, in return for recognition, acknowledgement, or other promotional considerations or benefits. This does not include donations and gifts, or advice to the City where no business relationship or association is contemplated or is required and where no

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reciprocal consideration is being sought. Generally, sponsorships shall be for a specific, short term, and limited purpose, usually no more than one year in duration. There will be no provision for automatic renewal or extension of the agreement and will be subject to an evaluation process.

Procedures

General Administrative Considerations

Agreements must comply with Federal, Provincial statutes, municipal by-laws or Council-adopted plans and policies, and the standards set out by the Canadian Advertising Standards Council.

The City shall have the authority to accept or decline any proposal for sponsorships, advertising and donations. Acceptance of a proposal is at the sole discretion of the City.

Any donation by way of fundraising by an agency, board, committee or volunteer group on behalf of a City asset or program must be pre-approved by Council and have a signed agreement.

Receipt, allocation, and use of proceeds from an agreement are subject to the City's Procurement and Budgetary Control Policies and any other processes mandated by legislation, regulation, bylaw, or Council resolution.

In accordance with the City's respective Codes of Conduct, no employee or elected representative of the City shall accept a personal gift in cash or kind, or benefit from a sponsor or charitable donor.

The following questions may be considered in determining whether to accept a form of sponsorship, advertising or donations agreement. Concerns and clarification questions should be addressed by staff, in consultation with the parties, in advance:

- Is there is a defined need?
- Does it offer significant civil, cultural, artistic, or recreational benefits for residents?
- Does it cause minimal intrusion while enhancing City operations?
- Does it enhance the development, delivery, awareness, or continuance of one or more City programs, services, facilities, or other assets; or provide for the delivery of programs and services by the community in

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a manner deemed by the City to be efficient, effective, and in the best interests of the community?

- What are the long-term implications on staffing and financial resources after the term of agreement has expired or the gift has been made?
- Does it enhance and improve City assets and services without adding to the tax burden?
- Does it imply endorsement by the City?
- Is this expected acknowledgement, reasonable, and consistent with this policy and the value of the sponsorship or gift?
- Are the donated goods and services held to the same standard used for the selection and purchase of goods and services?
- Does it result in encumbrances, liens, or debt on the part of the City?; and
- Are there any unreasonable restrictions on use or time frames imposed by the party?

The City will not be responsible for the costs of alterations or modification to material, fixtures, programs, directories, media releases, newsletters, posters, signage/brochures, requested by the sponsor, advertiser, or donor during the course of the agreement. Any costs for alterations or modifications during the agreement will be covered by the charitable donor, advertiser or sponsor and shall not impact City budgets.

Delegation of Authority

Department Heads may solicit, negotiate and maintain sponsorships, advertising and donations agreements for amounts up to \$50,000 and where no naming rights are involved, provided they satisfy all provisions of this policy, and which apply to an established Council approved project or program.

Council approval is required prior to 'spending' donations according to the parameters of the City's Budgetary and Procurement policies.

Sponsorships and Advertising

The City will maintain control over the planning and delivery of sponsorship activities which must not create ongoing financial obligations for the City but should enhance and improve City assets without adding to the tax burden. Agreements shall not in any way invoke future consideration, influence, or be perceived to influence the day-to-day business of the City.

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Neither Sponsorship nor advertising shall be accepted from individuals or corporations currently not in good standing with the municipality (e.g. currently in violation of a bylaw, in a dispute resolution or under litigation). Potential sponsors / advertisers may be subject to an ethical scan.

The City will not solicit or accept sponsorship or advertising from companies whose reputation or business practices could prove detrimental to the City's public image and/or whose main business is derived from the following:

- cigarettes, cigars, or any tobacco, or cannabis product;
- sale of weapons;
- adult entertainment;
- products or services that present demeaning or derogatory portrayals of individuals or groups or contain anything, which in light of generally prevailing community standards, is likely to cause deep or widespread offence;
- disparage or promotion of a political candidate, party, or cause;
- advocacy of violence or terrorism;
- promotion of a specific ideology, ethnic, point of view, policy or action, which in the opinion of the City might be deemed prejudicial to other religious groups or offensive to the public is not permitted. Religious advertising will be permitted if the information is designed to promote a specific meeting, gathering or event, if the information is confined to the subject, name of speaker, location, date and time of the event.
- communications that are, for any reason as deemed by the City, demonstrably justified as being harmful, contradictory, or negatively impacting the delivery of City services or programs.

The City will not accept sponsorship that is considered in conflict with other Sponsorships, Advertising or Donations within the City. The City will not accept advertising of questionable taste in its content or method of presentation. Advertising must be free from offensive language or racial connotation.

Liquor, wine, beer, or any alcoholic beverage advertisements will be permitted as long as they do not contravene the Canadian Code of Advertising Standards.

Although the City is guided by the Canadian Code of Advertising Standards and notwithstanding any other provision to this document or of the

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contract, the City is the sole and final arbiter in all matters relating to the acceptance and/or removal of advertisement on all identified advertising opportunities.

The City reserves the right to terminate an existing sponsorship or advertising agreement should conditions be deemed to no longer be in the best interests of the City, such as in the case of:

- Failure of payment from the Sponsor Advertiser ;
- the determination of unethical practices by the Sponsor or Advertiser, to be determined at the sole discretion of the City;
- A change in the Sponsor's or Advertiser's status or product that, through association, has a negative impact on the City.

Sponsorships Agreements

Department Heads have delegated authority to accept sponsorships of a value up to \$50,000 with a term up to one (1) year without requiring Council approval if in reference to an established Council approved project or program. Sponsorship agreements exceeding \$50,000 in amount or longer than one (1) year in duration or that include exclusive privileges to the sponsor will require Council approval and shall be confirmed by agreement with the City.

For sponsorships valued at under \$25,000, that do not include any naming rights, a formal agreement may take the form of a letter. For those valued at over \$25,000 and/or those involving naming rights, an agreement is required. All formal agreements will outline the following:

1. What the sponsor is contributing and the value of the contribution;
2. The obligations of both the sponsor and the City;
3. The dispositions and ownership of any assets resulting from the sponsorship;
4. Responsibility for the maintenance, insurance, and taxes of all assets associated with or resulting from the sponsorship;
5. The duration of the sponsorship;
6. The licensing and use of the City's and the Sponsor's name, trade, and service marks and other intellectual property, and any payment for such licensing and use; and
7. An agreed upon recognition plan.

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Sponsor activity must not infringe on any collective agreement or labour relations practices and the execution of the sponsorship must be consistent with the City's Procurement Policy.

Unsolicited Sponsorship Proposals:

Unsolicited sponsorship proposals received by the City will be reviewed and evaluated as per the provisions of this Policy and may be declined, accepted, referred, or reported to Council.

The City reserves the right to reject any unsolicited sponsorship that has been offered to the City and to refuse to enter into agreements for any sponsorship that originally may have been openly solicited by the City.

Naming Rights Proposals and Agreements

All proposals for naming rights will be presented to Council for approval. Agreements for naming rights shall be for a fixed period. Should a component of a facility already be subject to naming rights when a proposal for the naming of the entire facility is received, the agreement for the component naming rights will be honoured for the duration of the agreement.

Naming Rights terms shall be available for a term of five (5) to ten (10) years and may be renewed as per direction from City Council.

Naming rights will not be considered for facilities that have been previously named in honour of prominent citizens or events at the direction of Council or for facilities or equipment that has been donated to the City.

When reviewing proposals for naming rights the following factors will also be considered:

- a) The significance of the contribution made relative to the construction and operating costs of the asset being named; and
- b) the cost of establishing the naming option (e.g. cost of the signage to be paid by the sponsor unless the City has made the request for the name change, cost of hydro to light sign, if applicable);

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Advertising Agreements

Department Heads have the delegated authority to undertake advertising activities. Execution of the creation of the advertising must be in accordance with the City's Procurement Policy. Advertising agreements may include but are not limited to buses, benches, transit shelters, banners and arena boards.

All agreements will outline the following:

1. What the value of the advertising being sold;
2. The obligations of both the advertiser and the City;
3. The dispositions and ownership of any assets resulting from the advertising (if applicable);
4. Responsibility for the maintenance, insurance, and taxes of all assets associated with or resulting from the advertising;
5. The duration of the advertising term.

Advertising devices must not impact the quality and integrity of the City's properties, buildings, streetscape, or assets, and provide no added risks to safety.

The advertisement of a product or service does not act as the City's endorsement of any one product or service over another.

Donations Agreements

Department Heads have delegated authority to accept cash donations of a value up to \$50,000 over a term up to two (2) years or one-time donations of goods/materials and/or services of a value up to \$50,000 without requiring Council approval provided the donations relate to an established Council approved project or program. Any cash donations greater than \$50,000 require Council approval.

While public recognition may not be the primary rationale for a donation, the City appreciates that it may be appropriate to recognize, thank, or publicly acknowledge the donors for their contribution.

Donors may be recognized in an appropriate manner such as, but not limited to in programs, directories, media releases, newsletters, posters, signage/brochures, and at Committee/Council meetings

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Charitable Tax Receipts

- a) Council must pre-approve any donations or fundraising efforts where a charitable tax receipt is to be issued.
- b) Receipts shall only be issued for eligible cash donations greater than \$20.
- c) The City can issue charitable tax receipts for in-kind donations of furniture, equipment, or similar items valued at \$1,000 or less. The value of the tax receipt will be determined by the City:
 - i. In accordance with Canada Revenue Agency's recommendation, donated items valued at more than \$1,000 may require an independent assessment by a third party, at the expense of the donor, before the City can issue a charitable tax receipt.
- d) To be eligible for a tax receipt the donation must be:
 - i. Made payable to the City of Brockville;
 - ii. Be voluntary;
 - iii. Be supportive of the City's mandate or be of benefit to the City; and
 - iv. Hold no expectation of exclusive privileges or benefits.
- e) New or used equipment gifted in-kind must be at a standard acceptable for use in Municipal facilities and meet the City's specifications as may be deemed appropriate by the City. Equipment must be installed according to the standards of the City. Due to the intense efforts required to standardize and eliminate electronic risk, used computer equipment cannot be accepted;
- f) The City will consider costs of installation, maintenance, repairs, and training, where necessary, to ensure funds are available to support the acceptance of the donated equipment;
- g) If accepted, donations shall become the property of the City;
- h) Cash donations must be spent in accordance with the City's Procurement and Budgetary Control Policies. Qualified donations received without a specific identified purpose will be segregated into a separate reserve until such time as the funds are flowed through to a project.

Non-Qualifying donations for which charitable receipts will not be provided in accordance CRA guidelines include:

- Intangibles including services, time, skills, and/or effort;

Sponsorship, Advertising and Donations Policy
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- Donations that are given to the City for eventual flow through to a specified recipient that does not have charitable status or is consistent with City priorities, mandates or strategic initiatives; and
- Donations of marketing products or business advertising including supplies and merchandise.

In-Kind Services

City Staff may explore and navigate any opportunities that may arise in which the City may receive "goods/material and services" in exchange for negotiated signage or other recognition within established Council approved projects or programs.

Where In-Kind Services are provided in addition to a Donation, the City shall ensure that the In-Kind Services are in alignment with the Procurement and Budgetary Control Policies and established Council approved projects or programs.

Exclusions

This policy shall not apply:

- a) To contracts where a service or product is provided to the City for a fee or to other arrangements the City enters into in order to manage its operations, such as those acquired under the Procurement Policy;
- b) Where there exists any other policies, practices, or agreements with respect to advertising and associated in-kind service arrangements that were developed through purchasing contracts or other means;
- c) To naming activities designed to recognize significant local events, people, or geographic features through the naming of streets, parks, and municipal assets, where no sponsorship is offered;
- d) To instances when the municipality is the sponsor;
- e) To instances where the City is one of several partners involved in hosting events outside or external organizations receiving funding through the City;
- f) To funding or gifts in-kind obtained from other levels of governments through normal transfer payments or grant programs; and
- g) To fees charged, purchase of service agreement, leasing of property, or similar revenue earned by the City.

Sponsorship, Advertising and Donations Policy
Page 12 of 12

References and Related Policies

Procurement Policy
Budgetary Control Policy
Code of Conduct

Review Cycle

This policy shall be reviewed every five years.



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Peter Raabe, Director of Engineering & Infrastructure Services
Report Number: 2024-189
Subject: Blue Box Transition Period
Non-Eligible Sources

Recommendation

THAT the City continues to collect blue box material from non-eligible sources (NES) in the Downtown Business Improvement Area (DBIA); and

THAT the City discontinues collecting blue box material from all other non-eligible sources outside the DBIA.

Background

On June 3, 2021, the Ontario Minister of Environment, Conservation and Parks approved Ontario Regulation 391/21 Blue Box under the Resource Recovery and Circular Economy Act, 2016. The regulation shifts the responsibility for collection, hauling, processing and marketing of blue box materials, including related promotion and education activity, from municipalities to producers of paper products, packaging, and packaging-like products. As a result, these producers will become fully financially and operationally responsible for the residential Blue Box Program.

The City of Brockville will transition to this new system January 1, 2025.

Analysis

The regulation states what entities must be serviced by producers during the transition period (July 1, 2023, to December 31, 2025) and post transition (starting January 1, 2026). These entities are referred to as eligible sources (i.e., residential homes, multi-residential buildings, elementary/secondary schools, some long-term care/retirement homes and some public spaces).

Under the regulation, producers have no legal obligation to collect blue box material from non-eligible sources (i.e., businesses, commercial, industrial and other institutions not listed above) during or post transition.

Non-eligible sources include:

- industrial or commercial properties (not including residential units on the property),
- not-for-profit organizations,
- municipal buildings or facilities,
- daycares,
- places of worship (not including a residential home on the property),
- campgrounds and trailer-parks for temporary stay, and
- commercial farms (not including a residential home on the farm property).

The City of Brockville has in the past paid the costs to collect, transport, process and dispose non-eligible source blue box materials for some NES entities (DBIA) but not all. Under the current Blue Box Program, municipalities were permitted to commingle eligible and non-eligible source blue box material with property taxes covering the costs to provide the service to the non-eligible sources. These costs were considered reasonable because of the ability to commingle the two sources of material.

As of January 1, 2025, recycling service will not be provided to current NES entities (DBIA) by the producers. The city has the option to continue to provide this service to those entities or to discontinue the service and have them individually be responsible for their recycling.

If the city chooses to continue the service, the costs associated with providing blue box collection and processing services to non-eligible sources will continue to be borne by the city.

The following provides a description of the city’s current blue box services provided to non-eligible sources.

Curbside:

- There are 185 NES properties receiving curbside service in the DBIA.
- There are also an unknown number of NES receiving curbside service outside the DBIA.
- Single stream (co-mingled) curbside collection recycling service is provided by LA Knapp Inc. under contract “Solid Waste Management Services 2022” until December 31, 2024.
- Storage and transfer of the blue box material is provided by the Waste Management of Canada Corp. at their Brockville Transfer Station.
- Processing and disposal of blue box material is provided by Emterra Environmental.

The following table provides a breakdown of the estimated number of non-eligible sources in The City of Brockville’s DBIA that have blue box program services.

Table 1: Non-eligible Sources with Access to Blue Box Service in the DBIA.

Non-eligible Source Type	Number of Properties
Industrial or commercial properties (not including residential units on the property)	178
Not-for-profit organizations	3
Municipal buildings or facilities	4

Downtown businesses are unique in that many do not have the space for commercial sized recycling bins required for private services. City staff see this as a huge issue and propose that the city continue to provide separate collection and processing service to the non-eligible sources in the Downtown Business Improvement Area. Many of the NES outside the DBIA do not have this issue and that private collection services could be provided. As a result, it is proposed that the city discontinue collecting blue box material for all other non-eligible sources outside the DBIA.

Staff would negotiate terms with the current contractors for blue box collection, hauling and processing services to the non-eligible sources in a dedicated service program (since non-eligible source material cannot be commingled with residential material post transition).

A clause was written into the "Solid Waste Management Services 2022" contract providing for an extension of the blue box component of the contract beyond January 1, 2025.

This would result in continued service to non-eligible sources in the DBIA with some possible service level changes to ensure the blue box material from the non-eligible sources is not commingled with blue box material from residential sources.

Financial Implications

For 2024, the city's net costs for its recycling program will be approximately \$549,716. This includes \$176,387 the city receives in subsidy from producers. The cost to provide recycling services for NES in the DBIA is approximately \$50,582, as detailed below, for a net reduction of \$499,134.

Table 2 below estimates the financial impacts of the plan described above. These cost estimates are preliminary and are calculated with the information available at this time.

Table 2: Financial Impacts of Non-eligible Source Servicing Options for the DBIA.

Service	Annual Estimated Expense
Collection	\$39,157
Processing of Blue Box Material	\$9,293
Processing of Cardboard	\$2,132
Total DBIA Dedicated Service	\$50,582

Policy Alignment

In accordance with city policy, Council must approve the report to provide staff with direction.

Conclusion

Based on the above, staff are recommending that the City negotiate terms with the current contractors for blue box collection, hauling and processing services for the non-eligible sources in the Downtown Business Improvement Area, in a dedicated service program, and discontinue collecting blue box material from all other non-eligible sources.

Approved by:
Peter Raabe, Director of Engineering &
Infrastructure Services
Sandra MacDonald, City Manager

Status:
Approved - 10 Oct 2024

Approved - 10 Oct 2024



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Phil Wood, Director of Operations
Matthew Locke, Supervisor of Transportation & Fleet Services
Report Number: 2024-182
Subject: Brock Trail
Ferguson Falls Additional Expenses

Recommendation

THAT additional expenses not to exceed \$10,155 for the installation of signage, custom hand railings and a dedication plaque at the Ferguson Falls section of the Brock Trail be approved and be funded by donations and funds raised by the Brock Trail Committee.

Background

Through 2022 and 2023, a new section of Brock Trail was constructed from Central Ave. to Front Ave. At the same time, a smaller 75 meter long section of Brock Trail was also constructed that provided access to view Ferguson Falls. The construction provided a new trail section toward a viewing area of Ferguson Falls including a 9-step set of stairs and a gravel viewing area. Installing stairs was required for pedestrians to reach the viewing area. Staff recommend completing this section of Brock Trail by installing signage, custom hand railings for the new stairs and a dedication plaque to recognize the Beatty Family's financial support which made the Ferguson Falls trail possible.

The objective of this report is to obtain Council approval to fund the additional expenses for the Brock Trail at Ferguson Falls.

Analysis

Signage:

The section of Brock Trail to Ferguson Falls was constructed to design standards for an AODA compliant recreational trail. Regulatory standards for new sections of recreational trails that do not include access at both ends require inclusion of signage that detail the length of the trail and other location related features. Staff propose this Ferguson Falls section of trail be completed with the required signage.

Hand Railing:

The Ferguson Falls segment includes stairs down to the bottom of the falls viewing area. To complete the section of trail staff recommend finishing the stairs with a custom built and installed hand railing to assist trail users.

Donor Recognition:

The funding source for the Ferguson Falls section of Brock Trail have been by way of donations provided by the Beatty family. Members of the Brock Trail Committee have suggested that a decorative rock with a dedication plaque be installed in recognition of the financial support provided by the Beatty family.

Financial Implications

Expenses:

The estimated costs to install the signage, hand railing and recognition features as identified is summarized as follows:

- Ferguson Falls Signage \$ 988
- Custom Stair Railing \$6,400
- Donor Recognition Plaque \$ 283

The total estimated expenses to complete the scopes of work is \$7,672.

Funding Source and Donations:

The Brock Trail Committee has worked with the Beatty Family to secure three (3) annual donations of \$100,000 in support of Brock Trail projects. 2024 represents the third of the three donation contributions.

In 2022, Beatty family donations were used to construct Ferguson Falls trail features. Through 2023, \$89,844.99 of the Beatty family donations were used to fund the Central Ave to Front Ave. and Brock St. to Perth St Brock Trail projects. As a result of the 2023 projects expenses, \$10,155 remains from the 2023 contribution.

Staff propose that the remaining 2023 donations in the amount of \$10,155 as well as the 2024 donation amount be used to fund the expenses as listed.

Council approval is required to proceed with the additional expenses and funding sources, included funding using donations in accordance with Budgetary Control Policy POL.F.20.181.

Policy Alignment

In accordance with the City Budgetary Control Policy POL.F.20.181, Section 1 - Council has the sole authority to approve funding for operating and capital programs and Section 4 - Capital Budgets - Department Heads and the Director of Finance shall recommend the appropriate funding source.

Conclusion

Staff recommend that the Brock Trail Sections to Ferguson Falls be completed with the installation of information signage, custom hand railings and recognition plaque acknowledging support of the Beatty family.

Staff estimate the total cost of the items to be \$7,672 and can be funded by the donation funds. \$10,155 of donations from 2023 Beatty Family donations are available to complete the scope of work as described.

Approved by:	Status:
Matthew Locke, Supervisor of Transportation & Fleet Services	Approved - 11 Oct 2024
Phil Wood, Director of Operations	Approved - 11 Oct 2024
Chrissy Ward, Supervisor of Finance	Approved - 11 Oct 2024
Sandra MacDonald, City Manager	Approved - 11 Oct 2024



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Phil Wood, Director of Operations
Report Number: 2024-187
Subject: Community Sports and Recreation Infrastructure Fund Application
Stream 2: New Builds/Signature New Builds

Recommendation

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

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

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

Background

The objective of this report is to receive approval to proceed with the application to the Community Sports and Recreation Infrastructure Fund (CSRIF) Stream 2 as it relates to the MURF as well as commitment in principle of the municipal cost sharing required.

Analysis

Funding Streams:

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

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

In September, Council approved the application to the Stream 1 Repair and Rehabilitation fund for the replacement of the roofs of the Memorial Center. The roof

replacement is also a major component of the planned renovation of the Memorial Center within the larger multi-use recreation facility (MURF) project.

At the regular meeting of Council on September 24, 2024, Council referred the original recommendation and requested additional information regarding funding scenarios regarding the municipal contribution of the grant structure.

Municipal Contribution:

If the City is a successful applicant of the CSRIF funding stream, the City would be granted \$10 million dollars towards building the new ice pad and community hall attached to the Memorial Center. Additionally, the City would be obligated to match the \$10 million dollar contribution and fund any expenses in excess of the combined \$20 million.

The most recent estimated costs from the City's engineering and architecture consultant IDEA/N45 estimates the total costs for the new build portion at approximately \$22 million. A placeholder amount for the necessary Hydro One service upgrades has been assumed to be \$750,000. The total cost of construction of the new facility can only be confirmed through a public tendering process. The municipality has to be prepared to fund a total of approximately \$12.75 million to proceed.

Funding Sources:

Funding sources for the potential \$12.75 million in municipal contribution can be made up of the following:

- Fundraising
- Arena Reserve
- Contribution to capital from the tax levy
- Current funding programs that are not Provincial programs
- Debenture

Fundraising:

During the Council session of May 2024, staff provided report 2024-65 Multi-Use Recreational Facility Update. The report was approved by Council with an approved motion authorizing the creation of a fundraising committee with a fundraising objective of \$5 million dollars. Fundraising has is planned to commence in the near future at which time staff will be able to report on amounts that have been donated.

All fundraising will reduce the total net burden on the municipal contribution obligations to both the grant funding commitment and the total project costs.

Arena Reserve:

The arena reserve was established in 2014. The arena reserve encompassed the previous contributions towards the "twin-pad" project that did not proceed with annual contributions from capital towards the reserve until 2022. In 2022 the reserve was at \$3.4 million. The engineering and architectural design of the MURF project had a budget of \$1.2 million with expenses totaling slightly more than the budget.

Following the reconciliation of all expenses of the MURF design project the arena reserve will equate to approximately \$2,056,000.

Contribution to capital from the Tax Levy:

Annually Council approves a capital budget comprised of projects proposed by staff. In September 2024, staff provided report 2024-155 that included a motion that staff prioritize the replacement of the Memorial Center roof in the 2025 capital budget which, Council approved. Replacement of the Memorial Center roof is part of the overall MURF project and completion of this through the capital budget will reduce the overall scope and cost of the larger MURF project. In 2025, staff intend to propose additional smaller scale capital projects which would continue to reduce the scope and cost of the MURF project.

Capital projects and budgets are funded by tax levy as well as methods such as funding programs, gas tax (CCBF) etc.

Funding Programs:

The CSRIF program permits several alternative funding methods for the municipality's 50:50 contribution obligation. The only restricted method of funding the municipal contribution obligations is the use of other provincial funding which would constitute grant stacking.

The City, at the approval of Council would however have the ability to utilize existing or new federal funding programs to supplement the required municipal contribution. This would be an exercise in financial modelling and would require direction from Council.

Debenture:

Debenture is the the default mode of funding for the municipal funding and contribution obligations of the CSRIF. A debenture in the required amounts would be an acceptable method of funding the municipal contribution obligations as the debenture would be associate with a long-term municipal asset with an operational life span estimated to be 50 years or more.

City staff propose long term debenture as an adequate means of funding large value projects through management of debt repayment and debt servicing.

Financial Modelling:

City staff have provided a funding model in the Financial Implications section of this report to illustrate a debenture driven model of funding, while considering the available arena reserve balance and potential fundraising.

Financial Implications

Assumptions:

for the purpose of modelling potential fund scenarios for the CSRIF contribution obligations, the following assumptions have been summarized below:

Item:	Expense/(Contribution)
Cost of new build	\$ 22,000,000
Hydro One - 44 kV upgrade (Est.)	\$ 750,000
CSRIF Stream 2 Grant	\$ (10,000,000)
Municipal Contribution:	\$ 12,750,000
Arena Reserve:	\$ (2,000,000)
Fundraising	\$ (5,000,000)
Total Contributions	\$ (7,000,000)
Unfunded Municipal Contribution:	\$ 5,750,000

Municipal Contribution:

Provided the assumptions as provided below are acceptable and, that Brockville is approved to receive the CSRIF stream 2 grant in the full available amount, the unfunded municipal contribution to the new build MURF project scope can be approximated as \$5,750,000.

For the City to proceed with the new build project scope only, under the assumptions and circumstances provided above, Council would have to approve a funding method for the unfunded municipal contribution amount. In this scenario, staff would recommend Council debenture the remaining amount of \$5.75 million.

Debenture Funding Model:

The table below illustrates several scenarios that are available for debenture of the unfunded municipal obligations. The scenarios are based on a \$5.75 million loan amount varied by length of loan term and associated interest rate.

Total Loan Amount \$ 5,750,000

Item	Unit	Scenario #1	Scenario #2	Scenario #3	Scenario #4	Scenario #5
Term	[Years]	10	15	20	25	30
Payments per year	[Semi-Annual]	2	2	2	2	2
Interest Rate	[Annual]	3.71%	4.05%	4.27%	4.38%	4.43%
Payment amount	[Semi-Annual]	\$ 346,749.75	\$ 257,620.43	\$ 215,203.86	\$ 190,367.61	\$ 174,137.58
Total amount paid:	[Over Term]	\$ 6,934,994.90	\$ 7,728,613.05	\$ 8,608,154.42	\$ 9,518,380.26	\$ 10,448,254.69
Total interest paid:	[Over Term]	\$ 1,184,994.90	\$ 1,978,613.05	\$ 2,858,154.42	\$ 3,768,380.26	\$ 4,698,254.69

It should be noted that if the fundraising is able to raise more than the \$5 million dollar target or any additional supplementary funding is to be considered which would lower the total loan amount, the debt servicing model would be affected. In either case, staff could show additional debt modelling scenarios.

Policy Alignment

In accordance with Budgetary Control Policy POL.20.181, Council has the sole authority for approving funding to operating programs and capital projects. Additionally, an Council motion of approval is required to apply for the CSRIF program.

Conclusion

At the regular meeting of Council on September 24, 2024 Council were provided staff report 2024-167 - Community Sports and Recreation Infrastructure Fund Application. The report made recommendation for Council approval to apply for the funding streams which was referred to return to Council in October 2024. The referral motions requested funding scenarios be provided for consideration of the unfunded municipal obligations of the grant.

Staff have provided a detailed breakdown of funding for the municipal portion of the CSRIF program based on estimated cots of the new build portion of the MURF project.

Approved by:
Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:
Approved - 11 Oct 2024
Approved - 11 Oct 2024



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Phil Wood, Director of Operations
Sandra MacDonald, City Manager
Report Number: 2024-98
Subject: Multi-Use Recreation Facility
Capital Campaign

Recommendation

THAT a Multi-Use Recreation Capital Campaign Committee be established to develop and implementation of a comprehensive fundraising strategy that aims to meet the fundraising target to support construction of the Multi-Use Recreation Facility and associated improvements to the Brockville Memorial Park; and

THAT a part time Fundraising Coordinator contract position (10 hours per week) be established to support the Multi Use Recreation Facility Capital Campaign to be funded through monies raised by the committee.

Background

The new arena concept began with recognition of the need to replace the aged Centennial Youth Arena with a new, modern and fully accessible public facility. During conception, a number of potential sites were considered by the Twin Pad Committee. In late 2020 the Committee recommended that the arena project was best suited to be built as an expansion to the existing Memorial Centre Arena. The Arena Advisory Committee also provided an extensive first draft of project scope, configuration concept and features of a new arena based on research and past interaction with users and stakeholders.

In March 2021, Council endorsed the concept of an additional ice pad, indoor track, capital improvements for the existing Memorial Centre, the realignment of outdoor sports facilities as a capital project and directed staff to continue to work with the Arena Advisory Committee and stakeholders to refine the project scope and prepare a capital budget for consideration.

During the 2022 capital budget process, Council approved a \$1,200,000 budget to complete the design for the expansion of the arena at the Memorial Centre. The 2022 capital project for detail design is the conclusion of many years of work by the Twin Pad Committee, the Arena Advisory Committee, volunteers, stakeholders, consultants and

staff to determine an appropriate scope, configuration and location of a new multi-use recreation facility (MURF).

In November 2022, staff presented Report 2022-209 - Arena Design RFP - Tender Results advising that the successful tender submission was the joint submission team of N45 Architecture Inc. and Idea Inc. The completion of the design project will be a shovel ready project that includes detailed construction drawings, engineering designs, landscape plan, zoning approval, site plan approval and building permit.

The project design is near completion. The construction budget for the MURF has been set at \$41.3 million.

The Province recently announced the Community Sports and Recreation Infrastructure Fund. Stream 2 of the funding is up to \$10 million for municipalities.

Analysis

Although staff are prepared to assist with the fundraising process, we do not believe that there is capacity within the organization, nor the expertise to successfully lead a fundraising campaign. Fundraising professionals have the experience, tools, and contacts needed to undertake such a campaign.

Staff have researched the hiring of a professional fundraising firm. Firms are typically paid a flat fee, but more often charge a commission based on percentage of revenue generated, or a combination of both. Commission can range from 4% to 15%. Terms of Reference for the Committee have been drafted (see A1). The role and responsibility of the Committee will be to:

- a. Identify, build rapport and maintain a list of existing and potential sponsors and funders.
- b. Develop a donor recognition program that appropriately acknowledges donor values and benefits in conjunction with staff.
- c. Develop a strategy and schedule for special community events to raise awareness of project fundraising efforts and objectives.
- d. Contribute to an integrated advertising and communications strategy that aims to build awareness and support for fundraising efforts.
- e. Develop and promote a sponsorship program that could enable naming rights to specific components of the facility.
- f. Monitor and evaluate progress in meeting fundraising targets with updates communicated to the General Standing Committee.

The efforts of the Committee will be organized and supported by the Fundraising Coordinator.

Alternatives

An alternative to a contract position of Fundraising Coordinator is to consider hiring a professional fundraiser/organization. Professional fundraisers typically receive a percentage of the funds they raise. It is typical to see fees of 10% to 20% of the funds raised from the campaign.

Financial Implications

The Fundraising Committee shall develop a strategy that aims to raise funds to support the capital costs of the project. The initial goal is \$5 million.

The annual cost for the contract Fundraising Coordinator position is \$19,062.

Policy Alignment

To align with the City's Budgetary Control Policy, Council approval is required as this was not included in the Operating Budget.

Conclusion

Staff recognize that fundraising will be necessary to mitigate the multi-use recreation facility's financial impact on taxpayers. Undertaking a fundraising program, will ensure that the project achieves maximum funding and demonstrate the communities support for the project in future funding applications.

The creation of a part time Fundraising Coordinator position is recommended to ensure the successful of a fund raising campaign in support of the multi use recreation facility.

Approved by:
Phil Wood, Director of Operations
Sandra MacDonald, City Manager

Status:
Approved - 11 Oct 2024
Approved - 11 Oct 2024

Attachments:

[A1 2024 MURF Capital](#)



City of Brockville

Multi-Use Recreation Facility Capital Campaign Committee Terms of Reference

Purpose and Mandate

The mandate of the Fundraising Committee is to support Council through the identification and implementation of a comprehensive fundraising strategy that aims to meet the fundraising target to support of the construction of the Multi-Use Recreation Facility and associated improvements to the Brockville Memorial Park.

Role and Responsibilities

The Fundraising Committee shall develop a strategy that aims to raise funds to support the capital costs of the project. The goal is \$5 million. The strategy shall explain how the Committee plans to coordinate, implement, and evaluate fundraising activities in support of the project as well as recognize and acknowledge donors to the project. The strategy shall be presented to Council for approval prior to any fundraising activities commencing. The Committee is responsible to plan, schedule, coordinate, advertise, implement, and evaluate fundraising activities in support of the project.

The Committee, with the support of a Fundraising Coordinator, will:

- a. Identify, build rapport and maintain a list of existing and potential sponsors and funders.
 - b. Develop a donor recognition program that appropriately acknowledges donor values and benefits in conjunction with staff.
 - c. Develop a strategy and schedule for special community events to raise awareness of project fundraising efforts and objectives.
 - d. Contribute to an integrated advertising and communications strategy that aims to build awareness and support for fundraising efforts.
 - e. Develop and promote a sponsorship program that could enable naming rights to specific components of the facility.
- Monitor and evaluate progress in meeting fundraising targets with updates communicated to Council.
- The Fundraising Coordinator will work with the Chair to facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.

Membership

The Committee is composed of five (5) members who are appointed by Council. The committee will be structured as follows:

- i. One (1) Council representative; and
- ii. Four (4) public representatives

A Chair and Vice-Chair will be elected by the members at the first meeting.

Preference will be given to persons who demonstrate the following qualifications:

- i. Demonstrate a history of community involvement or business leadership; and
- ii. Demonstrated expertise in fundraising.

Term

Council shall dissolve the Fundraising Committee, by resolution, when the mandate has been met or at any other time that Council deems it appropriate.

Schedule of Meetings

The Fundraising Committee will hold scheduled meetings at a date and time to be determined with the City Clerk. Special meetings may be called by the Chair, with a minimum of 48-hours' notice to address urgent matters.

The meeting, agenda, and minutes will be available to the public on the municipal website. Closed session meetings may only be held in accordance with Section 239 of the Municipal Act.

Reporting Relationship

The MURFCC shall report to the General Standing Committee of Council.

Rules of Procedure

Meeting shall be conducted in accordance with the *Municipal Act*, the Municipal Conflict of Interest Act and the City's Procedural Bylaw.

Committee Support

The City Manager is responsible for directing staff to provide support, advice and expertise for the Fundraising Committee.

The Director of Finance & IT Services will support the finance needs of the Fundraising Committee.

The Director of Operations will provide support through coordination with the Design and Construction team.

The Fundraising Coordinator will provide administrative and secretarial support to the Committee at the direction of the City Clerk.



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Melanie Jones, Director of Fire & Partner Services
Chris Paul, Deputy Fire Chief
Report Number: 2024-183
Subject: Fire Protection Agreement - Automatic Aid
Township of Elizabethtown-Kitley

Recommendation

THAT the Mayor and Clerk be authorized to execute an agreement between the Corporation of the City of Brockville and the Town of Elizabethtown Kitley for a Fire Service Agreement for Automatic Aid.

Background

In 2004, the Township of Elizabethtown-Kitley and the City of Brockville entered into a Fire Protection Agreement for Automatic Aid.

Under the Municipal Act, 2001 and the Fire Protection and Prevention Act, "A municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies" (FPPA, 2.6). The Brockville Fire Department has had an Automatic Aid agreement with the Township of Elizabethtown-Kitley since 2004.

Analysis

The agreement has been updated to reflect current, relevant addresses and responses. This agreement provides an avenue for Brockville Fire Department to respond simultaneously with the Township of Elizabethtown -Kitley to specific geographical areas. These areas are decided by the township and agreed to by the City of Brockville.

The agreement will be reviewed annually to ensure the provisions are current and appropriate.

Alternatives

Should this agreement not be approved, the Township of Elizabethtown-Kitley would need to find alternative solutions for response to the specified areas.

Financial Implications

The Township of Elizabeth-Kitley will incur fees based on a flat rate through the year of \$7,970.69 and any costs related to overtime staffing for a call listed in the agreement appendix.

Policy Alignment

Consistent with the 2023-2026 Strategic Plan, this proposal contributes to the objective of community safety, enhancing our efforts in our people and our community.

Conclusion

The approval of this Agreement will allow the Brockville Fire Department to provide automatic aid services to the Township of Elizabethtown-Kitley.

Approved by:

Melanie Jones, Director of Fire & Partner
Services

Chrissy Ward, Supervisor of Finance
Sandra MacDonald, City Manager

Status:

Approved - 11 Oct 2024

Approved - 11 Oct 2024

Approved - 11 Oct 2024

Attachments:

[Brockville and Elizabethtown Kitley Fire Protection Agreement](#)

By-law No.XX: A By-law to Enter Into An Agreement with the City of Brockville For Fire Protection Services

TERMS OF REFERENCE – FIRE PROTECTION AGREEMENT

**TOWNSHIP OF ELIZABETHTOWN-KITLEY (By-law Number XX)
CITY OF BROCKVILLE (By-law Number XX)**

This Agreement has been established between the parties named in this By-law for the purpose of authorizing the Brockville Fire Department to provide structural protection services to the Township of Elizabethtown-Kitley.

- 1 The city agrees to direct the Brockville Fire Department to respond to structural fire emergency and alarm calls for structural fire (with simultaneous activation of Elizabethtown-Kitley Fire Department for all responses into the geographic Area of Elizabethtown-Kitley Township) as outlined in Appendix A.
2. Notwithstanding the directive contained in (1), the City shall not be bound to provide the services of any specified or minimum number of apparatus, equipment or personnel and that if, in the opinion of the Brockville Fire Chief (or designate), the equipment is required elsewhere, then the City has the right to remove its equipment, apparatus and personnel to such other place or purpose as the Fire Chief may designate and that there shall be no liability on the part of the City in the event that the City fails to provide firefighting service at any particular time.
3. The decision of the Chief of the Brockville Fire Department (or designate) shall be final and conclusive in all matters pertaining to the services afforded by the Brockville Fire Department under this Agreement.
4. In respect to the provision of firefighting, services provided by the Brockville Fire Department, the City of Brockville shall invoice the Township of Elizabethtown-Kitley seven thousand, five hundred dollars plus annual increase from Item (5) (\$7,970.69. 2024 amount) on/or before June 1st of each calendar year this Agreement is in effect.
5. Both parties further agree that the fee for Brockville Fire Department services shall be increased by the Net % increase of the Brockville Fire Department's annual operational budget. Net increase to annual amount from clause 4 will be maintained year to year.
6. Both parties further agree that the Brockville Fire Department, when committed to a Township fire scene, will receive compensation equaling the overtime costs of City firefighters required as a result of said emergency. Cost recovery shall not be paid when the Brockville Fire Department responds to City owned (in whole or in part) properties or to properties where existing private agreements for first response are in effect. Invoices shall be provided by the City of Brockville on an annual basis at the completion of the fiscal year reflecting the overtime cost incurred by the City of Brockville. Brockville Fire Department shall provide a quarterly report to the Elizabethtown-Kitley Fire Department outlining expenses incurred by the City of Brockville for that quarter. This report

By-law No.XX: A By-law to Enter Into An Agreement with the City of Brockville For Fire Protection Services

shall include the address of each occurrence, type of occurrence, duration of occurrence and the amount of the expenses incurred by the city.

7. a. It is the responsibility of the Township of Elizabethtown-Kitley to notify (in writing) property owners located on private roads that are affected by this Agreement and shall ensure that property owners are aware that it is their responsibility to ensure that roadways/access routes are suitable for travel by Fire Department vehicles (e.g., culverts, overhead obstructions, etc.)
- b. Expenses incurred (example–towing) and damage to Brockville Fire Department vehicles resulting from the failure of owners to comply with 7a of this agreement will be paid by the Township of Elizabethtown-Kitley.
8. This Agreement shall remain in force from January 1st of each calendar year through to December 31st of the same calendar year providing that either party may terminate this Agreement by giving four (4) month's notice prior to the termination date of December 31st in any calendar year.

Mayor
Corporation of the City of
Brockville

Mayor
Corporation of the Township of
Elizabethtown-Kitley

Clerk
Corporation of the City of
Brockville

C.A.O/Clerk
Corporation of the Township of
Elizabethtown-Kitley

By-law No.XX: A By-law to Enter Into An Agreement with the City of Brockville For Fire Protection Services

Appendix “A” Coverage Area for First Response Agreement

For items 1-14 upstaffing will occur as per Brockville Fire Department policy.

1. County Road #6 (North of Rows Corners) property numbers 3805 thru 3819.
2. North Augusta Road (City of Brockville) property number 1345.
3. Second Concession Road, all property numbers, from City limits number 2803 thru 2937, to Elizabethtown-Kitley/Augusta border.
4. Applewood Circle, off Second Concession Road, property numbers 2803, 2804, 2805, 2806.
5. Old Sharpe's Lane, off Second Concession Road, property numbers 2801, 2802, 2803, 2805, 2807, 2809.
6. Sharpe' Lane, North of County Road 2, numbers 1903 thru 1969.
7. Maple Street, off Oxford Avenue South.
8. County Road 2 East of Oxford Avenue, property 1803 thru 1947, Elizabethtown-Kitley/Augusta Township border.
9. Hilmor Terrace, property numbers 809 thru 811.
10. Riverview Lane, property numbers 801 thru 813.
11. River Acres Drive, property numbers 801 thru 812.
12. Cedar Hedge Lane, property numbers 801 thru 811.
13. Grandview Terrace, property numbers 801 thru 809.
14. Sharpe's Lane South of County Road 2, property numbers 902 thru 916.

Items 15-17: upstaffing will occur in these areas as per the Brockville Fire Department policy upon confirmation of a fire emergency or commitment of Brockville Fire Department resources for other reason.

15. Oxford Ave. North of Highway 401, Property numbers 2801,2803,2805
16. Properties accessed from East of Oxford Ave. South of Highway 401 and South of Maple Street alias including Secure Treatment Unit (STU), Forensic Treatment Unit (FTU), Cooperative Care Centre, and properties on the Royal Ottawa Hospital Brockville site.
17. 1814/1813 County Rd. # 2 (Sherwood Park Manor/ Chartwell Rosedale Retirement Residence).
18. 401 Westbound Mile Marker 694-687 (simultaneous activation of Elizabethtown-Kitley Fire Department) Motor vehicle Collision with confirmed extrication.

By-law No.XX: A By-law to Enter Into An Agreement with the City of Brockville For Fire Protection Services

19. 401 Eastbound Mile Marker 700-702 (simultaneous activation of Elizabethtown-Kitley Fire Department) Motor vehicle Collision with confirmed extrication.

DRAFT

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Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
virginial@quintewest.ca
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

August 15, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund

Moved by Councillor Stedall

Seconded by Councillor McCue

Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

And whereas the funding allocations are less than 2% year over year for the next 5 years;

And whereas the amounts allocated in the past 5 years were less than 2% year over year;

And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over \$1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires \$37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

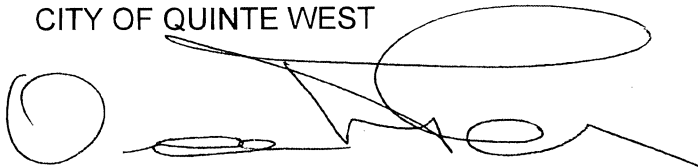
Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.
Carried

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read 'Virginia LaTour', written over a horizontal line.

Virginia LaTour,
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA
Colin Best, President, AMO
Ryan Williams, MP, Bay of Quinte
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
All Municipalities of Ontario



Staff Report

Report To: General Committee
Meeting Date: October 15, 2024
Prepared By: Phil Wood, Director of Operations
Travis Raison, Project and Asset Coordinator
Report Number: 2024-185
Subject: William Street CN Overpass Rehabilitation
Public Tender Results

Recommendation

THAT Report 2024-185 William St. Overpass Rehabilitation Public Tender Results be received for information.

Background

During the 2024 capital budget process, Council approved the capital project scope of rehabilitation for the William Street CN overpass. The rehabilitation project was approved with a budget of \$3,079,908 in accordance with the detailed design and cost estimations completed by HP Engineering. This detailed design was outlined in Staff Report 2023-184.

The public tendering process aimed to secure an experienced construction contractor with specialized experience in overpass/bridge construction and rehabilitation to complete the scope of repair and rehabilitation. The public tendering process has been completed in accordance with the capital project scope and City Procurement Policy. The successful contractor has been determined through the public tendering process.

The objective of this staff report is to report the results of the public tender process to Council for information in accordance with the requirements of the City Procurement and Budgetary Control Policies.

Analysis

Tendering Process:

A detailed project scope and drawing package for the overpass rehabilitation was completed by HP Engineering as part of a 2022 capital project. The scope of project in 2022 was to complete the design detail for rehabilitation of the William Street CN overpass in preparation for future public tendering. The project scope was posted for public tender via the Bids and Tenders web service on August 23, 2024, and closed on October 7, 2024. Throughout the public tender, staff worked with the potential bidders

as well as the consultant, HP Engineering, to answer questions and ensure compliance with regulations associated with public tendering of large scale public projects. As a result, the City received complete tender packages from ten (10) qualified contractors for review.

Evaluation Process:

The City's tendering package informed all potential bidders that all tender submissions would be reviewed, and the project awarded to a successful contractor based on the lowest price. Potential bidders were required to provide reference experience, insurance and bonding to be deemed qualified for consideration.

Contract Award:

In accordance with the City's Procurement Policy and Budgetary Control Policy, staff have received the minimum three required bids with the lowest acceptable bid being within the approved budget. In accordance with City policy, staff are authorized to award the design contract to the successful bidder.

Additional Cost:

The project will incur additional costs not associated with the scope of tendered work which, will be over and above the cost summarized in the awarded tender. The additional expenses will include:

- Oversight for permitting and contract administration by the consultant
- Work regarding the Bell telecommunication ducting currently installed
- CN flag person required by CN during construction

These additional expenses as listed were anticipated as part of the total project budget and scope. Staff anticipate that these additional expenses are within the approved project budget.

Estimated Project Completion:

Based on the expectations and requirements detailed in the tender documents, work is expected to begin in spring of 2025 with completion by October 31, 2025.

Financial Implications

Budget:

Council has approved a budget of \$3,079,908 in the 2024 capital budget. The project scope and budget were approved as proposed, funded by debt and applicable grants.

Tender Results:

The successful tender was the submission from KB Civil Constructors with a project cost of \$2,370,385.05 plus net HST. The total cost including net HST based on the tender submission is \$2,412,103.83.

Policy Alignment

All procurement activities associated with tendering of the William St. CN overpass rehabilitation project have been completed in accordance with:

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

In accordance with the City’s Budgetary Control Policy Section 5.1, and Procurement Policy Section 6, City staff are required to report purchases over \$100,000 to the Council.

Conclusion

City staff have completed the public tendering process for the William Street CN overpass rehabilitation capital project. The tendering process resulted in ten (10) complete and acceptable tender submissions.

The successful bidder is KB Civil Constructors has a project cost of \$2,412,103.83 including net HST.

Approved by:	Status:
Travis Raison, Project and Asset Coordinator	Approved - 11 Oct 2024
Phil Wood, Director of Operations	Approved - 11 Oct 2024
Chrissy Ward, Supervisor of Finance	Approved - 11 Oct 2024
Sandra MacDonald, City Manager	Approved - 11 Oct 2024



Brockville Public Library

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

Minnutes: June 24th, 2024

Present: Chair M. Wicklum, C. Wales. L. Rayvals Zoom: C. Quick, L. Pennell, Vice Chair R. Stobo (left at 7.03pm)

Regrets. C. Wells, J. Schoemaker-Holmes

1. Call to Order
2. Land acknowledgement:

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

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

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

3. Introductory Remarks (information/announcements)
 - a. Recommendation of Book "North of Nowhere" by Truth and Reconciliation Committee Commissioner Marie Wilson - available in ebook and eaudio <https://brockville.bibliocommons.com/v2/record/S981C16003483>
4. Approval of Agenda - L. Pennell, R. Stobo
5. Declaration of Conflict of Interest - none
6. Consent Agenda
 - a. May 27th, 2024 Board minutes - C. Quick, L. Rayvals
7. For discussion

- a. Executive Report
 - b. Lisa Cirka - Children's co-ordinator Summer Programming Presentation
 - i. Over 100 children's programs with much appreciated help from programmers Christina, Jill, Patrick, and Katie and Summer Student Sam
 - c. InvestorLine update - R. Stobo
 - i. No update, waiting for BMO's response
 - d. CEO annual review
 - i. Report from committee
 Moved into in-camera meeting began 6.28pm C. Wales, C. Quick
 Rose from in-camera at 7.03pm C. Wales, L. Rayvals
 "Moved to accept all recommendations arising from the closed session"
 C. Wales, L. Rayvals
 - e. Financial Audit update
 - f. Accreditation
 - g. Draft Accessibility Plan 2024-2026, accessibility audit
 - h. Draft Technology Plan 2024-2026
 - i. Board Bylaws committee update - arranging meeting
 - j. Board Workplan Committee - resignations of C. Wells, addition of L. Rayvals with C. Wales and R. Stobo
 - k. Board-Councillor relationship building update from Board members
8. Items for next agenda (add as identified)
- a. Audit Presentation
9. . Meeting evaluation/roundtable discussion
11. Adjournment – 7.58pm L. Pennell, L. Rayvals
- Next meeting: Monday, August 26th, 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 24th
 NO July Meeting
 August 26th
 September 23rd
 October 28th
 November 25th
 NO December meeting.



Brockville Public Library

Agenda: August 26th, 2024

Present: Chair Margaret Wicklum

1. Call to Order
2. Land acknowledgement:

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

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3. Introductory Remarks (information/announcements)
4. Approval of Agenda
5. Declaration of Conflict of Interest
6. Consent Agenda
 - a. June 24th, 2024 Board minutes
7. For discussion
 - a. Executive Report
 - b. 2022 Financial Audit report
 - c. 2023 Financial Audit update
 - d. Accreditation Report
 - e. H&S Policy Review - Emergency Safety manual updated (for September meeting)
 - f. Collection Policy Review (addition of Indigenous History)
 - g. Ransomware Disaster Recovery Plan (for information)

- h. Board Workplan Committee
 - i. Board-Councillor relationship building update from Board members
 - j. Library 2025 Budget for discussion
 - k. In Camera -
 - Correspondence dated August 20, 2024
 - Correspondence dated August 23, 2024
8. Items for next agenda (add as identified)
- a. 2023 Audit update
9. . Meeting evaluation/roundtable discussion
11. Adjournment – Next meeting: Monday, September 23rd, 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)
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NO July Meeting
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September 23rd
October 28th
November 25th
NO December meeting.



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Tuesday, June 25, 2024
St. Lawrence Lodge Boardroom & Zoom
0900 Hours

Present were:

Representing the United Counties:	Corinna Smith-Gatcke
Representing Brockville:	Mike Kalivas
Representing St. Lawrence Lodge:	Lisa Harper Sherry Canning

Attendees via Zoom:

Representing the United Counties:	Herb Scott Robin Jones
Representing Brockville:	Jane Fullarton
Representing Gananoque:	Colin Brown

<u>Ex Officio Member(s):</u>	Gananoque Mayor, John S. Beddows
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<u>Guest:</u>	Brent Wilson CPA, CA, Partner MNP
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Call to Order – meeting called to order at 9:00 am.

Motion that the June 25, 2024 agenda be adopted as presented.

Moved by: Corinna Smith-Gatcke
Seconded by: Jane Fullarton
Motion Carried

Disclosure of Pecuniary Interest – None noted.

Approval of Previous Minutes:

Motion that the minutes of the May 28, 2024 St. Lawrence Lodge Committee of Management meeting be adopted as presented.

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



St. Lawrence Lodge Committee of Management Meeting Minutes

2024

Financial:

Introduction of Brent Wilson CPA, CA, Partner MNP

Draft 2023 Independent Audit Report presented.

That the Board of Directors accept the staff recommendation to increase funds in the Capital Reserves to \$3,500,000 (3.5 million) and WSIB to \$1,000,000 (1 million).

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

Motion that the Draft 2023 Independent Audit Report from MNP be accepted as amended.

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

The St. Lawrence Lodge Statement of Financial Position and Statement of Operations as of May 31, 2024 were presented.

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

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

Information Items:

Administrator's Report was reviewed.

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

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

Adjournment:

That the June 25, 2024 Committee of Management meeting does now adjourn at 10:33 am and that the Committee of Management will meet next on August 27, 2024 at 9:00 am.

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



City of Brockville Tall Ships Festival Committee Minutes

4:30 PM - Monday, September 23, 2024
City Hall, Council Chambers

The Tall Ships Festival Committee meeting was called to order on Monday, September 23, 2024, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

Members Present: Brian Burns, Chris Culhane, Nancy Duffy, Terry Gardiner, Jeremy Newman, Kelly Spicer, Nik Wever, Katherine Hobbs, Meg Brazeau, and ex officio Mayor Matt Wren

Regrets: Kerey Bolton and Winfield Sifton

Staff: Jennifer Devlin, Festival and Events Coordinator, Kelly Brintnell, Tourism Advisor and Sheena Earl, City Clerk

1 Disclosure of Interest

2 Chair's Remarks

3 Adoption of the Minutes

Nil.

4 New Business

- 1 Welcome and introduction of members - J.Devlin, Brockville Tourism

Members of the Committee introduced themselves.

- 2 Election of Chair - S. Earl, City Clerk

N. Duffy nominated B. Burns.

K. Hobbs nominated J. Newman. Both allowed their name to stand.

B. Burns was selected by the Committee to be the Chair.

- 3 Robert's Rules of Order training - S. Earl, City Clerk

- 4 Preferred meeting date and time

The Committee discussed a preferred meeting date and time and agreed to meet on the third Monday of each month at 4:30 pm for the next few months until the festival approaches at which time meeting frequency will increase.

5 Delegations/Presentations

Nil.

6 Correspondence & Communications

1 Proposed sponsorship package

Enbridge was the main corporate sponsor in 2022. The Committee discussed offering them first right of refusal for the 2025 festival. J. Devlin shared a draft Budget for 2025 and spoke about the Ontario Cultural Attractions Grant with \$50,000 expected and \$10,000 to be used specifically for marketing (used to be called Celebrate Ontario). If the City is successful in receiving the Celebrate Ontario Grant, the Ontario Cultural Attractions Grant will not be accessible. K. Hobbs noted the Committee should apply for Federal Grants since they can be stacked. J. Newman asked if they might approach Enbridge with a blank amount and let them indicate what they are willing to provide rather than approaching them with \$20,000 as a suggested amount. Chair Burns mentioned in the past, the Committee always tried to get Empire Sandy to participate at no cost.

2 Proposed festival schedule of events and map

J. Devlin suggested the Committee consider expanding the Festival into something similar like a Maritime Festival including the following ideas as the committee hopes to utilize as much of the waterfront as possible:

- Ships at Blockhouse
- A ship at Centeen with a main stage and beer garden and a morning children's show
- Reynolds Park could host a food truck court
- Water Street parking lot could host the vendor village
- A kid's zone at Hardy Park with a pirate park, bouncy castles, a horse show and the Coast Guard

The following suggestions and considerations were raised by members:

- Island Breakfast on Refuge Island
- Due to logistical challenges, the suggested breakfast has been changed to Blockhouse Island with a potential luxury picnic option
- Include Aquatarium and any other key attractions
- An option could be a Thursday night yacht club race to begin in front of Centeen Park
- Concessions will be required for disposal of grey water and in the past, there were complaints from vendors about being in a parking lot

- The vendors appreciated the easy access to the tunnel in 2022
- In 2022, the committee had admissions in front of the Aquatarium because of their own ship located right there
- Captains Reception can be a ticketed event with dinner, beer garden and live music with a drone show in front of Centeen Park
- The City is in the process of doing water treatment plant rehab but the renovations will be held off until after the festival
- A lot of the other potential ports are still unclear as many require a grant, Brockville is one of two ports in Ontario so far
- There is hope for an Indigenous blessing, as well and R. Zajac will be contacted for the photo from 2022

J. Devlin will send out ship list and pricing, so the committee has an idea of options moving forward.

7 Staff Reports

Nil.

8 Sub-Committee and Member Reports/Project Updates

Nil.

9 Financial Report

1 Overview of financials

Mayor Wren noted that work is being undertaken to ensure the tunnel is fully functional in the near future.

10 Adjournment

Moved by K. Hobbs

Seconded by M. Brazeau

THAT the Tall Ships Festival Committee meeting until October 21, 2024.

The meeting adjourned at 5:38 pm.

Chair

Secretary