



City of Brockville
Council Meeting Agenda
5:30 PM - Tuesday, June 23, 2026
City Hall, Council Chambers

Page

Land Acknowledgement Statement

Mayor's Remarks

Disclosure of Pecuniary Interest

Adoption of Council Minutes

THAT the minutes of the Council Meeting of June 9, 2026 be adopted.
[Council Meeting - 09 Jun 2026 - Minutes](#)

Correspondence and Communication

Nil.

Delegations

Nil.

Staff Reports

1. 2026-105
2025 Development Charges Statement of the Treasurer

12 - 17

THAT Council receive this report, prepared in accordance with Section 12 of O. Reg 82/98 and Section 43 (1) of the Development Charges Act, 1997, and;

THAT Council authorize the submission of the Treasurer's Statement of the 2025 Development Charges to the Ministry of Municipal Affairs and Housing as well as to post the report for public information.

[2026-105](#)

2. 2026-102 18 - 35
Civic Recognition and Flag Protocol Policy

THAT the Civic Recognition and Flag Protocol Policy as attached to Staff Report 2026-102 be approved.

[2026-102](#)

General Committee

- Councillor J. Fullarton, Chair 36 - 40
Councillors P. Deery, K. Hobbs, and L. Severson
Meeting held June 16, 2026

[General Committee - 16 Jun 2026 - Minutes](#)

General - Consent Agenda

All matters listed under Consent Agenda are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to "separate" the item.

THAT the following items, as listed on the General Committee agenda are recommended by the Committee to be passed by Consent Agenda:

1. 2026-99 41 - 50
Municipal Accommodation Tax
Enforcement Provisions

THAT Bylaw 020-2018 as amended be repealed and replaced with a revised Municipal Accommodation Tax Bylaw with increased enforcement provisions as outlined in staff report 2026-99.

[2026-99](#)

2. 2026-98 51 - 91
Procurement Policy Updates - Buy Ontario Act

THAT Policy POL.F.20.139 Procurement Policy be updated accordingly to ensure compliance with the Buy Ontario Act (Public Sector Procurement), 2025 and Municipal Buy Ontario Procurement Directive.

[2026-98](#)

3. 2026-94 92 - 95
Traffic Bylaw Amendments
Liston Ave. at Steacy Gardens

THAT the following modification of street traffic configuration on Liston Ave. at the intersection of Steacy Gardens be approved:

- installation of a stop sign for westbound traffic at the intersection of Liston Ave., and
- installation of a no parking sign on the south side, eastbound lane on Liston Ave. in proximity of the intersection of Steacy Garden; and

THAT the necessary bylaws be amended.

[2026-94](#)

4. Information Item:

THAT the following Information Item be received for information:

1. 2026-80
Implications of OMERS Governance Change (Bill 68)
[2026-80](#)

General - Regular Agenda

1. 2026-54 96 - 103
Transit System - Proposed Modifications

THAT the following modifications to the Transit system be approved as described:

- Removal of existing transit stops that service less than an annual 100 boardings and alightings
- Amalgamation of the identified redundant bus stops that are in close proximity to another stop; and

THAT staff be directed to bring a report to a future meeting detailing additional recommendations of locations where investment in stationary transit infrastructure for example bus stops, shelters, seating and other amenities would benefit the Transit system.

[2026-54](#)

New Business - Report from Members of Council

1. Brockville Municipal Accessibility Advisory Committee - Councillor Severson
2. St. Lawrence Lodge Committee of Management - Councillor Kalivas and Councillor Severson
3. Airport Commission - Councillor Wales
4. Brockville Public Library Board - Councillor Wales
5. Aquatarium Board of Directors - Councillor Wales
6. Downtown Brockville Business Improvement Area - Councillor Deery
7. Municipal Heritage Committee - Councillor Hobbs
8. HART Hub Committee - Councillor Severson

Unfinished Business

Nil.

Bylaws

1. 047-2026
A Bylaw to Impose a Municipal Accommodation Tax (MAT)
2. 048-2026
A Bylaw to Amend Bylaw Number 119-89 Being a Bylaw of the Corporation of the City of Brockville to Regulate Parking (Liston Avenue)
3. 049-2026
A Bylaw to Amend Bylaw Number 021-1993 Being a Bylaw of the Corporation of the City of Brockville to Regulate Traffic (Liston Avenue)

Reading of the Bylaws

THAT Bylaws Numbered 047-2026 to 049-2026 be introduced and the same be now read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

Announcements

Media Question Period

Motion to Move into Closed Session (immediately following the Regular Meeting)

THAT pursuant to the *Municipal Act, 2001*, Section 239 Sub. 2 (b), (c), and (k), Council resolve itself Closed Session at _____ p.m., closed to the public to consider:

1. a proposed or pending acquisition or disposition of land by the municipality or local board; specifically, 36-46 King Street W., 10 John Street, Park Street property
2. personal matters about an identifiable individual, including municipal or local board employees; specifically, Asset Naming, MURF Fundraising Committee
3. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26; specifically, Agreement Extension

Closed Meeting Matters

Motion to Adjourn Closed Session

THAT the Closed Meeting of Council adjourn and the Open Session resume at _____ p.m.

Report of the Closed Session

Confirmatory Bylaw

THAT Bylaw Number 050-2026 to confirm the Proceedings of Council at its meeting held on June 23, 2026 be read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

Adjournment

THAT Council adjourn its proceedings until the next regular meeting scheduled for July 28, 2026.



City of Brockville
Council Meeting Minutes
5:30 PM - Tuesday, June 9, 2026
City Hall, Council Chambers

The Council Meeting was called to order on Tuesday, June 9, 2026, at 5:30 PM, in the City Hall, Council Chambers, with the following present:

- Members Present:** Mayor Matt Wren, Councillor Jeff Earle, Councillor Jane Fullarton, Councillor Katherine Hobbs, Councillor Mike Kalivas, Councillor Nathalie Lavergne, and Councillor Louise Severson
- Regrets:** Councillor Philip Deery and Councillor Cameron Wales
- Staff:** Sandra MacDonald, City Manager and Tara Laberee Bondi, Clerks Assistant

Land Acknowledgement Statement

Mayor's Remarks

Mayor Wren welcomed everyone to the meeting and noted regrets from Councillors Deery and Wales.

Mayor Wren announced that the City of Brockville has made a ceremonial contribution of \$500,000 to Sherwood Park Manor in support of its redevelopment project. He noted that the project is still some time away from completion but reported that approximately 80 to 85 per cent of the fundraising goal has been reached.

Mayor Wren reminded the community of the annual Treasure Day, taking place this Saturday, June 13. He encouraged residents to place unwanted but still usable items at the curb by 9:00 a.m. on Saturday and to ensure that any uncollected items are removed by 6:00 p.m.

Mayor Wren announced that the Twilight Tuesday Markers Market will begin on Tuesday, June 16, and will continue on the third Tuesday of every month through to the fall. He noted that the Market will be held at the Tunnel Plaza.

Lastly, Mayor Wren highlighted a special event in recognition of National Indigenous Peoples Day, taking place on Sunday, June 21 at 2:30 p.m. at the Brockville Arts Centre. He noted that the event will feature a concert and musical presentation.

Disclosure of Pecuniary Interest

Nil.

Adoption of Council Minutes

Moved by: Councillor Fullarton
Seconded by: Councillor Earle

THAT the minutes of the Council Meeting of May 26, 2026 be adopted and circulated as read.

CARRIED

Correspondence and Communication

1. Canada Day - Municipal Significance Event

Moved by: Councillor Hobbs
Seconded by: Councillor Severson

THAT Council approve the request from the Brockville Tourism to declare the event "Canada Day," which will be taking place at Centennial Park and Hardy Park on Wednesday, July 1st, from 12:00 p.m. to 4:00 p.m., to be an event of "Municipal Significance" for the purpose of issuing a Special Occasion Permit required by the Alcohol and Gaming Commission of Ontario (AGCO), subject to all necessary permits and approvals being obtained, and in compliance with all applicable City of Brockville Bylaws.

CARRIED

2. St Lawrence Writers Festival - Municipal Significance Event
Rod Carley

Moved by: Councillor Fullarton
Seconded by: Councillor Lavergne

THAT Council approve the request from the St. Lawrence Writers Festival to declare the event "St. Lawrence Writers Festival - For Readers and Writers Alike," which will be taking place at the Arts Hub from Thursday, September 10th to Sunday, September 13th, to be an event of "Municipal Significance" for the purpose of issuing a Special Occasion Permit required by the Alcohol and Gaming Commission of Ontario (AGCO), subject to all necessary permits and approvals being obtained, and in compliance with all applicable City of Brockville Bylaws.

CARRIED

Delegations

Nil.

Staff Reports

Planning and Development Committee

Councillor M. Kalivas, Chair
Councillors J. Earle, N. Lavergne, and C. Wales, Citizen Member A. Koolwine
Meeting held June 2, 2026

PDC - Consent Agenda

Moved by: Councillor Kalivas
Seconded by: Councillor Severson

THAT the following items, as listed on the Planning and Development Committee agenda are recommended to be passed by Consent Agenda:

1. 2026-53
2025 Building Department Report on fees

THAT Report 2026-53, 2025 Building Department Report on Fees, be received; and

THAT the net amount of \$860,509.03, representing the 2025 operating surplus of \$847,583.70 together with \$12,925.33 in returned capital project surpluses, be transferred to the Building Permit Stabilization Reserve.

2. 2026-92
Reconstruction of Bartholomew Street 26-0001

THAT the tender from Len Corcoran for the Reconstruction of Bartholomew in the amount of \$1,672,961.00 (excluding HST) be approved; and

THAT additional funds in the amount of \$258,441 be allocated from the OCIF Fund.

For: Mayor Wren, Councillor Earle, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Lavergne, and Councillor Severson

CARRIED 7-0 on a recorded vote

PDC - Regular Agenda

Nil.

New Business - Report from Members of Council

1. Recreation Advisory Committee - Councillor Severson
2. Brock Trail Advisory Committee - Councillor Fullarton
3. Cataraqui Conservation Authority - Councillor Hobbs and Councillor Earle

Unfinished Business

Nil.

Bylaws

Nil.

Reading of the Bylaws

Nil.

Announcements

Nil.

Media Question Period

Motion to Move into Closed Session (immediately following the Regular Meeting)

Moved by: Councillor Hobbs

Seconded by: Councillor Severson

THAT pursuant to the *Municipal Act*, 2001, Section 239 Sub. 2 (c), Council resolve itself Closed Session at 5:52 p.m., closed to the public to consider:

1. a proposed or pending acquisition or disposition of land by the municipality or local board; specifically, 34-36 King Street W.

CARRIED

Closed Meeting Matter

Motion to Adjourn Closed Session

Moved by: Councillor Hobbs
Seconded by: Councillor Lavergne

THAT the Closed Meeting of Council adjourn and the Open Session resume at 6:07 p.m.

CARRIED

Report of the Closed Session

Council met in Closed Session to review matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; specifically, 34-36 King Street W. and took no action beyond receiving the information from staff.

Confirmatory Bylaw

Moved by: Councillor Earle
Seconded by: Councillor Fullarton

THAT Bylaw Number 046-2026 to confirm the Proceedings of Council at its meeting held on June 9, 2026 be read a first, second and third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

CARRIED

Adjournment

Moved by: Councillor Lavergne
Seconded by: Councillor Severson

THAT Council adjourn its proceedings until the next regular meeting scheduled for June 23, 2026.

CARRIED

The meeting adjourned at 6:08 p.m.

Mayor

City Clerk



Staff Report

Report To: Council Meeting
Meeting Date: June 23, 2026
Prepared By: Lynda Ferguson, Director of Finance & IT Services
Report Number: 2026-105
Subject: 2025 Development Charges Statement of the Treasurer

Recommendation

THAT Council receive this report, prepared in accordance with Section 12 of O. Reg 82/98 and Section 43 (1) of the Development Charges Act, 1997, and;

THAT Council authorize the submission of the Treasurer's Statement of the 2025 Development Charges to the Ministry of Municipal Affairs and Housing as well as to post the report for public information.

Background

Section 43 (1) of the Development Charges Act, 1997 requires that the Treasurer of a municipality each year on or before June 30 give Council a financial statement relating to development charge bylaws and reserve fund established under section 33. The statement must be made available to the public and be sent to the Ministry of Municipal Affairs and Housing on or before July 15.

O. Reg. 82/98 outlines further details that are required to be included in the treasurer's statement. The details include:

- A description of each service and/or service category for which the reserve fund was established.
- A list of credits by service or service category (outstanding at the beginning of the year, given in the year, and outstanding at the end of the year, by holder.
- Any amounts borrowed from the fund and the purpose of the borrowing and any interest accrued during the previous year.
- The amount and source of money used by the municipality to repay municipal obligations to the development charges reserve fund.
- The opening and closing balances
- Any interest earned and transactions for the year.

Details are to be provided during the year for any transfers to projects funded by the development charges, including gross capital cost and any other funding sources for the capital project.

A statement is required regarding whether the municipality expects to incur the amount of capital costs that were estimated, in the relevant D.C. background study, to be incurred during the term of the applicable bylaw. If the answer is no, the amount the municipality now expects to incur and a statement as to why this amount is expected. At this time, there is still the expectation to incur the capital costs that were estimated within the study.

For each service where development charges were collected during the year and no money was spent, a statement as to why there was no spending.

Analysis

In 2025, and as the result of a development charge study, Council adopted bylaw 083-2025. The services included in this bylaw were:

Services Related to a Highway

- These development charges will be used for growth-related projects for roads related infrastructure.

Fire Protection Services

- These development charges will be used for growth-related projects supporting fire protection services including facilities, vehicles, equipment and gear.

Parks and Recreation Services

- These development charges will be used for growth-related projects for parkland development, recreation facilities, athletic fields and trails.

Growth-Related Studies

- These development charges will be used for growth-related studies for services included in the study.

Water Services

- These development charges will be used for water treatment, supply, storage, distribution and other water related infrastructure.

Wastewater Services

- These development charges will be used for wastewater treatment, collection, pumping and other wastewater related infrastructure.

The attachments to this report include the Annual Treasurer's Statement of Development Charge Reserve Funds, the 2025 Capital Transactions and the 2025 Operating Transactions.

The percent of the development charge reserve funds are shown on the Annual Treasurer's Statement. Not all of the development charge reserve funds were utilized.

Each year, through the capital budget process, projects are prioritized according to many factors including the state of the infrastructure, urgency, funding and capacity. Project timing will be affected by these factors.

The City of Brockville is compliant with s. 59.1 of the Development Charges Act, 1997, as amended, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act, 1997, as amended.

Financial Implications

There are no financial implications with this report.

Policy Alignment

The Annual Treasurer's Statement of Development Charge Reserve Funds is a requirement by Section 43 .1 of the Development Charges Act, 1997, as amended and O. Reg 82/98.

Conclusion

This report fulfils the requirements of Section 43.1 of the Development Charges Act, 1997 as amended and O. Reg. 82/98 regarding annual reporting of development charges collected by the City.

Approved by:

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 18 Jun 2026

Approved - 19 Jun 2026

Attachments:

[2025 Annual Treasurer's Statement of Development Charge Reserve Funds](#)

[2025 Capital Transactions](#)

[2025 Operating Transactions](#)

**Corporation of the City of Brockville
Annual Treasurer's Statement of Development Charge Reserve Funds
As at December 31, 2025**

By-Law 083-2025

2025	Indoor Recreation Services Development Charge Reserve Fund	Water Services Development Charge Reserve Fund	Wastewater Services Development Charge Reserve Fund	Administration Services Development Charge Reserve Fund	Roads and Related Services Development Charge Reserve Fund	Fire Protection Services Development Charge Reserve Fund	Police Services Development Charge Reserve Fund	Total
Opening Balance	215,139	267,408	250,443	16,675	1,033,985	7,842	5,438	1,796,930
Interest income	4,692	7,314	15,351	1,223	20,952	226	55	49,813
Development Charges	69,589.40	177,121.66	333,568.23	14,794.97	491,892.21	4,832.32	3,342.07	1,095,141
Transfers to capital	0	0	0	0	-112,500	0	0	-112,500
Transfers to Operating	0	0	-216,593	0	0	0	0	-216,593
Closing Balance	289,420	451,844	382,770	32,693	1,434,330	12,900	8,835	2,612,791
Committed			3,245,117					
Total Committed	0	0	3,245,117	0	0	0	0	3,245,117
2025 DC's Utilized	0	0	216,593	0	112,500	0	0	329,093
Total DC's Committed and Utilized	0	0	3,461,709	0	112,500	0	0	3,574,209
Percent Utilized	0.00%	0.00%	904.38%	0.00%	7.84%	0.00%	0.00%	136.80%

The City of Brockville is compliant with s.s.59.1 (1) of the Development Charges Act, 1997, as amended, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act, 1997, as amended or another Act.

2025 Capital Transactions

Project	Gross Capital Cost	Development Charges Reserve Fund	Development Charges Debt Financing	Tax Levy	Debt Financing	Other Reserves	Grants	Water Rates	Wastewater Rates
Services Related to a Highway Windsor Drive Road Widening- Talos Subdivision Cost Share	225,000	112,500			112,500				
Total	225,000	112,500	0	0	112,500	0	0	0	0

2025 Transfers to Operating

	Annual Charge	Development Charges Debt Financing	Future Commitment
<u>Wastewater Services</u>			
Wastewater Treatment Plant Upgrade	216,593	216,593	3,245,117
Total	216,593	216,593	3,245,117



Staff Report

Report To: Council Meeting
Meeting Date: June 23, 2026
Prepared By: Sheena Earl, City Clerk
Report Number: 2026-102
Subject: Civic Recognition and Flag Protocol Policy

Recommendation

THAT the Civic Recognition and Flag Protocol Policy as attached to Staff Report 2026-102 be approved.

Background

At the November 25, 2025 Council meeting, staff were directed to review the Flag Protocol and Community Flag Raising policy and to prioritize public engagement efforts in the review. This direction was reiterated at the February 17, 2026 General Committee meeting. At the Council meeting of May 26, 2026, staff were directed to create a comprehensive flag raising and civic recognition policy that allows for non international community flag raisings to continue in accordance with the [National Flag of Canada Etiquette](#).

A draft of a new Civic Recognition and Flag Protocol Policy (attached as Attachment 1) speaks to community flag raisings and associated ceremonies, as well as proclamations, illumination and general flag protocol related to the half-masting of flags and the flag display. Policies from several other municipalities were reviewed and protocol staff from some of Canada's largest cities were consulted. Outreach was also made to Heritage Canada in relation to the flag display at Tunnel Bay, in particular, and advice was provided from a senior official. A number of other guidelines and resources offered by the governments of Canada and Ontario were referred to in the drafting of the policy and should be considered when making any future policy changes.

Analysis

The proposed Civic Recognition and Flag Protocol Policy provides a uniform and harmonized protocol for civic recognition including the half-masting of flags and the flying of community flags, and the processing and responding to illumination and proclamation requests. Highlighted sections in the policy will be updated to reflect decisions of Council regarding the number and location of the community flag pole(s).

The following elements are included in the draft policy for Council's consideration:

Civic Recognition - Eligibility

The revised policy states that non-profit and charitable groups, local community organization and members of Council may submit community flag and/or proclamation requests for education or awareness periods, charitable initiatives, community events and/or in recognition of an individual, institution or organization with special achievement of importance to the local community. Large charities and non-profit organizations will be asked to explain how their cause represents a local chapter, local participants and/or has local impact in the application. With this minor change, it is expected that the community flags previously flown would remain eligible under the draft policy.

Illumination Requests

There is currently no formal policy governing public requests to illuminate the Brockville Railway Tunnel or the Brockville Arts Centre in specific colours to recognize causes or events. In the absence of such a policy, the city's practice has been to bring illumination requests to Council only when they are associated with an organized event.

Illuminating these facilities, particularly the tunnel, is technically complex and can negatively affect the visitor experience. Following consultation with staff from the Brockville Arts Centre, Parks, and Tourism Divisions, staff recommend discontinuing the illumination request program and no longer accept public requests.

Should an event or occasion of significance arise, Council may still choose to direct illumination at its discretion.

Franco-Ontarian and Survivors Flag

In alignment with many other municipal flag policies, the revised version includes an automatic raising of the Franco-Ontarian Flag on September 25 in recognition of Franco-Ontarian Day and the Survivor's Flag on September 30 in recognition of the National Day for Truth and Reconciliation.

Changes to Half-Masting

The draft policy reflects minor changes to provisions related to half-masting as follows:

- inclusion of the National Day for Truth and Reconciliation (September 30) and the National Day of Remembrance and Action on Violence Against Women (December 6) as days where flags are automatically lowered;
- Some guidelines around the Mayor's discretion to lower flags to half-mast for other solemn occasions that show a collective expression of sorrow and sympathy reflecting a loss that represents the community as a whole; and
- Through discussions with staff, it was also identified that some authority to lower flags to half mast at Fire Stations 1 and 2 for solemn occasions particular to the

fire service should be a responsibility of the Fire Chief. This provision has been added to the draft policy.

These draft changes reflect wording in many other municipal policies.

Expanded Authority for Mayor

From time to time during this term of Council, there have been instances where proclamation and/or community flag raising requests were submitted late and Council was not able to accommodate requests because of the meeting schedule. To address this, the draft policy includes the provision that the Mayor alone may approve community flag raising and/or proclamation requests where they have already been previously approved by the current term of Council and where it is not possible to present the approval at a meeting due to the timing of the request.

Further, the revised policy stipulates it is the responsibility of the Mayor, in consultation with the City Clerk, to approve the flying of international flags when a local dignitary or official delegation from another country visits the city.

Communication

The revised draft policy highlights how approved community flags, proclamations and the half-masting of flags will be shared internally, with Council and with the community at large. When decisions of Council and/or the Mayor are made, and in instances where flags are automatically raised or lowered in accordance with the revised policy, the City Clerk's Department will share notice of this internally and externally via the city's approved communication methods.

Flag Display

Council has some options available when considering the flag display at Tunnel Bay and/or other potential locations for community flag pole(s), all of which will align with the etiquette. As outlined in the policy, the prominent vantage point for the Tunnel Bay flag display should be considered in line with the front of the tunnel, looking north. This is different from the current perspective that the prominent view is looking south. Attachment 2 demonstrates this and the policy reflects the need to change the location of the Ontario and Brockville flag to appropriately flank the Canadian flag.

The draft policy reflects the relocation of one or two community poles to another prominent location and flying only the National Flag of Canada, the Ontario flag and the Brockville flag at the Tunnel Bay location. Doing so will eliminate confusion about the placement of honour for the Canadian flag and will provide additional space for public gatherings resulting from community flag raising ceremonies. When there are no pending approved community flag requests, the policy reflects that the poles will be left empty. Alternatives to this display are also outlined below.

Levelling the flags was discussed with the representative from Heritage Canada, as it is customary to fly all flags at the same height. Staff feel that if the two outside poles are removed, the issue related to height is less of a concern, however, should Council wish to level all poles, staff expect this can be done with some effort. Financial implications of this are outlined below.

Alternatives

In relation to the Tunnel Bay and/or community flag display, some alternatives to the recommendation are as follows:

- retain five poles at Tunnel Bay in their current configuration with the two outside poles designated as Community Flag poles to be left empty when there are no pending approved requests; or
- retain five poles at Tunnel Bay in their current configuration and fly two other static flags such as the Franco-Ontarian flag, Indigenous Flag(s) (pending appropriate and necessary consultation), Welcome flag or other recognized flag. Install one to two community flag poles in another prominent location; or
- fly a City of Brockville and/or Welcome-type flag when there are no pending community flag requests at the community poles designated at another location.

Financial Implications

Costs to administer the Civic Recognition and Flag Protocol Policy are operational and embedded in various divisional budgets.

Operational costs to remove two poles at Tunnel Bay are minimal and can be covered within operational budgets. Should a decision be made to level the bases or install new flag poles, this work could be funded by the Fiscal Policy Reserve. Alternatively, should Council prefer that this work be conducted in 2027, funds can be allocated in the upcoming budget process.

The following are estimated costs regarding changes to the flag display:

- remove two outside poles and reinstall them elsewhere - \$2,000
- level all five poles at Tunnel Bay - \$5,000
- purchase and install new pole - \$5,000

Policy Alignment

This draft policy was written in consideration of various other municipal policies and guidelines from Heritage Canada including [Displaying the National Flag of Canada Quick Reference Guide](#), [Rules for Half-Masting the National Flag of Canada](#) and the [National Flag of Canada Etiquette](#). It formalizes some existing practices and outlines related roles and responsibilities.

Conclusion

As directed, staff have conducted a review of the city's civic recognition and flag policy program and have provided a draft policy for Council's consideration which outlines eligibility, flag protocol, communication initiatives and next steps.

Approved by:

Phil Wood, Director of Operations

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 18 Jun 2026

Approved - 18 Jun 2026

Approved - 19 Jun 2026

Attachments:

[New Flag Policy Draft Finaldocx
Attachment 2](#)



Civic Recognition and Flag Protocol Policy

Date Approved:	Click here to enter a date.
Department:	Administration
Staff Report:	Click here to enter text.
By-Law No.:	n/a

Policy Statement

This policy establishes a framework to govern the regular protocol for flying flags at all city facilities, including the flag display at Tunnel Bay, and the criteria for the approval of the raising of community flags and flag ceremonies. Additionally, this policy defines the parameters for handling illumination requests at the Brockville Railway Tunnel and the Brockville Art's Centre and the protocol for issuing proclamations.

Purpose

The purpose of this policy is to provide a uniform and harmonized protocol for civic recognition including the half-masting of flags and the flying of community flags, processing and responding to illumination and proclamation requests.

Application

This policy applies to flags raised at all city facilities and properties, excluding the Brockville Police Service facility and property. It applies to all illumination and proclamation requests.

Definitions

City means the Corporation of the City of Brockville

City Clerk means the City Clerk for the City of Brockville and their designate

Community Flag means a flag raised temporarily to recognize an educational or awareness period, a charitable initiative, a community event, and/or an individual, institution or organization with special achievements of importance to the local community

Civic Recognition and Flag Protocol Policy
Page 2 of 12

Community Flag Flagpole means the pole(s) located at **XX** which has been designated for community flag raisings

Community Flag Raising means the ceremonial act of hoisting a community flag

Council means the Council of the City of Brockville

Flag Ceremony means an official, pre-arranged event or ceremony, in which a flag is hoisted and displayed on the community flagpole or lowered to half-mast

Half-Mast (Half-Masting) means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions

Illumination means the illumination of the Brockville Railway Tunnel and/or the Brockville Arts Centre in a specific colour in accordance with this policy

National Flag of Canada means the flag approved by the Parliament of Canada as a national symbol of Canada

Mayor means the Mayor of the City of Brockville, and their designate

Proclamation means a formal public statement made by City Council or the Mayor designating a period of recognition in accordance with this policy

Provincial Flag of Ontario means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

Requester means a non-profit or charitable organization with a local chapter, local participants or local impact, a local community group, or a member of Council who has submitted a community flag or proclamation request on the prescribed form in accordance with this policy

Part One - Civic Recognition Requests

General

1. All civic recognition requests for community flag raisings and associated ceremonies or proclamations must be submitted a minimum of four weeks prior to the date of the requested recognition using the prescribed form.
2. If there is a desire to host an associated flag ceremony on city property, a [Facility Use Application](#) must also be submitted and approved at least 14 days prior to the event.
3. Requests are approved on a first-come, first-served basis. No more than **two** Community Flags will be flown at one time.
4. Multiyear requests will not be considered for approval.
5. Where the city responds favourably to a request in accordance with this policy, such response does not constitute a personal or civic endorsement by the city.
6. Community flag requests associated with a month-long proclamation will be recognized for a shortened time period, usually one week.
7. Should technical issues arise on the day of an approved community flag raising, an alternate day will be offered where possible.
8. Requests will not be approved if the related event or time to recognize has passed.

Criteria for the Evaluation of RequestsEligibility

1. The following groups or individuals are eligible to submit a community flag raising, flag ceremony or proclamation request:
 - a) non-profit or charitable organizations with a local chapter, local participants or demonstrated local impact;
 - b) local community groups; and/or
 - c) members of Council.
2. Requests may be made to recognize:
 - a) an educational or awareness period;
 - b) a charitable initiative;
 - c) a community event; and/or
 - d) an individual, institution or organization with special achievements of importance to the national, provincial or local community.
3. Requests cannot interfere with national or provincial flag precedence, half-mast requirements or protocol related to the ordered display of flags as established by this policy in accordance with the [National Flag of Canada Etiquette](#).

Official Visits or Delegation from Dignitary

4. In the event of an official visit or delegation from a dignitary of another nation, the Mayor may direct that the corresponding flag be flown at an appropriate location, in consultation with the City Clerk.

Civic Recognition and Flag Protocol Policy
Page 5 of 12

Ineligible Requests

5. The following requests will not be considered:
- a) those in recognition of other nations, international events or causes, except in the event of an official visit or delegation from a dignitary in accordance with this policy;
 - b) individuals, events, organizations, or community groups with no demonstrated interest or relationship to the City of Brockville;
 - c) political parties or political organizations or associated fundraising;
 - d) religious organizations or associated fundraising;
 - e) business or commercial entities or in celebration of corporate events;
 - f) content that undermines the city's integrity or is discriminatory, inflammatory, illegal or untrue.

Illumination Requests

6. Due to technical and other impacts, the city does not accept requests to illuminate the Brockville Railway Tunnel or the Brockville Art's Centre.
7. In the event of a significant national, provincial or local event or holiday, Council may direct the illumination of either or both assets in consultation with relevant city staff.

Mayor's Approval on Behalf of the City

8. The Mayor may make a proclamation, or approve a community flag raising on behalf of the city in the following circumstances:
- a) Where a community flag raising or proclamation has been previously approved by Council during the current term; and
 - b) The request is not submitted within the deadline and cannot be approved by Council in advance of the significant date(s).

Civic Recognition and Flag Protocol Policy
Page 6 of 12

Pre-Approved Flag Raisings

9. The City of Brockville will fly the Franco-Ontario flag to recognize Franco-Ontarian Flag Day on September 25 and the Survivor's Flag on the National Day for Truth and Reconciliation on September 30 annually without a formal request.

Community Flag Raising Ceremonies

10. If a community flag raising request is approved, the requestor must provide the appropriate flag to the city a minimum of one week prior to the scheduled community flag raising. Flags must be 45" x 90" in size.
11. Community flag raising ceremonies are contingent on the availability of city staff resources and will be scheduled Monday to Friday between 10 a.m. and 4:00 p.m., excluding holidays.
12. The city reserves the right to cancel a community flag raising ceremony due to exigent circumstances such as adverse weather conditions or public safety considerations.

Communication

13. All approved community flag raising and proclamation requests will be shared via the city's official communication channel(s) at the city's discretion. The city will not incur advertising or promotional costs for any approved requests.
14. Upon approval of the request, it is the responsibility of the requester to arrange for media distribution of the approved request at their discretion and for liaising with the Executive Assistant to the City Manager/Mayor to confirm the attendance of the Mayor and/or Members of Council if a related ceremony is being held and their attendance is requested.

Part Two - Flag Protocol

Flying a Flag at Half-Mast

Official Mourning

1. Flags at all City facilities subject to the application of this policy will be flown at half-mast to mark periods of official mourning upon the death of:
 - a) the Sovereign or a member of the Royal family, related in the first degree to the Sovereign (spouse, child, parent or sibling);
 - b) the Governor General of Canada, or a former Governor General;
 - c) the Prime Minister of Canada, or a former Prime Minister of Canada;
 - d) the Lieutenant Governor of Ontario;
 - e) the Premier of Ontario, or a former Premier of Ontario;
 - f) a local Member of Parliament, or a local Member of the Legislative Assembly of Ontario;
 - g) the current or former Mayor of the City of Brockville;
 - h) a current or former Council member of the City of Brockville;
 - i) a current employee of the city, including a member of the Brockville Police Service;
 - j) a resident of the city, who is a member of the Canadian Armed Forces, killed while deployed on operations or while on active duty.

Duration of Official Mourning

2. When commemorating a death, flags will be flown at half-mast as soon as possible from the date the notice of death is received until sunset on the date of the funeral for that individual, unless otherwise established or directed by the appropriate government or organization.

Annual Commemoration of Solemn Occasions

3. Flags will be flown at half-mast annually, to commemorate the following solemn occasions:
- a) Day of Mourning for Persons Killed or Injured in the Workplace (April 28);
 - b) Firefighter's National Memorial Day (Second Sunday in September);
 - c) Police and Peace Officers' National Memorial Day (Last Sunday in September);
 - d) National Day for Truth and Reconciliation (September 30);
 - e) Remembrance Day (November 11);
 - f) National Day of Remembrance and Action on Violence Against Women (December 6);

Other Solemn Occasions

4. The flying of flags at half-mast in commemoration of other periods of official mourning and solemn occasions may be approved by the Mayor, or the Fire Chief with respect to Fire Stations 1 and 2, in consultation with the City Clerk and having regard to the General Principles of this policy and the [rules for half-masting the National Flag of Canada](#).

A half-mast decision is meant to show a collective expression of sorrow and sympathy and should reflect an event or loss that affects the community as a whole. Half-masting should be reserved for truly solemn occasions and shall not be used to advance political, ideological, or religious positions.

Such other instances may include but are not limited to:

- a) Special events recognized by the federal or provincial government that acknowledge the death of a universal figure;
- b) In the event of a national or provincial tragedy and where the federal or provincial government has lowered their flags;

Civic Recognition and Flag Protocol Policy
Page 9 of 12

- c) In remembrance on the anniversary of a national or provincial tragedy and where the federal or provincial government has lowered their flags;
 - d) In the event of a local tragedy that affects the community as a whole.
5. Where a requirement of half-masting arises on a weekend or statutory holiday, flags shall be lowered on the first subsequent business day.
6. When the National Flag of Canada is flown at half-mast, all other adjacent flags will also be flown at Half-Mast.

Communication

7. The City Clerk will communicate the occasion marked by the half-masting on the city's established communication channel(s) at their discretion, including instances where flags are lowered at half-mast at Fire Stations 1 and 2 only.

Flag Display Etiquette

The display of flags shall be in accordance with the Government of Canada as outlined in the [National Flag of Canada Etiquette](#), where it is appropriate and possible to do so. Refer to this guideline for etiquette related to flag precedence, disposal, dignity, the display of multiple flags on interior and exterior poles, the display of flags in a procession and other related matters.

Tunnel Bay

The Tunnel Bay flag display is a unique display arching over Brockville's Railway Tunnel. As the middle staff aligns with the tunnel door when facing north, it is determined that this is the perspective from which the order of flags should be determined.

The National Flag of Canada will be flown on the centre flagpole. To an observer facing north, the Provincial Flag of Ontario will be flown to the left of the National Flag of Canada, and the Brockville Flag will be flown to the right of the National Flag of Canada.

Community Flagpole(s)

One/two community flag pole(s) located at XX are available for the flying of approved community flags. When there are no pending approved requests, a neutral flag such as the City of Brockville flag or similar welcome-style flags will be flown on the vacant poles.

Responsibilities

Mayor

- Approve the half-masting of flags in the event of solemn occasions outside of those annually recognized in this policy in consultation with the City Clerk;
- Approve the raising of another national flag in the event of an official visit or delegation from a dignitary in consultation with the City Clerk;
- Approve proclamations and community flag raising requests on behalf of the city in accordance with this policy.

Council

- Approve and amend this policy;
- Consider community flag raising and proclamation requests in accordance with this policy;
- Direct that the Brockville Railway Tunnel and/or Brockville Art's Centre be illuminated in accordance with this policy.

City Clerk

- Create any procedure and forms deemed necessary and expedient to implement this policy;
- Bring forward for consideration, all community flag and proclamation requests that appear to meet the requirements of this policy;
- Communicate all approved community flags and proclamation requests to the requestor, internal staff and the community at large;

- Communicate the direction and reason for any half-masting of flags to Council, internal staff and the community at large.

Supervisor of Parks

- Oversee efforts required to raise approved community flags;
- Dispose of and maintain flags in accordance with the [National Flag of Canada Etiquette](#);
- Oversee the raising and lowering of flags at all municipal facilities in accordance with this policy, including the delegation of the associated responsibilities at various facilities.

Festivals and Events Coordinator

- Review and approve any Facility Use Applications for flag ceremonies in consultation with relevant city departments;
- Support all approved community flag raising ceremonies.

Fire Chief

- Approve and oversee the lowering of flags in recognition of other solemn occasions at Stations 1 and 2 in consultation with the City Clerk in accordance with this policy;
- Communicate the reason for half-masting for other solemn occasions to the City Clerk;

References and Related Guidelines

Relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof, as amended can be found on their webpages at the following addresses:

<https://www.canada.ca/en/canadian-heritage/services/important-commemorative-days.html>

Civic Recognition and Flag Protocol Policy
Page 12 of 12

<https://www.ontario.ca/page/ontarios-celebrations-and-commemorations>

[Displaying the National Flag of Canada Quick Reference Guide](#)

[Rules for Half-Masting the National Flag of Canada](#)

[National Flag of Canada Etiquette](#)

Review Cycle

This policy shall be reviewed at least once each term of Council.

Attachment 2 – Front of the Tunnel Bay Flag Display



Front of the flag display; appropriate that National Flag of Canada is in line with centre of tunnel doors



City of Brockville General Committee Minutes

4:30 PM - Tuesday, June 16, 2026
City Hall, Council Chambers

The General Committee meeting was called to order on Tuesday, June 16, 2026, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

Members Present: Chair Jane Fullarton, Councillor Katherine Hobbs, Councillor Louise Severson, Councillor Cameron Wales, and Ex-Officio Matt Wren

Regrets: Councillor Philip Deery

Staff: Emily Wood, Procurement Contracting & Risk Management, Jessica Blanchard, Deputy City Clerk, Lindsay Armstrong, Senior Manager of Human Resources, Lynda Ferguson, Director of Finance & IT Services, Natalie Finucan, Communications Coordinator, Phil Wood, Director of Operations, Sandra MacDonald, City Manager, and Sheena Earl, City Clerk

Land Acknowledgement Statement

Chair's Remarks

Chair Fullarton welcomed everyone to the meeting. She noted regrets from Councillor Deery and advised that Mayor Wren was joining virtually.

Chair Fullarton provided an update on the successful tender award for the Reynolds Park Pavilion. She explained that although a tender package had been issued previously, no bids were received within the project's budget, and that there were also some issues related to the flood plain. She reported that staff have since worked through the related issues and made modifications to the tender to better align the project with the available budget. She noted that a report will be brought forward at the July meeting outlining potential enhancements for Council's consideration.

Councillor Hobbs highlighted the annual Brockville Law Enforcement Torch Run, which took place earlier in the day. She noted the event is a fundraiser for the Special Olympics that promotes local athletes and celebrates inclusion. The run began at Hardy Park and concluded at St. Lawrence Park.

Councillor Hobbs also announced the upcoming Fairies in the Park event, which will take place at St. Lawrence Park this Saturday, June 20, beginning at 11 a.m.

Disclosure of Pecuniary Interest

Nil

Delegations and Presentations

Nil.

Correspondence and Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

1. 2026-99
Municipal Accommodation Tax
Enforcement Provisions

Moved by: Councillor Hobbs
Seconded by: Councillor Severson

THAT Bylaw 020-2018 as amended be repealed and replaced with a revised Municipal Accommodation Tax Bylaw with increased enforcement provisions as outlined in staff report 2026-99.

For: Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED 4-0 on a recorded vote

2. 2026-98
Procurement Policy Updates - Buy Ontario Act

Moved by: Councillor Severson
Seconded by: Councillor Hobbs

THAT Policy POL.F.20.139 Procurement Policy be updated accordingly to ensure compliance with the Buy Ontario Act (Public Sector Procurement), 2025 and Municipal Buy Ontario Procurement Directive.

For: Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED 4-0 on a recorded vote

3. 2026-54
Transit System - Proposed Modifications

Moved by: Councillor Hobbs
Seconded by: Councillor Severson

THAT the following modifications to the Transit system be approved as described:

- Removal of existing transit stops that service less than an annual 100 boardings and alightings
- Amalgamation of the identified redundant bus stops that are in close proximity to another stop; and

THAT staff be directed to bring a report to a future meeting detailing additional recommendations of locations where investment in stationary transit infrastructure for example bus stops, shelters, seating and other amenities would benefit the Transit system.

For: Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED 4-0 on a recorded vote

4. 2026-94
Traffic Bylaw Amendments
Liston Ave. at Steacy Gardens

Moved by: Councillor Severson
Seconded by: Councillor Hobbs

THAT the following modification of street traffic configuration on Liston Ave. at the intersection of Steacy Gardens be approved:

- installation of a stop sign for westbound traffic at the intersection of Liston Ave., and
- installation of a no parking sign on the south side, eastbound lane on Liston Ave. in proximity of the intersection of Steacy Garden; and

THAT the necessary bylaws be amended

For: Councillor Fullarton, Councillor Hobbs, Councillor Severson, and Mayor Wren

CARRIED 4-0 on a recorded vote

New Business from Committee Members

Nil.

Information Items

1. 2026-80
Implications of OMERS Governance Change (Bill 68)

Moved by: Councillor Hobbs
Seconded by: Councillor Severson

THAT Report 2026-80, Implications of OMERS Governance Change (Bill 68)
be received for information.

CARRIED

Committee Consent Agenda

Moved by: Councillor Severson
Seconded by: Councillor Hobbs

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

1. 2026-99
Municipal Accommodation Tax
Enforcement Provisions
2. 2026-98
Procurement Policy Updates - Buy Ontario Act
3. 2026-94
Traffic Bylaw Amendments
Liston Ave. at Steacy Gardens
4. Information Item:
 1. 2026-80
Implications of OMERS Governance Change (Bill 68)

CARRIED

Media Question Period

Adjournment

Moved by: Councillor Hobbs
Seconded by: Councillor Severson

THAT the General Committee adjourn its meeting until the next regular meeting scheduled for July 21, 2026.

CARRIED

The meeting adjourned at 5:07 p.m.



Staff Report

Report To: General Committee
Meeting Date: June 16, 2026
Prepared By: Kelly Brintnell, Tourism Advisor
Report Number: 2026-99
Subject: Municipal Accommodation Tax Enforcement Provisions

Recommendation

THAT Bylaw 020-2018 as amended be repealed and replaced with a revised Municipal Accommodation Tax Bylaw with increased enforcement provisions as outlined in staff report 2026-99.

Background

The Municipal Accommodation Tax (MAT) is a revenue tool that the provincial government has given Ontario municipalities through the Stronger, Healthier Ontario Act, 2017 to support and further promote tourism as an economic driver. On December 1, 2017, the Transient Accommodation Regulation 435/17 came into force outlining provisions for municipalities across Ontario to implement a Municipal Accommodation Tax. This is a tax paid by visitors and remitted to the city by the accommodation providers on behalf of guests.

The city established a MAT bylaw in 2018 (known as the Transient Accommodation Tax Bylaw) and has been collecting the tax from eligible accommodations since. In 2024, the amount charged was increased from 4 to 6% and other changes exempted traditional bed and breakfast establishments. Collections are administered through the Ontario Restaurant, Hotel and Motel Association (ORHMA).

Analysis

As more and more municipalities sign on to this program and adopt their own MAT bylaws, best practices are established. The Tourism Industry Association of Ontario (TIAO) has also began to undertake advocacy to strengthen and enhance the MAT regulatory framework. Through this work and local experience with working with the current bylaw it has been identified that enforcement enhancements are desirable.

Based on a recommendation from Cunningham, Swan, Carty, Little & Bonham LLP, the insertion of stronger enforcement provisions will ensure fairness for all and the ability to collect the tax. The current consolidated bylaw is attached as Attachment 1 with proposed new provisions indicated in red. The new provisions will allow the Director of

Finance to calculate the MAT owing based on a set formula in instances where related reports have not been provided by accommodation partners.

Financial Implications

Between 2018 and 2025, the city has collected \$3.1 million in MAT generated from overnight stays. In accordance with O. Reg 435/17, 50% of the funds collected through the MAT must be allocated to an "eligible tourism entity" while the remaining 50% can be used in a manner determined by the municipality.

Policy Alignment

Proposed updates reflect the provisions of Ontario Regulation 435/17 and previous amendments made to the MAT Bylaw.

Alignment with 2023-2026 Strategic Priorities

Aligning with our strategic focus on sustainable financial management, this report outlines changes that support the City of Brockville's 2023-2026 strategic priorities.

Conclusion

Revisions to the MAT bylaw are recommended to ensure its fair application, to meet industry best practices and to ensure the city has appropriate enforcement power.

Approved by:
Lynda Ferguson, Director of Finance & IT
Services
Sandra MacDonald, City Manager

Status:
Approved - 11 Jun 2026
Approved - 12 Jun 2026

Attachments:

[0XX-2026 Bylaw to Establish MAT](#)

The Corporation of the City of Brockville
Bylaw Number OXX-2026

A Bylaw to Impose a Municipal Accommodation Tax (MAT)

WHEREAS section 400.1 (1) of the Municipal Act, 2001, S.O 2001, c.25, (the "Act") provides that the council of a local municipality may pass by-laws imposing a tax in respect of the purchase of transient accommodation within the municipality; and

WHEREAS pursuant to subsection 400.1(3) and 400.4 of the Municipal Act, Council may establish and use such enforcement measures as Council considers appropriate if an amount assessed for outstanding tax, penalties or interest remains unpaid after it is due; and

WHEREAS pursuant to section 400.1 of the Act and the Ontario Regulation 435/17, the Council of the Corporation of the City of Brockville ("Council") established a Municipal (Transient) Accommodation Tax within the City of Brockville on January 30, 2018; and

WHEREAS at a meeting held June 23, 2026, it was deemed desirable to repeal and replace Bylaw 020-2018 to include previous amendments and new enforcement provisions;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS:

1. Definitions

Accommodation - means lodging, and the right to use lodging, that is provided for consideration, whether or not the lodging is actually used for a period of less than 30 days.

City means the Corporation of the City of Brockville.

Council means the Council of the Corporation of the City of Brockville.

Establishment means the physical location, a building or part of a building that provides accommodation.

Lodging means the use of a bedroom, a suite of rooms containing a bedroom, the use of a bed within a bedroom, or the use of one or more

additional beds or cots in a bedroom or suite for a period of less than 30 days.

Municipal Accommodation Tax or "MAT" means the tax imposed under this bylaw.

Person means an individual, a corporation, a partnership, a sole proprietorship, a trust, a joint venture, an association or any other organization or entity of any kind and their respective heirs, executors, administrators, successors, assigns or other legal representatives of a person to whom the context can apply according to law.

Provider means a person or an entity that sells, offers for sale, or otherwise provides accommodation, and includes agents, hosts or others who sell, offers for sale or otherwise provides accommodation for a period of less than 30 days.

Purchaser means a person who purchases accommodation.

Purchase Price means the price for which accommodation is purchased, including the price paid, and/or other consideration accepted by the provider in return for the accommodation provided, but does not include the goods and services tax imposed by the government of Canada or by the province of Ontario.

Traditional Bed and Breakfast means a type of lodging whereby the property owner(s) reside within the property where the accommodations are located.

Treasurer means the Director of Finance/Treasurer, or their designate.

2. Exemptions

1. The Municipal Accommodation Tax imposed under this Bylaw does not apply to:
 - a) The Crown, every agency of the Crown in right of Ontario and every authority, board, commission, corporation, office, or organization of persons a majority of whose directors, members or officers are appointed or chosen by or under the authority of the Lieutenant Governor in Council or a member of the Executive Council.

-
- b) Every board as defined in subsection 1(1) of the *Education Act*.
 - c) Every university in Ontario and every college of applied arts and technology and post-secondary institution in Ontario whether or not affiliated with a university, the enrolments of which are counted for purposes of calculating annual operating grants entitlements from the Crown.
 - d) Every hospital referred to in the list of hospitals and their grades and classifications maintained by the Minister of Health and Long-Term Care under the *Public Hospitals Act* and every private hospital operated under the authority of a licence issued under the *Private Hospitals Act*.
 - e) Every long-term care home as defined in subsection 2 (1) of the *Long-Term Care Homes Act, 2007* and hospices.
 - f) Such other persons and entities as may be prescribed.
 - g) Traditional Bed and Breakfast establishments that are owner occupied.

3. Application of Tax

1. Hotel, Motel, Inn, Resort, Hostel, Dwelling Unit

A purchaser shall, at the time of purchasing accommodation, pay the Municipal Accommodation Tax in the amount of six (6) per cent of the purchase price of accommodation provided for a period of less than thirty days provided in a hotel, motel, inn, resort, hostel, dwelling unit or any place in which accommodation is provided, other than a traditional bed and breakfast establishment.

- 2. For greater certainty, the continuous period referred above is not disrupted by the purchase of different rooms, suites, beds or other lodging in the same establishment in the course of the continuous period.

4. Tax Collected and Submission

1. All providers shall include on every invoice or receipt for the purchase of accommodation a separate item for the amount of the municipal accommodation tax imposed on the purchase, and the item shall be identified as "Municipal Accommodation Tax (MAT)".
2. All providers shall collect the MAT from the purchaser at the time the accommodation is purchased.
3. All providers shall, on or before the last day of every month, remit to the City for the amount of the MAT collected for the previous month and submit statements in the form required by the City detailing the number of accommodation sold, the purchase price of each accommodation, the MAT amount collected and any other information as required by the City for the purpose of administering and enforcing this Bylaw.
4. All providers whose gross sales are less than \$65,000 per year shall, remit the MAT collected and statements on a quarterly basis. These remittances shall be made in April, July, October and January for the previous quarter.

5. Delegation of Authority

1. The Treasurer or designate, shall be responsible for the administration of this Bylaw, including but not limited to approvals, appeals, enforcement and collection.

6. Penalties and Interest

1. Penalties and interest at the rate applicable to overdue property taxes shall be payable by the providers on the non-payment of the full amount of the MAT by the due date set out above, and interest may be added on the first day of default and each month thereafter in which the default continues.

7. Municipal Assessment Where Failure to Remit

1. Where a provider has filed the statements required under Section 4, but failed to pay all or part of the MAT owing to the City, the Treasurer may assess the amount of MAT payable to the City based on the information provided.
2. Where a provider fails to provide some or all of the information required under Section 4 of this bylaw, the amount of MAT payable shall be assessed in accordance with the following process:
 - a) The Treasurer shall assess the amount of MAT payable to the City by multiplying the MAT rate of six (6)% per room rate X 100% occupancy.
 - b) The Treasurer shall mail an invoice to the provider setting out the amount of MAT assessed by the Treasurer under Section 7(2a), as payable by the provider, and in the case of an invoice related to an amount assessed under Section 7(2a), advise the Provider of the rights to re-assessment. The Provider shall pay the assessed amount to the City within fourteen (14) days from the date of the invoice whether or not the assessed amount was actually collected by the provider and whether or not the assessment reflects the amount of MAT actually payable.
 - c) Despite Section 4, where the Treasurer has assessed MAT in accordance with Section 7(2a), the provider may, within one month of the date of the invoice sent pursuant to Section 7(2b), apply to the Treasurer in writing for a re-assessment of the MAT owing to the City for the assessed period. No request for a re-assessment will be considered by the Treasurer unless the Provider has:
 - (i) submitted a completed MAT Remittance Report for the period to which the assessment applied;
 - (ii) paid the amount of the MAT assessed by the Treasurer, in accordance with Section 7(2a) and set out in the invoice sent in accordance with Section 7(2b); and

-
- (iii) has paid any applicable interest or penalties on the amount of MAT assessed by the Treasurer payable under this ByLaw.
 - d) In the event that the re-assessment by the Treasurer reveals an overpayment by the Provider, the Treasurer, will notify the Provider in writing and will provide a refund of the amount overpaid. No interest shall be paid on the amount of the overpayment.
 - e) Where the Provider who is entitled to do so, fails to apply for a re-assessment in accordance with Section 4(4), the amount assessed by the Treasurer in accordance with section 30 shall be final, except as may be determined to the contrary by way of audit.
 - f) Section 7.1 and Section 7.2 apply retroactively to the assessment of MAT payable to the City for any period, whether before, on, or after the coming into force of this amending bylaw.

8. Liens

1. All MAT penalties and interest that are past due shall be deemed by the City Treasurer to be in arrears, and shall be transferred to the tax collectors' roll of the City to be collected in the same manner as municipal property taxes and shall constitute a lien upon the lands.

9. Audit and Inspection

1. The Provider shall keep books of account, records, and documents sufficient to furnish the City or its agent with the necessary particulars of sales of Accommodations, amount of MAT collected and remittance.
2. The City or its agent may inspect and audit all books, documents, transactions and accounts of the Providers and require the Providers to produce copies of any documents or records required for the purposes of administering and enforcing this bylaw, as required.

10. Offences and Penalties

1. Every person who contravenes any provision of this bylaw is guilty of an offence as provided for in subsection 429(1) of the Municipal Act, 2001, and all such offences are designated as continuing offences as provided for in subsection 429(2)(a) of the Municipal Act, 2001.
2. A person who is convicted of an offence under this bylaw is liable, to a minimum fine of \$500.00 and a maximum fine of \$100,000 as provided for in subsection 429(3), paragraph 1 of the Municipal Act, 2001.
3. A person who is convicted of an offence under this bylaw is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 and the total of all of the daily fines for the offence is not limited to \$100,000, as provided for in subsection 429(3) paragraph 2 of the Municipal Act, 2001.
4. When a person has been convicted of an offence under this bylaw, the Superior Court of Justice or any court of competent jurisdiction thereafter may, in addition to any penalty imposed on the person convicted, issue an order:
5. Prohibiting the continuation or repetition of the offence by the person convicted; and
6. Requiring the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.
7. All MAT, including MAT assessed by the Treasurer pursuant to Sections 7.1 and 7.2, as well as any penalties and interest that are past due shall be deemed by the City's Treasurer to be in arrears, and shall be transferred to the tax collectors' roll of the City to be collected in the same manner as municipal property taxes and shall constitute a lien upon the lands.

General

1. This Bylaw shall come into force and take effect on June 26, 2026.
2. If any section or portion of this Bylaw is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the City that all remaining sections and portions of this Bylaw continue in force and effect.
3. This Bylaw may be referred to as "The Municipal Accommodation Tax Bylaw".
4. That Bylaw 020-2018 as amended by 046-2018 and 047-2024 be repealed in its entirety.

Approved by Council on the 23rd day of June 2026.
Deemed passed on the 26th day of June 2026

Mayor

City Clerk



Staff Report

Report To: General Committee
Meeting Date: June 16, 2026
Prepared By: Emily Wood, Procurement Contracting & Risk Management
Lynda Ferguson, Director of Finance & IT Services
Report Number: 2026-98
Subject: Procurement Policy Updates - Buy Ontario Act

Recommendation

THAT Policy POL.F.20.139 Procurement Policy be updated accordingly to ensure compliance with the Buy Ontario Act (Public Sector Procurement), 2025 and Municipal Buy Ontario Procurement Directive.

Background

In February 2020, Council approved Policy POL.F.20.139, a new procurement policy for the Corporation of the City of Brockville to purchase all goods and services and/or construction on behalf of the City by any of the Corporation's legally constituted boards, agencies, commissions, and committees. This Policy replaced bylaw 029-2019.

In December 2025, Ontario established the Buy Ontario Act (Public Sector Procurement), 2025, which aims to improve public sector procurement based on integrity and value for money, while promoting and protecting Ontario's economy and supply chain resilience. Under the Act, the province issued the Buy Ontario Procurement Directive and the Municipal Buy Ontario Procurement Directive the week of March 30, 2026.

The Municipal Buy Ontario Procurement Directive requires municipal sector entities, including all municipalities, local boards, and municipal services corporations to prioritize Ontario and Canadian goods and services in procurement.

The directive covers the following procurements:

- **Fleet Vehicles** (Effective April 13, 2026): Municipalities must purchase or lease Made in Ontario light-duty passenger vehicles (GVWR under 4,500 kg). If unavailable or not operationally feasible, vehicles must come from an Ontario Vehicle Producer, with alternative strategies only as a last resort.
- **Capital Infrastructure** (Effective May 15, 2026): Municipalities must require vendors to submit a Domestic Supply Chain Plan identifying the source of major goods and services. Compliance is confirmed as follows:

- *Smaller projects* (construction under \$347,400 or goods/services under \$139,000): Apply a 10% evaluation advantage to the bidder with the highest proportion of Ontario goods and services.
- *Larger projects* (construction over \$347,400 or goods/services over \$139,000): Apply the same 10% evaluation advantage, with the Domestic Supply Chain Plan weighted at 10% of the total evaluation score. Alternatively, municipalities may set a mandatory minimum threshold for Ontario/Canadian content based on prior market analysis that supplies commit to as part of their bid submission.

Analysis

Following the establishment of the Buy Ontario Act in December 2025, staff have participated in Buy Ontario consultations hosted by AMO and the Ministry of Public and Business Service Delivery and Procurement (MPBSDP). Staff advocated for exceptions and restrictions for the Municipal sector. The Buy Ontario Directive was released the Week of March 30, 2026, with no exceptions granted to Municipalities.

Since the release of the Directive staff have:

- Reviewed the Act, and directive
- Attended awareness and information sessions provided by Supply Ontario
- Reviewed reports and policy revisions released from other Ontario Municipalities
- Assessed the impact on Procurement processes affected by the change
- Adopted the procurement procedures affected by the Directive on the dates outlined in the mandate
- Reviewed the City's Procurement Policy and drafted updates to the policy to ensure compliance with the Act and Directive

Updates to the City's Procurement Policy include:

- Revised and added definitions to be in line with definitions in the Directive
- Revised the authorities of the City Manager to allow approval to exclude procurements from the methods outlined in the Directive under the Value for Money exclusion
- Updated Methods of Procurement RFQ and RFP to include language for evaluation methods outlined in the Directive
- Added section 4.6 with a general outline of the city's commitment to meet the requirements of the Municipal Buy Ontario Directive, allowing for future changes to the Directive
- Removed wording stating non-discrimination based on geographic location

Procurement procedures and templates are being revised to include provisions for applying the requirements of the Act and Municipal Directive. Under the current parameters of the Directive, approximately 20% of the City's annual procurement will be affected by these changes. Implementation of the Directive may require additional

resources related to procurement planning, documentation, reporting and compliance monitoring, particularly for the construction capital projects. These impacts will be managed within existing roles as the bulk of the city's 2026 procurement initiatives were underway prior to the implementation dates outlined in the Directive. Staff will continue to monitor the Act, Directive, and other procurement resources as more information becomes available.

No sections were removed.

Financial Implications

Failure to adhering to the requirements of the Act and applicable directives may result in funding being withheld as stated in the Act.

Withholding funds

6 (1) If a designated broader public sector organization or a prescribed public sector entity fails to comply with any requirement imposed on the organization or entity under this Act, the Board may direct a minister of the Crown to withhold part or all of any amount authorized by law to be paid to that organization or entity.

Value for money exclusion:

On a case-by-case basis where strictly necessary, the City may exclude a procurement from the requirements of the Buy Ontario Act procurement methods when the following criteria are met:

- A detailed market assessment indicates that applying the requirements of the defined procurement methods could increase the procurement's estimated cost by 25% or more compared to not applying the requirements or the procurement as outlined in the procurement methods is not feasible in relation to the needs of the City's operations and;
- The City Manager has provided the approval to exclude the procurement based on the market assessment that was completed.

Actual financial impacts will be identified and managed through individual procurement processes, and the City's capital planning and budget processes.

Policy Alignment

The Procurement Policy is a necessary tool in municipal government.

The changes to the Policy apply to the purchase of all Lightweight Fleet vehicles and Capital construction projects completed on behalf of the City by any of the Corporations' legally constituted boards, agencies, commissions, and committees

Alignment with 2023-2026 Strategic Priorities

This report aligns with the City of Brockville's 2023-2026 Strategic Priorities by supporting the commitment to governance and policy by fostering transparent and accountable government framework with high standards of ethics and integrity.

Conclusion

This report fulfills the City's requirement to adopt the evaluation methods and processes outlined in the Buy Ontario Act and the Municipal Buy Ontario Procurement Directive. The updated Procurement Policy will replace the policy approved July 25, 2025.

Approved by:

Lynda Ferguson, Director of Finance & IT
Services

Sandra MacDonald, City Manager

Status:

Approved - 09 Jun 2026

Approved - 11 Jun 2026

Attachments:

[2026-98 A1 POL.F.20.139 Rev 7 - For Approval](#)



Policy

POL.F.20.139 Procurement Policy

Policy Type: Corporate Policy (**FOR APPROVAL** by Council)
Date Approved: **XX MONTH 2026**
Department: Finance & IT Services
Staff Report: 2026-**XXX**
By-Law No.: n/a

Table of Contents

Policy Statement 3

Purpose, Goals and Objectives 3

Application 4

Definitions 4

Procedures 10

1. Authorities and Responsibilities 10

 1.1 Responsibilities Staff, Council, Committees of Council 11 1.2

City Manager 11 1.3 Director of Finance / Treasurer 12 1.4 City

Staff 13

2. Methods of Procurement and Thresholds 13

3. Exemptions from Procurement Processes 17

 3.1 Unforeseeable Emergency 17

 3.2 Cooperative Purchasing 19

4. Vendor Relationships19

 4.1 Contractor Performance 19

 4.2 Contractor Integrity 20

 4.3 Debriefing 20

 4.4 Local Preference 21

 4.5 Canada Preferred 21

4.6 Municipal Buy Ontario Procurement Directive 22

4.7 Exclusion of Bidders 23

4.8 Litigation, Probation and Suspension 23

5. Ethical Considerations24

 5.1 Lobbying Prohibited 25

 5.2 Conflict of Interest 25

 5.3 Access to Information 25

 5.4 Cooperation with Other Public Agencies 25

6. Reporting.....26

7. Restrictions.....27

8. General Applications.....28

 8.1 Asset Disposal 28

 8.2 Tie Bids Received 28

 8.3 Lowest Bid and/or Highest Bid 29

 8.4 Bids by Members of Council 30

 8.5 Right to Reject Bids 30

 8.6 Bid Dispute (Pre-Award and Post-Award) 30

 8.7 Cancellation (Pre-Award and Post-Award) 30

 8.8 In Kind Services 31

Appendix A – Purchasing Authority 32

Exclusions 34

 Appendix B – Goods and Services “Exempt” from Provisions of the Procurement Policy 34

References and Related Policies 37

Consequences of Non-Compliance 37

Review Cycle 37

Policy Statement

Purchase of Goods, Services and/or Construction shall be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with the applicable federal, provincial and municipal laws.

All purchases of goods, services and/or construction for the City shall be subject to the provisions of the policy. No purchasing process for goods, services and/or construction shall be intentionally structured to avoid any provisions of the Procurement Policy. Prices and authority levels as stated in this policy are intended to be the total cost including net taxes and freight.

Purpose, Goals and Objectives

The purpose of this policy is to provide a clear understanding of the Corporation of the City of Brockville's procurement processes and to ensure that all Goods, Services and/or Construction are acquired in a competitive, fair and open manner, that the process is efficient and accountable, and in compliance with the Canadian Free Trade Agreement, Chapter Five; Government Procurement.

The goals and objectives of this policy are, to the greatest extent possible:

- to define authority and responsibility;
- to encourage open competition and ensure equality among bidders/suppliers;
- to make contractors accountable for their performance to both the City and the public;
- to provide the highest level of government service at the least possible cost;
- to ensure service and product delivery, quality, efficiency and effectiveness;
- to obtain the best value for the City when procuring goods, services and/or construction;
- to promote sustainable, environmental and ethical procurement practices which encompass social, ethical and environmental consideration when acquiring goods, services and/or construction;
- to promote, where applicable, the requirements of O.Reg 191/11: Integrated Accessibility Standards under Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA), in procurement activities of the City as well as any requirements contained in other

legislation (either international, federal or provincial) which may impact the procurement activities of the City.

Application

That authorized employees shall act for the Corporation of the City of Brockville, for the purchase of all Goods, Services and/or Construction and shall be responsible for providing all necessary advice and services required for such purchases in accordance with the method of procurement.

This policy shall apply to the purchase of all Goods, Services and/or Construction made on behalf of the City and by any of the corporation's legally constituted agencies, boards, commissions, and committees.

No purchase of Goods, Services and/or Construction shall be authorized unless it is in compliance with this policy.

Definitions

As used in this policy, the following terms shall have the meanings indicated.

Authority or Authorized - means the legal right to conduct the tasks outlined in this policy as directed by Council and delegated through the City Manager to the Director of Finance. Authorized Purchases are those that have prior approval of Council either through resolution or through the approved Departmental budget.

Award - means the acceptance of a Bid or Proposal by the City; the presentation of a Purchase Order, Credit Cards and/or upon execution of a Contract between the City and a Bidder or Proponent.

Best Interest - means the discretion granted to the City Manager to take the most advantageous action on behalf of the City. Meaning that the authority to act would not conflict with any regulatory or legal principle or implied duties owed to each Bidder by the City. See also "Contract".

Bid - means an offer or submission from a supplier in response to a bid invitation which may be in the form of an oral or written quotation, a short form or public tender or a request for proposal.

Bid Call Document - means the invitation document in the form of Request for Quotation, Request for Tender, Request for Proposal

Canadian-Made Good - means a good that meets any one of the following criteria:

- wholly manufactured or originating in Canada
- at least 51% of the total direct costs of producing or manufacturing the good have been incurred in Canada
- labelled as "Made in Canada" or "Product of Canada"

Canadian Service - means a service wholly provided by individuals (natural persons) located in Canada.

City - means the:

- Corporation of the City of Brockville
- Agencies, Commissions, Boards and Committees of the Corporation of the City of Brockville such as the Library Board, Committee of Adjustment, Airport Commission, Heritage Brockville and the Downtown Business Improvement Association (DBIA).
- Any other Board, Agency, Commission, and Committees that the Corporation of the City of Brockville may add from time to time.
- Where the City is providing financial support through any funding mechanism (debt, grants, donations...) and/or assets being purchased, assembled or constructed that will become the responsibility of the City.
- The City includes the Police Services Board, which may follow their own procurement policy as allowed through the Police Services Act.

City Manager - means the appointed official who directs the administration of the City of Brockville.

City Representative - means an individual authorized by City Manager or Council to act on behalf of the City including but not limited to employees, Committee members, and appointees.

Conflict of Interest - means any action, decision or recommendation by a City Representative where the effect of which could be to the private pecuniary benefit or detriment of the Representative or the Representative's relatives.

Construction - ~~means the process of utilizing labour to build, alter, repair, improve or demolish any structure, building or improvement and generally does not apply to routine maintenance, repair or operations of existing Real Property.~~ means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural

work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

Consulting - means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related Services for consideration and decision-making. Whether a Service in question is deemed Consulting Services should be determined by the nature of the Service being procured and not by the designated professional being represented. Services provided by a licensed professional may constitute Consulting Services. Where the City is seeking to obtain expertise or strategic advice for consideration and decision-making, notwithstanding the designated professional providing the Service, the City is seeking to obtain Consulting Services.

Contract - means any formal legal agreement between two or more parties for Good(s) and/or Service(s), usually in writing. Also means a Purchase Order and/or the agreement in writing between the City and a Contractor in respect of the Good(s), Service(s) and/or Construction to be provided under a Bid Call Document.

Cooperative Purchasing - means a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same supplier(s) or contractor(s). This includes public purchasing organizations established with the specific purpose of reducing procurement costs as a result of aggregated volumes and obtain ready-to-use, competitively solicited contracts which may be used by third parties.

Council or City Council - means the Council of the Corporation of the City of Brockville.

Department - means a Department of the City.

Department Head - means the head of a department within the City as per the City of Brockville organizational chart. Any committee, commission, board or agency reports to the applicable City Department Head with

exception to the Police Chief and the Library Chief Executive Officer who report to their applicable board and are considered Department Heads.

Emergency (Non-Declared) - means an event or circumstance where the Director of Finance/City Treasurer and either the City Manager or Department Head or Manager, in accordance with Appendix A: Authority – Non-Declared Emergency has determined that the immediate Purchase of Good(s) or Service(s) or the entering into of a Construction Contract is essential or necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of essential services or damage to public property or any other expenditure that is necessary to respond to any non-declared Emergency of the City.

Emergency (City-Declared) - means an event or circumstance where the Mayor of the City declares that an Emergency exists in the City or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Plan of the City and to protect property and the health, safety and welfare of the inhabitants of the Emergency Area or as required under EMCPA (*Emergency Management and Civil Protection Act*).

Goods - shall include supplies, materials or equipment of every kind.

Litigation - means any formal dispute between the City and any other party, including third party and cross claims, where a legal proceeding has been commenced for an injunction, a mandatory order, a declaration or the recovery of money or arbitration proceeding.

Lobbying – means any attempt to influence any determination by a public official, staff or entity working with a public official, related to a governmental procurement.

Manager - means a City staff member responsible for oversight of a business unit or functional cluster.

Major goods - means durable materials, systems or components that are essential to ensuring the operational readiness or performance of the deliverable, and include:

- structural materials: concrete, steel and other metals, lumber, stone, aggregates
- building envelope components: windows, glass, roofing systems, bricks

-
- mechanical and electrical systems: HVAC units, generators, elevators
 - specialty items: prefabricated panels, major fixtures
 - fixtures, furniture and equipment
 - transit fleet vehicles

Ontario-Made Good - means a good that meets any one of the following criteria:

- wholly manufactured or originating in Ontario
- at least 51% of the total direct costs of producing or manufacturing the good have been incurred in Ontario.

Ontario Service – means a service wholly provided by individuals (natural persons) located in Ontario.

Ontario Vehicle Producer - means an Original Equipment Manufacturer (OEM) that sells vehicles and would meet the threshold of 1,500 annualized jobs across their Ontario footprint of active and/or planned fully and partially owned vehicle assembly and plants.

Personal Property - Refers to tangible items ranging from common products, such as office equipment and furniture, to specialized apparatuses, including scientific devices and heavy machinery.

Probation - means the action that results when a Contractor receives a rating of “not satisfactory” in any category, on a Contractor Performance Evaluation Form, as per the City’s Contractor Performance Policy. The standard length of the Probation period is two (2) years.

Procurement - means a) purchasing, renting, leasing or otherwise acquiring any Good(s), Service(s) and/or Construction and includes all functions that pertain to the acquisition, including the description of requirements, preparation, solicitation, selection and award of contract and all phases of contract administration; and b) the combined functions of purchasing, inventory control, traffic, and transportation, receiving, inspection, storekeeping, salvage and disposal operations.

Procurement Review Panel (PRP) - means a component of the Request for Proposal (RFP) process, whereby a committee is established to conduct Proposal evaluations, interviews and negotiations during Proposal evaluation for Goods, Services and/or Construction. It is usually comprised of three (3) or more persons from the functional area(s) identified in the scope of work and chaired by the Director of Finance or designate. The number of

evaluators may vary from RFP process to RFP process. The panel of staff and other party(s) that are deemed appropriate to review and make decisions that pertain to but are not limited to Bid Irregularities, Bid disputes, Contractor performance and Contractor Integrity.

Proponent - means the party who submits a proposal in response to a bid call, RFP or RFI.

Procurement Coordinator - means a City Staff member, reporting to the Director of Finance, responsible for posting public procurements.

Purchasing Authority - means those positions listed and includes any position which is higher in the City's reporting structure. If a staff member with purchasing authority is the purchaser, the approval authority must be a higher position. Director's Approval can be provided for Approval Authority to a designated staff, up to \$5,000 and requires approval by the Director of Finance.

Real Property - means land and its permanently affixed buildings or structures; any property which is not Personal Property.

Responsible Bidder - means a Bidder whose reputation, past performance, business and financial capabilities are such that the Bidder would be judged by the City to be capable of satisfying the City's needs for a specific contract; a Bidder, as the context requires, that is fully capable to meet all the requirements of the solicitation or other process and subsequent contract and has satisfactory past performance, including a satisfactory City's Contractor Performance Evaluation Form (where applicable) to perform, as contractually required, and is able to fully document the ability to provide good faith performance.

Responsive Bidder - means a Bidder that has complied in all material respects with the requirements of the Bid Call Document.

Services - may include, but are not limited to, janitorial and cleaning services, consultant services, legal services, medical services, insurance, and the rental, repair or maintenance of equipment, machinery or other personal property.

Single Source - means a Procurement process whereby Purchases of Good(s), Service(s) and/or Construction are directed to one source because

of standardization, integration into existing infrastructure, warranty, or other factors, even though other competitive sources may be available. Examples could be but not limited to water, wastewater infrastructure parts, vehicle and equipment parts and accessories, computer networking equipment, and software.

Sole Sourcing - means the purchasing of a good or service that is unique to a particular supplier and cannot be obtained from another source.

Solicitation - means the City's Bid Call Document and includes but is not limited to, all standard procurement methods and alternative procurement methods, as described in this policy See also "Bid"

Spending Authority - means the Authority assigned to City Representatives by the City Manager, Director of Finance or Department Head to incur expenditures, including advance and progress payments on behalf of the City.

Supervisor - means a City staff member responsible for oversight of workers or charge of a workplace.

Suspension - means the action that results when a Contractor receives a rating of "unacceptable" in any category, on a Contractor Performance Evaluation Form, as per the City's Contractor Performance Policy. Also applies to a Contractor that has received a "not satisfactory" rating in two (2) or more categories on a Final Performance Evaluation or a "not satisfactory" rating in at least one category on two (2) consecutive Final Performance Evaluations.

Tie Bid - means two (2) or more Bids from Responsive and Responsible Bidders that are equal in all respects after evaluation, including price, for Good(s), Service(s) and/or Construction or Sale of Real or Personal Property.

Trade and Cooperation Agreement between Ontario and Quebec - means the trade agreement that promotes trade and economic cooperation between the two provinces.

Procedures

1. Authorities and Responsibilities

Procurement activities shall be within the scope of the City's approved annual budget and only be initiated and executed by persons authorized to acquire and purchase Goods, Services and/or Construction within the authorized purchasing limits as set out in Appendix A – Purchasing Authority. This policy does not apply to items listed in Appendix B – Goods and Services "Exempt" from the Procurement Policy.

1.1 Responsibilities Staff, Council, Committees of Council

This policy shall apply to all Departments and all City Representatives including Committees of Council.

Procurement activities shall be subject to all applicable City policies and by-laws, any specific provisions of the Municipal Act, and all other applicable federal and provincial legislation.

Failure to adhere to the requirements outlined in this policy may lead to disciplinary action up to and including termination of employment, or dismissal from the Board, Agency, Commission or Committee at the discretion of the City Manager.

1.2 City Manager

The City Manager has the Authority to:

- instruct against Awarding a Contract and may provide additional restrictions concerning procurement where such action is considered necessary and in the Best Interest of the City;
- delegate spending authority limits to staff in compliance with this policy;
- award a Contract to the next lowest Responsive and Responsible Bidder or the next highest evaluated Responsive and Responsible Proponent without returning to Council for approval, where an Award has been approved by Council and the selected bidder has failed to enter into a Contract, provided the requirements remain unchanged and the new Contract is within budget; the applicable Department Head shall prepare a report to Council for information purposes.
- In circumstances where a Council or committee meeting(s) has been cancelled or postponed, approve the award/provide approval to proceed for any procurement which will reach its 72 day validity period prior to the next scheduled meeting of Council. A report for information will follow to the next appropriate committee or Council meeting.
- **May exclude a procurement from the requirements of the Buy Ontario Act procurement methods when the following criteria are met:**

-
- A detailed market assessment indicates that applying the requirements of the defined procurement methods could increase the procurement's estimated cost by 25% or more compared to not applying the requirements or the procurement as outlined in the procurement methods is not feasible in relation to the needs of the City's operations and;
 - The City Manager has provided the approval to exclude the procurement based on the market assessment that was completed.

The following Contracts require the approval of the City Manager prior to Award:

- where a Bid in response to a Solicitation contains an irregularity not resolved by the Procurement Review Panel; and
- where there has been a bid dispute submitted that has not been resolved by the Procurement Review Panel in accordance with the City's by-laws, procurement policies and procedures or in accordance with any applicable trade agreements having jurisdiction.

1.3 Director of Finance / City Treasurer

The Director of Finance / City Treasurer is responsible for the facilitation of all aspects of the Procurement Policy by:

- a. providing Procurement advice and services to each Department, the City Manager, Council, Committees of Council and any City Representatives for the purposes of fulfilling the Procurement needs of the City;
- b. monitoring compliance with this policy;
- c. notifying the Department Heads, in advance if possible, of non-compliance;
- d. informing Council, by way of the City Manager, that non-compliance with this policy has occurred;
- e. all aspects for the Solicitation process and ensuring compliance to the terms and conditions of the Bid Call Document;
- f. ensuring City Representatives comply with this policy and reporting non-compliance, in writing, to the appropriate Department Head and the City Manager;
- g. the standardization of all Goods and Services where appropriate and possible, in collaboration with the Department(s);
- h. the disposal of Real Property which has been declared surplus by Council as outlined in the applicable City Policy.

1.4 City Staff

Department Heads and staff are responsible for:

- a. ensuring that department operating and capital expenditures are in compliance with the City’s Budgetary Control Policy;
- b. ensuring committees, commissions, boards and agencies report to the applicable Department Head that will ensure they are in compliance with the City’s Budgetary Control Policy;
- c. ensuring City staff comply with this policy and report non-compliance, in writing, to the appropriate Department Head and the City Manager;
- d. ensuring that the responsibility and authority for all Department Procurement activity remain within the prescribed limits of this policy;
- e. delegating Spending Authority limits to staff in compliance with this policy and all applicable policies.

2. Methods of Procurement and Thresholds

The Department Head will be able to select the most appropriate process for the requirement, taking into account discussions at the planning phase with the Procurement Coordinator.

The following threshold will guide the method of procurement used to purchase Goods, Services and/or Construction.

Estimated Thresholds	Method
Goods, Services and/or Construction	
Up to \$75	Credit card or PO
Up to \$5,000	IRFQ / PO
\$5,000 to \$10,000	IRFQ, RFQ or RFP / PO
\$10,000 to \$50,000	RFQ, RFP or RFT / PO
\$50,000 and over	RFQ, RFP or RFT / PO with Contract (as required)

The chart below identifies the most popular procurement methods. There are also other processes that may be used in conjunction with the primary methods.

Procurement Method	Purpose
--------------------	---------

Request for Information (RFI)	An RFI is a request which is used as a general market research tool to determine what good(s) and service(s) are available which will meet business or operational requirements and acquisition strategies and/or may occasionally request project estimate costs for the purpose of developing a Solicitation and/or budget.
Market Sounding	A market sounding takes advantage of industry intelligence to help design and decide on a best course of action, including the possibility of not proceeding with the project. The information received by the market sounding participants provides guidance to the City and is recognized as suggestive only.
Request for Expression of Interest (EOI)	An EOI is a document issued during the very early stage of the procurement planning process to provide potential bidders with an avenue to register their interest in being involved in a particular project or performing a particular job. May be used as a marketing tool for future opportunities.
Request for Pre-Qualification (RFPQ)	An RFPQ may be conducted for any good(s), service(s) and/or construction for the purpose of establishing a select number of Responsible pre-qualified Bidders that may Bid on the subsequent procurement process by the City.
Request for Quotation (RFQ)	An RFQ by the City seeking submissions from potential vendors to obtain Good(s), Service(s) and/or Construction whenever the requirements can be precisely defined. The expectation is that the lowest Bid meeting the requirements specified in the RFQ would be accepted, unless the Municipal Buy Ontario Directive applies, then an evaluation for Ontario and/or Canadian content will be factored into the award results.
Request for Tender (RFT)	An RFT shall be conducted for the Procurement for good(s), service(s) and/or construction, where all of the following criteria apply: <ul style="list-style-type: none"> a. two (2) or more sources are considered capable of supplying the good(s), service(s) and/or construction; b. the specifications for good(s), service(s) and/or construction can be adequately defined; and c. it is intended that the lowest cost Responsive Bid from a Responsible Bidder(s) shall be accepted. <p>In the case of a pre-qualified Solicitation, only the selected pre-qualified bidders shall be eligible to submit a Bid.</p>
Request for	RFP when the expertise for developing proper specifications and

<p>Proposal (RFP)</p>	<p>criteria lies in the hands of the suppliers or when additional information is required and it is not practical to call tenders the Department Head may seek proposals from suppliers. Where the Municipal Buy Ontario Directive applies, the evaluation scoring matrix shall include a points section for Ontario and/or Canadian content and will be a part of the overall score.</p> <p>This method of acquisition for good(s), service(s) and/or construction can be used for any dollar value, when the requirements cannot be definitely specified. An RFP may be conducted for the procurement for good(s), service(s) and/or construction where any of the following criteria apply:</p> <ul style="list-style-type: none"> a. the selection of the Proponent depends more upon the effectiveness of the proposed solution, than on the price alone; b. it is expected that negotiation with one or more Proponents may be required with respect to any aspect of the Contract; c. the precise good(s), service(s) and/or construction, or the specifications are not known or are not definable and it is expected that the Proponent will further define them; or d. the services required are consulting or professional services or more sources are considered capable of supplying the good(s), service(s) and/or construction;
<p>Blanket Order Contract</p>	<p>Blanket Order Contract for the purchase of goods and/or services which will be required frequently and repetitively. The quantity of the goods should be estimated based upon previous usage when requesting the supplier to establish a set price. The City may establish and maintain a blanket order for these frequently used goods and services once the source and price has been predetermined with selected suppliers by means of an RFP or RFT.</p>
<p>Multi-Step Bid Call</p>	<p>Bidding procedure consisting of two (2) steps:</p> <p>Step 1: consists of a request for a technical Bid, evaluations and discussion without pricing requirements and the selection of Responsive and Responsible Bidder(s) whose requirements are considered most acceptable; and</p> <p>Step 2: consists of reviewing sealed Bid prices from only those bidder(s) whose technical requirements have been</p>

	<p>rated most acceptable in Step 1.</p> <p>In the case of a pre-qualified Bid, only the selected pre-qualified respondents shall be invited to submit a Bid.</p>
Single/Sole Source	<p>In circumstances where the sources of supply are restricted to the extent that there is not effective price competition or consideration of substitutes is precluded due to any of the following:</p> <ul style="list-style-type: none"> a. good(s), based on proprietary technology; b. for reasons of standardization, warranty, function or service such as technical qualifications; c. where compatibility with an existing product, equipment, facility or service is a paramount consideration; d. where a good is purchased for testing or trial use; e. it is subject to Copyright; f. ability to deliver at a particular time; g. where the City has a rental Contract and an offer to buy out the equipment or extend the rental Contract which may be beneficial to the City; h. for matters involving security, legal matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the Contractor or the City; i. a Non-Declared or City Declared Emergency Purchase situation; j. the supplier has a unique capability; and/or other circumstances expressly permitted under an applicable trade agreement; k. to obtain the services from a public utility; l. where goods are offered for sale to the City by auction or negotiation, such purchase will be deemed to be a Single Source; and/or m. other circumstances expressly permitted under an applicable trade agreement.
Negotiation	<p>Negotiation may be a component of another procurement method, it may be used for purchases of goods, services and/or construction when:</p> <ul style="list-style-type: none"> a. when the goods, services and/or construction are deemed necessary by the City Manager, and/or Department Head as a result of an Emergency which would not reasonably permit

	<ul style="list-style-type: none"> the use of any other prescribed Procurement process; b. the required goods and/or services are in short supply; c. competition is prevented due to the existence of any patent right, copyright, technical secret or control of raw material; d. a Sole Source or Single Source is being recommended; e. two (2) or more identical sources Bids are received; f. the lowest Bid received meeting all mandatory specifications exceeds the budget amount; g. the extension or reinstatement of an existing contract would be more cost effective or beneficial to the City; h. only one (1) Bid received in response to a Bid solicitation ; or i. where Authorized by Council in accordance with the established principles of Procurement law.
--	---

All Bids shall be subject to the City’s Contractor Performance Policy. All purchases and related contracts shall be authorized in accordance with the purchasing Authority set out in Appendix A.

3. Exemptions from Procurement Processes

Any requirement for purchases of goods, services and/or construction, not falling under the categories identified above, should be submitted for approval. Occasionally, there may be a need for exemptions from the regular procurement process and direct or Sole/Single source award to a supplier. Any request for an exemption to the procurement process must be signed off by the City Manager, unless the identified requirement falls under the categories identified in Appendix B from being excluded from the Procurement Policy.

3.1 Unforeseeable Emergency

An emergency purchase occurs when a situation creates an immediate and serious need. A key element is that the emergency is unforeseen and could not be predicted in advance. The expiry of a contract does not qualify.

Emergency Purchases (non-declared)

A purchasing process where the usual competitive acquisition rules are suspended due to prevailing emergency circumstances.

A Non-Declared Emergency Purchase shall be made when an event occurs that is determined by the Department Head and the City Manager, in

accordance with the spending limits set in Appendix A: Authority – Non-Declared Emergency, to be a threat to any of the following:

- a. public health;
- b. the maintenance of essential City services or to prevent the disruption of essential services;
- c. the welfare of persons or of public property;
- d. the protection of the City's physical assets; and/or
- e. the security of the City's interests or financial liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of goods and services and time does not permit the Department Head to follow normal purchasing activities to acquire such goods and services, the Department Head may make any necessary purchases without following the procurement policy and is authorized to do so in the most expedient and economical means possible.

When any of the above criteria are applicable, the following process shall be conducted:

- a. good(s), service(s) and/or construction shall be acquired, in an efficient, expeditious manner that is in the best interest of the City;
- b. the Department Head shall notify the City Manager as soon as possible or within two (2) working days, whichever is less;
- c. the Department Head shall provide a full written report of the particulars of the emergency situation in all cases, where the amount of the expenditure has exceeded \$10,000 in value.
- d. an accounting of expenditures to date will be reported to at the next scheduled committee meeting detailing expenditures that exceed \$10,000 under the emergency procurement procedure.
- e. where it is estimated that the expenditure exceeds the Authority of the Manager as stated in Appendix A: Authority – Non-Declared Emergency, the prior approval of both the Department Head and City Manager shall be obtained;
- f. where it is estimated that the expenditure exceeds the Authority of the Department Head as stated in Appendix A: Authority – Non-Declared Emergency, the prior approval from City Manager shall be obtained;
- g. An information report shall be submitted by the Department Head to Council by way of the City Manager explaining the actions taken and the reason(s) for expenditures exceeding \$10,000.00 as outlined in Section 10 City– Non-Declared Emergency.

Emergency Purchases (City Declared)

A City Declared Emergency Purchase shall be made when an event or situation occurs which leads the City Mayor to declare an emergency. The following process shall be conducted:

- a. good(s), service(s) and/or construction shall be acquired, in an efficient, expeditious manner that is in the best interest of the City; and
- b. an information report shall be submitted by the Department Head to Council by way of the City Manager explaining the actions taken and the reason(s) for expenditures exceeding \$10,000.00.

CITY DECLARED EMERGENCY under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.

The City Manager or Department Head may increase staff Delegated Authority limits for Low Value Purchases and/or Authority limits upon the declaration of an Emergency by the City Mayor. An information report shall be submitted by the Department Head and/or City Manager to Council explaining the actions taken and the reason(s) for expenditures exceeding \$10,000.00.

3.2 Cooperative Purchasing

The City may participate in Cooperative Purchasing where there are economic advantages in doing so, provided that if the Procurement is to be conducted by other public bodies or authorities, the City determines that:

- a. The method of Procurement used by the other public body is a competitive method consistent with that as set out in this Policy; and
- b. The awarding, reporting and execution of contracts resulting from the Cooperative Procurement is consistent with that as set out in this Policies and supporting Procedures.
- c. When the City participates in a Cooperative Purchasing Bid conducted by another member of a Cooperative Purchasing group, the purchasing requirements, policies and procedures of that other member will prevail over this Policy for that particular bid.

4. Vendor relationships

4.1 Contractor Performance

Department Heads shall be responsible for monitoring and documenting the performance of all publicly Bid Procurement Contracts in accordance with the City's Contractor Performance Policy.

The Procurement Coordinator shall be notified if action is to be taken to correct the performance of a Contractor where it falls below the standard required by the Contract.

4.2 Contractor Integrity

The Procurement Review Panel may reject Bids and/or terminate existing Contracts for reasons including but not limited to circumstances where:

- a. a Bidder/Contractor has been suspected based on reasonable, objective evidence or convicted of corruption, collusion, bid-rigging and/or any other anti-competitive activity or any other offence under the Criminal Code;
- b. the City is likely to incur increased legal costs in the administration of the Contract if it is Awarded to the Bidder;
- c. a Contractor has contravened the City's Supplier Code of Conduct ;
- d. a Bidder has failed to satisfy an outstanding debt to the City;
- e. there is reasonable grounds based on sound objective evidence to believe it would not be in the best interest of the City to enter into a Contract with the Bidder; and/or
- f. responses to proposals delivered outside of scheduled timeframe.

In cases where the basis for rejection or termination as set out above is with respect to an individual who is currently an owner or member of the board of directors of the Contractor, and the individual resigns or is dismissed within a reasonable period of time, the City may continue to Award the Contract with heightened scrutiny.

The City may, within the limits of the law, Contract with a Bidder who has been convicted of an offense, when required to do so by law or legal proceedings, or when the City considers it necessary to the public interest for reasons which include, but are not limited to the exceptions, set out in Section 8.6 Litigation, Probation and Suspension of this policy.

4.3 Debriefing

Upon request of a Proponent in accordance with the instructions to Proponents, the City will provide such Proponent a debriefing in respect to their Proposal. The debriefing shall not take place until after the Contract has been executed. The City will allow up to thirty (30) calendar days following the date of Contract Award notification for a Proponent to request a debriefing. Where required, debriefings shall be conducted in accordance with the procedure stated in applicable trade agreements.

4.4 Local Preference

In accordance with Federal and Provincial Acts and the various trade agreements in place, there will be no local preference for purchases. The City of Brockville believes in totally fair, open competition for all vendors, regardless of their location and all vendors will be permitted to compete solely on the basis of their ability to provide maximum value, when and where the City is required to disburse public funds.

4.5 Canada Preferred Procurement

The city understands the importance of supporting the Canadian economy and communities from coast to coast. The purpose of Canada Preferred Procurement is to outline how the city can support Canadian Suppliers, Manufacturers and Producers, while still maintaining compliance with trade agreements and remaining within the approved annual budgets.

The city may choose to restrict tendering to Canadian goods, services, or suppliers for procurements below the CETA thresholds. The city may rank proposals according to a defined preference for Canadian goods, services, or suppliers.

When purchasing through a Cooperative Procurement program, the city may choose to select Canadian manufactured, produced or supplied goods or services, so long as costs are within the existing approved budgets.

The city may include Canadian valued-added criteria in a Request For Proposal (RFP), for procurements below the CETA thresholds. The Canada valued-added scoring shall not be more than a 10% of the total score. The city will identify the scoring in the RFP Bid Evaluation Summary.

As outlined in the CFTA, Canadian value-added means:

- (a) in relation to services, the proportion of the service contract performed by natural persons based in Canada; and

(b) in relation to goods, the value of the portion of the good produced in Canada or the difference between the dutiable value of imported goods and the selling price, taking into account any value added by manufacturers and distributors, and including any costs incurred in Canada related to research and development, sales and marketing, communications and manuals, customization and modifications, installation and support, warehousing and distribution, training, and after-sales service. It will be the proponent's responsibility to communicate the value added in their proposal.

Where the goods have been defined as requiring to be Canadian origin or produced, a certificate of origin may be required by the city.

~~This section shall not discriminate against goods, services, and suppliers in other provinces and territories.~~

4.6 Municipal Buy Ontario Procurement Directive

~~The *Buy Ontario Act (Public Sector Procurement), 2025* establishes a framework to prioritize Ontario and Canadian goods and services in procurement across the public sector. This supports Ontario workers and businesses by ensuring that public spending strengthens local supply chains and reduces exposure to global economic and trade uncertainty.~~

~~The Municipal Buy Ontario Procurement Directive supports this by requiring the municipal sector to prioritize Ontario and Canadian goods and services in procurements. This directive applies to municipal sector entities, which means all municipalities, local boards, and municipal services corporations.~~

~~The city will advance the objectives of the Directive by adopting the set out procurement requirements in support of the government's Buy Ontario mandate.~~

~~As outlined in the directive, the city may rely on a vendor's Domestic Supply Chain Plan as evidence of what goods are Ontario or Canadian-Made or what services are Ontario or Canadian services for the purposes of this directive.~~

~~The city will prepare and provide reports containing information and data for any procurements covered by this directive, as requested by Supply Ontario, Ministry of Public and Business Service Delivery and Procurement (MPBSDP), the Ministry of Municipal Affairs and Housing (MMAH) and Treasury Board Secretariat (TBS).~~

4.7 Exclusion of Bidders

The City may, in its sole discretion, prohibit a supplier from bidding on future solicitations, where the supplier has, in the one year period immediately preceding the date of the bidding either;

- a. performed unsatisfactory work;
- b. failed to meet completion dates and/or failed to follow reasonable instructions;
- c. failed to comply with health and safety conditions or violations;
- d. withdrew from a tender once the contract has been awarded;
- e. failed to comply with the terms and/or conditions of a contract; and/or
- f. been a party to litigation with the City.

Refer to the City's Contractor Performance Policy.

4.8 Litigation, Probation and Suspension

The Procurement Review Panel may reject a Bid from any Bidder or any other party (including any related or affiliated entities and any principal thereof) who is in unresolved claims or litigation with the City or who is currently serving a suspension or probation period in accordance with the City's Contractor Performance Policy.

Furthermore, the City shall retain the right to reject Bids which may have been received and/or awarded by the City, notwithstanding efforts by the City to screen the Award of Bids from parties engaged in unresolved claims or litigation with the City or serving a suspension or probation period, once the City becomes aware of such unresolved claim/litigation or suspension/probation period.

Notwithstanding the foregoing, where it is in the Best Interest of the City, the City may award a Contract to a Bidder who is in unresolved claim or litigation with the City or currently serving a suspension period, or is on probation, in accordance with the City's Contractor Performance Policy in any of the following circumstances:

- a. where there is only one Bidder and the Council has approved the Award;
- b. in the case of a Non-declared or City Declared Emergency Purchase as outlined in this policy;

- c. where there is a legal obligation on the part of the City to enter into the Contract, for example, where the City has agreed to be part of a co-operative procurement and the lead agency is recommending the award to the Bidder and the City Manager has approved the Award;
- d. where the proposed Contract is pursuant to an intergovernmental or co-operative agreement and where another public agency has approved the award;
- e. where the City has been named as plaintiff or as a defendant pursuant to a subrogated interest and where, in the discretion of the City's legal counsel, an appropriate arrangement has been made to indemnify the City;
- f. where the matter has been referred to alternative dispute resolution in a form or format approved by the City's legal counsel and where an agreement has been entered into which adequately protects the City's interests, as may be determined in the sole discretion of the City's legal counsel and approved by the City Manager;
- g. where the Contractor or other party is exercising rights pursuant to the Expropriations Act;
- h. where the City is required to do so under an applicable trade agreement;
- i. where the amount in dispute in any unresolved Litigation does not exceed one hundred thousand dollars (\$100,000.00), the City Manager may accept the Bid or Award the Contract, or approve the extension of the Contract, provided that he or she is satisfied that it would be in the best interest of the City, based on the consideration of factors including but not limited to the following:
 - the Bidder's performance under previous Contracts with the City;
 - the City claims history with the Bidder; and/or
 - an assessment of the overall risk and total cost of entering into a Contract with the Bidder.

5. Ethical Considerations

The City's Procurement activities will be conducted with integrity and all individuals involved in the City's Procurement activities, including any outside consultants participating on behalf of the City, shall comply with this policy and act in accordance with the City's Employee Code of Conduct or Code of Conduct for Members of Council Policy.

The City will not procure personal items of direct benefit to officers, employees of the City or any member of Council.

No member of staff or Council may receive a personal benefit from any contract for supplies and/or services or benefit from the very nature of their employment with the City or their being on Council. Further, each person involved in any aspect of procurement on behalf of the Municipality must reject any offer of favours, gifts, entertainment, meals, trips, gratuities, loans or benefits of any kind, in either the pre-procurement phase or during the procurement process regardless of the value.

Promotional items, favours, gifts, or entertainment provided by suppliers/contractors must be submitted to the Human Resources Department for fair distribution in an employee raffle.

5.1 Lobbying Prohibited

If any director, officer, employee, agent or other representative of a Bidder, including any other parties that may be involved in a joint venture, consortium or similar business relationship with the Bidder, makes, from the time the Bid Call Document is released, any representation or solicitation to any elected representative or employee or agent of the City including project consultants, or to the media, with respect to the Bidder's Bid, the City will be entitled to reject the Bid.

5.2 Conflict of Interest

Council shall ensure all procurement activities undertaken on behalf of the City shall be in accordance with the Municipal Conflict of Interest Act and this policy.

Employees shall ensure all procurement undertaken on behalf of the City shall be done in accordance with the City's *Human Resources Policies, Employment Conflict of Interest Policy* and this policy.

All other City Representatives shall ensure all Procurement activities undertaken on behalf of the City shall be done so in accordance with the *City Representative Conflict of Interest Policy* and this policy.

5.3 Access to Information

The disclosure of information received relevant to the issue of Bids or the Award of Contracts shall be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act, as amended.

5.4 Cooperation with Other Public Agencies

The City may acquire Goods and Services from federal, provincial, or municipal body, ministry, agency, board or authority as member of a cooperative purchasing group. This group pools its expertise and resources in order to practise good value analysis and to purchase Goods, Services and/or Construction in volume and save tax dollars. The City may utilize Provincial and Federal Standing Agreements to take advantage of opportunities that are deemed to be in the best interest of the City, as determined by the Director of Finance/City Treasurer.

6. Reporting

Method of Purchasing	Dollar Range	Report from	To
Report Prior to Purchase			
Low Value Purchase	Up to \$5,000	Staff	Designate
	Up to 10,000	Staff	Supervisor
Informal and Request for Quotation (IRFQ)/(RFQ), Request for Tender (RFT)/ Request for Proposal (RFP)	\$10,000 to \$25,000	Supervisor	Manager
Request for Quotation (RFQ), Request for Tender (RFT) / Request for Proposal (RFP)	\$25,000 to \$75,000	Manager	Department Head
Over \$100,000, a minimum of 3 bids are required	\$75,000 to \$150,000	Department Head	Director of Finance
	Over \$150,000	Director of Finance	City Manager
Direct Negotiation / Irregular results	\$25,000 to \$50,000	Department Head	Director of Finance
	\$50,000 to \$150,000	Director of Finance	City Manager
	Over \$150,000	City Manager	Council

Single or Sole Source Purchases	Up to \$10,000	Manager	Department Head
	\$10,000 to \$50,000	Department Head	Director of Finance
	Over \$50,000	Director of Finance	City Manager
Spending authorized under section 5.2		Department Head	Council
Report Post-Procurement			
Non-Declared Emergency	\$5,000 to \$50,000	Department Head	Director of Finance
	Over \$50,000	City Manager	Council

Where 3 bids have not been received, between the values of \$25,000 and \$100,000, and the winning bid is within budget, the Director of Finance will review and provide approval for the procurement to proceed. Staff are required to provide proof of requesting pricing from a minimum of three qualified bidders.

Council shall be informed prior to award any tender or proposal that is over budget or that contains bid irregularities as per the Budgetary Control Policy. In cases where Direct Negotiations may take place, an in-camera session may be requested.

Post-procurement reports to Council shall be provided at the next appropriate Committee meeting or with the budget variance report or at an earlier meeting determined by the Director of Finance.

7. Restrictions

A project awarded for the purchase of goods, services and/or construction cannot be separated into two or more components to circumvent the requirements of this policy as it relates to values of purchases in order to avoid having to meet the requirements of this policy.

The City reserves the right to split an award between multiple proponents within the same purchasing opportunity.

The Procurement authority shall determine whether any purchasing activity may be accepted when it could result in an employee-employer relationship. Any City employee wishing to bid on City projects must first obtain, in writing, approval from the City Manager to do so. In co-ordination with both

the Department Head and Human Resources a judgement may be determined which will adhere to the integrity set forth in this policy.

No personal purchases shall be made for City Representatives or their families with the exception of corporate sponsored employee programs, where applicable.

No City Representative shall personally obtain any Real or Personal Property that has been declared surplus unless it is obtained through a public process, with the exception of City employees (including their immediate family and agents) directly involved in the process to declare City Real or Personal Property surplus who shall be excluded from Bidding to acquire Surplus Property offered for sale. Refer to Disposition of City Property Policy.

Where an applicable international, federal, provincial or inter-provincial trade agreement is in conflict with this policy, the requirements of the applicable trade agreement shall take precedence.

The open and competitive Procurement procedures set out in this policy shall not apply to the purchase of those items listed in Appendix B: Exceptions, or as otherwise listed in this policy.

No City Representative shall purchase, on behalf of the City, any Goods, Services and/or Construction, except in accordance with this policy.

The City may consider, amongst other items during the consideration of Award of Contracts, previously completed Contractor Performance Evaluation Forms to determine if a Bidder is Responsible.

8. General Applications

8.1 Asset Disposal

Department Heads may present a report for the disposal of assets to the Director of Finance for approval prior to proceeding with any form of disposal. See Use of/Disposing of City Property (Non Real Estate Property) Operating Procedure.

Refer to the Procedures for the Sale of Municipal Land by-law 103-2005 for the sale of land.

8.2 Tie Bids Received

Quotations and Tenders

In the case of a Tie Bid between two (2) or more Responsive and Responsible Bidders and where multiple awards are not possible, where a City's Contractor Performance Evaluation rating is on file for each of the Bidders, the Bidder with the best evaluation rating for the same or similar service being procured shall be selected.

If the one or more Bidders don't have a Contractors Performance Evaluation Form, these criteria may be weighted as consider appropriate:

- a. a bidder with an overall satisfactory performance record is given preference over a bidder known to have a less satisfactory performance record;
- b. a bidder in a position to provide adequate after-sales service, with a good record in this regard, will be given preference over a bidder who is less able to provide adequate service or who has a poor record;
- c. when delivery is an important factor, the bidder offering the best delivery date should be given preference;

If the above procedures cannot determine the selected Bidder, the City may:

- a. Request a second Bid from Responsive and Responsible Bidders or
- b. Enter into negotiations with Responsive and Responsible Bidders

Proposals

In the situation, where in the opinion of the Director of Finance/ City Treasurer, two (2) or more Contractor Performance Evaluation ratings are identical, the weighting criteria shall be sorted from highest to lowest importance and the rating in each weighting criteria section compared. The Proposal that scores highest when comparing the weighted criteria individually in order of importance shall be declared the winner.

8.3 Lowest Bid and/or Highest Bid

In the case of quotations and tenders, the lowest or highest bid, as the case may be, of a qualified bidder shall be accepted if it meets the requirements specified in the bid document.

The city has the right to validate costs of any low bid to ensure that the bidder has considered all components of the scope. The City may offer such

bidder an ability to modify their bid and this may affect the bidder's position as low bidder.

Criteria for awarding of bids will be established prior to issuance of tender document to prospective bidders. The criteria will be detailed in the tender document.

8.4 Bids By Members of Council

Members of Council are permitted to bid on City projects. When a Member of Council has any pecuniary interest as a result of submitting a bid, they must act in accordance with the provisions of the *Municipal Conflict of Interest Act*.

In addition to the requirements of the *Municipal Conflict of Interest Act*, when a Member of Council will be absent from a meeting where a matter, which is the subject of consideration, has any pecuniary interest, direct or indirect, the Members of Council shall advise the Clerk in writing, prior to the meeting to disclose the interest and the general nature thereof.

8.5 Right to Reject Bids

Notwithstanding the provisions of this policy, the City shall have the right to reject the lowest or any bid at its absolute discretion. The City also reserves the right to cancel or reissue bid documents in the original format or modified as best suits the requirements of the City.

8.6 Bid Dispute (Pre-Award and Post-Award)

Bidders shall advise the Procurement Coordinator stated in the Bid Document, prior to the deadline of written questions, if a Bidder needs to address any discrepancies, errors, concerns, and/or omissions in the Bid Call Document, or if they are in doubt as to any part thereof.

The Procurement Review Panel may consider all Bid Disputes (Non-Judicial) in accordance with this policy or in accordance with any applicable trade agreements having jurisdiction.

8.7 Cancellation (Pre-Award and Post-Award)

In the event that a procurement is cancelled prior to the award of the work, all bidder's will be notified by the Procurement Coordinator and provided with the reason for the cancellation.

The city reserves the right to cancel a contract post-award if the bidder is unable to achieve the intended results of the contract due to errors in the bidders submission, including pricing or misinterpretation of the scope by the bidder. The city may cancel the original award and offer the work to the next contractor based on the evaluation criteria of the procurement.

8.8 In Kind Services

The city reserves the right to accept services "in kind" from experienced, qualified contractors at the discretion of the Department Head, up to a maximum of \$5,000 of "in kind" services. Services provided "in kind" are subject to warranty periods and provisions outlined in the City's Terms and Conditions - Supply of Goods and Services.

The city reserves the right to reject "in kind" services of any contractor without cause to ensure a fair procurement process is conducted for the work. In kind services should not influence the awarding of a procurement.

Appendix A – Purchasing Authority

Method of Purchasing	Dollar Range	Purchasing Authority	Approval Authority
Low Value Purchase	Up to \$5,000	Staff	Designate
• Request 3 bids	Up to 10,000	Staff	Supervisor
• Informal Request for Quotation (IRFQ)/ Request for Quotation (RFQ)/ Request for Proposal (RFP)	\$10,000 to \$25,000	Supervisor	Manager
• Request 3 bids			
• Request for Quote (RFQ)	\$25,000 to \$75,000	Manager	Department Head
• Request for Proposal (RFP)			
• Request for Tender (RFT)			
• Direct Negotiation			
• Request 3 bids*			
* Over \$100,000, a minimum of 3 bids are required	\$75,000 to \$150,000	Department Head	Director of Finance
	Over \$150,000	Director of Finance	City Manager
Single or Sole Source Purchases	Up to \$10,000	Manager	Department Head
	\$10,000 to \$50,000	Department Head	Director of Finance
	Over \$50,000	Director of Finance	City Manager
Non-Declared Emergency	\$5,000 to \$50,000	Department Head	Director of Finance
	Over \$50,000	City Manager	Council

* Where 3 bids have not been received, between the values of \$25,000 and \$100,000, and the winning bid is within budget, the Director of Finance will review and provide approval for the procurement to proceed. Staff are required to provide proof of requesting pricing from a minimum of three qualified bidders

POL.F.20.139
Procurement Policy Rev 7

Page 33 of 37

All Procurements, with the exception of Appendix B, **over \$100,000** that contain bid irregularities or when less than 3 bids have been submitted, require Council Approval for the procurement to proceed.

Incremental or progress invoices for approved contracts can be approved by an Approval Authority within the Method of Purchasing outlined above (Ie. A Single Source contract approved by the Director of Finance may have a progress invoice for \$8,000. This invoice can be approved by the Department Head). Invoices shall not be split up to allow for a lower Approval Authority to approve payment for the work.

Procurement processes shall follow the Canadian Free Trade Agreement, Chapter Five; as well as the European Union Comprehensive Economic and Trade Agreement (CETA).

Exclusions**Appendix B – Goods and Services “Exempt” from provision of the Procurement Policy**

1. Training and Education
 - a. Staff registration and tuition fees for conferences, conventions, courses, workshops and seminars
 - b. Magazines, books and periodicals
 - c. Memberships
 - d. Staff development
 - e. Facilitators and program hosts

2. Refundable Employee / Councillor Expenses / General Expenses
 - a. Expense claims
 - b. Meals
 - c. Travel and Accommodation
 - d. Payroll deduction remittances
 - e. Medical
 - f. Licenses (vehicle, firearms, etc.), Certificate and other approvals required
 - g. Debenture payments
 - h. Grants to Agencies
 - i. Damage claims
 - j. Petty Cash replenishment
 - k. Tax remittances, WSIB remittances
 - l. Newspaper advertising
 - m. Retirement Recognition Awards
 - n. Payroll related issues / Payment for employment
 - o. Charges to and from Government Bodies, including Crown Corporations
 - p. Sinking fund payments
 - q. Property Tax Bill printing and mailing services
 - r. Postage

Professional Services and Special Services

Up to \$25,000, or defined more specifically in another City Policy or Council Policy, including, but not limited to:

- a. Committee fees
- b. Legal fees for expert or professional legal services for all City requirements and insurance matters
- c. Arbitrators
- d. POA Prosecutors
- e. Fees for Professional Witnesses appearing on the City's behalf at Court hearings
- f. Physicians, nurses, pharmacists or other Health Care providers
- g. Medical and counselling fees
- h. Realty services and Appraisal services
- i. Honorariums
- j. Public Debenture Sales
- k. Additional Non-recurring accounting and auditing services
- l. Entertainers for special events
- m. Realty services for lease, acquisition, demolition, sale and appraisal or Land Property including appraisal and consulting services relating to matters of Expropriation

Professional and special services exceeding \$25,000 must follow the approval process.

3. Commodity Hedging such as electricity, natural gas, fuel, etc., under O. Reg. 653/05: Debt-Related Financial Instruments and Financial Agreements under Municipal Act, 2001, S.O. 2001, C. 25
4. Utilities (monthly charges, maintenance, utility relocations, construction, acquisition or where proprietary):
 - a. Water and Sewer
 - b. Telephone (excludes cellular)
 - c. Internet and Fibre
 - d. Cable Television
 - e. Railway crossings
6. Health and Social services including payments to social agencies for purchased services

7. Events supporting local non-profit organizations
8. The Purchase of Real Property
9. Investments, as recommended by the Director of Finance and/or City Manager
10. Banking
11. Any additional exceptions expressly permitted in an applicable trade agreement
12. Legal services and Labour Relations services as deemed appropriate by the City Manager up to \$25,000
13. When the purchase is already covered by a lease-purchase agreement
14. When an urgent purchase is necessary for fulfilling a statutory order issued by a federal or provincial authority, such as an environmental, public health, or workplace safety compliance order
15. When it is necessary to ensure compatibility with existing products or to avoid violating warranty/guarantee requirements when service is required agreement on Internal Trade and the Ontario-Quebec Trade Agreement indicate specific exceptions to competitive sourcing.

These purchases are still subject to internal financial controls, generally accepted accounting and reporting practices and Municipal Act requirements.

When directed by City Manager or as approved by Council as a best practice plan, the following purchase of professional services will be completed through a Request for Proposal:

- a. Auditing (every 5 years)
- b. Integrity Commissioner Services
- c. Actuaries
- d. Insurance (every 5 years)
- e. General Legal

References and Related Policies

Accounts Payable Policy
Budgetary Control Policy
Contractor Performance Policy
Disposition of City Property Policy
City Representative Conflict of Interest Policy
Employee Conflict of Interest Policy

Consequences of Non-Compliance

Failure to comply may result in payments delays, invoices refused, corrective and/or disciplinary action up to and including dismissal.

Review Cycle

Finance and/or internal auditor and/or auditors may conduct reviews at any time, without notice, to assess compliance with this policy.

This policy shall be reviewed and updated every five years or before to coincide with changing business issues and external guidelines and regulations.



Staff Report

Report To: General Committee
Meeting Date: June 16, 2026
Prepared By: Phil Wood, Director of Operations
Pat Brown, Supervisor of Transportation & Fleet Services
Yanick Beaudin, Supervisor of Public Works
Report Number: 2026-94
Subject: Traffic Bylaw Amendments
Liston Ave. at Steacy Gardens

Recommendation

THAT the following modification of street traffic configuration on Liston Ave. at the intersection of Steacy Gardens be approved:

- installation of a stop sign for westbound traffic at the intersection of Liston Ave., and
- installation of a no parking sign on the south side, eastbound lane on Liston Ave. in proximity of the intersection of Steacy Garden; and

THAT the necessary bylaws be amended

Background

Operations staff reviewed traffic configuration at the intersection of Liston Ave. and Steacy Gardens. Staff noted several areas of potential improvement based on the observations of the traffic trends at the intersection following the completion of recent construction of Steacy Gardens subdivision. Staff noted several issues that could be addressed using standard road treatments available through Public Works, namely:

- Road markings connecting pedestrian sidewalks
- Delineating center lines for traffic following Liston Ave.
- Eastbound traffic on Liston Ave. turning into Steacy Gardens may struggle with the in-place right of way on Liston Ave.
- Current on street parking on Liston Ave. in close proximity to Steacy Gardens

The objective of this report is to obtain Council approval to make changes to the traffic configuration at the intersection of Liston Ave. and Steacy Gardens, including the required amendments to applicable bylaws.

Analysis

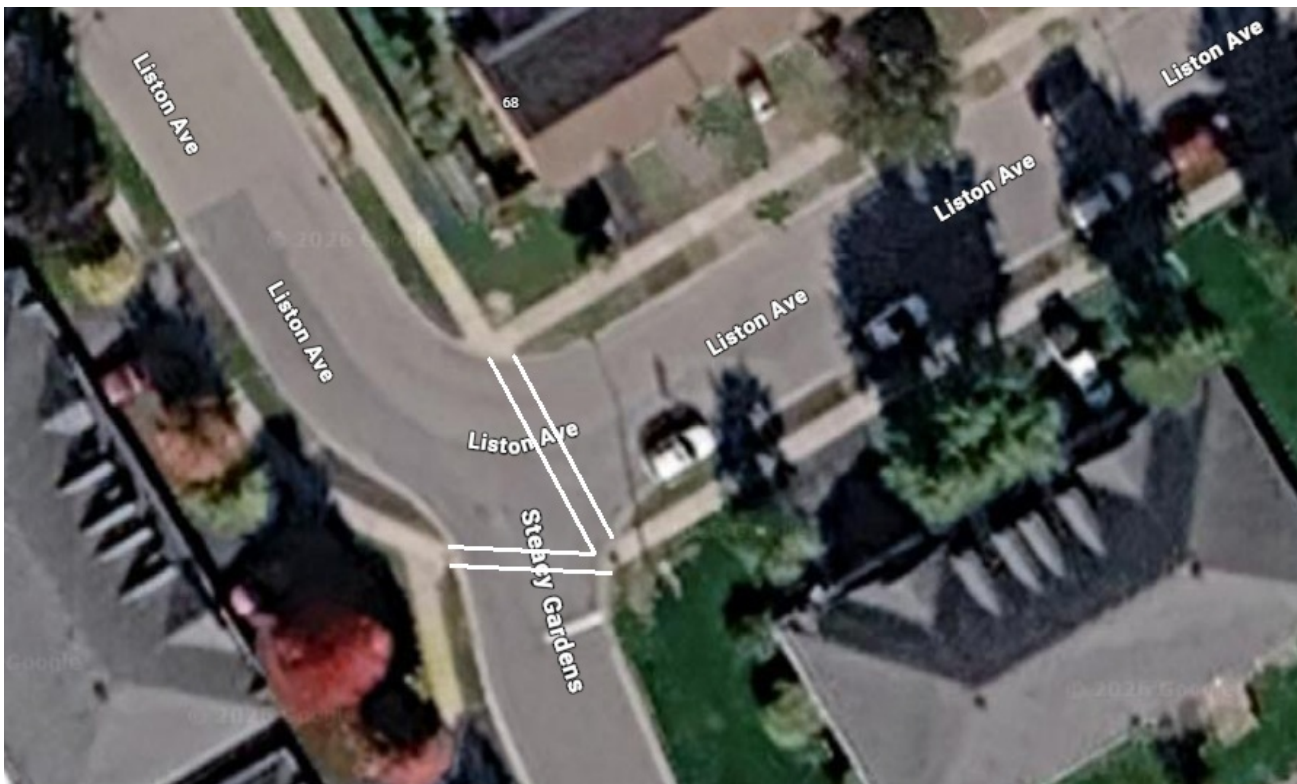
Following a site meeting, three primary items were identified where if modified would improve the safety for pedestrians and traffic.

1. Pedestrian cross overs requiring road markings
2. Liston Ave. eastbound traffic right of way
3. On street parking on Liston Ave. south side, westbound lane at Steacy Gardens

Staff have identified items can be adequately improved with prescriptive modifications to the road. Each modification required amendment to the respective Traffic and Parking bylaws to enact.

Pedestrian Crossover Markings:

The Liston Ave. Steacy Gardens intersection has multiple implied road crossing points from sidewalks that were installed during the construction of the Steacy Gardens subdivision. These road markings have been not painted. This can be addressed during the annual road marking painting undertaken by Public Works. An illustration of the intended work is provided below for reference.



Liston Ave. eastbound traffic traffic right of way:

Traffic following the current Liston Ave. traffic configuration occasionally encounter oncoming westbound traffic that cuts the corner shallow. Additionally, eastbound Liston

Ave. traffic may encounter westbound traffic turning left into Steacy Gardens. Westbound traffic must yield to oncoming eastbound traffic based on standard right of way road rules. This configuration follows standard right to way rules however, this can be improved with modification. Staff propose two treatments that will improve this configuration:

1. A new stop sign for westbound traffic on Liston Ave. will ensure traffic stops. This is an improvement from the implied yield for right of way rules.
2. Installation of a broken centerline on Liston Ave. will provide all Liston Ave traffic with definition of traffic lanes in both directions.

Installing these two standard road treatments will improve the vehicle and pedestrian safety at this intersection. The addition of the stop sign requires an amendment to the Traffic Bylaw. An illustration is provided below for reference.

Liston Ave. On Street Parking south side, westbound lane at Steacy Gardens:

Cars that currently park on the south side of Liston Ave. in the westbound lane, in close proximity to Steacy Gardens are an aggravating factor to eastbound traffic cutting the corner at Steacy Gardens. Current Parking bylaw restricts on street parking within 9 meters of an intersection to avoid unintended problematic circumstances. To reinforce this, Staff will install a no parking sign specific to this location. Parking will remain available in the current configuration, further east along Liston Ave. on the south side. The restriction of Parking in this specific location is made enforceable with an amendment of the Parking Bylaw.

Financial Implications

The proposed improvements to the Liston Ave. Steacy Gardens intersection are proposed to be installed by Public Works staff. This road work, road paint and sign materials are all available through Public Works. The projected expenses are accounted for in the the annual Public Works operating budget.

Policy Alignment

City bylaws can only be amended with approval of Council.

Alignment with 2023-2026 Strategic Priorities

The proposed improvements to the Liston Ave. Steacy Gardens intersection align with strategic priority 2.0 Sustainability and Well-being. section 2.1.3 increasing mixed-use and walkable development.

Conclusion

Staff reviewed the intersection and noted that it is compliant but that there are opportunities to improve the performance and safety of the intersection with standard road treatments.

Staff are prepared to make modifications to the intersection but require Council approval to amend the respective Traffic and Parking bylaws.

Approved by:

Phil Wood, Director of Operations

Pat Brown, Supervisor of Transportation &
Fleet Services

Yanick Beaudin, Supervisor of Public Works

Sandra MacDonald, City Manager

Status:

Approved - 02 Jun 2026

Approved - 02 Jun 2026

Approved - 02 Jun 2026

Approved - 11 Jun 2026



Staff Report

Report To: General Committee
Meeting Date: June 16, 2026
Prepared By: Phil Wood, Director of Operations
Pat Brown, Supervisor of Transportation & Fleet Services
Report Number: 2026-54
Subject: Transit System - Proposed Modifications

Recommendation

THAT the following modifications to the Transit system be approved as described:

- Removal of existing transit stops that service less than an annual 100 boardings and alightings
- Amalgamation of the identified redundant bus stops that are in close proximity to another stop; and

THAT staff be directed to bring a report to a future meeting detailing additional recommendations of locations where investment in stationary transit infrastructure for example bus stops, shelters, seating and other amenities would benefit the Transit system.

Background

In 2025, Brockville Transit staff initiated a comprehensive review of the City's transit system through collection and analyzation of geometric operational performance data across existing routes and stops. The data analysis was made possible through installation of onboard vehicle telemetry systems that generated data points during daily Transit service. The primary objective of this project was to gather detailed transit operation data to identify opportunities for service improvements.

To support this analysis, cellular telemetry packages were installed on all conventional transit vehicles. These systems captured boarding and alighting data across when busses were stopped at the 162 bus stop locations throughout Brockville. Data collection has occurred over a 12-month period, from March 19, 2025, to March 19, 2026, resulting in approximately 148,000 data points.

Using this dataset, City staff conducted a systematic review of bus stops along the Red, Blue, and Green routes. Further staff evaluation focused the general accessibility, the presence and condition of existing amenities at each location in accordance with the ridership trends. This analysis is intended to inform future operational planning, service optimization, and infrastructure improvements within the transit network.

The objective of this staff report is to provide the information to Council, illustrate ridership trends, and provide recommendations for basic modifications to the system.

The current bus route map can be found at this link: [Brockville Transit Route Map](#)

Analysis

Amenities:

While reviewing existing case studies to establish ridership-based criteria for bus stop amenities, it was determined that most available comparisons reflect higher-density transit systems, such as those in Toronto and Ottawa. These systems experience significantly greater annual ridership volumes than those observed in Brockville, making direct application of their thresholds inappropriate.

However, the general framework for classifying bus stops based on ridership and assigning amenities accordingly remains applicable. As such, a tailored classification system was developed to better reflect Brockville's population size and transit usage patterns.

Bus stops were categorized into four classes—A, B, C, and D—based on annual ridership:

- **Class A - Shelter (15 locations):** 1,600+ annual boardings/alightings
Recommended amenities: shelter (if applicable) garbage receptacle, bench, route information, and bus stop sign
- **Class B - Enhanced (25 locations):** 800–1,599 annual boardings/alightings
Recommended amenities: bench, route information, and bus stop sign
- **Class C - Basic (89 locations):** 100–499 annual boardings/alightings
Recommended amenities: bus stop sign
- **Class D (33 locations):** 0–99 annual boardings/alightings
Recommended action: considered for removal or consolidation

Applying these criteria, all (162) existing bus stop locations were classified accordingly. This approach provides a scalable and context-sensitive framework to guide future investments in transit infrastructure, ensuring that amenities are aligned with actual usage while maintaining service efficiency.

The decision to install bus shelters is based on ridership volume alongside key factors such as demographic needs, community destinations, and transfer points.

Current shelter locations include:

- Transfer Points: Box Stores, Court House
- Community destinations: St. Lawrence College, Brockville General Hospital

- Demographic areas (Densified residence): Kensington Parkway, Strowger Blvd. at Schofield Ave., Front St. at Park St., and Kent Blvd. at Jefferson Drive

Relocating existing shelters or investing in additional ones would better service high-ridership areas. Furthermore, bus stops on private property with high traffic should be a joint venture between the City of Brockville and the property owner. A comprehensive plan for shelter placements will be provided under *Alternatives* section of this report.

Lighting:

Appropriate illumination of bus stops is a benefit for several reasons including; safety, visibility, security at night or early morning, and reducing vandalism. Of the 168 bus stops that currently exist in the Brockville Transit system, 79 of them benefit from proximal streetlight illumination. The data gathered for this report was analyzed to decipher the top (10) locations utilized during dusk and dawn times. A beneficial point of future investment would be additional button activated solar lighting to enhance the rider experience and provide the aforementioned safety benefits. Staff will detail bus stop locations that will benefit from additional investment of lighting in a future report.

Bench vs Simme Seat:

Traditional transit benches are currently installed at (33) locations throughout Brockville. These benches provide riders with comfort and support while waiting for transit service, particularly at higher-ridership stops. In addition to their functional role, the City maintains an advertising agreement with an advertising and marketing contractor, through which select benches generate revenue.

As part of ongoing system optimization, strategic relocation of existing benches to higher-demand locations represents a cost-effective opportunity to better align amenities with ridership patterns. However, traditional benches require periodic maintenance, including the replacement of wooden planks and upkeep of advertising frames.

An alternative to traditional benches is the Simme Seat—a pole-mounted, dual-seat design typically constructed of plastic or steel. These units require significantly less space and lower maintenance, making them well-suited for constrained locations or mid-tier ridership stops. Incorporating Simme Seats into the amenity strategy would allow the City to expand seating availability while minimizing lifecycle costs and spatial impacts. A sample of a Simme Seat is shown below.



Garbage Receptacle:

The existence or implementation of additional garbage receptacles at high-ridership locations has several benefits. Stops without waste bins tend to accumulate litter which affects the cleanliness and aesthetics of the stop and the service as a whole. Other key factors include environmental benefits, rider experience, support for longer wait times, and accessibility and equity considerations. Staff will detail additional stop locations that will benefit from additional investment in garbage and waste receptacles in a future report.

Ridership, Bus Stop Validity:

The Brockville Transit system provides approximately 90,000 passenger trips annually. The 2019 Active Transportation Plan identified that fewer than 2% of Brockville residents utilize public transit, indicating a relatively low mode share compared to larger urban systems. Analysis of the collected data indicates that transit usage is concentrated around several key trip generators, including:

- Transfer locations
- Apartment complexes
- Retirement communities
- Shopping centers and grocery stores
- Educational facilities
- Employment areas
- Medical facilities

Outside of these primary ridership generators, ridership patterns suggest that usage is more dispersed, with occasional demand in urban and semi-urban areas.

The 148,000+ data points collected during the study period were organized by individual bus stop location and analyzed in descending order of activity. Based on a 365-day period, stops with fewer than 100 annual boardings and alightings equate to less than one use per week, indicating very low demand.

In addition to ridership levels, stop spacing and proximity were evaluated to identify opportunities for consolidation. As a result of this analysis, (33) existing bus stop locations were identified as not meeting the minimum 100 annual usage threshold. Several additional stops were also flagged for potential amalgamation due to their close

proximity to higher-performing stops, with the goal of simplifying the network, improving operational efficiency, and better aligning stop locations with actual demand.

Bus Stops Proposed for Removal:

Based on the accumulated Transit data and observable trends measured trends, staff recommend removal of the following identified bus stop locations due to very low usage.

ROUTE	STOP ID	ON	OFF	COMBINED	ADDITIONAL REASONING
	Brock at Dales	16	17	33	Next stop less than 200m away.
	Brock at Elm	4	0	4	Low ridership
	Brock at Ridgeway	3	0	3	Low ridership
	California at Waltham	2	3	5	Low ridership, mostly used by Para-Transit
	Col Curry at Dana	99	11	110	Next bus stop 200-250m away
	Dana at Beley	21	15	36	Riders will use Dana at Laurier
	First at Keefer	23	24	47	Low ridership, Riders can use Crawford at Davison
	Kent at Parkdale	13	101	114	Riders will use Jefferson at Kent. Business park now developed.
	King at Ann	14	7	21	Low Ridership, riders can use King at Gilmour
	King at McCready	0	0	0	No Ridership
	Laurier at Old California	7	8	15	No Ridership, no pedestrian infrastructure
	Laurier at Traintracks	3	4	7	No Ridership, no pedestrian infrastructure
	North Augusta at Speedy	0	2	2	No Ridership
	Oxford at Scace	0	0	0	Low Ridership, new route proposed
	Oxford at Waverly	19	11	30	Low Ridership, new route proposed
	Parkdale at California	5	36	41	Low Ridership, No pedestrian infrastructure.
	Parkdale at SLC	16	57	73	Most riders use the rear location which is equipped with a shelter.
	Reynolds at First	25	5	30	Low Ridership, new route proposed
	Reynolds at Oxford	34	2	36	Low Ridership, new route proposed
	Reynolds Mid Block	0	2	2	No Ridership
	Schofield at Mid-Block	0	1	1	No Ridership
	Stewart at Eleanor	1	0	1	No Ridership
	Waltham at Broome	0	1	1	No Ridership
	Waverly at Baker	2	0	2	No Ridership
	Waverly at First	12	5	17	Low Ridership, new route proposed
	Millwood at Rosebud	28	90	118	Low ridership, 200m to next bus stop
	Waltham at California	3	58	61	Low Ridership
	Windsor at St.John Bosco	39	19	58	Low Ridership, no pedestrian infrastructure. Next stop less than 200m away.
	Laurier at Memorial Park	17	42	59	Low Ridership, next stop 230m
	Laurier at Bridlewood	25	50	75	Low Ridership, next stop less than 200m away
	King at First	24	15	39	Low Ridership, No pedestrian infrastructure.
	James at Victoria	28	75	103	Low Ridership, less than 200m from Transfer station
	Garden at Pine	30	131	161	250m away from Transfer station
	Broome at Parkdale	1	149	150	Dropoff location for Walmart. Box Stores stop same proximity

Consolidation or Movement:

Based on the accumulated Transit data and observable trends, staff recommend amalgamation or movement of the following identified bus stop locations.

ROUTE	STOP ID	ON	OFF	COMBINED	REASONING
1	Hastings at Royal	76	53	129	Consolidate to Hastings at Mid-Block
	Hastings Mid-Block	500	155	655	Near apartment complex, higher ridership
2	King at Oak	69	11	80	Consolidate to King at Pastime Motors
	King at Pastime Motors	20	22	42	Fully accessible location
3	Laurier at Milwood	18	40	58	Poor location
	Laurier at Windsor	27	4	31	Poor location
	NEW: Laurier Mid-Block	45*	44*	89*	*Projected early stats, new location more accessible and safe
4	Millwood at Canadian Tire	196	326	522	Next stop 120m away
	Parkdale at Millwood	24	55	79	More accessible location, better for traffic flow
5	Laurier at Dana West	34	76	110	Move to become Dana at Laurier West - Better for traffic flow and pedestrian infrastructure.
6	Laurier at Dana East	15	79	94	Move to become Dana at Laurier East - Better for traffic flow and pedestrian infrastructure.

Accessibility:

A compliant and welcoming transit system must provide bus stop infrastructure that supports equitable and accessible use for all riders. Key accessibility features include connections to pedestrian infrastructure, smooth and barrier-free transitions, appropriate surface grades, and adequate space for the deployment of mobility devices.

Each bus stop within Brockville Transit was evaluated and assigned an accessibility score ranging from 0 to 4, based on the presence of these characteristics. A score of 0 indicates that none of the criteria are met, while a score of 4 reflects full compliance with all identified accessibility features.

Across the (163) bus stop locations in Brockville, the average accessibility score was 1.5. This indicates that while many stops benefit from basic connectivity to pedestrian infrastructure, most lack the full range of features required for accessible boarding. Achieving a score of 4 typically requires the presence of a curb cut to enable smooth transitions, as well as a dedicated concrete pad to support the safe deployment of mobility devices.

The most significant barrier to accessibility within the current system is the lack of consistent, smooth transitions between the sidewalk and the transit vehicle. While not all individuals with disabilities require a lift to board a bus, a standard 6-inch curb face can present a substantial obstacle. In many cases, drivers rely on informal transition points such as private driveways or intersections to facilitate boarding. However, these locations can introduce operational challenges, including traffic congestion and safety concerns.

This analysis highlights a clear need for targeted infrastructure improvements to enhance accessibility, particularly at higher-ridership stops, and to reduce reliance on informal or suboptimal boarding locations. In 2024, \$25,000 was approved for the purpose of Accessibility upgrades to bus stop locations. Staff will detail a list of suggested bus stop locations that will benefit from additional investment of lighting in a future report to Council.

Alternatives

In order to optimize service delivery, maximize operational efficiency, and ensure that capital investments are strategically allocated, Brockville Transit has developed the following set of recommendations. These include targeted amenity installations, bus stop removals, consolidations, relocations, and accessibility upgrades across the network in Brockville. The following locations have been identified by staff, however staff have not prioritized to move this forward. By providing the list of potential relocation of bus shelter in the Alternatives for relocation are optional.

Shelters Relocation:

Brockville Shopping Center

The Brockville Shopping Centre was previously serviced by a transit shelter that was decommissioned after being deemed unsafe for public use. Since its removal, the stop has been temporarily relocated beneath the awning of the southernmost building to provide limited weather protection for riders.

The site is currently being considered for a major redevelopment, including the addition of residential units and a community centre. Given its role as an existing transit hub and its proximity to key trip generators, this location presents a significant opportunity for long-term transit integration.

Jefferson at Food Basics

The stop located at Jefferson Drive adjacent to Food Basics is among the top 20 ridership locations within the Brockville Transit network and meets the criteria of a key community destination. While the site benefits from adjacent pedestrian infrastructure, it is currently not accessible due to the bus stop being situated within a grass boulevard.

To address this deficiency, it is recommended that a concrete boarding pad be installed to provide a direct and accessible connection between the sidewalk and the roadway. In addition, the installation of a transit shelter would enhance rider comfort and convenience, particularly given the stop's high usage.

Financial Implications

The proposed modifications to remove and/or amalgamate bus stops can be completed within the approved operating budget. More comprehensive modifications to the Transit system that require capital investment must have a scope and funding source approved by Council.

In 2024, Council approved \$50,000 in the Capital Budget to improvements the accessibility of several transit stops. Staff have taken the time to produce data to make

informed decisions regarding the improvement of existing bus stops. Ongoing analysis of available Transit data will assist staff in determining the most applicable and highest value opportunity for potential accessibility upgrades.

Policy Alignment

The Brockville Transit system and levels of service delivery are set by Council by way of the annual Transit operating budget. Council have the authority to determine the levels of service delivery through direction to Staff.

Conclusion

Staff have accumulated 12-months of Transit data utilizing a custom cellular telemetry system. The system is able to geo-locate riders boarding or alighting the Transit vehicle such that staff can begin to identify areas of opportunity for streamlining and improvement to the Transit system.

Referencing the Transit data, staff have recommended areas where underutilized bus stops can be either removed or combined with other bus stops in close proximity. Removing and/or streamlining bus stops reduces unnecessary material and labor costs needed to maintain these redundant bus stops.

Approved by:

Phil Wood, Director of Operations

Pat Brown, Supervisor of Transportation &
Fleet Services

Sandra MacDonald, City Manager

Status:

Approved - 11 Jun 2026

Approved - 12 Jun 2026

Approved - 12 Jun 2026