



City of Brockville

Council Meeting Agenda

5:30 PM - Tuesday, June 9, 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 May 26, 2026 be adopted and circulated as read.

[Council Meeting - 26 May 2026 - Minutes](#)

Correspondence and Communication

1. Canada Day - Municipal Significance Event 17

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.

[Municipal Significance - Brockville Tourism](#)

2. St Lawrence Writers Festival - Municipal Significance Event 18
Rod Carley

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.

[Municipal Significance - St. Lawrence Writers Festival](#)

Delegations

Nil.

Staff Reports

Nil.

Planning and Development Committee

Councillor M. Kalivas, Chair

19 - 21

Councillors J. Earle, N. Lavergne, and C. Wales, Citizen Member A. Koolwine

Meeting held June 2, 2026

[Planning and Development Committee - 02 Jun 2026 - Minutes](#)

PDC - 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 Planning and Development Committee agenda are recommended to be passed by Consent Agenda:

1. 2026-53
2025 Building Department Report on Fees

22 - 30

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.

[2026-53](#)

2. 2026-92 31 - 33
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.

[2026-92](#)

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
4. Aquatarium Board of Directors - Councillor Wales
5. Downtown Brockville Business Improvement Area - Councillor Deery

Unfinished Business

Nil.

Bylaws

Nil.

Reading of the Bylaws

Nil.

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 (c), 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, 34-36 King Street W.

Closed Meeting Matter

Motion to Adjourn Closed Session

1. 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 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.

Adjournment

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



City of Brockville
Council Meeting Minutes
5:30 PM - Tuesday, May 26, 2026
City Hall, Council Chambers

The Council Meeting was called to order on Tuesday, May 26, 2026, at 5:30 PM, in the City Hall, Council Chambers, with the following present:

Members Present:

Councillor Jane Fullarton, Mayor Matt Wren, Councillor Cameron Wales, Councillor Jeff Earle, Councillor Nathalie Lavergne, Councillor Mike Kalivas, and Councillor Louise Severson

Regrets:

Councillor Philip Deery and Councillor Katherine Hobbs

Staff:

Chrissy Ward, Supervisor of Finance, Dayna Golledge, Economic Development Manager, Jessica Blanchard, Deputy City Clerk, Lynda Ferguson, Director of Finance & IT Services, Michaela Wall, Administrative Coordinator Public Works & Fleet, Natalie Finucan, Communications Coordinator, Phil Wood, Director of Operations, Sandra MacDonald, City Manager, and Sheena Earl, City Clerk

Land Acknowledgement Statement

Mayor's Remarks

Chair Fullarton welcomed everyone to the meeting and noted that she was chairing the meeting on behalf of Mayor Wren, as he was attending remotely. She noted Councillors Severson and Kalivas were also participating remotely.

Madam Chair congratulated the DBIA on the success of the recent Shop the Street event and the well-attended farmers' market held over the weekend.

Chair Fullarton reminded residents that Pride Week begins next week, with a Pride Parade taking place on Saturday, June 6 at noon.

Chair Fullarton extended congratulations to the Brockville Rowing Club, which will christen its new eight racing shell, The Goose, on Saturday May 30 at 10:00 am. She also noted that the Brockville Yacht Club will host its Sail Past and Blessing of the Fleet on Sunday, June 7 from 2:00 p.m. to 6:00 p.m., adding that it will be a beautiful sight along the waterfront.

Chair Fullarton advised that the Brockville Library has expanded its operating hours and is now open Mondays from 1:00 p.m. to 5:00 p.m., as well as Wednesdays and Fridays until 5:00 p.m.

Chair Fullarton advised that Brockville Tourism is now offering bicycle rentals, with kayak rentals available on weekends beginning this weekend. She reminded residents that the Brockville Rotary Park splash pad is now open.

Finally, Chair Fullarton highlighted the upcoming Planning and Development Public Meeting scheduled for Tuesday, June 2 at 6:00 p.m. in Council Chambers regarding proposed updates to the city's Zoning Bylaw.

Disclosure of Pecuniary Interest

Nil.

Adoption of Council Minutes

Moved by: Councillor Lavergne
Seconded by: Councillor Kalivas

THAT the minutes of the Council Meeting of May 12, 2026 be adopted.

CARRIED

Correspondence and Communication

1. Addressing Community Impacts from CN's Manitoba Rail Yard
(Mayor Wren)

Moved by: Mayor Wren
Seconded by: Councillor Wales

WHEREAS the City of Brockville is committed to protecting the health, safety, and quality of life of its residents; and

WHEREAS the City of Brockville recognizes the important economic role that responsible rail transportation and rail yard operations play in supporting regional employment, trade, industry, and the movement of good across Canada; and

WHEREAS the CN Manitoba Rail Yard is located within the city's urban area and over time has become increasingly proximate to established residential neighbourhoods and community uses; and

WHEREAS residents living adjacent to the rail yard have reported persistent impacts including strong odours, diesel fumes, prolonged locomotive idling, excessive noise, and vibrations that interfere with daily living and raise concerns about long term health and environmental effects; and

WHEREAS recent media reporting has highlighted these concerns, including complaints regarding the stockpiling of creosote soaked railway ties near homes, resulting in significant irritation to residents; and

WHEREAS the Ontario Ministry of the Environment, Conservation and Parks (MECP) has received complaints related to these activities and subsequently issued a Provincial Officer's Order to CN Rail requiring corrective action; and

WHEREAS the continued operation of the Manitoba Rail Yard imposes substantial constraints on municipal planning, including large setback requirements, delays in Planning Act applications, and reduced development potential for surrounding lands; and

WHEREAS CN Rail, as a federally regulated entity and longstanding community partner, is urged to continue working collaboratively with respective agencies, host municipalities and residents to minimize operational impacts and address community concerns

NOW THEREFORE BE IT RESOLVED THAT:

1.City Council calls upon CN Rail, Transport Canada, and the Government of Canada to work collaboratively with the MECP in response to orders issued and to find a reasonable solution that considers impacts to the affected residents of the City of Brockville; and

2.City Council further requests that CN Rail establish a permanent community liaison process to ensure ongoing communication, transparency, and timely resolution of resident concerns related to this and other future issues and challenges; and

3.City Council further urges upon CN Rail, the Government of Canada and Transport Canada to work collaboratively with the City of Brockville to examine long term land use compatibility and operational mitigation strategies for the Manitoba Rail Yard, including the exploration of operational alternatives or relocation opportunities, where feasible; and

4. City Council directs that this resolution be forwarded to CN Rail, Transport Canada, the Minister of Transport, the MECP, MP Michael Barrett, MPP Steve Clark and the Federation of Canadian Municipalities.

CARRIED

Delegations

1. 2023 Year-End Financial Statements and Auditor's Report
Ryan Moore, Partner - MNP

Mr. Moore provided an overview of the 2023 Year-End Financial Statements and Auditor's Report.

Staff Reports

1. 2026-79
2023 Audited Financial Statements

Moved by: Councillor Wales
Seconded by: Councillor Kalivas

THAT Council approve the Audited Financial Statements for the Corporation of the City of Brockville and the Downtown Business Improvement Area for the year ended December 31, 2023; and

THAT Council receive the Audited Financial Statements for the Corporation of the City of Brockville Trust Funds and the Brockville Public Library for the year ended December 31, 2023 be received; and

THAT Council authorize the allocation of the 2023 surplus as follows:

1. Operating surplus of \$681,797 to the Fiscal Policy Reserve; and
2. Water operating surplus of \$774,930 to the water reserve; and
3. Wastewater operating surplus of \$463,016 to the wastewater reserve.

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

CARRIED 7-0 on a recorded vote

2. 2026-86
Joint Election Compliance Audit Committee

Moved by: Councillor Wales
Seconded by: Councillor Kalivas

THAT Council delegate authority to the City Clerk for the appointment of the Joint Compliance Audit Committee for the Corporation of the City of Brockville; and

THAT the necessary bylaw be prepared.

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

CARRIED 7-0 on a recorded vote

3. 2026-85
2026 Municipal Election Accessibility Plan

Moved by: Councillor Earle
Seconded by: Councillor Lavergne

THAT Report 2026-85 2026 Municipal Election Accessibility Plan be received for information.

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

CARRIED 7-0 on a recorded vote

General Committee

Councillor J. Fullarton, Chair
Councillors P. Deery, K. Hobbs, and L. Severson
Meeting held May 19, 2026

General - Consent Agenda

Moved by: Councillor Lavergne
Seconded by: Mayor Wren

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

Councillor Earle requested to remove 2026-75 Multi-Use Recreation Facility Building Permit Fees from the Consent agenda.

1. 2026-81
Collection Management System Upgrade
Brockville Museum

THAT a sole-source procurement with Soutron Global for the upgrade from MINISIS to CAMS be approved; and

THAT a one-time expense in the amount of \$7,500 to cover data migration and set-up costs be approved and funded by the Museum Board Reserve Fund; and

THAT staff be authorized to enter into a 5-year digital subscription agreement with Soutron Global at approximately \$8,400/year, subject to a 5% annual increase, funded through the Brockville Museum Operating Budget.

2. 2026-70
Museum Strategic Plan 2026-2030

THAT the Brockville Museum Strategic Plan 2026-2030 be approved.

3. 2026-76
Crossing Guard Contract
260018

THAT the award of a service contract to Ottawa Safety Council to administer the City's school crossing guard contract at an annual cost of \$326,603 including net HST be approved; and

THAT additional known expenses of \$26,603 in projected additional known expenses be approved and funded by the Fiscal Policy Reserve; and

THAT the projected operating budget deficit for crossing guard contracted services be identified and reported to Council in the regular operating budget variance reports.

4. 2026-83
Sale of Con 5 Part Lot 35 Algonquin Road

THAT an offer of \$35,000 to purchase Con 5 Part Lot 35 Algonquin Road be accepted.

5. 2026-74
Arena Ice Edger
Procurement 260051

THAT additional expenses in the amount of \$1,375 to complete the capital purchase of a mechanical ice edger be approved in accordance with the City Budgetary Control Policy and funded by proceeds of the sale of surplus, end-of-life City equipment and vehicles

6. 2026-78
Legacy Fund Grant Award
Brock Trail

THAT \$4,000 be approved to install new trail lighting on the Brock Trail at Church St as funded by the Legacy Fund Grant.

7. 2026-84
Dana Street Property Acquisition

THAT the Mayor and City Clerk be authorized to give effect to the transfer of the Dana Street property from the Corporation of the United Counties of Leeds and Grenville to the Corporation of the City of Brockville; and

THAT the Mayor and City Clerk be authorized to execute all necessary documents to complete the transfer.

8. Information Item:

THAT the following item be received for information:

1. 2026-77
2026 Festivals and Events Grant Spring Intake Summary

This report is for information.

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

CARRIED 7-0 on a recorded vote

General - Regular Agenda

1. 2026-75
Multi-Use Recreation Facility Building Permit Fees

Moved by: Mayor Wren
Seconded by: Councillor Wales

THAT building permit fee costs in the amount of \$109,663.60 for the Multi-Use Recreation Facility construction and renovation project be approved and funded by the Arena Reserve

For: Councillor Lavergne, Mayor Wren, Councillor Wales, Councillor Fullarton, Councillor Kalivas, and Councillor Severson

Against: Councillor Earle

CARRIED 6-1 on a recorded vote

2. 2026-73
Community Flag Raisings and Flag Protocol Policy Review

Moved by: Councillor Wales
Seconded by: Councillor Lavergne

Moved by: Councillor Wales
Seconded by: Councillor Lavergne

THAT staff be directed to create a comprehensive flag raising and civic recognition policy that allows for community flag raisings to continue; and

THAT the policy allow for the following of international flags by request in recognition of national days (1 per year) or official visits only; and

THAT the revised policy be aligned with federal government guidelines on flag etiquette.

WITHDRAWN

Moved by: Councillor Wales
Seconded by: Councillor Lavergne

THAT staff be directed to create a comprehensive flag raising and civic recognition policy that allows for non international community flag raisings to continue.

For: Councillor Lavergne, Mayor Wren, Councillor Wales, Councillor Fullarton, and Councillor Severson

Against: Councillor Earle and Councillor Kalivas

CARRIED 5-2 on a recorded vote

New Business - Report from Members of Council

1. Brockville Municipal Accessibility Advisory Committee - Councillor Severson
2. Airport Commission - Councillor Wales
3. Aquatarium Board of Directors - Councillor Wales
4. Brockville Public Library Board - Councillor Wales
5. St. Lawrence Lodge Committee of Management - Councillor Kalivas and Councillor Severson
6. HART Hub Committee - Councillor Severson

Unfinished Business

Nil.

Bylaws

1. 043-2026
A Bylaw to Authorize the Execution of a Purchase and Sale Agreement for Con 5 Part Lot 35 Algonquin Road
2. 044-2026
A Bylaw to Authorize the Transfer of the Dana Street property from the Corporation of the United Counties of Leeds and Grenville to the Corporation of the City of Brockville

Reading of the Bylaws

Moved by: Councillor Wales
Seconded by: Councillor Lavergne

THAT Bylaws Numbered 043-2026 and 044-2026 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.

CARRIED

Announcements

Media Question Period

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

Moved by: Councillor Lavergne
Seconded by: Councillor Kalivas

THAT pursuant to the *Municipal Act*, 2001, Section 239 Sub. 2 (c) and (k), Council resolve itself Closed Session at 7:28 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, 10 John Street

2. 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, specifically Proposed Land Use

CARRIED

L. Ferguson, P. Wood, M. Wall, and N. Finucan left the meeting at 7:28 p.m.

Closed Meeting Matters

Motion to Adjourn Closed Session

Moved by: Councillor Earle
Seconded by: Councillor Severson

THAT the Closed Meeting of Council adjourn and the Open Session resume at 7:55 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, 10 John Street and provided instruction/direction to staff.

Council met in Closed Session to review matters pertaining to 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, specifically Proposed Land Use and took no action beyond receiving the information from staff.

Confirmatory Bylaw

Moved by: Mayor Wren
Seconded by: Councillor Wales

THAT Bylaw Number 045-2026 to confirm the Proceedings of Council at its meeting held on May 26, 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 Earle
Seconded by: Councillor Lavergne

THAT Council adjourn its proceedings until the next regular meeting scheduled for June 9, 2026.

CARRIED

The meeting adjourned at 7:57 p.m.

Mayor

City Clerk

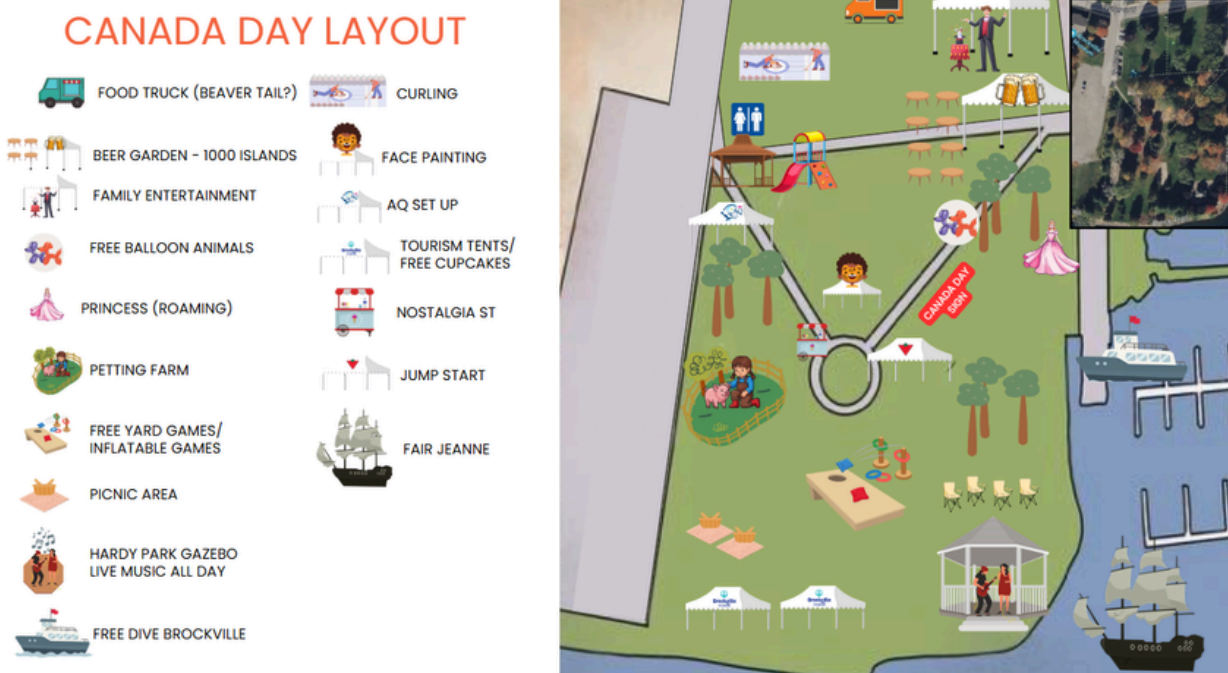
Members of Brockville City Council,

Brockville Tourism respectfully request that Council designate the Canada Day festivities taking place at Centennial/Hardy Park as municipally significant for the purpose of obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO).

The Canada Day event is scheduled to take place Wednesday July 1st from 12pm to 4pm. As part of the event, a designated area within Centennial Park will host 1000 Islands Brewery to run a community BBQ and offer a selection of their locally made beer.

This initiative is intended to enhance the Canada Day experience for attendees by offering refreshments while guests enjoy the free activities and programming throughout the event.

Please find below the layout for the event:



Thank you for your consideration.



Jennifer Devlin
 jdevlin@brockville.com | 613-791-0371
 Marketing Officer & Event Services & Administrative Coordinator
 Brockville Tourism

To:
The Mayor and Members of Council
City of Brockville

Re: St. Lawrence Writers Festival – Request for Designation as an Event of
Municipal Significance

The St. Lawrence Writers Festival respectfully requests that the City of
Brockville designate the Festival as an **Event of Municipal Significance**.

Now entering its second year, the St. Lawrence Writers Festival is a uniquely
Canadian celebration of literature, storytelling, language, and ideas. Taking
place at Arts Hub Brockville from September 10–13, 2026, the Festival
brings together writers, readers, and visitors from across Eastern Ontario
and beyond for a diverse program of readings, workshops, discussions,
performances, and community engagement activities.

The Festival contributes to the cultural vitality of Brockville by:

- Promoting literacy, learning, and lifelong engagement with the arts.
- Attracting visitors who support local businesses, restaurants, and accommodations.
- Enhancing Brockville’s reputation as a centre for arts, culture, and creative expression.
- Providing accessible opportunities for residents of all ages to participate in cultural programming.

The Festival aligns with the City’s commitment to fostering cultural
development, tourism, economic activity, and community well-being.

Designation as an Event of Municipal Significance would recognize the
Festival’s contribution to Brockville’s cultural landscape. We respectfully
request that Council pass a resolution declaring the St. Lawrence Writers
Festival an Event of Municipal Significance within the City of Brockville.

Rod Carley
Co-Chair



City of Brockville Planning and Development Committee Minutes 5:30 PM - Tuesday, June 2, 2026 City Hall, Council Chambers

The Planning and Development Committee meeting was called to order on Tuesday, June 2, 2026, at 5:30 PM, in the City Hall, Council Chambers, with the following present:

Members Present: Chair Mike Kalivas, Councillor Jeff Earl, Member Art Koolwine, Councillor Nathalie Lavergne, and Councillor Cameron Wales
Regrets: Mayor Matt Wren
Staff: Emily Wood, Procurement Contracting & Risk Management, Peter Raabe, Director of Engineering & Infrastructure Services, Sebastian Scott, Chief Building Official, Sandra MacDonald, City Manager, and Sheena Earl, City Clerk

Land Acknowledgement Statement

Chair's Remarks

Nil.

Disclosure of Pecuniary Interest

Nil.

Delegations and Presentations

Nil.

Correspondence and Communications

Nil.

Reports from Boards and Committees

Nil.

Staff Reports

1. 2026-53
2025 Building Department Report on Fees

Moved by: Member Koolwine
Seconded by: Councillor Earle

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.

For: Councillor Earle, Councillor Kalivas, Member Koolwine,
Councillor Lavergne, and Councillor Wales

CARRIED 5-0 on a recorded vote

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

Moved by: Councillor Lavergne
Seconded by: Councillor Wales

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: Councillor Earle, Councillor Kalivas, Member Koolwine,
Councillor Lavergne, and Councillor Wales

CARRIED 5-0 on a recorded vote

New Business from Committee Members

Nil.

Information Items

Nil.

Committee Consent Agenda

Moved by: Councillor Wales

Seconded by: Member Koolwine

THAT the following items as recommended by the Planning and Development Committee be placed on the Consent Agenda:

1. 2026-53
2025 Building Department Report on Fees
2. 2026-92
Reconstruction of Bartholomew Street 26-0001

CARRIED

Media Question Period

Adjournment

Moved by: Councillor Earle

Seconded by: Councillor Lavergne

THAT the Planning and Development Committee adjourn its meeting until the next regular meeting scheduled for July 7, 2026.

CARRIED

The meeting adjourned at 5:45 pm.



Staff Report

Report To: Planning and Development Committee
Meeting Date: June 2, 2026
Prepared By: Sebastian Scott, Chief Building Official
Lynda Ferguson, Director of Finance & IT Services
Report Number: 2026-53
Subject: 2025 Building Department Report on fees

Recommendation

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.

Background

Section 7 of the Ontario Building Code Act, S.O. 1992 requires municipalities to report annually on:

- total building permit fees collected,
- all direct and indirect costs associated with administering and enforcing the Act, and
- the financial status of any Building Permit Fee Reserve Fund.

Legislative changes introduced through Bill 124 (2006) prohibit municipalities from using excess building permit revenues for purposes unrelated to administering and enforcing the Act.

Following an operating surplus in 2021, the City established the Building Permit Stabilization Reserve in 2022. This reserve is intended to retain cumulative surpluses to offset potential future declines in permit revenue due to fluctuations in construction activity.

To meet legislative requirements, the 2025 Annual Report on Building Permit Fees was prepared using the City's unaudited year-end financial statements. These reports, including detailed cost allocations, are provided in Schedules B, C, and D of Attachment A.

In 2025 the department retained a consultant to conduct a Building Permit Fee Study, the City's consultant reviewed the methodology for allocating direct and indirect costs.

Costs associated with supporting departments such as Planning and Engineering previously classified as indirect are now categorized as direct costs. The 2025 report incorporates the updated model.

The 2025 study also established a target stabilization reserve equal to 1.25 times the Building Department's annual operating cost. This target ensures the department remains fully self-funded and avoids reliance on the tax base. Based on this methodology, the target reserve balance for year-end 2026 is \$ \$667,009.37.

Analysis

The Building Department is responsible for ensuring compliance with the Ontario Building Code, an essential public safety function. From 2019 to 2025, Building Services operated without taxpayer subsidy; all enforcement costs were fully funded through building permit fees.

The Department began realizing annual surpluses in 2021 following several years of operating deficits. In 2025, continued residential development activity, combined with the issuance of permits for four major projects including two mid-rise hotels, a mid-rise apartment building, and a new grocery store resulted in revenues exceeding the costs associated with administering and enforcing the Act for the year.

Building Services Financial Summary

Year	Revenue	Costs (direct and indirect)	Surplus
2025	\$1,381,191.19	\$533,607.49	\$847,583.70

Two of the three approved 2024 capital projects funded from the Building Permit Stabilization Reserve have been completed with unspent funds totalling \$12,925.33, which are to be returned to the reserve.

Accordingly, the total amount to be transferred to the reserve is \$860,509.03, consisting of the 2025 operating surplus of \$847,583.70 plus \$12,925.33 in returned capital funding.

The reserve fund balance as of December 31, 2025 is \$1,330,580.44.

Financial Implications

The 2025 operating surplus of \$847,583.70, together with \$12,925.33 in returned capital project funding, results in a total transfer of \$860,509.03 to the Building Permit Stabilization Reserve.

Including previously accumulated surpluses, the reserve balance at year-end 2025 is \$1,330,580.44, which is \$663,571.07 above the target reserve level of \$667,009.37.

Alignment with 2023-2026 Strategic Priorities

Aligned with the City's 2023–2026 Strategic Plan, the effective management of building permit revenues and cost-recovery processes supports our commitment to a safe, sustainable, and well-planned community. Ensuring that fees accurately reflect the cost of administering and enforcing the Ontario Building Code strengthens public safety, supports housing intensification, and contributes to local economic development. Maintaining a stable and appropriately funded Building Permit Stabilization Reserve also advances the City's long-term financial sustainability goals by ensuring Building Services remains fully self-funded and resilient to fluctuations in construction activity.

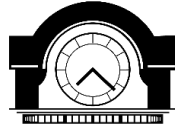
Conclusion

For the 2025 reporting period, the Building Department generated an operating surplus of \$847,583.70. After accounting for \$12,925.33 in returned funding from completed capital projects, the total net amount to be transferred to the Building Permit Stabilization Reserve is \$860,509.03, in accordance with the Ontario Building Code Act.

Approved by:	Status:
Sebastian Scott, Chief Building Official	Approved - 28 May 2026
Lynda Ferguson, Director of Finance & IT Services	Approved - 29 May 2026
Sandra MacDonald, City Manager	Approved - 29 May 2026

Attachments:

[Attachment A - 2025 Building Department Report on Fees](#)



BROCKVILLE

CITY OF THE 1000 ISLANDS

2025 Building Department Report on Fees

Table of Contents:

- Schedule A: Ontario Building Code Div. C. 1.9.1.1. – “Annual Report”
- Schedule B: Building Department Annual Report on Fees (2025)
- Schedule C: Direct Costs (2025)
- Schedule D: Indirect Costs (2025)
- Schedule E: Five Year Comparison (2020-2025)

Schedule A:**Ontario Building Code Div. C. 1.9.1.1. – “Annual Report”**

(1) The report referred to in subsection 7 (4) of the Act shall contain the following information in respect of fees authorized under clause 7 (1) (c) of the Act:

(a) total fees collected in the 12-month period ending no earlier than three months before the release of the report,

(b) the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the principal authority in the 12-month period referred to in Clause (a),

(c) a breakdown of the costs described in Clause (b) into at least the following categories:

(i) direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of *buildings*, and

(ii) indirect costs of administration and enforcement of the Act, including support and overhead costs, and

(d) if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).

(2) The principal authority shall give notice of the preparation of a report under subsection 7 (4) of the Act to every person and organization that has requested that the principal authority provide the person or organization with such notice and has provided an address for the notice.

Schedule B:

**The Corporation of the City of Brockville
Building Department Financial Report
Costs for 2025**

ONTARIO BUILDING CODE 2012 O. REG 332/12
Division C Section 1.9.1.1(2) Report on Fees

Total Building Permit fees received for 2025		\$ 1,381,191.19
Total Direct Costs to administer and enforce the Act	\$ 496,014.13	
Please refer to attached document for details		
Total Indirect Costs to administer and enforce the Act	\$ 37,593.36	
Please refer to attached document for details		
Total Costs		\$ 533,607.49
Surplus to be transferred to Building Permit Stabilization Reserve Fund		\$ 847,583.70
Balance from Prior Year		\$ 470,071.41
Year End Building Permit Stabilization Reserve Fund Balance		\$ 1,317,655.11
Plus Project Surplus for Committed Items		
Vehicle		\$ 4,558.91
Fee Study		\$ 8,366.42
Projected Reserve Fund Balance		\$ 1,330,580.44

Schedule C:

**The Corporation of the City of Brockville
Building Division Financial Report
Costs for 2025**

ONTARIO BUILDING CODE 2012 O. REG 332/12
Section 1.9.1.1(2) Report on Fees

<u>Direct Costs</u>	<u>2025 Actuals</u>
1 Training and Professional Development	\$ 2,874.43
2 Business Travel - Mileage	\$ 2,695.61
3 Vehicle, Maintenance and Gas	\$ 1,795.70
4 Fees, Subscriptions and Memberships	\$ 1,674.49
5 Uniform, Safety Shoe	\$ 3,000.03
6 Printing, Postage and Stationery	\$ 2,556.69
7 Telephone & Fax	\$ 1,919.52
8 Cellular	\$ 2,931.83
9 Telecommunications Equipment	\$ -
10 Modems and Computer Lines	\$ 1,179.73
11 Data Acquisition	\$ 737.24
12 New Office Equipment	\$ -
13 Contracted Services & Software Maintenance	\$ 63,950.26
14 Banking	\$ -
15 Salaries & Benefits	\$ 348,331.96
16 Advertising	\$ -
15 Engineering Dept Costs Engineering Portion of Building Permit Review - Grading & Drainage Process	\$ 11,394.43
16 Planning Dept Costs Planning Dept. Portion of Building Permit Review - Zoning By-law Review	\$ 43,755.26
17 Economic Development Costs Director of Economic Development - Supervisory costs.	\$ 7,216.95
	<u>\$ 496,014.13</u>

Schedule D:

**The Corporation of the City of Brockville
Building Division Financial Report
Costs for 2025**

**ONTARIO BUILDING CODE 2012 O. REG 332/12
Section 1.9.1.1(2) Report on Fees**

Indirect Costs

Department/Division	2025 Expenditures		% Allocated to Buidling	Indirect Cost
Facilities	\$ 197,980.00		6.63%	\$ 13,124.09
Clerk	\$ 300,228.62		0.77%	\$ 2,311.76
City Manager	\$ 555,709.16		0.50%	\$ 2,761.87
Council & Mayor	\$ 236,280.82		0.50%	\$ 1,174.32
Taxation & Fiscal Management	\$ 926,769.27		0.50%	\$ 4,606.04
Finance	\$ 862,686.44		0.50%	\$ 4,287.55
GIS	\$ 268,692.04		0.67%	\$ 1,786.80
Human Resources	\$ 420,379.84		0.77%	\$ 3,236.92
ITS	\$ 558,960.77		0.77%	\$ 4,304.00
			Total	\$ 37,593.36

Schedule E:

**The Corporation of the City of Brockville
Building Division Financial Report
2021-2025 Comparison**

**ONTARIO BUILDING CODE 2012 O.REG 332/12
Division C Section 1.9.1.1(2) Report on Fees**

Year End Total	Year	(Surplus)/ Deficit
	2021	(\$120,603)
	2022	(\$160,411)
	2023	(\$39,514)
	2024	(\$294,953)
	2025	(\$847,583)

Five-year total		(\$1,463,064)
Annual Average Surplus		(\$292.,612)



Staff Report

Report To: Planning and Development Committee
Meeting Date: June 2, 2026
Prepared By: Melissa Hoogenraad, Civil Technologist
 Emily Wood, Procurement Contracting & Risk Management
 Peter Raabe, Director of Engineering & Infrastructure Services
Report Number: 2026-92
Subject: Reconstruction of Bartholomew Street 26-0001

Recommendation

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.

Background

The project consists of the reconstruction of sanitary, storm and water mains along with the respective services on Bartholomew Street from James Street East to King Street East to correct defects and aging infrastructure. Work will also include the replacement of the roadbed including granular base and new asphalt and the replacement of concrete sidewalk. This type of work is essential to ensure the city provides safe drinking water, a sufficient supply of water for fire fighting purposes, sewage collection, and safe and efficient roadways throughout the city. This project is scheduled to commence the beginning of June 2026 and be completed by the end of October 2026.

Analysis

A tender for the rehabilitation of Bartholomew Street was advertised on April 15, 2026, with an amended closing date of May 5, 2026. The tender package included forms that are required to be completed and submitted to the city along with a Bid Bond and Agreement to Form a Performance Bond when the project is awarded. The Tender Forms are prescriptive and include a checklist for proponents to review their package prior to submitting to the city. The forms are required to be completed in full as they form part of the contract with the city.

Five (5) tenders were received with the following results (including net HST):

1. ORIN Contractors..... \$1,473,370.50
2. Len Corcoran Excavating..... \$1,702,405.10
3. GAO Paving..... \$1,726,381.90

4. Cornwall Gravel.....	\$1,790,194.40
5. Clarence McDonald Excavation.....	\$1,894,811.90

City staff reviewed the tender submissions thoroughly and noted the tender by ORIN Contractors included several "bid irregularities" and deemed the package incomplete. The bid irregularities included:

1. Page 4 of 15 of the Tender Forms did not identify the Addenda numbers and as such the bidder did not acknowledge the information provided in the Addenda. This step is included on the Tenderer's Check List. The addenda provided guidance on acceptable materials for the project and not acknowledging the Addenda affects staff's ability to confirm that they have quoted the correct materials of construction and further it impedes opportunities to hold a contractor accountable to any of the clarifications that occurred during the Q&A time frame in the tender process. This form was considered incomplete and non-compliant.
2. Page 8 of 15 of the Tender Forms; Item No. 25 did not list a unit price for the contract. A unit price is required to set the rates in the contract. An extended price was included, but the terms of the contract state that the unit price governs the costs.
3. Page 13 of 15 of the Tender Forms is blank and does not contain information related to the Sub-contractor's Experience with Similar Work. All other bidders completed this tender form as required.

As a result, city staff are recommending that the contract be awarded to the second lowest bidder, Len Corcoran Excavating, who submitted a compliant tender package with no irregularities. This recommendation is based on creating a fair and transparent process for all bidders.

Staff communicated irregularities and recommendations to ORIN Contracting and they acknowledged that they missed the noted items. ORIN Contracting stated they would agree to meet the terms of the contract as presented in the tender documents.

Language in the city's Tender package states that the city reserves the right to accept or reject any or all bids or parts of bids. And that the city also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. However, staff note that proceeding with the acceptance of a non-compliant bid may establish an unintended standard whereby adhering to the instructions in the tender package appears to be optional, resulting in inconsistent bid quality. This perception can also erode bidder confidence in the fairness of the process and diminish the effectiveness of established procurement controls designed to ensure consistency and fair procurement outcomes.

Council has the authority to accept staff's recommendation to award the contract to the second lowest tenderer or to award it to the lowest tenderer.

Financial Implications

This project was approved in the 2026 Capital Budget at a total cost of \$1,636,000 with the construction component estimated at \$1,414,520.38. Based on the tender submission from Len Corcoran, the total purchase cost including net HST of (1.76%) is \$1,702,405.10. There is not sufficient funds in the capital account to accommodate the proposed purchase. It is proposed that \$258,441 be allocated from the OCIF Fund to cover the shortfall.

Policy Alignment

In accordance with the City's Procurement Policy, city staff require Council's approval to award the contract when bid irregularities are found in tender submissions and to approve the additional funding source.

Alignment with 2023-2026 Strategic Priorities

This report aligns with the city's Strategic Priorities of 2023-2026 by building and maintaining a modern, resilient, and sustainable infrastructure network that meets the needs of the community today and into the future.

Conclusion

This report recommends that Council accept the second lowest bid from Len Corcoran for the Reconstruction of Bartholomew from James Street East to King Street East and that the funding shortfall come from the OCIF Fund.

Approved by:

Peter Raabe, Director of Engineering & Infrastructure Services

Lynda Ferguson, Director of Finance & IT Services

Sandra MacDonald, City Manager

Status:

Approved - 28 May 2026

Approved - 29 May 2026

Approved - 29 May 2026