

Finance, Administration & Operations Committee

Tuesday, July 17, 2018, 4:30 pm
City Hall, Council Chambers

COMMITTEE MINUTES

Committee Members:

Councillor P. Deery, Acting Chair
Councillor T. Blanchard
Councillor J. Earle
Mayor D. Henderson, Ex-Officio

Regrets:

Councillor J. Fullarton

Other Members of Council:

Councillor L. Bursey

Staff:

B. Casselman, City Manager
C. Cosgrove, Director of Operations
D. Dick, Director of Corporate Services
L. Ferguson, Manager of Finance
S. Fraser, Police Chief
M. Locke, Supervisor of Transportation
S. MacDonald, City Clerk (Recording Secretary)
R. Nolan, Director of Economic Development
M. Noonan, Deputy Police Chief

The Chair called the meeting to order at 4:30 pm.

DISCLOSURE OF INTEREST

Nil.

DELEGATIONS AND PRESENTATIONS

1. Youth Advisory Committee
Youth Friendly Community Designation Application Update

Hillary Geneau and Councillor Bursey provided an update on the status of the Youth Friendly Committee Designation application.

2. Presentation of the 2017 Annual Financial Statements and Auditors Report

Brent Wilson, Partner, Collins Barrow SEO LLP and Ryan Moore, Manager, Collins Barrow SEO LLP were in attendance to present the statements and auditors report.

STAFF REPORTS

1. Financing of Radio System
Police Service Board

Moved by: Mayor Henderson

WHEREAS the Brockville Police Service Board has authorized the purchase of a radio system; and

WHEREAS the Board approved the allocation of \$250,000, surplus from the 2017 operation, to the purchase of the radio system and the balance being financed through a revolving lease line of credit with the Royal Bank of Canada to be expensed annually in the Brockville Police Service Board operating budget; and

WHEREAS the Lender, the Royal Bank of Canada requires a borrowing by-law authorizing the financing granted by the \$1,000,000 revolving line of credit;

NOWHEREFORE Council approve the enactment of a by-law authorizing the Mayor and Treasurer to enter into an agreement with the Royal Bank of Canada for a revolving lease line of credit in the amount of \$1,000,000 to facilitate the purchase of a radio system for the Police Service as approved by the Police Services Board

CARRIED

2. 2018-076-07
Metro Parking Lot Lease Agreement

Moved by: Mayor Henderson

THAT the Finance, Administration and Operations Committee recommend to Council the extension of the lease agreement between the City of Brockville and 1921674 Ontario Inc. for property described as Part 2 and 3, Plan 28R4516, Part 2, Plan 28R4603 and Part 1, Plan 28R4688, being the Metro parking lot, and further,

THAT the lease term be extended for a fifty year period expiring in 2068, and further,

THAT all existing terms and conditions associated with the current lease agreement be incorporated in the revised document including the annual yearly rent \$1 which will be for ten consecutive five year renewable terms, and

THAT an additional term be included in the amended lease to require the property owner to repave the lot or to reimburse the City for the cost of repaving.

REFERRED TO FAO AUGUST

Motion to Refer

Moved by Councillor Blanchard

THAT the report be referred to the August FAO meeting pending receipt of additional information from the Lessee as to why a 50 year lease is being sought.

CARRIED

3. 2018-074-07
Water & Wastewater Systems - Quarterly Report (Apr. - Jun. 2018)

Moved by: Mayor Henderson

THAT Report 2018-074-07 Water & Wastewater Systems Quarterly Report (Apr. – Jun. 2018) be received for information purposes.

CARRIED

4. 2018-082-07
Brockville Tourism Office Sale of Railway Tunnel Merchandise

Moved by: Councillor Earle

THAT Council support the proposal from Brockville Tourism regarding the exclusive sale of Brockville Railway Tunnel merchandise.

CARRIED

5. 2018-077-07
Ontario Municipal Commuter Cycling Program

Moved by: Councillor Blanchard

THAT Report 2018-077-07, Ontario Municipal Commuter Cycling Program be received for information purposes.

CARRIED

The Committee directed C. Cosgrove to stop the development of the active transport plan by Alto Planning and bring forward the plan developed by the Brockville Cycling Advisory Committee to be considered for adoption by Council as the City's Active Transportation Plan.

6. 2018-083-07
Brockville Railway Tunnel - VIA Rail Contests

Moved by: Mayor Henderson

THAT Council authorize the Brockville Railway Tunnel Committee to conduct fundraising using the VIA Rail Vouchers as described in Report 2018-083-07.

DEFEATED

7. 2018-084-07
Reduced Ice Rental Rate

Moved by: Mayor Henderson

THAT unsold prime time ice be marketed at a reduced rate of \$75/hr for the 2018/2019 arena season.

CARRIED

C. Cosgrove clarified that the reduced rates are being proposed a one year period only and only for particular "prime time" hours which are currently very under used.

8. 2018-079-07
Variance Report as at May 31, 2018

Moved by: Councillor Blanchard

THAT Council receives the Variance Report for the period ended May 31, 2018 for information purposes.

CARRIED

9. 2018-078-07
2018 Departmental Work Plans
Second Quarter Report

Moved by: Councillor Blanchard

THAT Council approve the 2018 Departmental Work Plans Second Quarter report as outlined in Schedule 1, Report 2018-078-07.

CARRIED

10. 2018-073-07
Implementation of Personal Electric Vehicle Charging Station

Moved by: Councillor Blanchard

THAT a personal electric vehicle charging station be established on Blockhouse Island Parkway;

THAT Council approve a flat rate of \$1.00 per day for personal electric vehicles;

THAT the User Fee By-Law be amended.

CARRIED

11. 2018-075-07
Municipal Accommodation Tax Request for HST Exemption

There was no interest from the members to move this item.

12. 2018-081-07
Downtown Parking Request
to Amend Parking By-law 119-1989

Moved by: Mayor Henderson

THAT a Disabled Persons Parking space be created on the east side of Block House Island Parkway approximately 50m south of Water street and;

THAT a Disabled Persons Parking Space be created on Block House Island Parkway approximately just east of the City service building and;

THAT a 15-minute parking space be created on the east side of Buell Street approximately 45 meters north of King Street and;

THAT Schedule "11" Subsection 69 of By-law 119-89 be amended accordingly and;

That Schedule "5" Subsection 74 of By-law 119-89 be amended accordingly.

CARRIED

13. 2018-080-07
2017 Annual Financial Statements and Auditor Report

Moved by: Councillor Blanchard

That the Audited Financial Statements for the Corporation of the City of Brockville to the year-ended December 31st, 2017 be received and approved; and

That the Audited Financial Statements for the Board of Management, Downtown Business Improvement Area of the Corporation of the City of Brockville be received and approved; and

That the Audited Statements of the Corporation of the City of Brockville Trust Funds be received and approved; and

That the operating deficit of \$577,529 be appropriated from the Fiscal Policy Reserve.

That the operating surplus of \$307,174 for water be allocated to water reserves and that the wastewater surplus of \$283,106 be allocated to the wastewater reserves.

CARRIED

Councillor Blanchard expressed his concern about the risk associated with the proposed plan to finance the contribution to the BGH. He believes that it would be prudent to debenture a portion of the contribution.

Mayor Henderson remarked that council has previously agreed to the proposal as outlined by D. Dick.

Councillor Blanchard and Mayor Henderson clarified that the (financing) plan of increasing the annual contribution was to seed the arena funding to have the City's one third share in the bank when matching funding programs were available from the provincial and federal governments. .

FAO - CONSENT AGENDA

Moved by: Councillor Blanchard

THAT the following items be placed on Consent Agenda and forwarded to Council for their consideration:

1. Financing of Radio System (Police Service Board)
2. 2018-074-07
Water & Wastewater Systems - Quarterly Report (Apr. - Jun. 2018)
3. 2018-082-07
Brockville Tourism Office Sale of Railway Tunnel Merchandise
4. 2018-077-07
Ontario Municipal Commuter Cycling Program
5. 2018-084-07
Reduced Ice Rental Rate
6. 2018-079-07
Variance Report as at May 31, 2018
7. 2018-078-07
2018 Departmental Work Plans - Second Quarter Report
8. 2018-073-07
Implementation of Personal Electric Vehicle Charging Station
9. 2018-081-07
Downtown Parking Request to Amend Parking By-law 119-1989

10. 2018-080-07
2017 Annual Financial Statements and Auditor Report

CARRIED

MEDIA QUESTION PERIOD

MOTION TO MOVE INTO CLOSED SESSION (7:40 PM)

Moved by: Mayor Henderson

THAT pursuant to *Municipal Act, 2001*, Section 239 Sub. 2 (b), Council resolve itself Closed Session, closed to the public to consider:

1. personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

REPORT OF THE COMMITTEE FROM CLOSED SESSION

Moved by: Councillor Blanchard

THAT the FAO Committee rise from Closed Session without reporting.

CARRIED

ADJOURNMENT

Moved by: Councillor Earle

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for August 21, 2018.

CARRIED

The meeting adjourned at 8:35 pm.