

**Council Members Present:**

Mayor D. Henderson  
Councillor J. Baker  
Councillor D. Beatty  
Councillor T. Blanchard  
Councillor L. Bursey  
Councillor J. Earle  
Councillor J. Fullarton  
Councillor M. Kalivas  
Councillor D. LeSueur  
Councillor M. McFall

**Absent:**

**Staff:**

Mr. B. Casselman, City Manager  
Mr. C. Cosgrove, Director of Operations  
Ms. L. Ferguson, Acting Director of Finance  
Ms. D. Gordon, Financial Analyst  
Ms. L. Murray, Deputy City Clerk (Recording Secretary)  
Ms. M. Pascoe Merkley, Director of Planning  
Mr. D. Paul, Director of Economic Development  
Mr. P. Raabe, Director of Environmental Services  
Mr. R. Rayner, Deputy Fire Chief  
Ms. S. Seale, City Clerk  
Ms. C. Ward, Treasury Services Officer  
Mr. R. Watson, Acting MIS Supervisor

**Others:**

Mr. Ron Zajac, Recorder and Times  
Ms. Jenn Ferguson, 104.9 Bob FM

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The meeting was called to order at 6:18 pm.

**MAYOR'S REMARKS**

Mayor Henderson announced that Big Brothers and Big Sisters are celebrating their 100<sup>th</sup> Anniversary this year.

**DISCLOSURE OF INTEREST**

Nil

**ADOPTION OF COUNCIL MINUTES**

Nil

**MOTION TO MOVE INTO COMMITTEE OF THE WHOLE COUNCIL**

Moved by: Councillor Earle  
Seconded by: Councillor LeSueur

THAT we adjourn and meet as Committee of the Whole Council, with the Mayor in the Chair.

CARRIED

**PUBLIC MEETING (6:00 pm)**

1. **User Fees**

**The Council of the Corporation of the City of Brockville intends to pass a by-law to impose various user fees for the City of Brockville, which includes fees under the Building Code Act. In accordance with the Building Code Act, a public meeting is being held to receive comments and submissions on the proposed changes.**

Mayor Henderson announced the Public Meeting.

Ms. Pascoe Merkley, Director of Planning, announced that in accordance with Section 7.0 of the Ontario Building Code Act, S.O. 1992, this public meeting is being held by Council prior to the passing of a by-law to impose or change fees respecting applications for issuance of building permits. She added that notice of the meeting was placed on the City of Brockville's website and placed in the Civic News on Thursday, December 20th, 2012. The Director of Planning advised that a copy of the notice of the meeting and the proposed Building Permit Fees and fees for other building matters was provided by email to the local builders on December 20, 2012.

Mayor Henderson reviewed the procedures for the Public Meeting.

Mayor Henderson called upon the Director of Planning to explain the purpose of the Public Meeting. Ms. Pascoe Merkley explained that the City of Brockville undertakes a review of all user fees annually, including fees for Building Permits and other Building Division services. Also the Building Code Act establishes that the total amount of fees authorized to be collected is not to exceed the anticipated reasonable costs to administer and enforce the act. All Building Fees are proposed to be increased by

approximately 10%. She went on to explain that the fees proposed for 2013 provide for partial recovery of costs associated with enforcement of the Ontario Building Code in this municipality.

In addition a new fee has been introduced for the installation of tents (\$125.00 for tents not exceeding 225 m<sup>2</sup> in ground area; and \$350.00 for tents that exceed 225 m<sup>2</sup> in ground area).

Finally, Ms. Pascoe Merkley notified that the effective date of the proposed new rates and fees is proposed for April 1, 2013.

The Mayor asked that anybody from the public present who wished to speak on this item should come forward and give their name and address. There were no persons present from the public who wished to speak.

Councillor Baker asked for details regarding the new fee for tents.

The Director of Planning replied that with respect to the new fee for “tents”, it should be noted that this is not a new fee but rather a clarification on the process that has been used in previous years. Previously, building permit fees for tents were the same as the fee for accessory buildings. Under the current proposed fees for a tent installation, the fee is more aligned to a temporary structure and further clarified by a separate fee for smaller and larger tents.

Mayor Henderson closed the public meeting at 6:33 pm.

## **CORRESPONDENCE, COMMUNICATIONS AND PETITIONS**

Nil

## **DELEGATIONS**

Nil

## **STAFF REPORTS**

### **1. 2013 Operating and Capital Budget**

#### **Operating Budget**

Moved by: Councillor Bursey

THAT the 2013 Operating Budget be accepted.

CARRIED

Mr. Casselman reviewed the Operating Budget changes to date and highlighted a graph showing how the City's levy has been steadily going down each year.

Councillor Beatty asked why our weighted assessment is lower this year. Mr. Casselman explained that this is a reassessment year, and as in 2008 the first year of a four year phase-in is typically lower because assessment reductions are immediate whereas assessment increases are phased in over four years.

### **Capital Budget**

Moved by: Councillor Beatty

THAT the 2013 Capital Budget be accepted.

CARRIED

Councillor McFall had requested clarity on the proposed email archiving systems. Mr. Watson, Acting MIS Supervisor reviewed the current status of the email server and then explained the benefits/need to enlarge the city's storage space.

Councillor LeSueur asked if they had considered a cloud type system that would free up room on the servers. Mr. Watson explained that he hadn't fully reviewed this option due to the security requirements surrounding some of our data, and felt that it would be a more costly option.

Mr. Watson was asked to report back with the size of this appliance.

ACTION / RW

Councillor Baker initiated a discussion surrounding the \$300,000 contribution from operating to capital and whether it should be reduced in order to bring down the levy increase.

Councillor McFall suggested reducing the contribution to Fiscal Policy by \$60,000 which would lower the levy increase. Mayor Henderson cautioned Council that if you go to low it will be too hard to catch up.

Councillor Baker said this discussion is not about reducing reserves, it is about slowing down the contributions to them. He concurred with Councillor McFall and wants to positively affect the tax rate; this is one way to achieve this.

Councillor Fullarton wishes to leave the contribution at \$300,000; she added that this is what council agreed to in July; they wanted to increase to the contribution. Furthermore she reminded that they made this decision on recommendations from staff. She offered that there could be funding coming from the Federal government in the way of grants towards asset management; we all know that they will expect a contribution on our part as well. We need to have something in reserve to access should this opportunity arise.

Councillor Blanchard asked what the intended increase was for the future years.

Mr. Casselman replied that next year the contribution is intended to be reduced to \$150,000.

Councillor Bursey feels this is a no brainer, and as a young person he is looking to the future. He does however sympathize with the reasoning behind keeping the tax rate low for people on fixed incomes.

Councillor Beatty is in full support of continuing to put money in reserves; he reminded Council that when this term began the cupboards were pretty bare.

Moved by: Councillor McFall

THAT we reduce the contribution to Capital by \$70,000.

DEFEATED

Councillor McFall asked Mr. Casselman how our reserves measure up compared to other municipalities our size. Mr. Casselman explained that we are not in a crisis, but we have done a lot of big projects lately during a recession. We were able to obtain a lot of funding but we had to match or meet this funding and have depleted our reserves. We need to build them back up so we can have the flexibility to take advantage of any funding opportunities as they may arise.

## 2. **2013 Water and Wastewater Budget**

### **Water Budget**

Moved by: Councillor Blanchard

THAT the 2013 water rate increase be set at 0%.

DEFERRED

Ms. L. Ferguson, Acting Director of Finance reviewed the projections on the Water Rate Administration fund.

Councillor Blanchard explained that his observations suggest that 2012's Water and Waste Water budget will have a combined surplus of \$848,000. He went on to say that the level held in reserve is way too high at 4.3 million on a 7 million dollar total budget. He provided his findings after examining data compiled over the past 7 years explaining that these budgets generally end the year with a surplus. Councillor Blanchard also feels that the City relies too heavily on volume, adding that of the three large industrial

water users the largest one is about to close. He wondered if a risk assessment had been completed.

Mr. Casselman cautioned Council on reducing the balances in Water and Wastewater Reserve Funds. He reminded them of a large water main break that happened on Perth Street a few years back. It was a costly (unbudgeted) repair and could have jeopardized the infrastructure around the railway tracks which would have been a significant cost. He explained that they could have lost the main feed line as well. The risk is huge and we need to maintain a safety net. In addition we may need some of the Wastewater Reserve to help fund the construction of the Centeen Park pumping station second sewage forcemain, contingent on the amount of funding we receive.

Mr. Raabe, Director of Environmental Services clarified that the "actual" numbers presented on the Rate Funds are from a variance completed a number of months ago when they originally put the budget together. He added that they won't have actual year end numbers for a couple more weeks and he anticipates that the surplus will be significantly less.

Mayor Henderson asked what impact Abbot Labs closure will have on these budgets. Ms. Ferguson confirmed that this loss of consumption has already been factored in to these projections.

Councillor Fullarton would like to defer the decisions on the Water and Wastewater budget until they can get more concrete numbers and have an analysis of moving forward with a 0% increase. She also requested that the Water and Wastewater Rate Administration fund pages be larger so that they would be easier to read.

Councillor Baker said that we are two weeks into January now he asked when we can get more tangible numbers. Mr. Casselman believes they can have draft year end numbers in February.

## **REPORTS BOARDS AND COMMITTEES**

Nil

## **NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL**

Nil

## **MOTION TO RETURN TO COUNCIL**

Moved by: Councillor Earle

THAT we revert from Committee of the Whole Council, to Council.

CARRIED

**ADOPTION OF REPORT OF THE COMMITTEE OF THE WHOLE COUNCIL**

Moved by: Councillor Earle  
Seconded by: Councillor LeSueur

THAT the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

CARRIED

**UNFINISHED BUSINESS**

Nil

**EMERGENCY BUSINESS**

Nil

**BY-LAWS**

Nil

**CONFIRMATORY BYLAW FIRST AND SECOND READING**

Moved by: Councillor Fullarton  
Seconded by: Councillor McFall

THAT By-law Number 006-2013 to confirm the Proceedings of Council at its meeting held on January 15, 2013 be read a first and second time.

CARRIED

**CONFIRMATORY BYLAW THIRD READING**

Moved by: Councillor Fullarton  
Seconded by: Councillor McFall

THAT By-law Number 006-2013 to confirm the Proceedings of Council at its meeting held on January 15, 2013 be now read a third time, signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be recorded.

CARRIED

**MAYOR'S ANNOUNCEMENTS**

Mayor Henderson reminded Council that since all the budgets were not passed tonight they will need to schedule another budget meeting.

**MEDIA QUESTION PERIOD**

**ADJOURNMENT**

Moved by: Councillor Fullarton  
Seconded by: Councillor McFall

THAT Council adjourn its proceedings until the next regular meeting scheduled for January 22, 2013.

CARRIED

*The meeting adjourned at 8:45 pm.*

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Mayor

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City Clerk