



# **City of Brockville**

## **Finance & Administration Committee**

### **Minutes**

**4:30 PM - Tuesday, March 16, 2021**

Virtual Meeting

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The Finance & Administration Committee meeting was called to order on Tuesday, March 16, 2021, at 4:30 PM, in the Virtual Meeting, with the following present:

**Members Present:** Councillor Larry Journal, Councillor Jeff Earle, Councillor Nathalie Lavergne, Member Jennifer O'Reilly, and Mayor Jason Baker

**Regrets:** Nil.

**Others:** Councillor Cameron Wales and Councillor Matt Wren

**Staff:** Lynda Ferguson, Director of Finance & IT Services, Janette Loveys, City Manager, Sandra MacDonald, City Clerk, Robert Nolan, Director of Economic and Development Services, and Phil Wood, Director of Operations

#### **1. CHAIR'S REMARKS**

Councillor Journal introduced the committee members and welcomed the participants to the meeting.

#### **2. DISCLOSURE OF INTEREST**

1. Councillor Lavergne declared a potential direct pecuniary interest on Staff Report No. 2021-49, Small Business Property Tax Relief as she owns three small businesses.
2. Councillor Lavergne declared a potential direct pecuniary interest on Staff Report No. 2021-42, Insurance fees for third party users of municipal facilities as she rents facilities.

#### **3. DELEGATIONS AND PRESENTATIONS**

Nil.

#### **4. CORRESPONDENCE & COMMUNICATIONS**

Nil.

#### **5. REPORTS FROM BOARDS AND COMMITTEES**

Nil.

6. **STAFF REPORTS**

1. SR2021-48  
2020 Year-end Interim Variance Report

Moved by: Councillor Lavergne

THAT Council receives report SR2021-48 2020 Year-end Interim Variance Report for the period ended December 31, 2020 for information.

**For:** Councillor Journal, Councillor Earle, Councillor Lavergne, Member O'Reilly, and Mayor Baker

**CARRIED 5-0 on a recorded vote**

2. SR2021-46  
2020 Council Remuneration & Expenses

*This report was withdrawn and will be put forward to Council at the March 26, 2021 meeting.*

*Councillor Lavergne exited the meeting (4:41 pm)*

3. SR2021-49  
Small Business Property Tax Relief

Moved by: Councillor Earle

THAT Council receives report SR2021-49 Small Business Property Tax Relief for information.

**For:** Councillor Journal, Councillor Earle, Member O'Reilly, and Mayor Baker

**CARRIED 4-0 on a recorded vote**

*Councillor Lavergne re-entered the meeting (4:52 pm).*

4. SR2021-43  
Procurement Policy Revisions

Moved by: Councillor Lavergne

THAT Report SR2021-43 Procurement Policy Revisions be received;  
and

THAT Policy POL.F.20.139 Procurement Policy be updated  
accordingly.

**For:** Councillor Journal, Member O'Reilly, and Mayor Baker

**Against:** Councillor Earle and Councillor Lavergne

**CARRIED 3-2 on a recorded vote**

5. SR2021-47  
Modernization and Service Delivery City Fleet Program

Moved by: Member O'Reilly

THAT Council receives report SR2021-47 Modernization and Service  
Delivery Review - City Fleet Program; and,

THAT Council directs staff to include relevant recommendations in  
the 10 Years City Capital Plan and Asset Management Plan and,  
report back at the June 15, 2021 Finance and Administration  
Committee; and,

THAT staff continue to improve internal processes and reporting.

**For:** Councillor Journal, Councillor Earle, Councillor  
Lavergne, Member O'Reilly, and Mayor Baker

**CARRIED 5-0 on a recorded vote**

6. SR2021-45  
Sidewalk Patio Fee Waiver

Moved by: Councillor Earle

THAT report SR2021-45 – Sidewalk Patio Fee Waiver be received;  
and

THAT up to \$387.00 of Sidewalk Patio Fees be waived for 2021; and

THAT up to \$2,625.00 of the fees for installing and removing of  
barriers be waived for 2021; and

THAT the total of \$3,003.00 in waived fees be funded through the  
Safe Restart Funding.

**For:** Councillor Journal, Councillor Earle, Councillor  
Lavergne, Member O'Reilly, and Mayor Baker

**CARRIED 5-0 on a recorded vote**

7. SR2021-1  
2022 Municipal Election  
Alternative Voting Method

Moved by: Councillor Lavergne

THAT Council receive Staff Report No. SR2021-1, 2022 Election,  
Alternative Voting Method for information purposes; and

THAT Council approve an alternative voting method for the 2022  
Municipal Election and staff continue to partner with municipalities  
within the County of Leeds and Grenville and report back on costs  
once determined.

**For:** Councillor Journal, Councillor Earle, Councillor  
Lavergne, Member O'Reilly, and Mayor Baker

**CARRIED 5-0 on a recorded vote**

8. SR2021-44  
Ontario Municipal Commuter Cycling Program Funding Extension

Moved by: Member O'Reilly

THAT Report SR2021-44 dated March 8, 2021 regarding the Ontario Municipal Commuter Cycling program (OMCC) be received for information; and

THAT the Mayor and City Clerk are hereby authorized to execute all documentation in connection to the Ontario Municipal Commuter Cycling program (OMCC) on behalf of the Corporation of the City of Brockville and to affix the Corporation's seal thereto; and

THAT staff be authorized to bring forward a by-law to execute the Transfer Payment Agreement between the Minister of Transportation for the Province of Ontario and the City of Brockville, and all subsequent agreements or amendments with respect to the Ontario Municipal Commuter Cycling program (OMCC).

**For:** Councillor Journal, Councillor Earle, Councillor Lavergne, Member O'Reilly, and Mayor Baker

**CARRIED 5-0 on a recorded vote**

*Councillor Lavergne exited the meeting (5:31 pm).*

9. SR2021-42  
Insurance fees for third party users of municipal facilities

Moved by: Councillor Earle

THAT Council adopt user fees shown on Attachment 1 for insurance coverage specific to third party users of municipal facilities; and

THAT the fees be included with the 2021 User Fees; and

THAT the necessary bylaw be amended.

**For:** Councillor Journal, Member O'Reilly, and Mayor Baker

**Against:** Councillor Earle

**CARRIED 3-1 on a recorded vote**

*Councillor Lavergne re-entered the meeting (5:42 pm).*

7. **NEW BUSINESS FROM COMMITTEE MEMBERS**

Nil.

8. **FAC - CONSENT AGENDA**

Moved by: Member O'Reilly

THAT the following items as recommended by the Finance and Administration Committee be placed on the Consent Agenda:

1. SR2021-48  
2020 Year-end Interim Variance Report
2. SR2021-49  
Small Business Property Tax Relief
3. SR2021-43  
Procurement Policy Revisions
4. SR2021-47  
Modernization and Service Delivery City Fleet Program
5. SR2021-45  
Sidewalk Patio Fee Waiver
6. SR2021-1  
2022 Municipal Election - Alternative Voting Method
7. SR2021-44  
Ontario Municipal Commuter Cycling Program Funding Extension
8. SR2021-42  
Insurance fees for third party users of municipal facilities

**CARRIED**

9. **MEDIA QUESTION PERIOD**

10. **ADJOURNMENT**

Moved by: Councillor Lavergne

THAT the Finance and Administration Committee adjourn its meeting until the next regular meeting scheduled for April 20, 2021.

**CARRIED**

*The meeting adjourned at 5:48 pm.*