



**City of Brockville**  
**Council Meeting Minutes**  
**5:30 PM - Tuesday, August 29, 2023**  
City Hall, Council Chambers

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The Council meeting was called to order on Tuesday, August 29, 2023, at 5:30 PM, in the City Hall, Council Chambers, with the following present:

**Members Present:**

Mayor Matt Wren, Councillor Philip Deery, Councillor Jeff Earle, Councillor Jane Fullarton, Councillor Katherine Hobbs, Councillor Mike Kalivas, Councillor Louise Severson, and Councillor Cameron Wales

**Regrets:**

Councillor Nathalie Lavergne, (open session only)

**Staff:**

Adam Parker, IT Analyst, Cassidy Cameron, Committee Assistant, Lynda Ferguson, Director of Finance & IT Services, Matthew Locke, Supervisor of Transportation & Fleet Services, Sandra MacDonald, City Manager/City Clerk, Lynn Murray, Acting City Clerk, Robert Nolan, Director of Economic and Development Services, Phil Wood, Director of Operations, and Travis Raison, Project and Asset Coordinator

**MOTION TO MOVE INTO CLOSED SESSION (5:00 PM)**

Moved by: Councillor Fullarton

Seconded by: Councillor Lavergne

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

1. personal matters about an identifiable individual, including municipal or local board employees;
2. a proposed or pending acquisition or disposition of land by the municipality or local board;
3. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
4. 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.

**CARRIED**

## **CLOSED MEETING MATTERS**

### **LAND ACKNOWLEDGEMENT STATEMENT**

#### **MAYOR'S REMARKS**

Mayor Wren reminded everyone to slow down and drive with care as children head back to school next week. He also shared his appreciation for the hard work of the summer students who were employed for the city.

The Mayor advised that Councillor Deery was unable to attend in person this evening but will be joining remotely shortly.

His Worship noted that the roads that have been milled will start to be paved early next week.

Mayor Wren offered an update on the scene of the Perth Street fire. On July 10th the Chief Building Official issued a clean up order, the order has expired without the work being completed, the owners were notified, and the City will step in. These costs will be added to the property's taxes. He explained that a Safety Inspection was carried out, a contract has been signed and they will begin the clean up in the upcoming days.

Mayor Wren spoke on the topic of the Musi-theatre. He reiterated that once members of Council have voted on and made decisions, it becomes law, any one member who chooses to go against what has been voted on is egregious. His Worship said Councillor Fullarton has agreed to put forward a motion of Reconsideration which, if passed by Council, will bring the item back to the General Committee meeting on September 19th at which time there will be opportunity for delegations.

#### **DISCLOSURE OF INTEREST**

Councillor Wales declared a Conflict of Interest with regards to a possible Motion for Reconsideration regarding the Lease Renewal for the Musi-theatre at the Brockville Art Centre.

#### **ADOPTION OF COUNCIL MINUTES**

Moved by: Councillor Earle

THAT the minutes of the Council Meeting of July 25, 2023 and August 18, 2023 be adopted and circulated as read.

**CARRIED**

## **CORRESPONDENCE, COMMUNICATION AND PETITIONS**

1. Rail Safety Week  
(CN)

Moved by: Councillor Hobbs

THAT the Council of the Corporation of the City of Brockville hereby proclaim the week of September 18th - 24th, 2023 as Rail Safety Week in the City of Brockville.

**CARRIED**

2. Fall Selections - Municipal Significance  
SO | LO Social Local

Moved by: Councillor Severson

THAT Council approve the request from William McKinnon of SO | Lo Social Local to declare "Fall Selections" held at St. John's United Church, 32 Park Street, October 21, 2023, to be an event of "Municipal Significance" for the purpose of the issuance of Special Occasion Permits required by the Alcohol and Gaming Commission of Ontario (AGCO), subject to all necessary permits and approvals being obtained and in compliance with all City of Brockville By-laws.

**CARRIED**

3. Appointments to Boards and Committees  
(BMAAC)

Moved by: Councillor Wales

THAT Ryan Billing be removed from the Brockville Municipal Accessibility Advisory Committee; and

THAT the necessary by-law be enacted.

**CARRIED**

## DELEGATIONS

1. Brockville Privateers Rugby Football Club  
Curtis Patrick, President

C. Patrick spoke to Council regarding the plans for the Multi Use Recreation Facility and shared information on the Brockville Privateers rugby club within the community.

2. MNP  
Brent Wilson, CPA, CA, LPA

B. Wilson presented the 2022 Financial Statements for the City of Brockville.

*Councillor Deery joined the meeting at 6:16 pm.*

## STAFF REPORTS

1. **2023-153**  
2022 Audited Financial Statements

Moved by: Councillor Kalivas

THAT report SR2023-153 2022 Audited Financial Statements be received, and the following be approved;

1. THAT the audited statements for the Corporation of the City of Brockville for the year ended December 31st, 2022, be received and approved; and
2. THAT the audited statements for the Corporation of the City of Brockville Trust Funds be received and approved; and
3. THAT the operating surplus of \$13,496 be allocated to the Fiscal Policy Reserve; and
4. THAT the water operating surplus of \$597,851 be allocated to the water reserves; and
5. THAT the wastewater operating surplus of \$261,086 be allocated to the wastewater reserves.

**For:** Mayor Wren, Councillor Deery, Councillor Earle, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Severson, and Councillor Wales

**CARRIED 8-0 on a recorded vote**

## **PLANNING AND DEVELOPMENT COMMITTEE**

Councillor M. Kalivas, Chair  
Councillors J. Earle, N. Lavergne, and C. Wales, Citizen Member A. Koolwine  
Meeting held August 8, 2023.

### **PDC - CONSENT AGENDA**

Moved by: Councillor Kalivas

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

**For:** Mayor Wren, Councillor Deery, Councillor Earle, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Severson, and Councillor Wales

**CARRIED 8-0 on a recorded vote**

#### **1. 2023-138**

Utilization of Funds and Final Acceptance and Discharge of Obligations  
Millwood East Subdivision (Stonebriar Cr. and Brookside Place)

THAT Council authorize final acceptance and discharge obligations under Subdivision Agreement 08T-03502, between 1178420 Ontario Ltd. and the Corporation of the City of Brockville, 22 September 2006, for lands known as Millwood East Subdivision (Stonebriar Cr. and Brookside Place), described as Part of Lots 11 and 12, Concession 2, City of Brockville, being Lots 1 to 15 and Blocks A and B, Plan 28M-4; and,

THAT Council authorizes the redemption of all financial security (cash deposit) totaling \$11,235.00 for unfulfilled obligations and deficiencies contained within Subdivision Agreement 08T-03502, said amount to be deposited to the Water Rate Reserve Account to cover costs associated with previous repairs performed by the City to curb stops; and,

THAT the necessary by-laws be enacted.

2. **2023-142**

Official Plan and Zoning By-law Amendment – 332 Park Street - Regular Meeting

THAT Official Plan Amendment No. 29 respecting lands described as Part of Park Lot 13, Plan 9, municipally known as 332 Park Street, be amended, to:

- Redesignate the property to "Corridor Commercial Area Site Specific", within the "Mixed Use Corridor", subject to "Source Water Protection" considerations to permit a Place of Worship on the property; and

THAT Zoning By-law 050-2014, be amended, to rezone lands described as Part of Park Lot 13, Plan 9, municipally known as 332 Park Street, from "C2- General Commercial Zone", subject to "Source Water Protection" considerations, be amended, to:

"C2- General Commercial Zone Special Exception", subject to "Source Water Protection" considerations.

The special exceptions:

- To permit a Place of Worship."

3. **2023-143**

Official Plan and Zoning By-law Amendment – 71 King St East Street - Regular Meeting

THAT Official Plan Amendment No. 30 respecting lands described as Part Lot C, Plan 146, municipally known as 71 King St East be amended, to:

- Redesignate the property to "Downtown and Central Waterfront Area Site Specific", within the "Mixed Use Node", subject to "Main Street Area" policies, "Intermittent Street Frontage" policies, and "Source Water Protection" considerations; and
- Add new site-specific policies to permit a residential unit on the ground floor accessed via King St E and a residential unit on the lower level accessed via Park Lane, and recognize existing ceiling height of less than 4.5m for ground floor residential units accessed via King St E and Park Lane; and

THAT Zoning By-law 050-2014, be amended, to rezone lands described as Part Lot C, Plan 146, municipally known as 71 King St East, from "R3-General Residential Zone", subject to "Minimum Building Height" policies, "Continuous Street Frontage" policies, and "Source Water Protection" considerations, be amended, to:

"MD – Mixed Use Downtown Zone Special Exception Zone", subject to "minimum building height" policies, "Continuous Street Frontage" policies "Source Water Protection" considerations. The special exceptions being:

1. That residential occupancy in the basement and ground floor of the existing building be permitted;
2. That a maximum of 4 "Apartment Units" be permitted;
3. That the existing ceiling height on the ground floors of the building being less than 4.5m be permitted;
4. That the 3 existing parking spaces only be provided for the 4 "Apartment units" on the subject property measuring 5.5m deep and 2.29m wide."

4.     **2023-144**  
Encroachment Agreement  
7 Cedar Street

THAT Council authorize the Mayor and Clerk to execute an encroachment agreement with Allen Torrance, for the encroachment of stairs and a concrete pathway, 11 ft. 4 in. onto the untraveled portion of the road allowance for the property located at 7 Cedar Street, Brockville.

**PDC - REGULAR AGENDA**

Nil.

## **GENERAL COMMITTEE**

Councillor J. Fullarton, Chair  
Councillors P. Deery, K. Hobbs, and L. Severson  
Meeting held August 15, 2023.

## **GENERAL - CONSENT AGENDA**

Moved by: Councillor Fullarton

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

**For:** Mayor Wren, Councillor Deery, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Severson, and Councillor Wales

**Against:** Councillor Earle

**CARRIED 7-1 on a recorded vote**

### **1. 2023-147**

Reynolds Park and Centennial/Hardy Park Parking

THAT Council approve 3-hour complimentary parking within the designated parking area in Reynolds Park, and;

THAT Council approve the change from 2-hour parking to 3-hour parking for the 17 2-hour parking spots on Kincaid Street adjacent to Centennial/Hardy Park outside of the Kincaid Street parking lot, and;

THAT bylaw 119-89 be amended.

### **2. 2023-145**

City Salt Storage - Design Project

THAT staff prepare a capital business case for the construction of a city salt storage building in accordance with the completed design for the 2024 budget.



3. Information Items

THAT the following items be received for information:

1. 2023-148  
Municipal Accommodation Tax - Quarter 2 Update

**GENERAL - REGULAR AGENDA**

1. **2023-146**  
Tall Ships Festival 2025

Moved by: Councillor Severson

THAT Staff submit a response to the Tall Ships America Request for Proposals; and

THAT Staff report back to the October General Committee with proposals for the delivery of the Tall Ships Festival through a short-term employment contract.

**For:** Mayor Wren, Councillor Deery, Councillor Earle, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Severson, and Councillor Wales

**CARRIED 8-0 on a recorded vote**

2. **2023-141**  
Arena Project Concept Approval

Moved by: Councillor Deery

THAT Council approve the conceptual 50% design to move forward to 100% detailed design;

THAT Council approve the formation of a fundraising committee with terms of reference with an objective of fundraising \$5,000,000 towards the project construction costs;

THAT Council receive the attached public feedback from the primary recreation user groups who participated in stakeholder meetings with the Arena Advisory Committee and City staff; and

THAT letters from the Brockville Privateers Rugby Football Club and the Brockville Minor Hockey Association be appended to staff report 2023-141.

**For:** Mayor Wren, Councillor Deery, Councillor Earle, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Severson, and Councillor Wales

**CARRIED 8-0 on a recorded vote**

3. **2023-127**

In-house Para-Transit Service Plan

Moved by: Councillor Hobbs

THAT Council approve the implementation of the in-house Para-Transit service plan in place of continued contracting of a service operator, and

THAT Council approve staff to complete the procurement process to purchase two wheelchair accessible vans at an estimated cost not to exceed \$184,000, funded by debenture, in accordance with the in-house Para-Transit service plan, and

THAT Council approve the 2023 operating budget staffing increase in the amount of \$34,943 funded by the Transit Reserve to hire a Transit Service Coordinator for November and December 2023 and four transit drivers for December of 2023, in accordance with the in-house Para-Transit service plan.

**AS AMENDED ON A LATER VOTE**

Motion to Amend

Moved by: Councillor Wales

THAT the original motion be amended to include the preference of hybrid vehicles and to raise the overall budget to \$220,000 for the purchase of 2 vans.

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

**Against:** Councillor Deery, Councillor Earle, and Councillor Kalivas

**CARRIED 5-3 on a recorded vote**

Amended Motion

Moved by: Councillor Wales

THAT Council approve the implementation of the in-house Para-Transit service plan in place of continued contracting of a service operator, and

THAT Council approve staff to complete the procurement process to purchase two wheelchair accessible vans, with a preference to hybrid vehicles, at an estimated cost not to exceed \$220,000, funded by debenture, in accordance with the in-house Para-Transit service plan, and

THAT Council approve the 2023 operating budget staffing increase in the amount of \$34,943 funded by the Transit Reserve to hire a Transit Service Coordinator for November and December 2023 and four transit drivers for December of 2023, in accordance with the in-house Para-Transit service plan.

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

**Against:** Councillor Deery, Councillor Earle, and Councillor Kalivas

**CARRIED 5-3 on a recorded vote**

Motion to Defer

Moved by: Councillor Severson

THAT this item be deferred to the Council meeting of September 12, 2023.

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

**Against:** Councillor Hobbs

**CARRIED 7-1 on a recorded vote**

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

*Councillor Wales exited the Council Chambers at 7:53 pm.*

1. Musi-Theatre lease Renewal  
Brockville Theatre Guild & Brockville Operatic Society (2023-2024)

### Motion to Suspend the Rules of Procedure

Moved by: Councillor Fullarton

THAT Council suspend the rules of procedure as set out in the By-Law Governing the Proceedings of Council (as amended) to consider a motion for reconsideration related to Staff Report No. 2023-17, Musi-Theatre lease renewal from the council meeting of February 28, 2023.

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

**CARRIED 7-0 on a recorded vote**

### Motion for Reconsideration

Moved by: Councillor Fullarton

THAT the following motion be reconsidered:

2023-17  
Musi-Theatre Lease

THAT the Council authorize the Mayor and City Clerk to enter into a lease agreement renewal between the Brockville Theatre Guild (BTG), Brockville Operatic Society (BOS) and the city of Brockville for January 1, 2023 to December 31, 2024.

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

**CARRIED 7-0 on a recorded vote**

Motion to Refer

Moved by: Councillor Fullarton

THAT the matter be referred to the General Committee of September 19, 2023.

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

**CARRIED 7-0 on a recorded vote**

*It was requested that this item to be placed towards the end of the agenda, at approximately 5:15 pm to allow public participation.*

*Councillor Wales re-entered the Council Chambers at 7:59 pm.*

**UNFINISHED BUSINESS**

Nil.

**EMERGENCY BUSINESS**

Nil.

**BY-LAWS**

1. 055-2023  
A By-law to amend By-law 024-2023, Being a By-law to Establish General Fees and Service Charges (BAC Technical Services)
2. 056-2023  
By-law to Remove Part of Block B, Registered Plan 375 (RP2), City of Brockville, County of Leeds, being Part of Part 4, Plan 28R-14425(P2) (Bridlewood Subdivision)
3. 057-2023  
By-law to utilize funds held as a condition of an Agreement and to Accept Plan 28M-4 and to Discharge Obligations Under a Subdivision Agreement between 1178420 Ontario Ltd. and The Corporation of The City of Brockville (Millwood East Subdivision)
4. 058-2023  
A By-law to amend 003-2023 Being a By-law to Appoint Members to Various Boards and Commissions (DBIA/BPL)

## **READING OF THE BY-LAWS**

Moved by: Councillor Kalivas  
Seconded by: Councillor Lavergne

THAT By-laws Numbered 055-2023 to 058-2023 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**

## **MAYOR'S ANNOUNCEMENTS**

### **MEDIA QUESTION PERIOD**

*The meeting recessed at 8:20 pm.*

### **CLOSED MEETING MATTER(S)**

*The meeting reconvened at 9:19 pm.*

## **REPORT OF THE CLOSED SESSION**

Moved by: Councillor Fullarton  
Seconded by: Councillor Deery

THAT Council rise from the Closed Session and the Chairman report that all recommendations adopted in Closed Session, be adopted.

**CARRIED**

## **CONFIRMATORY BY-LAW**

Moved by: Councillor Kalivas  
Seconded by: Councillor Lavergne

THAT By-law Number 059-2023 to confirm the Proceedings of Council at its meeting held on August 29, 2023 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 Kalivas  
Seconded by: Councillor Lavergne

THAT Council adjourn its proceedings until the next regular meeting scheduled for September 12, 2023.

**CARRIED**

*The meeting adjourned at 9:20 pm.*

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Mayor

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Acting City Clerk