



**City of Brockville**  
**Council Meeting Minutes**  
**6:00 PM - Tuesday, September 8, 2020**  
Virtual Meeting

---

The Council meeting was called to order on Tuesday, September 8, 2020, at 6:00 PM, Virtual Meeting, with the following present:

**Members Present:** Mayor Jason Baker, Councillor Leigh Bursey, Councillor Jeff Earle, Councillor Jane Fullarton, Councillor Larry Journal, Councillor Mike Kalivas, Councillor Nathalie Lavergne, Councillor Cameron Wales, and Councillor Matt Wren

**Regrets:** Nil.

**Staff:** Janette Loveys, City Manager, Sandra MacDonald, City Clerk, Andrew McGinnis, Planner, and Krista Vandewal, Manager of Human Resources

**MOTION TO MOVE INTO CLOSED SESSION (4:30 PM)**

Moved by: Councillor Lavergne  
Seconded by: Councillor Kalivas

THAT pursuant to *Municipal Act*, 2001, Section 239 Sub. 2 (b), (d), (e) and (f), 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. labour relations or employee negotiations;
3. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
4. advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED**

**CLOSED MEETING STAFF REPORTS**

## **REPORT OF THE CLOSED SESSION**

Moved by: Councillor Lavergne  
Seconded by: Councillor Kalivas

THAT Council rise from the Closed Session without reporting.

**CARRIED**

## **MAYOR'S REMARKS**

Mayor Baker announced there is one more movie night planned for this year behind Stingers. All proceeds will go to Big Brothers and Big Sisters. City Hall reopened to the public today for regular business with COVID measures in place. The fall Treasure Hunt is Saturday September 19th.

Mayor Baker announced the passing of George W. Smith, former Mayor. City flags were lowered to half-mast in recognition of his service to the community. It was confirmed that the Memorial Centre ice is now available, and the Youth Arena will be made available when additional ice time is required to meet the needs of the users.

## **DISCLOSURE OF INTEREST**

1. Councillor Wales declared a potential indirect pecuniary interest on a closed session item from the Council meeting of August 25, 2020, as his employer may have a financial interest in the matter up for discussion.
2. Councillor Wales declared a potential indirect pecuniary interest on Staff Report No. 2020-128, 2021 Tourism and Marketing, clauses 1 and 2 as his employer may have a financial interest in the matter up for discussion.
3. Mayor Baker declared a potential indirect pecuniary interest on a closed session item from the Council meeting of August 25, 2020, as his daughter is employed by a potential bidder.
4. Mayor Baker declared a potential indirect pecuniary interest on Staff Report No. 2020-128, 2021 Tourism and Marketing as his daughter is employed by a potential bidder.
5. Councillor Earle declared a potential direct pecuniary interest on Staff Report No. 2020-124, Northern Cables Request for Reduction in Building Permit Fee, as Northern Cables is a customer of his company.

## **ADOPTION OF COUNCIL MINUTES**

Moved by: Councillor Journal

THAT the minutes of the Council Meetings of August 18, 2020 (two meetings) and August 25, 2020 be adopted and circulated as read.

**CARRIED**

## **CORRESPONDENCE, COMMUNICATIONS AND PETITIONS**

1. Canada Library Month and Ontario Public Library Week  
Councillor Bursey

Moved by: Councillor Bursey

THAT City Council hereby proclaim October 2020 as Library Month in the City of Brockville.

**CARRIED**

2. Appointments Boards and Committees  
(Youth Advisory Council)

Moved by: Councillor Bursey

THAT Amelia Foley be removed from the Youth Advisory Council; and

THAT the necessary By-law be enacted.

**CARRIED**

3. Royal Canadian Legion  
Request to call on the Provincial and Federal governments for financial assistance (COVID-19)  
Town of Prescott (Councillor Wales)

Moved by: Councillor Wales

WHEREAS The Royal Canadian Legion is an integral part of small and large communities across Canada, including Branch 96 in Brockville; and

WHEREAS The Royal Canadian Legion, Branch 96 serves Veterans, promotes Remembrance and provides volunteer support in our community; and

WHEREAS The Town of Prescott recently passed a resolution in support of The Royal Canadian Legion, Branch 97's requests to the Government of Canada and the Ontario Provincial Government for financial assistance during the COVID-19 pandemic; and

WHEREAS The Ontario Trillium Fund recently announced the opening of a Resilient Communities Fund to help the non-profit sector, including Legion branches, recover and rebuild from the impacts emerging from COVID-19;

THEREFORE BE IT RESOLVED THAT Brockville Council appreciates the Province of Ontario's support for nonprofit organizations through the Resilient Communities Fund and encourages local nonprofit organizations to apply for the next round of funding by December 2nd, 2020; and

THAT Brockville Council encourages the Ontario Provincial Government and the Government of Canada to provide future support as needed to ensure the continued operation of all Legion branches; and

THAT a copy of this resolution be sent to The Honourable Lawrence MacAulay, Minister of Veterans Affairs, MP Michael Barrett, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, and The Royal Canadian Legion, Branch 96.

**CARRIED**

## **DELEGATIONS**

1. Request for face mask by-law (multi-tenant buildings)  
Bill Fraser, Boardwalk Condominium  
Gail Blake, Tall Ships Landing Condominium  
Lois Rosine, Tall Ships Landing Condominium

B. Fraser noted recent Public Health Order instituted by the Lanark, Leeds and Grenville Health Unit, mandating the wearing of face masks in public spaces in the region only pertains to public spaces and does not deal with common areas contained within private buildings. He stated multi-tenant buildings have high population density, with residents sharing many common features such as mail services, elevators, hallways, lounge areas, and doorknobs and other common “touch” surfaces. As a result, should a Coronavirus outbreak establish in a multi-tenant building it could spread into the community-at-large like wildfire. They are requesting that Council implement a face mask by-law to include all common and/or public areas within all condominium and apartment buildings in Brockville.

Moved by: Councillor Wren

THAT staff be directed to report back to the September 22nd, 2020 Council meeting with recommendations on a temporary mandatory face mask by-law that includes face mask use in within public or common indoor areas of multi-residential apartment and condominium buildings and it include all provisions currently incorporated into the order issued by the Lanark, Leeds and Grenville Health Unit.

**CARRIED**

## **STAFF REPORTS**

1. J&L Truck & Trailer Request for Reduction in Irrevocable Standby Letter of Credit

Moved by: Councillor Wren

THAT report SR2020-127 J&L Truck & Trailer Request for Reduction in Irrevocable Standby Letter of Credit dated September 4, 2020, be received; and

THAT Council provide direction to staff.

**CARRIED as amended on a later vote**

### Motion to Amend

Moved by: Councillor Journal

THAT the request from J&L Truck and Trailer request for reduction in irrevocable standing letter of credit be denied.

THAT staff be directed to review the letter of credit policy and report to the Planning and Operations Committee no later than June 2021.

**For:** Councillor Journal, Mayor Baker, Councillor Earle, Councillor Fullarton, Councillor Kalivas, Councillor Lavergne, Councillor Wales, and Councillor Wren

**Against:** Councillor Bursey

**CARRIED 8-1 on a recorded vote**

### Amended Motion

Moved by: Councillor Wren

THAT report SR2020-127 J&L Truck & Trailer Request for Reduction in Irrevocable Standby Letter of Credit dated September 4, 2020, be received; and

THAT the request from J&L Truck and Trailer request for reduction in irrevocable standing letter of credit be denied.

THAT staff be directed to review the letter of credit policy and report to the Planning and Operations Committee no later than June 2021.

**For:** Councillor Wren, Mayor Baker, Councillor Bursey, Councillor Earle, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, and Councillor Wales

**CARRIED 9-0 on a recorded vote**

2. 2021 Tourism and Marketing

Moved by: Councillor Fullarton

THAT Council abandon the RFP processes with respect to 2020-RFP-04 Tourism, Information and Stakeholder Services and 2020-RFP-05 Tourism, Marketing and Promotion Services; and

THAT Council directs city staff to consult with tourism providers on the priorities for service levels for 2021 and report back at the October 6th Economic Development, Recreation and Tourism Committee with recommendations to support tourism; and

THAT Council directs city staff to prepare a report for the October 6th Economic Development, Recreation and Tourism Committee on options to utilize the Municipal Accommodation Tax for 2021; and

THAT Council directs city staff to prepare a report for the November 3rd Economic Development, Recreation and Tourism Committee on consultation options for tourism and marketing services for the purpose of establishing priorities for the delivery of tourism and marketing services starting 2022.

**CARRIED**

*Mayor Baker vacated the Chair and Councillor Kalivas assumed the Chair.  
Mayor Baker exited Council Chambers. (7:04 pm)*

Motion to Separate

Moved by: Councillor Wales

THAT the first paragraph of motion be separated from the balance of the motion.

**For:** Councillor Bursey, Councillor Earle, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, Councillor Wales, and Councillor Wren

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

*Councillor Wales exited the meeting (7:08 pm).*

Moved by: Councillor Fullarton

THAT Council abandon the RFP processes with respect to 2020-RFP-04 Tourism, Information and Stakeholder Services and 2020-RFP-05 Tourism, Marketing and Promotion Services.

**For:** Councillor Bursey, Councillor Earle, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, and Councillor Wren

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

*Councillor Wales re-entered the meeting (7:26 pm).*

*Councillor Wales exited the meeting (7:36 pm).*

Moved by: Councillor Fullarton

THAT Council directs city staff to consult with tourism providers on the priorities for service levels for 2021 and report back at the October 6th Economic Development, Recreation and Tourism Committee with recommendations to support tourism; and

THAT Council directs city staff to prepare a report for the October 6th Economic Development, Recreation and Tourism Committee on options to utilize the Municipal Accommodation Tax for 2021; and



THAT Council directs city staff to prepare a report for the November 3rd Economic Development, Recreation and Tourism Committee on consultation options for tourism and marketing services for the purpose of establishing priorities for the delivery of tourism and marketing services starting 2022.

**For:** Councillor Fullarton, Councillor Bursey, Councillor Kalivas,  
Councillor Lavergne, and Councillor Wren

**Against:** Councillor Earle and Councillor Journal

**CARRIED 5-2 on a recorded vote**

*Mayor Baker and Councillor Wales re-entered the meeting (8:22 pm).*

*The entire motion was carried as follows:*

Moved by: Councillor Fullarton

THAT Council abandon the RFP processes with respect to 2020-RFP-04 Tourism, Information and Stakeholder Services and 2020-RFP-05 Tourism, Marketing and Promotion Services.

THAT Council directs city staff to consult with tourism providers on the priorities for service levels for 2021 and report back at the October 6th Economic Development, Recreation and Tourism Committee with recommendations to support tourism; and

THAT Council directs city staff to prepare a report for the October 6th Economic Development, Recreation and Tourism Committee on options to utilize the Municipal Accommodation Tax for 2021; and

THAT Council directs city staff to prepare a report for the November 3rd Economic Development, Recreation and Tourism Committee on consultation options for tourism and marketing services for the purpose of establishing priorities for the delivery of tourism and marketing services starting 2022.

**CARRIED**

## **PLANNING AND OPERATIONS COMMITTEE**

Councillor M. Kalivas, Chair  
Councillors L. Bursey and C. Wales, A. Koolwine, Citizen Member  
Meeting Date September 1, 2020

### **POC - CONSENT AGENDA**

*Councillor Earle requested that Item No. 3 be separated from the Consent Agenda.*

Moved by: Councillor Kalivas

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

**For:** Mayor Baker, Councillor Bursey, Councillor Earle, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, Councillor Wales, and Councillor Wren

**CARRIED 9-0 on a recorded vote**

1. Tender Results for Operation of Crossing Guard Program

THAT Council accept the tender submitted by Neptune Security Services in the amount of \$240,000+HST annually for a net cost of \$244,224.17 for the management and operation of the school crossing guard program.

2. Tender for Contract 2020-12 Rotary Field House, Memorial Park Renovations

THAT Council receive Report SR2020-125; and

THAT purchasing be approved for contract 2020-12 Rotary Field House, Memorial Park Renovations with R.D. Steele Construction Ltd for \$136,524.55 (including HST).

*Councillor Earle exited the meeting (8:24 pm).*

## **POC - REGULAR AGENDA**

1. Northern Cables Request for Reduction in Building Permit Fee

Moved by: Councillor Kalivas

THAT report SR2020-124 Northern Cables Request for Reduction in Building Permit Fee be received; and

THAT Council authorize a reduction in Building Permit Fees for Northern Cables current expansion by 33%.

**For:** Mayor Baker, Councillor Bursey, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, Councillor Wales, and Councillor Wren

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

*Councillor Earle re-entered the meeting (8:28 pm).*

## **ECONOMIC DEVELOPMENT, RECREATION AND TOURISM COMMITTEE**

Councillor J. Fullarton, Chair  
Councillor M. Wren, J. Barabash and T. Barnes, Citizen Members  
Meeting held September 1, 2020

## **EDRTC- CONSENT AGENDA**

Moved by: Councillor Fullarton

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

**For:** Mayor Baker, Councillor Bursey, Councillor Earle, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, Councillor Wales, and Councillor Wren

**CARRIED 9-0 on a recorded vote**

1. Release of Easement  
550 King Street West

THAT Council authorize the City Clerk to take all necessary steps to release and abandon the 1972 sanitary sewer easement from Phillips Cables Limited in favour of the Corporation of the City of Brockville registered on July 19, 1972 as instrument number LR50047 over those lands designated as Parts 2, 5, 6 and 7 on Plan 28R-15186.

2. Request for Encroachment Agreement  
61 Buell Street, Brockville

THAT Council authorize the Mayor and Clerk to execute an encroachment agreement with B. Horrocks, for the encroachment of a fence and front steps to a maximum of 0.4572 metres or 18 inches from the sidewalk.

3. Acceptance of Conveyance of Land and  
Dedication as Parkland  
M. Malovic Aspen Drive

THAT City Council hereby accept the conveyance of lands from Marco Malovic (as highlighted in yellow on the sketch attached here to; Reference Plan yet to be registered); and

THAT said lands be dedicated as parkland; and

THAT the Mayor and City Clerk are hereby authorized and instructed to perform all acts and to take such steps and execute such documents as may be necessary to effect this matter.

4. 2020 Municipal Accommodation Tax Q2 Remittance

THAT report SR 2020-126 2020 Municipal Accommodation Tax Q2 Remittance be received for information.

#### **EDRTC - REGULAR AGENDA**

Nil.

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

1. Traffic Calming, Speed Reduction and Pedestrian Safety Measures:  
Councillor Wren

Moved by: Councillor Wren

Whereas the Municipal Act of the Province of Ontario grants the City of Brockville jurisdiction to pass bylaws with respect highways, including parking and traffic on highways; and

Whereas members of our community are concerned about excessive vehicular speeds and safety for pedestrians; and

Whereas residential intensification and an increase in tourism have increased the volume of vehicles and pedestrians in our downtown core; and

Whereas certain residential neighbourhoods have seen significant traffic increases due to ongoing development;

Therefore Council directs staff to review recommendations within the Active Transportation Plan, and also consider best practices in other municipalities, in order to bring recommendations to the Planning and Operations Committee that will result in traffic calming, reduction of vehicular speeds as and where appropriate, improved traffic flow, and pedestrian safety particularly in the downtown tourism area; these recommendations shall include but not be limited to revision of existing bylaws or proposal of additional bylaws, greater enforcement, traffic calming equipment, improved signage, intersection and/or pedestrian cross over equipment, or other such measures; and

That a preliminary report be presented at the November Planning and Operations Committee, in order that priorities may be considered and established prior the 2021 budget process.

**For:** Mayor Baker, Councillor Bursey, Councillor Earle, Councillor Fullarton, Councillor Journal, Councillor Kalivas, Councillor Lavergne, Councillor Wales, and Councillor Wren

**CARRIED 9-0 on a recorded vote**

## **UNFINISHED BUSINESS**

Nil.

## **EMERGENCY BUSINESS**

Nil.

## **BY-LAWS**

1. 062-2020  
A By-law to Authorize the Appointment of Municipal Law Enforcement Officers and Peace Officers as it Applies to the Private Property of Sutton Essential Reality – 71 King Street West
2. 063-2020  
By-law to appoint Janette Loveys, City Manager as Deputy City Clerk
3. 064-2020  
By-law to Adopt Amendment number 15 to the Official Plan for the City of Brockville (Part of Lot 7, Concession 1, City of Brockville, County of Leeds, being Part 1 on Plan 28R-15197
4. 065-2020  
By-law to Amend City of Brockville Zoning By-law 050-2014 (Part of Lot 7, Concession 1, City of Brockville, being Part 1 on Plan 28R-15197
5. 066-2020  
A By-law to appoint Shawn Merriman as a building inspector for the Corporation of the City of Brockville
6. 067-2020  
A By-law to Authorize the Mayor and City Clerk to enter into an Agreement with Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario for Dedicated Gas Tax Funds for Public Transportation Program

## **READING OF THE BYLAWS**

Moved by: Councillor Bursey

Seconded by: Councillor Journal

THAT By-laws Numbered 062-2020 to 067-2020 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**

## **CONFIRMATORY BYLAW**

Moved by: Councillor Bursey  
Seconded by: Councillor Journal

THAT By-law Number 068-2020 to confirm the Proceedings of Council at its meeting held on September 8, 2020 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**

## **MAYOR'S ANNOUNCEMENTS**

Mayor Baker noted the development taking place within the city. There are three manufacturing companies expanding, a new housing development and a new commercial development on Parkedale at Stewart Blvd.

## **MEDIA QUESTION PERIOD**

## **ADJOURNMENT**

Moved by: Councillor Bursey  
Seconded by: Councillor Journal

THAT Council adjourn its proceedings until the next regular meeting scheduled for September 22, 2020.

**CARRIED**

*The meeting adjourned at 9:00 pm.*

---

Mayor

---

City Clerk