



Finance, Administration & Operations Committee

Tuesday, January 20, 2015, 4:15 pm
City Hall, Council Chambers

COMMITTEE MINUTES

Committee Members:

Councillor T. Blanchard, Chair
Councillor P. Deery
Councillor J. Earle (late 4:26 pm)
Councillor J. Fullarton
Mayor D. Henderson, Ex-Officio

Other Council Members:

Councillor L. Bursey
Councillor D. LeSueur

Staff:

Mr. C. Cosgrove, Director of Operations
Mr. D. Dick, Director of Corporate Services
Ms. L. Murray, Deputy City Clerk, Recording Secretary
Mr. P. Raabe, Director of Environmental Services
Ms. S. Seale, City Clerk

The Chair called the meeting to order at 4:18 p.m.

DISCLOSURE OF INTEREST

Nil.

DELEGATION(S) AND PRESENTATION(S)

1. Brockville's Railway Tunnel
Councillor LeSueur, Committee Chair

Councillor LeSueur reviewed his presentation for the Committee. He shared that the plan is to have the Grand Opening on July 1, 2017 which will be Canada's 150th Birthday. Councillor LeSueur said that they feel this attraction will bring different types of visitors to the city, such as train enthusiasts and geologists for example.

Councillor Earle shared that he had visited the Canadian Museum of Rail Travel in Cranbrook, British Columbia last summer. He agreed that it was quite interesting but was incomplete; he felt they must have run out of money. Councillor Earle suggested that the Tunnel Committee approach this museum to possibly obtain some financial

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information.

Councillor Deery feels this meets a lot of Brockville's needs and is in full support.
Councillor Bursey supports the project as well.

Mayor Henderson asked if the approach was still to phase things in. Councillor LeSueur responded that they will begin by opening the tunnel, and then work on the gorge and finally parking etc. He added that they hope to obtain various grants to subsidize the project.

CORRESPONDENCE

Nil.

STAFF REPORTS

1. 2015-001-01
Charitable Donations Receipt Policy

Moved by: Councillor Fullarton

THAT the Finance Administration and Operations committee approve the Charitable Donation Receipt Policy 2015-001-01 and that the Director Corporate Services/Treasurer be authorized to enter into agreements for gifts in-kind.

CARRIED

2. 2015-004-01
Water and Wastewater Systems
Quarterly Report (Oct. - Dec. 2014)

Moved by: Councillor Fullarton

THAT Report 2015-004-01 Water & Wastewater Systems Quarterly Report (Oct. – Dec. 2014) be received for information purposes.

CARRIED

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3. 2015-005-01
Allocation of Water and Wastewater Surpluses

Moved by: Councillor Fullarton

THAT the Finance, Administration and Operations committee approve the allocation of the water and wastewater surpluses into separate reserves and reserve funds to provide for future operating and capital expenditures as follows:

	Water	Wastewater
Working Capital - Operations	\$ 330,000	\$ 450,000
Working Capital - Capital	\$ 80,000	\$ 80,000
Long-term Capital Assets	\$ 2,190,000	\$ 1,770,000

CARRIED

After reviewing the report for the Committee Mr. Dick offered some clarity into the difference between Reserves and Reserve Funds.

Mr. Dick explained the different investment options included in this report. He suggested that it would be a good idea to take a portion of these reserve funds and invest them in a longer term equity fund that would provide a greater return.

Moved by: Mayor Henderson

THAT the Treasurer is hereby directed to invest up to \$2 million in the "One Equity Program".

CARRIED

4. 2015-006-01
Renewal of Agreement with Commissionaires Inc.
Kingston & Region Division for Parking Enforcement

Moved by: Councillor Fullarton

THAT Council for the Corporation of the City of Brockville authorize the City Clerk to enter into an agreement with the Commissionaires Inc., Kingston and Region Division for the provision of parking enforcement services for the period of February 1, 2015 to January 31, 2016.

CARRIED

Ms. MacDonald reviewed this report for the Committee.

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Councillor Blanchard asked Ms. MacDonald how the cost of this service compares to the revenue it generates.

Ms. MacDonald replied that each year there averages about a \$50,000 surplus that goes into the Parking Reserve account for future expenditures.

5. 2015-008-01
Conventional and Para Transit Extended Hours

Moved by: Councillor Deery

THAT Council approve the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday.

CARRIED, AS AMENDED ON A LATER VOTE

Motion to Amend

Moved by: Councillor Deery

THAT the Transit extended hours program be piloted for a further 13 month period for both conventional and para transit with a report to be made at the January 2016 Finance, Administration and Operations Committee on the results of the extended trial program.

CARRIED

The vote was now taken on the motion, as amended and was carried.

Amended Motion

THAT Council approve the extension of operating hours for one (1) Conventional Transit bus and one (1) Specialized Transit (PARA) bus from 6:00 pm to 9:00 pm, Monday to Friday; and

THAT the Transit extended hours program be piloted for a further 13 month period for both conventional and para transit with a report to be made at the January 2016 Finance, Administration and Operations Committee meeting on the results of the extended trial program.

Mr. Cosgrove offered a review of this report.

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Councillor Earle wondered if the extra use and wear and tear on the buses affected the Capital side. Mr. Cosgrove responded that they rotate the buses and does not foresee it affecting the current 6 year life span of the vehicles.

Mayor Henderson noticed that the numbers in March 2014 are much higher than any other month. Mr. Cosgrove will look into to this and report back to the Committee.

↑ Action: CC

Councillor Baker suggested extending the pilot for another 6 months before they make it permanent.

There was a discussion regarding this option.

6. 2015-009-01
Rotary Park Rink Board Advertising

Moved by: Councillor Fullarton

THAT Cole Solutions be permitted to sell, install and maintain advertisements on the rink boards at the Rotary Park hockey rink until June 30, 2017, with 10% of the profit from the advertising being returned to the City.

CARRIED, AS AMENDED ON A LATER VOTE

Amendment to Motion

Moved by: Mayor Henderson

THAT the Director of Operations be directed to negotiate with Cole Solutions a payment of 10% of the gross revenue from advertising sales and, if this is not acceptable to the proponent then the Director of Operations is hereby directed to initiate a request for proposal to garner the maximum revenue for the City.

CARRIED

The vote was now taken on the motion, as amended and was carried.

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Amended Motion

Moved by: Mayor Henderson

THAT the Director of Operations be directed to negotiate with Cole Solutions a payment of 10% of the gross revenue from advertising sales on the rink boards at the Rotary Park hockey rink until June 30, 2017;and

THAT if this is not acceptable to the proponent then the Director of Operations is hereby directed to initiate a request for proposal to garner the maximum revenue for the City.

CARRIED

Councillor Deery wondered why it was only 10% of the profit instead of 20% of the revenue.

Mr. Cosgrove explained that he was approached by Cole Solutions, and was unsure of the market at this time, or what people are willing to pay for this type of advertising. He added that the boards at the Memorial Centre sell well but the Youth Arena and the buses struggle to sell any advertising. He figures this is at no risk to the city and is only for a trial period.

Councillor Earle wondered if this went against the City's Purchasing By-law. Mr. Cosgrove said it is likely in contravention but they had not set out any parameters at this time and it was intended to be for a trial period only.

Councillor Fullarton suggested that the revenue should go to the Rotary Club until such time as they have made up the cost of the signage (\$3,438.03). Mr. Cosgrove explained that this had been discussed with the Rotary Club and they felt the revenues should go back to the City as they will have ongoing maintenance and operational costs for this facility.

Councillors Deery and Baker feel that this advertising is something that staff could handle without paying an outside company. They feel once the initial effort of getting the signs installed is complete there is very little to do. Most advertising stays on the boards for years and there is nothing to do except collect the revenue.

NEW BUSINESS

Nil.

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FAO - CONSENT AGENDA

Moved by: Councillor Deery

The following items be placed on Consent Agenda:

1. 2015-001-01
Charitable Donations Receipt Policy
2. 2015-004-01
Water and Wastewater Systems Quarterly Report (Oct. - Dec. 2014)
3. 2015-005-01
Allocation of Water and Wastewater Surpluses
4. 2015-006-01
Renewal of Agreement with Commissionaires Inc.
Kingston & Region Division for Parking Enforcement
5. 2015-008-01
Conventional and Para Transit Extended Hours
6. 2015-009-01
Rotary Park Rink Board Advertising

ADJOURNMENT

Moved by: Councillor Earle

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for February 17, 2015.

CARRIED

The meeting adjourned at 5:47 pm.