



City of Brockville
Council Meeting Minutes
5:30 PM - Tuesday, October 24, 2023
City Hall, Council Chambers

The Council meeting was called to order on Tuesday, October 24, 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 Nathalie Lavergne, Councillor Louise Severson, and Councillor Cameron Wales

Regrets:

Nil.

Staff:

Lynda Ferguson, Director of Finance & IT Services, Melanie Jones, Director of Fire & Partner Services, Sandra MacDonald, City Manager/City Clerk, Andrew McGinnis, Chief Planning Officer, Lynn Murray, Acting City Clerk, Robert Nolan, Director of Economic and Development Services, Chris Paul, Acting Fire Chief, Peter Raabe, Director of Engineering & Infrastructure Services, Natalie Wood, Museum Curator/Director, and Phil Wood, Director of Operations

LAND ACKNOWLEDGEMENT STATEMENT

MAYOR'S REMARKS

On behalf of Council, his Worship expressed condolences to the family of Neil McHugh, a retired city employee who passed away recently. The mayor explained that Neil had worked for the former Brockville PUC and transitioned to City Operations. He noted that Neil was best known as the voice of the Brockville Braves.

Mayor Wren also passed along sympathies to retired Finance Department staff member Alexis Skeete on the passing of her husband, Brian.

Mayor Wren noted that last week he had attended the 4th Annual Awards of Excellence Gala held by the Brockville & District Chamber of Commerce and wished to congratulate all the recipients.

His Worship announced that the Remembrance Day recognition begins tomorrow morning, when he pins the first poppy on Korean War Veteran and Branch 96 Legion Member, Ray Gilroy. Mayor Wren encouraged everyone to take a walk downtown to view the Remembrance banners that are gracing the streets. He also reminded everyone of the Remembrance lawn signs available through the

Legion or Ketchum Manufacturing, with all proceeds going to the good work of the Legion. This all leading up to our commemoration of Remembrance Day, Saturday, November 11 at our Cenotaph at 11am.

DISCLOSURE OF INTEREST

Nil.

ADOPTION OF COUNCIL MINUTES

Moved by: Councillor Hobbs

THAT the minutes of the Council Meeting of October 10, 2023 be adopted and circulated as read.

CARRIED

CORRESPONDENCE, COMMUNICATION AND PETITIONS

1. Appointments to Boards and Committees (MHC)

Moved by: Councillor Wales

THAT R. Disotell be removed from the Municipal Heritage Committee; and

THAT the By-law 003-2023 be amended accordingly.

CARRIED

DELEGATIONS

Nil.

STAFF REPORTS

1. **2023-197**
Zoning By-law Amendment - 827 Stewart Boulevard

Moved by: Councillor Lavergne

THAT Zoning By-law 050-2014 be amended for lands described as Part of Lot 16, Concession 2, City of Brockville, to rezone the lands from "RU-Rural Zone", subject to "Source Water Protection" considerations, to "C4-Highway Commercial Special Exception Zone", in part, subject to "Source Water Protection" considerations; and,

THAT the necessary by-law, be enacted.

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

CARRIED 9-0 on a recorded vote

2. **2023-200**

Cataraqui Region Conservation Authority
Operating & Maintenance Agreements

Moved by: Councillor Earle

THAT Council approve the attached memorandum of understanding from the Cataraqui Region Conservation Authority as it relates to:

- Operating & Maintenance Agreement - Buell's Creek detention basin water control structure.
- Operating & Maintenance Agreement - Booth Falls diversion channel; and

THAT Council authorize the City Manager to enter into the agreement; and

THAT Council enact any required bylaws.

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

CARRIED 9-0 on a recorded vote

GENERAL COMMITTEE

Councillor J. Fullarton, Chair
Councillors P. Deery, K. Hobbs, and L. Severson
Meeting held October 17, 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 Earle, Councillor Fullarton, Councillor Hobbs, Councillor Kalivas, Councillor Lavergne, Councillor Severson, and Councillor Wales

CARRIED 9-0 on a recorded vote

1. **2023-181**

Property Lease
Museum Offsite Storage

THAT Council approve the additional expenditure of \$4,400 to the museum's 2023 operating budget to be funded by Fiscal Policy Reserve to offset the increase in leasing costs for 2023; and

THAT the Mayor and Clerk be authorized to execute the required lease agreement for obtaining a new offsite warehouse lease on Strowger Blvd. for the museum collection.

2. **2023-194**

Reallocation of funding to Station 1 Assessment

THAT Council authorize the reallocation of the funding designation of \$19,000 for a female washroom at Fire Station No. 1 for a building assessment at the same location.

3. **2023-193**

Water Systems Division - Pickup Truck Purchase

THAT Council approve the purchase of a 3500HD 4WD Double Cab Chevy Silverado from Gan Chev Olds in the amount of \$72,212.99 (including net HST); and

That Council approve the additional expenditure of \$37,112.99 to be funded from the Wastewater Rate Working Capital Operations Reserve.

4. **2023-177**

Brockville Tourism Corporation

THAT Council adopt Policy POL.F.23.182, Asset Transfer Policy - Brockville Tourism Corporation Attachment 1); and

THAT Council approve the proposed articles of incorporation, NUANs searches, organization resolutions, by-law minute book register and final Memorandum of Understanding for the incorporation of Brockville Tourism Corporation (Attachment 2; and

THAT the Mayor and City Clerk be authorized to execute a Memorandum of Understand Agreement (included in Attachment 2), between the Corporation of the City of Brockville and Brockville Tourism Corporation; and

THAT the Mayor and City Clerk be authorized to execute operational agreements of mutual interest, as required, between the Corporation of the City of Brockville and Brockville Tourism Corporation.

5. **2023-195**
Utility locating instrument replacement

THAT Council approve the purchase of a replacement utility locating instrument and related components for a cost not to exceed \$9,689.61; and

THAT Council approve funding of the purchase using the surplus from the 2023 engineering plotter replacement capital project.

6. **2023-179**
2023/2024 Winter Maintenance Policy Update

THAT the Winter Maintenance Policy appendix and schedules for roadway and sidewalk routes and priorities be amended as attached; and

THAT the Winter Maintenance Policy be amended, as indicated in the attached appendix and schedules, to include prescribed maintenance for the addition of Adley Dr. extension, Dowsley Cres., Douglas Marshall Cres., Tekamp Terrace, Shearer St. extension and Reynolds Park parking lot; and,

THAT the Winter Maintenance Policy be amended to remove reference to public messaging through twitter social media platform; and,

THAT Council enact any necessary by-laws.

7. **2023-180**

Brock Trail Project - Brock St. to Perth St. Reconstruction - Project Reconciliation

THAT Council approve funding the Brock St. to Perth St. reconstruction project cost overrun with donations fundraised by the Brock Trail Committee; and

THAT Council approve the reassignment of the Brock St. to Perth St. funding source, supplementing CCBF funding with tax levy funding in the amount of \$32,000 as outlined in the report, to maximize the utilization of ATF grant funding for this project.

8. **2023-187**

Brock Trail Project
Phase II Front Ave. to Central Ave. - Project Reconciliation

THAT Council approve funding the Front Ave. to Central Ave. Phase II project shortfall with donations fundraised by the Brock Trail Committee; and

THAT Council approve the total donations allocated to the project meet the minimum contribution requirement to maximize the ATF grant funding.

9. **2023-184**

William Street Overpass Rehabilitation

THAT staff prepare a capital business case for the rehabilitation of the William Street overpass for Council consideration during the 2024 capital budget.

10. **2023-175**

Brockville Cemetery - By-law Amendments

THAT Council receive Report 2023-175, with proposed amendments to the Cemetery By-law for the maintenance, management, regulation, and control of the Brockville Cemetery; and

THAT Council amend Cemetery By-Law 042-2021.

11. **2023-185**

Procurement Policy Update

THAT Report 2023-185 Procurement Policy Update be received; and

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

12. **2023-188**

Budgetary Control Policy Update

THAT Report 2023-167 Budgetary Control Policy Update be received; and

THAT Policy POL.F.20.181 Budgetary Control Policy be updated accordingly.

13. **2023-183**

Encroachment Agreement - 9 Ormond Street

THAT Council authorize the Mayor and Clerk to execute an encroachment agreement with Christine Davis, for the encroachment of stone retaining wall to a maximum of 2.4 metres (7.18 ft.) onto the Ormond Street road allowance for the property located at 9 Ormond Street, Brockville.

14. Information Items

THAT the following Information Items be received:

1. 2023-178

Airport fuel system installation

Project 230049 - Completed Procurement

2. 2023-190

Update of Diversity, Equity and Inclusion Program

GENERAL - REGULAR AGENDA

1. **2023-196**

Brockville Sports Dome

Moved by: Councillor Fullarton

THAT Council direct staff to negotiate a Partnership Agreement with Brockville Sports Dome; and

THAT the Partnership Agreement be brought back to Council for final approval.

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

CARRIED 9-0 on a recorded vote

2. **2023-189**

Paratransit - Vehicle Procurement

Moved by: Councillor Fullarton

THAT Council approve the following customized accessible vehicles for Brockville Paratransit:

- One (1) Custom Toyota Sienna Hybrid with side deploying access ramp
- One (1) Custom Ram 2500 Promaster with side deploying access lift and;

THAT Council approve the purchase of the two (2) proposed vehicles from Universal Motion at a total cost of \$186,785 funded by debenture in accordance with the approved in-house paratransit service plan.

CARRIED, AS AMENDED ON A LATER VOTE

Motion to Amend

Moved by: Councillor Wales

THAT Council approve Option 2 as outlined in Staff Report 2023-189.

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

CARRIED 9-0 on a recorded vote

Amended Motion

Moved by: Councillor Fullarton

THAT Council approve the following customized accessible vehicles for Brockville Paratransit:

- Option 2 as outlined in Staff Report 2023-189, Two (2) Custom Ram 2500 Promaster commercial vans one with a side deploying access lift, and one with a rear deploying access lift; and

THAT Council approve the purchase of the two (2) proposed vehicles from Universal Motion at a total cost of \$200,560 funded by debenture in accordance with the approved in-house paratransit service plan.

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

CARRIED 9-0 on a recorded vote

BUDGET

1. **2023-199**
2024 Budget - User Fees

Moved by: Councillor Earle

THAT Council approve the proposed 2024 User Fees; and

THAT the 2023 User Fees be effective January 1, 2024; and

THAT the necessary bylaws be enacted.

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

CARRIED 9-0 on a recorded vote

Moved by: Councillor Severson

THAT the user fees for camping and dog tags for seniors (65 years and older) not be increased in the 2024 budget.

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

CARRIED 9-0 on a recorded vote

Moved by: Councillor Kalivas

THAT the Class 20 Sewage System Permits rates on pages 98 and 99 of the User Fee budget document reflect the 2023 Rates.

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

CARRIED 9-0 on a recorded vote

NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL

Nil.

UNFINISHED BUSINESS

Nil.

EMERGENCY BUSINESS

Nil.

BY-LAWS

1. 072-2023
By-law to Remove the "H1" Holding Symbol from lands described as Part of Block B, being Lots 1 and 2, Plan 375 (RP2), City of Brockville, County of Leeds (Bridlewood Subdivision)
2. 073-2023
By-law to Remove Block 3, Registered Plan 28M-22, City of Brockville, County of Leeds, from Part Lot Control (St. Alban's)
3. 074-2023
Being a By-law to Designate a Site Plan Control Area, Adopt Rules for the Processing of Site Plan Control Applications and Delegation of Authority to the Chief Planning Officer
4. 075-2023
By-law to Amend City of Brockville Zoning By-law 050-2014, Part of Lot 16, Concession 2, City of Brockville, County of Leeds, with municipal address 827 Stewart Boulevard

READING OF THE BY-LAWS

Moved by: Councillor Deery
Seconded by: Councillor Lavergne

THAT By-laws Numbered 072-2023 to 075-2023 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

MEDIA QUESTION PERIOD

MAYOR'S ANNOUNCEMENTS

MOTION TO MOVE INTO CLOSED SESSION (IMMEDIATELY FOLLOWING REGULAR BUSINESS)

Moved by: Councillor Kalivas
Seconded by: Councillor Earle

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

1. 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. (Fulford Academy)

CARRIED

CLOSED MEETING MATTER(S)

REPORT OF CLOSED SESSION

Moved by: Councillor Kalivas
Seconded by: Councillor Earle

THAT Council rise from the Closed Session without reporting.

CARRIED

CONFIRMATORY BY-LAW

Moved by: Councillor Deery
Seconded by: Councillor Lavergne

THAT By-law Number 076-2023 to confirm the Proceedings of Council at its meeting held on October 24, 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 Deery
Seconded by: Councillor Lavergne

THAT Council adjourn its proceedings until the next regular meeting scheduled for November 14, 2023.

CARRIED

That Council adjourned at 9:17 pm.

Mayor

Acting City Clerk