



# **City of Brockville**

## **Finance & Administration Committee**

### **Minutes**

**4:30 PM - Tuesday, November 19, 2019**

City Hall, Council Chambers

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The Finance & Administration Committee meeting was called to order on Tuesday, November 19, 2019, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

**Members Present:** Councillor Larry Journal, Councillor Jeff Earle (late 5:31 pm), Councillor Nathalie Lavergne, Member Cec Drake, and Mayor Jason Baker

**Regrets:** Nil.

**Others:** Councillor Cameron Wales

**Staff:** Lynda Ferguson, Director of Finance, Janette Loveys, City Manager, Sandra MacDonald, City Clerk, Robert Nolan, Director of Economic Development, Peter Raabe, Director of Environmental Services, and Jonathan Faurschou, Planner I

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

Councillor Journal opened the meeting. He noted that the 2020 budget process has commenced.

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

Nil.

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

Nil.

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

Nil.

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

Nil.

#### **6. STAFF REPORTS**

1. 2019-173-11  
2019 Long Term Debt and  
Reserve/Reserve Fund Positions

Moved by: Councillor Lavergne

THAT the report titled 2019 Long Term Debt and Reserve/Reserve Funds Positions be received for information purposes.

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

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

2. 2019-171-11  
2018 Development Charges  
Annual Report

Moved by: Member Drake

THAT Council receives the 2018 Annual Report and Development Charges Revenue Statement with respect to the City's Development Charge Reserve Fund [Attachment 1 to Report # 2019-171-11]; and

THAT this be forwarded as required to:

Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
777 Bay St., 13th Floor  
Toronto, ON M5G 2E5

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

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

3. 2019-172-11  
Modifications to CIP - Downtown Programs  
CIP-TIERR  
CIP-FIG  
CIP-RCCR

Moved by: Mayor Baker

THAT the Community Improvement Program-Downtown, be modified as shown on Schedule "B" as attached to this report; and.

THAT the CIP-FIG, CIP-RCCR and CIP-TIERR programs be extended to December 2025; and

THAT the following Downtown CIP Programs be funded at a combined annual rate of \$50,000.00, until December 31, 2025:

- Façade Improvement Grant (FIG); and
- Residential or Commercial Conversion/Rehabilitation (RCCR) Grant.

**CARRIED, AS AMENDED ON A LATER VOTE**

Motion to Amend

Moved by: Councillor Lavergne

THAT Heritage Signage Grant Program be re-instituted owners building or tenants at a maximum of \$1,000 per sign or 50% of the cost of the sign, whichever is less.

**For:** Councillor Journal, Councillor Lavergne, and Member Drake

**Against:** Mayor Baker

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

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

Moved by: Mayor Baker

Amended Motion

THAT the following Downtown CIP Programs be funded at a combined annual rate of \$50,000.00, until December 31, 2025:

- Façade Improvement Grant (FIG); and
- Residential or Commercial Conversion/Rehabilitation (RCCR) Grant; and

THAT Heritage Signage Grant Program be re-instituted owners building or tenants at a maximum of \$1,000 per sign or 50% of the cost of the sign, whichever is less.

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

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

4. 2019-175-11  
Tall Ships Festival Financials

Moved by: Councillor Lavergne

THAT Council receives Report 2019-175-11 Tall Ships Festival Financials report for information.

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

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

5. 2019-169-11  
Rotary Park - P & G Pavilion  
Project Status Update

Moved by Member Drake

THAT Report 2019-169-11 be received for information purposes.

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

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

6. 2019-170-11  
Metro Parking Lot Lease

*Councillor Earle entered the meeting (5:31 pm)*

Moved by: Mayor Baker

THAT Council authorize the Mayor and Clerk to enter into an Agreement to extend the current lease with 1921674 Ontario Inc. to provide for a 50 year term for a lease.

**CARRIED, AS AMENDED ON A LATER VOTE**

Motion to Amend

Moved by: Mayor Baker

THAT in addition to the current wording of Option 1, the City inserts a clause into the 50 year lease agreement that if the use of the property changes from that of a grocery store the City has the opportunity to review or alter the terms of the lease with 90 days notice.

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

**Against:** Councillor Earle

**CARRIED 4-1 on a recorded vote**

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

Moved by: Mayor Baker

Amended Motion

THAT Council authorize the Mayor and Clerk to enter into an Agreement to extend the current lease with 1921674 Ontario Inc. to provide for a 50 year term for a lease; and

THAT in addition to the current wording of Option 1, the City inserts a clause into the 50 year lease agreement that if the use of the property changes from that of a grocery store the City has the opportunity to review or alter the terms of the lease with 90 days notice.

**For:** Councillor Journal, Councillor Lavergne, Member Drake, and Mayor Baker

**Against:** Councillor Earle

**CARRIED 4-1 on a recorded vote**

7. 2019-174-11  
LAN Extension Services  
RFP# 2019-RFP04

Moved by: Councillor Earle

THAT the City award the contract to Bell Canada in the amount of Forty-One Thousand, One Hundred and Sixty-Eight Dollars, and Sixteen Cents (\$41,168.16) including HST with a total cost of

(\$37,725.68) for RFP#2019-RFP04, LAN Extension Services on a three-year term; and

THAT an additional (\$5,605.00) be allocated from account #07-5-891001-3010, Computer Systems Hardware;

AND THAT the remaining amount of (\$2,120.68) be funded from account #07-5-891002-2010, Computer Systems Software.

**For:** Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

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

8. 2019-168-11  
2021 Ontario Heritage Conference

Moved by: Member Drake

THAT City Council approve to be the host of the 2021 Ontario Heritage Conference and submit an Expression of Interest; and

THAT should the City of Brockville be selected, City staff be directed to work with Heritage Brockville and Heritage Elizabethtown-Kitley to plan and deliver the conference; and

THAT City staff be directed to use the new Committee template to develop a Terms of Reference for the 2021 Ontario Heritage Conference Committee.

**For:** Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

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

## 7. **NEW BUSINESS FROM COMMITTEE MEMBERS**

1. FAC Tracking Report  
Member Drake

Moved by: Member Drake

THAT the Finance and Administration Committee establish a tracking report to show the progress of items and projects that are undertaken by the Committee. This report will show the Committee and taxpayers what major initiatives have been completed by the Committee and what the Committee is working on beyond the day-to-day business of the Committee.

**For:** Councillor Journal, Councillor Earle, Councillor Lavergne, Member Drake, and Mayor Baker

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

**8. FAC - CONSENT AGENDA**

Moved by: Councillor Lavergne

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

1. 2019-173-11  
2019 Long Term Debt and Reserve/Reserve Fund Positions
2. 2019-171-11  
2018 Development Charges Annual Report
3. 2019-175-11  
Tall Ships Festival Financials
4. 2019-169-11  
Rotary Park - P & G Pavilion Project Status Update
5. 2019-170-11  
Metro Parking Lot Lease
6. 2019-174-11  
LAN Extension Services RFP# 2019-RFP04
7. 2019-168-11  
2021 Ontario Heritage Conference
8. FAC Tracking Report

**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 **Wednesday, December 4, 2019.**

**CARRIED**

*The meeting adjourned at 6:01 pm.*