



City of Brockville

Finance & Administration Committee

Meeting Minutes

4:30 PM - Tuesday, June 18, 2019

City Hall, Council Chambers

The Finance & Administration Committee meeting was called to order on Tuesday, June 18, 2019, at 4:30 PM, in the City Hall, Council Chambers, with the following present:

Members

Present:

Councillor Larry Journal, Councillor Jeff Earle, Councillor Nathalie Lavergne, Member Cec Drake, and Mayor Jason Baker

Regrets:

Nil.

Others:

Councillor Leigh Bursey, Councillor Cameron Wales, and Councillor Matt Wren

Staff:

Conal Cosgrove, Director of Operations, Janette Loveys, City Manager, Sandra MacDonald, City Clerk, Lynn Murray, Deputy City Clerk, Peter Raabe, Director of Environmental Services, and Robert Nolan, Director of Economic Development

1. **CHAIR'S REMARKS**

Councillor Journal welcomed everyone including Committee members and Staff.

2. **DISCLOSURE OF INTEREST**

Nil.

3. **DELEGATIONS AND PRESENTATIONS**

Nil.

4. **CORRESPONDENCE & COMMUNICATIONS**

1. Correspondence Annual Haunted Tunnel Fundraiser
CPHC

C. Cosgrove provided highlights of this request. C. Cosgrove noted that C. Sled a representative from CPHC was in attendance.

Councillor Journal wondered if the Brockville Railway Tunnel Committee endorses this proposal. C. Cosgrove responded that they

do support this proposal.

Moved by: Councillor Lavergne

THAT the Finance & Administration Committee accept the fundraising proposal for the Haunted Tunnel Fundraiser from CPHC where the City and CPHC will split the fundraising proceeds 50/50; and

THAT this will be for a one year trial.

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

CARRIED 5-0 on a recorded vote

5. **REPORTS FROM BOARDS AND COMMITTEES**

Nil.

6. **STAFF REPORTS**

1. 2019-067-05
Reserves and Reserve Funds

Moved by: Mayor Baker

THAT the City maintain the number of reserves and reserve funds presently existing and consider increasing the number only for those activities that should be funded by third parties, and;

THAT the City continue to increase the appropriations to reserves and reserve funds ensuring stability of tax rates, the financing of future capital projects, to mitigate the need for excessive debt loads, to provide adequate cash flow for operational requirements and to continue to provide for future liabilities incurred in the current year but paid for in future years.

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

CARRIED 4-0 on a recorded vote

Councillor Journal requested that a staff report be provide detailing the current (2018 and 2019) balance of reserves and reserve funds.

2. 2019-090-06
Interim Variance Report at May 31, 2019

Moved by: Councillor Lavergne

THAT Council receives the Interim Variance Report for the period ended May 31, 2019 for information purposes.

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

CARRIED 5-0 on a recorded vote

3. 2019-091-06
Draft Project Terms of Reference

Moved by: Member Drake

THAT Finance and Administration Committee receive the report titled Draft Project Terms of Reference, and;

THAT City By-Laws be adhered to, and;

THAT the Draft Project Terms of Reference be approved or amended, and;

THAT this Report and Appendixes be circulated to the City of Brockville Boards, Advisory Committees and interested external to the City of Brockville community groups, with invitations to presented to a future Standing Committee or Council, and;

THAT following consultation with City of Brockville Boards and Advisory Committees, staff report back at the September 17, 2019 Committee on the Project Terms of Reference implementation with opportunities for improvement and a draft schedule for Boards, Advisory Committee and interested external to the City Brockville community groups for consideration, and;

THAT a draft Conflict of Interest policy be brought to a 4th Quarter 2019 Committee for consideration.

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

CARRIED 5-0 on a recorded vote

Councillor Journal would like to see a summary that can be handed out to boards and committees' explaining what is expected of them. J. Loveys staff is referencing it as a toolkit. Also an opportunity for some education as well.

4. 2019-092-06
2020 Budget

Moved by: Councillor Earle

THAT the report titled is received for information and discussion purposes; and

THAT direction be provided to City Staff which can be incorporated into the development of the 2020 Budget.

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

CARRIED 5-0 on a recorded vote

Councillor Journal requested that incremental items need to have a business plan and explanation. There also needs to be a discussion on timing and the need to spend more time during the process. Councillor Journals stated that it needs more detail and a process needs to be put in place so Council can delve down in certain budget items. He suggested that their needs to be a very clear delineation between the operating and capital budgets.

Councillor Bursey does not feel that the process was inadequate; he added that it was more streamlined so that the budget could be approved in a timely manner.

7. NEW BUSINESS FROM COMMITTEE MEMBERS

1. Reduce Council Composition
(Councillor Bursey)

Moved by: Member Drake

WHEREAS each year this government continues to attempt cut

costing to find efficiencies; and

WHEREAS the Corporation of the City of Brockville is currently updating expense policies to better represent our current system operations;

THEREFORE BE IT RESOLVED THAT City Council approve the reduction of two City Councillor seats (positions), reducing our compliment from eight councillors plus one mayor, to six councillors plus one mayor;

And further this be undertaken to take effect for the 2022 Ontario Municipal Election.

For: Mayor Baker

Against: Councillor Journal, Councillor Earle, Councillor Lavergne, and Member Drake

DEFEATED 1-4 on a recorded vote

2. Usage of Service Modernization Funds Discussion
(Mayor Baker)

Mayor Baker noted that the Mayors in Leeds and Grenville will be getting together in July to discuss how to best use these funds.

Councillor Journal suggested that maybe this could wait until after the Strategic Planning session in August.

8. **FAC - CONSENT AGENDA**

Moved by: Mayor Baker

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

1. Correspondence Annual Haunted Tunnel Fundraiser
CPHC
2. 2019-067-05 Reserves and Reserve Funds
3. 2019-090-06
Interim Variance Report at May 31, 2019
4. 2019-092-06 2020 Budget

CARRIED

9. **MEDIA QUESTION PERIOD**

10. **ADJOURNMENT**

Moved by: Member Drake

THAT the Finance and Administration Committee adjourn its meeting until the next regular meeting scheduled for July 16, 2019.

CARRIED

The meeting adjourned at 6:37