



City of Brockville

Finance & Administration Committee

Minutes

4:30 PM - Tuesday, June 21, 2022

Virtual Meeting

The Finance & Administration Committee meeting was called to order on Tuesday, June 21, 2022, at 4:30 PM, in the Virtual Meeting, with the following present:

Members Present:	Councillor Larry Journal, Councillor Jeff Earle, Councillor Nathalie Lavergne, Member Jennifer O'Reilly, and Mayor Mike Kalivas
Regrets:	Nil.
Others:	Councillor Matt Wren
Staff:	Lynda Ferguson, Director of Finance & IT Services, Sandra MacDonald, City Manager/City Clerk, Phil Wood, Director of Operations, Emily MacKenzie, Finance & Cemetery Records Coordinator, and Lindsay Armstrong, Senior Manager of Human Resources

1. CHAIR'S REMARKS

Councillor Journal welcomed all committee members, staff and Councillor Wren to the meeting. Councillor Journal reminded meeting attendees of the upcoming Tall Ships Festival (June 24th - June 26th).

Councillor Journal reminded residents that the deadline to file nomination papers for the upcoming Municipal Election is August 19th at 2:00 pm.

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. SR2022-122
Customer Service Standards Policy and Guidelines

Moved by: Councillor Lavergne

THAT report SR2022-122 be received.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

2. SR2022-124
Mileage and Meal Reimbursement Rates

Moved by: Councillor Earle

THAT the City of Brockville amend the rates for expenses incurred for attendance at training, conferences, seminars, workshops or other approved out of town business meetings, and;

THAT the mileage rate be amended to \$0.55 cents per kilometer;

THAT the reimbursement for meals be amended to \$74 per day (\$15 for breakfast, \$21 for lunch and \$38 for dinner);

AND THAT the new rates become effective July 1, 2022.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

3. SR2022-118
Runway Paint at Tackaberry Thousand Islands Regional Airport

Moved by: Member O'Reilly

THAT Council approve the use of up to \$3,018.83 of surplus funds from the road line painting contract operating budget to complete painting of the runway numbers and markers at the Tackaberry Thousand Islands Regional Airport.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

4. SR2022-123
Report on Operating Budget for Fuel

Moved by: Councillor Lavergne

THAT Council receive staff report SR2022-123.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

5. SR2022-119
8 & 10 Market St. Buildings Restoration Assessment

Moved by: Councillor Earle

THAT Council approve a budget envelope not to exceed \$17,500 to retain the required architectural and structural engineering consultants to produce an assessment report of costs to rehabilitate the structure; and

THAT the budget envelope be funded by fiscal policy reserve.

For:

Against: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

DEFEATED 0-5 on a recorded vote

6. SR2022-125
Appointment of City Auditor

Moved by: Member O'Reilly

THAT Council appoint the firm of MNP as the auditors for the City of Brockville and local boards.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

7. SR2022-128
2022 June Variance Report

Moved by: Councillor Lavergne

THAT Council receive report SR2021-128.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

8. SR2022-105
Delegation of Authority
Restricted Act after Nomination Day
(Lame Duck)

Moved by: Councillor Earle

THAT Council receive report 2022-105; and

THAT the City Clerk be directed to prepare the necessary by-law prior to Nomination Day (August 19, 2022), delegating authority to the City Manager from August 19, 2022 to November 14, 2022 to:

1. Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
2. Be the authority to hire or remove any employee from/to employment with the City of Brockville; and

THAT the By-law shall come into force, only in the event when determined by the City Clerk with certainty that less than three-quarters of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2022 Municipal Elections.

For: Councillor Journal, Councillor Earle, Councillor
Lavergne, Member O'Reilly, and Mayor Kalivas

CARRIED 5-0 on a recorded vote

7. **NEW BUSINESS FROM COMMITTEE MEMBERS**

Nil.

8. **FAC - CONSENT AGENDA**

Moved by: Member O'Reilly

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

1. SR2022-122
Customer Service Standards Policy and Guidelines
2. SR2022-124
Mileage and Meal Reimbursement Rates
3. SR2022-118
Runway Paint at Tackaberry Thousand Islands Regional Airport
4. SR2022-123
Report on Operating Budget for Fuel
5. SR2022-125
Appointment of City Auditor
6. SR2022-128
2022 June Variance Report
7. SR2022-105
Delegation of Authority
Restricted Act after Nomination Day (Lame Duck)

CARRIED

9. **MEDIA QUESTION PERIOD**

10. **ADJOURNMENT**

Moved by: Councillor Earle

THAT the Finance and Administration Committee adjourn its meeting until the next regular meeting scheduled for July 19, 2022.

CARRIED

The meeting adjourned at 5:37 pm.