

**COMMITTEE MINUTES**

**Finance, Administration &  
Operations Committee**

Tuesday, October 15, 2013, 4:15 p.m.  
City Hall, Council Chambers

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**Committee Members:**

Councillor D. LeSueur, Chair  
Councillor D. Beatty  
Councillor L. Bursey  
Councillor J. Earle  
Councillor J. Fullarton

**Regrets:**

Mayor D. Henderson, Ex-Officio

**Staff:**

Ms. V. Baker, Clerk's Secretary (Recording Secretary)  
Mr. B. Casselman, City Manager  
Mr. C. Cosgrove, Director of Operations  
Mr. D. Dick, Director of Corporate Services  
Mr. C. Dwyre, Fire Chief  
Mr. P. Raabe, Director of Environmental Services  
Ms. S. Seale, City Clerk

**Others:**

Ms. A. Duffy, Recorder & Times  
Ms. T. Renkema, 104.9 JRFM

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

**DISCLOSURE OF INTEREST**

Nil.

**DELEGATION(S) AND PRESENTATION(S)**

1. St. John Ambulance of Leeds-Grenville & Lanark  
Mr. David Dargie, Campaign Coordinator-“Caring for Our Community”  
Request for Funds

Moved by: Councillor Fullarton

THAT the request for funding from St. John Ambulance of Leeds-Grenville & Lanark be forwarded to budget discussion as an incremental item.

CARRIED

Mr. Dargie, Chair and Mr. Bud Eyre, Past Chair, offered a power point presentation to the committee.

Councillor Bursey asked that since all in the tri-county will benefit, to what Councils had they offered the presentation. Mr. Dargie said that all Councils in the tri-county and the United Counties of Leeds & Grenville will be approached.

Councillor Beatty asked what their procedure was to canvas for volunteers. Mr. Eyre said that is was word of mouth and open houses.

**CORRESPONDENCE**

Nil.

## **STAFF REPORTS**

1. 2013-112-10  
Water & Wastewater Systems  
Quarterly Report  
(Jul.-Sept. 2013)

Moved by: Councillor Fullarton

THAT Report 2013-112-10 Water & Wastewater Systems Quarterly Report (Jul. - Sept. 2013) be received for information purposes.

CARRIED

Councillor Fullarton inquired as to the adverse water quality and the re-sampling that is done. She asked if it is due to error or actual problems. Mr. Raabe clarified that these readings are an indicator that bacteria are present and that at times after maintenance etc. is completed the readings show this. He said that it could be a number of things but none of them were alarming.

Councillor Beatty asked why the daily water flow was down. Mr. Raabe explained that one reason is because Abbott Labs is slowing down their production and consuming less water.

2. 2013-118-10  
2013 Departmental Work Plans  
Third Quarter Report

Moved by: Councillor Beatty

THAT Council approve the 2013 Departmental Work Plans Third Quarter Report as outlined in Schedule 1, Report 2013-118-10.

CARRIED

Councillor LeSueur asked how many hours staff had invested in the Tall Ships. Mr. Casselman said that he did not have that figure and would get that information for a future meeting. He said that he would invite Mr. Rogerson, Executive Director of the Aquatarium to attend Council with an update in the very near future.

Councillor Beatty asked what the Tall Ships Legacy Fund is intended for. Mr. Casselman stated that it is yet to be determined and Mr. Paul will attend Council with a recommendation.

3. 2013-115-10  
Social Media Policy

Moved by: Councillor Bursey

THAT Council approve the Social Media Policy (Appendix A to Staff Report No. 2013-115-10); and

THAT Council receive the Social Media Guidelines (Appendix B to Staff Report No. 2013-115-10).

CARRIED

Councillor Bursey said that he was concerned about having a staff member update a committee Facebook/Twitter page (i.e. Youth Advisory Committee). Ms. Seale explained that it was intended so that committees would have access to update once they had received proper training and the site would be checked regularly. Ms. Seale stated that the policy has guidelines that would have to be followed and that volunteers should be posting only low risk material.

Mr. Casselman stated that this new venture is something that is needed to go forward and will be monitored closely.

4. 2013-116-10  
Winter Maintenance Policy Amendments

Moved by: Councillor Fullarton

THAT the following section of the Policy for Winter Maintenance Operations be amended as outlined in the Analysis section of this report:

- Schedule B1 - Sidewalk Snow Clearing System

THAT all costs incurred due to the recommended changes be charged to the associated winter maintenance accounts.

CARRIED

Mr. Cosgrove spoke to the report.

5. 2013-119-10  
Request for No Parking  
Mabel Street

Moved by: Councillor Fullarton

THAT parking be prohibited on the east side of Mabel Street; and

THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.

CARRIED

6. 2013-121-10  
Request for No Parking  
Louis Street

Moved by: Councillor Beatty

THAT parking be prohibited on the north side of Louis Street from Perth Street to 116 metres east of Perth Street; and

THAT Schedule "1" Subsection 72 of By-law 119-89 is amended accordingly.

CARRIED

7. 2013-122-10  
2013 Small, Rural and Northern  
Municipal Infrastructure Fund  
Capital Program

Moved by: Councillor Fullarton

THAT the City of Brockville submit an Expression of Interest to the Small, Rural and Northern Municipal Infrastructure Fund - Capital Program for the Reconstruction of Bethune Street from King Street to Pearl Street at a total project cost of \$1,095,000, with a municipal contribution of \$330,000; and

THAT the information in the Expression of Interest is certified as factually accurate; and

THAT the City of Brockville will have a comprehensive asset management plan in place by December 31, 2013 and publicly available by May 30, 2014; and

THAT the project be completed prior to December 31, 2015.

CARRIED

8. 2013-120-10  
2012 Capital Projects  
Surplus and/or Deficit Balance

Moved by: Councillor Fullarton

THAT Council receives and ratifies the expenditures and surplus balances of the Capital projects that have been carried out as at December 31, 2012, in the net amount of \$210,196.88 surplus. [Attachment 1 to Report # 2013-120-10];

AND THAT the net surplus of \$210,196.88 from closed projects be allocated as follows:

Wastewater project surpluses to Wastewater Fund	54,430.38
Water project surpluses to Water Fund	23,262.05
Leash-free Dog Park surplus to Operating fund (for future years)	1,063.69
John St. Pay & Display project surplus to Parking Res. Fd.	13,000.00
Parkland Equipment project surplus to Parkland Equipment Reserve Fund	1,981.17
Fleet surplus to Fleet Reserve Fund	116,459.59

AND THAT the surplus balances from the following closed projects:

Fleet Replacement Program	5,129.69
Parkview Blvd. reconstruction	777.18
Grenville Court reconstruction	1,171.98
James St. reconstruction	13,270.90
Front Ave. railway	92.56
Transportation Plan	22,800.06
Pedestrian Bridge Repairs	29.53

Be transferred to the following closed project deficits:

North Augusta Rd. overpass	(22,367.23)
Ferguson Drive PRV system	(12,240.34)
Diesel fuel storage system (Minor Capital)	( 5,129.69)
CN Railway Crossing Improvements	( 2,503.75)
Ormond St. – Amy to Front	(638.63)
Jessie St. sewer separation	(267.66)
George St. sewer separation	(102.83)
Central Ave. manhole	( 21.44)
Skate Park	( 0.33)

AND THAT the costs associated with land related transactions be funded from the Industrial Land Sites Reserve Fund in the amount of \$13,808.71.

CARRIED

9. 2013-117-10  
2012 Development Charges  
Annual Report

Moved by: Councillor Fullarton

THAT Council receives the 2012 Annual Report and Continuity Financial Statement with respect to the City's Development Charge Reserve Funds (Attachment 1 to Report # 2013-117-10); and

THAT this be forwarded as required to:

Municipal Finance Branch  
Ministry of Municipal Affairs & Housing  
777 Bay Street, 13th Floor  
Toronto, Ontario M5G 2E5

CARRIED

### **NEW BUSINESS**

1. Notice of Motion for Council Meeting of October 22, 2013  
OPP Costing  
Councillor J. Earle

Councillor Earle advised that he will be presenting a motion at the October 22, 2013 Council Meeting to rescind the motion to have an OPP costing.

**FAO - CONSENT AGENDA**

Moved by: Councillor Earle

THAT the following items be placed on the Consent Agenda:

1. 2013-112-10  
Water & Wastewater Systems  
Quarterly Report  
(Jul-Sep 2013)
2. 2013-118-10  
2013 Departmental Work Plans Third Quarter Report
3. 2013-115-10  
Social Media Policy
4. 2013-116-10  
Winter Maintenance Policy Amendments
5. 2013-119-10  
Request for No Parking Mabel Street
6. 2013-121-10  
Request for No Parking Louis Street
7. 2013-122-10  
2013 Small, Rural and Northern  
Municipal Infrastructure Fund Capital Program
8. 2013-120-10  
2012 Capital Projects Surplus and/or Deficit Balance
9. 2013-117-10  
2012 Development Charges Annual Report



**ADJOURNMENT**

Moved by: Councillor Beatty

THAT the Finance, Administration and Operations Committee adjourn its meeting until the next regular meeting scheduled for November 19, 2013.

CARRIED

The meeting adjourned at 5:19 p.m.