
Committee Members

Councillor J. Fullarton, Chair
Councillor L. Bursey
Councillor L. Journal
Councillor D. LeSueur
Councillor M. McFall
Mayor D. Henderson,
Ex-Officio

Areas of Responsibility:

Clerk's Office
Environmental Services
Finance Department
Fire Department
Human Resources Dept.
Operations Department
Airport Commission
Arena Advisory Board
Brockville Municipal
Accessibility Advisory
Committee (BMAAC)

CRCA
Cemetery
Health Unit
Joint Services Committee
PLMG
Police Services Board
Safe Communities Coalition
St. Lawrence Lodge Management
Board
Volunteer Awards

All legal matters [excepting the
purchase and sale of land]

AGENDA

Page

DISCLOSURE OF INTEREST

STAFF REPORTS

- | | | |
|-------|----|---|
| 3-7 | 1. | 2011-019-03
2010 Council Remuneration & Expenses |
| 9-12 | 2. | 2011-030-03
"Downtown" Signage Highway 401 |
| 13-18 | 3. | 2011-031-03
Lease of Storage Space
Museum at 3515 Coon's Road Unit #4 |

BUSINESS FROM MEMBERS OF COUNCIL

- | | | |
|----|----|---|
| 19 | 1. | Councillor LeSueur
Brockville Railway Tunnel Committee |
|----|----|---|

FAO - CONSENT AGENDA

February 18, 2011

REPORT TO FINANCE & ADMINISTRATION COMMITTEE – MARCH 15, 2011

2011-019-03

2010 COUNCIL REMUNERATION & EXPENSES

FILE: F09-03

**D. CYR
DIRECTOR OF FINANCE
L. WHITE
MANAGER OF STRATEGIC INITIATIVES**

RECOMMENDED

THAT Council receive the Treasurer's Report on 2010 Remuneration and Expenses for Members of Council and Board Members appointed by the City [Attachment 1 to Report # 2011-019-03].

PURPOSE

To identify the 2010 remuneration and expenses of Members of Council and Board Members appointed to the Boards by the City of Brockville.

BACKGROUND/POLICY IMPLICATIONS

Section 284(1) of the *Municipal Act* requires the treasurer to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to members of Council and persons appointed to Boards by the City.

The remuneration or expenses are authorized to be paid as per City By-Law 122-2006.

Pursuant to Section 284 (4) of the *Municipal Act*, the statements which are attached to this report are deemed public records despite the *Municipal Freedom of Information and Protection of Privacy Act*.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

CONCLUSION

This report fulfills the City's requirement under Section 284 (1) of the *Municipal Act*.



D. Cyr, Director of Finance



L. White
Manager of Strategic Initiatives



B. Casselman, City Manager

**MEMBERS OF COUNCIL
CITY OF BROCKVILLE
STATEMENT OF REMUNERATION & EXPENSES PAID
AS AT DECEMBER 31, 2010**

	<u>HONORARIUMS PAID</u>	<u>EXPENSES PAID</u>	<u>TOTAL PAID</u>	<u>CREDITS</u>	<u>TOTAL</u>
MAYOR HENDERSON	32,667.36	10,992.59	43,659.95		43,659.95
COUNCILLOR BAKER	15,923.52	-	15,923.52		15,923.52
COUNCILLOR BEACH	15,923.52	214.30	16,137.82		16,137.82
COUNCILLOR EARLE	15,923.52	-	15,923.52	(539.28) **	15,923.52
COUNCILLOR FULLARTON	15,923.52	-	15,923.52		15,923.52
COUNCILLOR JOURNAL	15,923.52	50.00	15,973.52		15,973.52
COUNCILLOR KALIVAS	15,923.52	-	15,923.52		15,923.52
COUNCILLOR NOBLE	15,923.52	790.15	16,713.67		16,713.67
COUNCILLOR SEVERSON	15,923.52	594.00	16,517.52		16,517.52
COUNCILLOR WILLIAMS	15,923.52	245.00	16,168.52		16,168.52
	<u>175,979.04</u>	<u>12,886.04</u>	<u>188,865.08</u>		<u>188,865.08</u>

* These were paid directly to the City by the Health Unit for meetings attended by Councillor Earle.

**ANALYSIS OF REMUNERATION AND EXPENSES PAID
FOR THE YEAR ENDED DECEMBER 31, 2010**

COUNCIL MEMBER	EXPLANATION	HONORARIUM RECEIVED	EXPENSES PAID	TOTAL RECEIVED
MAYOR HENDERSON	City Council	32,667.36		32,667.36
	Trip to China expenses		500.00	
	Trip to China airfare		4,198.65	
	Friends of Palliative Care annual event		230.00	
	Passport Photos		11.29	
	Brockville General Hospital Fundraising Event		50.00	
	Conservative Convention Ottawa - parking expense		40.00	
	Ontario Good Roads Conference conference		1,720.30	
	AMO Conference		2,071.21	
	Prescott Chamber of Commerce annual event		70.00	
	St. Lawrence College annual event		175.00	
	Rotary Club annual fundraiser		50.00	
	Brockville Chamber of Commerce annual event		150.00	
	Brockville Chamber of Commerce luncheon		25.00	
	Ontario East Economic Conference		439.57	
	Ontario East Municipal Conference		300.20	
	Afternoon in the Islands fundraiser		150.00	
	Brockville General Hospital Gala		175.00	
	Special Olympics Fundraising event		35.00	
	Tunnel Banquet tickets		90.00	
	Business lunches		511.37	
				10,992.59
COUNCILLOR BAKER	City Council	15,923.52		15,923.52
COUNCILLOR BEACH	City Council	15,923.52		15,923.52
	Canada 55+ Games working lunch		36.12	
	Mileage for activites during Canada 55+ Games		11.00	
	Canada 55+ Games working lunch		30.56	
	Canada 55+ Games working lunch		26.62	
	Brockville Chamber of Commerce annual event		110.00	
				214.30
COUNCILLOR EARLE	City Council	15,923.52		15,923.52
COUNCILLOR FULLARTON	City Council	15,923.52		15,923.52
COUNCILLOR JOURNAL	City Council	15,923.52		15,923.52
	Chamber - Mayors' Outlook Luncheon		25.00	
	Chamber - Economic Outlook Luncheon		25.00	
				50.00
COUNCILLOR KALIVAS	City Council	15,923.52		15,923.52
COUNCILLOR NOBLE	City Council	15,923.52		15,923.52
	Mileage to Frontenac Arch Biosphere Meeting		47.70	
	Mileage to AMO Town Hall Meeting		72.45	
	Her Majesty Canadian Ship Cataraqui event		150.00	
	AMO - Urban Symposium - connecting citizens		495.00	
	Chamber - Economic Outlook Luncheon		25.00	
				790.15

**ANALYSIS OF REMUNERATION AND EXPENSES PAID
FOR THE YEAR ENDED DECEMBER 31, 2010**

COUNCIL MEMBER	EXPLANATION	HONORARIUM RECEIVED	EXPENSES PAID	TOTAL RECEIVED
COUNCILLOR SEVERSON	City Council	15,923.52		15,923.52
	AMO Conference Registration		594.00	594.00
COUNCILLOR WILLIAMS	City Council	15,923.52		15,923.52
	Girls Inc. Golf Tournament		120.00	
	Chamber of Commerce Social Media Workshop		15.00	
	Brockville Chamber of Commerce annual event		110.00	
		<u>175,979.04</u>	<u>12,886.04</u>	<u>245.00</u>
				<u>188,865.08</u>

AMOUNT PAID TO OR ON BEHALF CITIZENS APPOINTED BY COUNCIL TO VARIOUS BOARDS

CITIZEN	BOARD	DESCRIPTION	AMOUNT
Nancy Bowman	Library Board	Ontario Library Association conference	383.04
		Mileage - Kingston meeting	72.00
Tom Blanchard	Police Services	Honorarium	1,510.00
David Mitchell	Police Services	Honorarium	1,132.50
King Yee Jr.	Police Services	Honorarium	1,510.00
Wendy Cuthbert	Police Services	Honorarium	377.50
John Bonser	C.R.C.A.	Mileage to meetings	136.00
		Per diem Cataraqui Source Protection Authority meetings	100.00
Coiln Boag	C.R.C.A.	Mileage to meetings	816.00
		Per diem Cataraqui Source Protection Authority meetings	100.00
Winston Rogers	Committee of Adjustment	Honorarium	495.00
Hugh A. Bates	Committee of Adjustment	Honorarium	495.00
Dan Chevrier	Committee of Adjustment	Honorarium	495.00

09MAR2011

REPORT TO FINANCE AND OPERATIONS COMMITTEE – MARCH 15, 2011

2011-030-03

“DOWNTOWN” SIGNAGE

HIGHWAY 401

**C.J. COSGROVE, P.ENG.
DIRECTOR OF OPERATIONS**

RECOMMENDATION

THAT the City of Brockville confirm to the Ministry of Transportation that “Downtown” signage be placed on Highway 401 eastbound approaching the Stewart Boulevard interchange and on Highway 401 westbound approaching the North Augusta Road interchange.

PURPOSE

The purpose of this report is to request Council endorsement of the preferred locations for “Downtown” signage on Highway 401.

BACKGROUND

The Ministry of Transportation has offered to install “Downtown” directional signage on Highway 401, subject to funding availability and has requested that the City confirm its preferred location for the signs (Attachment 1).

ANALYSIS

The signs should be located at the first interchange providing easy access to Downtown Brockville. This would be the Stewart Boulevard interchange for Highway 401 eastbound, and North Augusta Road for Highway 401 westbound.

POLICY IMPLICATIONS


None.


FINANCIAL CONSIDERATIONS


None.

CONCLUSION

New directional signage should provide a higher profile for Downtown Brockville to those travelling on Highway 401.



C.J. Cosgrove, P.Eng.
Director of Operations

D. Cyr
Director of Finance

B. Casselman
City Manager

Ministry of Transportation

Engineering Office
Traffic Section
Eastern Region
1355 John Counter Blvd
PO Box 4000
Kingston, ON K7L 5A3
Tel.: 613 545-4896
Fax: 613-545-4873

Ministère des Transports

Bureau d'ingénierie
Section de la circulation routière
Région de l'est
1355, boulevard John Counter
Case postale 4000
Kingston (Ontario) K7L 5A3
Tél.: 613 545-4896
Téléc. 613 545-4873



February 11, 2011

Mr. Canal Cosgrove
Director of Operations
City of Brockville
P.O. Box 5000
Victoria Building, 1 King Street West
Brockville, Ontario
K6V 7A5

Dear Mr. Cosgrove:

This letter is further to my conversation with you, regarding the possible implementation of "Downtown" signing along Highway 401, for the City of Brockville.

A review of the requirement for "Downtown" signing identifies that the City of Brockville would qualify should funding become available. To proceed, we do require City of Brockville staff to indicate which interchange(s), one per direction, would best be utilized by eastbound and westbound Highway 401 motorists, to attain access towards the downtown of the City of Brockville. We would appreciate Council endorsement pertaining to this.

Thank you for your assistance pertaining to this matter.

Yours truly,

Peter A. Prinsen
Traffic Operations Analyst

pp

OPERATIONS RECEIVED	
FEB 22 2011	

**St. Catharines
Downtown
FOLLOW
Ontario St.**

280

340

190

340

190


250

190

340

280

(2400)

Sign No.		Blank	Special Notes	
Gf-9 (2400 x variable)		Alum. Extrusion	-For French version, see Gf-9 (F).	
Sign Element	Colour	Min. Refl (ASTM)	Font	All dimensions are shown in mm.
Background	Blue	Type I	Series "Em"	
Border	White	Type I		
Text	White	Type I		
Symbol	N/A	N/A		

FEBRUARY 19, 2011

**REPORT TO FINANCE, ADMINISTRATION & OPERATIONS COMMITTEE –
MARCH 15, 2011**

**2011-031-03
LEASE OF STORAGE SPACE
MUSEUM AT 3515 COON'S ROAD UNIT #4
FILE: L04-00**

**D. CYR
DIRECTOR OF FINANCE
S. SEALE
CITY CLERK
B. BURKE
CURATOR/DIRECTOR OF MUSEUM**

RECOMMENDATION

THAT Council authorize the Mayor and City Clerk to execute a lease for storage space at 3515 Coon's Road Unit #4 with 1395838 Ontario Limited for the period February 1st, 2011 to January 31st, 2016. The rate per annum will be \$9,000 plus HST for the first two years after that increasing to \$10,000 plus HST for the next two, then \$10,500 plus HST for the final year.

PURPOSE

To obtain authorization to lease storage space from 1395838 Ontario Limited for the Museum to store equipment, vehicles, artifacts and/or exhibits.

BACKGROUND

The Museum has leased storage space at 3518 Coon's Road since 2002. The storage space is used for equipment, vehicles, artifacts and/or exhibits.

The lease expired on January 31st, 2011.

ANALYSIS

The new lease agreement has been reviewed by the Finance department, as per the City's Financial Policies.

The City's Financial Leases Policy (Attachment #1 to Report 2011-031-03) states that "Municipal Council is provided full disclosure on the impacts of financing leases prior to entering into any agreement for the provision of municipal capital facilities". The Treasurer is required to prepare a report to Municipal Council with recommendations, assessing, in the opinion of the Treasurer, the costs and financial and other risks associated with the proposed financing lease.

The lease agreement with 1395838 Ontario Limited does not require adherence to the Financial Leases Policy as the lease agreement does not materially impact the municipal debt and financial obligation repayment limit, and, the costs and risks of that

financing lease when combined with the costs and risks of all other financing leases that were deemed not to have a material impact which were entered into during the year would not result in a material impact on the municipality.

It is felt however, that Council should be kept informed as to the status of the Museum's lease agreement of storage space at 3515 Coon's Road Unit #4.

The basic conditions of the lease agreement have not changed.

The lease agreement is for a five year term – February 1, 2011 – January 31, 2016 – with the option of a further five years "at terms to be negotiated not less than 60 days prior to the end of the current term of this lease".

FINANCIAL CONSIDERATIONS

The annual lease cost is \$9,000.00 plus HST for two years (2011-2012); increasing to \$10,000 plus HST for two years (2013-2014); and in 2015, the final year of the agreement, the cost will be \$10,500 plus HST.

Even though the rate jump between the second and third year of the agreement appears to be substantial at \$1,000 or 11% it is important to take into consideration the fact that the annual lease rate has remained constant at \$9,000 since 2009.

The rent payable for this storage facility is to be covered through the operating budget of the Museum. It is included in the calculation of their 2011 budget figures.

B. Burke, Curator/Director of Museum



S. Seale, City Clerk



D. Cyr, Director of Finance



B. Casselman, City Manager

*City of Brockville*

POLICY MANUAL

Subject	Financial Leases (Reference - Authority: 2003 Municipal Act, Section 110.1, and Regulation 46/94 of Section 210.1 of the old Municipal Act as amended by Regulation 266/02)	Current Issue Date	2003 01 31	Index Number P2268
Date Approved by Council	January 28, 2003			Page 1 of 4

**Statement of
Policy and Goals**

City Council has the authority under subsection 110.1 of the Municipal Act to enter into an agreement for the provision of municipal capital facilities. Agreements under this section may include financing leases. As Municipal Council recognizes that there are inherent risks associated with financing leases, compliance with this policy will ensure that the necessary due diligence is undertaken by staff in the review of all financing lease agreements and that Municipal Council is provided full disclosure on the impacts of these leases prior to entering into any agreement for the provision of municipal capital facilities.

Definition

For purposes of this policy the following terms are defined as:

- financing lease
a lease allowing for the provision of municipal capital facilities if the lease may or will require payment by the municipality beyond the term for which the Council was elected.
- material impact
costs or risks that significantly affect, or would reasonably be expected to have a significant effect on the municipal's debt and financial obligation limit.
- municipal capital facilities
includes land, works, equipment, machinery, and related systems infrastructure.

Subject	Financial Leases (Reference - Authority: 2003 Municipal Act, Section 110.1, and Regulation 46/94 of Section 210.1 of the old Municipal Act as amended by Regulation 266/02)	Current Issue Date	2003 01 31	Index Number P2268
Date Approved by Council	January 28, 2003			Page 2 of 4

Classes of Municipal Facilities

Financing lease agreements may be entered into for the provision of the following classes of municipal capital facilities:

- facilities used by Council
- facilities used for the general administration of the municipality
- municipal roads, highways and bridges
- municipal local improvements and public utilities, except facilities for the generation of electricity
- municipal facilities related to the provision of telecommunications, transit and transportation systems
- municipal facilities for water, sewers, sewage, drainage and flood control
- municipal facilities for the collection and management of waste and garbage
- municipal facilities related to policing, fire-fighting and by-law enforcement
- municipal facilities for the protection, regulation and control of animals
- municipal facilities related to the provision of social and health services, including homes for the aged and rest homes
- municipal facilities for public libraries
- municipal facilities that combine the facilities described in paragraphs 1 to 11
- parking facilities ancillary to facilities described in any of paragraphs 1 to 12
- municipal community centres
- parking facilities ancillary to facilities described in paragraph 14
- municipal facilities used for cultural, recreational or tourist purposes
- municipal housing project facilities

Subject	Financial Leases (Reference - Authority: 2003 Municipal Act, Section 110.1, and Regulation 46/94 of Section 210.1 of the old Municipal Act as amended by Regulation 266/02)	Current Issue Date	2003 01 31	Index Number P2268
Date Approved by Council	January 28, 2003			Page 3 of 4

Schedule of Fixed Payments

Prior to approving any financing lease, Municipal Council shall be presented with a schedule of all fixed amounts of payment required under the lease including amounts required under any possible extension or renewal of the lease.

Financial Advice

The Treasurer shall prepare a report to Municipal Council with recommendations, assessing, in the opinion of the Treasurer, the costs and financial and other risks associated with the proposed financing lease, including:

- a comparison between the fixed and estimated costs and the risks associated with the proposed lease and those associated with other methods of financing,
- a statement summarizing, as may be applicable, the effective rates or rates of financing for the lease, the ability for the lease payment amounts to vary, and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the lease,
- a statement summarizing any contingent payment obligations under the lease that in the opinion of the Treasurer would result in a material impact for the municipality, including lease termination provision, equipment loss, equipment replacement options and guarantees and indemnities,
- a summary of the assumptions applicable to any possible variations in the lease payment and contingent payment obligations, and
- any other matters the Treasurer or Council considers advisable including whether the scope of the financing lease warrants obtaining independent financial advice.

Subject	Financial Leases (Reference - Authority: 2003 Municipal Act, Section 110.1, and Regulation 46/94 of Section 210.1 of the old Municipal Act as amended by Regulation 266/02)	Current Issue Date	2003 01 31	Index Number P2268
Date Approved by Council	January 28, 2003			Page 4 of 4

Legal Advice

The Municipal Solicitor shall provide to Council legal advice on any proposed financing lease, and, in the opinion of the Municipal Solicitor, should the scope of the proposed transaction warrant, recommend to Council that legal advice with respect to the proposed financing lease be obtained from a source independent of the Municipality.

Reporting

Where Municipal Council has entered into one or more financing leases in a year the Municipal Treasurer shall prepare and present to Council in that year a detailed report containing:

- i. a description of the estimated proportion of the total financing arrangements that have been undertaken through financing leases to the total long-term debt of the Municipality and a description of the change in that estimated proportion since the previous year's report.
- ii a statement by the Municipal Treasurer as to whether, in their opinion, all financing leases were made in accordance with the provisions contained in this policy.

Exceptions

A financing lease may be entered into without complying with this policy if the financing lease is deemed by the Treasurer not to materially impact the municipal debt and financial obligation repayment limit, and, the costs and risks of that financing lease when combined with the costs and risks of all other financing leases that were deemed not to have a material impact which were entered into during the year would not result in a material impact on the municipality.

Reinstatement of the Brockville Railway Tunnel Committee
By: Councillor David LeSueur

RECOMMENDED

That Brockville City Council authorize the reformation of the Brockville Railway Tunnel Committee with following terms of reference:

1. Composition

- 7-9 members including a council member appointment
- members to be approved by Council
- members to serve two year terms
- Mayor ex-officio member

2. Meetings

- Monthly
- At City Hall

3. Mandate

- To ensure the Brockville Railway Tunnel remain a part of our history and culture
- To include the Brockville Railway Tunnel as tourist destination and attraction
- To provide an estimate of the cost to make the Brockville Railway Tunnel safe for people.
- To provide an estimate of the cost to light the Brockville Railway Tunnel
- To provide an estimate of cost to install a walk way thru the Brockville Railway Tunnel.
- To provide input and advice to City staff.
- To provide further directives and recommendations to Brockville City Council on the use and maintenance of the Brockville Railway Tunnel