



**The Corporation of the Municipality of Brockton**

**Special Council Meeting Minutes  
(2019 Municipal Budget)**

**Wednesday, February 20, 2019, 9:00 a.m.**

**Walkerton Clean Water Centre**

**20 Ontario Road**

**Walkerton, Ontario**

**Council Present:** Chris Peabody, Mayor  
Dan Gieruszak, Deputy Mayor  
Dean Leifso, Councillor  
Steve Adams, Councillor  
Chris Oberle, Councillor  
James Lang, Councillor  
Kym Hutcheon, Councillor

**Staff Present:** Sonya Watson, Chief Administrative Officer  
Fiona Hamilton, Clerk  
Terry Tuck, Chief Building Official  
Julie Farrell, Human Resources Generalist  
Eric McDougall, Parks, Recreation and Facilities Supervisor  
Sharon Bross, Brockton Childcare Centre Supervisor  
Michael Murphy, Fire Chief  
Paulette Peirol, Community Development Coordinator

**1. Acceptance of Council Agenda**

Mayor Peabody called the Special Council Meeting to order at 9:07 a.m.

**Resolution 19-04-01**

Moved By: Kym Hutcheon

Seconded By: Steve Adams

That the Council of the Municipality of Brockton accept the Agenda for the Special Council Meeting on February 20, 2019 as presented.

**Carried**

## **2. Declaration of Pecuniary Interest and General Nature Thereof**

Councillor Oberle declared Pecuniary Interest with respect to Item 7.8 - Walkerton Business Improvement Area Budget due to a personal relationship with an employee.

## **3. Non-Tax Supported Budget**

**Resolution** 19-04-02

Moved By: Chris Oberle

Seconded By: Dan Gieruszak

That the Council of the Municipality of Brockton hereby approves the Non-Tax Supported Budget as presented.

**Carried**

### **3.1 Introduction**

Sonya Watson, Chief Administrative Officer and Trish Serratore, Chief Financial Officer made introductory remarks. The overall budget was presented in two parts: the Tax Supported Budget and the Non-Tax Supported Budget. Each department provided a summary of the goals and objectives for the upcoming year and a review of the projects completed in 2018.

### **3.2 Utility Budget**

Sonya Watson, Chief Administrative Officer presented the Utility Budget with the assistance of Scott Gowan from Veolia Water Canada. In order to maintain health and safety and collection services, \$2.59 million was budgeted for utilities, and \$1.158 had been budgeted for water services. It was confirmed that the source water protection grant had been removed as it was no longer available.

Council then asked Scott Gowan from Veolia Water Canada about the Lake Rosalind well repair and source water protection for Lake Rosalind. Scott Gowan confirmed that the stainless steel liner at the Lake Rosalind well had been repaired with no evidence of inflow and that the current water levels were sustainable.

Council also discussed the East Ridge Road extension and Barry's Subdivision that would require an environmental assessment and was expected to begin in 2019.

Action: Staff will bring forward a report providing information about the condition of the Lake Rosalind well.

### 3.3 Building Department Budget

Trish Serratore, Chief Financial Officer and Terry Tuck, Chief Building Official presented the Building Department Budget. The Building Department provides residents with a pre-permit consultation and on-site inspection to review technical requirements, and enforces the Ontario Building Code. Staff will be reviewing succession planning and recruitment for an upcoming retirement of the Chief Building Official in 2019. The financial overview presented an increase of 11.7% with a transfer from reserves to be used to off-set additional training that will be required for proper succession planning. The projected balance for the reserve fund is \$55,900.00 after the transfer for succession planning.

Terry Tuck, Chief Building Official, confirmed that the hope was to hire a candidate with at least some experience, but noted that it was likely that any potential hire would need to complete additional courses (which were challenging and could be costly) before the legislation would permit that person to complete certain types of inspections.

Council expressed support for the succession plan and encouraged staff to consider incentives to retain a potential new candidate given the amounts that would be invested in training that position.

## 4. Recess

### **Resolution 19-04-03**

Moved By: Dean Leifso

Seconded By: James Lang

That the Council of the Municipality of Brockton does now hereby recess from the Open Session at 12:05 p.m.

**Carried**

### **Resolution 19-04-04**

Moved By: Kym Hutcheon

Seconded By: Steve Adams

That the Council of the Municipality of Brockton does now hereby return to Open Session at 12:45 p.m.

**Carried**

## 5. Tax Supported Operating Budget

The draft 2019 Tax Supported Operating Budget was presented and Trish Serratore, Chief Financial Officer confirmed that funding from the Ontario

Municipal Partnership Fund would remain consistent. Staff explained that the municipality currently faces a number of challenges in that critical infrastructure must be maintain and/or replaced in the near future, and therefore staff were recommending a substantial tax increase. In particular, staff recommended transferring sums to a reserve fund for recreation facilities and public works, including roads, equipment and bridges.

Trish Serratore, Chief Financial Officer confirmed that the average dollar increase would be \$311.00 for the average per household tax assessment and also confirmed that the information provided did not include any projects that were authorized but where the credit facilities had not yet been accessed.

Trish Serratore, Chief Financial Officer noted that according to provincial guidelines, the Municipality of Brockton is in the low-range of borrowing. The amounts that were borrowed were a mix of both fixed and variable interest rates, as required by the *Municipal Act, 2001*, S.O. 2001 c. 25.

The Ontario Community Infrastructure Fund has increased by a projected \$105,436 projected which was included in the budget although it had not yet been confirmed. . This has been included in the budget, but staff have not received confirmation of that amount. Staff are hoping that the costs are consistent.

## 5.1 Introduction

## 5.2 Council

Fiona Hamilton, Clerk presented the Council Budget. Fiona Hamilton, Clerk explained the procedure by which the Integrity Commissioner would bill the Municipality of Brockton for inquiries and stated that approximately two (2) hours of consultation per Council Member has been budgeted.

Trish Serratore, Chief Financial Officer explained that Councillors receive Canada Pension Plan and Employment Insurance. Council benefits had increased as a result of the wages that were increased due to the removal of the 1/3 tax exemption.

Council then also discussed insurance coverage and clarified the current policy regarding mileage and training costs.

## 5.3 General Government

Trish Serratore, Chief Financial Officer presented the General Government budget. The Municipality of Brockton has completed phase one of the asset management plan, upgraded to a new computer server, introduced a new payroll

system, completed award-winning Brockton branding, implemented a new agenda management software, updated Brockton's website, and completed restructuring within the Finance Department.

The 2019 budget included Improvements to the municipal office for health, safety, and confidentiality, as well as the Search Engine Optimization project to better brand the community of Walkerton and promote good news stories. A grant application was submitted for the Search Engine Optimization project, but staff have yet to hear confirmation if the grant was approved.

**ACTION:** Staff will track which recreation fees are being waived and staff will bring forward a report considering whether these fees should be charged and the various community groups given donations instead.

#### 5.4 Human Resources

Sonya Watson, Chief Administrative Officer and Julie Farrell, Human Resources Generalist presented the Human Resources Budget.

The Human Resources Budget was separated out of the General Government Budget in 2019 to allow for a more accurate understanding of how monies are being spent, and to track costs. Employees are a number one asset of the Municipality of Brockton, and they need to be supported, especially the new employees. Human Resources assists all departments.

Health and Safety has also been included in the Human Resources Budget which allows for a better understanding of the department. The Human Resources department plans on hosting a volunteer recognition lunch, and analyzing the committees of Council. Legal costs of employee matters are also included in this budget. Chris Wells, Health and Safety Coordinator will be conducting a workplace risk assessment in-house to keep budget costs down.

Julie Farrell, Human Resources Generalist has been assisting with employee retention and recruitment, staff coaching, and periodic team building. It is important to continue supporting staff and recognizing employee progress.

#### 5.5 East Ridge Business Park

Sonya Watson, Chief Administrative Officer and Paulette Peirol, Community Development Coordinator presented the East Ridge Business Park Budget.

There has been increased activity at East Ridge Business Park in the past year, and a new template Agreement of Purchase and Sale was developed.

Staff were looking at Phase 2 of servicing and costs for land sale prices and budgeting for the road extension. The Economic Development Committee proposed pricing out an updated sign.

Sonya Watson, Chief Administrative Officer confirmed that the Class Environmental Assessment for undeveloped land must be finalized before construction could begin. The Municipality of Brockton is in the last phase of the Environmental Assessment process which assists with designing services and road inquiries.

#### 5.6 Economic Development Committee

Sonya Watson, Chief Administrative Officer and Paulette Peirol, Community Development Coordinator presented the Economic Development Committee Budget.

The Economic Development Committee Budget also included the Community Improvement Committee budget, Visitor Information Centre, Business Retention and Expansion Plan, and the new Community Development Coordinator position. Brockton also completed an award-winning branding initiative that will continue to be implemented throughout the community.

Council commented that the façade grant program being promoted to business owners but could be slightly reduced. Council inquired about the promotions and programs budget, in particular the Hawk's Nest Event. Paulette Peirol, Community Development Coordinator confirmed that the event has yet to spark business in Brockton, however, the number of Brockton businesses who may participate in the event is unknown. The Hawk's Nest Event assists businesses with training, and offers great opportunities to entrepreneurs. Council agreed that better promotion of the event would be beneficial to encourage entrepreneurs to submit their applications, and be made aware of the business opportunities in Brockton.

The Community Improvement Committee Budget was presented. Council commended the Community Improvement Committee's efforts and beneficial downtown improvements.

#### 5.7 Cemetery

Trish Serratore, Chief Financial Officer presented the Cemetery Budget. Staff and Council complemented John Hemstock on his maintenance of the Walkerton and Starkvale cemeteries. A John Deere mower was purchased under budget. Staff reviewed the cemetery fees and confirmed working towards a self-funded operation of the cemeteries.

Council inquired about the Douglas Hill Cemetery maintenance and other abandoned cemetery maintenance. The Municipality maintains a list of abandoned cemeteries and performs grass cutting for all abandoned cemeteries that are on the official list.

Council inquired about the dangers of falling stones. Trish Serratore, Chief Financial Officer confirmed that when the Municipality sells a cemetery plot, a care and maintenance fee is charged. The care and maintenance fee is portioned into a trust account and interest is earned and put towards the stone.

#### 5.8 Animal Control/By-Law Enforcement

Fiona Hamilton, Clerk presented the Animal Control and By-Law Enforcement Budget and confirmed that the province does have a grant program to offset livestock claims.

Council inquired about By-Law prosecution and fines and Staff confirmed that although the fines go to the County, Brockton does receive a portion of the fines back. The Owen Sound Provincial Offences Court collects the fines for parking tickets not paid to the Municipality as per the *Provincial Offences Act*.

Staff discussed infractions for interfering with winter maintenance and confirmed that a provision is included in the Traffic and Parking By-Law 2012-40 to allow parking tickets to be issued if a driver is obstructing snow removal. The Municipality advertises the rules of winter parking in the Brockton Buzz Monthly Newsletter and on our website.

#### 5.9 Fire Services

Mike Murphy, Fire Chief noted that the Elmwood Fire Department has begun cancer prevention program was ongoing and underway. The Elmwood Fire Department would see the delivery of a new tanker truck and a generator was installed at the Elmwood Fire Station.

Mike Murphy, Fire Chief, noted that the next year would see a continued emphasis on firefighter certification and required upgrades to equipment, radios and hoses.

Staff explained that there has been no significant increases in the financial summary but that there was a realignment of wages. An interdepartmental transfer was proposed for the custodial work completed at the Fire Hall.

Council inquired about service agreements, and the cost of trucks. The service agreement is on lease for billable vehicles. The vehicles are billed out on a cost

recovery basis. There is a weight limit on the trailer, which justified the need of a second truck.

Staff then described the current arrangement for snow removal for fire hydrants and discussed the need to plan for fire hydrant repair and maintenance costs in the future.

#### 5.10 Emergency Management

Mike Murphy, Fire Chief presented the Emergency Management Budget.

The backup generator for the municipal office has been included in the 2019 Capital Listing, which would be used to power the municipal office and allow for uninterrupted service in the event of an emergency. There were otherwise no significant changes in the overall budget, with the exception of a slight increase in wages.

Council inquired about whether Canada Post, the owner of the building where the municipal office was located, would pay a portion of the generator as it would power the post office as well. Staff confirmed that Canada Post were receptive to the generator being installed but were not willing to contribute any funds.

Staff confirmed that a generator had been installed in Elmwood, and testing would be completed at a later date for the portable generator.

Council discussed using the Cargill Community Centre as a warming centre, and the need to make Wi-Fi available. Staff confirmed that this has been included in the Recreation Budget.

#### 5.11 Protective Services - Ontario Provincial Police and Police Services Board

Trish Serratore, Chief Financial Officer presented the Protective Services - Ontario Provincial Police and Police Services Board Budget. It was noted that the Agreement with the Ontario Provincial Police (the "OPP" ) was due to be renegotiated in June of 2019.

Council then discussed the fact that the Police Services Board still required two (2) additional recruits and the Court Security and Prisoner Transportation Grant. Staff then confirmed that the legal fees should likely be reallocated to the By-Law Enforcement Budget.

Action: Trish Serratore, Chief Financial Officer would confirm the legal fees and reallocate as necessary in the revised draft Budget.

#### 5.12 Conservation Authority



Sonya Watson, Chief Administrative Officer and Trish Serratore, Chief Financial Officer presented the Conservation Authority Budget, which included work on the dyke in Walkerton. It was noted that there was a slight decrease in the municipal levy for 2019 from the Conservation Authority.

**6. Recess**

**Resolution 19-04-05**

Moved By: James Lang

Seconded By: Dean Leifso

That the Council of the Municipality of Brockton does now hereby recess from the Open Session at 2:30 p.m.

**Carried**

**Resolution 19-04-06**

Moved By: Chris Oberle

Seconded By: Dan Gieruszk

That the Council of the Municipality of Brockton does now hereby return to Open Session at 2:40 p.m.

**Carried**

**7. Tax Supported Operating Budget - Continued**

**7.1 Brockton Child Care Centre**

Sharon Bross, Brockton Child Care Centre Supervisor noted that the expansion of the Brockton Child Care Centre was the largest project of 2018. The expansion included additional toys and equipment but donations and grants were maximized.

Sharon Bross, Brockton Child Care Centre Supervisor informed Council that the current waiting list for care was already larger than the number of spots that could be accommodated with the expansion. It was also noted that staffing the Brockton Child Care Centre at the levels required by legislation would be one of the largest challenges in 2019.

**7.2 Recreation**

Eric McDougall, Parks, Recreation and Facilities Supervisor and Mike Murphy, Fire Chief presented the Recreation Budget.

The Recreation Department discussed the new online booking software, PerfectMind that was implemented to assist in booking facilities online and the

renovations that were completed in the Walkerton Community Centre lobby. The department was successful in obtaining a grant for the Bees and Butterflies Program. The goals and objectives for the next year included continued use of the e-commerce software, replacement of the chiller, improvements to the Bruce Power Regional Soccer Park, and promotion of Brockton as an age-friendly community with multiple recreation program opportunities. The Recreation Budget that was presented included a transfer to a reserve fund for a new arena, and structural engineer assessments for the Walkerton Community Centre.

Council inquired about the potential life of the chiller. Eric McDougall, Parks, Recreation and Facilities Supervisor confirmed that the lifespan is projected at 18 years, and the current chiller was already over the lifespan at 28 years.

Council also inquired about the increase in training and seminars. Staff explained confirmed a proactive approach to training staff, including a focus on health and safety training.

**Action: Eric McDougall, Parks, Recreation and Facilities Supervisor will ensure proper trimming of larger trees in the park.**

Council discussed the Walkerton Centennial Pool and the replacement of the pool tiles. Staff explained that the need to know the approximate costs and lifespan in order to properly maintain the pool and the Walkerton Community Centre. Staff have included a complete Assessment of both facilities in the budget.

Mike Murphy, Fire Chief explained that staff were considering an option to move the playground to assist with safety of children playing near the ball diamonds. Staff were also considering aligning the road along that areas as it was deteriorating and there had been a number of resident complaints. These improvements could also assist with an expansion and access to the wastewater treatment facility and help to reduce flooding in the Walkerton Community Centre.

A large transfer to a reserve fund was also recommended by staff for recreation. Staff stressed the importance of infrastructure planning for Brockton.

Council inquired about the Bruce Power Regional Soccer Park revenue and operating budgets. Council discussed subsidizing minor sports, and the need to review soccer fees.

**Action: Staff will bring forward a Report to Council in the future about the use of the soccer fields.**

### 7.3 Heritage

Eric McDougall, Parks, Recreation and Facilities Supervisor presented the Heritage Budget. The Brockton Heritage Committee applied for a summer student and requested additional weeks for the student. The additional summer student weeks resulted in an increase in wages for the proposed Heritage Budget.

Council then inquired as to how much longer the summer student will be needed by the committee and reviewed the amount budgeted for the Juried Art Show.

### 7.4 Library

Eric McDougall, Parks, Recreation, and Facilities Supervisor presented the Library Budget and confirmed that there have been repairs made to the air conditioning, the flooring and carpet in the Walkerton Library. The 2019 goals included repairs to the Walkerton Library Elevator, and building maintenance for both the Walkerton and Cargill Libraries.

### 7.5 Planning

Terry Tuck, Chief Building Officer presented the Planning Budget. In the past year, a new subdivision started selling lots, and lands have been zoned for a cannabis production facility. In 2019 staff will be recommending that the Zoning By-Law be amended to increase the minimum lot coverage.

There has also been an increase in service agreements for the Drainage Superintendent with three active municipal drains.

The proposed budget also included an increase for wages due to the need to recruit and train an inspector prior to the retirement of Terry Tuck, the Chief

Council discussed the Grey-Sauble Conversation Authority Risk Management costs. Staff explained that the contract for Source Water Protection was included in the Planning Budget since the Chief Building Official oversees this program, much like many other municipalities

### 7.6 Property Standards

Terry Tuck, Chief Building Official presented the Property Standards Budget. Staff continued the septic inspection program with Lake Rosalind and Marl Lakes being inspected for a second time.

The septic re-inspection program was planned for Pearl Lake and the hamlets of Brockton. There were also changes to the Ontario Building Code that required additional training and education for staff.

## 7.7 Brockton Area Physician Recruitment Committee

Sonya Watson, Chief Administrative Officer presented the Brockton and Area Physician Recruitment Committee Budget and confirmed that three physicians were recruited in 2018.

Ryan Fullerton was invited by Council to present the Brockton and Area Physician Recruitment Committee proposal for 2019. It was noted that one additional physician would be recruited in 2019, but that it was likely that there would be an physician retirement in the future. Ryan Fullerton confirmed that with the physicians that were recruited in 2018 and the physician in 2019 the Municipality of Brockton was in a much better position to meet the needs of residents.

Council discussed the events and fees account and staff explained that the budgeted amounts depended on which events were promoted and planned for the year. The events were considered based on the priorities for the physicians. .

Council inquired about whether there was a specific target for doctor recruitment. Staff confirmed that general practitioners were being targeted as well as an additional anesthesiologist.

## 7.8 Walkerton Business Improvement Area

Councillor Oberle declared pecuniary interest in relation to the Walkerton Business Improvement Area budget due to a personal relationship with an employee.

Racheal Bye, Walkerton Business Improvement Area Manager presented the Walkerton BIA Budget.

One notable change from the previous year was the recruitment of an administrative assistant and participation in business coaching.

Council asked about the Walkerton Dollars program and Rachel Bye confirmed that since Walkerton Dollars flowed through the Walkerton Business Improvement Area, the revenue and expenses should match. Ms. Bye confirmed that she would amend that portion of the budget accordingly.

Trish Serratore, Chief Financial Officer confirmed what portion of the Walkerton Business Improvement Area was being funded by the levy and confirmed that the remaining \$5,700.00 was from other income and confirmed that overall BIA budget included the Visitor's Centre.

## 8. Closed Session

### **Resolution 19-04-07**

Moved By: Dan Gieruszak

Seconded By: Chris Oberle

That the Council of the Municipality of Brockton enter into Closed Session at 3:00 p.m. in order to address a matter pertaining to:

- Security of the property of the municipality or local board
- Personal matters about an identifiable individual, including municipal or local board employees - **Staffing Matter**
- A proposed or pending acquisition or disposition of land by the municipality or local board
- Labour relations or employee negotiations - **Staffing Matter**
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- Advice that is subject to solicitor/client privilege, including communications necessary for that purpose
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001, c.25, s.239 (2)
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons, or organization
- A trade secret or scientific, technical, commercial, financial information that belongs to the municipality or local board and has monetary value or potential monetary value
- A position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the municipality or local board
- The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**Carried**

**Resolution 19-04-08**

Moved By: Dan Gieruszak

Seconded By: Chris Oberle

That the Council of the Municipality of Brockton hereby approves the direction provided to staff in Closed Session and appoints Gregory Furtney as the Director of Operations for the Municipality of Brockton.

**Carried**

**Resolution 19-04-09**

Moved By: James Lang

Seconded By: Dean Leifso

That the Council of the Municipality of Brockton authorize that the following by-law be read, enacted, signed, sealed, and numbered as follows:

- By-Law 2019-021 - Appoint Gregory Furtney as Director of Operations By-Law

**Carried**

**9. Confirmation of Proceedings**

**Resolution 19-04-10**

Moved By: Steve Adams

Seconded By: Kym Hutcheon

That the Council of the Municipality of Brockton authorize that the following by-law be read, enacted, signed, sealed, and numbered as follows:

- By-Law 2019-022 - February 20, 2019 Confirmatory By-Law

**Carried**

**10. Adjournment**

**Resolution 19-04-11**

Moved By: Dean Leifso

Seconded By: James Lang

That the Council of the Municipality of Brockton does now adjourn at 3:04 p.m. to meet again on February 21, 2019.

**Carried**

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Mayor - Chris Peabody

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Clerk – Fiona Hamilton