



The Corporation of the Municipality of Brockton

Council Meeting Minutes

Tuesday, January 12, 2021, 7:00 p.m.

Electronic Meeting

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

Staff Present: Sonya Watson, Chief Administrative Officer
Fiona Hamilton, Clerk
Trish Serratore, Chief Financial Officer
Sarah Johnson, Jr. Deputy Clerk

1. Acceptance of Council Agenda

Resolution 21-01-01

Moved By: Steve Adams

Seconded By: James Lang

That the Council of the Municipality of Brockton accept the amended Agenda for the regular Council Meeting on January 12, 2021 with item 6.1 being deferred until such time as the public commenting period has opened.

Carried

2. Declaration of Pecuniary Interest and General Nature Thereof

Councillor Elphick declared a conflict of interest on Item 6.1. Mayor Peabody noted that the item had been deferred and would not be considered during the meeting.

3. Public Meetings Required Under the Planning Act

4. Delegations

4.1 Bob McCulloch and Victoria Jubilee Hall Committee - 2020 Annual Update

Bob provided an overview of the actions that were taken over the past year and the difficulty with maintaining a heritage building. Henry Simpson then provided a summary of the grant opportunities being explored by Victoria Jubilee Hall and the difficulty in securing additional grant funding through the COVID-19 year.

The volunteers noted that the requested \$10,000.00 was not earmarked for any particular purpose, but rather to sustain operations through the difficult economic conditions created by the COVID-19 pandemic and associated with restrictions.

Council commended the Committee on winning the prestigious Ecclesiastical Insurance Cornerstone Award from Natural Trust Canada.

4.2 Jennifer Stephens, SVCA General Manager - 2021 Saugeen Valley Conservation Authority Budget

Jennifer Stephens reviewed her presentation, providing a brief overview of the 2021 SVCA Budget and the Authority's goals for their Strategic Plan review. Ms. Stephens noted that the Authority will involve feedback from member Municipalities and the public, as well as staff and Council engagement when identifying their priorities over the next five years.

Ms. Stephen noted that recent amendments to the Conservation Authorities will impact the Authority's programs and services, but noted that SVCA staff will continue to monitor the regulation timelines and implementation plan.

Council inquired about recent hiring conducted by the Authority. Ms. Stephen clarified that one individual was hired in the fall of 2020 to assist with health and safety reasons, and a second individual would be hired within 2021. Ms. Stephens discussed the combined management position that was internally promoted.

Ms. Stephens responded to questions from Council regarding the increase in the 2021 budget, noting that necessary purchases were required, including a fleet vehicle, and additional maintenance that will be completed on non-revenue parks. A portion of the maintenance costs will come from reserves, and the rest will be funded through the general levy. It was noted that maintenance in both these areas was overdue.

Ms. Stephens provided additional information on 2020 staffing changes, noting the Authority's shift in focus towards mandatory programs and services enforced by the Provincial Government.

Ms. Stephens responded to questions from council on the 2021 fee schedule that was approved by the Board in December 2020 including a 1% increase.

Council inquired on the Authority's plan for tourism promotion in Greenock due to previous past-practice. Ms. Stephens provided clarity on the staffing matter, and stressed the mandate of the Authority to protect natural spaces and deliver programs and services, rather than tourism. The Authority continues to protect and prioritize the conserved lands of the Greenock Swamp and encourage others to further promote the Swamp. The Board felt that municipal funds were best spent delivering required programs and services across the watershed area as opposed to tourism.

Council advocated for protection of the watershed, and increased stewardship and public education, including the importance of the Greenock Swamp.

4.3 Lise Patry, LXM Law LLP - Purchasing and Procurement Review

Lise Patry reviewed the overall project involved in updating the Municipality's Purchasing and Procurement Policy, developing templates, and training Council and staff on the new process. Ms. Patry noted that the Municipality would be best served by continuing to use bids&tenders software which is a recognized tendering website and widely used by Ontario Municipalities.

Ms. Patry reviewed the proposed Procurement Policy, noting the objectives to streamline processes, improve efficiencies, ensure compliance, and allow for Council visibility and staff flexibility in running processes. Ms. Patry noted the Collingwood Judicial Inquiry's impact on procurement which is further described in the report.

Ms. Patry described the revised recommended approaches, including local preference, approval frameworks, and permitted procurement methods. The policy must be reviewed by the CAO every five years. Council discussed the threshold matrix, and expressed a preference for competitive procurement processes.

Sonya Watson, CAO and staff responded to questions from Council on the assistance of the revised policy for staff and the practicality of the proposed threshold levels. Ms. Watson advised that the Municipality is fortunate to have this in-depth review by an experienced and qualified professional to ensure compliance, and streamline processes.

Council discussed the Collingwood Inquiry, and inquired about Council's role in this new procurement process, noting their role as an oversight body. Ms. Patry recommended that as long as the appropriate process is followed, Council would not be required to review or comment on individual tenders or proposals as management has followed the proper procedures.

Council suggested including safeguards and limitations to ensure fairness and accountability in department spending. Staff advised that the matter could be addressed in the Procedure Guide.

Ms. Hamilton advised that the effective date of the policy is April 1, 2021 which allows staff the opportunity to develop procedures and templates and provide further information to Council prior to implementing the policy.

5. Minutes

5.1 Council Minutes - December 8, 2020

Resolution 21-01-02

Moved By: Kym Hutcheon

Seconded By: Dan Gieruszak

That the Council of the Municipality of Brockton adopt the minutes of the December 8, 2020 Council Meeting as presented.

Carried

6. Business Arising From the Minutes

6.1 Saugeen Valley Conservation Authority Motion

This item was deferred until such time as the public commenting period has opened.

7. Reports

7.1 Purchasing and Procurement Review

Resolution 21-01-03

Moved By: Kym Hutcheon

Seconded By: Dan Gieruszak

That the Council of the Municipality of Brockton hereby accepts Report Number FIN2021-02 – Purchasing and Procurement Review, prepared by Trish Serratore, Chief Financial Officer, Fiona Hamilton, Clerk and Sonya Watson, Chief Administrative Officer, for information purposes and further accepts the Purchasing and Procurement Review Report prepared by LXM Law LLP and directs staff to bring forward a by-law to accept the recommended Policy as presented.

Carried

7.2 December 2020 Water and Wastewater Maintenance

Councillor Adams advised that the Director of Operations would confirm with Veolia Water as to the decrease in flow water and treated flows in 2020, which was a 12% decrease in comparison to 2019.

Resolution 21-01-04

Moved By: Steve Adams

Seconded By: Tim Elphick

That the Council of the Municipality of Brockton hereby receives Report Number UT2021-01 – December 2021 Water and Wastewater Maintenance, prepared by Gregory Furtney, Director of Operations, for information purposes.

Carried

7.3 By-Law Enforcement Update

Council suggested that the By-Law Enforcement Officer increase visibility along Durham Street in Walkerton to address parking complaints, and allow businesses to continue curbside pickup more accessibility.

Action: Fiona Hamilton, Clerk to speak with the By-Law Enforcement Officer regarding additional enforcement.

Fiona Hamilton, Clerk responded to questions from Council confirming that enforcement is completed for traffic and parking in relation to winter parking and that future reports could distinguish between residential and agricultural burn permits.

Council discussed the role of By-Law Enforcement in assisting with educating residents about the need to obey the Provincial Stay at Home Order.

Resolution 21-01-05

Moved By: James Lang

Seconded By: Dean Leifso

That the Council of the Municipality of Brockton hereby receives Report Number BLDG2021-01 – By-Law Enforcement Update, prepared by Nicole Mullin, Animal Control and By-Law Enforcement Officer for information purposes.

Carried

7.4 Budget Consultation 2021 Initial Feedback

Council encouraged more participation in the survey. Sonya Watson, CAO noted that the project has been advertised in the Brockton Buzz and Business Newsletters which should encourage additional participation. Trish Serratore, CFO reported that there has been a significant increase in participation compared to 2020's survey.

Council were mindful of public comments on Closed Session Meetings, favoring holding Closed Sessions later in the evening as per regular agendas so that residents were able to access the majority of the Council Meetings uninterrupted.

Resolution 21-01-06

Moved By: Steve Adams

Seconded By: Tim Elphick

That the Council of the Municipality of Brockton hereby receives Report Number FIN2021-01 – Budget Consultation 2021 Initial Feedback, prepared by Sarah Johnson. Jr. Deputy Clerk and Trish Serratore, Chief Financial Officer for information purposes.

7.5 COVID-19 Municipal Response - January 12, 2021 Update

Mark Coleman, Director of Community Services reported that the skating oval is permitted to operate but would require a reduced number of people registered to skate on the oval physically distanced and supervised by staff. Staff have begun the base of the trail, and are hopefully depending on weather would be able to open the oval within the next week.

Council favoured opening the skating oval, advocating for the community's ability to exercise and enjoy recreational amenities safely during the pandemic. Council thanked staff for the continued communications to residents, and commended Grey Bruce for their cooperation and compliance with following COVID-19 guidelines.

Resolution 21-01-07

Moved By: James Lang

Seconded By: Dean Leifso

That the Council of the Municipality of Brockton hereby receives Report Number CLK2021-02 - COVID-19 Municipal Response – January 12, 2021 Update, prepared by Sarah Johnson, Jr. Deputy Clerk for information purposes and further confirms and ratifies all operational decisions, procedures, and cancellations put in place by staff, and the Municipal Emergency Control Group in response for the COVID-19 pandemic; and provides further direction to staff regarding the operation of the oval skating rink at Lobies Park Campground: proceed upon consultation with the Grey Bruce Health Unit and with appropriate safety measures.

Carried

7.6 Broadcasting Council Meetings 2021 Update

Council discussed the available options, noting a preference for delaying making a final decision pending additional COVID-19 information that may change the future of Council Meetings, especially after today's Provincial announcement. Fiona Hamilton, Clerk responded to questions from Council noting the intention of the report to provide clarity for the 2021 Budget, and give direction with regards to record retention of meeting recordings.

Ms. Hamilton noted the legislative requirements contained in the Accessibility for Ontarians with Disabilities Act which requires closed captioning on all web or video recordings.

Ms. Hamilton explained the benefits to using the eScribe software, including the seamless integration of captioning software, and the ability for Committee Meetings to be broadcast identical to Council Meetings. If Zoom continued to be used, a third-party captioning provider would be required to caption the recordings, and would result in additional staff time and delayed recordings. The eScribe software would provide a seamless product.

Council debated the associated costs, and directed staff to inquire with eScribe if monthly, or shorter subscriptions could be quoted for review that would be brought forward during the Budget Meetings for further information.

Resolution 21-01-08

Moved By: Kym Hutcheon

Seconded By: Dan Gieruszek

That the Council of the Municipality of Brockton hereby receives Report Number CLK2021-01 – Broadcasting Council Meetings 2021 Update, prepared by Fiona Hamilton, Clerk and in doing so approves proceeding with Option 2 with additional cost information to be presented during the budget deliberations.

Carried

8. Public Notification

8.1 2021 Budget Meetings

The 2021 Budget Meetings will be held on Tuesday, January 19, 2021 at 9:00 a.m., Wednesday, January 20, 2021 at 9:00 a.m. and Tuesday, February 9, 2021 at 1:00 p.m. and will all occur electronically through Zoom Video Conferencing and livestreamed to the Municipality of Brockton's YouTube Channel.

8.2 Budget Consultation 2021

Residents are encouraged to share their opinions and feedback on the 2021 Municipal Budget through our [Budget Consultation 2021 Project](#) on our Community Engagement Website, Build Your Brockton.

9. Accounts

9.1 Accounts - \$1,000,702.36

Resolution 21-01-09

Moved By: James Lang

Seconded By: Dean Leifso

That the Council of the Municipality of Brockton approve payment of the accounts in the amount of \$1,000,702.36.

Carried

10. Correspondence Requiring Action

11. Information

11.1 Ministry of Heritage, Sport, Tourism & Culture Industries - Confirmation of ROMA Delegation

11.2 Ontario Power Generation Community Update December 2020

11.3 Town of Carleton Place Resolution - COVID-19 Childcare Funding

11.4 Dufferin County Resolution - Aggregate Resource Property Valuation Assessment Criteria

11.5 City of Hamilton Resolution - Temporary Cap on Food Delivery Service Charges

11.6 City of Hamilton Resolution - Request for Interim Cap on Gas Plant and Greenhouse Gas Pollution

11.7 Township of Huron-Kinloss Resolution - Support Peel on Property Tax Exemptions for Veterans Clubs

11.8 Municipality of Leamington Resolution - Support Tweed on Cannabis Production

11.9 Township of Matachewan Resolution - Application Deadline for Grants

11.10 City of Port Colborne Resolution - Proposed Regulation under the Ontario Heritage Act (Bill 108)

11.11 Municipality of Southwest Middlesex Resolution - CN Rail Drainage Matters

Council supported bringing forward Items 11.3, 11.4, 11.7, 11.9, and 11.10 to the next Council Meeting.

Resolution 21-01-10

Moved By: Steve Adams

Seconded By: Tim Elphick

That the Council of the Municipality of Brockton hereby receives all items provided in Section 11. Information.

Carried

12. By-Laws

Resolution 21-01-11

Moved By: Kym Hutcheon

Seconded By: Dan Gieruszak

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

- By-Law 2021-001 - Appoint Chris Wells as Elmwood Fire Chief By-Law
- By-Law 2021-002 - Rescind Walkerton Business Improvement Area Visitor Information Centre Memorandum of Understanding By-Law
- By-Law 2021-003 - Adopt Land Use Development Process Management Review Report By-Law
- By-Law 2021-004 - Adopt Procurement Policy and Procedures Review Report By-Law
- By-Law 2021-005 - Adopt Purchasing and Procurement Policy By-Law

Carried

13. Committee Minutes

Resolution 21-01-12

Moved By: James Lang

Seconded By: Dean Leifso

That the Council of the Municipality of Brockton receive the minutes of the following committees and or boards as presented:

- Cargill and District Community Fund Minutes - November 17, 2020
- Brockton Police Services Board Minutes - November 21, 2020
- Elmwood Community Centre Board Minutes - December 1, 2020
- Elmwood Community Centre Board Minutes - December 16, 2020
- Brockton Parks and Recreation Committee Minutes - December 7, 2020

Carried

14. New Business Brought Forward

1. Vandalism and Theft in the area of the Hillside Motel

Councillor Hutcheon requested that the South Bruce Ontario Provincial Police Detachment complete additional routine patrols in that area to prevent vandalism or theft.

Action: The CAO will follow up with Detachment Commander, Krista Miller.

2. County of Bruce Planning - Draft Memorandum of Understanding

Mayor Peabody informed Council that the Bruce County Council provided direction that each particular lower-tier Council should be empowered to make as many planning decisions as possible.

Action: Noted.

3. Hydrogen - FCM Study

Mayor Peabody informed Council that the County of Bruce has decided to complete a feasibility study about the use of hydrogen as a green energy source.

Action: Noted.

4. Business Response to Lockdown

Mayor Peabody informed Council that the decision to allow the Big Box Stores to remain open while the independent business must close had been raised with the local MPP who responded that the issue would be considered.

Action: Noted.

15. Closed Session

Resolution 21-01-13

Moved By: Steve Adams

Seconded By: Tim Elphick

That the Council of the Municipality of Brockton enter into Closed Session at 9:38 p.m. in order to address a matter pertaining to:

- Security of the property of the municipality or local board
- A proposed or pending acquisition or disposition of land by the municipality or local board - **Property Negotiation, Drainage Matter**
- Labour relations or employee negotiations - **Staffing Update, Policy Update**
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - **Planning Application Appeal**
- 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 21-01-14

Moved By: Kym Hutcheon

Seconded By: Dan Gieruszk

That the Council of the Municipality of Brockton hereby approve the direction provided to staff in Closed Session and in doing so acknowledges the hiring of Kyle Potts as the GIS Technician effective February 1, 2021; accepts with regret the retirement of Cheryl King-Cline effective December 11, 2020.

Carried

Resolution 21-01-15

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 2021-006 - Adopt Amended Non-Union Personnel Policy By-Law

Carried

16. Confirmation of Proceedings

Resolution 21-01-16

Moved By: Steve Adams

Seconded By: Tim Elphick

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 2021-007 - January 12, 2021 Confirmatory By-Law

Carried

17. Adjournment

Resolution 21-01-17

Moved By: Kym Hutcheon

Seconded By: Dan Gieruszk

That the Council of the Municipality of Brockton does now adjourn at 10:47 p.m. to meet again on January 19, 2021.

Carried

Mayor - Chris Peabody

Clerk – Fiona Hamilton