



The Corporation of the Municipality of Brockton

Special Council Meeting Minutes (2021 Municipal Budget)

Tuesday, January 19, 2021, 9:00 a.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
Gregory Furtney, Director of Operations
Chris Wells, Director of Fire and Emergency Services
Dieter Weltz, Building and Planning Manager
Mark Coleman, Director of Community Services
Sharon Bross, Brockton Child Care Centre Supervisor
Paulette Peirol, Community Development Coordinator
Julie Farrell, Human Resources Generalist

1. Acceptance of Special Council Agenda

Resolution 21-02-01

Moved By: Dan Gieruszak

Seconded By: Steve Adams

That the Council of the Municipality of Brockton accept the Agenda for the Special Council Meeting on January 19, 2021 as presented.

Carried

2. Declaration of Pecuniary Interest and General Nature Thereof

3. Non-Tax Supported Budget

Water and Wastewater

Council discussed whether the transfer to reserves should be reduced given the Covid-19 conditions. Ms. Serratore explained that the Water and Wastewater budgets were zero budgets, such that any surplus revenue would automatically be diverted to reserves. Ms. Serratore noted that the increase in revenue was set by the financial plan made in 2016.

Gregory Furtney, Director of Operations, responded to questions from Council about the planned Capital Projects and noted that while overall the infrastructure was in good shape, there were some capital projects that would need to be

completed in 2021. Mr. Furtney emphasized the need for engineering studies to provide information about the capacity of water at Lake Rosalind.

Council debated whether the 2016 Financial Plan should be followed given the unseen nature of the Covid-19 pandemic and the difficult economic challenges faced by many residents, and whether there should be a 0 percent increase. Mr. Furtney noted that the Financial Plan was approved by the Ministry of the Environment, Conservation and Parks, and he would need to determine and report back on amending the approved plan.

Action: Council directed Mr. Furtney to return with the information at the final budget meeting scheduled for February 9, 2021.

Ontario Building Code Administration

Dieter Weltz, Chief Building Official, presented the overall regime for administration of services under the Ontario Building Code. Mr. Weltz noted that the level of development was increasing and therefore it was anticipated that there would strong revenue from permits over 2021.

Trish Serratore, Chief Financial Officer, noted that there were no significant changes expected, although the additional revenue from building permits from 2020 had not yet been included in that total. Ms. Serratore noted that she was not able to project the rate of assessment growth as the Municipal Property Assessment Corporation was not able to complete the 2020 assessment and many of the new builds had not yet been assessed at all. Ms. Serratore explained that it can take up to two (2) years for those assessments to be completed.

Dieter Weltz, Chief Building Officer, noted that the increase in service fees was attributable to reviewing an e-permitting option that could be recommended in the future.

4. Tax Supported Operating Budget

Ms. Serratore presented an overview of the proposed 2021 Tax Supported budget and the breakdown of the services supported by each tax dollar. Ms. Serratore also noted that the reserve and reserve fund listing was not yet complete as staff were still making year end transfers, and that the amount attributable to each household for debt repayment had decreased.

Ms. Serratore then reviewed the revenue sources for the Municipality and highlighted the steady decrease in OMPF funding and the funds received from the Safe Restart Funding provided by the Province of Ontario due to the Covid-19 pandemic.

Council

Council discussed the merits of the various broadcasting options, as well as the pitfalls associated with altering the Council wages from the compensation suggested by the Committee.

Council also noted the difficulty in MPAC not having completed the property assessments, and discussed having Sonya Watson, CAO write a letter to MPP Lisa Thompson asking for the assessments to be completed on the new builds as soon as possible.

General Government

Ms. Serratore and Ms. Watson presented the General Government Budget. Ms. Serratore noted that the Municipality of Brockton would not know if there were

surplus funds until later in the Audit scheduled for April or May. Ms. Watson noted that the Strategic Plan was set for \$20,000.00 to be funded using a reserve fund transfer from the Municipal Modernization Funding received in 2019.

Council also discussed the \$230,000 owing for the Bruce Power Regional Soccer Park and the difference between the outstanding loan and the Fundraising Committee's commitment to fundraising the additional funds.

Trish Serratore, Chief Financial Officer described the numerous benefits of the payroll system used by the Municipality including tracking staff time, vacations, issuing statements and remittances, ultimately saving staff time and assisting all departments.

Council discussed the \$8,000.00 transfer for the BIA for beautification projects, as the BIA is able to levy separate funds, as well as the plans of the BIA for overall coordination of beautification. Council debated whether the beautification funds should be included in the Recreation budget to be spent throughout the Municipality of Brockton rather than just in downtown Walkerton.

Human Resources

Ms. Watson presented the Human Resources budget and responded to questions about the increased amount of legal expenses related to advice pertaining the Covid-19 pandemic and a specific HR matter that required extensive consultation.

East Ridge Business Park

Ms. Watson also presented the East Ridge Business Park budget, noting that there were limited lands available for sale and the costs of servicing the expansion. Ms. Watson cautioned Council, however, that the Municipality may not receive all of the projected revenue if any of the land sales did not come to fruition.

Economic Development

Ms. Watson explained the amount budgeted for studies related to advice received for the potential provision of natural gas to the Municipality of Brockton, and the overall plans for Economic Development including marketing materials for the East Ridge Business Park and a new Community Improvement Plan.

Tourism

Ms. Watson proposed a new budget for Tourism given the termination of the Memorandum of Understanding with the Walkerton BIA regarding the Visitor Information Centre. Ms. Watson noted that there were many grant opportunities in the area, and the inclusion of a modest tourism budget that will support the Cargill/Greenock Swamp Promotional Committee that is now a separate not-for-profit group. Ms. Watson noted the goal was to keep all tourism costs equivalent to the amount of funding that would otherwise have been allocated to the BIA.

Council debated the overall benefit expected from investigating in the small communities and the volume of expected tourism when viewed in light of the amount of funds required. Council discussed tourism in urban or rural communities and whether a Visitor Information Centre should be planned for Lobies Park and also raised concern regarding the challenges tourism has created in some areas of Bruce County.

Cemetery

Gregory Furtney provided an overview of the Cemetery budget, noting the provincial directive that interments be accommodated as long as possible, with a report coming later in the year regarding winter interments.

Animal Control and By-law Enforcement

Fiona Hamilton, Clerk advised that the budget allows for flexibility for Council, since the Shared Services Agreement was amended and would be terminated as of July 2021; therefore the budget allows for flexibility if the agreement were terminated or extended. Ms. Hamilton advised that reports would be brought forward to Council closer to the agreement date with additional information for Council's consideration.

Heritage

Council discussed the Heritage reserve fund. Council suggested that the Committee use funds that were deferred from last year's budget for the Art Show. Fiona Hamilton, Clerk provided background that the Art Show may be held later in the year to accommodate conditions associated with the pandemic, and that additional signage were also included in the budget for promoting the Art Show.

Libraries

Mark Coleman, Director of Community Services responded to questions on whether the amount of revenue projected should be reduced. Trish Serratore explained that was actually the rent charged to the county of Bruce for the library facilities such that it would remain static. Ms. Serratore also clarified that the jump in insurance was the result of a reallocation of the overall amount paid by the Municipality as a whole.

Fire

Chris Wells, Director of Fire and Emergency Services presented the budget for the Fire Department. Chief Wells noted the changes to the training regime due to the Covid-19 pandemic with a focus on health and safety and risk management. Chief Wells responded to questions from Council about the cost of Agreements and potential changes to upgrading the dispatch services.

Emergency Management

Chris Wells, Director of Fire and Emergency Services presented the Emergency Management Budget, goals and objectives. Council debated whether it was appropriate to make a reserve fund transfer of \$25,000.00 for emergency management given that the Municipality of Brockton was currently experiencing an emergency.

Health and Safety

Chris Wells also presented the health and safety, noting that wages were split on a 50/50 basis rather than 60/40 basis. Chris Wells, Fire Chief would evaluate the position throughout the year but at this time the 50/50 split was attributable to the increased hours required to ensure health and safety tasks are managed.

5. Recess

Resolution 21-02-02

Moved By: Steve Adams

Seconded By: Tim Elphick

That the Council of the Municipality of Brockton does now hereby recess from the Open Session at 12:16 p.m.

Carried

Resolution 21-02-03

Moved By: Dean Leifso

Seconded By: Tim Elphick

That the Council of the Municipality of Brockton does now hereby return to Open Session at 12:55 p.m.

Carried

6. Closed Session

Resolution 21-02-04

Moved By: Dan Gieruszak

Seconded By: Kym Hutcheon

That the Council of the Municipality of Brockton enter into Closed Session at 12:58 p.m. in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees
- A proposed or pending acquisition or disposition of land by the municipality or local board
- Labour relations or employee negotiations -**Staffing Proposal**
- 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 21-02-05

Moved By: Kym Hutcheon

Seconded By: Steve Adams

That the Council of the Municipality of Brockton approves the direction provided to staff in Closed Session.

Carried

7. Tax Supported Operating Budget - Continued**Brockton Child Care Centre**

Council returned to open session to consider the Brockton Child Care Centre budget. Council debated how best to fund the additional positions required for the expansion of the facility. Trish Serratore, Chief Financial Officer, noted that there was a reserve fund transfer included to fund those positions such that the tax funded portion of the budget would be approximately \$8,000.00. It was noted that the Centre could use some reserve funds over the next 4-5 years to coincide with the payment of the loan for the expansion. Staff would bring back a report investigating a fee increase in the fall, along with whether the loan for the expansion could be paid off earlier using funds from reserves.

Brockton and Area Physician Recruitment

Ryan Fullerton and Kelly Fotheringham, representatives from the Brockton and Area Physician Recruitment and Retention Committee, explained that the budget had decreased as there were no funds set aside for attending conferences and training. In addition, the reserve fund was already well funded such that no transfer to reserves was included in the proposed budget.

Police Services Board

Brian Read, Chair of the Police Services Board, noted that the budgeted amount of \$5,000.00 could be reduced as there would not be travel for training and seminars. Mr. Read also summarized the Board's plans for additional traffic calming measures. Overall, Council noted the increase in policing costs and the need to monitor the delivery of services under the contract.

Trish Serratore, Chief Financial Officer, informed Council that the Court Security and Prisoner Transportation Grant had not yet been confirmed. Council discussed the grant noting that the change to remote hearings may impact the province's willingness to extend those funds, although hopefully there would be an overall reduction in associated policing costs. Council discussed the policing contract with the O.P.P. and the difficulty associated with monitoring any performance metrics associated with the contract.

Council debated whether some of the additional policing costs should be offset with a transfer from the reserve fund rather than increasing the overall tax levy given the difficult times experienced by many residents.

Saugeen Valley Conservation Authority

Gregory Furtney, Director of Operations, presented the project work agreed to within the SVCA budget, although not the overall levy, namely the dyke work and the engineering of the slope study that were slated to continue.

Planning

Dieter Weltz, Chief Building Official and Sonya Watson, Chief Administrative Officer, presented the planning budget, drawing Council's attention to the increase in building permits and the number of on-going developments. Ms.

Watson confirmed a reserve fund allocation to update the Zoning By-law which staff would begin considering in 2022 once Mr. Weltz had become more familiar with his role and the changes required to conduct an extensive review.

Property Standards

Fiona Hamilton, Clerk clarified that the Property Standards budget was not revenue neutral like the budget for Ontario Building Code services as property standards investigations resulted from Brockton's by-law and not the provincial legislation.

Recreation Overview

Mark Coleman, Director of Community Services, provided an overview of the projects completed in 2020 despite the Covid-19 shutdown, as well as a summary of the projects and maintenance that would be required for 2021. Mr. Coleman noted that the pool and summer camps were expected to run in 2021 and that the department had seen significant staff turnover in the past year. Mr. Coleman informed Council that staff had been working on grant applications and the need to plan for the future use of facilities as residential development has been growing markedly.

Elmwood Community Centre

Ernie Faulkner, a representative from the Elmwood Community Centre Board, provided a summary of the proposed Elmwood Community Centre along with a list of proposed capital projects. Mr. Faulkner described the items that were deferred and/or completed in the past year and highlighted the age of some assets that would need to be replaced in the future.

General Recreation

Council discussed the consideration given to the recreation budgets and the breakdown of the proposals for the reserve fund transfers, and whether there should be a reserve fund specifically targeted to a new arena facility to make the Municipality of Brockton in a better position for lobbying for additional grants. Sonya Watson, Chief Administrative Officer, noted the need to leverage creative funding solutions and to ensure a Recreation Master Plan is completed to provide needed guidance for staff with each development proposed.

Mark Coleman, Director of Community Services, responded to questions from Council about leasing vehicles, plans for renovating the recreation office to create an additional work space, and the need for long-term strategic planning for the future. Council also noted the strategic partnerships with the various local service groups and the BIA for beautification projects in the Municipality of Brockton.

Councillor Lang provided Notice of a Motion to have a dedicated reserve fund for a new recreational facility to be decided prior to finalizing the budget.

Walkerton BIA

Laura Elliott, Walkerton BIA Manager provided an overview of the budget, and goals for 2021, including a focus on increasing beautification in the downtown. Council discussed the \$8,000 requested by the BIA for beautification, and the collaboration that could be provided with the Municipality's Recreation Department. Fiona Hamilton, Clerk provided clarification on the applicable legislation. Ms. Hamilton suggested that beautification be funded through the levy which would allow the BIA to have discretion over the projects. Council favored

providing beautification to all of Brockton instead of a sole focus on Walkerton, and agreed to partner with the Recreation Department.

7.5 Correspondence for Consideration - Chepstow Lion's Club LED Streetlight Request

Consideration of the Chepstow Lion's Club request for a donation for decorative lights in Chepstow was delayed to the continuation of the budget meeting on January 20, 2021.

8. Confirmation of Proceedings

Resolution 21-02-05

Moved By: Tim Elphick

Seconded By: James Lang

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 2021-008 - January 19, 2021 Confirmatory By-Law

9. Adjournment

Resolution 21-02-06

Moved By: Kym Hutcheon

Seconded By: Steve Adams

That the Council of the Municipality of Brockton does now adjourn at 4:01 p.m. to meet again on January 20, 2021.

Carried

Mayor - Chris Peabody

Clerk – Fiona Hamilton