



**The Corporation of the Township of Brock
Committee of the Whole Minutes**

**January 16, 2023
Virtual Meeting**

Members Present: Mayor Walter Schummer
Regional Councillor Michael Jubb
Ward 1 Councillor Peter Frank
Ward 2 Councillor Claire Doble
Ward 3 Councillor Angela Canavan
Ward 4 Councillor Cria Pettingill
Ward 5 Councillor Lynn Campbell

Staff Present: CAO, Ingrid Svelnis
Deputy Clerk Janean Currie
Clerk's Assistant Deena Hunt
Clerk's Assistant Stefanie Stickwood
Director of Finance / Treasurer Lisa Chen
Director of Public Works Paul Lagrandeur
Manager Facilities and IT, R. Wayne Ward
Director Development Services Robin Prentice
Chief Building Official Richard Ferguson
Fire Chief Rick Harrison

1. Call to Order & Moment of Silence - 10:00 a.m.

Mayor Schummer called the meeting to order at 10:00 a.m. and a quorum was present.

2. Land Acknowledgement

It is important to begin each public gathering with a Land and Territorial Acknowledgement, to recognize the Indigenous people for being good stewards of the land and environment, here where we are meeting today. The Township of Brock has traditionally been a hunting and fishing ground for First Nations people. We reside on and benefit from the Williams Treaty Territories, on the land of the Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

3. Disclosure of Pecuniary Interest and Nature thereof

None.

4. Presentations

None.

5. Delegations / Petitions

None.

6. Sub-Committees

6.1 2023 Draft Capital Budget

6.1.1 Introductory Comments - Chair/Mayor Schummer

Chair/Mayor Schummer expressed appreciation for the efforts of staff and Council on the budget preparations and advised of the importance of maintaining municipal infrastructure and completing outstanding capital projects which are funded by use of Reserves and Reserve Funds and Senior Government Funding.

6.1.2 Capital Projects Status Report – December 2022, 2023-FI-001

Committee discussed and deliberated Capital Projects listed in Report 2023-FI-001 including:

- Manilla Hall LED sign
- culvert projects
- EV charging stations
- costs associated with the Rose Window replacement at the Sunderland Town Hall
- recreational facility repairs

Resolution: COW-2023-005

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT Report No. 2023-FI-001 titled “Capital Projects Status Report – December 2022” be received; and,

THAT the projects as identified in Appendix A to Report No. 2023-FI-001, be approved for closure and any surplus funds be transferred to the original funding source; and,

THAT \$20,064 be transferred from Reserves and Reserve Funds to the projects identified under section 3 a) of this report as follows:

- a. \$14,276 from Capital Reserve Fund – Fleet
- b. \$5,788 from Capital Reserve Fund – Public Buildings
- c. THAT \$3,000 be transferred from the Manilla Hall Reserve Fund to the Manilla Hall Outdoor LED Sign project;
- d. THAT a Capital Reserve Fund – Parks be established for the purpose of Park related capital requirements;
- e. THAT \$485,156 be transferred from the Committed Projects Reserve to the following reserve funds:
 1. \$13,500 to Capital Reserve Fund – Arena (Cannington)
 2. \$35,783 to Capital Reserve Fund – Arena (Beaverton)
 3. \$21,000 to Capital Reserve Fund – Arena (Sunderland)
 4. \$40,000 to Capital Reserve Fund - Fleet
 5. \$51,500 to Capital Reserve Fund Parking Lots
 6. \$62,360 to Capital Reserve Fund – Public Buildings
 7. \$63,367 to Beaverton Harbour Reserve Fund
 8. \$64,185 to a new Capital Reserve Fund – Parks
 9. \$133,461 to Capital Reserve Fund – Roads

THAT staff be authorized and directed to do all things necessary to give effect to this resolution.

Amending Motion

Amendment:

Resolution: COW-2023-006

Moved by Councillor Pettingill

BE IT RESOLVED THAT Resolution Number COW-2023-005 be amended such that Appendix A of Report Number 2023-FI-001 reflects the actual amount of \$150,000 for the Sunderland Town Hall Rose Window.

CARRIED

Amended Main Motion

Resolution: COW-2023-005

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT Report No. 2023-FI-001 titled “Capital Projects Status Report – December 2022” be received; and,

THAT the projects as identified in Appendix A to Report No. 2023-FI-001, be approved for closure and any surplus funds be transferred to the original funding source; and,

THAT the Sunderland Town Hall Rose Window reflect \$150,000 in Schedule A; and

THAT \$20,064 be transferred from Reserves and Reserve Funds to the projects identified under section 3 a) of this report as follows:

- a. \$14,276 from Capital Reserve Fund – Fleet
- b. \$5,788 from Capital Reserve Fund – Public Buildings
- c. THAT \$3,000 be transferred from the Manilla Hall Reserve Fund to the Manilla Hall Outdoor LED Sign project;
- d. THAT a Capital Reserve Fund – Parks be established for the purpose of Park related capital requirements;
- e. THAT \$485,156 be transferred from the Committed Projects Reserve to the following reserve funds:
 1. \$13,500 to Capital Reserve Fund – Arena (Cannington)
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3. \$21,000 to Capital Reserve Fund – Arena (Sunderland)
4. \$40,000 to Capital Reserve Fund - Fleet
5. \$51,500 to Capital Reserve Fund Parking Lots
6. \$62,360 to Capital Reserve Fund – Public Buildings
7. \$63,367 to Beaverton Harbour Reserve Fund
8. \$64,185 to a new Capital Reserve Fund – Parks
9. \$133,461 to Capital Reserve Fund – Roads

THAT staff be authorized and directed to do all things necessary to give effect to this resolution.

CARRIED

6.1.3 2023 Capital Budget Overview - Lisa Chen, Director of Finance and Treasurer

The Director of Finance and Treasurer provided a presentation which focused on:

- Budget Process - changes made to the process
- 2023 Capital Budget Priorities
- 2022 Capital Projects Status Report
- Ten-Year Capital Forecast
- 2023 Capital Infrastructure Levy
- Asset Management Regulations
- 2023 Capital Budget
- Budget Engagement

Resolution: COW-2023-007

Moved by Councillor Pettingill

BE IT RESOLVED THAT Committee of the Whole break for a recess at 12:00 p.m.

CARRIED

6.1.4 2023 Capital Budget - Department Head Budget Presentations

Mayor Schummer reconvened the meeting at 1:00 p.m. and a quorum was present.

The CAO provided a Capital Project presentation which included the following:

Corporate Studies:

- Core Services Review (pre-approved)
- Recreation Master Plan
- Energy Conservation Demand Management Plan (CDM)
- Strategic Plan
- Asset Management Plan Strategy and Update

Committee discussed and deliberated the presentation items and there was a **consensus** to keep the Strategic Plan project in 2023 budget.

The Director of Finance and Treasurer provided a Capital Project presentation which included the following:

Corporate IT and Finance

- Asset Management and Work Order Management System
- Payroll/HRIS System Electronic Time Clocks

Committee discussed and deliberated the presentation items.

The Director of Development Services provided a Capital Project presentation which included the following:

Planning

- Update Downtown CIP

Building

- Building By-Law and Fee Review

The Fire Chief provided a Capital Project presentation which included the following:

Fire Services

- Self-Contained Breathing Apparatus Replacement (pre-approved)
- Fit testing machine - remove from the Capital Budget - investigate other possibilities
- Portable radios

Regional Councillor Jubb left the meeting at 2:20 p.m and rejoined at 2:30 p.m.

Resolution: COW-2023-008

Moved by Councillor Campbell

BE IT RESOLVED THAT Committee break for a recess at 2:38 p.m.

CARRIED

6.1.5 2023 Capital Budget - Department Head Budget Presentations - Continued

Mayor Schummer reconvened the meeting at 2:53 p.m. and a quorum was present.

The Fire Chief continued the Capital Project presentation as follows:

Fire Services

- Boat
- Sunderland Fire Station 8-1
- Beaverton Fire Station 8-3

Committee discussed and deliberated the presentation items.

Committee **consensus** for Fire Services:

- remove the 'fit testing machine'
- request a report for alternatives for item 'boat'
- allocate the Sunderland Fire Station 'wall painting' in the operations budget, remove the Sunderland Fire Station 'acrylic floor application'

- remove the Beaverton Fire Station 'PPE racks', and 'central air conditioner'

Committee requested an additional Budget meeting on January 30, 2023 to complete the Capital Budget discussions and an additional meeting for Public Engagement on the Budget to occur prior to February 27, 2023.

7. Closed Session

None.

8. Rise from Closed Session

9. Other Business

None.

10. Public Questions and Clarification

None.

11. Adjournment

Resolution: COW-2023-009

Moved by Councillor Frank

BE IT RESOLVED THAT the Budget Meeting adjourn at 4:22 p.m. and reconvene on January 30, 2023 at 10:00 a.m.

CARRIED

Mayor

Clerk