



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

**Monday, April 8, 2024, 10:00 a.m.**

**Council Chambers - 1 Cameron St. E. Cannington and Electronically**

---

**Pages**

**1. Meeting Details**

This link will take you directly to the livestream video.

<https://video.isilive.ca/brock/live.html>

Those wishing to attend the meeting in person or virtually to speak to Council on an item on this published agenda are asked to contact [clerks@brock.ca](mailto:clerks@brock.ca) prior to the start of the meeting and staff will provide the meeting details.

**2. Call to Order & Moment of Silence - 3:00 p.m.**

**3. 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.

**4. Disclosure of Pecuniary Interest and Nature thereof**

**5. Presentation(s)**

**6. Delegation(s) / Petition(s)**

**7. Sub-Committees**

**7.1 Finance Committee (Mayor Schummer - Chair)**

**7.1.1 Report 2024-FI-010, 2023 Annual Report on Building Fees and Costs**

Director of Finance/Treasurer

**5**

	<p><b>Recommendation:</b>  Be it Resolved That Report 2024-FI-010, 2023 Annual Report on Building Fees and Costs be received; and  That Council approve the transfer of \$120,135.00 from the Building Reserve Fund for 2023.</p>	
7.1.2	<p>Report 2024-FI-008, Investment Policy Updated and Summary of Investments as of December 2023  Director of Finance/Treasurer</p> <p><b>Recommendation:</b>  Be It Resolved That Report 2024-FI-008, Investment Policy Update and Summary of Investments as of December 2023 be received; and  That Council approve the new Municipal Investment Policy (Appendix A, attached).</p>	8
7.2	Operations Committee (Councillor Pettingill - Chair)	
7.2.1	<p>Report 2024-OP-003, Tender B2024-PW-04 Half Ton Truck  Director of Public Works</p> <p><b>Recommendation:</b>  Be It Resolved That Report 2024-OP-003, Tender B2024-PW-04-Half Ton Truck be received; and  That staff be authorized to proceed with the recommendation of awarding the tender to Finch Chevrolet, London in the amount of \$55,701.50 plus HST, and  That the entire purchase of \$55,701.50 (plus non refundable HST) be withdrawn from the Capital Reserve Funds-Work Equipment replacement.</p>	21
7.2.2	<p>Report 2024-OP-002, Tender B2024-PW-03 Three Quarter ton truck  Director of Public Works</p> <p><b>Recommendation:</b>  Be It Resolved That Report 2024-OP-002, Tender B2024-PW-03 Three quarter ton truck be received; and  That staff be authorized to proceed with the recommendation of awarding the tender to Finch Chevrolet, London in the amount of \$69,246.50 plus HST; and  That the entire purchase of \$69,246.50 (plus non refundable HST) be withdrawn from the Capital Fleet Reserve Fund.</p>	23
7.2.3	<p>Report 2024-OP-004, Tender B2023-PW-024 One Ton Truck  Director of Public Works</p>	25

**Recommendation:**

Be It Resolved That Report 2024-OP-004, Tender B2023-PW-024-One Ton Truck be received; and

That staff be authorized to proceed with the recommendation of awarding the tender to Fraiser Auto Group in the amount of \$91,472.78 plus HST; and

That the entire purchase of \$91,472.78 (plus non refundable HST) be withdrawn from the Capital Reserve Funds – Works equipment replacement.

7.3 Parks, Recreation and Facilities Committee (Councillor Campbell - Chair)

- 7.3.1 Memorandum 2024-PRF-004, Annual Review of the Commemorative Donation Program 28  
Deputy Clerk and Manager of Parks, Facilities, Recreation and IT

**Recommendation:**

Be It Resolved That Memorandum 2024-PRF-004, Annual Review of the Commemorative Donation program be received; and

That Council approve the suggested price changes for 2024; and

That Council direct staff to annually review the Commemorative Donation Program.

- 7.3.2 Report 2024-PRF-001, Rick MacLeish Memorial Community Centre Auditorium Roof 32  
Manager Parks, Recreation, Facilities and IT

**Recommendation:**

Be It Resolved That Report 2024-PRF-011, Rick MacLeish Memorial Community Centre Auditorium Roof be received; and

That Council authorize staff to proceed with a Request for Quote for the replacement of the roof membrane and associated items for the Rick MacLeish Memorial Community Centre Auditorium building roof; and

That the funding for this project be taken from the previously approved Rick MacLeish – Roof Replacement funding, project 21-031.

7.4 Tourism & Economic Development Committee (Councillor Frank - Chair)

7.5 Protection Services Committee (Councillor Canavan - Chair)

- 7.5.1 Report 2024-PS-003, Fire Department Responses-2024-Q1 35  
Fire Chief

**Recommendation:**

Be It Resolved That Report-2024-PS-003, Fire Department Responses-2024-Q1 be received.

- 7.6 Development Services Committee (Councillor Doble - Chair)
- 7.7 General Government Committee (Regional Councillor Jubb - Chair)
  - 7.7.1 Memorandum 2024-GG-006, Civil Ceremonies Update  
Clerk's Assistant

39

**Recommendation:**

Be It Resolved That Memorandum 2024-GG-006, Civil Ceremonies Update be received.

- 7.8 Climate Committee (Councillor Pettingill - Chair)
- 8. Closed Session
- 9. Rise from Closed Session
- 10. Other Business
- 11. Public Questions and Clarification
- 12. Adjournment

**Recommendation:**

BE IT RESOLVED THAT the Committee of the Whole meeting adjourn at this TIME a.m. p.m.



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Trena DeBruijn  
**Position:** Director of Finance/Treasurer  
**Title / Subject:** 2023 Annual Report on Building Fees and Costs  
**Date of Report:** March 15, 2024  
**Date of Meeting:** April 8, 2024  
**Report No:** 2024-FI-010

---

#### 1.0 Issue / Origin

The purpose of this report is to provide Council with a summary of the Building Permit Revenue and Expenses for the period from January 1, 2023 to December 31, 2023 and to recommend a withdrawal from the Building Reserve fund for year-end 2023 to assist with the departmental deficit experienced during the year.

#### 2.0 Background

Section 7(2) of the Ontario Building Code Act, SO 1992 C23, as amended, prescribes that the total amount of fees authorized for the application and issuance of building permits must not exceed the anticipated reasonable cost of the municipality to administer and enforce the Act in its area of jurisdiction.

Section 7(4) of the Ontario Building Code Act, SO 1992 C23, as amended, prescribes that a municipality is required to prepare a report every twelve (12) months that contains information about fees prescribed for the application and issuance of permits, for maintenance inspections and orders and cost of the municipality to administer and enforce the Act in its area of jurisdiction.

Section 7(5) of the Ontario Building Code Act, SO 1992 C23, as amended, prescribes that the annual report is to be made available to the public.

### 3.0 Establishment of Reserve Fund – General

A municipality is permitted to have a reserve fund which is available to manage the risks involved in the operation of a Building Division. Construction downturns, capital purchases, litigation, staffing levels and changes in legislation are examples of factors which may place stress on the annual budget. It is for these types of unexpected expenses that the Reserve Fund is established.

The Building Reserve Fund is considered to be an obligatory reserve fund. An Obligatory Reserve Fund is described as follows:

“Obligatory Reserve Fund” means a reserve fund created whenever a statute or legislation requires that funds received be segregated from the general funds of the Township through financial agreement or legislative direction. Obligatory reserve funds are created solely for the purpose prescribed for them”.

The Building Reserve Fund is funded from annual building code revenue surplus and can only be used for building code related purposes. The uses of the reserve are limited to:

- Offset unfavourable revenue variances due to severe economic conditions;
- Subsidize any negative year-end position; and
- Upon authorization of the Treasurer, the funds may also be used to fund or phase-in large building code budget items (i.e. studies, fee initiatives, capital projects, etc.)

### 4.0 Analysis

	2023	2022	2021
<b>Total Fees Collected</b>	<b>\$131,827</b>	<b>\$282,127</b>	<b>\$186,610</b>
Less:			
Indirect Costs	\$10,692	\$16,146	\$17,290
Direct Costs	\$355,085	\$338,421	\$316,481
<b>Total Costs</b>	<b>\$365,777</b>	<b>\$354,567</b>	<b>\$333,771</b>
<b>Net Surplus (Deficit)</b>	<b>(\$233,950)</b>	<b>(\$72,440)</b>	<b>(\$147,161)</b>

The building department incurred a loss of approximately \$233,950 in 2023. Revenues are down by approximately \$150,300 over 2022, expenses are up by approximately \$11,210 and overall deficit is up by approximately \$161,510.

The building reserve fund at year-end 2023 (before any adjustment for year-end deficit) is approximately \$120,135, which is insufficient to cover the entire deficit incurred in 2023.

Staff recommend that the entire reserve balance be used in 2023, leaving an unfunded deficit of approximately \$112,815, which will be incorporated into the Township's 2023 year-end surplus/deficit. This will leave the building reserve funding balance as \$nil.

The building reserve does have a capital equipment reserve fund with a balance of \$67,822.

## **5.0 Related Policies / Procedures**

Ontario Building Code Act, SO 1992 C23.

## **6.0 Financial / Budget Assessment**

As outlined above, the Building Department experienced a deficit of \$233,950 in 2023 year-end. Adjustments have been made in the 2024 budget to minimize risk of deficit in the year 2024.

### **5.1 Asset Management**

N/A

### **7.0 Climate Change Impacts**

N/A

### **8.0 Communications**

N/A

## **9.0 Conclusion**

It is recommended that Council and staff continue to keep a close eye on the building department revenue and expenses in 2024 as further budget adjustments may be required in future years.

## **10.0 Recommendation**

That Council receive report 2024-FI-010 for information and approve the transfer of \$120,135 from the building reserve fund for 2023.



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Trena DeBruijn

**Position:** Director of Finance/Treasurer

**Title / Subject:** Investment Policy Updated and Summary of Investments as of December 2023

**Date of Report:** March 13, 2024

**Date of Meeting:** April 8, 2024

**Report No:** 2024-FI-008

---

#### 1.0 Issue / Origin

This report seeks Council approval to update Policy Number: F5, Municipal Investment Policy and to provide Council with an update on current investments.

#### 2.0 Background

The Township's investment policy was drafted in 1997 and was last updated in 2013.

The revised policy is attached to this report as Appendix A, and the old policy is attached as Appendix B.

#### 3.0 Investment Policy Update

The intent of the policy has not changed substantially. The update policy prioritizes the investment objective as:

- Legality of the investment;
- Preservation of principal;
- Maintenance of liquidity; and
- Competitive rate of return.

For further clarity, the policy defines parameters under which investments can be made, in alignment with the objectives.



The revised policy is attached to this report as Appendix A, and the old policy is attached as Appendix B.

The more significant changes to the policy pertains to the addition of a section on standard of care, changes to administrative procedures and changes to the reporting cycle to Council.

The previous iteration of the Investment Policy had the Treasurer reporting once per year to Council on investments. While the Township is not making monthly investment decisions, staff have amended the policy to require semi-annual reporting to Council, rather than annual.

The previous iteration provided the Treasurer with sole authority over investment purchases and decisions. In order to increase internal controls, the new policy suggests that the Director of Finance/Treasurer (or designate) AND the Mayor (or designate) both have to authorize investment purchases. In addition, the CAO will also be provided with notification of any investment purchases and will sign a document stating that they are aware of the transaction.

#### **4.0 Cash Flow**

The Township is undertaking a large project with the Sunderland Arena Renovation and Expansion and cash flow will need to be monitored closely over the next couple of years. Historically, the Township has not formally monitored cash flow to identify trends and opportunities for additional investments. While further investment of excess cash may not happen over the next couple of years (due to the Sunderland project), staff are going to formally start tracking cash flow on a monthly basis to be able to determine whether or not there are further opportunities to do further investment in the future.

#### **5.0 Current Investments**

The investment policy requires a minimum of 20% of the Township's investments be held in short term investments (less than 1 year). Currently, 65% of the Township's investment portfolio is considered short term. As these investments come due staff will balance the portfolio and leverage higher interest rates as much as possible.

The longer-term strategy for the Township is targeted to maintain approximately 20% - 30% invested at one year or less, 60 - 70% invested between 1 and 5 years and the remaining 10% to be invested beyond five years and not more than 10 years (provided the investment return is favourable). The investments in the 1 to 5 years will be balanced so as to have at least one investment maturing annually. This ladder approach to investments will ensure that there are always monies coming due and available should the Township require the funds to meet any financial obligations.

Going forward, staff will invest funds being held in tiered savings accounts in line with adopting the laddered approach to investments.

Interest earned on our investments is maintained within the applicable reserve that the funds were invested for.

## 6.0 Analysis

As at December 31, 2023, the Township had investments of \$9,228,746.48 as follows:

Investment Institution	Issuer	Type of Investment	Par Amount	Maturity	Yield	Purpose	% of Portfolio
BMO Nesbitt Burns	Bank of Montreal	GIC	\$560,000	December 19, 2024	2.55%	Hydro Reserve	6.07%
BMO Nesbitt Burns	Bank of Montreal	Cash Account	\$14,280	Ongoing	0.05%	Hydro Reserve Fund	0.15%
BMO Nesbitt Burns	Bank of Montreal	Cash Account	\$14.25	Ongoing	0.05%	DC – Soft Services	-
BMO Nesbitt Burns	Bank of Montreal	GIC	\$1,007,148	February 1, 2024	5.00%	DC – Soft Services	10.91%
BMO Nesbitt Burns	Bank of Montreal	GIC	\$14,280.00	February 1, 2024	5.00%	Hydro Reserve Fund	0.15%
Scotia Bank	Bank of Nova Scotia	GIC	\$560,000	December 22, 2025	1.10%	Hydro Reserve Fund	6.07%
Scotia Bank	Bank of Nova Scotia	GIC	\$62,106.13	April 1, 2024	4.68%	Sunderland Lions Club – Security for Annual Car Draw	0.67%
Scotia Bank	Bank of Nova Scotia	GIC	\$604,773.87	April 1, 2024	4.68%	Hydro Reserve Fund	6.55%
Scotia Bank	Bank of Nova Scotia	GIC	\$123,704.70	September 3, 2025	5.45%	Capital RF – Harbour	0.34%
Scotia Bank	Bank of Nova Scotia	GIC	\$412,349.00	September 3, 2025	5.45%	Capital RF – Roads and Bridges	4.47%

Scotia Bank	Bank of Nova Scotia	GIC	\$41,234.90	September 3, 2025	5.45%	Capital RF – Sidewalks	0.45%
Scotia Bank	Bank of Nova Scotia	GIC	\$247,409.40	September 3, 2025	5.45%	Capital RF – Snow/Dust Suppression	2.68%
Scotia Bank	Bank of Nova Scotia	GIC	\$206,174.50	September 3, 2025	5.45%	Post Employment	2.23%
Scotia Bank	Bank of Nova Scotia	GIC	\$1,154,691.00	September 2, 2025	5.45%	DC Reserves – Hard Services	12.51%
Scotia Bank	Bank of Nova Scotia	GIC	\$1,469,606.50	September 2, 2025	5.45%	DC Reserves – Soft Services	15.92%
Scotia Bank	Bank of Nova Scotia	GIC	\$597,000.00	November 12, 2024	5.45%	Capital RF – Arenas	6.47%
Scotia Bank	Bank of Nova Scotia	Tiered Savings	\$299,498.79	Ongoing	4.9%	Capital RF – Harbour	3.25%
Scotia Bank	Bank of Nova Scotia	Tiered Savings	\$158,205.57	Ongoing	4.9%	Capital RF- Harbour	1.71%
Scotia Bank	Bank of Nova Scotia	Tiered Savings	\$1,154,747.93	Ongoing	4.9%	Hydro Reserve Fund	12.51%
One Fund	One Fund	High Interest Savings	\$541,521.94	Ongoing	5.465%	Capital RF – Roads and Bridges	5.87%
Total Invested							

## 7.0 Related Policies / Procedures

The investments outlined above are in alignment with the new investment policy as they are being held primarily in Schedule 1 Banks, with GIC's.

## 8.0 Financial / Budget Assessment

Total investment and bank interest of \$237,638 is included in the 2024 annual budget.

### 5.1 Asset Management

N/A

## 9.0 Climate Change Impacts

N/A

## **10.0 Communications**

N/A

## **11.0 Conclusion**

This report outlines the current investments held by the Township of Brock, as of December 31, 2023.

## **12.0 Recommendation**

That Council accept this report for information purposes and approve the new Municipal Investment Policy (Appendix A, attached).

Appendix A – Updated Municipal Investment Policy

Appendix B – F5 Municipal Investment Policy (old policy to be replaced with new policy)

# Township of Brock Corporate Policy

---

**Policy Name:** Municipal Investment Policy

**Policy Type:** Finance

**Policy Number:** F5

**Reference:**

**Date Approved:** May 1997

**Date Revised:** March 2024

**Approval By:** By-Law No. XX-2024

**Point of Contact:**

---

## **Purpose of Policy:**

The purpose of this policy is to invest the Township's funds in a prudent manner. In order of priority, the investment objectives are:

- Legality of investments
- Preservation of principal
- Maintenance of liquidity
- Competitive rate of return

## **Scope:**

This policy will cover the investment of surplus cash and reserve funds of the Township of Brock in accordance with the relevant enabling legislation.

## **Policy:**

### **Legality of Investment**

The Township may only invest in conformance with the Ontario Municipal Act and Ontario Regulation 438/97. In accordance with this Act, and specifically section 167(2), the list of eligible securities is attached as Schedule 1.

### **Preservation of Principal**

The Township's investments shall ensure the preservation of capital in the overall portfolio. This policy minimizes risk by liming investments to the safest types of securities and diversifying the portfolio.

All investments must have a “safety” and “liquidity rating” of high to medium, in accordance with Schedule 1.

The portfolio shall be diversified by:

- Investing in securities of varying maturities while providing for stability of income
- Investing a portion of the portfolio in readily available funds to ensure appropriate liquidity is maintained to meet ongoing obligations.

### **Maintenance of Liquidity**

The portfolio shall have liquidity sufficient to meet all operating requirements that may be reasonably anticipated. No investment shall be made in a security with a term to maturity exceeding ten (10) years. A minimum of 20% of the portfolio must be invested in securities having a term of one year or less.

Investments for terms in excess of one year are restricted to any of the Canadian Federal, Provincial, and Municipal governments, the 5 largest Canadian Schedule 1 banks ranked by assets, and institutions guaranteed by the aforementioned.

The maximum that may be invested in any one industry group will not exceed the limit as set out in Schedule 2, unless authorized by Council by way of resolution.

### **Competitive Rate of Return**

The investment portfolio shall be designed with the goal of maximizing the long-term rate of return through budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

Return on investment is of secondary importance when compared to the safety and liquidity objectives. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

**Limits of Investments** – See Schedule 2

## **Standard of Care**

### **a) Prudence**

Staff and/or the Investment Manager shall act with impartiality, loyalty and prudence; shall maintain overall portfolio risk at an appropriate level in consideration of the Township's needs; and ensure the portfolio is reasonably diversified.

Staff and/or the Investment Manager exercising due diligence and acting in accordance with this Policy shall be relieved of personal responsibility for an individual security's credit risks or market prices changes, provided deviations from expectations are reported in timely fashion and the liquidation or the sale of securities are carried out in accordance with the terms of the Policy.

### **b) Ethics and Conflicts of Interest**

Staff and investment officials of the Investment Manager involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. These personnel shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. They shall not undertake personal investment transactions with the same individual(s) with whom business is conducted on behalf of the Township.

## **Investment Manager Eligibility Criteria**

The Township may use the services of an Investment Manager approved by the Treasurer. To be eligible for managing the portfolio or investments, the Investment Manager must have a team of professionals with applicable investment credentials and be able to provide a report, when asked, setting out its performance for the past five (5) years, demonstrating that investment performance meets that of the benchmarks of the managed portfolios.

## **Reporting**

When investments are held, the Treasurer or Deputy Treasurer will prepare a semi-annual report to Council outlining the investments held in each fund. The report will summarize the investments in a manner that will enable Council to determine whether the investment activities during the reporting period have conformed with the investment policy including, but not limited to: the list of securities held; maturity dates; and the percentage of total portfolio that each type of investment represents. This report will outline the annual total investment return and compare the return with budgetary expectation. The report shall indicate any areas of policy concern and/or planned revision of investment strategies.

**Administrative Procedures:**

The Treasurer, or their designate, are responsible for ensuring that all investments held by the Township of Brock meet the requirements of this policy. Each investment undertaken must be authorized by the Treasurer (or designate) and by the Mayor (or designate). In addition, the CAO will be provided with a copy of all investment purchases and will be required to sign that they are aware of the transaction.

The Treasurer of the Corporation of the Township of Brock or his/her delegate (provided the Mayor has provided authorization for purchase of investments) has the authority:

- To enter into arrangements with banks, investment brokers, and other financial institutions for the purchase, sale, redemption and safekeeping of securities;
- To execute and sign documents on behalf of the Corporation of the Township of Brock;
- To perform all related acts in the day to day operation of the investment program.

All investment transactions are recorded and interest earnings distributed to the various funds in accordance with Township policies and general accepted accounting principles for municipalities.

No person may engage in an investment transaction except as provided under the terms of this Policy.

**Monitoring of Asset Mix**

The Treasurer will monitor the asset mix of the portfolio at least quarterly to ensure that the mix is within the guidelines established in this Policy.

**Review Cycle:**

This policy will be reviewed in each term of Council.



**Schedule 1**  
Eligible List of Investments  
Under this Policy

Type of Investment	Safety	Liquidity	Rate of Return	Legality
Banker's Acceptances	High	High	High	1
Bearer Deposit Notes	Medium	High	High	1
Cdn. Treasury Bills	High	High	Low	1
Commercial Paper	Low	Medium	High	2
Municipal Prom. Note	High	Low	Medium	1
Bank Subsidiary Paper	Medium	Medium	High	1
Provincial and Federal T-Bills	High	High	Low	1
Term Deposits	Medium	Medium	Medium	1
G.I.C.'s	Medium	Medium	Medium	1
CMHC Mortgage Backed Securities	High	Medium	High	1
Floating Rate Notes	Medium	Low	High	1
Federal/Provincial Bonds	High	High	Low	1
Municipal Debentures	High	Low	High	1
Corporate Bonds/Debentures/Promissory Notes	Low	Low	High	2

1. Eligible for Revenue, Capital, Trust and Reserve Funds
2. Eligible for Trust and Reserve Funds as restricted by Ontario Regulation 438/99.

**Schedule 2**  
Limits of Investment

Industry Group	Industry Sector	Maximum Portfolio Share	Limit Per Institution
Government	Federal	100%	None
	Provincial	100%	None
Banks	Schedule 1	100%	None
	Schedule 2	50%	\$2,000,000 or 20% of Total Portfolio, which is less
One Fund ("One")		50%	50% of Total Portfolio
Other			By resolution of Council

**The five (5) Biggest Schedule 1 Banks:** Royal Bank of Canada, Toronto Dominion Bank, Bank of Nova Scotia, Bank of Montreal and Canadian Imperial Bank of Commerce

This document is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355 or [clerks@townshipofbrock.ca](mailto:clerks@townshipofbrock.ca).

# Township of Brock Corporate Policy



---

**Policy Name:** Municipal Investment Policy

**Policy Type:** Finance

**Policy Number:** F5

**Reference:**

**Date Approved:** May 1997

**Date Revised:** November 2013

**Approval By:**

**Point of Contact:**

---

## Purpose of Policy

This policy will govern the investment of Surplus Revenue (Operating) funds, Reserves, Reserve Funds, and Trust Funds in accordance with Regulation 438/97, as amended from time to time, and Sections 418-420 made under the Municipal Act S.O., 2001, c25.

## Goals/Objective

1. Conformity to Statutory Requirements – As specified in Sections 418-420 of the Municipal Act and Regulation 438/97. Eligible investments may be summarized as securities of Federal, Provincial or Municipal Governments or of banks or trust companies.
2. Preservation of Capital – Since public funds are at stake, the Township should adopt a conservative risk policy using the accepted measure of risk, bond ratings. Portfolio diversification will also be used to minimize risk. A limit should be set for amounts that may be invested in higher risk instruments.
3. Maintenance of Liquidity – If cash flows are unpredictable, liquidity should be kept high in order to cope with unplanned events.
4. Rate of Return Maximization – The challenge is to obtain the best ongoing return possible subject to the self-imposed constraints of other parts of the investment policy, not by compromising them.

## Term, Type & Limits

No investment shall be made in a security with a term to maturity exceeding five years.

The Township of Brock will place investment in those instruments permitted under the Municipal Act of Ontario, and more specifically only those issued or guaranteed by the following institutions or their agencies:

- (1) The Government of Canada
- (2) The Provinces of Canada
- (3) Ontario Municipal Governments
- (4) Schedule “1” and “2” banks

The Township of Brock will be permitted to take advantage of investments offered by qualified investment brokerage houses or with Local Authority Services Limited and the CHUMS Financing Corporation acting together as the municipality’s agent for investing in “ONE – The Public Sector Group of Funds”, as circumstances dictate.

Investments will be limited to issuers maintaining a minimum credit rating of ‘R1 Low’ by Dominion Bond Rating Services, or equivalent and the mix of investments will be limited to holdings in the portfolio as follows:

- A minimum of 20% “AAA” (R1 HIGH)
- A maximum of 70% “AA” (R1 MIDDLE)
- A maximum of 10% “A” (R1 LOW)

## **Transactions**

The Treasurer of the Corporation of the Township of Brock, or his/her delegate, has the authority:

- To enter into arrangements with banks, investment brokers, and other financial institutions for the purchase, sale, redemption and safekeeping of securities;
- To execute and sign documents on behalf of the Corporation of the Township of Brock;
- To perform all related acts in the day to day operation of the investment program.

All cash management transactions shall be properly recorded in accordance with generally accepted accounting principles for Ontario municipalities.

In all investment transactions the Treasurer shall consider:

- a) the municipality’s risk tolerance and the preservation of its capital
- b) the municipality’s need for a diversified portfolio of investments, and
- c) obtaining legal advice and financial advice with respect to the proposed investments when deemed to be appropriate.

The Treasurer will prepare an annual report to Council outlining the investments held in each fund by the Corporation. This report will outline the issuer, type of instrument, par amount, maturity date and the yield of each investment held in these funds. This report will also include a

statement by the Treasurer as to whether or not, in his/her opinion, all investments were made in accordance with the investment policy and goals adopted by the municipality.



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Paul Lagrandeur

**Position:** Director of Public Works

**Title / Subject:** Tender B2024-PW-04 Half Ton Truck

**Date of Report:** April 1, 2024

**Date of Meeting:** April 8, 2024

**Report No:** 2024-OP-003

#### 1.0 Issue / Origin

This report outlines the results of Tender B2024-PW-04 for the purchase of a half-ton truck to replace an older truck that has met its life expectancy.

#### 2.0 Background

The 2024 Capital Budget included funding of \$85,000 for the purchase of a new (replacement) half ton truck. The tender for this vehicle was prepared by staff and distributed to twelve (12) dealers and posted on the Township website. The closing date of the tender was 2:00 pm Wednesday March 20th, 2024. The Director of Public Works, Public Works Coordinator and Director of Finance opened the tenders shortly after the closing date/time.

#### 3.0 Analysis

The tender results are itemized in the table below:

No.	BIDDER	Amount (excluding HST)
1.	Blue Mountain Chrysler	\$68,916.00
2.	Finch Chevrolet, London	\$55,701.50

The tenders were reviewed by the Director of Public Works and were found to generally satisfy the requirements set out in the tender documents. The bid provided by Finch Chevrolet, London was the low bid and was determined to meet tender requirements.

#### **4.0 Related Policies / Procedures**

N/A

#### **5.0 Financial / Budget Assessment**

The 2024 Capital Budget includes \$85,000 for the purchase of a new half ton truck, funded by the Capital Fleet Reserve.

The low bid submitted by Finch Chevrolet, London is below the budgeted amount and satisfies requirements set out in the tender document.

##### **5.1 Asset Management**

As this asset will be used on a daily basis, it will need to be replaced in the future in accordance with our Asset Management Policy and will be included in the Township's long term asset management financing strategy.

#### **6.0 Climate Change Impacts**

N/A

#### **7.0 Communications**

N/A

#### **8.0 Conclusion**

On the basis of the foregoing review, staff recommend the award of the tender to Finch Chevrolet, London as the tender submitted meets the specifications set out in the tender.

#### **9.0 Recommendation**

On the basis of the foregoing review, it is recommended:

That staff report 2024-OP-003, Tender B2024-PW-04-Half Ton Truck be received;

AND THAT staff be authorized to proceed with the recommendation of awarding the tender to Finch Chevrolet, London in the amount of \$55,701.50 plus HST, and

THAT the entire purchase of \$55,701.50 (plus non refundable HST) be withdrawn from the Capital Reserve Funds-Work Equipment replacement.



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Paul Lagrandeur

**Position:** Director of Public Works

**Title / Subject:** Tender B2024-PW-03 Three Quarter ton truck

**Date of Report:** April 1, 2024

**Date of Meeting:** April 8, 2024

**Report No:** 2024-OP-002

#### 1.0 Issue / Origin

This report outlines the results of Tender B2024-PW-03 for the purchase of a new three-quarter ton truck to replace an older truck that has met its life expectancy.

#### 2.0 Background

The 2024 Capital Budget included funding of \$90,000 for the purchase of a new (replacement) three-quarter ton truck. The tender for this vehicle was prepared by staff and distributed to twelve (12) dealers and posted on the Township website. The closing date of the tender was 2:00 pm Wednesday March 20th, 2024. The Director of Public Works, Public Works Coordinator and Director of Finance opened the tenders shortly after the closing date/time.

#### 3.0 Analysis The tender results are itemized below:

NO.	BIDDER	Amount (excluding HST)
1.	Blue Mountain Chrysler	\$85,131.00
2.	Finch Chevrolet, London	\$69,246.50

The tenders were reviewed by the Director of Public Works and were found to generally satisfy the requirements set out in the tender documents. The bid provided by Finch Chevrolet, London was the low bid and was determined to meet tender requirements.

#### **4.0 Related Policies / Procedures**

N/A

#### **5.0 Financial / Budget Assessment**

The 2024 Capital Budget includes \$90,000.00 for the purchase of a new three-quarter ton truck, funded by the Capital Fleet Reserve.

The low bid submitted by Finch Chevrolet, London is below the budgeted amount and satisfies requirements set out in the tender document.

##### **5.1 Asset Management**

As this asset will be used on a daily basis, it will need to be replaced in the future in accordance with our Asset Management Policy and will be included in the Township's long term asset management financing strategy.

#### **6.0 Climate Change Impacts**

N/A

#### **7.0 Communications**

N/A

#### **8.0 Conclusion**

On the basis of the foregoing review, staff recommend the award of the tender to Finch Chevrolet, London as the tender submitted meets the specifications outlined in the tender.

#### **9.0 Recommendation**

On the basis of the foregoing review, it is recommended;

That staff report 2024-OP-002, Tender B2024-PW-03 Three quarter ton truck be received;

AND THAT staff be authorized to proceed with the recommendation of awarding the tender to Finch Chevrolet, London in the amount of \$69,246.50 plus HST; and

THAT the entire purchase of \$69,246.50 (plus non refundable HST) be withdrawn from the Capital Fleet Reserve Fund.





## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Paul Lagrandeur

**Position:** Director of Public Works

**Title / Subject:** Tender B2023-PW-024- One Ton Truck

**Date of Report:** April 1, 2024

**Date of Meeting:** April 8, 2024

**Report No:** 2024-OP-004

#### 1.0 Issue / Origin

This report outlines the results of Tender B2023-PW-024 One Ton Truck for the purchase of a new One ton truck to replace an older truck that has met its life expectancy.

#### 2.0 Background

The 2023 Capital Budget included a new One Ton Truck. The tender for this vehicle was prepared by staff and distributed to fifteen (15) dealers and posted on the Municipal website. The closing date of the tender was 2:00 pm Thursday November 2<sup>nd</sup>, 2023. The Director of Public Works, Public Works Coordinator and Director of Finance opened the tenders shortly after closing date/time.

#### 3.0 Analysis

The tender results are itemized in the table below:

No.	Bidder	Amount Excluding (HST)
1.	Williamson Uxbridge	\$92,639.72
2.	Fraiser Auto Group	\$90,572.78
3.	Polito Ford	\$93,642.81
4.	Jim Wilson Chevrolet Buick, Orillia	\$89,500.00
5.	Finch Chevrolet Cadillac Buick GMC	\$94,491.50

The tenders were reviewed by the Director of Public Works and bids received from Wilson and Williamson were disqualified as they did not meet specifications required in the tender documents. The bid provided by Frasier Auto Group is the low bid and was determined to meet tender documents. As time was taken to determine Jim Wilson bid submission disqualified, Fraiser Auto Group submission had passed its time and \$900.00 plus HST was needed for aluminum increases to add to their submission.

#### **4.0 Related Policies / Procedures**

#### **5.0 Financial / Budget Assessment**

The 2023 Capital Budget includes \$120,000.00 for the purchase of a new one ton truck, funded by the Capital Reserve Fund- Works equipment replacement.

The new low bid submitted by Fraiser Auto Group is below the budgeted amount and satisfies requirements set out in the tender document.

##### **5.1 Asset Management**

**As this asset will be used on a daily basis, it will need to be replaced in the future in accordance with Asset Management Policy and will be included in the Township's long term asset management financing strategy.**

#### **6.0 Climate Change Impacts**

#### **7.0 Communications**

#### **8.0 Conclusion**

On the basis of the foregoing review, staff recommend the award of the tender to Frasier Auto Group as the tender meets specifications outlined in the tender.

#### **9.0 Recommendation**

On the basis of the foregoing review, it is recommended:

THAT staff report 2024-OP-004, Tender B2023-PW-024-One Ton Truck be received;

AND THAT staff be authorized to proceed with the recommendation of awarding the tender to Fraiser Auto Group in the amount of \$91,472.78 plus HST; and

THAT the entire purchase of \$91,472.78 (plus non refundable HST) be withdrawn from the Capital Reserve Funds – Works equipment replacement.



---

## Township of Brock Interoffice Memorandum

---

To: Mayor and Member of Council  
From: Maralee Drake, Deputy Clerk and Wayne Ward Manager, Facilities & IT  
Subject: Annual Review of the Commemorative Donation Program  
Date: Monday, April 8, 2024

---

At the June 13, 2022 Committee of the Whole Meeting, Report 2022-PRF-004 Update to the Commemorative Donation Program (attached) was received and endorsed to allow for Council consideration of an increase of fees to the [Commemorative Donation Program](#) and an annual review of the program.

Staff have reviewed pricing for the 3 items available in the program (tree, bench, picnic table) and recommend the following price increases to ensure that costs of the item, plaque and installation are covered without the municipality incurring additional fees.

- Tree  
Current price: \$750.00  
Suggesting price for 2024: \$850.00
- Bench  
Current price: \$1721.85  
Suggested price for 2024: \$2,000.00
- Picnic Table  
Current price: \$2840.85

The online application for the commemorative donation program was launched in 2020. 3 requests have been received and fulfilled for commemorative trees. Staff are currently working on a pending request for a bench.

End of Memorandum

Respectfully submitted,

Maralee Drake, Deputy Clerk  
Wayne Ward, Manager, Facilities & IT



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Maralee Drake & Wayne Ward

**Position:** Deputy Clerk & Manager, Facilities & IT

**Title / Subject:** Update to the Commemorative Donation Program

**Date of Report:** May 25, 2022

**Date of Meeting:** June 13, 2022

**Report No:** 2022-PRF-004

#### 1.0 Issue / Origin

At its meeting held on February 22, 2021, Council passed the following resolution regarding Report 2021-CO-040, Commemorative Donation Program.

“That Report: 2021-CO-04 be received; and, that Council direct staff to implement a Commemorative Donation Program based on the terms and fees outlined in the report and, that the information be posted to the Township website”

Since the adoption of this program, the costs as included in Report 2021-CO-040 have increased.

#### 2.0 Background

This program, originally called the Celebration Bench Program, was brought forward to Council on March 16, 2020 through Report 2020-PWF-01 and was expanded through report 2021-CO-040.

The program allows the public an opportunity to donate a park amenity such as a tree, bench or picnic table to be placed within one of the parks, trails or downtown cores in the municipality. Each will have a personalized plaque.

Tax receipts are provided to the donor.

#### 3.0 Analysis

Staff are recommending amendments to the program to remove static costs and are requesting that Council provide approval for the program to continue, with the purchase

price being determined on a case by case basis to ensure that all costs are covered. The current fees as approved by Council through Report 2021-CO-04 no longer cover the cost to purchase the memorial item, nor the cost for base installation, staff time or ongoing maintenance.

The proposed new process for this program will be as follows:

- 1) Member of the public will contact the Public Works Department – Facilities with their inquiry / expression of interest in purchasing a commemorative item.
- 2) Staff will respond advising of the current prices for the desired item (which will include the cost to purchase the park amenity, shipping costs, base installation, plaque and inscription, any expected maintenance costs and applicable administration fees).
- 3) Staff and the resident will work together to determine the best location for the amenity to be placed.
- 4) An invoice will be issued to the resident, and once paid, staff will order the item, and plaque, prepare the area for installation.
- 5) The purchaser will be advised once installation has been completed and a tax receipt will be issued.

#### **4.0 Related Policies / Procedures**

Commemorative Donation Program

#### **5.0 Financial / Budget Assessment**

The proposed changes to the program will ensure that the municipality realizes a zero cost in any commemorative donation.

#### **6.0 Climate Change Impacts**

Not applicable.

#### **7.0 Communications**

Information on the commemorative donation program is available through the [Township of Brock website](#). Those wishing to purchase an item as part of this program will be contacted directly by staff to determine the type of item, location for installation, plaque inscription, and ongoing maintenance.

#### **8.0 Conclusion**

The Commemorative Donation Program will continue to be reviewed by staff on an on-going basis. Should any changes to the process be required, a follow up report will be provided to Council.

## **9.0 Recommendation**

BE IT RESOLVED THAT REPORT 2022-PRF-004, Update to the Commemorative Donation Program be received, and

THAT the program be amended to remove static costs and reviewed on an annual basis and,

THAT the Committee recommend the report be endorsed by Council at its June 27<sup>th</sup> meeting.



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Wayne Ward

**Position:** Manager Parks, Recreation, Facilities and IT

**Title / Subject:** Rick MacLeish Memorial Community Centre Auditorium Roof

**Date of Report:** March 21, 2024

**Date of Meeting:** April 8, 2024

**Report No:** 2024-PRF-011

#### 1.0 Issue / Origin

The roof membrane on the north end building of the Rick MacLeish Memorial Community Centre has been patched several times over the years but is now at end of life and requires replacement.

#### 2.0 Background

The roof membrane on the ice surface roof was replaced in 2022 to extend the life of this portion of the Rick MacLeish Memorial Community Centre. However, the roof on the auditorium building which contains the auditorium, dressing rooms, washrooms, office space and food booth was not replaced at this time.

#### 3.0 Analysis

The roof membrane on the auditorium building has not been replaced and has come to end of life. This membrane maintains the building envelope and ensures continued use of the auditorium space.

Currently the auditorium is utilized by a day care service provider as well as the EarlyOn program provided through DFRFR along with other rentals and users.

This facility is also designated as an emergency shelter location in the Brock Township Emergency Plan and is a designated evacuation site for Bon Air Residence as well as McCaskill Mills Public School and StoneMoor Day Care Centre.

There have been a number of leaks that have been patched over the years to try to extend the life of this roof, but the membrane is now beyond repairs.



In order to maintain this Township Asset in serviceable condition the roof will need to be replaced.

#### **4.0 Related Policies / Procedures**

Asset Management Plan

#### **5.0 Financial / Budget Assessment**

In the 2021 Capital budget a total of \$500,000 was put aside for Rick MacLeish Roof Replacement, funded from the Capital Reserve Fund for Arenas.

In 2022 the ice surface roof was repaired with a new surface at a total cost of \$179,502.30. The difference of \$310,497.70 remains available and has been included as an ongoing capital project carried forward to 2024.

As this previously approved capital funding is available there is no additional funding required to complete the roof replacement project for this asset

#### **5.1 Asset Management**

Maintaining this asset in serviceable condition a roof replacement is a necessary measure to support continued use of the building.

#### **6.0 Climate Change Impacts**

Replacement of this roof membrane will provide a more complete building envelope and as such may reduce the likelihood of heating or cooling requirements to maintain a constant temperature within the space.

#### **7.0 Communications**

This report is being published on a public agenda.

#### **8.0 Conclusion**

Replacement of the auditorium building roof is necessary for the continued use of the auditorium building area.

#### **9.0 Recommendation**

BE IT RESOLVED THAT report 2024-PRF-011 entitled Rick MacLeish Memorial Community Centre Auditorium Roof be received; and

THAT Council authorize staff to proceed with a Request for Quote for the replacement of the roof membrane and associated items for the Rick MacLeish Memorial Community Centre Auditorium building roof; and

THAT the funding for this project be taken from the previously approved Rick MacLeish – Roof Replacement funding, project 21-031; and

THAT the resolution from report 2024-PRF-011 be ratified at the Council meeting held on April 29, 2024.



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Rick Harrison

**Position:** Fire Chief/CEMC

**Title / Subject:** Fire Department Responses-2024-Q1

**Date of Report:** April 1, 2024

**Date of Meeting:** April 8, 2024

**Report No:** 2024-PS-003

#### 1.0 Issue / Origin

The Fire Chief is responsible for preparing and presenting quarterly and annual reports of all fire department responses to Council.

#### 2.0 Background

As per the Ontario regulations, fire department are required to report all fire department responses to the Office of the Fire Marshal (OFM) for statistical record keeping. The OFM's reporting system breaks down the responses into several categories, dependent on type of response incident tended to by the fire department.

#### 3.0 Analysis

##### Definitions:

**Code 1-3 Property fires/explosions:** fires related to structures, vehicles, brush/grass, combustion explosions.

**Code 11-13 Overpressure rupture/explosion (no fire):** steam boilers, hot water, gas pipe rupture, bomb, or dynamite.

**Code 21-29 Pre-fire conditions/no fire:** overheated mechanical devices, engines, brakes, pot on the stove, lightning, toaster, fireworks.

**Code 31-39 False fire calls:** alarm activations caused by malfunction, accidental, malicious, prank, human perceived emergency.

**Code 37-39 CO false calls:** perceived CO emergency, equipment malfunction.

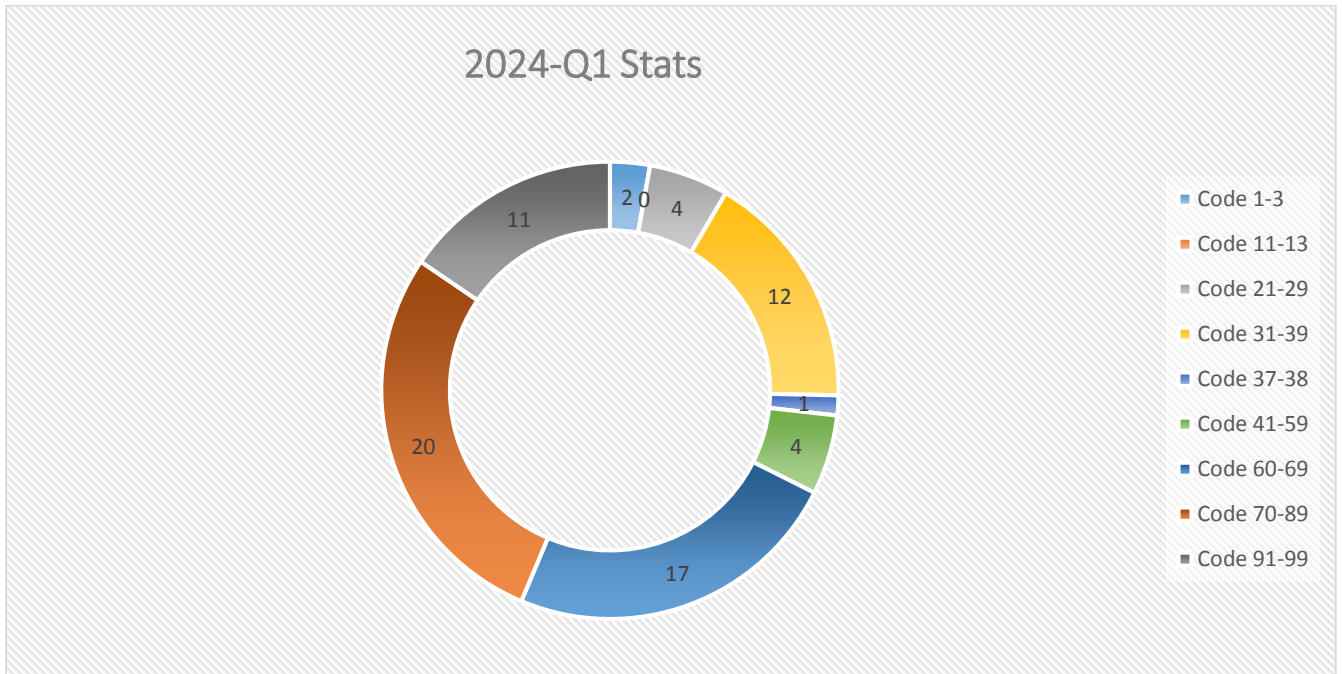
**Code 41 -59 Public hazard:** Gas leak, chemical spill, power lines down, CO incident with CO present.

**Code 60-69 Rescue:** Vehicle extrication, building collapse, water rescue, ice rescue, motor vehicle collision/accident, industrial accident, elevator mishap, trench/confined space/high-low angle rescue.

**Code 70-89 Medical resuscitator call:** all various types of medical emergencies.

**Code 91-99 Other response:** Assisting police/other agencies, other public services or incidents that do not match other type codes.

OFM Code	Incident Type	Q1 2023	Q1 2024
1 – 3	Property fires/explosions	4	2
11 – 13	Overpressure rupture/explosions (no fires)	0	0
21 – 29	Pre-fire conditions (no fires)	7	4
31 – 39	False fire calls	11	12
37 – 38	CO False calls	1	1
41 – 59	Public hazards	7	4
60 – 69	Rescue	16	17
70 – 89	Medical/resuscitator Call	22	20
91 - 99	Other responses	13	11
Total		81	71



#### 4.0 Related Policies / Procedures

Fire Department Establishing Regulating Bylaw

#### 5.0 Financial / Budget Assessment

None

#### 6.0 Asset Management

None

#### 7.0 Climate Change Impacts

None

#### 8.0 Communications

The statistical information shall be available on Township social media for public viewing.

#### 9.0 Conclusion

Statistical information for Q1 2024 indicates the fire department response percentage is broken down as per the following:

- Medical/Resuscitator Call – 28%
- Rescues – 24%

- False Fire Calls – 17%
- Other responses – 15%
- Public Hazards – 6%
- Pre-fire Conditions (no fire) – 6%
- Property Fires/Explosions – 3%
- C0 False Calls – 1%
- Overpressure Fire/Explosions – 0%

#### **10.0 Recommendation**

BE IT RESOLVED THAT Report-2024-PS-003 “Fire Department Responses-2024-Q1” be received for information.



---

## Township of Brock Interoffice Memorandum

---

To: Mayor and Member of Council  
From: Stefanie Stickwood, Clerks Assistant & Assistant to the CAO/Mayor  
Subject: Civil Ceremonies Update  
Date: Monday, April 8, 2024

---

Marriage ceremonies can only be performed in Ontario by an authorized individual under Ontario's [Marriage Act](#) as a Marriage officiant. There are two categories for marriage officiants within Ontario: registered marriage officiants and civil marriage officiants.

The Township of Brock falls into the later category of civil marriage officiants which is defined as either a municipal clerk and/or delegate authorized to perform civil marriages in Ontario, a judge, an Ontario associate judge, and an Ontario justice of the peace.

On June 27, 2022, Council approved By-law Number 3137-2022 which approves the implementation of civil ceremonies as an new service offered by the Township, as well as appoints the Clerk/Deputy CAO to perform civil ceremonies as authorized under Ontario Regulation 285/04 and the [Marriage Act](#).

The introduction of Civil Ceremonies began in Q2 of 2023, where three staff members were trained and delegated authority, in addition to the Clerk, to conduct ceremonies which saw the successful execution of five civil ceremonies (5).

Communications have increased in 2024 to inform the public of the additional service which can be booked by contacting [clerks@brock.ca](mailto:clerks@brock.ca). Ceremonies are by appointment only at the Municipal Administration Building from Monday – Friday 9:00 a.m. – 4:00 p.m. The fee for a civil marriage ceremony is \$466.00 or members of the public can opt for the marriage licence/ceremony package of \$575.00.

For additional information on marriage ceremonies in Brock Township, please visit <https://www.townshipofbrock.ca/marriage-ceremonies/>