



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

Monday, January 9, 2023, 10:00 a.m.
Virtual Meeting

Pages

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

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

4. Presentations

5. Delegations / Petitions

6. Sub-Committees

6.1 Finance Committee (Mayor Schummer - Chair)

6.2 Operations Committee (Councillor Pettingill - Chair)

6.2.1 Report 2023-CO-001 - Snow Plow Route #5
Director of Public Services and Supervisor of Operations

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Recommendation:

BE IT RESOLVED THAT Report 2023-CO-001, Snow Plow Route # 5, be received; and
THAT Council provide staff with direction.

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

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

6.5 Protection Services Committee (Councillor Canavan - Chair)

6.6 Development Services Committee (Councillor Doble - Chair)

- 6.6.1 Report 2023-DS-001 - RED Grant Program Application
Director of Development Services

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Recommendation:

BE IT RESOLVED THAT Report 2023-DS-001, RED Grant Program Application, be received; and THAT Council approve \$40,000 from the 2022 budget (from unspent funds in the CIP and main street revitalization accounts) be used as the Township's contribution as part of an application under the RED program.

- 6.7 General Government Committee (Regional Councillor Jubb - Chair)

- 6.7.1 Report 2023-GG-001 - Post-Election 2022
Clerk/Deputy CAO and Deputy Clerk

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Recommendation:

BE IT RESOLVED THAT Report 2023-GG-001, Post-Election Report 2022, be received.

- 6.8 Climate Committee (Councillor Pettingill - Chair)

- 7. Closed Session
- 8. Rise from Closed Session
- 9. Other Business
- 10. Public Questions and Clarification
- 11. Adjournment

Recommendation:

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



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Paul Lagrandeur/Jason Lapp
Position: Director of Public Works and Supervisor of Operations
Title / Subject: Snow Plow Route #5
Date of Report: January 3, 2023
Date of Meeting: January 9, 2023
Report No: 2023-CO-001

1.0 Issue / Origin

To provide Council with a report on the feasibility/possibility of adjusting plow route #5. See below.

TOWNSHIP OF BROCK PUBLIC WORKS DEPARTMENT

BREAKDOWN OF TIME POINT LOCATIONS – ROUTE NO. 5

TIME POINT	Road Section:	From:	To:
E	Brock Road	Con. 9 (B)	Con. 10 (B)
	Con. 10 (B)	Brock Road	Dead end
	Con. 10 (B)	Dead end	Wetheral Sdrd
	Wetheral Sdrd	Con. 10 (B)	Con. 11 (B)
	Wetheral Sdrd	Con. 11 (B)	Con. 10 (B)
	Con. 11 (B)	Wetheral Sdrd	Brock Road
	Brock Road	Con. 10 (B)	Con. 11 (B)
	Con. 11 (B)	Brock Road	Sdrd 17
	Sdrd 17	Con. 11 (B)	Con. 13 (B)

TOWNSHIP OF BROCK PUBLIC WORKS DEPARTMENT

WINTER OPERATIONS RECORD

BREAKDOWN OF TIME POINT LOCATIONS – ROUTE NO. 5

TIME POINT	Road Section:	From:	To:	
A	Sdrd 17	Con. 13 (B)	Con. 11 (B)	
	Con. 11 (B)	Sdrd 17	Hwy 12	
	Con. 11 (B)	Hwy 12	Brock Road	
	Brock Road	Con. 11 (B)	Con. 13 (B)	
	Brock Road	Con. 13 (B)	Con. 10 (B)	
B	Con. 10 (B)	Brock Road	D23	
	Con. 10 (B)	D23	Brock Road	
	Brock Road	Con. 10 (B)	Con. 9 (B)	
	Con. 9 (B)	Brock Road	D23	
	Con. 9 (B)	D23	Brock Road	
	Brock Road	Con. 9 (B)	Con. 8 (B)	
	Con. 8 (B)	Brock Road	D23	
	Con. 8 (B)	D23	Brock Road	
	Brock Road	Con. 8 (B)	Con. 7 (B)	
	Brock Road	Con. 7 (B)	Con. 8 (B)	
C	Con. 8 (B)	Brock Road	Sdrd 17A	
	Sdrd 17A	Con. 8 (B)	Con. 7 (B)	
	Con. 7 (B)	Sdrd 17A	Brock Road	
	Con. 7 (B)	Brock Road	Sdrd 17A	
	Sdrd 17A	Con. 7 (B)	D10	
	Sdrd 17A	D10	Con. 7 (B)	
	Con. 7 (B)	Sdrd 17A	Sdrd 17	
	Sdrd 17	Con. 7 (B)	D10	
	Sdrd 17	D10	Con. 7 (B)	
	Con. 7 (B)	Sdrd 17	Hwy 12	
	Con. 7 (B)	Hwy 12	Sdrd 17	
	D	Sideroad 17	Con. 7 (B)	Con. 8 (B)
		Con. 8 (B)	Sdrd 17	Hwy 12
Con. 8 (B)		Hwy 12	Sdrd 17	
Sdrd 17		Con. 8 (B)	Con. 9 (B)	
Sdrd 17		Con. 9 (B)	King St.	
King St.		Sdrd 17	Queen St.	
Queen St.				
King St.		Queen St.	Brock Road	
King St.		Brock Road	Sdrd 17	
Sdrd 17		King St.	Con. 7 (B)	
Con. 7 (B)		Sdrd 17	Sdrd 17A	
Sdrd 17A		Con. 7 (B)	Con. 8 (B)	
Con. 8 (B)		Sdrd 17A	Brock Road	
Brock Road		Con. 8 (B)	Con. 9 (B)	
Con. 9 (B)		Brock Road	Hwy 12	
Con. 9 (B)	Hwy 12	Brock Road		

2.0 Background

Currently Brock Township is broken down into ten plow routes. Each route has a variety of road classifications 3,4,5 and 6 that are maintained. The average time to complete each route is 5 to 6 hours and is done in the same fashion each time, regardless of the operator completing the route. Routes are reviewed annually by the Public Works Supervisor and staff to ensure optimal service delivery. A full review of route #5 was last done in December of 2021.

When discussions are had in relation to adjusting or modifying a route, there are several considerations to be reviewed. Considerations such as, time to complete, where the operator will get additional sand, safe areas to be able to back up, backtracking on route, traffic volume, and consistency are a few factors. Through courses that staff have attended and recommendations from Ontario Good Road Association and the Durham Region Insurance Pool, the message continues to be, plow the same direction every time and be consistent.

At present, concerns have been raised by two of the 17 homes along Concession 10(B) from Brock Road to Highway 12 regarding the timing of the road being plowed. This section of road is done towards the end of the route as the operator makes their way back up the east side of the route. (please see route map)

3.0 Analysis

This plow route has been carefully thought out and priority given to the “through” roads. Concession 11 (B), Concession 7 (B), and Brock Road are examples of “through roads” that are completed prior to lower volume roads such as Concession 10 (B). This route direction was created to allow the operator to re load with sand at the halfway point to eliminate any down time or cause backtracking. Operator safety is also taken into consideration and the safest locations for backing up turning around have been considered.

In addition, this route area has not experienced any large growth or development which may warrant a route change. Changes on other routes have and do occur, if for safety reasons or to better deliver service. When it comes to snow plowing, the old saying “someone is first and someone is last” speaks volumes. If operations staff prioritize Concession 10 (B), it will simply pass the concerns of timing along to other residents.

4.0 Related Policies / Procedures

N/A

5.0 Financial / Budget Assessment

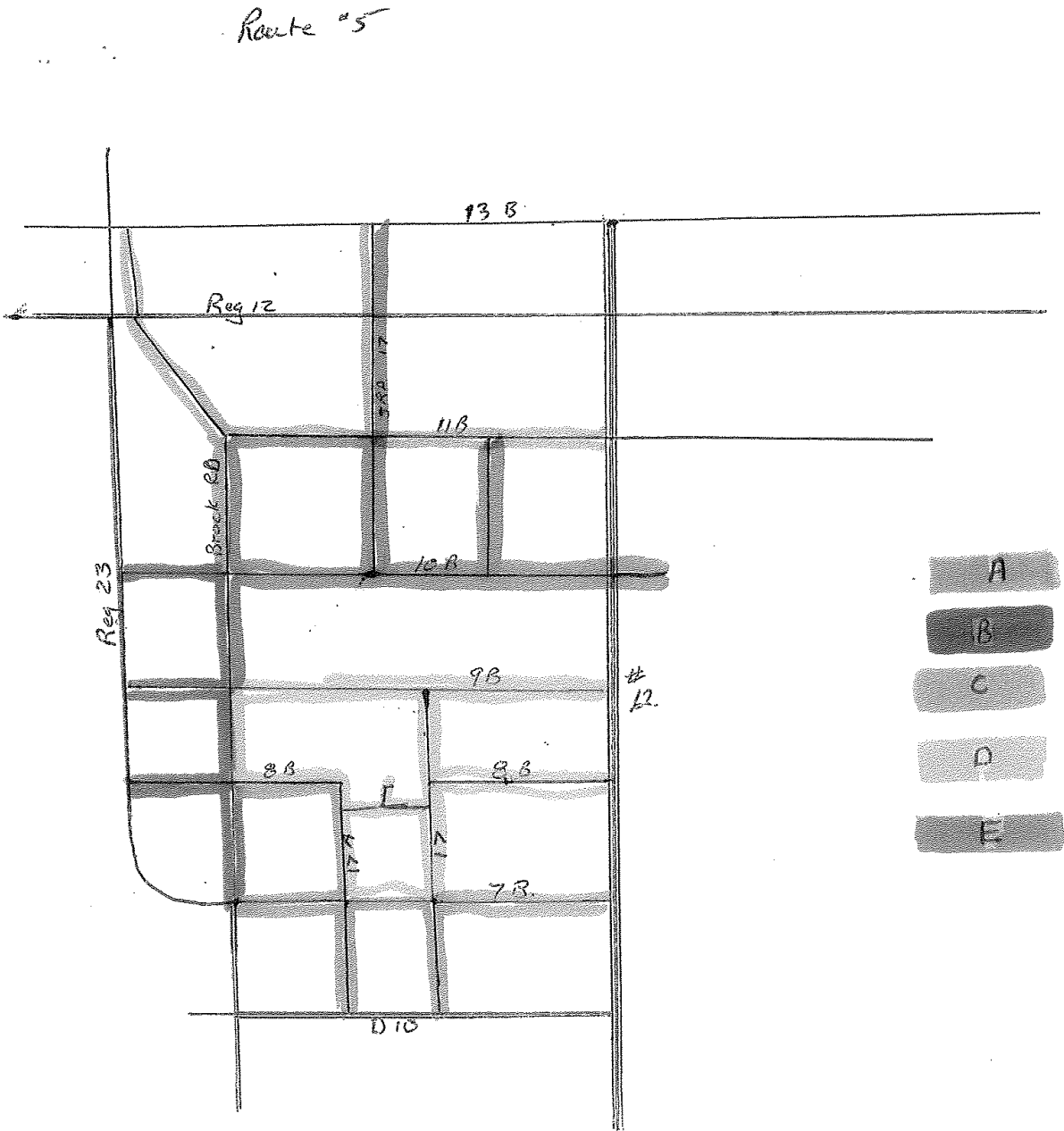
If changes to route #5 are made, then the financial implications will happen. They would be in staff time and fuel costs.

6.0 Climate Change Impacts

Although very minor, if an operator must back track or alter the route and cause extra time out on the route, it would impact fuel consumption and pollution levels.

7.0 Communications

See below for route description and map:



8.0 Conclusion

On the basis of the foregoing review, staff recommend that Council take into consideration all factors outlined.

9.0 Recommendation

BE IT RESOLVED THAT Report 2023-CO-001, Snow Plow Route # 5, be received; and THAT Committee provide staff with direction.



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Robin Prentice, MCIP, RPP

Position: Director of Development Services

Title / Subject: RED Grant Program Application

Date of Report: January 4, 2023

Date of Meeting: January 9, 2023

Report No: 2023-DS-001

1.0 Issue / Origin

Ontario's Rural Economic Development (RED) program provides cost-share funding to support activities that create strong rural communities in Ontario, and opens doors to rural economic development through:

- funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth;
- funding to build community capacity and support for economic development in Ontario's rural communities;
- investments in rural communities to help diversify and grow local economies.

The next intake for funding applications under the RED program will be open on January 23, 2023.

2.0 Background

Downtown Community Improvement Plan

A Community Improvement Plan (CIP) is a tool available to municipalities under Section 28 of the Planning Act and Section 106 of the Municipal Act, 2001. CIPs guide the revitalization of communities through programs, grants and incentives, addressing the reuse and restoration of lands, buildings and infrastructure, energy efficiency, growth management challenges and planning for rehabilitation, development and land use change in defined areas. CIPs are an important tool to assist in encouraging local economic development initiatives and can be used to promote and attract tourism and business investments. They are undertaken by municipalities for specific areas and types of development.

Township Council adopted the Downtown CIP in 2013 to help stimulate investment in the downtown areas. The Downtown CIP provides financial incentives to stimulate private investment to lands within the designated Regional Centres (downtown areas) of Beaverton, Cannington, and Sunderland and helps to promote beautification, commercial revitalization, tourism, residential choice, intensification of properties, preservation of heritage and architectural buildings, and sustainable development within the downtown cores.

The Downtown CIP provide opportunities for the municipality to offer financial incentives in the following areas: planning, building, and development charge fee rebates, parkland dedication and parking standard exemptions, property tax grants, commercial façade and residential rehabilitation grants/loans, project feasibility and design studies programs, as well as programs for environmental rehabilitation.

Over the past 9 years, several local businesses in all 3 communities have benefitted from the Downtown CIP grant program to help with façade improvements and residential rehabilitation. A review of the CIP was anticipated after 10 years to assess implementation of the CIP and determine if any adjustments and updates are necessary for successful implementation of the Plan.

On-farm Diversified Uses

The Township has a large rural area, and the agricultural sector is and will continue to be a significant part of the Township's economy. As the rural economy changes, there is a stronger demand for on-farm diversification, and other agricultural-related uses.

In 2016, the Province released Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas to help municipalities interpret the Provincial Policy Statement (PPS) with respect to permitted uses in prime agricultural areas. The intent is to preserve and protect the agricultural sector, while allowing for small-scale on-farm diversified uses, provided these uses are compatible with and do not negatively impact neighbouring farms and businesses.

The Township's Official Plan (OP) provides the policy support at a high level for agricultural-related uses, agri-businesses and secondary uses that produce value-added agricultural products from the farm operation.

However, the Township's Zoning By-law 287-78-PL (which was approved in 1978) is quite limiting with respect to permitted uses in the Rural (RU) zone. A more comprehensive review is needed with regards to agricultural-related uses and on-farm diversified uses to help diversify the Township's rural economy.

3.0 Analysis

Township staff would like to work with Regional Economic Development staff to submit an application for funding assistance under the Provincial RED program to:

- i. Help undertake a review and update of the Downtown CIP, and
- ii. Review the Township's Zoning By-law with respect to agricultural-related uses and on-farm diversified uses to help expand permitted uses within the rural area.

These 2 initiatives will help to support downtown revitalization and address zoning barriers that will help to diversify the local rural economy.

The RED program will only fund up to 50% of a project and therefore, the Township also needs to contribute some funds.

In 2022, \$20,000 was included in the budget for the Downtown CIP program and no applications were received under the CIP program. Another \$20,000 was included in the 2022 budget for main street revitalization and no funds were spent. Staff recommend that these funds, totalling \$40,000, be used as the Township's contribution to the Downtown CIP review and Zoning By-law review focused on on-farm diversified uses, which that can be used to get more funding through the RED program.

4.0 Related Policies / Procedures

Section 4.6 of the Township's OP outlines policies related to Community Improvement and supports a CIP for the 3 Regional Centres/downtown areas.

Policies within the Township's OP and Zoning By-law 287-78-PL guide permitted uses throughout the Township and within the rural area. Strategic direction 2.2.7 in the Township's OP speaks to protecting rural areas and agricultural lands by supporting the continued prosperity of agriculture with complementary agri-business activities and agri-tourism. Section 3.2.1 of the Township's OP includes policies related to agricultural lands and support for agriculture-related uses and agri-businesses.

5.0 Financial / Budget Assessment

Township staff are requesting that unspent funds from the 2022 budget, totalling \$40,000 for the Downtown CIP and main street revitalization be re-allocated as the Township's contribution as part of an application for financial assistance under the Provincial RED program. The funds were previously set aside in the Committed Projects Reserve.

6.0 Climate Change Impacts

N/A

7.0 Communications

Should the Township be successful in getting a grant through the RED program, public consultation will be undertaken as part of the review process for the Downtown CIP and a statutory public meeting will be held as part of the Zoning By-law Amendment process for on-farm diversified uses.

8.0 Conclusion

The Provincial RED program provides an opportunity for the Township to obtain additional funding to help review and update policies that will help to improve the local downtowns and the rural economy. Staff recommend that Council authorize staff to work with Regional economic development staff to submit an application under the RED program for funding to complete a review of the Downtown CIP and zoning to address on-farm diversified uses and approve the use of unspent funds from the 2022 budget as the Township's contribution as part of these initiatives.

9.0 Recommendation

That staff report 2023-DS-001, regarding Funding for a RED Grant Application, be received; and
That Council approve \$40,000 from the 2022 budget (from unspent funds in the CIP and main street revitalization accounts) be used as the Township's contribution as part of an application under the RED program.



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Fernando Lamanna & Janean Currie
Position: Clerk/Deputy CAO & Deputy Clerk
Title / Subject: Post-Election 2022
Date of Report: December 13, 2022
Date of Meeting: January 9, 2023
Report No: 2023-GG-001

1.0 Issue / Origin

To give an overview of the 2022 Municipal Election in the Township of Brock, as well as to provide recommendations for continued improvement and plans for future elections.

2.0 Background

The *Municipal Elections Act, S.O. 1996*, as amended, grants authority to the Municipal Clerk, as Returning Officer, to establish procedures and forms for voting within their municipality (Section 42(3)(a)). The Act further grants the Clerk authority to provide for any matter or procedure that is not otherwise provided for in the Act, and in the Clerk's opinion, is necessary or desirable for conducting the election (Section 12 (1)).

The Clerk/Deputy CAO administered the election in accordance with the requirements of the Municipal Elections Act, 1996 ("MEA") and relevant Township by-laws. The principles of the MEA guide the work of the Clerks' Office when conducting an election. These principles state that:

- The secrecy and confidentiality of the voting process is paramount
- The election shall be fair and non-biased
- The election shall be accessible to the voters
- The integrity of the voting process shall be maintained throughout the election
- There is to be certainty that the results of the election reflect the votes cast
- Voters and candidates shall be treated fairly and consistently
- The proper majority vote governs by ensuring that valid votes be counted, and invalid votes be rejected so far as reasonably possible

On October 25, 2021 Council enacted By-law Number 3079-2021, being a by-law to authorize the Clerk to conduct the municipal elections using a Vote-by-Mail (VBM) ballot process and to authorize the use of automated vote tabulators.

Conducting an election is a complex administrative process requiring both internal and public facing work. Following strict legislative parameters as outlined by the *Municipal Elections Act, S.O. 1996* and accessibility requirements, key electoral functions organized by the Clerks' Office included:

- Registering and certifying nomination papers.
- Engaging, informing and educating voters.
- Training of staff for specific roles within the elections process.
- Identifying, inspecting and securing accessible Voting Assistance Centres.
- Tracking and accounting for all ballots, including returned mail, re-issuance of VBM kits, and returned VBM kits.
- Testing and maintenance of all technology and systems to be used.
- Performing logic and accuracy testing on all voting equipment.
- Procuring, storing and disseminating tons of election materials.
- Correcting the Preliminary List of Electors and distributing the voters' list.
- Producing accurate and timely results.

3.0 Analysis

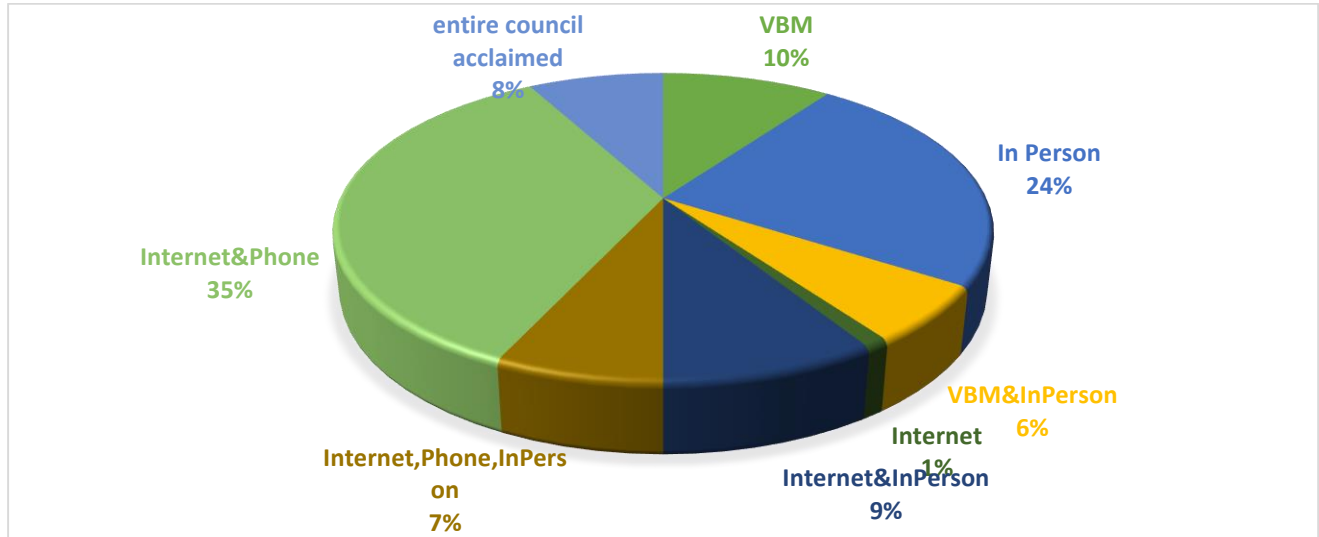
Vote-by-Mail

Vote-by-Mail (VBM) has been used in The Township of Brock since 2006. VBM is an alternative voting method where a voter kit is mailed to each eligible elector on the voters list in the Township of Brock. Voters have the option to return the completed mail kits via mail, or they can be hand delivered to the three Voting Assistance Centres (VAC) that were provided.

In Durham Region, The Township of Brock and the Township of Uxbridge both used VBM along with approximately 16% (total 71) other Ontario Municipalities (this includes a combination of VBM and other methods available).

217 or 49% of Ontario Municipalities used internet voting in combination with other voting methods. 146 or 35% of Ontario Municipalities used a combination of Internet and Telephone voting methods.

2022 Municipal Election – Voting Methods in Ontario



Public Engagement

A strict advertising schedule was followed for the 2022 Municipal Election Deadlines such as applications for Compliance Audit Committee, Notice of Nominations, Candidate information Sessions and Voters' List/Notice of Vote deadlines.

To promote awareness and inform electors about the 2022 election, all available media platforms were utilized in the Municipal Elections advertising campaign. Using consistent messaging and clear "how to" education pieces, advertising was placed in the following manner:

- The Brock Citizen (paper circulation, bi-weekly)
- The Townships monthly eNewsletter
- The Township Website (multiple news posts, full banner on home page, dedicated Elections Web Page)
- Social Media (Facebook, Instagram, Twitter, LinkedIn)
- Digital Signs

These tools were used to promote VACs and Public Outreach initiatives.

Training

An Appointment and Oath of Election Official was signed by each member of staff participating in the elections at both the VACs as well as in the Counting room on Voting day. Comprehensive training was provided to all Municipal Election Deputy Returning Officers (DRO's) and Assistant Returning Officers (ARO's).

Training included slideshows, handouts and dry runs of the process ensuring all DRO's and ARO's had a clear understanding of all aspects of the voting, VBM kit distribution, ballot collection, and ballot counting process with hands on experience.

Voters' List

It has been the responsibility of MPAC to provide municipalities with a preliminary list of electors prior to each Election. Although MPAC launched a new enumeration tool in 2014 (voterlookup.ca) and continued in 2018, and in 2022, accuracy of the voters list continues to be a challenge. Upon receipt of the preliminary list of electors, it is typical for municipalities to spend hours "cleaning-up" the data received by removing duplicates, fixing addressing issues, editing partial data, etc. Returned mail (i.e. moved, not at this address, deceased) and the issuance of replacement Vote by Mail kits (VBM) have a direct correlation to the quality of the voters list.

Beginning January 1, 2024, the Chief Electoral Officer and Elections Ontario will be responsible for managing a single registry of electors for both provincial and municipal elections.

Voting Assistance Centres

Our Voting Assistance Centres were located at The Municipal Administration Building, The Beaverton Library, and the Sunderland library. These locations all offered various hours outside of typical workday hours, (the MAB offered extended hours on three occasions), in fully accessible locations.

Clerk Staff/DROs attended both the Beaverton Fall Fair and the Sunderland Fall Fair to provide additional opportunity for electors to ensure they were on the Voters' List.

The VACs offered the opportunity for electors to receive guidance, be added to the Voters' List, apply for a replacement VBM kit, or drop off their completed kit in person.

In addition, Clerk staff, DROs, attended the two Long Term Care Homes in person on various occasions to provide assistance ensuring residents were on the Voters' List and collecting completed VBM kits.

Voting Equipment & Results

The Township of Brock contracts Datafix to supply ongoing voters list data as well as ballots and VBM Kits. The Township also contracts Dominion Voting to help proof and create the VBM kits as well as provide vote counting equipment (two tabulators and two laptops), and staff training for the 2022 Municipal Election.

On Election Day, a Vote Tabulating Unit which reads and records how ballots are marked, stores the information, and produces election results after the close of the voting place was used. The system has been proven to be precise, easy to use and capable of generating the final election results quickly.

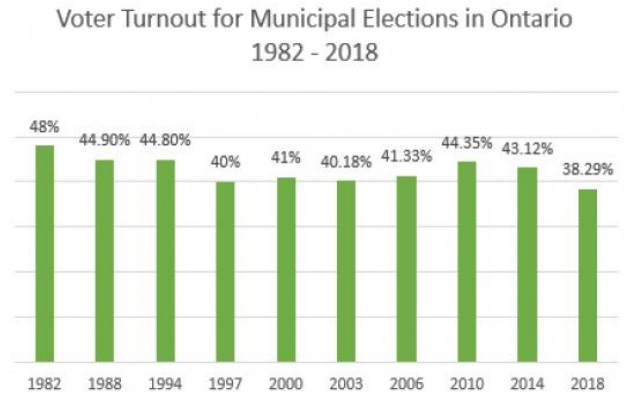
Staff training by Dominion was extensive, including in person training, detailed manuals, as well as a point of contact available for questions through out the Election period. There was also an on-site aide on Election Day.

In addition to hands on practice with the tabulators pre-Election day, controlled logic and accuracy testing was performed on both tabulators to ensure tabulators would accurately count the votes for all candidates marked with a valid mark in the designated area. Two laptops were used in conjunction with the tabulators and were not connected to any networking system. Results were saved to locked USB Sticks (one per system), then

securely transferred to record the results and provided to the public on a dedicated Elections Results web page.

Voter Turnout

While the Township of Brock is on the higher end of turnout percentage, higher than the province average, Voter Turnout numbers have gone down since 1982, indicating the method of voting offered by each municipality is not necessarily what affects voter numbers. While internet, phone and VBM appear to provide greater ease of access to the process, the introduction of these options has shown no obvious increase in voter turnout. Instead, factors such as high-profile issues, demographics, human interest, acclamations and general voter apathy/ loss of interest in local politics seem to be the main drivers.



Voter Turnout and Voting Method for Durham Region Municipalities:

<i>Municipality</i>	<i>Voting Method</i>	<i>Turnout</i>
Ontario	N/A	36.3%
Durham Region	N/A	21.68%
Township of Brock	Vote-By-Mail (VBM)	38.61%
Township of Scugog	Internet & in person	18.34%
Township of Uxbridge	Vote-By-Mail (VBM)	39.61%
Municipality of Clarington	Internet & Phone	28.05%
Town of Ajax	Internet & Phone	22.48%
City of Oshawa	In person & VBM	18.42%
City of Pickering	In person, Internet	27.34%
Town of Whitby	In person & VBM	23.26%

4.0 Accessibility

Section 12.1 (3) of the Municipal Election Act, S.O. 1996, as amended, requires the Clerk to prepare a report regarding the identification, removal, and prevention of barriers that affect electors and candidates with disabilities. The report must be made available to the public within 90 days after voting day in a regular election.

Overview

The Township of Brock conducted the Municipal Election in an accessible manner, offering Vote by Mail to make the election accessible to all. The following summarizes the identification of potential barriers, removal and prevention of barriers, and training undertaken by staff in preparation of the election.

Potential Barriers

Many of the Township facilities as well as private facilities do not meet the accessibility requirements of the A.O.D.A. This is particularly relevant given the requirements of the Municipal Elections Act that all polling stations be made accessible to voters.

Further, the geographic area of the Township is quite large making it difficult to have polling stations that are within a short distance to residents in Brock.

Removal/Prevention of Barriers

Given that many facilities in the Township do not meet the requirements of the A.O.D.A., alternative election methods were considered to make the election more accessible. Alternative election methods such as Vote by Mail allow voters to exercise their right without having to attend a polling station making it more accessible not only to persons with disabilities but all eligible electors.

Voting Assistance Centres (VAC) were established at the Municipal Administration Building, The Beaverton Library, and the Sunderland Library, all accessible facilities, to allow those voters' who wish to return their ballot in the customary way, the opportunity to do so.

Communications for all Township initiatives, inclusive of the election, were developed in accordance with the Township of Brock Alternate Formats Policy and are provided in alternate formats upon request (i.e. large print, web-based compliance, etc.)

All relevant election information was featured on the Township Website on a dedicated Elections page six (6) months prior to the election. In addition, the website is fully accessible and meets the WCAG 2.0 Level AA requirements of the A.O.D.A.

As per the requirements of the I.A.S.R., the Township of Brock has a process in place for receiving feedback with respect to customer service. The process and feedback form are posted on the website under the election section to ensure residents can provide feedback on the election accessibility features.

Voting Assistance

Support Persons for in-person Voting Assistance Centres

- Persons with disabilities are permitted to be accompanied by a support person inside the Voting Assistance Centres. The support person may mark the ballot for the said person or read the ballot aloud once the support person has taken a prescribed oath. In addition, the Clerk or designated Election Officials will assist a voter in completing their ballot if requested. In this instance, prior to entering the designated area, the person with a disability and the Clerk or Designated Election Official will determine the extent to which assistance was needed, which could include marking the ballot as directed by the elector.
- Clerk staff, DROs, attended the two Long Term Care Homes in person on various occasions to provide assistance ensuring residents were on the Voters' List and collecting completed VBM kits.

Service Animals

- Electors requiring service animals are permitted to have them present while in the polling station and are permitted to accompany the elector in all areas where public access is allowed.

Assistive Devices

- Magnifying sheets, pads of papers, and pens were made available to assist any elector, if required. Persons with disabilities who have their own assistive devices, will be permitted to use same in the polling station.

Alternative Formats

- Election information was made available through a wide range of channels in a diverse format, including information made available in large print (upon request).

Training

- All Election Officials were required to complete the Township of Brock Accessibility Training which covers the requirements of the A.O.D.A. with respect to the I.A.S.R., Customer Service, and the Ontario Human Rights Code.

5.0 Municipal Election Records

Destruction of Records

After 120 days from declaring the results of the election the Clerk shall destroy the ballots in the presence of two witnesses. The Clerk may also destroy any other documents and materials related to the election except those listed below under the Retention of Records section of the manual.

- The witnesses shall complete the “Witness Statements as to Destruction of Ballots” [Form ERIN-30].

Retention of Records

The ballots and any other documents or materials shall not be destroyed if:

- A court orders that they be retained; or
- A recount has been commenced and not finally disposed of.

In addition, documents filed under Sections 88.25 (candidates' financial statements, etc.), 88.29 (financial statements, etc. of registered third parties) and 88.32 (return of surplus for subsequent expenses) until the members of the council or local board elected at the next regular election have taken office.

6.0 Related Policies / Procedures

Accessible Customer Service Policy

Accountability and Transparency Policy

Municipal Elections Act, S.O. 1996

7.0 Financial / Budget Assessment

Costs for the 2022 Election include but are not limited to, equipment rental, ballot production, supplies, and staffing. Cost of Elections came over budget by \$3,090.

Election Budget = \$70,000

Actual = \$73,090

8.0 Climate Change Impacts

Not Applicable.

9.0 Communications

A strict schedule of notices of deadlines was closely followed and posted in The Brock Citizen, the Townships eNewsletter, and on the Townships Website in the form of News posts.

All township media platforms were used to educate, engage and inform the public of important dates and how to participate in the 2022 Municipal Election.

10.0 Conclusion

In accordance with the requirements of the Municipal Elections Act, 1996 (“MEA”) and relevant Township by-laws, a successful 2022 Election was held using the Vote-By-Mail method. How votes are cast continues to move to technology-based methods across Ontario.

Close to half of municipalities across Ontario are transitioning their Municipal Elections to electronic voting by Internet and Telephone. The benefits of this method include emergency preparedness, efficiency, accessibility, accuracy, automatic tabulation, and convenience to the electors. Consideration of electronic voting for Municipal Elections 2026 is recommended.

11.0 Recommendation

BE IT RESOLVED THAT General Government Report 2023-GG-001, entitled “Post-Election Report 2022”, be received.