



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

Monday, April 24, 2023, 3:00 p.m.  
Virtual Meeting

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Pages

1. **Zoom Link**

<https://us06web.zoom.us/j/87904315103?pwd=SUx2ZWpicGxmNmMdkM084VVBEL01yZz09>

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. **Closed Session**

**Recommendation:**

BE IT RESOLVED THAT Committee of the Whole proceed into a Closed Meeting at \_\_\_\_ p.m. to discuss the following matters:

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Section 239(2)(e) of the Municipal Act
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act

## 6. Rise from Closed Session

### Recommendation:

BE IT RESOLVED THAT Committee of the Whole rise & report from Closed Meeting at TIME p.m.; and,  
THAT Committee endorse all direction provided to staff, at the Closed Meeting of Committee of the Whole, held on April 24, 2023.

## 7. Presentations

- 7.1 Core Services Review - Performance Concepts 5  
Tony Quirk, Performance Concepts Consulting Inc.

Communication Number 214/23

### Recommendation:

BE IT RESOLVED THAT Communication 214/23 Core Services Review - Situational Analysis presented by Performance Concepts be received.

- 7.2 Brock Business Toolkit - Durham Region  
Glen Macfarlane, Rural Economic Development Specialist  
Stacey Jibb, Manager of Agriculture and Rural Economic Development

- 7.2.1 Report 2023-GG-015 - Online Brock Business Toolkit 39  
Glen Macfarlane, Rural Economic Development Specialist  
Stacey Jibb, Manager of Agriculture and Rural Economic Development  
Development  
Region of Durham

### Recommendation:

BE IT RESOLVED THAT Report 2023-GG-015, Online Business Toolkit and presentation from the Region of Durham be received.

## 8. Delegations / Petitions

## 9. Sub-Committees

- 9.1 Finance Committee (Mayor Schummer - Chair)  
9.1.1 Report 2023-FI-004 - Tile Drainage Loan Application - Chris 42  
Vestergaard - B1160 Concession 3, Beaverton  
Clerk's Assistant

**Recommendation:**

BE IT RESOLVED THAT Report 2023-FI-004, Tile Drainage Loan Application submitted by Chris Vestergaard for the property B1160 Concession 3, Beaverton be received; and THAT Council approve the tile drain loan and pass the required rating by-law 3183-2023; and THAT Council approve that the By-law 1785-2002-FI funds of \$22,300.00 be depleted in its entirety and the remaining balance of the loan of \$19,400.00 be withdrawn from the balance of By-law 2153-2008-FI leaving a remainder of \$122,400.00 on the borrowing by-law; and THAT Staff submit the Rating By-law 3183-2023 and Schedule A to the Region of Durham and the Ministry of Agriculture, Food and Rural Affairs; and THAT this recommendation be brought forward for Council approval on the meeting of April 24, 2023.

9.2 Operations Committee (Councillor Pettingill - Chair)

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

9.3.1 Report 2023-PRF-010 - Boat Launch and Harbour Students Manager Parks, Recreation, Facilities and IT

47

**Recommendation:**

BE IT RESOLVED THAT Committee receive Report 2023-PRF-010, Boat Launch and Harbour Students be received; and THAT Committee direct staff to not post for summer employment for the position of Tourist Information Officer; and THAT this position be reviewed as part of the Waterfront Area and Open Space Plan; and THAT this recommendation be brought forward for Council approval on the meeting of April 24, 2023.

9.3.2 Report 2023-PRF-011 - Recreation Guide Print Copies Recreation and Leisure Coordinator

50

**Recommendation:**

BE IT RESOLVED THAT Report 2023-PRF-011, Recreation Print Copies be received; and THAT committee support the request to eliminate the printed copies of the Recreation and Community Guide.

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

9.5 Protection Services Committee (Councillor Canavan - Chair)

9.5.1 Report 2023-PS-010 - Fire Department Responses-2023-Q1 Fire Chief

52

**Recommendation:**

BE IT RESOLVED THAT Report 2023-PS-10, Fire Department Responses-2023-Q1 be received.

9.6 Development Services Committee (Councillor Doble - Chair)

9.7 General Government Committee (Regional Councillor Jubb - Chair)

9.7.1 Report 2023-GG-014 - Film Policy Update  
Deputy Clerk

56

**Recommendation:**

BE IT RESOLVED THAT Report 2023-GG-014, Film Policy Update be received.

9.7.2 Other Business

9.7.2.1 Advisory Committees  
Clerk/Deputy CAO

\*9.7.3 Report 2023-GG-013 - Report to Public on Financial Filing Compliance  
Clerk/Deputy CAO

62

**Recommendation:**

BE IT RESOLVED THAT Report 2023-GG-013, Report to Public on Financial Filing Compliance be received.

9.8 Climate Committee (Councillor Pettingill - Chair)

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.

# Core Service Review

## SITUATION ANALYSIS



March 28<sup>th</sup>, 2023

# ***Relentless Focus Amidst Change***

***“The Main Thing is to Keep the Main Thing the Main Thing”***

Management Guru  
Stephen Covey

*“If you’re currently trying to execute five, ten, or even twenty important goals, the truth is that your team can’t focus. This lack of focus magnifies the intensity of the whirlwind, dilutes your efforts, and makes success almost impossible.”*

## ***4 Disciplines of Execution***



# Strengths to Build On



# Brock 2020 Modernization Review

- Created a Services Inventory organized by Department
- Re-configured Brock org structure around *Form Follows Function* principle
- Review well on way to being fully implemented (mature Brock)
- Revitalized/stabilized CAO + leadership team with clear mandates



# 2023 Core Service Review

- Recognizes that portfolio of Services (and their components) needs to be critically reviewed
- Staff developing Key Performance Indicators (KPIs) to measure service delivery performance/value for money
- CSR will guide Council re. the go-forward mix of existing and potential new services
- Critical tool to support staff's ability to execute Council's strategic priorities (Wildly Important Goals)

# Strong Financial Balance Sheet and Reserves

## 10. Accumulated surplus

Accumulated surplus consists of individual fund surplus, reserves and reserve funds and amounts invested in tangible capital assets as follows:

	2021 \$	2020 \$
Invested in tangible capital assets	<b>62,853,685</b>	62,091,197
Other	<b>3,079,314</b>	1,636,519
Internal Borrowing	<b>(842,000)</b>	(932,000)
Employee future benefits	<b>(354,400)</b>	(403,200)
Total surplus	<b>64,736,599</b>	62,392,516
Reserves		
Acquisition of tangible capital assets	<b>791,771</b>	878,459
Municipal projects	<b>58,320</b>	47,491
Future elections	<b>70,000</b>	40,000
Rate stabilizations	<b>259,033</b>	431,210
Working capital	<b>500,000</b>	500,000
Sub-total reserves	<b>1,679,124</b>	1,897,160
Reserve funds set aside for specific purposes by Council for Reserve funds		
Insurance purposes	<b>232,534</b>	210,472
Post employment	<b>220,074</b>	218,102
Acquisition of tangible capital assets	<b>7,138,147</b>	7,043,891
Road construction	<b>3,196,564</b>	3,768,206
Sub-total reserve funds	<b>10,787,319</b>	11,240,671
Total accumulated surplus	<b>77,203,042</b>	75,530,347

\*Source: Notes to  
Township of Brock 2021  
Financial Statements

# Slow but Steady Growth

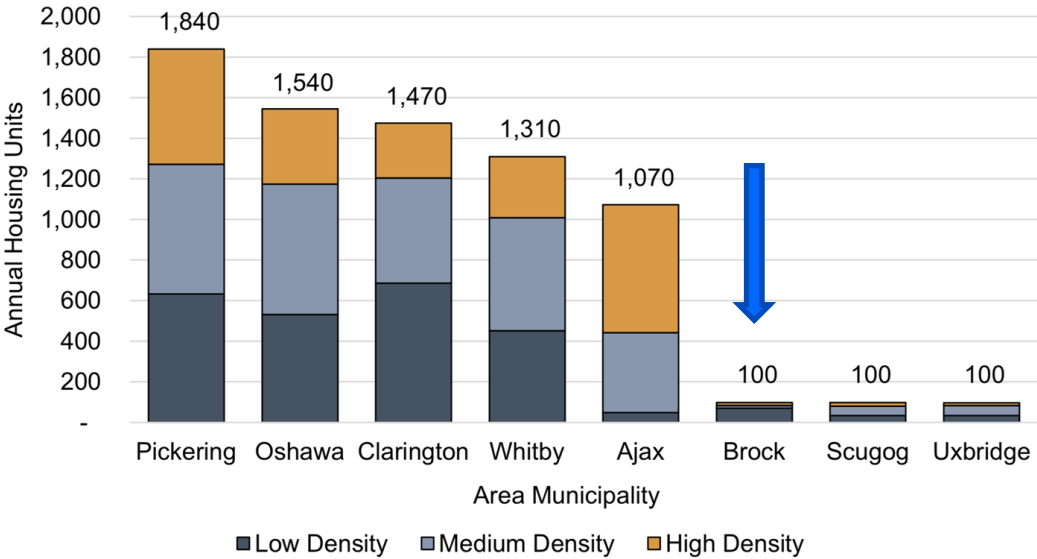
Figure 2-1  
Durham Region  
Population Forecast by Area Municipality, 2021 to 2051

Period	Area Municipality								Durham Region
	Town of Ajax	Township of Brock	Municipality of Clarington	City of Oshawa	City of Pickering	Township of Scugog	Township of Uxbridge	Town of Whitby	
2021	131,500	13,000	105,300	182,000	102,900	22,400	22,400	143,700	723,200
2051	199,100	20,900	221,000	298,500	256,400	29,300	29,800	244,900	1,299,900
2021 to 2051	67,600	7,900	115,700	116,500	153,500	6,900	7,400	101,200	576,700
2021	18%	2%	15%	25%	14%	3%	3%	20%	100%
2051	15%	2%	17%	23%	20%	2%	2%	19%	100%
2021 to 2051	12%	1%	20%	20%	27%	1%	1%	18%	100%

Note: Figures may not add precisely due to rounding. 2021 population with the population undercount is estimated at 4% by Watson & Associates Economists Ltd., 2022.



Figure 2-4  
Durham Region  
Annual Housing Unit Growth by Area Municipality and Structure Type, 2021 to 2051





# Council Perspectives Re. Strategic Priorities

What We Have Heard (so far)

# Common Purpose = Common Goals

- Brock delivers the essential 'core' services that its citizens expect.
- Council is aware though that there is a desire from some residents for enhanced “discretionary” services, such as off-leash dog parks and more robust recreational programs and community events.
- Staff is dedicated, supports Council, and works well as a team.
- Communication and public engagement opportunities could be improved.

# Common Purpose = Common Goals

- Council recognizes that there is a challenge in not having achieved “One Brock”. Providing the same facilities/programs/services (i.e., arenas, libraries, day camps, etc.) in each of the 3 settlement areas is expensive.
- Opportunity for Brock to significantly grow its taxable assessment base is limited due to municipal servicing constraints in all of settlement areas.
- Council supports more proactive by-law enforcement to address ongoing infractions and reduce citizen complaints.

# Common Purpose = Common Goals

- Council is open to the concept of shared service delivery with other North Durham municipalities to reduce fixed costs.
- Council is aware that much of Brock's facilities and infrastructure is aged and in need of rehabilitation or replacement.
- Council indicated that they feel that Brock is not yet achieving its "best self". Steps need to be taken to modernize operations and reduce costs in order to become more affordable/sustainable.

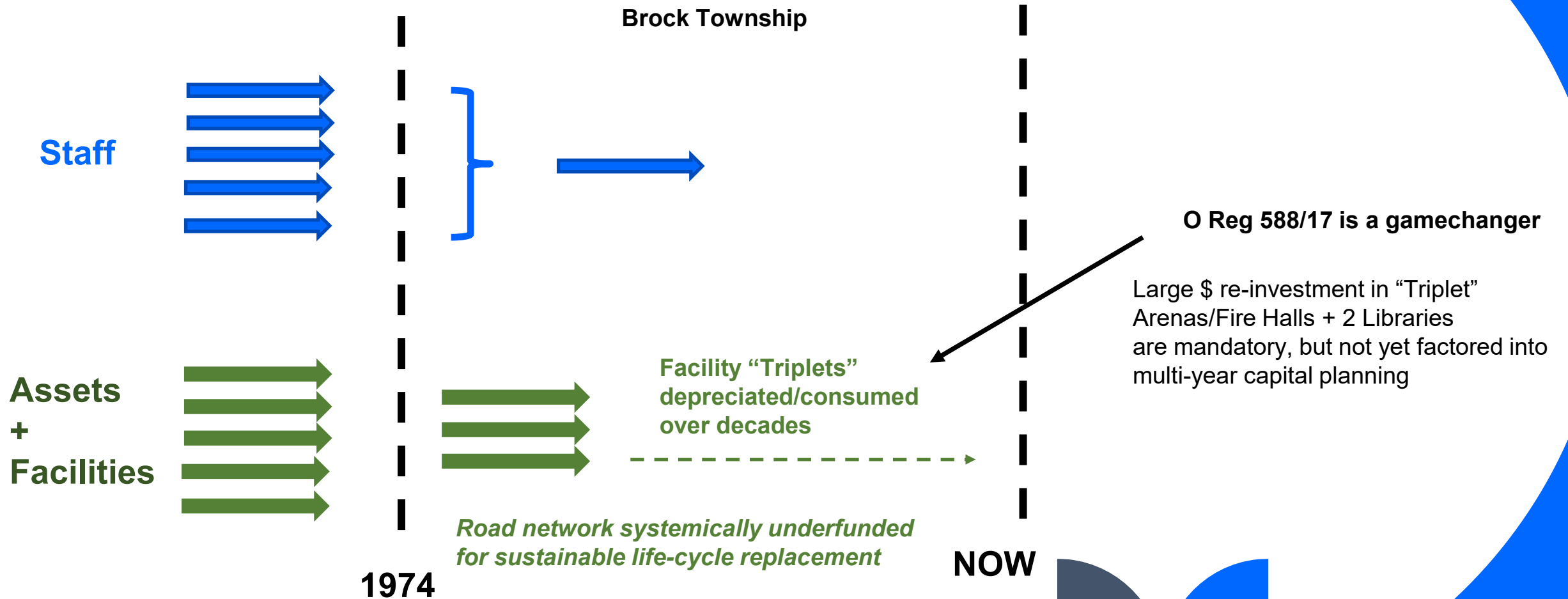
# Amalgamation

Unfinished Business in Brock

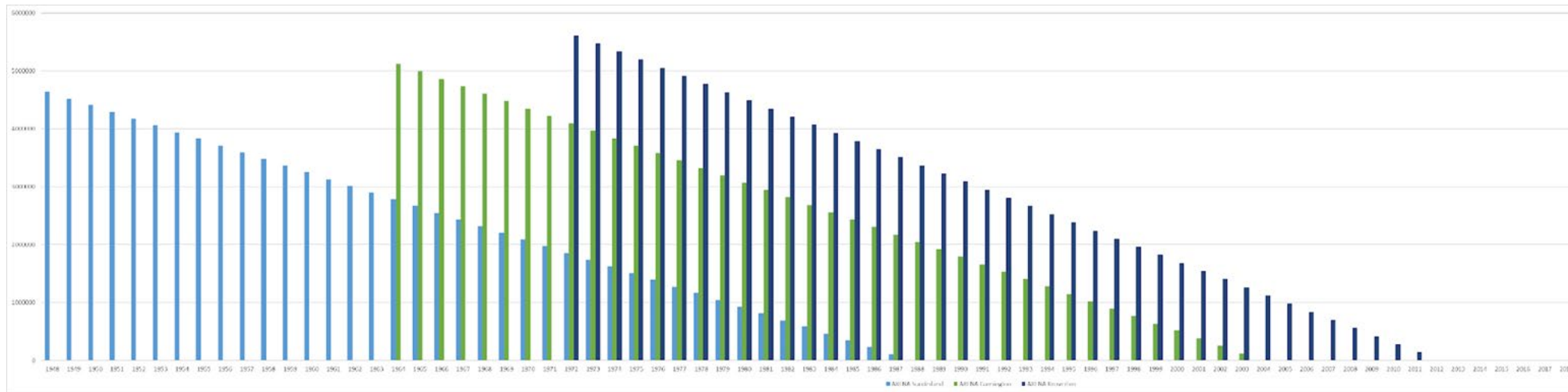




# Amalgamation Realities



# Asset Consumption – 3 Arenas

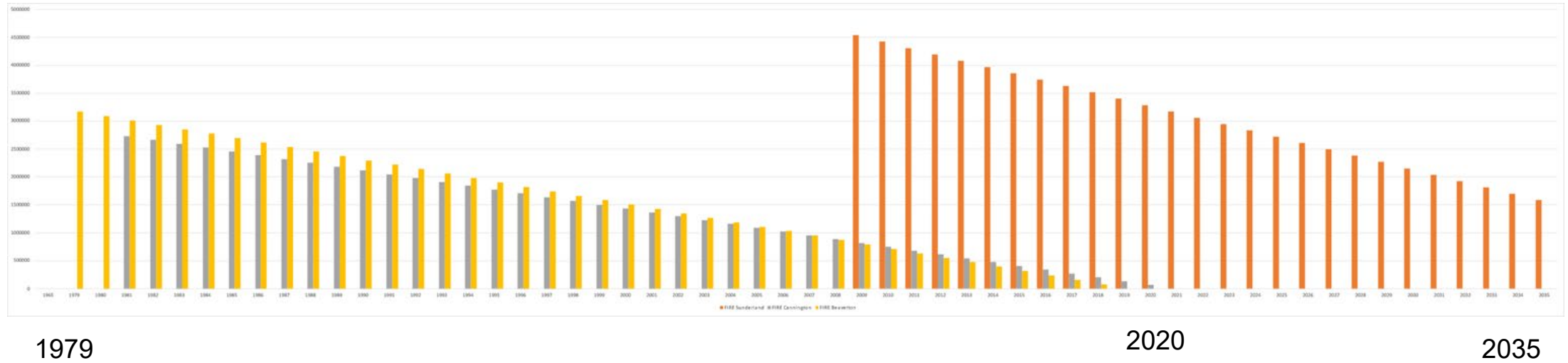


1948

2011

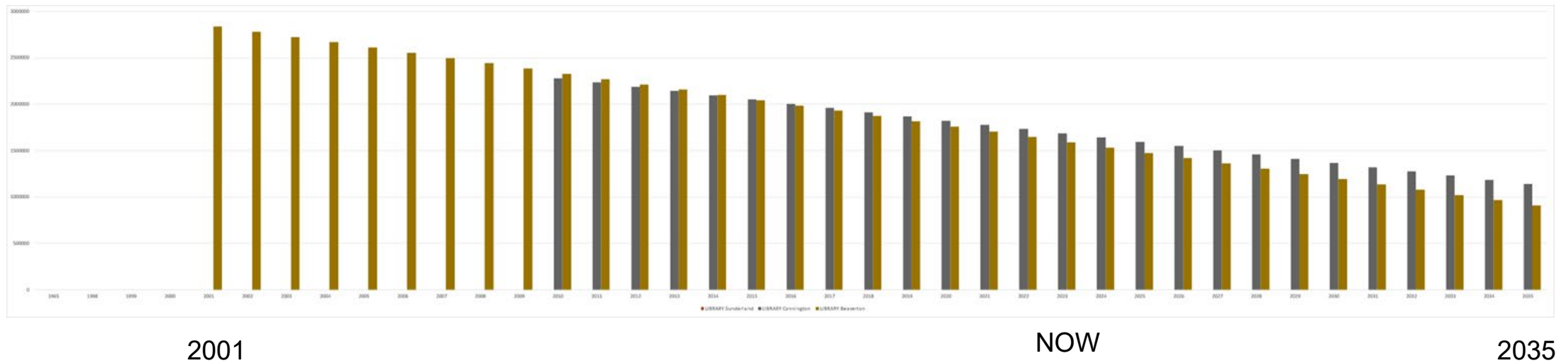
**All 3 Arenas are operating beyond their standard asset lifecycles!**

# Asset Consumption – 3 Fire Stations



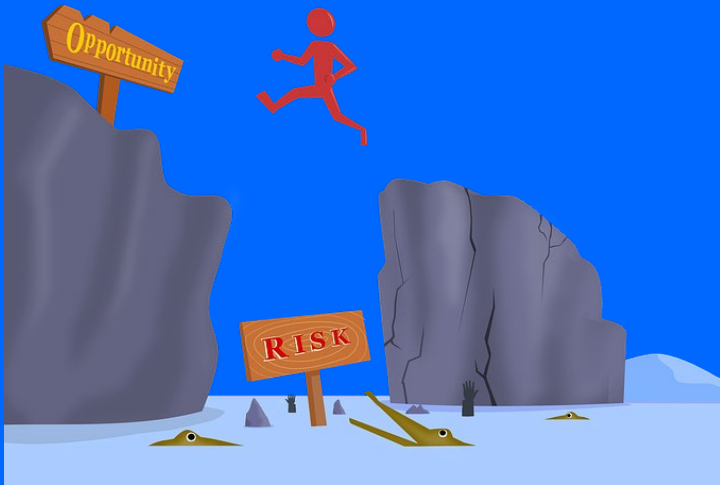
**2 of 3 Fire Stations are operating beyond their standard asset management lifecycles!**

# Amalgamation Asset Consumption – Libraries



2 Libraries still have a decade of viable asset lifecycle left to consume...but no allocated replacement \$ has yet been put aside in a Reserve

# \$ Risk Exposure Facing Brock



# Reg 588/17 = Total Gamechanger

State of Local Infrastructure					Desired Levels of Service				AM Strategy						Financing Strategy				
Asset Types	Asset Valuation	Age	Condition	Updates	DLS through Performance Measures	Actual Service Levels	Service Level Trends	Performance Relative to Targets	Non-infrastructure Solutions	Maintenance	Renewal/Rehab	Disposal	Expansion	Procurement	Risk Assessment	Expenditure Forecast	Revenue Forecast	Funding Shortfalls	Costing

PROVINCIAL DEADLINE: JULY 2025

*Province is determined to compel municipal sector compliance via a mix of carrot and stick tactics*

# 2019 Asset Management Plan\*

## HIGHLIGHTS

*Replacement value of all infrastructure  
Roads*

*\$335.3 Million  
\$212.0 Million*

*Assets in Good / V. Good*

*\$163.0 Million*

*Assets in Fair*

*\$ 95.3 Million*

*Assets in Poor / V. Poor*

*\$ 77.0 Million*

Asset Type	Replacement Cost (2019)	Useful Life (Years)	Remaining Useful Life (Weighted Average)	Condition (Weighted Average)	
Buildings	\$58,704,781	10/15/20/25/30/40/50/60/100	43	Fair	2.9
Vehicles & Machinery	\$8,541,460	10/15	2	Fair	2.5
Land Improvements	\$6,834,401	10/15/20/30	1	Poor	2.4
Stormwater Infrastructure	\$3,560,009	75	57	Good	4.3
Equipment & Furnishings	\$2,300,609	5/7/8/10/15/30	Overdue	Fair	2.9
Sidewalks & Pathways	\$448,806	25/30	16	Fair	3.5
Bridges & Culverts	\$42,851,690	60	9	Fair	3.5
Roads	\$212,020,000	40	22	Good	3.6
<b>Total</b>	<b>\$335,261,758</b>		<b>23</b>	<b>Fair</b>	<b>3.4</b>

Recommended Strategy	Required Capital Contribution
Close Funding Gap by 2038	\$248,000 / yr
Close Funding Gap by 2048	\$159,900 / yr
Close Funding Gap by 2058	\$118,000 / yr

\*HEMSON CONSULTING LTD  
– June 2019 Report  
Page 23 of 62

# Unfunded Liability: Protecting Road Network \$ Value/Integrity

## PAVED ROADS

269 Lane km X \$200 K per Lane km = \$ 107,600,000

20-year annual replacement  
(5%) requirement = \$ 5,380,000

2023 Capital Budget — (Roads) = \$ 1,768,000

2023 Capital Reserve contribution = \$ 428,300

**Annual SHORTFALL (deferred taxes) = \$ 3,183,700**

***This is an unfunded liability!***



# Unfunded Liability: Replacing 2 Arenas

ARENA	SQ FT	\$ / SQ FT*	REPLACEMENT COST
Cannington	13,125	390	\$ 5,118,750
Beaverton	14,400	390	\$ 5,616,000

\*2023 Altus Capital Cost: GTA  
\$345-435 / sq ft

*40-year replacement cost: \$10.7M = Annual Contribution of \$267,000*

***This is an unfunded liability!***

# Unfunded Liability: Replacing 3 Fire Stations

FIRE STATION	SQ FT	\$ / SQ FT*	REPLACEMENT COST
Sunderland	7,287	623	\$ 4,536,000
Cannington	4,390	623	\$ 2,733,000
Beaverton	5,094	623	\$ 3,171,000

\*2023 Altus Capital Cost: GTA  
\$510-735 / sq ft

40-year replacement cost: \$10,440,000 = Annual Contribution of \$261,000

***This is an unfunded liability!***

# Unfunded Liability: Replacing 2 Libraries (1 leased)

LIBRARY	SQ FT	\$ / SQ FT*	REPLACEMENT COST
Cannington	3,480	655	\$ 2,279,400
Beaverton	4,334	655	\$ 2,838,770

\*2023 Altus Capital Cost: GTA  
\$460-850 / sq ft

50-year replacement cost: \$5,118,170 = Annual Contribution: \$204,725

***This is an unfunded liability!***

# Summary

- Brock's *Asset Management* Day of Reckoning is close (O Reg 588/17 deadline is mid-2025)
  - Brock is at an unavoidable cross-roads:
    1. Continue historic pattern of operating “triplet” core facilities
      - Where is \$25M coming from for this model to continue?
- OR.....
2. Finish the 1974 amalgamation by finally integrating facilities & reducing impending/unavoidable unfunded \$ liability

# North Durham Peer Pressure

Or “*Keeping Up With the Jones*”

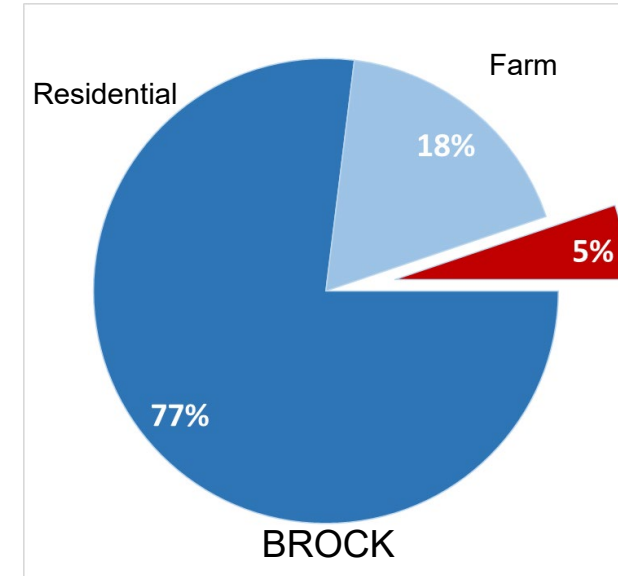
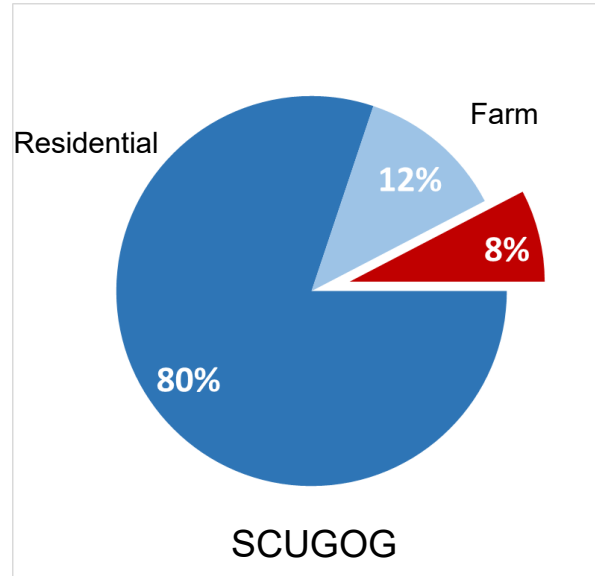
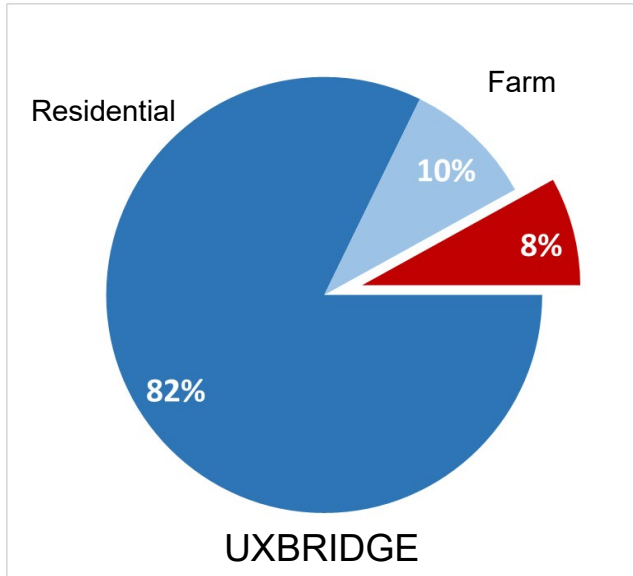


# Brock / Scugog / Uxbridge

## FACILITIES & ASSETS PORTFOLIO

FACILITY	UXBRIDGE	SCUGOG	BROCK
Libraries	1	1	3
Fire Stations	1	2	3
Arenas	1	2	3
INFRASTRUCTURE	UXBRIDGE	SCUGOG	BROCK
Paved lane km	530	450	269
Percentage Good/V. Good	48%	65%	62%*
Paved lane km / 100 supporting households (taxpaying units)	6.5	5.0	5.1
Bridges/Culverts (sq m)	3,174	2,174	6,410

# Taxable Assessment Shares



## Residential Tax Rates

0.29%

UXBRIDGE

0.33%

SCUGOG

0.46%

BROCK

**Red Piece = Commercial/Industrial with higher effective tax rates**

# Financial Health Indicators

## Municipal Debt

Debt Indicator	UXBRIDGE	SCUGOG	BROCK
Debt (as of 2021)	\$11,053k	\$1,548k	\$0
Debt Charges	\$1,064k	\$179k	\$0
Debt Repayment Limit	\$3,407k	\$4,690k	\$2,873k



# MOVING FORWARD

Proposed CSR Approach

# Core Service Review Principles

## Doing the Right Things



- Re-align “Who Does What” in 2-Tier Municipalities
- Shed Non-Core / Low Value Services
- Re-prioritize Service Levels

## Doing Things Right



- Process Mapping and LEAN Streamlining
- Adopt Peer Municipality Best Practices
- Form Follows Function: Align Municipal Organizational Design/Decision Making with Efficient/Effective Service Delivery



# Doing the Right Things...

- *One Brock* served by one set of core facilities where appropriate...
  - ✓ *Completing the Unfinished Business of Amalgamation*
- Proactively addressing the Reality of Unfunded Capital Liabilities
  - ✓ *Meeting O Reg 588/17 Asset Management Obligations*
- Freeing up fiscal capacity to subsequently address Council's evolving "Wildly Important Goals"
  - ✓ *Fixing existing service delivery/facilities before adding new services/programs*

# NEXT STEPS

Core Services Review

# Core Service Review...

1. Key Performance Indicators and Service Levels
  - Completed by staff
  - Target setting with Council Input
2. Triaging services informed by fiscal constraints
  - Capital Commitments vs Operations Commitments
3. Council Branding Session
4. Strategic Priority Setting

# Thank you

Questions/Comments



## Corporation of the Township of Brock

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

**From:** Glen Macfarlane

**Position:** Program Specialist, Rural Economic Development (Region of Durham)

**Title / Subject:** Online Brock Business Toolkit

**Date of Report:** April 24, 2023

**Date of Meeting:** January 24, 2023

**Report No:** 2023-GG-015

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#### 1.0 Issue / Origin

- The purpose of this report is to provide an overview of the newly created Brock Business Toolkit and outline planned promotional efforts.
- This report will be accompanied by an on-screen demonstration by Glen Macfarlane; Rural Economic Development Specialist with the Region of Durham's Economic Development and Tourism Division.

#### 2.0 Background

- The Agriculture and Rural Economic Development section of the Region of Durham's Economic Development and Tourism Division (Invest Durham) supports economic development efforts and initiatives in the Townships of Brock, Scugog and Uxbridge (north Durham) and led the development of the Brock Business Toolkit in coordination with Township staff.
- Business Toolkits were developed for each north Durham municipality to fulfill a need for a one-stop-shop for relevant, Township-specific and up-to-date business resources that are more easily accessible to prospective investors, entrepreneurs, and current business owners.
- The development of online business information toolkits for each north Durham municipality was a key action identified under the Investment Readiness goal of the [Growing North Durham Economic Development Plan](#).

#### 3.0 Analysis

- While each north Durham toolkit follows a similar format, the information, resources and design have been tailored to each specific municipality.

- The Brock Business Toolkit can easily be accessed by searching [TownshipOfBrock.ca/BusinessToolkit](http://TownshipOfBrock.ca/BusinessToolkit) on any web browser.
- The toolkit can also be found under the Building and Business Development tab on the Township's website.
- The Brock Business Toolkit has been designed with ease of use in mind, and information is organized into the following categories:
  - a. **The Brock Advantage:** Toolkits begin with community information tailored towards prospective investors interested in the Township of Brock as a place to do business. Resources include community profiles, regional data reports, strategic plans, etc.
  - b. **Starting or Expanding Your Business:** This section includes information and resources of interest to investors or entrepreneurs who have decided to establish their business in the Township of Brock and need information on next steps (e.g. site selection, building permits, business licences, development charges, etc.).
  - c. **Operating Your Business:** This section includes relevant information for existing business owners and entrepreneurs within the Township such as resources for hiring local talent, shop local initiatives, local business support organizations, etc.
  - d. **Connect with Us:** Contact information for Invest Durham's Rural Economic Development Specialist is included should users have further questions or would like to discuss their investment opportunities in greater detail.
- With support from Township staff, Invest Durham's Rural Economic Development Specialist will be responsible for ensuring information and resources within the toolkit are kept up-to-date and new information is added as necessary.

#### 4.0 Related Policies / Procedures

Section 3 of The Township of Brock's Official Plan identifies several Economic Development Goals, including 3.1.4 which identifies the Region working cooperatively with the Township to promote private investment and to effectively market the municipality.

#### 5.0 Financial / Budget Assessment

There is no financial component required from the Township in relation to the Brock Business Toolkit.

#### 6.0 Climate Change Impacts

There are no climate change impacts associated with the development of the Brock Business Toolkit

#### 7.0 Communications

- Promotional post-cards have been created for each Township. The postcards incorporate local branding/colours, logos, natural assets and local landmarks.



- In addition, electronic graphics and matching webpage banner images have been developed to promote the toolkit online.
- Several activities are planned to assist with promotion of the toolkits:
  - a. Printing of business toolkit postcards and distribution to members of Council and appropriate staff, to be available for distribution to businesses during meetings (e.g., grand openings, economic development business visits, etc.)
  - b. Distribution of printed postcards to the Brock Board of Trade and other Township facilities where target audiences may visit.
  - c. A social media campaign in partnership with Township communications staff and local business support organizations
  - d. Inclusion in economic development and township newsletters
  - e. Word-of-mouth

## **8.0 Conclusion**

With the creation of the Brock Business Toolkit, the Township of Brock is now equipped with a centralized resource for prospective investors and current business owners/entrepreneurs to source valuable resources and information.

As next steps, staff will work with area municipal representatives to share information about how to access and utilize the toolkits. Members of local Council and business support organizations will be instrumental in promoting these toolkits to the Brock business community.

## **9.0 Recommendation**

BE IT RESOLVED THAT Report 2023-GG-015, Online Business Toolkit be received.



## Corporation of the Township of Brock

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

**From:** Stefanie Stickwood

**Position:** Clerk's Assistant

**Title / Subject:** Tile Drainage Loan Application - Chris Vestergaard - B1160 Concession 3, Beaverton

**Date of Report:** April 3, 2023

**Date of Meeting:** April 24, 2023

**Report No:** 2023-FI-004

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#### 1.0 Issue / Origin

The purpose of this report is to seek approval for the Tile Drainage Loan submitted by Chris Vestergaard for the property Lot 13 Concession 3, Roll # 1839 040 004 4110 known as, B1160 Concession 3, Beaverton.

#### 2.0 Background

A completed application was submitted by Chris Vestergaard for tile drainage that was installed at B1160 Concession 3, Beaverton. The application requests a loan in the amount of \$41,700 and indicates a total cost of \$55,725.48 for the drainage system.

The Tile Drainage Act allows a farmer who plans to, or who has installed a tile drainage system to his property, to apply to the municipality for a Tile Drainage Loan. The legislation allows for a maximum loan amount of 75% of the value of the tile drainage system not to exceed \$50,000 in any one fiscal year.

The Tile Drainage Loan is a debenture that is provided from Ministry of Agriculture, Food and Rural Affairs to the Region of Durham which is then provided to the Township of Brock for the farmer. The debenture is paid back through the tax roll number for the property.

#### 3.0 Analysis

Myles Douglas, Civil Technologist from R.J Burnside, has inspected the drainage work and provided the Clerk's Department with the Inspection and Completion Certificate noting the total cost of the drainage work to be \$55,725.48 with a loan amount of \$41,700.00 to be available to the applicant.

The term of the debenture is for a period of ten years and the annual rate of interest imposed by the province is currently set at 6 percent. The installment is collected from the applicant through the tax roll.

It was determined through the Ministry of Agriculture, Food and Rural Affairs that the Township of Brock currently has two borrowing by-laws with funding still available that can be utilized for the loan application. The first being By-law 1785-2002-FI with a balance of \$22,300.00 and a second By-law 2153-2008-FI with a balance of \$141,800.

It is recommended that the By-law 1785-2002-FI funds of \$22,300.00 be depleted in its entirety and the remaining balance of the loan of \$19,400.00 be withdrawn from the balance of \$141,800 of By-law 2153-2008-FI leaving a remainder of \$122,400.00 on the borrowing by-law.

A rating by-law and schedule A are required for the loan and are to be submitted to both the Region of Durham and the Ministry of Agriculture, Food and Rural Affairs.

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

- Agricultural Tile Drainage Act, R.S.O. 1990
- Drainage Act, R.S.O. 1990
- By-law 1785-2002-FI
- By-law 2153-2008-FI

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

There will be no financial implications as the tile drainage loan is a debenture from the upper tier governments (Ministry of Agriculture, Food and Rural Affairs and Durham Region) and will be repaid over the term of the loan plus interest.

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

There are no climate change impacts with respect to the approval of the loan application and rating by-law.

#### **7.0 Communications**

N/A

#### **8.0 Conclusion**

It is recommended that By-law 1785-2002-FI funds of \$22,300.00 be depleted in its entirety and the remaining balance of the loan of \$19,400.00 be withdrawn from the balance of By-law 2153-2008-FI leaving a remainder of \$122,400.00 on the borrowing by-law.

#### **9.0 Recommendation**

BE IT RESOLVED THAT Report 2023-FI-004, Tile Drainage Loan Application submitted by Chris Vestergaard for the property B1160 Concession 3, Beaverton be received; and  
THAT Council approve the tile drain loan and pass the required rating by-law 3183-2023; and  
THAT Council approve that the By-law 1785-2002-FI funds of \$22,300.00 be depleted in its entirety and the remaining balance of the loan of \$19,400.00 be withdrawn from the balance of By-law 2153-2008-FI leaving a remainder of \$122,400.00 on the borrowing by-law; and

THAT Staff submit the Rating By-law 3183-2023 and Schedule A to the Region of Durham and the Ministry of Agriculture, Food and Rural Affairs; and  
THAT this recommendation be brought forward for Council approval on the meeting of April 24, 2023.

The Corporation of the Township of Brock  
**Schedule 'A' to By-law Number 3183-2023**

Property Owner information*			Description of Land Parcel to Which the Repayment Charge Will be Levied				Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
Chris Vestergaard	0	0	Lot: 13	Con: 3			2023-07-1		
-	-							\$ 41,700.00	\$ 5,665.69
1160B Concession Road 3		Beaverton	ONT	Roll #:	1839	040 004 41100			
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TOTAL *								\$ 41,700.00	\$ 5,665.69

\* If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer in the last blank space provided. Only the owner(s) of the property may apply for a loan.

THE CORPORATION OF THE TOWNSHIP OF BROCK

RATING BY-LAW

BY-LAW NUMBER 3183-2023

**BEING A BY-LAW TO IMPOSE SPECIAL ANNUAL DRAINAGE RATES UPON LAND IN RESPECT OF WHICH MONEY IS BORROWED UNDER THE TILE DRAINAGE ACT.**

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WHEREAS owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the Council has, upon their application, lent the owners the total sum of **\$41,700.00** to be repaid with interest by means if rates hereinafter imposed;

NOW THEREFORE the Council of the Corporation of the Township of Brock enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

**ENACTED AND PASSED THIS 24TH DAY OF APRIL, A.D., 2023.**

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Mayor  
Walter Schummer

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Clerk/Deputy CAO  
Fernando Lamanna



## Corporation of the Township of Brock

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

**From:** Wayne Ward

**Position:** Manager Facilities and IT

**Title / Subject:** Boat Launch and Harbour Students

**Date of Report:** April 18, 2023

**Date of Meeting:** April 24, 2023

**Report No:** 2023-PRF-010

#### 1.0 Issue / Origin

For the past number of years Brock Township has employed students to work at the Beaverton Harbour boat launch.

#### 2.0 Background

Beaverton Harbour is the only usual location for boat launching in Brock Township that is publicly accessed. The harbour students have been in place for multiple years acting as cashiers for boat launch fees and to provide information on Beaverton and Brock Township.

#### 3.0 Analysis

Using the GL actual numbers for expenditures and revenue the following has been observed.

Expenditures including wages, CPP, EI, EHT and WSIB totalled:

- 2022 \$35,820
- 2021 \$40,363
- 2020 \$17,651 (COVID Restrictions in place)
- 2019 \$29,352
- 2018 \$25,063

Revenue for the same periods were:

- 2022 \$23,281
- 2021 \$22,201
- 2020 \$20,210

- 2019 \$23,240
- 2018 \$23,386

These revenue numbers include Beaverton and Thorah Island seasonal berthing slips revenue. With the berthing revenue removed the following numbers represent the actual revenue brought in through the harbour students.

- 2022 \$2811 collected; 420 free uses with lost revenue of \$5,370
- 2021 \$5,334 collected; 399 free uses with lost revenue of \$5,985
- 2020 \$0 (Covid Restrictions in place)
- 2019 \$2560 collected; free uses not tracked but lost revenue of \$5,550
- 2018 \$2895 collected; free uses not tracked but lost revenue of \$2,535

As you can see the revenue from the boat launch fees in comparison to the wages is quite substantial. The wages and revenue for the 2020 year should be excluded from this comparison due the COVID 19 restrictions.

Additionally, the students are restricted in what duties they can perform at the harbour as per the Collective Agreement with the Union. As these students are paid less than the casual rate of pay, they are not included in the number of casual employees permitted but are restricted in the duties they can perform which. These restrictions do not allow these staff to pick up garbage, clean the docks or similar items. Therefore, the students were observed sitting reading and engaging in similar activities.

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

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

With a five year total of wages and mandatory costs of \$148,249 and a revenue of \$13,600 there could be substantial savings if this position is not filled.

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

None

#### **7.0 Communications**

None

#### **8.0 Conclusion**

Although the premise of these students was to act in the capacity as a Tourist Information Officer there is already a similar position filled through the Brock Board of Trade. Through the direction of Council to allow all Brock Residents free boat launching there is reduced revenue being generated. The students are not trained or equipped to address persons who refuse to pay for boat launching and/or refuse to provide proof of residency.

While I feel providing an opportunity for a student or two for summer employment, I do not feel we are getting a good return on investment at this time.



I believe the Waterfront Area and Open Space plan will provide insight into the boat launch and berthing as the plan is brought forward and accepted by Council.

## **9.0 Recommendation**

BE IT RESOLVED THAT Committee receive Report 2023-PRF-010, and

THAT Committee direct staff to not post for summer employment for the position of Tourist Information Officer, and

THAT this position be reviewed as part of the Waterfront Area and Open Space Plan, and

THAT this recommendation be brought forward for Council approval on the meeting of April 24, 2023



## Corporation of the Township of Brock

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

**From:** Alicia Bagshaw

**Position:** Recreation and Leisure Coordinator

**Title / Subject:** Recreation Guide Print Copies

**Date of Report:** April 19, 2023

**Date of Meeting:** May 8, 2023

**Report No:** 2023-PRF-011

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#### 1.0 Issue / Origin

Staff are requesting Council consideration for providing printed copies of the Spring/Summer Brock Recreation and Community Guide.

#### 2.0 Background

On June 27, 2022 Council approved moving forward with a digital Recreation and Community Guide. This report also spoke to printing a small number of guides that would be made available at the Arenas, Libraries as well as the Municipal Office. The Digital Guide was released in March 2023 for the Spring/Summer edition, but no printed copies have been purchased to date.

#### 3.0 Analysis

The digital Recreation and Community Guide is available on the Township website for viewing, and includes hyperlinks for contact information and website, which is not possible with a printed guide.

The digital format is beneficial in the sense that it can be edited and updated for any changes or cancellations that may occur once the guide has already been released.

#### 4.0 Related Policies / Procedures

N/A

#### 5.0 Financial / Budget Assessment

Staff obtained quotes for printing 200 copies of the Spring/Summer guide. The quote was approximately \$2254.00 plus applicable taxes.

The Recreation and Leisure Advertising Budget is \$6000, which is where the printing of the guide was historically funded.

The Township produces 2 guides each year, Spring/Summer and Fall/Winter. The pricing for printing 200 copies of 2 separate guides would have the cost increase to approximately \$4500 of the \$6000 budget. Using these funds for print copies takes a large portion of the advertising budget and essentially limits other advertising that may be considered for Recreation purposes.

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

The digital Recreation and Community Guide decreases and/or eliminates the waste of the printed guides that ultimately end up in the recycling.

#### **7.0 Communications**

Staff will continue to promote the digital guide through Social Media Channels, Email blasts, Township Newsletters and the Brock Citizen advertising.

#### **8.0 Conclusion**

Staff propose eliminating the requirement for providing print copies of the guide, and encourage Council and residents to utilize the online digital platform for the Recreation Guide.

#### **9.0 Recommendation**

BE IT RESOLVED THAT staff report 2023-PRF-011 be received; and

THAT committee support the request to eliminate the printed copies of the Recreation and Community Guide;



## Corporation of the Township of Brock

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

**From: Rick Harrison**

**Position: Fire Chief**

**Title / Subject: Fire Department Responses-2023-Q1**

**Date of Report: April 14, 2023**

**Date of Meeting: April 24, 2023**

**Report No: 2023-PS-010**

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#### 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 departments 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 the 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.

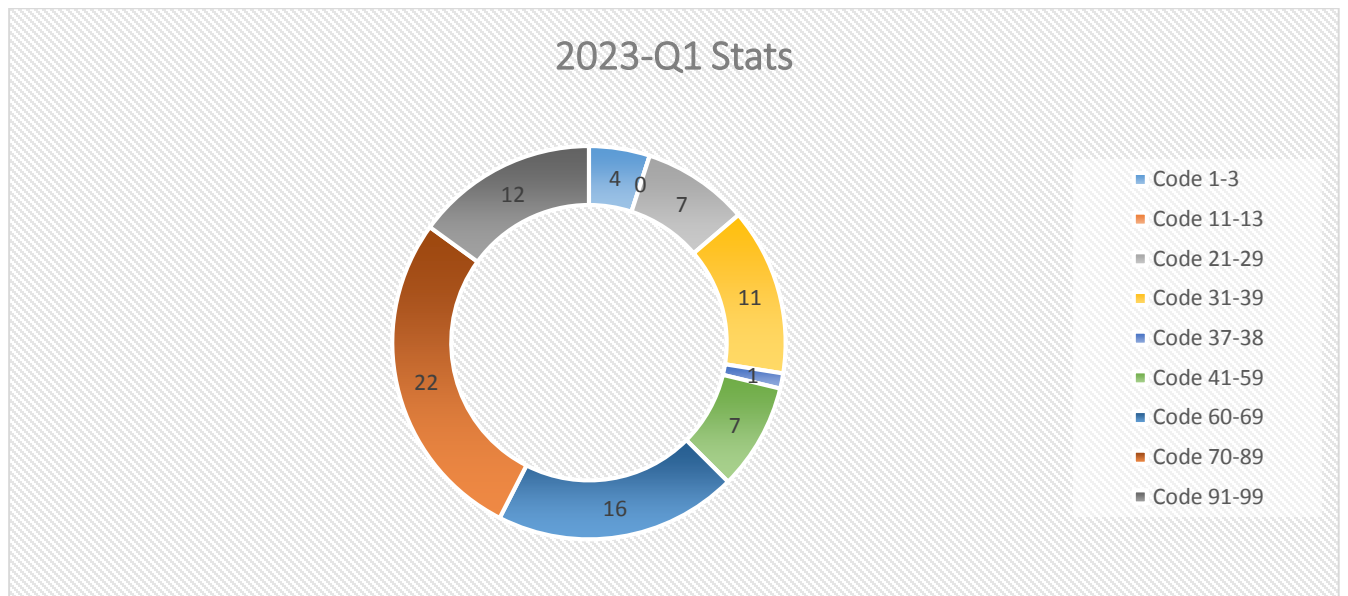
**Code 60-69 Rescue:** Vehicle extrication, building collapse, water rescue, ice rescue, motor vehicle collision/accident, industrial accident, elevator mishap, trench/confined space/high-low angle rescue.

**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.

#### Q1-2022 – Q1-2023 Comparison Chart

OFM Code	Incident Type	Q1 2022	Q1 2023
1 – 3	Property fires/explosions	10	4
11 – 13	Overpressure rupture/explosions (no fires)	0	0
21 – 29	Pre-fire conditions (no fires)	8	7
31 – 39	False fire calls	17	11
37 – 38	CO False calls	7	1
41 – 59	Public hazards	16	7
60 – 69	Rescue	29	16
70 – 89	Medical/resuscitator Call	10	22
91 - 99	Other responses	9	12
Total		106	80



#### 4.0

Fire Department Establishing Regulating Bylaw

#### 5.0 Related Policies / Procedures

None

#### 6.0 Financial / Budget Assessment

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 2023 indicates the fire department response percentage is broken down as per the following:

- Medical/Resuscitator Call – 27%
- Rescues – 20%
- Other Response – 15%
- False Fire Calls – 14%
- Public Hazards – 9%
- Pre-fire Conditions (no fire) – 9%
- Property Fires/Explosions – 5%
- C0 False Calls – 1%
- Overpressure Fire/Explosions – 0%

## **10.0 Recommendation**

BE IT RESOLVED THAT Report 2023-PS-10 "Fire Department Responses-2023-Q1" be received for information.



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## **Township of Brock Interoffice Memorandum**

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To: Mayor and Member of Council  
From: Janean Currie, Deputy Clerk  
Subject: Film Policy Update  
Date: Monday, April 17, 2023

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On December 12, 2022, Council approved User Fees By-law No. 3164-2022.

Accordingly, attached is the updated Film Policy to reflect the approved service fees as well as updated licencing procedures.

Changes include:

1. To allow submission by email.
2. To leave application assessment to Senior Staff, allowing for shorter notice if necessary.
3. Outline of New Fees – referencing the Fees By-law to accommodate amendments.
4. Updated community associations to contact.

There have been minimal requests concerning Film Permits in Brock to date, however Durham Region had a record-breaking year with 594 production days from 74 projects an increase from 2021 of 53% and 37% respectively and 165% of production over the past ten years since the Durham film office was formed.

It is anticipated Brock will also begin to see a rise in Film Permit requests and should be facilitated with a clear, detailed policy outlining the application procedure.

End of Memorandum

Respectfully submitted,

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Janean Currie  
Deputy Clerk





## Corporation of the Township of Brock

### Film Request Application Process

1. Applications to film within the Township of Brock using public property/streets must be submitted ~~in letter form at~~ by Email to [clerks@brock.ca](mailto:clerks@brock.ca) least 10 business days (excluding weekends and holidays) PRIOR to film production set-up which addresses the following:

- name of production company, address, telephone, and facsimile number;
- name of the lead contact for the production company together with email and cellular telephone number;
- name of the film and brief story line;
- date of film production set-up;
- date of filming;
- date of film production tear-down;
- the specific location(s) for filming and shots;
- the time of film shots (night or day);
- number of people involved (actors, extras, production crew);
- number and type of vehicles involved (both in the film and production);
- whether special effects are to be employed;
- need for temporary road closures and/or intermittent traffic stoppages; and,
- any other pertinent information and/or special requirements.

2. Applications received will be assessed by senior staff. Upon approval, Staff will provide appropriate notification to Council.

~~2. Applications received will be forwarded to Council for approval; in the event that Council cannot address the application in a timely manner, senior staff may approve the application and provide appropriate notification to Council.~~

3. Where it is determined that approvals from other agencies is required (e.g. police paid duty officers, permits from the Regional Municipality of Durham, etc.), staff will provide appropriate contact information to the film production company.
4. Staff will also provide contact information for the relevant Business Association and/or Chamber of Commerce in order that the film production company can provide written notification to these parties.

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This document is available in alternate formats upon request.

Please contact the Clerk's Department at 705-432-2355.

5. Once approved, the film production company will be required to provide the following:

- an insurance policy naming the Corporation of the Township of Brock as an additional insured in the amount of \$10 million dollars;
- a clearance certificate from the Ontario Workplace Safety & Insurance Board;
- written confirmation that the relevant Chamber of Commerce/Business Association has been notified (see Filming Guidelines for content);
- written confirmation that all residents and business owners potentially impacted have been notified (see Filming Guidelines for content); and,
- copies of any required permits obtained from other agencies.

**Film Permit (per film)**

- Fees payable shall be in accordance with the "Fees By-Law" as amended from time to time.
- Payment can be made to the Township of Brock through Cheque or can be paid by cash or debit at the Municipal Administration Building at 1 Cameron Street, East, Cannington, ON L0E 1E0.
- If filming will occur in excess of three days, further discussion will be required with the Municipality. Additional costs may be waived; however, we sincerely appreciate contributions to streetscape beautification projects in our community. Please contact us if you'd like to donate.
- Please note that any additional fees including, but not limited to, road closures, police duty officers, parking, or facility rentals are in addition to the Film Permit.

~~6. The film production company will be required to pay an administrative fee of \$500/film to offset staff time involved to co-ordinate required services from the municipality. In addition, given that the Township does not charge a daily permit fee, contributions to the municipality for streetscape beautification projects would be sincerely appreciated.~~

## Corporation of the Township of Brock

### Filming Guidelines

The film production company must comply with the following guidelines/requirements while filming within the Township of Brock:

#### Notice

1. Film companies must provide 5 days written notice to The Brock Board of Trade and/or any other relevant business organizations in the community ~~the Beaverton Chamber of Commerce, Cannington Business Association, and/or Sunderland Business Association~~ (as appropriate) of the intention to film within the respective community. The notice should contain the following information:
  - the anticipated set-up date, filming dates, and tear-down date (including time of day);
  - the nature of the film production (story line, etc.);
  - the exact location of the filming to be undertaken;
  - the number and type of vehicles to be used in the film as well as those required for the production (sound, lighting, etc.) together with the intended location (parking);
  - the type and extent of any building facade changes for the film;
  - whether pyrotechnic and/or other special effects are to be used (including gunfire, etc.);
  - the location of any traffic stoppages/road closures and duration; and,
  - the name of your company, address, and telephone number, the lead contact person and their contact numbers (including cellular).
2. Film companies must provide at least 3 days written notice to all residents and/or businesses which may be directly or indirectly affected as a result of the film production. Notice should contain the same information as per the above.
3. Film companies who wish to change the facade of any building and/or use private property as part of the film must arrange for permission directly from the property owner. The municipality will not authorize the use of private property nor attempt to negotiate the use of same on your behalf.
4. Film companies must be prepared to discuss compensation and/or other matters with any business owner and/or resident which may be adversely impacted as a result of the production. Requests for compensation could be received for the use of private property and/or the loss of income for a business as a result of the film production. The municipality acknowledges that such arrangements are strictly between the film production company and the business/resident and will not intervene and/or negotiate on anyone's behalf.

#### Traffic & Parking

5. No production vehicles shall block driveways, business entrances, or fire hydrants. The film company must make arrangements for the parking of such vehicles so as not to interfere with on-street parking (particularly in the central business district of the urban areas). Depending on the location, the municipality may restrict the number of production vehicles.
6. Temporary road closures and/or intermittent traffic stoppages must be approved by the Township of Brock and/or the Region of Durham prior to filming. Paid police duty officers must

be retained in the event of intermittent traffic stoppages. The film company shall be responsible for all required signage to guide motorists and/or pedestrians around the site.

7. No permanent or temporary fixtures or road signs shall be covered, removed or altered without the written approval of the Township of Brock.
8. Access for emergency vehicles (police, fire and ambulance) shall be maintained AT ALL TIMES.
9. Permits for the use of Regional Roads must be obtained from the Regional Municipality of Durham Works Department.

#### **Pyrotechnics/Special Effects**

10. The film production company must notify the Township of Brock Fire Department as to the specific nature of pyrotechnics to be employed and the date of their use. All pyrotechnic use must be approved by the Township of Brock. Film company personnel are responsible to ensure that qualified personnel are present during such activities. The Township reserves the right to deploy fire department personnel at the film companies expense should it be warranted.

#### **General**

11. The film company shall be responsible to clean the film location at the end of each filming day (including the removal of litter), with a minimum amount of noise and disruption to surrounding residents and business owners. In addition, the film company shall be responsible to restore the film location to the same condition as prior to commencement.
12. The film company must respect the privacy of our residents/business owners and their right to have quiet enjoyment of their property and should not be subjected to any interference of the filming (lighting, exhaust fumes, etc.).
13. The film company shall be responsible for any out-of-pocket expenses incurred by the Township of Brock related to the use of municipally-owned property. In addition, use of Township-owned buildings by the film company shall be subject to the normal rental rates in effect at that time.
14. Film companies will be responsible for employing security throughout the film production dates on a 24-hour basis.
15. The film production company must acknowledge that additional requirements and guidelines may be imposed depending on the nature of the production.



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## Township of Brock Interoffice Memorandum

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To: Mayor and Member of Council  
From: Fernando Lamanna, Municipal Clerk/Deputy CAO  
Subject: Report to Public on Financial Filing Compliance  
Date: Monday, April 24, 2023

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The Municipal Elections Act, 1996 requires you to make your report on candidate and third-party financial filing compliance public by April 30, 2023. This report needs to identify any candidate or third-party advertiser that:

- failed to file any required document(s);
- identified a surplus on their financial statement and did not pay it to the clerk by the required date; or
- identified on their financial statement that they incurred expenses in excess of the appropriate limit(s).

Staff provide the following summation:

1. All candidates have filed their required documents within the legislated timeline.
2. No Candidates identified a surplus.
3. No Candidates incurred expenses in excess of the appropriate limit(s).
4. All submitted financial forms are posted on the Township's [website](#) for public viewing.

Therefore, all candidates appear to be in compliance with the reporting requirements under the Municipal Election Act.

End of Memorandum

Respectfully submitted,

A handwritten signature in black ink, appearing to be "F. Lamanna", written over a horizontal line.

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Fernando Lamanna  
Municipal Clerk, Deputy CAO