



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

Monday, May 8, 2023, 10:00 a.m.
Virtual Meeting

Pages

1. **Zoom Link**
<https://us06web.zoom.us/j/87096675902?pwd=UEJxQk1UbTArcnhBZGN6Z1VtMHdzUT09>
2. **Call to Order & Moment of Silence - 10:00 a.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. **Presentations**
6. **Delegations / Petitions**
 - 6.1 Library Board's Diversity, Equity, and Inclusion Program
Brock Public Library Board
Alicia Hogan, Brock Library Board and Katie-Scarlett MacGillivray,
Library CEO
7. **Sub-Committees**
 - 7.1 Finance Committee (Mayor Schummer - Chair)
 - 7.1.1 Report 2023-FI-007 - Asset Retirement Obligations
Director of Finance/Treasurer

Recommendation:

BE IT RESOLVED THAT Report 2023-FI-007, Asset Retirement Obligations be received; and
THAT Council authorize staff to prepare an RFQ for consulting service relating to the requirements under the Asset Retirement Obligations standard; and
THAT Staff report back on the results of the RFQ and award of service, taking into consideration the appropriate funding source.

- *7.1.2 Report 2023-FI-011 - 2022 Annual Statement of Development Charge Activity 20
Director of Finance/Treasurer

Recommendation:

BE IT RESOLVED THAT Report 2023-FI-011, 2022 Annual Statement of Development Charge Activity be received.

7.2 Operations Committee (Councillor Pettingill - Chair)

- 7.2.1 Report 2023-CO-006 - Tender B2023-PW-09 Winter Sand 24
Director of Public Works

Recommendation:

BE IT RESOLVED THAT Report 2023-CO-006, Tender B2023-PW-09 Winter Sand be received.

- 7.2.2 Report 2023-CO-007 - Tender B2023-PW-16-Three quarter ton truck 26
Director of Public Works

Recommendation:

BE IT RESOLVED THAT report 2023-CO-007, Tender B2023-PW-16-Three quarter ton truck be received; and
THAT staff be authorized to proceed with the recommendation of awarding the tender to Polito Ford Lincoln LMT in the amount of \$66,512.81 plus HST; and
THAT the entire purchase of \$66,512.81 (plus non refundable HST) be withdrawn from the Capital Reserve Funds – Works equipment replacement.

- 7.2.3 Report 2023-CO-008 - James Street Sunderland Parking Concerns 28
Director of Public Works

Recommendation:

BE IT RESOLVED THAT Report 2023-CO-008, James Street Parking Concerns be received; and
THAT Committee provide staff with direction to proceed.

7.3	Parks, Recreation and Facilities Committee (Councillor Campbell - Chair)	
7.3.1	Report 2023-PRF-013 - Electric Ice Resurfacer Tender Results Manager of Facilities and IT	30
	<p>Recommendation: BE IT RESOLVED THAT Report 2023-PRF-013, Electric Ice Resurfacer Tender Results be received; and THAT staff be directed to enter into a contract with Zamboni Company Ltd. for an electric ice resurfacing unit at a cost of \$135,835.00 not including HST to be funded as follows:</p> <ul style="list-style-type: none"> • \$100,000 from the 2022 Capital Budget • \$35,835 from the Capital Reserve Fund – Arena 	
7.3.2	Report 2023-PRF-014 - Sunderland Town Hall Door Replacement Project Manager of Facilities and IT	32
	<p>Recommendation: BE IT RESOLVED THAT Report 2023-PRF-014 Sunderland Town Hall Door Replacement Project be received; and THAT Committee approve the request to Sole Source the design, build and installation of the Sunderland Town Hall main entrance and exterior balcony doors with Larkin Architect Limited and Heritage Restoration Incorporated; and THAT Staff be directed to enter into an agreement with Larkin Architect Limited and Heritage Restoration Incorporated for this work; and THAT staff consult with the Sunderland Town Hall Ad-hoc Liaison Committee on the designs by bringing forward concept designs from Larkin Architect Limited; and THAT this report be brought forward for approval at the Council meeting of May 23, 2023.</p>	
*7.3.3	Memorandum 2023-PRF-016, Printed Recreation Guides Update Clerk/Deputy CAO	35
	<p>Recommendation: BE IT RESOLVED THAT Memorandum 2023-PRF-016, Printed Recreation Guides Update be received.</p>	
7.4	Tourism & Economic Development Committee (Councillor Frank - Chair)	
7.5	Protection Services Committee (Councillor Canavan - Chair)	
7.6	Development Services Committee (Councillor Doble - Chair)	
7.7	General Government Committee (Regional Councillor Jubb - Chair)	

7.7.1 Report 2023-GG-016 - Equity, Diversity, and Inclusion
Commitment (EDI)
Deputy Clerk

37

Recommendation:

BE IT RESOLVED THAT Report 2023-GG-016 Equity, Diversity, and Inclusion be received; and
THAT the Equity, Diversity, and Inclusion Commitment, attached as Appendix "1" to report 2023-GG-016, be adopted by Council; and
THAT staff work toward implementation of the recommended next steps as listed in the Equity, Diversity, and Inclusion Commitment.

- To build an internal ED&I Committee.
- To build a Township of Brock ED&I dedicated webpage.

7.8 Climate Committee (Councillor Pettingill - Chair)

8. Closed Session

Recommendation:

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

- The security of the property of the municipality or local board pursuant to Section 239(2)(a) of the Municipal Act
- 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

9. Rise from Closed Session

Recommendation:

BE IT RESOLVED THAT Committee of the Whole rise & report from Closed Meeting at TIME a.m. p.m.; and,
THAT Committee endorse all direction provided to staff, at the Closed Meeting of Committee of the Whole, held on May 8, 2023.

10. Other Business

10.1 Ontario Good Roads Conference Report
Regional Councillor Mike Jubb

53

Recommendation:

BE IT RESOLVED THAT Ontario Good Roads Conference Report submitted by Regional Councillor Mike Jubb be received.

- 10.2 Ontario Good Roads Conference Report
Ward 1 Councillor Peter Frank

57

Recommendation:

BE IT RESOLVED THAT Ontario Good Roads Conference Report submitted by Ward 1 Councillor Peter Frank be received.

11. Public Questions and Clarification

12. 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: Trena DeBruijn
Position: Director of Finance/Treasurer
Title / Subject: Asset Retirement Obligations
Date of Report: May 8, 2023
Date of Meeting: May 8, 2023
Report No: 2023-FI-007

1.0 Issue / Origin

The purpose of this report, in conjunction with the staff presentation, is to provide Council with information on a new Public Sector Accounting Board standard related to Asset Retirement Obligations and to seek approval to issue a Request for Quotes to obtain assistance in meeting this requirement by year-end.

2.0 Background

In March 2018, the Public Sector Accounting Board approved a new accounting standard ("PS 3280") covering asset retirement obligations and all public sector entities, including municipalities, must comply for fiscal years ending beginning after April 1, 2022. As the Township of Brock's fiscal year ends December 31st, the Township must be in a position to comply for year-end December 31, 2023.

3.0 Analysis

PS 3280 defines asset retirement obligations as a "legal obligation associated with the retirement of a tangible capital asset".

If there is a requirement for a municipality to retire, dismantle or remove an asset, through legislation, by-law, regulation, contract or other binding commitment, then the asset retirement will fall under this new standard. Routine replacement is excluded from this obligation (example, the routine replacement of infrastructure assets such as bridges, roads, sewer systems).

The asset retirement obligation must be identified, quantified and recognized in the Township's financial statements as a liability with an increase to the carrying amount of the tangible capital asset. The retirement cost is then expensed over the useful life of the asset.

While not an exhaustive list, possible examples of asset retirement liabilities for the Township may include:

- Asbestos in Buildings
- Landfill Sites
- Fuel Storage Tanks
- Lead Pipes
- End of Lease Requirements
- Septic Tanks
- Inactive Water Wells

As this is a new requirement for municipalities and as the timeline for completion is quite tight, staff suggest that consulting assistance be obtained in 2023 to complete this work for year-end 2023. Once any obligations been identified and a process developed, staff will be able to update and maintain the requirements going forward.

4.0 Related Policies / Procedures

Staff have drafted a new policy, attached to this report, related to Asset Retirement Obligations. This policy has been reviewed by the Township's auditors as well as with all Senior Staff.

5.0 Financial / Budget Assessment

The 2023 budget contains funding of \$15,000 for Asset Retirement Obligation assistance. It is likely that the work required will exceed the funding of \$15,000 for 2023 and staff suggest a reallocation of budget to allow this work to proceed.

The 2023 budget contains \$50,000 for an Asset Management Update. Staff suggest that the Asset Management Update be started in 2023 and continued in 2024 and that additional funds be allocated to finish the update in the 2024 budget.

The total to be reallocated will depend upon the RFQ submissions, however, staff are under the opinion that a reasonable budget for the work required for Asset Retirement Obligations is approximately \$45,000. This would require a reallocation of approximately \$30,000 from the Asset Management Update, leaving a balance of approximately \$20,000 to start the Asset Management Update in 2023. Additional funds to complete the Asset Management update will be budgeted in 2024.

Staff will prepare and release a Request for Quotations ("RFQ") for competitive quotes.

6.0 Climate Change Impacts

There are no immediate climate change impacts with respect to approval of this report.

7.0 Communications

N/A

8.0 Conclusion

It is recommended that Council approve this report and provide authorization to staff to prepare an RFQ to obtain quotes to enable completion of the work required under this new standard for fiscal year-end December 31, 2023.

9.0 Recommendation

BE IT RESOLVED THAT Report 2023-FI-007, "Asset Retirement Obligations", be received; and

THAT Council authorize staff to prepare an RFQ for consulting service relating to the requirements under the Asset Retirement Obligations standard; and

THAT Staff report back on the results of the RFQ and award of service, taking into consideration the appropriate funding source.

Township of Brock Corporate Policy



Policy Name: Asset Retirement Obligations Policy

Policy Type: Finance

Policy Number: XX

Reference: N/A

Date Approved: XX

Date Revised: XX

Approval By: Senior Management Team

Point of Contact: Director of Finance/Treasurer

POLICY STATEMENT:

The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial statements can discern information about these assets and their end of life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

PURPOSE:

The purpose of asset retirement obligations is to act as a fair value of a legal obligation that the Township of Brock "(Township)" undertook when it installed infrastructure assets that must be dismantled in the future (along with remediation efforts to restore to their original state).

SCOPE:

This Policy applies to all departments, boards and agencies falling within the reporting entity of the Township, that possess asset retirement obligations including:

- Assets with legal title held by the Township
- Assets controlled by the Township
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives (these actions differ from the ARO requirements). This includes activities such as removal of asbestos and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgements, or lease arrangements. The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Township, will be recognized as a liability in the books of the Township of Brock in accordance with PS 3280.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

DEFINITIONS:

Accretion expense is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

Asset retirement activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased (example: Decommissioning of fuel storage tanks, disposal of contaminated medical equipment);
- Remediation of contamination of a tangible capital asset created by its normal use (example: closure of landfill, or removal of asbestos);
- Post-retirement activities such as monitoring; and
- Constructing other tangible capital assets to perform post-retirement activities.

Asset retirement cost is the estimated amount required to retire a tangible capital asset.

Asset retirement obligation is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

POLICY RECOGNITION:

A liability should be recognized when, as at the financial reporting date:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;

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

- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

The estimate of a liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the Township will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Township as an asset, the obligation is expensed upon recognition.

The capitalization threshold applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

SUBSEQUENT MEASUREMENT:

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

PRESENTATION AND DISCLOSURE:

The liability for asset retirement obligations will be disclosed.

RESPONSIBILITIES:

Departments

Departments are required to:

- Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines.
- Assist in the preparation of cost estimates for retirement obligations.
- Inform Finance of any legal or contractual obligations at inception of any such obligation.

Finance

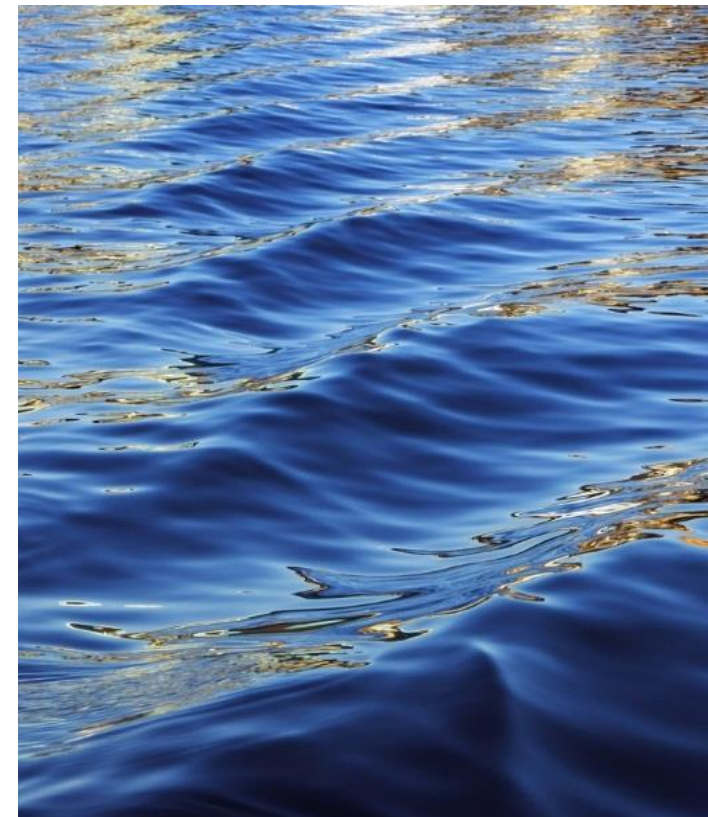
Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- Reporting asset retirement obligations in the financial statements of the Township and other statutory financial documents.
- Monitoring the application of this Policy.
- Investigating issues and working with asset owners to resolve issues.



Asset Retirement Obligations (ARO's)

Overview



Presentation Overview

New PSAB
Standard

ARO
Recognition

Examples of
AROs

Measurement

Next Steps



PSAB Standard PS 3280

- A legal obligation associated with the retirement of a tangible, long lived asset.
- A legal requirement to return the site to its previous condition. If there is a requirement for a municipality to retire, dismantle or remove an asset, through legislation, by-law, regulation or other binding commitment, then the asset retirement will fall under this new standard (routine replacement, such as road or bridge rehabilitation, is excluded).
- All public sector entities must comply.
- Comes into effect for 2023 year-end.
- Applies to assets that are both in current productive use and those that are no longer in productive use.



ARO Recognition

- An asset retirement obligation is a legal obligation when the following requirements are met:
 - A legal obligation to incur retirement costs in relation to a tangible capital asset;
 - Past transaction or event giving rise to the liability has occurred;
 - Expected that future economic benefits will be given up; and
 - A reasonable estimate of the amount can be made.
- A liability for an asset retirement obligation cannot be recognized **unless all of the above criteria** are satisfied.



Examples of Asset Retirement Obligations



Asbestos in Buildings



Landfill Sites



Fuel Storage Tanks



Electric Vehicle Charging Stations



Lead Pipes



End of Lease Requirements



Septic Tanks



Inactive Water Wells

ARO Measurement

- The estimate of a liability should include costs directly attributable to asset retirement activities. These include expenses such as:
 - Payroll and benefits
 - Equipment and facilities
 - Materials
 - Legal and other professional fees
 - Post-retirement operations and maintenance expenses
 - Any other costs incurred related to retirement.
- Work required will involve all departments within the Township.



Next Steps

- Develop Asset Retirement Policy
- Draft RFQ for ARO assistance and work with consultant to assist with:
 - Review asset inventory to determine what could have legal obligations
 - Document potential AROs and identify source documentation for scoping evaluation
 - Review documents for scope evaluation
 - Establish ARO costs and retirement timelines
 - Ensure measurement data is based on reliable data
 - Record liability and increase carrying amount of the related tangible capital asset
 - Prepare working papers to fully document each stage for audit review
 - Document existing practices for identification of future AROs
 - Integrate policy and procedure recommendation to ensure compliance with PS 3280 on a go forward basis
- Not a one-time exercise as estimates and assumptions will need to be updated as new information becomes available.





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: 2022 Annual Statement of Development Charge Activity
Date of Report: May 22, 2023
Date of Meeting: May 22, 2023
Report No: 2023-FI-011

1.0 Issue / Origin

The purpose of this report is to provide Council with a summary of the activity and year-end balance of the Development Charge Deferred Revenue account for the period from January 1, 2022 to December 31, 2022.

2.0 Background

Section 43 of the Development Charge Act, 1997 and O. Reg. 82/98, requires the Treasurer of a Municipality to give Council an annual financial statement relating to the development charge by-law and deferred revenue accounts. Once received by Council, the statement will be submitted to the Ministry of Municipal Affairs and Housing as required by the Development Charge Act, 1997.

Development Charges ("DC") are collected and allocated to service-specific development charge deferred revenue accounts in accordance with the distribution specified in the DC by-law. These funds are utilized to finance growth-related capital requirements within the Township as contained within the Township's budget or as directed by Council.

The statement shows the opening and closing balances and provides information on revenues received and expenditures made from the Development Charge Reserve Fund for 2022. The committed amounts, through the capital budget process, are also shown.

3.0 Analysis

Summary of 2022 Development Charge Activity:

Department	Opening Balance \$	Collected \$	Utilized \$	Interest Earned \$	Closing Balance \$
Engineering	\$2,131,375	\$334,545	\$262,008	\$53,742	\$2,257,654
Fire	\$59,833	\$99,078	\$6,741	\$3,140	\$155,310
General Government	\$108,518	\$15,019	\$37,608	\$2,099	\$88,028
Parks	\$3,990,775	\$368,305	\$25,033	\$78,940	\$4,412,987
Public Works	\$521,384	\$110,299	\$50,879	\$10,716	\$591,520
Total	\$6,811,885	927,246	\$382,269	\$148,637	\$7,505,499

It is important to note the outstanding appeal regarding development charges paid in protest in the amount of \$464,757. The Ontario Land Tribunal hearing for this appeal was held on May 1-2, 2023, and the decision is still pending. Should the Tribunal's decision be in the appellant's favour, these development charges would need to be refunded.

2022 Development Charge Funded Projects – As of December 31, 2022:

Project	Year First Budgeted	Project Budget \$	Total Spent \$ To-Date	DC Funds Budgeted \$	DC Funds Expended \$ To Date	Other Funding \$ To Date
Official Plan	2022	\$80,000	\$37,608	\$80,000	\$37,608	\$nil
MacLeod Park	2020	\$55,000	\$1,040 (all spent in 2022)	\$45,000	\$1,040 (all utilized in 2022)	\$nil
Beaverton Harbour - Pathway	2022	\$15,000	\$nil	\$15,000	\$nil	\$nil
Beaverton Harbour Master Plan	2022	\$100,000	\$6,340	\$70,000	\$6,340	\$nil
Playground Equipment	2022	\$50,000	\$3,653	\$50,000	\$3,653	\$nil
Library Materials	2022	\$14,000	\$14,000	\$14,000	\$14,000	\$nil
Hot Box	2022	\$60,000	\$50,879	\$60,000	\$50,879	\$nil

Project	Year First Budgeted	Project Budget \$	Total Spent \$ To-Date	DC Funds Budgeted \$	DC Funds Expended \$ To Date	Other Funding \$ To Date
EV Charging Stations	2022	\$15,000	\$nil	\$15,000	\$nil	\$nil
Fire Aerial	2021	\$1,481,000	\$1,482,063 (\$6,741 of total was spent in	\$824,000	\$820,000 (\$6,741 of DC's utilized in 2022)	\$662,063
Double Resurfacing	2022	\$200,000	\$179,096	\$200,000	\$179,096	\$nil
Sidewalks	2022	\$300,000	\$248,736	\$100,000	\$82,912	\$165,824

Total Development Charge Revenue of \$382,269 was recorded as utilized for 2022 year-end.

4.0 Related Policies / Procedures

An additional requirement of reporting is a statement of whether or not the municipality is in compliance with Section 59.1 (1) of the Development Charge Act that relates to the imposition of additional levies.

Section 59.1(1) of the Development Charge Act, states that *“a municipality shall not impose, directly or indirectly, a charged related to a development or a requirement to construct a service related to development, except as permitted by this Act or another Act”*.

It is staff's opinion that additional levies were not imposed or collected for 2022, therefore, the Township is in compliance with Section 59.1 (1) of the Development Charge Act.

5.0 Financial / Budget Assessment

None

6.0 Climate Change Impacts

Climate impacts are considered during the tendering and completion of capital projects.

7.0 Communications

None

8.0 Conclusion

This is an information report provided to comply with legislative reporting requirements.

9.0 Recommendation

The Council receive for information, report 2023-FI-011, 2022 Annual Statement of Development Charge Activity.



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-09 Winter Sand

Date of Report: April 26, 2023

Date of Meeting: May 8, 2023

Report No: 2023-CO-006

1.0 Issue / Origin N/A

2.0 Background The Operating budget includes Winter maintenance for snow operations with a material line item. This would include sand, salt (bulk). The Tender for the contract was prepared for supplying, hauling and stockpiling at the Beaverton Patrol Yard and the Sunderland depot. The closing date of the tender was Thursday, April 13th at 2:00 pm. The Director of Public Works and Public Works Coordinator and Treasury opened the tenders shortly after the closing date/time.

3.0 Analysis

The tender results are itemized below :

No.	Bidder	Amount (excluding HST) BPY	Amount (excluding HST) SPY
1	Robert E Young Construction LTD.	\$18.43 / t	\$20.43 / t

4.0 Related Policies / Procedures N/A

- 5.0 Financial / Budget Assessment** As winter sand tender falls under operating and staff received one submission, the price submitted by Robert E Young Construction LTD. is still acceptable inside our operating budget. The increase from the 2022 price was approximately 11%
- 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 Robert E Young Construction LTD. as the tender submitted meets specifications outlined in the tender.
- 9.0 Recommendation**

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

That staff report Tender B2023-PW-09 Winter Sand be received.



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-16-Three quarter ton truck

Date of Report: January 1, 2023

Date of Meeting: January 1, 2023

Report No: 2023-CO-007

1.0 Issue / Origin

N/A

2.0 Background

The 2023 Capital Budget included a new three quarter ton truck. The tender for this vehicle was prepared by staff and distributed to twelve (12) dealers and posted on the Municipal website. The closing date of the tender was 2:00 pm Thursday April 13, 2023. The Director of Public Works, Public Works Coordinator and Treasury 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.	Polito Ford Lincoln LMT	\$66,512.81
2.	Alex Williamson Motor Sales	\$71,392.36

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 Polito Ford Lincoln LMT was the low bid and was determined to meet tender requirements.

4.0 Related Policies / Procedures

N/A

5.0 Financial / Budget Assessment

The 2023 Capital Budget includes \$65,000.00 for the purchase of a new three quarter ton truck, funded by the Capital Reserve Fund – Work equipment replacement.

The low bid submitted slightly exceeds the budgeted amount and satisfies requirements set out in the tender document. Staff request additional funds in the amount of \$ 1,512.81 plus applicable HST from the Capital Reserve Fund – Works equipment replacement.

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 Polito Ford Lincoln LMT as the tender submitted meets specifications outlined in the tender.

9.0 Recommendation

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

THAT staff report 2023-CO-007, Tender B2023-PW-16-Three quarter ton truck be received;

AND THAT staff be authorized to proceed with the recommendation of awarding the tender to Polito Ford Lincoln LMT in the amount of \$66,512.81 plus HST; and

THAT the entire purchase of \$66,512.81 (plus non refundable HST) be withdrawn from the Capital Reserve Funds – Works 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: James Street Sunderland Parking Concerns

Date of Report: April 28, 2023

Date of Meeting: May 8, 2023

Report No: 2023-CO-008

1.0 Issue / Origin

To investigate the feasibility of adding No Parking along one side of James Street in Sunderland.

2.0 Background

A request from a Sunderland resident Josie Laundrie was brought forward through Communication Number 149/22 to help with parking concerns on James Street in Sunderland. Having parking allowed on both sides of James Street, traffic flow becomes very congested.

3.0 Analysis

Staff's investigation found that James Street has an AADT of 141. The street is posted at 50 km/hr. It is 130 m in length from River St to Doble St and is 8.6 m at its most width. Having parking on both sides would greatly reduce the driveable width. There is a sidewalk on the East side of the street. It is recommended by staff to post No Parking along the whole West side of the street. Also to post No Parking from 30 m North of River St back to River St on the East side of James St. The East side of James St from the 30 m mark heading North to Doble St will have parking allowed. This will aid in access to the sidewalk on the east side.

4.0 Related Policies / Procedures

N/A

5.0 Financial / Budget Assessment

There will be minimal costs for No Parking signs and installation as this work can be done in house and part of our operating costs.

6.0 Climate Change Impacts

N/A

7.0 Communications

N/A

8.0 Conclusion

Staff do not have any reservations in regards to the request.

9.0 Recommendation

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

THAT staff receive report 2023-CO-008, James Street Parking Concerns be received;

AND THAT Committee provide staff with direction to proceed.



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: R. Wayne Ward
Position: Manager Facilities and IT
Title / Subject: Electric Ice Resurfacer Tender Results
Date of Report: April 25, 2023
Date of Meeting: May 23, 2023
Report No: 2023-PRF-013

1.0 Issue / Origin

After a request from Council a revised Tender for an electric ice resurfacing was written and posted on the Township website.

2.0 Background

The 2022 Capital Budget included \$100,000 for the replacement of the Ice Resurfacing unit at Rick MacLeish Memorial Community Centre. Council at their meeting held on February 27, 2023 passed the following resolution:

*BE IT RESOLVED THAT Council direct staff to withdraw from the contract with Olympia for the supply and delivery of self-propelled ice resurfacing unit; and
THAT Council direct staff to re-tender for the supply and delivery of one electric ice resurfacing unit; and
THAT Council approve the funding source for the electric ice resurfacing unit to be drawn on the Capital Reserve Fund – Arena; and
THAT Council direct staff to report back on the results of the new tender for the supply and delivery of one electric ice resurfacing unit.*

The closing of the tender was 2:00 pm on April 18, 2023. The Director of Public Works, Manager Facilities and IT, Public Works Coordinator and Senior Financial Analyst opened the tenders on Wednesday April 19, 2023 at 9:00 am.

3.0 Analysis

The tender results are itemized in the table below:

Tender Summary		
No.	Bidder	Amount (excluding HST)
1	Engo Equipment Sale Inc.	\$142,650
2	Zamboni Company Ltd.	\$135,835
3	Olympia (Resurface Corp.)	\$152,075

The tenders were reviewed by the Manager Facilities and IT and were found to generally satisfy the requirements set out in the tender documents. The bid provided by Zamboni Company Ltd. was the low bid and was determined to meet the tender requirements.

4.0 Related Policies / Procedures

Procurement

5.0 Financial / Budget Assessment

The original 2022 capital budget approval was for up to \$100,000. The motion to re-tender for an electric ice resurfacing unit included the approval of the additional funding source to be drawn from the Capital Reserve Fund – Arena.

6.0 Climate Change Impacts

By changing to an electric ice resurfacing unit there is no requirements to purchase and handle propane cylinders for the ice resurfacing unit. During cylinder changes there is an opportunity for propane discharge to occur. While propane is considered a clean fuel it is still based on a fossil fuel component.

Electric units utilize different types of batteries with Lithium Ion being the newest type of battery. These batteries are not considered wet cell batteries and do not have the off-gassing that other wet cell batteries are commonly known for.

7.0 Communications

None

8.0 Conclusion

On the basis of the foregoing review, staff recommend the award of the tender to Zamboni Company Ltd as their submission meets specifications outlined in the tender.

9.0 Recommendation

BE IT RESOLVED THAT report 2023-PRF-013 titled “Electric Ice Resurfacer Tender Results”, be received; and

THAT staff be directed to enter into a contract with Zamboni Company Ltd. for an electric ice resurfacing unit at a cost of \$135,835.00 not including HST to be funded as follows:

- \$100,000 from the 2022 Capital Budget
- \$35,835 from the Capital Reserve Fund – Arena



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: R. Wayne Ward

Position: Manager Facilities and IT

Title / Subject: Sunderland Town Hall Door Replacement Project

Date of Report: April 28, 2023

Date of Meeting: May 8, 2023

Report No: 2023-PRF-014

1.0 Issue / Origin

The Sunderland Town Hall is another Township building that requires accessibility upgrades prior to the 2025 deadline.

2.0 Background

The main doors at the Sunderland Town Hall are original units and are at the point where they need to be replaced to improve the heat retention, security and provide an accessible entrance to the main part of the hall.

Capital funding for the replacement of the main entrance doors was approved in the 2022 Capital budget at an amount of \$25,000 (funded by \$15,000 from the Committed Projects Reserve and \$10,000 from Capital Reserve Fund – Public Buildings).

The upper balcony exterior doors were also found to be at end of life and also require replacement to improve heat retention, security and to maintain access to the balcony of the Town Hall.

Capital funding for the replacement of the upper balcony doors was approved in the 2023 Capital budget at an amount of \$25,000 (funded by \$25,000 from the Capital Reserves Fund – Public Buildings).

3.0 Analysis

Given the historical nature of this building having new style commercial doors installed will greatly reduce the look of the building even though it will provide the desired results.

Having worked with Larkin Architect Limited and Heritage Restoration Incorporated for the Rose Window project and seeing the workmanship being put into the new window I feel it is

appropriate to work with both of these companies to have a set of doors that are similar in appearance and provide the functional requirements needed for the doors.

Given the quality of the work from both parties and the limited number of contractors to provide this work, a request to Sole Source to these contractors in lieu of issuing a request for quote is being requested.

4.0 Related Policies / Procedures

Procurement Bylaw

5.0 Financial / Budget Assessment

The two capital budget amounts, totalling \$50,000 should be sufficient to fulfill the scope of work (total of \$35,000 from the Capital Reserve Fund – Public Buildings and \$15,000 from the Committed Project Reserve).

6.0 Climate Change Impacts

By replacing the existing doors with proper fitting weather tight doors there should be a reduction in the heating requirements of the facility by closing in the envelope of the structure, thus reducing the consumption of natural gas for heating purposes.

7.0 Communications

None

8.0 Conclusion

Larkin Architect Limited and Heritage Restoration Incorporated are already familiar with the building and the existing doors.

These two companies have shown the necessary skills and respect for heritage buildings to be able to design, build and install doors with appropriate hardware to serve the purposes of the facility.

9.0 Recommendation

BE IT RESOLVED THAT Committee receive report 2023-PRF-014, and

THAT Committee approve the request to Sole Source the design, build and installation of the Sunderland Town Hall main entrance and exterior balcony doors with Larkin Architect Limited and Heritage Restoration Incorporated, and

THAT Staff be directed to enter into an agreement with Larkin Architect Limited and Heritage Restoration Incorporated for this work, and

THAT staff consult with the Sunderland Town Hall ad-hoc advisory committee on the designs by bringing forward concept designs from Larkin Architect Limited, and

THAT this report be brought forward for approval at the Council meeting of May 23, 2023.



Township of Brock Interoffice Memorandum

To: Mayor and Member of Council
From: Fernando Lamanna, Clerk & Deputy CAO
Wayne Ward, Manager Facilities & IT
Subject: Printed Recreation Guide Update
Date: Monday, May 8, 2023

The purpose of this memo is to outline and confirm key discussion points that arose from the Committee of the Whole (COW) meeting held on April 24, 2023.

Background:

At the COW meeting held on June 27, 2022, Council supported staff's recommendation to move to a digital platform for the recreation guide and passed the following motion:

*BE IT RESOLVED THAT staff report 2022-PRF-010, Digital Recreation and Community Guide be received; and
THAT Committee support the request to move to a digital platform for the Recreation and Community Guide; and
THAT staff be directed to prepare for a Fall/Winter 2022-2023 digital Recreation and Community Guide.*

At the COW meeting held on April 24, 2023, staff presented Report 2023-PRF-011 "Recreation Guide Print Copies" and recommended that Council support the request to eliminate the printed copies of the recreation guide as a number of area municipalities have moved to exclusive digital versions of their own recreation guide. In similar fashion, the Durham Region Waste Calendar is moving to a digital platform and no printed calendars will be available in fall 2023. Additionally, the finance department had moved from the traditional paper insert in the tax bill in 2022 to a digital flyer, accessed via a QR code.

Council felt that printed copies were still required on limited basis but felt the quotation for 200 printed copies at \$2,254 was excessive and directed staff to look for more economical solutions. Additionally, Council had requested staff look at sending post cards to each Brock household to notify residents that the recreation guide will be moving to a digital platform.

Analysis:

Reviewing the current Spring/Summer 2023 electronic guide at 36 pages, staff have determined that it could be reduced to 8-10 pages with Township specific programs or approximately 20-22 pages which would include non-profit community group information.

As staff realize that the promotion of non-profit community group information is important to Council's Non-Profit Committee Workplan, staff will attempt to include as much information as possible and consolidate space where available.

At the time of writing this memo, we have not received any updated quotations from local and area print companies, however staff obtained the following quotations from a popular online print company:

16 pages (cover+ 12 inside) – 250 copies - \$1008

24 pages (cover + 20 inside) – 250 copies - \$1533

36 pages (cover + 32 inside) – 250 copies - \$2564

The later quotation for 36 pages aligns to the previous quote that staff obtain from an area print company, which would confirm that pricing seems to be relative. Staff wait for other quotations, including black and white options, prior to printing a limited number of Spring/Summer Guides.

In response to providing postcards to each Brock household, it is estimated that cost including Canada Post charges would be approximately \$1,500. Staff suggest that the distribution of the postcards, will coincide with the Fall/Winter Guide and will be utilized to promote civic engagement via the Township's social media platforms.

Budget for recreational program advertising is \$6,000 from which the printing of the recreation guides and postcards will be drawn from. Staff will be mindful of the printing costs for the recreation guides as this budget line also covers other advertising for recreation.

Respectfully submitted,



Fernando Lamanna
Clerk, Deputy CAO



Wayne Ward
Manager of Facilities & IT



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Janean Currie

Position: Deputy Clerk

Title / Subject: Equity, Diversity, and Inclusion Commitment

Date of Report: May 1, 2023

Date of Meeting: January 8, 2023

Report No: 2023-GG-016

1.0 Issue / Origin

To best serve a growing community and to support and promote equity, diversity, and inclusion in The Township of Brock, staff recommends that Council, as a first step, adopt the Equity, Diversity, and Inclusion (ED&I) Commitment, attached as Appendix "1". The ED&I Commitment is endorsed by Senior Management at The Township of Brock and contains an outline of the Townships current achievements, as well as recommendations to move forward.

- To build an internal ED&I Committee, to work on Brock Township's capacity to understand, support and promote equity, diversity, and inclusion within the community and the corporation.
- To build a webpage on the Township Site dedicated to ED&I.
- To receive guidance from The Regional Municipality of Durham's upcoming 2023 Equity Strategy.

The Township of Brock is taking steps to move intentionally toward being more diverse, inclusive and equity centred.

2.0 Background

The Township of Brock is part of a growing community, experiencing new community perspectives and new community needs. Voices that have been historically ignored must be recognized and acknowledged.

The ED&I Commitment suggests forming an internal ED&I Committee which would be a great platform to facilitate communications, to encourage community engagement and increase input from our residents, we must foster awareness, reduce barriers, promote inclusion, and engage our residents.

3.0 Analysis

According to Statistics Canada, The Township of Brock has an increasingly growing population with 545 persons identifying as Indigenous or having Indigenous Ancestry, 985 persons identifying as immigrants and 575 persons identifying as a visible minority. In addition, every person will experience living with a disability at least temporarily in their lifetime.

[Profile table, Census Profile, 2021 Census of Population - Brock, Township \(TP\) \[Census subdivision\], Ontario \(statcan.gc.ca\)](#)

Accessibility and Inclusion are essential pieces of fully accountable and transparent Municipalities today.

4.0 Related Policies / Procedures

The Equity, Diversity, and Inclusion Commitment applies directly to the following:

- Accountability and Transparency Policy.
- Code of Conduct Policy.
- Harassment and Violence Policy.
- Use of Corporate Resources Policy.
- Procedure By-law.
- Customer Service Policy.
- Social Media Policy.
- Public Engagement Charter.
- Council Staff Relations Policy.

5.0 Financial / Budget Assessment

There are no financial implications related to the recommendations of this report.

6.0 Climate Change Impacts

There are no Climate Change Impacts

7.0 Communications

The Communication and Tourism Coordinator will play an integral role in the adoption of the ED&I Commitment. A new webpage will be added as an interactive safe space for sharing of education pieces and celebrations of different aspects of different cultures and traditions. Promotion of outreach activities. Social media will be a forefront in sharing events and acknowledgements.

8.0 Conclusion

The adoption of the ED&I Commitment is one of many steps towards building The Township of Brock's Accessibility and Inclusion standards. Removing physical and perceived barriers and undertaking initiatives to eliminate all forms of discrimination will reinforce Brock's commitment to Public Engagement and social responsibilities.

9.0 Recommendation

BE IT RESOLVED THAT report 2023-GG-016 entitled "Equity, Diversity, and Inclusion", be received; and

THAT the Equity, Diversity, and Inclusion Commitment, attached as Appendix "1" to report 2023-GG-016, be adopted by Council; and

THAT staff work toward implementation of the recommended next steps as listed in the Equity, Diversity, and Inclusion Commitment.

- To build an internal ED&I Committee.
- To build a Township of Brock ED&I dedicated webpage.



EQUITY, DIVERSITY, AND INCLUSION COMMITMENT 2023





The Township of Brocks

Blueprint to Fostering a Strong, Diverse, and Inclusive Workplace

It is the role and obligation of Municipal Leaders to be Equity Informed. To align with the Townships Vision of a welcoming, vibrant, and growing community, The Township of Brock has identified equity as a goal and outcome. We are taking steps to move intentionally toward being more diverse, inclusive, and equity-centred, recognizing the value and strengths brought to our community through each person's unique combination of diverse characteristics.

To support our long-term goal of building a diverse, healthy, and engaged workforce, the Senior Management Team is pleased to present the Township of Brocks first Equity, Diversity, and Inclusion (ED&I) Commitment.

The Township of Brock seeks to achieve Service Excellence by implementing an inclusive workplace.

Creating a welcoming, accepting, and respectful place of employment where multiple perspectives and differences are encouraged and celebrated, allowing for a workplace where everyone can work safely and to their full potential every day. The Township strives to offer services that are inclusive in a manner that is accessible to all its residents.

An ED&I Strategy and Plan is not static but an ongoing process aiming to meet the workforce's needs. Continued contributions from Council, staff, managers, and even the newest recruits will foster a culture of inclusion.

There is no simple path to success or end to equity work, and our goal is to embed ED&I principles at all levels of the organization. Our future success depends on our ability to embrace and integrate ED&I, so please join us in celebrating our gains and working to create a dynamic, diverse, and inclusive workforce for the future.

OUR CURRENT LANDSCAPE

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 Mississauga's and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

The Township of Brock is regulated by the Ontario Human Rights Code and the Canadian Human Rights Act. Although our federal and provincial obligations vary slightly, our Senior Management Team recognizes the value in committing the organization to a consistent standard of excellence, which is reflected throughout our operations.

The Township is also governed by the Employment Equity Act (the “Act”). In accordance with the Act, the Township of Brock submits annual employment equity reports, which are assessed by the Canadian Human Rights Commission (“CHRC”).

All people are rights-holders. These include members of groups that are protected under Ontario’s Human Rights Code: people who may face discrimination based on age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender identity, gender expression, marital status, place of origin, race, receipt of public assistance (in housing only), record of offences (in employment only), sex and sexual orientation. Marginalized individuals and groups who are not protected by the Code are also rights-holders.

Duty-holders: All people have a responsibility for respecting human rights. Duty-holders are state or non-state actors that have the obligation to respect, protect, promote, and fulfill the human rights of rights-holders. Duty-holders have the obligation to set up mechanisms for effective remedies and meet legal and other obligations relating to human rights issues.

“Human Rights First: A Plan for Belonging in Ontario.” Human Rights First: A Plan for Belonging in Ontario | Ontario Human Rights Commission, <https://www.ohrc.on.ca/en/human-rights-first-plan-belonging-ontario>.

THE HUMAN RIGHTS CODE AS A MAP INTENT VERSUS IMPACT

The path to an inclusive environment, for Council, Staff, and the public, requires proactive attention and effort. We have the ultimate responsibility for ensuring a healthy and inclusive environment, and for preventing and addressing discrimination and harassment. It is the obligation of The Township to be aware of whether our policies, practices and programs are having an adverse impact or result in systemic discrimination based on a Code ground.

- The reason behind behaviour is irrelevant to the question of discrimination; what you intended is irrelevant to the question of whether discrimination happened.
- Intention may matter when you consider what to do about an act of discrimination.

No Reprisal

- Punishment against an individual for trying to protect oneself or another from discrimination is prohibited. An individual can not be punished for raising an issue of discrimination.

DUTY

- There is legal obligation to eliminate discrimination and harassment.
- Duty to Accommodate – a vehicle through which we can mitigate/eliminate a discrimination.

Wherever there is a right **TO something, there is a duty to **DO** something.**

THE TWO DIMENSIONS OF EQUALITY

- Formal equality is the same treatment for everyone, consistency.
- Substantive equality will determine what you need for access to resources/privilege, some will require something different; **EQUITY**.
- **The Code requires equity.**

It is the role and obligation of municipal leaders to be Equity Informed and recognize the necessity of providing alternative options and access to services.

Using the Human Rights Code as a Map, The Township of Brock commits to Equity, Diversity, and Inclusion as a goal.



In this first image, it is assumed that everyone benefits from the same support. They are being treated **equally**.



Individuals are given different support to make it possible for them to have equal access to the view. They are being treated **equitably**.



All three can see the view without any support because the cause of inequality was addressed. The systemic barrier has been **removed**.

EQUITY, DIVERSITY, AND INCLUSION AS A GOAL

Beyond fulfilling our obligations under The Human Rights Code, The Township of Brock strives to provide an environment that is diverse and embraces difference with empathy and curiosity. Building an inclusive workplace means that all employees, regardless of difference, can connect, belong, and grow. Equity, Diversity, and Inclusion can be used to represent three pillars to support a broader framework for the shared goal of inclusivity.

Equity = Equity aims to ensure the fair treatment, access, equality of opportunity and advancement for everyone while also attempting to identify and remove the barriers that have prevented some groups from fully participating. Equity promotes justice, fairness and impartiality within the processes, procedures, and distribution of resources by systems or institutions. To tackle equity, people need to understand the root causes of outcome disparities in society. (“Embracing Equity: What does it mean and what does it take?”)

Diversity = Diversity involves all the ways that people are different, including the distinct characteristics that make one group or individual different from another. (“What are Diversity, Equity, and Inclusion (DEI)? - SearchHRSoftware”) Diversity includes:

- Race and ethnicity
- Sexual orientation
- Socioeconomic status
- Gender identity
- Religion
- Language
- Age
- Marital status
- Veteran status
- Mental ability
- Physical ability
- People with disabilities

Diversity may also include a range of ideas, perspectives, and values.

Inclusion = Inclusion builds a culture where everyone feels welcome by actively inviting every person or every group to contribute and participate. This inclusive and welcoming environment supports and embraces differences and offers respect to everyone in words and actions. A work environment that is inclusive is supportive, respectful, and collaborative and aims to get all employees to participate and contribute. (“What are Diversity, Equity, and Inclusion (DEI)? - SearchHRSoftware”) An inclusive work environment endeavors to remove all barriers, discrimination, and intolerance.



DI-VER-SI-TY

intentionally seek and value diversity



EQ-UI-TY

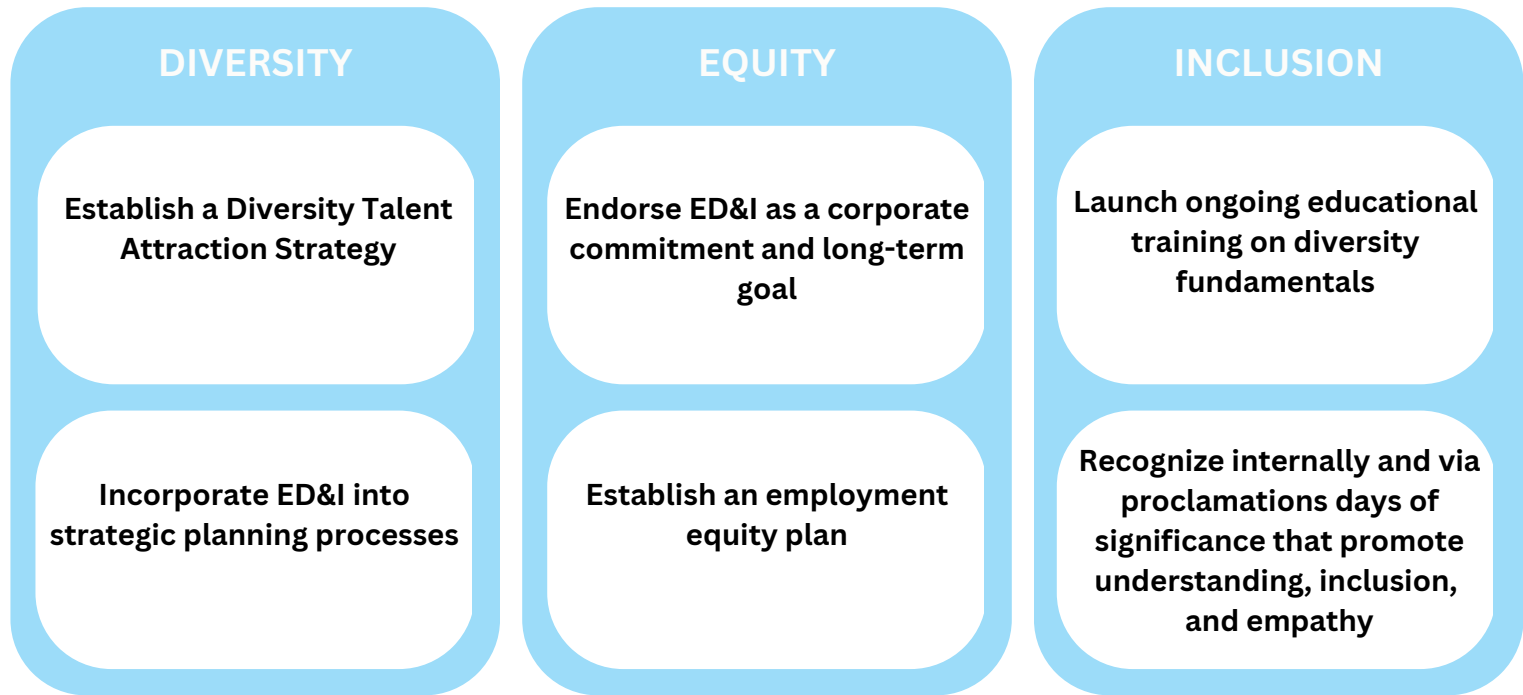
implement systems and practices that advance equity and respect



IN-CLU-SION

develop skills at working inclusively and demonstrate growth and leadership

FIRST STEPS AND BUILDING ED&I INTO THE TOWNSHIP OF BROCK



STEPS TAKEN BY THE TOWNSHIP OF BROCK

MYAP (Multi Year Accessibility Plan)

- The Township of Brock is dedicated to promoting barrier-free services and environment for employees, citizens, and everyone else who lives, works, visits, or invests in Brock.
- The Township of Brock's Accessibility Statement: "To promote, encourage, and provide an accessible community which ensures equality for all in the Township of Brock."
- The MYAP continues to provide Annual Reports and assess its progress through the Brock Accessibility Advisory Committee (BAAC).

LEAD (Leading Equitable & Accessible Delivery) Canada Program

- The Township of Brock is participating in the LEAD Canada Program, a registered trademark of Abilities Centre, delivered in partnership with Activity Alliance, (English Federation of Disability Sport).
- LEAD is a methodology to help organizations to define and embed inclusion and accessibility into strategic planning, daily operations, program environments, and organizational culture.
- Top-down approach to inclusion and accessibility, helps organizations set clear targets for business needs and provides a welcoming environment for the people you serve.
- Through the LEAD Canada process, Abilities Centre staff help develop the knowledge, confidence, and capability to serve the needs of all, regardless of age, ability, or background, and lay the foundation to embrace inclusion and accessibility as important strategies for success.
- Staff participants include representatives from various perspectives within the Township. It is important to have a broad perspective of the Township with representation from senior management, front line workers, program creation, communications, IT and HR.



Chippewas *of* Georgina Island

Township of Brock Land Acknowledgment

- A Land Acknowledgement is a formal statement recognizing the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.
- The Township of Brock's Land Acknowledgement was written by Council Member Lynn Campbell in consultation with the Chippewas of Georgina Island First Nation and the Mississaugas of Scugog Island First Nation:

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 Mississauga's and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

- On March 22, 2021, The Township of Brock's Land Acknowledgement Statement was read at a Council Meeting for the first time and read at all Council and COW (Committee of the Whole) Meetings since.

Reconciliation Education – Training Program

- In honour of the Residential School Survivors and in respect of the Truth and Reconciliation Commission's 94 Calls to Action, Reconciliation Education will provide The Township of Brock with the opportunity learn the basic foundation on reconciliation with authentic Indigenous voices.
- The Truth and Reconciliation Commission (TRC)'s Call to Action #57 calls upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.
- Built and vetted by First Nations University of Canada, this is a three-hour course in which we will learn about the history and culture of Indigenous communities in Canada, the history of residential schools, and treaties around the country.
- Diversity and Inclusion training has a lasting positive impact on creativity, employee satisfaction and retention. The Township of Brock will provide Reconciliation Education for all Staff and Members of Council

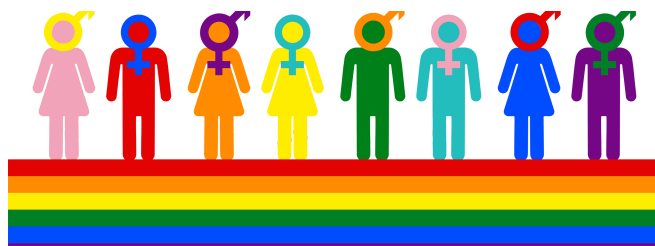
ED&I Commitment – (Equity, Diversity, and Inclusion)

- Through this essential step, The Township of Brock shows a commitment to building an inclusive environment with equity as its long term goal.
- Providing a calendar of key events to be observed, acknowledged, and celebrated to promote understanding, inclusion, and empathy. [Appendix 1] The Township hopes to acknowledge and appreciate everyone, providing opportunity for the public to provide input and additional moments to our calendar.
- The Township of Brock will explore the many ways to recognize, celebrate, and bring awareness to culture and diversity in our community.

NEXT STEPS

RECOMMENDATIONS MOVING FORWARD

Township of Brock ED&I Webpage



- Design a dedicated page on the Township webpage that will highlight our commitment to Inclusion and will feature our Land Acknowledgment and related policies and practices.
- The ED&I webpage will be used to highlight any Township events, achievements and progress towards equity and inclusion.
- Content can be guided by the Internal Diversity Advisory Committee

Internal Diversity Advisory Committee

- The Internal Diversity Advisory Committee will be comprised of Staff and Council.
- They will provide advice, comments, and recommendations on issues affecting diversity in our community to foster awareness and promote inclusion.
- The Committee will be responsible for community engagement and promotion of ED&I Commitment.
- The Committee will provide an Annual Update and Celebration.
- An internal committee may follow up with the following to build a strong ED&I Actionable Strategy plan:

Consultation

To implement a fully actionable ED&I Strategy, it may be necessary to hire professional services to identify needs specific to Brock.

Demographic study

Employers need to know who their employees are to tailor their plans appropriately. Captured information is valuable for both the practices of ED&I and Human Resources planning, which then enables employers to understand staff better and to address any needs and concerns in an effective and timely manner.

Engagement survey

To effectively highlight The Townships Strengths and Challenges, a comprehensive staff survey will be circulated and evaluated.

Additional training

Education is an ongoing endeavor and we will continue to learn, grow, and achieve a deeper understanding of our community and the unique needs of The Township of Brock.

The Region of Durham

- The Regional Municipality of Durham is planning to launch an Equity Strategy by the end of 2023.
- This strategy will be informed by an employee census, recommendations from the Region's Anti-Black Racism Pillar Report, an Equity Audit, a Multi-Year Accessibility Plan, a LEAD Canada Assessment, and through conversations with Gary Pritchard of 4 Directions Consulting.
- Taking guidance from the Region's highly informed Equity Strategy would be a strong step toward building The Township of Brock's next Equity, Diversity, and Inclusion Strategy.



SOURCES

Embracing Equity: What does it mean and what does it take?, <https://vc4a.com/agra/embracing-equity-what-does-it-mean-and-what-does-it-take/>.

What are Diversity, Equity and Inclusion (DEI)? - SearchHRSoftware, <https://www.techtarget.com/searchhrsoftware/definition/diversity-equity-and-inclusion-DEI>.

APPENDIX 1

HOLIDAYS AND OBSERVANCES LISTING

The Township of Brock hopes to promote understanding, inclusion, and empathy. Below are listed days to value, celebrate, and commemorate a diverse community. The Township is thrilled to share and will make every effort to acknowledge all significant dates when possible, if there is a day of note that is missing, kindly reach out and let us know clerks@brock.ca.

JANUARY

Month	Tamil Heritage Month
January 4	World Braille Day
January 4	National Ribbon Skirt Day
January 4	International Holocaust Remembrance Day
January 24	International Day of Education
January 27	International Day of Commemoration in Memory of the Victims of the Holocaust
January 29	National Day of Remembrance of the Quebec City Mosque Attack and Action Against Islamophobia

FEBRUARY

Month	Black History Month
Month	Indigenous Story Telling Month
February 1 - 7	World Interfaith Harmony Week
February 6	International Day of Zero Tolerance to Female Genital Mutilation
February 11	International Day of Women and Girls in Science
February 20	World Day of Social Justice
February 21	International Mother Language Day
February 22	World Thinking Day
February 22	Chosen Family Day
February 23	Pink Shirt Day – Anti-Bullying Day

MARCH

March 1	Zero Discrimination Day	March 21	World Down Syndrome Day
First Monday	Anti-Black Racism Mental Health Day	March 22	World Water Day
March 7 -11	Anti-Black Racism Mental Health Week	March 24	World Tuberculosis Day
March 8	International Women's Day	March 24	International Day for the Right to the Truth Concerning Gross Human Rights Violations and for the Dignity of Victims
March 10	International Day of Women Judges	March 25	International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade
March 11	Moose Hide Campaign Day	March 26	Epilepsy Awareness Day – Purple Day
March 15	International Day to Combat Islamophobia	March 31	International Transgender Day of Visibility
March 20	International Francophonie Day		
March 21	International Day for the Elimination of Racial Discrimination		



APRIL

Month	Diversity Month
Month	Sikh Heritage Month
Month	Genocide Remembrance, Condemnation and Prevention Month
April 2	World Autism Day
April 6	International Day of Sport for Development and Peace
April 7	World Health Day
April 7	International Day of Reflection on the 1994 Genocide Against the Tutsi in Rwanda
Second Wednesday	International Day of Pink
April 14	World Chagas Disease Day
April 24-30	Lesbian Visibility Week
April 25	World Malaria Day
April 27	International Girls in Information and Communication Technology Day
April 27-28	Yom HaShoah (Holocaust Remembrance Day)



MAY

Month	Asian Heritage Month
Month	Jewish Heritage Month
Month	Guillain-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Month
Month	Polyneuropathy (CIDP) Month
May 5	Red dress Day and MMIWG
May 6	Maternal Mental Health Day
May 8	Time of Remembrance and Reconciliation for Those Who Lost Their Lives During the Second World War
May 10	World Lupus Day
May 12	International Nurses Day
May 15	International Day of Families
May 16	International Day of Living Together in Peace
May 17	International Day Against Homophobia, Transphobia and Biphobia
May 21	World Day for Cultural Diversity for Dialogue and Development
May 22	International Day for Biological Diversity
May 26	World MS Day
May 28	World Menstrual Health Day
May 29	Pride Week
-June 5	
May 30	National AccessAbility Week
-June 5	

JUNE

Month	Indigenous History Month	June 14	World Blood Donor Day
Month	Portuguese Heritage Month	June 15	World Elder Abuse Awareness Day
Month	Pride Month	June 15-20	Learning Disabilities Awareness Week
Month	Seniors Month	June 18	International Day for Countering hate Speech
Month	Filipino Heritage Month	June 19	International Day for the Elimination of Sexual Violence in Conflict
Month	Brain Injury Awareness Month	June 19	Longest Day of SMILES
June 4	International Day of Innocent Children Victims of Aggression	June 19	Juneteenth
June 7	World Food Safety Day	June 20	World Refugee Day
June 12	World day Against Child Labour	June 21	National Indigenous Peoples Day
June 13	International Albinism Awareness Day	June 21	Canadian Multiculturalism Day

JULY

July 14 International Non- Binary People's Day

July 18 Nelson Mandela International Day

July 28 World Hepatitis Day

July 28 Day of Commemoration of the Great Upheaval

July 30 World Day Against Trafficking in Persons

SEPTEMBER

Month Hunger Action Month

Month Hispanic Heritage Month

September 5 International Spinal Cord Injury Awareness Day

September 7 Ukrainian Heritage Day

Second Week of September Mennonite Heritage Week

September 18 International Equal Pay Day

September 21 World Alzheimer's Day

September 21 International Day of Peace

September 21 International Day of Sign Language

September 23 Bi Visibility Day

Last Sunday in September World Deaf Day

Forth week in September Gender Equality Week

September 30 International Translation Day

September 30 National Day for Truth and Reconciliation

OCTOBER

Month Rett Syndrome Awareness Month

Month Latin American Heritage Month

Month Women's History Month

Month Neurodiversity Education and Neurodivergent Acceptance Month

Month Learning Disabilities Awareness Month

Month Islamic Heritage Month

Month Autism Awareness and Acceptance Month

Month Disability Employment Awareness Month (DEAM)

AUGUST

August 1 Emancipation Day

August 9 International Day of the World's Indigenous People

August 12 International Youth Day

August 15 National Acadian Day

August 21 International Day of Remembrance and Tribute to the Victims of Terrorism

August 22 International Day of Commemorating the Victims of Acts of Violence Based on Religion or Belief

August 23 International Day for the Remembrance of the Slave Trade and its Abolition

Third Week of August Public Service Pride Week

August 30 International Day of the Victims of Enforced Disappearances

August 31 International Day for People of African Descent

OCTOBER

October 1 International Day of Older Persons

October 2 International Day of Non-Violence

October 4 National Day of Action for Missing and Murdered Indigenous Women, Girls, and Gender Diverse People

October 10 World Mental Health Day

October 11 International Day of the Girl Child

October 11 National Coming Out Day

2nd Thursday of October World Sight Day

October 17 International Day for the Eradication of Poverty

October 18 Persons Day

October 19 International Pronouns Day

October 24 World Polio Day

October 26 Intersex Awareness Day

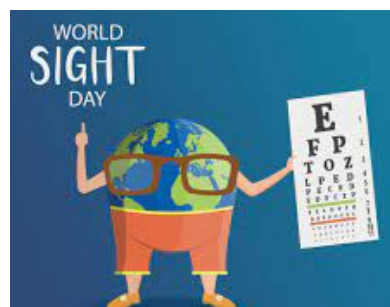


NOVEMBER

DECEMBER

Month	Hindu Heritage Month
Month	Lung Cancer Awareness Month
Month	National Domestic Violence Awareness and Financial Literacy Month
Month	National Indigenous Education Month
First Full Week of November	Treaties Recognition Week
November 7	International Inuit Day
November 8	Indigenous Veterans Day
November 11	Remembrance Day
November 12 (2023)	Diwali
November 13-19	Rock Your Mocs Week
November 14	World Diabetes Day
November 14-20	Transgender Week of Remembrance
November 16	International Day for Tolerance
November 16	Louis Riel Day
November 17	World Prematurity Day
November 20	Transgender Day of Remembrance
Fourth Saturday of November	Holodomor Memorial Day
November 25	International Day for the Elimination of Violence Against Women
November 25	16 Days of Activism Against Gender Violence

December 1	Worlds AIDS Day
December 2	International Day for the Abolition of Slavery
December 3	International Day of Persons with Disabilities
December 6	National Day of Remembrance and Action on violence Against Women
December 10	International Human Rights Day
December 18	International Migrants Day
December 20	International Human Solidarity Day



The Corporation of the Township of Brock

Councillor Conference Report

Report Prepared by: Regional Councillor Jubb

Date: 5 Apr 2023

Conference Name- OGRA

Conference Date and Location- 16-19 Apr, 2023 in Toronto, ON

About the OGRA annual conference-

I had the pleasure of attending the Ontario Good Roads Association 2023 Conference. Again, this year, it was an extremely valuable information and learning experience which saw over 1,000 municipal elected officials and public works staff from all over the province attend. I attended many sessions throughout the four-day period. As always, I find that the networking is of utmost importance. Whether it is talking to Ministers, Mayors, other council members or senior staff, I learned so much of how business is done throughout the province, at the municipal level and are all issues that are front and center in Brock. Again, it is very rare to have the access to so much knowledge in one room. Educationally, I will highlight some of the key sessions I attended and some important conversations I had throughout the two days.

Overview of many sessions attended and key learnings-

Keynote: Brent Toderian - Better Streets & Roads For Your Community

Brent has over 30 years of experience working on urban design and transportation projects in cities around the world, including Vancouver and Calgary. He is also the founder of the urbanism consultancy, TODERIAN UrbanWORKS, and a sought-after speaker and commentator on urban issues.

Keynote: Sunil Johal - Navigating Complexity: Policy Making for an Evolving World

The policy environment in Canada is undergoing a fundamental shift. Longer-term challenges, such as climate change, and trends, such as increasing digitization of the economy and society, have converged

with the once-in-a-century health, social, and economic impacts of a global pandemic to reframe the priorities of citizens and the ways Canadian institutions can and should operate.

This presentation will explore how and why Canadian policy makers should consider, experiment with, and adopt new approaches to policy development, implementation, and service delivery to ensure policy frameworks are flexible and robust enough for an increasingly unpredictable world.

Panel: Keeping Up With Queen's Park

Changes from Queen's Park have characterized the provincial-municipal relationship over the past eight months. The province has taken a fast and furious approach thus far, and there's no signs of slowing down. Hear from a panel of political insiders on what's behind all these changes, how to effectively engage with the province, and what comes next.

Keynote: Sunil Johal - Navigating Complexity: Policy Making for an Evolving World

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Rural Road Safety

Learn about the latest strategies, technologies, and initiatives that are being implemented to enhance safety on rural roads. The session will cover a wide range of topics related to rural road safety. From road design and maintenance to traffic management, education and awareness programs, and emergency response, you will gain a comprehensive understanding of the challenges and solutions involved in keeping rural roads safe. Hear about new approaches and tools that are being used to reduce accidents and fatalities, and the latest research on rural road safety trends and patterns.

Road Authorities and Railway Crossings

Railway crossings are a critical intersection between roadways and railways that pose unique safety challenges. Our expert speakers will provide insights into the latest practices and strategies for managing railway crossings, including risk assessments, infrastructure improvements, and communication protocols. You will learn about the regulatory and legal frameworks that guide the management of railway crossings, as well as the roles and

responsibilities of various stakeholders, including road authorities and railway companies. By participating in this session, you will gain valuable insights and tools to help you make informed decisions and effectively manage risks at railway crossings.

Keynote: Kenn Beer - Revolutionizing Road Safety

The biggest misconception associated with road safety is that driver behaviour is to blame for the death and serious injury on our roads. While past crash causation studies focused on road user behaviour, and pinpoint the cause of crashes on road users, contemporary practice is to understand where the road design, vehicle and speed could have prevented the crash, and more importantly the severity outcome of the crash. This approach understands the human-machine-environment system, and recognizes that humans make mistakes on the road, but this does not need to lead to death and serious injury.

Road safety engineering and road safety auditing are world leading practices that investigate the systemic failures of the road and street network that lead to serious crashes. This presentation will focus on best practice processes from around the world in engineering the road environment to reduce crash likelihood and minimize the severity of any crashes that still occur.

Decarbonizing Municipal Vehicles and The Roads They Run On - Presented by Enbridge

Interested in learning about the latest innovations in decarbonizing vehicles and even the materials used to make roads? Come hear from leading organizations about the progress they have made with compressed natural gas, renewable natural gas, hydrogen, the benefits they're seeing, and their views on the future of decarbonized fleets and road products.

Municipalities and Climate Change: Strategies and Tools

As the impacts of climate change continue to intensify across Ontario, municipalities are facing increasing challenges in managing their assets and reducing emissions. This panel brings together experts from AECOM and the City of Brantford to discuss strategies and tools for mitigating and adapting to the impacts of climate change.

Pierre Ranger, Let's Remember Adam Campaign

The Let's Remember Adam STOP FOR THE SCHOOL BUS campaign began after the tragic death of Adam Ranger on February 11th, 2000. Adam was just 5 years old when he was struck and killed by a vehicle directly in front of his family home while exiting his stopped school bus with its overhead red lights flashing and its stop arm extended. Since that horrible day, the Let's Remember Adam campaign and the Ranger family have made it their goal to remind and teach drivers why it's so important to STOP FOR THE SCHOOL BUS, what you can lose if someone does not STOP and to continue working towards making school buses themselves safer for everyone.

Summary-

All and all, I cannot stress how important OGRA is to serving members of council. Programming is very different, year by year, and is intended specifically for elected officials and public works staff. It is important to note that this does come as a cost to the taxpayer, however, I firmly believe the knowledge obtained saves the municipality in the long run. We are not reinventing the wheels in many issues and the information learned can save many hours of staff time and resources.

Recommendations- Move that this report be received for information.

Regional Councillor Jubb

Reviewed by,

IngridSvelnis
Chief Administrative Officer



The Corporation of the Township of Brock

Councillor Conference Report

Report Prepared by: Peter Frank for Council.

Date: Monday, April 17, 2023

Conference Name

Good Roads

Conference Date and Location

April 16 to April 19, 2023

Key Learnings

Monday 17, April 2023

Brent Toderian Keynote Speaker

Brent has over 30 years of experience working on urban design and transportation projects in cities around the world, including Vancouver and Calgary. He is also the founder of the urbanism consultancy, TODERIAN Urban WORKS, and a sought-after speaker and commentator on urban issues.

Brent was very informative in his lecture speaking on how you can make roads more productive and safer for both vehicle and pedestrian.

Next Session was Keeping Up with Queen's Park

Changes from Queen's Park have characterized the provincial-municipal relationship over the past eight months. The province has taken a fast and furious approach thus far, and there's no signs of slowing down.

I listened to a panel of political insiders on what's behind all these changes, how to effectively engage with the province, and what comes next.

The Panel consisted of.

Christine McMillan a partner of Crestview Strategy based in Ottawa.

Erin Bonokoski VP of Crestview Strategy based in Ottawa.

This report is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355.

Rob Gilmour VP of Crestview Strategy based in Toronto.

The panel was very informative on how to try to bring change to the Ontario government and how important local municipal are.

Next speaker was Caroline Mulroney Hon. Minister of Transportation

Ontario Minister of Transportation Caroline Mulroney talked to delegates about the role the provincial government is playing in the municipal transportation sector.

Minister Mulroney highlighted the ongoing projects and projects that are on the books for the future. Minister Mulroney spoke about the need to increase public transportation.

There was no question-and-answer segment to the Minister speech.

Next Session.

Which Comes First Emergency Preparedness or Disaster Recovery

Speakers were.

Michael Papadacos- Asset Management and Capital Planning Division for the city of Peterborough

Michael talked about the 2004 flooding that happened in Peterborough. How they put money in the budget every year for flood prevention.

Jake Gravelle- Area Manager Roads Services Public Works

Jake talked about 2022 Storm that hit the Ottawa area. With severe wind that knocked power out in Ottawa and how they had to clear the roadways so emergency vehicles could respond to 911 calls. The city of Ottawa is still cleaning up after that storm.

Rick Bernard- City of Brampton Emergency Management Manager

Talked about the ice break up those flooded houses in the flood plain.

All the speakers talked up how the weather is changing the severity of the natural disasters.

Tuesday 18, April 2023

Keynote Speaker. Kenn Beer, Safe System Solutions

Ken talked about one of the biggest misconceptions associated with road safety is that driver behaviour is to blame for the death and serious injury on our roads. While past crash causation studies focused on road user behaviour, and pinpoint the cause of crashes on road users, contemporary practice is to understand where the road design, vehicle and speed could have prevented the crash, and more importantly the severity outcome of the crash. This approach understands the human-machine-environment system, and recognizes that humans make mistakes on the road, but this does not need to lead to death and serious injury.

Road safety engineering and road safety auditing are world leading practices that investigate the systemic failures of the road and street network that lead to serious crashes. This presentation will focus on best practice processes from around the world in engineering the road environment to reduce crash likelihood and minimize the severity of any crashes that still occur.

I found Ken's talk very interesting and informative. He shows a different idea on how to build roads.

Next session was,

What to Expect. Setting the stage for Success for New Councillors

Presenter was Fred Dean- Principal Amberley Gavel LTD.

Fred has experience in training for elected officials and appointed staff, both provide a one of a kind orientation for newly elected councillors. The topic talked about your responsibilities as an elected official as well as strategies for a successful term.

As a new Councillor it was good to hear Fred say everything that was covered in my many training sessions in Brock.

Next session was panel discussion.

The panel discussion was centred on roads being built to move cars as fast as possible without taken in account on making them safer for everyone using them. They discussed road when they are built better and safer, they have proven to move more people.

Wednesday April 19, 2023

A fireside chat with the leader of the Green Mike Schreiner

Mike Schreiner outlined the Green Party of Ontario's concerns with the government's current approach and lay out how a Green Party government would do things differently.

The Green Party was the last party to speak at the convention and basically after hearing all the leaders speak, I have a better understanding how the parties think.

Conclusion

I feel that this conference was informative and interesting.
Not only were the sessions well done and ran smoothly but it was a great opportunity to meet people and network with your peers.

Recommendations

Received for information.

Respectfully submitted,

Peter Frank
Ward 1 Councillor

Choose an item.

Reviewed by,

Ingrid Svelnis
Chief Administrative Officer

