



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

February 5, 2024

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

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

Staff Present: CAO Michelle Willson
Clerk/Deputy CAO Fernando Lamanna
Clerk's Assistant Deena Hunt
Clerk's Assistant Stefanie Stickwood
Director of Finance/Treasurer Trena DeBruijn
Tax and Accounting Clerk Michele Kerswill
Manager Facilities and IT, R. Wayne Ward
Director Development Services Robin Prentice
Fire Chief Rick Harrison

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- 1. Meeting Details (Agenda only)**
 - 2. Call to Order & Moment of Silence - 10:00 a.m.**

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

Tax and Accounting Clerk Michele Kerswill joined the meeting at 9:58 am.

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

None.

5. Presentation(s)

None.

6. Delegation(s) / Petition(s)

None.

7. Sub-Committees

7.1 2024 Draft Budget Day One

Link to the draft budget [2024 Draft Budget](#)

7.1.1 Mayor's Remarks

Mayor Schummer expressed appreciation for the efforts of past and current staff and Council members on the preparation of the Draft Budget.

7.1.2 CAO's Remarks

Michelle Willson, CAO expressed appreciation to staff for their efforts in preparing the Draft Budget.

7.1.3 2024 - Draft Budget

Trena DeBruijn, Director of Finance and Treasurer, provided a summary of the budget process and noted the staff revisions to the budget.

7.1.4 Township of Brock Public Libraries Presentation

Katie-Scarlett MacGillivray, CEO Brock Libraries provided an overview of the Library Budget which included:

- 2023 Highlights
- 2024 Goals
- 2024 Operating Budget Request
- 2024 Operating Budget Projections
- Requesting \$780,801 from the municipality

7.1.4.1 Township of Brock Public Libraries - Operating Budget (Page 38-39)

Resolution: COW-2024-015

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT the Budget Committee endorse in principle the Township of Brock Public Libraries 2024 Operating Budget with a \$30,000 reduction in the municipal contribution.

DEFEATED

Resolution: COW-2024-016

Moved by Councillor Doble

BE IT RESOLVED THAT the Budget Committee endorse in principle the Township of Brock Public Libraries 2024 Operating Budget with a \$20,000 reduction in the municipal contribution.

CARRIED

7.1.5 Development Services Presentation

Robin Prentice, Director of Development Services provided an overview which included:

- Roles and responsibilities
- 2024 Work Plan

- Department Overview - Building
- Department Overview - Planning
- 2024 Departmental Highlights

7.1.5.1 Development Services - Operating Budget (Pages 19-21, 58-61)

Resolution: COW-2024-017

Moved by Councillor Pettingill

BE IT RESOLVED THAT the Budget Committee endorse in principle the Development Services 2024 Operating Budget including a reduction of \$25,380 to reflect a shared Planning Technician with a neighbouring municipality, or an increase in consulting services, or the shared services from Region of Durham staff; and

THAT Budget Committee approve borrowing from the Rate Stabilization Reserve Fund (RSRF) expenditures of approximately up to \$18,393 with the intent to repay to the RSRF with future revenue; and

THAT Budget Committee approve funding half of the consulting expense from RSRF in the amount of \$10,000.

CARRIED

Resolution: COW-2024-018

Moved by Councillor Canavan

BE IT RESOLVED THAT Committee of the Whole break for a recess at 12:04 p.m.

CARRIED

7.1.6 Clerks Presentation

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

Fernando Lamanna, Clerk/Deputy CAO provided an overview which included:

- Clerk's Department Mandate
- Roles and responsibilities
- 2023 Achievements and Measurables
- 2024 Work Plan
- New Initiatives and New Staffing
- 2024 Outlook

7.1.6.1 Clerks - Operating Budget (Pages 25-28)

Resolution: COW-2024-019

Moved by Councillor Doble

BE IT RESOLVED THAT the Budget Committee endorse in principle the Clerks 2024 Operating Budget with consideration of a full time contract position for the Communication and Tourism Coordinator for one year; and

THAT Budget Committee direct staff to return by mid-year 2024 with a detailed communication strategy and evaluation.

CARRIED

Resolution: COW-2024-020

Moved by Councillor Pettingill

BE IT RESOLVED THAT Budget Committee reduce the operating budget by \$10,000 in the transfer from legal reserves.

CARRIED

7.1.7 By-law/Animal Services - Presentation

Sarah Jones, By-law Enforcement/Supervisor Animal Services provided an overview which included:

- Animal Services and By-law Department
- Roles and responsibilities
- 2023 Achievements and Measurables
- 2023 Charges and Litigation
- 2024 Work Plan
- 2024 Outlook

Resolution: COW-2024-021

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT the Budget Committee break for a recess at 2:35 p.m. and reconvene at 3:00 p.m.

CARRIED

7.1.7.1 By-law Animal Services - Traffic Control - Operating Budget (Pages 62-63, 94-95)

Resolution: COW-2024-022

Moved by Councillor Campbell

BE IT RESOLVED THAT the Budget Committee endorse in principle the By-law/Animal Services 2024 Operating Budget removing the Cloudpermit new initiative and supporting hardware; and

THAT Budget Committee direct staff to come back with a report on the on-call services; and

THAT Budget Committee direct staff to report back on options and alternatives for a permitted parking system which would incorporate day use/hourly parking.

CARRIED

8. Closed Session

None.

9. Rise from Closed Session

10. Other Business

10.1 Budget Consideration - Inclusion Counsellor

Resolution: COW-2024-023

Moved by Councillor Doble

BE IT RESOLVED THAT Budget Committee approve the new 2024 staffing request for a March Break and Summer Day Camp Inclusion Counsellor at a wage rate at an upset limit of \$9,300 to be funded from Tax Levy; and

THAT Budget Committee direct staff to proceed with posting the March Break and Summer Day Camp Inclusion Counsellor immediately.

CARRIED

11. Public Questions and Clarification

There were no public questions for clarification.

12. Adjournment

Resolution: COW-2024-024

Moved by Councillor Canavan

BE IT RESOLVED THAT the Committee of the Whole meeting adjourn at 4:39 p.m.

CARRIED

Mayor

Clerk