



**The Corporation of the Township of Brock**

**Council Minutes**

**August 12, 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  
Deputy Clerk Maralee Drake  
Clerk's Assistant Deena Hunt  
Director of Finance/Treasurer Trena DeBruijn  
Director Parks, Recreation and Facilities R. Wayne Ward  
Fire Chief Rick Harrison  
Director Public Works Dylan Quigley

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**1. Meeting Details (only on Agenda)**

**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.

**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**

4.1 Councillor Canavan - Closed Session

Councillor Canavan declared a conflict of interest with respect to Item 15.6 Municipal Commercial Leases, as she is employed by Brock Community Health Centre, noting that she would leave the meeting prior to discussion and voting on the matter.

**5. Community Announcements**

5.1 Foster Hewitt Foundation Donation

On Behalf of Council and staff, Mayor Schummer expressed appreciation to the Directors of the Foster Hewitt Foundation for their generous donation of \$25,000 towards the Sunderland Memorial Arena Renovation Project.

**6. Public Meeting**

None.

**7. Presentations**

7.1 Communications Strategic Plan (related to Report 2024-GG-020)

Tamra Kaiser, Communications and Tourism Coordinator provided a presentation which included:

Communications Strategy 2024-2026

- What We Heard - Community Engagement Survey (online and printed)
  - the top 3 preferences indicate digital information delivery
  - residents also prefer roadside signs to deliver information
  - Township also delivers printed newsletter quarterly
- Goals, Objectives and Strategies

- Objective One
  - Communicate accurate and important information to residents in a timely meaningful way
- Objective Two
  - Establish a formal, predictable and transparent approach to engaging with the community
- Objective Three
  - Strong and authentic internal communications

**Resolution: C-2024-168**

**Moved by** Councillor Canavan

**Seconded by** Councillor Frank

Be It Resolved That the agenda be amended to bring forward Report Number 2024-GG-2024 for consideration at this time. (Item 11.7)

**CARRIED**

- 7.2 Report 2024-GG-020, Communications Strategy  
Communications and Tourism Coordinator

**Resolution: C-2024-169**

**Moved by** Councillor Pettingill

**Seconded by** Councillor Doble

Be It Resolved That Report 2024-GG-020, Communication Strategy be received; and

That Council approve and adopt the Communications Strategy as contained in Appendix 1 in Report 2024-GG-020.

**CARRIED**

**8. Delegations / Petitions**

None.

**9. Ratification of COW Recommendations**

None.

**10. Adoption of Minutes of Previous Meetings**

**Resolution: C-2024-170**

**Moved by** Regional Councillor Jubb

**Seconded by** Councillor Frank

Be it Resolved That Council adopts the minutes of previous Council and Committee of the Whole meetings as listed in Section 10.1:

- Council - July 15, 2024

**CARRIED**

10.1 Minutes of previous Council Meetings

10.1.1 Council - July 15, 2024

**11. Reports**

11.1 Report 2024-PS-010, 2024 Capital Project

Fire Chief

**Resolution: C-2024-171**

**Moved by** Councillor Doble

**Seconded by** Councillor Frank

Be It Resolved That Report 2024-PS-10, 2024 Capital Project be received for information; and

That staff do not proceed with the 2024 Fire Department Mini-Rescue Truck - Capital Project; and

That the \$250,000 approved in the Fire Department 2024 Capital Budget remain in the Fire Department reserves for future projects.

**CARRIED**

11.2 Report 2024-GG-021, Recognition of Long Service Employees & Council Board and Committee Appointees

Clerk/Deputy CAO

**Resolution: C-2024-172**

**Moved by** Councillor Canavan

**Seconded by** Regional Councillor Jubb

Be It Resolved That Report 2024-GG-021, Recognition of Long Service Employees and Council Board and Committee Appointees, be received; and

That Council approve the amendments to Administration & Personnel Policy AP1, attached as Appendix "1" to Report 2024-GG-021; and  
That Council approve the inclusion of a budget of \$600 annually to be incorporated into the Council budget beginning in 2025.

**CARRIED**

11.3 Report 2024-FI-022, Operating Results – Actual to Budget – June 2024

Director of Finance/Treasurer

**Resolution: C-2024-173**

**Moved by** Councillor Pettingill

**Seconded by** Regional Councillor Jubb

Be It Resolved That Report 2024-FI-022, Operating Results - Actual to Budget - June 2024 be received.

**CARRIED**

11.4 Report 2024-FI-024, Update to Conference, Convention and Seminar Attendance Policy

Director of Finance/Treasurer

**Resolution: C-2024-174**

**Moved by** Councillor Frank

**Seconded by** Councillor Pettingill

Be It Resolved That Report 2024-FI-024 Update to the Conference, Convention and Seminar Attendance Policy be received; and  
That Council approve the amended Conference, Convention and Seminar Attendance Policy.

**Amendment:**

**Resolution: C-2024-175**

**Moved by** Regional Councillor Jubb

**Seconded by** Councillor Doble

Be it Resolved that Resolution C-2024-### be amended to include **"That starting for the 2026 term of Council, an upset limit of \$7,000 be implemented per Council member per term, with the limit prorated over each year and it starting in the 2025 budget year; and**

**That Conference Policy AP38, as amended, include an annual increase based on the Consumer Price Index."**

**CARRIED**

**Amended Main Motion**

**Resolution: C-2024-174**

**Moved by** Councillor Frank

**Seconded by** Councillor Pettingill

Be It Resolved That Report 2024-FI-024 Update to the Conference, Convention and Seminar Attendance Policy be received; and That Council approve the amended Conference, Convention and Seminar Attendance Policy; and

That starting for the 2026 term of Council, an upset limit of \$7,000 be implemented per Council member per term, with the limit prorated over each year and it starting in the 2025 budget year; and

That Conference, Convention and Seminar Attendance Policy AP38 include an annual increase based on the Consumer Price Index.

**CARRIED**

11.5 Report 2024-FI-023, 2025 Tariff of Fees

Director of Finance/Treasurer

**Resolution: C-2024-176**

**Moved by** Councillor Doble

**Seconded by** Councillor Pettingill

Be It Resolved That Report 2024-FI-023, 2025 Tariff of Fees be received; and

That Council approve the Tariff of Fees for 2025.

**CARRIED**

- 11.6 Report 2024-CO-002, Request for 2025 Budget Pre-Approval – Township of Brock Website

Deputy Clerk

**Resolution: C-2024-177**

**Moved by** Councillor Canavan

**Seconded by** Regional Councillor Jubb

Be It Resolved That Report 2024-CO-002, Request for 2025 Budget Pre-Approval – Township of Brock Website be received; and

That 2025 budget pre-approval be granted in the amount of \$43,000 for the creation of a new municipal website through GHD, Govstack, to be drawn from the Capital IT Reserve Fund.

**CARRIED**

- 11.7 Report 2024-OP-011, Sidewalk Installations - Proposed Revisions, 2024-OP-011

Director of Public Works

**Resolution: C-2024-178**

**Moved by** Councillor Pettingill

**Seconded by** Regional Councillor Jubb

BE IT RESOLVED THAT Committee receive report 2024-OP-011, and

THAT Committee approve the scope change of removing the Albert Street South location and re-allocate funding in the amount of \$29,250 to Main Street East.

**Amendment:**

**Resolution: C-2024-179**

**Moved by** Regional Councillor Jubb

**Seconded by** Councillor Pettingill

Be it Resolved That Resolution C-2024-178 be amended to include **"That Council request the Director of Public Works to review the Township Sidewalk Master Plan and report back by the end of 2024."**

**CARRIED**

**Amended Main Motion**

**Resolution: C-2024-178**

**Moved by** Councillor Pettingill

**Seconded by** Regional Councillor Jubb

Be It Resolved That Committee receive Report 2024-OP-011, and

THAT Committee approve the scope change of removing the Albert Street South location and re-allocate funding in the amount of \$29,250 to Main Street East; and

That Council request the Director of Public Works to review the Township Sidewalk Master Plan and report back by the end of 2024.

**CARRIED**

**12. Correspondence**

12.1 LEAF-Durham Region Final Report: July 1 2023 - June 30 2024

Durham Region

Communication Number 675/24

**Resolution: C-2024-180**

**Moved by** Councillor Pettingill

**Seconded by** Councillor Campbell

Be It Resolved That Communication Number 675/24, Leaf Durham Region Final Report: July 1, 2023 - June 30, 2024, submitted by Durham Region be received.

**CARRIED**

12.2 Request to Purchase Unopened Road Allowance - Peter Swanton

Communication Number 689/24

**Resolution: C-2024-181**

**Moved by** Regional Councillor Jubb

**Seconded by** Councillor Canavan

Be it Resolved That Communication Number 689/24, as submitted by Peter Swanton, regarding a request to purchase unopened road



allowance be received; and  
That Council forward the request to staff for a report back.

**CARRIED**

12.3 Special Occasion Permit Request - Beaverton Lions Elimination Draw

Beaverton Lions Club  
Communication Number 701/24

**Resolution: C-2024-182**

**Moved by** Councillor Doble  
**Seconded by** Councillor Frank

Be It Resolved That Communication Number 701/24, Special Occasion Permit Request - Beaverton Lions Elimination Draw submitted by the Beaverton Lions Club be received; and  
That Council has no objection to the Beaverton Lions Elimination Draw at the Foster Hewitt Memorial Community Centre, subject to a booking agreement has been completed; and  
That Council has no objection to the selling of alcohol at the Foster Hewitt Memorial Community Centre during the Beaverton Lions Elimination Draw held on September 21, 2024 from 7:00 p.m. to 1:00 a.m.; and  
That Council approves the request subject to the receipt of proof of liability insurance in the amount of \$2,000,000 (2 million) with the Township of Brock named as an additional insured to be provided to staff; and  
That the Beaverton Lions Elimination Draw held on September 21, 2024 be designated an event of municipal significance for the purpose of obtaining the Special Occasion Permit and will be subject to compliance of the Municipal Alcohol Policy; and  
That a site plan, special occasion permit and list of servers be provided to staff prior to the event.

**CARRIED**

12.4 Request for Rent Reduction - Durham Farm and Rural Family Resources

Communication Number 712/24

**Resolution: C-2024-183**

**Moved by** Regional Councillor Jubb  
**Seconded by** Councillor Canavan

Be it Resolved That Communication number 712/24 as submitted by Heather Doner, Durham Farm and Rural Family Resources (DFRFR), with respect to a request for rental reduction at Rick MacLeish Memorial Community Centre, be received; and

That Council directs staff to continue to provide DFRFR with a reduced facility rental rate until the end of 2024.

**CARRIED**

**13. Notice of Motions**

**14. By-Laws**

**Resolution: C-2024-184**

**Moved by** Councillor Canavan

**Seconded by** Councillor Doble

Be it Resolved That By-law Number 3285-2024, be taken as read, enacted and signed by the Mayor and Municipal Clerk.

**CARRIED**

14.1 By-law Number 3285-2024, Fees and Charges

Impose fees for services and activities provided or done by or on behalf of the Township of Brock and for the use of municipal property.

**15. Closed Session**

**Resolution: C-2024-185**

**Moved by** Councillor Campbell

**Seconded by** Councillor Frank

Be it Resolved That Council break for a recess at 12:17 p.m. and then proceed into a Closed Meeting at 12:32 p.m. to discuss the following matters:

- a proposed or pending acquisition or disposition of land by the municipality or local board pursuant to Section 239(2)(c) of the Municipal Act
- Plans and instructions for negotiations Section 239 (2)(k)

**CARRIED**

- 15.1 Draft Sunderland Medical Centre Property Management Agreement  
Clerk/Deputy CAO
- 15.2 Regional Councillor Jubb left the Closed meeting at 1:00 and rejoined at 1:13 p.m.
- 15.3 Establishment of Land Purchase Price
- 15.4 Councillor Frank left the Closed meeting at 1:32 p.m.
- 15.5 Councillor Canavan left the meeting at 1:33 p.m. (Declaration of Pecuniary Interest)
- 15.6 Municipal Commercial Leases - Appraisal Report Review, 2024-GG-024  
Clerk/Deputy CAO

**16. Rise from Closed Session**

Councillor Canavan declared a conflict on this item. (Councillor Canavan declared a conflict of interest with respect to Item 15.6 Municipal Commercial Leases, as she is employed by Brock Community Health Centre, noting that she would leave the meeting prior to discussion and voting on the matter.)

**Resolution: C-2024-186**

**Moved by** Councillor Campbell  
**Seconded by** Councillor Pettingill

Be it Resolved That Council rise & report from Closed Meeting of Municipal Council at 1:44 p.m.; and,

That Council endorse all direction provided to staff, at the Closed Meeting of Municipal Council held on August 12, 2024.

**CARRIED**

**17. Other Business**

None.

**18. Regional Councillor Update**

None.

**19. Public Questions and Clarification**

There were no public questions for clarification.

**20. Confirmation By-law**

By-law Number 3284-2024 to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on August 12, 2024.

**Resolution: C-2024-187**

**Moved by** Councillor Campbell  
**Seconded by** Councillor Pettingill

Be it Resolved That By-law Number 3284-2024, being a By-law to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on August 12, 2024 be taken as read, enacted and signed by the Mayor and Clerk/Deputy CAO.

**CARRIED**

**21. Adjournment**

**Resolution: C-2024-188**

**Moved by** Councillor Campbell  
**Seconded by** Councillor Doble

Be it Resolved That the meeting of Council adjourn at 1:45 p.m.

**CARRIED**

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Mayor

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Clerk