



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Maralee Drake, Deputy Clerk on behalf of the
Position: Support for Community Organizations Committee
(Internal Staff Review Committee)

Title / Subject: Support for Community Organizations – Quarterly Update

Date of Report: December 2, 2024

Date of Meeting: December 16, 2024

Report No: 2024-GG-037

1.0 Issue / Origin

This report is for Council information and provides an update on the foregone revenue (essentially grants to the Community) that the Township is providing to Community Organizations through various facility usage and payment arrangements.

As per Policy F-19 Support for Community Organizations, a report shall be provided to Council on a quarterly basis indicating the following:

- The total number of support requests and corresponding financial implications that have been granted and/or denied by the municipality year to date,
- A summary of requests year to date from all organizations and the corresponding dollar amounts.
- A summary of requests in each category (Section 2.1)

2.0 Background

During the 2024 budget process, Council requested that staff begin tracking and reporting on the free use/reduced rate granted to Community Organizations within the Township.

As part of that initiative, the Support for Community Organizations Policy was [adopted by Council on September 9, 2024](#) to deal with single event requests as one stream of support via the newly established “Special Event Application Form”. As per this policy, an internal staff committee (SCOC) was developed and has a representative from each of the following departments: Clerks, Public Works, Parks and Recreation, and Treasury. The staff committee meets monthly to review the applications submitted and facilitate the requests received.

The secondary stream of tracking the support for community organizations comes from Council approvals for agreements or resolutions pertaining to the following:

- Free Facility Usage
- Reduced Rate Usage
- Fee Exemption Provided
- In-Kind Services Offered

As the tracking for the above noted support is more involved and tends to span over a number of years (i.e. agreements), staff are working on refining the process of collecting the required information.

The information in this report puts a dollar value on the support for community organizations for 2024.

3.0 Analysis

Stream 1: Support for Community Organizations – Special Event Applications:

Since the inception of the policy, the SCOC committee has received, reviewed and approved the following applications/events:

- Cannington Haunted Trail – October 18, 19, 25 and 26, 2024
- Beaverton Legion Remembrance Day Services – November 11, 2024
- Cannington Legion Remembrance Day Services – November 11, 2024
- Sunderland Legion Remembrance Day Service – November 11, 2024
- Beaverton Santa Claus Parade – November 15, 2024
- Beaverton Lions Club Christmas Lights Display – November & December 2024
- Cannington Lions Santa Claus Parade – Saturday November 30, 2024
- Beaverton Lions Christmas Tree Sales – November 22 – December 24, 2024
- Sunderland Santa Claus Parade – December 14, 2024
- Sunderland Maple Syrup Festival – April 5 and 6, 2025
- Beaverton Lions Club Canada Day – July 1, 2025

Requests per Category

Arts, Heritage, and Cultural Organizations – 3
Social Development Organizations – 0
Recreational Organizations - 3
Sports Organizations - 0
Elementary and Secondary Schools – 0
Community Service Groups - 5

The most frequently requested municipal supports are for the following:

- Event space at no cost
- Pylons
- Safety vests
- Road barricades
- Road closures (fee is waived)
- In kind services of staff (putting up banners, moving picnic tables and garbage cans etc.)

Appendix “1” attached is a spreadsheet indicating the specific supports provided for each of the above events with a total monetary value of **\$7,971.69**, which takes into account staff cost where appropriated.

Stream 2: Support for Community Organizations – Council Approvals:

As noted above, Council approvals include agreements or resolutions pertaining to requests for the following categories:

- Free Facility Usage
- Reduced Rate Usage
- Fee Exemption Provided
- In Kind Services Offered

The tables that follow, capture the community organizations being supported and the associated dollar value for each category listed above.

Free Use

Organization	Community Support Provided
Nourish & Develop Foundation	\$920
Sunderland Maple Syrup Festival	\$2,103
Sunderland Ringette Association	\$351
Brock Minor Hockey Association	\$330
Sunderland Agricultural Society	\$4,833
Beaverton Agricultural Society	\$3,096
Brock Board of Trade*	\$88*
Total Free Use Support	\$11,721

*Note: The Brock Board of Trade has used meeting rooms as follows throughout 2024:

- Sunderland Town Hall Board Room – January 17, 2024 and September 18, 2024
- Municipal Office – March 20, 2024, June 19, 2024 and November 20, 2024
- Beaverton Town Hall Meeting Room – May 15, 2024 and October 16, 2024

The current fees and charges by-law does not have a fee associated for use of the Sunderland Town Hall Board Room or the Municipal Office, therefore, the free use schedule above does not reflect a discount for the use of these facilities.

Reduced Rent

Organization	Community Support Provided
Beaverton Town Hall Players	\$12,994
Sunderland Lions Club	\$20,738
Durham Farm & Rural Family Resource	\$5,384
Stonemoor	\$2,346
Beaverton Lions Club	\$2,950
First Act Youth Company	\$3,408
Total Reduced Rent	\$47,820

Fee Exemption

Organization	Discount Provided
Brock Community Health	\$280
Robin Peeters	\$320
Brock Minor Hockey*	\$500*
Beaverton Skating Club	\$500
Total Fee Exemption	\$1,600

*Note: Brock Minor Hockey received a fee exemption for logo advertising for 5 years.

In-Kind Services

Organization	Community Support Provided
LRSCA	\$1,778
Cannington Historical Society	\$774
Brock Minor Hockey	\$203
McCaskill Mills Public School	\$203
North Durham PFLAG	\$485
Beaverton Special Events	\$555
Nourish and Development Foundation	\$203
Beaverton Lions Club	\$191
Sunderland Maple Syrup Festival	\$2,370
Cannington Haunted Attraction	\$1,422
Beaverton Legion	\$191
Sunderland Agricultural Society	\$820

Beaverton Agricultural Society	\$249
Beaverton Legion	\$1,540
Cannington Legion	\$781
Sunderland Legion	\$455
Total In-Kind	\$12,220

Note: Staff did assist in the following events (staff time and equipment), however, their time and equipment usage was not tracked and not included above:

- Cannington Lions Club – Canada Day
- Beaverton Lions Club – Canada Day
- Manilla Community Association – Meet and Greet BBQ
- New Road Cycling Event
- Sunderland Lions Club – Santa Claus Parade
- Beaverton Lions Club – Santa Claus Parade
- Cannington Lion Club – Santa Claus Parade

Agreements

Although not yet captured in a table with associated dollar values, Council should be aware of the agreements that have been in place for some time with community organizations that staff are yet to complete the revised leases for renewal. Those agreements include 2 – agricultural societies, 3 – historical societies, Beaverton Barrel Racing, Durham College, BBOT, Cannington Lawn Bowling, and Cannington Haunted Trail.

As staff formalize these agreements, the applicable dollar value will be tracked and reported to Council.

4.0 Related Policies / Procedures

[F-19 Support for Community Organizations Policy](#) Annual Municipal Budget & Fees & Charges By-law.

5.0 Financial / Budget Assessment

2024 Value of Support to Community Organizations:

The 2024 Budget includes Grant funding of \$6,700 as follows:

- \$700 for Unpaid Use of Township Assets – Free Use Policy
- \$1,000 for Unpaid Use of Township Assets – Per Council Resolution
- \$5,000 for Unpaid Use of Township Assets – Non-Profit Groups

Report No. 2024-GG-017, Support for Community Organizations, recommended a budget allocation of \$75,000.00 for the year 2025. As this year is the first time that the municipality has tracked the financial impact of supports provided, the total value of support provided equals \$81,332.69.

Staff do wish to put a caveat on that value with respect to tracking staff costs, as some of the support provided to community groups did not capture the staffing cost. Moving forward, staff will refine the tracking process to include the staffing cost to give a more accurate value on the support Council provides to community organisations.

Budgetary Request:

The SCOC review committee are concerned with the current inventory of pylons, vests and road barricades. If at any time there is an emergency or multiple events were happening on the same date (example Canada Day), staff would not be able to fulfill the requests of the groups.

It has been suggested that the Township (SCOC), have a dedicated inventory of vests, pylons and barricades. These would be different colour then our current Operations Department inventory and could be branded "Township of Brock Community Event". Having this dedicated inventory would make tracking lost or damaged items more accurate as the exact replacement cost will be known.

In regard to the request for a dedicated inventory, the SCOC respectfully requests Council's approval to utilize \$4,000.00 of the Non-Profit Sector Advisory Committee's 2024 budget. To date, the Non-Profit Sector Advisory Committee (NPSAC) has spent approximately \$300.00 of their \$5,000.00 budget.

5.1 Asset Management

There is no direct impact to asset management, however, should Council approve the requested dedicated inventory of vests, pylons and barricades, those items will be accounted for.

6.0 Climate Change Impacts

There is no direct impact on climate change.

7.0 Communications

Information on the Support for Community Organizations policy and available municipal supports is available on the [municipal website](#) and has been provided via email to community groups.

Staff continue to support local groups by sharing their event details through the following channels: website, recreation guide, social media, events calendars, monthly e-newsletter.

8.0 Conclusion

Staff are hopeful that the newly developed Support for Community Organizations webpage, application form and policy assist local groups with planning their events and clarify the

supports available and municipal requirements. Operationally, it has been a success to have the requests streamlined through a singular channel.

The Township of Brock has supported many organizations across multiple categories which provide recreational and social opportunities for residents and visitors. The continued support of the municipality is vital to the success of local events.

9.0 Recommendation

Be it resolved that Report 2024-GG-037, Support for Community Organizations - Quarterly Update, be received; and

That Council approve \$4,000.00 from the 2024 Non-Profit Sector Advisory Committee budget to be utilized for purchasing a dedicated inventory of vests, pylons and road barricades.