



**The Corporation of the Township of Brock  
Not-For-Profit Sector Review Committee Minutes**

**April 8, 2025  
Virtual Meeting**

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**1. Meeting Link**

**2. Call to Order / Roll Call**

Chair Canavan called the meeting to order at 6:32 p.m. and confirmed the following committee members and staff were present.

**Committee members**

Angela Canavan  
George Ranich  
Sarah Barron  
Karla Enns

**Staff**

Alicia Bagshaw, Recreation and Leisure Coordinator  
Maralee Drake, Deputy Clerk

**Regrets**

Tracy Munusami

**3. Disclosure of Pecuniary Interest and Nature Thereof**

**4. Delegations**

**5. Confirmation of Minutes**

March 18, 2025

Moved by Karla Enns to approve the March 18th NPSAC meeting minutes.

**CARRIED**

**6. General Items**

6.1 2025 Meeting Schedule

The Committee discussed the results of the poll and preferred meeting length,

The group decided that meetings will take place virtually, the second Tuesday of the month at 12:00 p.m.

The Clerk's Assistant will attach a meeting schedule to the next agenda for formal approval, and will send out meeting invites.

6.2 Portable Toilets' for large events

**5.1.2 Equipment Lending (Support for Community Organizations Policy)**

**Approved by Council - September 9, 2024**

Applicants may request use of portable toilets that are already placed at municipality

facilities for their events. Additional portable toilets and/or handwash stations may be

requested and arranged for by the municipality but paid for by the Community

Organization / Non-Profit Group. Requests for servicing of existing portable toilets in

conjunction with the event may be arranged through the municipality but paid for by the

Community Organization / Non-Profit Group.

Councillor Canavan advised there have been concerns from some of the nonprofits about the cost of paying for portable toilets for large community

events. If the organizations are willing to put together an event for the community, then the cost of portable toilets should be covered by the municipality. In larger municipalities, community events such as Canada Day are entirely hosted by the municipality.

George Ranich advised that the Beaverton Lions Club will be in a deficit for the Canada Day event in Beaverton. If a fee is charged for attendance, the organization is not eligible for the grant to assist in covering the cost of the fireworks and that the cost of portable toilets is a large additional cost for the club to cover.

Moved by George Ranich that on an annual basis, for Canada Day community events held on July 1, any non profit group putting on a festival for the community be granted an exemption to the Support for Community Organizations policy, so that the cost to rent portable toilets is to be covered by the municipality.

CARRIED

#### 6.3 April 17 Volunteer Recognition Flag Raising Ceremony

An invitation to the flag raising was sent via email to all non profits and community organizations. Three of those emails have accepted the invite.

The committee expressed concerns with the time of the flag raising, and the Deputy Clerk advised they are scheduled around the availability of Council.

Sarah advised she will put together a speech for the flag raising and asked that a member of the committee can give the speech if she is unable to attend.

#### 6.4 National Volunteer Week Communications

<https://volunteer.ca/national-volunteer-week-2025-campaign-kit/>

Councillor Canavan advised the Volunteer Canada website is a great resource.

The Recreation and Leisure Coordinator noted the committee is responsible for indicating which messaging they would like shared through the Township channels for National Volunteer Week.

Sarah enquired where messaging can be shared to which the Deputy Clerk advised Facebook, X, Instagram, monthly e-newsletter, electronic screens and municipal website.

The committee discussed utilizing the Make Waves resources from the Volunteer Canada website and having groups post a comment or picture to highlight their volunteers.

The Recreation and Leisure Coordinator advised she would draft messaging and provide it to the Communications Coordinator to be shared.

Committee members were asked to share the post and engage to ensure the campaign is a success.

## 6.5 Workplan

The committee reviewed the workplan items as follows:

- Non Profit Day of Recognition - this event is now encompassed in the new Awards of Merit Event. The committee will have a table set up at the event and can offer the closing remarks.
- Non-Profit Day of Recognition Proclamation - this is an ongoing annual flag raising and official proclamation. Organized by staff, the committee is encouraged to attend and ensure local non-profits are aware.
- National Volunteer Week - an annual social media campaign. The committee is responsible for developing messaging to be shared.
- Promotional Volunteer Campaign - Councillor Canavan expressed interest in being assigned to this item and will create messaging and a schedule based around the seasons and events.
- Monitor the State of Volunteerism - the committee will use the results of the survey to compare to the survey results from 2021. The role of this committee is to meet and discuss with local non-profits to identify challenges and provide recommendations to council on how they can be addressed.
  - Further discussion is required to determine if members are interested in attending the AGMs of local non-profits to get a first hand account of any challenges they are facing.

- Survey - the committee will review the questions from the 2021 survey and determine which questions should be asked for a survey in 2025.
- Public Information and Registration Session - questions about such an event are to be added to the survey to gauge interest from the groups. Because of the varying registration methods and timelines, a previous event held for registration was not a success. The committee agreed workshops may be more valuable and that this event not be pursued at this time.
- Workshops - include questions about timing and topics to be covered in the new survey. Utilize the results of the survey to inform workshop topics.
- Policy Review - the new Support for Community Organizations Policy was created. At this time there are no other policies to be addressed by the committee, however members are able to provide consultation on the policy on an ongoing basis.

Councillor Canavan noted she is reviewing the recommendations from the last term of the committee and they seem to align with what this committee is working on.

## 6.6 Survey

The last survey for non-profits was conducted in 2021.

Staff will provide a copy of the results and questions from that survey. Committee members are to review the information and at the next meeting work on what should be included in the 2025 survey, ensuring the questions are focused on gathering valuable and actionable information.

## 7. Other Items & Inquiries

Councillor Canavan advised she would send out the list of non-profit organizations to the committee. Members are to indicate which group they will be responsible for following up with regarding any municipal events and communications. The committee discussed the importance of the face to face follow up to ensure the non profit groups are informed.

### 7.1 New Business

Karla enquired the membership status and the Deputy Clerk advised no applications have been received. Committee members are encouraged to share within their networks to recruit new members.

The Deputy Clerk enquired if any committee members attended the training from Durham Region. Karla advised she would follow up with the Nourish and Develop Foundation to hear about their experience.

7.2 Next Meeting

Tuesday May 13th at 12:00 p.m.

**8. Adjournment**

Moved by Sarah to adjourn the NPSAC meeting at 7:24 p.m.

**CARRIED**