



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

**December 6, 2021  
Virtual Meeting**

Members Present: Mayor John Grant  
Regional Councillor Smith  
Ward 1 Councillor Michael Jubb  
Ward 2 Councillor Claire Doble  
Ward 3 Councillor Walter Schummer  
Ward 4 Councillor Cria Pettingill  
Ward 5 Councillor Lynn Campbell

Staff Present: CAO, Ingrid Svelnis  
Clerk/Deputy CAO Fernando Lamanna  
Deputy Clerk Maralee Drake  
Clerk's Assistant Deena Hunt  
Fire Chief Rick Harrison  
Director of Public Works Paul Lagrandeur  
Chief Building Official Richard Ferguson  
Interim Director of Finance/Treasurer Sheila Strain  
Planner Debbie Vandenakker

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**1. Call to Order & Moment of Silence - 10 :00 a.m.**

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

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

Chief Building Official Richard Ferguson joined the meeting at 10:02 am.

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

**3.1 Mayor Grant - Report 2021-TED-003, Recommendations and Budget Considerations for Tourism in Brock**

Mayor Grant advised that he operates a Bed and Breakfast and has a conflict of interest with portions of Report 2021-TED-003. Mayor Grant did not participate in any discussion or vote on the matter.

**4. Closed Session**

**5. Rise from Closed Session**

**6. Matters from Closed Session**

**7. Presentations**

**7.1 Durham Region Transit in Brock Today**

Christopher Norris, Deputy General Manager, Durham Region Transit provided a presentation entitled Durham Region Transit - Brock Township which included:

- Key Strategies
- Ridership change
- Transit in Brock Township - Rural On Demand provides service to all of Brock Township from their curbed address within the On Demand area or connections to DRT/GO routes
- Specialized transit is available for eligible customers
- Most travelled patterns in Brock Township
- Connecting with Route 905; GO 71; On Demand to Pickering Parkway Terminal/GO; On Demand to York Region Transit

- On Demand Fare Payment: pay cash on vehicle, Presto card, Presto E ticket

Councillor Doble left the meeting at 10:29 a.m.

## 7.2 Envision Durham Overview

Durham Region representatives from Policy Planning & Special Studies in attendance were Jonah Kelly, Principal Planner, Kiersten Allore-Engel, Senior Planner, and Michael Blake, Senior Planner, Policy Planning & Special Studies.

Jonah Kelly provided a presentation for Envision Durham which outlined the Regional Official Plan Review process.

- Provincial Plan and policy conformity
- discussion paper submissions from lower tier municipalities
- public engagement
- Proposed Policy Directions:
  - Prosperous Economy, Healthy Communities, Supportive Infrastructure, Vibrant Urban System, Thriving Rural System, Protected Greenlands System, Connected Transportation System
- Growth Management Study process - Phase 1: Land Needs Assessment (LNA), Growth Forecast, Employment Area Conversions; Phase 2: Evaluate and recommend any required settlement area boundary expansions
- Next steps: December 2021 - Employment Area conversions; 2022 - Natural Heritage System & Provincial Agricultural System Mapping, Update on LNA alternative growth scenario analysis, Phase 1 LNA Summary Recommendations, Commence Phase 2 of Growth Management Study – geographic allocations of growth; Draft new Regional Official Plan

Councillor Doble rejoined the meeting at 10:55 a.m.

### **Resolution: 1-11**

**Moved by** Councillor Campbell

BE IT RESOLVED THAT Committee of the Whole recess at 11:24 a.m.

**CARRIED**

**8. Delegations**

None.

**9. Sub-Committees**

Mayor Grant reconvened the meeting at 11:34 a.m. with the same members of Council and staff in attendance.

**9.1 Parks, Recreation and Facilities Committee**

Chair: Councillor Jubb

**9.1.1 Presentation and Report: 2021-PRF-011, Recommendations and Budget Considerations for the Beaverton Harbour**

Beaverton Harbour Advisory Committee (BHAC) members Christine Dukelow, Chair and Randy Straeten, Vice-Chair provided a presentation with respect to BHAC's final report to Council which outlined their tasks, timelines, objectives and recommendations.

**Resolution: 2-11**

**Moved by** Councillor Pettingill

BE IT RESOLVED THAT the Beaverton Harbour Advisory Presentation and Report 2021-PRF-11, BHAC Final Report – Recommendations and Budget Considerations for the Beaverton Harbour be received, and

THAT Council refer the committee's recommendation regarding the Harbour acquisition to staff for ongoing discussions with the Federal Government, reporting back as required; and

THAT Council refer the committee's recommendation regarding the creation of a Harbour Master Plan to the 2022 Budget deliberations; and

THAT Council refer the committee's recommendation regarding the Boat House Leases to staff for consideration of any Harbour Master Plan discussions or renewals; and

THAT Council approve the committee's recommendation regarding the continuation of Community Garden by the Beaverton Horticultural Society; and

THAT Council refer the committee's list of short-term projects to the 2022 Budget deliberations; and

THAT Council thank the Members of the Beaverton Harbour Advisory Committee for their dedication and excellent work.

**CARRIED**

9.1.2 Brock Environmental Advisory Committee - Workplan 2021

Council requested that BEAC review what other agencies (eg. OMAFRA, LSRCA, Durham Region) are providing to eliminate duplicate efforts with respect to environmental projects in Brock.

**Resolution: 3-11**

**Moved by** Councillor Pettingill

BE IT RESOLVED THAT Communication Number 1346 submitted by Brock Environmental Advisory Committee (BEAC) be deferred to January 2022; and

THAT Council request that BEAC review the Workplan to identify any budgetary requirements and eliminate any duplicate efforts from other agencies.

**DEFERRED**

9.1.3 Report 2021-PRF-013, Hall Re-Opening

**Resolution: 5-11**

**Moved by** Councillor Campbell

BE IT RESOLVED THAT Report Number 2021-PRF-013 be received, and

THAT council approve the COVID Safety Plan & Hall Protocols and open facilities for rentals on January 3, 2022.

**CARRIED**

9.1.4 Report 2021-PRF-O12, Accessible Beach Access Points

**Resolution: 6-11**

**Moved by** Councillor Campbell

BE IT RESOLVED THAT REPORT 2021-PRF-012 be received for information and

THAT the request to purchase two accessible beach access mats be referred to 2022 budget discussions.

**CARRIED**

**Resolution: 7-11**

**Moved by** Regional Councillor Smith

BE IT RESOLVED THAT Committee of the Whole break for a recess at 1:15 p.m.

**CARRIED**

9.2 Finance Committee

Chair: Councillor Schummer

Mayor Grant reconvened the meeting at 2:00 p.m.

Councillor Campbell did not return to the COW meeting and provided notice to Mayor Grant.

9.2.1 Report 2021-FI-013, Update of Capital Projects, Reserves and Reserve Funds, 2021-FI-013

**Resolution: 8-11**

**Moved by** Regional Councillor Smith

1. That Council receive report 2021-FI-013, Update of Capital Projects, Reserve and Reserve Funds for information and;

2. That Council approve the following funding recommendations for completed capital accounts to be closed:

1. Uncommit the following funding:

- Development Charges Reserve Fund \$42,491.39
- Capital Reserve Fund-Veh/Equip Replacement \$132,492.08

2. Funding transfer to / from

- Rate Stabilization Reserve – transfer to \$4,688.29

- Rate Stabilization Reserve – transfer from \$(15,564.40)
3. That Council approve the following funding recommendations for the closing of capital accounts for future budget consideration:
1. Capital project Small Craft Harbours – Dredging
    - Transfer \$31,989.00 from Committed Capital Reserve to Capital Reserve Fund – Harbour
      - ii. Approve operating budget transfers to Committed Capital Reserve as follows:
        - Lakeshore Road Erosion\$ 10,000.00
        - Municipal Drain Cleaning\$ 25,000.00

**CARRIED**

9.3 Operations Committee

Chair: Councillor Pettingill

9.3.1 Report 2021-CO-046 Yellow line

**Resolution: 9-10**

**Moved by** Councillor Doble

BE IT RESOLVED THAT Report 2021-CO-046 be received for information; and,  
THAT the yellow line on the Beaches Road be maintained.

**CARRIED**

9.4 Tourism & Economic Development Committee

Chair: Councillor Doble

9.4.1 Report 2021-TED-003, Recommendations and Budget Considerations for Tourism in Brock

Mayor Grant declared a conflict on this item. (Mayor Grant advised that he operates a Bed and Breakfast and has a conflict of interest with portions of Report 2021-TED-003. Mayor Grant did not participate in any discussion or vote on the matter.)

**Resolution: 10-11**

**Moved by** Councillor Jubb

BE IT RESOLVED THAT Report Number 2021-TED-003, entitled Recommendations and Budget Considerations for Tourism in Brock, be received, and

THAT Council forward the request for \$25,000 for a permanent tourism website, including annual operating expenses, to the 2022 Budget Deliberations; and

THAT Council endorse in principle, the request to obtain the rights to the title of “Small Mouth Bass Capital of Canada” and include all associated costing in the 2022 Budget Deliberations; and

THAT Council forward the request for \$10,000 to assist with marketing the “Back Roads of Brock Program”, to the 2022 Budget Deliberations; and

THAT Council forward the request for a permanent Tourism Coordinator Position to the 2022 Budget Deliberations.

**CARRIED**

9.5 Protection Services Committee

Chair: Councillor Campbell (absent)

**Resolution: 11-11**

**Moved by** Councillor Schummer

BE IT RESOLVED THAT Mayor Grant be appointed as Chair of the Protection Services Committee in the absence of Chair Councillor Campbell.

**CARRIED**

9.5.1 Changes to the Burn Bylaw, 2021-PS-024

**Resolution: 12-11**

**Moved by** Councillor Pettingill



BE IT RESOLVED THAT Report 2021-PS-024 be received for information and that Council approve and endorse the changes to the Burn By-Law as outlined in the report.

**CARRIED**

9.5.2 Nourish & Develop Foundation Free Use of Space, 2021-PS-025

**Resolution: 13-11**

**Moved by** Councillor Pettingill

BE IT RESOLVED THAT Report Number 2021-PS-025 be received for information; and

THAT staff grant Nourish and Develop Foundation the indoor use of the Manilla Hall & Wilfrid Hall upon its reopening.

**Amendment:**

**Resolution: 14-11**

**Moved by** Councillor Pettingill

THAT the resolution be amended to include 'that free use be granted until the end of winter in 2022 with staff revisiting the overall plan'.

**CARRIED**

**Resolution: 13-11**

**Moved by** Councillor Pettingill

BE IT RESOLVED THAT Report Number 2021-PS-025 be received for information; and

THAT staff grant Nourish and Develop Foundation the indoor use of the Manilla Hall & Wilfrid Hall upon its reopening; and

THAT free use be granted until the end of winter in 2022 with staff revisiting the overall plan.

**CARRIED**

9.6 General Government Committee

Chair: Mayor Grant

9.6.1 Job Evaluation and Salary Administration Policy, 2021-GG-014

**Resolution: 15-11**

**Moved by** Councillor Doble

BE IT RESOLVED THAT report 2021-GG-014 be received for information; and

THAT the new Job Evaluation Policy and Procedure be adopted by the Township of Brock; and

THAT the new Salary Administration Policy and Procedure be adopted by the Township of Brock.

**CARRIED**

9.6.2 Report 2021-GG-015 Vacation Carry Over Policy

**Resolution: 16-11**

**Moved by** Councillor Schummer

BE IT RESOLVED THAT, Council receive and approve Report 2021-GG-015 Vacation Carry Over Policy; and

THAT Council direct senior staff to ensure the policy details are communicated with all staff who receive annual vacation allotment.

**CARRIED**

9.7 Building and Planning Committee

Chair: Regional Councillor Smith

9.7.1 Report 2021-PCA-027 Building-Planning E-Permitting Software

Councillor Jubb left the meeting at 2:45 p.m.

**Resolution: 17-11**

**Moved by** Councillor Doble

BE IT RESOLVED THAT subject to successful negotiation of terms, Council approve the Township to Sole Source Purchase, under Procurement By-law 1912-2004-FI, Section 8.(11)(vi) to enter into a five-year contract with Cloudpermit for the building module, planning module and annual subscription fees.

**CARRIED**

**10. Other Business**

Committee members identified recent and upcoming community events.

**11. Public Questions and Clarifications**

None.

**12. Adjournment**

**Resolution: 18-11**

**Moved by** Councillor Doble

BE IT RESOLVED THAT the meeting of Council adjourn at this time 2:55 p.m.

**CARRIED**

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Mayor

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Clerk