



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

**June 27, 2022
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 Janean Currie
Clerk's Assistant Deena Hunt
Clerks Assistant Stefanie Stickwood
Director of Finance and Treasurer Lisa Chen
Fire Chief Rick Harrison
Director of Public Works Paul Lagrandeur
Chief Building Official Richard Ferguson
Manager Facilities and IT, R. Wayne Ward
Interim Director of Finance/Treasurer Sheila Strain
Planner Debbie Vandenakker

1. Call to Order & Moment of Silence - 1:00 p.m.

Mayor Grant called the meeting to order at 1:00 p.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 Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

3. Disclosure of Pecuniary Interest and Nature thereof

None

4. Presentations

4.1 Brock Economic Development Advisory Committee Final Presentation

Colleen Davidson, Chair for the Brock Economic Development Advisory Committee, provided a slideshow presentation which included:

- an overview of the committee
- previous accomplishments of BEDAC
- summary of actions 2021 to 2022
- Brock Business Survey (see Report 2022-TED-004 later in the meeting)
- challenges and successes of the committee
- committee recommendations for Council consideration

4.1.1 Report 2022-TED-002 - Brock Economic Development Advisory Committee – Review and Update of Committee Activities

Planner

Resolution: COW-2022-092

Moved by Councillor Pettingill

BE IT RESOLVED THAT the presentation by the Brock Economic Development Advisory Committee and Report 2022-TED-002, Brock Economic Development Advisory Committee – Review and Update of Committee Activities be received.

CARRIED

4.2 Brock Environmental Advisory Committee Final Presentation

Jennifer Cowan, Chair for the Brock Environmental Advisory Committee, provided a slideshow presentation which included:

- an overview of the committee
- summary of actions 2021 to 2022
- Campaign - No Mow May
- challenges and successes of the committee
- committee recommendations for Council consideration

4.2.1 Report 2022-PCA-010 - BEAC Final Report to Council

Brock Environmental Advisory Committee

Resolution: COW-2022-093

Moved by Regional Councillor Smith

BE IT RESOLVED THAT the presentation by the Brock Environmental Advisory Committee and Report 2022-PCA-010, BEAC Final Report to Council be received.

CARRIED

5. Delegations / Petitions

5.1 Business Advisory Centre Durham - Digital Main Street

Teresa Shaver, CEO, Business Advisory Centre Durham (BACD) introduced Daisy Raudales, Digital Services Support Representative for Brock and provided a slideshow presentation which included:

- BACD objectives
- start up business programs - Summer Company and DMS shopHERE
- growth business programs - Modern CEO, Starter Company, and Digital Main St.
- details for the Digital Main St. program and contact information

Resolution: COW-2022-094

Moved by Councillor Jubb

BE IT RESOLVED THAT the presentation by Teresa Shaver, Orzala Quddusi, and Daisy Raudales, Business Advisory Centre Durham with respect to Digital Main Street be received.

CARRIED

6. Closed Session

Resolution: COW-2022-095

Moved by Councillor Schummer

BE IT RESOLVED THAT Committee of the Whole proceed into a Closed Meeting at 1:37 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
- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Section 239(2)(e) of the Municipal Act
- for the purpose of educating or training members pursuant to Section 239(3.1) of the Municipal Act

CARRIED

- 6.1 Municipal Infrastructure - Blackwater Bridge Litigation
- 6.2 Durham Region - Development Charges Bylaw - Beaverton Supportive Housing
- 6.3 Dog Owner's Liability Act (DOLA) - Prosecution & Education
- 6.4 Verbal Update - Minor Variance OLT Appeal Application No. A-4/22
- 6.5 Proposed Sale of Surplus Lands Ball Avenue East
- 6.6 Closed Session Attendance

Councillor Jubb left the meeting at 2:45 p.m. and rejoined the meeting at 3:10 p.m.

7. Rise from Closed Session

Resolution: COW-2022-096

Moved by Councillor Campbell

BE IT RESOLVED THAT Committee of the Whole rise & report from the Closed meeting at 4:16 p.m.; and
THAT Committee of the Whole endorse all direction provided to staff at the Closed meeting held on June 27, 2022.

CARRIED

Resolution: COW-2022-097

Moved by Regional Councillor Smith

BE IT RESOLVED THAT Committee break for a recess at 4:16 p.m.

CARRIED

8. Sub-Committees

Mayor Grant reconvened the Committee of the Whole meeting at 4:30 p.m. and a quorum was present.

Resolution: COW-2022-098

Moved by Councillor Doble

BE IT RESOLVED THAT the reports listed in Section 8 Sub-Committees be approved save and except Report Numbers 2022-FI-008, 2022-FI-010, 2022-FI-011, 2022-PRF-009, 2022-PRF-008, 2022-FI-009, 2022-TED-010, and 2022-GG-022.

CARRIED

8.1 Finance Committee (Councillor Schummer - Chair)

8.1.1 Report 2022-FI-008 - Procurement Policy

Sheila Strain CPA, CGA
Accountant

Resolution: COW-2022-099

Moved by Councillor Schummer

BE IT RESOLVED That Report 2022-FI-008, Procurement Policy, be received; and
THAT Council approve the Procurement Policy, in principle, to allow for the development of procedures and templates.

CARRIED

8.1.2 Report 2022-FI-010 - 2021 Reserves, Reserve Funds and Trust Funds

Director of Finance and Treasurer

Resolution: COW-2022-100

Moved by Councillor Schummer

BE IT RESOLVED THAT Report 2022-FI-010, Reserves, Reserve Funds and Trust Funds be received.

CARRIED

8.1.3 Report 2022-FI-011 - May 2022 Financial Results

Director of Finance and Treasurer

Resolution: COW-2022-101

Moved by Councillor Schummer

BE IT RESOLVED THAT Report 2022-FI-011, May 2022 Financial Results be received.

CARRIED

8.2 Operations Committee (Councillor Pettingill - Chair)

8.2.1 Verbal Update - Operations programs

The Director of Public Works provided an update with respect to the status of the works current programs.

8.3 Parks, Recreation and Facilities Committee (Councillor Jubb - Chair)

8.3.1 Report 2022-PRF-009 - Inflatables in the Park - Camp

Recreation and Leisure Coordinator

Resolution: COW-2022-102

Moved by Councillor Schummer

BE IT RESOLVED THAT staff Report 2022-PRF-009 Inflatables in the Park - Camp, be received; and

THAT Committee support the request to allow an inflatable amusement for the end of the camp season; and

THAT Committee direct staff to present the COW recommendation at the June 27th Council meeting for ratification.

CARRIED

8.3.2 Report 2022-PRF-008 - Arena Maintenance

Facilities Manager

Resolution: COW-2022-103

Moved by Regional Councillor Smith

BE IT RESOLVED THAT Report 2022-PRF-008, Arena Maintenance be received; and

THAT Committee approve the allocation of additional funding to cover the costs of preventative maintenance and necessary repairs for the refrigeration systems at all three arenas as part of year end adjustments, and;

THAT Committee approve the allocation of this additional funding from the Arena Reserve Fund, and:

THAT this be approved at the Council meeting on June 27, 2022.

CARRIED

8.3.3 Report 2022-PRF-010 - Digital Recreation and Community Guide

Recreation and Leisure Coordinator

Resolution: COW-2022-104

BE IT RESOLVED THAT staff report 2022-PRF-010, Digital Recreation and Community Guide be received; and

THAT Committee support the request to move to a digital platform for the Recreation and Community Guide; and

THAT staff be directed to prepare for a Fall/Winter 2022-2023 digital Recreation and Community Guide.

8.3.4 Report 2022-FI-009 - Arenas – Cost of Ownership Study

Director of Finance and Treasurer

Resolution: COW-2022-105

Moved by Councillor Campbell

BE IT RESOLVED THAT Report 2022-FI-009, Arenas - Cost of Ownership study be received; and

THAT staff be authorized to engage consultants to provide a financial assessment of Arena operations and asset management requirements; and

THAT staff report back to Council the financial assessment results in early 2023.

CARRIED

8.4 Tourism & Economic Development Committee (Councillor Doble - Chair)

8.4.1 Report 2022-TED-010 - BEDAC Resolution regarding signage and planning information

Planner

Resolution: COW-2022-106

Moved by Councillor Jubb

BE IT RESOLVED THAT Report 2022-TED-010, BEDAC resolution regarding signage and planning information be received; and

THAT staff investigate ownership of the old Cannington BIA sign and reach out to Brock Board of Trade in regards to possible interest in ownership; and

THAT staff provide yearly updates to BEDAC on infrastructure update reports.

CARRIED

8.4.2 Report 2022-TED-004 - Brock Business Survey Program Update

Resolution: COW-2022-107

BE IT RESOLVED THAT Report Number 2022-TED-004, Brock Business Survey Program Update be received.

8.5 Protection Services Committee (Councillor Campbell - Chair)

8.5.1 Report 2022-PS-006 - Tender B-2022-FD-01 Fire Station Renovations

Fire Chief

Resolution: COW-2022-108

BE IT RESOLVED THAT report 2022-PS-006, Tender B-2022-FD-01 Fire Station Renovations be received; and THAT staff be authorized to proceed with recommendation of awarding the tender to Silver Birch Contracting Ltd. in the amount of \$106,700.00 (excluding HST).

8.6 Building and Planning Committee (Regional Councillor Smith - Chair)

None

8.7 General Government Committee (Mayor Grant- Chair)

8.7.1 Report 2022-GG-019 - Annual Health and Safety Policy Review

Clerks Assistant/Facilities Manager

Resolution: COW-2022-109

BE IT RESOLVED THAT Report 2022-GG-019, Annual Health and Safety Policy Review be received; and THAT the policy be adopted and approved for the year 2022 by Council at their meeting held on July 25, 2022.

8.7.2 Report 2022-GG-021 - Workplace Violence and Harassment Policy - Annual Review

CAO

Resolution: COW-2022-110

BE IT RESOLVED THAT Report 2022-GG-021, Workplace Violence and Harassment Policy - Annual Review be received; and THAT the policy be adopted and approved for the year 2022 by Council at their meeting held on July 25, 2022.

8.7.3 Report 2022-GG-022 - Video Surveillance Policy

Manager Facilities and IT

Resolution: COW-2022-111

Moved by Councillor Schummer

BE IT RESOLVED THAT committee approve the Video Surveillance Policy; and

THAT the policy be adopted and approved by Council at their meeting held on July 25, 2022.

CARRIED

9. Other Business

The Clerk/Deputy CAO advised that Committee of the Whole may wish to ratify all June 27, 2022 Committee of the Whole resolutions at the Council meeting this evening, June 27, 2022.

Resolution: COW-2022-112

Moved by Councillor Campbell

BE IT RESOLVED THAT the recommendations from the Committee of the Whole Meeting on June 27, 2022 be ratified at the June 27, 2022 Council meeting.

CARRIED

10. Public Questions and Clarification

None

11. Adjournment

Resolution: COW-2022-113

Moved by Councillor Campbell

BE IT RESOLVED THAT the Committee of the Whole meeting adjourn at 5:51 p.m.

CARRIED

Mayor

Clerk