



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

**April 24, 2023
Virtual Meeting**

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, Ingrid Svelnis
Clerk/Deputy CAO Fernando Lamanna
Clerk's Assistant Deena Hunt
Clerk's Assistant Stefanie Stickwood
Director of Finance/Treasurer Trena DeBruijn
Director of Public Works Paul Lagrandeur
Manager Facilities and IT, R. Wayne Ward
Director Development Services Robin Prentice
Chief Building Official Chris Robinson
Recreation and Leisure Coordinator Alicia Bagshaw
Fire Chief Rick Harrison

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- 1. Zoom Link (Agenda only)**
 - 2. Call to Order & Moment of Silence - 3:00 p.m.**

Mayor Schummer called the meeting to order at 3:04 p.m. and a quorum was present.

Council and staff welcomed Trena DeBruijn, Director of Finance/Treasurer, and Chris Robinson, Chief Building Official.

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

Ward 3 Councillor Canavan provided the following statement:

I wish to advise my fellow Council members and residents of Brock Township, that after seeking legal advice from our Integrity Commissioner regarding conflicts of interest, I should have declared a conflict of interest with respect to:

1. Committee of the Whole agenda February 27, 2023, Item 7.6.1 Brock Community Health Centre Request for a Partial Development Charge Refund.
2. Committee of the Whole agenda March 13, 2023, Item 6.2 Delegation Cannington Haunted Attraction - Request to build a Storage Shed.
3. Committee of the Whole agenda March 27, 2023, Item 7.3.2 Cannington Haunted Attraction.

As these matters have been dealt with by Council, my formal declaration at those times would not have altered Council's decision. Moving forward, I will ensure to make formal declarations as required and abstain from participating in the Council discussions or voting on the matter, should these matters come before Council again.

5. Closed Session

Resolution: COW-2023-109

Moved by Councillor Pettingill

BE IT RESOLVED THAT Committee of the Whole proceed into a Closed Meeting at 3:08 p.m. to discuss the following matters:

- 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
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act

CARRIED

6. Rise from Closed Session

Resolution: COW-2023-110

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT Committee of the Whole rise & report from Closed Meeting at 3:44 p.m.; and,
THAT Committee endorse all direction provided to staff, at the Closed Meeting of Committee of the Whole, held on April 24, 2023.

CARRIED

7. Presentations

7.1 Core Service Review - Performance Concepts Consulting

Communication Number 214/23

Todd MacDonald, Tony Quirk, and Michelle Casavecchia-Somers, Performance Concepts Consulting Inc. provided a Core Service Review presentation focussed on 'Situation Analysis' which included:

- 2020 Modernization Review - service delivery mandate nearing full implementation
- 2023 Core Service Review (CSR):
 - deliverable services portfolio to be reviewed
 - service delivery Key Performance Indicators (KPI) to be developed
 - the CSR to be a guide for Council for existing and possible new services
 - supports staff execution of Council strategic priorities

- Brock has a strong financial balance sheet and reserves
- Durham Region anticipates slow steady growth in Brock
- Strategic Priorities and Council members perspectives:
 - core services are delivered but some residents want more enhanced discretionary services
 - re-organized staff works as a dedicated team
 - website and social media communications could be enhanced
 - acknowledge the ongoing challenge of 3 settlement areas and programs/services in each town
 - limited ability to grow taxable assessment base due to servicing constraints
 - enhance by-law enforcements to address ongoing infractions to reduce complaints
 - agreeable to shared service delivery with other North Durham municipalities
 - aware of aging infrastructure
 - requesting modernized operations
- Amalgamation of Brock in 1974
 - staffing and operations were amalgamated
 - non-amalgamated multiple assets remain throughout the 3 settlement areas
 - road network systemically underfunded for sustainable life-cycle replacement
 - July 2025 deadline - asset management plan requires amounts assigned based on the service levels desired
 - at least \$25 million unfunded liability of Township assets (triplet-based model) include:
 - road network
 - replacing 2 arenas
 - replacing 3 fire stations

- replacing 2 libraries
- the 1974 amalgamation should be completed by integrating the facilities
- benchmark comparative of Scugog and Uxbridge
- Doing the Right Things:
 - One Brock - one set of core facilities where appropriate
 - proactively address the reality of unfunded capital liabilities
 - free-up fiscal capacity to address Council's evolving goals

Core Service Review Principles:

1. Key Performance Indicators and Service Levels completed by staff and target setting with Council input
2. Triaging services informed by fiscal constraints - Capital commitments versus Operations commitments
3. Council Branding Session
4. Strategic Priority Setting

Committee members provided the following enquiries:

- how will the Waterfront Area and Open Space Plan and the Recreation Master Plan be incorporated into Core Services Review
- use of debenture to achieve goals
- how to address future maintenance requirements for the Sunderland Memorial Arena
- is asset management the focus of current core service reviews
- examples of borderless service sharing opportunities and feasibility (Durham and other Regions)

Resolution: COW-2023-111

Moved by Councillor Pettingill

BE IT RESOLVED THAT Communication 214/23 Core Services Review - Situational Analysis presented by Performance Concepts be received.

CARRIED

7.2 Brock Business Toolkit - Durham Region

Glen Macfarlane, Rural Economic Development Specialist, Durham Region, provided a presentation overviewing the newly created Brock Business Toolkit which included:

- Council endorsed the Brock Business Toolkit in February 2023
- the Brock Business Toolkit provides information in a centralized location on the Township's website utilizing links to business resources for the business community
- TownshipOfBrock.ca/BusinessToolkit
- the information will be updated regularly
- a social media campaign will introduce the toolkit and promotional postcards will be circulated to the libraries and Brock Board of Trade

Council provided the following questions:

- how do businesses get listed on the 'Downtowns of Durham' business directory
- what is Digital Mainstreet Funding
- does the Region track success rates of new businesses

7.2.1 Report 2023-GG-015 - Online Brock Business Toolkit

Glen Macfarlane, Rural Economic Development Specialist, Region of Durham

Resolution: COW-2023-112

Moved by Councillor Canavan

BE IT RESOLVED THAT Report 2023-GG-015, Online Business Toolkit and presentation from the Region of Durham be received.

CARRIED

8. Delegations / Petitions

None.

9. Sub-Committees

9.1 Finance Committee (Mayor Schummer - Chair)

9.1.1 Report 2023-FI-004 - Tile Drainage Loan Application - Chris Vestergaard - B1160 Concession 3, Beaverton

Clerk's Assistant

Resolution: COW-2023-113

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT Report 2023-FI-004, Tile Drainage Loan Application submitted by Chris Vestergaard for the property B1160 Concession 3, Beaverton be received; and

THAT Council approve the tile drain loan and pass the required rating by-law 3183-2023; and

THAT Council approve that the By-law 1785-2002-FI funds of \$22,300.00 be depleted in its entirety and the remaining balance of the loan of \$19,400.00 be withdrawn from the balance of By-law 2153-2008-FI leaving a remainder of \$122,400.00 on the borrowing by-law; and

THAT Staff submit the Rating By-law 3183-2023 and Schedule A to the Region of Durham and the Ministry of Agriculture, Food and Rural Affairs; and

THAT this recommendation be brought forward for Council approval on the meeting of April 24, 2023.

CARRIED

9.2 Operations Committee (Councillor Pettingill - Chair)

There was no correspondence for consideration.

9.3 Parks, Recreation and Facilities Committee (Councillor Campbell - Chair)

9.3.1 Report 2023-PRF-010 - Boat Launch and Harbour Students

Manager Parks, Recreation, Facilities and IT

Resolution: COW-2023-114

Moved by Councillor Doble

BE IT RESOLVED THAT Committee receive Report 2023-PRF-010, Boat Launch and Harbour Students be received; and

THAT committee direct staff to post for summer employment for the

position of Tourist Information Officer; and
THAT this position be trained to address persons who refuse to pay
and other duties that are allowed to add value down at the Harbour
but to not contravene the collective agreement; and
THAT this position be reviewed as a part of the Waterfront Area
and Open Space Plan, and
THAT this recommendation be brought forward for Council
approval on the meeting of April 24 2023.

CARRIED

9.3.2 Report 2023-PRF-011 - Recreation Guide Print Copies

Recreation and Leisure Coordinator

Committee provided direction to staff to investigate postcards,
subject to available budget funding, prior to the preparation of the
fall guide and provide information to Council.

Resolution: COW-2023-115

Moved by Councillor Canavan

BE IT RESOLVED THAT Report 2023-PRF-011, Recreation Print
Copies be received; and
THAT committee denies the request to eliminate the printed copies
of the Recreation and Community Guide.

Amendment:

Resolution: COW-2023-116

Moved by Councillor Canavan

THAT Resolution COW-2023-115 be amended to include 'That the
Recreation Guide continue to be printed with staff exploring
something economically friendly'.

CARRIED

Amended Main Motion

Resolution: COW-2023-115

Moved by Councillor Canavan

BE IT RESOLVED THAT Report 2023-PRF-011, Recreation Print Copies be received; and
THAT committee denies the request to eliminate the printed copies of the Recreation and Community Guide; and
THAT the Recreation and Community Guide continue to be printed with staff exploring something economically friendly.

CARRIED

Resolution: COW-2023-117

Moved by Councillor Pettingill

BE IT RESOLVED THAT Committee of the Whole break for a recess at 6:00 p.m. and reconvene following the scheduled Council meeting at 6:00 p.m.

CARRIED

9.4 Tourism & Economic Development Committee (Councillor Frank - Chair)

Mayor Schummer reconvened the meeting at 7:00 p.m. and a quorum was present.

There was no correspondence for consideration for the Tourism & Economic Development Committee.

9.5 Protection Services Committee (Councillor Canavan - Chair)

9.5.1 Report 2023-PS-010 - Fire Department Responses-2023-Q1

Fire Chief

Resolution: COW-2023-118

Moved by Councillor Campbell

BE IT RESOLVED THAT Report 2023-PS-10, Fire Department Responses-2023-Q1 be received.

CARRIED

9.6 Development Services Committee (Councillor Doble - Chair)

There was no correspondence for consideration.

9.7 General Government Committee (Regional Councillor Jubb - Chair)

9.7.1 Report 2023-GG-014 - Film Policy Update

Deputy Clerk

Resolution: COW-2023-119

Moved by Councillor Doble

BE IT RESOLVED THAT Report 2023-GG-014, Film Policy Update be received.

CARRIED

9.7.2 Report 2023-GG-013 - Report to Public on Financial Filing Compliance

Clerk/Deputy CAO

Resolution: COW-2023-120

Moved by Councillor Frank

BE IT RESOLVED THAT Report 2023-GG-013, Report to Public on Financial Filing Compliance be received.

CARRIED

9.7.3 Advisory Committees - Update

The Clerk advised that staff re-advertised for applicants for Brock Accessibility Advisory Committee (BAAC), Tourism Advisory Committee, and the Non Profit Sector Advisory Committee with no success. He noted that BAAC is a Statutory Committee, with a requirement of 5 members according to the Terms of Reference, and only 4 applications were received. He advised that he would canvass local agencies for BAAC membership.

9.8 Climate Committee (Councillor Pettingill - Chair)

There was no correspondence for consideration.

10. Other Business - Mayor Schummer

- a. As there is no Brock Economic Development Advisory Committee, the Brock Board of Trade are willing to act as an advisory body to Council noting that a brief letter of understanding would be created.
- b. He would be meeting with the Ministry of Transportation regarding Brock issues such as Sunderland access to businesses off Highway 12, Beaverton Right-in Right-out on Highway 12, and the Beaverton train station regarding the Ontario Northland Train route.

11. Public Questions and Clarification

There were no public questions for clarification.

12. Adjournment

Resolution: COW-2023-121

Moved by Councillor Frank

BE IT RESOLVED THAT the Committee of the Whole meeting adjourn at 7:25 p.m.

CARRIED

Mayor

Clerk