

**The Corporation of the Township of Brock  
Committee of the Whole Agenda  
Municipal Administration Building**

**Session One**

**Monday, September 16, 2019**

- 1. Call to Order & Moment of Silence – 9:30 a.m.**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Adoption of Minutes**
  - 1) 8<sup>th</sup> Finance Committee – May 27, 2019
  - 2) 9<sup>th</sup> Finance Committee – June 17, 2019
  - 3) 7<sup>th</sup> Public Works and Facilities Committee – June 17, 2019
  - 4) 6<sup>th</sup> Parks and Recreation Committee – May 13, 2019
  - 5) 15<sup>th</sup> Planning and Economic Development Committee – June 24, 2019
  - 6) 9<sup>th</sup> Protection Services Committee – June 24, 2019
  - 7) 7<sup>th</sup> Administration Committee – June 24, 2019
- 4. Announcements from Council and Staff**
- 5. Presentations**
- 6. Delegations**
  - 1) Ms. Janet McPherson & Ms. Terri Donovan, Brock Community Health Centre – Capital Project
- 7. Sub-Committees**
  - Finance Committee**
    - a) Consent Agenda**
      - [1596](#) Laura Barta – Report: 2019-COW-01, 2019 Charity Golf Tournament
      - [1794](#) Laura Barta – Report: 2019-COW-04, Financial Update Report – August 2019
      - [1815](#) Laura Barta – Report: 2019-COW-02, Development Charges- Grants
      - [1816](#) Laura Barta – Report: 2019-COW-03, Insurance Update – Joint and Several Liability
    - b) Items Extracted from Consent Agenda**
    - c) Other Business**
  - Public Works, Facilities & Parks Committee**
    - a) Consent Agenda**

- 1729 Greg Hardy – Report: 2019-COW-05, All-Way Stop Control at the intersection of Laidlaw St. S and Park Street
- 1772 Sunderland Santa Claus Parade Committee – 2019 Santa Claus Parade, December 14, 2019
- 1795 Beaverton Lions Club – 2019 Santa Claus Parade, November 15, 2019
- 1813 Greg Hardy – Report: 2019-COW-9, Replacement Chiller for Rick MacLeish Memorial Community Centre
- 1817 Greg Hardy – Report: 2019-COW-6, Public Works Department Update – Fall 2019

**b) Items Extracted from Consent Agenda**

**c) Other Business**

**Building, Planning & Economic Development Committee**

**a) Consent Agenda**

- 1712 Durham Region Planning Division – 2018 Annual Building Activity Review, File: D03-02, Commissioner's Report #2019-INFO-55
- 1774 Township of Brock Committee of Adjustment – Notice of Public Hearing re: Application for Minor Variance – File No. A-9/19, Richard and Maureen Donald, 27200 Cedarhurst Beach Road, Beaverton
- 1814 Debbie Vandenakker – Report: 2019-COW-11, Severance of non-abutting surplus farm dwelling, Regional Official Plan Amendment application (OPA 2019-004), Jerann Fams (Brock)
- 1818 Kent Randall, Ecovue Consulting – Report: 2019-COW-15, Report related to the changes to the *Planning Act* and *Development Charges Act* resulting from *Bill 108 – More Homes, More Choice Act* and their impact on planning matters in the Township of Brock
- 1819 Kent Randall, Ecovue Consulting – Report: 2019-COW-16, Land Use Study regarding Cannabis cultivation and Production Facilities, required as part of the Interim Control By-law 2860-2019-PL
- 1820 Debbie Vandenakker, Report: 2019-COW-12, Severance of non-butting surplus farm dwelling, Regional Official Plan Amendment application (OPA-2019-005), Daryl Phoenix (Brock)
- 1829 Durham Region Land Division Committee – Notice of Regular Meeting and Request for Comments – LD 127/2019, TK Building Group Limited, Lot 15, Concession 6

**b) Items Extracted from Consent Agenda**

**c) Other Business**

**Tourism, Heritage & Recreation Committee**

**a) Consent Agenda**

- 1758 Manilla Hall Board of Management – Minutes – June 19, 2019
- 1759 Scott Howard, Brock Voice, Brock Board of Trade – Free use request, Rick MacLeish Memorial Community Centre, October 3, 2019
- 1805 Natasha Percival – Repurposing of Cannington Curling Club

**b) Items Extracted from Consent Agenda**

**c) Other Business**

**Protection Services Committee**

**a) Consent Agenda**

**1597** Ministry of Natural Resources and Forestry – Increased Bear Population in Brock Township

**1661** Peter Carey – Complaint, AirBnB, 262 Morrison Avenue, Beaverton

**1720** Solicitor General – Public Reports Regulation (O.Reg. 377/18) repealed

**b) Items Extracted from Consent Agenda**

**c) Other Business**

**Corporate Services Committee**

**a) Consent Agenda**

**b) Items Extracted from Consent Agenda**

**c) Other Business**

**8. Other Business**

**9. Public Questions & Clarification**

**10. Closed Session**

**11. Adjournment**

**The Corporation of the Township of Brock**

**Finance Committee Minutes - Draft**

**Municipal Administration Building**

**Session Eight**

**Monday, May 27, 2019**

The Eighth Meeting of the Finance Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, May 27, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Michael Jubb  
Claire Doble (at 12:50 p.m.)  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Clerk's Assistant Deena Hunt  
Treasurer Laura Barta  
Interim CAO Garth Johns  
Supervisor of Operations, Paul Lagrandeur

**1. Call to Order**

Chair Walter Schummer called the meeting to order at 12:30 p.m.

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes – 7th meeting – May 13, 2019**

Resolution Number 1-8

MOVED by W.E. Ted Smith that the minutes of the 7th meeting of the Finance Committee as held on May 13, 2019, be adopted as typed and circulated.

MOTION CARRIED

**4. Hearing of Deputations**

None

**5. Communications Referred or Submitted to Committee**

**Referred Directly**

925 Laura Barta – Report: 2019-FI-15, Financing for Projects – Tenders in Excess of Budget

Mayor Bath-Hadden advised that this information was requested to gain an understanding of how the projects would be financed.

There was discussion with respect to the two AMO installments of \$353,000 and \$361,000 as advised five years ago in the allocation forecast notification. There were concerns expressed for whether contingencies were presumably built into the tenders by the consultants to which the Interim CAO advised that a third party reviewed the tenders noting that the contingencies were not apparent.

Mayor Bath-Hadden enquired as to financing unexpected repairs as part of a bridge reconstruction to which the Treasurer advised through the Roads Reserve Fund. Mayor Bath-Hadden requested that contingencies be included in the tenders going forward to which the Interim CAO agreed.



There was discussion with respect to the Gas Tax Reserve Fund, distributed by AMO, and the specifications within the agreement directing the Township to commit to a level of investment in our infrastructure of \$2,069,020 annually. The Treasurer advised that, as this level was not maintained in 2017 or 2018 (due to unprecedented DC's collected), it would be necessary to spend between \$500,000 and \$600,000 this year from that reserve. She advised that, while the reserve balance would be low, it could be topped up in subsequent budget years noting that other municipalities are experiencing similar issues with projects coming in over budget.

The Treasurer advised that an audit of the Gas Tax Funds is scheduled for June 2019.

Councillor Doble joined the meeting at 12:50 p.m.

The Interim CAO agreed that contingencies within the tenders must be represented more clearly and other municipalities are experiencing projects coming in over budget. He advised that it is imperative that the expansion of the works yard move forward due to the various concerns with the existing building.

Resolution Number 2-8

MOVED by Cria Pettingill that we receive communication numbers 925 and 926 first.

MOTION WITHDRAWN

Resolution Number 3-8

MOVED by W.E. Ted Smith that Committee break for a recess at 1:07 p.m.

MOTION CARRIED

Chair/Councillor Schummer reconvened the meeting at 4:14 p.m. with the same members of Committee and staff except for the Supervisor of Operations.

926 Nick Colucci – Report: 2019-FI-16 – Thorah Works Depot Expansion

Resolution Number 4-8

MOVED by Cria Pettingill that communication numbers 925 and 926 be received.

Councillor Pettingill and Regional Councillor Smith advised of their support in moving forward with the bridge rehabilitations.

There was discussion with respect to no impact on the gas tax funds should some of the bridge projects be delayed due to the timing of permits etc.

Councillor Doble enquired whether the projects should be re-tendered to reflect the tariff lifted on steel to which the Interim CAO advised that re-tendering could prompt a price increase in another area of the tender.

There was discussion with respect to tendering the grader and backhoe later this year and options should the tender be over budget.

Chair/Councillor Schummer enquired whether the audit of the gas tax fund could prompt a repayment to which the Treasurer advised not, as repayment occurs when a municipality fails to spend its' five year allocation amount noting that the Township annually exceeds the requirements of the gas tax fund.

The Treasurer clarified that Gas Tax Funds are committed during budget discussions noting that Council direction would be required for additional funding for projects that are over budget.

There was discussion with respect to financing the Thorah Works Depot Expansion (incoming development charges), the impact of re-tendering the

project at this time, and the need for the expansion to move forward. It was noted that there are serious health and safety issues that need to be addressed.

Resolution Number 4-8

MOVED by Cria Pettingill that communication numbers 925 and 926 be received.

MOTION CARRIED

**Referred from Public Works Committee May 13, 2019**

838 Nick Colucci – Report: 2019-PW-14, Tender No. B2019-PW-07 – Thorah Public Works Depot Garage Addition

Resolution Number 5-8

MOVED by W.E. Ted Smith that the recommendations contained in communication number 838 be accepted and the tender awarded.

MOTION CARRIED

842 Nick Colucci – Report: 2019-PW-18, Tender No. B2019-PW-15, Rehabilitation of Bridge No. 40

Resolution Number 6-8

MOVED by W.E. Ted Smith that the recommendations contained in communication number 842 be accepted and the tender awarded.

MOTION CARRIED

844 Nick Colucci – Report: 2019-PW-20, Tender No. B2019-PW-17, Rehabilitation of Bridge No. 34

Resolution Number 7-8

MOVED by W.E. Ted Smith that the recommendations contained in communication number 844 be accepted and the tender awarded.

MOTION CARRIED

843 Nick Colucci – Report: 2019-PW-19, Tender No. B2019-PW-16, Rehabilitation of Bridge No. 22

Chair/Councillor Schummer requested clarification as to the rationale for changing the timing of this bridge’s rehabilitation to which the Treasurer advised due to a recent structural review.

Resolution Number 8-8

MOVED by W.E. Ted Smith that the recommendations contained in communication number 843 be accepted and the tender awarded.

MOTION CARRIED

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Others

None

(2) Public Questions and Clarifications

None

**8. Adjournment**

Resolution Number 9-8

MOVED by Lynn Campbell that we do now adjourn at 4:50 p.m.

MOTION CARRIED

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CHAIR

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SECRETARY

**The Corporation of the Township of Brock**

**Finance Committee Minutes - Draft**

**Municipal Administration Building**

**Session Nine**

**Monday, June 17, 2019**

The Ninth Meeting of the Finance Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, June 17, 2019, in the Municipal Administration Building Council Chamber.

Members present:	Mayor:	Debbie Bath-Hadden (at 2:00 p.m.)
	Regional Councillor:	W.E. Ted Smith
	Councillors:	Michael Jubb
		Claire Doble
		Walter Schummer
		Cria Pettingill
		Lynn Campbell

Staff Members present:	Acting Deputy Clerk Deena Hunt (recording the minutes)
	Clerk's Assistant Maralee Drake
	Interim CAO Garth Johns
	Treasurer Laura Barta
	Clerk Becky Jamieson (at 3:00 p.m.)

**1. Call to Order**

Chair Walter Schummer called the meeting to order at 1:37 p.m.

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes**

None

**4. Hearing of Deputations**

- 1) 1:30 p.m. – Mr. Christopher Balette, Hemson Consulting – Asset Management Plan, Overview and Results – June 17, 2019

Mr. Christopher Balette advised that the Asset Management Plan (AMP), which started one year ago, has been updated based on the 2018 Roads Needs Study and 2017 Structures Report and differs slightly from the January 2019 presentation. He provided the following presentation:

**Presentation Outline**

- Introduction to Asset Management
- Study Background and Objectives
- State of Local Infrastructure
- Levels of Service
- Asset Management Strategy
- Financing Strategy (over a 40 year period to 2058)
- Study Findings and Recommendations

**Introduction to Asset Management (AM)**

Asset management (AM) is the process of maintaining assets in the most cost effective way. The key objectives are to maximize the benefits, manage risks, and provide the sustainable delivery of services.

**Municipal Asset Management Context**

Inputs:  
Growth related studies (DC, Growth management)  
Roads management study/software

Fleet management program/software  
Building condition assessments  
Insurance schedules  
Other

Outputs:  
Provincial submissions (AMP, grants, regulatory)  
Long range financial plan  
Performance measurements  
Service level tracking and analysis  
Financial documents  
Other (eg. yearly capital budget)

### **Study Background**

Municipalities are responsible for ensuring infrastructure is planned, built and maintained in a sustainable way.

The Township has applied sound asset management principles and processes to date.

Asset Management Plan is a useful tool for identifying long-term infrastructure requirements.

2018 Road Needs Study and 2017 Structure Inspections report are incorporated into the plan.

### **Overall AMP Objectives**

- Provide staff and Council information to guide sustainable infrastructure investment decisions
- Meet requirements of Ontario Regulation 588/17
- To have a readily available document to support future Provincial/Federal grant applications and support the Gas Tax funding agreement
- AMP must consider all assets owned by the Township
  - Engineered assets (e.g. roads, bridges)
  - General service assets (e.g. vehicles, buildings)
- Identify current state of infrastructure
- Make recommendations on how to manage existing assets so that service levels are maintained
  - Growth related infrastructure is not considered in this plan but is captured in DC Study
- Build on past practice by determining how best to save for infrastructure to 2058 (40-year timeframe)

### **Asset Management Progress: O.Reg 588/17**

- Strategic Asset Management Policy (July 1, 2019)
- Existing level of service, core assets (2021)
- Existing level of service, all assets (2023)
- Proposed level of service, all assets (2024)

Mr. Balette advised that the regulation requires a review of the future target levels, the implications and costs of the proposed services, and consultation with Council on same.

### **State of Local Infrastructure – answers the following questions:**

What do we own? What is it worth? How old is it? What condition is it in?

Details about each asset class is provided in Section II of the Plan

Condition assessment parameters:

<u>Service Category/type</u>	<u>Condition Assessment Methodology</u>
Roads – linear assets	weighted condition as derived from road needs study
Bridges and culverts	BCI (bridge condition index) inspect every two years
Buildings	staff assessment by components & age-based approach
Vehicles & Machinery	age based approach
Land Improvements	age based approach
Stormwater Infrastructure	age based approach
Equipment & Furnishings	age based approach
Sidewalks & Pathways	age based approach

- high valued assets have been evaluated based on engineered conditions and design parameters
  - 2018 Road Needs Study
  - 2017 Structures Report
- bridge conditions have been adjusted from initial needs study
- conditions for remaining assets are generally determined on the remaining useful life of the asset

**Total asset value is \$335.3 million**

Roads (63%, \$211 million), building (17%), bridges & culverts (13%), vehicles & machinery (3%), land improvements (2%), stormwater infrastructure (1%), equipment & furnishings (1%), sidewalks & pathways (less than 1%)

Note: Total Asset Value based on replacement costs in 2019 dollars and relates to all Township assets considered under both the individual engineered plans and 2019 Plan.

Overall assets are in Fair condition.

- Overall, 49% (\$163.1 million) of the assets are rated to be in “Good” to “Very Good” condition
- About 28% (\$95.2 million) are considered to be in “Fair” condition
- About 23% (\$77.0 million) are considered to be in “Poor” or “Very Poor” condition
- Mostly related to roads, bridges and buildings

Chart showing the Condition of Township Assets By Category ranking Very Good to Very Poor.

**Desired Levels of Service**

- Current service levels have been developed based on:
  - Internal asset management decisions
  - Community expectations
  - Statutory requirements
  - Industry operation and safety standards
- Township needs to continue to refine level of service information and define targets for the 2024 deadline
- Desired Service levels should be prepared with reference to the Township’s Corporate Goals
- Section III of the Plan outlines the existing level of service for all assets

**Asset Management Strategy**

- Township currently employs strategies and procedures to ensure assets continue to perform and meet desired levels of service:
  - Regular inspections (facilities, parks, etc.)

- Compliance with safety authorities
- Conduct business cases or studies
- These range of practices ensure assets are maintained in a state of good repair
- The strategies should be reviewed and updated regularly (toward 2024 deadline)
  - Township to identify any targeted strategies (and recognize the costs)
- Section IV of the plan outlines all strategies for each asset category.

#### **Risk Matrix: Assumptions and Methodology**

- A risk based approach helps prioritize infrastructure investment decisions to reflect those assets which have the greatest consequences. (recommended by Municipal Finance Officers Association)
- Likelihood of Failure level 5 (Very Poor Asset) multiplied by Consequence of Failure level 5 = Risk Score of 25
  - Likelihood of failure relative to condition of assets
  - Consequence of failure based on variety of conditions: AADT for roads and bridges, asset value for remaining assets

#### **Risk Matrix Summary**

Low Risk - \$16,821,363 (21%) (e.g. library materials)

Moderate Risk – \$18,128,618 (23%), \$6,495,936 (8%), \$37,488,726 (47%)

High Risk - \$1,455,424 (2%)

Note: Road Needs Study and Structures Report account for risk using a separate methodology. Therefore roads, bridges and culverts are excluded from the table above.

#### **Summary of Annual Capital Contributions: Risk Model**

- Average requirement is about \$10.6 M per year
- Tax supported capital funding in 2019 = \$2.2 million (2019 budget)
- Assumed gas tax funding of \$400k based on AMO allocations
- Risk model reflects a more “smoothed” approach to long term capital funding

Mr. Balette advised that the annual funding gap is approximately \$8 million and is a reflection between what is current and what would be ideal.

#### **Financing Strategy – Township Existing Situation**

- Capital projects have typically been funded through tax base
  - Capital investment from tax levy has been fairly consistent
- Estimated total 2019 tax supported capital contribution = \$2.2 million
  - Based on 2019 budget
- Strong fiscal debt position

#### **Financing Strategy Methodology**

- Financial analysis is based on confirmed funding sources
- Gas tax money is considered to be an ongoing source of revenue for the Township
- Existing reserves have been accounted for and included in the calculations
- In-year capital funding is expected to continue

**What is the Current Tax Supported Infrastructure Deficit**

- Year-end 2019 infrastructure deficit is calculated to be about \$35.0 million
- The Township would be required to increase capital funding by \$412,000 per annum.
- This is equivalent to a 4.9% tax increase from the 2019 tax levy (based on tax levy of \$8.4 million from 2019 budget)
- Not an option the Township feels it would achieve

**Three Financing Strategies**Financing StrategyParameters

Strategy 1:

increase capital funding by \$248k per annum  
(about 3% of the 2019 tax levy revenue)Annual provision  
requirement met in 20 years  
(by 2038)

Strategy 2:

increase capital funding by \$159k per annum  
(1.9% of the 2019 tax levy)Annual provision  
requirement met in 30 years  
(by 2048)

Strategy 3:

increase capital funding by \$118k per annum  
(1.4% of the 2019 tax levy)Annual provision requirement  
met in 40 years (by 2058)

Mayor Bath-Hadden joined the meeting at 2:00 p.m.

**Comparing Financing Strategies: Cumulative Infrastructure Deficit**

- Strategies 1 and 2 illustrate the deficit being controlled by 2048 (or earlier)
- Strategy 3: the deficit continues to grow to 2058 before being controlled.
- Additional upper-tier funding would further reduce funding gap

Mr. Balette advised that the goal of a financing strategy is to manage the growth of the backlog versus closing the gap.

**Key Funding Recommendations**

1. Township to increase regular contributions to capital for the purposes of asset rehabilitation and replacement (above existing practices).
2. Explore opportunity to expand the use of user fees.
3. Evaluate the strategic use of debt to fund capital asset rehabilitation and replacement.
  - The Township can fund an additional \$20 million in capital if it were to maximize the existing Provincial debt ceiling (assuming 5% interest, 10 year term).
4. Utilize other funding mechanisms/partnerships, such as Local Improvement Charges or P3s, where beneficial.
5. Continue to seek upper level government funding opportunities.

**Moving Forward**

1. Establish an Asset Management Internal Network.
2. An Asset Management Plan is a living document.
3. Ensure AMP is fully integrated into capital budget process.
4. Optimize the use of existing assets.



**Project Next Steps:** Provide Township with MS Excel financial model, assist Township in updating centralized asset inventory, assist Township along Asset Management continuum.

There was discussion with respect to the age of the Township buildings and replacement of same, the sidewalk master plan, the methodologies for asset management funding within the budget, and the community expectations of service levels.

Mr. Balette advised that there would be public consultation once targets are determined and prior to the 2024 deadline.

There was discussion with respect to debt financing and the Township's debt policy, the contributions from development charges, and the methods for managing the existing infrastructure.

Councillor Schummer enquired as to municipalities being denied grant funding due to having healthy reserves to which Mr. Balette advised that funding would not be denied for this reason but could be denied due to an incomplete funding application (lack of supporting documentation).

The Treasurer advised that an increase in capital spending would be the focus which will reduce the deficit noting that the reserves are intended for large projects (bridge replacements).

There was discussion with respect to scheduling asset management projects during the annual budget discussions through the consideration of various studies (roads needs, building inspections, etc.) and strategic goals.

There was discussion with respect to using the smooth approach on the current tax supported infrastructure deficit, reducing services when municipalities own multiple assets of the same nature, and the reserve targets relative to the tax levy in order to provide municipal services.

Mayor Bath-Hadden enquired as to allocating funds to reserves which earn low interest to which Mr. Balette advised that having dedicated reserves will offset the impact on the tax levy over time.

## 5. Communications Referred or Submitted to Committee

### Referred from Council June 3, 2019

872 Wilfrid Hall Board of Management – Rental Rates and Online Booking Concerns

There was discussion with respect to forthcoming reports which will address the concerns expressed in the communication. It was noted that Councillor Pettingill would provide verbal feedback to the Wilfrid Hall Board in the interim.

879 Durham West 4H – Sponsorship Request

Councillor Campbell noted that she would advise this group to apply for funds from the charity golf tournament.

892 MP Jamie Schmale – Application Call: New Horizons for Seniors Program 2019-2020

902 MP Jamie Schmale – MP Schmale announces funding to 115 organizations to support youth employment in Haliburton-Kawartha Lakes - Brock

910 Ministry for Seniors and Accessibility – Seniors Community Grant Program

933 New Horizons for Seniors Program – 2019-2020 Call for Proposals

950 AMO – Policy Update – Welcome Fiscal Relief for This Year

**Referred Directly**

980 AMO – Federal Budget Commits to One-time Doubling of Gas Tax Funds

1029 Laura Barta – Report: 2019-FI-17, Financial Update Report – May 2019

There was discussion with respect to the outstanding accounts receivable amounts, spikes created due to deferrals, concerns with respect to the impact of Bill 108, and grant funding (Employment and Modernization Fund) being held in the Capital Reserve Fund with a report forthcoming from the CAO.

Resolution Number 1-9

MOVED by Michael Jubb that communication numbers 872, 879, 892, 902, 910, 933, 950, 980, and 1029 be received for information.

MOTION CARRIED

The Clerk joined the meeting at 3:00 p.m.

1028 Laura Barta – Report: 2019-FI-18, Asset Management Plan 2019

There was discussion with respect to a scheduling a full day to review the plan prior to 2020 budget discussions. The Treasurer noted that the plan requires adoption at this point, with discussion later, as many grant applications require it.

Resolution Number 2-9

MOVED by Michael Jubb that a special Finance Committee meeting be scheduled, in the fall, leading up to budget discussions to address the concerns in communication number 1028, The Asset Management Plan 2019, now be adopted and received for information.

MOTION CARRIED

Councillor Schummer advised members to provide staff with their specific topics of conversation for the discussion.

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Others

There were no other general items or enquiries.

(2) Public Questions and Clarifications

There were no public questions for clarification.

**8. Adjournment**

Resolution Number 3-9

MOVED by W.E. Ted Smith that we do now adjourn at 3:20 p.m.

MOTION CARRIED

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CHAIR

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SECRETARY

**The Corporation of the Township of Brock**  
**Public Works and Facilities Committee Minutes - Draft**  
**Municipal Administration Building**

**Session Seven**

**Monday, June 17, 2019**

The Seventh Meeting of the Public Works and Facilities Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, June 17, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Michael Jubb  
Claire Doble  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Clerk's Assistant Deena Hunt  
Interim CAO Garth Johns  
Treasurer Laura Barta  
Interim Director of Public Works Greg Hardy

**1. Call to Order**

Chair Cria Pettingill called the meeting to order at 3:31 p.m. and welcomed the Interim Director of Public Works.

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes – 6th meeting – May 13, 2019**

Resolution Number 1-7

MOVED by W.E. Ted Smith that the minutes of the 6th meeting of the Public Works and Facilities Committee as held on May 13, 2019, be adopted as typed and circulated.

MOTION CARRIED

**4. Hearing of Deputations**

- (1) 2:30 p.m. – Mr. Jake Farr, PFlag Canada Durham Region – Rainbow Crosswalk

Mr. Jake Farr, President of PFlag Durham Region, advised that the organization provides support and education to persons with gender expression/identity issues in Durham Region. He noted that the organization is volunteer-based, supporting over 3,000 people annually advising that statistically, 10% of the population identifies with the LGBTQ community (lesbian, gay, bisexual, transgender, queer/questioning).

Mr. Farr advised that there is a vibrant LGBTQ community in Brock and encourages support for those who are often marginalized, discriminated against, and physically assaulted. He advised that a rainbow crosswalk in the municipality could provide a sense of safety for these members of the community and would encourage inclusion noting that suicide rates can be as high as 47% in this spectrum due to social rejection.

Mr. Farr noted that a rainbow crosswalk offers a symbol of inclusion and belonging within the community which assists with affirmation of the individual. He noted that the LGBTQ community is diverse with respect to religions,

cultures, and abilities, and the municipality needs to represent their residents and provide leadership in inclusion. Mr. Farr advised that pride initiatives have been implemented in Clarington, Ajax, and at Durham Region Headquarters and are anticipated in Oshawa, Whitby, Pickering, and Uxbridge. He requested that the Committee considers the installation of a rainbow crosswalk to show the LGBTQ community that they are part of the fabric of the Township.

Regional Councillor Smith enquired as to suggestion for placement of a rainbow sidewalk to which Mr. Farr advised on a small street or in front of a library.

There was discussion with respect to the cost for installation, an unveiling ceremony, annual maintenance of the crosswalk, and Library Board approval.

Resolution Number 2-7

MOVED by W.E. Ted Smith that Rainbow Crossings be installed in Brock in Cannington on Laidlaw on the south side of Cameron, in Sunderland on Albert on the south side of River, and in Beaverton on the Library steps facing Simcoe.

MOTION CARRIED

**5. Communications Referred or Submitted to Committee**

**Referred from Council June 3, 2019**

- 870 Parks Canada – Info-Work, Temporary Closure of Boundary Road Swing Bridge
- 878 Michelle Thompson – Thorah Island Sign
- 953 Durham Region Works Department – Notice of Public Information Centre, Municipal Class Environmental Assessment, Additional Water Supply, Water Storage, and Pumping Facilities for the Community of Sunderland

**Referred Directly**

- 975 Maralee Drake – Interoffice Memorandum, Township of Brock Street Names
- 984 Rita Verhoog, McCaskill’s Mills P.S. – Letter of Thanks
- 999 Kevin Drake – Speed Limit, Concession 7/ Alsops Beach
- 1012 Shawn Foley – Municipal Consent Form, Shoreline Work
- 1022 Durham Municipal Insurance Pool – Cessation of train whistle at Victoria Avenue in Beaverton
- 1032 Durham Region Works Department, Traffic Operations Centre – Community Safety Zone on Simcoe Street (Regional Road 15), Beaverton
- 1041 Diana Vessel – Signage on Simcoe St. West of the tracks
- 1044 Corinne Sabourin – Traffic sign at Conc. 4 and The Pines Lane

Resolution Number 3-7

MOVED by W.E. Ted Smith that all communications and tabled resolution listed on session 7 of Public Works and Facilities Committee be deferred to the Special Council meeting to be held on June 24, 2019.

MOTION CARRIED

Resolution Number 4-7

MOVED by W.E. Ted Smith that all communication listed in the Parks and Recreation Committee agenda be deferred to the Special Council meeting to be held on June 24, 2019.

MOTION CARRIED

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Table Resolution 3-6 – Local Traffic Only Sign at Lakeshore Road

See Resolution 3-7 earlier in the meeting.

(2) Others

None

(3) Public Questions and Clarifications

None

**8. Adjournment**

Resolution Number 5-7

MOVED by Lynn Campbell that we do now adjourn at 3:53 p.m.

MOTION CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

**The Corporation of the Township of Brock  
Parks and Recreation Committee Minutes  
Municipal Administration Building**

**Session Six**

**Monday, May 13, 2019**

The Sixth Meeting of the Parks and Recreation Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, May 13, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Claire Doble  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Members absent: Councillor: Mike Jubb (regrets)

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Acting Deputy Clerk Deena Hunt  
Interim CAO Garth Johns  
Treasurer Laura Barta  
Director of Public Works Nick Colucci

**1. Call to Order**

In the absence of Chair Mike Jubb, the Clerk, Becky Jamieson, called the meeting to order at 4:18 p.m. and requested a motion to appoint an Acting Chair.

Resolution Number 1-6

MOVED by W.E. Ted Smith that Mayor Bath-Hadden be appointed to act as Chair in the absence of Chair Mike Jubb.

MOTION CARRIED

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes – 5th meeting – April 8, 2019**

Resolution Number 2-6

MOVED by W.E. Ted Smith that the minutes of the 5th meeting of the Parks and Recreation Committee as held on April 8, 2019 be adopted as typed and circulated.

MOTION CARRIED

**4. Hearing of Deputations**

None

**5. Communications Referred or Submitted to Committee**

**Referred from Council April 15, 2019**

652 Matt Gross, Sunderland Lions Club – Permanent Beach Volleyball Courts on Sunderland Fairgrounds

There was discussion with respect to the Lions Club requesting the Township’s assistance and the reduced amount of work that will be required to host Summerfest with permanent beach volleyball courts.

Resolution Number 3-6

MOVED by Lynn Campbell that the Sunderland Lions Club be given approval for the permanent beach volleyball court and Township staff be directed to assist by excavating. Re: communication number 652.

MOTION CARRIED

**Referred from Council May 6, 2019**

737 Manilla Hall Board Management – Minutes – March 13, 2019

**Referred Directly**

803 Sunderland Town Hall Board of Management – Minutes – March 26, 2019

Resolution Number 4-6

MOVED by W.E. Ted Smith that communication numbers 737 and 803 be received for information.

MOTION CARRIED

835 Beaverton Fall Fair – 166th Fall Fair – Request for Support and Attendance

Resolution Number 5-6

MOVED by Claire Doble that Committee approve the requests by the Beaverton Fall Fair Board. Re: communication number 835.

MOTION CARRIED

837 Jason Kuehl, Beaverton Curling Club – Liquor License Extension

Resolution Number 6-6

MOVED by Claire Doble re: communication number 837, that our liquor license to include ice surface be extended as per Beaverton Curling Club request.

MOTION WITHDRAWN

Resolution Number 7-6

MOVED by Claire Doble that we have no objections re: communication number 837 Beaverton Curling Club request.

MOTION CARRIED

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Councillor Lynn Campbell

Councillor Campbell advised that she and Mayor Bath-Hadden toured the Sunderland park with a resident noting safety concerns which will be forthcoming.

(2) Public Questions and Clarifications

There were no public questions for clarification.

**8. Adjournment**

Resolution Number 8-6

MOVED by W.E. Ted Smith that we do now adjourn at 4:29 p.m.

MOTION CARRIED

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CHAIR

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SECRETARY



**The Corporation of the Township of Brock**  
**Planning and Economic Development Committee Minutes -Draft**  
**Municipal Administration Building**

**Session Fifteen**

**Monday, June 24, 2019**

The Fifteenth Meeting of the Planning and Economic Development Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, June 24, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Michael Jubb  
Claire Doble  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Acting Deputy Clerk Deena Hunt  
CAO Garth Johns  
Ecovue Consulting Services, Kent Randall

**1. Call to Order**

Chair W.E. Ted Smith called the meeting to order at 1:05 p.m.

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes**

- (1) 12th meeting – May 13, 2019
- (2) 13th meeting – May 27, 2019
- (3) 14th meeting – June 17, 2019

Resolution Number 1-15

MOVED by Debbie Bath-Hadden that the minutes of the 12th, 13th, and 14th meetings of the Planning and Economic Development Committee as held on May 13, May 27, and June 17, 2019, respectively, be adopted as typed and circulated.

MOTION CARRIED

**4. Hearing of Deputations**

None

Resolution Number 2-15

MOVED by Debbie Bath-Hadden that Committee amend the order of the agenda to bring forward communication number 1125 for discussion.

MOTION CARRIED

- 1125 Kent Randall, Ecovue Consulting Services Inc. – Report: 2019-PL-10, Rezoning Application for 37 Laidlaw Street South, Cannington, Joseph Taylor

Resolution Number 3-15

MOVED by Walter Schummer that Committee approve the rezoning application referenced in Report: 2019-PL-10. Re: communication number 1125.

MOTION CARRIED

There was discussion with respect to the passing of the by-law for this rezoning application.

Resolution Number 4-15

MOVED by Debbie Bath-Hadden that the amended rezoning by-law with respect to 37 Laidlaw Street South, Cannington be added to the Council agenda for June 24, 2019.

MOTION CARRIED

## 5. Communications Referred or Submitted to Committee

### Referred from Council June 3, 2019

- 935 City of Oshawa – City Comments on the Region of Durham’s Agriculture & Rural System Discussion Paper for Envision Durham
- 947 Ministry of Municipal Affairs and Housing – More Homes, More Choice: Ontario’s Housing Supply Action Plan

### Referred Directly

- 969 Lake Simcoe Region Conservation Authority – Modernizing Conservation Authority Operations – Conservation Authorities Act, ERO No. 013-5018
- 982 Durham Region Legislative Services – Regional Municipality of Durham Nomination to the Credit Valley/Toronto and Region/Central Lake Ontario Source Protection Committee (2019-W-33)
- 991 Durham Region Legislative Services – Envision Durham – Climate Change and Sustainability Discussion Paper (2019-P-26)
- 1052 Township of Brock Committee of Adjustment – Notice to Applicant Where No Appeal Against Decision of Committee of Adjustment Filed or Where Appeals Withdrawn – File No. A-5/19, Catharina Goldnau, 164 Moorlands Drive, Beaverton
- 1107 Kawartha Conservation – Proposed Provincial Excess Soil Regulatory Proposal and Amendments to Record of Site Condition (Brownfields) Regulation, ERO 013-5000

Resolution Number 5-15

MOVED by Claire Doble that communication numbers 935, 947, 969, 982, 991, 1052, and 1107 be received for information.

MOTION CARRIED

- 938 Township of Brock Committee of Adjustment – Notice of Decision of Committee of Adjustment with Reasons re: Application for Minor Variance – File No. A-5/19, Catharina Goldnau, 164 Moorlands Drive, Beaverton

Resolution Number 6-15

MOVED by Michael Jubb that Committee have no objection in regards to communication number 938 and the application be approved.

MOTION CARRIED

1108 Kent Randall, Ecovue Consulting Services Inc. – Report: 2019-PL-07,  
Special Policy Area, Beaverton

Mayor Bath-Hadden advised that she has had conversations with the Durham Region Planning Department and the Lake Simcoe Region Conservation Authority in this regard noting that a Special Policy Area (SPA) only addresses changes to a building’s ‘footprint’ and not rezoning.

There was discussion with respect to the benefits, costs, and analysis in establishing an SPA and the requirement for separate SPA’s in different areas of the Township.

Resolution Number 7-15

MOVED by Debbie Bath-Hadden that the development and redevelopment within the Beaverton settlement area, particularly downtown, is constrained by the presence of the flood plain associated with the Beaver River and its’ tributaries. A possible solution is to establish a Special Policy Area (SPA). However, the process for establishing an SPA can be difficult and costly. Therefore, it is recommended that Council direct the Planner to undertake a cost of review of implementing an SPA in the Beaverton settlement area. The review will be presented in a report to Council at a later date. Re: communication number 1108.

MOTION CARRIED

1110 Kent Randall, Ecovue Consulting Services Inc. – Report: 2019-PL-09,  
Comments on the Climate Change and Sustainability Discussion Paper,  
Envision Durham

Mr. Kent Randall advised that many policies for climate change and sustainability involve the creation of more ‘complete’ urban communities which poses a challenge within rural areas.

Resolution Number 8-15

MOVED by Michael Jubb that, in regards to communication number 1110, Council direct our Planning Consultant to use this report as the formal comments to Envision Durham regarding the Climate Change and Sustainability Discussion paper. Also, the Planning Consultant continue to discuss the MCR with the Envision Durham team.

MOTION CARRIED

1109 Kent Randall, Ecovue Consulting Services Inc. – Report: 2019-PL-08,  
Comments on the Agriculture and Rural System Discussion Paper,  
Envision Durham

Mr. Randall advised that the emphasis is on protecting prime agricultural areas as well as providing some flexibility noting that the Province’s publication 851 provided a greater definition of on-farm uses (supplemental) which allow viable options for farmers. He advised that the Region will properly identify/correct the prime agricultural areas on the Provincial mapping system and the requirement for an amendment to the Regional Official Plan for farm consolidation and surplus severance applications could be eliminated. He advised that more ease is being considered for agri-tourism applications, and that area municipalities be given flexibility when implementing the guidelines. He noted that on-farm diversified uses can be different than the farms main use provided that it is limited in scale/secondary to the primary use of the farm and compatible with surrounding agricultural uses.

There was discussion with respect to correcting the Provincial Agricultural System mapping to reflect local municipal designations.

Resolution Number 9-15

MOVED by Cria Pettingill that Council receive the report by our Planning Consultant on the Envision Durham and that our Planning Consultant provides the Region with this report as the Township’s official comments related with the Agriculture and Rural System Discussion paper. Re: communication number 1109.

MOTION CARRIED

1112 Durham Region Land Division Committee – Notice of Regular Meeting and Request for Comments, LD 061/2019, Elizabeth June Noor and Cameron Ross, Part Lot 12, Concession 6

1113 Durham Region Land Division Committee – Notice of Regular Meeting and Request for Comments, LD 062/2019, Elizabeth June Noor and Cameron Ross, Part Lot 12, Concession 6

Resolution Number 10-15

MOVED by Claire Doble that Council has no objection to requests contained in communication numbers 1112 and 1113 as long as the Township conditions are met.

MOTION CARRIED

1120 Becky Jamieson – Interoffice Memorandum, Planning Notices

The Clerk proposed that the advertisement costs for planning notices be borne by the applicant which is in line with other area municipalities practices.

Resolution Number 11-15

MOVED by Lynn Campbell that the staff recommendation be adopted regarding the placing of planning notices. Re: communication number 1120.

MOTION CARRIED

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Others

There were no other general items.

(2) Public Questions and Clarifications

There were no public questions for clarification.

**8. Adjournment**

Resolution Number 12-15

MOVED by Lynn Campbell that we do now adjourn at 1:53 p.m.

MOTION CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

**The Corporation of the Township of Brock  
Protection Services Committee Minutes - Draft  
Municipal Administration Building**

**Session Nine**

**Monday, June 24, 2019**

The Ninth Meeting of the Protection Services Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, June 24, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Michael Jubb  
Claire Doble  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Acting Deputy Clerk Deena Hunt  
CAO Garth Johns

**1. Call to Order**

Chair Lynn Campbell called the meeting to order at 2:10 p.m.

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes – 8th meeting – May 27, 2019**

Resolution Number 1-9

MOVED by W.E. Ted Smith that the minutes of the 8th meeting of the Protection Services Committee as held on May 27, 2019, be adopted as typed and circulated.

MOTION CARRIED

**4. Hearing of Deputations**

None

**5. Communications Referred or Submitted to Committee**

**Referred Directly**

983 Durham Region Legislative Services – Correspondence dated May 28, 2019 from the City of Oshawa, re: Resolution passed by Oshawa Council at its meeting held on March 18, 2019 regarding Downed Elevators and Municipal Response

1020 Robin Walker – Fencing By-law Amendment Proposal

There was discussion with respect to staff providing a follow up report.

1030 Sarah Beauregard-Jones – Report: 2019-PS-07, Kennel License Inspection Reports 2019, Doggie Day Care License Inspection Report 2019, Prohibited Animal License Inspection Report 2019

1077 Durham Region Health Department – Request to provide information to the public about Durham’s Check&GO! Disclosure Program

Resolution Number 2-9

MOVED by W.E. Ted Smith that communication numbers 983, 1020, 1030, and 1077 be received for information.

MOTION CARRIED

1004 Alison Hart – Sunderland Community Development, Off leash Dog Park

There was discussion with respect to providing the Cannington Lions Club with survey results and the previous report for an off leash dog park.

Resolution Number 3-9

MOVED by Walter Schummer that the recommendation in communication number 1004 be forwarded to the Cannington Lions Club MacLeod Park Visioning Project Committee to include as a resident recommendation.

MOTION CARRIED

1105 Adam Sale - Bears

Resolution Number 4-9

MOVED by Michael Jubb that staff send a letter to the Ministry of Natural Resources (MNR), as well as our MPP Laurie Scott, to request information on why there has been a noticeable increase of bears in urban and rural areas in the Township of Brock, and if there are any current plans to rectify the situation. Re: communication number 1105.

MOTION CARRIED

1121 Maralee Drake – Interoffice Memorandum, 2019 Township of Brock Accessibility Award and 2019 Durham Region Accessibility Award

Chair/Councillor Campbell advised that the Sunderland Pharmacy is the successful award recipient for the Brock Accessibility Award and the Beaverton Town Hall Players are the recipient of the Regional Accessibility Award.

Resolution Number 5-9

MOVED by Claire Doble that Committee approve all recommendations in communication number 1121.

MOTION CARRIED

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Others

There were no other general items.

(2) Public Questions and Clarifications

There were no public questions for clarification.

**8. Adjournment**

Resolution Number 6-9

MOVED by Debbie Bath-Hadden that we do now adjourn at 2:23 p.m.

MOTION CARRIED

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CHAIR

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SECRETARY

**The Corporation of the Township of Brock**  
**Administration Committee Minutes - Draft**  
**Municipal Administration Building**

**Session Seven**

**Monday, June 24, 2019**

The Seventh Meeting of the Administration Committee of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, June 24, 2019, in the Municipal Administration Building Council Chamber.

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Michael Jubb  
Claire Doble  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Acting Deputy Clerk Deena Hunt  
CAO Garth Johns  
Treasurer Laura Barta

**1. Call to Order**

Chair Claire Doble called the meeting to order at 2:24 p.m.

**2. Declaration of Pecuniary Interest**

None

**3. Confirmation of Minutes**

- (1) 6th meeting – May 27, 2019
- (2) 6th meeting, In Camera – May 27, 2019

Resolution Number 1-7

MOVED by W.E. Ted Smith that the minutes of the 6th meeting and In Camera Session of the Administration Committee as held on May 27, 2019, be adopted as typed and circulated.

MOTION CARRIED

**4. Hearing of Deputations**

None

**5. Communications Referred or Submitted to Committee**

**Referred Directly**

1039 AMCTO – Report: Updated Voters' List Position Paper

1100 Kawartha Conservation – Municipal Representation on the Trent Conservation Coalition Source Protection Committee - Vacancy

Resolution Number 2-7

MOVED by Michael Jubb that communication numbers 1039 and 1100 be received for information.

MOTION CARRIED



1062 Guy Giorno, Integrity Commissioner – Special Report: Process for providing advice to Members

Resolution Number 3-7

MOVED by Debbie Bath-Hadden that Committee approve the recommendations as outlined in the report. Re: communication number 1062.

MOTION CARRIED

**6. Reports of Sub-Committees**

None

**7. General Items and Enquiries**

(1) Regional Councillor W.E. Ted Smith

Resolution Number 4-7

MOVED by W.E. Ted Smith that from this date forward, no written minutes be kept for 'in camera' meetings.

Regional Councillor Smith expressed concern for the risk of in camera minutes being viewed by the public.

It was suggested that the motion be addressed following the update to the Procedural By-law.

Resolution Number 4-7

MOVED by W.E. Ted Smith that from this date forward, no written minutes be kept for 'in camera' meetings.

MOTION TABLED

(2) Councillor Lynn Campbell

Councillor Campbell advised that she attended the retirement celebration for Sunderland's Fire Captain Ed Johnson noting that Ryan Symes was honoured for 17 years of service and James Dolamore for 8 years of service.

(3) Public Questions and Clarifications

There were no public questions for clarification.

**8. Adjournment**

Resolution Number 5-7

MOVED by Lynn Campbell that we do now adjourn at 2:31 p.m.

MOTION CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

# Deputations

# Brock Community Health Centre

September 2019

# Brock Community Health Centre

- \* Brock Community Health Centre, a charitable and non-profit organization, is one of approximately 74 Community Health Centres (CHCs) in Ontario all funded by the Local Health Integration Networks.
- \* CHCs are a model of primary health care delivery for defined communities and populations that puts the client as the centre of health care delivery, reduces barriers to accessing services, works with interdisciplinary teams and focuses on the broad determinants of health.

# Programs / Services

- \* Brock CHC currently provides the following free and confidential services:
  - \* Primary Care Services (in two locations): Beaverton / Cannington : 2.5 Physicians, 4 Nurse Practitioners, 1 Registered Nurse, 1 Social Worker and 1 Dietitian
  - \* Diabetes Education Program (in three locations): Beaverton / Cannington / Sunderland : 1 Registered Diabetes Educator Nurse, 1 Registered Diabetes Educator Dietitian
  - \* Brock Geriatric Assessment Services: (Mobile) 1 Nurse Practitioner, .5 Registered Practical Nurse

# Programs / Services

- \* Ontario Telemedicine Network (OTN) (in two locations in Beaverton): .5 Registered Practical Nurse
- \* Community Development/Health Promotion (CDHP): 1 Health Promoter, 1 Youth Outreach/Educator, 1 Senior Outreach/Educator
- \* Foot Care: to be added as space allows
- \* Physiotherapy: to be added as space allows

# History of Brock CHC

- \* Letters patent in 2002 for Brock Community Health Centre
- \* 2007 Diabetes Education Program, Community Development and Health Promotion
- \* 2008 Brock Geriatric Assessment Program
- \* 2009 Primary Care Services
- \* 2016 Added one Nurse Practitioner (new funding) – Beaverton
- \* 2016 received Charitable Status
- \* 2017 Added one Nurse Practitioner (new funding) – Beaverton

# History of Brock CHC

- \* All of these services (with the exception of physiotherapy and foot care) are now offered to the communities in Brock Township and surrounding areas in rented locations in Beaverton, Cannington and Sunderland. CDHP happens in community spaces all over the township



# Capital Project for Brock CHC

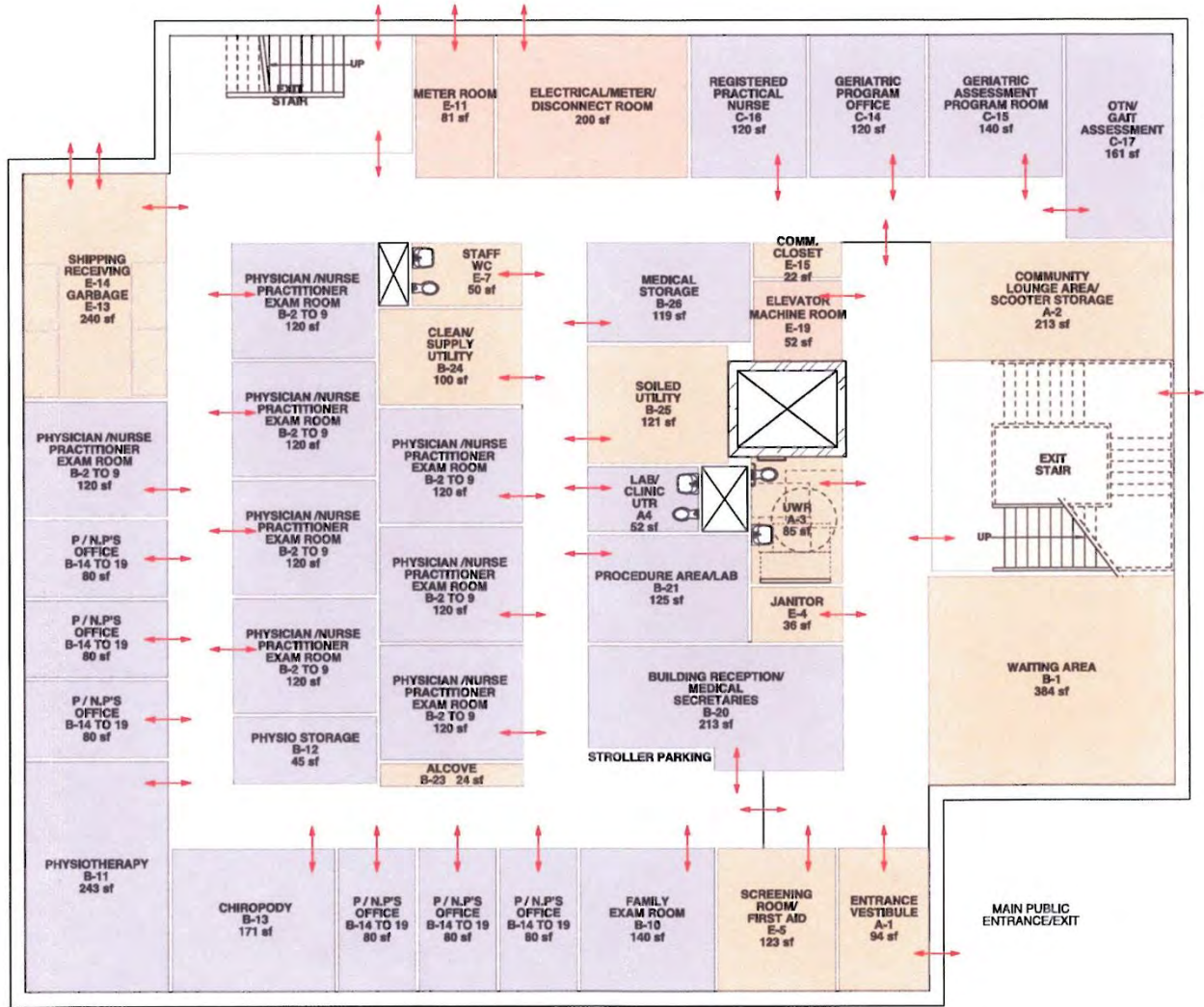
## Capital Project

- \* The Central East Local Health Integration Network funds our current operating budget of 3.7 million dollars.
- \* MOHLTC Health Capital is funding the majority of the space (21,000 sq. ft.) that will house most of our services. MOHLTC Capital funding of up to 10.7 million dollars.
- \* 2008 lot purchased at 39 Cameron Street W. in Cannington, future site of Brock CHC

# Brock CHC Capital Project

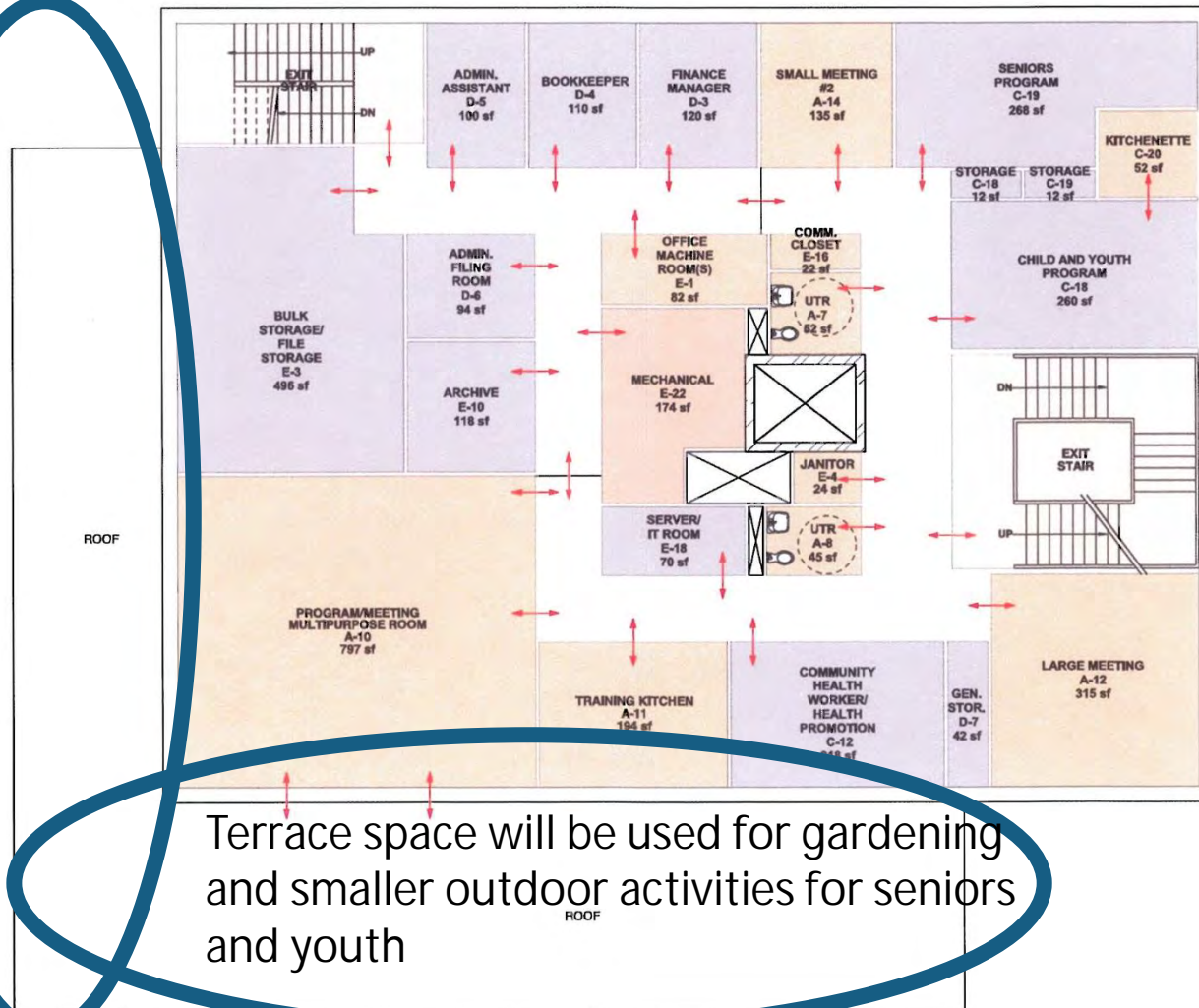


# Brock CHC Capital Project Ground Floor Plan

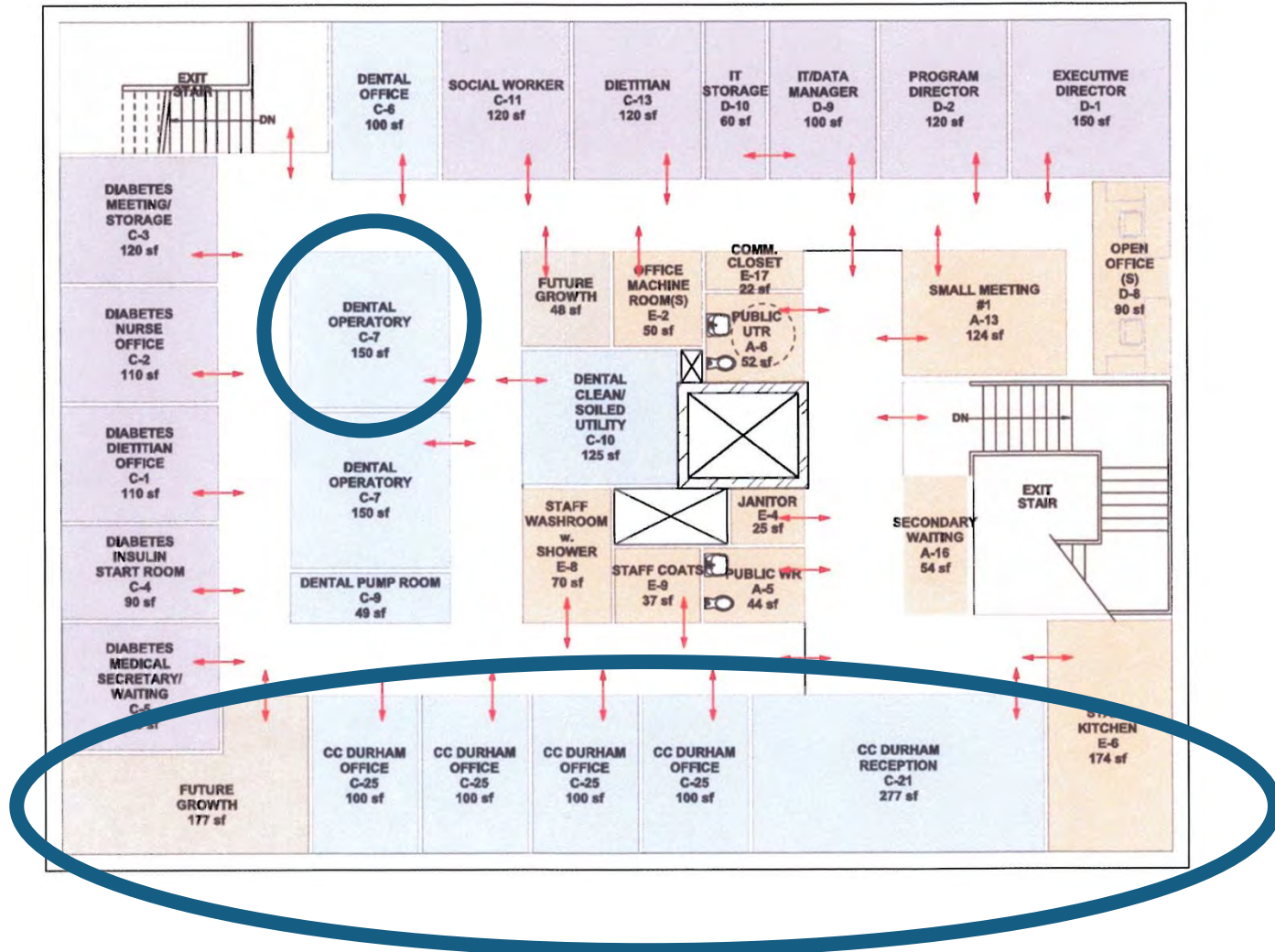




# Brock CHC Capital Project Second Floor Plan

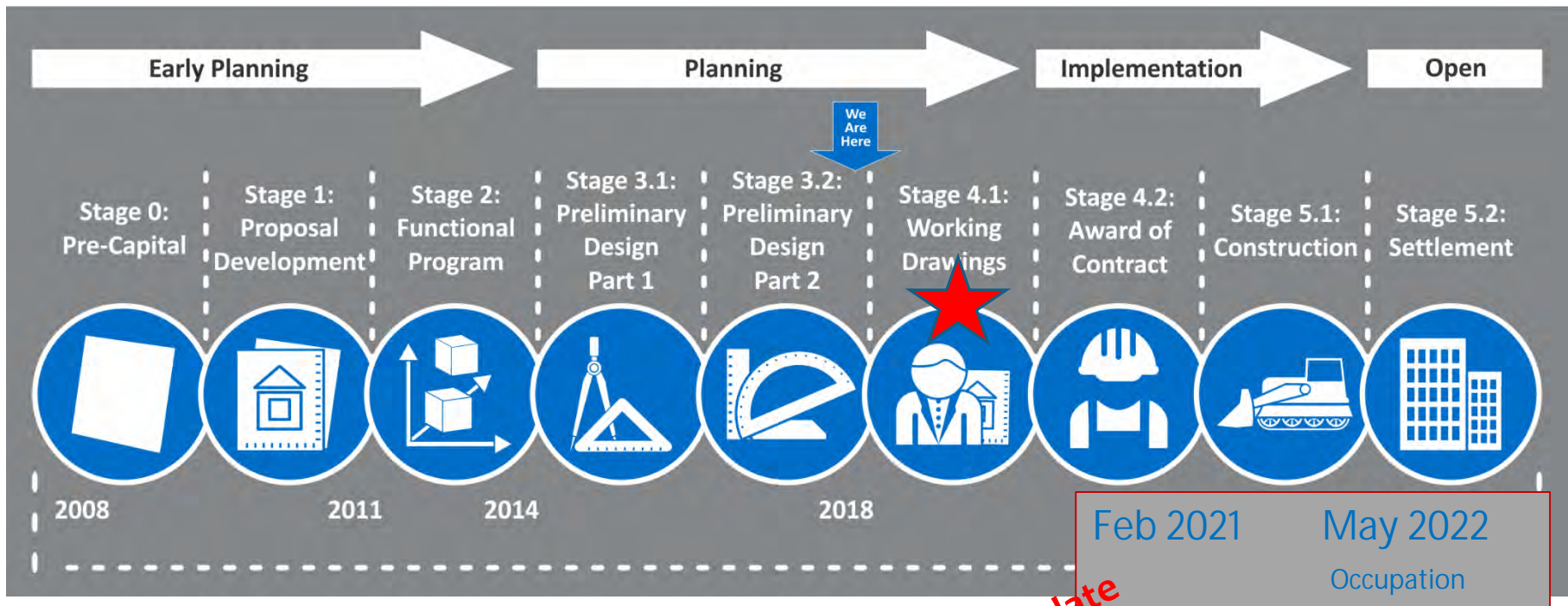


# Brock CHC Capital Project Third Floor Plan



# Ministry of Health and Long Term Care: Health Capital Project Planning Stages Timeline

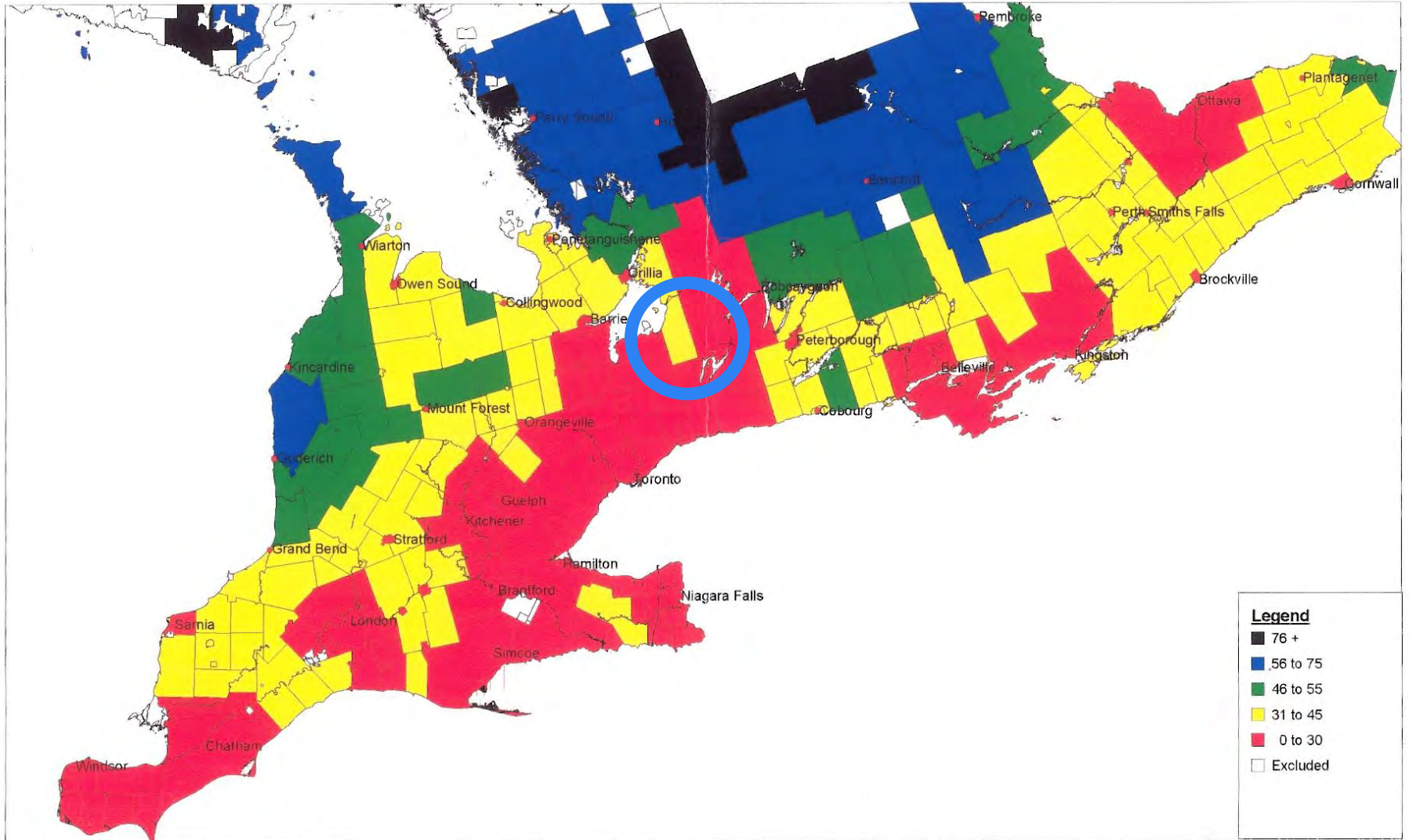
## Brock Community Health Centre Building Planning Stages





# Rurality Index, Southern Ontario

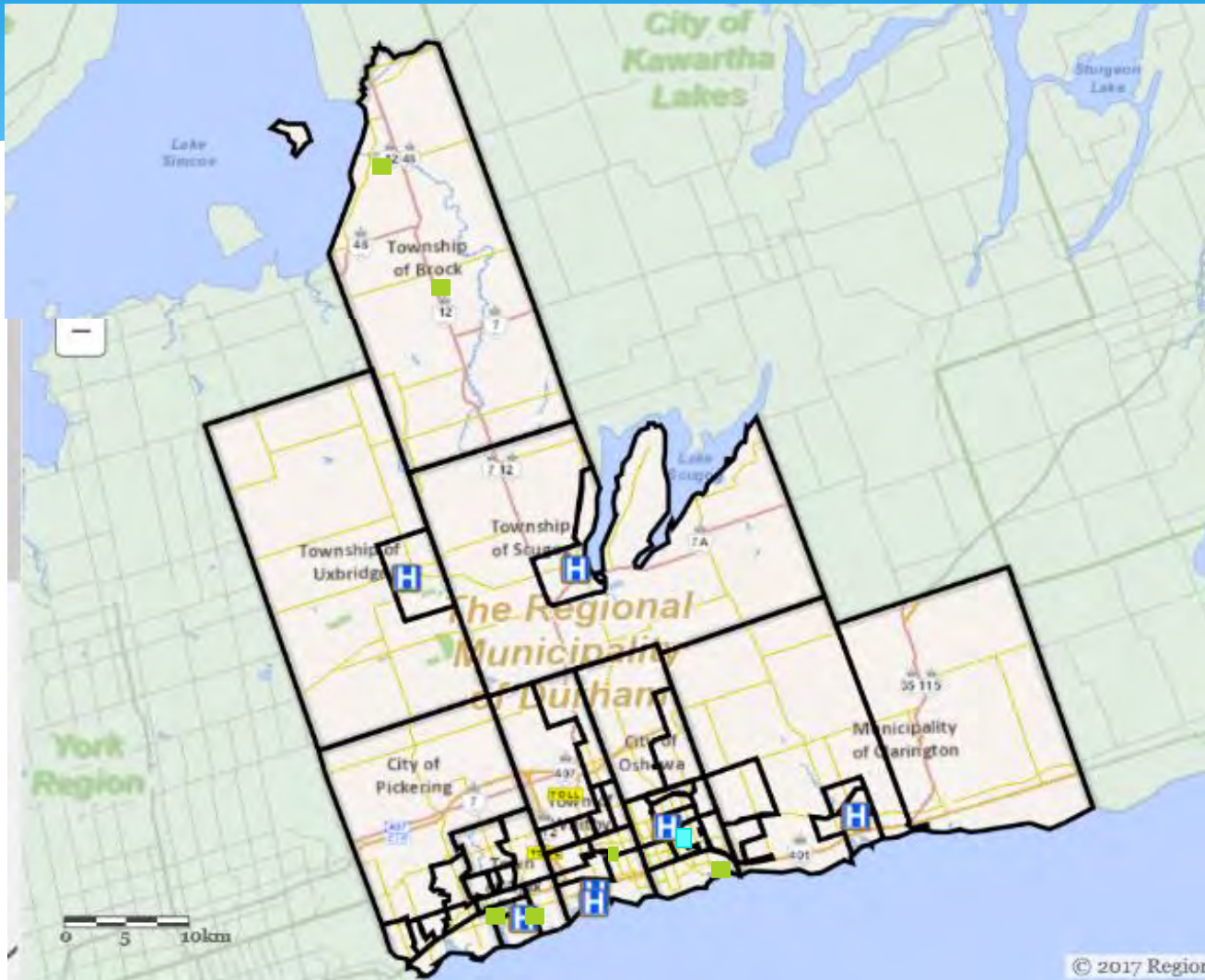
RIO 2008\_Basic, Southern Ontario



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CHC

NPLC





## Why support this Capital Project?

- \* Brock Township is the only rural part of Durham Region with a ROI (40 ) which means that level 1 and level 2 hospitals are at a great distance to the community. (all level 1 hospitals are 30 – 40 minutes or more), the population is rural – spread over a larger geography.
- \* Organizations that provide services to all of Durham Region have difficulty serving those from North Durham, but this will give them a central location to access rooms, clients and Ontario Telemedicine.
- \* This can become a community hub of service providers for both primary care, acute care, oral health and community care services.

## Why support this Capital Project?

- \* The Region of Durham Oral Health Program will bring the Healthy Smiles Program to Brock Township where the need is the greatest in Durham Region.
- \* Brock CHC will be primed for any new oral health funding that comes available.
- \* Community Care Durham will be co-located in the new space and there are many opportunities for future partnerships.
- \* Lakeridge Health will be utilizing the OTN services and would bring any potential acute care programs to the North in this site.
- \* Ease of access to North Durham population for all Durham Service providers if required.

# Who is supporting this project?



March 30, 2017

Janet McPherson  
Brock Community Health Centre  
64 Cameron Street East  
Cannington, ON  
L0E 1E0

Dear Executive Director McPherson

The Durham Region environmental scan does indeed show a disproportionate number of children with poor dental health. Durham College is committed to serving our community and providing our students with philanthropic experiences that are critical to good citizenship. It is with this mindset that we welcome an opportunity to engage our students in serving the public, and children in particular, with the dental care they need. As a result, we are happy to consider bringing our dental students to the Brock Community Health Centre one day a week for the provision of preventive dental care to those in need. We anticipate having one faculty member along with 4-6 students providing care to approximately 12 clients. This service will be provided with a nominal fee attached, which will serve as a partial cost recovery.

This endeavor will support our mandate of providing high quality placements for our students in the Dental Assisting, Dental Receptionist and Dental Hygiene programs, as well as support the needs of our community. In order to achieve this goal, we will require two fully operational dental operatories with office support, reception area as well as access to electronic software to maintain client files. We are happy to work with you to develop a partnership for student placement and community dental care that will meet both of our needs.

Should you require additional information, please do not hesitate to contact me.

Sincerely,

Judeline Innocent RN, BN, MScN, PhD  
Executive Dean, School of Health and Community Services  
Durham College  
(905) 721-2000 extn 2249  
judeline.innocent@dc-uoit.ca



Community Care Durham  
Brock

1 Cameron Street East, P.O. Box 176  
Cannington, ON L0E 1E0  
COPE Mental Health Program  
Tel: 705-432-3044 • Fax: 705-432-3382  
Home Support Program  
Tel: 705-432-2900 • Fax: 705-432-3382  
Respite Program  
Tel: 1-888-255-8880 • Fax: 905-837-6788  
www.communitycaredurham.ca

April 28, 2009

Ron Ballantyne, Executive Director,  
Brock Community Health Centre  
1 Cameron St. East  
Cannington, On. L0E 1E0

Dear Ron,

This letter is to express our interest in leasing space in the proposed new Brock CHC building at 39 Cameron St. West, Cannington.

As you are aware, Community Care Durham provides support services to seniors, adults with physical disabilities or individuals with emotional or mental health issues. For 32 years the Brock office has supported some of the most vulnerable residents of our community and we now are encouraged to see other new care-providers becoming established locally.

We support the CHC's vision of having multiple health services housed in a central location to provide seamless access to healthcare. We believe our services are a natural partnership within this vision. As such we would like to discuss the possibilities for us to be part of the new facility. While we do not have the means to contribute capital dollars, we are very interested in becoming tenants within the building.

Our needs would include:

- approximately 1000 square feet of office space, including 2 private offices, reception and adjacent work areas plus storage space
- use of meeting rooms, kitchen and other general use areas
- easy access to our office for clients, volunteers and the public

We look forward to further discussions around leasing, costs and expectations.

Sincerely,

  
Joanne Lloyd  
Home Support, Administrator  
Elaine Lillo-Carter  
COPE Program Manager

cc: Brent Farr, Executive Director  
Barb Muroc, Director, Finance & Administration  
Annmaria Maccarone, Director, Home Support Program  
Ron Whyte, Director, COPE Mental Health Program

*Elaine Lillo-Carter*



Janet McPherson, Executive Director  
**Brock Community Health Centre**  
 720 Simcoe Street  
 Beaverton, Ontario  
 L0K 1A0

The Regional  
 Municipality  
 of Durham

Friday April 7, 2017

HEALTH DEPARTMENT

ORAL HEALTH  
 DIVISION  
 (Dental Clinic)  
 1615 Dundas St. E.  
 Whitby ON  
 L1N 2L1  
 Canada  
 Tel: 905-723-1365  
 Fax: 905-723-9482  
 1-866-853-1326

durham.ca

An Accredited  
 Public Health Agency

facebook.com/  
durhamregionhealth

twitter.com/  
durhamhealth

Dear Janet McPherson,

The Oral Health Division of the Region of Durham has a goal to reduce mortality and morbidity related to oral diseases. Our programs and services are prescribed under the Ontario Public Health Standards of the Ministry of Health and Long-term Care. Our target population is vulnerable children in the Region, up to 17 years of age.

Our core activities include:

- Oral Health Assessment and Surveillance includes screening children in all government funded schools in Durham Region and screening non-school attending children, in our Whitby clinic, for Healthy Smiles Ontario (HSO) eligibility
- Providing oral health promotion and disease prevention education in high risk schools or upon request
- Providing free preventive clinical services such as fluoride, cleanings and pit and fissure sealants in our oral health clinic
- Providing restorative clinical services such as x-rays, fillings and extractions in our oral health clinic
- Providing clinical preventive services, using portable equipment, to children in remote areas of the Durham Region
- Providing staffing to promote oral health at local health fairs and community events
- Administration of the dental benefits programs for adult Ontario Works (OW) recipients and Ontario Disability Support Plan (ODSP) supplemental dental benefits

The Region of Durham environmental scan does show a higher prevalence of dental need in children in Brock Township than in any other location in Durham Region. Our dental clinic, located in Whitby is a significant distance from Brock Township. Low income families who might access our programming need to travel one hour by car and two hours by bus to access our Whitby location. We currently offer an annual, two week long,

*"Service Excellence  
 for our Communities"*

If this information is required in an accessible format, please contact the Accessibility Co-ordinator at 1-800-372-1102 ext. 2009.

portable clinic at Holy Family school in Beaverton. While this helps to improve accessibility it only helps a small portion of the families that could benefit from our services.

With that in mind, the Oral Health Division of the Region of Durham would like to send this letter of intent to participate in the delivery of dental care services in the Brock Community Health Centre's Capital Project, their new proposed building in Cannington.

We would be willing to offer services one day per week, utilizing the two dental operatories, office space and dental utility room. We would provide the following staffing: one dentist, one registered dental hygienist and two certified dental assistants per day we are in attendance. I would anticipate that we would be able to provide service to between 10 and 14 children daily.

As we have no capital funds to contribute to this project, if Brock Community Health Centre could provide the space and equipment, we would be responsible for operating funds, directly associated with the provision of our services including staff and materials.

There is an increasing body of evidence that shows the relationship between oral health and general health. In 2000, the Surgeon General of the United States stated that, "Oral Health is integral to general health. You cannot be healthy without oral health. Oral health and general health should not be interpreted as separate entities." He further noted that, "Oral diseases are progressive and cumulative and become more complex over time. They can affect our ability to eat, the foods we choose, how we look, and the way we communicate. These diseases can affect economic productivity and compromise our ability to work at home, at school or on the job."<sup>1</sup>

We look forward to this partnership with Brock Community Health Centre and to increasing the accessibility of our services across Durham Region.

Regards,

Patricia L. Abbey, BSc, DDS, MSc, DDPH | Director, Oral Health  
 Durham Region Health Department  
 1615 Dundas St E., Suite 210 | Whitby, ON L1N 2L1

(T) 905-723-1365, ext.4540 | (F) 905-723-9482 | Toll Free 1-866-853-1326

[pat.abbey@durham.ca](mailto:pat.abbey@durham.ca)

[durham.ca](http://durham.ca)



Lakeridge  
Health

March 27, 2018

Janet McPherson  
Executive Director  
Brock Community Health Centre  
720 Simcoe Street  
Beaverton, ON L0K 1A0

Dear Ms. McPherson,

Lakeridge Health is pleased to learn of the proposed new building for Brock Community Health Centre (CHC) and the organization's efforts to secure partnerships with Community Care Durham, the Region of Durham Oral Health Program and the Dental Hygiene of Durham College. This plan brings together health and oral care, and community services into a single location, enabling easy local access for the residents of Brock and North Durham.

Given the rural nature of Brock and the growing seniors' population in North Durham, travelling to more central facilities to receive specialist care is not always possible. Challenges for these residents include reduced mobility and access to transportation. This proposal provides an opportunity to expand local access for acute care services to the Township of Brock and Lakeridge Health is interested in partnering with Brock CHC to provide these services in their new facility.

Through the use of Brock CHC's Ontario Telemedicine Network (OTN), Lakeridge Health could assist with providing remote support to patients so they may stay in their community to receive the specialist care they need. The new physical space may also provide opportunities for Lakeridge Health to provide in-person consultations. Local access to acute care services may lead to residents receiving earlier health interventions, resulting in better patient outcomes. This would greatly improve the patient experience.

Lakeridge Health is fully supportive of Brock CHC's proposed new building and community hub model. We look forward to engaging in a partnership with them and the opportunity to enhance acute care services in North Durham.

Sincerely,

Matthew Anderson  
President & CEO  
Lakeridge Health

## Lakeridge Health

Supports this capital project and

- recognizes the rural nature of Brock Township and the challenges for rural residents accessing acute care services
- has identified this as an opportunity for acute care expansion to North Durham
- recognizes the potential for better client outcomes in North Durham
- understands the potential outreach that Brock CHC's Ontario Telemedicine program has for the community
- Aligns with Lakeridge's identified plan to ensure service provision in rural North Durham



# What will it cost?

Estimated Project Cost:

\$9.7 million

Amount Funded by the Ministry of Health and Long Term Care

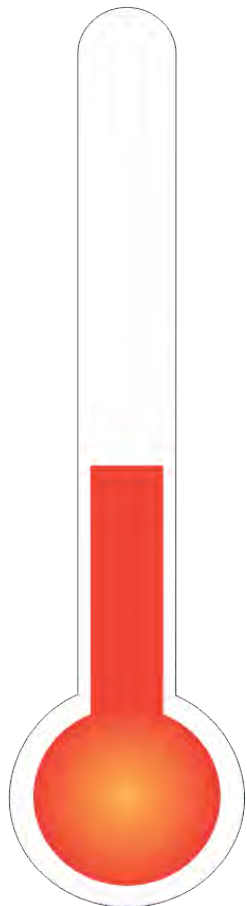
\$9.3 million

Total Estimated Cost of “Own Funds” Portion of the Project: (one dental operator, dental equipment, community space)

\$450,000

# How are we doing?

## Fundraising Goal



- \$450,000
- \$400,000
- \$350,000
- \$300,000
- \$250,000
- \$200,000
- \$150,000
- \$100,000
- \$0

Approximate Project Costs

Total Project Cost: \$9.7 Million  
Cost Covered by MOHLTC: \$9.3 Million

Sunderland Co-Operative Inc.  
\$25,000.00

Brock CHC Capital Campaign Committee Members  
\$16,100.00

Brelmar Veterinary Clinic  
\$20,000.00

Region of Durham  
\$100,000.00

Fisher's Independent  
\$3,500.00

Royal Canadian Legion Brock Branch 141  
\$5,000.00

Individuals in the Community  
\$22,000.00

(donations range from \$20.00 to \$10,000)

Would you consider contributing financially to the capital project of Brock CHC?

Thank you for taking the time to consider our request.



# Finance Committee



**THE CORPORATION OF THE TOWNSHIP OF BROCK**

Finance Department

Treasurer to the Committee of the Whole

Report: 2019-COW-01

Date: Monday, September 16, 2019

Date:	13/08/2019
Refer to:	Not Applicable
Meeting Date:	Sept 16, 2019
Action:	Rec & File
Notes:	COW
Copies to:	

**SUBJECT**

2019 Charity Golf Tournament

**RECOMMENDATION**

1. That the Committee receive the following report for its information;
2. That a deadline of October 31, 2019 at 4:00 p.m. be set for receipt of applications for the net proceeds.

**ATTACHMENTS**

- No. 1 2019 Golf Tournament Financial Summary
- No. 2 Application Criteria & Cover Sheet

**REPORT**

On June 20, 2019 the Township of Brock held its 21<sup>st</sup> Annual Charity Golf Tournament for the benefit of youth programs in our municipality.

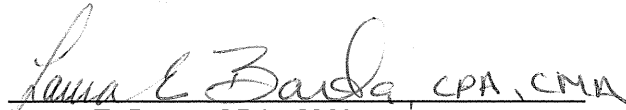
A financial summary of the tournament is provided in Attachment No. 1 which shows that the net proceeds from this year's event are \$9,661.90. There is also a balance of \$3,448.80 representing funds that were unclaimed from previous completed or cancelled projects. This balance, currently held in reserve, can also be distributed out to deserving projects.

To that end, Application Criteria and Cover Sheets (as shown in Attachment No. 2) can now be distributed to organizations who wish to apply for some of these funds.

**Conclusion**

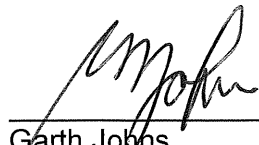
It is recommended that a deadline of October 31, 2019 at 4:00 p.m. be set for these applications.

Respectfully submitted,



Laura E. Barta, CPA, CMA  
Treasurer

Reviewed by,



Garth Johns  
CAO



**The Corporation of the Township of Brock  
21st Annual Charity Golf Tournament  
Financial Summary**

**Revenues**

Golf/Dinner Fees	17,180.00
Sponsorships	12,000.00
Donations	225.00
Other Revenue	1,157.11
	<u>30,562.11</u>

**Expenditures**

Golf/Dinner Costs	11,457.14
Golf Cooler Bags/Prizes	8,482.61
Signage	22.90
Hole-in-one Insurance	634.76
Advertising	242.19
Misc. Expenditures	60.61
	<u>20,900.21</u>

**Net Tournament Proceeds** 9,661.90

In Reserve Account-unclaimed from prior tournaments 3,448.80

**Total Funds Available For Distribution** 13,110.70

Attachment No. 2



**The Corporation of  
The Township of Brock  
In the Regional Municipality of Durham**

**Application Criteria for Golf Tournament Proceeds**

Proceeds from the Township of Brock 21st Annual Charity Golf Tournament will be used to support youth related projects within the Municipality. Local community organizations can apply for the use of these funds by submitting a written proposal to the Township of Brock outlining their project. Applications should include details regarding estimated costs, other fund-raising efforts, expected completion dates and the expected benefits for the youth and the community.

All applications for funding must adhere to the following criteria:

- Youth-oriented projects only
- Completed by a local non-profit organization or group within or serving the residents of the Township of Brock
- An innovative project that promotes the health, wellness and physical activity of our youth; general operating costs are excluded
- Projects will only be funded to a **maximum** of 50% - other fund-raising efforts for the remainder of your project will be required
- No project will be awarded more than \$2,000 from the annual golf tournament proceeds
- Proof of expenditure must be provided upon completion of the project
- The project should be completed within 18 months of the funds being awarded (extensions will be considered with reasonable explanation)

Given that the proceeds may fluctuate from year to year, not all projects will be able to be funded. The Township shall at its sole discretion approve the applications.

**Deadline for submissions: October 31, 2019 4:00 p.m.**

Applications received after this date will be automatically referred for funding consideration from the proceeds of the next year's tournament.

For further information, please contact Laura Barta at the Municipal Administration Building, 1 Cameron Street East, Cannington or by telephone at (705) 432-2355 ext. 224.



The Corporation of  
**The Township of Brock**  
In the Regional Municipality of Durham

**2019 Application for Golf Tournament Proceeds**

**Cover Sheet**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Proposed Project: \_\_\_\_\_

Expected Benefit to Youth: \_\_\_\_\_

Location of Project: \_\_\_\_\_  
(Be Specific)

Anticipated Project Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_  
(Should be within 18 months)

Total Estimated Cost of Project: \$ \_\_\_\_\_

50% of Project this Application is for: \$ \_\_\_\_\_

Balance to be paid with other fund raising efforts: \$ \_\_\_\_\_

Contact Name	Telephone Number	Email Address

**The Corporation of the Township of Brock**

Finance Department

Treasurer to Committee of the Whole

Report: 2019-COW-04

Date: Monday, September 16, 2019

Date: 09/09/2019

Refer to: Not Applicable

Meeting Date: Sept 16, 2019

**Subject**

Financial Update Report – August 2019

Action: null

Notes: COW-FI-Consent

Copies to:

**Recommendation**

That the Committee receive this report for information.

**Attachments**

August 2019 Financial Update

**Report**

**Background**

This report has been prepared using the August figures from the financial system for both years as they were reported on September 3, 2019 with the 2019 approved budget figures. The report focuses on overall budget variances utilizing transactions reported and posted to that date.

The December 2018 figures conform to the PSAB requirements including the capitalization of tangible asset purchases, annual asset amortization, and accrual for post-employment liabilities.

**Analysis Results**

A review of the Statement of Financial Position was completed and the following variances were noted:

1. The total Cash and Investment balances reported are 6.3% higher than that reported for the same period in 2018. The increase includes the amount collected and held in reserves to finance outstanding projects that were budgeted in prior

This report is available in alternate formats upon request.  
 Please contact the Clerk's Department at 705-432-2355.

years. It also includes grant amounts held as deferred revenue for projects that are scheduled to be completed in 2019 as well as the funds advanced for modernization.

2. The level of investments held is monitored to ensure funds are available to satisfy the Township's cash requirement. Investments held in the Township's portfolio are assessed on an ongoing basis to ensure they meet the requirements of section 418 of the Ontario Municipal Act, Ontario Regulation 438/97 and are made in accordance with the Township of Brock's Investment Policy.
3. The balance of Taxes Receivable outstanding at the end of August 2019 compared to the balance at the same time in 2018 is 4.0% higher in total dollar value. This increase is a significant issue that staff continue to work to address. As a percentage of the total taxes billed to date for 2019, the total taxes currently outstanding are 1.1% higher than those outstanding at the same time in the previous year. Some improvements have been noted due to issuing letters to mortgage holders for properties with taxes two years in arrears.
4. The balance of General Accounts Receivable outstanding at the end of August 2019 compared to the balance at the same time in 2018 is 86.2% higher in total dollar value. The numbers are higher in part due to the inclusion of deferred Development Charges for two Non-profit housing developments that will be paid off over the next four years and also due to the accrual of interest on investments at rates higher than prior years. The amounts reported for HST are also slightly higher in total dollar value for 2019 due to the timing of capital purchases.
5. The balance of Deferred Revenue at the end of August 2019 continues to be 31.1% higher than that reported for the same period in 2018. This account includes unspent Development Charges collected from developers and Federal Gas Tax funding. Both have legislated restrictions on their use and must be held in a segregated Reserve Fund.

A review of the Revenues and Expenditures was completed and the following variances were noted:

1. Total revenue for 2019 is 9.3% higher than that reported for the same period last year.
  - Grants for both years include the first two installments of the Ontario Municipal Partnership Fund (OMPF). In both years the Township's grant includes the Northern and Rural Fiscal Circumstances Grant funding added to the program by the Ministry in 2014. The 2019 amount reflects a reduction in the Provincial funding allocation announced after the budget was approved.
  - The 2019 and 2018 grant figures also includes the grant funding received from the Ontario Community Infrastructure Fund (OCIF) Application based grant for the Thorah Sideroad Reconstruction project. The 2019 application for funding of



Sideroad 18 Reconstruction was not approved and therefore this project will not proceed.

- The 2019 Federal grant represents the payment from New Horizon's to fund renovations to the Manilla Hall.
  - The 2019 Federal Gas Tax allocation includes the special top up payment. This amount has been transferred to the Gas Tax Reserve Fund as required by the Funding agreement.
  - The 2019 Other grants line includes the one-time payment from the Province of Ontario for Modernization in the amount of \$725,000 as well as the Cannabis Implementation funding of \$19,680.
  - Other income is 45.7% higher than that reported for the same period in 2018. This increase is primarily due to the transfer of the Provincial Grant for Modernization to the Capital Reserve Fund. This entry is offset by an unbudgeted transfer from the Clerk's Department to the Reserve Fund.
  - Building Department revenue is almost double what was reported in August 2018. This increase is due to the number of building permit fees collected for the subdivision in Beaverton.
  - The interest and penalty charged on unpaid taxes to the end of August 2019 is 19.7% higher than that reported as charged in 2018. This increase reflects the higher than normal balance of outstanding accounts.
2. Operating expenditures of \$8,392,999 are 21.2% higher in total than that reported for the same period last year. Some of this difference can be explained by the timing of posting payments and budget transfers:
- Expenditures for Members of Council are 34.3% higher than those reported in August 2018 due to the increase in compensation and conference registrations. These accounts are in line with the amounts approved in the 2019 budget.
  - Expenditures in the Clerk-Administrator's department are 197.7% higher than those reported in August 2018. This increase would have been 8.7% without the Grant transfer noted above and in line with the amounts approved in the 2019 budget.
  - Expenditures in the Roads department are 28.3% higher than those reported in August 2018. The increase would have been 11.2% without the transfer of the Gas Tax top up payment. This increase includes a 24.4% increase in charges for Roadside Maintenance, specifically ditching; a 12.7% increase in charges for Hardtop Maintenance; a 49.1% increase in charges for Loose Top Maintenance, specifically grading; a 33.3% increase in Winter Control as discussed in previous

reports; and a 16.6% increase in expenses related to nonspecific salaries and benefits.

- Expenditures in Planning are 149.8% higher than those reported for August 2018 due to the consulting costs to date of the Development Charges Study and the Planning consultant engaged to deal with planning issues subsequent to the retirement of our former CAO. The amounts are in line with those budgeted for 2019.
  - Expenditures for Tourism & Economic Development are 149.9% higher than those reported for August 2018 due to charges for the Main Street Revitalization project. These expenditures will be offset by the grant funding received in 2018 for this project.
  - Expenditures for employee wages and benefits to the end of August 2019 represent 35.9% of the total operating expenditures to date compared to 39.5% for the same period in 2018. Staff leave periods; scheduling; and the timing of hiring can explain much of the year to year fluctuation. Payroll related costs represent between 44% and 47% of the operating budget for the Township annually.
3. There were eight categories of capital expenditures reported for August 2019 and seven reported for the same period in 2018. Projects approved in prior budget years that are still ongoing have the approved funding held in reserve to complete the projects in the subsequent years.
- In 2019 payments were made for purchases as follows:
    - New laptops and contracted support for planned computer upgrades;
    - Installation of new chairs, railings, and furnaces at the Sunderland Town Hall;
    - Auto Extrication Equipment;
    - Hardware for CriSys Communication GIS System;
    - Mower/tractor ordered in 2018;
    - Freightliner Truck ordered in 2018;
    - Building permit, consulting, and preliminary work on the project to replace the building at the works depot in Beaverton;
    - Consulting payments on various road and bridge projects;
    - Construction work on Bridge 8, 9, 20, 37, 42, and Culvert 318;
    - Installation of guiderails on Thorah Sideroad project:
      - Gravel Road Resurfacing;
      - HL2 Resurfacing applications on Roads;
      - Thorah Island Gravel placement;
      - Sidewalk replacements;
    - Consulting for Sunderland Memorial Arena project;
    - Installation of a commercial dishwasher and air conditioner at Wilfrid Community Hall; and
    - Rewilding report to finalize project in advance of final grant submission.
  - In 2018 payments were made for purchases as follows:

- - Costs incurred for due diligence related to Camp Chimo;
- - Purchase of the Filehold system for Clerk's Department;
- - Improvements to storage building for Haunted Trail;
- - Pumper truck for the Fire Department;
- - Tanker truck for the Fire Department;
- - Auto extrication equipment;
- - Pagers;
- - Fit testing machine;
- - Rit Kraft;
- - Fire extinguisher simulator;
- - Canine control vehicle;
- - Consulting on the project to replace the building at the works depot in Beaverton;
- - Fencing for works depot;
- - Payments to cover the cost of consulting on various road projects;
- - Gravel resurfacing of roads;
- - Purchase of ¾ ton truck for Public Works;
- - Sidewalk replacement on Albert Street in Sunderland and Adelaide Street in Cannington;
- - Rewilding Project in Beaverton;
- - Score clock for Beaverton Arena; and
- - Design drawings for Sunderland Arena.

### **Conclusion**

The report is provided as information to the committee and will be updated monthly to reflect changes in the status of operating activity.

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### **Consultation**


None

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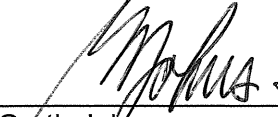
### **Financial**

N/A

Respectfully submitted,

  
\_\_\_\_\_  
Laura E. Barta, CPA, CMA  
Treasurer

Reviewed by,

  
\_\_\_\_\_  
Garth Johns  
CAO

**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2019-COW-04 - AUGUST 2019 FINANCIAL UPDATE**

	<u>AUGUST</u> <u>2019</u>	<u>AUGUST</u> <u>2018</u>	<u>DECEMBER</u> <u>2018</u>
<b>ASSETS</b>			
Bank / Cash on Hand	\$ 12,789,627	\$ 10,351,586	\$ 7,079,097
Accounts Receivable	781,536	419,796	1,198,861
Taxes Receivable	7,779,078	7,483,435	2,100,890
Investments	12,406,537	13,360,000	13,382,071
Prepays	1,392	3,702	64,962
Tangible Capital Assets	<u>59,843,320</u>	<u>59,132,317</u>	<u>59,843,320</u>
<b>TOTAL ASSETS</b>	<u>\$ 93,601,490</u>	<u>\$ 90,750,836</u>	<u>\$ 83,669,201</u>
<b>LIABILITIES / SURPLUS</b>			
Accounts Payable	\$ 5,504,399	\$ 5,346,746	\$ 1,377,193
Deferred Revenue	8,138,084	6,207,184	6,997,492
Subdivider / Zoning Deposits	(65,068)	(31,192)	(123,960)
Debenture Debt	1,077,587	1,145,626	1,077,587
Post Employment Benefit Liability	521,800	582,000	521,800
Reserves	2,667,556	3,128,988	2,773,931
Opening Surplus (Deficit)	<u>71,045,158</u>	<u>68,598,925</u>	<u>68,783,823</u>
	88,889,516	84,978,277	81,407,866
Current Revenue - Current Expenditures	4,711,974	5,772,559	2,261,335
Amounts to be Recovered	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES / SURPLUS</b>	<u>\$ 93,601,490</u>	<u>\$ 90,750,836</u>	<u>\$ 83,669,201</u>
<b>RESERVE FUNDS</b>	<u>\$ 20,486,031</u>	<u>\$ 16,887,753</u>	<u>\$ 17,662,022</u>
<b>TRUST FUNDS</b>	<u>\$ 993,834</u>	<u>\$ 1,020,452</u>	<u>\$ 975,537</u>
<b>TAX ARREARS - % OF CURRENT LEVY</b>	<u>32.41%</u>	<u>31.27%</u>	
<b>INTEREST ON DEBENTURE DEBT</b>	<u>\$ 21,229</u>	<u>\$ 22,437</u>	
<b>TOTAL RESERVES &amp; RES. FUNDS</b>	<u>\$ 23,153,587</u>	<u>\$ 20,016,741</u>	

**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2019-COW-04 - AUGUST 2019 FINANCIAL UPDATE**

	2019				2018		
	ACTUAL TO-DATE	BUDGET	\$ DIFFERENCE	% DIFFERENCE	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
<b>TAXATION REVENUE</b>							
Tax Levy	\$ 8,372,243	\$ 8,372,236	\$ (7)	0.00%	\$ 8,128,511	\$ 8,128,511	\$ 8,128,507
Supplementary Taxes	12,805	200,000	187,195	-	227,487	273,072	-
Special Area/User Charges	174,233	174,200	(33)	-0.02%	204,879	204,939	204,500
Tile Drainage	9,511	9,511	-	0.00%	9,511	9,511	9,511
Payments-in-Lieu of Taxation	302,902	291,000	(11,902)	-4.09%	299,426	299,426	290,000
	<u>8,871,694</u>	<u>9,046,947</u>	<u>175,253</u>	<u>1.94%</u>	<u>8,869,814</u>	<u>8,915,459</u>	<u>8,632,518</u>
<b>GOVERNMENT GRANTS</b>							
Ministry of Municipal Affairs	654,634	895,600	240,966	26.91%	671,700	895,600	895,600
Ministry of Natural Resources	198	130,000	129,802	99.85%	-	68,636	71,000
Province - Special Grants	53,732	55,481	1,749	3.15%	98,799	60,960	75,360
Road & Bridge Infrastructure Investment Fund	270,314	1,470,157	1,199,843	-	1,338,216	1,121,976	1,812,722
Federal - Special Grants	25,000	25,000	-	0.00%	-	67,629	20,000
Federal Gas Tax Allocation	537,809	353,174	(184,635)	-52.28%	180,611	361,222	361,222
Federal - Fisheries & Oceans	-	-	-	#DIV/0!	-	-	-
Wild Life Damage - OMAF	1,118	15,000	13,882	92.55%	9,943	17,975	15,000
Grants - Other	750,680	60,000	(690,680)	-1151.13%	17,117	28,887	14,000
	<u>2,293,485</u>	<u>3,004,412</u>	<u>710,927</u>	<u>23.66%</u>	<u>2,316,386</u>	<u>2,622,885</u>	<u>3,264,904</u>
<b>OTHER REVENUE</b>							
Canine Control Department	17,858	30,780	12,922	41.98%	16,881	23,668	34,000
Building Department	410,612	301,000	(109,612)	-36.42%	233,463	337,557	349,700
Municipal Rents	36,933	64,800	27,867	43.00%	41,731	63,856	66,000
Health Centre Rents	82,612	110,000	27,388	24.90%	67,178	111,958	95,000
Interest & Penalties on Taxes	235,201	305,000	69,799	22.88%	196,562	317,027	300,000
Road Revenue	32,612	140,000	107,388	76.71%	73,625	84,626	75,000
Small Craft Harbour Revenue	23,204	23,000	(204)	-0.89%	23,074	23,386	25,000
Administration Fees	42,065	33,250	(8,815)	-26.51%	34,487	26,330	33,250
Tax Certificates / Charges	13,765	25,000	11,235	44.94%	13,960	20,050	25,000
Parking Violations	2,805	1,500	(1,305)	-87.00%	1,272	1,432	1,500
Lotteries / Licenses	7,312	8,750	1,438	16.43%	7,753	8,947	10,800
Miscellaneous Revenue	15,454	32,700	17,246	52.74%	14,363	24,181	32,200
Committee of Adjustment	3,405	4,950	1,545	31.21%	4,055	4,540	4,850
Investment Income	69,071	90,000	20,929	23.25%	61,197	104,083	55,000
P.O.A. Revenues	1,069	10,000	8,931	89.31%	8,078	8,138	10,000
Transfer from Reserves / Reserve Funds	2,748,885	3,420,477	671,592	19.63%	1,571,665	3,072,504	4,320,046
Reserve Fund Revenues/transfers	214,284	-	(214,284)	-	157,577	325,439	-
Donations	7,570	137,398	129,828	94.49%	27,240	124,088	121,070
Planning Fees	16,060	25,000	8,940	35.76%	16,129	19,529	15,000
Septic Chargeback	-	25,500	25,500	100.00%	12,750	31,620	12,750
EMS Leasing	-	-	-	#DIV/0!	1,920	1,920	-
Fire Department Revenue	30,345	41,000	10,655	25.99%	39,313	50,784	56,500
Golf Tournament Revenue	29,907	27,500	(2,407)	-8.75%	31,988	32,038	25,000
Land / Property Sales	-	95,000	95,000	-	40,259	1,063,903	35,000
Youth Camp Revenue	53,720	55,000	1,280	2.33%	57,350	57,890	50,000
Beaverton Community Centre	44,865	104,150	59,285	56.92%	47,483	90,266	109,900
Cannington Community Centre	48,079	112,550	64,471	57.28%	47,623	84,360	120,950
Sunderland Memorial Arena	69,644	153,800	84,156	54.72%	73,799	147,628	157,000
	<u>4,257,337</u>	<u>5,378,105</u>	<u>1,120,768</u>	<u>20.84%</u>	<u>2,922,775</u>	<u>6,261,748</u>	<u>6,140,516</u>
<b>TOTAL REVENUES</b>	<b>\$ 15,422,516</b>	<b>\$ 17,429,464</b>	<b>\$ 2,006,948</b>	<b>11.51%</b>	<b>\$ 14,108,975</b>	<b>\$ 17,800,092</b>	<b>\$ 18,037,938</b>

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**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2019-COW-04 - AUGUST 2019 FINANCIAL UPDATE**

	2019				2018		
	ACTUAL TO-DATE	BUDGET	REMAINING \$ BUDGET	% REMAINING	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
<b>OPERATING EXPENDITURES</b>							
<b>GENERAL ADMINISTRATION</b>							
Members of Council	\$ 182,395	\$ 304,300	\$ 121,905	40.06%	\$ 135,857	\$ 245,611	\$ 242,211
Clerk-Administrator's Department	1,142,154	844,550	(297,604)	-35.24%	383,662	679,612	791,050
Treasurer's Department	537,423	823,200	285,777	34.72%	542,327	816,655	820,450
Tax Department	41,309	112,450	71,141	63.26%	50,311	83,101	107,450
Public Buildings & Property	340,345	545,325	204,980	37.59%	363,817	710,026	601,805
Health & Safety	4,605	17,000	12,395	72.91%	2,824	13,396	17,000
	<u>2,248,231</u>	<u>2,646,825</u>	<u>398,594</u>	<u>15.06%</u>	<u>1,478,798</u>	<u>2,548,401</u>	<u>2,579,966</u>
<b>PROTECTION TO PERSONS</b>							
Fire Department	891,205	1,518,205	627,000	41.30%	937,282	1,675,689	1,481,263
Building Department	185,260	353,840	168,580	47.64%	217,446	341,197	349,700
Canine Control Department	137,580	222,425	84,845	38.15%	114,834	200,878	195,775
By-Law Enforcement Department	65,250	140,339	75,089	53.51%	46,852	79,625	73,150
Livestock Claims / Fenceviewers	2,607	18,950	16,343	86.24%	11,419	19,892	19,200
	<u>1,281,902</u>	<u>2,253,759</u>	<u>971,857</u>	<u>43.12%</u>	<u>1,327,833</u>	<u>2,317,281</u>	<u>2,119,088</u>
<b>TRANSPORTATION SERVICES</b>							
Roads Department	2,713,611	3,536,124	822,513	23.26%	2,115,839	6,789,860	3,357,995
Street Lighting	120,605	200,200	79,595	39.76%	108,835	210,457	210,000
Sidewalks	86,461	103,050	16,589	16.10%	80,433	102,716	94,050
Parking Lots	34,219	62,000	27,781	44.81%	44,147	50,756	62,800
Traffic Control	41,360	70,300	28,940	41.17%	42,278	70,227	69,550
	<u>2,996,256</u>	<u>3,971,674</u>	<u>975,418</u>	<u>24.56%</u>	<u>2,391,532</u>	<u>7,224,016</u>	<u>3,794,395</u>
<b>ENVIRONMENTAL SERVICES</b>							
Garbage Collection	28,192	51,550	23,358	45.31%	31,742	54,472	46,100
<b>HEALTH SERVICES</b>							
Beaverton-Thorah Health Centre	75,291	121,550	46,259	38.06%	80,848	144,521	120,600
Sunderland-Brock Health Centre	-	-	-	-	296	-	-
Cemeteries	9,620	26,300	16,680	63.42%	10,358	14,858	26,500
	<u>84,911</u>	<u>147,850</u>	<u>62,939</u>	<u>42.57%</u>	<u>91,502</u>	<u>159,379</u>	<u>147,100</u>
<b>RECREATION &amp; CULTURAL SERV.</b>							
Parks Department	418,210	605,050	186,840	30.88%	384,646	707,396	591,610
Beaverton-Thorah Community Centre	249,890	409,400	159,510	38.96%	249,745	380,170	411,550
Cannington Community Centre	266,051	367,400	101,349	27.59%	254,814	364,318	369,500
Sunderland Memorial Arena	270,418	411,935	141,517	34.35%	251,162	410,758	411,300
Manilla / Wilfrid / Port Bolster Halls	15,364	31,350	15,986	50.99%	14,862	22,152	33,150
Grants to Organizations	382,247	578,091	195,844	33.88%	385,442	579,413	583,636
	<u>1,602,180</u>	<u>2,403,226</u>	<u>801,046</u>	<u>33.33%</u>	<u>1,540,671</u>	<u>2,464,207</u>	<u>2,400,746</u>
<b>PLANNING &amp; DEVELOPMENT</b>							
Planning Department	72,118	113,000	40,882	36.18%	28,866	37,588	24,750
Tourism & Economic Development	73,246	190,195	116,949	61.49%	29,308	71,982	74,500
Committee of Adjustment	1,724	3,650	1,926	52.77%	1,606	1,606	4,450
Tile Drains	4,239	9,511	5,272	55.43%	4,239	9,511	9,511
	<u>151,327</u>	<u>316,356</u>	<u>165,029</u>	<u>52.17%</u>	<u>64,019</u>	<u>120,687</u>	<u>113,211</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>\$ 8,392,999</u>	<u>\$ 11,791,240</u>	<u>\$ 3,398,241</u>	<u>28.82%</u>	<u>\$ 6,926,097</u>	<u>\$ 14,888,443</u>	<u>\$ 11,200,606</u>

**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2019-COW-04 - AUGUST 2019 FINANCIAL UPDATE**

	2019				2018		
	<u>ACTUAL TO-DATE</u>	<u>BUDGET</u>	<u>REMAINING \$ BUDGET</u>	<u>% REMAINING</u>	<u>ACTUAL TO-DATE</u>	<u>YEAR-END ACTUAL</u>	<u>TOTAL BUDGET</u>
<b>CAPITAL EXPENDITURES</b>							
<b>GENERAL ADMINISTRATION</b>							
Clerk-Administrator's Department	\$ 6,267	\$ 22,000	\$ 15,733	-	\$ 84,144	\$ 87,983	\$ 342,000
Treasurer's Department	-	-	-	-	-	-	-
Tax Department	-	-	-	-	-	-	-
Public Buildings & Property	13,454	134,000	120,546	89.96%	3,635	24,600	107,070
	<u>19,721</u>	<u>156,000</u>	<u>136,279</u>	<u>87.36%</u>	<u>87,779</u>	<u>112,583</u>	<u>449,070</u>
<b>PROTECTION TO PERSONS</b>							
Fire Department	38,589	410,000	371,411	90.59%	788,990	9,847	522,500
Building Department	-	-	-	-	-	-	-
Canine Control Department	-	5,000	5,000	-	-	-	30,000
By-Law Enforcement Department	-	-	-	-	28,294	-	-
	<u>38,589</u>	<u>415,000</u>	<u>376,411</u>	<u>90.70%</u>	<u>817,284</u>	<u>9,847</u>	<u>552,500</u>
<b>TRANSPORTATION SERVICES</b>							
Roads Department	2,037,645	4,232,874	2,195,229	51.86%	347,608	490,334	5,430,837
Street Lighting	-	80,000	80,000	-	-	-	-
Sidewalks	204,228	162,850	(41,378)	-25.41%	45,527	-	158,875
Parking Lots	-	31,500	31,500	-	-	-	30,750
	<u>2,241,873</u>	<u>4,507,224</u>	<u>2,265,351</u>	<u>50.26%</u>	<u>393,135</u>	<u>490,334</u>	<u>5,620,462</u>
<b>ENVIRONMENTAL SERVICES</b>							
Garbage Collection	-	-	-	-	-	-	-
<b>HEALTH SERVICES</b>							
Beaverton-Thorah Health Centre	-	-	-	#DIV/0!	-	-	22,500
Sunderland-Brock Health Centre	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>	<u>-</u>	<u>-</u>	<u>22,500</u>
<b>RECREATION &amp; CULTURAL SERV.</b>							
Parks Department	4,070	45,000	40,930	90.96%	95,523	29,550	61,500
Beaverton-Thorah Community Centre	-	111,000	111,000	100.00%	8,009	-	57,500
Cannington Community Centre	5,126	250,000	244,874	-	-	8,000	8,000
Sunderland Memorial Arena	-	100,000	100,000	-	8,589	-	45,800
Manilla / Wilfrid / Port Bolster Halls	8,164	54,000	45,836	84.88%	-	-	20,000
	<u>17,360</u>	<u>560,000</u>	<u>542,640</u>	<u>96.90%</u>	<u>112,121</u>	<u>37,550</u>	<u>192,800</u>
<b>PLANNING &amp; DEVELOPMENT</b>							
Planning Department	-	-	-	-	-	-	-
Tourism & Economic Development	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL CAPITAL EXPENDITURES</b>	<u>2,317,543</u>	<u>\$ 5,638,224</u>	<u>3,320,681</u>	<u>58.90%</u>	<u>\$ 1,410,319</u>	<u>650,314</u>	<u>\$ 6,837,332</u>
Total Operating and Capital	<u>10,710,542</u>	<u>17,429,464</u>	<u>6,718,922</u>	<u>38.55%</u>	<u>8,336,416</u>	<u>15,538,757</u>	<u>18,037,938</u>





**THE CORPORATION OF THE TOWNSHIP OF BROCK**

Finance Department

Treasurer to the Committee of the Whole

Report: 2019-COW-02

Date: Monday, September 16, 2019

**SUBJECT**

Development Charges - Grants

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-FI-Consent
Copies to:	

**RECOMMENDATION**

1. That the Committee receive the following report for its information; and
2. That a Grant Policy not be implemented for the purpose of reducing Development Charges.

**ATTACHMENTS**

None

**REPORT**

In the Finance Committee meeting on February 11, 2019, Craig Binning from Hemson Consulting provided the Committee with an update on the study they had undertaken to determine the amount of Development Charges (DC) that the Township was permitted to charge. When asked about a mechanism for reducing the rate Mr. Binning advised that DC By-laws are implemented as written, and should Council want to provide an exemption, it would generally be as a grant in lieu and the funds would be allocated from within the Township's budget to the DC reserves.

On April 2nd the statutory public meeting was held by Council to obtain input in respect of the proposed new Development Charges By-law and Mr. Binning was present to explain the process and respond to questions. He advised that the rate presented in the study was the maximum permissible charge and Council had the discretion to set the rate lower. Should a lower rate be selected, the result would be to forego DC charge revenue. The reduction in revenue could result in planned projects included in the study being delayed.

In their meeting on April 15<sup>th</sup>, Council introduced the term “single lots of record” and proposed a reduced Development Charge rate be included in the by-law for property owners who have held developable lots for a number of years and had not yet reached the stage of requesting permits. The intention was to specifically exclude lots that are part of a plan of subdivision from the reduced rate. The motion also included reducing the rates for other types of development and was tabled at that time.

In their meeting on April 22<sup>nd</sup>, Council lifted the tabled resolution from April 15<sup>th</sup> and it was withdrawn. Three new resolutions were introduced allowing for discussion of each proposed rate. A resolution was passed to allow for a reduced rate for “single lots of record” of \$16,000 at that time. Subsequent to this meeting, discussions were held with the Township’s consultant and staff at the Region of Durham in an effort to determine the exact definition of a “single lot of record” as well as the number of lots that would be impacted in the Township by this proposed rate reduction. There were significant concerns expressed that this type of reduction would not be easily defined or defended should the By-law be appealed. The Township’s consultant was also concerned that use of a special rate for specific lots would be discriminatory and not easily defended if the by-law was appealed. It was also noted that a successful appeal could result in the reduced rate being applied to all development for the next five years.

In their meeting on May 27<sup>th</sup>, a motion was made to reconsider the resolution to allow a reduced rate for “single lots of record”. Based on the recommendation of staff, Council rescinded the resolution. Also in that meeting, Council was updated on the proposed impact of Bill 108 as it relates to Development Charges and elected to be proactive by approving the introduction of two DC By-laws.

When Council passing of the updated Development Charge By-laws for 2019 it did not include a reduced rate for “single lots of record”. Council passed the two by-laws at the combined rate of \$20,000 for all new single detached applications and directed staff to investigate a grant policy designed to meet the objectives of the proposed “lots of record” rate initially proposed. Further, Council requested staff to consult with legal counsel with respect to the anticipated grant policy and clarify how sections 106 and 107 of the Municipal Act would affect such a policy.

The Durham Regional legal department was contacted to review the legal implications of establishing this type of a grant policy to achieve Council’s objective of granting individuals who have a single lot to be developed a discount. Mr. Adnan Naeem supplied the following response:

“I do not think this could be considered a grant as it would not fall under one of the permitted grant examples under section 107(2) (a) to (e) under the Municipal Act. It would be considered bonusing.

Further, under section 110(7), a municipality may waive the requirement to pay a portion of development charges, but the development has to be for a municipal capital facility. In any other instance where the development is not for a municipal capital facility, it will be considered as being bonusing.”

Based on legal advice, this would be bonusing defined as “something given or paid over and above what is due” or “something extra or additional given freely”. If you look at Section 106 (1) on Economic Development services it reads as follows:

Assistance prohibited – Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through granting of bonuses for that purpose.

Section 106 (2) - Without limiting subsection (1), the municipality shall not grant assistance by, (d) giving a total or partial exemption from any levy, charge or fee.

Based on Mr. Naeem's comments and also specifically section 106 (2) (d) of the Municipal Act, it would appear that this type of a grant would not be permitted.


**Bill 108**

Subsequent to passing the new Development Charges By-laws, the Province passed Bill 108 and based on the proposed regulations, the DC by-law approved for soft services will no longer be relevant after January 1, 2021. Unless the regulations are amended, the Township will need to implement a Community Benefit Charges (CBC) program to replace the by-law by January 1, 2021. Any grant program that may have been considered would have needed to be amended or rescinded once the CBC was in place to avoid doubling the discount for the "single lots of record" owners.


**Conclusion**

It is recommended that no grant policy be developed.

Respectfully submitted,

  
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Laura E. Barta, CPA, CMA  
Treasurer

Reviewed by,

  
\_\_\_\_\_  
Garth Johns  
CAO



### The Corporation of the Township of Brock

Finance Department

Treasurer to Committee of the Whole

Report: 2019-COW-03

Date: Monday, September 16, 2019

#### Subject

Insurance Update – Joint and Several Liability

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-FI-Discussion
Copies to:	

#### Recommendation

1. That the Committee receive this report for information: and
2. That the comments be forwarded to the Minister of the Attorney General by September 27th.

#### Attachments

None

#### Background

On July 12, 2019 the Attorney General requested Municipal participation in the government's consultations regarding the impact of joint and several liability on Municipal insurance.

This report has been prepared in an effort to provide some background information in response to the first phase of the consultation and policy development process. It is hoped that the evidence provided will provide an outline of the impact of this issue on the Township of Brock's ability to provide services.

#### Nature of the Problem as we see it

Having liability insurance protects the Township from claims that result from accidents that happen despite the best efforts of staff to ensure our facilities and infrastructure are adequately maintained. In recent years it is becoming clear to Municipal management that no matter what level of maintenance is done it will be judged as inadequate. A level of "Common Sense" and "Reasonableness" needs to be put back into our legal system. A municipality should not be held automatically responsible for everything that can go wrong with any person that enters their boundaries.

This report is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355.

There is a general sense of unfairness that municipal taxpayers pay more than their fair share of settlement costs. If you are speeding and cause an accident, why is this the Municipalities fault? If you are driving down a snow covered road or a gravel road and do not slow down to a speed that allows you to control the vehicle, why is it the municipalities fault when you have an accident or damage your vehicle? Driver's education in Ontario teaches the necessity to drive according to the conditions of the road yet each day Municipalities are named in lawsuits when the driver did not follow that simple teaching. When driving down a roadway or walking down the sidewalk should you not be aware of your surroundings at all times? People need to be held accountable for their actions and not look for someone else to blame for their own carelessness. The property owners in the Province should not be losing their homes because Municipalities have to raise property taxes to cover ever increasing insurance costs.

The use of joint and several liability only adds to the Municipal risk. Each of the items noted above become more of an issue if the other defendants in an action have insufficient insurance. The Township may have done everything correctly and still be paying the majority of the settlement. Having some type of upper limit on what any one defendant will be expected to pay would assist Municipalities and may encourage insurance companies to follow through on cases rather than settling to avoid the possibility of having to pay the full settlement cost. For example, A Municipality found to be 1% liable should never have to pay the majority of the settlement costs. If the plaintiff is found to be at fault for the accident due to negligence or willful disregard of existing laws, the Municipal liability should be limited as should the share of costs they are required to pay.

The Township of Brock has been somewhat sheltered from some of the current market demand for raising premiums and deductibles. This is thanks to our membership in the Durham Municipal Insurance Pool. The Pool was established in 2000 to protect the participating municipalities from increasing insurance premium costs by structuring an alternative risk financing program with a high deductible and collectively self-insuring claims within the deductible. How much longer the Pool's premiums will remain reasonable is questionable with the insurers including the Pool's insurer Frank Cowan and Company all looking to increase rates to help offset the rising cost of settlements.

The Township of Brock participates in risk management sessions to educate staff with the objective of focusing limited resources on ensuring our risk exposure is reduced. As the insurers split off high risk areas of business that they will no longer cover as part of the general policy, the Township has had to add specific coverage to mitigate these risks. A recent example of this added coverage is for cybercrime coverage.

In response to the review of risk in our facilities, the Township implemented a policy to require anyone who rents a facility to supply proof of liability coverage. This requirement for User Group Liability Insurance coverage was controversial at the time it was introduced and has limited some members of the public from using our facilities. There are also more restrictions on what type of event is permitted in a rented facility than there were ten years ago. Activities that are deemed high risk are not permitted. An example of high risk activities would be a mixed martial arts demonstrations.

## **Evidence**

This evidence would come more from the Durham Municipal Insurance Pool report as it sites specific cases, one of these being in the Deering v. Scugog (Township), 2010 ONSC 5502 claim. This case involved a motor vehicle accident and severely injured claimants. Justice Howden, while finding liability existed on the facts of the case, apportioned the majority of liability against the Municipalities and determined that the inexperienced driver who was speeding as only a third responsible for the accident. As stated by Larry Ryan, president of the Frank Cowan Company, the insurance provider for Scugog and Oshawa, the portion of the blame placed on the municipalities in this case could open the door to future cases where cities bear the majority of the blame, he said. "We're very concerned about the increase in claims," Ryan said. "Municipal insurance premiums will increase, and ultimately the municipal property owners, the taxpayers, are going to bear the brunt of this."

This has been proven true because municipal road claim numbers have and continue to increase. One reason this is occurring is because municipalities carry high limits and they are always brought into motor vehicle actions alleging non-repair of the road. In the Province of Ontario, according to the Insurance Act, R.S.O. 1990, c. I.8, the minimum required under a motor vehicle liability policy for any one accident is only \$200,000.

Due to the threat of joint and several liability, many of these alleged non-repair of road claims are settled by municipalities out of court due to expensive litigation where a finding of 1% could mean that the municipality would be required to pick up any damages that might exceed the specific liability limits specific to the claim for bodily injury.

In addition, Regulatory changes to the Statutory Accident Benefit Schedule has the potential to expose municipalities to a higher frequency of joint and several claims allegedly arising due to poor road conditions. For claims arising out of accidents that occurred on or after June 1, 2016, the maximum benefits available under the Statutory Accident Benefit Schedule to 'catastrophically impaired' persons have been reduced from \$2 million (\$1 million in medical and rehabilitation plus \$1 million in attendant care benefits) to a total of \$1 million (i.e. a 50% reduction).

## **Proposed Solutions**

The following three proposals have historically been considered as a solution to inequities of joint and several liability in Ontario:

- The Saskatchewan Model – is a modified version of proportionate liability and is one that applies in cases where a plaintiff is contributory negligent. Proportional liability permits a defendant to be held liable for damages only in proportion to their fault in causing the accident. Where there is a

shortfall due to one defendant being insolvent or has insufficient resources, and where the plaintiff's own negligence contributed to the harm, the shortfall is to be divided among the remaining defendants and the plaintiff in proportion to their fault.

- The Multiplier Model - the Multiplier model provides for a limit on awards where there is a shortfall due to one defendant being insolvent or not having sufficient insurance limits. In this model, the premise is that a municipality would never be liable for more than double its proportion of the judgement.
- The Combined Model - the Combined model is a hybrid of the Saskatchewan model and the Multiplier model. It could be used to ensure that the municipality would not be liable for more than two times its proportion of damages.

### **Conclusion**

If Municipal losses continue without judicial or legislative correction, municipalities will likely find themselves unable to obtain insurance for claims at anything other than extremely high premiums and deductibles that exceed their risk tolerance.

The best solution for Municipalities is to adopt a system with no joint and several liability, where each defendant is responsible for their own negligence.

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### **Consultation**

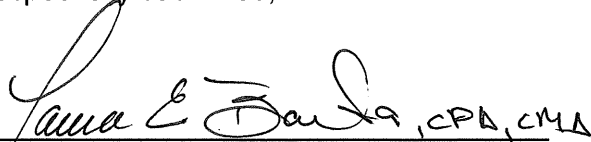
None

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### **Financial**

N/A

Respectfully submitted,

  
Laura E. Barta, CPA, CMA  
Laura E. Barta, CPA, CMA

Treasurer

Reviewed by,

  
\_\_\_\_\_  
Garth Johns  
CAO



# Public Works, Facilities & Parks Committee

**The Corporation of the Township of Brock**

Public Works Department

Director of Public Works to the Public Works and Facilities Committee

Report: 2019-COW-05

Date: Monday, September 16, 2019

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Date:	28/08/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW-PW-Discussion
Copies to:	

**Subject**

All-Way Stop Control at the intersection of Laidlaw St. S and Park Street

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**Recommendation**

- 1) That an all-way stop be installed at the intersection of Laidlaw St. S and Park Street
  - 2) That the Clerk be authorized to amend Schedule XIII of By-Law 957-88-PP accordingly.
  - 3) That the signage be funded from the Bridge 8 Rehabilitation Capital Budget account.
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**Attachments**

Attachment 1 – Location Map

Attachment 2 – View from Park Street looking south

Attachment 3 – Recommendation from Chisholm Fleming and Associates

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## Report

The Rehabilitation of Bridge No. 8 (Bick's Bridge) is currently being finalized. A construction inspection was undertaken in the summer of 2019 by Staff and the engineering design consultant, Chisholm Fleming and Associates which identified a safety/sight distance concern at the intersection of Laidlaw St. S and Park Street. Vehicles travelling eastbound on Park Street have significantly less than adequate sight distance available in order to make a safe left turn onto northbound Laidlaw Street. The proximity of Park Road to the bridge, the bridge railing/barrier system and existing vegetation are all contributing to the sight line obstruction.

As such, there are 6 primary options available for consideration to address this concern:

- 1) Do nothing – accept the liability/risk. Not recommended as it doesn't adequately protect the safety of road users from potential "T-bone" collision types.
- 2) Install a No Left-Turn sign on Park Street at the intersection (with no physical improvements). Not recommended as the likelihood of non-adherence to the sign is significant.
- 3) Construct a curbed median along Laidlaw Street S. to restrict left turn movements at the intersection. Not recommended as the capital cost to undertake the work is significant (existing road width is not sufficient).
- 4) Construct a "slotted left" curbed median island along Laidlaw Street S. that would restrict left turns from Park Street but will still permit left turns from Laidlaw Street S. Not recommended as the capital cost to undertake such work is significant (existing road width is not sufficient).
- 5) Convert the section of Park Street between Laidlaw Street S and Ann St S to a one-way street system (westbound only). Not recommended as the use of one-way street systems is generally uncommon in rural communities, thus non-adherence to such signage would be significant.
- 6) Install a "All-way Stop" at the intersection. **Recommended** as it is the least intrusive/least cost solution available that adequately addresses the safety concern.

## Consultation

A notice will be placed in the local newspaper.

## Financial

The cost of the signage and pavement markings is approximately \$2,000 and can be funded from the Bridge 8 Rehabilitation Capital Budget account.

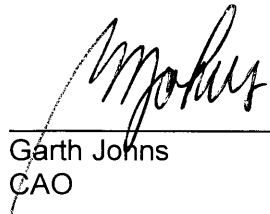
Respectfully submitted,



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Greg Hardy  
Director of Public Works

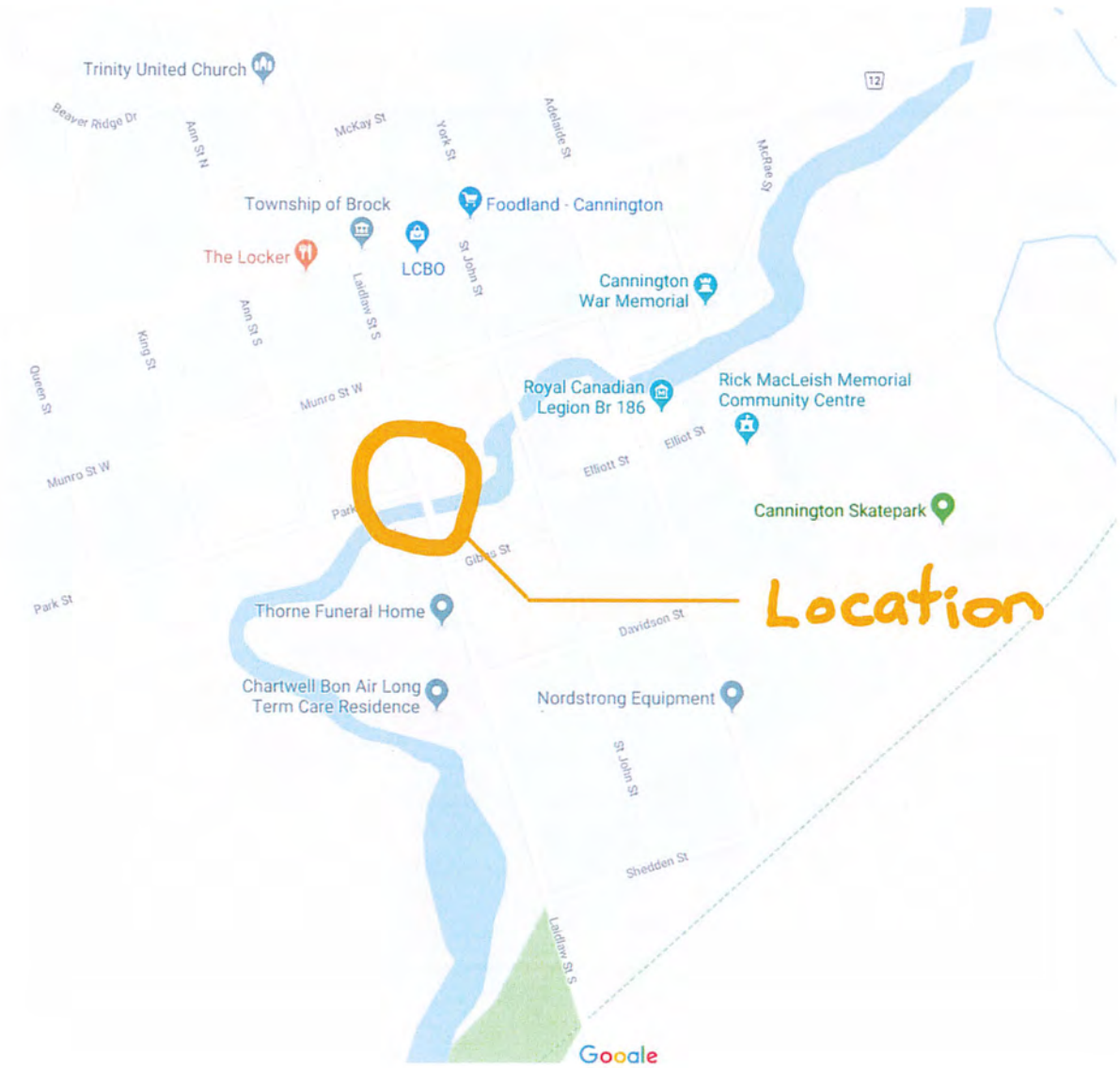
Reviewed by,



---

Garth Johns  
CAO

ATTACHMENT 1 – Location



ATTACHMENT 2 – View from Park Street looking South



ATTACHMENT 3 – Recommendation from Chisholm, Fleming and Associates

**Chisholm, Fleming and Associates** consulting engineers

317 Renfrew Drive, Suite 301, Markham, ON L3R 9S8 Tel: 905-474-1458 Fax: 905-474-1910 E-mail: [cfa@ChisholmFleming.com](mailto:cfa@ChisholmFleming.com)



August 19, 2019

Our Project No. 80-16

Corporation of the Township of Brock  
1 Cameron Street East  
P.O. Box 10  
Cannington, Ontario  
L0E 1E0

Attention: Greg Hardy, P. Eng.  
Interim Director of Public Works

RE: Intersection of Laidlaw Street and Park Street Sightline Review

Dear Mr. Hardy:

At your request, we have reviewed the sightlines at the intersection of Laidlaw and Park Streets in Cannington. A visit to the site confirms that visibility to the south from Park Street is very limited due to the proximity of Bicks Bridge (Bridge 8) over the Beaver River and vegetation growth. The new barrier installed on Bridge 8 during the structure rehabilitation is taller than the previous barrier, and has smaller openings, reducing visibility. Additionally, there are a significant number of trees growing directly adjacent to the bridge and the intersection further reducing visibility. Large trees restrict visibility to the north, as well.

It is understood that the Township has reviewed various options for alleviating the issues at this intersection, including converting Park Street to a one-way street leading away from Laidlaw Street and converting the Laidlaw/Park intersection to an all-way stop.

Visibility to the south from Park Street is severely restricted and requires some action by the Township to increase the safety to the travelling public. For this reason, and based on our review and discussions with yourself, it is our recommendation that the intersection of Laidlaw Street and Park Street be converted to an all-way stop. Requiring vehicles travelling on Laidlaw Street to stop will greatly increase the safety for those exiting Park Street, particularly those heading north on Laidlaw Street.

Please do not hesitate to contact our office should you wish to discuss this with us.

Yours very truly,

CHISHOLM, FLEMING AND ASSOCIATES

Per:

Tim Campbell, P.Eng.



Date:	Page 84 of 215 04/08/2019
Refer to:	Not Applicable
Meeting Date:	Sept 16, 2019
Action:	null
Notes:	COW - PW - Discussion
Copies to:	Eva, Joe U., PW

September 5, 2019

Township of Brock  
1 Cameron Street East  
Cannington, ON  
L0E 1E0

Attention: Becky Jamieson  
Acting Municipal Clerk



Dear Becky:

This letter is a request to hold the Sunderland Santa Claus Parade on Saturday December 14, 2019 with a start time of 7:00 pm. (please see attached parade route). We, the Santa Claus Parade Committee, would also like to hold a free skate at the Brock Township Memorial Arena on the same night between the hours of 4:30 and 6:30 pm. Should there be any problems surrounding the date and times we have requested, please let me know as soon as possible.

I have also attached a copy of our insurance for your records.

Please confirm with me your approval of this arrangement.

Thank you in advance for your support.

Joan Down  
Chairperson, Sunderland Santa Claus Parade Committee  
310 Durham Rd 10,  
Sunderland, ON  
L0C 1H0  
Home e-mail – [joan.down@sympatico.ca](mailto:joan.down@sympatico.ca)  
Work e-mail – [joan.down@opg.com](mailto:joan.down@opg.com)  
Cell phone – 416-587-3852  
Home phone – 705-357-3852

Recommendation: That the Committee of the Whole (COW) approve the request as contained within Communication 1772/19.







***Beaverton Lions Club  
Santa Claus Parade  
"Parade of Lights"  
Friday November 15, 2019***

September 4, 2019

**Garth Johns  
CAO  
Township of Brock  
1 Cameron St P.O. Box 10  
Cannington, ON L0E 1E0**

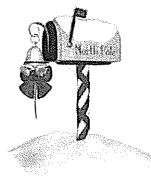
Date:	09/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept 16, 2019
Action:	null
Notes:	COW-PW-Discussion
Copies to:	

Dear Mr. Johns:

On behalf of the Beaverton Santa Claus Parade Committee we are seeking permission to hold our annual parade on November 15, 2019 at 1900 hours (7pm). Parade participants will meet at the Beaverton Fair Grounds on Main Street. The parade will start at the Beaverton Fair Grounds on Main Street, following Main Street, to Simcoe Street, to Osbourne Street to Bay Street and continue back to the Fairgrounds. We look forward to receiving your support for this special event.

Sincerely,

**Chuck Gillespie  
Beaverton Santa Claus Committee  
Box 616 Beaverton  
agillesc403@rogers.com  
705-426-9561**



Recommendation: That the Committee of the Whole (COW) approve the request as contained within Communication 1795/19.



**The Corporation of the Township of Brock**

Public Works Department

Director of Public Works to Committee of the Whole

Report: 2019-COW-9

Date: Monday, September 16, 2019

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW-PW-Discussion
Copies to:	

**Subject**

Replacement Chiller for Rick MacLeish Memorial Community Centre

**Recommendation**

- 1) That the quote submitted by Simcoe Refrigeration for the replacement chiller at the Rick MacLeish Memorial Community Centre in the amount of \$75,300 excluding taxes be accepted.
- 2) The budget shortfall, in the amount of \$25,300 be funded from the Capital Reserve as determined by the Treasurer.

**Attachments**

N/A

**Report**

The 2018 Capital Budget included a budget amount of \$50,000 for a replacement chiller at the Rick MacLeish Memorial Community Centre (RMMCC). The existing chiller was installed in 1991 and is beyond its 25-year service life.

The purpose of a chiller is to combine ammonia with liquid brine which is fed out to freeze the ice floor. Based on TSSA's annual inspection of the plant room of the Township's hockey rinks, they noted the age of the chiller at the RMMCC and require an action plan for replacement. While there is no immediate public health and safety risk, it is critical to replace the chiller due to its age and to proactively avoid any potential hazards that would require more extensive mitigation measures.

Staff received quotes from 2 contractors, and they are recommending that the contract be awarded to the lowest quotation from Simcoe Refrigeration for \$75,300.

The Procurement Policies and Procedures for the Corporation of the Township of requires that any project greater than \$50,000 be issued for Tender. It was staff's expectation that the quotes received would be less than \$50,000 – as such formal quotations were requested. The primary reason for the need for additional budget was due to the need to relocate the existing compressor and motor in order to provide access to install the new chiller. In addition, as there are limited companies that provide this service, only 2 quotes were received rather than 3 (or more) as desirable.

If approved by Council, it is anticipated that the chiller would be replaced in March of 2020 when the ice is removed and to avoid the need shut down the rink for 2 weeks during installation. It is recommended to proceed with the purchase at this time in order to allow time for fabrication (8-10 weeks), as well as to have the chiller available if during regular testing throughout the 2019-2020 season, an immediate need to replace the chiller is required.

### Consultation

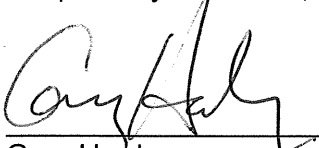
N/A

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### Financial

A budget shortfall, in the amount of \$25,300 is required above the approved budget of \$50,000 for the fabrication and installation of the chiller at the RMMCC. The Treasurer has determined that funds held in the Capital Reserve can be used to finance the balance. These funds represent those set aside to complete a project that came in under budget.


Respectfully submitted,



---

Greg Hardy  
Director of Public Works

Reviewed by,



---

Garth Johns  
CAO



The Corporation of the Township of Brock

Public Works Department

Director of Public Works to Committee of the Whole

Report: 2019-COW-6

Date: Monday, September 16, 2019

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-PW-Consent
Copies to:	

**Subject**

Public Works Department Update – Fall 2019

**Recommendation**

1. That Public Works Report 2019-COW-16 be received for information
2. That a Public Works Report Update be brought forward for Council's information on an annual basis
3. That a Summary of Work Order Requests be provide to Council on a quarterly basis through the Council Information Index

**Attachments**

N/A

**Report**

Over the past 2 months, I have had the privilege of representing the Public Works Department and all its hard-working staff. The Public Works Department is split into 3 Divisions made up of 24 Full-Time and 11 Part-Time (Casual) Staff

- 1) Facilities & Parks (1 Supervisor, ½ Administrative Assistant, 6 FT Staff, 4 Casuals)
- 2) Road Operations (1 Supervisor, 1 Administrative Staff, 13 FT Staff, 7 Casuals)
- 3) Engineering (1 Director, ½ Administrative Assistant)

This small group of talented people are responsible for managing a large number of infrastructure assets including:

- 365 km of Roads (including ditches and driveway culverts)
- 25.5 km of Sidewalks & Parks
- 89 Bridges and Culverts >3m in diameter
- 31 Municipal Buildings & Structures
- 67 Playgrounds/Fields/Play Structures

This report is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355.

- 15 Parking Lots
- 4 Storm Ponds
- 6.3km of Storm Sewers
- Beaverton Harbour

Over the course of the period from July 22 to September 4, 160 Work Orders were received and recorded by the Public Works Department. As this data tracking system was initiated during this period, it is likely that the actual number of requests received would be in the order of 200+/- in recognition that some requests could have been received via other pre-established methods.

Approximately 70% of these requests have been resolved/completed to date. It is important to note that it is not anticipated or desired to be at 100% completion/resolved rate – as some items require significant time for investigation, require additional budget, can be deferred to a later date while staff deal with higher priority items and/or are items that were received within a short time frame in advance of preparation of this report. As such, a 70-80% resolved/completion rate would be considered appropriate. In addition, it is also important to note that these work orders are generally items outside of Staff's routine/scheduled day-to-day operations.

<b>ISSUE TYPE</b>	<b># of Work Order Requests</b>	<b># Resolved/Completed</b>
Culverts	20	14
Ditches	23	14
Roads	45	35
Trees	21	14
Driveways	7	7
Sidewalks	6	5
Grass/Brush/Shrub/Weeds	5	3
Garbage	6	5
Bridges	3	3
Signage	7	4
Other	13	5
Mailbox	1	1
Parks/harbor	3	2
<b>TOTAL</b>	<b>160</b>	<b>112 (70%)</b>

It is recommended that a Summary of Work Order Requests be provided to Council on a quarterly basis through the Council Information Index.

As part of the Department's continuous improvement efforts - brainstorming sessions were held with Staff in the summer of 2019. In addition, individual input from Council Members was received as well as input from the Brock Board of Trade and local Lions Clubs. As a result of these discussions, the following is a list of primary opportunities identified within the Public Works Department.

#	Description	Status
1	Formal Work Order/Service Request Tracking System	Phase 1 complete. Phase 2 will involve the acquisition of a more robust Work Order System – and is being currently being reviewed
2	Sunderland Arena Expansion/Arena Strategy	Currently working on Funding Application Opportunity - Arena Strategy will follow.
3	Asset Management / Long-Term Planning of Assets	Ongoing - Review of Opportunities to improve Management of Infrastructure Assets
4	Roads and sidewalks - Review/ Update Capital Program	Ongoing - Review of Opportunities to improve Management of Infrastructure Assets
5	Improved Public Communication - Open House/ Newspaper Ads/ Pamphlets	Ongoing. To review opportunities for snow removal communications in Fall and Road Maintenance communications in Spring. Construction Notices for Residents have been prepared for 2020 projects.
6	Regular Project/Construction Updates to Council	Ongoing – Regular Updates to Council in Council Information Index
7	Winter Maintenance Program	To be reviewed in Fall 2019
8	Full - Time Mechanic / Mechanic Bay	To be reviewed through 2020 Budget Process
9	Fleet Software Solution	To be reviewed in 2020.
10	Automate Timesheets & Duty Status Forms	To be reviewed in Winter 2019/2020
11	Fuel – Add Tanks to Yard	Currently being reviewed/investigated
12	Continued/Expanded Involvement in Public Works Day	To resume in 2020
13	Health & Safety Matters in existing Works Yard	To be reviewed through 2020 Budget Process
14	Beaches – Review Access Opportunities and Erosion Mitigation Opportunities	To be reviewed in Winter 2019/2020
15	Beaverton Harbour Strategy	Ongoing.
16	Mobile Speed Radar Signs	Recently Installed on Main St. E in Beaverton
17	Wayfinding Signage/Downtown Banner Program	Wayfinding Signage to be installed this Fall. Further Review of Signage to be undertaken in Winter 2020.
18	Public Washrooms In Downtowns	To be reviewed through 2020 Budget Process
19	Implement Municipal 511	Ongoing – to be implemented as part of Website Upgrades

20	Road & Facilities Tour with Council	Scheduled in September 2019
21	Drainage Review at Thorah Centennial Park/Rail Crossing	Ongoing – to be reviewed through 2020 budget process, and pending discussions with the Region of Durham and CP Rail.
22	King Street Park Upgrades	Ongoing discussion with School Board and Lions Group
23	Snow Clearing Program (Persons with Disabilities)	To be reviewed in 2020
24	Emerald Ash Borer Impacts	To be reviewed in 2020
25	LED Streelight Conversion Program	Ongoing

This extensive list shows some excellent potential initiatives in the Township of Brock. While available resources are limited to undertake this work, the introduction of an additional Administrative Assistant position in the Public Work Department will greatly assist in moving these items forward in conjunction with Staff's regular day-to-day responsibilities.

It is recommended that a Public Works Update be prepared for Council's consideration on an annual basis.

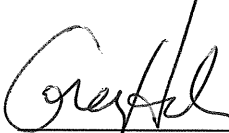
**Consultation**

N/A

**Financial**

N/A

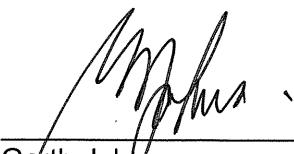
Respectfully submitted,




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Greg Hardy  
Director of Public Works

Reviewed by,




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Garth Johns  
CAO



# Building, Planning & Economic Development Committee



August 22, 2019

Ms. B. Jamieson  
Deputy Clerk  
Township of Brock  
1 Cameron Street E.  
Cannington, ON L0E 1E0

Date:	11/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-PL-Consent
Copies to:	

The Regional  
Municipality  
of Durham

Planning and Economic  
Development Department

Planning Division

605 ROSSLAND ROAD EAST  
LEVEL 4  
PO BOX 623  
WHITBY, ON L1N 6A3  
CANADA

905-668-7711  
1-800-372-1102  
Fax: 905-666-6208  
Email: [planning@durham.ca](mailto:planning@durham.ca)

[durham.ca](http://durham.ca)

Brian Bridgeman, MCIP, RPP  
Commissioner of Planning  
and Economic Development

**Re: 2018 Annual Building Activity Review, File: D03-02,  
Commissioner's Report #2019-INFO-55**

Ms. Jamieson, enclosed for your information is a copy of  
Commissioner's Report #2019-INFO-55 that was provided to Regional  
Councillors on August 9, 2019.

Should you have any questions or wish to discuss the report, please  
contact Aneesah Luqman, Project Planner, at 905-668-7711 ext. 2546.

Yours truly,

Gary Muller, MCIP, RPP  
Director of Planning

GM/mr

Encl.

If this information is required in an accessible format, please contact  
Planning Reception at 1-800-372-1102, ext. 2551.

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564



## The Regional Municipality of Durham Information Report

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From: Commissioner of Planning and Economic Development  
Report: #2019-INFO-55  
Date: August 9, 2019

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**Subject:**

2018 Annual Building Activity Review, File: D03-02

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**Recommendation:**

Receive for information.

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**Report:**

**1. Purpose**

1.1 This report summarizes the key findings of the 2018 Annual Building Activity Review. This annual report includes building permit and construction activity for Durham Region and the Greater Toronto and Hamilton Area (GTHA) for 2018, with comparisons to 2017.

**2. Background**

2.1 The Planning and Economic Development Department conducts on-going monitoring activities to assess the effectiveness of the Durham Regional Official Plan (ROP) and other Regional policies. These monitoring activities assist in identifying emerging issues and trends.

2.2 Building activity is monitored as an indicator of Regional housing and employment activity, the level of local investment, and economic performance. This report provides a comprehensive analysis of construction activity including residential building activity from the start of the process (i.e. issuance of building permit), to the construction and ultimate sale of new residential units into the market. It also provides an analysis of non-residential construction activity. The report concludes with a comparison of Durham's building activity with GTHA municipalities.

- 2.3 The 2018 Annual Building Activity Report (Attachment 1) presents key findings in both the residential and non-residential sectors along with trends, forecasts, and housing market information. Attachment 2 to this report provides the background data and analysis used to produce the annual report.

### 3. Key Highlights

The following summarizes key highlights from the 2018 Annual Building Activity Review:

#### Durham

- The total value of building permits issued in Durham increased by 5% from \$1.96 billion in 2017, to \$2.06 billion in 2018.
- Residential building permit value increased by 7.3% from \$1.38 billion in 2017, to \$1.48 billion in 2018.
- The total number of permits issued for new residential units in Durham increased 5.8% from 4,468 units in 2017, to 4,729 units in 2018, surpassing the 2018 forecast of 3,764 units.
- A total of 62% of new residential units in Durham were in multiple residential forms including row houses and apartments.
- There was a 7.6% decrease in the number of housing starts from 4,550 in 2017 to 4,205 in 2018. At the same time, completions increased by 1.5% from 3,494 to 3,545; and absorptions increased by 9.7% from 2,926 to 3,210.
- The average cost of a new single-detached dwelling in Durham Region increased 18.1% from \$626,256 in 2017 to \$739,821 in 2018.
- The average price of a resale dwelling (all dwelling types) in Durham decreased 5.4% from \$628,005 in 2017, to \$593,902 in 2018.
- The value of non-residential building permits decreased by 0.3% from \$583 million 2017, to \$581 million in 2018.
- Major non-residential construction projects over \$10 million initiated in 2018 included:
  - new seniors care facility in Whitby (\$64.4 million);

- new foodservice distribution centre in Ajax (\$49.5 million);
- new long-term care home in Whitby (\$29 million);
- new self storage and commercial building in Oshawa (\$26.2 million);
- new maintenance building in Pickering (\$21 million);
- new spa in Whitby (\$11 million);
- renovations to a school in Whitby (\$11 million);
- new commercial building in Uxbridge (\$10.5 million);
- two new elementary schools in Oshawa (\$10.5 million; and \$10.3 million);
- new industrial building in Whitby (\$10.3 million); and
- new commercial building in Whitby (\$10 million).

#### **4. Greater Toronto and Hamilton Area**

- The total value of building permits issued (residential and non-residential) in the GTHA decreased by 0.8% from \$22 billion in 2017, to \$21.8 billion in 2018.
- In 2018 there were 47,425 building permits issued for new residential units in the GTHA, compared to 38,572 units in 2017 (+23%).
- The total value of residential building permits in the GTHA declined by 2.4% from \$14.2 billion in 2017 to \$13.9 billion in 2018.
- The value of non-residential building permits issued in the GTHA decreased from \$8.9 billion in 2017, to \$7.9 billion in 2018.

#### **5. Conclusion**

- 5.1 In 2018, Durham's residential sector experienced an increase in the value of building permits (+7.3%) as well as an increase in the number of permits for new residential units (+5.8%).
- 5.2 Non-residential building permit value decreased (-0.3%) compared to 2017, particularly in the governmental sector.
- 5.3 CMHC notes that "Condominium apartment starts will dominate construction" in 2019, and that "new home starts in the Greater Toronto Area (GTA) are expected to slow considerably throughout the forecast horizon mainly due to fewer single-detached home starts".<sup>1</sup> In addition, there will be a strong rental demand due to

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<sup>1</sup> CMHC Housing Market Outlook – Greater Toronto Area, Fall 2018

rising homeownership costs, but “sales of resale homes are expected to recover in 2019 as buyers and sellers adjust to new market conditions”.<sup>2</sup>

5.4 A copy of this report will be forwarded to the area municipalities for information.

**6. Attachments**

Attachment #1: 2018 Annual Building Activity Review

Attachment #2: Background Data and Analysis

Respectfully submitted,

Original signed by

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Brian Bridgeman, MCIP, RPP  
Commissioner of Planning and  
Economic Development



August 2019



2018

# Annual Building Activity Review

Planning and Economic Development Department

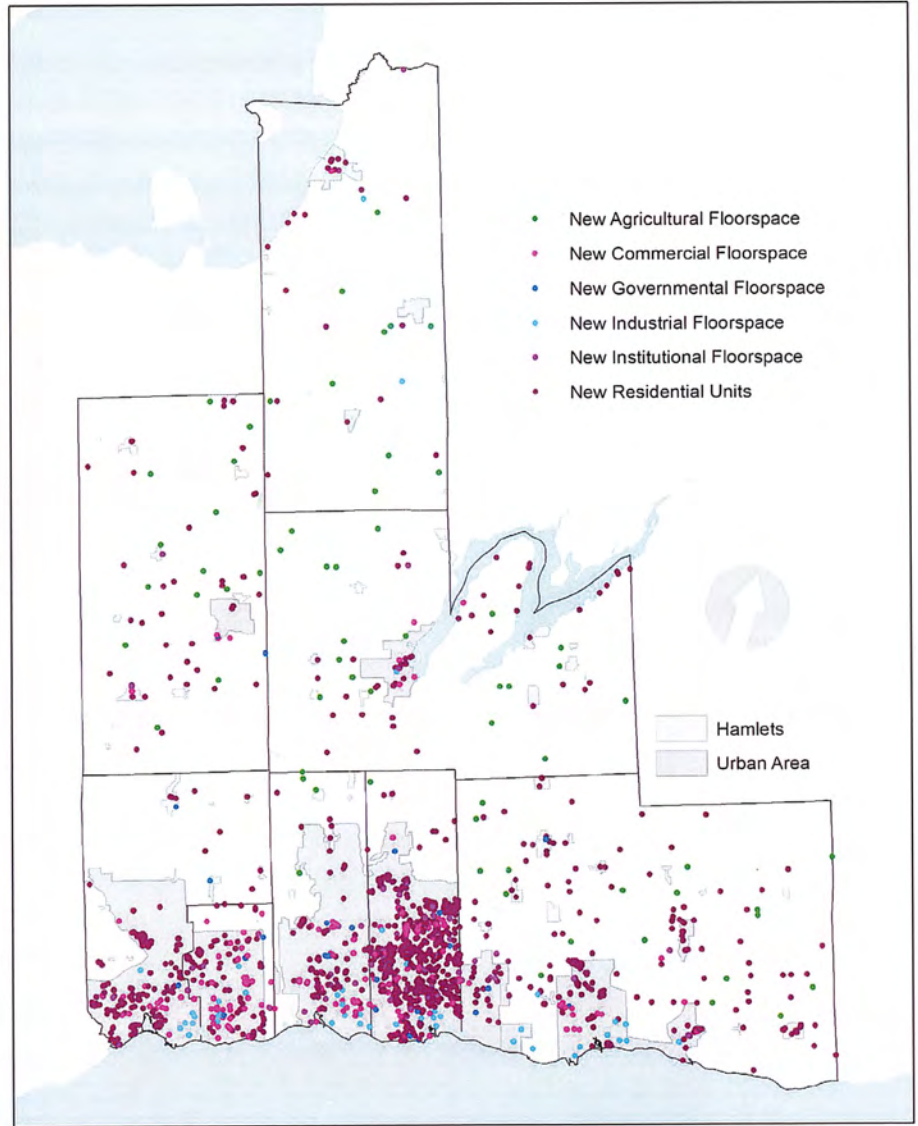


In 2018, Durham's residential sector experienced an increase in the value of building permits (+7.3%) as well as an increase in the number of permits for new residential units (+5.8%).

The value of non-residential building permits decreased (-0.3%) compared to 2017.

The Planning and Economic Development Department conducts on-going monitoring activities to assess the effectiveness of the Durham Regional Official Plan and other Regional policies.

Building activity is also an indicator of regional housing and employment activity, the level of local investment and economic performance.





# 2018 Highlights

\$2,058,659,635 +5.0%  
Total value of building permits issued

\$1,478,017,791 +7.3%  
Total value of residential permits

\$580,641,894 -0.3%  
Total value of non-residential permits

4,729 +5.8%  
Permits issued for new residential units

## Total value of permits issued in 2018 by municipality

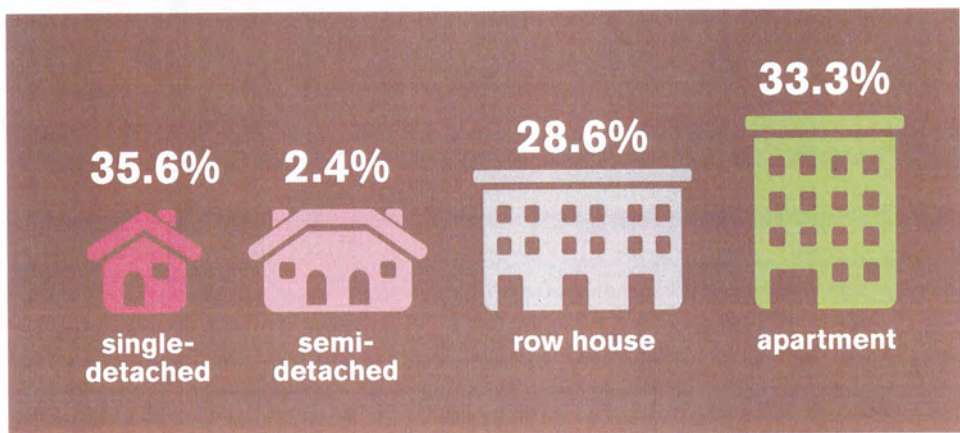
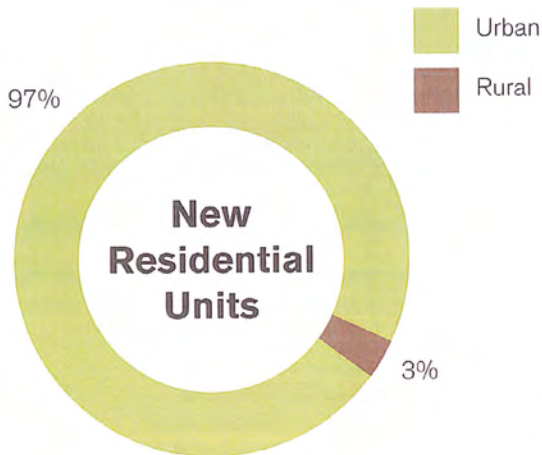
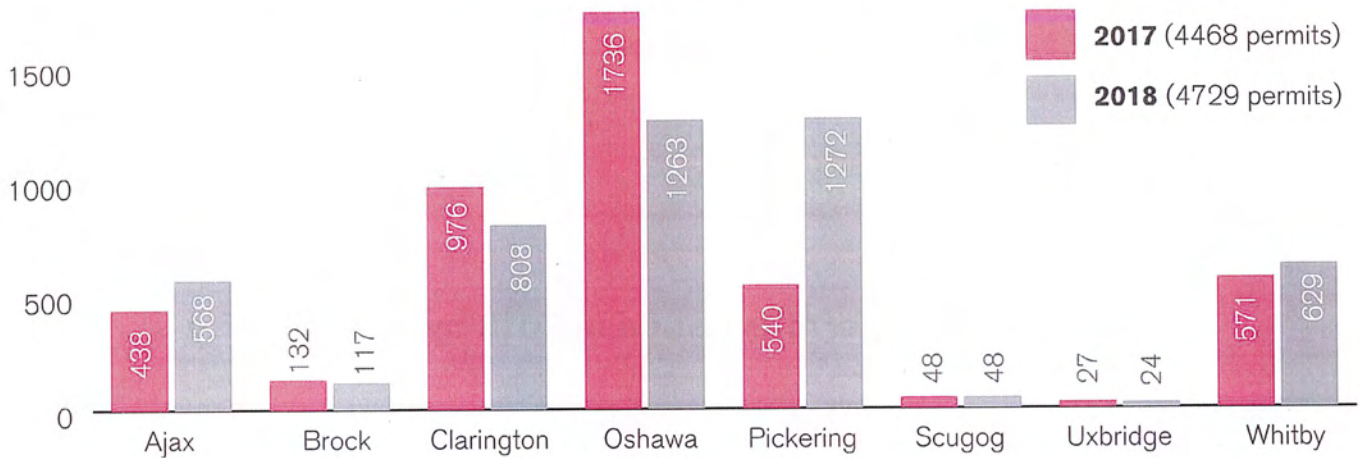


# Residential



**\$1.48 billion** of **residential investment** in Durham last year.

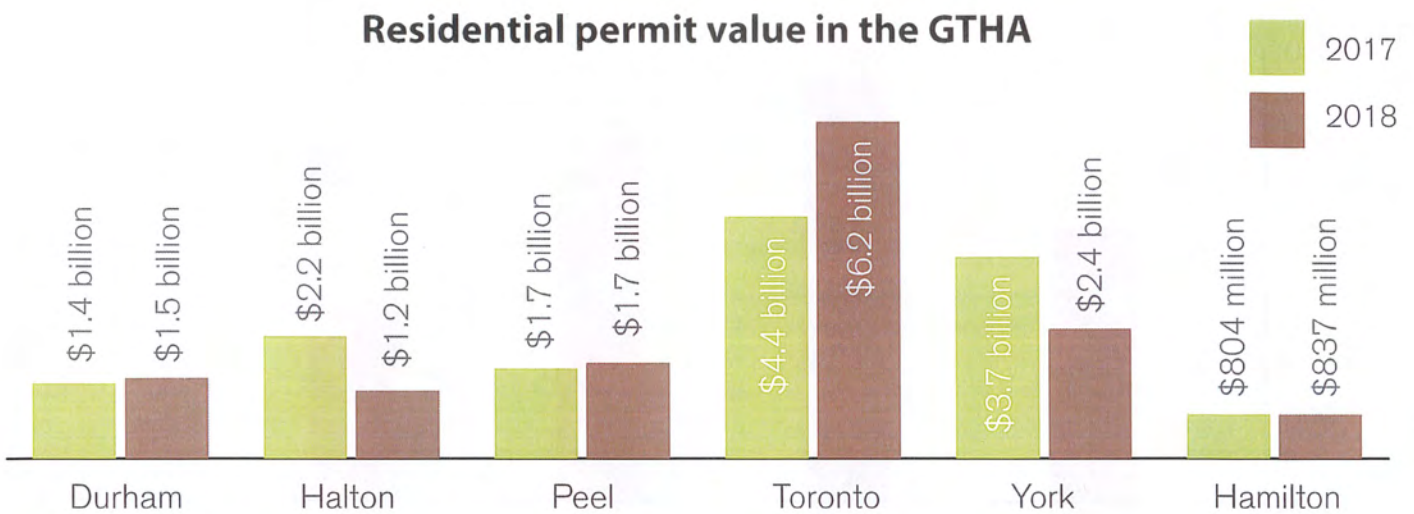
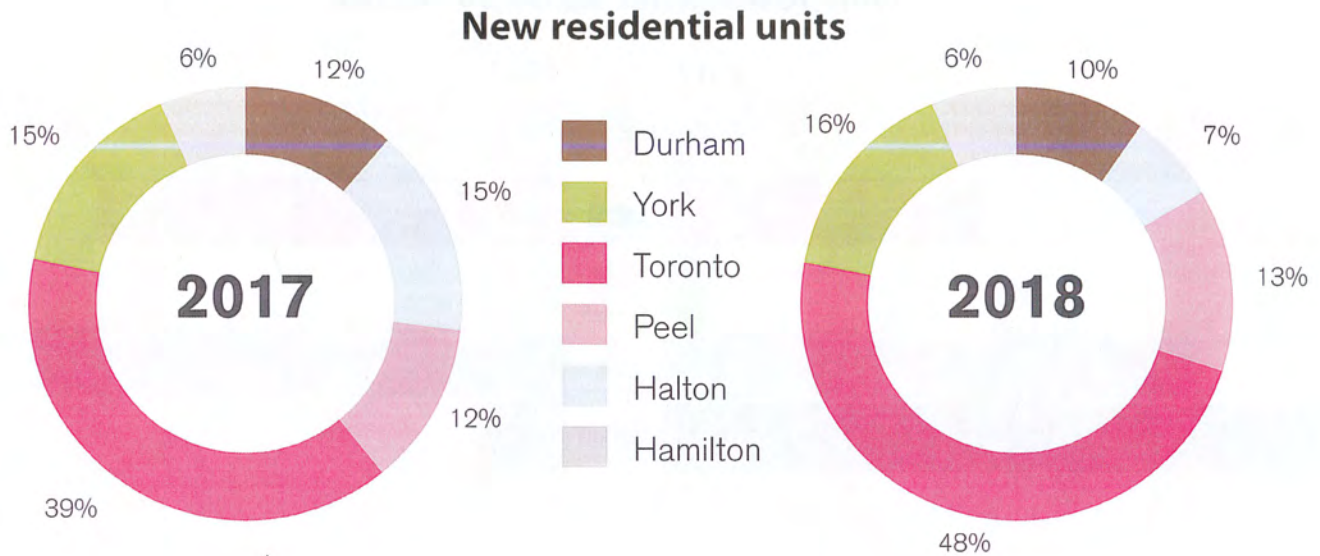
**Number of permits for new residential units**





## How does Durham compare to the GTHA?

In the **GTHA**, residential permits valued at **\$13.9 billion** were issued.

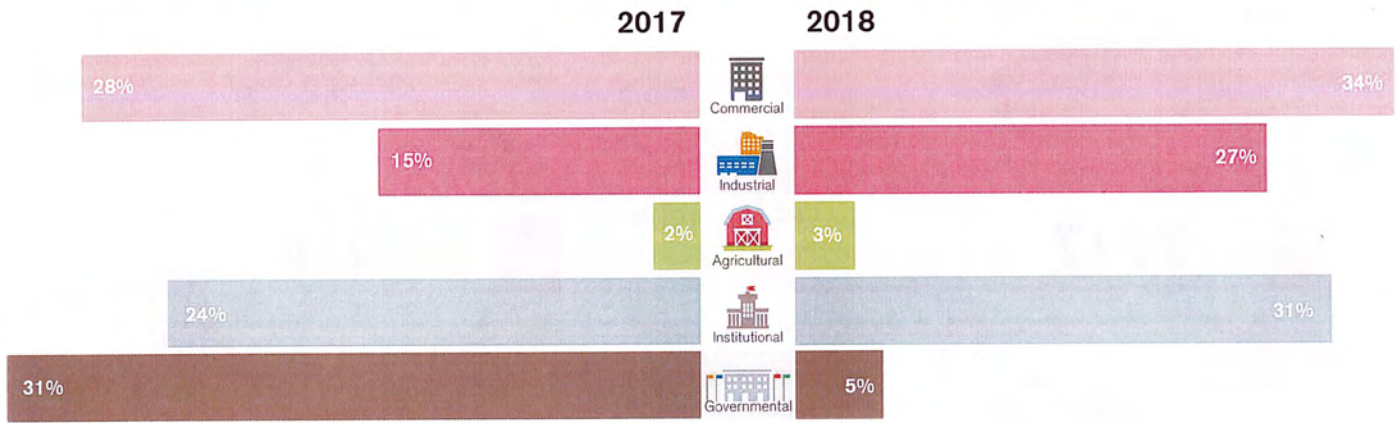


# Non-Residential

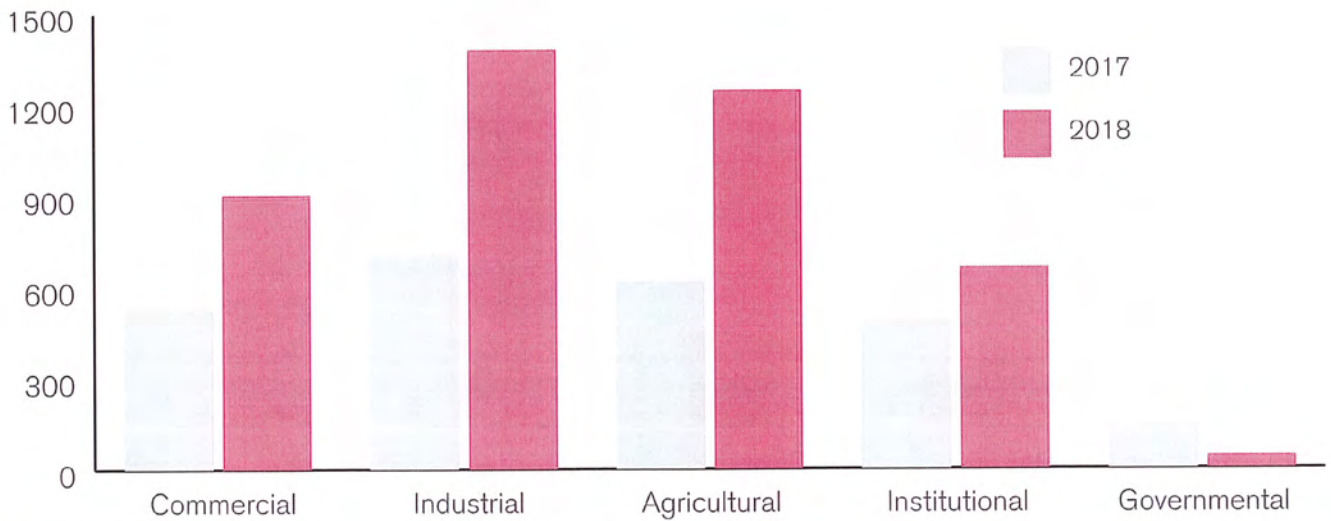


**\$581 million of non-residential investment in Durham last year.**

**Non-residential value by sector**



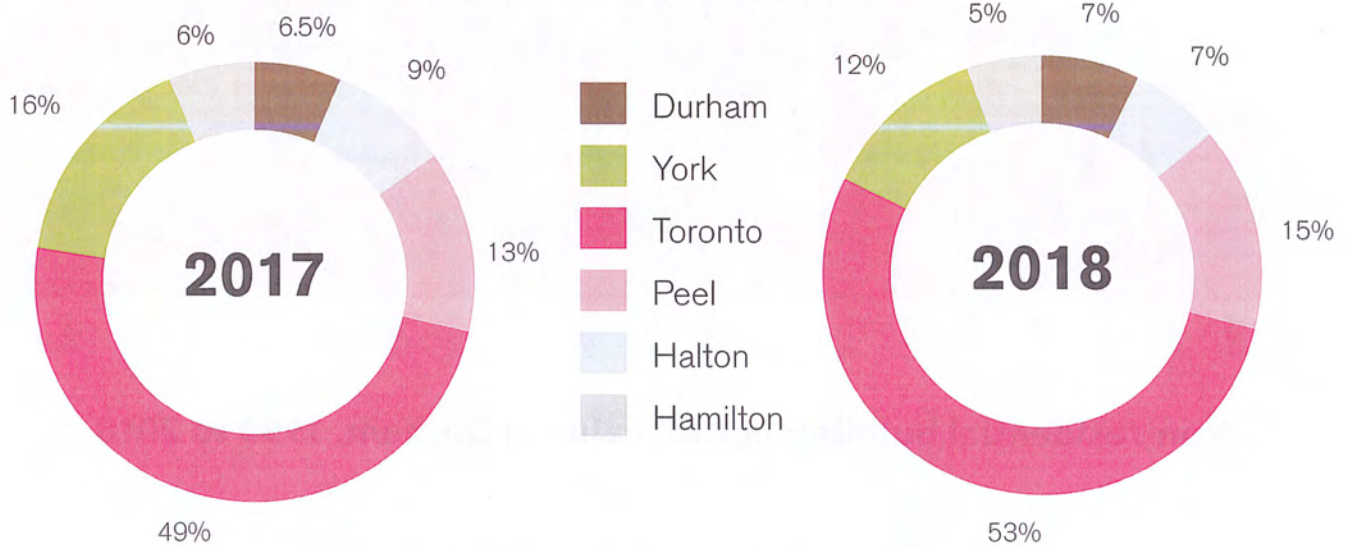
**New non-residential floor space ('000 sq. ft.)**



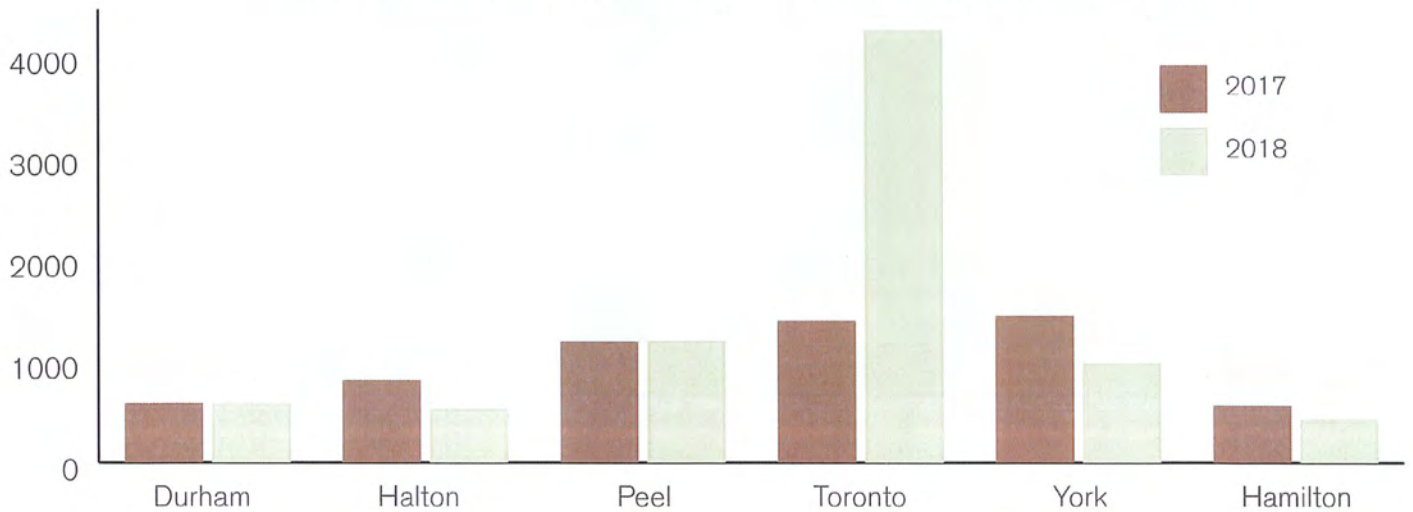


## How does Durham compare to the GTHA? \$8 billion of investment in the GTHA

### Non-residential investment



### Non-residential building permit values (\$ millions)



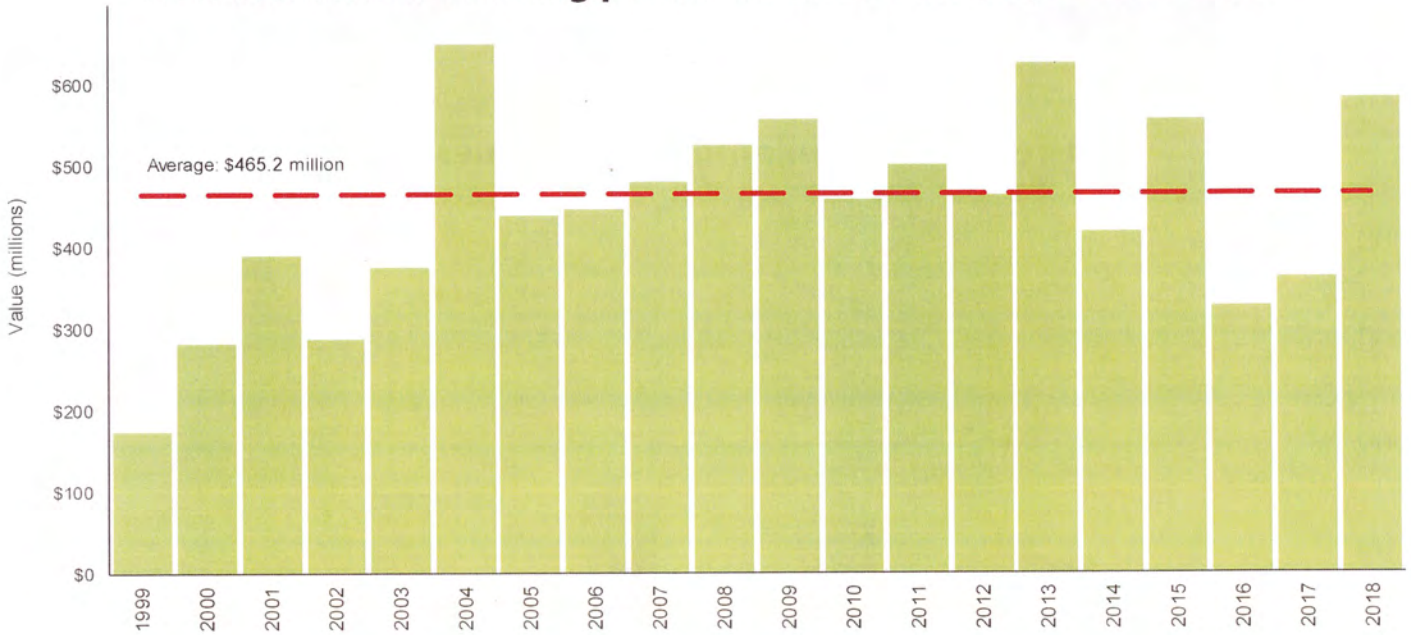


# Trends

### Total building permit value in Durham, 1999 to 2018

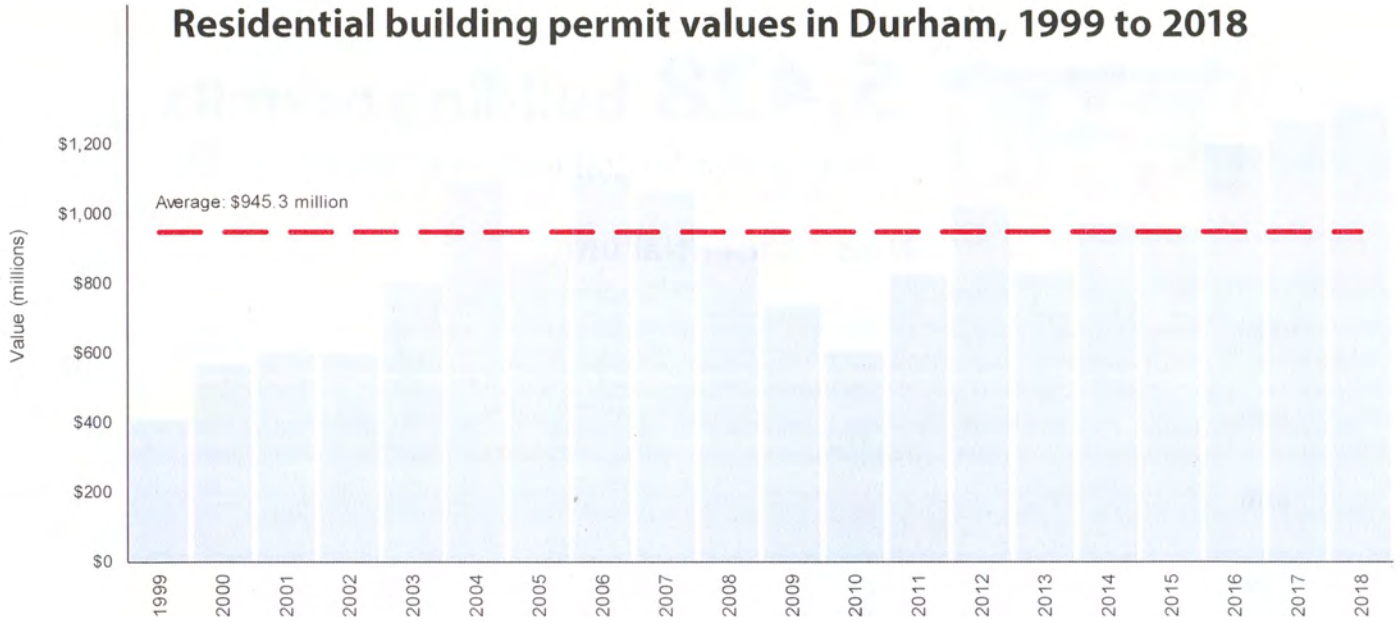


### Non-residential building permit value in Durham, 1999 to 2018

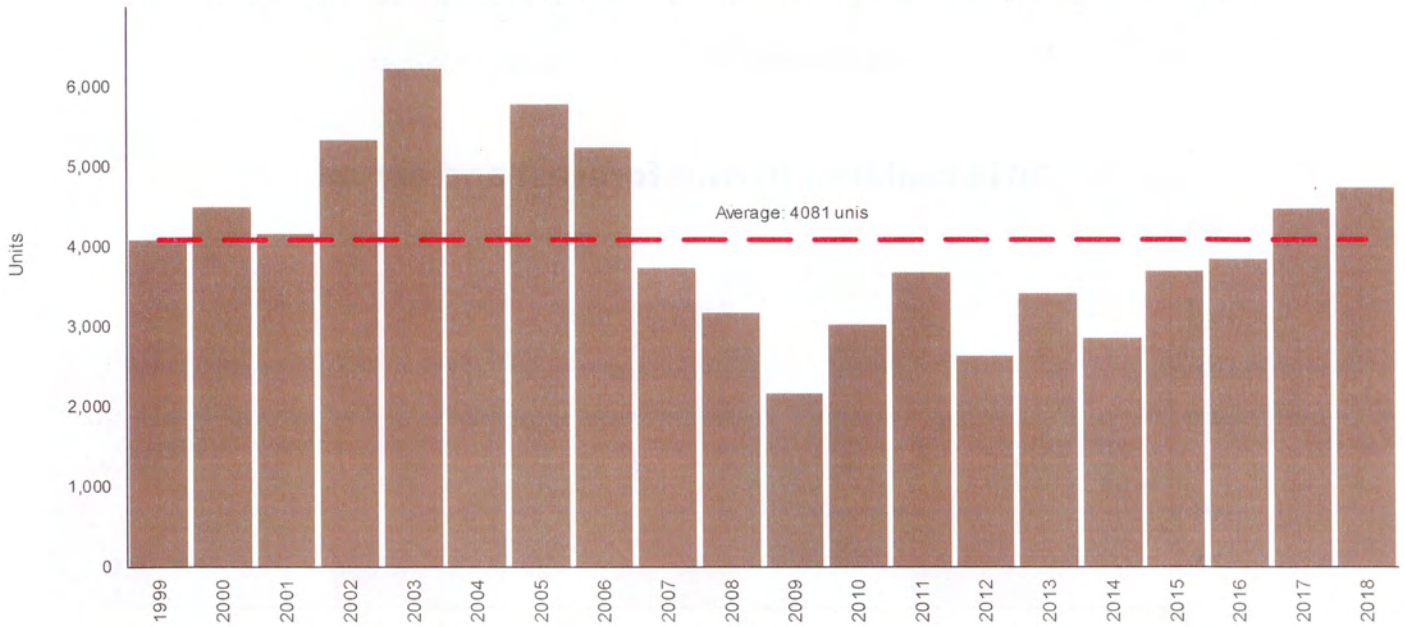




### Residential building permit values in Durham, 1999 to 2018



### New residential units approved for construction, 1999 to 2018

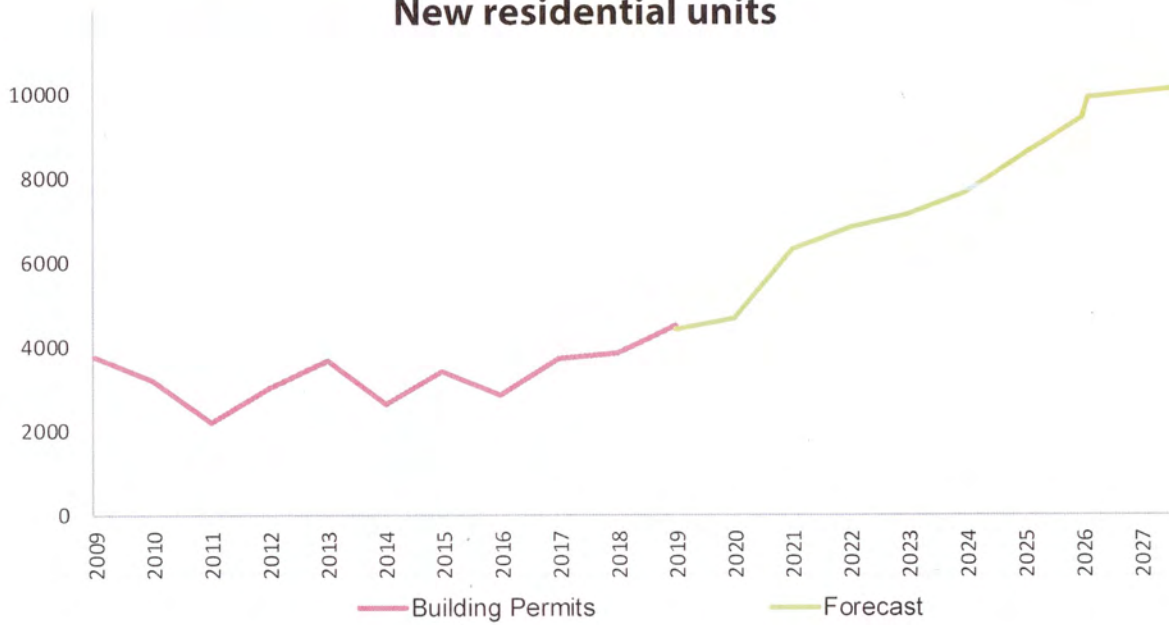


# Forecast

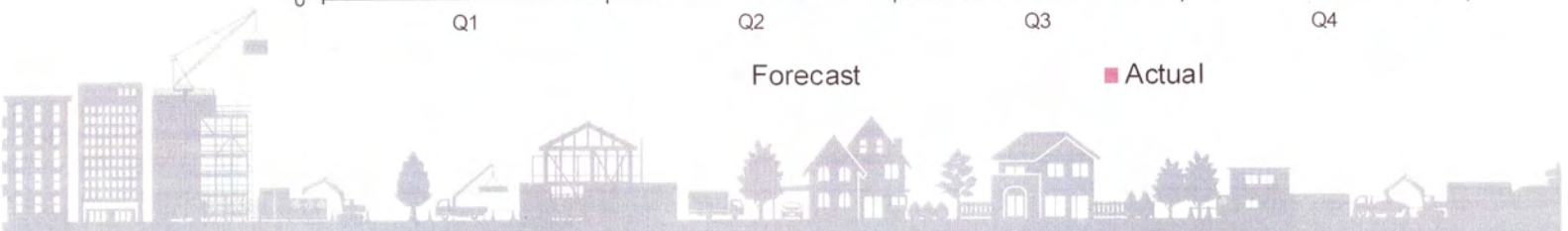
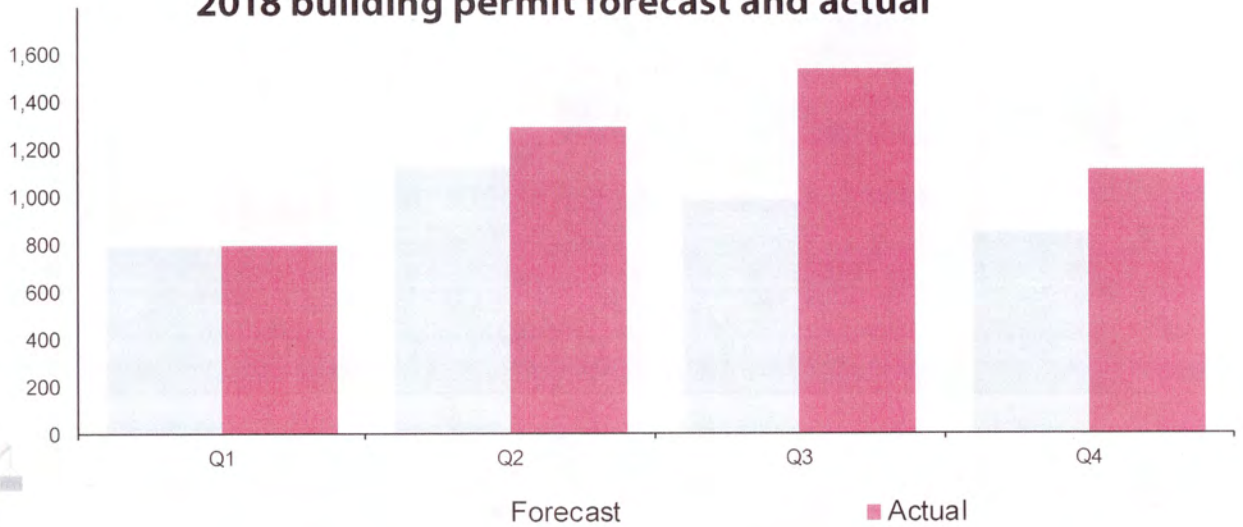


**5,428** building permits  
for new residential units expected in 2019

## New residential units



## 2018 building permit forecast and actual





# Housing Market

**In 2018,**

the average price of a **resale**

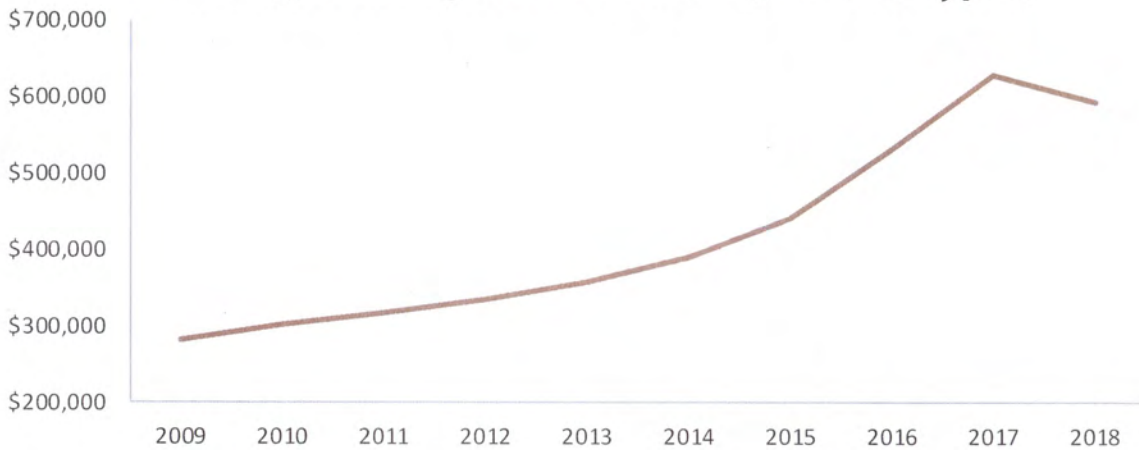
home was **\$593,902**



and the average price of a **new**

home (single) was **\$739,821**

**Average resale price in Durham (all home types)**



**Average new home price in Durham (singles)**





The Regional Municipality Of Durham  
Planning & Economic Development Department  
605 Rossland Rd. E., Whitby, ON L1N 6A3  
905-668-7711 or 1-800-372-1102  
[www.durham.ca](http://www.durham.ca)

If this information is required in an accessible  
format, please contact 1-800-372-1102 ext. 2564

## Attachment 2

## Building Permit Activity in Durham – January to December 2018

Table 1  
Total value of building permits by area municipality (\$ millions)

<b>Municipality</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
Ajax	\$245.5	12.5	\$174.4	8.5	-29.0
Brock	\$71.1	3.6	\$43.3	2.1	-38.9
Clarington	\$378.1	19.3	\$381.0	18.5	0.8
Oshawa	\$614.3	31.3	\$426.9	20.7	-30.5
Pickering	\$283.3	14.5	\$446.9	21.7	57.7
Scugog	\$30.6	1.6	\$38.4	1.9	25.6
Uxbridge	\$38.8	2.0	\$56.1	2.7	44.6
Whitby	\$299.0	15.2	\$491.6	23.9	64.4
<b>Total</b>	<b>\$1,960.7</b>	<b>100%</b>	<b>\$2,058.7</b>	<b>100%</b>	<b>5.0</b>

Table 2  
Total value of building permits by type (\$ millions)

<b>Permit type</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
Residential	\$1,378.1	70.3	\$1,478	71.8	7.3
Non-Residential	\$582.6	29.7	\$580.6	28.2	-0.3

Note: All figures rounded

Source: Durham Region Planning Division Building Permit Summaries

Table 3  
Value of residential permits by area municipality (\$ millions)

<b>Municipality</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
Ajax	\$149.7	10.9	\$100.2	6.8	-33.1
Brock	\$65.4	4.7	\$37.1	2.5	-43.2
Clarington	\$329.4	23.9	\$343.5	23.2	4.3
Oshawa	\$483.6	35.1	\$308.6	20.9	-36.2
Pickering	\$189.0	13.7	\$365	24.7	93.1
Scugog	\$28.0	2.0	\$24.4	1.6	-12.9
Uxbridge	\$23.6	1.7	\$26.0	1.8	10.3
Whitby	\$109.4	7.9	\$273.3	18.5	149.8
Total	\$1,378.1	100%	\$1,478	100%	7.3

Table 4  
Total value of residential permits by construction type (\$ millions)

<b>Construction type</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
New residential units	\$1,254.1	91.0	\$1,369.8	92.7	9.2
Renovations, additions and improvements	\$123.9	9.0	\$108.2	7.3	-12.7

Note: All figures rounded

Source: Durham Region Planning Division Building Permit Summaries

Table 5  
Permits issued for new residential units by unit type (# of units)

Unit type	2017	2017 %	2018	2018 %	% change
Single	1,538	34.4	1,683	35.6	9.4
Semi	161	3.6	115	2.4	-28.6
Town	1,625	36.4	1,354	28.6	-16.7
Apartment	1,144	25.6	1,577	33.3	37.8
Total	4,468	100%	4,729	100%	5.8

Table 6  
Permits issued for new residential units by area municipality (# of units)

Municipality	2017 #	2017 %	2018 #	2018 %	% change
Ajax	438	9.8	568	12.0	29.7
Brock	132	3.0	117	2.5	-11.4
Clarington	976	21.8	808	17.1	-17.2
Oshawa	1,736	38.9	1,263	26.7	-27.2
Pickering	540	12.1	1,272	26.9	135.6
Scugog	48	1.1	48	1.0	0.0
Uxbridge	27	0.6	24	0.5	-11.1
Whitby	571	12.8	629	13.3	10.2
Total	4,468	100%	4,729	100%	5.8

Note: All figures rounded

Source: Durham Region Planning Division Building Permit Summaries

Table 7  
Permits issued for new residential units by urban/rural area (# of units)

Area	2017	2017 %	2018	2018 %	% change
Urban	4,330	96.9	4,583	96.9	5.8
Rural	138	3.1	146	3.1	5.8
Total	4,468	100%	4,729	100%	5.8

Table 8  
Value of non-residential building permits by sector (\$ millions)

Sector	2017	2017 %	2018	2018 %	% change
Commercial	\$162.6	27.9	\$198.3	34.2	22.0
Industrial	\$84.6	14.5	\$156.1	26.9	84.6
Agricultural	\$12.4	2.1	\$19.9	3.4	60.3
Institutional	\$140.3	24.1	\$177.3	30.5	26.4
Governmental	\$182.7	31.4	\$29.1	5.0	-84.1
Total	\$582.6	100%	\$580.6	100%	-0.3

Note: All figures rounded

Source: Durham Region Planning Division Building Permit Summaries

Table 9  
Value of non-residential building permits by area municipality (\$ millions)

Municipality	2017	2017 %	2018	2018 %	% change
Ajax	\$95.7	16.4	\$74.2	12.8	-22.5
Brock	\$5.7	1.0	\$6.4	1.1	11.0
Clarington	\$48.7	8.4	\$37.6	6.5	-22.8
Oshawa	\$130.8	22.4	\$118.2	20.4	-9.6
Pickering	\$94.3	16.2	\$81.9	14.1	-13.2
Scugog	\$2.6	0.4	\$14.0	2.4	441.0
Uxbridge	\$15.2	2.6	\$30.1	5.2	97.8
Whitby	\$189.5	32.5	\$218.3	37.6	15.2
Total	\$582.6	100%	\$580.6	100%	-0.3

Table 10  
Non-residential floor space by sector (thousand sq. ft.)

Sector	2017	2017 %	2018	2018 %	% change
Commercial	526.2	21.2	903.7	21.3	71.8
Industrial	710.6	28.6	1,381.4	32.6	94.4
Agricultural	618.6	24.9	1,246.7	29.4	101.5
Institutional	490.2	19.7	661.7	15.6	35.0
Governmental	142.0	5.7	42.0	1.0	-70.4
Total	2,487.7	100%	4,235.5	100%	70.3

Note: All figures rounded

Source: Durham Region Planning Division Building Permit Summaries



Table 11  
Non-residential floor space by municipality (thousand sq. ft.)

<b>Municipality</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
Ajax	362.1	14.6	358.1	8.5	-1.1
Brock	174.2	7.0	661.9	15.6	280.0
Clarington	401.1	16.1	801.4	18.9	99.8
Oshawa	304.1	12.2	538.0	12.7	76.9
Pickering	298.7	12.0	262.6	6.2	-12.1
Scugog	106.3	4.3	350.1	8.3	229.3
Uxbridge	329.3	13.2	257.6	6.1	-21.8
Whitby	512.0	20.6	1,005.8	23.7	96.5
<b>Total</b>	<b>2,487.7</b>	<b>100%</b>	<b>4,235.5</b>	<b>100%</b>	<b>70.3</b>

Note: All figures rounded

Source: Durham Region Planning Division Building Permit Summaries



Table 12  
Total value of building permits issued (\$ millions)

<b>Municipality</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
GTHA	\$22,017.9	100.0	\$21,832.8	100.0%	-0.8
Durham	\$1,960.7	8.9	\$2,058.7	9.4%	5.0
Halton	\$3,052.4	13.9	\$1,773.5	8.1%	-41.9
Peel	\$2,838.7	12.9	\$2,943.4	13.5%	3.7
Toronto	\$8,835.4	40.1	\$10,436.2	47.8%	18.1
York	\$3,966.5	18.0	\$3,356.4	15.4%	-15.4
Hamilton	\$1,364.1	6.2	\$1,264.8	5.8%	-7.3

Table 13  
Total value of residential building permits issued (\$ millions)

<b>Municipality</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
GTHA	\$14,206.9	100.0	\$13,865.8	100.0%	-2.4
Durham	\$1,378.1	9.7	\$1,592.4	10.7%	7.3
Halton	\$2,242.0	15.8	\$1,242.2	9.0%	-44.6
Peel	\$1,650.9	11.6	\$1,749.8	12.6%	6.0
Toronto	\$4,437.6	31.2	\$6,181.0	44.6%	39.3
York	\$3,694.6	26.0	\$2,377.8	17.1%	-35.6
Hamilton	\$803.8	5.7	\$837.0	6.0%	4.1

Note: May contain estimated values by Statistics Canada and are subject to change  
Source: Statistics Canada (Halton, Peel, Toronto, York, Hamilton) and Durham Region Planning

Table 14  
New residential units in the Greater Toronto and Hamilton Area (GTHA)  
by type (# of units)

The "2017%" and "2018%" columns represent the breakdown of units by type within its municipality; while the "total" percentage noted for each municipality represents its breakdown within the GTHA.

<b>Municipality</b>	<b>Type</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
GTHA	Total	38,572	100.0	47,425	100.0	23.0
GTHA	Single	9,614	24.9	7,487	15.8	-22.1
GTHA	Semi	1,187	3.1	919	1.9	-22.6
GTHA	Town	9,321	24.2	7,019	14.8	-24.7
GTHA	Apartment	18,450	47.8	32,000	67.5	73.4
Durham	Total	4,468	11.6	4,729	10.0	5.8
Durham	Single	1,538	16.0	1,683	22.5	9.4
Durham	Semi	161	13.6	115	12.5	-28.6
Durham	Town	1,625	17.4	1,354	19.3	-16.7
Durham	Apartment	1,144	6.2	1,577	4.9	37.8
Halton	Total	5,948	15.4	3,160	6.7	-46.9
Halton	Single	2,032	21.1	994	13.3	-51.1
Halton	Semi	252	21.2	131	14.3	-48.0
Halton	Town	1,849	19.8	965	13.7	-47.8
Halton	Apartment	1,815	9.8	1,070	3.3	-41.0

Note: May contain estimated values by Statistics Canada and are subject to change  
Source: Statistics Canada (Halton, Peel, Toronto, York, Hamilton) and Durham Region Planning

<b>Municipality</b>	<b>Type</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
Peel	Total	4,715	12.2	6,424	13.5	36.2
Peel	Single	1,609	16.7	1,214	16.2	-24.5
Peel	Semi	294	24.8	138	15.0	-53.1
Peel	Town	849	9.1	760	10.8	-10.5
Peel	Apartment	1,963	10.6	4,312	13.5	119.7
Toronto	Total	15,091	39.1	22,714	47.9	50.5
Toronto	Single	1,283	13.3	1,316	17.6	2.6
Toronto	Semi	111	9.4	91	9.9	-18.0
Toronto	Town	1,896	20.3	934	13.3	-50.7
Toronto	Apartment	11,801	64.0	20,373	63.7	72.6
York	Total	5,934	15.4	7,440	15.7	25.4
York	Single	2,590	26.9	1,641	21.9	-36.6
York	Semi	230	19.4	286	31.1	24.3
York	Town	2,112	22.7	2,063	29.4	-2.3
York	Apartment	1,002	5.4	3,450	10.8	244.3
Hamilton	Total	2,416	6.3	2,958	6.2	22.4
Hamilton	Single	562	5.8	639	8.5	13.7
Hamilton	Semi	139	1.4	158	17.2	13.7
Hamilton	Town	990	10.3	943	13.4	-4.7
Hamilton	Apartment	725	7.5	1,218	3.8	68.0

Note: May contain estimated values by Statistics Canada and are subject to change

Source: Statistics Canada (Halton, Peel, Toronto, York, Hamilton) and Durham Region Planning

Table 15  
Total value of non-residential building permits issued (\$ millions)

<b>Municipality</b>	<b>2017</b>	<b>2017 %</b>	<b>2018</b>	<b>2018 %</b>	<b>% change</b>
GTHA	\$8,982.6	100.0	\$7,967.1	100.0	-11.2
Durham	\$582.6	6.5	\$580.6	7.3	-0.3
Halton	\$810.4	9.0	\$531.3	6.7	-34.4
Peel	\$1,187.9	13.2	\$1,193.6	15.0	0.5
Toronto	\$4,397.8	49.0	\$4,255.2	53.4	-3.2
York	\$1,443.6	16.1	\$978.6	12.3	-32.2
Hamilton	\$560.4	6.2	\$427.8	5.4	-23.7

Note: May contain estimated values by Statistics Canada and are subject to change  
Source: Statistics Canada (Halton, Peel, Toronto, York, Hamilton) and Durham Region  
Planning

Table 16  
Absorptions by unit type (# of units)

By unit type	2017	2017 %	2018	2018 %	% change
Single	1,474	50.4	1,409	43.9	-4.4
Semi	96	3.3	98	3.1	2.1
Row/Town	840	28.7	1,001	31.2	19.2
Apartment	516	17.6	702	21.9	36.0
Total Supply	2,926	100%	3,210	100%	9.7

Table 17  
Absorptions by area municipality (# of units)

Municipality	2017	2017 %	2018	2018 %	% change
Ajax	377	12.9	302	9.4	-19.9
Brock	52	1.8	73	2.3	40.4
Clarington	652	22.3	687	21.4	5.4
Oshawa	658	22.5	1,130	35.2	71.7
Pickering	474	16.2	644	20.1	35.9
Scugog	11	0.4	4	0.1	-63.6
Uxbridge	99	3.4	56	1.7	-43.4
Whitby	603	20.6	314	9.8	-47.9
Total	377	12.9	302	9.4	-19.9

Source: Canada Mortgage & Housing Corporation (CMHC),  
Local Housing Market Tables, 2017/18

Table 18  
Average interest rates (%)

<b>Conventional Mortgage Rates</b>	<b>2017</b>	<b>2018</b>	<b>% change</b>
1 Year Term	3.16	3.48	10.1
3 Year Term	3.49	4.25	21.9
5 Year Term	4.78	5.27	10.2
Bank Rate (%):	0.96	1.69	76.3

Sources: Bank of Canada website: <http://www.bankofcanada.ca/rates/>  
 CMHC, Housing Now - Greater Toronto Area, December 2017/18  
 Toronto Real Estate Board - Market Watch, January - December 2017/18

Table 19  
Average cost of a new single detached dwelling

<b>Municipality</b>	<b>2017</b>	<b>2018</b>	<b>% change</b>
Ajax	\$672,956	\$751,099	11.6
Brock *	--	--	--
Clarington	\$536,039	\$649,114	21.1
Oshawa	\$585,041	\$745,060	27.4
Pickering	\$851,520	\$815,201	-4.3
Scugog *	--	--	--
Uxbridge	--	--	--
Whitby	\$793,000	\$922,588	16.3
Durham Region	\$626,256	\$739,821	18.1
City of Toronto	\$1,846,322	\$1,990,584	7.8
York Region	\$1,255,448	\$1,246,262	-0.7
Peel Region	\$728,633	\$790,546	8.5
Halton Region	\$1,282,893	\$1,273,853	-0.7
Hamilton	\$622,853	\$726,866	16.7

\* Data is suppressed by Statistics Canada where sales are relatively low due to privacy concerns.

Note: May contain estimated values by Statistics Canada and are subject to change  
Source: Statistics Canada (Halton, Peel, Toronto, York, Hamilton) and Durham Region Planning

Table 20  
Resale housing market in Durham

<b>Key Indicator</b>	<b>2017</b>	<b>2018</b>	<b>% change</b>
Number of Sales	11,136	8,941	-19.7
Number of New Listings	21,160	18,233	-13.8
Average Price (all dwelling types)	\$628,005	\$593,902	-5.4

Note: May contain estimated values by Statistics Canada and are subject to change  
Source: Statistics Canada (Halton, Peel, Toronto, York, Hamilton) and Durham Region  
Planning



Date:	09/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW-PL-Discussion
Copies to:	Arlene



## Notice of Public Hearing

### Application for Minor Variance – s. 45 (1)

<b>Name of Applicant / Agent:</b>	Richard and Maureen Donald
<b>Address of Applicant / Agent:</b>	27200 Cedarhurst Beach Road, Beaverton, ON L0K 1A0
<b>Location of Property:</b>	Lots 18+19 – Registered plan No. 132 / 27200 Cedarhurst Beach Rd.
<b>Purpose of Application:</b>	The applicant is seeking Relief from Zoning By-law 287-78 PL: Section 10.1,d and 10.1,h(v) General Provisions – Accessory Buildings, Structures and Uses. To permit the construction of an accessory building with a 10m front yard setback instead of the required 11m and a height of 5.9m instead of the required 4m.
<b>Effect of Application:</b>	The effect of this application is to allow for a free standing 24' X 24' accessory structure with second floor storage space, that presents a building similar in design and is complimentary to the main building.

Take Notice That an application under the above file number will be heard by the Committee of Adjustment on the date and at the time and place shown below, under the authority of section 45 of the *Planning Act*.

<b>Date/Time:</b>	Tuesday, September 17, 2019 - 7:00pm
<b>Location:</b>	1 Cameron Street East, Cannington , ON L0E 1E0

**ADDITIONAL INFORMATION** - Additional information regarding the application will be available for public inspection between the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday, at the Municipal Administration Building, 1 Cameron Street East, Cannington, telephone (705) 432-2355.

**OTHER APPLICATIONS** - The subject land is not the subject of an application under the Act for a plan of subdivision or a consent.

**PUBLIC HEARING** - You are entitled to attend at this public hearing in person or you may be represented by counsel or an agent to give evidence about this application. Signed written submissions that relate to an application shall be accepted by the secretary-treasurer before or during the hearing of the application at the address above and shall be available to any interested person for inspection at the hearing (*Statutory Powers Procedure Act*).

**FAILURE TO ATTEND HEARING** - If you do not attend at this public hearing, it may proceed in your absence and, except as otherwise provided in the *Planning Act*, you will not be entitled to any further notice in the proceeding (*Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, s. 7 (1)).

**NOTICE OF DECISION** - A certified copy of the decision, together with a notice of the last day for appeal shall be sent, not later than 10 days from the making of the decision, to the applicant, and to each person who appeared in person or by counsel at the hearing and who filed with the secretary-treasurer a written request for notice of the decision. Submission of a written request to be notified of the decision will also entitle you to receive written notice in the event that the decision is appealed to the Local Planning Appeal Tribunal (*Planning Act*, R.S.O., c. P.13, s. 45 (10)).

Dated this 5th day of September, 2019

Signature of Secretary – Treasurer

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purposes of that Act. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

**Recommendation:** That the Committee of the Whole (COW) approve the request as contained within Communication 1774/19.



**The Corporation of the Township of Brock**

**Planning Department  
Township Planner to Committee of the Whole**

**Report:** 2019-COW-11

**Date:** Tuesday, September 10, 2019

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-PL-Discussion
Copies to:	

**Subject**

Severance of non-abutting surplus farm dwelling, Reginal Official Plan Amendment application (OPA 2019-004), Jerann Farms (Brock).

**Recommendation**

That the Committee of the Whole provide the following comment regarding application OPA 2019-004.

“Please be advised that the Township of Brock has no objection to the above-referenced application, subject to the requirements of the Township of Brock being satisfied, financially and otherwise.”

**Attachments**

- No. 1: Location Map
- No. 2: Site Map of Subject Lands

**Report**

The Kea family farming operation is known as Jerrann Farms and comprises two farms in Brock Township.

The subject farm is located at 24850 Simcoe Street (82.7 ha) and the non-abutting parcel is located at C2365 Thorah Concession Road 1 (40.5 ha) in the Township of Brock (Attachment No. 1).

There is a concurrent re-zoning application on the proposed severed and retained lands to rezone the lands from Rural (RU) and Environmental Protection (EP) to Rural Exception – X (RU-X) and Environmental Protection (EP) to prevent the building of another dwelling on the retained agricultural lands (Attachment No. 2).

This application complies with Section 2.3.4.1(c) of the Provincial Policy Statement (PPS), the Growth Plan for Greater Golden Horseshoe, the Greenbelt Plan and the Minimum Distance Separation Formulae Guidelines.

The application conforms with Section 9A2.10 of the Durham Region Official Plan in that the surplus dwelling is not needed for a farm employee, the retained farm lands are approximately 82.25 ha, so viable for farming, the dwelling was built before December 15, 2004 and the retained farm parcel will be re-zoned through the concurrent process to prohibit any further severances and the establishment of any residential dwelling.

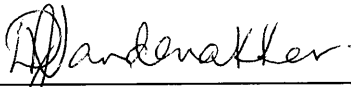
The proposed severed portion of the lands will meet the Rural (RU) zoning requirements in the Township of Brock Zoning By-Laws.

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**Conclusion**

That application OPA 2019-004 has no objection from the Township of Brock, subject to the requirements of the Township of Brock being satisfied, financially and otherwise.

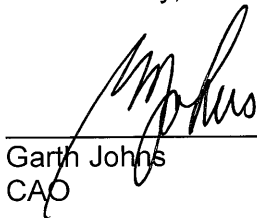
Respectfully submitted,



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Debbie Vandenakker  
Planner

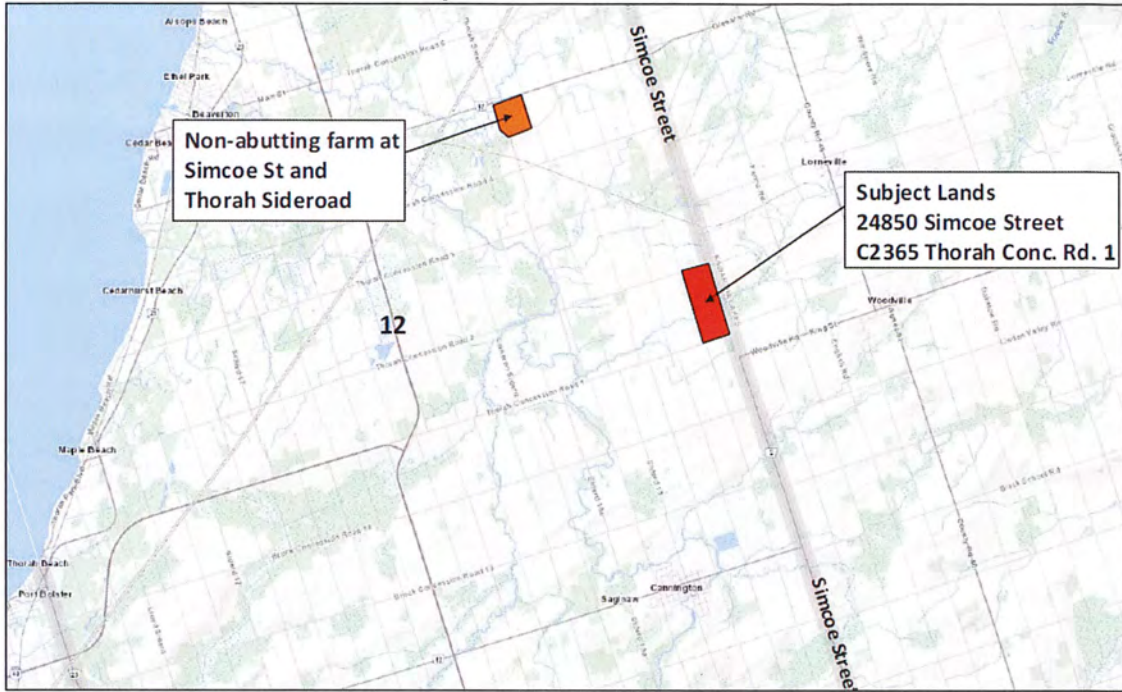
Reviewed by,



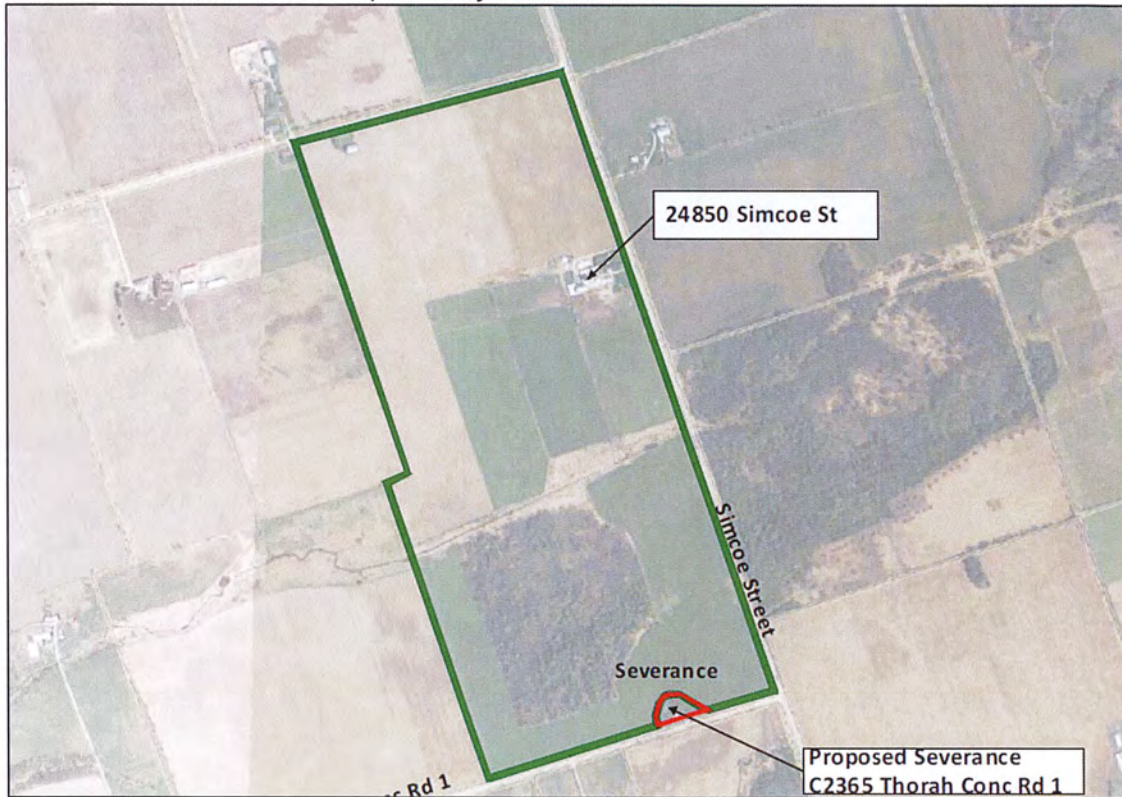
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Garth Johns  
CAO

Attachment No. 1: Location Map



Attachment No. 2: Site Map of Subject Lands







### The Corporation of the Township of Brock

Clerk's Department

Planning Consultant to the Committee of the Whole

Report: 2019-COW-15

Date: Monday, September 16, 2019

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-PL-Discussion
Copies to:	

#### Subject

Report related to the changes to the *Planning Act* and *Development Charges Act* resulting from *Bill 108 – More Homes, More Choice Act* and their impact on planning matters in the Township of Brock.

#### Recommendation

That the Committee of the Whole receive this report, titled "*Bill 108 – More Homes, More Choice Act – Background and Comments*" for review and comment.

#### Attachments

None

#### Report

##### **Purpose**

On September 3, 2019, *Bill 108, More Homes, More Choice Act, 2019*, which amended a number of existing statutes, including the *Planning Act*, the *Conservation Authorities Act* and the *Development Charges Act*, came into full force and effect. Over the past several months after the legislation was initially introduced, municipalities and affected stakeholders have begun to understand the breadth and impact of these changes, which are quite significant. Our intention with this report is to provide Council with a summary of the changes that are of interest to the Township of Brock.

##### **Background**

According to the Provincial press release, the intention of *Bill 108* is to "*put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work*". While there are a number of changes to legislation that will directly impact housing, *Bill 108* covers much more than that, as evidenced by the changes to the *Endangered Species Act* and the *Conservation*

This report is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355.

*Authorities Act*. That said, we have attempted to focus our analysis on the legislation that has a direct impact on the Township of Brock.

A major change resulting from *Bill 108* is the introduction of a “Community Benefits Charge”, which is described below. However, as of the writing of this report, the amendments related to this Community Benefits Charge have been withheld until a later date.

### ***Proposed Changes***

The proposed changes from Bill 108 that are of particular importance to the Township are as follows:

**1. Timing of Municipal Decisions:** The time period for municipalities to make a decision regarding Official Plan and Zoning By-law amendment applications has now been reduced from 210 days to 120 days (Official Plan amendments) and 120 days to 90 days (Zoning By-law amendments). The time period for decisions regarding Plans of Subdivision/Condominium have also been reduced from 210 days to 120 days.

**Comment:** While it is understood that the length of planning application processes is an ongoing issue, the proposed reduction to the timing requirements in the *Planning Act* appear to be quite severe. In particular, Official Plan amendments and Plan of Subdivision applications, which will now require a municipal decision within 120 days of the deeming an application complete, are normally supported by technical information (i.e. geotechnical and hydrogeological analysis, stormwater management, natural heritage evaluation, etc.) and require thorough, professional peer-review. Unfortunately, smaller municipalities, like Brock, that rely on professional consultants to conduct this work do not have the luxury of streamlining the technical review period like larger, fully-staffed municipalities. Therefore, it is anticipated that more applications will be appealed to the Local Planning Appeals Tribunal (LPAT) in the Township on the basis of a lack of decision. This may result in additional appeals costs to the Township.

**2. Community Benefits Charge:** Bill 108 introduces a new Community Benefits Charge, which will be implemented at a municipal level through a Community Benefits Charges By-law, and will replace Development Charges (for “soft” services) and some instances of cash-in-lieu of parkland dedication. As noted in Bill 108, the Community Charge will be based on a prescribed percentage of the value of the land that is to be developed. As of the date of writing, it is unclear as to what this percentage will be.

Furthermore, the Province withheld this change from the final legislation that was passed on September 3 and a final date of proclamation has not yet been determined.

**Comment:** It is our opinion that this Charge may unfairly penalize smaller and more rural municipalities where land values are much lower than larger urban areas. While these smaller municipalities do not offer the same number/levels of soft services, we believe that the adjustment to an appraisal-based charge may not adequately provide enough revenue to cover costs associated with these soft services.

**3. Changes to the Local Planning Appeals Tribunal:** As Council is aware, the Local Planning Appeals Tribunal (LPAT) replaced the Ontario Municipal Board (OMB) in 2017 through Bill 139. At that time, a number of procedural changes occurred that related to how municipal decisions (or a lack of decision) on *Planning Act* applications are appealed to the Province's land use planning tribunal. A major change was to the requirements for an appeal of a decision related to an Official Plan or Zoning By-law amendment. After the changes of 2017, an appellant was required to explain how the decision of Council related to the OPA or ZBA would result in the Official Plan or Zoning By-law *not being consistent* with the PPS or the local Official Plan.

Bill 108 removes this additional requirement from the *Planning Act* and requires a decision to be based on the tenets of good planning (which would include consistency with the PPS and municipal Official Plan), as was the case prior the replacement of the OMB.

Furthermore, Bill 108 reverts some of the hearing procedures to what they were prior to Bill 139. Parties of a hearing may bring forward new evidence and cross-examine witnesses.

**Comment:** In our opinion, these are welcome changes to the LPAT system that was put in place in 2017. The "consistency test" created an unreasonable threshold for any amendment to an Official Plan or Zoning By-law. Applicants were required to demonstrate that their privately-initiated amendment was required to bring the Official Plan or Zoning By-law in to consistency with the PPS or an Official Plan. In many cases, a privately-initiated amendment has no bearing on the overall consistency of the document itself as it is likely site-specific in nature.

**4. Additional Accessory Dwelling Units:** Council is likely also aware of the changes made in 2012 to the *Planning Act* that requires all municipalities to adopt Official Plan policies and Zoning By-law provisions that permit accessory (secondary) dwelling units where single detached, duplex and row dwelling units are permitted. *Bill 108* takes these changes to the *Planning Act* one step further by permitting a secondary dwelling unit within the primary dwelling unit structure where an existing secondary unit has already been established in an accessory structure. In other words, lots may have up to two (2) secondary dwelling units, so long as there is no more than one unit within the same building as the primary unit and within an ancillary structure, such as a garage.

**Comment:** It is our opinion that this change will provide opportunities to increase the housing unit stock within the Township without requiring large-scale development in infrastructure. However, the Township must amend the planning documents – primarily the Township Zoning By-law – accordingly to ensure the additional units can be established in appropriate areas.

### **Next Steps**

Although a number of these changes do not require action at the municipal level, there are several amendments to the Planning Act and Development Charges Act that must be implemented in the Township's Official Plan, Zoning By-law and Development Charges By-law. However, at this point, the changes to the planning documents (Official Plan and

Zoning By-law) can be made at the next major update (likely 3-5 years) or housekeeping amendment. Furthermore, changes to the Township's Development Charges By-law cannot be made until the Community Benefits Charge amendments are implemented at the Provincial level.

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**Consultation**

N/A

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**Financial**

As noted above, Development Charges collected for "soft services", such as parks and recreation, library services will be replaced by the Community Benefits Charge. This will have a potential financial impact on the Township. However, these proposed changes to the Planning Act and Development Charges Act have not yet been implemented.

Furthermore, the changes to the LPAT appeal process may also impact the Township financially.

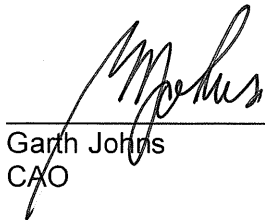
Respectfully submitted,



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Kent Randall, B.E.S., MCIP, RPP  
Planning Consultant to the Township of Brock

Reviewed by,



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Garth Johns  
CAO





### The Corporation of the Township of Brock

Clerk's Department

Planning Consultant to the Committee of the Whole

Report: 2019-COW-16

Date: Monday, September 16, 2019

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-PL-Discussion
Copies to:	

#### Subject

Land Use Study regarding Cannabis Cultivation and Production Facilities, required as part of the Interim Control By-law 2860-2019-PL.

#### Recommendation

1. That the Committee of the Whole receive the attached report, titled "Land Use Study: Planning for Cannabis Cultivation and Production Facilities" for review and comment.
2. That the Committee of the Whole direct the Planning Consultant and staff to proceed with implementing the recommendations provided in Section 3.2 of said report.

#### Attachments

Land Use Study: Planning for Cannabis Cultivation and Production Facilities

#### Report

##### Background

On April 8<sup>th</sup>, 2019, Council passed Interim Control By-law 2860-2019-PL under Section 38 of the *Planning Act*. The Interim Control By-law (ICBL) had the effect of prohibiting any new Cannabis Cultivation and Production Facilities (CCPF) within the Township, with the exception of lands where zoning permits manufacturing facilities, for a period of one (1) year. After an ICBL is approved, a municipality is required to study the impacts of the subject land use in order to determine what steps must be taken to appropriately control how and where the land use is developed. As such, Council directed the undersigned to undertake a Land Use Study that would examine the impacts of CCPFs on other land uses and provide recommendations for mitigation of any negative impacts resulting from CCPFs. The Land Use Study is now complete and is enclosed with this report.

This report is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355.

### ***Recommendations from Land Use Study***

It was concluded in the study that there are impacts related to the CCPFs that require some form of mitigation through Official Plan policy, zoning and site plan control. As noted in the Study, the following changes/amendments have been recommended to Council:

- Create a new definition of “Cannabis” and “CCPF” (or similar term) in the BOP and BZBL (this includes Alternative Production Sites). A definition which is similar to that of “Cannabis Production and Processing” in Norfolk County is recommended as it is not specific to production within a “facility” and thus applies to both outdoor and indoor operations. The definition should include cannabis production and processing operating under **license, registration or authorization** by Health Canada.
- Add this newly defined term as a permitted or prohibited use in each land use designation in the Brock OP (and include a policy stating that CCPFs are allowed only where they are permitted in the Township Zoning By-law, and are subject to the CCPF-specific provisions, to provide clarity).
- Prohibit the newly defined term for cannabis production and processing in the definitions identified as requiring revision in Appendix A of this report.
- Amend *Plate “B” Permitted Uses and Activities in General Zone Categories* to include the newly defined term, “Cannabis Production or Processing” (or similar) in Column 1
  - Permit this newly defined use within the appropriate zones: The **Rural (RU) Zone; Rural Buffer (RB) Zone; Development (D) Zone; Restricted Industrial (M1) Zone; General Industrial (M2) Zone; and Rural Industrial (M3) Zone** are recommended.
  - Consider permitting industrial-style operations only in the Industrial and Development zones and reserving Prime Agricultural lands for smaller or otherwise less impactful CCPFs and the agri-food sector. Consider limiting CCPFs to micro-cultivation and micro-processing on agricultural lands (≤200 square metres).
  - Consider operations involving processing to be permitted only in the Restricted (M1) and General (M2) Industrial Zones.
- Create a section of corresponding text to the permitted use in Plate “A” which requires Site Plan Control for all CCPFs and a specific set of site design requirements based on Best Practices. Setbacks should always respect the minimum separation outlined in the by-law but consideration should be given to adjusting the requirements based on the outcomes of technical studies on a site-by-site basis.

We recommend requiring:

- Detailed building design requirements to minimize externalities and protect human health and safety
  - Detailed servicing and environmental impact reports on projected water needs, wastewater, and the anticipated impacts on watershed health and fish habitat
  - Water Conservation practices including the recycling of greywater to reduce overall consumption and reduce the impacts of wastewater on ecosystems
  - Noise impact studies to assess the impact of HVAC systems, electrical transformers and traffic on adjacent land use
  - Odour screening reports and odour control measures for all indoor CCPFs
  - Dark sky friendly lighting and building design (e.g., blackout systems) for all CCPFs and consider this requirement for all new development in the Township
- Create a new Plate for Cannabis Production and Processing Provisions
    - This plate should include appropriate setbacks or minimum separation distances between CCPFs and identified sensitive land uses or zones. It is recommended that all Residential Zones and the Community Facility Zone be treated as sensitive, and that all uses listed in the DROP definition of “Sensitive Land Use” be treated as sensitive. Include specific setback provisions for operations with and without air quality control. Ensure setbacks are based on defensible land use planning policy documents.
  - Consider offering developers an “accelerated development process” for CCPFs to boost economic development in the Township
  - Require a pre-consultation for all prospective CCPF developers to clearly outline the process and discuss development opportunities.

At this point, we are asking Council to accept these recommendations and provide staff/EcoVue with direction to prepare draft amendments to the Official Plan, Zoning By-law and Site Plan Control By-law accordingly. These draft amendments will be presented to the public and Council for review and comment. Specifically, the proposed Official Plan and Zoning By-law amendments will follow the standard process under Sections 21 and 34 under the Planning Act, respectively, which requires a Statutory Public Meeting in order to solicit input from the public. Since it is our intention to provide the public with ample

opportunities to provide comment, we will also host a Public Open House so that residents may ask questions directly.

**Next Steps**

If Council directs the planning consultant/staff to undertake recommended changes, the process of amending the appropriate planning documents will begin. We intend to have draft documents ready for Council by the end of 2019.

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**Consultation**


N/A

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**Financial**

N/A

Respectfully submitted,

  
\_\_\_\_\_  
Kent Randall, B.E.S., MCIP, RPP  
Planning Consultant to the Township of Brock

Reviewed by,

  
\_\_\_\_\_  
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## Land Use Study

Planning for the Impacts of **Cannabis Cultivation and Production Facilities**

Prepared for: Township of Brock

EcoVue Reference No.: 19-1435-02

Date: September 10, 2019

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## 1.0 INTRODUCTION

The Government of Canada passed the bill legalizing cannabis for recreational purposes on June 19, 2018 with a legalization date of October 17, 2018. With the legalization of production, processing and sales for both recreational and medical use now in place, individuals and businesses are actively searching for land to establish growing operations, processing and packaging facilities. The rise of this new market has prompted public debate on the planning impacts associated with Cannabis Cultivation and Processing Facilities (CCPFs). There are many considerations for municipal staff to determine how to appropriately define, categorize and regulate Cannabis production and processing through the mechanisms available under the *Planning Act*.

On April 8, 2019 Council for the Township of Brock passed an Interim Control By-law (ICBL) to temporarily prohibit the establishment of new Cannabis Production or Processing Facilities, or the expansion of existing Cannabis Production and Processing Facilities on any lands within the Township of Brock. The ICBL excluded the establishment of Cannabis Production or Processing Facilities located on lands where "Manufacturing, Processing, Assembling and/or Fabricating Plan" is legally permitted (Appendix X). The purpose of the ICBL is to allow staff and the planning consultant (EcoVue) adequate time to conduct research and consult the public in order to amend the Official Plan, Zoning Bylaw or Site Plan Control By-law to properly manage these facilities from a land use planning perspective.

The Government of Canada passed the bill legalizing cannabis for recreational purposes on June 19, 2018 with a legalization date of October 17, 2018. With the legalization of recreational cannabis, land use planning policies and regulations are required to manage both recreational and medical marijuana facilities. The domestic and global demand for cannabis production and processing provides great opportunity for economic development in rural communities through job creation and the diversification of the economic base. The advent of Cannabis Production and Processing presents an opportunity for the Township of Brock to support the development of the cannabis industry in appropriate locations which promote sustainability and best practices.

This study sets out to evaluate the implications associated with the production and processing of cannabis. It is intended to provide a background on the existing legislation, studies and reports associated with the establishment of CCPFs, and review how municipalities throughout the Province are managing



this new land use. It will also provide an analysis of the implications of CCPFs in the context of the current Official Plan for the Township of Brock (BOP) and Zoning By-Law (BZBL), and provide a description of five possible strategies to manage the land use implications of CCPFs. The report will conclude with a final recommendation regarding the best approach for the Township of Brock.

## **1.1 Cannabis Cultivation and Production Facilities (CCPFs)**

### **1.1.1 Licensing**

The Cannabis Regulations (SOR/2018-144) published by the Federal Government applicant, establishes a number of classes and subclasses of licences that permit cannabis-related activities:

- A license for cultivation;
  - A license for micro-cultivation;
  - A license for standard cultivation; and
  - A license for a nursery.
- A license for processing;
  - A license for micro-processing; and
  - A license for standard processing.
- A license for analytical testing;
- A license for sale;
  - A licence for sale for medical purposes
- A license for research; and
- A cannabis drug license.

The type and number of licenses held will have different impacts on cannabis-related land uses within the Township. For example, a person or company can hold a license for cultivation only, processing only or both. While it is anticipated that many applicants will apply for both a cultivation and processing license so both activities can take place on the same property, information on licenses granted and applied for is required to determine if that is the case.



➤ Cultivation Licenses

Cultivation is permitted to take place either indoors – typically in a greenhouse – or outdoors in the native soils. The difference between cultivation and micro-cultivation is that the licensed area for micro-cultivation cannot exceed 200 square metres (the area in which all plants and parts of plants must be contained). A holder of a nursery license can carry out activities similar to those with a cultivation or micro-cultivation license, except they are not permitted to obtain fresh or dried cannabis. If a nursery license holder cultivates cannabis for the purpose of harvesting seeds, the surface area for budding and flowering plants is limited to 50 square metres.

➤ Processing License

Holders of a processing license are only permitted to process cannabis for sale. A micro-processing license permits a maximum of the equivalent of 600 kilograms of dried cannabis to be sold or distributed each year. Processors are not permitted to be involved in the propagation, cultivation or harvesting of cannabis.

➤ Analytical Testing License

This license holder is permitted to possess cannabis for the purposes of altering its chemical or physical properties. All samples of a batch must be destroyed within 90 days of completing the testing. Cultivation or processing is not permitted with this license.

➤ License for Sale for Medical Purposes

A holder of this license is permitted to possess and sell cannabis products. Under this license, cannabis products can be sold to holders of other types of licenses, a person with an exemption under the *Cannabis Act* and a hospital employee.

➤ Research License

This license holder is able to possess cannabis, produce cannabis, or transport, send or deliver between sites set out by the license. Someone with this license can sell cannabis plants and seeds to other license holders, the Minister or a person with an exemption under the *Cannabis Act*.



➤ Cannabis Drug License

A holder of a cannabis drug license is permitted to possess cannabis and produce or sell drugs containing cannabis.

### **1.1.2 Land Use Restrictions for License Holders**

Sections 39, 40 and 41 of the Cannabis Regulations outline some restrictions on cannabis license holders which are relevant to land use planning. Section 39 states that a license holder may only conduct activities at the site that are authorized by the license, and, if applicable, may only conduct these activities within a particular building set out in the license. Additionally, the regulations prohibit all licensed producers from conducting any activity that is authorized by a cannabis license within a dwelling-house. Finally, as stated previously, the production of cannabis outdoors, in the native soils, is permitted, however *“a holder of a license must not produce cannabis – other than obtain cannabis by cultivating, propagating or harvesting it – or test, store, package or label cannabis outdoors”* (s. 41).

## **1.2 Access to Cannabis for Medical Purposes**

In August of 2016, the Access to Cannabis for Medical Purposes Regulations (ACMPR) came into force (as Part 14 of the Cannabis Regulations [SOR/2018-144]), and the Federal Government began accepting applications for cultivation from those prescribed medical marijuana. The new regulations were in response to *Allard v. Canada*, which found that individuals requiring marijuana for medical purposes did not have “reasonable access”.

An individual with a medical permit for cannabis may apply to register with Health Canada to produce a limited amount for their own medical purposes, or designate a 3<sup>rd</sup> party to do so. Once an individual is successfully registered, they will receive a certificate from Health Canada including their legal authority to possess and produce cannabis as well as the location and maximum limits on production, storage and possession. If an individual wishes to designate a 3<sup>rd</sup> party to be their producer, the application process is similar, but they must prove that the designated person has not been convicted or received a sentence for a drug offence in the last 10 years. A designated person can only produce for a maximum of two



individuals (including themselves). The regulations also permit a maximum of four registrations per address.<sup>1</sup>

### **1.2.1 Land Use Restrictions for Health Canada Registrants**

The amount of medical marijuana that an individual is entitled to on a daily basis determines how many plants they are legally entitled to grow. A prescription of 1 gram per day is roughly equivalent to 2 outdoor plants or 5 indoor plants. Section 326(1) of the Cannabis Regulations states that a Health Canada registrant must “*not propagate or harvest [cannabis plants] a) indoors and outdoors at the same time; or b) outdoors if the production site is adjacent to a school, public playground, daycare facility or other public place frequented mainly by individuals under 18 years of age*”. Other than proving that any outdoor plants will not be produced adjacent to the sensitive land uses listed above, there are very few rules in place at the Federal level to regulate the production and processing of marijuana by medical permit holders. Since it is possible that one individual may be entitled to grow an unlimited number of plants, as prescribed by a doctor, and up to four registrants may be located at one address (and sometimes there are multiple addresses on one property), thousands of plants may be grown on a single property with few regulations in place to protect sensitive land uses. These registered individuals are also known as “Alternative Production Sites”.

## **1.3 Planning Implications**

There is no requirement for applicants to seek municipal support before applying for a license under the *Cannabis Act* – it is only required that applicants provide municipalities with written notice of an application. License holders are also required to notify the municipality, with a copy sent to the Minister, of a license being issued. Similarly, there is no requirement for applicants seeking to register with Health Canada under the ACMPR to obtain municipal support or approval. Although a municipality does not have a role in the issuance of licenses or registration certificates under the *Cannabis Act*, they still possess the authority to regulate land uses.

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<sup>1</sup> Mat Vaughan (2018). “Change is in the Wind”, <https://ontarioplanners.ca/blog/planning-exchange/june-2018/change-is-in-the-wind> (accessed June 21, 2019).



From a planning perspective, CCPFs (this includes “Alternative Production Sites”), like any other agricultural or industrial use, can be regulated through zoning and site plan control. According to our research, some of the common issues that come up when revising the definitions and provisions associated with a Municipality’s Zoning By-laws are:

- Whether to categorize cannabis production as an agricultural or industrial use
- How to define Cannabis - an agricultural crop or pharmaceutical product?
- How to determine the appropriate provisions to appropriately separate cannabis production from sensitive land uses such as residential areas, community facilities, etc.
- Whether to distinguish between different scales of production and processing reflecting the federal licensing regime.

As with any guidelines, provisions or regulations within a Zoning By-law, any amendment to restrict where CCPFs can be established must have a basis in applicable planning policy (e.g. Provincial Policy Statement (PPS), A Place to Grow: Growth Plan for the Greater Golden Horseshoe, the Region of Durham Official Plan (DOP), and the BOP. The Township must avoid applying reactionary amendments to the zoning by-law that do not conform to the aforementioned documents as such amendments are not defensible before the Local Planning Appeals Tribunal (LPAT) and do not represent good planning.

## **2.0 Impacts of Cannabis Cultivation and Production Facilities**

The main land use issues associated with cannabis production and processing are:

- The impacts of odours, light and noise resulting from production and processing on sensitive land uses;
- The impacts associated with placing large-scale indoor cannabis production or processing facilities on productive farmland;





- The size and scale of unlicensed facilities under the ACMPR – these are determined by an individual's prescription and may vary widely. There are no requirements for these facilities to implement odour control (unlike licensed facilities);
- Impacts on Watershed Health;
- Human Health and Safety Concerns related to Processing Facilities; and
- Security.

## 2.1 Land Use Impacts

### 2.1.1 Impacts on Sensitive Land Uses

Certain land uses should be separated for a variety of reasons. As an example, waste management facilities should not be located adjacent to residential land uses. Concern has been expressed by residents of the Township and other municipalities regarding the location of CCPFs in proximity to sensitive land uses such as residential dwellings, schools and community centres. There are many reports of impacts related to noise, light pollution and odours produced by these facilities.

#### 2.1.1.1 NOISE & USE OF ENERGY UTILITIES

Reports of “deafening” noise from CCPFs exist throughout Canadian news articles. Cannabis plants require careful regulation of temperature and humidity to maintain a suitable microclimate, meaning that typical CCPFs require a full heating, ventilating, and air-conditioning (HVAC) system. The system may be run at reduced capacity during nighttime hours. However, in order to support the appropriate growing environment, the system needs to operate 24 hours a day. In addition to creating noise, the HVAC system requires a large amount of energy. One study published in the Journal of Energy Policy found that 2,000 kWh of power are required to produce one pound of cannabis, while by comparison, one pound of aluminum requires 7 kWh.<sup>2</sup> This power is typically provided at a high voltage to a transformer substation on the site of the facility where it is reduced to a more usable voltage. These transformers can generate

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<sup>2</sup> Peter Maloney, “Utilities grapple with growth in cannabis legalization”, 2018, <https://www.publicpower.org/periodical/article/utilities-grapple-with-growth-cannabis-legalization> (accessed June 21, 2019).



a significant amount of noise, but also produce a “frequency hum” which generates strong tones. According to Andrew Carballeira, an acoustics consultant, “tonal sounds tend to be more disturbing to communities than sounds with many frequency components”.<sup>3</sup> The third potential source of noise pollution are deliveries of materials to the facilities. Carbon dioxide gas is used to boost production and is usually delivered by tanker truck to the facility. Other potential sources of noise are alarm systems and large machinery (e.g., tractors).<sup>4</sup>

Zoning regulations for cannabis should be in step with the capacity of utility systems to support the permitted land use and design goals for facility-generated sound can be effectively derived through computer modelling.<sup>5,6</sup> Site plan control and setback provisions can effectively mitigate noise pollution.

#### 2.1.1.2 LIGHT POLLUTION

A number of anecdotal reports have highlighted issues arising from the light pollution generated by CCPFs. Since the majority of cannabis produced at an industrial scale is grown indoors (and usually in a greenhouse), the indoor lighting system is not contained to the building. While urban areas are quite accustomed to light pollution, many CCPFs are being established in rural and agricultural areas, which are not impacted as severely by light. Cannabis plants require particular amounts of light and heat; during one of the growth phases, cannabis requires light for 18 hours each day. This may disturb not only neighbouring residential dwellings, but also the lifecycles of local wildlife including plants, animals and migrating birds.<sup>7</sup>

Most site plan control regulations address outdoor lighting designs, but do not consider the specific requirements of CCPFs and their effects on surrounding land uses. Section 4.10.3 of the Township of Brock Official Plan states that: *“Outdoor lighting and light pollution has an impact on the natural*

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<sup>3</sup> Andrew Carballeira, “Legal Marijuana: Where there’s Smoke there’s Sound”, 2017, <https://www.acentech.com/blog/legal-marijuana-theres-smoke-theres-sound/> (accessed July 10, 2019).

<sup>4</sup> Ibid.

<sup>5</sup> Federation of Canadian Municipalities (2018). Municipal Guide to Cannabis Legalization: A roadmap for Canadian local governments, <https://fcm.ca/sites/default/files/documents/resources/guide/municipal-guide-cannabis-legalization.pdf> (accessed June 21, 2019).

<sup>6</sup> Andrew Carballeira, “Legal Marijuana: Where there’s Smoke there’s Sound,” 2019, <https://www.acentech.com/blog/legal-marijuana-theres-smoke-theres-sound/> (accessed June 9, 2019).

<sup>7</sup> Emily Robertson, “Greenhouse Light Pollution is Affecting Prey, Migration, and Humans,” 2019, <https://www.rxleaf.com/greenhouse-light-pollution-is-affecting-prey-migration-and-humans/> (accessed June 9, 2019).





*environment and the general quality of life.... the impact of lighting should be assessed and measures implemented to mitigate against detrimental impacts on natural features and functions".* Section 4.10.5 of the Township of Brock Official Plan also recognizes the detrimental effects of light pollution and directs Council to consider the enactment of a light pollution by-law.

The issue of light pollution originating from CCPFs can be addressed through site plan control regulations or through the introduction of a general Dark Sky Friendly Lighting By-law that would require dark sky friendly lighting for all new developments in the Township of Brock (see Appendix C for an example of Dark Sky Friendly Lighting policies).

#### 2.1.1.3 ODOUR

Cannabis has a unique smell compared to other agriculture or agricultural processing facilities, and odour is proving to be one of the chief complaints of community members living or working nearby to CCPFs. That said, many other agricultural uses produce strong odours, such as chicken farming or feedlots. In those cases, Minimum Distance Separation (MDS) regulates the distance between livestock barns, manure storages or anaerobic digesters and surrounding sensitive land uses, which would not apply to the production and processing of cannabis. One anecdotal report stated that odour became a nuisance 5 kilometres from two CCPFs, particularly on hot, humid days when the facility needed to ventilate more frequently.<sup>8</sup> To date, there have been no scientific studies associated with the health effects resulting from exposure to cannabis odours.<sup>9</sup>

Part 5, Section 85 of the Cannabis Regulations, states that: *"the building or part of the building where cannabis is produced, packaged, labelled and stored must be equipped with a system that filters air to prevent the escape of odours"*. Thus, in theory, licensed facilities should not be creating nuisance odours. However, according to news articles, even when facilities meet these Federal regulations there may still be odour complaints. Additionally, facilities operating under the ACMPR do not have air filtration requirements. In the Township of Brock, neighbours of an ACMPR growing facility spoke of obnoxious

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<sup>8</sup> Armina Ligaya, "Pot a 'two-edge sword' in Ontario town where producers face pushback over smell," 2019, <https://www.bnnbloomberg.ca/pot-a-two-edge-sword-in-ontario-town-where-producers-face-pushback-over-smell-1.1198073> (accessed June 6, 2019).

<sup>9</sup> Public Health Ontario, "Evidence Brief: Odours from Cannabis Production," 2018, <https://www.publichealthontario.ca/-/media/documents/eb-cannabis-production-odours.pdf?la=en> (accessed June 6, 2019).



odours during harvest. Municipalities can better manage odour pollution through a combination of site plan control and setback provisions in the applicable zoning by-law. Facilities operating under the ACMPR without odour filtration could be required to adhere to greater setbacks from sensitive land uses. Odour Screening Reports and Odour Control Reports can be required to help determine sufficient setbacks and odour control measures.<sup>10</sup>

#### 2.1.1.4 IMPACTS ON FARMLAND

Cannabis is a form of intensive agriculture and is usually performed in a controlled environment such as a greenhouse or warehouse. This approach to cultivating cannabis does not require arable soils. In many parts of Canada, the production of medical marijuana has traditionally been permitted in agricultural areas. Due to the dramatic increase in new and proposed CCPFs after the legalization of recreation cannabis, some areas of Canada are experiencing growing pressure on farmland from CCPFs. The concern is that locating warehouses and large-scale industrial-style greenhouses on arable soils is inappropriate and results in the permanent loss of farmland. In British Columbia, there is an ongoing debate as to whether intensive cannabis cultivation should be permitted on the provincial Agricultural Land Reserve (ALR).<sup>11</sup> One of the reasons that producers are often interested in locating their indoor facilities on farmland is because it is often much more affordable than acquiring space in industrial zoned areas.

In 2018, the Federal Government lifted the ban on outdoor cultivation of medical and recreational cannabis. Outdoor production is permitted for Nursery, Micro, and Standard Cultivation Licenses, as well as those with a certificate from Health Canada permitting production for medical use under the ACMPR. Outdoor cultivation is challenging in the Canadian climate, but dramatically reduces costs for the producer. A farm in southwestern Ontario may be the first business to be awarded a license for outdoor cultivation on a 40-hectare property.<sup>12</sup> Outdoor cultivation requires arable soils in an agricultural area.

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<sup>10</sup> Ortech Consulting Inc., "Cannabis Industry and Odour Regulations," 2018, <https://www.ortechconsulting.com/blog1/cannabis-industry-and-odour-regulations> (accessed June 6, 2019).

<sup>11</sup> Lyonel Doherty, "Council to consider not allowing cannabis production on ALR," 2018, <https://www.oliverchronicle.com/council-to-consider-not-allowing-cannabis-production-on-alr/> (accessed June 6, 2019).

<sup>12</sup> Dale Carruthers, "Southwestern Ontario farm could have first licensed outdoor cannabis crop," <https://lfpres.com/news/local-news/southwestern-ontario-farm-could-have-first-licensed-outdoor-cannabis-crop> (accessed June 1, 2019).



Therefore, it is important to consider policies and regulations that are specific to both indoor and outdoor cultivation.

The Durham Region Official Plan (DROP) contains the policies and designations for the rural portion of the Township of Brock, referred to as the “Rural System”. The Rural System is comprised of Prime Agricultural Areas, Rural Settlements, Major Open Space Areas, Regional Nodes and Aggregate Resource Extraction Areas. “Prime Agricultural” areas are designated on Schedule “A” – Map “A1” to the DROP and are comprised of Canada Land Inventory Class 1-3 soils, as well as Class 4-7 soils and areas where farms predominate. Section 3.2.1.2 of the Township of Brock Official Plan states that the predominant use of land within the Prime Agricultural designation “*shall be agriculture and agriculture-related uses*”. These include “*the growing of crops, including nursery and horticultural crops...Agriculture-related uses are those farm-related commercial and industrial uses that are small scale and directly related to the farm operation and are established in proximity to the farm operation*”. Section 3.2.1.4 states that “*All types, sizes and intensities of agricultural uses are permitted...*”.

Section 2 of the Township of Brock Official Plan discusses the Vision and Strategic Direction for the municipality. Section 2.2.7.2 states that one of the objectives is to protect prime agricultural land from urban development, and to “*support farm practices that will protect the long-term productivity of agricultural lands and minimum environmental impact*”. The DROP states that the goal of the Rural System is to support agriculture, but also more specifically, “*to support community food security*” (s. 9.1.2, DROP). Subsection 9A of the DROP also states that all development within the Prime Agricultural area will be on private services, and that “*the intrusion of urban type land uses into Prime Agricultural areas shall not be permitted*” (s. 9A.1.5, DROP).

The Township of Brock may wish to prohibit industrial-style (“urban type”) CCPFs in areas with Canada Land Inventory Soil Classes 1-3 in order to adhere to the goal of preserving community food security and to restrict the scale of facilities developing in rural areas on private services. This could be accomplished by restricting the total area devoted to cultivation or processing in Prime Agricultural areas to 200 square metres (which is consistent with Health Canada’s distinction between micro and standard scales of production and processing).





#### 2.1.1.5 IMPACTS ON WATER SUPPLY AND WATERSHED HEALTH

Cannabis has high water needs when grown indoors, but particularly when grown outdoors. A cannabis plant needs approximately 22 litres of water per day (compared to wine-producing grape plants, which require approximately 12 litres per day). Water used in cannabis production must meet high quality standards to maximize maturation and yield, and when water is drawn from a depleted aquifer it is more likely to be contaminated with bacteria and fungi which can be passed to the crop. Water usage for outdoor cultivation is particularly demanding. In California, studies have shown that irrigation of cannabis is having impacts at the watershed scale with lethal and sub-lethal effects on fish and amphibian populations.<sup>13</sup> Where CCPFs are proposed, decision makers should look carefully at the impacts to the overall watershed and local flow needs. Additionally, cannabis production may produce effluent containing growth nutrients and pesticides, which can affect local ecosystems negatively. Approvals may be needed for producers to discharge effluent or for monitoring to ensure compliance with discharge requirements or restrictions. Special attention should be paid to discharge occurring near fish bearing habitat to ensure compliance with the *Fisheries Act*.<sup>14</sup>

The Township of Brock presents some unique considerations as the urban areas of Cannington and Sunderland depend on a communal well system for drinking water, and Beaverton draws its water from Lake Simcoe. Schedules ID, 2D and 3D depict Wellhead Protection Areas for Cannington and Sunderland, as well as Intake Protection Zones for Beaverton. Section 6.4.2.3 of the BOP states that “*Within WHPAs and IPZs, it may be necessary to restrict or even prohibit certain land uses and activities due to their potential to negatively impact groundwater and surface water quality and drinking water quantity*”. Careful consideration is required during the approvals process to ensure proposed facilities can be sustained without causing a negative impact. When considering development that may impact source water protection areas, the South Georgian Bay Lake Simcoe (SGBLS) Source Water Protection Plan should be consulted (BOP, s. 6.4.1).

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<sup>13</sup> Bauer S, Olson J, Cockrill A, van Hattem M, Miller L, et al., “Impacts of Surface Water Diversions for Marijuana Cultivation on Aquatic Habitat in Four Northwestern California Watersheds,” 2015, PLOS ONE 10(9): e0137935, <https://doi.org/10.1371/journal.pone.0137935>.

<sup>14</sup> Selina Lee-Anderson, “Spotlight on Cannabis – Part 2: Taking a Closer Look at the Environmental Costs of Cannabis Cultivation,” 2018, <https://www.mccarthy.ca/en/insights/blogs/canadian-era-perspectives/spotlight-cannabis-part-2-taking-closer-look-environmental-costs-cannabis-cultivation> (accessed May 27, 2019).



Overall, concerns regarding watershed health can be addressed through the inclusion of the appropriate guiding policies regarding servicing capacity and environmental impact studies for CCPFs. Additionally, the involvement of the Conservation Authority in all CCPF development proposals is important for assessing the impacts of CCPFs at the watershed scale and ensuring that proposals conform to the Lake Simcoe Protection Plan where applicable.

#### 2.1.1.6 HUMAN HEALTH AND SAFETY

Processing cannabis has certain human health and safety concerns. Extraction of cannabis oil can involve the use of butane, which is explosive at ordinary temperatures.<sup>15</sup> Section 17(4) of the Cannabis Regulations permits *“a holder of a license for micro-processing or standard processing...to alter or offer to alter the chemical or physical properties of cannabis by the use of an organic solvent when conducting that activity”*. At least seven cases of explosions resulting from the improper use of butane (associated with unlicensed and illegal activity) have been documented in Ontario.<sup>16</sup> This risk can be managed through zoning and site plan control. Consideration could be given to restricting any processing activities to the Restricted Industrial (M1) Zone or the General Industrial (M2) Zone, and specific fire-restrictive design or construction characteristics could be required through site plan control.

#### 2.1.1.7 IMPACTS OF UNLICENSED FACILITIES UNDER THE ACMPR

Land use conflicts are occurring at a scale that was unanticipated with the introduction of the ACMPR. Since the size and scale of these operations is determined by an individual's particular certificate, it is difficult to anticipate and plan for the land use considerations associated with this category of cultivation and processing. Like the Township of Brock, Norfolk County has experienced widespread issues and complaints from citizens, mainly regarding odour from large-scale greenhouse operations cultivating cannabis for multiple permit holders who have delegated to a third-party producer. Since it is possible for thousands of plants to be grown on one property without odour control, and there are no federal regulations regarding minimum separation distances (other than outdoor operations not being located

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<sup>15</sup> Federation of Canadian Municipalities (FCM; 2018). *“Municipal Guide to Cannabis Legalization: A roadmap for Canadian local governments”*, <https://fcm.ca/sites/default/files/documents/resources/guide/municipal-guide-cannabis-legalization.pdf> (accessed May 24, 2019).

<sup>16</sup> Jennifer Bieman, “Legalized marijuana prompts drug-related explosion, fire warning,” 2018, <https://fpress.com/news/local-news/legalized-marijuana-prompts-drug-related-explosion-fire-warning> (accessed June 10, 2019).





directly adjacent to an area frequented by children), many cannabis cultivation operations are occurring adjacent to sensitive land uses in Norfolk County. Norfolk County Planning Department has derived an effective solution to this problem through specific setback requirements for CCPFs without odour control in their zoning by-law (see Section 3.1.5 of this report for more details).<sup>17,18</sup> In addition, including facilities that operate under the ACMPR in the definition of “Cannabis Production and Processing” can help ensure that the land use implications associated with these facilities are managed properly.

#### *2.1.1.8 SECURITY AND CRIME RATES*

There are some reports of increased crime rates as a result of CCPFs. However, our research only revealed studies which examined the relationship between crime rates and cannabis retail dispensaries.

Members of the public may be concerned about a CCPF locating in proximity to their home due to the belief that it will attract crime to the area. However, the Cannabis Regulations require that licensed facilities be equipped with stringent security measures. These measures are intended not only to protect the operations of the CCPF, but also to reduce the possibility of crime in the surrounding area.

Facilities licensed for standard cultivation, standard processing, sale (which authorizes cannabis possession), and those with a drug license (if the amount sold/distributed annually exceeds 600 kilograms), are required to have a site design which prevents unauthorized access, and to monitor the perimeter of the site as well as all operation and storage areas with visual recording devices and intrusion detection systems. The only exception is the grow area which must only be monitored at the exit and entry points.

Micro-cultivation, micro-processing, and nursery licensed facilities must also have a site design which prevents unauthorized access, and the site must be surrounded by a physical barrier to prevent access. Storage areas must be surrounded by a physical barrier that prevents unauthorized access and access must be restricted to those who require it to perform their duties. Micro-cultivation, micro-processing and nursery licenses do not require the visual recording devices or intrusion detection systems that those licensed under a standard cultivation, standard processing or certain licences for sale require. Those

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<sup>17</sup> Mat Vaughan, “Change is in the Wind,” 2018, <https://ontarioplanners.ca/blog/planning-exchange> (accessed May 20, 2019).

<sup>18</sup> Mat Vaughan (Principal Planner, Norfolk County), Telephone interview, 7 May 2019.



licensed only for analytical testing or those who possess a drug license or research license also require specific security measures.

Unlicensed facilities operating under a certificate (ACMPR) are not required to employ specific site design or security measures. Under the ACMPR, it is the individual's responsibility to ensure that all marijuana plants or cannabis products are secure, and that other people, including children, cannot access them. The Township of Brock could consider requiring security measures such as perimeter fencing through Site Plan Control for those submitting a *Planning Act* or Building Permit application for a CCPF as a registrant under the ACMPR. Additionally, by restricting the development of CCPFs within residential areas and in proximity to sensitive land uses, any potential impacts on security will be mitigated through prohibitions in certain zones or land use designations, as well as through minimum separation distances. To be clear, our research did not determine any causation between CCPFs and increased crime rates.

### **2.1.2 Defining and Protecting Sensitive Land Uses**

The Durham Region Official Plan defines "Sensitive Uses" as *"means such uses as residences, nursing and retirement homes, elementary & secondary schools, day care facilities, provincial hospitals, places of workshop and other similar institutional uses, and recreational uses which are deemed by an area municipality to be sensitive"* (Durham Region Official Plan, Sub-Section 15A, Definitions). This definition echoes the definition provided in the Provincial Policy Statement (PPS).

The Township of Brock Official Plan and Zoning By-law Number 287-78-PL do not contain a definition of sensitive land uses. Although a definition is not absolutely necessary, a list of specific land uses considered to be sensitive to the production and processing of cannabis in the Township of Brock should be established and included in the local planning document. The Township of Brock Official Plan also does not include any policies regarding the separation of Industrial and sensitive land uses, other than within the Employment Lands designation: *"Adequate buffers shall be provided to separate employment uses from residential areas in order to reduce conflicts. Buffers may include such features as setbacks, berms, walls, fences and landscape strips"* (s. 5.6.3.7, BOP). Theoretically, this policy would likely apply to the majority of cannabis production uses. However, it would not apply to CCPFs that are located outside of Employment Areas (e.g. within the Rural system), and would only protect residential uses (i.e.





not institutions like schools or daycares). Additionally, no guidelines are provided for minimum setbacks or criteria for determining such setbacks.

A definition of Class I, II and III Industrial is provided in the Ontario Government's "D-6 Compatibility between Industrial Facilities", while the "D-6-3 Separation Distances" provides the Area of Influence and recommended Minimum Separation for each of the classes. A licensed Cannabis facility would most likely be categorized as Class II, since there are likely to be periodic outputs of minor annoyance and occasional outputs of either point source or fugitive emissions (noise, odour, dust and/or vibration). A Class II Industrial use is defined as having a 300-metre area of influence and a 70-metre minimum separation from incompatible development.

Ultimately, the separation of sensitive land uses and CCPFs can be managed effectively through the appropriate definitions, zoning (minimum separation distances) and site plan control.

### **3.0 Managing the Land Use Implications of CCPFs**

An amendment to the existing Township of Brock Official Plan (BOP) and Township of Brock Zoning Bylaw (BZBL) will allow the Township to introduce new policies, definitions, provisions and regulations that are specific to facilities that produce or process cannabis. It is also possible to amend the Township's Site Plan Control By-law in order to introduce provisions of site plan control that would be specific to all new CCPFs. While the Zoning By-law and Site Plan Control By-law are useful tools available to the Township, it is important to note that they are amended in conformity with Provincial and municipal planning policy.

#### **3.1 Strategies**

We have identified five strategies for consideration by the Township of Brock.

These include:

1. "Business-As-Usual" (do nothing). Production and processing will be permitted in a variety of existing land use designations and zones;
2. Amend the BOP to include a definition of CCPFs and permit in certain land use designations;



3. Add a definition of CCPFs to the BZBL and permit CCPFs in certain zones;
4. Add a definition of CCPFs to the BZBL and create a new CCPF-specific zone; or
5. Add a definition of CCPFs and create a new section in the General Provisions of the BZBL with specific regulations for CCPFs.



**Figure 1.** Five strategies for managing the land-use implications of Cannabis Production and Processing Facilities (CCPFs) in the Township of Brock.



### 3.1.1 “Business As-Usual” (do nothing)

An analysis of the BZBL was performed in the context of the nature of CCPF developments, the definitions provided in Section 10 of the BZBL and the Federal Cannabis regulations (SOR/2018-144). The results indicate that out of 25 existing zones, cultivation, production, processing or sales (excluding retail sales to the public) is currently permitted in 10 of these zones (Table 1). If no amendments are made to the BOP or BZBL, prospective developers could legitimately apply for building permits or carry out activities associated with the production or processing of cannabis within these 11 zones. Currently, CCPF activities would be permitted in the Environmental Protection (EP), Rural (RU), Rural Buffer (RB), Rural Residential (RR), Hamlet Residential (HR), Shoreline Residential (SR), Residential Type One (R1), Residential Type Two (R2), Restricted Industrial (M1) and General Industrial (M2) zones.

These determinations were made by reviewing *Plate “B” Permitted Uses and Activities in General Zone Categories* as well as the definitions in Section 11 of the Township of Brock Comprehensive By-law for each of the permitted uses within each of the zones. The definitions which currently permit a CCPF are listed in Appendix A.

The “business as usual” approach was considered by the Town of Erin. After a review of the existing zoning by-law, Town planning staff determined that cannabis production facilities were already permitted within a number of zones, and that amendments to the zoning by-law were not necessarily required.<sup>19</sup>

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<sup>19</sup> Laura Dean, “Municipal Land Use Planning Regulations and Cannabis Production Facilities,” 2018, <https://www.airdberlis.com/insights/publications/publication/municipal-land-use-planning-regulations-and-cannabis-production-facilities> (accessed May 27, 2019).



**Table 1 - Zones in which CCPFs are currently permitted according to the Township of Brock Comprehensive Zoning By-law No. 287-78-PL. Please see Appendix A for the definitions of the permitting use(s) referenced in this table.**

<b>Zone</b>	<b>Zone Symbol</b>	<b>CCPF Permitted? (YES/NO)</b>	<b>Permitting Use(s)</b>
<b>Rural</b>			
Rural	RU	<b>YES</b>	<ul style="list-style-type: none"> <li>• Farm</li> <li>• Home Industry</li> <li>• Home Occupation</li> </ul>
Rural Buffer	RB	<b>YES</b>	<ul style="list-style-type: none"> <li>• Farm</li> <li>• Home Industry</li> <li>• Home Occupation</li> </ul>
<b>Residential</b>			
Rural Residential	RR	<b>YES</b>	<ul style="list-style-type: none"> <li>• Home Occupation</li> </ul>
Hamlet Residential	HR	<b>YES</b>	<ul style="list-style-type: none"> <li>• Home Occupation</li> </ul>
Shoreline Residential	SR	<b>YES</b>	<ul style="list-style-type: none"> <li>• Home Occupation</li> </ul>
Residential Type One	R1	<b>YES</b>	<ul style="list-style-type: none"> <li>• Home Occupation</li> </ul>
Residential Type Two	R2	<b>YES</b>	<ul style="list-style-type: none"> <li>• Home Occupation</li> </ul>
<b>Industrial</b>			
Restricted Industrial	M1	<b>YES</b>	<ul style="list-style-type: none"> <li>• Manufacturing, Processing, Assembling &amp;/or Fabricating Plant</li> <li>• Warehouse</li> <li>• Wholesale Commercial Establishment</li> </ul>
General Industrial	M2	<b>YES</b>	<ul style="list-style-type: none"> <li>• Manufacturing, Processing, Assembling &amp;/or Fabricating Plant</li> <li>• Warehouse</li> <li>• Wholesale Commercial Establishment</li> </ul>
<b>Other</b>			



<b>Zone</b>	<b>Zone Symbol</b>	<b>CCPF Permitted? (YES/NO)</b>	<b>Permitting Use(s)</b>
Environmental Protection	EP	YES	• Farm

### 3.1.1.1 DISCUSSION

The “business as usual” approach is not recommended due to the fact that sensitive land uses could be negatively affected by the externalities outlined in Section 2.1 of this report, particularly in the Rural and Residential Zones outlined in Table 1. In addition, this approach would make it difficult for prospective developers to determine if and where CCPFs would be permitted and under which provisions, without meeting with staff directly. A strategy that reduces land use conflicts and provides more certainty and clarity to prospective developers and the general public is preferred.

### 3.1.2 Amend the Township of Brock Official Plan

A second strategy to consider is to amend the BOP to include a definition of Cannabis Production and Processing Facilities (or similar), and to list this term as a permitted or prohibited use within each land-use designation. The amendment would also include the requirement that any application for a CC PF would require a Zoning By-law Amendment (ZBA) in order to prescribe the appropriate setbacks or other site development requirements. Guidelines for the appropriate setbacks to protect sensitive land uses and prevent other land use conflicts would also need to be included in the Official Plan Amendment. These guidelines would be used to determine specific requirements during the Zoning By-law Amendment application process.

The land use designations which currently and indirectly permit CCPFs include the Prime Agriculture (as part of the Rural System of the Region of Durham), Employment Areas, Hamlets. All of these land use designations are likely to be suitable for CC PF development with the appropriate provisions in place.

#### 3.1.2.1 PRIME AGRICULTURAL

Without a specific definition of “Cannabis Production and Processing” Facilities, cannabis production could legitimately occur within the Agricultural land use designation according the policies outlined in Section 3.2.1 of the BOP and Section 9A of the DROP. These policies permit “a full range of agricultural,



*agriculture-related and secondary uses*". Section 3.2.1.5 defines Secondary Uses as: "*uses that are secondary to the principal use of the property, including but not limited to, home occupations, home industries, and uses that produce value-added agricultural products from the farm operation on the property. Such uses will be permitted in the Rural System and Prime Agricultural Areas, subject to the following conditions:*

- *The use is compatible with, and does not hinder, surrounding agricultural operations;*
- *Complies with the Provincial Minimum Distance Separation formulae; and,*
- *Does not adversely affect the cultural and rural character of the area or the natural environment"*.

However, the "*intrusion of urban type land uses*" is not permitted (DROP, s. 9A.1.5), and agriculture-related uses (e.g., processing) may only be permitted if they are deemed to be "*small scale and exclusively devoted to the farm operation*" (DROP, s. 9A.2.3).

Though some forms of production and processing of cannabis and cannabis products may be considered to be appropriate within the Prime Agricultural designation, these sections may need to be amended to provide specific guidelines for CCPFs. The guidelines which already exist for prohibiting "urban type" land uses provide some protection against inappropriate development on agricultural land. However, section 3.2.1 of the BOP could benefit from specific guidelines or provisions for developing CCPFs on agricultural lands such as those pertaining to scale of development (e.g., ≤ 200 square metres devoted to production or processing of cannabis or specific technical studies required). Requirements such as these could be set up to align with the federal licensing structure (ie., ≤ 200 square metres for micro-production or micro-processing and >200 square metres for standard production and processing).

### 3.1.2.2 EMPLOYMENT AREAS

Permitted uses in Employment Areas include: "*manufacturing, assembly and processing of goods, service industries, research and development facilities, warehousing, business parks, limited personal service uses, hotels, storage of good and materials, and freight transfer and transportation facilities. Uses declared to be obnoxious under the provision of any applicable statute, regulation or guideline shall not be permitted*" (BOP, s. 5.6.3.2). Therefore, depending upon how one defines cannabis production (ie. As



a product or crop), CCPFs would likely be permitted under the definition of “*manufacturing, assembly and processing of goods*”. Activities permitted under a research license would also be permitted in Employment Areas under “*research and development facilities*”.

Employment Areas are one of the most suitable locations for industrial-style CCPFs since they are already designated for industrial uses and are separated from Residential Areas as well as areas designated as Prime Agricultural. Additionally, Employment Areas have the additional benefit of municipal servicing: “*Generally, Employment Areas will develop on lands having municipal water and sewage services*” (BOP, s. 5.6.3.1). However, in Cannington and Sunderland where the water supply is derived from a communal well system, careful consideration of water usage of proposed CCPFs will still be required.

Although Durham Region has an employment objective of 50 jobs/hectare, it is acknowledged that this will be challenging in Brock Township. As such, the minimum density is 12 jobs per hectare. Permitting CCPFs that are appropriately designed and located in Employment Areas can help Brock Township achieve employment targets. The BOP states that there will likely be a deficit of employment lands at or before 2031. The demand for Employment Areas for the development of CCPFs may be further increased due to the legalization of recreational cannabis.

As discussed previously in Section 2.1.2 of this report, the Employment Areas policies provide some protection to sensitive land uses: “*Adequate buffers shall be provided to separate employment uses from residential areas in order to reduce conflicts. Buffers may include such features as setbacks, berms, walls, fences and landscape strips*” (BOP, s. 5.6.3.7). However, this policy only provides protection to residential uses. A comprehensive list of uses considered to be sensitive in the context of CCPFs should be included in the Official Plan and Zoning By-law amendments.

### 3.1.2.3 HAMLET

According to the BOP:

*“Development in Hamlets is to be compatible with the surrounding land uses and may consist of a variety of uses including: residential uses; community facilities;*





*employment uses and commercial uses that meet the immediate needs of the residents of the hamlets and the surrounding rural area” (BOP, s. 5.9.2.2).*

Therefore, it would be possible for a CCPF to locate within the Hamlet designation as an “employment use” given the current policy. It will be up to the municipality to decide whether this is appropriate.

The BOP also states that the Hamlet areas “are to be a focus of limited development outside of the Urban Areas. The residential character and cultural heritage that is unique to each hamlet is to be preserved and enhanced” (BOP, s. 5.91.1).

Depending upon the type and scale of CCPF, and as long as sensitive land uses are adequately protected, it is our opinion that there are no issues with the establishment of a CCPF where any other light industrial or manufacturing uses are permitted. The most significant factor would be adhering to minimum separation distances and complying with any other recommendations for location or mitigation recommended as a result of a site-by-site analysis as part of the zoning by-law amendment proposed herein.

#### 3.1.2.4 DISCUSSION

It is our recommendation that an amendment to the BOP be undertaken in order to:

- 1) Define and permit CCPFs within certain land use designations;
- 2) Provide guidelines for setbacks and site development requirements and
- 3) Require a zoning by-law amendment for each CCPF application.

The current structure and form of the BOP is somewhat conducive to this option. This strategy would allow each CCPF application to be assessed on a case-by-case basis, including the determination of the appropriate setbacks and site development requirements, while completely prohibiting CCPFs in the land use designation areas considered inappropriate for such development.

A possible drawback to this approach is the introduction of setbacks through the BOP instead of the BZBL. This would be a guiding policy as opposed to a regulation, and therefore would be subject to more variation. This could also be considered a positive aspect if Council wishes to evaluate and determine



site-specific setbacks for each CCPF as opposed to having regulated minimum separation distances. Regardless of the approach, a definition and additional clarity is required regarding CCPFs as a permitted or prohibited use in each land use designation of the BOP.

### **3.1.3 Permit CCPFs in Certain Existing Zones**

A third strategy involves the creation of a definition for “Cannabis Cultivation or Processing” in the BZBL, and permitting the use in the appropriate zones. These zones would likely include the Rural (RU), Rural Buffer (RB), Development (D), Restricted Industrial (M1), General Industrial (M2), and Rural Industrial (M3) Zones. In Ontario, all uses are presumed to be prohibited, except those that are explicitly permitted in a zoning by-law. Thought should be given to which types of CCPFs should be permitted in each zone (indoor/outdoor, warehouse/greenhouse, micro/standard, with or without air quality control, etc.).

As shown in Section 3.1.1 of this report, CCPFs are considered to be permitted in 10 of 25 zones due to the definitions of the permitted uses including the activities typically associated with CCPFs (please see Appendix A for a list of these permitted uses and their definitions). After listing “CCPFs” as a permitted and defined use, this term would then be excluded from the definitions of the uses which indirectly permit CCPFs (ie., Farm, home industry, home occupation, warehouse, manufacturing, etc.).

#### **3.1.3.1 DISCUSSION**

The benefit of this approach is that it provides prospective producers with some certainty as to where their contemplated use is permitted. However, it becomes more difficult to implement a specific set of provisions regulating CCPFs (e.g., separation distances) since the listed provisions must be appropriate for all permitted uses in each zone.

### **3.1.4 Create a New Zone for CCPFs**

The fourth strategy is to create a definition of CCPFs, and create a new zone to exclusively permit their development. CCPFs would be prohibited in all other zones. This approach would require identifying and re-zoning specific areas of the Township for CCPF development.



#### 3.1.4.1 DISCUSSION

This approach may be suitable if the Township is planning to be highly restrictive regarding the establishment of CCPFs (i.e., if there are a limited number of sites which would be considered suitable). Otherwise, this approach may result in areas of the Township with split or multiple zones on individual properties. The benefit of this strategy is that it would provide prospective developers with exceptional clarity as to where a CCPF would be permitted with CCPF-specific regulations, which would likely not require a site-specific analysis during the application process.

#### 3.1.5 Create a New Section in the Township of Brock Zoning By-Law

The final strategy involves the creation of a definition for CCPFs; permitting CCPFs within certain existing zones; and requiring all CCPFs to adhere to a set of special provisions set out in a new section of the General Provisions of the BZBL. This is by far the most popular method implemented by municipalities throughout Ontario. The Municipality of Trent Hills, the Township of Cavan-Monaghan, the Town of Erin, Brant County and most notably, Norfolk County have all implemented a strategy similar to this in order to manage the land use implications of CCPFs (Appendix B).

Southwestern Ontario (and specifically Norfolk County), which was traditionally the site of widespread tobacco production, has now become a popular area for cannabis cultivation and processing in response to both domestic and international demand. Norfolk County has had a significant influx of both licensed and unlicensed CCPFs, and has found success in managing the impacts through a detailed set of general provisions in their zoning by-law.<sup>20</sup>

Norfolk County's definition of "Cannabis Production and Processing" is as follows: *"means lands, buildings or structures used for producing, processing, testing, destroying, packaging and /or shipping of cannabis authorized by an issued license or registration by the federal Minister of Health, pursuant to the Access to Cannabis for Medical Purposes Regulations, SOR/2016-230, to the Controlled Drugs and Substances Act, SC 1996, c 19, as amended from time to time, or any successors thereto"*. This definition

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<sup>20</sup> Mat Vaughan (Principal Planner, Norfolk County), Telephone Interview, 7 May 2019.



is effective in that it specifically includes operations permitted under license as well as registrants under the ACMPR.

Norfolk County's Zoning By-law also provides a definition of "Cannabis": *"shall mean a genus of flowering plants in the family Cannabaceae. Synonyms include but are not limited to marijuana, and marihuana. This definition does not include the industrial or agricultural production of hemp (a source of foodstuffs (hemp milk, hemp seed, hemp oil), fiber and biofuels)"*.

"Cannabis Production and Processing" is excluded from Norfolk County's definition of "Farm", "Garden Centre", and "Wholesale Outlet" and is exclusively permitted in the General Industrial Zone (MG), the Light Industrial Zone (ML), the Rural Industrial Zone (MR), and the Agricultural Zone (A), subject to the General Provisions in Section 3.21 of the Zoning By-law.

The General Provisions of Norfolk County's Zoning By-law for "Cannabis Production and Processing" (Section 3.21) outline specific setbacks from sensitive land uses for operations with and without air treatment control (Table 2). Norfolk County has identified the Residential Zone, the Institutional Zone, and the Open Space Zone, as well as any dwelling, public school, private school, place or workshop, and daycare nursery as sensitive land uses. The required 70 metre and 300 metre setbacks between CCPFs and sensitive land uses appear to be based on the recommended minimum distance in which incompatible development should not take place for Class II and III Industrial land uses.<sup>21</sup> Any setbacks implemented for CCPFs in the Township of Brock should not be arbitrary and should be based on a defensible policy document. The following table summarizes the provisions for "Cannabis Production and Processing" in Norfolk County.

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<sup>21</sup> Government of Ontario, "D-6-3 Separation Distances", <https://www.ontario.ca/page/d-6-3-separation-distances#section-1> (accessed June 19, 2019).



**Table 2.** Example Zoning By-law provisions for “Cannabis Production and Processing” from the Zoning By-Law of Norfolk County 1-Z-2014.

Zone(s) where “Cannabis Production and Processing” is located	Air Treatment Control (Y/N)	Required setback (metres)	Identified Sensitive Land where Setback is Required
-General Industrial			-Residential Zone
-Light Industrial	YES	70	-Institutional Zone
-Rural Industrial			-Open Space Zone
			-Residential Zone
-Agricultural	YES	150	-Institutional Zone
			-Open Space Zone
			-Dwelling
-General Industrial			-Public School
-Light Industrial	YES	150	-Private School
-Rural Industrial			-Place of Worship
			-Day Care Nursery
			-Dwelling
-Agricultural			-Public School
-General Industrial			-Private School
-Light Industrial	NO	300	-Place of Worship
-Rural Industrial			-Day Care Nursery

Additionally, the general provisions in Norfolk County’s Zoning By-law permit a *“building or structure used for security purposes for Cannabis Production and Processing”* to be located in the front yard which is not required to comply with the minimum yard setbacks. Outdoor storage is prohibited on any site where



Cannabis Production and Processing takes place, and *“All development in relation to the establishment of or expansion to Cannabis Production and Processing shall be subject to Site Plan Control”*.

### 3.1.5.1 DISCUSSION

The strategy discussed above is a viable and perhaps the most preferable method of proceeding with managing the land use implications of CCPFs in the Township of Brock. The approach can be detailed and specific to CCPFs without complicating the provisions outlined for more general purposes in existing zones. Not only does this strategy appear to be the most straightforward and effective way of managing CCPFs, but it also provides exceptional clarity to prospective developers who can look directly to the zones where CCPFs are permitted and the specific requirements outlined in a new section of the General Provisions. Attracting developers through a straight-forward and inviting process is important since CCPF development represents significant economic development potential for rural communities.

## 3.2 Final Recommendations

It is our recommendation that the Township amend the Official Plan, Zoning By-law and Site Plan Control By-law in line with the strategy outlined in Section 3.1.5 of this report. This strategy involves the implementation of land use policies and zoning by-law provisions that are specific to CCPFs. Through an amendment to the Site Plan Control By-law, the Township will ensure that all new CCPFs will be safely and efficiently designed. Moreover, these changes to the Zoning By-law and Site Plan Control By-law are defensible before the LPAT, are consistent with applicable policy and are non-discriminatory.

Specific recommendations include:

- Create a new definition of “Cannabis” and “CCPF” (or similar term) in the BOP and BZBL (this includes Alternative Production Sites). A definition which is similar to that of “Cannabis Production and Processing” in Norfolk County is recommended as it is not specific to production within a “facility” and thus applies to both outdoor and indoor operations. The definition should include cannabis production and processing operating under **license, registration or authorization** by Health Canada.



- Add this newly defined term as a permitted or prohibited use in each land use designation in the BOP (and include a policy stating that CCPFs are allowed only where they are permitted in the Township Zoning By-law, and are subject to the CCPF-specific provisions, to provide clarity).
- Prohibit the newly defined term for cannabis production and processing in the definitions identified as requiring revision in Appendix A of this report.
- Amend *Plate “B” Permitted Uses and Activities in General Zone Categories* to include the newly defined term, “Cannabis Production or Processing” (or similar) in Column 1
  - Permit this newly defined use within the appropriate zones: The **Rural (RU) Zone; Rural Buffer (RB) Zone; Development (D) Zone; Restricted Industrial (M1) Zone; General Industrial (M2) Zone; and Rural Industrial (M3) Zone** are recommended.
  - Consider permitting industrial-style operations only in the Industrial and Development zones and reserving Prime Agricultural lands for smaller or otherwise less impactful CCPFs and the agri-food sector. Consider limiting CCPFs to micro-cultivation and micro-processing on agricultural lands ( $\leq 200$  square metres).
  - Consider operations involving processing to be permitted only in the Restricted (M1) and General (M2) Industrial Zones.
- Create a section of corresponding text to the permitted use in Plate “A” which requires Site Plan Control for all CCPFs and a specific set of site design requirements based on Best Practices. Setbacks should always respect the minimum separation outlined in the by-law but consideration should be given to adjusting the requirements based on the outcomes of technical studies on a site-by-site basis.

We recommend requiring:

- Detailed building design requirements to minimize externalities and protect human health and safety





- Detailed servicing and environmental impact reports on projected water needs, wastewater, and the anticipated impacts on watershed health and fish habitat
- Water Conservation practices including the recycling of greywater to reduce overall consumption and reduce the impacts of wastewater on ecosystems
- Noise impact studies to assess the impact of HVAC systems, electrical transformers and traffic on adjacent land use
- Odour screening reports and odour control measures for all indoor CCPFs
- Dark sky friendly lighting and building design (e.g., blackout systems) for all CCPFs and consider this requirement for all new development in the Township
- Create a new Plate for Cannabis Production and Processing Provisions
  - This plate should include appropriate setbacks or minimum separation distances between CCPFs and identified sensitive land uses or zones. It is recommended that all Residential Zones and the Community Facility Zone be treated as sensitive, and that all uses listed in the DROP definition of “Sensitive Land Use” be treated as sensitive. Include specific setback provisions for operations with and without air quality control. Ensure setbacks are based on defensible land use planning policy documents.
- Consider offering developers an “accelerated development process” for CCPFs to boost economic development in the Township
- Require a pre-consultation for all prospective CCPF developers to clearly outline the process and discuss development opportunities.

#### **4.0 Conclusions**

There is considerable interest in establishing production and processing facilities for cannabis products in the Township of Brock. There has also been growing concern from the public regarding the impacts from these operations. We hope that the concerns relating to land use compatibility have been addressed



in this report and are accompanied by a set of recommendations that will provide clarity and certainty to the public and prospective developers alike. Overall, the development of the cannabis industry presents a significant opportunity for economic growth and employment in the Township of Brock. However, the land use impacts that are associated with cannabis production and processing must be carefully considered in the context of sensitive land uses and the natural environment.

It is up to the municipality to determine the extent of land use control that is required. However, much like any other major planning decision, the municipality must exercise caution and ensure that its ultimate decision is grounded in policy and follows good planning principles.

Respectfully Submitted,

**ECOVUE CONSULTING SERVICES INC.**

A handwritten signature in blue ink that reads "J. Kent Randall".

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J. Kent Randall B.E.S. MCIP RPP  
Manager and Senior Planner

A handwritten signature in blue ink that reads "Sarah Bale".

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Sarah Bale B.Sc., M.Sc., M.E.S  
Planner



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# **Appendix A**

## **Township of Brock Zoning Bylaw**

### **Definitions Currently Permitting CCFPs/Recommended for Revision**



**11.60 FARM:** Shall mean any farming or agricultural use and includes berry or bush crops; breeding, raising or training horses or cattle; farms for grazing; flower gardening; field crops; goat or cattle dairies; growing, raising, picking, treating and storing of vegetable or fruit produce produced on the premises; mushroom farms; nurseries, orchards, riding stables; the raising of sheep or goats; the raising of swine, tree crops; market gardening; wood lots; such uses or enterprises as are customarily carried on in the field of general agriculture. "FARM" shall include a single-family dwelling house, buildings and structures, such as barns, silos, biogas digestion system, and accessory buildings, which are incidental to the operation of the farm, but shall not include a slaughterhouse; commercial greenhouses, farms devoted to the intensive hatching raising and marketing of chickens, turkeys; other fowl or game birds; fur bearing animals including game farms which specialize in the raising of wild and undomesticated animals; fish, frogs or bees. Barns and silos, for the purpose of this By-law, shall be considered as principal or main buildings or structures on the lot in which they are located.

**11.80 (b) HOME INDUSTRY:** Shall mean a small scale industry which is carried on in accordance with the provisions of this By-law as an accessory use in a building accessory to the principal residence use of the property.

**11.82 HOME OCCUPATION:** Shall mean any occupation which is carried on, in accordance with the provisions of this By-law relative thereto, as an accessory use and only by members of one family residing upon the premises

**11.102 MANUFACTURING, PROCESSING, ASSEMBLING OR FABRICATING PLANT:** Shall mean a plant in which the process of producing a product suitable for use, by hand or mechanical power and machinery, is carried on systemically with division of labour.

**11.191 WAREHOUSE:** Shall mean a building or part of a building used for the storage and distribution of goods, wares, merchandize, substances, articles or things, and may include facilities for a wholesale or retail commercial outlet, but shall not include truck terminal.



**11.192 WASTE DISPOSAL AREA:** Shall mean a place where garbage, refuse or domestic or industrial waste is disposed of or dumped.

**11.199 WHOLESALE ESTABLISHMENT:** Shall mean the use of land or the occupancy of a building and/or structure, for the purposes of selling, and/or offering for sale, goods, wares and/or merchandise on a wholesale basis, and includes the storage of warehousing of those goods, wares and/or merchandise.





# **Appendix B**

## **Summary of Other Municipal Approaches**

### **Managing Land Use Implications of CCPFs**



### **Municipality of Trent Hills**

The Municipality of Trent Hills passed Zoning By-law Amendment 2019-037 that establishes definitions of “Cannabis”, “Cannabis Production and Processing” and “Air Treatment Control”. The By-law establishes cannabis production and processing uses as permitted uses in the Rural (RU), Agricultural (A) and General Industrial (M1) Zones. New general provisions include setbacks that range from 300 metres to 70 metres, depending on adjacent land uses and whether air treatment control is implemented.

### **City of Quinte West**

The City of Quinte West passed a housekeeping amendment (16-062) to their Zoning By-law which included definitions for “Medical Marijuana Production Facility” and “Marijuana Dispensary”. The By-law does not explicitly permit or prohibit the use in any zone or establish any general provisions associated with the use. The definition of “Commercial Greenhouse” was amended to exclude medical marijuana production facilities.

### **City of Belleville**

In 2016, the City of Belleville passed Zoning By-law Amendments 2016-02, 2016-03 and 2016-04, amending their Zoning By-law Numbers 10245, 3014 and 2076-80 to incorporate definitions for “Medical Marijuana Production Facility” and “Marijuana Dispensary”. The By-law does not explicitly permit or prohibit the use in any zone or establish any general provisions associated with the use.

On March 4, 2019, the City of Belleville hosted a public meeting to consider an amendment to the Zoning By-law to update terminology and definitions related to cannabis, ensuring that they are in accordance with Federal and Provincial regulations. A decision has not yet been made regarding the proposed amendment at the time of writing this Report.

### **Township of Cavan Monaghan**

The Township of Cavan Monaghan recently completed an update to their Zoning By-law that came into effect on October 1, 2018. The By-law contains definitions for “Cannabis” and “Cannabis Production Facility”. Further, cannabis production facilities have specifically been excluded in the definition of “Agricultural Uses” and “Farm”.



General provisions for cannabis production facilities include a minimum setback of 70 metres and the requirement that all such facilities be subject to Site Plan Approval. Cannabis production facilities are a permitted use in the Urban Employment (M1) Zone.

### **Township of Havelock-Belmont Methuen**

Zoning By-law Amendment 2018-029 amends the Township's Zoning By-law by amending the definition of "Commercial Greenhouse" to not include the growing of marihuana. The By-law establishes a definition for "Marihuana Production Facility" and permits it as a use in the Restrictive Industrial (M1) Zone. No other uses shall be permitted on the same lot and a marihuana production facility shall only be located where full municipal services are available.

### **Town of Erin**

Zoning By-law Amendment 18-35 passed by the Town of Erin establishes a definition of "Medical Cannabis Production Facility" and sets out a number of general provisions for such uses to meet. The amendment permits medical cannabis production facilities in the Agricultural (A), Light Industrial (M1), General Industrial (M2) and Rural Industrial (M3) Zones.

Facilities established in the M1 or M2 Zone would require a minimum setback of 70 metres from Residential, Institutional or Open Space Zones. In the A and M3 Zones, a 150-metre setback is required.

### **Norfolk County**

Norfolk County passed By-law 25-Z-2018 to amend their Zoning By-law to include definitions for "Cannabis", "Cannabis Production and Processing" and "Air Treatment Control". The by-law further amends the definitions of "Farm", "Garden Centre" and "Wholesale Outlet" to exclude cannabis production and processing.

The by-law provides general provisions for cannabis production and processing facilities and establishes it as a permitted use in the General Industrial (MG), Light Industrial (ML), Rural Industrial (MR) and Agricultural (A) Zones. Minimum setbacks range from 300 metres to 70 metres depending on the applicable zone and the use of air treatment control.



### **Brant County**

A definition and general provisions for “Medical Marijuana Production Facility” were established as part of Comprehensive Zoning By-law 61-16. Medical marijuana production facilities are listed as a permitted use in the Light Industrial (M2), Heavy Industrial (M3), Agricultural (A) and Agricultural Employment (AE) Zones.

Minimum setbacks are 70 metres from Residential, Institutional or Open Space Zones when the use is located in the M2 and M3 Zone and 150 metres when in the A and AE Zones.



# **Appendix C**

## **Dark Sky Friendly Lighting Policies**

### **Gravenhurst Official Plan & Zoning By-Law**



The following is provided as a template for implementing dark sky friendly lighting policies in the BOP and BZBL. These policies are taken from the Gravenhurst Official Plan and Zoning By-law. Gravenhurst was the first municipality in Ontario to require dark sky friendly lighting for all new development. Policies like these will be important to implement before permitting the development of CCPFs, and particularly those situated in large-scale greenhouses. Consideration could be given to requiring dark sky friendly lighting for all new development in the Township.

**DARK SKY FRIENDLY LIGHTING & DESIGN – From the Gravenhurst Official Plan:**

*K21.1 Dark sky lighting policies shall be implemented by By-law and will apply to all development, including residential, commercial, industrial and institutional uses, and are implemented primarily through Site Plan Control.*

*K21.2 New and existing development is encouraged to provide exterior lighting that avoids light trespass, and does not impose glare on neighbouring properties. In all cases, lighting must be designed to direct downwards rather than outwards.*

*K21.3 Exterior lighting shall not interfere with water navigation.*

*K21.4 The intensity of light on both existing and new development should be reduced where possible to minimize the impact on surrounding properties. Exterior floodlights are not permitted.*

*K21.5 Full cut-off dark sky compliant lighting will be required for all new development and, where appropriate, redevelopment. Low level lighting is encouraged.*

*K21.6 In the case of major development, a detailed lighting plan will be required.*

**Excerpt from the Gravenhurst Zoning By-law General Regulations:**

**LIGHTING**

*5.15.1 The use of sensitive lighting practices that do not interfere with the view of the night sky or spill into surrounding properties is required for all land uses. Lighting fixtures shall be directed downward (not exceed 2% above horizontal).*



**The Corporation of the Township of Brock**

**Planning Department  
Township Planner to Committee of the Whole**

**Report:** 2019-COW-12

**Date:** Tuesday, September 10, 2019

Date:	10/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Not Applicable
Notes:	COW-PL-Discussion
Copies to:	

**Subject**

Severance of non-abutting surplus farm dwelling, Reginal Official Plan Amendment application (OPA 2019-005), Daryl Phoenix (Brock).

**Recommendation**

That the Committee of the Whole provide the following comment regarding application OPA 2019-005.

“Please be advised that the Township of Brock has no objection to the above-referenced application, subject to the requirements of the Township of Brock being satisfied, financially and otherwise as well as the expectation that:

- The rezoning process will prohibit further severance and residential uses on the retained farm parcel;
- The rezoning process will prohibit livestock in the existing barn / steel-clad structure on the severed parcel;
- A revised boundary of the Environmental Protection (EP) zone will be provided in coordination with the Kawartha Region Conservation Authority.”

**Attachments**

No. 1: Site Map of Subject Lands

**Report**

The purpose of the proposal is to amend the Regional Official Plan to permit the severance of a 0.60ha parcel of land that contains an existing residential dwelling that is surplus to the farm operation from the retained agricultural lot of 53.14ha.

The proposed severed lot contains one storey frame house built in 1978 and a metal clad building currently used as a barn. The existing barn will not be eligible for livestock upon approval of the severance and will be turned into a storage shed. An area has been identified in the severed parcel for a replacement septic bed if needed in the future.

The subject farm is located at S2165 Concession Road 6, Lot 22 and 23 Concession 6, Township of Brock. The applicant owns 18 farm properties and farms.

This report is available in alternate formats upon request.  
Please contact the Clerk’s Department at 705-432-2355.



There is no concurrent rezoning application at this time. The Land Division / Consent / Severance as well as rezoning is expected to be submitted in future. A zoning By-law Amendment will be required to prohibit further severance and residential uses on the retained farm parcel and to prohibit livestock in the existing barn on the severed parcel. The boundary of the existing Environmental Protection (EP) will need to be refined to better reflect the existing key features and required buffer area as per the Kawartha Region Conservation Authority's (KRCA's) comments during pre-consultation.

This application complies with Section 2.3.4.1(c) of the Provincial Policy Statement (PPS), the Growth Plan for Greater Golden Horseshoe, the Greenbelt Plan and the Minimum Distance Separation Formulae Guidelines (during the rezoning process, livestock will not be permitted in the severed steel-clad structure).

The application conforms with Section 9A2.10 of the Durham Region Official Plan in that the surplus dwelling is not needed for a farm employee, the retained farm lands are approximately 53.14 ha, so viable for farming, the dwelling was built before December 15, 2004 and the retained farm parcel will be re-zoned through a future rezoning process to prohibit any further severances and the establishment of any residential dwelling.

The proposed severed portion of the lands will not meet the Rural (RU) zoning requirements set out in Plate D in the Township of Brock Zoning By-Laws. It will however comply with the special provision for Farm Oriented Residential Development that is applicable to the severed portion of the lands (0.6ha with 88.65m of frontage on Brock Concession 6).

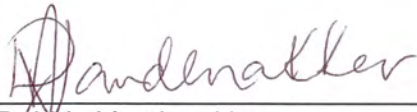
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### **Conclusion**

That application OPA 2019-005 has no objection from the Township of Brock, subject to the requirements of the Township of Brock being satisfied, financially and otherwise as well as the expectation that:

- The rezoning process will prohibit further severance and residential uses on the retained farm parcel;
- The rezoning process will prohibit livestock in the existing barn / steel-clad structure on the severed parcel;
- A revised boundary of the Environmental Protection (EP) zone will be provided in coordination with the Kawartha Region Conservation Authority.

Respectfully submitted,



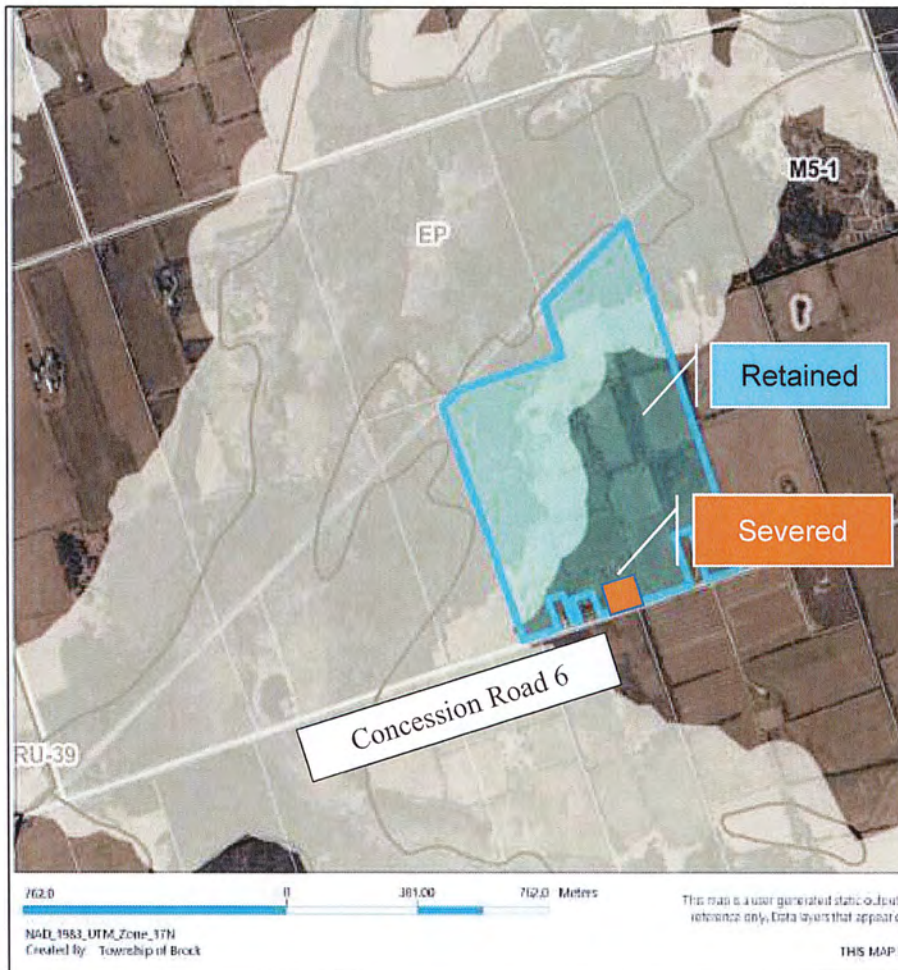
Debbie Vandenakker  
Planner

Reviewed by,



Garth Johns  
CAO

**Attachment No. 1: Site Map of Subject Lands**





September 3, 2019

Township of Brock Clerk  
 1 Cameron St. E PO Box 10  
 Cannington, ON L0E 1E0  
 Attention: Becky Jamieson, Clerk

Date:	13/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW-PL - Consent
Copies to:	Debbie V. & Arlene

Dear Sir/Madam:

The Regional  
 Municipality  
 of Durham

Land Division Committee

605 Rossland Rd. E.  
 Level 4  
 PO Box 623  
 Whitby, ON L1N 6A3  
 Canada

905-668-7711  
 Fax: 905-666-6208

durham.ca

**Re: Notice of Regular Meeting and Request for Comments**

File Number: **LD 127/2019**  
 Name: TK Building Group Limited  
 Location: Lot 15, Concession 6  
 Municipality: Twp. of Brock

**Consent to sever a 650.3 m2 residential parcel of land,  
 retaining a 650.3 m2 residential parcel of land with an  
 existing dwelling to be demolished.**

---

The Durham Region Land Division Committee will meet on Monday,  
 October 7, 2019 at the Regional Municipality of Durham Headquarters.

Applications, including this file, will be considered for decision beginning at  
 1:00 PM.

Please comment on the attached application by September 20, 2019.

To receive the Committee's decision, you must make your request in  
 writing. If you file an appeal against the decision or a condition, the appeal  
 may be dismissed by the Local Planning Appeal Tribunal if you do not file a  
 written submission before the Committee gives its decision.

Application information is open for public inspection at the Land Division  
 Committee office during business hours.

Yours truly,

Pamela Aguilera  
 Assistant Secretary-Treasurer

Recommendation: That the Committee of the  
 Whole (COW) has no objections to the  
 Durham Region Land Division Committee  
 Application LD 127/2019 as contained within  
 communication 1829/19

If this information is required in an accessible format, please contact  
 1-800-372-1102, ext. 2583





Office Use Only	Submission Date: <b>Aug 27, 2019</b>
File Number: <b>LD 127/2019</b>	Deemed Complete Date: <b>Aug 27, 2019</b>
Municipality: <b>Brock</b>	Meeting Date: <b>Oct 07, 2019</b>

## Checklist for submitting a Region of Durham

### Application for Consent

**Incomplete applications and/or surveys will not be accepted and will be returned**

- Have you completed a pre-consultation review with the local municipality and the Region of Durham Planning Department? If not, please contact the applicable local municipality to arrange for same. Then contact Land Division staff at 905-668-7711 to arrange a Regional pre-consultation meeting.
- Have you answered all questions in the application form?
- Have you completed and attached the Site Screening Questionnaire? See attachment 1.
- Is Minimum Distance Separation (MDS) applicable to the subject property? See attachment 2.
- Has the Declaration page been signed by the applicant and commissioned by a Commissioner of Oaths? If not, please contact Land Division staff.
- Have you completed and included the applicable Location Map?
- If you are acting as agent, have you enclosed 2 original copies of the Authorization from Owner? See attachment 3.
- Have you included the requisite copies of the draft 40R-Plan? See instructions on page 2.
- Have you included all of the requisite fees? If you are unsure as to the fees payable please contact Land Division staff.
- Have you included 2 original copies of the Application form?
- Have you attached all applicable supporting documents (reports/studies)?

Last updated: JULY 2018



## The Regional Municipality of Durham Application for Consent

As per the Planning Act, as amended, the Municipal Act 2001, as amended and in accordance with the provincial regulations

---

### Instructions to applicant, please read carefully before completing the application.

- A. **It is the policy of the Region of Durham Land Division Committee** that a separate application with applicable fees be submitted for each consent transaction.

To make an application, complete and file two (2) signed original application forms together with all supporting documents, applicable draft 40R-Plan (together with detailed sketch where required) and applicable fees. Submit two (2) copies of the draft 40R-Plan (8 ½" x 11" or 8 ½" x 14") in size or twenty (20) copies if 11" x 17" or larger.

**Note to applicant: All questions in the application must be completed in full otherwise the application will be deemed incomplete and returned to you.**

- 
- B. **In accordance with By-law 25-2018, the following application processing fees apply at submission:**

- \$1000.00 for each application submitted, certified funds, unless drawn on a solicitor's cheque;
- \$500.00 Regional Planning Review fee for each application submitted, certified funds, unless drawn on a solicitor's cheque; and
- **Prior to submitting your application you must contact the Land Division office for other current agency user fees applicable to your consent application(s) at 905-668-7711 or toll free 1-800-372-1102.**

**In accordance with By-law 25-2018, the following application fees may also apply after submission:**

- \$300.00 certified funds, unless drawn on a solicitor's cheque for tabling the application to another meeting, if applicable.

**1. Applicant Information**

An owner of land or the owner's agent, duly authorized in writing, may apply for consent. Complete the information below (please print legibly using black ink):

	Owner #1	Owner #2
Name:	<u>TK Building Group Limited</u>	_____
Address:	<u>2 Fairgrounds Lane</u>	_____
City/Postal Code:	<u>Sunderland Loc 1H0</u>	_____
Phone/Fax:	<u>647-850-5983</u>	_____
Email:	<u>Kyle@tkbuildinggroup.com</u>	_____

**Authorized Agent:**

Name: Kyle Northover

Mailing Address: 2 Fairgrounds Lane, Sunderland ON.

Phone/Fax: 647-850-5983

Email: Kyle@tkbuildinggroup.com.

**2. Type of Transaction:** Indicate transaction for which application for consent is being made:  
**Conveyance:** Please select only **one (1)** of the following:

a) creation of new lot; **OR**

b) addition to a lot – moving/adjusting lot line

(indicate direction to which the severed parcel will be added):

North  South  East  West

**Note: For Lot Line Adjustments only, please also complete the section below:**

Name, address and phone number of person(s) to whom the land is intended to be transferred.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Assessment Roll Number of adjacent property: 18-\_\_\_\_\_ (15 digits total)

Other – see page #5

**Other transaction type (please select if applicable):**

- c) Easement/Right-of-Way
- d) Lease
- e) Correction of Title
- f) Mortgage or Charge
- g) Partial Discharge of Mortgage
- h) Other e.g. Validation of Title, Approval for Power of Sale/Foreclosure of Mortgage

**3. Property Information of subject lands: MANDATORY COMPLETION**

Legal Description including Lot & Concession Lot 82 RP 340 - CON 6, LOT 15

Part numbers on draft or registered 40R-Plan 1 and 2.

Do the parts of the severance application form the entirety of the lot/parcel? Y  OR N

Municipal address, if available 109 Eighth Street, Beaverton ON L0K 1A0

Assessment Roll Number (Mandatory): 18- 010-004-38600-~~0000~~ (15 digits total)  
(39)

**4. Existing easements/right-of-ways or covenants:**

YES  NO

If YES, please describe below in detail:

Type of Easement	Severed Lands	Retained Lands

**5. Dimensions of Lands in Metric Units (must accurately match dimensions noted on draft 40-RPlan)**

	Severed Lands -Part #:	Retained Lands- Part #:
Frontage	15.24 m	15.24 m
Average Width	15.24 m	15.24 m
Average Depth	42.67 m	42.67 m
Total Area	650.3 m <sup>2</sup>	650.3 m <sup>2</sup>



6. Use of Land				
	Severed Lands		Retained Lands	
	Existing	Proposed	Existing	Proposed
Urban Residential	X	X	X	X
Seasonal Residential				
Mobile Home Park				
Commercial				
Tourist Recreational				
Agricultural				
Industrial				
Institutional				
Parkland				
Utility				
Hamlet/Cluster				
Non-Farm Related Rural Residential				
Farm-related Rural Residential				
Other:				
List the number and type of existing and proposed buildings and structures on the lands	1 S.F.D T.B.D	1 NEW S.F.D	1 S.F.D T.B.D	1 NEW S.F.D

**7. Agricultural Information**

Agricultural Code of Practise – Minimum Distance Separation (MDS)  
 Is there a livestock barn or manure storage facility located within 1000 metres of the Severed Land?  
 YES  NO   
 If YES, please complete the attached DATA Sheet – MDS – Attachment 2  
 Is the purpose of the severance to dispose of a surplus dwelling YES  NO   
 Date of purchase of total holdings: \_\_\_\_\_  
 Details of farm operation: \_\_\_\_\_

**Site Screening Questionnaire** – In accordance with the Region’s Council adopted Site Contamination Protocol all Land Division Committee applications must be accompanied by either a completed Site Screening Questionnaire (SSQ), or a Phase One Environmental Site Assessment Report, prepared in accordance with Ontario Regulation 153/04, as amended. The Region’s SSQ can be found in Attachment 1 to this application. For new lots, the SSQ must be signed by a Qualified Person.

8. **Has there ever been an application for consent by the current or previous owners on this parcel of land?**

YES  NO

LD File Number(s): \_\_\_\_\_

For what use? \_\_\_\_\_

Date of transfer, name of transferee and land use: \_\_\_\_\_

\_\_\_\_\_

9. **Has the parcel to be severed or retained ever been or is it part of an application for plan of subdivision?**

YES  NO

If YES, specify date and File No.: \_\_\_\_\_

Status of File: \_\_\_\_\_

10. **Has the subject or retained land ever been the subject of a variance, zoning amendment, Minister's zoning order amendment or official plan amendment application?**

YES  NO

If YES, specify date and File No.: \_\_\_\_\_

Status of File: \_\_\_\_\_

11. **Durham Regional Official Plan Designation (Please contact Regional Planning and Economic Development Department staff for this information)**

Severed Land: \_\_\_\_\_

Retained Land: \_\_\_\_\_

12. **Is the application consistent with the Provincial Policy Statement?**

YES  NO

13. Is the subject land within an area of land designated under the Oak Ridges Moraine Conservation Plan? (Please contact the Regional Planning and Economic Development Department staff for this information)

YES  NO

If YES, please specify whether the application conforms to or does not conflict with the Oak Ridges Moraine Conservation Plan:

\_\_\_\_\_  
 \_\_\_\_\_

14. Is the subject land within the Greenbelt Area? (Please contact the Regional Planning and Economic Development Department staff for this information)

YES  NO

If YES, please specify whether the application conforms to or does not conflict with the Greenbelt Plan:

\_\_\_\_\_  
 \_\_\_\_\_

15. Please specify whether the application conforms to or does not conflict with the Growth Plan for the Greater Golden Horseshoe:

Does not conflict.

\_\_\_\_\_  
 \_\_\_\_\_

16. Is the subject land within an area of land designated under the Lake Simcoe Protection Plan? (Please contact the Regional Planning and Economic Development Department staff for this information)

Within Watershed Boundary.

\_\_\_\_\_  
 \_\_\_\_\_

17. Local zoning information (Please contact the area municipality for this information)

	Severed Land	Retained Land
<b>Municipal Official Plan Designation:</b>	<i>Residential Area</i>	<i>Residential Area</i>
<b>Zoning Regulations:</b>		
a) By-law Number	<i>287-78-PL</i>	<i>287-78-PL</i>
b) Zoning Category	<i>Res-1</i>	<i>Res-1</i>
c) Minimum Frontage	<i>15.0m</i>	<i>15.0m</i>
d) Minimum Area	<i>465 m<sup>2</sup></i>	<i>465 m<sup>2</sup></i>

18. **Services existing and proposed:**

	Severed Land		Retained Land	
	Existing	Proposed	Existing	Proposed
a) Public Water and Sewers	X	X	X	X
b) Public Water and Private Sewage System				
c) Public Sewer and Well				
d) Well and Private Sewage System				
e) Other: Communal, Lake Water, etc.				

If proposed, specify when above will be available: \_\_\_\_\_

If a private sewage system exists on the proposed severed or retained lands, please provide the following details: \_\_\_\_\_

Severed lands: Installation date: \_\_\_\_\_ Health Dept. File Number: \_\_\_\_\_

Retained lands: Installation date: \_\_\_\_\_ Health Dept. File Number: \_\_\_\_\_

If applicable, please provide a separate site servicing plan with the application.

19. **Property Frontage/Access to:**

	Severed Land	Retained Land
a) Open Municipal Road	X	X
b) Regional Road		
c) Provincial Highway		
d) Unopened Road Allowance		
e) ROW		
f) Other:		

**Name of Road(s)**

Eighth Street

Eighth Street

Is access by water?

YES

NO

If YES, what boat docking and parking facilities are available? \_\_\_\_\_

Distance of docking and parking facilities from nearest public road and from subject property:

\_\_\_\_\_

**REGIONAL MUNICIPALITY OF DURHAM**

**DECLARATION**

**This declaration must be completed by the Applicant and signed in the presence of a Commissioner for Taking Affidavits**

I/We, Kyle Northover of the Beaverton

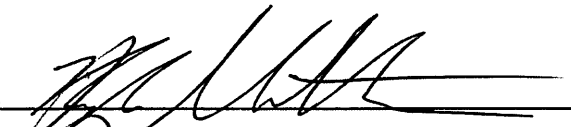
in the Region/County/District of Durham solemnly

declare that all of the statements contained in the application for consent and all supporting documents are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."

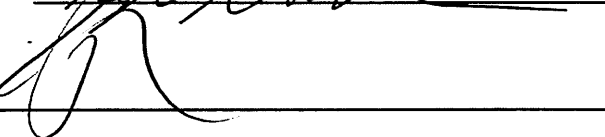
Declared before me at:

Town of Whitby in the Region/County/District of Durham this 27<sup>th</sup> day of August, in the year 2019.

Owner or Agent



Commissioner of Oaths



**THIS APPLICATION MUST BE SUBMITTED TO:**

Durham Region Land Division Committee  
605 Rossland Road East, 4<sup>th</sup> Floor  
Whitby, ON L1N 6A3

Telephone:  
905-668-7711  
1-800-372-1102 (Toll Free Line)

Facsimile:  
905-666-6208

Pamela Kim Aguilera, a Commissioner,  
etc., Province of Ontario, for  
The Regional Municipality of Durham.  
Expires April 18, 2022.



Planning and Economic Development Department

Page 1 of 1 Attachment 1 - Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in Durham Region

Regional Municipality of Durham Planning and Economic Development Department 605 Rossland Road East, 4th Floor P.O. Box 623, Whitby, Ontario L1N 6A3 Telephone (905) 668-7711 Facsimile (905) 666-6208

This form must be completed for all development applications and/or non-potable groundwater standard requests where a Phase One Environmental Site Assessment prepared in accordance with Ontario Regulation 153/04, as amended, is not being submitted to the approval authority. If you have any questions about the completion of this questionnaire, please contact the Region's Planning and Economic Development Department at 905-668-7711 or Toll Free 1-800-372-1102.

Landowner Name: TK Building Group Limited. Municipal Address (Street Number and Name): 109 Eighth Street Location of Subject Lands: Beaverton, Ontario. Lot(s): 82 Concession: Registered Plan Number: 340 Former Township: Municipality: Township of Brock. Related Planning Application(s) and File Number(s):

a) What is the current use of the property? Circle appropriate use(s): industrial, commercial, community use, residential, institutional, parkland or agricultural. Note: Daycare uses are defined as institutional. See Ontario Regulation 153/04, as amended, for definitions.

Does the application involve a change to a more sensitive land use, i.e. change from industrial, commercial or community use to residential, institutional, parkland or agricultural use? Refer to Sections 11, 12, 13, 14 and 15 of O. Reg. 153/04 as amended.

Yes No Uncertain

b) Is the application on lands or adjacent to lands that are currently or were previously used for the following:

i. Industrial uses?

Yes No Uncertain

If yes, please describe approximate dates and types of industry.

ii. Commercial uses where there is a potential for site contamination, i.e. an automotive repair garage, a bulk liquid dispensing facility including a gasoline outlet, chemical warehousing or for the operation of dry cleaning equipment, etc.?

Yes No Uncertain

If yes, please describe approximate dates and types of commercial activities.

c) Has the grading of the subject land been changed by adding earth or materials and/or has filling occurred on the subject lands?

Yes No Uncertain

d) Have the subject lands ever been subjected to chemical spills or hazardous chemical uses i.e. an orchard, where cyanide products may have been used as pesticides?

Yes No Uncertain

**Attachment 1 - Site Screening Questionnaire  
for Identifying Potentially Contaminated  
Development Sites in Durham Region**



Planning and  
Economic  
Development  
Department

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711 Facsimile (905) 666-6208

- e) Have the subject lands or adjacent lands ever been used as an agricultural operation where herbicides or sewage sludge have been applied to the property?  
 Yes     No     Uncertain
- f) Have the subject lands or adjacent lands ever been used as a weapons firing range?  
 Yes     No     Uncertain
- g) Are the subject lands on or adjacent to lands identified as a wellhead protection zone or an area of natural significance?  
 Yes     No     Uncertain  
 If yes, please provide details.
- 
- 

- h) Is the nearest boundary of the application within 250 metres of the fill area of an operating or former landfill or dump, or a waste transfer station or PCB storage site?  
 Yes     No     Uncertain
- i) If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to human health (i.e. asbestos, PCBs, etc.)?  
 Yes     No     Uncertain
- j) Have any of the buildings on the property been heated by fuel oil?  
 Yes     No     Uncertain
- k) Are there or have there ever been above ground or underground storage tanks on the property?  
 Yes     No     Uncertain
- l) Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?  
 Yes     No     Uncertain  
 If yes, when? Please provide a description of waste materials:
- 
- 

- m) Have hazardous materials ever been stored or generated on the property (e.g. Has **Hazardous Waste Information Network (HWIN)** registration or other permits been required?)  
 Yes     No     Uncertain  
 If yes, please summarize details:
- 
-



**Attachment 1 - Site Screening Questionnaire  
for Identifying Potentially Contaminated  
Development Sites in Durham Region**



Planning and  
Economic  
Development  
Department

Regional Municipality of Durham  
Planning and Economic Development Department  
605 Rossland Road East, 4th Floor  
P.O. Box 623, Whitby, Ontario L1N 6A3  
Telephone (905) 668-7711 Facsimile (905) 666-6208

n) Does the subject property support or has it ever supported one or more of the potentially contaminating activities set out in Table 2 of Schedule D of Ontario Regulation 153/04, as amended (see attachment)?

Yes     No     Uncertain

If yes, please provide details:

---

---

o) Is there any other reason to believe that the subject property may be potentially contaminated based on historical use of this or an abutting property?

Yes     No     Uncertain

If yes, please provide details:

---

---

**If the answer to any of Questions a) through o) was Yes, a Phase One and/or a Phase Two Environmental Site Assessment (ESA) which satisfies the requirements of Ontario Regulation 153/04, as amended, is required.** Please submit two hard copies and a digital copy of the ESA documents/reports together with a letter granting the Region third party reliance on these documents and a completed Regional "proof of insurance" form.

p) Has a Record of Site Condition (RSC) or a Risk Assessment (RA) been accepted by the Ministry of the Environment (MOE) or a Certificate of Property Use been issued by MOE for this site?

Yes     No

If yes, please submit two hard copies and a digital copy of the risk assessment, any related certificates of property use and the MOE RSC acknowledgement letter with the application.

q) Is it the owner/applicant's intention to submit a Record of Site Condition (RSC) or Risk Assessment (RA) to MOE for approval?

Yes     No     Uncertain

Continued on next page

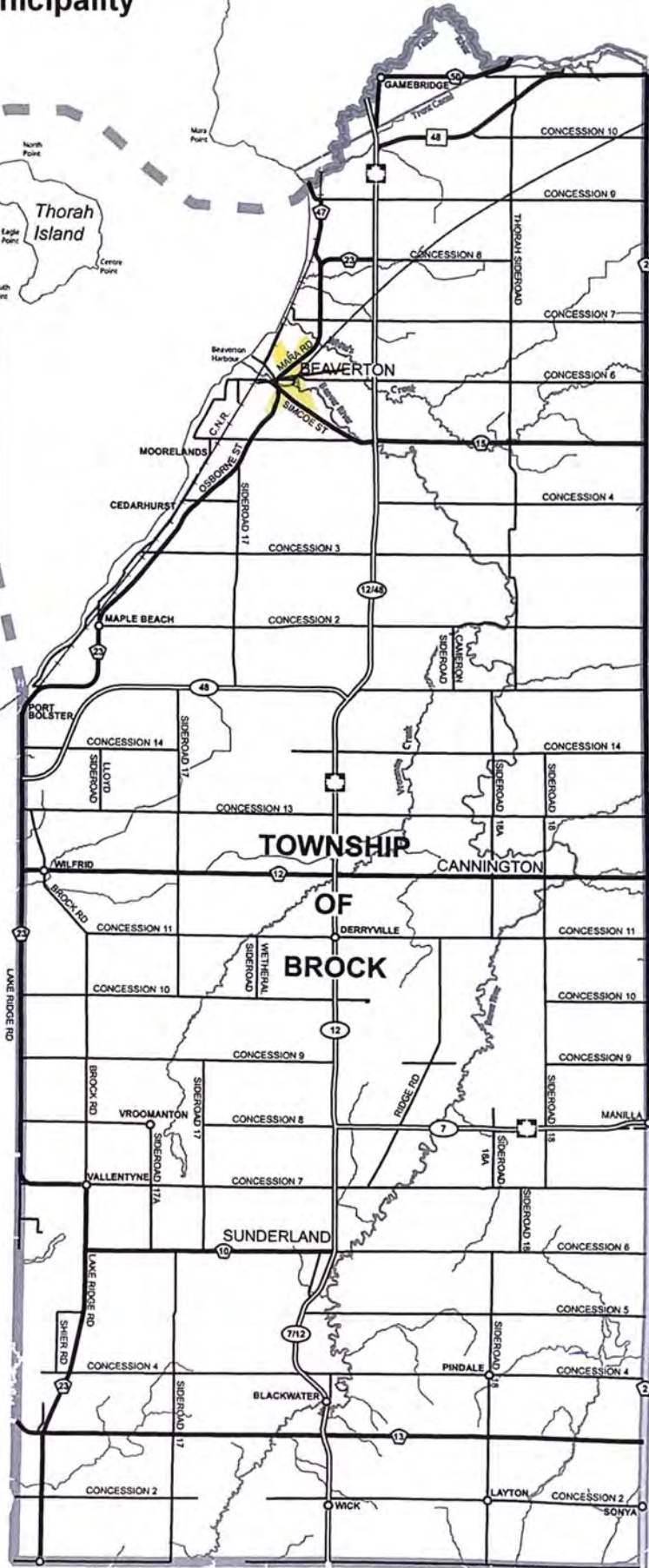


# The Regional Municipality of Durham

Site

**Legend**

- Provincial Highways
- Regional Highways
- Regional Roads
- Municipal Roads
- Trans-Canada Highway



Prepared by The Regional Municipality of Durham  
Planning Department January 2001



Scale in Kilometres

# Integration

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984135  
 BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN), NAD 83 (CSRS) (2010.0) AND ARE REFERRED TO THE CENTRAL MERIDIAN OF THE UTM ZONE 17, (LONGITUDE 81°W)  
 FOR BEARING COMPARISONS A COUNTER-CLOCKWISE ROTATION OF 1'16"00" WAS APPLIED TO BEARINGS ON RP, P1  
 NORTHING EASTING  
 A 4921904.67 646251.49  
 B 4921835.77 646453.31

ASSOCIATION OF ONTARIO LAND SURVEYORS  
 PLAN SUBMISSION FORM  
 2098180

THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR. In accordance with Regulation 1026, Section 29(3).

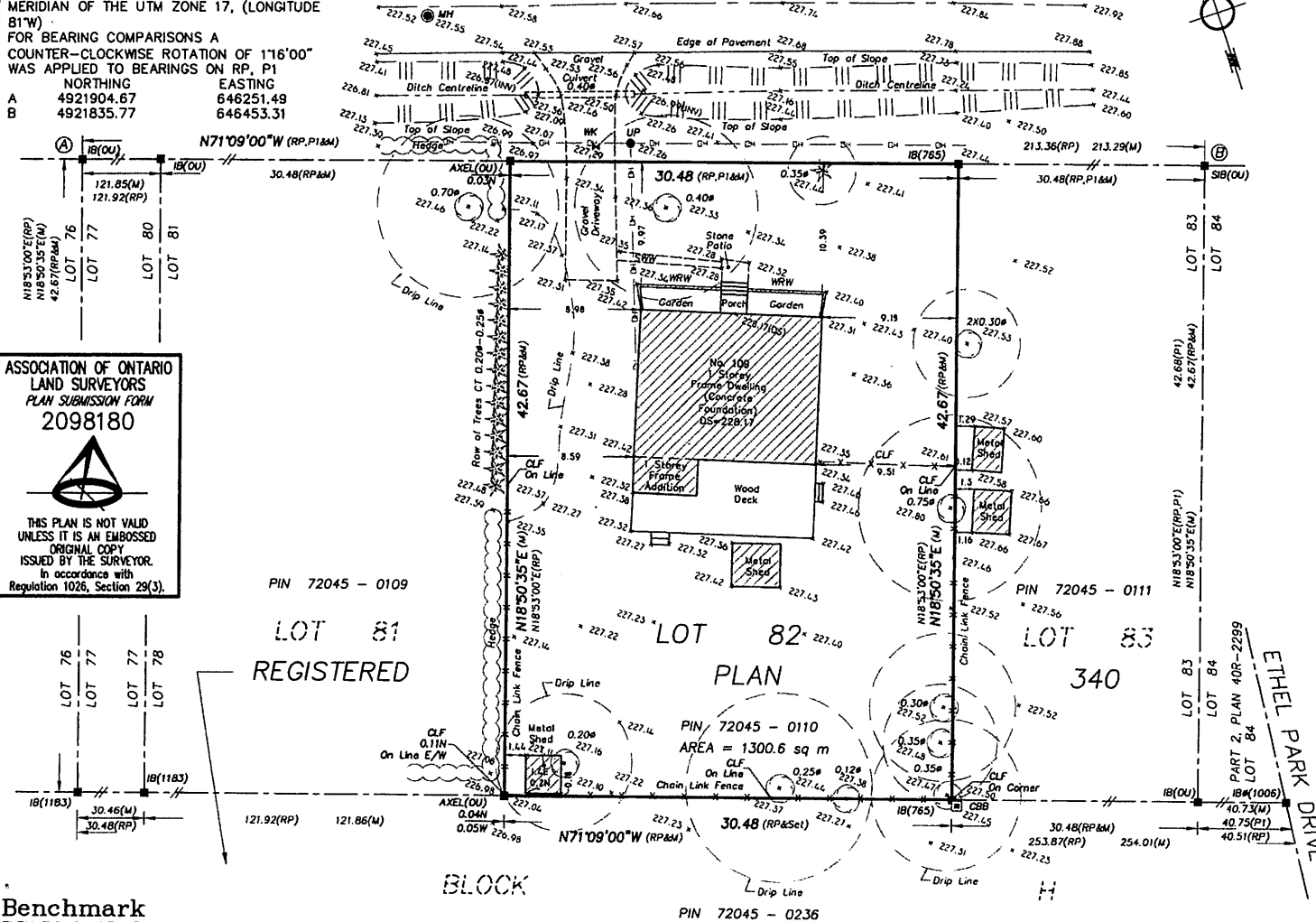
**Benchmark**  
 ELEVATIONS ARE GEODETIC AND REFERRED TO  
 B.M. No. 0011930U397S, ELEVATION = 234.393m

## EIGHTH STREET

(BY REGISTERED PLAN 340)

PIN 72045 - 0004

Centreline of Pavement



SURVEYOR'S REAL PROPERTY REPORT-PART 1  
 PLAN OF LOT 82  
 REGISTERED PLAN 340  
 TOWNSHIP OF BROCK  
 REGIONAL MUNICIPALITY OF DURHAM  
 SCALE 1:300



© COPYRIGHT  
**ertl surveys 2019**  
 Ontario Land Surveyors

### Part 2: Report

NO REGISTERED EASEMENTS OR RIGHTS OF WAY ON TITLE. FENCES AS SHOWN. SURVEY PREPARED FOR TK BUILDING GROUP

### Metric

DISTANCES ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

### Legend

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- RP DENOTES REGISTERED PLAN 340
- P1 DENOTES PLAN 40R-2299
- 785 DENOTES C. T. HORTON, O.L.S.
- 1006 DENOTES H. FLIM, O.L.S.
- 1183 DENOTES H. F. GRANDER, O.L.S.
- OU DENOTES ORIGIN UNKNOWN
- N,S,E,W DENOTES NORTH, SOUTH, EAST, WEST
- M DENOTES MEASURED
- DS DENOTES DOOR SILL ELEVATION
- CLF DENOTES CHAIN LINK FENCE
- WRW DENOTES WOOD RETAINING WALL
- SWW DENOTES STONE WALKWAY
- OH- DENOTES OVERHEAD UTILITY WIRES
- CBX DENOTES CABLE BOX
- WK DENOTES WATER KEY
- UP DENOTES UTILITY POLE
- DENOTES CONIFEROUS TREE W/TRUNK DIAMETER
- DENOTES DECIDUOUS TREE W/TRUNK DIAMETER

### Surveyor's Certificate

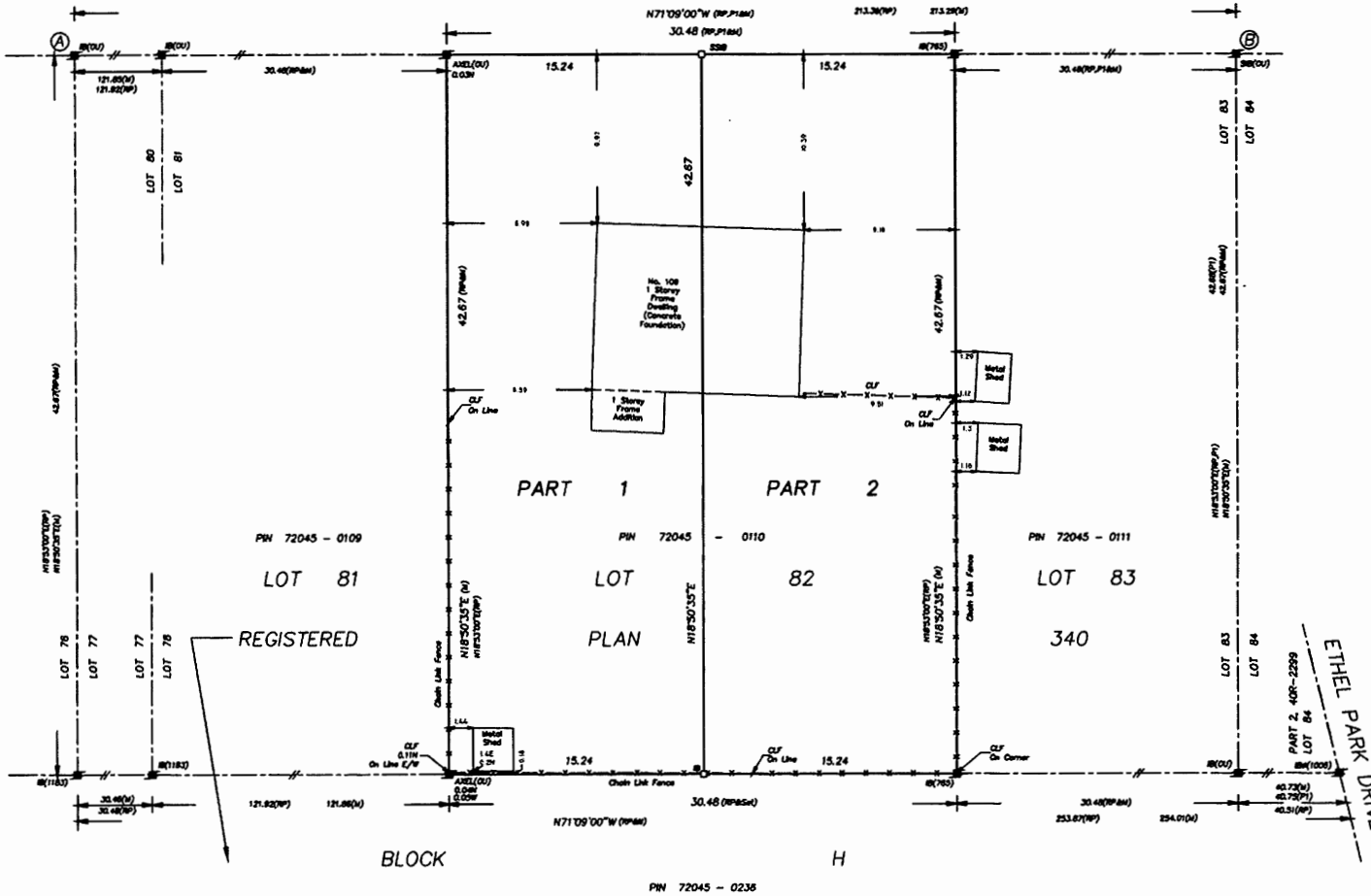
I CERTIFY THAT:  
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE UNDER THEM.  
 2. THE SURVEY WAS COMPLETED ON THE 6TH DAY OF AUGUST, 2019

August 22<sup>nd</sup> 2019 *Lawrence O. Ertl*  
 Date Lawrence O. Ertl  
 Ontario Land Surveyor

**ertl surveys**  
 Ontario Land Surveyors  
 www.es-ols.com  
 1234 REID STREET, UNIT 10, RICHMOND HILL L4B 1C1  
 TELEPHONE (905) 731-7834 FAX (905) 731-7852 EMAIL info@es-ols.com  
 DRAWING : 19230-IB-2019-AUG-16.DWG PROJECT : 19230  
 CALC. BY DICKY, DRAWN BY DH, CHECKED BY CL



**EIGHTH STREET**  
(BY REGISTERED PLAN 340)  
PIN 72045 - 0004



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

Plan 40R-  
RECEIVED AND DEPOSITED :

DATE : \_\_\_\_\_ 2019

DATE : \_\_\_\_\_ 2019

LAWRENCE O. ERTL  
ONTARIO LAND SURVEYOR

REPRESENTATIVE OF THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF DURHAM (No. 40)

**Metric** DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**Schedule**

PART	ALL OF LOT	REGISTERED PLAN	ALL OF P.L.N.	AREA Sq.m.
1	82	340	72045 - 0110	850.3
2				850.3

**PLAN OF SURVEY OF LOT 82 REGISTERED PLAN 340 TOWNSHIP OF BROCK REGIONAL MUNICIPALITY OF DURHAM**

SCALE 1:200

ertl surveyors 2019  
Ontario Land Surveyors

**Integration**

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99984135

BEARINGS AND COORDINATES ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN), NAD 83 (CSRS) (2010.0) AND ARE REFERRED TO THE CENTRAL MERIDIAN OF THE UTM ZONE 17, (LONGITUDE 81°W)

FOR BEARING COMPARISONS A COUNTER-CLOCKWISE ROTATION OF 1'16\"/>

**Integration Data**

OBSERVED REFERENCE POINTS (ORP's) UTM ZONE 10, NAD83 (CSRS) (2010.0) COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) O. REG. 216/10

POINT ID	NORTHING	EASTING
A	4921904.67	648251.49
B	4921835.77	648453.31

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OF BOUNDARIES SHOWN ON THIS PLAN.

- Legend**
- SURVEY MONUMENT FOUND
  - SURVEY MONUMENT SET
  - STANDARD IRON BAR
  - SHORT STANDARD IRON BAR
  - IRON BAR
  - IRON ROD
  - REGISTERED PLAN 340
  - PLAN 40R-2299
  - C. T. HORTON, O.L.S.
  - H. F. G. O.L.S.
  - H. F. GRAMMER, O.L.S.
  - ORIGIN UNKNOWN
  - NORTH, SOUTH, EAST, WEST
  - MEASURED
  - CHAIN LINK FENCE

**Surveyor's Certificate**

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019

DATE \_\_\_\_\_ 2019

Lawrence O. Ertl  
Ontario Land Surveyor



**The Regional Municipality of Durham  
Land Division Committee Meeting  
Monday, October 7, 2019**

**1:00 PM**

**Lower Level Boardroom (LL-C)  
Regional Headquarters Building  
605 Rossland Road East, Whitby**

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**Notice to Individuals Regarding the Collection, Use and Disclosure of Personal Information:**

Written correspondence submitted in paper copy or electronically to Regional Council or Committees, including personal information such as home address, telephone number and email address, will become part of the public record. It will be collected and maintained for the purposes of creating a record and may be available to the general public pursuant to the Municipal Act, 2001 and any other relevant Acts. References in oral submissions made by delegations will also become part of the public record. Questions about this collection of information should be addressed to the Regional Clerk - Director of Legislative Services, Corporate Services Department.

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**1. Adoption of Minutes**

Land Division Committee meeting held on September 9, 2019

**2. Review Consent Application/Correspondence**

Public Deputations and consideration of consent applications will begin at 1:00 PM

**3. Other Business**

**4. Recess**

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2583.

## 5. Consideration of Consent Applications

1. File: LD 063/2019

**Tabled: July 15, 2019**

Owner: 2531751 Ontario Inc.  
Agent: Bennett Jones Services LP  
Location: Lot Pt Lot 12, Conc. 1  
City of Pickering

Consent to add a vacant 1.13 ha commercial parcel of land to the west, retaining a vacant 3.3 ha commercial parcel of land.

2. File: LD 126/2019

Owner: Williams, Nena  
Williams, Hugh  
Williams, Joyce  
Dennat group Inc.  
Location: Lot 8, Conc. 2  
Town of Ajax

Consent to sever a 695.8 m2 residential parcel of land, retaining a 695.8 m2 residential parcel of land with an existing dwelling to be demolished.

3. File: LD 127/2019

Owner: TK Building Group Limited  
Agent: Northover, Kyle  
Location: Lot 15, Conc. 6  
Twp. of Brock

Consent to sever a 650.3 m2 residential parcel of land, retaining a 650.3 m2 residential parcel of land with an existing dwelling to be demolished.

4. File: LD 128/2019

Owner: Kent, Valerie Denise  
Kent, Robert James  
Location: Lot 33, Conc. 4  
Mun. of Clarington

Consent to add a vacant 4,047 m<sup>2</sup> agricultural parcel of land to the north-east, retaining a 41 ha parcel of land for farming purposes.

5. File: LD 129/2019

Owner: Kotsopoulos, Paul  
Kotsopoulos, Kristina  
Agent: Marshall Homes  
Location: Lot 34, Conc. 1  
City of Pickering

Consent to grant a 379 m<sup>2</sup> access easement in favour of the property to the north retaining a 0.023 ha residential parcel of land.

6. File: LD 130/2019

Owner: Courtice Development Group  
Agent: Gagnon & Law Urban Planners Ltd.  
Location: Lot 35, Conc. 2  
Mun. of Clarington

Consent to sever a vacant 0.832 ha residential parcel of land, retaining a vacant 1.051 ha commercial parcel of land for future development.



7. File: LD 131/2019

Owner: Turney, Alanna  
Agent: Metcalfe, Keirra  
Leadbetter, Corey  
Location: Part Lot 12, Conc. Blk E  
City of Pickering

Consent to sever a 134 m2 residential parcel of land, retaining a 492 m2 residential parcel of land.

6. **Date of Next Meeting:** November 04, 2019

7. **Adjournment**

# Tourism, Heritage & Recreation Committee



## Manilla Hall Board of Management

**Date:** Wednesday, June 19, 2019

**Location:** Manilla Hall

Date:	05/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	PR - Consent
Copies to:	Eva, Joe U.

### Minutes

**Present:** Chair Craig Telfer, Bonita Telfer, Anne Hardy, Bonnie Hudson, Cheryl Timbers, Ann Toplak and Councilor Lynn Campbell

**Regrets:** Cathy Allison and Carolyn Carter

#### 1. Call to Order

Chair Craig Telfer called the meeting to order at 1:05 p.m.

#### 2. Confirmation of Minutes

Moved by Lynn that the May minutes be approved.

**MOTION CARRIED**

#### 3. Treasurer's Report

Bonita reported that \$ 913.30 was handed in to the township.

Fiddle Jam	\$ 303.50
Food for Thought	\$ 38.00
Plant and Yard Sale	\$ 571.80

#### 4. Correspondence

None received.

#### Councilor's Report

There will be a new temporary Director of Public Works Greg Hardy. He will begin on July 8<sup>th</sup>. Official inquiries are to go through Garth Johns.

**5. General Items**

- 1) Fiddle Jam for June 23<sup>rd</sup> – set up and take down, food and staffing was arranged.
- 2) Plant and Yard Sale update – It was decided that it should be continued next year on the same date.
- 3) Luncheon Menu – September 30<sup>th</sup>, October 1<sup>st</sup> Cheryl suggested that we should plan for 60 people. Sample Menus were provided for the Day 1 and Day 2 Menu for discussion and different jobs were assigned for the 2 days.
- 4) Landscaping Hall and storage cleanout – Craig will speak with Mary Beerman about the Landscaping. It was decided not to keep the popcorn machine as it was seldom being used. Nourish and Develop Hub will be asked if they would want it and Lynn will check with Big Bite if they would like the machine. Craig will contact the Valentia Baseball Association to inquire if they want the lime spreader. Members of the Hall Board will remove items from the storage cupboard which there is a use for and Lynn will ask the township to cleanout the storage cupboard.

**6. Others**

- A) New Business
- B) Next Meeting – Wednesday August 28 at 1 p.m

**7. Adjournment**

Lynn moved to adjourn at 2:10 p.m

**Maralee Drake**

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**From:** The Brock Voice <thebrockvoice@gmail.com>  
**Sent:** Wednesday, September 04, 2019 2:28 PM  
**To:** Brock General  
**Subject:** Free use request

Date:	05/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW - PR - Discussion
Copies to:	

Good day,

Becky is expecting this for Monday's agenda:

Members of township council:

I'm writing today to request municipal support from the Township of Brock to facilitate an all-candidates' debate for the impending federal election.

The event will be hosted by the Brock Board of Trade and The Brock Voice and ideally will be held in the auditorium of the Rick MacLeish Memorial Community Centre in Cannington from 7 to 9 p.m. on Thursday, Oct. 3.

Though there are other venues available in the township, that facility is centralized, accessible and provides a wealth of space for seating and displays by the candidates.

And while this doesn't meet the typical guidelines for free use of a township facility, we believe it serves the public interest and will serve as an educational experience for local residents heading into the election.

In addition to this request, we would also like to extend an invitation for members of council to attend this free event.

Thank you,

Scott Howard  
Owner, The Brock Voice  
Director, Brock Board of Trade

Date:	09/09/2019
Refer to:	Not Applicable
Meeting Date:	Sept 16, 2019
Action:	null
Notes:	COW - PR - Discussion
Copies to:	

## Devil's Fitness

My name is Natasha Percival, owner of Devils Fitness. I'm interested in repurposing the old Curling Club to continue teaching and supporting physical fitness in the Cannington area. I've worked in the Fitness Industry for 10 years holding many various certifications, and have dreamed of becoming something more than a Group Fitness Instructor/Personal Trainer. I've wanted a place to call my own and continue to help the community of Cannington.

This facility has so much potential as you can see from a few points below.

- 1- The gym aspect will be open to all types of Fitness levels, whether it be Body Builders, Beginners or just someone looking to keep a healthy lifestyle.
- 2- The first responders of our community will have a place to train and well as our neighbouring communities such as Sunderland, Beaverton & Pefferlaw.
- 3- The old Ice area is big enough to put a 1-2 lane track around the edge with the center to be used as the gym area. This can be open to senior's walks or anytime walking/running.
- 4- I have in mind a space to provide protein shakes and smoothies after workouts.
- 5- Bring back people that go to other gyms that have left for their own reasons.
- 6- Fitness A-Thons – these were run a long time ago and they were to benefit charities and any good causes. (These are very popular would love to bring this back).
- 7- The space that I would like to use for my Zumba Classes can also be used during the day for any programs that the Brock Recreations needs the space for.
- 8- The main room of the club can be used for so many things such as craft shows, paint nights, or any kind of small gatherings. This would benefit the gym by advertising that Devil's Fitness is there.
- 9- The location in its self is perfect since it's adjoining the Arena, Baseball Diamonds and the park.
- 10- Can also have businesses in town advertise in the gym.

My intentions with his location is to have a long term lease to run Devil's Fitness continuously to bring health and fitness to all that wish to enjoy it.

If the Township is willing this can be something amazing that we can all benefit from, and I'm more than willing to try.

Yours sincerely

Natasha Percival

# Protection Services Committee



Aurora District Office

Bureau de district Aurora

50 Bloomington Road  
Aurora, ON, L4G 0L8  
Tel. 905 713-7400  
Fax. 905 713-7361

50 rue Bloomington  
Aurora, ON, L4G 0L8  
Tél. 905-713-7400  
Télééc. 905 713-7361

August 6, 2019

Becky Jamieson  
Township of Brock  
1 Cameron St. E., P.O Box 10  
Cannington, ON L0E 1E0

Date:	13/08/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	Rec & File
Notes:	COW
Copies to:	

**RE:** Increased Bear Population in Brock Township

Dear Ms. Jamieson:

Thank you for your inquiry regarding the population status of black bears in Brock Township.

The Ministry of Natural Resources and Forestry (MNRF) receives bear observations through our Bear Wise reporting line. Generally, bear sightings begin in April when bears are becoming active and reports continue from May to the beginning of November. We typically see an increase in bear reports during the months when black bears are travelling in search of natural food sources.

This year we have received 27 bear reports within Brock Township. Typically, we receive several calls regarding a bear being reported by multiple residents. We have received reports of bears in the Beaverton, Cannington, and Sunderland areas. The number of bear reports received have been relatively consistent within the last three years, indicating there is a low, non-increasing population of black bears in Durham Region (Wildlife Management Unit 78A).

Police are the first responders in matters of public safety. If a bear poses an immediate threat or danger to public safety, the public should call 9-1-1. For non-emergency sightings, the public is encouraged to report black bear problems to the Bear Wise reporting line at 1-866-514-2327 or TTY 705-945-7641.

If you have any further questions or other inquiries, please let me know.

Thank you,

*Tessa Molina*

Tessa Molina  
Wildlife Technician  
MNRF Aurora District Office  
50 Bloomington Road, Aurora, L4G 0L8  
Tel: (905) 713-7398

**Maralee Drake**

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**From:** Michael Jubb  
**Sent:** Saturday, August 17, 2019 2:05 PM  
**To:** Maralee Drake  
**Cc:** Council; Garth Johns; Sarah Beauregard-Jones; Becky Jamieson  
**Subject:** Fwd: Complaint-Airbnb, 262 Morrison Ave, Beaverton, ON

Hello Maralee, can we please add this to our first agenda in the fall. This issue has come up multiple times a different addresses in the last few months and I think it's going to be more of a pushing issue in the near future.

Many thanks. Mike.



Michael Jubb  
Ward 1 Councillor  
The Corporation of the Township of Brock  
1 Cameron Street East, P.O. Box 10  
Cannington, Ontario, L0E 1E0

Tel: 705-432-2355 | Toll-Free: 1-866-223-7668 | Fax: 705-432-3487

[mjubb@townofbrock.ca](mailto:mjubb@townofbrock.ca) | [townshipofbrock.ca](http://townshipofbrock.ca) | [choosebrock.ca](http://choosebrock.ca)

Date:	19/08/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW - Discussion
Copies to:	Sarah

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**From:** PETER CAREY <peter.carey@rogers.com>  
**Sent:** Saturday, August 17, 2019 1:58:57 PM  
**To:** Michael Jubb <mjubb@townshipofbrock.ca>  
**Subject:** Complaint-Airbnb, 262 Morrison Ave, Beaverton, ON

Dear Mike;

We are writing to express our concerns and frustration and complain regarding an Airbnb located next door to us, located at 262 Morrison Ave.

The Airbnb has been operating since 2018 and we have been very patient putting up with its operation and have not complained to date. The month of July, I reached my limit with its guests as the noise was so loud. The groups of guests vary in size each rental and we have counted as many as 15 people, some appeared unsupervised minors and we were inconvenienced by noise, loud music, swearing, water balloons hitting our windows, bonfires, fireworks, beanbag games, soccer, drinking games, frisbee and ball throwing and guests retrieving objects from our garden and backyard. Parking of more than 7 cars is common at this residence. We were not able to sleep or enjoy our backyard and home because of its operation. I contacted the hostess as a gesture on two occasions to advise her of the noise and requesting her to investigate her guests.

We are looking for assistance and returning to our peaceful neighbourhood and being able to enjoy our home once again.

Thank you

Peter and Dawn

Sent from Yahoo Mail on Android

On Mon, 15 Jul 2019 at 4:32 PM, Michael Jubb  
<mjubb@townshipofbrock.ca> wrote:

Thanks Peter. I knew it would be on there I just must have put in a different date. Just after we talked the chief building inspector got back to me and I'm just seeking clarification on his answer. Mike



Michael Jubb

Ward 1 Councillor

The Corporation of the Township of Brock

1 Cameron Street East, P.O. Box 10

Cannington, Ontario, L0E 1E0

Tel: 705-432-2355 | Toll-Free: 1-866-223-7668 | Fax: 705-432-3487

[mjubb@townofbrock.ca](mailto:mjubb@townofbrock.ca) | [townshipofbrock.ca](http://townshipofbrock.ca) | [choosebrock.ca](http://choosebrock.ca)

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**From:** PETER CAREY <peter.carey@rogers.com>

**Sent:** Monday, July 15, 2019 4:21:17 PM

**To:** Michael Jubb

**Subject:** Beaverton Lake Simcoe - Bungalows for Rent in Beaverton

<https://www.airbnb.ie/rooms/23567329>

Sent from Yahoo Mail on Android

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
 Toronto ON M7A 1Y6  
 Tel: 416 325-0408  
 MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau de la solliciteure générale

25, rue Grosvenor, 18<sup>e</sup> étage  
 Toronto ON M7A 1Y6  
 Tél.: 416 325-0408  
 MCSCS.Feedback@Ontario.ca



August 26, 2019

Date:	27/08/2019
Refer to:	Not Applicable
Meeting Date:	Sept. 16, 2019
Action:	null
Notes:	COW-PP-Consent
Copies to:	Rick

As you may be aware, the Public Reports Regulation (O. Reg. 377/18) under the *Fire Protection and Prevention Act, 1997*, was scheduled to come into force on January 1, 2020. The regulation was established to standardize the reporting of fire department response time data and make this information available to the public.

Our government has heard concerns about the Public Reports Regulation, including the system updates that would be required for operationalization and the scope of the reporting requirements. After hearing this feedback, our government has decided to repeal the regulation effective August 26, 2019.

Repealing the regulation will allow the ministry to work with stakeholders on a broader review of how fire service data is collected by the province. After this review is completed, we will develop balanced options and decide about the potential publication of fire service data, to best meet the needs of all our fire safety partners.

We are committed to listening to municipalities and our first responders as we work to create a public safety regime that puts people first and provides our frontline heroes with the tools and resources they need to keep communities safe.

Should you have any questions or comments, please contact [SOLGENinput@ontario.ca](mailto:SOLGENinput@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones  
 Solicitor General