

The Corporation of the Township of Brock

Council Agenda

Municipal Administration Building

Electronic Meeting

Session Four

Monday, May 11, 2020

1. **Call to Order & Moment of Silence – Mayor Debbie Bath Hadden – 9:30 a.m.**
2. **Disclosure of Pecuniary Interest and Nature Thereof**
3. **Announcements from Council and Staff - suspended until further notice**
4. **Presentations - suspended until further notice**
5. **Delegations and/or Petitions - suspended until further notice**
6. **Consent Agenda**

a) Adoption of Minutes of Previous Meeting

- 1) 3rd Meeting – April 27, 2020

Resolution

That the minutes of the 3rd Council meeting, as held on April 27, 2020, be approved.

- 2) 3rd Meeting – In Camera Session – April 27, 2020

Resolution

That the minutes of the 3rd Council Closed Session meeting, as held on April 27, 2020, be approved.

b) Reports

- 515** Becky Jamieson – Report: 2020-CO-10, Section 78 of the Drainage Act re: Drain Improvement – Gordon Drain

Resolution

That staff report 2020-CO-10, Section 78 of the Drainage Act re: Drain Improvement – Gordon Drain, be received for information; and

That Tulloch Engineering be appointed as Engineers under Section 8(1) The Drainage Act for the purposes of a Municipal Drain Improvement for the Gordon Drain.

- 516** Laura Barta – Report: 2020-CO-12, COVID-19 – Financial Impact in the First Six Weeks

Resolution

That staff report 2020-CO-12, COVID-19 Financial Impacts in the First Six Weeks be received;

And further, that Council request the federal and provincial governments provide operating support for municipalities through municipality-specific grants.

- 517 Sarah Beauregard-Jones and Becky Jamieson – Report: 2020-PS-02, Beaverton Harbour Parking

Resolution

That staff report 2020-PS-02, Beaverton Harbour Parking be received for information;

That a new parking permit process for Thorah Island Residents and Boathouse owners be implemented with the following conditions:

1. An administrative fee of \$20 per permit per year;
2. That parking permits be valid from April 1st – October 31st;
3. That permits are limited to two (2) for Thorah Island Residents and one (1) per Boat House;
4. That the parking permits for Thorah Island Residents be valid for the Beaverton Arena Parking Lot;
5. That Boathouse owners are only permitted to park in the area outside their homes; and
6. That staff develop a visitor short-term overnight parking permit process.

That the recommendations contained in this report with respect to line painting, establishment of new parking lots, and additional signage be referred to the Beaverton Harbour Advisory Committee for their review and recommendations.

- 518 Becky Jamieson and Laura Barta – Report: 2020-CO-11, Proposed Emergency Response Benefit

Resolution

That staff report 2020-CO-11, Proposed Emergency Response Benefit be received for information;

That Council authorize the Mayor and Clerk to enter into an agreement with South Lake Community Futures Development Corporation to administer the Brock Emergency Response Benefit as outlined in this report; and

That Council authorize the Treasurer to transfer \$150,000 to South Lake Community Futures Development Corporation for the administration of the Brock Emergency Response Benefit.

- 519 Laura Barta – Report: 2020-CO-13, Financial Update Report – April 2020

Resolution

That staff report 2020-CO-13, Financial Update Report – April 2020 be received for information;

And that the Treasurer be authorized to transfer the surplus funds distributed by the Durham Municipal Insurance Pool to the Insurance Reserve Fund.

c) Correspondence

- 485 The Regional Municipality of Durham, Finance Department – Response to April 2, 2020 Correspondence – COVID-19 Financial Relief for Rate Payers

Resolution

That communication no. 485 be received for information and filed.

- 506 Sunderland Lions Club – New “Sunderland” Service Club Composite Board Signs

Resolution

That communication no. 506 be received for information; And that Council review and approve the updated design contained within the communication.

- 510 City of Pickering – Resolution: Provincial Electric Vehicle Rebate Program

Resolution

That communication no. 510 be received for information and filed.

- 528 Paul Lagrandeur – Interoffice Memorandum – Tender B2020-PW-06 – Sidewalk Removal and Replacement, Tender B2020-PW-07 – Gravel Construction, Tender B2020-PW-08 – HL2 – Ultrathin Resurfacing, Tender B2020-PW-09 – Double Surface Treatment/Slurry Seal List of Locations

Resolution

That communication no. 528 be received for information and filed.

- 536 Tracey Westlake – Letter to Council re: 517 Staff Report 2020-PS-02, Beaverton Harbour Parking

Resolution

That communication no. 536 be received for information and filed.

- 538 Thorah Island Ratepayers Association – Letter re: 517 – Staff Report 2020-PS-02, Beaverton Harbour Parking

Resolution

That communication no. 538 be received for information and filed.

- 544 Steven Marshall – Email re: Parking at Arena for Thorah Island Residents

Resolution

That communication no. 544 be received for information and filed.

- 546 Mike Simard – Letter to Council re: 517 - Staff Report 2020-PS-02, Beaverton Harbour Parking

Resolution

That communication no. 546 be received for information and filed.

- 547 Blair Croker – Letter to Council re: Council Session 4 – May 11, 2020 – Resolution Staff Report 2020-PS-02, Beaverton Harbour Parking

Resolution

That communication no. 547 be received for information and filed.

- 548 Becky Jamieson – Interoffice Memorandum – Additional Information re: Beaverton Harbour Parking

Resolution

That communication no. 548 be received for information and filed.

- 550 Laura Dodds Hyodo – Beaverton Harbour Parking Report

Resolution

That communication no. 550 be received for information and filed.

- 551 Laurie Simard – 517 – Staff Report 2020-PS-02, Beaverton Harbour Parking

Resolution

That communication no. 551 be received for information and filed.

d) Reports of Committees

e) Motions

f) By-laws

- 1) By-Law Number 2944-2020 – Being a By-law to levy and collect taxes for the year 2020

Resolution

That By-law Number 2944-2020, to levy and collect taxes for the year 2020, be read a first, second and third time and passed in open Council and that the Mayor and Clerk were authorized to sign the by-law on behalf of the municipality and to have same engrossed in the by-law book.

g) Confirm the following

- 7. **Items Extracted from Consent Agenda**
- 8. **Notices of Motions**
- 9. **Other Business**
- 10. **Public Questions and Clarification - suspended until further notice**
- 11. **Closed Session**
- 12. **Confirmation By-law**

By-law Number 2943-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meetings held on April 27, 2020 and May 11, 2020.

- 13. **Adjournment**

The Corporation of the Township of Brock

Council Minutes - Draft

Electronically

Session Three

Monday, April 27, 2020

The Third Meeting of the Council of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, April 27, 2020, electronically.

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: Municipal Clerk Becky Jamieson
(recording the minutes)
Deputy Clerk Deena Hunt
CAO Robert Lamb
Treasurer Laura Barta
Director of Public Works Paul Lagrandeur
Fire Chief Rick Harrison
Planner Debbie Vandenakker

1. Call to Order and Moment of Silence

Mayor Bath-Hadden called the meeting to order at 9:30 a.m.

2. Disclosure of Pecuniary Interest and Nature Thereof

None

3. Announcements from Council and Staff

Suspended until further notice.

4. Presentations

Suspended until further notice.

5. Hearing of Delegations and/or Petitions

Suspended until further notice.

6. Consent Agenda

Resolution Number 1-3

MOVED by Cria Pettingill and SECONDED by Walter Schummer that the items listed in Section 6, Consent Agenda (a) be approved, save and except for communication numbers 360, 469, 471, and (a)(5) the minutes of the public meeting on March 3, 2020.

MOTION CARRIED

(a) Adoption of Minutes of Previous Meetings

- (1) 2nd Council meeting – February 10, 2020

The Clerk advised that the minutes of the February 10th Council meeting have been amended to reflect the correct movers of Resolution 12-2.

Resolution Number 2-3

That the minutes of the 2nd Council meeting as held on February 10, 2020, be approved.

(2) 3rd Special Council meeting – March 2, 2020

Resolution Number 3-3

That the minutes of the 3rd Special Council meeting as held on March 2, 2020, be approved.

(3) 3rd Special Council meeting, In Camera Session – March 2, 2020

Resolution Number 4-3

That the minutes of the In Camera session of the 3rd Special Council meeting as held on March 2, 2020, be approved.

(4) 1st Statutory Public meeting – March 2, 2020

Resolution Number 5-3

That the minutes of the 1st Statutory Public meeting as held on March 2, 2020, be approved.

(6) 5th Special Council meeting – March 16, 2020

Resolution Number 6-3

That the minutes of the 5th Special Council meeting as held on March 16, 2020, be approved.

(7) 6th Special Council meeting – March 24, 2020

Resolution Number 7-3

That the minutes of the 6th Special Council meeting as held on March 24, 2020, be approved.

(8) 7th Special Council meeting – March 30, 2020

Resolution Number 8-3

That the minutes of the 7th Special Council meeting as held on March 30, 2020, be approved.

(9) 7th Special Council meeting, In Camera Session – March 30, 2020

Resolution Number 9-3

That the minutes of the 2nd Council meeting as held on February 10, 2020, be approved.

(b) Reports

470 Richard Ferguson – Report: 2020-CO-08, Building Department – 1st Quarterly Report

Resolution Number 10-3

That staff Report: 2020-CO-08, Building Department 1st Quarterly Report, be received for information.

(c) Correspondence

178 Ontario Tech University – Proclamation request to recognize March 14, 2020 as the Pi Day of Giving to Ontario Tech University

Resolution Number 11-3

That communication number 178 be received; And that Council proclaim March 14, 2020 as Pi Day of Giving.

- 440 Registered Nurses' Association of Ontario – Request for Nursing Week Proclamation (May 11th to May 14th)

Resolution Number 12-3

That communication number 440 be received; And that Council proclaim May 11th to May 14th, 2020 as Nursing Week

- 447 Ministry of Municipal Affairs and Housing – Legislation coming to allow for the suspension of specified timelines associated with land use planning matters

Resolution Number 13-3

That communication number 447 be received for information.

- 457 The Regional Municipality of Durham – Safety Concerns at Concession 5 Thorah and Osborne Street (RR 23) and Concession 5 Thorah at Simcoe Street (RR 15)

Resolution Number 14-3

That communication number 457 be received for information and filed.

- 458 Town of Ajax – Letter to Government of Canada regarding Municipalities facing financial loss

Resolution Number 15-3

That communication number 458 be received for information and filed.

- 466 Wendy Rhead – Letter of resignation from the Brock Township Library Board

Resolution Number 16-3

That communication number 466 be received for information and filed.

(d) Reports of Committees

- (1) 3rd Committee of the Whole Meeting – February 7, 2020

Resolution Number 17-3

That the minutes of the 3rd Committee of the Whole meeting as held on February 7, 2020, be approved.

- (2) 4th Committee of the Whole Meeting – March 2, 2020

Resolution Number 18-3

That the minutes of the 4th Committee of the Whole meeting as held on March 2, 2020, be approved.

- (3) 6th Committee of the Whole Meeting – April 6, 2020

Resolution Number 19-3

That the minutes of the 6th Committee of the Whole meeting as held on April 6, 2020, be approved.

- (4) 6th Committee of the Whole Meeting, In Camera Session – April 6, 2020

Resolution Number 20-3

That the minutes of the 6th Committee of the Whole meeting, In Camera Session, as held on April 6, 2020, be approved.

(e) Motions

None

(f) By-Laws

None

(g) Confirm the Following:

- Beaverton Legion – 3rd Annual Howard Metherel Memorial Ice Fishing Derby – February 15, 2020
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Resolution Number 21-3

That Brock Township Council acknowledge the following:

- Beaverton Legion – 3rd Annual Howard Metherel Memorial Ice Fishing Derby – February 15, 2020
- Ms. Irene Stewart – 85th Birthday – March 12, 2020
- Ms. Rosella Park – 85th Birthday – March 13, 2020
- Ms. Julia Uhlman – 90th Birthday – April 13, 2020
- Mr. Louis Jewell – 85th Birthday – April 17, 2020
- Ms. Bernadette McGee – 90th Birthday – April 18, 2020

7. Items Extracted from Consent Agenda

(a) Adoption of Minutes of Previous Meetings

- (5) 2nd Public meeting – March 3, 2020

Mayor Bath-Hadden requested that the minutes be amended to correct the name of a resident in attendance at that meeting.

Resolution Number 22-3

MOVED by W.E. Ted Smith and SECONDED by Walter Schummer that the minutes of the 2nd Public meeting as held on March 3, 2020, be approved as amended.

MOTION CARRIED

- 360 Debbie Vandenakker – Report: 2020-BPE-01, Feasibility of expanding the existing Community Improvement Plan (CIP) project area boundaries to include businesses outside of the “downtown” areas.

There was discussion with respect to the requirement for municipalities to use the Provincial CIP program when financially assisting businesses as ‘granting a bonus’ is prohibited under the Municipal Act. Further discussion included reviewing the expansion of the CIP program during the municipal Official Plan review.

Resolution Number 23-3

MOVED by Michael Jubb and SECONDED by Walter Schummer that staff report 2020-BPE-01 be received; and that the Community Improvement Plan not be amended to include additional areas at this time.

MOTION CARRIED

469 Paul Lagrandeur – Report: 2020-CO-07, Tender B2020-PW-09 – Double Surface Treatment and Slurry Seal

There was discussion with respect to a future report on the proposed application areas of this tender. Discussion included the opportunity to use the full amount budgeted for this project which would be a Council decision at a later date when the Township has a better idea of the financial impact the pandemic will have on the municipality.

A future report was requested on the status of all tender amounts versus the 2020 budgeted amounts.

Resolution Number 24-3

MOVED by Michael Jubb and SECONDED by Walter Schummer that staff report 2020-CO-07, Tender 2020-PW-09 – Double Surface Treatment and Slurry Seal, be received; And further, that Council approve the recommendation to award the tender to Miller Paving Ltd.

MOTION CARRIED

471 Paul Lagrandeur – Report: 2020-CO-09, Tender B2020-PW-06 – Sidewalk Removal and Replacement

There was discussion with respect to a forthcoming report detailing the proposed sidewalks for removal or replacement and the possibility of increasing the scope of the project should it be feasible.

Resolution Number 25-3

MOVED by Walter Schummer and SECONDED by Lynn Campbell that staff Report: 2020-CO-09, Tender B2020-PW-06 – Sidewalk Removal and Replacement, be received; And further, that Council approve the recommendation to award the tender to Signature Contractors Windsor Inc., and further that staff, at its' earliest convenience, provide Council the proposed locations for sidewalk removal and replacement.

MOTION CARRIED

8. Notice of Motion

(1) Ad Hoc Beaverton Harbour Committee

Resolution Number 26-3

MOVED by Claire Doble and SECONDED by Michael Jubb that an Ad Hoc Beaverton Harbour Committee be initiated to review Sky Woman and other related project to make recommendations back to Council.

There was discussion with respect to authorizing staff to commence with creating terms of reference in preparation for this committee, the status of the original request for a Beaverton Harbour Report, and the formation of a smaller Ad Hoc Committee to solely address the Sky Woman project.

Resolution Number 27-3

MOVED by Walter Schummer and SECONDED by Lynn Campbell that Resolution Number 26-3 be tabled pending the receipt of the Beaverton Harbour Report.

MOTION LOST

There was further discussion with respect to moving forward with an Ad Hoc Committee to address the placement of Sky Woman, staff to prepare a report for the terms of reference for the subsequent Beaverton Harbour Ad Hoc Committee to be formed following the lifting of the pandemic restrictions, the details of the initial Council request for a harbour report, and the staffing changes which have prolonged the report's creation.

The CAO suggested a future Special Council meeting to determine the parameters of the Beaverton Harbour review and report.

There was further discussion with respect to the other related projects mentioned in the resolution being addressed by a subsequent Ad Hoc Committee and concerns expressed for inconsistent visions for the Beaverton Harbour by two separate committees.

Resolution Number 26-3

MOVED by Claire Doble and SECONDED by Michael Jubb that an Ad Hoc Beaverton Harbour Committee be initiated to review Sky Woman and other related project to make recommendations back to Council.

MOTION CARRIED

9. Other Business

- (1) Councillor Michael Jubb – Street sweeping tender

Councillor Jubb requested clarification that the contract for this project was calculated using an hourly rate and was advised in the affirmative. It was noted that street sweeping would commence in early May with staff direction provided as to the route.

- (2) Councillor Walter Schummer – Walking trails

Councillor Schummer enquired as to the timing for opening of the municipal walking trails to which the CAO advised that the Emergency Management Control Group (EMCG) would review this issue during their afternoon meeting.

Mayor Bath-Hadden advised that the Beaverton and Sunderland walking trails fall under the jurisdiction of the municipality while the Lake Simcoe Region Conservation Authority (LSRCA) have jurisdiction over the railway trails. She advised that the LSRCA stated that they would await the approval of the Province as the State of Emergency has been extended to May 12.

Mayor Bath-Hadden advised that the EMCG would be developing plans for moving forward in opening the Township based on what the Province rolls out after the State of Emergency has lifted.

10. Public Questions and Clarification

Suspended until further notice.

Resolution Number 28-3

MOVED by Walter Schummer and SECONDED by Lynn Campbell that Council break for a recess at 10:55 a.m.

MOTION CARRIED

Staff left the meeting at 10:55 a.m.

Mayor Bath-Hadden reconvened the meeting at 11:15 a.m. with the same members of Council and the Clerk.

11. Closed Session

Resolution Number 29-3

MOVED by Walter Schummer and SECONDED by Lynn Campbell that Council move in camera at 11:15 a.m. pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personnel matters about an identifiable individual, including municipal employees, to discuss CAO 6 month review discussion.

MOTION CARRIED

Resolution Number 30-3

MOVED by Michael Jubb and SECONDED by Claire Doble that we rise from in camera at 11:37 a.m.

MOTION CARRIED

12. Confirmation By-law

None

13. Adjournment

Resolution Number 31-3

MOVED by Claire Doble and SECONDED by W.E. Ted Smith that we do now adjourn at 11:38 a.m.

MOTION CARRIED

MAYOR

CLERK

Reports



The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk to Council

Report: 2020-CO-10

Date: Monday, May 11, 2020

Subject

Section 78 of the Drainage Act re. Drain Improvement – Gordon Drain

Recommendation

That Report 2020-CO-10, Section 78 of the Drainage Act re. Drain Improvement – Gordon Drain, be received for information; and

That Tulloch Engineering be appointed as Engineers under Section 8(1) *The Drainage Act* for the purposes of a Municipal Drain Improvement for the Gordon Drain.

Attachments

Attachment No. 1 Report No. 2019-CO-17: Notice of Request for Drain Improvement – Gordon Drain

Attachment No. 2 Section 78 Process Chart

Background

The Gordon Drain has not been reviewed since 1980. As a result a number of issues have been identified including two identified crossings which are currently not permitted as part of the Gordon Drain and an outdated assessment schedule which does not reflect some property severances. An updated Engineers Report is required to reflect these items. The costs to prepare the report update will be divided amongst all landowners within the watershed in a proportion identified by the Engineer based on the Guidance of the Drainage Act. The total cost of any work done on the Gordon Drain application will be divided amongst all upstream landowners based on an updated assessment schedule once the project is complete.

On December 17, 2020, Council received Report No. 2019-CO-17: Notice of Request for Drain Improvement – Gordon Drain and Council adopted a resolution initiating a drain

improvement project under Section 78 of the Drainage Act as per communication no. 2319.

Discussion

As per the requirements of *Section 78 of the Drainage Act*, an engineer shall not be appointed under subsection (1) until thirty days after a notice advising of the proposed drainage works has been sent to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected. R.S.O. 1990, c. D.17, s. 78 (2); 2010, c. 16, Sched. 1, s. 2 (28).

The notice was sent to the Lake Simcoe Region Conservation Authority (LSRCA), OMAFRA, and the applicant on January 20, 2020 as per the requirements of the Act. As thirty (30) days has passed, Council may now appoint an engineer under *The Drainage Act* for the purposes of a Drain Improvement for the Gordon Drain.

Tulloch Engineering was appointed by Council as Engineers under *The Drainage Act* for the purposes of a Drainage Petition for Part Lot 4, Concession 4 (Thorah), Township of Brock, also known as the Yates Drainage. Staff would recommend that Tulloch Engineering also be appointed as Engineers under *The Drainage Act* for the purposes of a Municipal Drain Improvement for the Gordon Drain.

Financial

The cost for the preparation of a Section 78 Report is divided amongst all upstream landowners and both the report preparation and any resulting work are eligible for Grant under Section 85(1) of the Drainage Act.

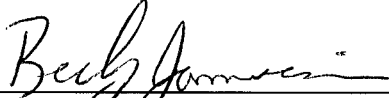
This will have no impact on the Township of Brock's budget as the costs will be divided amongst all upstream landowners. However, it will affect cash flow of the Township as the Township is required to pay for the works initially, and costs are recuperated from landowners and through a grant at project completion.

The Treasurer has been consulted on this report and agrees with the recommendation.

Summary

As Council has initiated the drain improvement project and the appropriate notice has been provided to the LSRCA and OMAFRA, that Council appoint Tulloch Engineering as Engineers under Section 8(1) *The Drainage Act* for the purposes of a Municipal Drain Improvement for the Gordon Drain.

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Reviewed by,



Robert Lamb, Ec.D., CEcD
CAO



The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk to Council

Report: 2019-CO-27

Date: Monday, December 16, 2019

Date:	10/12/2019
Refer to:	Council
Meeting Date:	December 16, 2019
Action:	null
Notes:	Report
Copies to:	

Subject

Notice of Request for Drain Improvement – Gordon Drain

Recommendation

1. That Council receive this report for information; and
 2. That Council initiate a drain improvement project under Section 78 of the Drainage Act as per communication no. 2319.
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Attachments

- | | |
|------------------|--|
| Attachment No. 1 | Communication No. 2319 – Notice of Request for Drain Improvement (Lynn Factor) |
| Attachment No. 2 | Communication No. 2231 – Letter from TULLOCH Engineering re. Drainage Superintendent Work for Gordon Drain |
| Attachment No. 3 | FAQ's for Section 78 of the Drainage Act |
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Report

Background

In September of this year, the Township of Brock received a maintenance request for the Gordon Drain submitted under Section 79 of the Drainage Act. On September 23, 2019, the Township of Brock appointed Phillipa Cryderman, P. Eng, of TULLOCH Engineering., as Drainage Superintendent in response to this maintenance request. Communication No. 2231, as contained in Attachment No. 2, was presented to Committee on November 18, 2019, to document the work completed to date with respect to this maintenance request and options for proceeding.

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

As noted on page 4 of Communication No. 2231, the current Engineer's report for the Gordon Drain does not account for any crossings along the length of the Drain downstream of Highway 12. During the course of Ms. Cryderman's investigation, two such crossings were noted. These crossings are not permitted within the Drain and may be presenting an obstruction to flow. Under Section 80 of the Drainage Act, the property owners are responsible for removal.

If a crossing is required within these properties for the 'better use, maintenance, or repair of the drainage works or of lands or roads' the Township may appoint an engineer to prepare a Report under Section 78(1) of the Drainage Act which guides Drain improvement projects. Unlike new drains, drain improvement projects completed under Section 78 are initiated through direction of Council, not through landowner petition.

Ms. Cryderman issued notices to the owners of the two properties with crossings that are not permitted as part of the Gordon Drain. The notice advised the property owners that the farm crossing and culverts located on their property is not approved as a feature of the Gordon Drain under the Drainage Act and Municipal By-law 381-80-PW. Under Section 80(1) of the Drainage Act the property owner must remove the crossing at their own expense within 60 days or the crossing will be removed by the Township and the costs to do so levied back to the landowner. In addition, the property owners were notified that if the crossing is required on the property along the Gordon Drain that they are requested to notify the Clerk of the Township of Brock of the required Drain Improvement and request that Council initiate a drain improvement project under Section 78 of the Drainage Act.

On November 26, 2019, a Notice of Request for Drain Improvement, as contained in Attachment No. 2, was received from Ms. Lynn Factor, with respect to the property located at 21225 Highway 12 Con 12 Pt Lot 13 Reg. Staff have waited until this time to see if the other property owner was also going to submit a similar request but at this time no response has been received.

Below is a summary of the requirements of Section 78. In addition, Attachment No. 3 contains Frequently Asked Questions (FAQ) with respect to Section 78s for Council's information.

Drainage Act – Section 78 – Improving, upon examination and report of engineer

78 (1) If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality **may** undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4. 2010, c. 16, Sched. 1, s. 2 (27).

Projects

(1.1) The projects referred to in subsection (1) are:

1. Changing the course of the drainage works.
2. Making a new outlet for the whole or any part of the drainage works.
3. Constructing a tile drain under the bed of the whole or any part of the drainage works.
4. Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, bridges, pumping stations or other protective works in connection with the drainage works.
5. Otherwise improving, extending to an outlet or altering the drainage works.
6. Covering all or part of the drainage works.
7. Consolidating two or more drainage works. 2010, c. 16, Sched. 1, s. 2 (27).

Notice to conservation authority

(2) An engineer shall not be appointed under subsection (1) until thirty days after a notice advising of the proposed drainage works has been sent to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected. R.S.O. 1990, c. D.17, s. 78 (2); 2010, c. 16, Sched. 1, s. 2 (28).

Powers and duties of engineer

(3) The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this Act. R.S.O. 1990, c. D.17, s. 78 (3).

Proceedings

(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works. R.S.O. 1990, c. D.17, s. 78 (4).

Analysis

The process that is undergone for a Section 78 report is the same process that is followed for a new Petition drain. Under this process, a new assessment schedule is to be developed. As noted in Ms. Cryderman's letter, the updating of the assessment schedule has not been completed since the 1980 Engineering Report and as a result there are eight properties within the catchment area of the Gordon Drain that are not represented on the current assessment schedule. In preparation of the new assessment schedule required as part of the Section 78 report, the engineer has the opportunity to include the additional 8 properties that are not currently included. These costs would be assessed to the landowners within the catchment area of the Gordon Drain.

Should Council not proceed with a Section 78, the assessment schedule for the Gordon Drain will still need to be updated to reflect the additional 8 properties and the work of the Drainage Superintendent to complete this work will be an expense to the municipality.

Given that through a Section 78, both issues can be addressed, staff would recommend that Council initiate a drain improvement project under Section 78 of the Drainage Act as per communication no. 2319.

Financial

The cost for the preparation of a Section 78 Report is divided amongst all upstream landowners and both the report preparation and any resulting work are eligible for Grant under Section 85(1) of the Drainage Act.

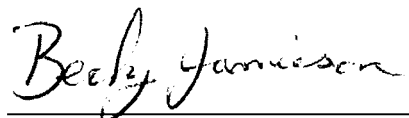
This will have no impact on the Township of Brock's budget as the costs will be divided amongst all upstream landowners.

The Treasurer has been consulted on this report and agrees with the recommendation.

Summary


The Gordon Drain has not been reviewed since 1980. As a result a number of issues have been identified. Through initiating a Section 78, the issue of the one crossing not being permitted as part of the Gordon Drain and the outdated assessment schedule will be addressed. Further, the costs of this work will have little to no impact on the budget as the costs will be divided amongst all upstream landowners.

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Reviewed by,



Robert Lamb, Ec.D., CEcD
CAO

Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

Date:	27/11/2019
Refer to:	Not Applicable
Meeting Date:	
Action:	null
Notes:	
Copies to:	Becky

To: The Council of the Corporation of the Township of Brock

Re: Gordon Drain

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- Otherwise improving, extending to an outlet or altering the drainage works;
- Covering all or part of the drainage works; and/or
- Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Removal of the existing crossing/culvert and construction of a new culvert/crossing. This crossing is necessary to access our land.

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

21225 Highway 12 Con 12 Pt Lot 13 Reg

Ward or Geographic Township

Brock

Parcel Roll Number

1839-030-006-14200

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.



Date:	11/11/2019
Refer to:	Not Applicable
Meeting Date:	November 18, 2019
Action:	null
Notes:	COW - PWFP - Consent
Copies to:	

1942 Regent Street
Unit L
Sudbury, ON
P3E 5V5

T. 705 671.2295
F. 705 671.9477
TF. 800 810.1937
sudbury@TULLOCH.ca

November 11, 2019
TULLOCH Project #: 191794

The Corporation of the Township of Brock

Attention: Becky Jamieson, Clerk
1 Cameron Street East, P.O. Box 10
Cannington, ON
LOE 1E0

Re: Drainage Superintendent Work for Gordon Drain (Rev. 1)

Dear Ms. Jamieson,

The Corporation of the Township of Brock has appointed Phillipa Cryderman, P.Eng. of TULLOCH Engineering Inc. (TULLOCH), as Drainage Superintendent in response to a maintenance request for the Gordon Drain submitted under Section 79 of the Drainage Act. This letter documents work completed to date with respect to this maintenance request and options for proceeding.

REPORT REVIEW

TULLOCH was provided with the Engineers Report for the Gordon Drain (the Report) prepared by Fred P. Clayton, P.Eng of Totten Sims Hubicki Associates Limited, dated February 12, 1980, along with Plan and Profile Drawing dated March 1976. This Report was adopted under by-law 381-80-PW on April 21, 1980. The Report states that the Gordon Drain was originally established in 1911 but was not maintained. The 1980 Report provides for the reconstruction and extension of the original Gordon Drain.

The Plan drawing included in the Report lays out property boundaries and roll numbers consistent with the included assessment schedule. TULLOCH has noted that there are 8 new properties (created through land severance) located within the Gordon Drain catchment that are not represented within the 1980 watershed map and assessment schedule.

In the area of the maintenance request, downstream of Hwy 12 to the Drain outlet, the Gordon Drain has been designed to include a 20' bottom width with 3H:1V side slopes. The Profile drawing specifies bottom elevations along the full length of the drain. Beyond the culvert at Highway 12 the Report does not provide for any farm crossings or culverts along the length of the drain.



Photo 3: Gordon Drain through property on west half of Lot 13, facing west. Heavy vegetation along bed and banks. Poor definition of drain.



Photo 4: Gordon Drain downstream of Lot 13. Clean out completed within last 5 years +/- . Bed and banks free of vegetation to top of water. Ditch is well defined with approximately 0.75 m standing water.



Photo 5: Crossing through drain at west side of Lot 15. Four- 1 m rise x 650 mm span structural plate corrugate steel arch culverts.



Photo 6: Confluence of Gordon Drain at outlet creek. Water within drain likely caused as backwater effect from downstream outlet.

IDENTIFIED ISSUES AND NEXT STEPS

Drain Inspection and Maintenance Work

Due to the length of time in which this Drain has received no maintenance TULLOCH believes it is worthwhile to obtain coarse topographic survey information of the drain bottom and cross section to ensure the maintenance is returning the channel to the original design grades. TULLOCH is currently coordinating this survey to facilitate the maintenance recommendation. Once the maintenance recommendation is



The process undergone for a Section 78 report is the same as that followed for a new Petition drain. Under this process a new assessment schedule is to be developed. In the preparation of this new assessment schedule the engineer has the opportunity to include the additional 8 properties (created through severance) which are currently not included.

The cost for the preparation of a Section 78 Report is divided amongst all upstream landowners and both the report preparation and any resulting work are eligible for Grant under Section 85(1) of the Drainage Act.

RECOMMENDATIONS

TULLOCH will proceed with its duties as Drainage Superintendent to address the maintenance request on the Gordon Drain. This will include execution of high-level survey work, preparation of a scope of work to facilitate maintenance, and liaison with regulators to obtain the required permitting. It should be noted that the cost of maintenance activities can not be assessed to landowners until the assessment schedule is updated to reflect the additional properties.

Beyond this TULLOCH recommends the following:

- Issue notice to the owners of properties with Roll #'s 1839 0300 0614 2000 (Lot 13) and 1839 0300 0615 6000 (Lot 15) that the farm crossing and culverts located on their property is not approved as a feature of the Gordon Drain under the Drainage Act and Municipal By-Law 381-80-PW. Under Section 80(1) of the Drainage Act they must remove the crossing at their own expense within 60 days or the crossing will be removed by the Township and the costs to do so levied back to the landowner. The landowner should further be notified that if a crossing is required on this property along the length of the Gordon Drain they are requested to notify the Clerk of the Township of the required Drain Improvement and request council initiate a drain improvement project under Section 78 of the Drainage Act.
- Consideration by council of how to proceed with processing of property severances and the associated update of the assessment schedule.

CLOSURE

We trust that the information provided herein is sufficient for your consideration. Please feel free to contact the undersigned should you require additional information.

TULLOCH ENGINEERING INC.

A handwritten signature in black ink, appearing to read 'Phillipa Cryderman'.

Phillipa Cryderman, P.Eng.
Drainage Superintendent

“SPINNIN’ THE 78”
20 QUESTIONS ON THE USE OF S.78 OF THE DRAINAGE ACT

Sid Vander Veen, P. Eng., Drainage Coordinator
 Ministry of Agriculture, Food and Rural Affairs
 Drainage Engineers Conference – October 24, 2008

There are three main sections in the *Drainage Act* that authorize activities on municipal drains. The first is Section 4 which authorizes the petitioning of the local municipality to establish new municipal drains. The second is section 74 which assigns the municipality the responsibility to maintain and repair the drains constructed under the Section 4 process. The third is Section 78 and it is generally known as the section of the *Drainage Act* that authorizes improvements or modifications to existing municipal drains.

While being able to modify or improve existing municipal drains is very important, Section 78 leaves some unanswered questions. Over the years, many engineers, drainage superintendents or other municipal representatives have looked for guidance on the application of Section 78. This paper attempts to provide this guidance.

The guidance or recommendations presented in this paper have been based, as much as possible, on direction from Referee decisions, and to a lesser extent Tribunal decisions. However, there are some questions that have never been answered by an appeal body. In the absence of clear answers from the legislation or direction from appeal body decisions, the guidance recommendations have been based on a “fairness” test. What is fair to the community of landowners on the drain? What is fair to the rest of the uninvolved landowners in a municipality? If future appeal body decisions provide direction in these areas of “unanswered questions”, it obviously will override the recommendations contained in this paper.

Section 78 of the *Drainage Act* reads as follows:

Improving, upon examination and report of engineer

78(1) Where, for the better use, maintenance or repair of any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, or of lands or roads, it is considered expedient

- to change the course of the drainage works, or
- to make a new outlet for the whole or any part of the drainage works, or
- to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or
- to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations and other protective works as ancillary to the drainage works, or
- to otherwise improve, extend to an outlet or alter the drainage works or
- to cover the whole or any part of it, or
- to consolidate two or more drainage works,

the **council** of any municipality whose duty it is to maintain and repair the drainage works or any part thereof may, without the petition required in section 4 but on the report of an **engineer** appointed by it, undertake and complete the drainage works as set forth in such report.

Notice to conservation authority

(2) An engineer shall not be appointed under subsection (1) until thirty days after a notice advising of the proposed drainage works has been sent by prepaid mail to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected. R.S.O. 1990, c.D.17, s.78(2).

Powers and duties of engineer

(3) The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this Act. R.S.O. 1990, c. D.17, s. 78(3).

Proceedings

(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works. R.S.O. 1990, c.D.17, s.78(4).

20 QUESTIONS ON THE USE OF SECTION 78 OF THE DRAINAGE ACT

1) What type of work is authorized by S. 78?

S. 78 is generally known as the section of the *Drainage Act* that authorizes the council to undertake drain improvement projects. S. 1 of the *Drainage Act* defines “improvement” as any modification of or addition to a drainage works intended to increase the effectiveness of the system. If this definition is considered as the list of possible improvements or modifications in S. 78(1) is read, the conclusion can be drawn that the term “increase the effectiveness” divides into two categories:

(a) Work to improve the effectiveness of the drain. These works are done for the good of the drain and all the landowners involved in the drain and could include things such as:

- adding flow capacity (e.g. deepening or widening an existing open channel or adding a tile drain)
- adding buffer strips along a drain to reduce erosion and improve bank stability
- installing a tile to address bank instability problems
- modifying the design of the drain to address erosion and instability concerns (e.g. incorporating natural channel features)

It is important to note that in Kilberg et al and the Township of Wallace, Referee Turville indicated that the construction of a new tile with significant added capacity in a new location while abandoning the old existing tile is not considered an “improvement” but would be considered a new drain that should be authorized by a petition.

(b) Work to improve the effectiveness of a landowner's use of the drain. These improvement projects are generally for a single landowner or a select group of landowners on the drain. Examples of these types of project include:

- installing a new crossing
- relocating a section of open channel drain to improve farming operations
- enclosing a section of open channel to improve farming operations

These types of projects don't address problems on a drain or improve flow capacity, but instead modify the drain to allow the owner(s) to make more effective use their land.

The importance of the difference between these two types of “improvement” work becomes more evident in some of the questions addressed later in this paper.

2) Is there any guidance in distinguishing between maintenance and repair work and improvement work?

Again, “improvement” means any modification of or addition to a drainage works intended to increase the effectiveness of the system. The *Drainage Act* defines “maintenance” as the preservation of a drainage works and “repair” as the restoration of a drainage works to its original condition. Usually the difference between these types of activities is quite clear, but occasionally, the lines get blurred.

The difference between “maintenance and repair” and “improvement” was examined in the 1996 case of Authier et al and the Township of Romney on the Tunnel Drain. This drain, originally constructed in 1908, was dug through a clay ridge and was lined with two rings of mortar brick supported by a formed concrete entrance and outlet. In 1994, the Township hired a contractor to line a 350 foot length of the tunnel with plaster at a cost of \$38,000. A number of the ratepayers appealed to the Referee. Referee O’Brien determined that this work, as defined by the Drainage Act, was an “improvement” project, not “maintenance” and “repair”. The Referee acknowledged that this was a marginal determination, but concluded that this was an improvement because:

- evidence was presented that the tunnel's smoother surface would improve the flow capacity of the tunnel
- the evidence at the hearing spoke to the complexity of the project
- the significant cost and controversy of the project

Based on this decision, if a municipality is undertaking a controversial maintenance or repair project and an owner can make a reasonable argument that the work goes beyond the definition of “maintenance” or “repair”, then it is recommended that the proposed work be undertaken through a new S. 78 report.

3) Can an existing drain be extended downstream using S. 78?

One of the activities clearly identified in S. 78(1) is “to otherwise improve, extend to an outlet or alter the drainage works...” This is further supported by the 1999 decision of Referee O’Brien in the case of the Town of Bosanquet vs Eizenga et al. The Coultis Drain in the Town of Bosaquet outlets into a natural watercourse and flows a significant length before discharging into Lake Huron. A storm had washed out a culvert and had destabilized the banks along the natural watercourse downstream of this drain. The municipality appointed an engineer under S. 78 of the *Drainage Act* to extend the Coultis Drain downstream to address these problems. The authority to do the work under S. 78 was challenged by some of the involved landowners. The Referee concluded that:

“S. 78 of the Drainage Act very clearly, concisely and explicitly empowers a municipality to extend an existing drain to a sufficient outlet without a petition and upon the report of an engineer. The Section could hardly be more explicit and is strengthened by the proposition that the Drainage Act is remedial legislation and requires a liberal interpretation.”

4) Can an existing drain be extended upstream using S. 78?

No, extending a drain upstream would be considered a new drain and would require a petition of landowners. The 1966 decision of Referee Clunis in McKeen and the Township of East Williams deals with a project where the engineer, in his report, resolved drainage problems beyond the limit of the area requiring drainage. Although this decision deals with a petition drain, there are still lessons to be taken from it for work under S. 78. The Referee stated, "If a sufficiently signed petition which describes a drainage area is filed, it is not to be taken as authority to proceed with any drainage work that may seem desirable in the general area of which the petitioning area is only a part." This is also sage advice for improvement projects authorized under S. 78.

5) Can a new branch be added or incorporated into an existing municipal drain with S. 78?

If council appoints an engineer to undertake an "improvement" project on an existing municipal drain, the work is restricted to improving the existing drain. If a branch drain is added or incorporated, this needs to be initiated with a new petition. If a landowner identifies a need to incorporate or add a new branch drain, they should be advised to submit a petition to council as soon as possible. If this is done in a timely fashion, it may be possible to achieve savings by performing both projects under the same engineer's report. In processing grant payments, drainage projects that have been jointly authorized by S. 78 and S. 4 are quite common.

6) Is a petition required to initiate a S. 78 report?

No, a petition is not required. The last part of S. 78(1) states "...the council ... may, without the petition required in section 4 but on the report of an engineer appointed by it, undertake and complete the drainage works as set forth in such report." Whether or not a drain improvement project proceeds is completely at council's discretion.

7) How then, can a landowner initiate improvements to an existing municipal drain?

The *Drainage Act* does not give a landowner the right to demand that council make modifications to a municipal drain. However, a landowner or a group of landowners can request council to make use of their S. 78 authority to appoint an engineer to prepare an improvement report. In fact, a few years ago, a "Petition Supplement and Improvement Request Form" was developed for this purpose. This form can be found on the drainage page of our Ministry website: www.omafra.gov.on.ca/english/landuse/drainage.htm

8) If council decides to proceed with a S. 78 project, what process is used?

S. 78(4) states "All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works." So the process used is the same as that for a new petition drain. However, there is a problem. Considering that S. 78 projects are not initiated by petition, this makes it impossible to use the exact same process as for a new drain. This will be dealt with in greater detail in later questions.

9) If requested, is the municipal council obligated to initiate an S. 78 project?

With the inclusion of the word “may”, S. 78(1) clearly gives the municipal council the discretion to undertake an improvement project. Once a drain exists, the *Drainage Act* assigns council with the responsibility to manage drains on behalf of the community of landowners involved in that drain. Therefore, when council receives a request to make an improvement to a drain, council needs to determine if the improvement is warranted. In making this determination, it would be wise for the council to listen to the advice of their drainage superintendent who is charged with the responsibility of inspecting the drain and performing necessary maintenance and repair work on the drain. There may be occasions that a landowner’s request for improvements to a drain may not be in the best interest of the rest of the community of landowners. For example, a landowner in the Township of Osgoode asked his council to relocate a drain off of his property and onto a road right-of-way and also indicated that he was not prepared to pay any of the associated costs. The council refused the request and the Tribunal upheld the council’s decision.

Although council needs to be convinced that the improvement is warranted, the improvement project does not have to benefit everyone in the watershed of the drain. For example, a landowner may request under S. 78 a project to increase the effectiveness of a landowner’s use of a drain (see Question 1). The improvement may be warranted, even though it only benefits a single owner.

10) What can a landowner do if a council refuses to initiate an improvement project?

When a group of landowners petition their municipal council for a new drain, they have the right to appeal to the Tribunal if council decides not to accept the petition. Does a landowner who has requested council to undertake an improvement project have that same authority? The *Drainage Act* does not give a clear answer to this question. There have been a few instances in the past where the Tribunal has heard appeals of landowners where council has refused to appoint an engineer for the improvement of a drain.

However, Tribunal decisions are not precedent setting, so the current Tribunal could rule that they don’t have the authority to hear this type of appeal. If that occurs, then the landowner still has the right to apply to the Referee for an order. S. 106 of the *Drainage Act* states that “The referee has original jurisdiction... (d) to entertain applications for orders directing to be done anything required to be done under this Act” If a landowner is of the opinion that an improvement project is required, they can bring the issue to the Referee. There have been several cases in the past where the Referee has heard this type of dispute and has ordered the municipality to proceed with a Section 78 report.

11) Since there are no petitioners and no “area requiring drainage” in a S. 78 project, does the on-site meeting need to be held?

Yes, for two reasons. First, S. 78(4) makes it clear that the same process used is the same as for the construction of a new drain. One of the first steps in the process to construct a new drain is the invitation to attend an on-site meeting [S.9(1)].

Second, in any drainage project, it is important to remember that the municipality is responsible for managing the drain on behalf of a community of landowners. Since it is this community of landowners who are paying for this work, they deserve to know what work is being proposed and what costs could ultimately be assessed to them. So, err on the side of caution and invite too many people to the meeting rather than too few. This approach could help to avoid greater public opposition to the drain in the future.

12) Since there are no petitioners and no “area requiring drainage” in a S. 78 project, who should be invited to the on-site meeting?

On this point, the *Drainage Act* is not clear. S. 9(1) indicates that each owner of land in the area requiring drainage and each public utility that may be affected must be invited. Since there is no “area requiring drainage” in a S. 78 project, this approach won't work. In the absence of clear direction, what is fair to the community of paying landowners? It is recommended that, as a minimum, the following should be invited to the on-site meeting:

- All landowners assessed for benefit in the last report;
- All public utilities and road authorities that may be affected by the project;
- All environmental agencies that may be involved, e.g. Fisheries and Oceans Canada, Conservation Authority, Ministry of Natural Resources, etc.

13) Can a new assessment schedule be included as part of a S. 78 report?

New assessment schedules are included in most S. 78 reports that I've seen. But just because they are being included in S. 78 reports doesn't mean that S. 78 authorizes them. In the case of Kilberg et al and the Township of Wallace, the appellants argued that, among other things, the engineer exceeded his authority by including a new assessment schedule in the S. 78 report. They were of the opinion that a new assessment schedule could only be authorized by S. 76. The Referee did not deal with this particular issue because he had set aside the engineer's report on other grounds. So there isn't any clear direction on this issue.

If a new assessment schedule is required as part of a drain improvement project, the potential issue can be eliminated by appointing the engineer under both S. 78 and S. 76. However, the appointment under S. 76 is likely not required. S. 78(4) instructs that the same proceedings be used for S. 78 projects as for the construction of a new drainage works. The development of an assessment schedule is a significant component of any report for the construction of a new drain, so this should also apply to the S. 78 project. In addition, S. 34 of the *Drainage Act* indicates that “...the engineer may take into consideration any prior assessment... on the same land or road...and make such adjustment therefore as appears just...” It appears that the legislation authorizes the engineer to examine or develop an assessment schedule for drain improvement work.

14) If council decides to stop the process after the meeting to consider the preliminary report, who pays the costs?

Assume this situation: A landowner identifies to council a concern with the capacity of a tile municipal drain. Council is convinced that this should be investigated and decides to appoint an engineer. The engineer is instructed to prepare a preliminary report and in the investigation, the engineer determines that improvement is not required. Perhaps the problem could be resolved with maintenance and repair. So council decides not to proceed with the improvement project and instructs the superintendent to perform the necessary work as maintenance or repair. Who pays the cost of the preliminary report?

The *Drainage Act* is silent on this. If this project had been initiated by a petition for a new drain and council decided not to proceed, it is clear that council would pay. Or if the project was stopped because petitioners withdrew their name from the petition, the original petitioners would pay. For improvement projects, there is no clear answer.

In the situation described, council is taking their drain management responsibilities seriously and has appointed an engineer to investigate the drain for the good of the community of landowners on the drain. Since the *Drainage Act* is silent on who should pay, what is fair? Since the project was initiated for the good of the community of landowners, it is recommended that the costs be assessed to the landowners on the drain in accordance with the existing assessment schedule. If any landowner is of the opinion that this charge is illegal, they can bring the issue to the Referee for a determination.

15) If an engineer prepares a S. 78 report, is council obligated to proceed with it?

Based on the following direction from the *Drainage Act*, the council is not obligated to proceed with the project:

- S. 78(1) states “...the council... may...undertake and complete the drainage works as set forth in such report. The word “may” demonstrates the discretion of council.
- S. 78(4) states that the process used to improve or modify a drain is the same as that used for a new drain. S. 41(1) indicates that “...council..., if it intends to proceed with the drainage works...”, then they must take the next steps in the process. Again this wording demonstrates the discretion of council.
- Finally, S. 45(2) gives any petitioner the right to appeal to the Tribunal if council decides not to proceed with the work.

However, before deciding not to proceed with a project, council needs to examine their liability. If the engineer appointed by council under S. 78(1) investigates the existing drain and determines that the existing drain or components of the drain are inadequate (e.g. drain has insufficient capacity or bridge is structurally unsound), the engineer will then usually recommend improvements to address the problem. If council ignores the engineer's advice and terminates the project, they could be assuming liability should anything go wrong in the future.

A few years ago, a municipality appointed an engineer to investigate an old tile municipal drain. The engineer determined that the tile was undersized and needed to be upgraded. When the engineer's report was presented to the landowners, they were adamant that the project was too expensive and they no longer wanted to proceed. However, the municipal council, recognizing the professional recommendations in the engineer's report, decided that "Do Nothing" was no longer an acceptable alternative. They indicated to the landowners that if they did not proceed with the project, they would abandon the drain using Section 84 of the Drainage Act. Once the drain was abandoned, the municipality had no further responsibility for the drain. When faced with these alternatives, the landowners decided to proceed with the work.

16) If a landowner requested a drain improvement project and council proceeded with the engineer's report, does the landowner have the right to demand that the project stop?

It is important to remember that S. 78 projects are initiated by council, not by the petition or demand of landowners. So, while landowners may request council to stop a project, they cannot demand it. If council decides to deny the request of the landowner(s) and continues with the development of the report, the involved landowners will still have all the rights of appeal on the report as for a new municipal drain project.

17) If an improvement project was initiated to improve the effectiveness of the drain and the community of landowners convinces council to stop the process, who pays the costs incurred up to that point?

In a new drain project, if the petitioners don't want to proceed with the project, they have the right to remove their names from the petition at the meeting to consider the report (either preliminary or final) and if that happens, the *Drainage Act* indicates that the original petitioners pay the costs incurred to date. But with a S. 78 project, there are no petitioners so this part of the process really can't be applied.

The only way to obtain a concrete answer to this question is if the *Drainage Act* is clarified through an amendment or if direction is provided by an appeal body. In the absence of clear direction, what is fair? If the S. 78 project was initiated to improve the effectiveness of the drain (see Question 1), and the landowners convince council to stop the project (considering the potential liability identified in Question 15), then the costs incurred to date should be assessed to the landowners in the watershed of the drain in accordance with the existing assessment schedule. It is not fair to assess these costs to the individual landowner who may have identified that the work was required. It is also not fair to the municipal taxpayers that the municipality pay the cost out of their general funds. If the costs are assessed to all the landowners on the drain, these landowners still have the right to challenge the legality of the assessment to the Referee. Should this happen, the need clear direction will be provided.

18) If an improvement project was initiated to improve the effectiveness of a landowner's use of the drain (e.g. a new crossing) and the landowner convinces council to stop the process, who pays the costs incurred up to that point?

For a project initiated to improve the effectiveness of a landowner's use of a drain (see Question 1), the costs incurred to date are costs that were incurred to address a private benefit, not a community benefit. In this situation, it is not fair to assess these costs to the landowners in the watershed of the drain. There are two possible ways to address costs if a landowner wishes to stop the project:

a) If a project is no longer required, Section 40 allows the engineer to write a report stating that point and also allows the engineer to indicate the amount of the engineer's fees and by whom they should be paid. A section 40 report can be appealed to the Tribunal under S. 48(1d) of the Drainage Act.

b) The other option is to use the fact that S. 78 projects are initiated by council, not by landowners, as leverage for payment of the costs. If a landowner wishes to stop a project of this nature, the municipality could indicate that the only way the project will be stopped is if the costs incurred to date are paid. If the landowner resists, then continue on with the project. The landowner does not have the right to demand the termination of a S. 78 project and would have to pay the assessment for the project.

19) If a S. 78 report is not implemented, will OMAFRA pay any grant towards the cost incurred?

No grant is available towards the cost of an engineer's report that is not adopted. Our authority to pay grant comes from Section 85 of the *Drainage Act* which states:

"Grants may be made in respect of, (a) assessments made under this Act upon lands used for agricultural purposes (i) for drainage works undertaken in accordance with section 4, 74, or 78 where a report of an engineer ...has been adopted in accordance with this Act."

Since no work was undertaken, there is no authority for us to pay grant.

20) If the tenders are more than 133% of the estimated cost of an adopted S. 78 report, is council required to hold a meeting in accordance with S. 59, and if so, with whom?

Again, this gets into the "petition" issue. In a project for the construction of a new drain, if the tender price is greater than 133 % of the engineer's estimate, council is required to hold another meeting with the landowners and the petitioners have a right to add or withdraw their names from the petition. If it is no longer a valid petition, the project stops and the original petitioners pay the costs incurred to date.

There are no petitioners in a S. 78 project, so is this meeting still required and if so, who should attend? Even though the involved landowners do not have the right to remove their name from a petition, they are still part of the community of landowners that will be paying a share of the cost of the project. They deserve to know what is happening on the project and even though they may not be able to demand that the project be stopped, they may be able to convince council not to proceed with the project. Therefore, using the "fairness" principle, the meeting should still be held and the invitation should be extended to all landowners invited to attend the meeting to consider the final report.

At the Drainage Engineers Conference, the following additional question was asked:

21) Can the engineer provide allowances for a S. 78 project?

S. 78(4) clearly states that the same process is used for improvement projects as for the construction of a new drain. Since the provision of allowances under S. 29 to 33 is an integral component of any new drain project, then allowances can also be provided for S. 78 projects. For more detailed information on the provision of allowances, please refer to the paper given by Ed Dries and Dennis McCready at the 1998 Drainage Engineers Conference entitled "Allowances and Compensation under The Drainage Act".

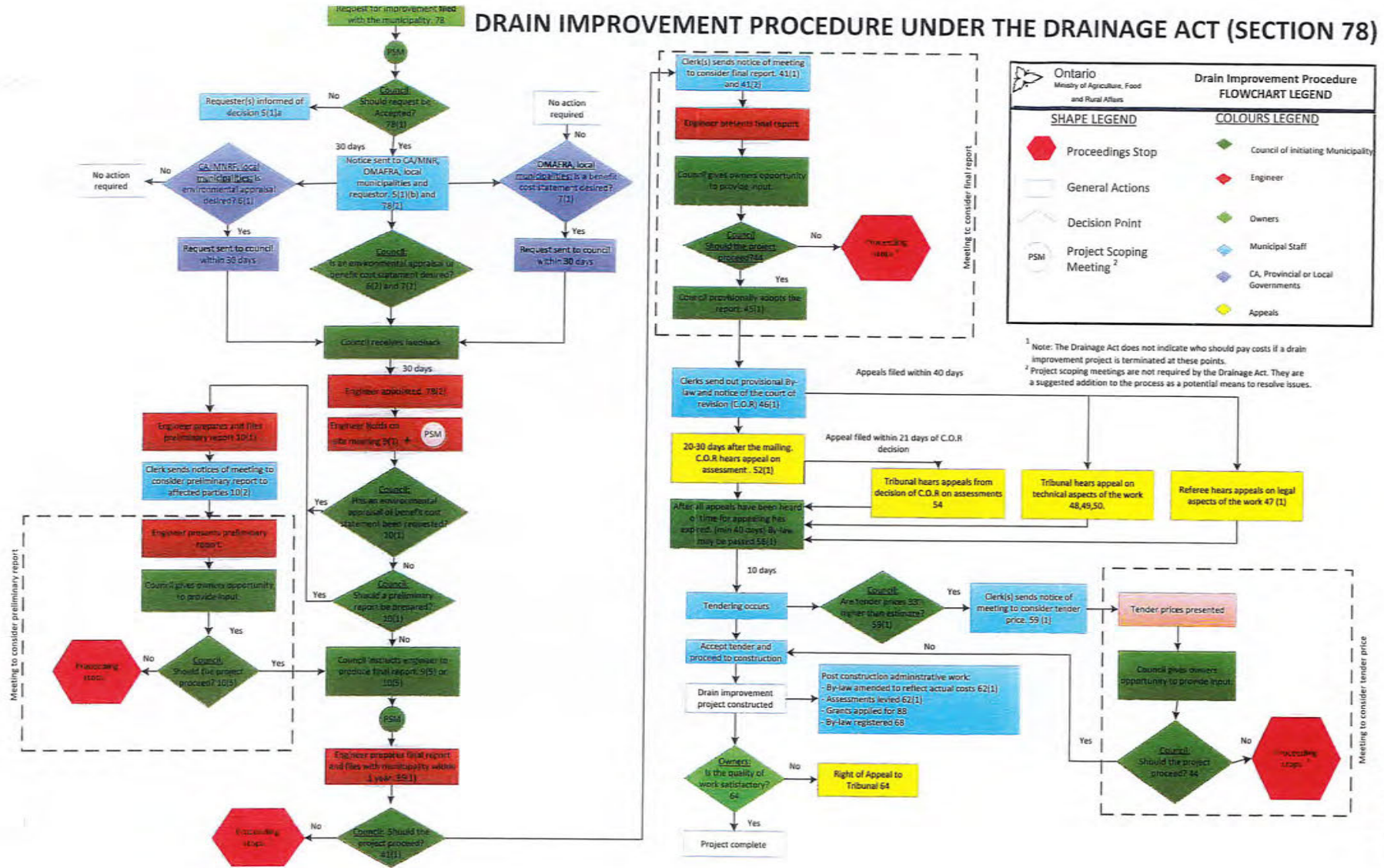
However, the engineer needs to examine what allowances should be provided. For example, if the improvement project is undertaken to relocate a section of drain, should allowances be given for land taken? (S. 29). Since the community of landowners already shared in the cost of allowances for the land used in the original drain location, is it fair that they pay for the land taken in the new location? Probably not. So providing allowances for a S.78 project needs to be examined against the provision of allowances for the original drain and the fairness to the rest of the landowners on the drain.

SUMMARY:

For direction on the use of Section 78 of the Drainage Act:

- The primary direction should be taken from the wording of the Drainage Act, as clarified by decisions of the Drainage Referee or the Drainage Tribunal;
- In situations where the *Drainage Act* is silent or unclear, and the appeal bodies have not yet provided direction, chose the action that is fair to the community of landowners involved in the drain improvement project;
- When considering notification to landowners or involvement at meetings for S. 78 projects, err on the side of caution; consult too many property owners and agencies rather than too few.

DRAIN IMPROVEMENT PROCEDURE UNDER THE DRAINAGE ACT (SECTION 78)





THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to Council

Report: 2020-CO-12

Date: May 11, 2020

SUBJECT

COVID-19 – Financial Impact in the First Six Weeks

RECOMMENDATION

1. That staff report 2020-CO-12, COVID-19 Financial Impacts in the First Six Weeks be received;
 2. And further, that Council request the federal and provincial governments provide operating support for municipalities through municipality-specific grants.
-

ATTACHMENTS

None

REPORT

Background

The following is a recap of 2020 key dates and actions associated with the emergence of the COVID-19 public health emergency in Canada and Ontario:

January 30 - The World Health Organization declares the outbreak of COVID-19 a public health event of international concern.

March 11 - The World Health Organization declares the global outbreak of COVID-19 a pandemic.

March 13 - The Province of Ontario announces the closure of all public schools for two weeks after March Break, and the Government of Canada recommends against non-essential travel outside of Canada (including the United States), and self-isolation for 14 days upon return.

March 13 – The Township’s senior management staff including the Executive Director of the Township of Brock Public Library met with Mayor Debbie Bath-Hadden to discuss the Township’s response to the pandemic. The group made the decision to cancel the March Break Day Camp Program; cancel Library programming for three weeks; cancel recreation programming; close all public facilities and arenas for three weeks. Closures were to take effect immediately and stay in place until April 6. Refunds were to be processed for any rentals or programs that would be cancelled due to the closing of these facilities and cancellation of these programs.

March 16 – The Township’s offices were closed to the public with staff practicing social distancing while in the building and Council meeting briefly to pass a motion allowing the CAO and Mayor the authority to make certain decisions during this time without the need of a council meeting.

March 17 - The Government of Ontario announced it was declaring an emergency in the Province under section 7.0.1(1) of the Emergency Management and Civil Protection Act and has implemented measures to control the spread of COVID19.

The Province has since issued orders under the Emergency Management and Civil Protection Act (EMPCA) that impact the Township. These include (1) the closure of all facilities providing indoor recreation programs, including community centres and libraries; (2) the closure of all non-essential businesses (not municipalities); (3) a prohibition of organized events and social gathering of more than five people; (4) closure of all outdoor playgrounds and recreational areas; and (5) granting provincial offences officers including Municipal Law Enforcement Officers the ability to enforce provincial orders.

March 24 – The Regional Municipality of Durham and the Township of Brock both officially declared a state of emergency. The Township’s Emergency Operational Centre was official opened with regular virtual meetings being held to discuss the ongoing emergency and authorize actions need.

The Township has adapted the delivery of services across the Corporation to ensure compliance with the Orders. The adaptations include the following:

- Closure of all community buildings until further notice;
- Closure of playgrounds and outdoor amenities;
- Installation of signage specific to the closures in all locations impacted;
- Partnership with Durham Regional Police Services (DRPS) and By-Law Enforcement Officers to enforce Provincial Orders;
- Re-deploying full time staff to other locations to facilitate social distancing;
- Lay off of casual staff and part time staff not required due to facility closures;
- Adjustment to levels of service in response to COVID-19 related closures;
- Limiting the number of staff in the Administration building to allow for social distancing;
- Allowing administration staff to work from home when possible;
- Implementation of a complete burn ban in the Township;
- Livestreaming Council meeting to ensure public access; and

- Implementing a new website section for communicating information related to COVID-19 and the Township's response to the public.

Engagement with the Community

The Township has made communications and engagement a priority from the outset of this pandemic in response, staff immediately implemented a two-pronged emergency communications strategy utilizing both electronic and traditional tactics. The Township started providing specific COVID-19 Updates via our e-newsletter which were shared on our website and social media platforms (twitter and facebook) as well as advertised through the Brock Voice. In order to ensure we were reaching those residents who do not have access to technology, we have been utilizing our bi-weekly advertisement in the Brock Citizen to provide COVID specific updates to residents and posted posters in prominent places. A dedicated COVID-19 landing page has been created on our website (www.townshipofbrock.ca/COVID-19) and just recently, we launched a dedicated COVID-19 newsfeed which residents can subscribe to.

Several public engagement initiatives and communications have been developed including:

- Notice to Seasonal Residents and tourists;
- Videos from the Mayor on COVID-19 specific topics;
- Brock ... We are in This Together Stay At Home handout;
- Regional #DurhamStrong campaign;
- #BeKind Social Media Campaign;
- Regional #StayHome Campaign;
- Fraudster Information; and
- Brock ... A Community That Cares Weekly Communication (first one was shared over 10,000 times).

The Township continues to engage with our counterparts in other levels of government, as well as the Region of Durham and area municipalities and share important information to our residents. Staff will continue to work with our counterparts to ensure all relevant information is disseminated to our community.

Staffing Resources

In response to decisions made by the upper levels of government and public health authorities, the Township implemented certain measures to protect staff while maintaining critical services. These measures include the implementing of systems to encourage social distancing and providing the technology for staff to work from home when possible.

Management met with the Union to develop a plan to keep all full time unionized staff working by redeploying some to assist with arena maintenance while those still in the works depot were assigned vehicles where it was possible for each employee to ride alone rather than in pairs. This plan allows for proper social distancing while allowing staff to continue to address essential tasks.

Management also worked with Information Technology (IT) staff to set up devices that would allow staff working in the Municipal Administration building to work remotely. The building is staffed most days with one person from each department. This person deals with issues that cannot be dealt with remotely and is able to practice proper social distancing due to the limited number of coworkers present. By providing secure VPN access to the internal IT networks and the use of Township spare cell phones staff have been able to effectively continue their regular work remotely.

Measures and actions have also been taken to take every reasonable precaution for the protection of our employees as required by the Occupational Health & Safety Act. These include limiting the access by the public or third parties to Township facilities. The installation of a door bell unit allows for deliveries or critical prearranged appointment to continue in a controlled setting. Additional personal protective equipment and supplies have been ordered for the use of front lines staff. Stations have been set up for staff to allow for self-temperature testing and sanitizing. These practices along with a reporting protocol for illness are intended to ensure the safety of workers.

In an effort to allow for proper social distancing and keep controllable costs to a minimum it was necessary to lay off casual, contract and temporary part time staff in most departments. This included 8 Crossing Guards not required due to school Closures; 5 Casual Labourers working in the arenas that were closed before the end of the normal ice season; 9 Rink workers that were not needed once the arenas were closed; 1 Cleaner who was not required for a closed rental facility; and 6 part time Library employees that were not required with the facilities closed. While some of these employees would have been laid off at the end of the season they were let go ahead of time due to the facility closures.

In addition to the layoffs related to closures there were three employees who left the Township's employ during this period. The vacancies created in these positions are currently not being filled however senior management is constantly monitoring staff levels and may have to fill one or more of these vacancies depending on the length of the state of emergency.

The Township's Senior Management Team continues to closely track the availability of meaningful work to ensure our staffing response is appropriate. This is being done with consideration to the Township's fiduciary responsibility to taxpayers.

Financial Implications

The Township continues to monitor and track the financial impacts and pressures from the COVID-19 pandemic. It must be stated, financial goals are secondary to following direction and advice from public health officials regarding the health and safety of the community and residents.

Due to the cost control measures taken by the Township early in this emergency, immediate financial impacts in the first six weeks appear minimal. The loss in revenues associated with the early closure of the Arenas is offset by the saving realized due to the layoff of casual/part time staff. The cancellation of the March Break Day Camp Program

allowed the Township to avoid the cost of hiring part time staff to run the camp with no impact to the budget. In looking at the overall payroll related accounts, the Township was able to save almost \$150,000 in total costs when compared to the same time in 2019. Part of these savings relates to the COVID-19 layoffs and part to the change in staffing complement compared to 2019. These savings will help offset the added cost incurred by the Township for enforcement of the closures ordered by the Province, additional signage to help keep the public informed of closures, personal protective equipment and cleaning supplies and improvements to the IT infrastructure necessary to facilitate working from home.

Should the closures remain in effect for another six weeks it is anticipated that it will have the following effects:

- Loss of Investment revenue – April was already showing a significant decline with revenue posted being one third that reported in the March. To date the loss over last year is just over \$14,000.
- Loss in Interest and Penalty Revenue – Although the amount shown at the end of April is about \$12,000 lower than last year this is due to improved collection of outstanding taxes. The May 1st penalty of just over \$35,000 was waived by Council in an effort to assist property owners through this emergency. It is anticipated that the June 1st waiver could be close to the same amount.
- Treasury staff reports that an additional \$500 in service fees mostly related to NSF charges have been waived to assist taxpayers. The number of these waived fees is expected to continue to increase as the duration of the emergency is extended.
- A delay in hiring casual staff for summer maintenance (grass cutting and outdoor maintenance) has the potential of saving the Township approximately \$5,000 per week however the work normally performed by these casuals would need to be done by the Township's full time staff. Any delay in hiring has the potential of impacting the completion of projects planned for 2020.

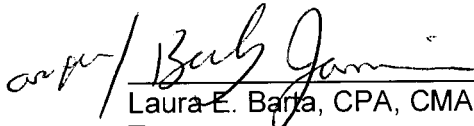
When compared to other municipalities in the Region of Durham, the Township's impact to date is relatively minor. Most other locals are dealing with significant financial costs associated with having year round recreation facilities offering a much higher level of programming being closed to the public. The Region of Durham is also dealing with significant financial costs for the added levels of service required during the pandemic in the areas related to Public Health, Long Term Care, Social Services, Policing, Transit etc. These additional costs will be shared by all the lower tier municipalities in subsequent year's budgets if additional funding from the Province and the Federal government is not made available.

Management for the Township of Brock has taken measures to limit spending when possible and is tracking the costs directly related to the emergency. The Township is also proceeding with many of the capital projects approved in the 2020 budget in an effort to help stimulate the economy. The management group continues to look at ways to further support property owners while providing services essential to the community.

Conclusion

The Township, as are all other municipalities in Canada, is dealing with the financial realities of the COVID-19 virus. Management will continue to act swiftly and decisively in response to the important directives of the government and public health officials.

Respectfully submitted,



Laura E. Barfa, CPA, CMA
Treasurer

Reviewed by,



Robert Lamb Ec.D., CEcD
Chief Administrative Officer/Deputy Clerk

The Corporation of the Township of Brock

Clerk's Department

By-Law Enforcement / Animal Control Supervisor and Municipal Clerk to Council

Report: 2020-PS-02

Date: Monday, May 11, 2020

Subject

Beaverton Harbour Parking

Recommendation

That Report 2020-PS-02, Beaverton Harbour Parking, be received for information;

That a new parking permit process for Thorah Island Residents and Boathouse owners be implemented with the following conditions:

1. An administrative fee of \$20 per permit per year;
2. That parking permits be valid from April 1st – October 31st;
3. That permits are limited to two (2) for Thorah Island Residents and one (1) per Boat House;
4. That the parking permits for Thorah Island Residents be valid for the Beaverton Arena Parking Lot;
5. That Boathouse owners are only permitted to park in the area outside their homes; and
6. That staff develop a visitor short-term overnight parking permit process.

That the recommendations contained in this report with respect to line painting, establishment of new parking lots, and additional signage be referred to the Beaverton Harbour Advisory Committee for their review and recommendations.

Attachments

Attachment No. 1 Report No. 2018-PW-06

Background

Resolution Number 2-18, adopted by Council on April 22, 2019, requested staff to prepare a report regarding the current state of parking issues at the Beaverton Harbour Park, Beaverton Fairgrounds and Beaverton Arena and to provide additional solutions and recommendations for improvement consistent with a full review of the parking by-law.

Further, at the February 5th, 2018 Public Works Committee Meeting, staff were directed to prepare a report providing options to correct the parking problems at the Beaverton Harbour. The Director of Public Works, prepared Report No. 2018-PW-06 to Council on May 7, 2018.

The report outlined three options for Councils consideration. Upon review, Council passed Resolution No. 9-5 that Committee receive Report 2018-PW-06 for information and that Council proceed with Option A:

1. To add signage and parking control devices on gravel parking lots.
2. To enact a by-law to limit parking, to prohibit overnight parking in all lots.
3. Provide a designate overnight permit parking for Thorah Park Island Residents.
4. Add additional parking control in arena parking lot.

In the same meeting it was requested that staff monitor the success of option A and report back to the Council as to the success or failure of this option.

Discussion

The Beaverton Harbour is an attractive year-round tourist destination and each year more and more people come to the Harbour due to the amenities provided. With the increase in tourism comes the increase in vehicular traffic. There have been multiple attempts and options brought forward through staff reports and Council resolutions to improve the situation, the most recent being the adaption of Option A. It has been noted through observation, and discussion with parking enforcement staff, public works staff, local user groups, public, tourists and Councillors that Option A has not improved the parking issues and has in some ways contributed to making the parking situation more chaotic, confusing and congested.

The following issues that have resulted with Option A have been noted below and will be discussed in detail in this report, which will include options and ideas for a more comprehensive parking strategy which will be consistent with the new draft parking by-law.

- Signage
- Parking Permits
- Insufficient Number of Spots
- Poor Waypoint Signage
- Trailer Congestion
- Safety Issues
- Unsafe Parking
- Parking on Grass
- Blocking of exists and entrances

To analyze the issue, the following is an inventory of the current Municipally owned parking lots near the Beaverton Harbour.

Municipal Lot Location	Number of parking spots	Type of Surface
Beaverton Arena East Lot	45	Paved and Lined
Beaverton Arena West Lot	160	Paved and Lined
Beaverton Fairgrounds West Lot	55	Gravel No Lines
Harbour Pk Crescent/Beaverton Harbour	55	Paved and lined

Parking Permits - History

Since the adaption of Option, A, in May of 2018 residents of Thorah Island were provided with parking permits to allow overnight and long-term parking at the Harbour Pk Crescent/Beaverton Harbour Lot or one of the alternates free of charge. There was no restriction provided regarding how many individual permits were issued to each resident. As a result, more than 3 were issued to some residences. Though it is understood these vehicles were not always present, it was observed in the summer months, especially during Holiday weekends etc. that these permitted vehicles were taking up a large portion of available spots in both the Harbour Pk Crescent/Beaverton Harbour parking lot and the Beaverton Fairgrounds West Lot. As a result, there were very little to no available spots for other non-permit residents and tourists.

A temporary solution was implemented by Council that the permit holders only park in the upper lot (Beaverton Fairgrounds West Lot) in order to ensure that prime parking spaces near the boat launch were made available to other residents and tourists. Should the lot be full, they were directed to park at one of the Lots at the Beaverton Arena. The solution has helped but, as a result, it severely limits the amount of space available for trucks and trailers.

In addition to permits provided to the residents of Thorah Island, those in ownership of boat houses, including those on the pier, were provided with permits at no cost. These permits were limited to one per household and it was understood that they would park near or in front of their specific boathouse. It is important to note that one of the boathouses has an agreement for a specific spot located directly beside the home and as such they did not require a permit. Additional permits were provided to boathouse owners for the upper lot.

Solution to Parking Permits at the Harbour

Staff recommends that we continue to allow the permit process for Thorah Island Residents and Boathouse owners but with the following conditions:

1. An administrative fee of \$20 per permit per year;
2. That parking permits be valid from April 1st – October 31st;
3. That permits are limited to two (2) for Thorah Island Residents and one (1) per Boat House;
4. That the parking permits for Thorah Island Residents be valid for the Beaverton Arena Parking Lot;
5. That Boathouse owners are only permitted to park in the area outside their homes; and
6. That staff develop a visitor short-term overnight parking permit process.

The above is consistent with the draft Parking By-Law to have a paid parking permit system in place for extended parking in Municipal Lots overnight and for extended periods of time.

In addition, it may be advantageous to create signage specific to the boathouse parking spots.

Signage and Line Painting

By-law staff have conducted multiple inspections at all the lots servicing the Beaverton Harbour. These inspections have been conducted during Summer, Fall, Winter and Spring. As a result of the inspection we have been able to conclude that the current signage is insufficient and creates a level of confusion to persons wishing to utilize the Harbour for various types of activities.

The following photographs address a few of the findings:

Photograph #1: This is the approach to the Beaverton Harbour. Though signed with no entry, we observed numerous vehicles entering the wrong way. In the summer months, it was noted that another no entry sign was placed that helped to alleviate this problem. It may be necessary to place a permanent sign that is larger and easier to see preventing drivers from proceeding in the wrong direction.



Photograph #2: This photo shows the exit area of the lower parking area. The sign addresses no parking and a smaller sign identifies trailer parking in upper lot. Though there are numerous signs stating that trailer parking is not permitted, the signs are small and difficult to read.



Photograph #3: Photo shows evidence of signs that are in poor condition and are unreadable in many cases. These signs need to be replaced.



Photographs #4 and #5: These photos show grass areas near the entrance to the upper Lot at the Beaverton Harbour. This area is commonly used in the summer by residents and visitors for parking spaces. At times the area is used because no other spots are available but at other times, used when the lot is empty because the trees shade the vehicles in the summer. Staff have ticketed many of these vehicles for Boulevard parking. It is recommended that signs be placed stating to keep off grass or a type of barrier should be placed to prevent parking in these areas to protect the grass and boulevard.

In addition, these photographs clearly show an absence of a sign indicating that this is the entrance to the upper parking level. A large sign identifying the lot would assist visitors, residents and those with trailers to the entrance.



Photograph #6: Shows area beyond Barney's Restaurant towards peer. This area should have signage that prohibits any vehicular access except for emergency service vehicles or boat house permit holders.



When conducting a review of all the signage for those that serve the Beaverton Harbour there are a number of important considerations.

It was noted that signage clutter exists in the area. Signage clutter is when there are too many competing signals for a road user to comprehend. They compete with advertising, vehicle signage, illegal or non-official signs and other distractions and can cause motorists to be overwhelmed with information if there are too many of them.

Combination signs that are larger and easily seen are better than having two separate signs as there is one focal point for the driver. Using different colours and text styles means that drivers can quickly become accustomed to viewing either all the information, or just the information they need.

Benefits exist in the reduction of the number of signs. Maintenance costs overall will become lower. Signs eventually decay, are vandalized or are damaged accidentally. They also become dirty and less visible. Therefore, road authorities spend millions every year on replacing, cleaning and repairing signs. They also sometimes become obscured by vegetation, and therefore vegetation needs trimming around the sign.

Less but more effective signage also causes less confusion and distraction. Every sign that a driver must look at takes their eyes off the road, which increases danger. Over-signing can lead to 'sign blindness' where there are so many signs that drivers actually stop noticing them. Bear in mind that signage is already competing with advertising and other distractive methods of capturing your attention, therefore signs should be infrequent enough to be important every time.

Signs are mounted either on poles or gantries and these are objects that vehicles can hit. They can also partially obscure pedestrians and cyclists. When signs or road markings are being maintained, maintenance vehicles may have to block lanes which leads to traffic disruption and additional danger.

In terms of the visual environment, less clutter means an improved sense of spaciousness and naturalness in the environment.

Line Painting

Except for the Beaverton Fairground West Lot, all the parking lots that serve the Beaverton Harbour are paved and lined. Inspection has revealed that there are areas where additional line painting is required.

The following is recommended:

1. Beaverton Fairgrounds West Lot (Upper) should be paved and lined. Specific parking, with lines for trucks and trailers should be included.
2. The entrance and exit to Beaverton Harbour Pk Crescent Lot (Lower Lot) should have lines painted for vehicles on one side of the roadway.
3. The Beaverton Harbour Pk Crescent Lot (Lower Lot) requires additional lines painted where the section labelled no parking. Cars still park in the location, despite the painted wording. It is recommended that more lines are painted to discourage this behavior. Please see Photo #2 for example.

Photograph #1: Current line painting in no parking area (boat ramp)



Photograph 2: Suggested example of proper line painting to discourage parking. Easily visible.



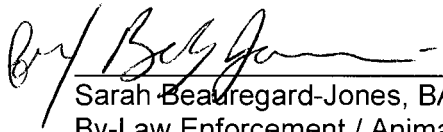
Additional Parking Lots

Report No. 2018-PW-06, presented to Council on May 7th, 2018, included possible locations for additional parking to serve the Harbour. It would be advantageous to review this report in detail to determine whether consideration for implementing these suggestions for additional lots in the future is warranted. It is understood that any additional parking lots would have an environmental impact and would lessen the green space available in the area. There would also be a significant cost to create any new viable parking lots.

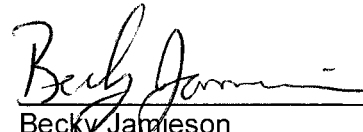
Financial

It is expected that the recommendations in this report would have financial implications for the budget for road signs and line painting. In addition, there would be administrative costs to implement permits. Some of the cost could be offset by parking enforcement and permit fees.

Respectfully submitted,



Sarah Beaugard-Jones, BA, MLEO, PSO
By-Law Enforcement / Animal Control Supervisor



Becky Jamieson
Municipal Clerk

Reviewed by,



Robert J. Lamb, Ec.D., CEcD
Chief Administrative Officer



THE CORPORATION OF THE TOWNSHIP OF BROCK

Public Works Department

Director of Public Works to the Public Works Committee

Report: 2018-PW-06

Date: May 7, 2018

**TOWNSHIP OF BROCK
CLERK'S DEPT
RECEIVED APR 17 2018**

File:

Copies to:

Refer to:

SUBJECT

Beaverton Harbour/Fairgrounds Parking Assessment

ACTION TAKEN

Refer to

Resol. No. _____

Council _____

Comm. PW

Meeting Date:

May 7

RECOMMENDATION

That Committee receive this report for information and, subject to the comments contained herein, staff recommend those improvements as identified within Option A and that the parking issues be monitored once implemented before any further consideration be given to Options B and C.

ATTACHMENTS

None

REPORT

Background

At the February 5, 2018 Public Works Committee Meeting staff were directed to prepare a report regarding the parking at the Beaverton Harbour Park, Beaverton Fairgrounds and Beaverton Arena.

Discussion

Based on discussions with the local user groups, ice fishing operators, residents and Councillors, staff have identified the following issues relating to parking at the above noted locations. We have separated these issues into the summer season and winter season.

Summer

- There is overnight parking occurring in the lower Harbour Park parking lot that takes up parking spaces during the day when user demand is high;
- Boat trailer parking is an issue on occasion as users leave their trailers parked in the lower Harbour Park lot through the day and also park in the upper lot in non-designated areas or at inefficient locations;
- Weekend use of the parks is high which has resulted in the upper and lower lots being full.
- The arena and curling club usage is low in the summer leaving these lots typically empty or underutilized; and,
- Parking is limited during large events in the fairground like baseball tournaments and the Beaverton Fair.

Winter

- Snow storage sometimes decreases the usable area of all parking lots in the area;
- Ice fisherman utilize all parking lots during the evening hours, and, on occasion, for more than one night;
- Overnight camping in the parking lots has been an issue;
- The rigs used by ice fisherman have become increasingly large which further decreases the amount of parking available for arena and curling club users;
- Events at the curling club and arena may have limited parking during ice fishing season; and,
- There have been more than 150 cars parked on the ice during the 2018 ice fishing season (per an ice fishing operator).

It should also be noted that Council approved a by-law to prohibit parking on Harbour Park Crescent in 2017.

To complete an analysis of the issue staff have prepared an inventory of the existing municipally controlled parking lots near the Beaverton Harbour, Fairgrounds, and Arena.

The following photos show the layout and approximate parking capacity of each parking lot which is summarized in the table below:

LOCATION	NO. OF PARKING SPOTS	SURFACE
Harbour Park Crescent	55	Paved
Fairgrounds West Lot	55	Gravel
Arena West Lot	160	Paved
Arena East Lot	45	Paved
TOTAL	315	

The above table identifies a total of approximately 315 parking spots available for use during the winter and summer to the park, harbour, fairgrounds and arena users.



Harbour Park Crescent Parking Lot = 55 Parking Spaces



Fairgrounds West Lot = 55 Parking Spaces



**Arena West Lot = 160 Parking Spaces
Arena East Lot = 45 Parking Spaces**

Staff have identified the following improvements which could increase the efficiency of the existing parking lots in all areas to reduce the amount of wasted or unused parking spaces in all lots:

Option A

1. Add signage and parking control devices in the gravel parking lot to better delineate parking spot locations.
2. Enact a by-law to limit the following types of parking:
 - Prohibit overnight parking in all lots;
 - Prohibit trailer parking in the Harbour Park Crescent parking lot;
 - Provide and designate overnight permit parking for Thorah Island residents.;
3. Add additional parking controls in the Arena parking lots, including curbs and islands, to better delineate the parking locations.

By-law enforcement would be required to ensure that parking infractions are monitored and properly enforced.

Option B

Implementation of pay and display parking for all parking lots in this area. Pay and display machines would need to be purchased and installed with the income from parking going toward the payment of the machines and their maintenance.

Option C

Staff have also reviewed the fairgrounds property to determine where additional parking could be constructed on municipal property. The following diagram identifies 5 areas where additional parking could be constructed.



Beaverton Fairgrounds Possible Additional Parking

The table below identifies each possible parking expansion together with the number of additional parking spaces and cost for construction. The construction cost is based on recent tenders using a cost for gravel of \$19.00 per square metre and for asphalt of \$32.00 per square metre.

LOCATION	AREA (SM)	NEW PARKING SPACES	COST (GRAVEL)	COST (ASPHALT)
A	1750	35	\$33,250	\$56,000
B	6250	125	\$118,750	\$200,000
C	4100	82	\$77,900	\$131,200
D	1250	31	\$23,750	\$40,000
E	1100	22	\$20,900	\$35,200
TOTAL	14,450	295	\$274,550	\$462,400

This option must be weighed against the community user groups, public, and, potentially, the Committee's desire to retain as much green space as possible for the fairgrounds property as Beaverton is extremely fortunate to have a "central parkspace" as large as the fairgrounds. This option should not be considered lightly as there is potential for significant "back-lash" from the public.

Conclusion

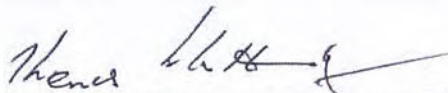
The above discussion identifies many possible actions that the municipality could take to improve the summer and winter parking in the harbour and fairgrounds area.

Respectfully submitted,



Nick Colucci, P. Eng., BAsC, MBA, FEC
Director of Public Works

Reviewed by,



Thomas G. Gettinby, MA, MCIP, RPP, CMO
CAO & Municipal Clerk

The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk & Treasurer to Council

Report: 2020-CO-11

Date: Monday, May 11, 2020

Subject

Proposed Emergency Response Benefit

Recommendation

That Report No. 2020-CO-11, Proposed Emergency Response Benefit be received for information;

That Council authorize the Mayor and Clerk to enter into an agreement with South Lake Community Futures Development Corporation to administer the Brock Emergency Response Benefit as outlined in this report; and

That Council authorize the Treasurer to transfer \$150,000 to South Lake Community Futures Development Corporation for the administration of the Brock Emergency Response Benefit.

Attachments

None

Background

As a result of the Ontario Governments mandatory closure of all non-essential business on March 24 and April 4, 2020, many business throughout the Township of Brock are experiencing financial hardship.

In order to assist the business community, on March 30, 2020, Council approved the following programs to lessen the financial burden on both commercial and residential property owners:

- A two-month grace period on the April tax installment with no penalty or interest charged for May or June;

- Staff have been authorized to waive the collection of fees outlined in the 2020 Fees By-law for the Finance Department for the duration of the emergency when the fee would further penalize the rate payer; and
- Council has requested the Regional Municipality of Durham allow for additional time to pay the April installment to ensure the Township has time to collect the funds once the state of emergency has been rescinded.

While the above does provide some assistance to property owners, they do not provide direct assistance to business owners faced with paying rent and utility costs incurred while their place of business is closed or operating at a reduced service level therefore generating little or no income. That being said, it is important to note that in accordance with *Section 106* of the *Ontario Municipal Act*, municipalities are not permitted to provide grants to individual businesses.

The Federal Government has started to roll out a number of programs in order to provide short term financial assistance to the business community. It is hoped that additional programs will be launched to support longer term recovery efforts. Municipalities across Canada recognize that small businesses are the economic drivers of local economy and more must be done to ensure these businesses are able to survive these difficult times.

The Mayor and staff have been discussing opportunities for a partnership with South Lake Community Futures Development Corporation for the implementation of a "Brock Emergency Response Benefit".

It is important to note that assisting the local business and residential community during this time will necessitate a multi-pronged approach.

Discussion

Staff are recommending that the Township of Brock enter into an agreement with South Lake Community Futures Development Corporation (SLCFDC) for the purpose of administering an Emergency Response Benefit for the Township of Brock's businesses. It is important to note that this model has been used by the County of Wellington and Bradford West Gwillimbury who have partnered with their local CFDC to deliver emergency relief grants and loans. Last week, the Town of Georgina announced that they have launched the Georgina Emergency Response Benefit and have partnered with SLCFDC for the administering of the program.

Although Council could consider a program that would offer both loans and grants, due to the extreme hardship many of our businesses are facing, a grant program is the preferred option at this time. It is important to note that this grant could be improved with additional loan programs which may be established for longer term recovery efforts.

If approved by Council, this grant program could be administered and funds dispersed to local businesses within the month. At this time staff are requesting that Council authorize a budget of \$150,000. It is proposed that the funding for this program be taken primarily from funds already earmarked for economic development activities and from anticipated budget savings. Money budgeted in 2020 for Downtown Revitalization

initiatives (\$20,000); Community Improvement Plan Initiatives (\$25,000); Green Initiatives (\$15,000); estimated savings to be realized through reductions in Health and Dental premiums for April and May (\$15,000); with the balance (\$75,000) realized by reducing the Road capital program budgeted for 2020.

It is important to note that SLCFDC has a proven track record of delivering a loan and grant portfolio of over one million dollars annually and has the capacity to evaluate and provide ongoing business supports and mentorship to any grant receipts. This organization continues to support a number of community stakeholders and local businesses with grants and loans and has an excellent working relationship with Township of Brock. They have previously provided funding for numerous programs including Beaverton 180, Shop Brock, and brochures.

In order to ensure that the grant program is administered at an arm's length from the municipality, staff are recommending that Township staff not be at all involved in the administration of this fund. However, staff recommend that the Township provide parameters to determine eligibility for the Emergency Response Benefit.

Based on the Region of Durham's 2018 Business Count (as all the details of the 2019 count are not readily available), there are approximately 557 businesses in Brock. Almost 90% of these businesses employ 1-9 employees. The importance of the small business community to our local economy cannot be underestimated.

At this time it is recommended that in order to have the greatest impact with the funds available that the grant program be designed to help businesses that have been required to close or have experienced a 30% loss of income. It is suggested that the grant be dispersed in \$2,500 and \$5,000 dollar increments.

In order to help ensure that the funds are dispersed to those business that would benefit the most, staff recommend that the following parameters be used to determine eligibility. These parameters may be modified by the CAO and Treasurer prior to a final agreement being made with SLCF.

Eligible Businesses:

- Must be located in the Township of Brock;
- Must be a registered business (sole proprietorship, partnership or corporation where the applicant is the major shareholder);
- Must demonstrate a 30% loss of income from the previous year;
- Must have been closed or partially closed business operations; and
- Demonstrate the ability to maintain operations for 6 months, prior to COVID Pandemic.

Business NOT ELIGIBLE shall include:

- Corporately owned franchises;
- Distributorships;
- Not-for-profit or charitable organizations;
- Multi-level marketing ventures; and
- Businesses that are strictly conducted online

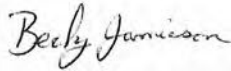
Financial

The proposal presented by the Mayor was discussed with Management staff. The source of funding for this initiative will reallocate funding for some programs however will not adversely impact the 2020 budget.

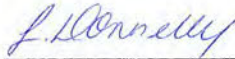
Summary

Staff are recommending that the Township partner with South Lake Community Development Corporation to assist local businesses through this emergency by offering an Emergency Response Benefit Program that will further the Economic Development objectives the Township has been promoting.

Respectfully submitted,



Becky Jamieson
Municipal Clerk



per Laura Barta
Treasurer

Reviewed by,



Robert J. Lamb
Chief Administrative Officer



THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to Council

Report: 2020-CO-13

Date: May 11, 2020

SUBJECT

Financial Update Report – April 2020

RECOMMENDATION

That the Council receive report 2020-CO-13, Financial Update Report for information; and that the Treasurer be authorized to transfer the surplus funds distributed by the Durham Municipal Insurance Pool to the Insurance Reserve Fund.

ATTACHMENTS

April 2020 Financial Update

REPORT

Background

This report has been prepared using the April figures from the financial system for both years as they were reported on May 1, 2020 with the 2020 budget figures as approved by Council on March 2, 2020. The report focuses on overall budget variances utilizing transactions reported and posted to that date.

The December 2019 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 12.2% higher than that reported for the same period in 2019. The increase includes the amount collected

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

and held in reserves to finance outstanding projects that were budgeted in prior years. It also includes grant amounts held as deferred revenue for projects that are scheduled to be completed in 2020.

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 April 2020 compared to the balance at the same time in 2019 is 1.2% lower in total dollar value. This decrease is very positive as last year's balance was one of the highest reported for more than eight years and further it was anticipated that this would be significantly higher due to the COVID-19 emergency issues. The balance receivable includes the interim tax billing for each year. As a percentage of the total taxes billed to date for 2020, the total taxes currently outstanding are 1.1% lower than those outstanding at the same time in the previous year.
4. The balance of General Accounts Receivable outstanding at the end of April 2020 compared to the balance at the same time in 2019 is 35.6% lower in total dollar value. The numbers are lower in part due to the payments of deferred Development Charges for two Non-profit housing developments and lower investment interest accruals. The amounts reported for HST are somewhat higher in total dollar value for 2020 due to the timing of payment for contracts.
5. The balance of Deferred Revenue at the end of April 2020 is 33.8% higher than that reported for the same period in 2019. 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 2020 is 32.7% lower than that reported for the same period last year.
 - This decrease is primarily due to the timing of posting budgeted transfers. In 2019 the transfers were posted when the budget was approved. As a result of the challenges all Township departments are facing in dealing with COVID-19 some of the less critical functions are not being done in as timely a fashion as they would have been in past years. It is anticipated that these transfers will be posted prior to the next update report being prepared as they significantly impact the comparability of amounts in both revenue and expenditure categories.
 - 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.

- In 2019 the Township received a \$725,000 grant to modernize the operations. These funds were transferred to the Capital reserve fund and have been partially used to fund the cost related to implementing the new website; new phone system; and upgrades to wiring in all Township facilities. Additional projects are planned to utilize the balance of the funding that will make the operation of the Township more efficient while allowing the public more on line options. In 2020 the Township of awarded additional modernization funds to complete an organizational review. The first installment of the funds for this review was advanced in April.
 - Other income is 71.9% lower than that reported for the same period in 2019. As mentioned above this decrease is substantially impacted by the timing of posting transfers. The transfers from Reserve and R/F balance is more than \$2 million dollars lower in 2020 than it was for the same period in 2019.
 - One factor that is offsetting some of the other income decrease is the increase in building activity at the beginning of 2020 compared to 2019. Although many projects have been placed on hold and no new permits are being issued, those with permits issued prior to the announcement of the state of emergency have been allowed to proceed.
 - The interest and penalty charged on unpaid taxes to the end of April 2020 is 10.9% lower than that reported as charged in 2019. This decrease reflects the success of collection processes currently used. It is important to note that this line item will continue to be lower than the prior year in coming months due to the implementation of Council's penalty waiver for the Months of May and June.
 - The miscellaneous revenue reported includes a payment of \$20,807 from the Durham Municipal Insurance Pool and represents a rebate of surplus. As in prior years, it is recommended that this surplus be transferred to the Insurance reserve fund and used to offset the cost of insurance risk related improvements. In the past few years the Township has used funds in this reserve to offset the cost of replacing sidewalks.
 - Other areas contributing to the overall decrease in revenue as a result of COVID-19 closures include Canine Control, Clerk's Licensing, Committee of Adjustment, Recreation Programs, Day Camp Programing, Arena and public building rentals.
2. Operating expenditures of \$2,325,819 are 50.2% lower in total than that reported for the same period last year. Most of this difference can be explained by the timing of posting payments and budget transfers:
- Expenditures for Winter Control to the end of April 2020 are 20.2% lower than the total reported for the same period in 2019. This decrease is due to weather conditions in the period and may be lower once the balance of April's machine time

is posted. Expenditures in the four two months represent 69.1% of the winter control budget for 2020 and 90.8% for 2019.

- Expenditures in Sidewalks and Parking Lots also show a decrease to the end of April 2020 in part due to lower invoicing for winter weather cleanup.
 - Expenditures for employee wages and benefits to the end of April 2020 represent 54.5% of the total operating expenditures to date. The amount paid is somewhat lower than that reported for the same period in 2019 and the 2020 budgeted requirements. Payroll related costs represent between 40% and 47% of the operating budget for the Township annually. The 2020 totals are somewhat lower due to the timing of the payment of retroactive pay for employees based on the new collective agreement. At the end of 2019 the retro pay was estimated and accrued. The accrual was reversed in January 2020 and will be offset by the payment expected to be posted following the pandemic. Contributing to the lower value is the effect of laying off part time and casual staff as a result of COVID-19.
 - Expenditures for By-Law are showing a significant increase in staff related costs. This increase can be directly related to the Provincial emergency as By-Law staff are now required to assist with enforcement of the Provincial orders.
 - Other areas contributing to the overall decrease in expenditures as a result of COVID-19 closures include Recreation Program costs not being incurred, Day Camp Program costs not being incurred, utilities related to public building are starting to reflect decreased usage, and any spending related to economic development initiatives is on hold.
3. The capital expenditures reported for April 2020 and those reported for the same period in 2019 are few in number. This is common for any year as few new projects are pursued until the budget is approved. 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 2020 payments were made towards the following:
 - Modernization of the Township's phone system;
 - Implementation of the new Township website;
 - Windows for Beaverton Town Hall;
 - Installation of the Generator at the Sunderland Fire Hall;
 - New truck for the Canine Control department;
 - Consulting bills were paid related to Roads Department construction projects;
 - Work to complete the Beaverton Control Yard Building;
 - Beaverton Arena entrance door repair;
 - Consulting bills related to finalizing the drawing for the Sunderland Memorial Arena renovation project; and
 - Completion of the Manilla Hall renovation project.
 - In 2019 payments were made towards the following:
 - Renovations work at the Sunderland Town Hall;

- Auto extrication equipment for the fire halls;
- Consulting bills were paid related to Roads Department construction projects;
- Work to complete the Beaverton Control Yard Building;
- Tractor for the works yard; and
- Consulting bills related to finalizing the drawing for the Sunderland Memorial Arena renovation project.

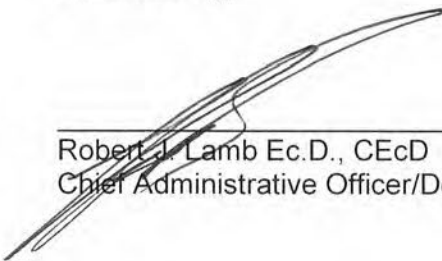
Conclusion

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

Respectfully submitted,

L. Donnelly
per: _____
Laura E. Barta, CPA, CMA
Treasurer

Reviewed by,



Robert J. Lamb Ec.D., CEcD
Chief Administrative Officer/Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF BROCK
FINANCE COMMITTEE
REPORT 2020-CO-13 - APRIL 2020 FINANCIAL UPDATE

	APRIL	APRIL	DECEMBER
	2020	2019	2019
ASSETS			
Bank / Cash on Hand	\$ 13,569,138	\$ 9,796,546	\$ 10,584,814
Accounts Receivable	518,437	804,464	980,763
Taxes Receivable	3,377,311	3,417,663	1,843,576
Investments	12,446,946	13,398,303	12,431,436
Prepays	14,965	1,440	25,381
Tangible Capital Assets	<u>60,991,516</u>	<u>59,843,320</u>	<u>60,991,516</u>
TOTAL ASSETS	<u>\$ 90,918,313</u>	<u>\$ 87,261,736</u>	<u>\$ 86,857,486</u>
LIABILITIES / SURPLUS			
Accounts Payable	\$ 2,491,959	\$ 1,593,055	\$ 2,375,672
Deferred Revenue	9,406,477	7,032,621	8,102,878
Subdivider / Zoning Deposits	(91,348)	(38,406)	(94,107)
Debenture Debt	1,006,690	1,077,587	1,006,690
Post Employment Benefit Liability	460,100	521,800	460,100
Reserves	2,117,959	3,073,006	2,113,407
Opening Surplus (Deficit)	<u>72,892,846</u>	<u>70,735,159</u>	<u>70,867,756</u>
	88,284,683	83,994,822	84,832,396
Current Revenue - Current Expenditures	2,633,630	3,266,914	2,025,090
Amounts to be Recovered	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES /SURPLUS	<u>\$ 90,918,313</u>	<u>\$ 87,261,736</u>	<u>\$ 86,857,486</u>
RESERVE FUNDS	<u>\$ 21,454,092</u>	<u>\$ 19,775,529</u>	<u>\$ 20,016,993</u>
TRUST FUNDS	<u>\$ 1,036,307</u>	<u>\$ 982,270</u>	<u>\$ 1,055,486</u>
TAX ARREARS - % OF CURRENT LEVY	<u>28.82%</u>	<u>29.92%</u>	
INTEREST ON DEBENTURE DEBT	<u>\$ 19,882</u>	<u>\$ 21,229</u>	
TOTAL RESERVES & RES. FUNDS	<u>\$ 23,572,051</u>	<u>\$ 22,848,535</u>	

THE CORPORATION OF THE TOWNSHIP OF BROCK
FINANCE COMMITTEE
REPORT 2020-CO-13 - APRIL 2020 FINANCIAL UPDATE

REVENUES	2020				2019		
	ACTUAL TO-DATE	BUDGET	\$ DIFFERENCE	% DIFFERENCE	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
TAXATION REVENUE							
Tax Levy	\$ 4,179,291	\$ 8,696,863	\$ 4,517,572	51.94%	\$ 4,041,903	\$ 8,372,243	\$ 8,372,236
Supplementary Taxes	-	150,000	150,000	-	-	159,975	200,000
Special Area/User Charges	-	197,900	197,900	100.00%	101,939	174,367	174,200
Tile Drainage	3,913	7,826	3,913	50.00%	4,755	9,511	9,511
Payments-in-Lieu of Taxation	42,757	303,000	260,243	85.89%	41,840	302,902	291,000
	<u>4,225,961</u>	<u>9,355,589</u>	<u>5,129,628</u>	<u>54.83%</u>	<u>4,190,437</u>	<u>9,018,998</u>	<u>9,046,947</u>
GOVERNMENT GRANTS							
Ministry of Municipal Affairs	438,700	877,400	438,700	50.00%	439,267	870,000	895,600
Ministry of Natural Resources	-	175,000	175,000	100.00%	198	177,387	130,000
Province - Special Grants	-	5,000	5,000	100.00%	14,400	62,345	55,481
Road & Bridge Infrastructure Investment Fund	-	411,545	411,545	-	-	1,082,339	1,470,157
Federal - Special Grants	-	-	-	#DIV/0!	25,000	-	25,000
Federal Gas Tax Allocation	-	353,174	353,174	100.00%	-	721,124	353,174
Federal - Fisheries & Oceans	-	40,000	40,000	100.00%	-	-	-
Wild Life Damage - OMAF	1,137	10,000	8,863	88.63%	1,118	5,097	15,000
Grants - Other	37,500	6,570,000	6,532,500	99.43%	745,680	777,280	60,000
	<u>477,337</u>	<u>8,442,119</u>	<u>7,964,782</u>	<u>94.35%</u>	<u>1,225,663</u>	<u>3,695,572</u>	<u>3,004,412</u>
OTHER REVENUE							
Canine Control Department	4,419	21,300	16,881	79.25%	9,166	26,745	30,780
Building Department	193,601	379,500	185,899	48.99%	54,780	507,961	301,000
Municipal Rents	21,489	81,500	60,011	73.63%	17,221	61,646	64,800
Health Centre Rents	30,799	121,700	90,901	74.69%	42,901	124,596	110,000
Interest & Penalties on Taxes	97,836	325,000	227,164	69.90%	109,710	357,738	305,000
Road Revenue	10,329	90,000	79,671	88.52%	8,133	58,440	140,000
Small Craft Harbour Revenue	20,210	25,000	4,790	19.16%	20,770	23,240	23,000
Administration Fees	24,580	45,500	20,920	45.98%	13,852	34,629	33,250
Tax Certificates / Charges	6,460	20,000	13,540	67.70%	5,150	22,060	25,000
Parking Violations	1,940	5,000	3,060	61.20%	1,885	4,455	1,500
Lotteries / Licenses	2,666	7,200	4,534	62.97%	2,528	7,450	8,750
Miscellaneous Revenue	32,804	47,900	15,096	31.52%	7,563	29,207	32,700
Committee of Adjustment	495	5,940	5,445	91.67%	1,940	4,375	4,950
Investment Income	22,066	100,000	77,934	77.93%	26,217	84,901	90,000
P.O.A. Revenues	735	2,000	1,265	63.25%	1,029	1,069	10,000
Transfer from Reserves / Reserve Funds	18,320	4,160,191	4,141,871	99.56%	2,041,000	5,093,352	3,420,477
Reserve Fund Revenues/transfers	131,149	-	(131,149)	-	141,259	406,317	-
Donations	-	19,250	19,250	100.00%	2,112	24,007	137,398
Planning Fees	5,560	25,000	19,440	77.76%	5,705	27,495	25,000
Septic Chargeback	-	30,000	30,000	100.00%	-	27,710	25,500
Fire Department Revenue	3,561	49,000	45,439	92.73%	17,512	34,167	41,000
Golf Tournament Revenue	-	27,500	27,500	100.00%	18,850	29,907	27,500
Land / Property Sales	-	-	-	-	-	78,425	95,000
Debenture Proceeds	-	1,000,000	1,000,000	100.00%	-	-	-
Youth Camp Revenue	90	53,000	52,910	99.83%	7,660	53,890	55,000
Beaverton Community Centre	39,267	90,000	50,733	56.37%	43,405	86,541	104,150
Cannington Community Centre	34,919	85,000	50,081	58.92%	44,186	79,555	112,550
Sunderland Memorial Arena	59,406	150,000	90,594	60.40%	66,396	142,967	153,800
	<u>762,701</u>	<u>6,966,481</u>	<u>6,203,780</u>	<u>89.05%</u>	<u>2,710,930</u>	<u>7,432,845</u>	<u>5,378,105</u>
TOTAL REVENUES	\$ 5,465,999	\$ 24,764,189	\$ 19,298,190	77.93%	\$ 8,127,030	\$ 20,147,415	\$ 17,429,464

THE CORPORATION OF THE TOWNSHIP OF BROCK
FINANCE COMMITTEE
REPORT 2020-CO-13 - APRIL 2020 FINANCIAL UPDATE

OPERATING EXPENDITURES	2020				2019		
	ACTUAL TO-DATE	BUDGET	REMAINING \$ BUDGET	% REMAINING	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
GENERAL ADMINISTRATION							
Members of Council	\$ 84,219	\$ 302,250	\$ 218,031	72.14%	\$ 94,949	\$ 300,384	\$ 304,300
CAO & Corporate Admin	100,348	413,800	313,452	75.75%	725,000	725,000	-
Clerk's Department	174,068	746,300	572,232	76.68%	199,096	697,058	844,550
Treasurer's Department	153,273	823,400	670,127	81.39%	175,342	817,139	823,200
Tax Department	468	115,150	114,682	99.59%	-	99,002	112,450
Public Buildings & Property	86,564	578,050	491,486	85.02%	225,858	660,817	545,325
Health & Safety	1,576	25,500	23,924	93.82%	1,944	7,905	17,000
	<u>600,516</u>	<u>3,004,450</u>	<u>2,403,934</u>	<u>80.01%</u>	<u>1,422,189</u>	<u>3,307,305</u>	<u>2,646,825</u>
PROTECTION TO PERSONS							
Fire Department	225,377	2,374,746	2,149,369	90.51%	583,391	1,659,565	1,518,205
Building Department	87,530	409,500	321,970	78.63%	96,082	487,372	353,840
Canine Control Department	61,728	260,825	199,097	76.33%	60,932	249,403	222,425
By-Law Enforcement Department	37,756	95,650	57,894	60.53%	25,733	116,117	140,339
Livestock Claims / Fenceviewers	1,423	13,550	12,127	89.50%	1,193	6,066	18,950
	<u>413,814</u>	<u>3,154,271</u>	<u>2,740,457</u>	<u>86.88%</u>	<u>767,331</u>	<u>2,518,523</u>	<u>2,253,759</u>
TRANSPORTATION SERVICES							
Roads Department	602,048	3,642,474	3,040,426	83.47%	1,290,644	7,695,272	3,536,124
Street Lighting	47,885	237,400	189,515	79.83%	47,973	222,462	200,200
Sidewalks	24,448	106,200	81,752	76.98%	86,356	104,004	103,050
Parking Lots	17,978	58,500	40,522	69.27%	26,381	78,074	62,000
Traffic Control	21,465	71,550	50,085	70.00%	21,788	70,957	70,300
	<u>713,824</u>	<u>4,116,124</u>	<u>3,402,300</u>	<u>82.66%</u>	<u>1,473,142</u>	<u>8,170,769</u>	<u>3,971,674</u>
ENVIRONMENTAL SERVICES							
Garbage Collection	14,791	54,000	39,209	72.61%	10,610	50,979	51,550
HEALTH SERVICES							
Beaverton-Thorah Health Centre	16,249	118,900	102,651	86.33%	30,680	133,086	121,550
Cemeteries	665	24,500	23,835	97.29%	-	13,981	26,300
	<u>16,914</u>	<u>143,400</u>	<u>126,486</u>	<u>88.21%</u>	<u>30,680</u>	<u>147,067</u>	<u>147,850</u>
RECREATION & CULTURAL SERV.							
Parks Department	39,315	596,950	557,635	93.41%	124,055	736,494	605,050
Beaverton-Thorah Community Centre	91,225	411,900	320,675	77.85%	185,634	390,663	409,400
Cannington Community Centre	98,232	380,200	281,968	74.16%	200,816	373,976	367,400
Sunderland Memorial Arena	87,302	420,850	333,548	79.26%	206,008	398,431	411,935
Manilla / Wilfrid / Port Bolster Halls	4,745	27,000	22,255	82.43%	7,148	31,296	31,350
Grants to Organizations	226,268	691,805	465,537	67.29%	188,363	576,638	578,091
	<u>547,087</u>	<u>2,528,705</u>	<u>1,981,618</u>	<u>78.36%</u>	<u>912,024</u>	<u>2,507,498</u>	<u>2,403,226</u>
PLANNING & DEVELOPMENT							
Planning Department	14,338	74,100	59,762	80.65%	38,178	139,692	113,000
Tourism & Economic Development	296	105,250	104,954	99.72%	12,426	107,946	190,195
Committee of Adjustment	-	3,500	3,500	100.00%	-	1,724	3,650
Tile Drains	4,239	7,826	3,587	45.83%	4,239	9,511	9,511
	<u>18,873</u>	<u>190,676</u>	<u>171,803</u>	<u>90.10%</u>	<u>54,843</u>	<u>258,873</u>	<u>316,356</u>
TOTAL OPERATING EXPENDITURES	<u>2,325,819</u>	<u>\$ 13,191,626</u>	<u>10,865,807</u>	<u>82.37%</u>	<u>\$ 4,670,819</u>	<u>16,961,014</u>	<u>\$ 11,791,240</u>

THE CORPORATION OF THE TOWNSHIP OF BROCK
FINANCE COMMITTEE
REPORT 2020-CO-13 - APRIL 2020 FINANCIAL UPDATE

	2020				2019		
	ACTUAL TO-DATE	BUDGET	REMAINING \$ BUDGET	% REMAINING	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
CAPITAL EXPENDITURES							
GENERAL ADMINISTRATION							
Clerk-Administrator's Department	\$ 79,951	\$ -	\$ (79,951)	-	\$ -	\$ 126,491	\$ 22,000
Treasurer's Department	-	-	-	-	-	-	-
Tax Department	-	-	-	-	-	-	-
Public Buildings & Property	16,696	64,000	47,304	73.91%	2,612	59,799	134,000
	<u>96,647</u>	<u>64,000</u>	<u>(32,647)</u>	<u>-51.01%</u>	<u>2,612</u>	<u>186,290</u>	<u>156,000</u>
PROTECTION TO PERSONS							
Fire Department	40,080	370,000	329,920	89.17%	24,470	10,185	410,000
Building Department	-	40,000	40,000	-	-	-	-
Canine Control Department	39,190	40,000	810	-	-	4,503	5,000
By-Law Enforcement Department	-	-	-	-	-	-	-
	<u>79,270</u>	<u>450,000</u>	<u>370,730</u>	<u>82.38%</u>	<u>24,470</u>	<u>14,688</u>	<u>415,000</u>
TRANSPORTATION SERVICES							
Roads Department	265,024	2,661,563	2,396,539	90.04%	141,818	824,051	4,232,874
Street Lighting	565	-	(565)	-	-	11,312	80,000
Sidewalks	-	400,000	400,000	100.00%	-	-	162,850
Parking Lots	-	75,000	75,000	-	-	16,193	31,500
	<u>265,589</u>	<u>3,136,563</u>	<u>2,870,974</u>	<u>91.53%</u>	<u>141,818</u>	<u>851,556</u>	<u>4,507,224</u>
ENVIRONMENTAL SERVICES							
Garbage Collection	-	-	-	-	-	-	-
HEALTH SERVICES							
Beaverton-Thorah Health Centre	-	-	-	-	-	-	-
Sunderland-Brock Health Centre	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
RECREATION & CULTURAL SERV.							
Parks Department	-	216,000	216,000	100.00%	-	24,069	45,000
Beaverton-Thorah Community Centre	7,792	15,000	7,208	48.05%	-	55,300	111,000
Cannington Community Centre	-	30,000	30,000	-	-	9,224	250,000
Sunderland Memorial Arena	35,435	7,650,000	7,614,565	-	20,397	10,360	100,000
Manilla / Wilfrid / Port Bolster Halls	21,817	11,000	(10,817)	-98.34%	-	9,824	54,000
	<u>65,044</u>	<u>7,922,000</u>	<u>7,856,956</u>	<u>99.18%</u>	<u>20,397</u>	<u>108,777</u>	<u>560,000</u>
PLANNING & DEVELOPMENT							
Planning Department	-	-	-	-	-	-	-
Tourism & Economic Development	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL EXPENDITURES	<u>506,550</u>	<u>\$ 11,572,563</u>	<u>11,066,013</u>	<u>95.62%</u>	<u>\$ 189,297</u>	<u>1,161,311</u>	<u>\$ 5,638,224</u>
Total Operating and Capital	<u>2,832,369</u>	<u>24,764,189</u>	<u>21,931,820</u>	<u>88.56%</u>	<u>4,860,116</u>	<u>18,122,325</u>	<u>17,429,464</u>

Correspondence



April 22, 2020

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

Attention: Becky Jamieson, Municipal Clerk

Dear Ms. Jamieson:

RE: Response to April 2, 2020 Correspondence – COVID-19
 Financial Relief for Rate Payers

The Regional
 Municipality
 of Durham

Finance Department

605 Rossland Rd. E.
 Level 4
 PO Box 623
 Whitby, ON L1N 6A3
 Canada

905-668-7711
 1-800-372-1102
 Fax: 905-666-6256

durham.ca

N. Taylor, BBA, CPA, CA
 Commissioner of Finance

Further to your letter dated April 2, 2020 requesting the Regional Municipality of Durham allow additional time to pay the April property tax installment. I am pleased to advise that as the Treasurer of the Region, I have been meeting weekly with the Area Municipal Treasurers across the Region to discuss and where possible, coordinate our collective responses to the COVID-19 pandemic. As a result of our collective efforts, all local municipalities in Durham Region have enacted similar measures to assist Durham Region residents and businesses, including the temporary waiver of interest and penalties on property taxes for 60 days.

Regional Council adopted By-law 17-2020 on March 27, 2020 that delegated authority to the Regional Chair and/or CAO acting together with the Commissioner of Finance/Treasurer to modify and/or defer the Regional property tax remittance dates set out in both the Region's Interim Levy and Final 2020 Property Tax By-laws.

With this delegated authority, I have worked with the Area Treasurers to adjust the April property tax remittance to the Region so that it is closely aligned with the actual collection of property taxes by each of the local municipalities.

The Region continues to work with our area municipal partners to review and consider any further adjustments to the timing of the final property tax instalments.

If you have any further questions concerning the adjustments to the April instalment, please contact either myself or Nicole Pincombe by email at Nicole.Pincombe@durham.ca or by phone at 905-668-4113 ext. 2302.

A handwritten signature in blue ink that reads 'Nancy Taylor'.

Nancy Taylor, BBA, CPA, CA
 Commissioner of Finance

cc: Elaine Baxter-Trahair, Chief Administrative Officer
 Nicole Pincombe, Director, Business Planning, Budgets and Risk Management
 Laura Barta, Treasurer, Township of Brock





SUNDERLAND LIONS CLUB

“SERVING OUR COMMUNITY”

April 20, 2020

Mayor Bath-Hadden & Council
Township of Brock
1 Cameron St. E.
Cannington, ON
L0E 1E0

Re: New “Sunderland” Service Club Composite Board Signs

Some 25 years ago, the Sunderland Lions Club designed, built and installed service club composite board signs for the north, south and west entrances to the village of Sunderland. The signs are now in need of replacement and the Club has completed an updated design for your review and approval. A new fourth sign is also being proposed for the east entrance to the village.

Attached is the new design, along with air photos showing all four proposed locations. The north and south entrance signs are located on the Highway 7/12 right-of-way and, as such, require Ministry of Transportation (MTO) approval. Both locations are where the current signs are located. The west entrance sign is located on Regional Rd. 10 and requires Durham Region approval. Its location is slightly to the west of the existing sign as shown on the applicable air photo. The proposed new east entrance sign location on Brock Concession Rd. 6 is also shown on the applicable air photo and, of course, requires Township approval.

The upper panel design is inspired by the Sunderland area’s agricultural history and features a grain stock and the use of a unique script to spell “Sunderland” that is taken from the former Sunderland Creamery butter wrapper.

Also attached for your information is an extract from Ontario Traffic Manual Book 8, Sec. 13.2, which provides provincial requirements for these types of signs. As noted, all sign requests are to be submitted for approval to the lower tier municipality, who then is required to seek the approval of the applicable road authorities. The MTO contact we have been using for this matter is Tim Pan, General Services Coordinator for Durham Region (tim.pan@ontario.ca).

The Sunderland Lions Club will be responsible for the removal of the existing signs, as well as the construction and installation of the new signs, including all associated costs. We will also be responsible for creating new crests for all of the organizations represented on the signs.

WWW.SUNDERLANDLIONSCLUB.CA
BOX 418, SUNDERLAND, ON L0C 1H0

I would ask that this matter be presented to Council for approval and that staff be requested to seek the necessary approvals from MTO and the Region.

If you have any questions with respect to this matter, please contact the undersigned. We look forward to working with the Township on this project.

Sincerely,

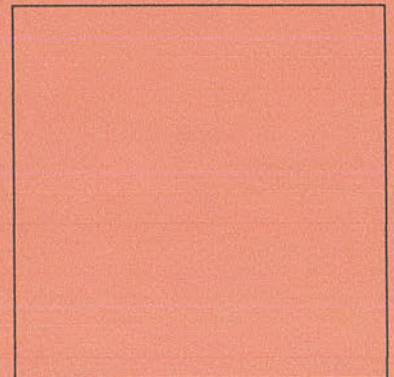
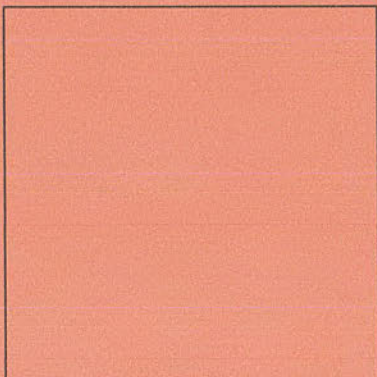
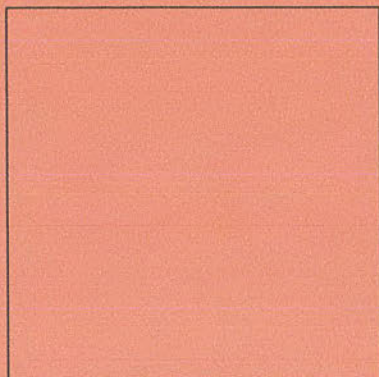
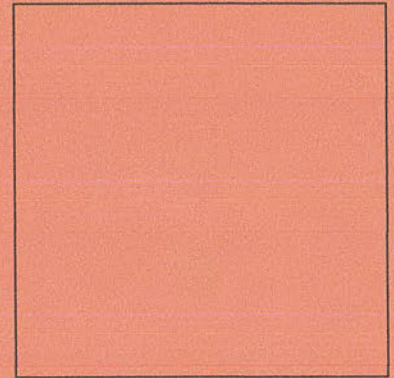
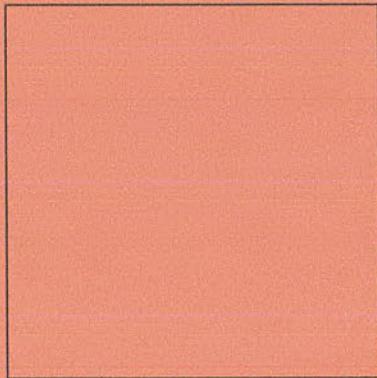
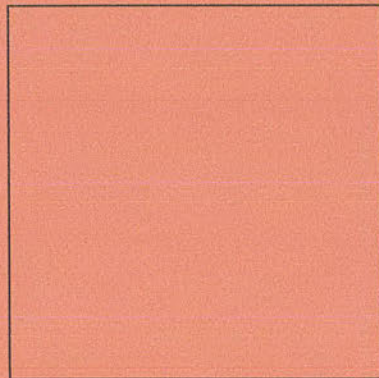
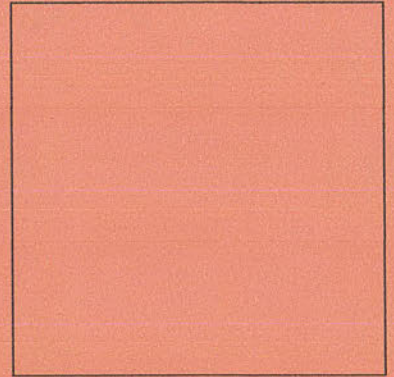
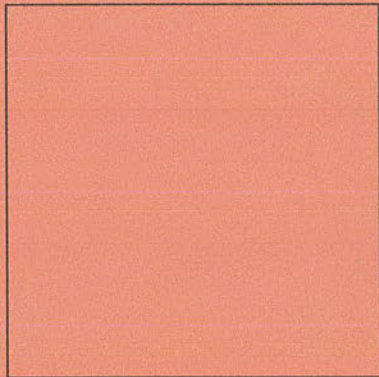
A handwritten signature in cursive script that reads "Tom Teefy".

Lion Tom Teefy
Civic Improvement Committee Chair

Sunderland



WELCOMES YOU





- Schools
- Child care
- Government Offices
 - Federal
 - Provincial
 - Regional
 - Municipal
 - Other
- Senior Residences
- Community Facility
- Health-care Facility
- Hospital
- Recreation Facility
- Pools and Splash Pads
 - Public Pool
 - Splash Pad
- Library
- Place of Worship
- Transportation Nodes
- Recreation Parks
- Regional Trails
 - Community Trail
 - Conservation Area
 - Oak Ridges Trail
 - Trans Canada Trail
 - Waterfront Trail

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1: 2,586

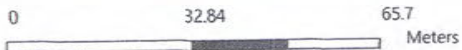




- Schools
- Child care
- Government Offices
 - Federal
 - Provincial
 - Regional
 - Municipal
 - Other
- Senior Residences
- Community Facility
- Health-care Facility
- Hospital
- Recreation Facility
- Pools and Splash Pads
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1: 1,293

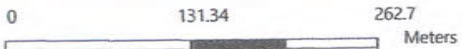




- Schools
- Child care
- Government Offices
 - Federal
 - Provincial
 - Regional
 - Municipal
 - Other
- Senior Residences
- Community Facility
- Health-care Facility
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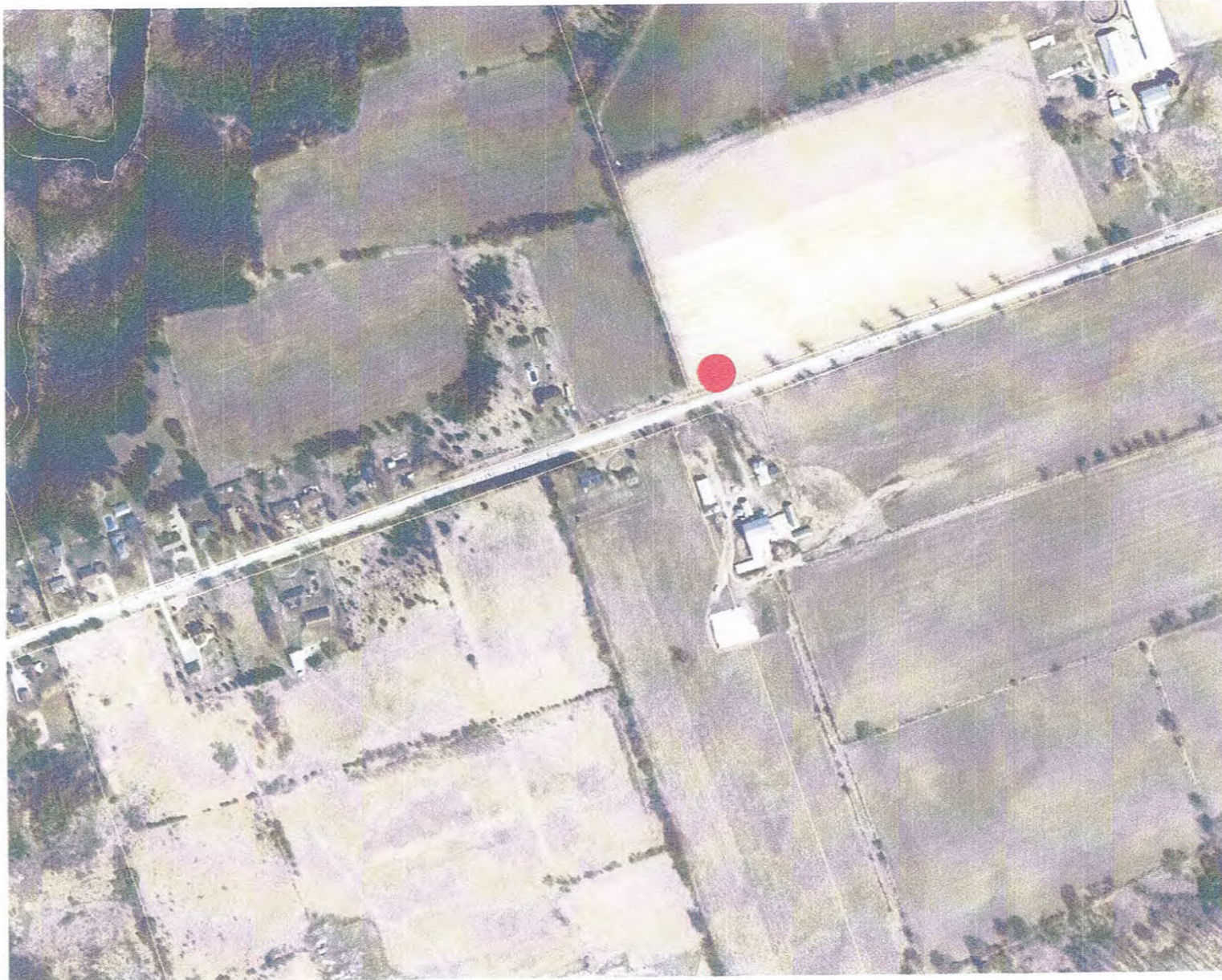
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1: 5,171





-  Schools
-  Child care
- Government Offices
 -  Federal
 -  Provincial
 -  Regional
 -  Municipal
 -  Other
-  Senior Residences
-  Community Facility
-  Health-care Facility
-  Hospital
-  Recreation Facility
- Pools and Splash Pads
 -  Public Pool
 -  Splash Pad
-  Library
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1: 5,171



All requests must be submitted to, and approved by, the single-tier or lower-tier municipality in which they are situated, who will then submit a request to the appropriate road authority for a Service Club Composite Board on their behalf.

The municipality shall provide the road authority with:

- Written confirmation of all approved service clubs and their respective logos that they would like displayed on the board;
- All graphical elements of the logo design, including crests, coat-of-arm, etc.;
- The approximate road location where the municipality would like the board to be placed; and
- Written confirmation for the addition of future service club markers, or removal/alteration of existing markers.

A Service Club is generally defined as any group or organization within the community that

- Actively provide services to the community on a volunteer basis; and
- Meet on a regular basis at a location within the community.

Application and Installation

Municipalities will be responsible for all costs associated with the manufacturing, installation and maintenance of Service Club Composite Boards.

All costs associated with the addition of future service club logos, or the removal/alteration of existing logos will be the responsibility of the municipality.

Service Club Composite Boards should be installed beyond the right shoulder, near the municipal boundary or the edge of the built-up area.

A maximum of nine service clubs logos may appear on a single sign. Signs may be configured to display three, six or nine logos, as necessary. When there are more than nine qualifying clubs in a community, a second Service Club Composite Board may be installed approximately 100 m downstream from the first.

Design Guidance

Each Service Club Composite Board shall be displayed as follows:

- Upper Panel – Community name and a slogan/welcoming message (an equivalent French Language version must be used on provincial highways in designated bilingual areas);
- Lower Panels: – One, two or three rows of Service Club logos. Each row will display up to a maximum of three Service Clubs logos.

All components of the sign shall be retroreflective. (Figure 13.7).

The Service Club logos shall be a maximum 600 mm x 600 mm in size, however they do not need to be square. No part of a marker shall extend beyond the designated space.

Additional text indicating meeting locations and times, internet addresses, telephone numbers and other similar messages shall not be permitted on the sign.

When there is a Boundary Sign and a Service Club Composite Board, the community name on them shall be the same.

Figure 13.7: G409 – Service Club Composite Board



2400 mm x 2700 mm

Sent by Email

April 30, 2020

Kevin Narraway,
Manager of Legislative Services/Deputy Clerk
Town of Whitby

Subject: Re: Provincial Electric Vehicle Rebate Program
Corr. 06-20
File: A-1400-001-20

The Council of the Corporation of the City of Pickering considered the above matter at a meeting held on April 27, 2020 and adopted the following resolution:

That Corr. 06-20, dated March 13, 2020, from the Town of Whitby, regarding the Provincial Electric Vehicle Rebate Program be received and endorsed.

A copy of the original correspondence is attached for your reference.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly



Susan Cassel
City Clerk

SC:rp
Enclosure

Copy: The Hon. Caroline Mulroney, Minister of Transportation
The Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks
The Hon. Rod Phillips, Minister of Finance
The Hon. Peter Bethlenfalvy, Member of Provincial Parliament, Pickering—Uxbridge
Jennifer O'Connell, Member of Parliament, Pickering-Uxbridge

Nicole Cooper, Clerk, Town of Ajax
Becky Jamieson, Clerk, Township of Brock
Anne Greentree, Municipal Clerk, Municipality of Clarington
Mary Medeiros, City Clerk, City of Oshawa
John Paul Newman, Director of Corporate Services/Clerk, Township of Scugog
Debbie Leroux, Director of Legislative Services/Clerk, Township of Uxbridge

Chief Administrative Officer

Town of Whitby
575 Rossland Road East
Whitby, ON L1N 2M8
905.430.4300
whitby.ca



March 13, 2020

Via Email:

Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Provincial Electric Vehicle Rebate Program

Please be advised that at a meeting held on March 9, 2020, the Council of the Town of Whitby adopted the following as Resolution # 41-20:

1. That the Council of the Town of Whitby requests that the Provincial Government re-establish an electric vehicle rebate program to encourage consumers to purchase zero emissions vehicles; and,
2. That a copy of this resolution be sent to the Minister of Transportation, the Minister of the Environment, Conservation and Parks, the Minister of Finance, the local M.P.P., the local M.P., and Durham Region municipalities.

Should you require further information, please do not hesitate to contact the Public Works Department at 905.430.4307.


Kevin Narraway
Manager of Legislative Services/Deputy Clerk

Copy: S. Beale, Commissioner of Public Works – beales@whitby.ca
S. Klein, Director of Strategic Initiatives – klein@whitby.ca

Honourable Caroline Mulroney, Minister of Transportation -
caroline.mulroney@pc.ola.org

Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks -
jeff.yurek@pc.ola.org

Honourable Rod Phillips, Minister of Finance - rod.phillips@pc.ola.org
Lorne Coe, M.P.P. - lorne.coe@pc.ola.org

Ryan Turnbull, M.P. - Ryan.Turnbull@parl.gc.ca

N. Cooper, Director of Legislative and Information services, Town of Ajax –
clerks@ajax.ca

B. Jamieson, Township of Brock - bjamieson@townshipofbrock.ca

A. Greentree, Municipal Clerk, Municipality of Clarington - clerks@clarington.net

M. Medeiros, City Clerk, City of Oshawa - mmedeiros@oshawa.ca

S. Cassel, City Clerk, City of Pickering – clerks@pickering.ca

J. Newman, Municipal Clerk, Township of Scugog - jnewman@scugog.ca

D. Leroux, Clerk, Township of Uxbridge - dleroux@town.uxbridge.on.ca



Township of Brock Interoffice Memorandum

To: Mayor and Members of Council

From: Paul Lagrandeur, Interim Director of Public Works

Subject: Tender B2020-PW-06 – Sidewalk Removal and Replacement, Tender B2020-PW-07 – Gravel Construction, Tender B2020-PW-08 – HL2 – Ultrathin Resurfacing, Tender B2020-PW-09 – Double Surface Treatment/Slurry Seal – List of Locations

Date: Monday, May 11, 2020

As requested at the April 27, 2020 Council meeting, please see the list of locations below for the above noted tenders:

Tender B2020-PW-06 – Sidewalk Removal and Replacement

Location	From	To
Albert Street South, Sunderland	Jones Street	School crossing
Albert Street North, Sunderland	Ida Street	North end
Queen Street, Cannington	Cameron Street West	Munro Street West
Laidlaw Street South, Cannington	Park Street	Shedden Street
Ann Street South, Cannington	Cameron Street West	Munro Street West
Ann Street North, Cannington	Cameron Street West	Beaver Ridge Drive
King Street, Cannington	Cameron Street West	Munro Street West
Prince Street, Cannington	Cameron Street West	Munro Street West
York Street, Beaverton	Simcoe Street	North Street

Tender B2020-PW-07 – Gravel Construction

Location	From	To
Ridge Road	Concession 9 (B)	Concession 11 (B)
Concession 3 (T)	Highway 12	Thorah Sideroad
Concession 2 (B)	Regional Road 23	Sideroad 17
Concession 7 (B)	Ridge Road	Simcoe Street
Lloyd Sideroad	Concession 13 (B)	Concession 14 (B)
Sideroad 18A	Highway 7	Concession 7 (B)
Sideroad 18	Highway 7	Concession 7 (B)
Sideroad 18	Concession 7 (B)	Concession 6 (B)

Tender B2020-PW-07 – Gravel Construction (cont'd)

Location	From	To
Concession 11 (B)	Sideroad 17	Brock Road
Concession 4 (B)	Sideroad 17	St. Mary's Boulevard
Brock Road	Concession 10 (B)	1.4 km north of Concession 11 (B)

Tender B2020-PW-08 – Ultrathin Resurfacing – HL2

Location	From	To
Pines Lane	Highway 12	Concession 4 (B)
Concession 14 (B)	#48	#23
Ethel Park Drive, Beaverton	Sixth Street	First Street
Morrison Avenue, Beaverton	Sixth Street	First Street
First Street – Ninth Street, Beaverton	Ethel Park Drive	Morrison Avenue
Hamilton Street	Sixth Street	Seventh Street
Albert Street North, Sunderland	Ida Street	North end
Ida Street, Sunderland	East end	West end
Hazel Street, Gamebridge	Regional Road 50	North end
Madill Street, Beaverton	Simcoe Street	South end

Tender B2020-PW-09 – Double Surface Treatment/Slurry Seal**Double Surface Treatment**

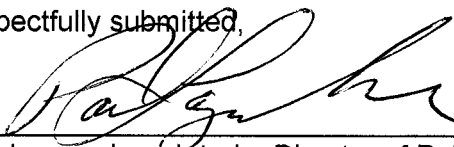
Location	From	To
Ridge Road	Concession 9 (B)	Concession 11 (B)
Concession 3 (T)	Highway 12	Thorah Sideroad
Concession 2 (B)	Regional Road 23	Sideroad 17

Slurry Seal

Location	From	To
Sideroad 18	Concession 11 (B)	Regional Road 12
Sideroad 18	Regional Road 12	Concession 13 (B)
Concession 13 (B)	Highway 12	Sideroad 18

End of Memorandum

Respectfully submitted,



Paul Lagrandeur, Interim Director of Public Works

May 06, 2020

Corporation of the Township of Brock
1 Cameron St. P.O Box 10
Cannington, ON
LOE 1E0

Attention:

Mayor Debbie Bath-Hadden
Regional Councillor Ted Smith
Councillor Mike Jubb (Ward 1)
Councillor Claire Doble (Ward 2)
Councillor Walter Schummer (Ward 3)
Councillor Cria Pettingill (Ward 4)
Councillor Lynn Campbell (Ward 5)

Re. 517 Staff Report 2020 PS-02 Beaverton Harbour Parking

Dear Mme Mayor & Council Members,

It has been brought to my attention that agenda item 517 plans to address a new parking permit process for Thorah Island Residents and Boat House Owners. As a resident of Thorah Island, as well as a paying customer for a slip at the harbour, I have not been notified or consulted of this upcoming discussion. I feel that a vote on this issue should be postponed at this time.

Of all the Residents on Thorah Island, only 7 families are using the Beaverton Harbour facilities. All other residents are at local marinas. As one of the seven families, I am a 62 year old Woman typically travelling back and forth alone and often in the evening. I feel that having to park my car at the arena would not only be inconvenient but incredibly unsafe. I worry about theft of my possessions while they are unsupervised, as well as my personal safety. My family consists of 8 adults and 5 children and we certainly recognize that the parking is limited and is an issue. This is why we are only asking for two parking spots for our family as paying customers. The rest of our family is more than willing to use the upper parking lot. Some of us even make arrangements to be dropped off/picked up to avoid using any additional spaces.

I feel that no further decisions or discussions should be made on this issue without the residents and paying customers having the time and opportunity to present concerns.

I appreciate your consideration in this matter.

-Tracey Westlake

From: [Troy Briggs](#)
To: [Council](#); [Brock General](#); [Debbie Bath-Hadden](#); [Becky Jamieson](#); [Michael Jubb](#)
Cc: [Mark André Simard](#); [Mike Simard \(Mississauga\)](#)
Subject: Beaverton Harbour Parking - May 11 Council Agenda Item
Date: Thursday, May 7, 2020 11:54:26 AM
Attachments: [TIRA LETTER RE 517-STAFF REPORT 2020-PS-02 MAY 11 2020.pdf](#)

Thorah Island Ratepayers Association (T.I.R.A), respectfully requests that the Township defer the May 11 Agenda Item relating to Beaverton Harbour Parking. T.I.R.A have not had adequate time to review the impacts with our membership to date. The attached letter highlights some of those concerns and potential considerations.

Thank you for your consideration and we look forward to the opportunity to discuss this important issue in the near future to identify a solution that can meet the needs of all stakeholders.

Best Regards,
Troy Briggs
TIRA President.

May 7, 2020

Corporation of the Township of Brock

1 Cameron Street, P.O. Box 10
Cannington, Ontario
L0E 1E0

ATTENTION:

Mayor: Debbie Bath-Hadden
Regional Councillor: Ted Smith
Councillor: Michael Jubb (Ward 1)
Councillor: Claire Doble (Ward 2)
Councillor: Walter Schummer (Ward 3)
Councillor: Cria Pettingill (Ward 4)
Councillor: Lynn Campbell (Ward 5)

Re: 517 - Staff Report 2020-PS-02, Beaverton Harbour Parking
TIRA requests that this document be added to May 11, 2020 Council Agenda

On behalf of the Thorah Island Ratepayers Association (T.I.R.A.) we respectfully request that the 'new parking permit process for Thorah Island Residents and Boathouse owners' proposal be deferred from this Monday's agenda for the following reasons:

- T.I.R.A. was unaware of this motion until Councillor Jubb kindly informed Mike Simard May 5th with a subsequent follow-up phone conversation the morning of May 6th, 2020.
- The current President of T.I.R.A. received an email with regarding the agenda proposal from Becky Jamieson May 6th, 2020
- Mike Simard spoke with Becky Jamieson on May 6th to discuss.

T.I.R.A has not had adequate time to review the proposal with our members to identify any concerns or suggested amendments to the proposal that can meet the needs of all stakeholders. One of the reasons why T.I.R.A. was established was to be able to speak as a voice regarding issues affecting our members. We need some time to discuss the parking recommendations with the Thorah Island Residents that PARK at the Beaverton Harbour and pay for a yearly parking spot.

An example of an alternative proposal that could be considered is:

- A resident that pays for a boat parking slip at the Beaverton Harbour be provided two parking passes for Beaverton Harbour and the required amount of 'family parking passes' for the Beaverton arena. The number of 'family parking passes' will vary from family to family. (I.e. some properties on the island have two cottages on one property and can affect up to 10 family members).
- The island residents that park at the Beaverton Marina or Trent Talbot Marina park at their respective marinas (which is included in their slip cost). They rarely use the Beaverton Harbour or Arena parking. They may only need a visitor pass upon request for the Beaverton arena.
- Residents that launch their boat may need parking passes for the Beaverton arena beyond their vehicle and trailer parking.

- Permanent residents of Thorah Island have two parking passes at the Beaverton Harbour municipal parking lot with required amount of family/visitor passes at the Beaverton arena

Attached is page 44 of 91 for 517/20 re: Parking Permits – History. This summary is unfounded with facts and is someone’s perspective/view. Attached is a factual spreadsheet labelled as T.I.R.A Member parking (2019-2020) as you can see there are only 7 residents that pay for a boat slip & that are the Island residents that would be using said parking lots as noted in on page 44. The townships/documents are labelling every Thorah Island resident into one category in regards to who parks their boats/vehicles.

We need the opportunity to discuss this further once we have been able to discuss with our membership. At that time, we respectfully need Town Council time as well as T.I.R.A to have some factual dialogue to come to a fair proposal/resolution to be able to put forth for a proper agenda meeting motion to be voted on by Council. Thank you for your consideration.

Respectfully,



Troy Briggs
President, T.I.R.A.

Mark Simard
Vice-President, T.I.R.A.

**T.I.R.A. Page 95 of 113
Member Parking
2019-2020**

Total Beaverton Harbour Boat Parking: 7
Total Beaverton Marina Boat Parking: 24
Total Trent Talbot Boat Parking: 2
Total Launches Boat: 8
Total Permanent Resident: 3

NAME	BEAVERTON MUNICIPAL HARBOUR PARKING	BEAVERTON MARINA TRENT TALBOT MARINA LAUNCHES BOAT AT HARBOUR
BISSELL, Margaret		Beaverton Marina
BOURNS, Amy CHANT, Janet		Beaverton Marina
BRIGGS, Troy & Laurie		Beaverton Marina
BROOKSBANK, John		Beaverton Marina
CORIN, Michelle		Beaverton Marina
CRAWFORD, Al		Trent Talbot
CROKER, Blair	Beaverton Harbour	
DODDS, Ian & Elizabeth	Beaverton Harbour	
HYODO, Brian & Laura	Share boat with Dodd's listed above	
FISHER, Darryl		Launches Boat
FONTAINE, Ruth & Sterling		
GRANT, Lore & John	Beaverton Harbour	
GUTTORMSON, Patrick & Sandy		Georgina Marina
HOPKINS, Mike		Launches Boat
JOHNSON, Kirsten & David		Beaverton Marina
JOHNSTON, Gary & Elizabeth		Beaverton Marina
KUSTER, Gord		Beaverton Marina
LANGE, Heinz & George Holler		Beaverton Marina
LEE, WAYNE		Launches Boat
LONGMAN, Steve & Jan		Beaverton Marina
MADDEN, Donna & Sean		Beaverton Marina

MAJOR, Karen/NOBLE Ward	Page 96 of 113	Beaverton Marina
MANTIK, Heiko PAPADIMITRIOO, Alana		Haven't been to cottage in 2 years
MARSHALL, Steve		Listed as permanent resident day parks in transient spot
McCAW, Sue and Rob		Beaverton Marina
McNICHOL, Darryl		Beaverton Marina
JAN & DOUG MELONG		Beaverton Marina
NELSON, Cynthia & David		Beaverton Marina
OLYNYK, Michael		Have their own boat house
ORT, Nancy & Harry		Beaverton Marina
FRANCIS, Sue & Brad	Beaverton Harbour	
RAITT, Leslie		Launches Boat
REGIC, DAN & GAIL		Launches Boat
SCARLETT, Peter /Carman ROBERTS		Launches Boat
SCHEFFEL, Brian & Jenn		Beaverton Marina
SCHMIT, Bert		Beaverton Marina
SIMARD, Mike	Beaverton Harbour	Permanent Resident
SNETSINGER, Brian & Cindy		Beaverton Marina
STOLF, Sergio (Sammy)		Hasn't been to cottage in years
STRAETEN, Randy/PETERS, Kim		Trent Talbot Marina
TANNEY, Brad/Rodina MacGean		Listed as permanent resident day parks in transient spot
THOMPSON, Carolyn & Glenn		Beaverton Marina
WARREN, Cathy		Launches Boat
WESTLAKE, Tracey	Beaverton Harbour	
WHITE, Robin & Pat		Beaverton Marina
YOUNG, Randi & Stephen		Beaverton Marina
YOUNG, Mike & Margie	Beaverton Harbour	
YOUNG, Scott		Beaverton Marina

- Signage
- Parking Permits
- Insufficient Number of Spots
- Poor Waypoint Signage
- Trailer Congestion
- Safety Issues
- Unsafe Parking
- Parking on Grass
- Blocking of exists and entrances

To analyze the issue, the following is an inventory of the current Municipally owned parking lots near the Beaverton Harbour.

Municipal Lot Location	Number of parking spots	Type of Surface
Beaverton Arena East Lot	45	Paved and Lined
Beaverton Arena West Lot	160	Paved and Lined
Beaverton Fairgrounds West Lot	55	Gravel No Lines
Harbour Pk Crescent/Beaverton Harbour	55	Paved and lined

Parking Permits - History

Since the adaption of Option, A, in May of 2018 residents of Thorah Island were provided with parking permits to allow overnight and long-term parking at the Harbour Pk Crescent/Beaverton Harbour Lot or one of the alternates free of charge. There was no restriction provided regarding how many individual permits were issued to each resident. As a result, more than 3 were issued to some residences. Though it is understood these vehicles were not always present, it was observed in the summer months, especially during Holiday weekends etc. that these permitted vehicles were taking up a large portion of available spots in both the Harbour Pk Crescent/Beaverton Harbour parking lot and the Beaverton Fairgrounds West Lot. As a result, there were very little to no available spots for other non-permit residents and tourists.

A temporary solution was implemented by Council that the permit holders only park in the upper lot (Beaverton Fairgrounds West Lot) in order to ensure that prime parking spaces near the boat launch were made available to other residents and tourists. Should the lot be full, they were directed to park at one of the Lots at the Beaverton Arena. The solution has helped but, as a result, it severely limits the amount of space available for trucks and trailers.

Lesley Donnelly

From: Michael Jubb
Sent: Wednesday, May 6, 2020 8:13 PM
To: Steven Marshall
Cc: Brock General; Council
Subject: Re: Parking at Arena for Thorah Island Residents

Follow Up Flag: Follow up
Flag Status: Flagged

Hey Steve. Thank you for your comments. Also, I believe something is coming officially from TIRA tomorrow.

Stay safe!

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 | townshipofbrock.ca | choosebrock.ca

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From: Steven Marshall <icefishinoptician@gmail.com>
Sent: Wednesday, May 6, 2020 8:06:53 PM
To: Michael Jubb <mjubb@townshipofbrock.ca>
Subject: Parking at Arena for Thorah Island Residents

Hi Mike

Mike Simard just gave me a heads up about Parking at the arena instead of the Harbour.

I'd like to ask you to postpone a decision on this until at least the affected residents are consulted. I always park up the hill on long weekends but could NOT do this daily. Health issues (diabetic and heart issues) would not allow me to make the trek twice a day!

Thank you for your conveyance at the meeting.

Steve Marshall

--

Steve Marshall R.O.

Eye Care Centre

Lindsay, On

705-324-4121

icefishinoptician@gmail.com

May 7, 2020

Michael Jubb (Ward 1)
Corporation of the Township of Brock
 1 Cameron Street, P.O. Box 10
 Cannington, Ontario
 L0E 1E0

Mayor: Debbie Bath-Hadden
Regional Councillor: Ted Smith
Councillor: Claire Doble (Ward 2)
Councillor: Walter Schummer (Ward 3)
Councillor: Cria Pettingill (Ward 4)
Councillor: Lynn Campbell (Ward 5)

Re: 517 - Staff Report 2020-PS-02, Beaverton Harbour Parking

Dear Michael, Councillors, Ted & Debbie

Michael I truly appreciate your attention to contacting me so I could get the ball rolling with a response from TIRA, time for me to call people you rent boat slips. If you had not have contacted me this motion would have most likely passed which in my opinion would have caused issues for all involved.

I will outline some of my thoughts from someone who has lived on the island going on 7 years, being involved with TIRA for 15 years +/-, a president of TIRA as well as acting past president until August of 2020.

Permit resident

- I request that I am able to park year round at the Beaverton harbour (south side). (please note I park on the ice on the North side of the harbour in the winter)
- At present I only need 2 visitor passes that I think would be fair that they park in the upper parking lot. I feel that these 2 (or more upon request) passes should not be tied to a specific vehicle as lets says both passes are connected to my daughter and sons vehicle but they are not parking there and I have a friend visiting me. When I meet my friend I would give them the pass to put in there window and get it back at the end.
- An example pf passes would be my main pass tied into my vehicle then family/visitor passes are tied into me. i.e. GMC license P1 (me), V2 & V3.
- I work from home 80% of the time but have had the odd week that I needed to go to work let's say for 2/3 days that week and cannot carry items like laptop, groceries etc from arena.

Boat slip rental

- My sister Laurie on behalf of the family will send a letter for our view as our big family boat is parked in rental slip but will add my comments in general below
- In my opinion the motion 517-2020-PS-02 has not even considered boat slip renters. If so how can you expect to rent a slip to someone and ask them to park in the arena parking lot?
- I am curious what the thought process would be for the people who rent a slip on the North side of the harbour? Was the intent of the motion that they would need to park at the arena and walk back?

- There are many scenarios where this will be problematic. i.e. load up your boat, leave expensive items in your boat then you return and they are gone.
- My suggestion is for 2 passes in harbour parking lot with family passes for upper lot. Again if they have passes tied into a specific vehicle but they are not used and a friend comes up they can use the pass that is not being used. The family passes may be 2 or 8 depending on the size of the family.
- Passes could read as per my email above. P1, P2, V1, V2 etc tied into the person who pays for the slip. Or passes tied into the boat registered #.

Island residents that park at Beaverton Marina/Trent Talbot

- I have rarely ever seen a resident who parks at the above locations park in Beaverton harbour. I know of a few and there might be more if the marina imposes restrictions on parking etc.
- My suggestion would be for these people to email township for visitor passes for arena parking on an as needed basis instead of blindly allocating passes that may not be needed. i.e. out of 24 people as per list maybe only 7 residents ask for passes for arena parking

Island residents that launch their boat

- That they are allowed to park their vehicle & boat trailer at the upper parking lot
- Required amount of family/visitor passes at arena parking

Conclusion points to consider

- I contribute to taxes @ 97 Fourth Street in Beaverton as well as B40676/B40672 on Thorah Island
- In the last 4 years I have built 2 fish huts and a sauna that I have all receipts for that as an estimate would total \$4,000.00 in local businesses
- In the fall of 2019 I renovated lower floor & in winter 2020 installed a used kitchen that as an estimate would total \$5,000.00 in local businesses
- I buy all my food and alcohol in town
- That parking passes are not tied into a specific vehicle beyond the initial applicant

In my opinion as per chart that was supplied by TIRA Thorah Island residents should not be put into one category which the motion is directed at. This motion should be modified to really take into consideration the people & family's that rent boat slips as the majority of island residents as per chart parking at facilities that provide parking.

In conclusion I appreciate all Brock Township Staff & Council do for all the residences of our great community.

Respectfully Yours,

Mike Simard

Township of Brock

1 Cameron Street East
PO Box 10
Cannington ON L0E 1E0

Honourable Mayor Debbie Bath-Hadden and Honourable Brock Councillors:

Re: Council Session 4 - May 11, 2020 - Resolution staff report 2020-PS-02, Beaverton Harbour Parking

I am a long-time resident of the area. In fact not only did I grow up in the Beaverton, I was also born in Beaverton. I have and continue to support this area, doing most of my commerce in Beaverton and Cannington. (sorry, Sunderland, although I do like your Home Hardware)

Anyway, suffice it to say that I have lifelong ties to this area and I also have had a cottage on Thorah Island since 1978.

I respectfully request that you delay deliberation and reconsider the recommendations as outlined in the resolution, specifically, as they pertain to parking for Thorah Island residents and their guests/visitors.

I am sure you have all travelled and had to pack up your vehicle to head to a friend's cottage or vacation destination. You always have personal effects, probably some food and perhaps even some libation. Maybe even some kids and pets too.

We are no different. It is very seldom that we do not have a vehicle load of "stuff" to go to the cottage.

Many times we are alone and we load our boat and park our vehicles within sight of our often times valuable cargo.

Under your resolution, you indicate that we would have to park at the Beaverton Arena. This would entail leaving our food, personal effects etc. etc. unattended while we leave to park our vehicle.

I ask, would you leave your food, valuables etc. unattended and not within your site while you leave to park your vehicle? Or would you leave your luggage unattended at the airport while you leave to park your vehicle. I don't think you would.

I do not think it unreasonable to charge a nominal fee for parking, but this parking needs to be within the sight lines of our boat.

I am also concerned about the liability and security of my vehicle, leaving it overnight or for an extended period of time at the Beaverton Arena. At least at the Harbour, there are usually local or seasonal residents that are in close proximity and this serves to deter anyone who may want to vandalize or relieve you of your vehicle.

Also, please consider two parking passes per boat slip. I think it is fine if they are tied to our vehicle licences which is how they are presently administered. Concerning visitor passes, I think we should have a couple and that they should not be tied to a vehicle licence, as friends and relatives can be many and

varied. Please also consider that these be for the upper parking lot as opposed to the Arena for the same reasons as previously indicated.

In conclusion, I respectfully request that you reconsider adoption of this resolution in its present form.

Sincerely,

Blair Croker



Township of Brock Interoffice Memorandum

To: Mayor & Council
From: Becky Jamieson, Municipal Clerk
Subject: Additional Information re. Beaverton Harbour Parking
Date: Thursday, May 7, 2020

In addition to the information provided in Staff Report 2020-PS-02, Beaverton Harbour Parking report, staff would like to provide some additional information and clarification for members of Council.

Although the parking at the Beaverton Harbour impact the Thorah Island Residents and Boathouse owners, it also impacts all residents of Brock, as well as our visitors and tourists. The Beaverton Harbour is a popular destination, specifically in the summer months, for residents and tourists to visit and we need to ensure there is adequate parking available for all.

Prior to 2018, there was no process in place for residents and boathouse owners to park and no process in place to permit them to park overnight as overnight parking is not permitted in any Township parking lots. As a result, permits were issued as noted in the report to Thorah Island and Boathouse Owners to permit them to park overnight.

It is important to note, that although all residents of Thorah Island may not use our harbour to berth, we need to ensure we are being fair and providing the same services to all residents on the Island. In 2019, a total of 72 parking permits were issued to Thorah Island Residents (30 different owners) and a total of 35 boathouse parking permits were issued.

There are only 315 parking spots in parking lots near the Beaverton Harbour. Although it is unlikely that all those who had permits in 2019 would be parking at the same time, if they did, 1/3 of the parking spots would be used.

There are approximately 70 properties on the Island. Out of these, 7 pay for berthing at the Beaverton Harbour. Although the Township of Brock has never provided parking permits to those who berth at the Beaverton Harbour, it would be reasonable for the Township to consider this as it is consistent with other marinas. There are a total of 11 individuals who berth at the Beaverton Harbour.

Based on the feedback received, Council could consider the following options in addition to the options provided in the report:

Option A (as listed in Report 2020-PS-02):

1. An administrative fee of \$20 per permit per year;
2. That parking permits be valid from April 1st – October 31st;
3. That permits are limited to two (2) for Thorah Island Residents and one (1) per Boat House;
4. That the parking permits for Thorah Island Residents be valid for the Beaverton Arena Parking Lot;
5. That Boathouse are only permitted to park in the area outside their homes; and
6. That staff develop a visitor short-term overnight parking permit process.

Option B:

1. An administrative fee of \$20 per permit per year;
2. That parking permits be valid from April 1st – October 31st;
3. That permits are limited to two (2) for Thorah Island Residents and two (2) per Boat House;
4. That one parking permit for Thorah Island Residents will only be valid for the Beaverton Arena Parking Lot and the second parking permit for Thorah Island Residents will be valid for the Harbour PI Crecent/Beaverton parking lot from 7pm on Sunday's to 9am on Friday's except on long weekends and then on weekends and Mondays of long weekends it is valid for the Beaverton Arena Parking lot;
5. That all individuals who berth at the Beaverton Harbour receive one parking pass that permits parking at the Harbour PI Crecent/Beaverton parking lot;
6. That one parking permit for Boathouse is for outside their home only and the second permit is for the Beaverton Arena Parking Lot only; and
7. That staff develop a visitor short-term overnight parking permit process.

End of Memorandum

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Lesley Donnelly

From: Brock General
Subject: FW: Beaverton Harbour Parking Report
Attachments: image001.png

From: Laura Hyodo <laurahyodo@hotmail.com>
Sent: Thursday, May 7, 2020 6:09:53 PM
To: Council <council@townshipofbrock.ca>; brocktowship@townshipofbrock.ca
<brocktowship@townshipofbrock.ca>; Debbie Bath-Hadden <dbathhadden@townshipofbrock.ca>; Michael Jubb
<mjubb@townshipofbrock.ca>
Subject: Beaverton Harbour Parking Report

Hello,

It has come to my attention that one of the agenda items for the Monday May 11 Council session 4 is the proposed changes to parking in the Beaverton Harbour for Thorah Island residents.

As a long time owner of a seasonal property on the island, I am deeply concerned about the recommendation being put forth. We have been using the Fairground parking area, as requested, for the last few years. This in itself is not convenient, but I appreciate the volume of traffic in the harbour during the summer, especially on weekends. However, requiring us to now park in the arena parking area doubles the distance to walk back to our boat slip. We pay taxes to the township. We use local trades and shop in the area. We pay for a slip in the harbour, as well as the island. But it would seem that we are way down the list when it comes to being able to access either. Why do visitors to the area, who contribute relatively little, take precedence? Many island families have been there for generations, supporting the local economy.

It is hard to understand the rationale for this parking change as the fairground lot has never been full any time I have come or gone over the last several years. Usually there are only a few cars present.

Why does the township rent slips but not accommodate parking? There should be at least one parking spot per slip available in the harbour. Other users beyond that should be first come, first serve with overflow parking available up top.

Why are Island residents targeted? Are all the slips rented only by them?

Lastly it would seem that this recommendation is being made without any input from TIRA or slip users.

I would hope that you consider these concerns and communicate all related information to the stakeholders.

Thank you,
Laura Dodds Hyodo

Lesley Donnelly

From: Laurie Simard <lauriesimard2@gmail.com>
Sent: Thursday, May 7, 2020 5:20 PM
To: Michael Jubb; Council; Brock General; Debbie Bath-Hadden; Becky Jamieson
Subject: Report 2020-PS-02 Beaverton Harbour Parking May 11 Agenda
Attachments: ParkingLetter.docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Mike, Mayor, Council and Township of Brock Staff:

In light of the fact that the boat slip renters at the Beaverton Municipal Harbour not the Thorah Island Ratepayers Association were not informed of this meeting I respectfully request that this item be postponed until we have had opportunity to discuss and report back.

In the meantime, please find attached my own personal questions/concerns regarding the above report. I appreciate, in advance, the time taken by each one of you to read my own perspective on this matter.

Respectfully,
Laurie Simard

May 7, 2020

Michael Jubb (Ward 1)
Corporation of the Township of Brock
1 Cameron Street, P.O. Box 10
Cannington, Ontario
LOE 1E0

Mayor: Debbie Bath-Hadden
Regional Councillor: Ted Smith
Councillor: Claire Doble (Ward 2)
Councillor: Walter Schummer (Ward 3)
Councillor: Cria Pettingill (Ward 4)
Councillor: Lynn Campbell (Ward 5)

Re: 517 - Staff Report 2020-PS-02, Beaverton Harbour Parking

Dear Mike:

First of all, I would like to thank you for taking the time to message my brother, Mike Simard about the upcoming Council meeting. We appreciate your open communication with regards to items affecting islanders.

I am surprised and disappointed that not only did the township staff not contact the people involved in this agenda item (i.e., boat owners who pay for the municipal boat slips at the Beaverton Harbour) but they also did not contact the Thorah Island Ratepayers Association to give us an opportunity to provide our input to the matter at hand. **To that end, I feel that the above item on the agenda should be postponed until we have an opportunity to fully discuss/provide input on the matter.**

In the meantime, I have read the recommendations as outlined in report 2020-PS-02 Beaverton Harbour Parking and would like to give input with respect to comments or further questions:

1. An administrative fee of \$20/permit/year

There are 7 island residents that pay for boat parking slips at the Beaverton Harbour. These residents also pay yearly island property taxes as well as the cost of the boat slip in Beaverton and on the island. Out of the 7 residents that pay for boat parking, 4 of them also own properties in Beaverton and pay yearly property taxes as well. I think that charging this administrative fee is like punishing those people that contribute most

to the coffers of the township and the town itself. When I observe people loading their groceries, building supplies, etc. into their boat more times than not it is clear to me that they have done that shopping in the town of Beaverton. As a former store owner in Beaverton (Beaver River Trading Co.) on Mara Road (the old Co-op) I always had people from the island coming in to purchase items to take over to their cottage.

On the other hand, when I observe the day tourists coming into the Beaverton Harbour I mostly see that they have brought with them picnic baskets from home. Perhaps they purchase food from Barney's, but when I owned my store most of the tourist business I received was from people that owned seasonal properties on the island or on the mainland. Very rarely did I ever have people that were day tourists come into my store to purchase products.

If an administrative charge is put on us for permits then I believe everyone be it tourist, boathouse owner or boat slip owner should be treated equally and have to pay to park at the harbour or arena.

2. That parking permits be valid from April 1st – October 31st.
Is the Township trying to enforce that the boat slip owners/island residents only be allowed to access their cottage during those times as noted above? How is that appropriate?
3. That the permits are limited to 2 per Thorah Island Resident and 1 per boat house.
Again, is the Township trying to enforce limitations on Thorah Island Residents rights for their family to use their cottage? As an example, my husband and I both own vehicles and sometimes we have to come to the cottage in separately. We have a son and a daughter who are adults and have their own vehicles. That is 4 vehicles. Are you trying to tell us that we cannot get together as a family at our cottage because we have no where to park due to not having enough permits?
4. That the parking permits for the Thorah Island Residents be valid for the Beaverton Arena parking lot.
I totally disagree with this thinking. First of all, for example, my mother owns a residence in town and lives with my sister. Both are seniors and would not be physically capable of walking from the arena to the harbour. To expect them to do so puts the township in a precarious liability situation if they had an accident from being forced to walk to and from the Beaverton Arena.

As well, many times I have driven to the cottage on my own. Are you expecting me to unload all my groceries and potential valuables (i.e., computer, etc.) in full view of

anyone that chooses to watch and then just drive off and leave my belongings unattended while I park up at the Beaverton Arena and walk back?

In my opinion, parking should be on a first come, first serve basis with appropriate signage at the Beaverton Harbour indicating that overflow parking is at the Beaverton Arena.

I noted in the report comments on there being too many signs and that they are confusing. I feel that large signs displaying the Beaverton Harbour as (i.e., Lot A) with proper signage that additional overflow parking is available in (i.e. Lot B) and (i.e., Lot C) with vehicle and trailer parking available in (i.e. Lot D).

5. That Boathouse owners are only allowed to park in the area outside their homes. I cannot provide input as do not own a boat house.
6. That staff develop a visitor short-term overnight parking process.
If the first come, first serve idea was used with appropriate overflow parking signage that was clear and easy to understand there would be no need to develop any other complicated overnight parking process.

These are some, but not all of the comments/questions/concerns that I have with respect to the recommendations put forth by the township staff. As I only heard about this issue yesterday I have not had appropriate time to discuss with my siblings who are also part owners of our island cottage and contributors to the cost of the boat slip parking. I am sure that they would have their own comments, questions regarding the township's recommendations.

I welcome open dialogue with Council and staff in coming to an amicable resolution to this situation.

Respectfully,
Laurie Simard

By-laws

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2944-2020

TO LEVY AND COLLECT TAXES FOR THE YEAR 2020

WHEREAS subsection 290 of the *Municipal Act*, S.O. 2001, c. 25, as amended (the "Act"), provides for the council of a local municipality in each year to prepare and adopt a budget including estimates of all sums required for the purposes of the municipality; and

WHEREAS subsection 312(2) of the Act provides that for the purposes of raising the general local municipal levy the council of a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on all the assessment in each property class in the local municipality rateable for local municipal purposes; and

WHEREAS subsection 257.7(1) of the *Education Act*, R.S.O. 1990, c. E.2, as amended, requires a municipality to levy and collect tax rates for school purposes on such tax rates as are prescribed by Ontario Regulations and

WHEREAS The Regional Municipality of Durham has passed By-law Number 08-2020 to establish tax ratios and to specify the percentage by which tax rates are to be reduced for prescribed property sub class, By-law Number 09-2020 to set and levy the 2020 rates of taxation for Regional General Purposes and By-law 11-2020 to set the 2020 rates for Regional Solid Waste Management Purposes and By-law 10- 2020 to set the 2020 rates for Regional Transit Purposes;

NOW THEREFORE the Council of the Corporation of the Township of Brock enacts as follows:

1. The taxes for the year 2020, together with all other rents or rates payable as taxes shall be due and payable on and from the 1st day of January, 2020.
2. For the year 2020, The Corporation of the Township of Brock shall levy upon the Residential Assessment, Farm Assessment, Managed Forest Assessment, Commercial Assessment, Industrial Assessment, Multi-Residential Assessment and Pipeline Assessment the rates of taxation per current value assessment for general purposes and estimates for the current year as set out in Schedule "A" attached to this By-law.
3. The levy provided for in Schedule "A" shall be reduced by the amount of the interim levy for 2020.
4. For payment-in-lieu of taxes due to The Corporation of the Township of Brock, the actual amount due to The Corporation of the Township of Brock shall be based on the assessment roll and the tax rates for the year 2020.
5. All taxes and other rates payable as taxes shall, subject to Section 13, be paid in 2 installments, and shall be due and payable on or before the respective dates set out below:

Installment 1 - July 24, 2020

Installment 2 - September 21, 2020

- 6. A percentage charge of 1.25 per cent is imposed as a penalty for nonpayment of taxes on first day of default and on the first day of each calendar month thereafter in which default continues, until December 31, 2020.
- 7. Interest charges in respect of unpaid taxes other than those levied for the current year, shall be added at the rate of 1.25 per cent per month for each month or fraction of it until the taxes in default are paid.
- 8. The Tax Collector shall be authorized to accept part payment from time to time on account of any taxes due; such part payment shall not affect the collection of any percentage charge imposed or collectable under Section 6 or Section 7 in respect to nonpayment of taxes or of any installment thereof.
- 9. Nothing in this by-law shall prevent the Tax Collector from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
- 10. Where the sum of the total annual taxes for which any person is chargeable in the 2020 taxation year for municipal, school, local improvement and other special purposes, upon any real property assessed in one parcel to the same owner would according to the assessment thereon be less than \$10.00, the sum of such taxes shall be deemed to be \$10.00 and shall be so entered on the Tax Collector's roll and the difference between the sum that would have been entered but for this section and the sum of \$10.00 shall form part of the general funds of the Corporation of the Township of Brock.
- 12. The Tax Collector may mail, or cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.
- 13. All moneys raised, levied or collected under the authority of this by-law shall be paid into the hands of the Treasurer to be applied and paid to such persons and in such manner as the laws of Ontario and the by-laws or resolutions of the Council direct.
- 14. The Tax Collector is hereby authorized to revise assessments and resulting tax rates as deemed necessary in conjunction with changes made by the Municipal Property Assessment Corporation (MPAC) to the returned roll and revised in the Online Property Tax Analysis Program (OPTA).
- 15. If any section or portion of this By-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of the Corporation of the Township of Brock that all remaining sections and portions of this By-law and of Schedule "A" continue in force and effect.

THIS BY-LAW READ TWICE THIS 11TH DAY OF MAY, 2020.

MAYOR

CLERK

THIS BY-LAW READ A THIRD TIME AND PASSED THIS 11TH DAY OF MAY, 2020.

MAYOR

CLERK