

The Corporation of the Township of Brock

Council Agenda

Municipal Administration Building

Electronic Meeting

Session Seven

Monday, June 22, 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 - none**
6. **Consent Agenda**

a) Adoption of Minutes of Previous Meeting

- 1) **8th Meeting – May 29, 2020**

Resolution

That the minutes of the 8th Special Council meeting, as held on May 29, 2020, be approved.

- 2) **8th Meeting – In Camera Session – May 29, 2020**

Resolution

That the minutes of the 8th Special Council Closed Session meeting, as held on May 29, 2020, be approved.

- 3) **9th Meeting – June 2, 2020**

Resolution

That the minutes of the 9th Special Council meeting, as held on June 2, 2020, be approved.

- 4) **9th Meeting – In Camera Session – June 2, 2020**

Resolution

That the minutes of the 9th Special Council Closed Session meeting, as held on June 2, 2020, be approved.

- 5) **6th Meeting – June 8, 2020**

Resolution

That the minutes of the 6th Council meeting, as held on June 8, 2020, be approved.

- 6) **6th Meeting – In Camera Session – June 8, 2020**

Resolution

That the minutes of the 6th Council Closed Session meeting, as held on June 8, 2020, be approved.

b) Reports

- 671 Alicia Bagshaw – Report: 2020-PWF-06, Arena Advertising Program Review

Resolution

That staff report no. 2020-PWF-06, Arena Advertising Program Review be received for information;

That Council authorize staff to revise and rename the User Group Advertising Policy;

That the coordination and collection of facility advertising be assumed by Township Staff;

And further that 100% of the revenue generate by facility advertising by the Municipality remain with the Township of Brock.

- 689 Laura Barta – Report: 2020-CO-18, Debenture Issue

Resolution

That staff report no. 2020-CO-18, Debenture Issue be received for information;

That the Regional Municipality of Durham (the “Region”) be asked to approve the passing of a by-law authorizing the issuance of a debenture as internal borrowing in the amount of \$1,000,000 for a ten year period to finance the balloon payment due on the Sunderland Fire Hall debenture;

That costs associated with the issuance of the debenture be funded from the Development Charges Reserve Fund for Fire Services; and

That the debenture issued as internal borrowing be funded from the Township of Brock’s Capital Reserve Fund.

- 690 Laura Barta – Report: 2020-CO-19, COVID-19 – Update on Tax Impacts

Resolution

That Council request the Regional Municipality of Durham allow for additional time to pay the July installment to ensure the Township has time to collect the funds once the state of emergency has been rescinded;

That Council authorize the Treasurer to waive penalty and interest as stipulated in the 2020 Final Property Tax By-law #2944-2020 for an additional 30 day period starting with the July 1st Penalty; and

That the Treasurer be directed to continue to track the cost of these relief measures in the event funding becomes available.

- 691 Craig Belfry – Report: 2020-CO-20, Commemorative Celebration Program

Resolution

That staff report no. 2020-CO-20, Commemorative Celebration Program be received;

That Staff recommends to Council that the Draft Commemorative Celebration Program application and guidelines be approved;

And further, Staff recommends to Council that the proposed fees for the Commemorative Celebration Program be approved.

- 692 Craig Belfry – Report: 2020-CO-17, Cannington Arena Outer Structure Removal Feasibility

Resolution

That staff report no. 2020-CO-17, Cannington Arena Outer Structure Removal Feasibility be received for information.

c) Correspondence

- 659 Rockin Burger and Pub – Application for a Liquor Sales Licence

Resolution

That communication no. 659 be received; and further that Council have no objection to the request as contained in communication no. 659.

- 677 Brock Board of Trade – Request for funding assistance for the 2020 Tourism Summer Student Position

Resolution

That communication no. 677 be received for information and filed.

- 684 Warren Fisher – Speeding in Ethel Park (Victoria Street)

Resolution

That communication no. 684 be received; and further that the communication be referred to staff for a report on the feasibility of the request.

- 685 Laura Croft – Request to Operate Food Truck

Resolution

That communication no. 685 be received; and further that Council approve the request contained in communication no. 685.

d) Reports of Committees

e) Motions

f) By-laws

- 1) By-Law Number 2955-2020 – Being a by-law to authorize the Regional Municipality of Durham (the “Region”) to issue an internal debenture in the principal amount of \$1,000,000 as long-term financing for the Sunderland Fire Hall and to forward a written request to the Region to do so.

Resolution

That By-law Number 2955-2020, being a by-law to authorize the Regional Municipality of Durham (the “Region”) to issue an internal debenture in the principal amount of \$1,000,000 as long-term financing for the Sunderland Fire Hall and to forward a written request to the Region to do so, 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

- 1) Notice of Reconsideration – Communication No. 627 (Brenda Andress)

MOVED by Cria Pettingill and SECONDED by W.E. Ted Smith Be it resolved that the requests contained in communication no. 627 be opened for reconsideration.

*Note: A Notice of Reconsideration must pass by a 2/3 vote.

9. Other Business

10. Public Questions and Clarification - suspended until further notice

11. Closed Session

- 1) **Richard Ferguson, Chief Building Official
Personnel Matter
(Confidential Memorandum – Communication No. 675)**

Pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees.

- 2) **Becky Jamieson, Municipal Clerk
Request to Waive Requirements in By-law No. 2722-2017-AP
(Confidential Communication Nos. 687, 633, 688)**

Pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees.

Pursuant to Section 239(2)(f) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- 3) **Becky Jamieson, Municipal Clerk
Personnel Matter
(Confidential Communication)**

Pursuant to Section 239(2)(f) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- 4) **Ralph Walton, Acting CAO
Plans for 3-6 Months**

Pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees.

12. Confirmation By-law

By-law Number 2956-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meetings held on June 22, 2020.

Resolution

That By-law Number 2956-2020, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on June 22, 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.

13. Adjournment

The Corporation of the Township of Brock
Special Council Meeting Minutes
Electronically

Session Eight

Friday, May 29, 2020

The Eighth Meeting of the Council of the Township of Brock, in the Regional Municipality of Durham, was held on Friday, May 29, 2020, electronically.

Members present: Mayor: Debbie Bath-Hadden
Regional Councillor: W.E. Ted Smith
Councillors: Michael Jubb (at 1:02 p.m.)
Claire Doble
Walter Schummer
Cria Pettingill
Lynn Campbell

Staff members: Regional Clerk, Durham Region, Ralph Walton
(acting as the Municipal Clerk under delegated authority exercised by the Municipal Clerk of Brock Township under S. 228 of the Municipal Act)
Commissioner of Corporate Services, Durham Region,
Don Beaton

1. Call to Order and Moment of Silence

Mayor Bath-Hadden called the meeting to order at 3:05 p.m.

2. Disclosure of Pecuniary Interest and Nature Thereof

None

3. Delegations

None

4. Consideration of Business for which Notice was Given

Resolution Number 1-8

MOVED by Michael Jubb and SECONDED by Lynn Campbell that Council move in camera at 3:08 p.m. pursuant to Section 239(2)(d) of the Municipal Act, 2001, to discuss labour relations or employee negotiations with respect to union negotiations and pursuant to Section 239(2)(a) of the Municipal Act, 2001 to discuss the security of the property of the municipality or local board with respect to a legal matter regarding Township property.

MOTION CARRIED

(a) Verbal Update – Robert Lamb – Union Updates

Pursuant to Section 239(2)(d) of the Municipal Act, 2001, to discuss labour relations or employee negotiations.

(b) Potential legal matter regarding Township property

Pursuant to Section 239(2)(a) of the Municipal Act, 2001, to discuss the security of the property of the municipality or local board.

Resolution Number 2-8

MOVED by Claire Doble and SECONDED by W.E. Ted Smith that we rise from in camera at 3:34 p.m.

MOTION CARRIED

Resolution Number 3-8

MOVED by Walter Schummer and SECONDED by Michael Jubb that the directions of Council given in closed session be adopted.

MOTION CARRIED

5. Public Questions

Suspended until further notice.

6. Confirmation By-law

By-law Number 2946-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on May 29, 2020

Resolution Number 4-8

By-law Number 2946-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on May 29, 2020, was read three times and passed in open Council. 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.

7. Adjournment

Resolution Number 5-8

MOVED by Lynn Campbell and SECONDED by W.E. Ted Smith that we do now adjourn at 3:35 p.m.

MOTION CARRIED

MAYOR

CLERK

The Corporation of the Township of Brock
Special Council Meeting Minutes
Electronically

Session Nine

Tuesday, June 2, 2020

The Ninth Meeting of the Council of the Township of Brock, in the Regional Municipality of Durham, was held on Tuesday, June 2, 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: Regional Clerk, Durham Region, Ralph Walton
(acting as the Municipal Clerk under delegated authority exercised by the Municipal Clerk of Township of Brock under S. 228 of the Municipal Act)
Commissioner of Corporate Services, Durham Region, Don Beaton
Tom Moutsatsos, Partner, Hicks Morely, Law Firm

1. Call to Order and Moment of Silence

Mayor Bath-Hadden called the meeting to order at 10:30 a.m.

2. Disclosure of Pecuniary Interest and Nature Thereof

None

3. Delegations

None

4. Consideration of Business for which Notice was Given

Closed Session

Resolution Number 1-9

MOVED by W.E. Ted Smith and SECONDED by Michael Jubb that Council move in camera at 10:32 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 the CAO 6 Month Review.

MOTION CARRIED

a) CAO 6 Month Review Discussion

Pursuant to Section 239(2)(b) of the Municipal Act, 2001, to discuss personnel matters about an identifiable individual, including municipal employees.

Resolution Number 2-9

MOVED by W.E. Ted Smith and SECONDED by Lynn Campbell that we rise from in camera at 12:52 p.m.

MOTION CARRIED

5. Public Questions

Suspended until further notice.

6. Confirmation By-law

By-law Number 2951-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on June 2, 2020

Resolution Number 3-9

By-law Number 2951-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on June 2, 2020, was read three times and passed in open Council. 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.

7. Adjournment

Resolution Number 5-9

MOVED by Michael Jubb and SECONDED by Claire Doble that we do now adjourn at 12:53 p.m.

MOTION CARRIED

MAYOR

CLERK

The Corporation of the Township of Brock

Council Minutes - Draft

Electronically

Session Six

Monday, June 8, 2020

The Sixth Meeting of the Council of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, June 8, 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
Treasurer Laura Barta
Fire Chief Rick Harrison
Director of Public Works Paul Lagrandeur
Facilities Coordinator Craig Belfry

1. Call to Order and Moment of Silence

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

2. Disclosure of Pecuniary Interest and Nature Thereof

Councillor Lynn Campbell declared a pecuniary interest with respect to By-law Number 2947-2020 and communication number 633 due to being related to someone mentioned in these correspondences and refrained from any discussion or voting on the matters.

3. Announcements from Council and Staff

Suspended until further notice.

4. Presentations

Suspended until further notice.

5. Hearing of Delegations and/or Petitions

None

6. Consent Agenda

Resolution Number 1-6

MOVED by Michael Jubb and SECONDED by W.E. Ted Smith that the items listed in Section 6, Consent Agenda (a) be approved save and except the May 25, 2020 minutes and communication number 634.

MOTION CARRIED

Councillor Campbell refrained from any discussion or voting on Resolution Number 1-6.

(a) Adoption of Minutes of Previous Meetings

See later in the meeting.

(b) Reports

- 635 Laura Barta – Report: 2020-CO-15, Indexing of Municipal Development Charges

Resolution Number 2-6

That staff report 2020-CO-15, Indexing of Municipal Development Charges be received for information.

(c) Correspondence

- 609 The Regional Municipality of Durham – Recommendations re: Waiving of Overage Charges on LTE Network for Rural Mobile Phone Subscribers

Resolution Number 3-6

That the Township of Brock endorse the Region of Durham’s resolution on “Waiving of Overage Charges on LTE Network for Rural Mobile Phone Subscribers” as contained in communication number 609.

- 616 Ann and Brian Hawley, Villa Vida Loca Market – Request for hot dog cart licence

Resolution Number 4-6

That communication number 616 be received; and further that Council approve the request contained in communication number 616.

- 617 The Regional Municipality of Durham – Recommendations re: New Durham Tourism Brand

Resolution Number 5-6

That communication number 617 be received for information and filed.

- 620 City of Pickering – Resolution: Poverty Reduction Approach in the City of Oshawa

Resolution Number 6-6

That communication number 620 be received for information and filed.

- 627 Brenda Andress – Fence Request

Resolution Number 7-6

That communication number 627 be received for information and filed.

- 628 Municipality of Clarington – Resolution: Grant Support for Municipalities

Resolution Number 8-6

That communication number 628 be received for information and filed.

- 629 Township of Scugog – Resolution: Correspondence from the Town of Whitby – Provincial Electric Vehicle Rebate Program

Resolution Number 9-6

That communication number 629 be received for information and filed.

(d) Reports of Committees

None

(e) Motions

None

(f) By-Laws

- (1) By-Law Number 2947-2020 – being a by-law to amend by-law number 2722-2017-AP, being a by-law to adopt an organizational structure and plan of employee benefits for certain employees of the Township of Brock

Resolution Number 10-6

By-law Number 2947-2020 – being a by-law to amend by-law number 2722-2017-AP, being a by-law to adopt an organizational structure and plan of employee benefits for certain employees of the Township of Brock, was read a first, second and third time and passed in open Council. 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.

- (2) By-law Number 2948-2020 – being a By-law to authorize the Corporation of the Township of Brock to enter into an agreement with the Canadian Union of Public Employees and its Local 1652

Resolution Number 11-6

By-law Number 2948-2020 – being a By-law to authorize the Corporation of the Township of Brock to enter into an agreement with the Canadian Union of Public Employees and its Local 1652, was read a first, second and third time and passed in open Council. 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.

- (3) By-law Number 2949-2020 – being a By-law to appoint a Municipal Law Enforcement Officer for the Corporation of the Township of Brock, pursuant to Section 15 of the Police Services Act, R.S.O. 1990, as amended

Resolution Number 12-6

By-law Number 2949-2020 – being a By-law to appoint a Municipal Law Enforcement Officer for the Corporation of the Township of Brock, pursuant to Section 15 of the Police Services Act, R.S.O. 1990, as amended, was read a first, second and third time and passed in open Council. 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.

- (4) By-law Number 2950-2020 – being a By-law to appoint a Municipal Law Enforcement Officer for the Corporation of the Township of Brock, pursuant to Section 15 of the Police Services Act, R.S.O. 1990, as amended

Resolution Number 13-6

By-law Number 2950-2020 – being a By-law to appoint a Municipal Law Enforcement Officer for the Corporation of the Township of Brock, pursuant to Section 15 of the Police Services Act, R.S.O. 1990, as amended, was read a first, second and third time and passed in open Council. 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

None

7. Items Extracted from Consent Agenda**(a) Adoption of Minutes of Previous Meetings**

(1) 5th meeting – May 25, 2020

Resolution Number 14- 6

MOVED by Michael Jubb and SECONDED by Cria Pettingill That the minutes of the 5th Council meeting as held on May 25, 2020, be approved save and except for Resolution Number 17-5.

MOTION CARRIEDResolution Number 17-5

MOVED by Claire Doble and SECONDED by Michael Jubb that Report: 2020-PS-03, Beaverton Harbour Parking, be received for information;

That all individuals who berth at the Beaverton Harbour receive one parking pass that permits parking at the Harbour PI Crescent/Beaverton parking lot (Lot A) from May 1st – October 31st (to coincide with their berthing slip) as part of their annual berthing fee;

That the Fairgrounds West Lot (Lot B) be extended and that the new extension is for trailers only and the existing parking lot (Lot B) is for vehicles only from May 1st to October 31st (appropriate signage to be installed). Overflow trailer parking will be at the arena parking lot from May 1st to October 31st;

That the cost of the parking lot extensions estimated at \$15,000 and appropriate signage \$1,500 be funded from the Committed Projects Reserve;

That a new parking permit process be implemented for the Beaverton Harbour for 2020 and a report on how it went be provided to Council with any recommended changes when the parking by-law amendments come forward in the fall of 2020:

1. That Boat House Owners be provided one (1) parking pass free of charge for the parking spot in front of their boat house valid January 1st to December 31st;
2. That any Township of Brock taxpayer can purchase seasonal parking passes for \$100 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B) which are valid from April 1st to October 31st;
3. That any Township of Brock taxpayer can purchase a month parking pass for \$20 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B);
4. That a visitor short-term overnight parking permit process be developed as part of the parking by-law review and be implemented for 2021;
5. That staff look at charging non-residents/non-property owners a fee to park in Lot A and Lot B during the day from May 1st – October 31st;
6. That one (1) unload/load spot be designated at Lot A with appropriate signage;
7. That any Township of Brock taxpayer that purchases a Seasonal parking pass and who has a valid handicap/accessibility permit shall be permitted to park in Lot A.

There was discussion with respect to providing Thorah Island residents with a free parking permit for lot B or C and extending the dates to coincide with travel to the island, limiting the number of passes available to Thorah Island residents and issuing them on a first come basis, issuing all parking permits to specific vehicle licence plate numbers, and reviewing the program in the fall of 2020 and 2021.

Resolution Number 17-5

MOVED by Claire Doble and SECONDED by Michael Jubb that Report: 2020-PS-03, Beaverton Harbour Parking, be received for information;

That all individuals who berth at the Beaverton Harbour receive one parking pass that permits parking at the Harbour PI Crescent/Beaverton parking lot (Lot A) from May 1st – October 31st (to coincide with their berthing slip) as part of their annual berthing fee;

That the Fairgrounds West Lot (Lot B) be extended and that the new extension is for trailers only and the existing parking lot (Lot B) is for vehicles only from May 1st to October 31st (appropriate signage to be installed). Overflow trailer parking will be at the arena parking lot from May 1st to October 31st;

That the cost of the parking lot extensions estimated at \$15,000 and appropriate signage \$1,500 be funded from the Committed Projects Reserve;

That a new parking permit process be implemented for the Beaverton Harbour for 2020 and a report on how it went be provided to Council with any recommended changes when the parking by-law amendments come forward in the fall of 2020:

1. That Boat House Owners be provided one (1) parking pass free of charge for the parking spot in front of their boat house valid January 1st to December 31st;
2. That any Township of Brock taxpayer can purchase seasonal parking passes for \$100 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B) which are valid from April 1st to October 31st;
3. That any Township of Brock taxpayer can purchase a month parking pass for \$20 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B);
4. That a visitor short-term overnight parking permit process be developed as part of the parking by-law review and be implemented for 2021;
5. That staff look at charging non-residents/non-property owners a fee to park in Lot A and Lot B during the day from May 1st – October 31st;
6. That one (1) unload/load spot be designated at Lot A with appropriate signage;
7. That any Township of Brock taxpayer that purchases a Seasonal parking pass and who has a valid handicap/accessibility permit shall be permitted to park in Lot A.

MOTION LOST

Resolution Number 15-6

MOVED by Lynn Campbell and SECONDED by Michael Jubb that Council break for recess at 10:06 a.m.

MOTION CARRIED

Mayor Bath-Hadden reconvened the meeting at 10:22 a.m. with the same members of Council and staff in attendance.

Resolution Number 16-6

MOVED by Michael Jubb and SECONDED by W.E. Ted Smith that Report: 2020-PS-03, Beaverton Harbour Parking, be received for information;

That all individuals who berth at the Beaverton Harbour receive one parking pass that permits parking at the Harbour PI Crescent/Beaverton parking lot (Lot A) from May 1st – October 31st (to coincide with their berthing slip) as part of their annual berthing fee;

That the Fairgrounds West Lot (Lot B) be extended and that the new extension is for trailers only and the existing parking lot (Lot B) is for vehicles only from May 1st to October 31st (appropriate signage to be installed). Overflow trailer parking will be at the arena parking lot from May 1st to October 31st;

That the cost of the parking lot extensions estimated at \$15,000 and appropriate signage \$1,500 be funded from the Committed Projects Reserve;

That a new parking permit process be implemented for the Beaverton Harbour for 2020 and a report on how it went be provided to Council with any recommended changes when the parking by-law amendments come forward in the fall of 2020:

1. That one free pass that can be used for up to two licence plates be granted to Thorah Island residents to park in lot B or C April 1st to November 15th. Further, that a staff report come forward in the fall of 2021 updating Council with any further recommendations on the free pass permits if required;
2. That Boat House Owners be provided one (1) parking pass free of charge for the parking spot in front of their boat house valid January 1st to December 31st;
3. That any Township of Brock taxpayer can purchase seasonal parking passes for \$100 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B) which are valid from April 1st to November 15th;
4. That any Township of Brock taxpayer can purchase a month parking pass for \$20 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B);
5. That a visitor short-term overnight parking permit process be developed as part of the parking by-law review and be implemented for 2021;
6. That staff look at charging non-residents/non-property owners a fee to park in Lot A and Lot B during the day from April 1st – November 15th;
7. That one (1) unload/load spot be designated at Lot A with appropriate signage;
8. That any Township of Brock taxpayer that purchases a Seasonal parking pass and who has a valid handicap/accessibility permit shall be permitted to park in Lot A.

Discussion ensued with respect to the dates for the passes coinciding with winter maintenance of lots (April 1st to November 15th), the affect of this program on the forthcoming Parking Bylaw, the intention to provide an equitable program for all residents, and that staff closely monitor this program and apprise Council if issues arise.

Resolution Number 16-6

MOVED by Michael Jubb and SECONDED by W.E. Ted Smith that Report: 2020-PS-03, Beaverton Harbour Parking, be received for information;

That all individuals who berth at the Beaverton Harbour receive one parking pass that permits parking at the Harbour PI Crescent/Beaverton parking lot (Lot A) from May 1st – October 31st (to coincide with their berthing slip) as part of their annual berthing fee;

That the Fairgrounds West Lot (Lot B) be extended and that the new extension is for trailers only and the existing parking lot (Lot B) is for vehicles only from May 1st to October 31st (appropriate signage to be installed). Overflow trailer parking will be at the arena parking lot from May 1st to October 31st;

That the cost of the parking lot extensions estimated at \$15,000 and appropriate signage \$1,500 be funded from the Committed Projects Reserve;

That a new parking permit process be implemented for the Beaverton Harbour for 2020 and a report on how it went be provided to Council with any recommended changes when the parking by-law amendments come forward in the fall of 2020:

1. That one free pass that can be used for up to two licence plates be granted to Thorah Island residents to park in lot B or C April 1st to November 15th. Further, that a staff report come forward in the fall of 2021 updating Council with any further recommendations on the free pass permits if required;
2. That Boat House Owners be provided one (1) parking pass free of charge for the parking spot in front of their boat house valid January 1st to December 31st;
3. That any Township of Brock taxpayer can purchase seasonal parking passes for \$100 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B) which are valid from April 1st to November 15th;
4. That any Township of Brock taxpayer can purchase a month parking pass for \$20 each for the Beaverton Arena Parking Lot (Lot C) and/or Fairgrounds West parking lot (Lot B);
5. That a visitor short-term overnight parking permit process be developed as part of the parking by-law review and be implemented for 2021;
6. That staff look at charging non-residents/non-property owners a fee to park in Lot A and Lot B during the day from April 1st – November 15th;
7. That one (1) unload/load spot be designated at Lot A with appropriate signage;
8. That any Township of Brock taxpayer that purchases a Seasonal parking pass and who has a valid handicap/accessibility permit shall be permitted to park in Lot A.

MOTION CARRIED

(b) Reports

634 Laura Barta – Report: 2020-CO-16, Financial Update Report – May 2020

There was discussion with respect to the number of property owners with outstanding taxes and the anticipated report on the deferred taxes due to the pandemic.

Resolution Number 17-6

MOVED by W.E. Ted Smith and SECONDED by Walter Schummer that staff Report: 2020-CO-16, Financial Update – May 2020 be received for information.

MOTION CARRIED

8. Notices of Motions

None

9. Other Business

(1) Beaverton Harbour Dredging Update

The Facilities Coordinator provided an update on the status of the harbour dredging which is estimated to take place in late July. He advised that funding is anticipated from the government to assist with the costs.

(2) Municipal Clerk

The Clerk advised that, historically, the same benefits are extended to the inside staff as have been negotiated within the union agreement.

Resolution Number 18-6

MOVED by Cria Pettingill and SECONDED by Claire Doble that the increase and benefit acknowledgement in a Memorandum of Settlement between the Canadian Union of Public Employees and its Local Number 1652 dated April 1, 2019, be extended as applicable to the deemed “Non-Union” workers of the Corporation of the Township of Brock.

MOTION CARRIED

Resolution Number 19-6

MOVED by Cria Pettingill and SECONDED by W.E. Ted Smith that Council break for recess at 11:09 a.m.

MOTION CARRIED

Staff left the meeting at 11:09 a.m.

Mayor Bath-Hadden reconvened the meeting at 11:20 a.m. with the same members of Council and the Clerk in attendance.

10. Public Questions and Clarification

Suspended until further notice.

11. Closed Session

Resolution Number 20-6

MOVED by W.E. Ted Smith and SECONDED by Cria Pettingill that Council move in camera at 11:23 a.m. pursuant to Section 239(2)(b) of the Municipal Act, 2001, to discuss personal matters about an identifiable individual, including municipal or local board employees.

MOTION CARRIED

Councillor Campbell left the meeting at 11:22 a.m.

(1) Personal Matter

Pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees

Councillor Campbell re-joined the meeting at 11:25 a.m.

(2) Employee Personal Matter

Pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees

Resolution Number 21-6

MOVED BY Walter Schummer and SECONDED by Cria Pettingill that we rise from in camera at 11:44 a.m.

MOTION CARRIED

12. Confirmation By-law

By-law Number 2952-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on June 8, 2020

Resolution Number 22-6

By-law Number 2952-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on June 8, 2020, was read three times and passed in open Council. 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.

13. Adjournment

Resolution Number 23-6

MOVED by Claire Doble and SECONDED by Lynn Campbell that we do now adjourn at 11:49 a.m.

MOTION CARRIED

MAYOR

CLERK

Reports

Date:	12/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Report
Copies to:	

The Corporation of the Township of Brock

Public Works Department

Recreation & Leisure Co-ordinator to Council

Report: 2020-PWF-06

Date: Monday, June 22, 2020

Subject

Arena Advertising Program Review

Recommendation

That staff report No. 2020-PWF-06, Arena Advertising Program Review be received for information;

That Council authorize staff to revise and rename the User Group Advertising Policy;

That the coordination and collection of facility advertising be assumed by Township Staff;

And further 100% of the revenue generated by facility advertising by the Municipality remain with the Township of Brock.

Attachments

Attachment No. 1 Original User Group Advertising Policy 2006
Attachment No. 2 Revised User Group Advertising Policy 2014

Report

Committee of the Whole, requested at their meeting held on December 16, 2019, that staff provide a report on how the Township sells and promotes advertising in the arenas.

Background

In 2006, Council approved an advertising program created by Beaverton Minor Hockey to be shared at no cost with the Beaverton Skating Club, Cannington Minor Hockey

Association, Cannington Figure Skating Club, Sunderland Minor Hockey Association, Sunderland Figure Skating Club and the Sunderland Ringette Association.

The purpose of the proposal was for each group to take advantage of selling available advertising space within their arena facility. This would facilitate a sharing of the revenues with the Township and with the other sellers share of any advertising sold used to reduce the cost of ice time and youth registration fees.

In 2010 the Beaverton Minor Hockey Association and Cannington Minor Hockey Association amalgamated to become Brock Minor Hockey Association. In 2012 Sunderland Minor Hockey Association dissolved and joined the Brock Minor Hockey Association. After the amalgamation, Brock Minor Hockey initiated collecting the arena advertising.

Over the years staff have noted a decline in the involvement of these groups that has caused sales to decrease. In 2014 the Township hosted a meeting to obtain input from user groups regarding the implementation of a revised Advertising Policy. Following this meeting the advertising policy was updated to include a category for advertising on the various sports clubhouses. To increase incentive for user groups to sell their own advertising, under the commission section 1.1. of the policy, the percentage shared between the participating user groups and the township was adjusted from 80/20 to 60/40. This was to further incentivize user groups to sell advertising. The ratio shared with non-participating user groups was set to 90/10.

In the early stages Brock Minor Hockey was successful in obtaining additional revenue for arena advertising, however, there has been a significant decline in the last number of years. This has resulted in lost revenue and unpaid (free) advertising for businesses with signage in the arenas. The last year that Brock Minor Hockey Association collected most of the advertising for the arenas was 2016, except for one agreement in 2017.

Discussion

As of 2019, the Township recorded 25 advertisers within the three arenas, however, there were only three contracts that had not expired. This resulted in 22 businesses with expired contracts, who ultimately were receiving free advertising as their signage remained displayed. This is a significant loss of revenue for the Township of Brock.

As per the agreement with Brock Minor Hockey, Township staff did not contact the businesses with expired agreements assuming the association had already done so.

Staff began a review of the Advertising Policy in order to maximize proceeds and re-structure the program and on May 12, 2020, staff reached out to all arena user groups with regards to the administration and implementation of the Policy. Staff asked the groups to consider two options with regards to Section 1 of the policy:

- Maintain the current policy of 60/40, and the organizations commit to generating advertising to be shared between the Township and the user groups; or
- The Township assumes the responsibility of advertising program, 100% of that revenue generated will go to the municipality to ensure we are keeping the contracts up to date and developing the program. As the Township takes on sole control of this program it is understood that the revenues generated and monitored would go to arena operational budgets.

Through this consultation with users it was relayed to staff, that groups face sponsorship challenges within their own organizations on a yearly basis, and that there is significant time and demand on changing executives, coaches, families, and players to generate funding through supports for their teams. Therefore, they are not able to commit to the shared revenue program in the policy for selling facility advertising.

Staff recommend that the coordination and collection of arena advertising be assumed by the Township staff, and that 100% of the revenue generated by facility advertising by the Municipality remain with the Township of Brock, and that the share to minor users groups is discontinued. The Recreation & Leisure Coordinator, in conjunction with the Facilities Coordinator, will be responsible for the implementation of this program.

Additionally, staff will also conduct a regional comparison review of advertising fee's and report back to Council on any proposed changes for 2021.

Financial


In consultation with the Treasurer, the estimated annual loss of revenue not collected would be \$7,245.

Conclusion

On the basis of the foregoing review, staff report No. 2020-PWF-06, Arena Advertising Program Review be received. That Council authorize staff to revise and rename the User Group Advertising Policy, and that coordination and collection of facility advertising be assumed by the Township Staff, and further 100% of the revenue generated by facility advertising by the Municipality remain with the Township of Brock.

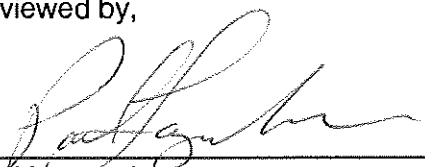
The revised advertising policy will be brought back for Council approval.

Respectfully submitted,



Alicia Bagshaw
Recreation & Leisure Co-ordinator

Reviewed by,



Paul Lagrandeur
Director of Public Works



TOWNSHIP OF BROCK INTEROFFICE MEMO

TO: THE MAYOR AND MEMBERS OF COUNCIL
FROM: NICK COLUCCI, P. ENG., BASC, MBA, FEC
DIRECTOR OF PUBLIC WORKS
SUBJECT: USER GROUP ADVERTISING POLICY
DATE: JUNE 2, 2014

Resolution 5-4 of the April 14th, 2014 Parks and Recreation Committee was tabled to allow staff to obtain input from the user groups regarding the implementation of a revised Advertising Policy.

Staff circulated the User Group Advertising Policy document to all affected user groups by email and invited them to attend a meeting on May 13, 2014.

Though only one interested user group attended the meeting the discussion was fruitful and led to the following suggested revisions to the policy:

- It was felt that the 80/20 split on all advertising would lead to disinterest from the user groups in pursuing advertising sales. The split for advertising sold by the user groups directly would be set at 60/40 as per the original policy.
- The split for advertising sales when user groups do not participate was too generous; a split of 90/10 would provide further incentives for the user groups to sell advertising.
- The policy did not include an appropriate category for signage on the various sports clubhouses.

The attached User Group Advertising Policy has been modified to include the above mentioned revisions and it is recommended that Council approve the User Group Advertising Policy as revised.

Yours very truly,

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

TOWNSHIP OF BROCK
CLERK'S DEPT
RECEIVED MAY 16 2014

File:	Copies to:
Refer to:	_____
_____	_____
_____	_____
ACTION TAKEN.	Refer to:
Resol. No. _____	Council <u>Jun 2</u>
_____	Comm. <u>ACTION</u>
_____	Meeting Date:
_____	_____

Res 14-10 June 2/14 G.



CORPORATION OF THE TOWNSHIP OF BROCK

Public Works Department

USER GROUP ADVERTISING POLICY

1.0 Commission

- 1.1 If the User group sells the advertising directly, the user group selling the advertising receives (40%) commission and the Township receives (60%).
- 1.2 If the Township sells the advertising, the user group(s) receives (10%) commission and the Township retains (90%).

2.0 Contract Procedures

- 2.1 There is the arena strategic
 - 2.2 There sh
 - 2.3 All sign
 - 2.4 Only ch
 - 2.5 One co
 - 2.6 Commi costs.
 - 2.7 The p first p second
 - 2.8 All ne on the
 - 2.9 Adve
- Common → Parks → Works → PDF FILE
- copies may be used by any of consistent rates and selling advertising. of Brock "ock" will be accepted. obtained by the Township. d as credits towards their ice d into 3 equal payments. The second payment due on the he third anniversary. e to be uniform and commencecohol or tobacco.

3.0 Signage Criteria

- 3.1 The advertiser will still be responsible for all costs to manufacture and maintain the actual sign.
- 3.2 **Wall Signs** are to be manufactured on a minimum of 3/8 inch thick corplas (plastic cardboard) and one size only being 96 inches long and 48 inches high. These signs will be installed by arena staff.
- 3.3 **Rink Board Signs** are to be manufactured on a sheet of 3/16 inch clear "LEXAN". Rink Board Signs will be one size only being 96 inches long and 36 inches high. These signs will be installed by arena staff.
- 3.4 **Ice Resurfacers Signs** are to be manufactured on a magnetized backing. The size of the sign will be determined by the chosen advertising space on the equipment. The sign will be installed by arena staff.



TOWNSHIP OF BROCK
RECEIVED

THE CORPORATION OF THE TOWNSHIP OF BROCK RECEIVED FEB -3 2006

Public Works Department

Facilities Coordinator to the Parks and Recreation Committee

Report: 2006-PR-03

Date: Monday, February 6, 2006

File: _____

Refer to: _____

ACTION TAKEN:

Resol. No. _____

CLERK'S DEPT.

Copies to:

Refer to:

Council _____

Comm. *PR*

Meeting Date:

Feb 6

SUBJECT

ARENA USER GROUPS ADVERTISING PROPOSAL

RECOMMENDATION

THAT the Parks and Recreation Committee receive the following report for their information and review;
THAT the Parks and Recreation Committee approve staff's recommendation for an Arena User Group Committee to be created and; to implement the Arena User Groups Advertising Proposal as presented on a trial basis for 1 year and review at that time.

ATTACHMENTS

- Attachment No. 1: Resolution No. 3-1
- Attachment No. 2: Communication No. 47 (Advertising proposal including schedule of fees)
- Attachment No. 3: Communication No. 2633
- Attachment No. 4: Current Township of Brock Sign Advertising Rates-June 1, 2004
- Attachment No. 5: Communication No. 27, 42, 59, 70 to include CMHA

REPORT

As directed by the Parks and Recreation Committee at their meeting on January 9, 2006, staff herein provide their report 'identifying the procedure for implementing the profit sharing for advertising signage at arenas'.

BACKGROUND

Beaverton Minor Hockey Association Sponsorship Chair, Bob Gibson has created an advertising program (see attachment No.2) to be shared at no cost with the Beaverton

Page 3

Report No. 2006-Pr-03

Monday, February 6, 2006

The Beaverton Minor Hockey Association and the Beaverton Figure Skating Club have agreed to participate jointly - BMHA will deliver and execute the advertising program and share the revenues as follows; BMHA 35% BFSC 5% and the Township 60%.

Cannington Minor Hockey support the proposal however will be selling advertising within their arena as an individual group - CMHA 40% and the Township 60%.

Cannington Figure Skating Club support the proposal however will be selling advertising within their arena as an individual group - CFSC 40% and the Township 60%.

The Sunderland Arena User Groups (Sunderland Minor Hockey Association, Sunderland Figure Skating Club and Sunderland Ringette Association) are in favour of the proposal provided the following conditions apply;

- The Group is to be consulted prior to out of town advertising proposed for the Sunderland Arena,
- The Group is to be consulted when selling and mounting rink board signs in the Sunderland Arena,
- Any Sunderland User Group wanting to take over advertising in their home arena may do so upon one years notice to the BMHA,
- Advertising obtained by any of the Sunderland Arena User Groups will share 40% of the revenues (divided equally three ways).
- Current Township advertising contracts within the Sunderland Memorial Arena are managed by the Sunderland Arena User Groups and 40% from each contract is divided equally amongst them (see attachment No. 5).

Contract Procedures will be as follows;

- There is to be one advertising package template. Copies may be used by any of the arena user groups mentioned. This is to ensure consistent rates and selling strategies.
- There shall be "One Voice" when selling multi arena advertising.
- All signage must be pre-approved by the Township of Brock
- Only cheques made payable to "The Township of Brock" will be accepted.
- One copy of the signed advertising contract must be obtained by the Township.
- Commissions payable to user groups will be received as credits towards their ice costs.
- 10% deposit required upon signing a one year agreement and the balance paid when the sign(s) is installed.
- 10% deposit required upon signing a three year agreement and the balance divided into 3 equal payments. The first payment due when the sign is installed, the second payment due on the second anniversary and the third payment due on the third anniversary.

The Municipal Council of the Corporation of
THE TOWNSHIP OF BROCK

SESSION NO. _____
RESOLUTION NO. _____
MOVED BY [Signature]
SECONDED BY _____

DATE January 9, 2006

That Brock Twp. Parks & Recreation Committee
requests staff to prepare a report
for Committee, identifying the procedure for
implamenting the profit sharing for advertising
signage at arenas. Ref Com # 27,42,59

CARRIED
[Signature]

47/05

Attachment No. 2

Beaverton Minor Hockey Association

59 Victoria St.
Beaverton ON.
L0K 1A0

Ph. 1-705-426-5977
Fx. 1-705-426-7088
E-mail bgiibson000@sympatico.ca
Contact Bob Gibson
Sponsorship Committee B.M.H.A.

Thursday December 30, 2004

The Corporation of the Township of Brock
1 Cameron St. E. P.O. Box 10
Cannington, ON. L0E 1E0

Att. Mark Warvill;

RE: ADVERTISING PROPOSAL

Mark,

As sponsorship chair and part of a now very progressive executive we have a couple of real concerns that we are confident, we share with you, your dept, council and the parents of our players. While these may change in order of priority are both of equal value in the long term.

1. How do we keep the cost of Hockey at a level that any child in our centres who wants to play can?
2. How do we share in an increased percentage of the actual cost of running our arenas?

In an attempt to deal with the first part of the issue this year we have developed a very aggressive sponsorship program. First we modified our sponsorship program and came up with a three level program providing options for our sponsors and increasing the club income from these levels of sponsorship. Then if it belonged to the club and if it didn't move and in some cases if it did we sponsored it. This includes ice time for all teams and the referees, both O.M.H.A. and Tri County. No signs on them. Along with this we are running our ATV draw that will help keep us in the black and give us a base to

TOWNSHIP OF BROCK
RECEIVED
JAN - 7 2005

File: _____
Refer to _____

ACTION TAKEN: _____
Resol. No. _____

CLERK'S DEPT.

Copies to:

Judy ✓
Mark ✓

Refer to: _____
Council _____
Comm. *ER* _____
Meeting Date: *Jan 10*

The first due at installation of the sign and the remaining two at the beginning of the hockey season relating to that hockey year.

To provide up dates as required by parks and rec.

B.M.H.A will not charge any consulting fees for set up and production of advertising package. The commision arrangeemnt will be as follows. Beaverton arena, 60% the township of Brock/40% B.M.H.A.

Mulitple arena contracts

Percentage relating to Beaverton arena 60% Brock/40%B.M.H.A.

Pertentage relating to Cannington and Sunderland Arenas

60% Brock/ 30% Cannington or Sunderland(Based on arena)10% B.M.H.A.

Based upon conversation with potetial and past advertisers these are reccomended advertising costs.

Location	BEAVERTON		3 ARENAS	
	1 year	3 year	1yr.	3 yr
Wall Signs	\$160.00	\$435.00	\$435.00	\$1,200.00
Rink Board Signs	\$325.00	\$825.00	\$825.00	\$2,200.00
Zamboni (SIDES)EA.	\$425.00	\$1,00.00	\$1,000.00	\$2,800.00
(FRONT)	\$350.00	\$900.00	\$900.00	\$2,500.00
(LOWER SIDES) EA.	\$225.00	\$600.00	\$600.00	\$1,000.00
SCORE CLOCK	\$500.00	\$1,200.00	\$1,200.00	\$3,200.00

ALL SIGNAGE MUST MEET TOWNSHIP AND HOCKEY ASSOCIATION APPROVAL AND BE APPROVED PRIOR TO INSTALLATION.

B.M.H.A. is prepared to promote this program in the same aggressive way we have promoted our sponsorship program and are ready to begin as soon as we receive your approval.

Respectfully,

Bob Gibson
Sponsorship Chair
Beaverton Minor Hockey Association

ARENA USER GROUPS MEETING

WEDNESDAY, FEBRUARY 16, 2005

BASEMENT COMMITTEE ROOM, MUNICIPAL ADMINISTRATION BUILDING

User Groups Present:

Dean Rushlow, President
Sylvia Lowe, Ice
Kerry McLellan, Treasurer
Sunderland Minor Hockey

Teresa Brooks, Vice President
Sunderland Figure Skating Club

Wilf Perrault, Vice President
Stephen Spencer
Cannington Minor Hockey

Jeff Larabee
Margaret Munro
Beaverton Figure Skating Club

Municipal Council/Staff Present:

Ward 3 Councillor Reg Starr
Ward 4 Councillor Debbie Bath
Director of Public Works Judy Avery
Facilities Coordinator Mark Warvill
Clerk-Stenographer Susan Creighton
(recording the minutes)

RR
Meeting Date:
Dec 5

I. CALL TO ORDER

Councillor Debbie Bath called the meeting to order at 7:35 p.m.

II. PURPOSE

Councillor Debbie Bath advised those present that the municipality is in receipt of an arena advertising proposal from the Beaverton Minor Hockey Association, however prior to making any decision in this regard, felt that an opportunity should be given to arena user groups to ascertain whether they would be interested in participating in or undertaking such a proposal which has revenue generating/sharing possibilities. The purpose of this meeting is to obtain input in this regard. Councillor Bath advised that the municipality has to date been responsible for arena/zamboni advertising, which has been the responsibility of the arena managers. Should the user groups be interested in undertaking/participating in such a venture it would be an opportunity for them to raise funds to offset ice costs.

III. DISCUSSION

- Difficult to obtain local sponsors - are approaching the same businesses year after year for their support.
- Suggest each group go to their membership and use their networking skills to try to obtain corporate sponsorship
- Those present feel there would be animosity created if one user group had control over the advertising in all three arenas
- Suggest representatives from each group form a group to spearhead a proposal within their community
- How would the advertising proceeds be split - Need to come up with a proposal - For discussion sake - 60%-40%
- What determines a fair share?
- Suggestion that the arena boards be divided into sections, whereby the municipality would be responsible for a portion and each respective user group responsible for a portion
- What is available on which to advertise - score clock, zamboni, white boards, walls
- Any space currently being utilized for advertising? - Yes - 3 year commitment paid annually, which the municipality would retain until the end of the 3 year term

ARENA USER GROUPS MEETING

TUESDAY, OCTOBER 25, 2005

**BASEMENT COMMITTEE ROOM, MUNICIPAL
ADMINISTRATION BUILDING**

User Groups Present:

Bob Gibson
Robb Gibson, President
Bob Yetman
Beaverton Minor Hockey

Jodi Colby
Mike Oke
Sunderland Minor Hockey

Ineke Duyvestyn
Teresa Brooks
Sunderland Figure Skating Club

Margaret Munro
Paul Sydney
Beaverton Figure Skating Club

Mark Tonack
Sunderland Ringette Association

Jason Canavan
JC Productions Inc.

Municipal Council/Staff Present:

Ward 3 Councillor Reg Starr
Ward 4 Councillor Debbie Bath
Director of Public Works Judy Avery
Facilities Coordinator Mark Warvill
Clerk-Stenographer Susan Creighton
(recording the minutes)

I. CALL TO ORDER

Councillor Debbie Bath called the meeting to order at 7:05 p.m. Councillor Bath welcomed and thanked everyone for attending. Municipal council and staff were introduced followed by introductions of the representatives of the user groups in attendance as well as Mr. Jason Canavan of JC Productions Inc.

Councillor Bath advised that as the result of the February 16, 2005 meeting, representatives from those groups in attendance were to go back to their respective organizations to determine any group interest in participating in an advertising proposal. Mr. Bob Gibson, the author of the advertising proposal was unable to attend the previous meeting, however is present this evening to present his proposal. Mr. Jason Canavan of JC Productions Inc. is also in attendance to make a presentation, and although it involves advertising, it differs from the presentation to be made by Mr. Gibson. Councillor Bath turned the meeting over to Mr. Bob Gibson.

II. PRESENTATION

(I) Mr. Bob Gibson – Advertising Proposal

Mr. Bob Gibson advised that this proposal was developed as the result of the Beaverton Minor Hockey sponsorship group being formed to deal with financial issues and the need for additional revenue to offset the cost of the ice time used at the Beaverton Arena. He advised that the Beaverton Figure Skating Club runs the snack bar at the Beaverton Arena to supplement funding of their Club. In looking at the existing arena advertising program or lack thereof, this advertising proposal was developed for Beaverton Minor Hockey, which would see 60% of advertising sold, return to the municipality, with the balance

Jodi Colby of Sunderland Minor Hockey reiterated that minor hockey and figure skating can both benefit from the proposal, to which Mr. Bob Gibson advised that in Beaverton, Figure Skating operates the food booth at the arena to supplement their costs and that Minor Hockey decided to look at other fundraising alternatives. He advised he has no problem sharing advertising revenue with the Beaverton Figure Skating if they are willing to share the booth revenue.

Councillor Debbie Bath commented that consideration will have to be given due to the fact that Sunderland has three organizations who could benefit from the proposal.

There was a brief discussion concerning the operation of the arena food booths by minor hockey/figure skating organizations. Councillor Bath pointed out that the arena booths are not large revenue generators for the operators, even when using volunteer help. She advised that the municipality found that it was not cost effective to run the snack bars, and in an attempt to reduce arena operating costs, decided to lease the snack bars to the groups. It was further noted that to date, there has not been any competition between user groups to operate the arena snack bars, and therefore, the contract to operate has been awarded by council to the same organization.

Margaret Munro of the Beaverton Figure Skating Club enquired why the municipality is willing to give up 100% of the arena advertising revenue and was advised by Councillor Bath that the job of arena advertising was delegated to the arena managers. Municipal staff have not actively pursued this task and it would not be cost effective for the municipality to hire someone to undertake the job exclusively. Councillor Bath advised that council has made no final decision with respect to the advertising proposal, until group interest in the proposal has been determined.

Mr. Bob Gibson enquired how much arena advertising income the municipality is currently collecting and was advised by Mark Warvill, the Facilities Coordinator, that 75-85% is currently being actively paid. Mr. Bob Gibson enquired as to the term of the existing contracts. Mr. Bob Yetman enquired whether the current advertisers are invoiced and was advised in the affirmative, however that the municipality has fallen behind in this regard.

Jodi Colby of Sunderland Minor Hockey commented on the viability of the proposal and enquired as to how advertisers in each arena are determined, as they would like to see Sunderland advertising signs in the Sunderland Arena. Mr. Bob Gibson responded by advising that if Sunderland sells advertising in the Sunderland Arena their percentage is theirs to keep. The 10% commission to Beaverton Minor Hockey would only be paid if the advertising were to appear in all three arenas. He again reiterated that Beaverton Minor Hockey is willing to share the proposal for all to benefit. Mr. Bob Gibson advised of the need to have a representative who is aware of what advertising space has been sold in what arena. He further requested the names of the major suppliers used by the municipality as they would like to contact them to solicit advertising in the arenas.

Mark Tonack of the Sunderland Ringette Association asked what incentive/recognition is there for the user groups to sell advertising at the arenas and was advised by Councillor Bath that the incentive is the percentage earned going back to the group to offset their costs and the additional revenues to the municipality to assist in offsetting arena operations. Councillor Bath advised that the groups would have to look at the proposal as an annual part of their operation.

Councillor Reg Starr pointed out that there is the potential for \$15,000.00 in income from arena advertising if all the space is rented. He further advised that corporate sponsorship is an option which the municipality has not pursued.

Margaret Munro of the Beaverton Figure Skating Club enquired how the advertising revenue would be divided between the user groups in an area, to which Mark Tonack advised that the groups in Sunderland are willing to get together to discuss the options, however he feels that if one group sells something that the revenue should not be shared. Mr. Bob Gibson advised that he would be willing to sit down with Beaverton Figure Skating to discuss a shared arrangement.

Mark Tonack commented that the advertising proposal and the food booths are two separate issues and that if the area groups work together to sell the advertising they will share the proceeds and if your group doesn't sell any advertising, they will not get a share of the funds.

Mr. Bob Gibson requested a list of the existing township advertising contracts and their expiry dates in addition to his previous request for a list of major township suppliers.

Mr. Robb Gibson, President of Beaverton Minor Hockey suggested that arena staff wear some type of garment that identifies them as arena staff. He advised that they would appear more professional. Councillor Debbie Bath advised that the suggestion will be considered.

Mr. Robb Gibson also mentioned a problem in the Beaverton Arena whereby the tenant who rents space in the rear of the arena is constantly sitting in the arena lobby. Staff have been advised of this problem, however it has not corrected itself to date. This concern was made note of.

III. CLOSURE

The meeting closed at 8:35 p.m.

ARENA USER GROUPS

3RD MEETING

TUESDAY, NOVEMBER 29, 2005

7:00 P.M.

BASEMENT COMMITTEE ROOM, MUNICIPAL ADMINISTRATION BUILDING,
CANNINGTON

User Groups Present:

Bob Gibson
Bob Yetman
Beaverton Minor Hockey

Jodi Colby
Sunderland Figure Skating, Ringette & Minor
Hockey

Kim Sanderson
Nancy Buchanan
Cannington Figure Skating Club

Margaret Munro
Paul Sydney
Beaverton Figure Skating Club

Jason Canavan
JC Productions Inc.

Municipal Council/Staff Present:

Ward 3 Councillor Reg Starr
Facilities Coordinator Mark Warvill
Clerk-Stenographer Susan Creighton
(recording the minutes)

I. CALL TO ORDER

In the absence of Councillor Debbie Bath, Councillor Reg Starr called the meeting to order at 7:07 p.m.

Resolution No. 1-3

MOVED BY Bob Gibson and SECONDED BY Margaret Munro that the minutes of the October 25, 2005 meeting be adopted.

MOTION CARRIED

Jason Canavan enquired how many signs currently exist within the arenas and was advised there are 8 in Sunderland, 3 in Cannington and 13 in Beaverton.

Bob Gibson advised he would like to know when the existing municipal advertising contacts expire, who the current advertisers are and as well obtain a list a major suppliers to the municipality.

Kim Sanderson enquired whether there are restrictions as to who cannot advertise and was advised beer and cigarette companies. She noted the difference in advertising signage currently on display in Cannington vs. Beaverton (3-13) and was advised by the Facilities Coordinator, Mark Warvill that the municipality does not have the staffing to actively pursue arena advertising and that most of the advertisers just automatically renew their contracts in this regard.

Jodi Colby requested clarification, based on a statement in the October 25 minutes with respect to the percentage to be made if Sunderland Minor Hockey sells advertising in the Sunderland Arena with no assistance from another user group. It was confirmed that in an instance such as this that Sunderland Minor Hockey would be entitled to 40%. On behalf of Sunderland Minor Hockey, Jodi requested that prior to Beaverton advertising being placed in the Sunderland Arena, that SMH be approached.

Bob Gibson suggested that only one group take on multi arena advertising, and that the group taking this on would receive an administration fee. Those user groups selling advertising in their home arena would receive 40%. He suggested that the group advertising have one voice.

Nancy Buchanan of the Cannington Figure Skating Club expressed disappointment that Cannington Minor Hockey has expressed no interest in this proposal, to which Bob Gibson advised that when a new proposal is being put forth, there is often negative input/lack of interest.

Kim Sanderson raised the issue of existing contracts and was advised that some are one year contracts and others are three year contracts paid annually and due to expire in 2008.

Bob Yetman enquired whether it is the intent of the municipality to hand over the existing municipal contracts to the advertising group and was advised by Councillor Reg Starr that this would be the case.

Jodi Colby enquired whether there would be any restrictions should someone with advertising experience wish to join an organization and take over advertising for that particular group. She was advised this would not be an issue.

Jodi Colby advised that Sunderland Minor Hockey is not in favour of advertising on the inside boards at the Sunderland Arena to which Mr. Gibson advised that a lot of advertising revenue would be lost by not taking advantage of advertising in this location. Jodi requested Mr. Gibson attend a meeting of the SMH executive to explain this to them. Bob Yetman advised that inside board signage normally sells far better than wall signage, however that careful consideration needs to be given to this type of signage to ensure it stands out.

Kim Sanderson enquired whether there would be any legal ramifications surrounding this proposal and was advised by Councillor Starr that the municipality would look into this aspect.

Councillor Reg Starr enquired as to the need for a follow up meeting to be held in a years time, in light of the fact that executives change and it was agreed that a meeting be held in October 2006.

Margaret Munro enquired whether the approval of council is still required for this proposal and was advised by Councillor Reg Starr that this is the case, however that he feels positive the proposal will be accepted.

The Facilities Coordinator was requested to advise the advertising group when existing municipal advertising contracts will expire and to ensure that these advertisers are aware of the proposal under consideration. Bob Yetman stressed the need for the advertising group to know who these advertisers are, how much they pay and when their contract expires. The list of township suppliers, including Business Associations was again requested by Bob Gibson.

III. CLOSURE

Resolution No. 3-3

MOVED BY Kim Sanderson and SECONDED BY Nancy Buchanan that the meeting close at 8:20 p.m.

MOTION CARRIED

27

20 Jan 4 10 0
Per Comm
(orig. to Clerk's Dept.
Jan. 4 10 06)
Attachment No. 5

BEAVERTON MINOR HOCKEY ASSOCIATION

WORKING TOGETHER WITH YOU FOR OUR KIDS

Dec.20, 2005

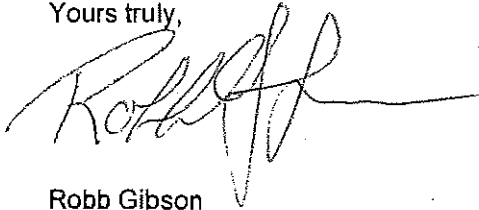
Township of Brock
Parks & Rec. Dept.
Att: Mark Warvill

Robb Gibson, President B.M.H.A.

Mark;

This letter is to advise you that the executive of B.M.H.A. fully supports the arena advertising program, presented to the Parks & Rec. Committee, by our sponsorship director, Bob Gibson.

Yours truly,



Robb Gibson

RECEIVED
Jan 3, 2006

70/06

Phone: (705) 357-2507
Fax: (905) 852-3666 (at work)

Jodi Colby

Fax

To: Mark Warvill **From:** Jodi Colby

Fax: 705-432-3487 **Pages:** 2

Phone: **Date:** 1/9/2006

Re: Sunderland Arena User Agreement **CC:**

- Urgent For Review Please Comment Please Reply Please Recycle

• **Comments:** THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED, AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. Any other distribution, copying or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and return the original transmission to us by mail without making a copy.

Please find attached the Sunderland Arena User Agreements with respect to advertising which was to be delivered to you by today. Please advise if you require anything further.

**TOWNSHIP OF BROOK
RECEIVED**

RECEIVED JAN 10 2006

File: _____	CLERK'S DEPT.	Copies to:
Refer to:		<u>Z. Park</u> ✓
_____		_____
ACTION TAKEN:		Refer to:
Resol. No. _____		Council <u>J. Warvill</u>
_____		Comm. <u>PR</u>
_____		Meeting Date:
_____		_____

January 12, 2006

Township of Brock
P.O. Box 10
Cannington, ON
L0E 1E0

RE: Arena Advertisement

The executive representing Cannington Minor Hockey Association has agreed to the advertising proposal put forth to council regarding arena advertising.

Yours Truly



Wilford Perrault
President
Cannington Minor Hockey Association

RECEIVED
Jan 12 2006



THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to Council

Report: 2020-CO-18

Date: June 22, 2020

Date:	16/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Report
Copies to:	

SUBJECT

Debenture Issue

RECOMMENDATION

That the Council receive report 2020-CO-18, Debenture Issue for information;

That the Regional Municipality of Durham (the "Region") be asked to approve the passing of a by-law authorizing the issuance of a debenture as internal borrowing in the amount of \$1,000,000 for a ten year period to finance the balloon payment due on the Sunderland Fire Hall debenture;

That costs association with the issuance of the debenture be funded from the Development Charges Reserve Fund for Fire Services; and

That the debenture issued as internal borrowing be funded from the Township of Brock's Capital Reserve Fund.

ATTACHMENTS

2020-COW-18 Debenture Status

By-Law #2955-2020 internal Borrowing – Sunderland Fire Hall

REPORT

Background

In 2009 the Township requested the Regional Municipality of Durham issue a 20 year debenture on the township's behalf to cover the \$1,551,000 cost of the new fire hall in Sunderland. Due to market conditions at the time the debenture was issued for 10 years with a balloon payment due in 2020. The intention was to issue as subsequent debenture for another 10 years to cover the balloon payment. The subsequent debenture would not

require the same detailed documentation as the initial debenture however it would still require Township of Brock council to pass a by-law authorizing the debenture issue.

In the Committee of the Whole meeting on February 3, 2020, resolution number 12-2 authorized that report 2020-COW-18 be received for information and that Committee recommends to Council the approval of a ten year extension of the Sunderland Fire Hall debenture debt by requesting the Region of Durham reissue the debenture in the amount of \$1,000,000. The issue was discussed during budget deliberations including the request to consider internal borrowing.

Under the current legislation the Region must issue debentures, for internal borrowing beyond the term of Council, on behalf of its lower tier municipalities. For this purpose, the Region requires the Township to pass a by-law authorizing internal borrowing and to forward a written request to the Region requesting the issuance of a debenture.

Internal borrowing to cover the balloon payment on the Sunderland fire hall debenture will be new for the Township of Brock however it is a common form of financing for other area municipalities. Both the Towns of Ajax and Whitby have used internal borrow in the past and recommend it as an alternate form of financing. During the annual audit the topic was discussed with the Township's auditor who had no concerns with utilizing this method of financing.

The main benefit of internal borrowing is the ability for the Township to use money held in Reserve Funds to finance a project and repay the Reserve Fund over a period of years with interest. With the current rates of interest on investments being below 1% and that on debentures being over 2%, the Township will be able to earn a much better rate of return during the term of this debenture than would be earned on a similar term GIC. The disadvantages to using internal borrowing include the fact that the funds are tied up for the next ten years and cannot be used to fund the projects they were originally intended to fund. The other disadvantage mentioned during budget discussions includes the fact that having no external debt could hinder the Township's ability to qualify for grant funding from the Province.


The cost to issue debentures through the Region of Durham will be the same regardless of the choice of internal or external debenturing. These costs include legal and other fees incurred by the Region on behalf of the issuing municipalities. It is recommended that these fees be paid by drawing funds from the Development Charges Reserve Fund for Fire Services. The 2014 and 2019 DC background studies both show allocations from this fund to finance the repayment of the fire hall debenture. These repayments were funded from operating over the first ten years of the original debenture due to the lack of development and other demands for funds in the account. Currently the Township's development activity is high, and the fund is therefore healthy.

It is anticipated that repayment of the annual cost of the debenture will continue to be funded primarily through operating with a small annual contribution from the Development Charges Reserve Fund for Fire Services to offset the cost as permitted in the DC background Study for the growth-related share.

The funds needed to repay the balloon payment on the original debenture will be drawn from the Capital Reserve Fund. This fund currently has a balance of just over \$9 million. These funds have been set aside for specific purposes, some of which may not be needed for many years in the future. By utilizing the funds held in this account, the township would have flexibility to allocate between purposes, so money remains available to deal with emergency issues and planned replacements. Using the money currently held in the Capital Reserve Fund to finance the repayment may limit the Council's ability to finance some budgeted projects in the next few years or until sufficient repayments have been made.

Conclusion

Immediately after Council's approval of the by-law, the Treasurer will formally request in writing that the Region issue the internal borrowing on behalf of the Township.



Laura E. Barta, CPA, CMA
Treasurer



THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to the Finance Committee

Report: 2020-COW-18

Date: February 3, 2020

Date:	27/01/2020
Refer to:	Not Applicable
Meeting Date:	February 3, 2020
Action:	null
Notes:	COW - FI - Consent
Copies to:	

SUBJECT

2020 Debenture Status

RECOMMENDATION

That staff report No. 2020-COW-18, 2020 Debenture Status be received;

And further, this Committee recommends to Council the approval of a ten year extension of the Sunderland Fire Hall debenture debt by requesting the Region of Durham reissue the debenture in the amount of \$1,000,000.

Attachments

Attachment No. 1 Debt Management Policy

REPORT

In 2009 the Township of Brock completed construction of the new fire station in Sunderland. This station replaced the old station on Park Street in Sunderland and incorporated an increase in service that was anticipated due to growth in the Township. The cost of the new hall was to be partially financed by growth through a Development Charge (DC) allocation over 20 years.

The Township arranged with the Regional Municipality of Durham to issue a debenture on the Township's behalf to finance \$1,551,000 of the construction cost. The requested debenture was to be repaid over 20 years. The actually debenture obtained was for a period of 10 years with a balloon payment due in 2020.

This balloon payment of \$1,006,689.70 is included in the township's draft operating budget as an expenditure in the Fire Department. The debenture must be paid out however the Township has the following three options for dealing with the payment.

Option 1 – Leave the payment as an operating expense in the 2020 Budget.

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

Option 2 – Request the Region of Durham reissue a debenture on behalf of the Township of Brock for \$1,000,000 to be paid off over the next 10 years.

Option 3 – Arrange to borrow internally from the Capital Reserve Fund to finance the \$1,000,000 over the same 10 year period at an interest rate similar to the 10 year mortgage rates offered by the banks.

The implications of each option along with the requirements to proceed should be considered when determining the best course of action for the Township.

Option 1

Leaving the debenture payment in the operating budget as an unfinanced expenditure will require no additional effort on the part of Township staff or Council. This is the easiest solution however it is also the most challenging to the residents of the Township as it will require a 12% property tax levy increase. Most individuals or business owners would not pay cash for the purchase or construction of a building nor would they be expected to finance it from annual income. It is therefore reasonable to expect the Township to utilize some form of long term debt to offset the cost of major building replacements. The Township's current Debt Management Policy allows for long term debt to be issued to finance the construction of new buildings.

Option 2

Financing the balloon payment through the issuance of another debenture would require the Region's involvement. They have indicated the Township would need to provide formal written notice of the intent to refinance through a debenture issue. The Township would need to provide a copy of the Annual Repayment Limit as calculated by the Province as well as copies of Council's authorization to debenture. Once the necessary paperwork has been received and approved by the Region, the Region will arrange to include the debenture in their next offering. The timing of these offerings are dependent on the funding requirements of the Region of Durham itself as well as that of the other area municipalities. The cost of the offering will be split between the municipalities involved in the overall debenture offering. The main limitation of this option is that the Township has no control over the timing or the cost of the offering. The initial debenture in 2010 had a cost of \$12,532.19 in addition to the \$487,292.56 in interest over the 10 year term.

Option 3

Borrowing internally to finance the balloon payment is an option that the Township has not considered in the past however it is permitted in the Township's Debt Management Policy. The Reserve Funds held by the Township were created for specific reasons and using funds for another purpose could mean the funds are not available for the original purposes when needed. Currently the Capital Reserve Fund is the only fund with sufficient liquid cash to consider this option. The money held for the improvements to public buildings and purchase of fire equipment could be borrowed to finance the

debenture. Should this option be selected, the Region of Durham would still need to provide approval. The internal loan would be subject to repayment with interest. It is anticipated that the rate used would be the average 10 year mortgage rate offered by Canadian Chartered banks. The main limitation of this option relates to the use of funds that may have been earmarks for a future purchase that will have to be delayed until the funds are repaid.

Future Considerations

The annual payment of the original debenture was financed as a tax levy charge in the Fire Department operating budget. This charge was not offset by the use of any funding source in the 10 year history of the debenture. The use of DC's to offset the annual debenture payment was not always possible due to limited growth and conflicting demands for the limited DC's collected. It is estimated the \$801,000 in Fires Services growth related DC's were collected during the last 10 years, \$649,316 of that within the last three years. In the past the funds have been used to offset the cost of purchasing a new fire prevention vehicle; upgraded bunker suits; and the purchase of 2 new tanker trucks with larger capacity tanks. It is also anticipated that the future purchase of an Arial pumper truck that will replace one of the existing pumpers, with an increase in capacity would be funded using the DC's as outlined in the 2019 DC background study.

Should the use of debenture or internal borrowing be selected, it is recommended that the repayments be offset by growth related DC's collected. When the 2009 DC background study was prepared it was estimated that \$435,305 of the total \$1,500,000 estimated construction cost could be financed by growth related DC's between 2009 and 2018. This allocation was continued in the 2014 and the 2019 study allowing for an additional allocation through 2020. The repayment is a growth related cost and should be financed in part from new development.

Conclusion

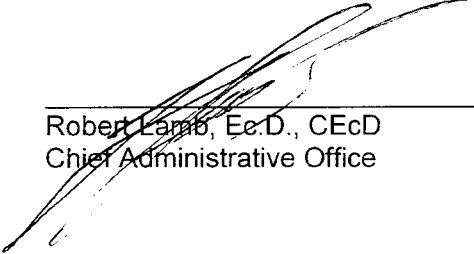
To avoid a significant spike in the tax levy for a onetime payment, staff are recommending that Council approve the debenture of the balloon payment with the Region of Durham. The use of the debenture rather than internal borrowing will allow the Township the flexibility to use the existing reserve funds for their intended purpose.

Respectfully submitted,



Laura E. Barta, CPA, CMA
Treasurer

Reviewed by,



Robert Lamb, Esq., CEcD
Chief Administrative Office



Township of Brock – Debt Management Policy

1. Background

The Corporation of the Township of Brock is committed to providing service to residents in a fiscally responsible manner. With this commitment in mind, the use of debt as a source of financing is normally only considered for major capital projects with a useful life that far exceeds the financing term.

2. Purpose

The purpose of this policy is to establish consistent standards and guidelines for financing of the Township's operating and infrastructure needs. The standards and guidelines must adhere to the following:

Statutory requirements

- a) The term of temporary or short-term debt for operating purposes will not exceed the current fiscal year;
- b) The term of capital financing will not exceed the useful life of the underlying asset;
- c) Long-term debt obtained through the Region of Durham will only be for major capital projects;
- d) The total annual financing charges cannot exceed the Annual Repayment Limit, as applicable, unless approved by the Ontario Municipal Board;
- e) Prior to entering into a lease financing agreement, an analysis will be prepared that assesses the costs as well as the financial and other risks associated with the proposed lease with other methods of financing;
- f) The awarding of any contract under this Policy will follow the procedures set out in the Township's Procurement By-law.

Ensure long term financial flexibility

- a) Prior to the issuance of any new capital financing, consideration will be given to its impact on future ratepayers in order to achieve an appropriate balance between capital financing and other forms of funding;
- b) To the extent practicable, replacement assets as well as regular or ongoing capital expenditures will be recovered on a "pay as you go" basis through rates, tax levy, user fees or reserves and reserve funds;
- c) It is recognized that reserves must be developed and maintained, as outlined in the Township's Reserve and Reserve Fund Policy, for all capital assets owned by the Corporation to ensure long-term financial flexibility;
- d) Any lease agreements to be considered as financing for a major capital project will conform to the requirements as outlined in the Township's Leasing Policy.

Minimize long-term cost

- a) The timing, type and term of financing for each capital asset will be determined with a view to minimize both its and the Township's overall long-term cost of financing;
- b) Factors to be considered will include current versus future interest rates; availability of related reserves and reserve fund monies; pattern of anticipated revenues or cost savings attributed to the project or purpose and costs related to the financing of the project through debt.

3. Scope and Responsibility

The Treasurer is responsible for the maintenance of and reporting on the activity related to all debt in accordance with the existing legislation and Council direction.

4. Definitions

In this policy the following definitions are used:

- a) **Annual Repayment Limit ("ARL")** – For the purpose of this Policy it has the same meaning as the debt and Financial Obligation Limit.
- b) **Capital Financing** - a generic term for the financing of capital assets using debt, financing leases and other derivatives.
- c) **Debenture** – a formal written obligation to repay specific sums on certain dates. In the case of the Municipality they are typically unsecured.
- d) **Debt** - any obligation for the repayment of money. For Ontario municipalities, debt would typically consist of debentures as well as either notes or cash loans from financial institutions. It could also include internal loans from reserves or reserve funds. Debentures issued to Infrastructure Ontario are also considered debt.
- e) **Lease Financing Agreements** – a lease allowing for the provision of Municipal Capital Facilities if the lease may or will require payment by the Corporation beyond the current term of Council.

5. Guiding Principles

The Municipal Act, 2001, section 401 (1) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments as well as enter prescribed financial agreements for or in relation to debt. Section 401 (3) states that a lower-tier municipality in a regional municipality does not have the power to issue debentures and must apply to the upper tier to issue same on their behalf.

6. General Policy

Long term debt shall only be issued as funding for the following capital projects as recommended by staff and approved by Council:

- a) Construction of new buildings;
- b) Expansion or major repurposing of existing buildings; and
- c) Full reconstruction of roadway or bridge structure with an estimated cost in excess of \$2 million.

6.1 Term

The Treasurer may recommend for Council's approval a term between 10 and 20 years that takes into account factors such as:

- a) current and forecasted interest rates;
- b) amount of debt required; and
- c) future debt retirements and requirements.

6.2 External and Internal Borrowing

Debt may be issued either externally through a debenture issued by the Region of Durham or internally by borrowing from the Township's discretionary Reserve Funds (also requires approval by the Region of Durham).

6.3 Limit on Total Debt

The Annual Debt Repayment Limit (ARL) established by the Province, requires that a municipality's total annual debt payments cannot exceed 25% of its annual Net Revenues.

7. Annual Reporting

Reporting of Debt will occur through the following processes:

- a) Year-end audit and financial statements – balances of debt will be presented with note disclosure and comparative figures as required to meet PSAB reporting standards;
- b) Financial Information Return – balances of debt will be reported to the Ministry of Municipal Affairs and Housing annually; and
- c) Where required, reporting to Council or other agencies may exist for debt balances related to grants or other contributed funds (e.g. Federal and Provincial Grants).

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2955-2020

BEING A BY-LAW TO AUTHORIZE THE REGIONAL MUNICIPALITY OF DURHAM (THE "REGION") TO ISSUE AN INTERNAL DEBENTURE IN THE PRINCIPAL AMOUNT OF \$1,000,000 AS LONG-TERM FINANCING FOR THE SUNDERLAND FIRE HALL AND TO FORWARD A WRITTEN REQUEST TO THE REGION TO DO SO

WHEREAS Section 401(1) of the Municipal Act 2001, provides in part that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way;

AND WHEREAS prior to the Council of the Corporation of the Township of Brock (the "Township") authorizing this charge, the Treasurer updated the Township's annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and determined that the estimated annual amount payable in respect of the debenture would not cause the Township to exceed the updated limit;

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

1. THAT the Township requires an internal debenture in the principal amount of \$1,000,000 to be issued by the Region over a term of ten (10) years for the purposes of long-term financing the Sunderland Fire Hall.
2. THAT a written request be submitted to the Region to issue the aforesaid internal debenture and this by-law shall constitute such written request.
3. THAT the money required to purchase the debenture come from the Township's Capital Reserve Fund.

THIS BY-LAW READ TWICE THIS 22nd DAY OF JUNE, A.D., 2020.

Mayor
Debbie Bath-Hadden

Clerk
Becky Jamieson

THIS BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF JUNE, A.D., 2020.

Mayor
Debbie Bath-Hadden

Clerk
Becky Jamieson



Date:	16/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Report
Copies to:	

THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to Council

Report: 2020-CO-19

Date: June 22, 2020

SUBJECT

COVID 19 – Update on Tax Impacts

RECOMMENDATION

That Council request the Regional Municipality of Durham allow for additional time to pay the July installment to ensure the Township has time to collect the funds once the state of emergency has been rescinded;

That Council authorize the Treasurer to waive penalty and interest as stipulated in the 2020 Final Property Tax By-Law #2944-2020 for an additional 30 day period starting with the July 1st Penalty; and

That the Treasurer be directed to continue to track the cost of these relief measures in the event funding becomes available.

ATTACHMENTS

None

REPORT

Background

On March 17, 2020, 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. These measures continue and although the Province is allowing some businesses to reopen, not all employees have returned to work.

In an effort to assist those residents hardest hit by the need to self-isolate, the Township of Brock Council allowed for the waiver of penalty on the April tax installment. This waiver was supported by the Region of Durham who allowed for a partial payment deferral on

their share of the April installment. The partial deferral from April will be paid to the Region later this month.

Treasury staff continue to assist residents by allowing them to come off of a preauthorized payment plans without penalty and by waiving any NSF (non-sufficient funds) charges that would normally be applied to their account should their payment not be honored. At this time the charges are minimal however with the first installment of the 2020 final Property Tax bill is due in July, we anticipate the number of requests could increase.

Treasury staff continue to hold off on collection action including tax registrations except for those that are in the final stages and a hold is not possible. Collection procedures will resume and properties eligible for tax registration will be taken off the hold status once the state of emergency has been rescinded.

These actions are similar to those taken by other municipalities in the Region of Durham. The Regional Commissioner of Finance and the Area Treasurers in Durham continue to meet weekly via conference call to discuss measures that can be taken. Additional assistance to ratepayers has been discussed at the weekly meetings however implementation of any type of program targeted to those most in needed is problematic. The request for partial deferral of the July installment payment to the Region will also be discussed in an upcoming meeting.

The stipulations in the Municipal Act prohibiting bonusing make it difficult to offer direct targeted relief to individuals, tenants and business owners. The program Council approved with the South Lake Community Futures Development Corporation (SLCFDC) is unique to the Region and is only permissible due to SLCFDC's partnership. No other municipality within the Region falls in a SLCFDC catchment area and is therefore not eligible to utilize this method to support their businesses. The cost to the Township of Brock is the \$150,000 financed by reducing the funding available for work to be done on roads this season.

Other possible programs being considered by Area Municipalities include a program for Poverty Tax relief under section 365 of the Municipal Act, 2001. This type of program is being proposed in the Municipality of Clarington with \$1,000,000 of funding from their Capital Reserve fund. It should be noted that the Treasurer in Clarington has advised their Council not to approve the program due to the magnitude of administrative effort required for any program directed to specific low income taxpayers along with the fact that the Province and Federal Governments are already providing assistance programs for these taxpayers. The programs offered by upper levels of government are more practical due to their access to taxpayer information and their multiple sources of funding. The Township of Brock already has a program to offer tax assistance to low income seniors annually at a cost of \$24,000.

As part of the last report, staff were directed to waive penalty charges for May 1st and June 1st as these would have been added as a result of the April installment. This waiver was put in place resulting in the loss of \$63,346 in penalties for the two month period. Although it is not recommended by the Area Treasurers that this waiver be extended for another month, many other jurisdictions outside the Region have continued to waive penalties.


Since the state of Emergency has not yet been fully lifted and many taxpayers are only just returning to work it may be easier to waive penalty for another 30 days rather than looking at other more complex programs. We will continue to encourage property owners and mortgage companies to pay their taxes and any outstanding balances not paid will be shown on the Final Tax Bill that will be going out this month.

With the partial lifting of the state of emergency, it was not seen as prudent to delay installment dates on the final tax bill approved Council last month. Extending the penalty waiver by one month will provide some assistance to those still not fully back to work while keeping the Township's cash flow coming in.

Conclusion

The Township, as are all other municipalities in Canada, is continuing to deal with the financial realities of the COVID-19 virus on the ability of taxpayers to pay property tax. At the same time, the Township is limited in the type of relief that may reasonable be provided while trying to maintain essential service delivery. Offering to continue to waive extra charges and provide rate payers with an additional month of penalty relief while requesting payment deferrals from the Region is seen as a reasonable step to help in this crisis.

Respectfully submitted,


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

Date:	16/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Report
Copies to:	

The Corporation of the Township of Brock

Public Works Department

Facilities Co-ordinator to Council

Report: 2020-CO-20

Date: Monday, June 22, 2020

Subject

Commemorative Celebration Program

Recommendation

That staff report No. 2020-CO-20, Commemorative Celebration Program be received;

That Staff recommends to Council that the Draft Commemorative Celebration Program application and guidelines be approved;

And further, Staff recommends to Council that the proposed fees for the Commemorative Celebration Program be approved.

Attachments

Attachment #1 -Celebration Program 2020-PWF-01, Celebration Bench Program Application,
Attachment #2 -Commemorative Celebration Program Application, and
Attachment #3- Commemorative Celebration Program Guidelines.

Background

The purpose of this report is to provide an update to Council on the development of the Commemorative Celebration Program originally under 2020-PWF-01 Celebration Bench Program application.

At the Committee of the Whole meeting held on April 7, 2020, this report was tabled under Resolution Number 8-6 and an updated program report was to be brought forward by staff.

Discussion

The purpose of the proposed Commemorative Celebration Program is to place dedication trees, benches, and picnic tables in Township parks and to assist in rejuvenating our downtown core. This program is an opportunity for residents and businesses to celebrate life's events such as outstanding achievements, birthdays, anniversaries, births or the life of a loved one.

Staff have reviewed the previous recommended program, seen as Attachment #1 to this report, made some amendments, and have proposed additional opportunities for commemoration. Staff are now aiming to increase the opportunities for the public to celebrate in Township parks and open spaces by adding opportunities for tree dedication and commemorative picnic tables to the bench program.

Under this proposed program the public will have the opportunity to donate towards a park amenity such as a tree, bench, or picnic table within one of the beautiful parks, trails or downtown cores in the Township of Brock. Each will have the option of a personalized plaque, and staff will work with donors to determine a specific location, installation and maintenance of the amenity for a predetermined lifecycle.

Staff have revised the application, seen as Attachment #2, to include the new options for donation, and conditions of agreement. Staff also have developed guidelines, seen as Attachment #3 to this document, for the prospective donor in order to provide clear and concise clear regulations for the program.

Staff consulted with Carole Roberts who originally brought the bench program forward, on December 9, 2019 to Council. Staff discussed the cost of the plaques for the bench's with Mrs. Roberts, and the Township's supplier. It has been determined that there are different suppliers of plaques that can fit the need, and the Townships benches if required.

Additionally, staff determined that a more accurate price model of donation was needed to simplify the program for patrons. Staff have adjusted the original rate which broke down fees to add shipping charges, H.S.T, and additional expenses for the plaque. Under the new proposal staff have created a flat rate which is more in line with the original proposal from Carole Roberts and, in comparison of other programs in similar municipalities. This new rate includes taxes, shipping, the plaque, and will cover the cost of the bench. A tax receipt will be made available to the patron. The cost of the program should be monitored to match current market values year to year.

Staff conducted a review of other municipalities with similar benches, and their programs to develop a comparative price model for the program. The following is a review of other municipal programs:

Municipality	Tree Program	Bench Program	Picnic Table Program	Comments
Township of Uxbridge	\$750 + HST	\$2,100 + HST Plaque included	NIL	Under Review
Township of Scugog	\$565 HST included	\$2,200 HST included Plaque \$275 HST Included	NIL	Program under review currently only covers 63% of cost
Town of Lincoln	\$750 HST Included	\$2,295 HST & Plaque Included	\$2,495 plaque and HST included	Accessible Hexagonal Picnic tables
Town of Whitby	\$729.84 HST Included	\$2,923.58 HST and Plaque Included	NIL	Bench is \$3,445.73 with concrete pad
City of Pickering	\$700 HST Included	\$2,200 HST Included	NIL	Fees only partially cover program expenses
Township of Minden Hills	\$500 + HST	\$2,000 + HST Plaque Included	NIL	Five year maximum

In order to promote the program, staff will post the application and program guidelines on the Township of Brock website.

A list of perspective species will be developed by staff to include native tree varieties.

Financial

The proposed fee and charges (H.S.T included) for the Commemorative Celebration Program are as follows:

- **Tree (\$750):** Includes the installation of a 50-60 mm caliper tree and a memorial tag. Tree planting takes place in the spring and fall and a two-year warranty is provided by the Township. All species must meet the approval of staff based on the best fit for the location to ensure the long-term health of the tree.
- **Bench (\$2,275):** Includes cement pad, a memorial plaque and installation in an approved location. The make and model of the bench is at the sole discretion of the Township.

- **Picnic table (\$2,440):** Includes an accessible picnic table and a memorial plaque, placed in an approved location. The make and model of the table is at the sole discretion of the Township.

The Township will issue a tax receipt to the patron for purchases under this program.

Conclusion

On the basis of the foregoing review, it is recommended that staff report No. 2020-CO-20, Commemorative Celebration Program be received, and that Staff recommends to Council that the Draft Commemorative Celebration Program application and guidelines be approved. Further, Staff recommends to Council that the proposed fees for the Commemorative Celebration Program be approved.

Respectfully submitted,



Craig Belfry, MPSM, CCRM, B.A.
Facilities Co-ordinator

Reviewed by,



Paul Lagrandeur
Director of Public Works



The Corporation of the Township of Brock

Public Works Department

Facilities Co-ordinator to Committee of the Whole

Report: 2020-PWF- 01

Date: March 16 2020

Date:	10/03/2020
Refer to:	Not Applicable
Meeting Date:	March 16, 2020
Action:	null
Notes:	COW - PWFP - Consent
Copies to:	

Subject

Celebration Bench Program Application

Recommendation

That staff report No. 2020-PWF-01 be received and further that Committee approve Celebration Bench Program application attached.

Attachments

Celebration Bench Application

Report

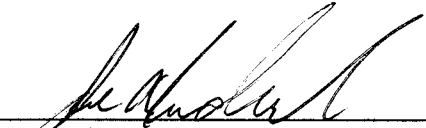
The purpose of the Celebration Bench program is to place dedication benches in Township parks and to assist in rejuvenating the downtown cores. The program is an opportunity for residents and business owners to celebrate life's events such as outstanding achievements, birthdays, anniversaries, births or the life of a loved one.

The benefits to these benches would be to help beautify the downtown areas. Allow people to relax while others are shopping, provide a place to rest for seniors, those with disabilities, families with children and dog owners. Provide a place to converse with family, friends and others in the community.

Financial

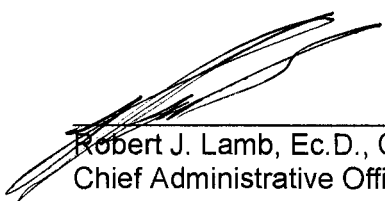
There will be no financial implications to Township.

Respectfully submitted,



Joe Underwood
Facilities Co-ordinator

Reviewed by,



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



Celebration Bench Program

The purpose of the Celebration Bench program is to place dedication benches in Town parks and to assist in rejuvenating our downtown core. This program is an opportunity for residents and businesses to celebrate life's events such as outstanding achievements, birthdays, anniversaries, births or the life of a loved one.

The contributor will be responsible for payment of approximately \$1600.00* for the approved standard park bench which is a Black/Bronze enameled steel bench with seat and back rest and anchored on a concrete pad. The purchase of the bench will include a five-year warranty. *(taxes and shipping are not included).

Optional Dedication Plaque & Base:

A commemorative plaque can be purchased for approximately \$480.00*. This dedication plaque is 6 – 8 inches in diameter with polished text on a textured background. *(taxes and shipping are not included).

The bench plaque will be installed on the concrete bench base. Wording on the plaque will be approved by the Township. (Township will cover the costs of installation.)

The cost to replace the plaque due to theft or vandalism will be the responsibility of the original contributor. Placement of memorial wreaths, flowers or other items will not be permitted. Bench locations are subject to approval of the Township of Brock.

Application:

Contact Information:

First & Last Name: _____
Email: _____ Phone: _____
Address: _____ City: _____ Postal Code: _____

Celebration Bench:

Preferred Location: _____
Please note, location requests require approval from the Township of Brock. Installations will not occur during the months of November-April for new concrete pads.

Plaque Text (not to exceed 25 characters):

"In celebration of _____"

Applicant Signature: _____ Date: _____

Office Use Only:

Reviewed by _____ Date: _____
Payment Received by: _____ Date: _____
Approved by: _____ Date: _____



Commemorative Celebration Program

The purpose of the Commemorative Celebration Program is to place dedication trees, benches, and picnic tables in Township parks and to assist in rejuvenating our downtown core. This program is an opportunity for residents and businesses to celebrate life's events such as outstanding achievements, birthdays, anniversaries, births or the life of a loved one.

Be a Benefactor, Give a Gift

- Donations can be made toward a park amenity such as a tree, bench, or picnic table within one of the beautiful parks, trails or downtown cores in the Township of Brock;
- Each will have the option of a personalized plaque; and
- Staff will work with donors to determine a specific location, installation and maintenance of the amenity for a predetermined lifecycle.

Tree (\$750): Includes the installation of a 50-60 mm caliper tree and a memorial tag. Tree planting takes place in the spring and fall and a two-year warranty is provided by the Township. All species must meet the approval of staff based on the best fit for the location to ensure the long-term health of the tree.

Bench (\$2,275): Includes accessible cement pad, a memorial plaque and installation in an approved location. The make and model of the bench is at the sole discretion of the Township.

Picnic table (\$2,440): Includes an accessible picnic table and a memorial plaque, placed in an approved location. The make and model of the bench is at the sole discretion of the Township.

Application:

Contact Information:

First & Last Name: _____

Email: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Celebration Tree/Bench/Picnic Table: (Circle one)

Preferred Location: _____

Please note, location requests require approval from the Township of Brock. Installations will not occur during the months of November-April for new concrete pads.

Plaque Text (not to exceed 25 characters):

"In celebration of _____"

Conditions of Agreement

Office Use Only:

Reviewed by _____ Date: _____

Payment Received by: _____ Date: _____

Approved by: _____ Date: _____



Attachment #2

1. I agree to the Commemorative Celebration Program Guidelines which cover how selection of the site is determined and the specific location for the amenity.
2. I understand that plaques and amenities will not be maintained in perpetuity. They will be removed when repair is no longer feasible (as determined by the Township) due to damage and deterioration from the natural elements or otherwise.
3. I understand the plaque will be given to me (or my alternate contact if I cannot be located) when the amenity is removed at the end of its lifecycle (as determined by the Township). If I or my alternate contact cannot be located, the plaque will be stored at a Township facility for a period of three (3) years, after which it will be re-purposed or destroyed.
4. The amenity may be temporarily removed for the purpose of maintenance, construction or park festivals and activities.
5. Public access to the site or the amenity location may be restricted if it is deemed unsafe due to adverse weather conditions or construction.
6. In the event of vandalism, the Township will make reasonable efforts to restore the amenity or plaque back to its original state but will not replace either item.
7. I understand the Township may permanently change the location of the amenity due to park and road improvement or reconstruction work. I (or my alternate contact if I cannot be located) will be informed of this change.
8. I understand that it is my responsibility to provide the Township with updated personal contact information.

Applicant Signature: _____ Date: _____

Office Use Only:

Reviewed by _____ Date: _____

Payment Received by: _____ Date: _____

Approved by: _____ Date: _____



Commemorative Celebration Program

Program Guidelines

Purpose

- The Commemorative Celebration Program provides opportunities for families and friends to donate a tree, bench or picnic table with a plaque within the Township of Brocks parks and open spaces.

Statement

- The Township of Brock believes in providing opportunities to all applicants who wish to observe, acknowledge, or remember a significant historical event, occasion, or individual and to beautify a public space by purchasing commemorative product.

Scope

- Commemorative products include:
 - Site Furnishing (bench or picnic table), and
 - Tree.

Administration

- The administrative component entails coordination, record keeping, and financial management by the Public Works Department.

Cost

- The Commemorative Celebration Program is a self-funded cost recovery program including installation and maintenance, and
- Amenity fees will reflect market value pricing inclusive of HST, installation and shipping and donors will be issued a receipt for their gift for tax purposes.

Donation Requirements

- Celebration donations must meet the Township's departmental standards both in specification and design to contribute to the aesthetic and enjoyment of public spaces,



Attachment #3

- All celebration products must meet AODA guidelines when applicable and no donations may interfere with the accessibility, maintenance or use of the designated public space,
- All celebration products will become the property of the Township immediately upon their placement on municipal lands, and
- The Township reserves the right to determine and limit the number of locations for commemorative products and a wait list may be required and maintained to control and balance inventory.

Maintenance

- Both the celebration donation and any affixed plaques will be maintained to the Township's standards for the lifecycle of the amenity (e.g. typically 10 to 15 years),
- They will be removed when repair is no longer feasible (as determine by the Township) due to damage and deterioration from the natural elements or otherwise,
- The plaque will be given to the donor (or alternate contact if the donor cannot be located) when the amenity is removed at the end of its lifecycle, and
- In the event that the donor or the alternate contact cannot be located, the plaque will be stored at a Township facility for a period of three years, after which it will be re-purposed or destroyed.

Timing

- Requests will be accepted year-round and residents will have the option of submitting requests through an online form,
- Amenities will be installed within a reasonable timeframe after the order for the amenity has been placed and depending on the time of year and seasonal weather conditions (approx. 2-4 months),
- The installation of the amenity will typically occur between May and October due to limitations and or constraints with weather,
- The installation schedule is dependent on many factors so the Township cannot provide a specific installation date but will make reasonable efforts to install the amenity within the requested timeline and ensure ongoing communications with the donor to set and appropriately manage expectations,
- The donor agreement will remain null and void until both the Township representative and the donor sign the agreement and all fees have been paid in full, and
- It is the celebration donor's responsibility to update the Township with respect to any changes to the personal contact information or alternate contact.



Location

- The placement of the celebration product will be in consultation with the donor and Township staff.

Plaque/Inscription

- All celebration products accompanied by a plaque or inscription shall be consistent in size, shape, wording and materials,
- All wording will be approved by the Township in advance of purchase, and
- The Township reserves the right to refuse any application that does not keep with the dignity or decorum of the public space.

Repair/Replacement

- In the event of vandalism, the Township will make reasonable efforts to restore the amenity or the plaque back to its original state but will not replace either item,
- Live celebration products (e.g. trees) will be warranted for two years from the planting date, with no extra charge to the donor, and
- Trees will be selected from an approved list.

Relocation

- The Township reserves the right to relocate a celebration product in the eventuality that such a move is necessary (e.g. recurrent vandalism, the location is scheduled for redevelopment or servicing upgrades, etc.).

Ceremony

- Should donors wish to host a celebration ceremony or unveiling, all arrangements must be made with Public Works Department,
- Such costs will be the responsibility of the donor, and
- The placement of any mementos (e.g. wreaths, flowers, vases, pictures, etc.) near the celebration product are not permitted.

Exceptions

- Requests that do not fit within the scope of these guidelines may be considered by Public Works Department staff if the request is considered beneficial to the Township as a whole.



Date:	16/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Report
Copies to:	

The Corporation of the Township of Brock

Public Works Department

Facilities Co-ordinator to Council

Report: 2020-CO-17

Date: Monday, June 22, 2020

Subject

Cannington Arena Outer Structure Removal Feasibility

Recommendation

That staff report No. 2020-CO-17, Cannington Arena Outer Structure Removal Feasibility be received for information.

Attachments

NIL

Background

The purpose of this report is to provide information to Council on Resolution Number 15-4, March 2, 2020 on the feasibility of removing the outer structure of the Cannington Arena portion of the Rick MacLeish Memorial Community Centre leaving an intact ice surface for outdoor use, and further on the type and amount of maintenance required for a natural or artificial ice surface.

Discussion

On Monday, June 8, 2020 Staff met with representatives from E7 Engineering to look at the feasibility of removing the outer structure of the arena portion of the Rick MacLeish Memorial Community Centre. At that time, a visual preliminary investigation was provided by the engineers, and they indicated it is possible to remove the outer structure of the arena and maintain the ice surface.

As this was just a preliminary visual inspection to answer the question of possibility, further details of the removal would need to come forward in a more in-depth study from an engineering firm, and other consultants to get exact costs of such an endeavour.

In addition to the engineering investigation, staff were also requested to provide comment on the type and amount of maintenance required for either natural or artificial ice surface.

If an outdoor ice surface is created on municipal land and made available for use by the general public, it must be maintained to a recognized set standard. These standards can be transferred easily from operations of an indoor rink and can be adopted by the municipality even if volunteers maintain the outdoor facility. In consultation with the Ontario Recreation Facilities Association (ORFA), of which the Township of Brock is a member, there are no specific legal requirements to be met in offering outdoor ice, although there is an expected responsibility for those who own and offer recreational opportunities. Therefore, any type of maintenance on an outdoor rink whether it be natural or artificial will require training of the volunteers or staff to ensure proper maintenance and ice conditions are adhered to.

Maintenance of a Natural Ice Surface:

There are varying factors that will need to be considered with the operations of the facility and the ability to maintain natural ice. In addition, the removal of the ice plant would significantly reduce the overall maintenance and costs of the facility in comparison to an artificial rink. Items that would require consideration for a natural rink are:

- Volunteer time and commitment vs staff time based on the level of use,
- Volunteer training,
- Regular Ice maintenance i.e. monitoring depths and surface conditions,
- Pad and board structure maintenance,
- Ice maintenance equipment i.e. hoses, snow blowers, etc.
- Scheduling of maintenance, and program hours, and
- Security and signage.

Maintenance of Artificial Ice

If the municipality were to decide to maintain the facilities artificial ice plant, then in addition to many of the similar conditions for natural ice maintenance, consideration would also need to be given to the following factors:

- The age of the ice plant, life expectancy, and replacement,
- Exposure of an aged header trench to the outdoor elements,
- Age and longevity of the refrigeration pipes in the ice pad floor,
- Ensuring the ice plant room is up to building code,
- Meeting all ice plant operational regulations,
- The use of an ice re-surfacer and its storage,
- Increased staff time vs volunteer time, and
- Utility and operational costs.

Another aspect to consider is that patrons will require access to the warm areas to put on skates and use of the washroom facilities. This will also require access to the community hall, and a staffing presence in the facility.

Regardless, if the rink is natural or artificial exposure to weather conditions will play a factor in the duration of the ice season, the amount of maintenance, and staff or volunteer time that is required. This will fluctuate year to year.

Financial

If the removal of the outer structure were to proceed, consideration should be given that the average of cost of any demolition project is \$4 to \$8 per square foot. The ice pad is approximately 20,000 square feet. As this project involves not just a straight demolition to the area but maintaining the ice pad structure, costs could be higher. Other issues that will create potential project expenses that were identified by the engineers and staff as part of the removal are:

- The conversion of the interior wall to an exterior wall on the community centre,
- Changing the interior doors to enter the arena area to exterior,
- The removal of the stands due to height safety concerns,
- The possible decommissioning of the ice plant,
- Any abatement of dangerous materials that would be part of the demolition, and
- The curling club structure and its proximity to the ice pad.


In 2019, the Township of Brock Capital Budget allocated \$200,000 to the replacement of the Rick MacLeish Memorial Community Centre arena roof from the arena reserve fund.

The last structural assessment report on the facility was done in 2015, and should be done every five years on arenas. Although not identified at the time, there are now signs of water damage and infestation to the arena roof structure that should be investigated prior to proceeding with any roof replacement.

Conclusion

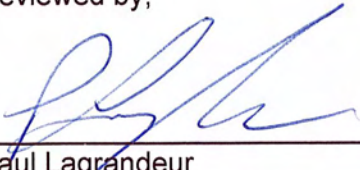
On the basis of the foregoing review, it is recommended that staff report, No. 2020-CO-17, Cannington Arena Outer Structure Removal Feasibility be received for information.

Respectfully submitted,



Craig Belfry, MPSM, CCRM, B.A.
Facilities Co-ordinator

Reviewed by,



Paul Lagrandeur
Director of Public Works

Correspondence



Alcohol and Gaming Commission of Ontario
 Licensing and Registration
 90 SHEPPARD AVE E SUITE 200
 TORONTO ON M2N 0A4
 Fax: 416-326-8711
 Tel: 416-326-8700 or 1-800-522-2876 toll free in Ontario

Agency Letter of Approval

Note: A separate letter is required from Building, Fire and Health authorities.

THIS FORM IS NOT REQUIRED FOR CHANGES IN OWNERSHIP ONLY.

Attention: Approving Agency

This form is supplied for the convenience of approving authorities.

Any individual agency may choose to utilise their own specific correspondence.

Name of Approving Agency			
Address	City / Town	Province / State	Postal Code

Re:

Name of Premises <i>Rock in Burger and Pub.</i>			Municipality
Address <i>298 Simcoe Street</i>	City / Town <i>Beaumont</i>	Province / State <i>Ontario</i>	Postal Code <i>L0K1A0</i>

Please indicate: New Building **OR** Alterations
 Indoor Areas **OR** Outdoor Areas

- Agency has no objections to the use of this facility as a licensed premises under the *Liquor Licence Act*. No determination or assessment has, or will be made, at this time with respect to the occupant load.
- Agency has no objections to the use of this facility as a licensed premises under the *Liquor Licence Act*. A total occupant load has been established at Indoor _____ Outdoor _____
Note: If the total occupant load should be segmented into specific areas, please define below or provide appropriate attachment.
- Agency has no objections to the use of this facility as a licensed premises under the *Liquor Licence Act* following compliance with the identified requirements. *Note conditions below or provide appropriate attachment.*

See attachment

Name of Approving Official (please print)	Title of Approving Official	Date
Signature of Approving Official	Telephone number	Fax number

677/20

BROCK BOARD OF TRADE

Getting Your Business, SEEN, HEARD and CONNECTED in Brock Township

June 12, 2020

Becky Jamieson, Clerk
Township of Brock
Box 10, 1 Cameron Street East
Cannington, Ontario, L0E 1E0

Date:	15/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Correspondence
Copies to:	

Dear Ms. Jamieson,

As the Brock Board of Trade begins to advertise for our 2020 tourism summer student position, we would respectfully ask for the Township of Brock's assistance in funding this position.

Each year we apply for the Canada Summer Student Job Grant, requesting 13 weeks of support to hire a Tourism Operator summer student to work full time from June until the beginning of September. For the last several years, including 2020 we have received 8 weeks of support from the Federal Government. Because we are getting a later start due to the COVID situation, we believe we can have the student work 11 weeks with additional hours during the week. This will allow our partnership with the Township to continue and will guarantee that our area is virtually marketed to the fullest extent.

As such, we are once again requesting \$2000 support from the Township of Brock to fund the remaining hours of the Tourism Operator position. We once again look forward to a joint working relationship whereby the Tourism Operator performs tourism tasks for the Township of Brock.

We appreciate your support in 2019 and look forward to another successful partnership in the 2020 season.

Regards,

Elizabeth Burley
President, Brock Board of Trade

Box 29, 397 Simcoe Street
Beaverton, ON L0K 1A0

Tel. 389-290-3982
brockboardoftrade@gmail.com

Date:	16/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Correspondence
Copies to:	

Councillor Claire Doble,

It is my anticipation in sending this note that you will be able to address a problem of speeding vehicles that is occurring in your Ward on Victoria St in Ethel Park.

The neighborhood of Ethel Park is quiet and residential, with quite a few families having small children and pets; there are a lot of dog walkers and recreational enthusiasts that make use of the peaceful area. However, I've noticed over the past few years that the speed of vehicles travelling up and down Victoria St has significantly increased; there seems to be too many drivers ignorant of the speed limit signs posted clearly throughout the neighborhood and travel upwards of double the speed limit. I, personally, have almost been hit numerous times by the careless drivers as I walked my dogs or biked with my family so I'm concerned for my family's safety and those of others in the neighbourhood.

My request to you is to implement measures that will reduce the speed of vehicles travelling in Ethel Park:

1. Extend the community safety zone from Morrison Avenue to Ethel Park Drive,
2. Reduce speed limits to 40km, and
3. Install traffic calming measures.

My previous two complaints that I submitted to Council about the speeding issue (August 2019 and March 2020) were addressed immediately with both instances resulting in an increased presence from the Durham Regional Police Service. However, the speeding issue resumed as the police presence diminished. Now is the time for Council to permanently address the speeding problem.

Thanks for your help in making our community a safer place for everyone.

Warren Fisher






Canada's Anti-Spam Legislation (CASL) requires Enbridge Gas Distribution Inc. to provide you with an option to unsubscribe from receiving commercial electronic messages (CEM) including certain emails promoting our services. If you wish to opt-out from receiving further commercial electronic messages, please [Click here to unsubscribe.](#)

Lesley Donnelly

Subject: FW: Food Truck

Date:	16/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	null
Notes:	Correspondence
Copies to:	

From: Laura Croft <[REDACTED]>
Sent: Tuesday, June 16, 2020 6:10 AM
To: Becky Jamieson <bjamieson@townshipofbrock.ca>
Subject: Re: Food Truck

Now that things are reopening I am asking permission to run my Food Truck in Brock Township. I would like to be able to drive around Brock Township.
 Thank you
 Laura Croft

On Monday, June 15, 2020, 10:15:22 AM EDT, Becky Jamieson <bjamieson@townshipofbrock.ca> wrote:

Hi Laura,

As in previous years, you will need to write a letter to Council requesting permission. Pay fee, get health and fire inspection.

Thanks

[Becky Jamieson](#)

Clerk

The Corporation of the Township of Brock



1 Cameron Street East, P.O. Box 10

Cannington, Ontario, L0E 1E0

Tel: 705-432-2355, Ext. 240 | Toll-Free: 1-866-223-7668 | Fax: 705-432-3487

bjamieson@townshipofbrock.ca | townshipofbrock.ca | choosebrock.ca

This electronic message and all contents contain information from which may be privileged, confidential or otherwise protected from disclosure. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, any disclosure, copy, distribution or use of the contents of this message is prohibited. If you have received this email in error, please notify the sender immediately by return email and destroy the original message and all copies.

From: Laura Croft <[REDACTED]>
Sent: June 15, 2020 9:53 AM
To: Becky Jamieson <bjamieson@townshipofbrock.ca>
Subject: Food Truck

Morning Becky I need to get a permit for my food truck, I will be driving it around. Can you please tell me what steps I need to take.

Thanks

Laura Croft

By-laws

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2955-2020

BEING A BY-LAW TO AUTHORIZE THE REGIONAL MUNICIPALITY OF DURHAM (THE "REGION") TO ISSUE AN INTERNAL DEBENTURE IN THE PRINCIPAL AMOUNT OF \$1,000,000 AS LONG-TERM FINANCING FOR THE SUNDERLAND FIRE HALL AND TO FORWARD A WRITTEN REQUEST TO THE REGION TO DO SO

WHEREAS Section 401(1) of the Municipal Act 2001, provides in part that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way;

AND WHEREAS prior to the Council of the Corporation of the Township of Brock (the "Township") authorizing this charge, the Treasurer updated the Township's annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and determined that the estimated annual amount payable in respect of the debenture would not cause the Township to exceed the updated limit;

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

1. THAT the Township requires an internal debenture in the principal amount of \$1,000,000 to be issued by the Region over a term of ten (10) years for the purposes of long-term financing the Sunderland Fire Hall.
2. THAT a written request be submitted to the Region to issue the aforesaid internal debenture and this by-law shall constitute such written request.
3. THAT the money required to purchase the debenture come from the Township's Capital Reserve Fund.

THIS BY-LAW READ TWICE THIS 22nd DAY OF JUNE, A.D., 2020.

Mayor
Debbie Bath-Hadden

Clerk
Becky Jamieson

THIS BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF JUNE, A.D., 2020.

Mayor
Debbie Bath-Hadden

Clerk
Becky Jamieson

Notice of Motion

Lesley Donnelly

From: noreply@townshipofbrock.ca on behalf of Brenda Address [REDACTED]
Sent: Thursday, May 28, 2020 4:16 PM
To: Brock General
Subject: Fence request

Follow Up Flag: Follow up
Flag Status: Flagged

Date:	29/05/2020
Refer to:	Council
Meeting Date:	June 8, 2020
Action:	null
Notes:	Correspondence
Copies to:	Richard and Paul

Brock Council members

I would like to request your review and approval on the building of a 5-foot wooden privacy fence between my property (26980 Cedarhurst Beach Rd) and the road allowance at the 4th concession.

My property is adjacent to the parking lot at the road allowance. On numerous times I have been subject too individuals who do not respect the property line or the parking lot.

There has been a blatant disrespect with individuals throwing garbage and using the woods adjacent to my property as a washroom along with inappropriate behavior.

This winter passed there was also an incident where a car drove through the intersection and over the hill.

There was also a religious statue left at the bottom of one of trees, to which I informed the works crew when they were cutting grass. People parking there late at night causing the car/truck lights to shine into the property and my house.

I want to be emphatically clear that I believe the residence should have access to the beach to enjoy the water and the engagement of family life. I am not raising the issue of the use; however, I would like to know that it is safe and comfortable to live in my home.

In closing I am hopeful that you will approve my request of the 5-foot wooden fence between the parking lot and my property. I am not asking for the fence to be built along the hillside. The reason for a wooden fence is the shining of the lights and the visibility of what it goes on in the parking lot at nighttime to create a clear boundary.

Thank you for your time and consideration of this issue.

Brenda Address
Brock Resident

Origin: <https://www.townshipofbrock.ca/en/municipal-office/municipal-office.aspx>

This email was sent to you by Brenda Address [REDACTED] through <https://www.townshipofbrock.ca>.