

The Corporation of the Township of Brock

Special Council Meeting Agenda

Electronic Meeting

Session Eleven

Thursday, July 16, 2020

1. **Call Open Session to Order & Moment of Silence – Mayor Debbie Bath-Hadden – 9:30 a.m.**
2. **Disclosure of Pecuniary Interest and Nature Thereof**
3. **Delegations – None**
4. **Consideration of business for which notice was given**

Staff Report

- 789** Becky Jamieson – Report: 2020-CO-32, Amendment to By-Law Number 1977-2006-PP (Parks By-law)

Resolution

That staff report no. 2020-CO-32, Amendment to By-Law Number 1977-2006-PP (Parks By-law) be received for information; and that Council bring forward the amending by-law.

- 795** Becky Jamieson – Report: 2020-CO-30, Brock Emergency Response Benefit Update

Resolution

That Report No. 2020-CO-30, Brock Emergency Response Benefit Update be received for information;

That Council authorize staff to work with South Lake for a second intake of the BERB; and

That the following criteria be added to the application for the second intake:

- Any applicant that received funding during the initial intake is not eligible for the second intake;
- Any application received during the initial intake that did not meet the initial intake criteria, automatically be considered for second intake;
- Any application received after the deadline for the initial intake, automatically be considered for second intake;
- That the criteria be amended to include a clause that any not-for-profit organization that owns their own building and has seen a 30% reduction of revenue over last year, be eligible for second intake; and
- That the second intake occur from July 20th – August 4th, 2020.

- 796** Becky Jamieson – Report: 2020-CO-31, Modernization Funds – Server Replacement

Resolution

That Council receive Report: 2020-CO-31, Modernization Funds – Server Replacement, for information;

That staff be authorized to proceed with Phase 2 of the modernization initiatives at a cost of \$100,000 as summarized in Attachment No. 2; and

That the remainder of the modernization funds totaling \$483,000, along with any unspent funds from Phase 1 and 2, remain in reserve until a report with respect to phase 3 is brought forward, along with a report of the ongoing costs associated with all projects approved as part of modernization funds.

Correspondence

778 Devil's Fitness – Request for Rent Reduction

Resolution

That communication no. 778 be referred to staff for a report for August 10th.

By-laws

- 1) By-law Number 2959-2020 – to regulate and control the use of parks and park buildings under the jurisdiction of the Township of Brock.

Resolution

That By-law Number 2959-2020, being a by-law to regulate and control the use of parks and park buildings under the jurisdiction of the Township of Brock, 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.

Closed Session

- 1) **Mayor Debbie Bath-Hadden**
Verbal Update - Human Resources 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

That Council move in-camera at _____ a.m. pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal employees.

5. **Public Questions and Clarification** – Suspended Until Further Notice

6. **Confirmation By-law**

By-law Number 2960-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on July 16, 2020.

Resolution

That By-law Number 2960-2020, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on July 16, 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.

7. **Adjournment**

Reports

The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk to Council

Report: 2020-CO-32

Date: Thursday, July 16, 2020

Date:	13/07/2020
Refer to:	Council
Meeting Date:	July 16, 2020
Action:	null
Notes:	Report
Copies to:	

Subject

Amendment to By-Law Number 1977-2006-PP (Parks By-law)

Recommendation

That Report No. 2020-CO-32, Amendment to By-Law Number 1977-2006-PP (Parks By-law) be received for information;

That Council bring forward the amending By-law.

Attachments

Attachment No. 1 By-Law Number 1977-2006-PP

Attachment No. 2 By-Law Number 2959-2020 (Amendment to By-Law 1977-2006-PP)

Background

By-law Number 1977-2006-PP, contained in Attachment No. 1, is a By-Law to regulate and control the use of Parks and Park Buildings under the jurisdiction of the Township of Brock. The By-law prohibits fires in a park but nowhere in the by-law does it address the use of BBQ's.

Discussion

The use of BBQ's in parks is becoming more common and presents safety risks for numerous reasons. As a result, staff are recommending that the by-law be amended to prohibit BBQ's in parks. The Fire Chief and By-law/Animal Control Supervisor have been consulted on this report and agree with the recommendations.

Attachment No. 2 is a By-law to Amend By-law Number 1977-2006-PP. The amendments contained within the by-law are as follows:

Add the following definitions in alphabetical order to Section 1 – Definitions:

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

- “BBQ” shall mean a manufactured or other approved appliance used for cooking and is fueled by propane, gas or charcoal.
- “Open Air Fire” shall mean burning in the open air, including a camp fire where the flame is not wholly contained.

Remove Section 3 (y) and replace it with the following:

- light or maintain an open air fire and/or BBQ in a park, unless written approval is received by the Municipality's Fire Chief;

The recommended amendments would prevent numerous fires and BBQs in the parks but would still permit an individual to obtain approval from the Fire Chief to have an open air and/or BBQ in a park for events.

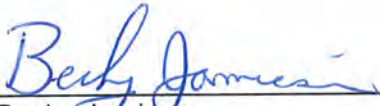
Financial

There is no financial impact to this report.

Summary

Staff recommend that By-law Number 1977-2006-PP be amended to prohibit BBQ's without approval from the Fire Chief and that Council recommend that the amending by-law come forward for consideration.

Respectfully submitted,


Becky Jamieson
Municipal Clerk

Reviewed by,


Ralph Walton
Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF BROCK**BY-LAW NUMBER 1977-2006-PP****BEING A BY-LAW TO REGULATE AND CONTROL THE USE OF PARKS AND PARK BUILDINGS UNDER THE JURISDICTION OF THE TOWNSHIP OF BROCK**

WHEREAS paragraph 5 of section 16(1) of the Municipal Act, S.O. 2001, as amended, provides that the council of a municipality may pass by-laws to regulate and control culture, parks, recreation and heritage that are under the control of the municipality;

AND WHEREAS the Council of the Township of Brock deems it expedient to regulate and control the use of parks and park buildings under the jurisdiction of the Township of Brock;

NOW THEREFORE BE IT ENACTED by the Council of the Corporation of the Township of Brock as follows:

1. DEFINITIONS

In this by-law:

- a) "all-terrain vehicle" means an off-road vehicle that:
 - i) has four wheels, the tires of which are in contact with the ground,
 - ii) has steering handlebars,
 - iii) has a seat that is designed to be straddled by the driver, and,
 - iv) is designed to carry a driver only and no passengers;
- a) "firearm" means any barrelled weapon from which any shot, bullet or other projectile can be discharged and includes any frame or receiver of such barrelled weapon and anything that can be adapted for use as a firearm and includes a gun, musket, pistol, revolver, rifle, spring gun, or air gun;
- b) "fireworks" means devices containing combustible chemicals that cause explosions or spectacular effects;
- c) "game" means any activity which involves an object being thrown, hurled or propelled and includes, without limiting the generality of the foregoing, baseball, softball, fastball, cricket, golf, archery, football, soccer, rugby, field hockey, javelin, discus, caber or hammer throwing, racquet games, hockey, and lacrosse;
- d) "hunt" means to chase, pursue, follow after or on the trail of, search for, shoot at, stalk or lie in wait for, worry, molest, take or destroy any animal, bird, whether or not the animal or bird be then or subsequently captured, injured or killed;

- e) "litter" means dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, placed, deposited, or left any refuse, garbage or debris or any kind or any object or substance which tends to pollute, mar or deface;
- f) "motor vehicle" means any automobile, motorcycle, motor assisted bicycle, or any other vehicle propelled or driven other than by muscular power;
- g) "motorized snow vehicle" means a self-propelled vehicle designed to be driven primarily on snow;
- h) "municipality" shall mean the Corporation of the Township of Brock;
- i) "park" means any municipal property that is or hereafter may be established, dedicated, set apart or made available for use and includes playgrounds, sports fields, memorial, squares, trails, gardens, waters, marinas, boat launches, and any other area or areas used for active or passive recreational purposes or for any purpose ancillary thereto;
- j) "park buildings" means any recreation centres, arenas, indoor swimming pools, curling clubs, museum buildings, grandstands, halls, washrooms, and any other buildings used for active or passive recreational purposes or for any purpose ancillary thereto;
- k) "posted area" means an area where permissive, warning, or prohibition signs are erected;
- l) "power boat" means any device that is capable of floating and to which is affixed or enclosed a motor as a means of propulsion and without limiting the foregoing includes jet skis, sea doos, motor boats, and any other motorized watercraft;
- m) "structure" means any construction or any production of piece of work artificially built up or composed of parts joined together in some definite manner and without limiting the generality of the foregoing includes a wading pool, monument, fountain, bridge, fence, wall, gate, pavement, sidewalk, seat, bench, shelter, barbeque, sign, gazebo, skateboard ramps, playground equipment, basketball court, tennis court, track, ball diamond or any other structure used for active or passive recreational purposes or for any purpose ancillary thereto;
- n) "vegetation" means any tree, flower, flower bed, bush, shrub, plant, sod, and grass;
- o) "vehicle" means a motor vehicle, trailer, traction engine, farm tractor, road building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power including muscular power, but does not include a motorized snow vehicle or streetcar;
- p) "weapon" means anything used, designed to be used or intended for use in causing death or injury to any person, or anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes any firearm.

2. No person, except a person acting under the authority of an approval issued by the Municipality, which shall include any agreements and recognized understandings between the Municipality and any Community Associations, shall:
 - a) enter into or remain in a park between the hours of 10:00 o'clock in the afternoon and 6:00 o'clock in the forenoon. Notwithstanding the foregoing, no person shall ride or drive any motor vehicle, vehicle, motorized snow vehicle, or all-terrain vehicle within Centennial Park, Wellington Street Park, or Harbour Park between the hours of 1:00 o'clock in the forenoon and 6:00 o'clock in the forenoon between December 1st in a calendar year through March 31st in the calendar year immediately following;
 - b) enter into or remain in a park building when the park building is closed to the public;
 - c) fly or operate any engine powered aeroplane in a park;
 - d) use any apparatus, mechanism or device for the amplification of the human voice, music, or other sound in a park;
 - e) offer goods for sale, lease, rent or barter in a park or a park building;
 - f) set off fireworks in a park;
 - g) erect or leave any tent, shelter or structure of any kind in a park;
 - h) possess liquor in a park or park building;
 - i) operate an amusement ride, hot air balloon or game of chance in any park or park building;
 - j) organize or arrange a picnic of more than twenty-five (25) persons in any park;
3. No person shall:
 - a) skate, roller skate, in-line skate or use a skateboard except in areas of the park designated for such purpose or in areas of the park that shall not cause an element of danger or injury to any person;
 - b) use, ride, train or race a horse in a park except in accordance with an event sanctioned by the Municipality inclusive of an event sanctioned by the Beaverton and/or Sunderland Agricultural Society;
 - c) play, organize, encourage or otherwise take part in any game or activity which involves thrown, hurled or propelled objects in areas of the park not designated for that type of game or activity or that may cause an element of danger to those people not involved in the same game or activity;
 - d) carry a firearm or weapon in any park;

- e) distribute or display any advertisement, notice, bill or paper in any park or park building or affix any advertisement, notice, bill or paper to any vegetation, structure or building in a park or park building;
- f) damage, deface or remove any vegetation, structure, or building in a park or park building;
- g) obstruct a roadway, path or parking area in any park;
- h) swim, bathe or wade in a fountain or ornamental pond in a park except those designated for such purposes;
- i) pollute any stream, river, lake, pond, swimming pool, or wading pool in a park or park building;
- j) dress or undress in a park or park building except in a proper change facility;
- k) be nude in a park or park building except when robing or disrobing in a proper change facility;
- l) litter in a park or park building;
- m) encroach onto or make exclusive use of any portion of a park;
- n) conduct oneself in such manner as to be obnoxious, boisterous or objectionable to any other person or group, or use profane, indecent or abusive language in a park or park building;
- o) hunt any animal or bird in any park;
- p) damage or disturb the nest or den of any bird or animal in a park;
- q) permit an animal or pet to enter or remain in a park unless the animal or pet is restrained by a leash;
- r) permit an animal under his or her control to defecate without removing and disposing of same by the animal on the grounds of the park;
- s) stop or park any motor vehicle in a park except in a designated parking area and in a designated parking space;
- t) clean, polish, maintain or repair any motor vehicle in a park except for an event specifically sanctioned by the Municipality;
- u) ride or drive any motor vehicle, vehicle, motorized snow vehicle, or all-terrain vehicle except upon the roadway therein designated for public vehicular use within a park. This provision shall not apply to Centennial Park, Wellington Street Park, nor Harbour Park subject to the meeting the provisions of clause 2 a);

- v) climb onto any structure not intended for that purpose or on any bridge within a park;
 - w) dive or jump from any bridge within a park;
 - x) launch any power boat within a park except at the Beaverton harbour; and,
 - y) light or maintain a fire in a park, unless written approval is received from the Municipality's Fire Chief;
4. The Municipality may issue a permit or approval for the use of all or portions of a park or park building subject to such terms and conditions as the Municipality may consider reasonable, desirable, and appropriate.
5. The Municipality may, from time to time, prescribe a fee or fees for the use of the park or park building or a portion thereof and no person shall use such park or park building or portion thereof without first having paid the prescribed fee.
6. The provisions contained in sections 2 and 3 of this by-law do not apply to:
- a) an employee of the Municipality while engaged in the performance of his or her duties; and,
 - b) a member of the police service while engaged in the performance of his or her duties.
7. Any provincial offences officer or municipal law enforcement officer appointed by the Municipality is authorized to inform any person of the provisions of this by-law and to require compliance therewith.
8. Any provincial offences officer or municipal law enforcement officer appointed by the Municipality whose duties include the enforcement of this by-law is authorized to order any person believed by such officer to be contravening or who has contravened any provision of this by-law:
- a) to desist from the activity constituting or contributing to such contravention;
 - b) to remove from the park any animal or thing owned by or in the control of such person which the officer believes is or was involved in such contravention; or,
 - c) to leave the park or park building.
9. Any provincial offences officer or municipal law enforcement officer appointed by the Municipality for such purpose may enforce the provisions of this by-law.
10. Where any person contravenes any of the provisions of this by-law, or fails to comply with any order referred to in section 8 of this by-law, the permission and/or approval of such person to remain in the park or park building is revoked.
11. Every person who contravenes any provisions of this by-law is guilty of an offence and upon conviction is liable to a fine or penalty for each offence, exclusive of costs as prescribed by the *Provincial Offences Act*, R.S.O. 1990, as amended.

12. Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the said section, subsection, clause or provision shall not affect the validity of this by-law in whole or any part thereof, other than the part so declared.
13. This by-law shall become effective of the date of its final passing.

BY-LAW NUMBER 1977-2006-PR READ A FIRST, SECOND, AND THIRD TIME, AND FINALLY
PASSED ON THIS 16TH DAY OF JANUARY, A.D., 2006.

Mayor
Keith Shier

Clerk-Administrator
George S. Graham

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2959-2020

BEING A BY-LAW TO AMEND BY-LAW NUMBER 1977-2006-PP, BEING A BY-LAW TO REGULATE AND CONTROL THE USE OF PARKS AND PARK BUILDINGS UNDER THE JURISDICTION OF THE TOWNSHIP OF BROCK

WHEREAS paragraph of section 16(1) of the Municipal Act, S.O. 2001, as amended, provides that Council of a municipality may pass By-laws to regulate and control culture, parks, recreation and heritage that are under the control of the municipality;

AND WHEREAS the Council of the Corporation of the Township of Brock hereby deems in expedient to amend By-Law Number 1977-2006-PP;

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

1. Add accordingly in alphabetical order to Section 1 – Definitions:

- "BBQ" shall mean a manufactured or other approved appliance used for cooking and is fueled by propane, gas or charcoal.
- "Open Air Fire" shall mean burning in the open air, including a camp fire where the flame is not wholly contained.

2. Remove Section 3 (y) and replace it with the following:

- light or maintain an open air fire and/or BBQ in a park, unless written approval is received by the Municipality's Fire Chief;

3. Effective Date

That this By-law shall come into full force and effect on the date of its enactment.

THIS BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF JULY, A.D., 2020.

Mayor
Debbie Bath-Hadden

Clerk
Becky Jamieson

The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk to Council

Report: 2020-CO-30

Date: Thursday, July 16, 2020

Date:	14/07/2020
Refer to:	Council
Meeting Date:	July 16, 2020
Action:	null
Notes:	Report
Copies to:	

Subject

Brock Emergency Response Benefit Update

Recommendation

That Report No. 2020-CO-30, Brock Emergency Response Benefit Update be received for information;

That Council authorize staff to work with South Lake for a second intake of the BERB; and

That the following criteria be added to the application for the second intake:

- Any applicant that received funding during the initial intake is not eligible for the second intake;
 - Any application received during the initial intake that did not meet the initial intake criteria, automatically be considered for second intake;
 - Any application received after the deadline for the initial intake, automatically be considered for second intake;
 - That the criteria be amended to include a clause that any not-for-profit organization that owns their own building and has seen a 30% reduction of revenue over last year, be eligible for second intake; and
 - That the second intake occur from July 20th – August 4th, 2020.
-

Attachments

Attachment No. 1 Report 2020-CO-14 – Brock Emergency Response Benefit

Attachment No. 2 Successful Applicants from Initial Intake

Background

Council considered Report 2020-CO-11, Proposed Emergency Response Benefit, at its meeting held on May 11, 2020 and Report 2020-CO-14, Brock Emergency Response Benefit Update on May 25, 2020. A resolution was adopted that Council authorize the Mayor and Clerk to enter into an agreement with South Lake Community Futures Development Corporation to administer the Brock Emergency Response Benefit as outlined in report, and that Council authorize the Treasurer to transfer \$150,000 to South Lake Community Futures Development Corporation for the administration of the Brock Emergency Response Benefit.

The agreement between the Township of Brock and South Lake Community Futures Development Corporation was executed and the intake for the Brock Emergency Response Benefit (BERB) was from June 1st – June 15th, 2020.

The program was announced on the Township of Brock website on May 27, 2020 and shared on social media. South Lake Community Futures Development Corporation shared the Township's media release on their website, a page dedicated to the BERB was created and placed on their page, an email blast was sent to their mailing list, information was shared on their social media accounts (facebook, Instagram), and it was shared with Brock Board of Trade (BBOT).

Discussion

During the intake, 18 applications were received and 17 of the 18 applications received funding allocating to \$81,000. Attachment No. 2 summarizes the 17 applicants that received funding during intake 1.

The 1 applicant that did not receive funding was due to them not meeting the funding criteria. In addition, some applications were received after the deadline and therefore were not considered.

Council allocated a \$150,000 to this program which leaves a total of \$69,000 in the fund. Council can consider the following options with respect to the program:

1. The program end and South Lake return the remaining funds to the Township;
2. A second intake occur with the same funding requirement; or
3. A second intake occur with modified funding criteria.

It is important to note that some businesses have expressed concern that they were unaware of the program. Further, there are a number of not-for-profit organizations that own their own building and depend on revenue from events to cover the overhead costs of the building.

In addition, staff are aware that there maybe an interest from Council to provide some support to not-for-profit organizations. Staff would recommend that Council request staff to investigate a separate program specifically for non-profit organizations, separate from the BERB.

Based on the above, staff recommend that a second intake occur with modified criteria. Depending on the interest of the second intake, approximately 13-20 more businesses, depending on the funding allocation of between \$2,500 - \$5,000, could be funded.

Staff recommend that the criteria be changed to include the following:

- Any applicant that received funding during the initial intake is not eligible for the second intake;
- Any application received during the initial intake that did not meet the initial intake criteria, automatically be considered for second intake;
- Any application received after the deadline for the initial intake, automatically be considered for second intake;
- That the criteria be amended to include a clause that any not-for-profit organization that owns their own building and has seen a 30% reduction over last year, be eligible for second intake; and
- That the second intake occur from July 20th – August 4th, 2020.

Staff will work with South Lake to ensure additional promotion of the second intake of the BERB occurs to ensure all businesses are aware of it.

Financial

There is no financial impact to this report as the funds have previously been allocated and approved for this program.

Summary

Staff recommend that a second intake of the BERB, with modified criteria, occur to ensure all the funds allocated to the program can be dispersed to support businesses in Brock who have been struggling during COVID-19.

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Reviewed by,



Ralph Walton
Chief Administrative Officer



The Corporation of the Township of Brock

607/20

Clerk's Department

Municipal Clerk & Treasurer to Council

Report: 2020-CO-14

Date: Monday, May 25, 2020

Date:	22/05/2020
Refer to:	Council
Meeting Date:	May 25, 2020
Action:	null
Notes:	Other business (report)
Copies to:	

Subject

Brock Emergency Response Benefit

Recommendation

That Report No. 2020-CO-14, Brock Emergency Response Benefit be received for information;

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

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

Attachments

- Attachment No. 1 Report 2020-CO-11 – Proposed Emergency Response Benefit
- Attachment No. 2 Agreement with South Lake Community Futures Development Corporation
- Attachment No. 3 Draft Application for the Brock Emergency Response Benefit

Background

Council considered Report 2020-CO-11, Proposed Emergency Response Benefit, at its meeting held on May 11, 2020. A resolution was adopted that the report be referred to the May 25, 2020 Council meeting to allow staff the opportunity to seek clarification on some of the questions that Council members had related to the program. Council members should refer to Report 2020-CO-11 for specific, this report is solely to provide additional clarification and answer any questions Council may have.

It is important to note should Council wish to proceed to move forward with this program, it is Council's program, in which South Lake would be administering it on the Township's behalf. The Township has worked with South Lake on numerous occasions over the past number of years and staff are confident that South Lake is the appropriate organization to administer this program.

Discussion

A number of the questions that Council members had with respect to the Brock Emergency Response Benefit are answered in the agreement between the Township of Brock and South Lake as contained in Attachment No. 2, and in the draft application as contained in Attachment No. 3.

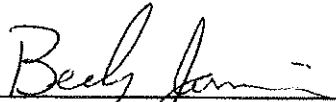
Staff have reached out to South Lake General Manager Elsa Mateus and have consulted with her on the below responses.

1. Are Social enterprises excluded under the "charities" section? Yes they are excluded.
2. How are corporate "groups" handled. That is businesses that are related or associated by a common owner or group of owners who could apply for multiple amounts. This would be difficult to determine and since the objective is to assist as many businesses as we can it would be unfair to penalize someone because a relative also has a business and has applied.
3. How will South Lake confirm the business is an actual viable business? By providing their valid master business and/or incorporation documents, along with last financial statements and in-house financials to date for this year.
4. How will various conditions be tested and confirmed by Southlake:
 - a. 30% decline in business 30% decline in revenue. If they have been in business for over a year, they will take the past year revenue divide it by 12 to determine the average monthly revenue to see if there has been a 30% decline from Mid-March to Present. If only in business for 6 months prior, then 6 months divided by 6 to determine the average monthly revenue.
 - b. How will the 30% decline be measured (what time frame) Mid-March to present.
 - c. Demonstrate ability to maintain operations for prior 6 months Show through their documentation that they were making money.
5. How will South Lake verify and enforce requirements? SLCFD will use information provided to make the decision. They go through each application to ensure they have submitted all required documentation and meet the thresholds and then allocate money accordingly.
6. What reporting mechanisms are in place? All recipients will be provided a final Project Report by South Lake that will be have to submitted. The report will require the recipient to provide an overview what activities were undertaken; any invoices or expenses; how any jobs were created or maintained; and what asked how the grant impacted their business.
7. Will a list of the recipient companies be made public? Yes as per the agreement the name of all successful applicants and the amount of funds dispersed shall be

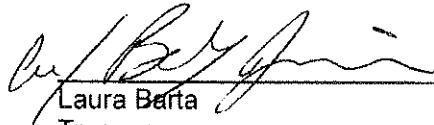
provided to the Township and made available to the public. The Township can post on the Township's website.

8. Given that these funds will be taxable to the recipient individual/business will it be the Township of South Lake that will have to do any required reporting and issuance of a possible tax slip or other reporting mechanism involving CRA? Nothing to do with the Township or South Lake – this would be on the individual's businesses to address which will be stipulated in the letter of offer the recipient would receive from South Lake.
9. What are the deadlines for applications? In consultation with Ms. Mateus, staff are proposing an intake period of June 1st – June 15th. In Georgina, during the two week intake, 99 applications were received. If after the initial intake, there is still funds to be disbursed, a second intake could be done.
10. Will businesses or individuals who are indebted to the Township of Brock be permitted to access these funds? This will be up to Council to decide if this is a condition they which to be included as part of the eligibility requirements.
11. What about individuals who are operating a home-based business on a part-time basis and have other substantial sources of income (i.e. employment, pensions)? Home based business that meet the requirements may be eligible.
12. Will our agricultural sector be permitted to apply and are there any special consideration they should be given or held to? Yes they can however if Council wants special considerations than Council can advise and they can be included as part of the eligibility requirements.
13. Clarification on increments. Businesses are eligible for one (1) grant between \$2,500 and \$5,000 and the grant amount would be based on the amount they are requesting and how much for.
14. Is there a maximum on the amount any one business group can receive? Yes the maximum any one business can receive is \$5,000.
15. Why are we not considering additional conditions such as Bradford West Gwillimbury such as have a separate business bank account, operate at arms-length from South Lake, adhere to government rules and regulations for operating a business, not to be used to pay down, etc.? Ms. Mateus has contacted her counterpart that looks after Bradford West Gwillimbury South Lake Corporation and confirmed that the grant program they are administering on behalf of Bradford West Gwillimbury does not require businesses to have a separate account, and businesses were allowed to use the money to pay down things. The program is intended as a one-time grant and the objective is to keep it easy to administer.
16. Is there a fee South Lake will receive to manage this? Yes 1% will be provided to South Lake to assist in covering the expenses related to administering this program on our behalf.
17. Is there a way in which the need will be measured to the granted amount? Maximum of three months of operational costs.

Respectfully submitted,

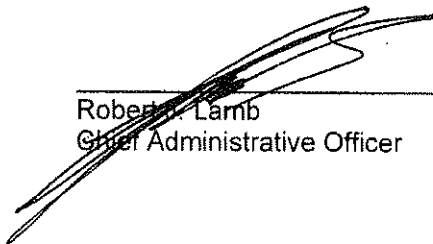


Becky Jamieson
Municipal Clerk



Laura Barta
Treasurer

Reviewed by,



Robert Lamb
Chief Administrative Officer

The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk & Treasurer to Council

Report: 2020-CO-11

Date: Monday, May 11, 2020

Attachment No. 1
548/20

Date:	04/05/2020
Refer to:	Council
Meeting Date:	May 11, 2020
Action:	null
Notes:	Report
Copies to:	

Subject

Proposed Emergency Response Benefit

Recommendation

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

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

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

Attachments

None

Background

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

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

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

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

Res 20-4 Co-May 11

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

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

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

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

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

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

Eligible Businesses:

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

Business NOT ELIGIBLE shall include:

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

THIS **SERVICES AGREEMENT** (hereinafter referred to as the "Agreement" or "Services Agreement") dated as of May __, 2020.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF BROCK
(hereinafter referred to as the "Township")

- AND -

THE SOUTH LAKE COMMUNITY FUTURES DEVELOPMENT CORPORATION
(hereinafter referred to as the "SOUTH LAKE FUTURES")

For the period

May 25, 2020 to August 31, 2020

CONTEXT:

- A. WHEREAS**, the Township wishes to provide emergency financial support to the local business community during the COVID-19 Pandemic in the form of an Emergency Response Benefit.
- B. AND WHEREAS**, the Township wishes to have South Lake Futures administer a Brock Emergency Response Benefit on behalf of the Township.
- C. AND WHEREAS**, the Township through Council resolution has authorized the expenditure of \$150,000 that will be provided to South Lake Futures in order to administer the Brock Emergency Response Benefit.

D. AND WHEREAS, the Township through Council resolution has authorized the Chief Administrative Officer and Treasurer to finalize the details of the Brock Emergency Response Benefit.

E. AND WHEREAS the parties acknowledge that partnering on the delivery of the Brock Emergency Response Benefit is aligned with the mandate of both South Lake Futures and the Township to grow the local economy.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants and agreements contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties covenant and agree as follows:

1. INTERPRETATION

1.1 Upon the execution of this Agreement, the parties confirm that the foregoing recitals are true and correct, and agree that same form part of the Agreement.

2. TERM

2.1 The Term of this Agreement commences on May 25, 2020 and ends on August 31, 2020.

3. ADMINISTRATION OF THE BROCK EMERGENCY RESPONSE BENEFIT

3.1 The Brock Emergency Response Benefit shall be administered in its entirety by South Lake Futures.

3.2 The intake, evaluation and approval for all applications to the Brock Emergency Response Benefit shall be undertaken by South Lake Futures.

3.2 Grants may be dispersed by South Lake Futures to a maximum of \$5,000 per applicant.

3.3 South Lake Futures agrees to utilize the grant application attached as Schedule A.

3.4 South Lake Futures shall provide a report to the Township on a bi-weekly basis indicating the number of applications received and the number of applications approved. The name of all successful applicants and the amount of funds dispersed shall be provided to the Township and made available to the public.

3.5. All decisions made by the South Lake Futures Board are final.

4. TERMINATION

4.1 This Agreement may be immediately terminated by the Township or South Lake Futures if either party fails to comply with any of the terms of this Agreement after having received thirty (30) days' prior written notice from the Township requesting compliance. Upon notice

of such termination, South Lake Futures shall return any unused funds to the Township forthwith.

IN WITNESS WHEREOF the Township and South Lake Futures have executed this Agreement as of the date first written above.

**THE CORPORATION OF THE TOWNSHIP OF
BROCK**

Per: _____

Name: Becky Jamieson

Title: Municipal Clerk

Per: _____

Name: Debbie Bath-Hadden

Title: Mayor

We have the authority to bind the Corporation.

**SOUTH LAKE COMMUNITY FUTURES
DEVELOPMENT CORPORATION**

Per: _____

Name: Elsa Mateus

Title: General Manager

I have the authority to bind the Corporation



Date Received by SLF: _____

Brock Emergency Response Benefit

Intake Period June 1st – June 15th, 2020

South Lake Futures is a community based non-profit economic development organization. We are committed to assisting entrepreneurs to develop their business ideas and enhance job creation and community economic development throughout the Township of Brock.

South Lake Futures is governed by a volunteer Board of Directors comprised of skilled professionals drawn from the local community. The directors and staff are dedicated to facilitating entrepreneurial development and the creation of small business initiatives.

Name of Business Owner(s)	
Business Name	
CRA Business Number	
Address of Business	
Address of Business Owner(s)	
Contact Phone Number(s)	
Contact Email Address(es)	

The Application Process

- Applicant submits a completed Business Grant Application and corresponding documentation requested to adool@southlakefutures.ca
- Documentation is reviewed by the Community Economic Development (CED) Officer
- CED Officer and applicant have discussions to clarify points in business plan or application as needed
- Application evaluated by General Manager and Approved by the South Lake Futures (SLF) Board
- Upon approval Funds are *normally* made available within 3-5 days

Grant Information

- Grants available are \$2,500 to \$5,000
- Must be a registered business (sole proprietorship, partnership, or corporation where the applicant is the major shareholder)
- For businesses that have experienced a 30% loss of revenue due to COVID-19
- Businesses must be located in the Township of Brock
- Must provide 2018 or 2019 Tax Return (if available) and recent financial statements
- Business must demonstrate financial sustainability for 6 months pre-COVID-19
- Must be a year-round business operation
- If you or an immediate family member is receiving bi-weekly remuneration from the Township of Brock, the application will not be considered

Structure of Business

Sole Proprietor	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Incorporation	<input type="checkbox"/>
Type of Business					
Service	<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Tourism	<input type="checkbox"/>	Other	<input type="checkbox"/>
Annual Sales (\$)	Sales in March 2020 (\$)			Number of Employees (#)	

Grant Information

Amount Requested \$					
Monthly Overhead Costs \$					
Funds to be used for:					
Equipment \$					
Working capital \$					
Inventory \$					
Rent \$					
Other (please state) \$					
Jobs Created as a result of Funding:	F/T ____	P/T ____	Jobs Maintained as a result of Funding:	F/T ____	P/T ____

Mandatory Information (To Be Attached)

2018 or 2019 Tax Return	
Master Business License or Incorporation Documents	
Most Current Financial Statements (in house is fine)	
Interim Statement to date (in house is fine)	

☐ I understand any applications that do not include the mandatory supporting information will be considered incomplete and will not be processed

**Please provide a summary on how your business is being impacted by COVID-19
(ie. has your business closed? Have you laid off any staff? Etc.)**

How will this influx of money help you in the short-term.

Please provide a summary of your plan for continuity should the Pandemic last longer than 3 months.

Disclosure and Release Statement *Important- read thoroughly before signing!

- | | |
|--|--|
| 1. Do you or an immediate family member receive bi-weekly remuneration from the Township of Brock? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2. Are you or any closely related individual, or the company involved in any legal action? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3. Are you now or have you ever been bankrupt? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4. Are you aware that if financial assistance is approved, South Lake Futures will make a public announcement and name your business with the amount provided. | YES <input type="checkbox"/> NO <input type="checkbox"/> |

The statements made herein are for the express purpose of obtaining financing from South Lake Futures, and are to the best of my/our knowledge and belief true and correct. The applicant understands that additional information, if required in support of this application, must be supplied to the Corporation before adequate consideration can be given to this application. The applicant consents to South Lake Futures making any inquiries of such persons, firms or corporations as it deems necessary in order to reach a decision on this application.

Legal Approvals and Authorizations and Disclosure and Waiver of Liability**TO: THE APPLICANT(S)**

All information contained in the Grant Application is obtained for making an approval decision only and is held in the strictest confidence possible.

TO: South Lake Futures.

I certify that the information contained herein is true and complete. I declare that neither my spouse nor any other person has any claim in or to the assets shown above except as set out therein. The whole of my property is shown at a fair evaluation. I am not being sued and there are no executions against me, neither do I owe anything to any other Bank except as reported above. If any statement made above is incorrect in any particular, I hereby agree that all my present and future indebtedness to South Lake Futures and all Notes, Bills of Exchange, and other instruments now or hereafter representing the same or any part thereof shall forthwith become due and payable.

I authorize the officers of the South Lake Futures to make all necessary credit and reference investigations, and to furnish other consumer credit guarantors and credit bureaus with particulars of the credit application and subsequent credit experience, if applicable, and to retain this application for the corporation's records.

I agree that if my Grant application is approved, The Township of Brock is allowed access to my file for the purposes of reporting, monitoring and evaluation and that South Lake Futures has Right of Access to the records of my business at any time during the period of the grant.

The information provided in my application may be shared with The Township of Brock at their request as part of the funding contract with The Township of Brock and South Lake Futures.

I understand that any false or misleading information given in this application and accompanying materials may result in the rejection of this application and/or immediate demand for repayment of the grant in full, together with any interest accrued thereon.

I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy, available at South Lake Futures.

Print Name:

Applicant 1 _____	Applicant 2 _____
-------------------	-------------------

DATED _____, _____, 20____

DATED _____, _____, 20____

Signature:

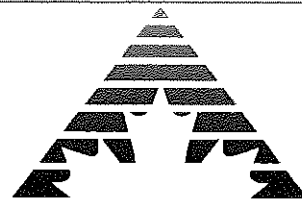
Applicant 1 _____	Applicant 2 _____
-------------------	-------------------

DATED _____, _____, 20____

DATED _____, _____, 20____

South Lake CFDC

183 The Queensway South
 Keswick, ON L4P 2A3
 Work: (905)476-1244
 Fax: (905)476-9978

**Grant by Status**

As of 2020-07-07

Grant #	Client	Initial Commit Date	Total Committed	Claimed	Unclaimed	Disbursed	Available
Status : Approved							
303006-11	Beaverton Beauty Bar and Wellness Spa	2020-06-15	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-10	Country Loonies	2020-06-11	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-09	Devil's Fitness	2020-06-11	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-14	Forget-Me-Not Alpacas	2020-06-15	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-07	FreeSpirits Inc.	2020-06-09	3,500.00	0.00	3,500.00	0.00	3,500.00
303006-02	Grant House Bed & Breakfast	2020-06-01	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-13	Hamilton House Day Spa & Boutique	2020-06-16	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-04	Just for Me Salon + Spa	2020-06-02	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-15	Maxine's Fashions & Fabrics Ltd.	2020-06-15	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-01	Munchkin Place Home Daycare	2020-06-01	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-08	Off Grid Design	2020-06-09	2,500.00	0.00	2,500.00	0.00	2,500.00
303006-12	Pettit Piano Service	2020-06-15	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-18	Quills Acupuncture	2020-06-17	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-06	Rolling Hills Studio	2020-06-05	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-17	Shirley's Country Clutter	2020-06-15	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-03	The Bodyfirm	2020-06-02	5,000.00	0.00	5,000.00	0.00	5,000.00
303006-05	Whimsy	2020-06-03	5,000.00	0.00	5,000.00	0.00	5,000.00
Total Approved : 17			81,000.00	0.00	81,000.00	0.00	81,000.00
Total : 17			81,000.00	0.00	81,000.00	0.00	81,000.00

Date:	14/07/2020
Refer to:	Council
Meeting Date:	July 16, 2020
Action:	null
Notes:	Report
Copies to:	

The Corporation of the Township of Brock

Clerk's Department

Municipal Clerk to Council

Report: 2020-CO-31

Date: Thursday, July 16, 2020

Subject

Modernization Funds – Server Replacement

Recommendation

1. That Council receive Report: 2020-CO-31, Modernization Funds – Server Replacement, for information;
 2. That staff be authorized to proceed with Phase 2 of the modernization initiatives at a cost of \$100,000 as summarized in Attachment No. 2; and
 3. That the remainder of the modernization funds totaling \$483,000, along with any unspent funds from Phase 1 and 2, remain in reserve until a report with respect to phase 3 is brought forward, along with a report of the ongoing costs associated with all projects approved as part of modernization funds.
-

Attachments

Attachment No. 1 – Report 2019-COW-33 Modernization Funds

Attachment No. 2 – Modernization Initiatives Update – Phase 1

Attachment No. 3 – Modernization Initiatives – Phase 2

Background

The Township of Brock received a letter from the Ministry of Municipal Affairs and Housing, informing the Township that the Province will provide a one-time payment in 2019 in the amount of \$725,000 to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term. While the investment is unconditional, it is intended to help modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared service agreements, and capital investments.

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

Council adopted Resolution No. 6-6 on April 8, 2019, requested that the modernization funds be placed into reserve pending the operational review.

On November 4, 2020, Council considered staff Report 2019-COW-33 Modernization Funds and adopted the following resolution:

that Report: 2019-COW-33 be received and that staff be authorized to proceed with Phase 1 of the modernization initiatives at a cost of \$411,105.00 (Attachment No. 1); and that the remainder of the modernization funds totaling \$313,895 along with any unspent funds from Phase 1, remain in reserve until a report with respect to Phase 2 is brought forward to Council in early 2020; and that future reports reflect the ongoing costs for modernization.

In addition, on October 7, 2019, Council received a presentation from the Treasurer with respect to our reserves and reserve funds. Council adopted a resolution that \$276,672.23 be transferred from various reserves that were no longer required to the Capital Reserve Fund for Modernization. With this transfer, a total of \$1,001,672.23 was in the reserve fund for modernization.

Discussion & Consultation

Over the past year, staff have been working closely with the Region of Durham Information Technology (IT) staff to provide support to us as well as assist us in identifying needs for improvement with respect to our IT and assisting us in implementing IT projects.

As Council is aware, back in May of 2019, the Interim CAO, entered into an agreement with the Region of Durham to have Mr. Terry Madsen provide on-site IT services to the Township of Brock two-three (2-3) days per week until the end of 2019. The objective was to determine IT priorities and assist with the transition of IT support from our existing provider to the Region of Durham. At the end of 2019, the CAO, advised Council of the need to keep Mr. Madsen into 2020 to continue to assist with the implementation of our projects.

Attachment No. 2 summarizes the status of Phase 1 to date. Over the past six (6) months, staff have worked closely with the Region of Durham to implement many of the items included in Phase 1. Mr. Madsen and the Durham Region's IT team have played an integral role in this success to date. Without their support at the start of COVID-19, staff would not have been able to deploy devices and set up remote access to allow staff to work from home, set up Microsoft teams or host meetings electronically. The relationship the Township has developed with the Region of Durham in relation to our IT is invaluable.

Mr. Madsen is currently working on a number of projects and has identified a number of other items to be addressed. The Township does not have the expertise or staff to lead many of these projects and therefore staff are proposing that we continue to utilize Mr. Madsen's services until the end of September.

As noted in Report 2020-COW-31, one of the items identified that may be brought forward is the replacement of our servers. The Region has done a lot of work looking at our current IT infrastructure and have expressed a need for us to replace our servers.

Mr. Madsen has provided the following information: The Township of Brock's current IT server and storage infrastructure consisting of one five-year-old Hewlett Packard (HPE) server running an obsolete unsupported version of VMware's virtual machine operating system. The virtual machine operating system allows the Township to operate six Windows servers and two Windows workstations, on one five-year-old physical server which has reached the end of its normal service life. As all of the Township's business software, information, and Internet access rely on this one server it is recommended that a newer server be purchased and installed by the current data protection and disaster recovery vendor GDL, to reduce the risk to the Township of operating older server equipment and obsolete server software. Purchasing the server and virtual machine software from GDL, who installed and service the current system, will reduce the risk with the installation, configuration, and implementation of the new server. It is estimated that this will cost approximately \$25,000.

In addition, it has been identified that additional software and protection, along with improvements to our existing email system to prevent staff from permanently deleting emails is needed. In order to allow staff to continue to work with the Region on these initiatives, staff are requesting \$50,000 of the modernization fund to be allocated to this.

Recommendation

Staff are proposing that the above projects proceed as the second phase of the modernization initiatives at a cost of approximately \$100,000 as summarized in Attachment No. 2. The remainder of the funds of approximately \$483,000, along with any unspent funds from Phase One and Two will remain in reserve and will be spent on future phases. These will be brought forward to Committee in a separate report along with an overall report related to ongoing costs associated with any approved modernization projects to date.

Staff anticipate Phase 3 of the modernization to include new software and staff training which is imperative with the modernization and corporate wide changes that are currently occurring. Staff feel it is imperative that we wait until the organizational review is complete prior to recommending what projects to proceed with.

The following are projects on the list to be considered in subsequent phases:

- Budgeting software
- Single property database
- Purchase order and work order system
- Updated payroll system
- Photo ID/fob for identification and access to areas of the building
- Updated mapping/GIS

- Improved internet at the Torah Works Yard
- Improved Livestreaming to include PowerPoint
- Digital signage downtown (to replace existing maps)
- Staff training

Financial

The Township received a Modernization grant of \$725,000 from the Provincial Government to be used to modernize the municipality and realize efficiencies. In addition, Council transferred an additional \$276,672.23 to the reserve for a total of \$1,001,672.23.

Staff are proposing that the projects contained in Phase 2 as outlined in Attachment No. 2 proceed at an approximate cost of \$100,000. The remainder of the funds be held in the modernization reserve fund for future phases. The Treasurer has been consulted on this report and concurs with the recommendation.

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Reviewed by,



Ralph Walton
Acting CAO

**The Corporation of the Township of Brock**

Clerk's Department

Municipal Clerk to Committee of the Whole

Report: 2019-COW-33

Date: Monday, November 4, 2019

Date:	31/10/2019
Refer to:	Not Applicable
Meeting Date:	November 4, 2019
Action:	null
Notes:	COW-CS-Consent
Copies to:	

Subject

Modernization Funds

Recommendation

1. That the Committee receive this report for information;
2. That staff be authorized to proceed with Phase 1 of the modernization initiatives at a cost of \$411,105.00 as summarized in Attachment No. 1; and
3. That the remainder of the modernization funds totaling \$313,895, along with any unspent funds from Phase 1, remain in reserve until a report with respect to phase 2 is brought forward to Council in early 2020.

Attachments

Attachment No. 1 – Phase 1 – Modernization Initiatives

Background

On March 20, 2019, the Township of Brock received a letter from the Ministry of Municipal Affairs and Housing, informing the Township that the Province will provide a one-time payment in 2019 in the amount of \$725,000 to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term. While the investment is unconditional, it is intended to help modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared service agreements, and capital investments.

Council adopted Resolution No. 6-6 on April 8, 2019, requested that the modernization funds be placed into reserve pending the operational review.

Discussion & Consultation

In early 2018, the Township of Brock started discussions with the Region of Durham to explore the possibility of the Region of Durham providing IT (Information Technology) services, which is presently outsourced, by the Township of Brock. Township and Regional staff have been working closely together over the past year and a half to develop a plan for this to occur. Moving into 2020, the Region of Durham will provide IT support to the Township of Brock. As part of this move, it was strongly suggested by Durham Region staff that the Township acquire all new hardware (desktops, laptops) similar to the required by Region of Durham's equipment standards. This would make the devices easier to manage as well as easier for staff when support is required. Presently, all devices at the Township are different and there is no proactive replacement program in place. Historically, when device crashed, a replacement was purchased with little product consistency.

A number of new devices were acquired at the end of 2018 to accommodate Council moving to electronic agendas. Those devices provided to staff and Council members at that time will be maintained and reallocated as needed. All other devices are being recommended to be replaced. As part of the capital forecast bring prepared for 2020 Budget, a replacement plan for computer equipment will be developed with the objective of having devices replaced on a four (4) year cycle. A set number of devices will be replaced in each year to ensure equipment is updated and meets the standards recommended by the Region of Durham.

To prepare for the Region of Durham taking the over our IT, the Interim CAO, entered into an agreement with the Region of Durham to have Mr. Terry Madsen provide on-site IT services to the Township of Brock two-three (2-3) days per week until the end of 2019. The objective was to determine IT priorities and assist with the transition of IT support from our existing provider to the Region of Durham.

The Operational Review was completed and approved by Council in September of 2019. As a result of the operational review, a new website was identified as a priority. Report 2019-CO-16 was approved by Council and staff have begun the process with E-solutions to develop the new website utilizing Modernization funding.

A new phone system and internet improvements have also been identified as priorities and are addressed in two separate reports (2019-COW-31 and 2019-COW-32). In addition, in order to accommodate the new phone system and internet improvements recommended in these reports, re-cabling of the Administration building will be required. Some other Township facilities may require re-wiring and are still being assessed. While the formal quote has not yet been received, it is estimated that the costs will not exceed \$50,000 to meet the re-cabling requirements. The new internet, re-cabling and phone system will be the first step in connecting Township facilities.

Staff have identified the need to improve our filing system to provide ease and accessibility for all staff. Currently the Clerk's Department utilizes M-Files for all of documents, mail and agenda preparation and are planning to expand this program for electronic filing. Staff have determined that this software could be corporately used by all

inside staff and will help limit the duplication of files, as well as the time spent by staff manually searching for documents.

Recommendation

Staff are proposing that the above projects proceed as the first phase of the modernization initiatives at a cost of approximately \$411,105.00 as summarized in Attachment No. 1. The remainder of the funds of \$313,895, along with any unspent funds from Phase One will remain in reserve and will be spent on a second phase of projects. These will be brought forward to Committee in 2020 for approval.

Staff anticipate Phase 2 of the modernization to include server upgrades, new software and staff training which is imperative with the modernization and corporate wide changes that are currently occurring.

The following are projects on the list to be considered in subsequent phases:

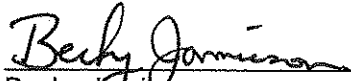
- Server Upgrades
- Budgeting software
- Single property database
- Purchase order and work order system
- Updated payroll system
- Photo ID/fob for identification and access to areas of the building
- Updated mapping/GIS
- Improved internet at the Torah Works Yard
- Improved Livestreaming to include PowerPoint
- Digital signage downtown (to replace existing maps)
- Electronic system to email tax bills
- Staff training

Financial

The Township received a Modernization grant of \$725,000 from the Provincial Government to be used to modernize the municipality and realize efficiencies.

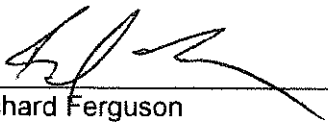
Staff are proposing that the projects contained in phase 1 as outlined in Attachment No. 1 proceed at an approximate cost of \$411,105.00. The remainder of the funds be held in the modernization reserve for future phases. The Treasurer has been consulted on this report and concurs with the recommendation.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Becky Jamieson", written over a horizontal line.

Becky Jamieson
Municipal Clerk

Reviewed by,

A handwritten signature in cursive script, appearing to read "Richard Ferguson", written over a horizontal line.

Richard Ferguson
Chief Building Official / Acting CAO

Attachment No. 1:**Phase 1 – Modernization Initiatives**

Project	Projected Cost	Estimated Completion	Other notes
New Website	\$96,105	March/April 2020	By-law/parking ticket component to be completed by end of 2020
Phone System & Security System updates	\$25,000	Early 2020	
Internet Upgrades	\$15,000	Early 2020	
Durham Region IT Services – Terry Madsen	\$40,000	December 2019	
Computer & Hardware Upgrades	\$150,000	End of 2019/Early 2020	Will be budgeted moving forward for replacements to occur each year
Council Chamber Sound System Improvements	\$25,000	Early 2020	
Re-cabling of the Municipal Administration Building & other buildings to accommodate phone & internet improvements	\$50,000 (estimate waiting on quote)	End of 2019/Early 2020	
M-Files – expansion of electronic filing system corporation wide	\$10,000	End of 2019	To offset year 1 & year 2 costs
Total Costs	\$411,105.00		

Attachment No. 2:

Phase 1 – Modernization Initiatives Update

Project	Projected Cost	Total Spent	Still to Be Spent	Status
New Website	\$96,105	\$94,052.97 *Final	\$0	Main website has been completed. Staff continue to work on updates, etc. By-law/parking ticket component to be completed by end of 2020.
Durham Region IT Services – Terry Madsen	\$40,000	\$70,934.55		Staff are proposing that Mr. Madsen remain on until the end of September to assist in finalizing a number of initiatives.
Computer & Hardware Upgrades	\$150,000	\$108,029.67	\$25,000	Majority of devices have been ordered
Council Chamber Sound System Improvements	\$25,000	Nothing to date	\$25,000	Due to COVID-19 this has been put on hold. Staff need to relook at what is needed to permit electronic participation, etc. Additional funds may be required. Staff will include this in the next Modernization Update report.
Re-cabling of the Municipal Administration Building & other buildings to accommodate phone & internet improvements	\$50,000 (estimate waiting on quote)	\$54,867.11	\$30,000	Re-cabling of the Municipal Administration Building and other facilities has been completed.
Phone System & Security System updates	\$25,000			Phone System Upgrade Has Been Completed. Some security changes have been completed. Additional security changes are in process including key fobs for the building.
Internet Upgrades	\$15,000			Majority of the Internet Upgrades Have Been Completed.
Total Costs	\$411,105.00	\$338,060.30	\$80,000	\$418,060.30 – new estimated amount for Phase 1

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

Phase 2 – Modernization Initiatives

Project	Projected Cost	Status
Durham Region IT Services – Terry Madsen	\$25,000	This will allow the Township to continue to retain the services of Mr. Madsen until the end of September 2020.
Server Upgrades/Replacement	\$25,000	To be completed this summer.
Additional small IT projects identified by the Region to improve our overall structure	\$50,000	
Total Costs	\$100,000	

Total Modernization Funds Allocated to Date

Phase	Projected Cost	Status
Total Modernization Funds	\$1,001,672.23	
Phase 1	\$418,060.30	
Phase 2	\$100,000	
Total Remaining Unallocated Modernization Funds	\$483,611.93	

Correspondence

Date:	13/07/2020
Refer to:	Council
Meeting Date:	July 16, 2020
Action:	null
Notes:	Correspondence
Copies to:	

Lesley Donnelly

From: Natasha Percival <devilsfitness@outlook.com>
Sent: July 13, 2020 12:24 PM
To: derek percival
Cc: Brock Clerks; Alicia Bagshaw; Craig Belfry; Debbie Bath-Hadden; Ralph Walton; Paul Lagrandeur; Becky Jamieson
Subject: RE: Devil's Fitness Rent and lease agreement

Please add this change to the previous letter regarding lease agreement. We would like to have the months changed from April until December instead of July to December. As per our discussion with a town representative, rent for the month of April will be paid in full upon receipt of payment from Southlake Futures.

Thank you

Sent from Mail for Windows 10

From: derek percival <allblack1210@gmail.com>
Sent: Friday, July 10, 2020 2:59:43 PM
To: Natasha Percival <devilsfitness@outlook.com>
Cc: clerks@townshipofbrock.ca <clerks@townshipofbrock.ca>; Alicia Bagshaw <abagshaw@townshipofbrock.ca>; Craig Belfry <CBelfry@townshipofbrock.ca>; Debbie Bath-Hadden <dbathhadden@townshipofbrock.ca>; rwalton@townshipofbrock.ca <rwalton@townshipofbrock.ca>; plagrandeur@townshipofbrock.ca <plagrandeur@townshipofbrock.ca>; Becky Jamieson <bJamieson@townshipofbrock.ca>
Subject: Re: Devil's Fitness Rent and lease agreement

The discussion we had was with the financial officer after this all started. We were told not to worry about rent at this time because they were dealing with larger issues. We were not told anything after that until we inquired about it. This is in response to a voicemail left by Becky. I'm assuming this was your question.

Sent from my iPhone

On Jul 9, 2020, at 7:00 PM, Natasha Percival <devilsfitness@outlook.com> wrote:

This email is in regards to rent owing and the lease agreement between the Township of Brock and Devils fitness. We have initiated contact several times regarding rent owed, in response we were told not worry about it and was made to look as if rent would be waved at this point. This is very upsetting to me that we didn't have more communication on behalf of the town as to where we stood on this issue to now to be told that we owe the rent on the Club for the months of April - July. I did send an email to initiate asking about a possible rent reduction on June 17 2020, a response was received on July 7 2020 at 9 pm in which I had to have an email drafted that night to be submitted the next morning to be eligible for the next council meeting (Monday July 13th).

An application was filed and accepted through Southlake Futures for a grant in the sum of \$5000, this amount will barely cover the 3 months rent owed not including the protective equipment and measures required before reopening. Some members are still owed time on memberships prepaid before the

closure, this will delay any income for another month at least. After the 90 day deferral we will only have 3 months to pay 6 months rent, a huge undertaking for any company. We are asking that the town consider lowering the rent owed for the remainder of the lease so we may have a chance to recover and continue this new business. We ask the rent to be lowered to \$750- \$1000 for the remainder of the lease from July - December. Gyms are included in phase 3 of this pandemic and still without a date or timeframe when we can reopen any money we have will be coming out of my own personal pocket. We understand this is a new and challenging time for everyone and appreciate anything the township can do to help in my wait on Phase 3.

Thank you for your time.

Natasha Percival

Owner Operator of

Devil's Fitness Gym

Cannington

By-laws

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2959-2020

BEING A BY-LAW TO AMEND BY-LAW NUMBER 1977-2006-PP, BEING A BY-LAW TO REGULATE AND CONTROL THE USE OF PARKS AND PARK BUILDINGS UNDER THE JURISDICTION OF THE TOWNSHIP OF BROCK

WHEREAS paragraph of section 16(1) of the Municipal Act, S.O. 2001, as amended, provides that Council of a municipality may pass By-laws to regulate and control culture, parks, recreation and heritage that are under the control of the municipality;

AND WHEREAS the Council of the Corporation of the Township of Brock hereby deems in expedient to amend By-Law Number 1977-2006-PP;

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

1. Add accordingly in alphabetical order to Section 1 – Definitions:
 - “BBQ” shall mean a manufactured or other approved appliance used for cooking and is fueled by propane, gas or charcoal.
 - “Open Air Fire” shall mean burning in the open air, including a camp fire where the flame is not wholly contained.
2. Remove Section 3 (y) and replace it with the following:
 - light or maintain an open air fire and/or BBQ in a park, unless written approval is received by the Municipality’s Fire Chief;
3. Effective Date

That this By-law shall come into full force and effect on the date of its enactment.

THIS BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF JULY, A.D., 2020.

Mayor
Debbie Bath-Hadden

Clerk
Becky Jamieson