

**The Corporation of the Township of Brock**  
**Council Agenda**  
**Municipal Administration Building**  
**Electronic Meeting**

**Session Nine**

**Monday, August 10, 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) **8<sup>th</sup> Meeting of Council – July 13, 2020**

**Resolution**

That the minutes of the 8<sup>th</sup> Council meeting, as held on July 13, 2020, be approved.

- 2) **8<sup>th</sup> Meeting of Council – In Camera Session – July 13, 2020**

**Resolution**

That the minutes of the 8<sup>th</sup> Council Closed Session meeting, as held on July 13, 2020, be approved.

- 3) **3<sup>rd</sup> Meeting of Statutory Public – July 13, 2020**

**Resolution**

That the minutes of the 3<sup>rd</sup> Statutory Public meeting, as held on July 13, 2020, be approved.

- 4) **11<sup>th</sup> Meeting of Special Council – July 16, 2020**

**Resolution**

That the minutes of the 11<sup>th</sup> Special Council meeting, as held on July 16, 2020, be approved.

- 5) **11<sup>th</sup> Meeting of Special Council – In Camera Session – July 16, 2020**

**Resolution**

That the minutes of the 11<sup>th</sup> Special Council Closed Session meeting, as held on July 16, 2020, be approved.

- 6) **12<sup>th</sup> Meeting of Special Council – July 27, 2020**

**Resolution**

That the minutes of the 12<sup>th</sup> Special Council meeting, as held on July 27, 2020, be approved.

**b) Reports**

**837** Laura Barta – Report: 2020-CO-33, Financial Update Report – June 2020

**Resolution**

That staff report no. 2020-CO-33, Financial Update Report – June 2020 be received for information.

**900** Laura Barta – Report: 2020-CO-34, COVID-19 – Update on Financial Impacts and Actions

**Resolution**

That staff report no. 2020-CO-34, COVID-19 – Update on Financial Impacts and Actions be received for information;

That tenants be advised that no rent relief is permitted based on the terms of the leases of the Municipal Act restrictions;

That staff be directed to implement a residential COVID-19 Property Tax Penalty and Interest Relief Program in Brock by preparing an application including the terms and conditions to be used.

**901** Stacey Jibb & Becky Jamieson – Report: 2020-CO-44, Overview of Economic Development and Tourism Activities

**Resolution**

That Report 2020-CO-44, Overview of Economic Development and Tourism Activities be received for information;

That Council approve the establishment of an Economic Development Advisory Committee to provide advice to Council on economic development initiatives in the Township of Brock;

That Council approve the establishment of a Tourism Advisory Committee to provide advice to Council on tourism initiatives in the Township of Brock;

That Council approve Township of Brock Community Tourism Plan and the establishment of a tourism initiatives in the Township of Brock;

That Council approve the Terms of Reference for the Economic Development Advisory Committee and the Tourism Economic Development Advisory Committee as written;

That Council approve staff to proceed with postings seeking applications for an Economic Development Advisory Committee and a Tourism Advisory Committee; and

That a copy of Report 2020-CO-44 be circulated to the Brock Board of Trade.

**902** Paul Lagrandeur – Report: 2020-CO-40, Kaitlin Subdivision – Consideration of Stop Signs at the Intersection of Rynard Street and the East / West Subdivision Streets

**Resolution**

That staff report no. 2020-CO-40 be received.

- 903 Paul Lagrandeur – Report: 2020-CO-38, Request for Four-Way Stop – Intersection of Main Street and Mara Road, Beaverton

**Resolution**

That staff report no. 2020-CO-38 – Request for Four-Way Stop – Intersection of Main Street and Mara Road be received.

- 918 Paul Lagrandeur – Report: 2020-CO-39, Speeding Concerns – Victoria Street in Ethel Park, Beaverton

**Resolution**

That staff report no. 2020-CO-39 – Speeding Concerns – Victoria Street in Ethel Park, Beaverton be received;

That Victoria Avenue from Ethel Park Drive to Morrison Avenue be designated as a Community Safety Zone;

That Victoria Avenue from Ethel Park Drive to Morrison Avenue be reduced to 40 km/hr;

That the corresponding by-laws be brought forward.

- 920 Becky Jamieson – Report: 2020-CO-45, Brock COVID-19 Community Grant for Not-For-Profits

**Resolution**

That Report No. 2020-CO-45, Proposed Brock COVID-19 Community Grant for Not-For-Profits be received for information;

The Council authorize staff to proceed with the Brock COVID-19 Community Grant for Not-For-Profits as outlined in the report; and

That \$25,000 budgeted for the Community Improvement Plan for Rebates and Incentives and \$5,000 budgeted for Recreation and Leisure Events and other be used to fund the program.

- 921 Becky Jamieson – Report: 2020-CO-46, Dr. Gerry Laudanski – Request for Rent Reduction for BTMC

**Resolution**

That Report 2020-CO-46, Dr. Gerry Laudanski – Request for Rent Reduction at BTMC be received for information;

That Dr. Laudanski be charged for the use of the common spare, Rooms 116 and 127 for the months of September and October at a cost of \$600 a month plus HST; and

That staff include in their upcoming report on Doctor recruitment for the BTMC, an update on available space and leases within the facility.

**Correspondence**

- 769 The Regional Municipality of Durham – Recommendations: Reconvening the Body-Worn Camera (BWC) Team

**Resolution**

That communication no. 769 dated July 7, 2020 from the Regional Municipality of Durham regarding Reconvening Body-Worn Camera (BWC) Team be endorsed.

775 Beaverton Thorah Health Centre Board – Minutes – February 25, 2020

**Resolution**

That the Beaverton Thorah Health Centre Board meeting minutes dated February 25, 2020 be approved.

782 Municipal Engineers Association – 2020 MEA Awards – Request for Nominations

**Resolution**

That communication no. 782 be received for information and filed.

797 City of Oshawa – Recommendations re: COVID-19 Funding

**Resolution**

That Council endorse the City of Oshawa resolution re: COVID-19 Funding.

817 Barb Moore – Community Safety

**Resolution**

That communication no. 817 be received; And further that the communication be referred to staff for a report.

823 City of Oshawa – Recommendations re: Construction of Accessible Units as Part of all Residential Development Projects

**Resolution**

That communication no. 823 be received for information and filed.

824 City of Oshawa – Recommendations re: City Comments on Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshow, and the Proposed Land Needs Assessment Methodology

**Resolution**

That communication no. 824 be received for information and filed.

827 Town of Whitby – Resolution: The Dorsay Development Corporation and City of Pickering Request for a Minister’s Zoning Order for Northeast Pickering

**Resolution**

That communication no. 827 be received for information and filed.

830 Feed the Need in Durham – Proclamation and Flag Raising Request – September 2020

**Resolution**

That communication number 830 be received; And that Council proclaim September 1, 2020 to September 30, 2020 as “Hunger Action Month”.

- 835 Larry Wickett, for Thorah Island Ratepayers Association – Cormorant List 2020

**Resolution**

That communication no. 835 be received for information; And that the requests contained within are approved subject to all Township requirements being met.

- 844 Ontario Coalition for Better Child Care – Proclamation and Participation Request for Child Care Worker and Early Childhood Educator Appreciation Day – October 22, 2020

**Resolution**

That communication no. 844 be received; And that Council proclaim October 22, 2020 “Child Care Worker & Early Childhood Educator Appreciation Day”.

- 853 The Regional Municipality of Durham, Planning Division – Annual Subdivision/Condominium Activity Report for 2019

**Resolution**

That communication no. 853 be received for information and filed.

- 860 Raymond Martin – Application for Refreshment Vehicle Licence

**Resolution**

That communication no. 860 be received; And that Council approve the request contained in communication no. 860 provided all Township requirements and otherwise are met.

- 861 City of Oshawa – Letter to Regional Chair and DRPS re: Investing in dedicated mental health units within police services

**Resolution**

That communication no. 861 be received for information and filed.

- 862 City of Oshawa – Letter to Prime Minister and Premier re: Investing in dedicated mental health units within police services.

**Resolution**

That communication no. 862 be received for information and filed.

- 863 Town of Ajax – Resolution: Protection of the Headwaters of the Carruthers Creek

**Resolution**

That communication no. 863 be received for information and filed.

- 867 The Regional Municipality of Durham – Recommendations re: Durham Region’s response to Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe and Proposed Land Needs Assessment Methodology for a Place to Grow: Growth Plan for the Greater Golden Horseshow

**Resolution**

That communication no. 867 be received for information and filed.

868 The Regional Municipality of Durham – Recommendations re: Dorsay Development Corporation’s Request for a Minister’s Zoning Order for Lands in Northeast Pickering and the Region’s Municipal Comprehensive Review

**Resolution**

That communication no. 868 be received for information and filed.

886 City of Pickering – Resolution: Reconvening the Body-Worn Camera (BWC) Team

**Resolution**

That communication no. 886 be received for information and filed.

887 Guy Giorno, Integrity Commissioner – Report on Complaint – Campbell v. Schummer, 2020 ONMIC 8

**Resolution**

That communication no. 887 be received for information and filed.

904 Ken Huntington – Traffic on Mara Road, Beaverton

**Resolution**

That communication no. 904 be received; And that the communication be referred to staff for a report.

905 Fasken Martineau DuMoulin LLP – Transparency Report: Code of Conduct File CC-2019-01, Campbell v. Schummer, 2020 OMNIC 8

**Resolution**

That communication no. 905 be received for information and filed.

922 Justin Kouba and Stacy Sneath – Request to purchase public access located between 116 and 126 Morrison Avenue, Beaverton

**Resolution**

That communication no. 922 be received for information; And that the communication be referred to staff for a report.

923 The Regional Municipality of Durham – Application: ICON Program

**Resolution**

That communication no. 923 be received; And that Council provide a letter of support to the Regional Municipality of Durham with respect to the ICON application.

**c) Reports of Committees**

**d) Confirm the following**

- [REDACTED]

**Resolution**

That Brock Township Council acknowledge the following:

- [REDACTED]

**7. Items Extracted from Consent Agenda**

**8. Notices of Motions**

## 1) Notice of Motion – Electronic Participation

Moved by W.E. Ted Smith, Seconded by Lynn Campbell, Whereas Bill 197 the COVID-19 Economic Recovery Act, which received Royal Assent on July 21, 2020, amended section 238 of the Municipal Act with respect to Electronic Participation in meetings;

Whereas the Municipal Act in Section 238 (3.1) states that the procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law;

Whereas the Municipal Act in Section 238 (3.3) states that the applicable procedure by-law may provide that, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and that a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public;

Whereas at the March 24, 2020 Council meeting, in light of the declared emergency for COVID-19, Council amended Procedural By-law No. 2890-2019 to allow for members of Council and staff to participate electronically in meetings during a declared emergency;

Whereas electronic participation for members of Council, staff and delegations have proven to be effective and it may be preferable to allow electronic participation to continue, to accommodate a variety of scenarios;

Now therefore be it resolved that Procedural By-law No. 2890-2019 be further amended to allow for members of Council and local boards to participate electronically in Advisory Committee, Standing Committees, Board and Council Meetings, in cases where it is not ideal to attend the meeting in-person, and that public delegations and staff attendance also be permitted via electronic participation;

That members of local boards, Committees and Council may use the following principles to guide their decision participate electronically:

1. Severe weather
2. Illness or threat of exposures to illness
3. Mobility challenges

That electronic participation only be permitted using a format as determined by the Chair and Clerk;

That Members must advise the Clerk in advance if they will be participating electronically in a meeting so that quorum may be ensured; and

That the Clerk be authorized to amend the Procedural By-law accordingly.

## 2) Notice of Motion – Committee of the Whole Sub-Committee Chairs

Moved by Walter Schummer, Seconded by Claire Doble, Whereas The Township of Brock Procedural By-Law 2890-2019 was adopted and contains provisions to establish The Committee of The Whole meetings and part of the provisions establishes positions of sub-committee chairs and such positions are to be appointed at the inaugural meeting of Council and in the case of the current term The Mayor assumed the positions of chair of all sub-committees.

Be it resolved that Sec 4.5.1(c) of By-Law 2890-2019 be amended to read as follows:

*Selected Members of Council may be appointed as a Sub Committee Chair or Vice-Chair by Resolution during the Inaugural Meeting of Council or when a vacancy in his or her absence occurs as determined by Council from time to time or upon resolution by Council at any time during the term of Council. The Sub-Committee Chair or in his or her absence, the Sub-Committee Vice-Chair, shall take the chair during that portion of the COW Meeting dealing with the matters pertaining to the Sub-Committee for which he or she has been appointed.*

Furthermore, that in the current absence of individual Council members serving as sub-committee chairs that the sub-committee chair positions be appointed in a manner identical to the previous committee chairs prior to the adoption of the Committee of The Whole structure and further that The Mayor be appointed as Vice-Chair of the respective sub-committees for the duration of the current term of Council.

## 9. By-laws

- 1) By-Law Number 2964-2020 – Being a by-law to regulate vehicular traffic on highways, fire routes, private and municipal property, and to prohibit the injuring or fouling of highways and bridges, and the obstruction of ditches and culverts (Reference: communication 918)

### Resolution

That By-law Number 2964-2020, to regulate vehicular traffic on highways, fire routes, private and municipal property, and to prohibit the injuring and fouling of highways and bridges, and the obstruction of ditches and culverts be read a first, second and third time and passed in open Council and that the Mayor and Clerk be 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 2965-2020 – Being a by-law to prescribe a rate of speed of 40 kilometres per hour on Victoria Avenue within the Township of Brock (Reference: communication 918)

### Resolution

That By-law Number 2965-2020, to prescribe a rate of speed of 40 kilometres per hour on Victoria Avenue within the Township of Brock be read a first, second and third time and passed in open Council and that the Mayor and Clerk be 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 2967-2020 – Being a by-law to amend By-law Number 2890-2019, being a By-law to regulate the proceedings of Council of the Township of Brock (Reference: Notice of Motion – Electronic Participation)

### Resolution

That By-Law Number 2967-2020, being a by-law to amend By-law Number 2890-2019, being a By-law to regulate the proceedings of Council of the Township of Brock be read a first, second and third time and passed in open Council and that the Mayor and Clerk be 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 2968-2020 – Being a by-law to amend By-law Number 2890-2019, being a By-law to regulate the proceedings of Council of the Township of Brock (Reference: Notice of Motion – Committee of the Whole – Sub-Committee Chairs)

### Resolution



That By-Law Number 2968-2020, being a by-law to amend By-law Number 2890-2019, being a By-law to regulate the proceedings of Council of the Township of Brock be read a first, second and third time and passed in open Council and that the Mayor and Clerk be authorized to sign the by-law on behalf of the municipality and to have same engrossed in the by-law book.

**10. Other Business**

- 1) Outstanding Items List Update
- 2) COVID-19 Update

**11. Public Questions and Clarification - suspended until further notice**

**12. Closed Session**

**1) Solicitor-Client Privilege Matter**

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.

**13. Confirmation By-law**

By-law Number 2966-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meetings held on August 10, 2020.

**Resolution**

That By-law Number 2966-2020, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on August 10, 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.

**14. Adjournment**

**The Corporation of the Township of Brock**

**Council Minutes - Draft**

**Electronically**

**Session Eight**

**Monday, July 13, 2020**

The Eighth Meeting of the Council of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, July 13, 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)  
Acting CAO Ralph Walton  
Clerk's Assistant Lesley Donnelly  
Treasurer Laura Barta  
Director of Public Works Paul Lagrandeur

**1. Call to Order and Moment of Silence**

Mayor Bath-Hadden called the meeting to order at 9:47 a.m.

**2. Disclosure of Pecuniary Interest and Nature Thereof**

None.

**3. Announcements from Council and Staff**

Mayor Bath-Hadden expressed appreciation to the residents of Brock for their cooperation during this COVID pandemic which commenced in mid March noting that numerous residents have expressed their appreciation for the safety efforts of the Township of Brock. She expressed concerns for the inappropriate treatment of staff at the Beaverton Harbour which could jeopardize the program in place.

**4. Presentations**

Suspended until further notice.

**5. Hearing of Delegations and/or Petitions**

(1) Mike Walters, Lake Simcoe Region Conservation Authority – 2020 Budget Companions

This delegation has been postponed until September 2020.

**6. Consent Agenda**

Resolution Number 1-8

MOVED by Claire Doble and SECONDED by Walter Schummer that the items listed in Section 6, Consent Agenda (a) be approved save and except communication numbers 752, 696, 717, 6(g), 753, 722, 767, 756, 765, 766, 755, 730, and 738.

MOTION CARRIED

**(a) Adoption of Minutes of Previous Meetings**

(1) 10th Special Council meeting – June 16, 2020

Resolution Number 2-8

That the minutes of the 10th Special Council meeting as held on June 16, 2020, be approved.

(2) 10th In Camera Session – June 16, 2020

Resolution Number 3-8

That the minutes of the in camera session of the 10th Special Council meeting as held on June 16, 2020, be approved.

(3) 7th Council meeting – June 22, 2020

Resolution Number 4-8

That the minutes of the 7th Council meeting as held on June 22, 2020, be approved.

(4) 7th In Camera Session – June 22, 2020

Resolution Number 5-8

That the minutes of the in camera session of the 7th Council meeting as held on June 22, 2020, be approved

**(b) Reports**

754 Debbie Vandenaeker – Report: 2020-CO-28, Request for response for a Regional Official Plan Amendment as a result of the severance of a non-abutting surplus farm dwelling

Brock Project No.	03-2020-PL
Brock File No.	03-2020-ROPA
Region File No.	OPA 2020-002
Applicant:	Clark Consulting on behalf of DS & B Farms Inc.
Location:	Part Lot 9, Concession 1 /C1565 Concession Road 1, Thorah

Resolution Number 6-8

That the following response, along with a copy of this report, be provided to the Region of Durham regarding application OPA 2020-002. This is to acknowledge receipt of your correspondence dated February 13, 2020 regarding Regional File Number OPA 2020-002 and your request for comment within 60 days. Due to the COVID-19 pandemic and resulting delays in the public planning processes, the 60-day commenting period was extended”.

Please be advised that the Township of Brock has no objection to the above referenced Regional Official Plan Amendment, subject to the following:

- That the requirements of the Township of Brock, financial and otherwise, be satisfied;
- That DS & B Farms purchase the retained 43.3 ha of agricultural lands within 1 year of the ROPA approval from Ed Holder;
- That the rezoning process will prohibit further severance and residential uses on the retained 43.3 ha of agricultural lands;
- That the rezoning process confirm with the Lake Simcoe Region Conservation Authority the zoning preference for the pond and supporting tributary; and
- That the rezoning process will prohibit the “Frame Shed & Kennel” noted on the PPA Sketch from housing livestock or operating as a kennel on the retained 43.3 ha of agricultural lands.

- 757 Debbie Vandenaeker – Report: 2020-CO-25, Request for response for a Regional Official Plan Amendment as a result of the severance of a non-abutting surplus farm dwelling

Brock Project No. 02-2020-PL  
 Brock File No. 02-2020-ROPA  
 Region File No. OPA 2020-001  
 Applicant: Clark Consulting on behalf of Darmar Farms / Dale McFeeters  
 Location: Part Lot 23, Concession 12, Pt 2,  
 40R-13288 Township of Brock  
 396 Cameron Street, Cannington

Resolution Number 7-8

That the following response, along with a copy of this report, be provided to the Region of Durham regarding application OPA 2020-001. This is to acknowledge receipt of your correspondence dated March 4, 2020 regarding Regional File Number OPA 2020-001 and your request for comment within 60 days. Due to the COVID-19 pandemic and resulting delays in the public planning processes, the 60-day commenting period was extended.

Please be advised that the Township of Brock has no objection to the above referenced Regional Official Plan Amendment, subject to the following:

- That the requirements of the Township of Brock, financial and otherwise, be satisfied;
- That the severed portion of the application be rezoned with an RU-X zoning to provide for the front-yard and centerline set-back deficiencies; and
- That the rezoning process will prohibit further severance and residential uses on the retained 22.23 ha of agricultural lands.

**(c) Correspondence**

- 693 City of Oshawa – Recommendation re: Licensing Payday Loan Establishments

Resolution Number 8-8

The communication no. 693 be received for information and filed.

- 701 Town of Ajax – Resolution: Alternatives to Institutionalization of Older Adults

Resolution Number 9-8

That communication no. 701 be received for information and filed.

- 724 The Regional Municipality of Durham – Recommendations re: Bill 156, Security from Trespass and Protecting Food Safety Act, 2019 (2020-EDT-5)

Resolution Number 10-8

That communication no. 724 be received for information and filed.

- 728 The Regional Municipality of Durham – Recommendations re: Proposed Employment Area Conversion Criteria and Submission Review Process (2020-P-11)

Resolution Number 11-8

That communication no. 728 be received for information and filed.

- 733 Dr. Gerry Laudanski – Request for reduced rent for September and October

Resolution Number 12-8

That communication no. 733 be referred to staff and provide an update at the August 10, 2020 Council meeting.

761 City of Pickering – Resolution: Call to Action (Public Inquiry) – Second Request – Urgent

Resolution Number 13-8

That communication no. 761 be received, and further that the Township of Brock endorse the City of Pickering’s Resolution re: Call to Action (Public Inquiry).

764 City of Pickering – Resolution: Official Opposition Statement on Municipal Financial Support

Resolution Number 14-8

That communication no. 764 be received for information and filed.

**(d) Reports of Committees**

None

**(e) Motions**

None

**(f) By-Laws**

(1) By-Law Number 2958-2020 – 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 15-8

By-law Number 2958-2020 - being a by-law to appoint a Municipal 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.

**7. Items Extracted from Consent Agenda**

**(b) Reports**

752 Laura Barta – Report: 2020-CO-22, Corporate Credit Card Policy

There was discussion with respect to the use of corporate credit cards, the number of staff assigned one, and the review of the credit card statements by the Treasurer and Department Heads. Council provided a recommendation for staff to review the language in the policy.

Resolution Number 16-8

MOVED by Claire Doble and SECONDED by Walter Schummer that staff Report: 2020-CO-22, Corporate Credit Card Policy be received for information; and that Council endorse the implementation of the policy requiring any staff issued a Township credit card to sign the agreement outlining the terms of use.

MOTION CARRIED

753 Paul Lagrandeur – Report: 2020-CO-24, Tender No. B2020-PW-01 – Rehabilitation of Bridge No. 28

Clarification was provided that the bridge rehabilitation is located between Thorah Sideroad and Simcoe Street on Concession Road 6, Thorah. There was discussion with respect to the project costs and whether consulting fees and contingencies were included. Staff were reminded to ensure all reports moving forward include all expected expenditures including consulting fees and contingencies.

Resolution Number 17-8

MOVED by Michael Jubb and SECONDED by Walter Schummer that staff Report: 2020-CO-24, pertaining to Tender No. B2020-PW-01 – Rehabilitation of Bridge No. 28 be received; And further, that Council approve the recommendation to award the tender to Carlington Construction Inc.

MOTION CARRIED

755 Debbie Vandenaeker – Report: 2020-CO-27, Request for response for a Land Division Application by the Region of Durham

File No.	LD 045/2020
Applicant:	Daryl Phoenix
Location:	1841 Cameron Street W., Cannington Part Lot 19, Concession 12, Township of Brock

Discussion ensued with respect to a site plan not being a requirement for this land division application. Council enquired whether there is a subdivision plan to which the Planner advised she would follow up.

There was discussion with respect to the definition of Open Space in the Regional Plan and the location of the flood plane. Council suggested a Council Planning Education Session be coordinated in the fall.

Resolution Number 18-8

MOVED by Walter Schummer and SECONDED by Cria Pettingill that the following response, along with a copy of this report, be provided to the Region of Durham regarding application LD 045/2020.

This is to acknowledge receipt of your correspondence dated June 19, 2020 regarding Regional File Number LD 045/2020 and your request for comment by July 13, 2020. Notice has been provided to the Assistant Secretary-Treasurer that this comment would be received no later than July 15, 2020.

Please be advised that the Township of Brock has no objection to the above referenced Land Division application, subject to:

- Submission of a site plan / sketch showing the full extent of the property municipally known as 1841 Cameron Street W, Cannington to show the full extent of the property, with the existing buildings and marked set-backs from the severance line to verify compliance with the zoning provisions;
- receipt of the Cash in Lieu of parkland payment of \$2500.00, and
- that the requirements of the Township of Brock be satisfied, financially and otherwise.

MOTION CARRIED

756 Debbie Vandenaeker – Report: 2020-CO-26, Request for response for a Land Division Application by the Region of Durham

File No.	LD 054/2020
Applicant:	Margot Maria Franssen
Location:	27290 Cedarhurst Beach Road, Beaverton Concession 4, Lot 17

The Planner advised that there is no primary dwelling on the property that the applicant wishes to erect a boathouse on.

Resolution Number 19-8

MOVED by W.E. Ted Smith and SECONDED by Cria Pettingill that the following response, along with a copy of this report, be provided to the Region of Durham regarding application LD 054/2020.

This is to acknowledge receipt of your correspondence dated June 19, 2020 regarding Regional File Number LD 054/2020 and your request for comment by July 13, 2020. Notice has been provided to the Assistant Secretary-Treasurer that this comment would be received no later than July 15, 2020.

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

MOTION CARRIED

696 Gary Brethour, Sunderland Minor Baseball Association – Request to install an outdoor water fill station at the Sunderland Ball Park

Discussion ensued with respect to an agreement which would outline responsibilities for maintenance etc. of the water filling station, the procurement of multiple units for indoor and outdoor use, a forthcoming report on Green Initiative Funding, and the consideration of additional units to be addressed during 2021 budget discussions. It was noted that this unit would be a donation to the Township.

There was discussion with respect to insurance, winter maintenance and storage of the unit as well as signage for the benefit of the public.

Resolution Number 20-8

MOVED by Claire Doble and SECONDED by Lynn Campbell that communication no. 696 be received; and further that Council have no objection to the request as contained in communication no. 696; and further that staff connect with other community groups in Beaverton, Cannington, and Sunderland to determine if group purchasing of water filling stations could be initiated in all three town centres and look at the opportunity of utilizing Green Initiative Funding.

MOTION CARRIED

Resolution Number 21-8

MOVED by Lynn Campbell and SECONDED by W.E. Ted Smith that Council break for a recess at 11:00 a.m.

MOTION CARRIED

Mayor Bath-Hadden reconvened the meeting at 11:12 a.m. with the same members of Council and staff in attendance.

717 Freya Hansen – Dangerous intersection at Main Street and Mara Road, Beaverton

Discussion ensued with respect to including the recommendations from the Regional Traffic Department in a staff report back to Council.

Direction was provided to staff to consult the Region for a crosswalk across Mara Road.

Resolution Number 22-8

MOVED by Claire Doble and SECONDED by Michael Jubb that communication no. 717 be received; and further that the communication be referred to staff for a report.

MOTION CARRIED

722 Bruce Thaxter – Installation of culverts located on the 4<sup>th</sup> Concession and Thorah Sideroad / flooding the Jackson property located at B27235 Thorah Sideroad

There was discussion with respect to the scope of the project redirecting water and the installation of the culverts.

Resolution Number 23-8

MOVED by Michael Jubb and SECONDED by Claire Doble that communication no. 722 be received for information and filed.

MOTION CARRIED

730 The Regional Municipality of Durham – Recommendations re: Residential Energy Retrofit – Durham Home Energy Saving Program

Discussion ensued with respect to the endorsement of the program.

Resolution Number 24-8

MOVED by Cria Pettingill and SECONDED by Claire Doble that communication no. 730 be received for information and filed.

MOTION CARRIED

738 Gerald Green – Requesting funds from the Township to cover the cost of pruning a lilac hedge due to damage caused by the Township

Resolution Number 25-8

MOVED by Cria Pettingill and SECONDED by W.E. Ted Smith that communication no. 738 be received for information; and further that the request from Dr. Gerald J. Green be fulfilled by the Township with respect to his inquiry for the cost of replacing the lilac hedge.

Discussion ensued with respect to the location of the lilac hedge, the conditions when property standards are involved, the Township’s responsibility to maintain clear sightlines through the brushing program, and the cost incurred by the resident. It was noted that staff are reviewing the Township policy to ensure proactive communication with the residents in the future.

Resolution Number 25-8

MOVED by Cria Pettingill and SECONDED by W.E. Ted Smith that communication no. 738 be received for information; and further that the request from Dr. Gerald J. Green be fulfilled by the Township with respect to his inquiry for the cost of replacing the lilac hedge.

MOTION LOST

Resolution Number 26-8

MOVED by W.E. Ted Smith and SECONDED by Claire Doble that communication no. 738 be received for information and filed.

MOTION CARRIED



765 The Cannington Figure Skating Club – Request a \$2,000 ice fee forgiveness

There was discussion with respect to the outstanding balance at the end of the last season.

Resolution Number 27-8

MOVED by Walter Schummer and SECONDED by Lynn Campbell that, notwithstanding future discussion at the July 16<sup>th</sup> Special Council meeting, that communication no. 765 be received for information and filed.

MOTION CARRIED

766 Lisa McConnell – Speeding on Beaver Ridge Drive, Cannington

There was discussion with respect to the involvement of DRPS and the scope of the staff report including the placement of new sidewalks throughout the Township.

Resolution Number 28-8

MOVED by Walter Schummer and SECONDED by W.E. Ted Smith that communication no. 766 be referred to staff for a report.

MOTION CARRIED

767 Becky Jamieson, Municipal Clerk – Interoffice Memorandum – Letter of Support to Brock Community Health Centre

The Clerk advised that Council received a notice of retirement from Dr. Laudanski who has reached out to Brock Community Health Centre (Brock CHC) to request assistance with his patient roster moving forward. She advised that the Brock CHC would be willing to assist where possible, and would be submitting an application for additional funding for primary care physicians. She advised that the Beaverton Thorah Medical Centre Board requested that the Township perform a separate investigation for doctor recruitment due to the increase in the Township’s population.

Resolution Number 29-8

MOVED by Michael Jubb and SECONDED by Claire Doble that communication no. 767 be received; further that the Township of Brock provide a letter of support to the Brock CHC’s application to the CELHIN for an increase in base funding for primary care positions that would support Dr. Laudanski’s patient roster after his retirement; and that staff investigate opportunities for doctor recruitment and costs of such and report back.

MOTION CARRIED

(g) Confirm the following

- [REDACTED]
- [REDACTED]
- [REDACTED]

The Clerk advised that the procedural by-law would require amending should Council wish to address these acknowledgements separately from the consent agenda.

Resolution Number 30-8

MOVED by Claire Doble and SECONDED by Lynn Campbell that Township of Brock Council acknowledge the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]

MOTION CARRIED

**8. Notices of Motions**

None

**9. Other Business**

- 1) Councillor Lynn Campbell

Resolution Number 31-8

MOVED by Lynn Campbell and SECONDED by Claire Doble that Council waive the rules of procedure to bring forward a notice of motion not listed on the agenda.

MOTION CARRIED by 2/3 Vote

Resolution Number 32-8

MOVED by Lynn Campbell and SECONDED by W.E. Ted Smith that the Director of Public Works be requested to investigate the placement of stop signs at the intersection of Rynard Street and the east / west Kaitlin subdivision streets for the purpose of slowing down traffic in the interest of public safety.

MOTION CARRIED

- 2) Councillor Mike Jubb

Councillor Jubb enquired as to any impact on the budget with respect to using Works Department employees for patrolling on the weekends and was advised none. There was discussion with respect to Federal funding to be provided to municipalities for the pandemic through the Province. The funds will be used, if approved, to off set COVID-19 expense.

- 3) Councillor Claire Doble

Resolution Number 33-8

MOVED by Claire Doble and SECONDED by Michael Jubb that Council waive the rules of procedure to bring forward a notice of motion not listed on the agenda.

MOTION CARRIED by 2/3 Vote

Resolution Number 34-8

MOVED by Claire Doble and SECONDED by Michael Jubb that the Township of Brock take full responsibility of the Beaverton downtown maintenance and beautification and that a maintenance plan be implemented from the Victoria Day weekend to the Thanksgiving Day weekend.

There was discussion with respect to the Township assuming the Regional maintenance/beautification of downtown Beaverton during the summer season as there is a noticeable lack of maintenance. Discussion ensued which included a staff report to clarify any budget implications of this program, that a schedule for maintenance and repair work for the downtown

cores be implemented, and that the Region be notified of the concerns in this respect. Direction was provided to staff to address the weeding issue in the interim until the Township has resolved this with the Region.

Resolution Number 34-8

MOVED by Claire Doble and SECONDED by Michael Jubb that the Township of Brock take full responsibility of the Beaverton downtown maintenance and beautification and that a maintenance plan be implemented from the Victoria Day weekend to the Thanksgiving Day weekend.

MOTION WITHDRAWN

4) Councillor Cria Pettingill

Councillor Pettingill expressed concern for the lack of maintenance on the municipal lake access points enquiring as to a timeline for the staff report. She enquired as to an existing agreement between the Township and Cedarhurst Golf Club for the pump that they have installed in the lake to which staff advised that the pump has been located there since the 1960's and both parties continue to search for an agreement.

The Director of Public Works advised that investigation into the lake access points is being addressed by staff following which a report would be brought forward for Council's review.

The Clerk advised that staff are reviewing the outstanding items list and hope to provide an update to Council at its August 10 meeting.

Councillor Schummer suggested that the Brock Accessibility Advisory Committee be consulted with respect to lake access points and their comments included on the forthcoming report.

5) Regional Councillor W.E. Ted Smith

Regional Councillor Smith enquired as to an update on the Site Plan Agreement for Brock Community Health Centre to which the Mayor advised that staff are currently reviewing this and could provide Council with an update at the next meeting.

6) Becky Jamieson – Update on extended patios

The Clerk advised that business owners were advised of the requirements with respect to extended patios and staff respond/investigate based on complaints received. She noted the following:

- Per the Ministry order, extended patios were permitted with approval from the municipality. In addition, there is a requirement to get approval from the Region if the establishment is on a regional road. Furthermore, a road occupancy permit could possibly be required.
- Per the Alcohol and Gaming Commission of Ontario (AGCO), if an establishment wishes to sell alcohol on an extended patio, municipal consent was required.

The Clerk advised that the following process was implemented for businesses to obtain approval for an extended patio:

- Submit a written request to the Township together with a site plan.
- Township due diligence is required by the Fire Department, By-law Department and Building Department.
- Once the Township review has been completed, an approval letter would be issued.

The Clerk advised that the applications which were received late in the business day did not allow time for staff to perform the required due diligence and conduct an inspection. She advised that no businesses were

shut down, however, the extended patios portions of a business not yet approved were shut down.

The Clerk provided the following timeline with respect to the Tar'd and Feathered application for an extended patio:

- June 19, the Township received an inquiry as to whether they were licenced to have an extended patio; the Township had not received any communication from Tar'd and Feathered in this respect
- June 17, staff reached out to the AGCO to confirm that the municipalities were required to provide municipal consent
- June 19, by-law staff advised this business that they were not permitted to use the extended patio and that they were required to submit a request to the Township for approval
- June 19, 3:00 p.m., the request for approval was received
- By-law had inspected the extended patio site on June 19<sup>th</sup> and permitted the use of the patio for the remainder of the business day. The request was forwarded to the Building and Fire Departments. The business was told that they could operate their existing patio but not the extended patio portion
- June 20, by-law staff reached out to the Clerk advising that the business was operating on the extended patio. By-law staff advised the business that they were not permitted to use the extended patio
- June 21, by-law staff attended the establishment prior to opening and advised that they were not permitted to open until they received approval
- June 23, approval was granted

There was discussion with respect to DRPS in attendance at Tar'd and Feathered on June 21, the lack of lead time provided to municipalities of the Provincial announcements, and the Township providing future Provincial announcement information to the public via social media and the Township website as soon as staff receive same. There was discussion with respect to the onus of the public to obtain available government information and that information packages with respect to re-opening businesses were supplied to businesses in Brock.

Resolution Number 35-8

MOVED by Michael Jubb and SECONDED by W.E. Ted Smith that Council recess at 1:26 p.m. until 2:00 p.m.

MOTION CARRIED

Staff left the meeting at 1:30 p.m.

Mayor Bath-Hadden reconvened the meeting at 2:00 p.m. with the same members of Council in attendance and including the Clerk, and the CAO.

**10. Public Questions and Clarification**

Suspended until further notice.

**11. Closed Session**

Resolution Number 36-8

MOVED by W.E. Ted Smith and SECONDED by Lynn Campbell that Council move in camera at 2:05 p.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; and 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.

MOTION CARRIED

- (1) Ralph Walton, CAO - Report: 2020-CO-29 - Change in Status of Employment – Director of Public Works (Confidential Communication Number 768)

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 Numbers 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) Tom Moutsatsos, Hicks Morley Hamilton Stewart Storie LLP - Personnel Matter (Confidential Communication Number 758)

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.

Resolution Number 37-8

MOVED BY Lynn Campbell and SECONDED by W.E. Ted Smith that we rise from in camera at 3:47 p.m.

MOTION CARRIED

Resolution Number 38-8

MOVED BY W.E. Ted Smith and SECONDED by Michael Jubb that the directions of Council given in closed session be adopted.

MOTION CARRIED

Councillor Campbell refrained from discussing or voting on Resolution Number 38-8 due to a conflict with item (2) Becky Jamieson, Municipal Clerk - Request to Waive Requirements in By-law No. 2722-2017-AP (Confidential Communication Numbers 687, 633, 688).

**12. Confirmation By-law**

By-law Number 2957-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on July 13, 2020

Resolution Number 39-8

MOVED by Walter Schummer and SECONDED by Lynn Campbell that By-law Number 2957-2020, to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on July 13, 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 40-8

MOVED by Lynn Campbell and SECONDED by Claire Doble that we do now adjourn at 3:48 p.m.

MOTION CARRIED

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MAYOR

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CLERK

**The Corporation of the Township of Brock**  
**Statutory Public Meeting Minutes**  
**Electronically**

**Session Three**

**Monday, July 13, 2020**

The Third Statutory Public Meeting of the Township of Brock, in the Regional Municipality of Durham, was held on Monday, July 13, 2020, electronically.

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

Members absent: Councillor: Claire Doble (regrets)

Staff Members present: Clerk Becky Jamieson  
(recording the minutes)  
Clerk's Assistant Lesley Donnelly  
Planner Debbie Vandenakker  
CAO Ralph Walton

**1. Call to Order**

Mayor Bath-Hadden called the meeting to order at 6:30 p.m.

**2. Purpose of the Meeting and Overview of the Application(s)**

To hold a public meeting to obtain public input in respect of (3) three applications for amendment to Zoning By-law Number 287-78-PL.

- (1) Bob Clark, Clark Consulting Services – on behalf of Darryl Phoenix  
Part of Lot 22, Concession 6 (Sunderland), Township of Brock  
File Number: 12-2019-RA

The amendment, upon approval, serves to rezone the subject land from Rural (RU) and Environmental Protection (EP) Zone categories, to Rural Exception (RU-X)(A) and Rural Exception (RU-X)(B) and Environmental Protection (EP) Zone categories. This will allow for the severance of a surplus farm dwelling and to prohibit future residential use on the retained agricultural lands (RU-X)(A) and prohibit livestock on the severed parcel (RU-X)(B).

- (2) Bob Clark, Clark Consulting Services – on behalf of Darmar Farms, Dale McFeeters  
Part of Lot 23, Concession 12 (Cannington), Township of Brock  
File Number: 02-2020-RA

The amendment, upon approval, serves to rezone the subject land from Rural (RU) and Environmental Protection (EP) Zone categories, to Rural Exception (RU-X) and Environmental Protection (EP) Zone categories. This will allow for the severance of a surplus farm dwelling and to prohibit future residential use on the retained agricultural lands.

- (3) Bob Clark, Clark Consulting Services – on behalf of Edward Arthur Holder  
Lot 9, Concession 1 (Cannington), Township of Brock  
File Number: 03-2020-RA

The amendment, upon approval, serves to rezone the subject land from Rural (RU) and Environmental Protection (EP) Zone categories, to Rural Exception (RU-X) and Environmental Protection (EP) Zone categories. This will allow for the severance of a surplus farm dwelling and to prohibit future residential use on the retained agricultural lands.

There will be no decision made on behalf of the Township of Brock in respect of the applications at this meeting.

The Council of the Township of Brock will consider the merits of these applications at a later date, taking into consideration all input received on the subject applications.

Persons who wish to be notified of further meetings of Council dealing with these rezoning applications must submit a written request. Persons who wish to be notified of the decision of these rezoning applications, if approved by Council, must submit a written request. Notification forms are available from staff in attendance.

If a person or public body does not make oral submissions at the public meeting or make written submissions to the Township of Brock before the by-law is enacted (if approved), the person or public body is NOT entitled to appeal the decision of the Council of the Township of Brock to the Local Planning Appeal Tribunal.

Further, the person or public body may NOT be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

In the event that the actual by-law is enacted by Council, it will be circulated in the formal manner under the provisions of the *Planning Act* and at that time, if objections are received, a hearing will be held before the Local Planning Appeal Tribunal, at which time the objectors will be informed of a hearing date.

### **3. Representation from Applicants to provide additional information**

- (1) Bob Clark, Clark Consulting Services – on behalf of Darryl Phoenix  
Part of Lot 22, Concession 6 (Sunderland), Township of Brock  
File Number: 12-2019-RA

Ms. Jacqueline Mann, Planner, Clark Consulting Services, advised that Durham Region Land Division provided conditional approval for this surplus farm dwelling severance. She advised that, as per the Provincial Policy Statement, the retained farm parcel (RU-X)(A) would have no future residential uses and would be protected as agricultural land, while the severed parcel (RU-X)(B) would be prohibited from keeping livestock. She advised that the Environmental Protection (EP) category better reflects the natural heritage mapping from the Conservation Authorities.

Mayor Bath-Hadden opened the meeting to the public to receive input on the application.

There was no input from the public.

The CAO left the meeting at 6:40 p.m.

- (2) Bob Clark, Clark Consulting Services – on behalf of Darmar Farms, Dale McFeeters  
Part of Lot 23, Concession 12 (Cannington), Township of Brock  
File Number: 02-2020-RA

Mr. Hugh Stewart, Planner, Clark Consulting Services, advised that this application is for a surplus farm dwelling severance is located on property which is approximately 100 acres in size located at 396 Cameron Street, Cannington. He advised that the property is bisected from the southwest to the northeast by an old railway bed, the parcel to the east of the railway line is 22.23 hectares and the farmhouse to be severed is located on .4 hectares of property on the north side of Cameron Street and lies outside of the Lake Simcoe Region Conservation Authority (LSRCA) regulated area. He advised that the severed farmhouse parcel has no other buildings on that parcel of land, the retained farm



parcel (RU-X) would have no future residential uses as per the Provincial Policy Statement, and the concerns of the LSRCA have been addressed.

Mayor Bath-Hadden opened the meeting to the public to receive input on the application.

There was no input from the public.

- (3) Bob Clark, Clark Consulting Services – on behalf of Edward Arthur Holder  
Lot 9, Concession 1 (Cannington), Township of Brock  
File Number: 03-2020-RA

Mr. Hugh Stewart, Planner, Clark Consulting Services, advised that this application for a surplus farm dwelling severance is located on property on the north side of Thorah Concession 1, Cannington and that DS&B Farms Inc. proposes to purchase the retained agricultural lands from Mr. Holder. He advised that, as per the Provincial Policy Statement, there would be no future residential development on the retained agricultural lands. He advised that the severed parcel has a tributary of the Beaver River running north to south through it, there would be east and west entrances onto the retained agricultural land, and the pond located west of the farm dwelling would remain on the retained parcel as determined through consultation with LSRCA and Durham Region Land Division. Upon completion of the Regional Official Plan Amendment and Township Zoning By-law Amendment, the intention is for DS&B Farms Inc. to purchase the retained agricultural lands.

Mayor Bath-Hadden opened the meeting to the public to receive input on the application.

There was no input from the public.

**4. Public Feedback and Questions**

There were no members of the public electronically participating in the meeting.

**5. Response to Questions from Staff/Applicant**

None.

**6. Adjournment**

Resolution Number 1-3

MOVED by W.E. Ted Smith and seconded by Lynn Campbell that we do now adjourn at 6:50 p.m.

MOTION CARRIED

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY

**The Corporation of the Township of Brock**  
**Special Council Meeting Minutes - Draft**  
**Electronically**

**Session Eleven**

**Thursday, July 16, 2020**

The Eleventh Meeting of the Council of the Township of Brock, in the Regional Municipality of Durham, was held on Thursday, July 16, 2020, electronically.

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

Members absent: Councillor: Walter Schummer (regrets)

Staff members: Municipal Clerk Becky Jamieson  
(recording the minutes)  
CAO Ralph Walton  
Assistant to CAO Stefanie Stickwood  
Clerk's Assistant Lesley Donnelly  
Director of Public Works Paul Lagrandeur  
Treasurer Laura Barta

**1. Call to Order and Moment of Silence**

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

**2. Disclosure of Pecuniary Interest and Nature Thereof**

None

**3. Delegations**

None

**4. Consideration of Business for which Notice was Given**

**(a) Staff Report**

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

Resolution Number 1-11

MOVED by W.E. Ted Smith and SECONDED by Lynn Campbell that Report: 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.

MOTION CARRIED

795 Becky Jamieson, Report: 2020-CO-30, Brock Emergency Response Benefit (BERB) Update

Resolution Number 2-11

MOVED by Lynn Campbell and SECONDED by Cria Pettingill that Report: 2020-CO-30 Brock Emergency Response Benefit Update, be received for information; and

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 20 – August 4, 2020

The Clerk provided an overview of the report.

There was discussion with respect to not-for-profit businesses operating under a business model, own their own building, those that solely provide fundraising, and a future staff report to consider ways to assist all not-for-profit businesses. The Clerk advised that the agreement with South Lake Community Futures Development Corporation prohibits them from administering funding to all not-for-profit businesses.

#### Resolution Number 3-11

MOVED by Claire Doble and SECONDED by Michael Jubb that the resolution be amended to read 'any not-for-profit organization that owns their own building and/or runs a business'.

MOTION CARRIED

Discussion ensued with respect to a staff report in August 2020 to consider a separate program to support all not-for-profit businesses, that businesses who applied after the deadline were made aware of a possibility for a second intake and that the second intake would be promoted through Council calls and social media. There was discussion with respect to reducing the dollar amount dispersed per business to allow for more businesses to benefit from the BERB.

#### Resolution Number 2-11

MOVED by Lynn Campbell and SECONDED by Cria Pettingill that Report: 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/or runs a business and has seen a 30% reduction of revenue over last year, be eligible for second intake; and
- That the second intake occur from July 20 – August 4, 2020

MOTION CARRIED

Clarification was provided with respect to Council's direction for the BERB program funding and that no Council direction has been provided for all not-for-profit organizations and that Council could request a staff report on the issue.

Resolution Number 4-11

MOVED by Claire Doble and SECONDED by Cria Pettingill THAT the BERB criteria funding amount be amended to \$1,500 to \$2,500 per business.

Councillor Jubb suggested a friendly amendment to increase the amended amount to \$2,500 to \$3,500 per business, to which was agreed to by Councillors Doble and Pettingill.

Resolution Number 4-11

MOVED by Claire Doble and SECONDED by Cria Pettingill that the BERB criteria funding amount be amended to \$2,500 to \$3,500 per business.

MOTION CARRIED

Resolution Number 5-11

MOVED by Cria Pettingill and SECONDED by W.E. Ted Smith that staff bring forward a proposal to use remaining BERB funds for possible distribution to local not-for-profit organizations due to Covid losses, for August 10.

MOTION CARRIED

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

The Clerk provided an overview of the report and clarified that Phase 2 initiatives would total approximately \$100,000 for IT projects.

Resolution Number 6-11

MOVED by Lynn Campbell and SECONDED by Claire Doble 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 Number 2, and,

That the remainder of the Modernization Funds totalling \$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.

MOTION CARRIED

**(b) Correspondence**

- 778 Devil's Fitness – Request for Rent Reduction

Resolution Number 7-11

MOVED by Lynn Campbell and SECONDED by Michael Jubb THAT communication number 778 be referred to staff for a report for August 10 Council meeting.

MOTION CARRIED

**(c) 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 Number 8-11

MOVED by W.E. Ted Smith and SECONDED by Cria Pettingill that By-law Number 2959-2020, to regulate and control the use of parks and park buildings under the jurisdiction of the Township of Brock, was read a first, second and third time and passed in open Council. Further that the Mayor and Clerk are authorized to sign the by-law on behalf of the municipality and to have same engrossed in the by-law book.

MOTION CARRIED

Resolution Number 9-11

MOVED by Michael Jubb and SECONDED by Lynn Campbell that Council break for recess at 10:59 a.m.

MOTION CARRIED

Staff left the meeting at 10:59 a.m.

Mayor Bath-Hadden reconvened the meeting at 11:10 a.m. with the same members of Council in attendance as well as the CAO and Clerk.

**(d) Closed Session**

Resolution Number 10-11

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

MOTION CARRIED

**(1) Mayor Bath-Hadden – Verbal Update, Human Resources Matter**

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

Resolution Number 11-11

MOVED by Michael Jubb and SECONDED by Claire Doble that we rise from in camera at 11:58 a.m.

MOTION CARRIED

**5. Public Questions**

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 Number 12-11

MOVED by Cria Pettingill and SECONDED by Claire Doble that 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, was read three times and passed in open Council. Further 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.

MOTION CARRIED

**7. Adjournment**

Resolution Number 13-11

MOVED by W.E. Ted Smith and SECONDED by Michael Jubb that we do now adjourn at 12:00 p.m.

MOTION CARRIED

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MAYOR

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CLERK

**The Corporation of the Township of Brock**

**Special Council Minutes - Draft**

**Electronically**

**Session Twelve**

**Monday, July 27, 2020**

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

Members present: Mayor: Debbie Bath-Hadden  
Regional Councillor: W.E. Ted Smith  
Councillors: Michael Jubb  
Claire Doble at 10:50 a.m.  
Walter Schummer  
Cria Pettingill  
Lynn Campbell

Staff Members present: Deputy Clerk Deena Hunt  
(recording the minutes)  
Acting CAO Ralph Walton  
Treasurer Laura Barta  
Director of Public Works Paul Lagrandeur  
Chief Building Official Richard Ferguson  
Fire Chief Rick Harrison

**1. Call to Order and Moment of Silence**

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

**2. Disclosure of Pecuniary Interest and Nature Thereof**

None

**3. Announcements from Council and Staff**

Suspended until further notice.

**4. Presentations**

- (1) Performance Concepts Consulting – Project Overview of the Organizational Review to inform Council of current status, identify common priorities, and next steps

Mr. Todd MacDonald, Mr. Tony Quirk, and Mr. John Prno of Performance Concepts Consulting were in attendance electronically to provide an overview of the organizational review and to inform Council of current status, identify priorities, and next steps.

Mr. MacDonald advised that there would be senior government debt due to the COVID pandemic and the modernization review, which commenced prior to the outbreak, has been affected. He advised that transformational change would be required due to the pandemic and cautioned that the municipality's asset management timelines are tied to Provincial revenue sources. He advised that municipal service delivery would require re-prioritized service levels with emphasis on 'who does what' in the 2 tier municipalities. He advised that process mapping/LEAN streamlining, adopting peer municipality best practices and aligning municipal organizational design with effective service delivery would be required.

Mr. MacDonald advised that the modernization review report to the Province would require measurables to assess process improvements and productivity increases. He advised that his team has met with the CAO and the Clerk, Department Heads, and each Council member and noted that staff and residents would be engaged in an online survey, following which a report of recommendations would be provided to Council.

Mr. MacDonald advised that, while the current Council has no visible set of Strategic Priorities for staff to align their operational priorities to, there have been some Council 'commonalities' identified which have resulted in the following recommended objectives:

1. Generate improved value for money (taxes)
2. Sustainable human resources model (staffing)
3. Timely and accountable customer service response (public and council)
4. Rationalized asset management and facilities model
5. Timely project and results reporting to council and the public

Mr. MacDonald advised that, with clear objectives assigned, Council can then function as a Board of Directors and relinquish operations to the aligned staff team headed by the new CAO with a clear and measurable 'results mandate'.

There was discussion with respect to the future decisions of the Province given the financial impact of the pandemic, future funding for asset management, examples of shared services and the challenges for municipalities, determining future objectives as current ones are met, the geographical size of Brock, and the scope of the RFP which resulted in retaining funds from the Province.

There was discussion with respect to the development of measurable metrics which align with the budget, the challenge of too many objectives given Brock's finite resources (staff), and a suggestion to amalgamate objectives 3 and 5. It was noted that Performance Concepts could provide advice with respect to asset management and delivering appropriate service levels to the public and that their final recommendations would be informed by 'stress testing' feedback from staff and Council.

Councillor Doble advised that she experienced internet difficulties and had been viewing the livestream video up to this point in the meeting.

There was discussion with respect to quarterly Council reviews of the organizational objectives, the Provincial mandate for municipalities to be accountable for their long term assets, and that reserves should fund one-time capital purchase/rehabilitation and not be relied upon to fund the capital program indefinitely. It was noted that deferring tax increases leads to tax rate spikes and that a more viable approach is to operate based on predictable needs inline with realities.

Mr. MacDonald advised that a forthcoming report would be aligned with budget 2021 discussions in October after stress testing in late September 2020.

Resolution Number 1-12

MOVED by Lynn Campbell and SECONDED by W.E. Ted Smith that Council adopt Performance Concepts Strategic Priority objectives 1, 2, 4 and a hybrid/amalgamated version of 3 and 5.

MOTION CARRIED

**5. Public Questions and Clarification**

Suspended until further notice.

**6. Confirmation By-law**

By-law Number 2961-2020 – to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on July 27, 2020



Resolution Number 2-12

MOVED by Michael Jubb and SECONDED by Cria Pettingill that By-law Number 2961-2020, to confirm the proceedings of the Council of the Corporation of the Township of Brock at its meeting held on July 27, 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.

MOTION CARRIED

**7. Adjournment**

Resolution Number 3-12

MOVED by Michael Jubb and SECONDED by W.E. Ted Smith that we do now adjourn at 11:25 a.m.

MOTION CARRIED

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MAYOR

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CLERK

# Reports



## THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to Council

Report: 2020-CO-33

Date: August 10, 2020

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### **SUBJECT**

Financial Update Report – June 2020

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### **RECOMMENDATION**

That the Council receive report 2020-CO-33, Financial Update Report for information.

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### **ATTACHMENTS**

June 2020 Financial Update

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### **REPORT**

#### **Background**

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

The December 2019 figures conform to the PSAB requirements including the capitalization of tangible asset purchases, annual asset amortization, and accrual for post-employment liabilities.

#### **Analysis Results**

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

1. The total Cash and Investment balances reported are 11.6% higher than that reported for the same period in 2019. The increase includes the amount collected and held in reserves to finance outstanding projects that were budgeted in prior years. It also includes amounts held as deferred revenue for projects that are

scheduled to be completed in 2020.

2. The level of investments held is monitored to ensure funds are available to satisfy the Township's cash requirement. Investments held in the Township's portfolio are assessed on an ongoing basis to ensure they meet the requirements of section 418 of the Ontario Municipal Act, Ontario Regulation 438/97 and are made in accordance with the Township of Brock's Investment Policy.
3. The balance of Taxes Receivable outstanding at the end of June 2020 compared to the balance at the same time in 2019 is consistent in total dollar value. This is very positive as last year's balance was one of the highest reported for more than eight years and further it was anticipated that this would be significantly higher due to the COVID-19 emergency issues. The balance receivable includes the property taxes billed in full for each year. As a percentage of the total taxes billed to date for 2020, the total taxes currently outstanding are 0.9% lower than those outstanding at the same time in the previous year.
4. The balance of General Accounts Receivable outstanding at the end of June 2020 compared to the balance at the same time in 2019 is 40.6% lower in total dollar value. The numbers are lower in part due to the payments of deferred Development Charges for two Non-profit housing developments and lower investment interest accruals. The amounts reported for HST are somewhat lower in total dollar value for 2020 due to the timing of payment for contracts.
5. The balance of Account Payable outstanding at the end of June 2020 compared to the balance at the same time in 2019 is 10.5% higher in total dollar value. The increase is primarily due to the collection of development charges for the Region of Durham and the School Boards at the end of June that were not paid out until July in 2020. No similar entry was posted in June 2019.
6. The balance of Deferred Revenue at the end of June 2020 is 28.9% higher than that reported for the same period in 2019. This account includes unspent Development Charges collected from developers and Federal Gas Tax funding. Both have legislated restrictions on their use and must be held in a segregated Reserve Fund.

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

1. Total revenue for 2020 is 9.5% lower than that reported for the same period last year.
  - Grants for both years include the first two installments of the Ontario Municipal Partnership Fund (OMPF). In both years the Township's grant includes the Northern and Rural Fiscal Circumstances Grant funding added to the program by the Ministry in 2014.
  - In 2019 the Township received a \$725,000 grant to modernize the operations.

These funds were transferred to the Capital reserve fund and have been partially used to fund the cost related to implementing the new website; new phone system; and upgrades to wiring in all Township facilities. Additional projects are planned to utilize the balance of the funding that will make the operation of the Township more efficient while allowing the public more on line options. In 2020 the Township was awarded additional modernization funds to complete an organizational review. The first installment of the funds for this review was advanced in April.

- Other income is 29.6% lower than that reported for the same period in 2019. Two third of this shortfall relates to timing of financing transfers with the balance related to a decline in activity directly or indirectly related to the current state of emergency.
  - The interest and penalty charged on unpaid taxes to the end of June 2020 is 40.0% lower than that reported as charged in 2019. This decrease reflects the loss of penalty revenue for May and June due to the penalty waiver along with the normal decrease associated with improved collection prior to COVID. It is important to note that this line item will continue to be lower than the prior year in coming months due to the continuation of Council's penalty waiver for the Month of July.
  - The miscellaneous revenue reported includes a payment of \$20,807 from the Durham Municipal Insurance Pool and represents a rebate of surplus. As in prior years, it is recommended that this surplus be transferred to the Insurance reserve fund and used to offset the cost of insurance risk related improvements. In the past few years the Township has used funds in this reserve to offset the cost of replacing sidewalks.
  - Other areas contributing to the overall decrease in revenue as a result of COVID-19 closures include Canine Control, Committee of Adjustment, Recreation Programs, Day Camp Programing, Arena and public building rentals.
2. Operating expenditures of \$5,653,000 are 11.7% lower in total than that reported for the same period last year. Some of this difference can be explained by the timing of posting payments and budget transfers:
- Expenditures for Winter Control to the end of June 2020 are 17.2% lower than the total reported for the same period in 2019. This decrease is due to weather conditions in the period. Expenditures in the six months represent 71.8% of the winter control budget for 2020 and 90.9% for 2019.
  - Expenditures in Sidewalks and Parking Lots also show a decrease to the end of June 2020 in part due to lower invoicing for winter weather cleanup.
  - Expenditures for employee wages and benefits to the end of June 2020 represent 39.0% of the total operating expenditures to date. The amount paid is somewhat lower than that reported for the same period in 2019 and the 2020 budgeted requirements. Payroll related costs represent between 40% and 47% of the operating budget for the Township annually. The 2020 totals are somewhat lower

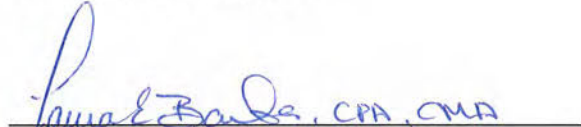
due to the effect of laying off part time and casual staff as a result of COVID-19.

- Expenditures for By-Law are showing a significant increase in staff related costs. This increase can be directly related to the Provincial emergency as By-Law staff are now required to assist with enforcement of the Provincial orders.
  - Other areas contributing to the overall decrease in expenditures as a result of COVID-19 closures include Recreation Program costs not being incurred, Day Camp Program costs not being incurred, utilities related to public building are starting to reflect decreased usage, and any spending related to economic development initiatives is on hold. This is somewhat offset by Council's approval of the Business Economic Relief program with South Lake Community Futures Development Corporation.
3. The capital expenditures reported for June 2020 and those reported for the same period in 2019 are shown below:
- In 2020 payments were made towards the following:
    - Modernization of the Township's phone system;
    - Implementation of the new Township website;
    - Purchase of new computer equipment;
    - Windows for Beaverton Town Hall;
    - Installation of the Generator at the Sunderland Fire Hall;
    - Down payment on the new Fire Rescue Truck;
    - New truck for the Canine Control department;
    - Consulting bills were paid related to Roads Department construction projects;
    - Work to complete the Beaverton Control Yard Building;
    - Payment for new sidewalks;
    - Beaverton Arena entrance door repair;
    - New Chiller for the Cannington Arena;
    - Consulting bills related to finalizing the drawing for the Sunderland Memorial Arena renovation project; and
    - Completion of the Manilla Hall renovation project.
  - In 2019 payments were made towards the following:
    - Renovations work at the Sunderland Town Hall;
    - Auto extrication equipment for the fire halls;
    - Consulting bills were paid related to Roads Department construction projects;
    - Work to complete the Beaverton Control Yard Building;
    - Work to complete rehabilitation of bridge #8, #9, #20, #27 and culvert #318;
    - Work to complete road construction on Thorah Sideroad project;
    - Work to complete gravel road capital maintenance;
    - Tractor for the works yard;
    - Tandem truck for works yard;
    - Consulting bills related to the Rick MacLeish Memorial Community Centre roof replacement; and
    - Consulting bills related to finalizing the drawing for the Sunderland Memorial Arena renovation project.

**Conclusion**

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

Respectfully submitted,



Laura E. Barta, CPA, CMA  
Treasurer

Reviewed by,



Ralph Walton  
Acting Chief Administrative Officer

**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2020-CO-33 - JUNE 2020 FINANCIAL UPDATE**

	<u>JUNE</u> <u>2020</u>	<u>JUNE</u> <u>2019</u>	<u>DECEMBER</u> <u>2019</u>
<b>ASSETS</b>			
Bank / Cash on Hand	\$ 16,669,178	\$ 12,794,977	\$ 10,584,814
Accounts Receivable	492,027	828,438	980,763
Taxes Receivable	14,037,541	14,041,549	1,843,576
Investments	11,450,139	12,406,537	12,431,436
Prepays	9,111	1,392	25,381
Tangible Capital Assets	<u>60,991,516</u>	<u>59,843,320</u>	<u>60,991,516</u>
<b>TOTAL ASSETS</b>	<b>\$ <u>103,649,512</u></b>	<b>\$ <u>99,916,213</u></b>	<b>\$ <u>86,857,486</u></b>
<b>LIABILITIES / SURPLUS</b>			
Accounts Payable	\$ 11,244,823	\$ 10,172,887	\$ 2,375,672
Deferred Revenue	10,530,292	8,167,018	8,102,878
Subdivider / Zoning Deposits	(91,348)	(48,501)	(94,107)
Debenture Debt	1,006,690	1,077,587	1,006,690
Post Employment Benefit Liability	460,100	521,800	460,100
Reserves	1,989,789	3,020,688	2,113,407
Opening Surplus (Deficit)	<u>72,892,846</u>	<u>70,735,159</u>	<u>70,867,756</u>
	98,033,192	93,646,638	84,832,396
Current Revenue - Current Expenditures	5,616,320	6,269,575	2,025,090
Amounts to be Recovered	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES /SURPLUS</b>	<b>\$ <u>103,649,512</u></b>	<b>\$ <u>99,916,213</u></b>	<b>\$ <u>86,857,486</u></b>
<b>RESERVE FUNDS</b>	<b>\$ <u>23,182,501</u></b>	<b>\$ <u>20,665,273</u></b>	<b>\$ <u>20,016,993</u></b>
<b>TRUST FUNDS</b>	<b>\$ <u>1,022,773</u></b>	<b>\$ <u>985,515</u></b>	<b>\$ <u>1,055,486</u></b>
<b>TAX ARREARS - % OF CURRENT LEVY</b>	<u>57.64%</u>	<u>58.58%</u>	
<b>INTEREST ON DEBENTURE DEBT</b>	<b>\$ <u>19,882</u></b>	<b>\$ <u>21,229</u></b>	
<b>TOTAL RESERVES &amp; RES. FUNDS</b>	<b>\$ <u>25,172,290</u></b>	<b>\$ <u>23,685,961</u></b>	



**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2020-CO-33 - JUNE 2020 FINANCIAL UPDATE**

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REVENUES	2020				2019		
	ACTUAL TO-DATE	BUDGET	\$ DIFFERENCE	% DIFFERENCE	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
<b>TAXATION REVENUE</b>							
Tax Levy	\$ 8,704,138	\$ 8,696,863	\$ (7,275)	-0.08%	\$ 8,372,242	\$ 8,372,243	\$ 8,372,236
Supplementary Taxes	-	150,000	150,000	-	4	159,975	200,000
Special Area/User Charges	193,345	197,900	4,555	2.30%	174,142	174,367	174,200
Tile Drainage	7,826	7,826	-	0.00%	9,511	9,511	9,511
Payments-in-Lieu of Taxation	93,072	303,000	209,928	69.28%	302,902	302,902	291,000
	<u>8,998,381</u>	<u>9,355,589</u>	<u>357,208</u>	<u>3.82%</u>	<u>8,858,801</u>	<u>9,018,998</u>	<u>9,046,947</u>
<b>GOVERNMENT GRANTS</b>							
Ministry of Municipal Affairs	438,700	877,400	438,700	50.00%	439,267	870,000	895,600
Ministry of Natural Resources	-	175,000	175,000	100.00%	198	177,387	130,000
Province - Special Grants	-	5,000	5,000	100.00%	14,400	62,345	55,481
Road & Bridge Infrastructure Investment Fund	137,181	411,545	274,364	-	202,736	1,082,339	1,470,157
Federal - Special Grants	15,000	-	(15,000)	#DIV/0!	25,000	-	25,000
Federal Gas Tax Allocation	353,174	353,174	-	0.00%	-	721,124	353,174
Federal - Fisheries & Oceans	-	40,000	40,000	100.00%	-	-	-
Wild Life Damage - OMAF	3,590	10,000	6,410	64.10%	1,118	5,097	15,000
Grants - Other	37,500	6,570,000	6,532,500	99.43%	745,680	777,280	60,000
	<u>985,145</u>	<u>8,442,119</u>	<u>7,456,974</u>	<u>88.33%</u>	<u>1,428,399</u>	<u>3,695,572</u>	<u>3,004,412</u>
<b>OTHER REVENUE</b>							
Canine Control Department	5,551	21,300	15,749	73.94%	12,929	26,745	30,780
Building Department	326,987	379,500	52,513	13.84%	382,808	507,961	301,000
Municipal Rents	26,315	81,500	55,185	67.71%	26,885	61,646	64,800
Health Centre Rents	45,757	121,700	75,943	62.40%	63,593	124,596	110,000
Interest & Penalties on Taxes	97,786	325,000	227,214	69.91%	174,681	357,738	305,000
Road Revenue	19,183	90,000	70,817	78.69%	26,467	58,440	140,000
Small Craft Harbour Revenue	20,210	25,000	4,790	19.16%	20,555	23,240	23,000
Administration Fees	36,906	45,500	8,594	18.89%	31,615	34,629	33,250
Tax Certificates / Charges	10,290	20,000	9,710	48.55%	9,560	22,060	25,000
Parking Violations	2,350	5,000	2,650	53.00%	2,205	4,455	1,500
Lotteries / Licenses	5,281	7,200	1,919	26.65%	4,448	7,450	8,750
Miscellaneous Revenue	36,295	47,900	11,605	24.23%	11,845	29,207	32,700
Committee of Adjustment	2,465	5,940	3,475	58.50%	3,405	4,375	4,950
Investment Income	26,687	100,000	73,313	73.31%	51,352	84,901	90,000
P.O.A. Revenues	735	2,000	1,265	63.25%	1,029	1,069	10,000
Transfer from Reserves / Reserve Funds	1,439,297	4,160,191	2,720,894	65.40%	2,178,491	5,093,352	3,420,477
Reserve Fund Revenues/transfers	170,591	-	(170,591)	-	199,576	406,317	-
Donations	1,000	19,250	18,250	94.81%	3,102	24,007	137,398
Planning Fees	9,100	25,000	15,900	63.60%	6,275	27,495	25,000
Septic Chargeback	-	30,000	30,000	100.00%	-	27,710	25,500
Fire Department Revenue	18,868	49,000	30,132	61.49%	27,228	34,167	41,000
Golf Tournament Revenue	-	27,500	27,500	100.00%	30,337	29,907	27,500
Land / Property Sales	-	-	-	-	-	78,425	95,000
Debenture Proceeds	-	1,000,000	1,000,000	100.00%	-	-	-
Youth Camp Revenue	90	53,000	52,910	99.83%	5,650	53,890	55,000
Beaverton Community Centre	39,267	90,000	50,733	56.37%	44,865	86,541	104,150
Cannington Community Centre	34,919	85,000	50,081	58.92%	45,548	79,555	112,550
Sunderland Memorial Arena	59,407	150,000	90,593	60.40%	68,310	142,967	153,800
	<u>2,435,337</u>	<u>6,966,481</u>	<u>4,531,144</u>	<u>65.04%</u>	<u>3,432,759</u>	<u>7,432,845</u>	<u>5,378,105</u>
<b>TOTAL REVENUES</b>	<b>\$ 12,418,863</b>	<b>\$ 24,764,189</b>	<b>\$ 12,345,326</b>	<b>49.85%</b>	<b>\$ 13,719,959</b>	<b>\$ 20,147,415</b>	<b>\$ 17,429,464</b>

**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2020-CO-33 - JUNE 2020 FINANCIAL UPDATE**

	2020				2019		
	ACTUAL TO-DATE	BUDGET	REMAINING \$ BUDGET	% REMAINING	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
<b>OPERATING EXPENDITURES</b>							
<b>GENERAL ADMINISTRATION</b>							
Members of Council	\$ 130,783	\$ 302,250	\$ 171,467	56.73%	\$ 141,916	\$ 300,384	\$ 304,300
CAO & Corporate Admin	168,409	413,800	245,391	59.30%	725,000	725,000	-
Clerk's Department	319,710	746,300	426,590	57.16%	333,220	697,058	844,550
Treasurer's Department	455,999	823,400	367,401	44.62%	458,869	817,139	823,200
Tax Department	2,628	115,150	112,522	97.72%	13,824	99,002	112,450
Public Buildings & Property	293,602	578,050	284,448	49.21%	284,964	660,817	545,325
Health & Safety	2,137	25,500	23,363	91.62%	4,041	7,905	17,000
	<u>1,373,268</u>	<u>3,004,450</u>	<u>1,631,182</u>	<u>54.29%</u>	<u>1,961,834</u>	<u>3,307,305</u>	<u>2,646,825</u>
<b>PROTECTION TO PERSONS</b>							
Fire Department	609,211	2,374,746	1,765,535	74.35%	705,334	1,659,565	1,518,205
Building Department	157,454	409,500	252,046	61.55%	145,656	487,372	353,840
Canine Control Department	106,250	260,825	154,575	59.26%	103,875	249,403	222,425
By-Law Enforcement Department	66,316	95,650	29,334	30.67%	45,795	116,117	140,339
Livestock Claims / Fenceviewers	4,031	13,550	9,519	70.25%	1,268	6,066	18,950
	<u>943,262</u>	<u>3,154,271</u>	<u>2,211,009</u>	<u>70.10%</u>	<u>1,001,928</u>	<u>2,518,523</u>	<u>2,253,759</u>
<b>TRANSPORTATION SERVICES</b>							
Roads Department	1,714,168	3,642,474	1,928,306	52.94%	1,775,191	7,695,272	3,536,124
Street Lighting	74,262	237,400	163,138	68.72%	86,457	222,462	200,200
Sidewalks	75,090	106,200	31,110	29.29%	86,461	104,004	103,050
Parking Lots	22,725	58,500	35,775	61.15%	26,456	78,074	62,000
Traffic Control	21,483	71,550	50,067	69.97%	37,805	70,957	70,300
	<u>1,907,728</u>	<u>4,116,124</u>	<u>2,208,396</u>	<u>53.65%</u>	<u>2,012,370</u>	<u>8,170,769</u>	<u>3,971,674</u>
<b>ENVIRONMENTAL SERVICES</b>							
Garbage Collection	22,352	54,000	31,648	58.61%	20,057	50,979	51,550
<b>HEALTH SERVICES</b>							
Beaverton-Thorah Health Centre	27,462	118,900	91,438	76.90%	64,154	133,086	121,550
Cemeteries	11,736	24,500	12,764	52.10%	5,237	13,981	26,300
	<u>39,198</u>	<u>143,400</u>	<u>104,202</u>	<u>72.67%</u>	<u>69,391</u>	<u>147,067</u>	<u>147,850</u>
<b>RECREATION &amp; CULTURAL SERV.</b>							
Parks Department	188,733	596,950	408,217	68.38%	243,639	736,494	605,050
Beaverton-Thorah Community Centre	221,161	411,900	190,739	46.31%	223,814	390,663	409,400
Cannington Community Centre	219,071	380,200	161,129	42.38%	241,747	373,976	367,400
Sunderland Memorial Arena	217,765	420,850	203,085	48.26%	246,739	398,431	411,935
Manilla / Wilfrid / Port Bolster Halls	7,369	27,000	19,631	72.71%	10,257	31,296	31,350
Grants to Organizations	339,402	691,805	352,403	50.94%	287,180	576,638	578,091
	<u>1,193,501</u>	<u>2,528,705</u>	<u>1,335,204</u>	<u>52.80%</u>	<u>1,253,376</u>	<u>2,507,498</u>	<u>2,403,226</u>
<b>PLANNING &amp; DEVELOPMENT</b>							
Planning Department	17,894	74,100	56,206	75.85%	52,712	139,692	113,000
Tourism & Economic Development	151,558	105,250	(46,308)	-44.00%	29,222	107,946	190,195
Committee of Adjustment	-	3,500	3,500	100.00%	-	1,724	3,650
Tile Drains	4,239	7,826	3,587	45.83%	4,239	9,511	9,511
	<u>173,691</u>	<u>190,676</u>	<u>16,985</u>	<u>8.91%</u>	<u>86,173</u>	<u>258,873</u>	<u>316,356</u>
<b>TOTAL OPERATING EXPENDITURES</b>	<u>\$ 5,653,000</u>	<u>\$ 13,191,626</u>	<u>7,538,626</u>	<u>57.15%</u>	<u>\$ 6,405,129</u>	<u>16,961,014</u>	<u>\$ 11,791,240</u>

**THE CORPORATION OF THE TOWNSHIP OF BROCK**  
**FINANCE COMMITTEE**  
**REPORT 2020-CO-33 - JUNE 2020 FINANCIAL UPDATE**

<b>CAPITAL EXPENDITURES</b>	<b>2020</b>				<b>2019</b>		
	<b>ACTUAL TO-DATE</b>	<b>BUDGET</b>	<b>REMAINING \$ BUDGET</b>	<b>% REMAINING</b>	<b>ACTUAL TO-DATE</b>	<b>YEAR-END ACTUAL</b>	<b>TOTAL BUDGET</b>
<b>GENERAL ADMINISTRATION</b>							
Clerk-Administrator's Department	\$ 229,391	\$ -	\$ (229,391)	-	\$ -	\$ 126,491	\$ 22,000
Treasurer's Department	-	-	-	-	-	-	-
Tax Department	-	-	-	-	-	-	-
Public Buildings & Property	16,696	64,000	47,304	73.91%	2,612	59,799	134,000
	<u>246,087</u>	<u>64,000</u>	<u>(182,087)</u>	<u>-284.51%</u>	<u>2,612</u>	<u>186,290</u>	<u>156,000</u>
<b>PROTECTION TO PERSONS</b>							
Fire Department	170,038	370,000	199,962	54.04%	30,320	10,185	410,000
Building Department	-	40,000	40,000	-	-	-	-
Canine Control Department	39,190	40,000	810	-	-	4,503	5,000
By-Law Enforcement Department	-	-	-	-	-	-	-
	<u>209,228</u>	<u>450,000</u>	<u>240,772</u>	<u>53.50%</u>	<u>30,320</u>	<u>14,688</u>	<u>415,000</u>
<b>TRANSPORTATION SERVICES</b>							
Roads Department	394,080	2,661,563	2,267,483	85.19%	1,004,958	824,051	4,232,874
Street Lighting	-	-	-	-	-	11,312	80,000
Sidewalks	145,539	400,000	254,461	63.62%	-	-	162,850
Parking Lots	1,409	75,000	73,591	-	-	16,193	31,500
	<u>541,028</u>	<u>3,136,563</u>	<u>2,595,535</u>	<u>82.75%</u>	<u>1,004,958</u>	<u>851,556</u>	<u>4,507,224</u>
<b>ENVIRONMENTAL SERVICES</b>							
Garbage Collection	-	-	-	-	-	-	-
<b>HEALTH SERVICES</b>							
Beaverton-Thorah Health Centre	-	-	-	-	-	-	-
Sunderland-Brock Health Centre	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>RECREATION &amp; CULTURAL SERV.</b>							
Parks Department	1,000	216,000	215,000	99.54%	2,544	24,069	45,000
Beaverton-Thorah Community Centre	7,792	15,000	7,208	48.05%	-	55,300	111,000
Cannington Community Centre	75,300	30,000	(45,300)	-	3,384	9,224	250,000
Sunderland Memorial Arena	47,291	7,650,000	7,602,709	-	1,437	10,360	100,000
Manilla / Wilfrid / Port Bolster Halls	21,817	11,000	(10,817)	-98.34%	-	9,824	54,000
	<u>153,200</u>	<u>7,922,000</u>	<u>7,768,800</u>	<u>98.07%</u>	<u>7,365</u>	<u>108,777</u>	<u>560,000</u>
<b>PLANNING &amp; DEVELOPMENT</b>							
Planning Department	-	-	-	-	-	-	-
Tourism & Economic Development	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL CAPITAL EXPENDITURES</b>	<u>1,149,543</u>	<u>\$ 11,572,563</u>	<u>10,423,020</u>	<u>90.07%</u>	<u>\$ 1,045,255</u>	<u>1,161,311</u>	<u>\$ 5,638,224</u>
Total Operating and Capital	<u>6,802,543</u>	<u>24,764,189</u>	<u>17,961,646</u>	<u>72.53%</u>	<u>7,450,384</u>	<u>18,122,325</u>	<u>17,429,464</u>



## THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to Council

Report: 2020-CO-34

Date: August 10, 2020

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### **SUBJECT**

COVID-19 – Update on Financial Impacts and Actions

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### **RECOMMENDATION**

That Council receive report 2020-CO-34, COVID-19 update on Financial Impacts and Actions for information;

That tenants be advised that no rent relief is permitted based on the terms of the leases or the Municipal Act restrictions;

That staff be directed to implement a residential COVID-19 Property Tax Penalty and Interest Relief Program in Brock by preparing an application including the terms and conditions to be used.

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### **ATTACHMENTS**

1. St. Catharines – COVID-19 Property Tax Penalty and Interest Relief Program
  2. Financial Impacts to Date
  3. Request for Rent reduction by Devil's Fitness
- 

### **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 many businesses to reopen with limitations, not all employees have returned to work.

In an effort to assist those residents and businesses negatively impacted by the emergency the Township of Brock Council has implemented a number of assistance measures. These measures include the waiver of penalty on property taxes for May, June and July; the waiver of extra charges for dishonored payments; the waiver of interest charges on outstanding general receivables for May, June and July; and the implementation of a Brock Emergency Response Benefit program in partnership with Southlake Community Futures Development Corporation to provide financial assistance to business. In addition to the financial assistance, 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.

The Federal Government has also implemented a number of programs that support businesses and individuals during the emergency. These include Canadian Emergency Bank Account (CEBA) for small business with a \$40,000 interest free loan that if \$30,000 is paid by December 31, 2022, \$10,000 will be forgiven as a grant. In addition; businesses can apply for the Canada Wage subsidy with the government paying 75% of small business employee wages; and building owners can apply for a program for rent relief that would result in a 75% reduction to the tenant. There are also programs for individuals who have lost employment during the emergency to receive the Canadian Emergency Response Benefit funding. In addition, most banks have offered those customers with mortgages periods of deferral. At a regional level, Durham is waiving penalty on water bills during the emergency to assist residents.

It is important to note that the Federal and Provincial government have a much larger tax base to pull the funding for their programs from and Municipal governments are very restricted in what they are permitted to do to help residents and businesses. That being said, the Township of Brock has found some ways to help as outlined above and will continue to look for additional ways to assist its residents.

### **Issues - Rent**

Since the emergency was declared, many businesses within the Township have been forced to close their doors and are only now reopening. Many of these businesses still have to pay rent for their business premises even though it is closed. One of the purposes of the CEBA program was to assist businesses in this area and the Rent relief program also was intended to address these concerns. Business owners in Brock Township were encouraged to take advantage of the Federal programs and were also offered the added benefit of the Brock Emergency Response program the Township put in place in partnership with South Lake Community Futures Development Corporation. Despite these programs, we have tenants requesting rent reductions and allowances. To date the Township has allowed for rent deferrals with no penalty charges however offering reductions would be considered as bonusing and prohibited under section 106 of the Municipal Act.

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

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

The rental question is somewhat complicated by having some tenants in buildings that have been closed to the public at the direction of the Township. In cases where the tenant was not permitted to enter the facility rent could be waived similar to the refunding of fees for programs and services not offered in those facilities. As part of the Township's COVID related press releases, it was announced in an early release that Township facilities would be closed, and the affected facilities were listed. The list specifically included the Beaverton town Hall (with the exception of the Service Ontario office) however did not include the Cannington Curling Club. A subsequent press release stated that all township facilities would be closed to the public. Other Area Municipalities are waiving rent for any business that operates out of a facility that was closed to the public by order of the Municipality. They are following the requirements of section 106 of the Municipal Act and not granting exemptions of rental fees for buildings they did not close. The Township has to my knowledge five requests from tenants for rental reductions including the one from Devil's Fitness (attachment #3), and most of these are related to Provincial restrictions or closures.

#### **Issues - Grants – Not for Profit**

In looking for other ways to assist Municipal property taxpayers it was suggested that a grant program could be used to help Not for Profit organizations offset operating costs incurred and unfunded as a result of their inability to do normal fundraising activities due to the emergency. The Township has a community grant policy that, based on the general wording in the policy, could be used for this purpose however it is unfunded based on the 2020 budget. The Municipal Act allows for the use of Grants under section 107 of the Municipal Act.

107.(1) General power to make grants – Despite any provision of this or any other Act relating to the giving of grants and aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality of any purpose that council considers to be in the interest of the municipality.

Use of this grant will be discussed in further detail as part of a subsequent report.

#### **Issues - Grants – Residential Properties**

Another support program that council could consider is the program that has been implemented by St. Catharines City Council (attachment #1). This program is an application based residential property tax penalty and interest relief program for 2020 property taxes to allow residents who have no other financial options and are affected by

the COVID-19 pandemic with more time to pay their remaining 2020 property taxes without incurring additional penalty and interest charges for the period of July 1 to November 30, 2020. To be eligible for the program, all property taxes must have been paid in full up to and including the February installment.

The 90-day penalty waiver that was previously approved by Brock Township Council applied to all property owners that were in arrears both Residential and Non-residential. While beneficial to those in need, it also provided a disincentive to those who could afford to pay. Implementing a grant program similar to that being used in St. Catharines, recognizes the fact that some residents still face COVID related economic uncertainty. While the Township has moved into the next stage of the Province's reopening plan, many restrictions still apply to businesses and many residents may not be back to work on a full-time basis.

Currently the outstanding property taxes for July are about \$365,000 higher for the current year than they were at the same time last year. The installment that was due in April is 92% paid leaving 8% or \$462,949.06 remaining. The installment that was due in July is 75% paid leaving 25% or \$1,559,270.84 remaining. The anticipated monthly penalty for these two installments would be \$30,333.30. This is somewhat higher than the normal charge for penalty even before we add in the penalty on balances older than the April due date.

The Township currently has assessments that are 75% Residential. If the outstanding taxes shown above are proportional than offering this type of program could cost the township just over \$90,000 provided all unpaid residential property taxes qualify. It is difficult to determine how much of the outstanding balance relates to non-residential classes

If this Council elects to implement a Property Tax Interest and Penalty relief program it is recommended that the following criteria be in place to be eligible:

1. Owner must have experienced financial hardship directly related to the pandemic.
2. Property must be in the residential class only.
3. Owner must provide proof of financial hardship.
4. All property taxes must have been paid in full up to and including the February installment.
5. Owner must apply for program using the forms provided for this application.
6. Relief will only apply to taxes paid by November 30<sup>th</sup>.
7. The property must be your principle residence.
8. Seniors who qualify for the Senior's tax rebate program are not eligible for the penalty relief program.

It is important to note that the program offered in Clarington that allowed for a rebate of the Municipal portion of taxes has had very low uptake to date due to the reluctance of residents to provide personal information. If it is a "give away" with no questions asked then the uptake will be significant. If you are required to provide prove that you need assistance, then the uptake tends to be significantly lower.

### Financial Considerations

As with all support programs the issue of financing is a major concern. Council has passed a budget that requires certain work to be done and the public has a right to expect that projects will progress as planned. For the most part Township staff are working towards completing all budgeted projects, however some changes have had to be allowed to deal with internal staffing issues as well as unanticipated demands created by the COVID-19 emergency.

The full impact on the 2020 budget of this pandemic is not yet known. Staff will continue to monitor spending and when possible, offset extra costs incurred with reductions in other operating areas. Attachment #2 is a summary of some of the impacts to date along with an outline of proposed funding. As shown in the chart, not all revenue shortfalls and costs have been covered by program reductions. To date none of the COVID-19 assistance programs put in place by other levels of government have been applicable to the Township. It is hoped that the Province or the Federal Government will provide some form of financial relief for Municipalities and many Municipal organizations including Federation of Canadian Municipalities (FCM), Association of Municipalities of Ontario (AMO) and Municipal Finance Officers Association (MFOA) are lobbying for support.

### Conclusion

The Township along with 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. Looking at alternative grant programs to provide that relief along with consideration of methods of financing the programs is seen as a reasonable step to help in this crisis.

Respectfully submitted,

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

Reviewed by,

  
\_\_\_\_\_  
Ralph Walton  
Acting Chief Administrative Officer





## Corporate Report City Council

**Report from:** Financial Management Services, Billing

**Report Date:** June 26, 2020      **Meeting Date:** July 13, 2020

**Report Number:** FMS-094-2020      **File:** 10.57.99, 10.4.19

**Subject:** COVID-19 Property Tax Penalty and Interest Relief Program

**Strategic Pillar:**



### Recommendation

That City Council approve the property tax penalty and interest relief program, as set out in Report FMS-094-2020, to allow eligible residential properties and eligible owners to request relief from late payment penalties or interest charges during the five-month period between July 1, 2020 to November 30, 2020; and

That the Director Financial Management Services / City Treasurer or designate be given delegated authority to administer the program based on the eligibility criteria set out in Report FMS-094-2020; and

That the City Solicitor be directed to prepare the necessary by-laws. FORTHWITH

### Summary

The purpose of this report is to seek Council's approval to establish a COVID-19 Property Tax Penalty and Interest Relief Program. The report recommends the adoption of an application based residential property tax penalty and interest relief program for 2020 property taxes to allow residents who have no other financial options and are affected by the COVID-19 pandemic with more time to pay their remaining 2020 property taxes without incurring additional penalty and interest charges for the period of July 1 to November 30, 2020. This program will further assist residential property owners faced with severe financial difficulties due to the COVID-19 pandemic beyond the 90-day grace period for property taxes originally approved by City Council at the March 27, 2020 meeting.

### Relationship to Strategic Plan

This program supports the general overall objectives of the economic prosperity and social well-being pillars of the City's Strategic Plan.

## Background

At the meeting of March 27, 2020, City Council approved Report FMS-60-2020, COVID-19 Pandemic - Municipal Tax and Service Charge Deferral, which recommended Council approve waiving penalty and interest charges on property tax until June 30 and authorize amendments to necessary bylaws. This report also deferred the second interim tax installment due date by 60 days and amended the two final tax installment dates by 30 days each to July 31 and October 30, respectively. The amendments were a result of the property tax relief measure implemented to assist residents impacted by COVID-19.

As the Province, the Niagara Region and the City are re-opening, and with the majority of the Province moved into phase two of recovery, so to must the City's property tax penalty and interest relief program evolve to be more targeted to those who are experiencing financial hardship as a result of the COVID-19 pandemic.

## Report

At the onset of the COVID-19 pandemic, municipalities across the country introduced penalty and interest relief programs as a response to the state of emergency that was being declared to support residents and property owners. To mitigate economic impacts on residents, various measures were announced in order to provide immediate relief for taxpayers. These measures included a 60-day extension to second interim property tax instalment due date, 30-day extension to both final property tax installment due dates, as well as a 90-day grace period wherein late payment penalties and interest charges were not applied to property tax accounts with outstanding balances during the period between April 1 and June 30. All of these measures were approved by City Council at its meeting of March 27, 2020. Although these measures provided property taxpayers with much needed relief during this unprecedented time, it is clear that the economic uncertainty that many residential property owners are faced with may extend well beyond the end date of the current grace period of June 30, 2020.

This report recommends City Council's approval of a property tax penalty and interest relief program that will offer assistance for residential property owners who have no other financial options and who continue to experience severe financial impacts once the current grace period has ended. In order to qualify, all property taxes must be paid in full up to and including the February 2020 Interim installment. Property owners must submit an application and supporting documentation to establish that they have experienced severe financial impacts as a result of the COVID-19 pandemic, and that other eligibility criteria are met. Once approved, property owners are eligible to have late payment penalties and interest amounts waived for a period of up to five months, from July 1 to November 30, 2020

City staff will be able to administer and manage the property tax penalty and interest relief program using existing staff resources and processes already established for the existing property tax adjustment program with no current year budgetary impacts related to program administration.

Report Page 2 of 7

Interest and late payment penalties are normally charged at 1.25% of the outstanding overdue balance, with a penalty being applied the day after the due date and interest applied on the first day of each month thereafter. The recommended program would allow eligible property owners to apply for a waiver of interest and late payment penalties on overdue amounts for a period of up to five months from July 1, 2020 to November 30, 2020. Interest and late payment penalties are added automatically to the tax accounts where amounts are overdue - this will continue during this period. At the end of this period, if all current taxes are paid in full the applicable penalty and interest will be removed. Where any portion of property taxes remain unpaid after November 30, 2020, any late payment penalty or interest charges which has accrued on payments not made during the period between July 1 and November 30 will remain due and payable on the account.

In order to be approved for the program, a property owner will need to apply online or submit an application to the Treasurer or designate and provide documents that demonstrate extreme financial hardship related to the COVID-19 pandemic. Types of acceptable documentation include a notice of layoff, notice of temporary suspension of pay, forced closure notice and revenue losses in comparison to a similar period in a previous year (see Schedule 1 in Appendix 1). The application form will be provided as an alternative for those who may have barriers preventing participation in the online application process. These applications will be mailed out upon request.

### **Eligibility Criteria for the Property Tax Penalty and Interest Relief Program**

1. The property owner must have experienced financial hardship directly related to the COVID-19 pandemic in the form of a temporary or permanent loss of employment or a decrease in income of greater than 70%.
2. The property must be in the taxable residential property class with a residential structure, with no portions of the property classified in any non-residential tax class (e.g. commercial, multi-residential, industrial, large industrial or pipeline) and be the official primary residence of the property owner.
3. Applications must be accompanied by documentation or proof to demonstrate severe financial hardship, as set out in Schedule 1 in Appendix 1, or as otherwise deemed acceptable proof in the sole discretion of the Treasurer.
4. All property taxes have been **paid in full** (i.e. no amounts outstanding) up to and including the February 2020 Interim Installment, (i.e. date prior to the COVID-19 related closures).
5. Property owners must apply for the relief by August 31, 2020.
6. Late payment penalties and interest charges will only be waived where payment in full for all property taxes owing for the year has been received by November 30, 2020. Where any portion of property taxes remain unpaid after November 30, 2020 (excluding any supplementary or omitted taxes that may have been levied for the year and which are not yet due), any late payment penalty or interest charges incurred will remain due and payable on the account.
7. All applications must be made on the Municipality's form and must include documentation that reasonably and sufficiently establishes eligibility under the relief program.

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8. Applications will automatically be denied if false, inaccurate or insufficient information is provided. Eligibility for inclusion in the program will be determined at the time the application is first approved and changes in financial circumstances before November 30, 2020 will not affect eligibility.
9. The Treasurer's determinations with respect to eligibility shall be final.

This program is for taxable residential properties that are the primary residence of the applicant. Under the Municipal Act, the only method to provide targeted penalty and interest relief on property taxes is through the municipality's general authority to make grants. Section 106 of the Municipal Act prohibits the making of grants or the waiving of levies or fees for any commercial or industrial enterprise. This is interpreted to be the commercial or industrial property tax classes and is also taken as a more general reference to an entity that is operating in the business realm. Therefore, a business could own a residential home. Consequently, the relief program further requires that the applicant identify the property as their primary residence.

The City's Economic Development Department has done an excellent job supporting local businesses through various programs and informing them of the criteria and procedures for responsible reopening while keeping in line with measures to enable proper physical distancing that protects residents, customers and frontline staff. Staff continue to offer webinar training to support the reopening efforts and help businesses adjust to the changing conditions. In late March, City staff also launched **PickUPSTC.ca**, which provides links to local businesses that remain open through the COVID-19 pandemic.

In addition, with Council support, a team of City staff recently launched an expedited temporary patio application process that provides a streamlined approach to helping restaurants bring back their customers in a safe manner. More than 35 applications were received from businesses across the city looking to install a patio. Staff have also secured the URL **PatioSTC.ca** to help drive more traffic to patios that will be open under stage two.

Businesses in St. Catharines are still learning and adapting to the fluidity of the COVID-19 pandemic. Staff will continue to offer support and guidance to businesses to ensure their success.

## **Financial Implications**

The financial impact associated with the implementation of the COVID-19 property tax penalty and interest relief program is estimated to be between \$269,128 and \$672,933 depending on the number of property owners who apply for and are approved for the program. The application-based residential property tax penalty and interest relief program would further increase the forecasted 2020 yearend deficit.

The previous estimated cost of the waiving of penalty and interest up to June 30 was \$604,000. The total estimated costs for both penalty and interest relief programs is between \$783,000 and \$1.28 million. Details for these estimated amounts are shown in Tables 1 to 3 below.

This reduces the 2020 budgeted revenues of \$2.476 million for interest and late payment penalties.

**Table 1: Estimated Benefit to Property Owner of Waived Interest / Penalty Amounts**

Property Type	Annual Property Taxes	Average Instalments	Monthly Penalty	Maximum Benefit from a 5 month Late Payment
Residential CVA= \$254,000	\$3,637.71	\$909.43	\$11.37	\$56.85

**Table 2: Potential Applicants and Total Program Cost for Payment Deferral Program**

Property Type	Number of Properties	Applicants at 10% Take Up	Applicants at 25% Take Up	Total Program Cost at 10% Uptake	Total Program Cost at 25% Uptake
Residential	47,349	4,734	11,837	\$269,128	\$672,933

**Table 3: Total Estimated Cost of Deferrals**

Description	Waiving Penalty and Interest June 30 plus 10% Uptake	Waiving Penalty and Interest June 30 plus 25% Uptake
Penalty Interest Grace Period April 1 to June 30, 2020	\$604,000	\$604,000
Interest Relief July 1 to November 30, 2020	\$269,128	\$672,933
<b>ESTIMATED TOTAL AMOUNT of INTEREST RELIEF PROGRAMS</b>	<b>\$783,128</b>	<b>\$1,276,933</b>

## Conclusion

While there is no reduction to the property taxes levied, the recommended application-based program will provide eligible property owners most financially affected by the pandemic with more time pay their 2020 property taxes and to manage their finances without incurring late payment penalties or interest charges, as part of the City's recovery and rebuild strategy. Depending on usage of this penalty and interest relief program, there will be a further impact on the forecasted 2020 yearend deficit of \$269,000 to \$673,000.

**Prepared and Submitted by:**

Lisa Read,  
Manager of Revenue

**Approved by:**

Kristine Douglas, CPA, CMA  
Director, Financial Management Services / City Treasurer

**Appendices**

1. Schedule 1 – Examples of Acceptable Documents / Evidence of Severe Financial Hardship Related to COVID-19

# 1

## **Schedule 1 Examples of Acceptable Documents / Evidence of Severe Financial Hardship Related to COVID-19**

1. Documents that establish disruption of employment beginning in March 2020 or later: Record of Employment form, Notice of lay-off, Notice of termination, etc.
2. Evidence of application/acceptance to receive benefits under federal/provincial COVID-19-related relief programs, e.g., Canada Emergency Response Benefit (CERB); Emergency Leave, or similar programs.
3. Documents that establish severely reduced household income for the period beginning March 1, 2020, in relation to a similar period in the immediately preceding year (pay or income statements, T4 forms, letter from employer).
4. Any other document, form or evidence that establishes severe demonstrable financial impacts, as determined in the sole discretion of the Treasurer.

## 2020-CO-34 COVID-19 Financial Impacts

## Attachment #2

<b>Costs Directly Related to Emergency:</b>	<b>Lost Revenue or Incurred Costs-to-Date</b>	<b>Additional Anticipated Lost Revenue or Extra Costs</b>	<b>Funding Source</b>
Interest/Penalty Waiver-Property Tax	87,408.00	-	Not yet determined
Other Fee/Penalty Waiver	7,411.28	-	Not yet determined
Brock Emergency Benefit Program with SLCFDC	150,000.00	-	Savings on Tender for HL2 Road \$88,000 and Tender for Sidewalk replacement \$62,000
Lower Interest Earned-Investments	13,000.00	24,000.00	Not yet determined
Rental/Programs Refunded	4,582.64	-	Savings on utilities/cleaning
Remodeling to ensure Social Distancing Safety (Protective) Clothing PPE for Staff PPE specific to By-Law Staff (Bullet Proof Vests etc.)	914.67	21,000.00	Capital R/F-\$10,000 in 2020 Budget
Signs/Remote set up/cleaning supplies etc.	6,932.16	unknown	Not yet determined
		12,000.00	Modernization
	13,868.26	-	Not yet determined
	<u>284,117.01</u>	<u>57,000.00</u>	
<b>Staffing Directly Related to Emergency:</b>			
By-Law Education Officers	15,728.93	36,960.00	Public Works Summer Students-2020 Budget-not hired
By-Law Additional Enforcement Hours	15,960.00	11,700.00	Parks/Harbour Summer Student-2020 Budget-not hired
Benefits for Above	1,747.46	3,340.00	Public Works Summer Students-2020 Budget-not hired
	<u>33,436.39</u>	<u>52,000.00</u>	



Date:	13/07/2020
Order No.:	Council
Meeting Date:	July 16, 2020
Action:	Full
Notes:	Correspondence
Comments:	

**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

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**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 13<sup>th</sup>).

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



## The Corporation of the Township of Brock

Clerk's Department

Manager, Agriculture & Rural Economic Development, Region of Durham  
to Council

Report: 2020-CO-44

Date: Monday, August 10, 2020

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### Subject

Overview of Economic Development and Tourism Activities

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### Recommendation

1. That Report 2020-CO-44, Overview of Economic Development and Tourism Activities be received for information;
  2. That Council approve the establishment of a Economic Development Advisory Committee to provide advice to Council on economic development initiatives in the Township of Brock;
  3. That Council approve the establishment of a Tourism Advisory Committee to provide advice to Council on tourism initiatives in the Township of Brock;
  4. That Council approve Township of Brock Community Tourism Plan and the establishment of a tourism initiatives in the Township of Brock;
  5. That Council approve the Terms of Reference for the Economic Development Advisory Committee and the Tourism Economic Development Advisory Committee as written;
  6. That Council approve staff to proceed with postings seeking applications for an Economic Development Advisory Committee and a Tourism Advisory Committee; and
  7. That a copy of Report 2020-CO-44 be circulated to the Brock Board of Trade.
- 

### Attachments

Attachment No. 1 Report 2019-CO-07: Brock Community Tourism Plan

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

- Attachment No. 2 Draft Brock Economic Development Advisory Committee (BEDAC) Terms of Reference
- Attachment No. 3 Draft Brock Tourism Advisory Committee (BTAC) Terms of Reference
- 

## **Report**

### **1. Purpose**

1.1. The purpose of this report is to:

- 1.1.1. Provide Council with an overview of the economic development and tourism programs and initiatives that have been undertaken in the Township of Brock since 2012;
- 1.1.2. Request Council's approval of the Township of Brock Community Tourism Plan refer to **Attachment No. 1** (Report 2019-CO-07 Brock Community Tourism Plan); and
- 1.1.3. Present draft Terms of Reference for Council's approval for an Economic Development Advisory Committee and draft Terms of Reference for a Tourism Advisory Committee.

### **2. Background**

#### **2.1. Overview of Economic Development and Tourism Activities**

- 2.1.1. The Brock Economic Development Advisory Committee (BEDAC) was formed in 2012 to provide advice to Council on matters relating to the retention, expansion and attraction of businesses and jobs within the Township of Brock. Since its formation, the BEDAC, in coordination with Township staff and Durham Region Economic Development and Tourism staff, have undertaken numerous activities and initiatives relating to economic development and tourism.
- 2.1.2. The BEDAC has not been active since late 2018. At that time, a tourism component was added to the Economic Development Advisory Committee and revised Terms of Reference were approved by Council. To reflect the addition of tourism to the mandate, the committee was renamed the Brock Economic Development and Tourism Advisory Committee. The addition of tourism to the mandate of the committee was a result of a Tourism Business Retention and Expansion (BR+E) project that was undertaken in 2017-2018.

**2.1.3.** Throughout 2018, staff worked with the BEDAC and a working group of business owners and community volunteers to develop a Community Tourism Plan which was presented to Council in spring of 2019. At that time, a request was made that staff prepare a report to provide Council with an overview of economic development initiatives that have been undertaken since 2012. Approval of the Community Tourism Plan was deferred, and it remains in draft format.

**2.1.4.** The following provides an overview of activities and initiatives and highlights the key projects that were undertaken to support economic development and tourism in the Township:

**2012**

- Beaverton 180 Downtown Revitalization Management Committee was formed
- First Mayor's Networking Business Breakfast was held in Cannington
- The Rural Strategic Action Plan (Vibrant North Durham) was initiated
- The inaugural Building Business Forum was held at the Sunderland Townhall, the event was a partnership with the Townships of Scugog and Uxbridge and their respective Economic Development Advisory Committees

**2013**

- Beaverton 180 Downtown Revitalization project gets underway
- The Vibrant North Durham Plan is approved by the Townships of Scugog, Uxbridge and Brock along with corresponding individual Township Action Plans
- A Council Business Tour is held to showcase local business achievements
- Mayor's Networking Business Breakfast was held
- Red Welcome Wagon program was rejuvenated, and 16 new businesses were welcomed to the Township

**2014**

- The Beaverton 180 Downtown Revitalization Plan was presented to Council and received approval
- The implementation of the Vibrant North Durham Plan was underway with annual reports to Council from Durham Region Economic Development staff
- The Shop Brock program was launched as an expansion of Beaverton 180 to revitalize downtown Cannington and Sunderland, funding for the program was received from the Rural Economic Development Program and South Lake Community Futures Development Corporation
- The first Community and Business Profile was developed for the Township

- Red Welcome Wagon visits continued with visits to 6 new businesses
- Annual Council Business tour was held.

### **2015**

- The Building Business Forum was held again in the Township, hosted at Fairhavens with the addition of a major employer's breakfast event
- Shop Brock Downtown Revitalization Program with incorporation of the Downtown Community Improvement Plans for Sunderland, Cannington and Beaverton
- As a component of Shop Brock, the Building Your Better Business Competition was held with dragon's den style competitions for business owners to win money towards façade improvements
- The Community and Business Profile was updated and mailed to local real estate agents to promote the Township of Brock as an ideal place to live and conduct business.

### **2016**

- Annual update to the Community and Business profile, which was again emailed to local real estate agents
- BizPaL was launched on the Township's website as a one-stop-shop to find information about permits and licenses from all levels of government
- With the assistance of Central Counties Tourism, a Wayfinding Signage Strategy was developed
- The Red Welcome Wagon program was conducted with 9 new businesses receiving red welcome wagons
- The annual Council Business Tour took place
- A First Impressions Community Exchange (FICE) was conducted with the town of Colborne, recommendations were incorporated into the Shop Brock Program.
- The Tri-EDAC meeting was held in the Township of Brock with members from the Uxbridge and Scugog Economic Development Advisory Committees
- The Shop Brock program was completed, and a final report and Downtown Revitalization Plan were subsequently approved by Council
- A workshop for local food businesses was held in the Township of Brock focusing on local food entrepreneurship.

### **2017**

- Community Economic Development Training and Workshop was held for BEDAC members, Council members and community organizations
- The Community and Business Profile was updated and sent to local real estate agents

- The Red Welcome Wagon Program was conducted with 19 new businesses receiving red welcome wagons
- An annual review and report on the progress of the Downtown Revitalization plan was presented to Council
- Annual Council business tour was held
- A Tourism Business Retention and Expansion Program (BR+E) was initiated with 1-on-1 business interviews conducted throughout the course of 2017
- Brock Mayor's Networking Business Breakfast was held
- A workshop titled 'Exploring Value Added Opportunities" workshop was held for agri-food businesses to assist them with scaling up their businesses
- Participation in Global Entrepreneurship Week in November with a workshop to assist businesses in marketing was held in November

### **2018**

- The Brock Tourism BR+E project was completed with a Final Report and Recommendations presented to Council and approved in June 2018
- As part of the BR+E project, a community workshop was also held in February 2018 to share initial feedback received from tourism businesses and identify opportunities/next steps
- As a priority outcome of the Brock Tourism BR+E project, Central Counties Tourism was engaged to undertake the process to develop a Community Tourism Plan. A working group was struck comprised of staff, business owners and community volunteers who provided input.
- Red Welcome Wagon program continued
- Community Economic Development 201 Training was held with participation from BEDAC members, Council and community stakeholders to undertake a community matrix activity identifying the role of community members in local economic development projects
- Tourism Now Workshop held in September in partnership with Durham Region Economic Development and Tourism and Central Counties Tourism
- A First Impressions Community Exchange was conducted with the communities of Bridgenorth and Ennismore. Results from Bridgenorth and Ennismore were presented to Council in December 2018.

### **2019**

- Led by the Region of Durham in partnership with the Townships of Scugog, Uxbridge and Brock, an update to the Vibrant North Durham Economic Development Plan (the Plan) was initiated. In the absence of a BEDAC, three representatives from the Brock

Board of Trade were identified to provide input throughout the update of the Plan

- A Community Economic Development Training session combined with a Tri-EDAC meeting was held in partnership with the Townships of Scugog and Uxbridge
- The Brock Community Tourism Plan was presented to Council
- Gates Open event was held in October 2019 with participation from Forget Me Not Alpacas located in Beaverton
- The Community and Business Profile was updated and re-designed to better represent the assets that the Township has to offer
- Launched the Digital Main Street program in partnership with the Business Advisory Centre Durham, included identifying businesses located within the Central Business District in Sunderland, Cannington and Beaverton.

## **2020**

- Representation from the Brock Board of Trade the Durham Economic Task Force as part of the COVID-19 response efforts
- Re- launch of the Digital Main Street Program in partnership with the Business Advisory Centre Durham
- Introduction of the Brock Business Relief Grant as a response to COVID-19 impacts on the businesses
- Launch of the Downtowns of Durham project incorporating Sunderland, Cannington and Beaverton in a directory of downtown businesses across Durham Region to promote shopping local.

## **3 Discussion**

- 3.1** The community has expressed an interest in wanting the Township to lead economic and tourism initiatives within the community.
- 3.2** The residents and business owners played an integral role in the Township's Tourism B,R + E, as well as in the development of a Community Tourism Plan.
- 3.3** In the previous term of Council, the BEDTAC was formed and revised Terms of Reference were approved. Under the current term of Council, BEDTAC was put on hold and a review of the committee's purpose, mandate and composition was undertaken.
- 3.4** As a result of the review, staff are suggesting the establishment of separate economic development and tourism advisory committees which would provide the best opportunity for success. It would allow each committee to focus on more specific mandates and outcomes related to each sector and be consistent with Scugog and Uxbridge.



- 3.5** In addition, staff are recommending Council's approval of the Township's Community Tourism Plan. This would provide some guidance to the tourism advisory committee. By approving the plan, it is informing the community that the Township is supportive of tourism and that the Township is supportive of the projects identified within the plan but that appropriate community support and financial resources will be required to proceed with them.
- 3.6** New terms of reference have been drafted, refer to **Attachment No. 2** (BEDAC Terms of Reference) and **Attachment No. 3** (BTAC Terms of Reference), to reflect the establishment of Brock Economic Development Advisory Committee and a Brock Tourism Advisory Committee.
- 3.7** Staff from the Region of Durham's Economic Development and Tourism Division will provide support to both the EDAC and the TAC to assist with organizing meetings, preparing agendas and providing content support. Staff from the Township's Clerks Department will assist with the recording and distribution of minutes and policy advice.
- 3.8** The BEDAC would continue with the numerous well-established initiatives in the community to support economic and business development including the community & business profile, building business forum, red welcome wagon, business directory, business tours, etc.
- 3.9** The BTAC would focus on the implementation of the Township's Tourism B,R + E and the Community Tourism Plan, should it be approved by Council.

#### **4 Consultation**

- 4.1** The Municipal Clerk was consulted on this report and agrees with the recommendations.


#### **5 Financial**

- 5.1** The establishment of the BEDAC and the TAC will have minimal financial impact and will be funded through the existing BEDAC and tourism operating budgets for 2020 and both will be budgeted accordingly moving into 2021. The Treasurer has been consulted and concurs with the above.

#### **6 Conclusion**

Since 2012, the BEDAC/BEDTAC has been instrumental in undertaking and completing economic development projects and initiatives that have contributed to improving the overall economic health of the Township. The role of an advisory committee is vital in providing staff and Council with a business focused perspective while helping to identify priorities on behalf of the community. The dedication of past BEDAC/BEDTAC members should be recognized for the time and efforts provided towards enriching the Township.

Respectfully submitted,




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Stacey Jibb

Manager, Agriculture & Rural Economic Development, Region of Durham

Reviewed by,



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Becky Jamieson

Municipal Clerk

Reviewed by,



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Ralph Walton

Acting Chief Administrative Officer



## **Brock Tourism Advisory Committee (BTAC)**

### **Terms of Reference**

#### **1. Definitions**

- 1.1 Tourism is travel for pleasure or business; also the theory and practice of touring, the business of attracting, accommodating, and entertaining tourists, and the business of operating tours.
- 1.2 Community-based tourism is a type of tourism where local communities invite tourists into their communities, giving them insight into their culture and daily lives. It is a form of sustainable tourism that allows travelers to connect closely to the local community they visit

#### **2. Purpose**

- 2.1 The Brock Tourism Advisory Committee (BTAC) will provide advice and recommendations to the Council of the Township of Brock on matters relating to tourism services, community-based tourism, activities and initiatives within the Township of Brock.

#### **3. Mandate**

- 3.1 The mandate of the Brock Tourism Advisory Committee (BTAC) is to coordinate representation from a wide variety of tourism stakeholders, and municipal and regional staff, whom have a vested interest in furthering tourism development and creating tourism-focused strategic goals for the Township of Brock.
- 3.2 Increase awareness of the economic and social benefits of tourism, and support an enhanced collaboration between industry and government.
- 3.3 Implementation of the tourism action items as identified in the Township of Brock Community Tourism Strategy, which was completed in partnership with Central Counties Tourism in 2019.
- 3.4 Implementation of the recommendations as outlined in the 2018 Township of Brock Business Retention and Expansion study that was focused on tourism.

August 2020

Page 1 of 5

- 3.5 Improve the quality, the quantity and the sharing of tourism data and strengthen performance measurement and the tracking of visitors for tourism related events.
- 3.6 Support industry to enhance, develop and retain a professional tourism workforce in the Township of Brock.
- 3.7 Attract tourism related investment and continue to develop and enhance tourism products and experiences.
- 3.8 Continue to collaborate with local organizations and groups; including the Brock Board of Trade, historical societies, arts organizations, and sport clubs to help further increase tourism product awareness.
- 3.9 Identify and respond to issues, concerns and government policies that may affect the tourism industry.

#### **4. Term**

- 4.1 Membership on the BTAC shall be concurrent with the term of Council.

#### **5. Composition**

- 5.1 Council shall attempt to ensure that the Brock Tourism Advisory Committee is comprised of seven (7) voting members, appointed by Council, consisting of:
  - One (1) staff representative on behalf of the Township of Brock- non-voting;
  - One (1) staff representative on behalf of the Region of Durham (Durham Tourism)- non-voting;
  - One (1) member of Council;
  - One (1) representative from the Brock Board of Trade;
  - One (1) representative on behalf of a local historical society; and
  - Four (4) community/business representatives on behalf of various tourism sectors including but not limited to; accommodation, retail, attraction, arts and culture, sport, event, culinary and/or recreation.
- 5.2 Depending on the level of interest expressed by individuals and the need to have representatives from different sectors as members, Council may, at its discretion, reduce or increase the number of Committee members.
- 5.3 When considering appointments to the Brock Tourism Advisory Committee, Council shall also attempt to ensure representation from each of the wards of the Township.

- 5.4 The Mayor is a non-voting ex-officio member of the Brock Tourism Advisory Committee.
- 5.5 Representatives from other organizations, including, but not limited to Central Counties Tourism, may attend as advisors to the Committee.

## **6. Staff Support**

- 6.1 Durham Region Economic Development and Tourism staff, specifically the North Durham Tourism Coordinator, will assist with the following staff functions for the BTAC:
  - Organizing meetings, preparing agendas and providing content support.
- 6.2 Township staff, specifically the Clerk or designate, will assist with the following staff functions for the BTAC:
  - Recording and distribution of minutes and policy advice

## **7. Membership Selection**

- 7.1 At the beginning of each Council term, the Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.
- 7.2 Applicants shall be required to submit a written expression of interest outlining their experience and qualifications together with an indication of the particular sector for which they represent.
- 7.3 Council may also receive applications for membership and may appoint members to the BTAC at any time throughout its term.
- 7.4 Upon receipt, staff shall review all expressions of interest, consider all candidates' qualifications, and make a recommendation to Council.
- 7.5 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to the BTAC.
- 7.6 All persons appointed to the BTAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 7.7 All members appointed to the BTAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock that pertain to the BTAC.

## **8. Chair/Vice-Chair**

- 8.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two year period).
- 8.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

## **9. Meetings of BTAC**

- 9.1 The Committee shall hold up to eight (8) meetings per year. A schedule of meetings shall be established on an annual basis by the Committee at the final meeting of each calendar year. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 9.2 All meetings of the Committee shall be open to members of the public.

## **10. Quorum**

- 10.1 A quorum shall consist of a simple majority of appointed voting-members.
- 10.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

## **11. Sub-Committees**

- 11.1 The BTAC may form Subcommittees as may be necessary to address specific issues, studies or projects.
- 11.2 The purpose of a Subcommittee shall be to make recommendations on a particular issue to the BTAC, or to assist with the implementation of an assigned project.
- 11.3 Subcommittees will be comprised of at least two (2) members of the BTAC and at least three (3) outside members, as deemed necessary.
- 11.4 The Chairperson of a Subcommittee shall be a voting member of the BTAC.
- 11.5 Minutes of Subcommittee meetings must be approved by the BTAC.

## **12. Deputations**

- 12.1 Any person(s) wishing to appear before the Committee as a deputation must submit a written request to the Chair through the staff designate, advising of the topic or item to which they wish to speak.
- 12.2 All requests must be received at least one week prior to the meeting to ensure the delegation is included in the agenda.

**13. Annual Work Plan & Budget**

- 13.1 Council and the BTAC shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.
- 13.2 The BTAC shall attend as a delegation before Council to present its accomplishments and work plan at end of each year. Additional reports or deputations to Council shall be provided, as required.

**14. Attendance Policy**

- 14.1 Each member of the BTAC shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.

**15. Conflict of Interest**

- 15.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

**16. Reimbursement of Expenses**

- 16.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.
- 16.2 All Committee members are considered volunteer positions.



## **Brock Economic Development Advisory Committee (BEDAC)**

### **Terms of Reference**

#### **1. Definitions**

- 1.1.1 Economic Development is a process that influences the growth and well-being of a community through such means as job creation, job retention, improved tax base and a reasonable life quality (Economic Developers Association of Canada).
- 1.1.2 Community Economic Development is an action by people locally to create economic opportunities that improve social conditions. To be effective, solutions must be rooted in local knowledge and led by community members (Community Economic Development Network of Canada).

#### **2. Purpose**

- 2.1 The Brock Economic Development Advisory Committee (BEDAC) will provide advice and recommendations to the Council of the Township of Brock on matters relating to attraction, development and retention of all businesses in the Township, support community economic development initiatives and assist with the staff level economic development function
- 2.2 The BEDAC will support the business sectors within the municipality inclusive of but not limited to agriculture, manufacturing, aggregates, commercial, services, hospitality, technology and home-based businesses, and support new enterprises.
- 2.3 The BEDAC will assist in fostering and promoting a positive community image, viable community/downtown cores and a welcoming business environment.
- 2.4 The BEDAC will assist with identifying the changing needs, bring forward and recommend appropriate actions to deal with issues impacting the Township's ability to attract and retain business.



### **3. Mandate**

3.1 The mandate of the BEDAC will be to promote economic prosperity in the Township by:

- Providing ongoing encouragement to existing business groups, foster partnerships, promote and encourage communication, determine problem areas, and recommend strategic solutions;
- Contribute to the update to the Vibrant North Durham Economic Development Plan and Action Plan in partnership with the Region of Durham;
- Assist with implementation of the updated Vibrant North Durham Economic Development Plan and Action Plan;
- Advising Council to coordinate economic development strategies and initiatives with other organizations such as the Region of Durham, other municipalities, federal and provincial agencies, the Brock Board of Trade, service clubs and with other clubs;
- Promote the efforts of the committee as it relates to economic development;
- Work in collaboration with other economic development advisory committee across north Durham;
- Maintain a positive profile which communicates that the Township of Brock is open for business;
- Ensuring that Council is provided with updates on the Committee's activities, including an annual report to Council or as requested.

### **4. Term**

4.1 Membership on the BEDAC shall be concurrent with the term of Council.

### **5. Composition**

5.1 Council shall attempt to ensure that the Economic Development Advisory Committee is comprised of nine (9) voting members, appointed by Council, consisting of:

- One (1) representative from the Brock Board of Trade;

- One (1) member of Council;
  - One (1) representative from the Brock Tourism Advisory Committee;
  - One (1) citizen member or a representative from a community organization;
  - Five (5) representatives from, but not limited to, the following sectors: manufacturing, agriculture, commercial, professional services, health, hospitality, technology and/or home-based business.
- 5.2 Depending on the level of interest expressed by individuals and the need to have representatives from different sectors as members, Council may, at its discretion, reduce or increase the number of Committee members.
- 5.3 When considering appointments to the BEDAC, Council shall also attempt to ensure representation from each of the wards of the Township.
- 5.4 The Mayor is a non-voting ex-officio member of the EDAC.
- 5.5 The Brock Board of Trade may appoint and alternate member to attend BEDAC meetings in the absence of the appointed BEDAC member.
- 5.6 Representatives from other organizations, including, but not limited to the Ontario Ministry of Agriculture, Food and Rural Affairs and the Durham Region Planning and Economic Development Department may attend as advisors to the Committee.

## **6. Staff Support**

- 6.1 Durham Region Economic Development and Tourism staff, specifically the Manager of Agriculture and Rural Economic Development and the Rural Program Coordinator, will assist with the following staff functions for the BEDAC:
- Organizing meetings, preparing agendas and providing content support.
- 6.2 Township staff, specifically the Clerks Assistant, will assist with the following staff functions for the BEDAC:
- Recording and distribution of minutes and policy advice

## **7. Membership Selection**

- 7.1 At the beginning of each Council term, the Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.

- 7.2 Applicants shall be required to submit a written expression of interest outlining their experience and qualifications together with an indication of the particular sector for which they represent.
- 7.3 Council may also receive applications for membership and may appoint members to the BEDAC at any time throughout its term.
- 7.4 Upon receipt, staff shall review all expressions of interest, consider all candidates' qualifications, and make a recommendation to Council.
- 7.5 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to the BEDAC.
- 7.6 All persons appointed to the BEDAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 7.7 All members appointed to the BEDAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock that pertain to the BEDAC.

## **8. Chair/Vice-Chair**

- 8.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two year period).
- 8.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

## **9. Meetings of BEDAC**

- 9.1 The Committee shall hold up to eight (8) meetings per year. A schedule of meetings shall be established on an annual basis by the Committee at the final meeting of each calendar year. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 9.2 All meetings of the Committee shall be open to members of the public.

## **10. Quorum**

- 10.1 A quorum shall consist of a simple majority of appointed voting-members.

- 10.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

## **11. Sub-Committees**

- 11.1 The BEDAC may form Subcommittees as may be necessary to address specific issues, studies or projects.
- 11.2 The purpose of a Subcommittee shall be to make recommendations on a particular issue to the BEDAC, or to assist with the implementation of an assigned project.
- 11.3 Subcommittees will be comprised of at least two (2) members of the BEDAC and at least three (3) outside members, as deemed necessary.
- 11.4 The Chairperson of a Subcommittee shall be a voting member of the BEDAC.
- 11.5 Minutes of Subcommittee meetings must be approved by the BEDAC.

## **12. Deputations**

- 12.1 Any person(s) wishing to appear before the Committee as a deputation must submit a written request to the Chair through the staff designate, advising of the topic or item to which they wish to speak.
- 12.2 All requests must be received at least one week prior to the meeting to ensure the delegation is included in the agenda.

## **13. Annual Work Plan & Budget**

- 13.1 Council and the BEDAC shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.
- 13.2 The BEDAC shall attend as a delegation before Council to present its accomplishments and work plan at end of each year. Additional reports or deputations to Council shall be provided, as required.

## **14. Attendance Policy**

- 14.1 Each member of the BEDAC shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable

cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.

**15. Conflict of Interest**

- 15.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

**16. Reimbursement of Expenses**

- 16.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.
- 16.2 All Committee members are considered volunteer positions.



The Corporation of the Township of Brock

Clerk's Department

Rural Economic Development Coordinator to Council

Report: 2019-CO-07

Date: Monday, June 17, 2019

Date:	07/06/2019
Refer to:	Council
Meeting Date:	17/06/2019
Action:	Action
Notes:	
Copies to:	

Subject

Brock Community Tourism Plan

Recommendation

1. THAT report 2019-CO-17 be received;
2. THAT Council adopt the Brock Community Tourism Plan;
3. AND THAT a copy of report 2019-CO-17 circulated to The Region of Durham Economic Development and Tourism Division and the Brock Board of Trade.

Attachments

Attachment No. 1: Brock Community Tourism plan

PURPOSE

The purpose of this report is to provide Council with an overview of the Brock Community Tourism Plan.

REPORT

Background

The Brock Community Tourism Plan resulted from a Priority Recommendation identified in the 2017 Brock Tourism Business Retention and Expansion (BR+E) project. The BR+E project was initiated by the Brock Economic Development Advisory Committee and included in their 2017 workplan. Using the Ontario Ministry of Agriculture, Food and Rural Affairs BR+E model, 42 one-on-one confidential interviews were conducted with businesses and organizations involved in tourism from across the Township. Using the feedback gathered through the interviews, a Leadership Team comprised of community members and staff compiled a Final Report and identified Priority and Supporting Actions. **Report 2018-PL-02** provides a comprehensive overview of the BR+E project and the

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

Priority and Supporting Actions and subsequently adopted by Council on June 25, 2018. Specifically, the Priority Action which identifies the Community Tourism Plan states:

“Establish a working relationship with Durham Tourism and Central Counties Tourism resulting in funding, resources and a Community Tourism Plan to develop the tourism industry in Brock Township”.

In September 2018, Township staff reached out to Central Counties Tourism (CCT) to request their assistance to lead a Community Tourism Plan (the Plan). Through a public advertisement, applicants were sought to form a Tourism Working Group that would assist with the development of the Plan and provide input throughout the process. Following a review of applicants, 12 volunteers were selected from a cross-section of tourism related businesses and organizations within the Township.

### **Tourism Working Group Composition and Meetings**

The Tourism Working Group is comprised of the following individuals who represent businesses or community groups:

- Dan Andrews – Lake Simcoe Region Conservation Authority
- Donna Beattie – Sunderland Legion
- Anne Hardy – Coordinator, Manilla Hall
- Laura Gardner – Beaverton Curling Club
- Paul South – Sunderland Maple Syrup Festival
- George Ranich – Beaverton Lions Club
- Lianne Megarry – Business Owner
- Lois Shaw – Brock Youth Centre
- Christine Dukelow – Brock Board of Trade
- Paula Warder – Brock’s Big Bite
- Angela Cannavan – Cannington Haunted Trail
- Jane Trollope – Business Owner

The following staff members provided support for the Tourism Working Group:

- Brandon Pickard – Durham Tourism
- Kristyn Chambers – Durham Tourism
- Carolyn Puterbough – Ontario Ministry of Agriculture, Food and Rural Affairs
- Stacey Jibb – Durham Region Economic Development
- Becky Jamieson – Township of Brock
- Chuck Thibeault – Central Counties Tourism
- Eleanor Cook – Central Counties Tourism

In total, five meetings of the Tourism Working Group were held:

- October 4, 2018
- November 1, 2018
- December 6, 2018
- January 10, 2019
- February 14, 2019

### **Central Counties Tourism**

CCT was established as a regional tourism organization in 2010 under a framework developed by the Ontario Ministry of Tourism and Culture, following the completion of the Ontario Tourism Competitiveness Study. Their mandate is to identify sustainable best product and practices that will build a stronger and more competitive tourism industry within the region. CCT is funded by the Ontario Government and managed as a not-for-profit organization by a voluntary tourism industry board.

A Community Tourism Planning Guide has been developed by CCT to assist community leaders and municipalities to focus and direct tourism planning efforts at a local level. It opens the doors for communities to explore opportunities available through tourism.

A Community Tourism Plan achieves the following:

- Identifies and prioritizes tourism assets and markets
- Identifies tourism industry stakeholders and agencies involved in tourism
- Assigns roles and responsibilities to avoid duplication and gaps
- Acts as a development framework for business, local government and other key organizations

### **Brock Community Tourism Plan**

The Plan identifies opportunities to enhance and grow tourism visitation and spending over the next 3 years in Brock. The Plan includes:

- The current tourism landscape
  - o Impacts of tourism in Ontario, Durham Region and the Township of Brock.
- Roles and responsibilities
  - o Federal (Destination Canada), Ontario Ministry of Tourism, Central Counties Tourism, Durham Tourism, Local Tourism (Township) and local businesses and community assets/organizations.
- Current tourism market
  - o Identification of primary tourist types, where they come from, when they are visiting and the kinds of services they are looking for.
- Traveler segment profiles
  - o The Tourism Working Group identified 12 traveler segment profiles that best represent the ideal guest and visitors to the Township. Additional information on these traveler segment profiles is included as an appendix in the Plan.
- Brock's tourism sector
  - o Listing of various attractions, businesses, infrastructure, hospitality and promotions that supports tourism within the Township.
- Summary of tourism concerns
  - o Based on a review of the five components of the tourism sector (listed above), the Tourism working group identified concerns that should be taken into consideration while developing the actions. Concerns from the 2017 Tourism BR+E were also included.
- Actions items
  - o Specific actions have been identified to support 4 objectives:
    1. Community Tourism Plan adopted by Council



2. Allocated dedicated township resources (staff and financial) to support tourism and economic development
  3. Businesses and Residents embrace a visitor-centric approach
  4. Develop Brock Township as a four-season visitor destination
- A complete listing of actions can be found on page 22 in the Plan (Attachment 1).

### **Next Steps**

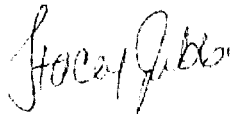
Pending adoption of the Plan (Objective 1), staff will prepare for the opening of the Rural Economic Development (RED) Program on July 29, 2019. For successful applicants, the RED Program provides 50% funding for economic development related projects. The funds will be used to implement actions from the 2017 Tourism BR+E and the Plan.

### **Conclusion**

The Plan represents a community-based approach to grow tourism spending and visitations in the Township. It recognizes that local knowledge provides important insights about what's happening on the ground and helps to inform action planning resulting in realistic and attainable actions.

The Township respectfully thanks the volunteers who participated on the Tourism Working Group. A thank you should also be extended to CCT for leading the Community Tourism Planning process and drafting the Plan.

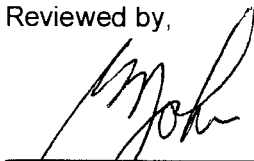
Respectfully submitted,



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Stacey Jibb  
Rural Economic Development Coordinator, Durham Region

Reviewed by,



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Garth Johns  
Interim CAO



# COMMUNITY TOURISM PLAN



2019

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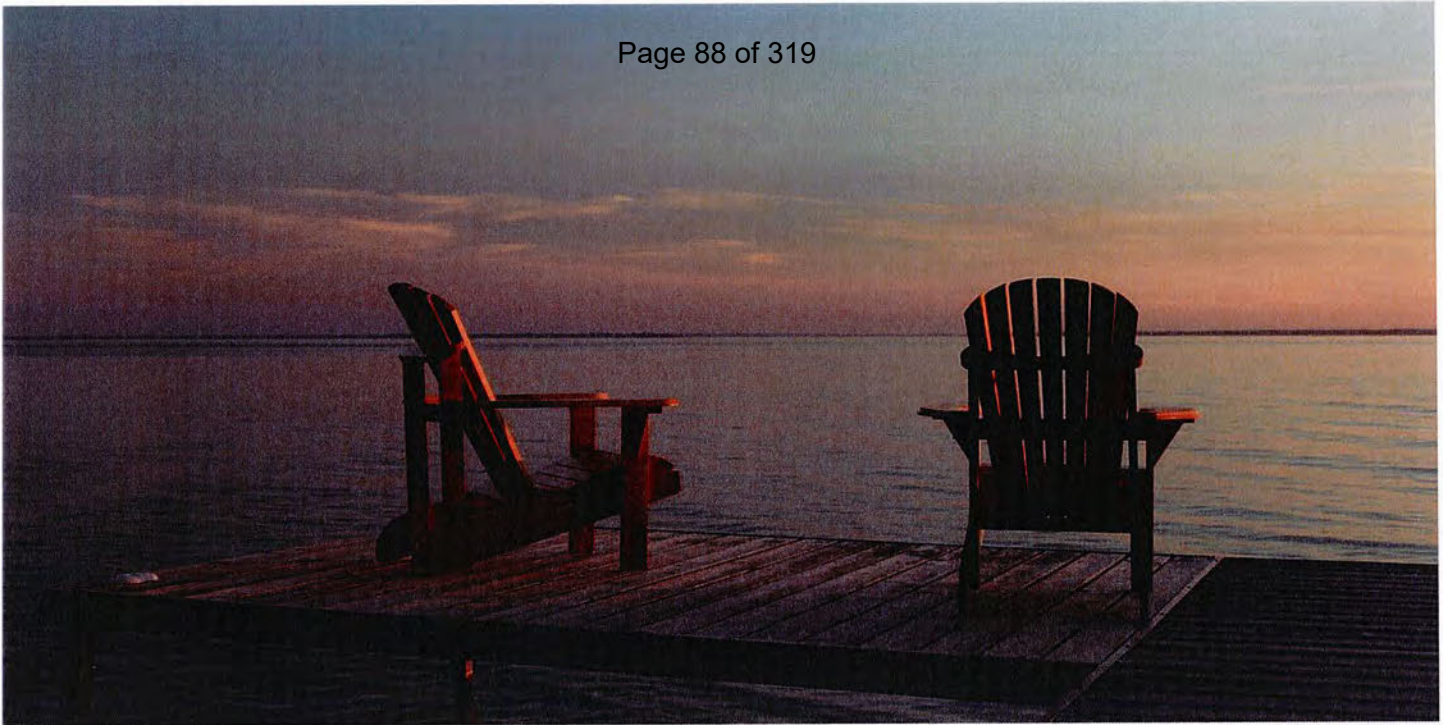


PHOTO CREDIT: LIZA BELL PHOTOGRAPHY with permission from MOORELANDS STATION BED AND BREAKFAST

## Message from Central Counties Tourism



Tourism has always been a vital economic driver in the Township of Brock. From the abundant shorelines and waterways to the connected trail systems, people visit the area year-round to enjoy the natural beauty and fantastic businesses that welcome them.

Over the past several months, RTO6 Central Counties Tourism has had the pleasure of facilitating the development of this Brock Community Tourism Plan with a group of very passionate residents who dove into the project with the same vigor they do in their volunteer positions, businesses and other community activities. Each of the meetings was lively and constructive.

The end result is a tourism plan that is uniquely tailored for Brock Township. The action items at the end of the document close gaps that were identified by the working group as being important to achieving tourism success for the municipality. Central Counties commitment to the working group and the Township is that each year we will collaborate to prioritize and complete identified action items to further the economic impact of tourism. This plan will not collect dust on the shelf.

A handwritten signature in black ink, appearing to read 'Chuck Thibeault'.

**Chuck Thibeault**  
Executive Director



PHOTO CREDIT: THE NOURISH AND DEVELOP FOUNDATION

PHOTO CREDIT: CARPE DIEM FARM

## The Brock Community Tourism Working Group

The Tourism Working Group is made up of a cross section of Brock tourism stakeholders.

Donna Beattie

Anne Hardy

Laura Gardner

Paul South

George Ranich

Lianne Megarry

Lois Shaw

Christine Dukelow

Paula Warder

Angela Canavan

Jane Trollope

Dan Andrews

Carolyn Puterbough

Becky Jamieson

Stacey Jibb

Brandon Pickard

Kristyn Chambers

Chuck Thibeault

Eleanor Cook

Sunderland Maple Syrup Festival,  
Legion Br 141, Historical Society

Coordinator, Manilla Hall

Beaverton Curling Club

Sunderland Maple Syrup Festival

Beaverton Lions Club

Business Owner

Brock Youth Centre

Brock Board of Trade

Brock's Big Bite

Cannington Haunted Trail

Business Owner

Lake Simcoe Region Conservation Authority

Ontario Ministry Agriculture, Food and Rural Affairs

Brock Township

Durham Region Rural Economic Development

Durham Tourism

Durham Tourism

RTO6 Central Counties Tourism

RTO6 Central Counties Tourism

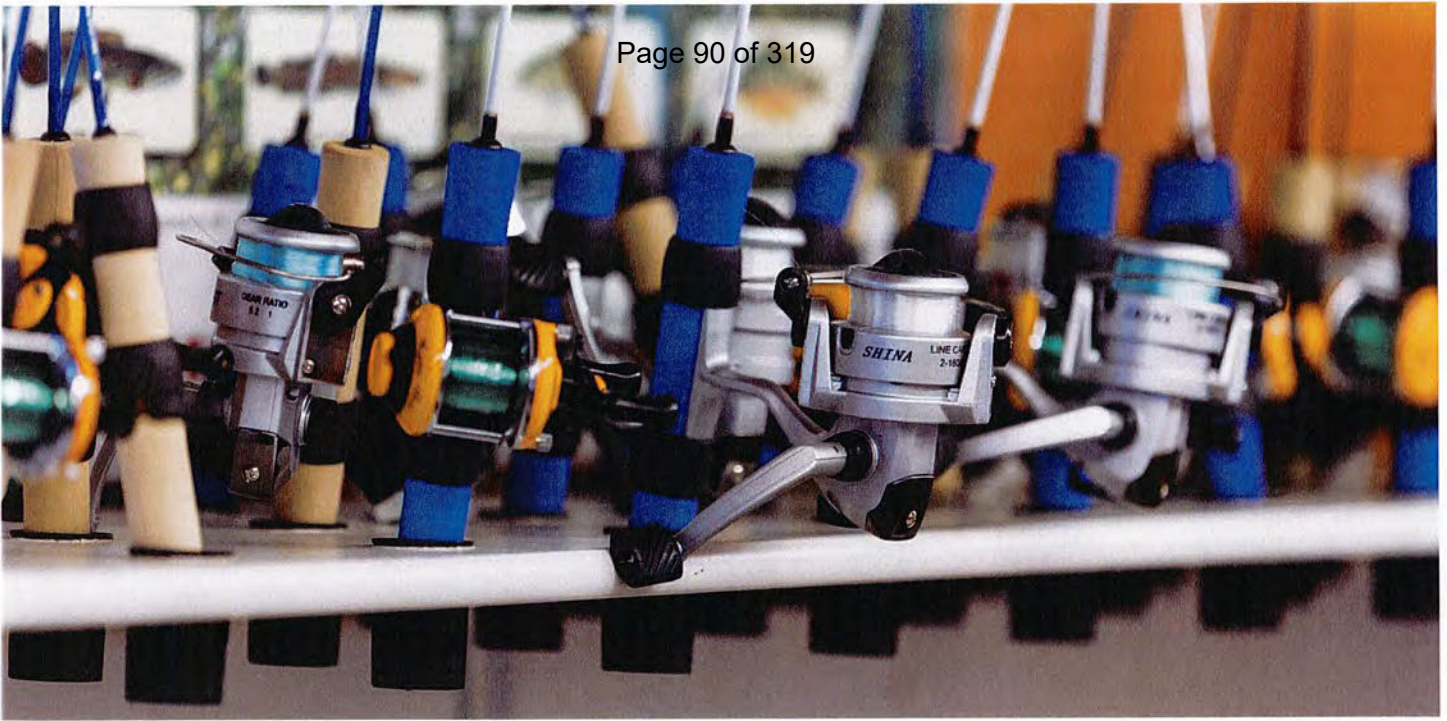


PHOTO CREDIT: CENTRAL COUNTIES TOURISM

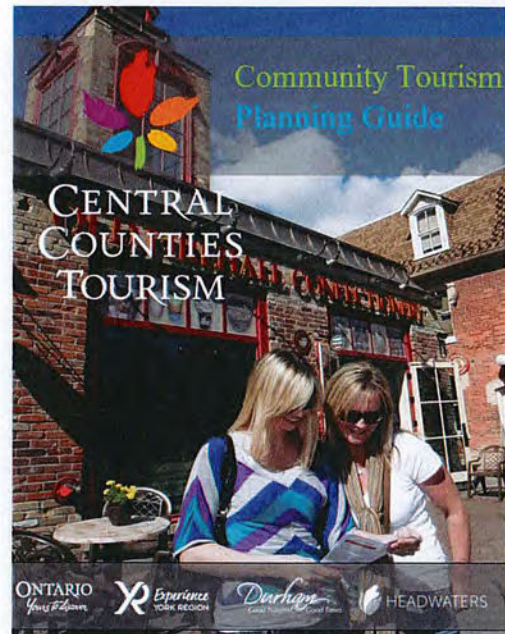
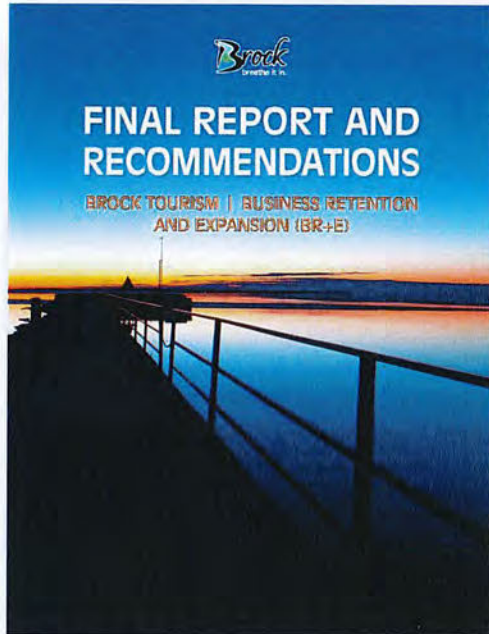
## Executive Summary

In 2019, the Brock Community Tourism Plan Working Group set out to create a plan for success for tourism in Brock and determined the goal to be “for the community of Brock - it’s leaders, businesses, and residents to embrace a visitor first identity to stimulate the economic impact of visitation”. The group recognized that there were four main steps required to position the Township to be able to set on a path to achieving the goal:

- 1. Council Adoption of the 2019 Brock Community Tourism Plan**
- 2. Allocation of dedicated Township resources (staff and financial) to support tourism and economic development**
- 3. Achieve “Buy In” from the businesses and residents on the value of inviting people to the community and welcoming visitors who have chosen to visit**
- 4. The Township of Brock and its businesses support and develop a four season destination**

These are the objectives of the Brock Community Tourism Plan. The first two objectives are imperative for the third and fourth to be accomplished. Every successfully completed action item against objective moves Brock Township closer to meeting the goal of the Plan.

## Introduction



Following the approval of the 2017 Brock Tourism Business Retention & Expansion Report [BR&E] this Community Tourism Planning project represents the delivery of a key recommendation contained within the Brock BR& E report.

In September 2018, Central Counties Tourism was invited by the Township of Brock to facilitate the Community Tourism Plan using the Tourism Planning Guide. CCT's role was to facilitate the discussions necessary with the Brock Tourism Working Group to complete the Tourism Planning Guide and develop a three-year action plan created for and endorsed by the Township and tourism stakeholders and the community.

A Community Tourism Plan achieves the following:

- Identifies and prioritizes tourism assets and markets
- Identifies tourism industry stakeholders and agencies involved in tourism
- Assigns roles and responsibilities to avoid duplication and gaps
- Acts as a development framework for business, local government and other key organizations

In order to ensure representation of a cross section from all tourism sectors, a tourism working group was created in September 2018. The newly formed Brock Tourism Working Group participated in a series of working sessions, industry presentations and strategic questionnaires.

The collaborating members of the group see this strategic tourism plan as a cornerstone for further tourism development discussions, opportunities and partnerships within the tourism stakeholder community to increase consumer visitation and spending in the Township of Brock.

## Why Tourism?

The Tourism Industry Association of Canada [TIAC] describes the tourism industry as a “dynamic and far reaching sector whose economic impact helps to employ Canadians across the country. Globally, it is one of the world’s most remarkable growth industries, with the vast majority of destinations showing increased arrivals and tourism spending each year”.

In Ontario, tourism is a \$26 billion-dollar industry representing 2% of GDP. In 2016 it generated \$11 billion in tax revenues, employed more than 391,000 people in over 188,000 businesses and all major national tourism indicators increased, including visitation [+2.9%], tourism total spending in Canada’s 10 leisure markets [+4.6%], arrivals [+2.9%] and employment [+2.6%].

In Durham Region tourism visitation reached 4.1 million people in 2016, generating a total of \$301 million in new revenue for our region.

In Brock Township Tourism BR&E, over 18 per cent of businesses and organizations have a role in the tourism industry.

The Tourism Industry Association of Ontario [TIAO] recently released the Travel and Destination Analytics Ontario report, in partnership with Global Payments Canada. The report also looks at visitor spending trends in RTO6 [York, Durham and Headwaters]. Highlights for 2018 include:

- Overall, visitors from the United States [U.S.] continue to account for nearly half of the international inbound spend for Ontario.
- The Greater Toronto Area, Niagara, York, Durham and Headwaters account for 78.9 per cent of inbound spending in Ontario.
- The top five inbound countries for YDH are the U.S., China, Hong Kong, the United Kingdom and Korea.
- These inbound visitors to YDH count for 1.3 per cent of inbound spending (versus 98.7 per cent domestically).

### Quick Facts About Tourism in Ontario

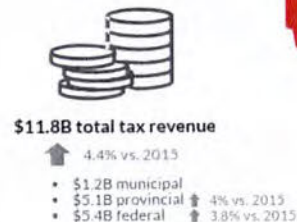






PHOTO CREDIT: SUNDERLAND MAPLE SYRUP FESTIVAL

## Roles and Responsibilities

There are many organizations that play critical roles in Ontario’s Tourism Industry framework. Each of them has varying responsibilities and areas of focus aimed to attract visitors, service visitors and maximize the economic benefits to communities. At a local municipal level, there is a need help coordinate and develop grassroots tourism experiences and products within the business community that can then be positioned in the market at a regional, provincial and national level.

**Figure 1** Shows various organizations and the roles that they play. Each organization relies heavily on the coordination of the foundations below them in order to ensure market ready tourism experiences that can be promoted to a variety of regional, national and international markets.



## RTO6 Central Counties Tourism

Central Counties Tourism is one of 13 Regional Tourism Organizations (RTO's) funded by the Ontario Ministry of Tourism, Culture, and Sport. CCT coordinates, aligns and invests in sub-regional programs and leads in identified product development, strategic marketing programs, and industry equipping.

CCT directly supports tourism businesses and communities to build better quality experiences that resonate with consumers to grow the industry by increasing visitation and yield. CCT is aligned with the priorities of the Ministry of Tourism, Culture, and Sport and works collaboratively with Durham Tourism and Destination Ontario ('Ontario Yours To Discover' brand).

The focus of Central Counties Tourism is destination development and research. Central Counties' 2019/2020 overall budget is \$2 Million dollars and is allocated to address pan-regional tourism development within four distinct tourism pillars:

- Strategic Marketing
- Product Development
- Workforce Development
- Investment Attraction

## Region of Durham

### Durham Tourism

Durham Tourism is part of the Planning and Economic Development Department of The Regional Municipality of Durham. Their objective is to develop and market the region's tourism, arts, recreation, and cultural facilities with an emphasis in the areas of sports tourism and of agri-culinary tourism.

The Region supports eight municipalities in the following ways:

- Promote Durham as a destination for domestic and international visitors via trade and consumer shows, promotional materials, and marketing
- Assist international tour operators by providing destination information
- Coordinate familiarization tours for travel trade operators and media writers

## Local Tourism Activities

### The Township of Brock

The current allocation of resources to tourism consists of staff support from the Clerk's Department of the Township of Brock. Staff time is currently devoted to coordinating with the Brock Board of Trade and the Region of Durham Rural Economic Development Coordinator and promoting tourism activities in Brock through print, online and social marketing, liaising with Central Counties Tourism and Durham Tourism and supporting local events.

### Brock Board of Trade

Committed to supporting and growing the business environment, culture, and community within Brock Township, the Brock Board of Trade has a contributing role in tourism development.

## Grassroots, Local Tourism Business, and Stakeholder

### Grass Roots Tourism Business and Stakeholders



PHOTO CREDIT: BROCK'S BIG BITE

### Grass Roots is Critical

A study commissioned by the Tourism Industry Association of Canada revealed, "Canada must develop niche products and services tailor-made to match the unique characteristics of its diverse regions." Niche tourism experiences can only be developed by the tourism owners and operators who are on the ground and providing their products, services, and experiences directly to the visitor.

In Tourism, businesses and communities that use relevant market research, understand their unique features and collaborate with other businesses, have the best opportunity to identify their differentiators, which includes the unique themes, narratives, and present travel corridors. This, in turn, increases the opportunity to grow tourism visitation and revenues to the individual businesses and community.

Presently, millennial travel has emerged as an increasingly important segment of the tourism sector and is no longer regarded as a niche market but rather as a catalyst for future growth. Many destinations are investing in resources to develop the millennial oriented tourism segment to offer travel experiences that showcase an area's unique story.

## Community Tourism Plan

During the crafting of this tourism plan, opportunities to enhance and grow tourism visitation and spending over the next few years in Brock have been identified. The challenges will be encouraging private and public sector investment to augment existing offerings and to work in collaboration to develop, market and offer new memorable tourism experiences and products.

Ensuring that tourism follows a sustainable path requires clear leadership and it is critical that the interests of the tourism stakeholders and businesses, the visiting consumers and the local residents be balanced. The Brock Tourism Working Group approach to date has emphasized community collaboration in the creation of this strategy and this partnership approach must continue to achieve sustainable tourism development.

**Table 1: Current Roles and Responsibilities Related to Tourism Activities** \*Education takes many forms and includes training related to product/experience development, tourism market readiness, package development and more.

<b>Lead Tourism Roles and Responsibilities</b>	<b>Education</b>	<b>Research/ Tracking</b>	<b>Advocacy</b>	<b>General Marketing</b>	<b>Targeted Marketing</b>	<b>Visitor Information Ctr/ Kiosks</b>	<b>Wayfinding Signage</b>	<b>Tourism Website</b>	<b>Maps and Guides</b>	<b>Industry Networking</b>	<b>Community Engagement</b>
<b>Destination Canada</b> Promotes Canada wide, market-ready products and experiences internationally.		✓		✓	✓			✓			
<b>Tourism Industry Association of Ontario [TIAO]</b> Advocates on tourism policy, regulation, education, and economics of tourism.	✓	✓	✓								
<b>Destination Ontario (MTCS)</b> Promotes Ontario, market-ready products and experiences domestically and internationally.		✓			✓	✓	✓	✓	✓		
<b>Central Counties Tourism (RTO6)</b> Tourism product development, workforce development, industry equipping and marketing in York, Durham and Headwaters regions.	✓	✓	✓		✓			✓		✓	
<b>Durham Tourism/ Region of Durham</b> Promotes Durham as a destination for domestic leisure, sport and group travel throughout the 8 municipalities and supports business development for tourism.				✓	✓			✓	✓	✓	
<b>Township of Brock</b> Promotes Brock and the Townships unique experiences, products and community assets.				✓		✓	✓	✓	✓	✓	✓



PHOTO CREDIT: CENTRAL COUNTIES TOURISM, FLOYD HALES FISH HUTS

## Current Tourism Market

During a working session, the Tourism Working Group members reviewed each of the key market segments and discussed the following questions -below. The group also requested the local Brock accommodators be offered the opportunity to contribute their own customer insights -100% of businesses responded.

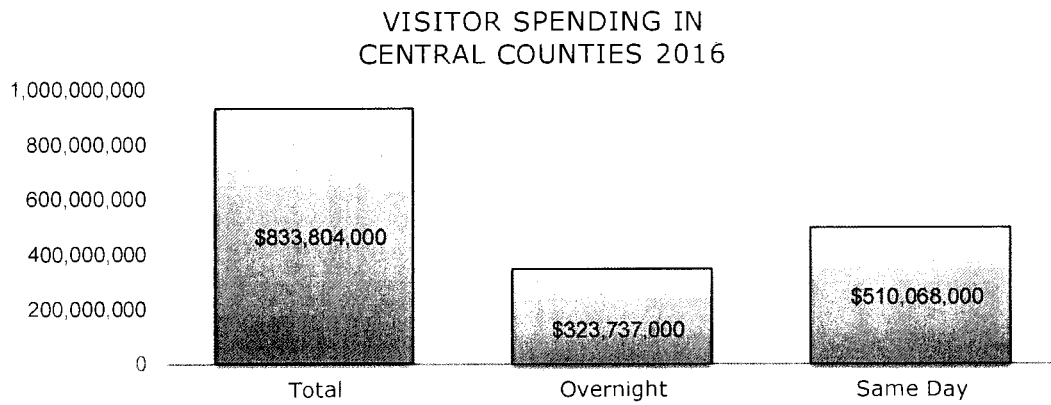
Tourist Type	Where do tourists come from?	When do tourists come?	What services do tourists look for?
VFR -visiting Friends and Relatives [1]	York Region South Durham Kawartha Lakes to Orillia	Summer Fall Winter 4 to 8 times per year	Events: Maple Syrup, Haunted Trail, Fall Fairs, Beaverton Harbour
Anglers [2]	Out of Province and U.S. Ice Fishing "Smallmouth Bass Fishing Capital of North America"	Winter and Summer	Accommodations, Outfitters, Restaurants
Cottagers [3]	On Route to Muskoka cottages	Summer and Fall	Real Estate, Unique Shopping

# Market Profiles

Market profiles can be segmented in a variety of ways. In order to understand the area’s market, it was important to consider demographics (age, education, income, and place of residence), behaviors (where they stay and what they do) and psychographics (what they value and what motivates them to travel).

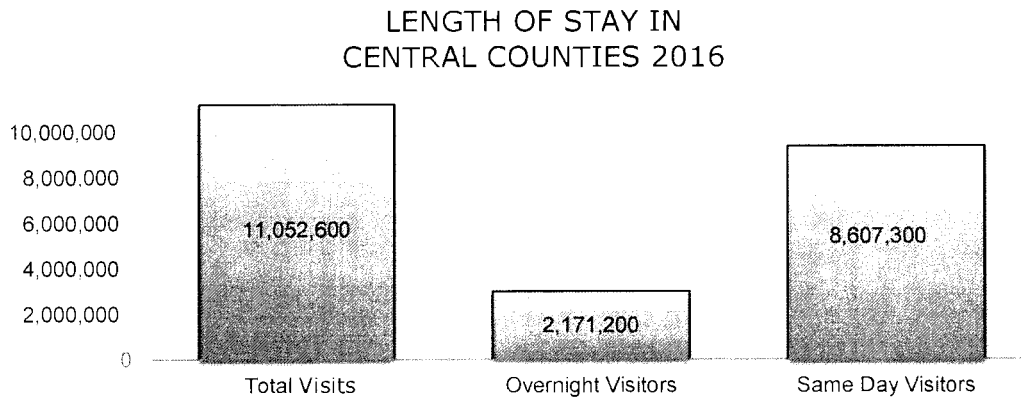
## Demographics

In 2016 there were 11 million visitors to Central Counties or 7.6% of provincial visitation. 4.1 million of these visitors came to Durham Region with a total visitor spend of \$300,999,481. The majority of these came from within a 2-hour drive. The figures to follow in this section have been extracted from the Ontario Ministry of Tourism’s Regional Tourism Profiles for Durham Region (CD18 -)2016



## Behaviours

The average per person overnight spending in Durham Region was \$95, compared to an average of \$161 in Central Counties and a Provincial average of \$327. Same day visitation saw average spending of \$58 per person, compared to an average of \$82 for the Province.



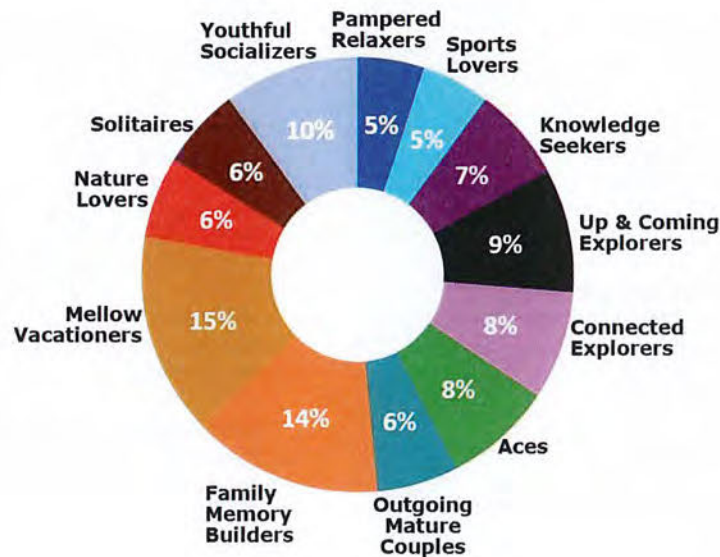
## Psychographics

To help identify the right consumer or "ideal guest" for each of Ontario's thirteen tourism regions, the Ontario Tourism Marketing Partnership Corporation (OTMPC) partnered with all of the Regional Tourism Organizations (RTO) and commissioned a major consumer segmentation study of key central North American markets.

The study results revealed twelve unique consumer segments originating from the Ontario, Quebec, Manitoba and major central/eastern U.S. markets. The segments were identified using the consumers' social and emotional needs, preferred travel experiences, behaviours and media habits including use of preferred technology for information gathering.

## Traveller Segment Profiles

By tapping into the knowledge of the Brock Tourism Working Group the market segment profiles including travel motivators, interests, media habits, and demographics were analyzed.



Four key market profiles were identified as Brock's target group:

- Sports Lovers
- Mellow Vacationers
- Nature Lovers
- Family Memory Builders

NOTE: See Appendix A

# Brock's Tourism Sector

Tourism is the business of attracting and serving the needs of visitors; people traveling and staying outside of their home communities for business or pleasure. The tourism sector is made up of many types of attractions, businesses, organizations, and activities, and has five key tourism components: Attractions, Businesses, Infrastructure, Hospitality, and Promotion.

## 1. Tourism Attractions

Tourism Attractions include Brock's parks, which provide outdoor recreational experiences, both on and off the water, as well as the museums, galleries, a variety of heritage and cultural festivals and experiences, agricultural exhibitions, craft fairs, and events which reflect a way of life.

The Township of Brock is a rural municipality with 3 distinct community villages: Beaverton, Cannington and Sunderland and a collection of small hamlets. Brock is becoming known for its expanding arts community.

- **Lake Simcoe**  
'Lake Simcoe Lifestyle'  
Beaches, Cottages,  
Beaverton Harbour  
Thorah Island Harbour
- **Trent-Severn Waterway  
National Historic Site**  
Lock 38, Talbot  
Lock 41, Gamebridge
- **Trails and Conservation**  
The Beaver River Wetland Trail  
Lake Simcoe Region  
Conservation Authority  
The Trans Canada Trail
- **Four-season Fishing**
- **Annual Festivals and Events**  
Brock's Big Bite  
Sunderland Maple Syrup Festival  
Cannington Haunted Trail  
Agricultural Societies/Fall Fairs in  
Sunderland and Beaverton  
Uxbridge Studio Tour
- **Agri-Tourism**  
Durham Farm Fresh stops  
Stubborn Farmer  
White's Creek Flower Farm  
The Gingko Tree  
Forget Me Not Alpaca's  
Farmers Markets in Sunderland  
Night Market
- **Unique Shopping**  
Historic Downtown communities of  
Beaverton, Cannington and Sunderland  
Independent Studio Artists
- **Museums**  
Cannington Historical Museum  
Cannington Blacksmith and Carriage Shop  
Sunderland and District Historical Museum  
Beaver River Museum, Old Stone Jail,  
Log House, Brick House and Gift Shop
- **Heritage**  
Old Stone Church National Historic Site  
of Canada
- **Historical Societies**  
Beaverton Thorah Eldon Historical Society Inc.  
Cannington & Area Historical Society  
Sunderland and District Historical Society
- **Arts & Culture Community**  
Beaverton Town Hall Players  
Outer City Arts  
Sunderland Lions Club Community  
Theatre Group  
Sunderland Lions Club Music Festival  
Studio's  
Art Shows
- **Parks**  
There are ten public parks ready to be  
used in the Township of Brock
- **Sports and Facilities**  
The Township of Brock operates a  
number of facilities including arenas,  
halls, and parks.





PHOTO CREDIT: CENTRAL COUNTIES TOURISM

## 2. Tourism Businesses

Tourism Businesses include the hotels, motels, campgrounds, bed and breakfast establishments, service stations, golf courses, tour boat, motor coach, car rental, airline and charter services, restaurants, and other retail businesses that can take care of visitors' needs.

The Township has a variety of businesses to serve both the local and visitor markets for retail, food and beverage and more. For a complete listing of the Brock [business directory](#) visit the Township website.

- **Accommodations:**
  - Brechin B&B
  - Moorelands Station B&B
  - The Grant House B&B
  - Simcoe Solstice B&B
- **RV Parks and Campgrounds**
  - Trout Water Family Camping
  - Fair Havens Family Camp
  - Summer Breeze Trailer Park
- **Motels**
  - Beaverton Motel
- **Fishing Outfitters and Operators**
  - Floyd Hales Fish Huts
  - Tim Hales Fish Huts
  - Mitchell's Fish Huts
- **Specialty Retail Shopping**
  - The Dark Horse
  - Shirley's Country Clutter
  - The Welder's Wife
  - The Magic Door Art Gallery and Studio
  - White's Creek Flower Farm
  - Simcoe Street Market
  - Whimsy
  - Jack's Place 4 Kids
  - Wild Garden
- **Specialty Food and Beverage (local flavor)**
  - Carpe Diem Farm (Durham Farm Fresh)
  - Cool Cow
  - Holy Grounds
  - River Street Café
- **Marina**
  - Beaverton Marina, independently owned and operated

### 3. Tourism Infrastructure

Tourism Infrastructure includes roads, bridges and ferries, airports and landing strips, parking areas, wastewater and garbage disposal facilities, water and power services, boat launches and docking facilities, access to telephones and cellular service, availability of fuels such as diesel, natural gas, propane and gasoline, location and distance signage and police and emergency services. The availability and quality of services and amenities available to travellers will affect a community's ability to attract visitors.

- Brock Accessible Kayak Dock
- Beaverton Harbour
- Thorah Island Harbour, both seasonal and transient berthing for residents and visitors to Thorah Island.
- Lock System
- Boat Launch
- Docking Slips
- Randy Skinner Family Splash Pad
- Small picnic area, washrooms, and parking space along the water
- Durham Region Transit
- Tourism Signs
- Free Parking, Parking Lots

### Tourism Wayfinding and Signage

Table 5: Tourism Wayfinding Review in Brock

Organization	Entrance Signs	Directional Signage To Businesses
Ministry of Transportation (TODS)	Not applicable	Not applicable
Durham Region	Not applicable	Some partnership opportunities E.g. Durham Farm Fresh, The Great Trail
Township of Brock	Tourism Wayfinding Plan See Appendix D	Municipal signage for assets e.g. trails, sports facilities, heritage assets, etc.

# 4. Tourism Hospitality

The fourth component of tourism that the Tourism Working Group explored was hospitality. The group evaluated Brock for their current ability to be welcoming and offer pleasant experiences.

Table 2: Tourism and Hospitality in Brock

Customer Service?	Opportunity: Offer customer service and ambassador training opportunity utilizing RTO resources
Tourism Wayfinding?	Opportunity: Potential RTO Partnership Funds for continued tourism wayfinding signage
Do we offer visitor surveys for feedback?	Opportunity: Implement exit surveys at events. Collect postal codes at point-of-sale registers. Utilize RTO tablet and Wi-Fi hubs and research program
Is there a sense of place?	The 'Brock Breathe It In' brand was identified as a market strength. No formal consumer branding around it is being used by businesses. Opportunity: Expand upon the existing brand as a tagline for others to share
Are we welcoming?	Not all businesses are visitor ready when it comes to customer service Opportunity: Structure an 'ambassador program' for community residents and businesses. Of note: this was a recommendation in the Brock BR&E, as well.
How do the o the locals feel about visitors?	Mixed understanding and tolerance from frontline businesses and local customers (residents). Economic dollars from tourism wanted but not open to volume and street closures etc. Opportunity: Tourism value education through RTO and Brock BOT
Visitor Information Centre?	Self-serve visitor kiosks are available in the 3 main communities. The Beaverton Harbour has a seasonal information hut and small visitor information center located downtown. Opportunity: Create a host ambassador location for visitor information
Packaging?	No current packaged products exist. Opportunity: Work with accommodations, restaurants, and businesses to create packages, trails, and driving itineraries
Cross promotion with other businesses?	No structured networking opportunities. Opportunities: Create a tourism network through a future Brock Tourism Advisory Committee

## 5. Tourism Promotion

The fifth component of tourism that the Tourism Working Group explored was promotion. The group evaluated Brock for their current ability to attract potential visitors and targeted markets.

Table 3: Tourism Promotion in Brock

Area of Focus	Township of Brock	Brock Board of Trade	Durham Tourism
Dedicated Brock Tourism Website			
Visitor focused, Brock Social Media Channels			
Print Collateral E.g. Visitor Guides & Maps	✓		✓
Brock Visitor Centre or Kiosk	✓		
Attends Tourism Promotional Events and Travel Shows			✓
Gallery of Brock Tourism Images and Video	✓		✓
Engages Brock Storytellers, Influencers and Writers			✓
Affiliates/partners with other tourism agencies (RTO6, Destination Ontario)	✓		✓

## Summary of Tourism Concerns

After reviewing the five key tourism components (attractions, Businesses, Infrastructure, Hospitality, and Promotion) the Working Group identified concerns that need to be taken into consideration.

These high-level findings provided the reasoning and strategic thinking that was used to develop lead tourism goals. Also tabled are action items from the existing Brock Tourism BR+E 2017

Table 4: Tourism Concerns in Brock

Attractions	Businesses	Infrastructure	Hospitality	Promotion
No product 'packages' currently, exist E.g. B&B package that includes Food + Activity	Lack of overnight accommodations within the Township	Lack of public parking lots	No Current 'Brock Ambassador Program' for residents	No current B2B Communication Strategy
Missed opportunity for wonderful Brock artist/art attractions due to limited (uncoordinated) studio hours.	Lack of coordinated 'Open' hours during special event weekends	No accessible public washrooms for visitors	No Information Booth	No dedicated budget for promotional collateral or marketing
Primarily Event-Based Attractions only (one day and done)	Limited 'Open' hours for visitors and commuters who arrive after 5 pm closing.	Lack of parking lots at designated trailheads	No transportation options to events and attractions E.g. weekend public buses, Uber, taxis, ride-sharing, Zip Car.	
Lack of 'Trail' based, annual event celebrating trail assets.	Customer Service skills need to be improved to be 'tourism ready'	Speed and frequency of commercial dump trucks in town/ retail areas E.g. River Road in Sunderland	No Free Wi-Fi in retail areas for visitors to search offerings	
	Business community culture seems somewhat silo like with a lack of cross promoting between communities	Lack of wayfinding signage from Hwy 12 (TODS)	Business community culture seems somewhat silo like and doesn't seem to see the potential in others' offerings to improve overall visitor experiences	
	Coordination with Brock Board of Trade needed			

## Action Items

The Brock Community Tourism Plan, once adopted and implemented, will be an ever-evolving document. As action items are completed, more will be added to the horizon as tourism capacity and destination development increases. The Brock Community Tourism Plan working group has identified action items to support the objectives over the next several years.

NOTE: Brock Tourism BR+E 2017 recommendations are in red

### Objective 1: Community Tourism Plan adopted by Council

<i><b>Action Item</b></i>	Description	Timing	Lead
Present the Community Tourism Plan to Council	This will be a staff report to council, endorsed by the working group, Durham Region, CCT and supporting recommendations of the approved BR&E	Summer 2019	Brock Staff
<b>Establish a Brock Tourism Advisory Committee</b>	A broad, cross-section of members comprised of residents, business owners and representatives from organizations and government to help guide and implement the Community Tourism Plan	Spring 2020	Brock Staff

**Objective 2: Allocate dedicated township resources (staff and financial) to support tourism and economic development**

Action Item	Description	Timing	Lead
Develop a job description and hire a Tourism/Economic Development Coordinator	Staff person to lead the implementation of the recommendations [actions] of Brock's tourism reports: Brock Community Tourism Plan and Final Report, Brock Tourism Business Retention and Expansion Report	Will be dependent on future grant applications	Tourism Advisory Committee / Staff
Develop a business plan and budget to deliver against the goals of the Community Tourism Plan	Prioritize delivery of actions items from the Brock Community Tourism Plan based on budget allocations. A marketing and communications plan will be part of the yearly submission, showing how messaging will be amplified in collaboration with Durham Tourism and Central Counties Tourism	October of each year	Tourism Advisory Committee / Staff

**Objective 3: Businesses and Residents embrace a visitor centric approach**

Action Item	Description	Timing	Lead
<p>Include Community Tourism Plan messaging / resource info in the community newsletter OR create a monthly community tourism newsletter</p>	<p>Provides a vehicle to communicate to residents and businesses the importance of tourism and the opportunities for them to grow their business and/or community pride. Many of the action items listed below can be communicated through the newsletter.</p>		<p>Staff</p>
<p><b>Ensure a positive tourism experience by enhancing existing public washrooms making them available and accessible on evenings and weekends.</b></p>	<p>Completing this action demonstrates a commitment to tourism by the municipality (Google my business)</p>		<p>Staff</p>
<p>Improve the tourism infrastructure by enhancing public parking at key tourist attractions and natural assets e.g., Trailheads,</p>	<p>Improved parking will be a benefit to visitors, residents, and business (Google my business)</p>		<p>Staff</p>
<p><b>Develop and implement a Tourism Ambassador Program throughout Brock Township (Students in the Spring session)</b></p>	<p>This provides residents with visitor-centric training. They will learn more about the community and be able to communicate with other residents and visitors' things to explore while in town.</p>		<p>Central Counties Tourism</p>



<p>Provide tourism workshops and education opportunities for businesses</p>	<p>As a continuation from the Brock BR&amp;E action with a completed Tourism NOW workshop, action hosted in Sept. 2018, this would be the next step in the destination and product development for Brock Township. Businesses will learn about all the available resources to make them better suited to welcome visitors – both locals and tourists.</p>	<p>Central Counties Tourism / Durham Tourism</p>
<p>Provide and interpret tourism research to assist businesses to make evidence-based decisions</p>	<p>A fair bit of research is included in the Brock Community Tourism Plan which can be used to grow business. Additional research can be sourced and customized through Durham Region, Central Counties Tourism and the province</p>	<p>Quarterly Staff</p>
<p>Preserve and celebrate individual community identity within the 'Brock Breathe It In' brand and stories.</p>	<p>Working with residents and businesses within the community to ensure that all messaging is consistent with the experience visitors can expect</p>	<p>Year 1 as destination development begins Staff and the Tourism Advisory Committee</p>
<p>Improve stakeholder coordination and impact of marketing efforts through a published editorial and social media calendar.</p>	<p>In coordination with Durham Tourism and Central Counties Tourism, ensure that Brock Township businesses know when and how to take advantage of marketing and communications opportunities</p>	<p>Launch Year one and ongoing Staff</p>

**Objective 4: Develop Brock Township as a four-season visitor destination**

Action Item	Description	Timing	Lead
<b>Compile an inventory of existing tourism assets in Brock Township</b>	Much of this has been completed through the BR&E and the Brock Community Tourism Plan.		Tourism Advisory Committee
Develop, launch and maintain a Brock Tourism Website	This can be done in partnership with Durham Region and Central Counties Tourism. Once the website is built, the constant creation of fresh content is imperative to keep it relevant		Staff
Officially become the "Small Mouth Bass Fishing Capital of the World"	Celebrate the recognition of being known internationally for smallmouth bass fishing by developing a welcoming destination (of businesses, parking, boat launches, etc.) for anglers trying to land the big one	Year 1	Tourism Advisory Committee
Improve visitor experience and elevate awareness of Beaver River Wetland Trail as a significant transportation corridor for recreation users (equine, birdwatching, cyclists] linking Brock communities.	The Beaver River Wetland Trail is an incredible asset for the community – both for residents and as a driver for visitors. Working with local partners, create new experiences (guided bird-watching, progressive meals where you stop in each of the three towns on the trail, nature walks, etc.) to bring to market. Yearly Events.	Multi-Year Project	Tourism Advisory Committee & LSRCA

Actively work with tourism businesses and assets (art/culture, events, etc.) in Brock to develop and launch product experiences that target the top four identified traveler segment profiles and cover all four seasons.

The top market segments are outlined in the Brock Community Tourism Plan. Once many of the tourism businesses have embraced tourism and destination development as a means to increase their revenues, the Tourism Advisory Committee, Durham Tourism, and Central Counties Tourism will work with them to develop compelling new reasons for people to visit and extend their time in Brock Township.

Develop and launch one or two a year over three years creating a foundation.

Durham Tourism & Central Counties Tourism

Amplify tourism messaging through partnerships and new channels

Using research on media habits of target audiences, deliver compelling content and messaging to those audiences. Create partnerships with like-minded businesses – like Parks Canada and Ontario Parks for example – to cooperatively boost each other’s visitation. Leverage resources provided by Durham Tourism and Central Counties Tourism, like familiarization tours and media influencers, to amplify the messages about what Brock has to offer.

Year 1 and yearly as part of the business and marketing plan

Tourism Advisory Committee

Grow Brock Township’s economy

Partner with local real estate companies, Brock Economic Development, Durham Region and Brock Board of Trade to use tourism and tourism offerings as a catalyst for residential and business growth.

Year 2 or 3. This should take place after the implementation of the Tourism Ambassador Program

Tourism Advisory Committee

# Appendix A

## Introducing Sports Lovers...

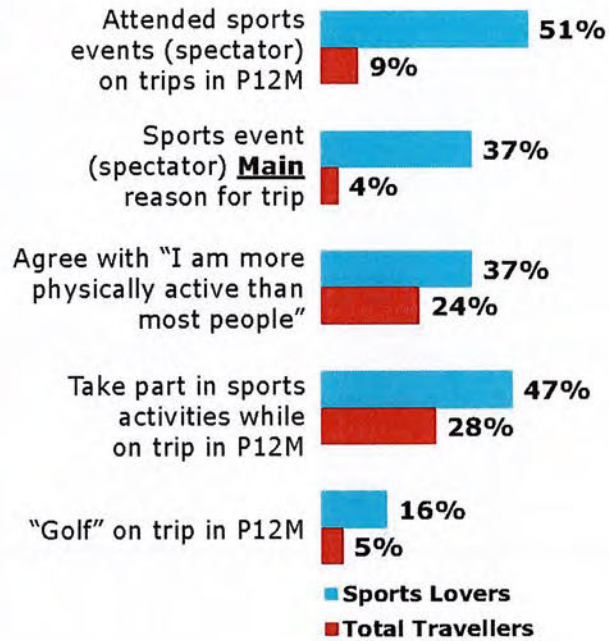
**5%**

**Sports Lovers**

This group, skews more male, and is driven by a love of sports, either watching or participating. By the nature of their passion these people describe themselves as more active and energetic than most. In reality their sports are not necessarily extreme more in keeping with what is readily available, and more likely to be organized team sports and golf.



### Key Differentiators



### In the Stands

50% attend sporting events and 37% say it is their main reason to travel.



### Sports Lovers

These travellers are sports lovers through and through – whether it's attending a major league game or playing a round of golf themselves. Sport in every capacity is what drives them to travel. Because of their energy and enthusiasm for sports they see themselves as more active than the typical traveller, although in reality they are looking for as much if not more rest and relaxation than anyone else. Sports lovers in Ontario are predominantly middle-aged men (aged 35-54).



### Travel Recharge

The desire for rest and relaxation on vacation is higher than average, exceeding all segments except pampered relaxers. 47% went to a beach, resort, spa or water on recent trips.



### In the Action

47% take part in sports while travelling, 16% played golf on their most recent trip.



### Adventurous In Spirit

Although they describe themselves as more active than most, in reality the sports they choose are not extreme (meaning they follow what's popular such as golf and organized sports).



### Travel Planning Sources

38% rely on family and friends, 22% use their own experience, 15% use brochures and pamphlets, 11% use auto associations



### Traditional & Digital Media

Above average to average consumption of both.



# Introducing Nature Lovers...

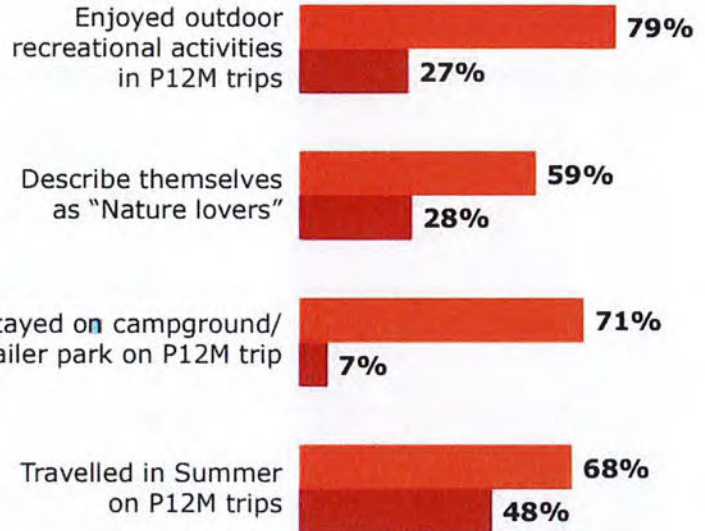
7%

## Nature Lovers

This is a consumer segment attracted to outdoor experiences aligned to Ontario's quintessential parks & lakes offering. Camping and associated activities, e.g., hiking, canoeing, fishing are key interests for this group. The majority classify as "nature lovers". Activities align with the recreational aspects of the outdoors and not necessarily the extreme aspects of the outdoors, e.g., avid angling or hunting.

Not surprisingly, the travel style is basic with camping prevalent.

## Key Differentiators



### Outdoors, Relaxed

Recreational activities (hiking, visiting beaches, canoeing, national parks, fishing) are preferred over adventure sports



## Nature Lovers

Nature Lovers, typically families with kids, have a passion for experiencing the great outdoors together. Travel for them is all about exploring new, undiscovered places off the beaten path. Ontario is the perfect place for this segment who are looking to be dazzled by awe-inspiring nature. With a lower than average travel budget, these travellers are happy with the basics – camping in a tent, spending time as a family, and taking in all the beauty around them. Because spending time outdoors means an opportunity to enrich family bonds.



### Scenic Beauty

76% choose places to be awe-struck by the beauty of nature



### Back to Basics

71% stayed on a campground or trailer park



### Family Friendly

87% see their vacation as a time to make family memories



### Planning Trips

42% rely on family and friends for travel tips (above average). 78% use the Internet to plan, including accommodation sites, online travel agencies and official destination sites.



### Media Habits

Moderate traditional and online media users. Online habits include search, weather and Facebook. Offline media habits include magazines, TV but less so newspaper (well below avg).



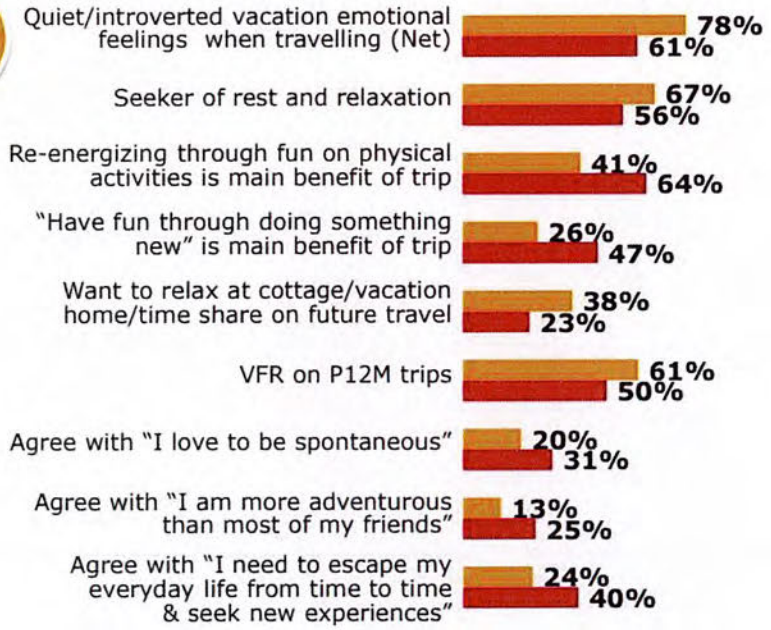
# Introducing Mellow Vacationers...

**Mellow Vacationers** 15%

This segment wants to unwind on vacation, and relaxed and low key experiences are their preference. This group doesn't want itineraries or to do anything new or unusual. They want travel experiences that set them at ease. They aren't activity-oriented and often travel as a couple.



## Key Differentiators



■ Mellow vacationers

### Rest & Relaxation

67% just want some R&R – and many find it being amongst nature.



### Mellow Vacationers

Many of these travellers are couples above the age of 40 vacationing without children (with a skew towards the 55+ age bracket). They are fairly quiet, low energy people looking for a home away home where they can relax and find tranquility. Traveling is often a chance to visit family and friends. They are natural homebodies and when on vacation want to enjoy some simple R&R. Relaxation for them isn't found through a particular activity or passion, but rather simply getting away from it all.



### Tranquil Retreat

38% want to relax at a cottage, vacation home or time share on vacation (well above average).



### Taking In Culture

41% want to experience museums, history, and galleries.



### Leisurely Sightseeing & Shopping

41% want to take in the sights and 38% want to get in some shopping.



### Online Researchers

Online accommodation sites, online travel agencies and airline sites are the top planning sources




### Traditional & Digital Media

This segment uses digital and traditional media. Of all the travel segments that skew older, they consume the most digital media.



# Introducing Family Memory Builders...

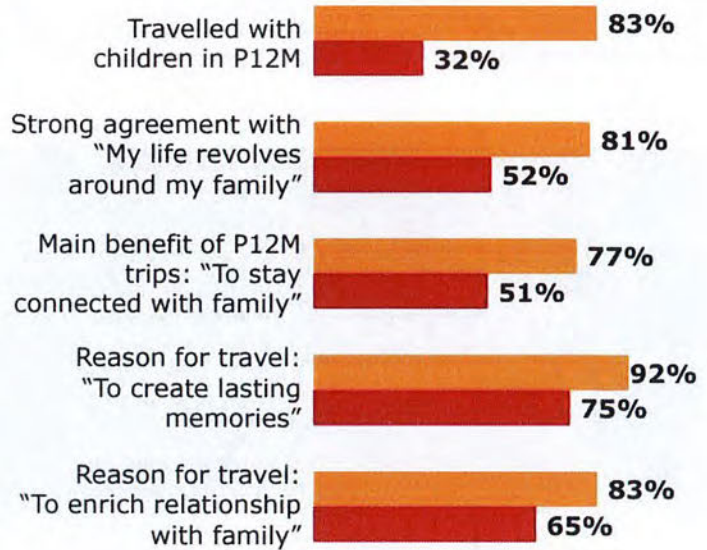
14%



Family Memory Builders

This is a segment driven by families with children <18. They want a playful vacation that is centred around building family memories and strengthening the bonds. Activities such as theme parks allow the family to have fun and build these lasting memories.

## Key Differentiators



■ Family Memory Builders  
■ Total Travellers

### Major Attractions Are A Hit

45% visited amusement parks, theme parks, zoos, aquariums



### Family Memory Builders

Family Memory Builders are couples with young children, aged 35-54 years old. These Gen X-ers are parents who have built their lives around their kids. Leisure for them is all about spending quality time as a family – at home and on vacationing. Travel is an opportunity to come together and bond through playful activities. When their kids are having fun, they are having fun too – and ultimately building memories together as a family.



### Forging Family Ties

77% want to connect with family on vacation. 71% want to create lasting memories as a family



### Vacation is Activity-Filled

54% went shopping and 42% visited a beach



### Play Brings Everyone Together



### Top Planning Sources

Consulting family/friends, researching pamphlets and brochures, visiting accommodation websites and online travel agencies.



### Media Habits

Above average online usage including search engines, weather, shopping, parenting sites and Facebook. This group are also magazine readers, notably parenting titles.

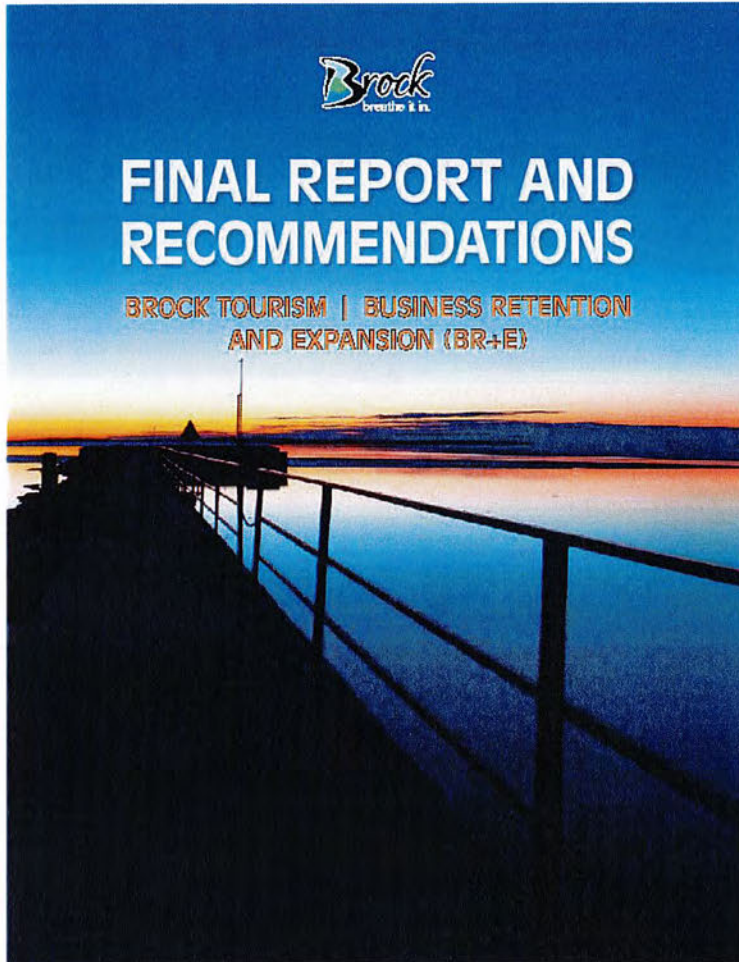


## Appendix B

**Brock Tourism BR+E –Final Report**

<https://townshipofbrock.ca/tourism/brock-tourism-bre-2017/>

or *double click* to open



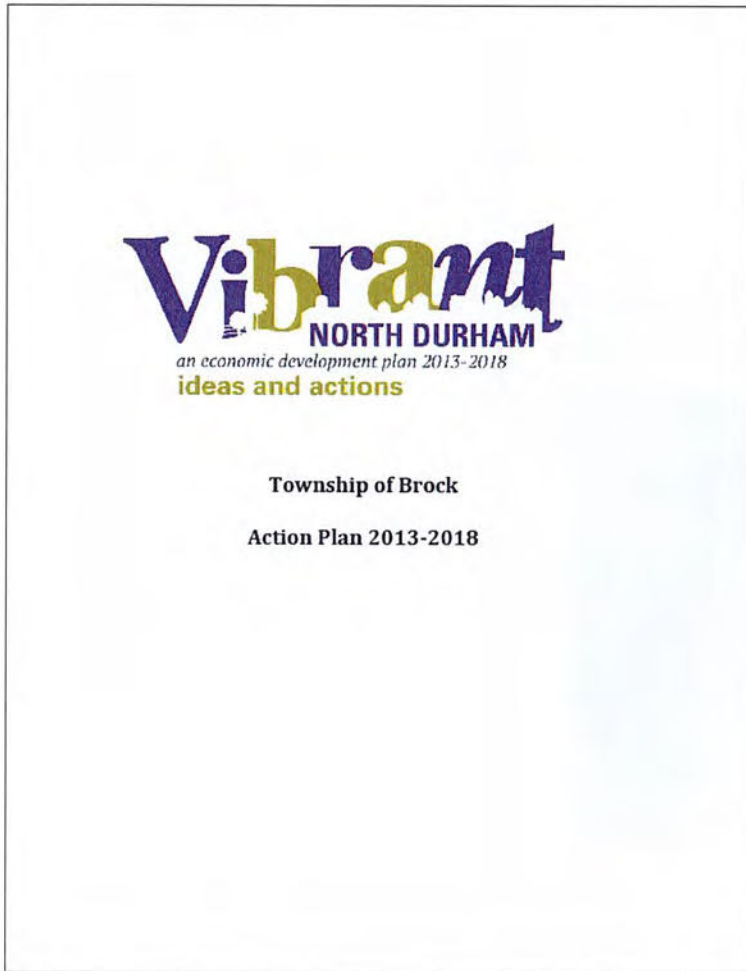


## Appendix C

**Vibrant North Durham –Brock Action Plan**

[https://townshipofbrock.ca/wp-content/uploads/2016/08/Brock\\_Action-Plan-FINAL.pdf](https://townshipofbrock.ca/wp-content/uploads/2016/08/Brock_Action-Plan-FINAL.pdf)

or *double click* to open

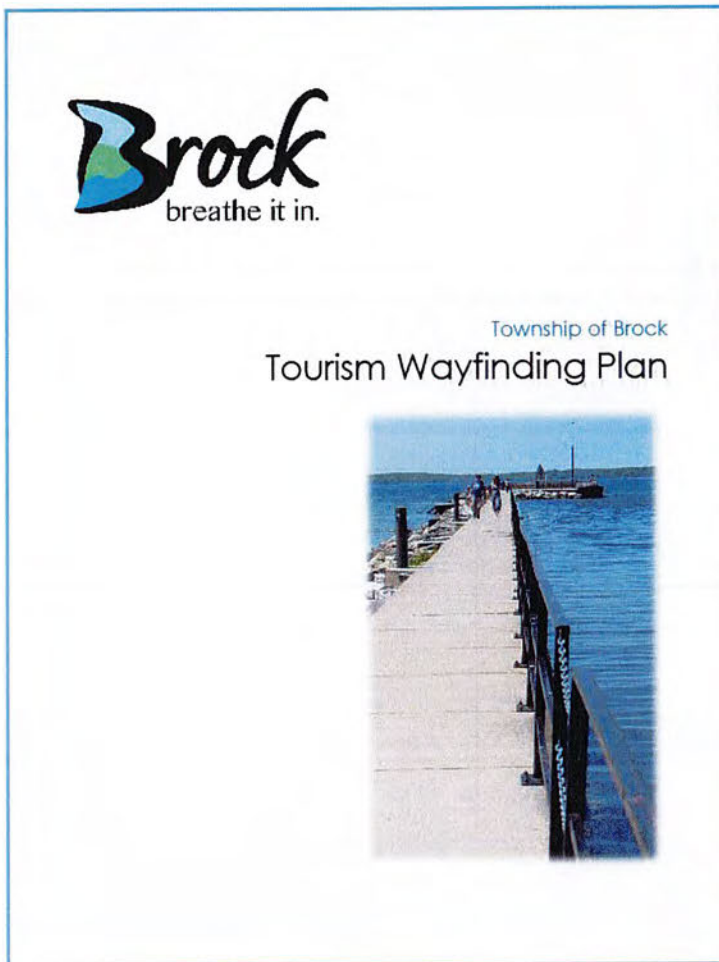


# Appendix D

## **Tourism Wayfinding Plan –Township of Brock**

<https://townshipofbrock.ca/>

or *double click* to open



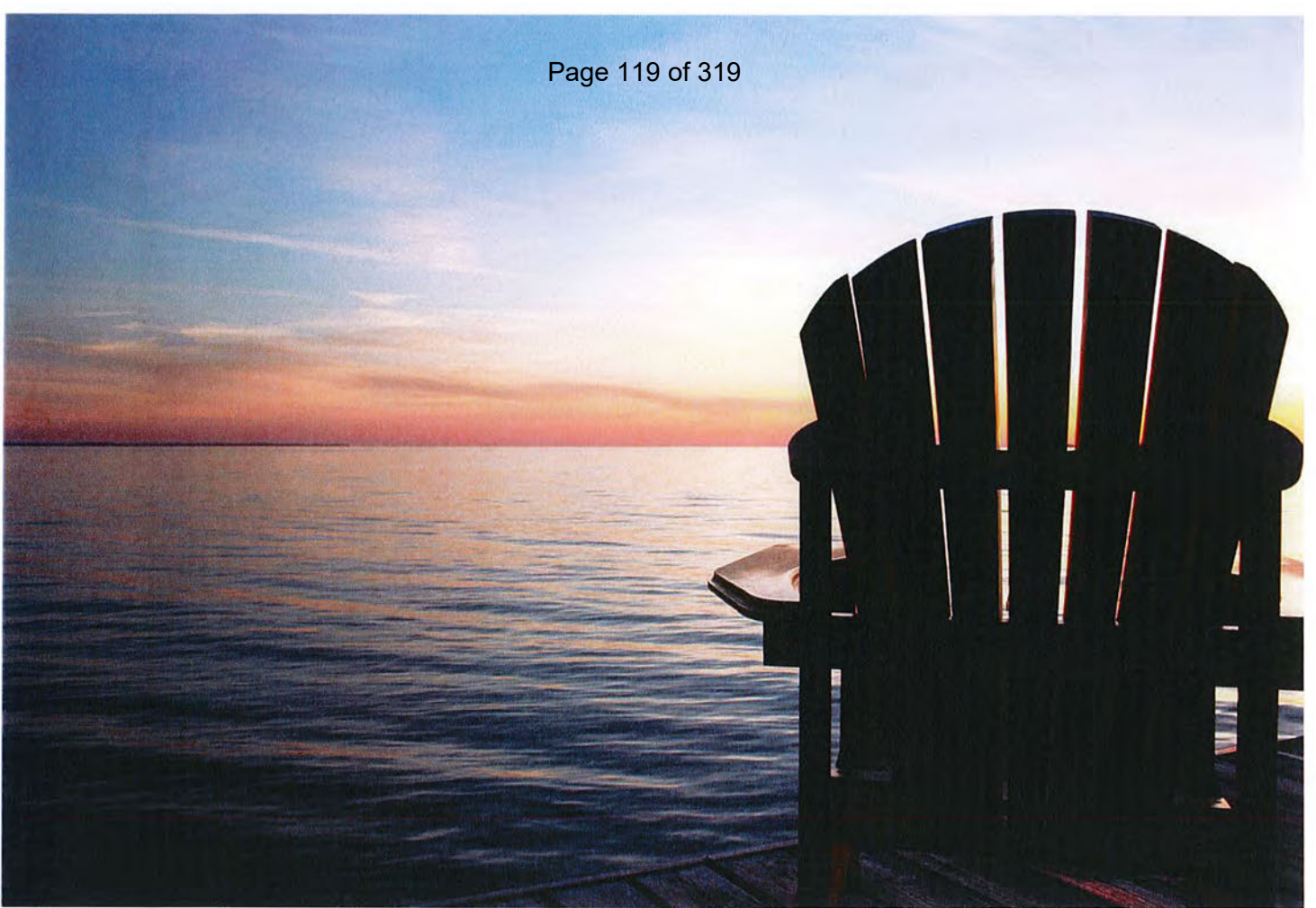


PHOTO CREDIT: LIZA BELL PHOTOGRAPHY with permission from MOORELANDS STATION BED AND BREAKFAST

## End Notes

1. Ontario Ministry of Tourism, Culture and Sport (MTCS). 2016 Regional Tourism Profiles - Research <http://www.mtc.gov.on.ca/en/research/rtp/rtp.shtml>
  2. MTCS. 2016. The economic impact of tourism in Ontario – 2016. [http://www.mtc.gov.on.ca/en/research/econ\\_impact/econ\\_impact.shtml](http://www.mtc.gov.on.ca/en/research/econ_impact/econ_impact.shtml)
  3. Ontario Tourism Partners. 2016. Applying Consumer Insights to Attract North American Visitors – TNS 2012 [https://www.tourismpartners.com/publications/Research/reas\\_sgrpts\\_ConsumerInsightResearchSegmentationOverview.pdf](https://www.tourismpartners.com/publications/Research/reas_sgrpts_ConsumerInsightResearchSegmentationOverview.pdf)
  4. Tourism Industry Association of Ontario. 2018. Quick Facts About Tourism <https://www.tiaontario.ca/cpages/tourismquickfacts>
  5. Tourism Industry Association of Canada. 2019. Travel and Tourism Fast Facts -2018 <https://tiac-aitc.ca/our-focus.html>
  6. Destination Canada. 2017. Millennial Travel Program: Case Study. [https://www.destinationcanada.com/sites/default/files/archive/766-Millennial%20Travel%20Program%3A%202017%20Case%20Study/MTP-CaseStudy\\_EN.pdf](https://www.destinationcanada.com/sites/default/files/archive/766-Millennial%20Travel%20Program%3A%202017%20Case%20Study/MTP-CaseStudy_EN.pdf)
-



## The Corporation of the Township of Brock

Public Works Department

Director of Public Works to Council

Report: 2020-CO-40

Date: Monday, August 10, 2020

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### Subject

Kaitlin Subdivision - Consideration of Stop Signs at the Intersection of Rynard Street and the East / West Subdivision Streets

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### Recommendation

That staff Report No. 2020-CO-40 be received.

---

### Attachments

N/A

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### Report

#### Background

Resolution No. 32-8 of the July 13, 2020 Council meeting requested staff investigate the placement of stop signs at the intersection of Rynard Street and the east / west Kaitlin subdivision streets for the purpose of slowing down traffic in the interest of public safety.

Staff have completed a review of the area of concern and agree that the installation of stop signs at Rynard Street and Fairgrounds Lane as well as Rynard Street and Art Welsh Lane would assist in slowing down traffic. However, Council should be aware that Sunderland Meadows Drive is also a through street and experiences the same issues as Rynard Street.

During investigations, it was noted that some areas have found that an increased number of stop signs also results in an increase in accelerations and high speeds between stop signs, a result of drivers becoming frustrated with an abundance of stopping in a short distance. This is a concern to be aware of should Council wish to proceed with the installation of stop signs on Rynard Street and Sunderland Meadows Drive at each of the east / west intersections.

In addition, both Rynard Street and Sunderland Meadows Drive are primarily utilized by local traffic/residents as neither are thruway roads.

Should Council wish to have these locations added to the rotation of areas that share the portable radar signs to assist in slowing traffic down, staff can proceed accordingly.

---

**Consultation**


N/A

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**Financial**

Additional signage could be erected with minimal financial implications and would be an operational expense.

Respectfully submitted,

  
for Paul Lagrandeur  
Director of Public Works

Reviewed by,

  
Ralph Walton  
Acting Chief Administrative Officer



## The Corporation of the Township of Brock

Public Works Department

Director of Public Works to Council

Report: 2020-CO-38

Date: Monday, August 10, 2020

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### Subject

Request for Four-Way Stop – Intersection of Main Street and Mara Road, Beaverton

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### Recommendation

That staff Report No. 2020-CO-38 – Request for Four-Way Stop – Intersection of Main Street and Mara Road be received.

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### Attachments

No. 1: Communication 717/20 – Freya Hansen – Request for Four-Way Stop – Intersection of Mara Road and Main Street, Beaverton

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### Report

#### Background

Resolution No. 22-8 of the July 13, 2020 Council meeting referred communication 717/20 from Freya Hansen requesting a four-way stop at the intersection of Main Street and Mara Road in Beaverton to staff for a report.

As the intersection of concern is under the jurisdiction of the Region of Durham, staff have been in contact with Amanda Spencer, Project Manager of Durham Vision Zero/Road Safety Group. In consultation with Ms. Spencer, I have been advised that turning movement counts, which will include pedestrian crossing volumes, have been requested as they currently do not have data available for this specific intersection. Ms. Spencer further advised these counts are typically conducted in the fall when school is back to ensure maximum travel times are included.

A request of Durham Regional Police Services for collision data has been requested by the Region of Durham Traffic Department in order to review collision trends and suggest possible measures, if need be.

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

Staff will continue liaison with Ms. Spencer and advise Council of any decisions made at the Regional level upon receipt of their findings.

---

**Consultation**

N/A

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**Financial**

N/A

Respectfully submitted,



---

Paul Lagrandeur  
Director of Public Works

Reviewed by,



---

Ralph Walton  
Acting Chief Administrative Officer

Attachment No. 1

**Lesley Donnelly**

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**From:** noreply@townshipofbrock.ca on behalf of Freya Hansen <my\_sanibel@hotmail.com>  
**Sent:** June 19, 2020 1:21 PM  
**To:** Brock General  
**Subject:** dangerous intersection, Main St. and Mara Rd, Beav

I've emailed this complaint before. There is a very difficult intersection that is hard to use because of visibility of oncoming traffic. This intersection could use 4 way stop signs. It is very dangerous and one of these days, someone is going to get t-boned and coming out of Main St. turning left onto Mara Road. I would be VERY unhappy if it was me.

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

This email was sent to you by Freya Hansen<my\_sanibel@hotmail.com> through <https://www.townshipofbrock.ca>.

Date:	24/06/2020
Refer to:	Council
Meeting Date:	July 13, 2020
Action:	Correspondence
Notes:	
Copies to:	Durham Region Traffic, Paul and Cathy



**The Corporation of the Township of Brock**

Public Works Department

Director of Public Works to Council

Report: 2020-CO-39

Date: Monday, August 10, 2020

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**Subject**

Speeding Concerns – Victoria Avenue in Ethel Park, Beaverton

---

**Recommendation**

That staff Report No. 2020-CO-39 – Speeding Concerns – Victoria Avenue in Ethel Park be received;

That Victoria Avenue from Ethel Park Drive to Morrison Avenue be designated as a Community Safety Zone;

That Victoria Avenue from Ethel Park Drive to Morrison Avenue be reduced to 40 km/hr;

That the corresponding by-laws be brought forward.

---

**Attachments**

No. 1: Communication 684/20 – Warren Fisher – Speeding Issues – Victoria Avenue in Ethel Park, Beaverton

No. 2: By-Law Number 2964-2020 – To Designate Victoria Avenue from Ethel Park Drive to Morrison Avenue as a Community Safety Zone

No. 3: By-Law Number 2965-2020 – To Reduce the Speed Limit to 40 km/h on Victoria Avenue from Ethel Park Drive to Morrison Avenue

---

**Report**

**Background**

Resolution No. 10-7 of the June 22, 2020 Council meeting referred communication 684/20 from Warren Fisher with respect to concerns of speeding on Victoria Avenue in Ethel Park in Beaverton.

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

Staff have completed a review of the area of concern and suggest that Victoria Avenue from Ethel Park Drive to Morrison Avenue be designated as a Community Safety Zone and reduce the speed limit to 40km/h.

In addition to the above noted, staff will add this section of road to the list of roads that share the portable radar signs. The signs can be placed in both directions at the mid-point of Victoria Avenue.

---

**Consultation**

N/A

---

**Financial**

Additional signage could be erected with minimal financial implications and would be an operational expense.

The Treasurer has been consulted and concurs with the recommendation.

Respectfully submitted,



---

Paul Lagrandeur  
Director of Public Works

Reviewed by,



---

Ralph Walton  
Acting Chief Administrative Officer

Date:	19/06/2020
Refer to:	Council
Meeting Date:	June 22, 2020
Action:	Full
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



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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.](#)

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2964-2020

**A BY-LAW TO AMEND BY-LAW NUMBER 957-88-PP, BEING A BY-LAW TO REGULATE VEHICULAR TRAFFIC ON HIGHWAYS, FIRE ROUTES, PRIVATE AND MUNICIPAL PROPERTY, AND TO PROHIBIT THE INJURING OR FOULING OF HIGHWAYS AND BRIDGES, AND THE OBSTRUCTION OF DITCHES AND CULVERTS**

---

**WHEREAS** pursuant to the provisions of the *Municipal Act*, S.O. 2001, as amended, and the provisions of the *Highway Traffic Act*, R.S.O. 1990, chapter H.8, as amended, by-laws may be passed by the councils of local municipalities;

**AND WHEREAS** the Council of the Township of Brock passed By-law Number 957-88-PP to regulate traffic on highways in the Township of Brock;

**AND WHEREAS** it is deemed desirable to amend By-law Number 957-88-PP;

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

1. THAT Schedule XIX of By-law Number 957-88-PP, entitled "COMMUNITY SAFETY ZONES", is hereby amended by inserting the following to the end thereof:

**Ethel Park**

Victoria Avenue	Ethel Park Drive To Morrison Avenue	Anytime	All Day/Months
-----------------	-------------------------------------	---------	----------------

2. THAT the provisions of this by-law shall come into force and effect at such times as official signs have been erected.

**THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF AUGUST, A.D., 2020.**

\_\_\_\_\_  
Mayor  
Debbie Bath-Hadden

\_\_\_\_\_  
Clerk  
Becky Jamieson

**THE CORPORATION OF THE TOWNSHIP OF BROCK**

**BY-LAW NUMBER 2965-2020**

**BEING A BY-LAW TO PRESCRIBE A RATE OF SPEED OF 40 KILOMETRES PER HOUR ON VICTORIA AVENUE WITHIN THE TOWNSHIP OF BROCK**

---

**WHEREAS** subsection 2 of section 128 of the Highway Traffic Act, R.S.O. 1990, as amended, authorizes the Council of a local municipality, by by-law, to prescribe a rate of speed different from the rate set out in subsection 1 of section 128 for motor vehicles driven on a highway or a portion of a highway under its jurisdiction;

**NOW THEREFORE** the Council of the Corporation of the Township of Brock ENACTS as follows:

1. No person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour upon Victoria Avenue between Ethel Park Drive and Morrison Avenue within Ethel Park in Beaverton.
2. The penalties provided in subsection 14 of section 128 of the Highway Traffic Act, R.S.O. 1990, as amended, as from time to time amended shall apply to offences against this by-law.
3. That the provisions of this by-law shall come into force and take effect at such time as official signs have been erected.

**THIS BY-LAW BE READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF AUGUST, 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-45

Date: Monday, August 10, 2020

---

**Subject**

Proposed Brock COVID-19 Community Grant for Not-For-Profits

---

**Recommendation**

That Report No. 2020-CO-45, Proposed Brock COVID-19 Community Grant for Not-For-Profits be received for information;

The Council authorize staff to proceed with the Brock COVID-19 Community Grant for Not-For-Profits as outlined in the report; and

That \$25,000 budgeted for the Community Improvement Plan for Rebates and Incentives for a total of \$25,000 and \$5,000 budgeted for Recreation and Leisure Events and other be used to fund the program.

---

**Attachments**

Attachment No. 1     Draft Application

---

**Background**

As a result of the current pandemic, since March of this year, residents, businesses and community organizations have faced numerous challenges.

In order to assist the community, on March 30, 2022, Council approved the following actions to lessen the financial burden on both commercial and residential property owners:

- A two-month grace period on the April tax installment with no penalty or interest charged for May or June;
- Staff authorized to waive the collection of fees outlined in the 2020 Fees By-law for the Finance Department for the duration of the emergency when the fee would further penalize the rate payer; and

- Council requested the Regional Municipality of Durham allow for additional time to pay the April installment to ensure the Township has time to collect the funds once the state of emergency has been rescinded.

In May, Council approved \$150,000 for the Brock Emergency Response Benefit (BERB). The Township partnered with South Lake Community Futures Development Corporation for the implementation of the BERB.

Council at its meeting held on July 16, 2020, adopted Resolution No. 5-11, that staff bring a proposal to use remaining the BERB funds for possible distribution to local not-for-profit organizations due to COVID losses, for August 10<sup>th</sup>.

### **Discussion**

In looking for other ways to assist Municipal property taxpayers it was suggested that a grant program could be used to help Not for Profit organizations offset operating costs incurred and unfunded as a result of their inability to do normal fundraising activities due to the emergency. The Municipal Act allows for the use of Grants under Section 107 of the Municipal Act.

The Brock COVID-19 Community Grant for Not-For-Profits, would be a one-time grant, intended to provide some financial relief and assistance to not-for-profit, volunteer community organizations who provide direct services, events or programs to the benefit of the residents of Brock. Grants up to \$2,500 would be available. Attachment No. 1 outlines the draft application and criteria.

The program has been designed to keep it simple for our community organizations. The following criteria must be met to be eligible for the Township of Brock COVID-19 Community Grant for Not-For-Profits:

- a) Not-for-profit or volunteer based organizations within the Township of Brock or the Region of Durham delivering programs, events or services to the residents of Brock. Regionally based organizations must provide details demonstrating how their service will directly benefit the residents of Brock; and
- b) Experienced a 30% loss of revenue (fundraising, registration fees, etc.) due to COVID-19.

Any not-for-profit that received funding from the BERB, is not eligible for the Brock COVID-19 Community Grant for Not-For-Profits.

Grants may be provided to eligible applicants as defined above, for: General operating and capital expenses; COVID-19 Related expenses; Activities/events generally occurring within Township boundaries; or For programs, activities and events addressing a community need or contributing to the positive image of the Township.

Organizations can request a grant amount from as little as \$5 to \$2,500 as all organizations will have a different need.

It is suggested that the intake for the program be from August 12, 2020 to September 9, 2020. Following the closing date, staff will review the applications received and prepare a report for Council's consideration at their Committee of Whole meeting on September 21, 2020 with recommendation as to who should receive the funding.

**Financial**

Staff are recommending that \$30,000 be allocated to the Brock COVID-19 Community Grant for Not-For-Profits program.

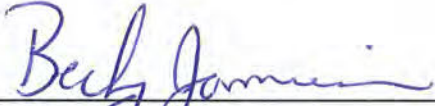
It is anticipated that all the funding for the BERB will be awarded during the second intake.

At this time, no applications for the Community Improvement Plan (CIP) have been received for 2020. Staff are recommending that the CIP program be put on hold for 2020 and that the funds budgeted for the CIP for Rebates and Incentives for a total of \$25,000 and \$5,000 from the Recreation and Leisure budget for Events and other be utilized for the Brock COVID-19 Community Grant for Not-For-Profits program. The Treasurer has been consulted on this and concurs with the recommendations.

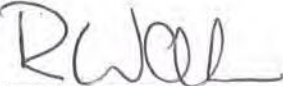
**Summary**

As a result of the current pandemic, since March of this year, residents, businesses and community organizations have faced numerous challenges. Financial relief has been provided to both residents and businesses. The Brock COVID-19 Community Grant for Not-For-Profits would provide financial support to our community organizations.

Respectfully submitted,

  
\_\_\_\_\_  
Becky Jamieson  
Municipal Clerk

Reviewed by,

  
\_\_\_\_\_  
Ralph Walton  
Acting Chief Administrative Officer





**Brock COVID-19 Community Grant for Not-For-Profits**

**Intake Period August 12 – September 9, 2020**

The Township of Brock acknowledges the efforts of our local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations. Since March of this year, many of our community organizations have been faced with hardships due to the recent pandemic. To assist our local community not-for-profit organizations during these challenging times, the township is offering a one-time grant. The Brock COVID-19 Community Grant for Not-For-Profits is intended to provide some financial relief and assistance to not-for-profit, volunteer community organizations who provide direct services, events or programs to the benefit of the residents of Brock. Grants up to \$2,500 are available.

**Application:**

<b>Not-For-Profit Organization Name:</b>	<hr/>
<b>Organization Address:</b>	<hr/> <hr/> <hr/>
<b>Organization Phone Number:</b>	<hr/>
<b>Organization Email Address:</b>	<hr/>
<b>Overview of services organization provides to the community:</b>	

**Application Process:**

- Applicant submits a completed application and corresponding documentation requested to [brock@townshipofbrock.ca](mailto:brock@townshipofbrock.ca)
- Documentation is reviewed by staff and a recommendation to award grant recipients will be provided to Council.
- Upon approval of the recommendation, funds will be made available within two (2) weeks.

**Eligibility Criteria:**

The following criteria must be met to be eligible for the Township of Brock COVID-19 Community Grant for Not-For-Profits:

- a) Not-for-profit or volunteer based organizations within the Township of Brock or the Region of Durham delivering programs, events or services to the residents of Brock. Regionally based organizations must provide details demonstrating how their service will directly benefit the residents of Brock; and
- b) Experienced a 30% loss of revenue (fundraising, registration fees, etc.) due to COVID-19.

\* Any not-for-profit that received funding from the BERB, is not eligible for the Brock COVID-19 Community Grant for Not-For-Profits.

Grants may be provided to eligible applicants as defined above, for:

- General operating and capital expenses;
- COVID-19 Related expenses;
- Activities/events generally occurring within Township boundaries; or
- For programs, activities and events addressing a community need or contributing to the positive image of the Township.

The Grant is not intended to provide funding:

- To organizations with a political mandate, such as citizen ratepayers associations;
- To individuals;
- To organizations that provide services or programs that are the responsibility of another level of government;
- To organizations not in good financial standing with the Township of Brock; or
- For debt repayment.

**Grant Information:**

<b>Amount Requested:</b>	\$
<b>Funds to be used for:</b> *please provide details as to what the funds will be used for	

**Mandatory Information (To Be Attached with Application):**

<b>Proof of Not-For-Profit Organizations</b>	
<b>Documentation to show 30% loss of revenue (i.e. unable to do fundraiser, etc.)</b>	

**Please provide a summary on how your organization is being impacted by COVID-19?**

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

**Organization Designated Members in Charge**

We, as active, members of \_\_\_\_\_  
 (Organization)

hereby certify that as the designated members in charge for which this application is made, confirm that the statements made herein are for the express purpose of obtaining a one-time grant from the Township of Brock, and are to the best of our knowledge and belief true and correct. We have signing authority and hold a senior position with the organization. We understand that additional information may be required in support of this application.

We understand that any false and misleading information given in this application and accompanying materials may results in the rejection of this application and/or immediate repayment of the grant in full.

I understand that the Corporation will handle my personal information in strict confidence in accordance with the *Municipal Freedom of Information and Privacy Act*.

<b>Print Name in Full</b>	
<b>Title</b>	
<b>Home Address</b>	Number and Street: City and Province : Postal Code :
<b>Phone Numbers</b>	Business : Home :
<b>Date</b>	
<b>Signature</b>	

<b>Print Name in Full</b>	
<b>Title</b>	
<b>Home Address</b>	Number and Street: City and Province : Postal Code :
<b>Phone Numbers</b>	Business : Home :
<b>Date</b>	
<b>Signature</b>	

**The Corporation of the Township of Brock**

Clerk's Department

Municipal Clerk to Council

Report: 2020-CO-46

Date: Monday, August 10, 2020

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**Subject**

Dr. Gerry Laudanski – Request for Rent Reduction at BTMC

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**Recommendation**

That Report 2020-CO-45, Dr. Gerry Laudanski – Request for Rent Reduction at BTMC be received for information;

That Dr. Laudanski be charged for the use of the common spare, Rooms 116 and 127 for the months of September and October at a cost of \$600 a month plus HST; and

That staff include in their upcoming report on Doctor recruitment for the BTMC, an update on available space and leases within the facility.

---

**Attachments**

Attachment No. 1      Communication No. 733/20 – Dr. Gerry Laudanski – Request for rent reduction

---

**Background**

On July 13, 2020, Council received and discussed communication no. 733/20, from Dr. Gerry Laudanski, announcing his retirement and request for rent reduction. Council adopted a resolution that the communication be referred to staff for a report for the August 10, 2020 Council meeting.

Dr. Laudanski has been a tenant within the Beaverton Thorah Medical Centre (BTMC) for over thirty (30) years providing primary health care to the residents of Brock and the surrounding areas. He has been a valuable member of the community.

Over the past thirty (30) years, the Township has executed numerous lease agreements with Dr. Laudanski for his use of the space within the BTMC which includes Room 013 (Storage), Room 127 (Reception), Room 124 (Minor Surgery), and Rooms 115, 116 & 117 (Dr. Suite). In January 2018, the Township and Dr. Laudanski entered into another two-year lease agreement. The lease agreement expired on December 31, 2019. As Dr.

Laudanski's retirement was pending, he continued to operate under the same terms and conditions as per the lease agreement that was executed in January of 2018 and has made his payments as per the lease. His rent his \$1,313,83 for the rooms noted above including the common areas (hallways, washrooms, lunchrooms).

### **Discussion**

As Dr. Laudanski's staff will only be utilizing Room 127 (reception) and Room 116 (office of the Dr. Suite) for the months of September and October, it is reasonable that he only be charged for the use of those rooms and the common space for those two months.

It is recommended that he be charged \$600 a month plus HST for September and October for access to Room 127 (reception) and Room 116 (office of the Dr. Suite) and that his access to the other rooms no longer be available as of September 1<sup>st</sup>.


### **Financial**

There will be a slight impact to the 2020 operating budget for the BTMC as staff had anticipated Dr. Laudanski paying rent for the entire year, however, the CHC has expressed an interest in using some of the space which would help offset this. The Treasurer has been consulted on this report and concurs with the recommendation.

### **Summary**

It is staff's recommendation that Council reduce Dr. Laudanski's rent for the month of September and October to reflect the space in which he will be using during those months.

Respectfully submitted,

  
\_\_\_\_\_  
Becky Jamieson  
Municipal Clerk

Reviewed by,

  
\_\_\_\_\_  
Ralph Walton  
Acting Chief Administrative Officer



*Dr. Gerry Laudanski, B. Comm., M.D. Family  
Physician*

Date:	29/06/2020
Refer to:	Council
Meeting Date:	July 13, 2020
Action:	null
Notes:	Correspondence
Copies to:	

468 Main Street Phone: 705-426-7332  
Beaverton, Ontario Fax: 705-426-9661  
L0K 1A0  
Email [dr.laudanski@hotmail.com](mailto:dr.laudanski@hotmail.com)

June 19, 2020

Ralph Walton - Chief Administrative Officer  
Claire Doble – Ward 2 Councillor  
1 Cameron Street East  
PO Box 10  
Cannington ON L0E 1E0

Dear Mr Lamb:

After very careful deliberation and consideration, I have decided to retire from my medical practice in Beaverton at the end of this summer, 2020. The decision has not been an easy one, and I have consulted with many people close to me in my life before making this very difficult decision. I have been in full time practice in Beaverton since June, 1987, and at the time of my retirement, I will have worked 33 1/2 years. It has been an honour and privilege to look after the residents of Beaverton and the surrounding communities of Durham Region, York Region, City of Kawartha Lakes and Ramara Township over the past 33 years. I arrived in June 1987 to join a very busy practice with Dr. Harold Ames and Dr. Fran McCordic. I committed to stay for 1 year - it is now 33 years later.

My last date in the office will be approximately Friday August 28, 2020. My secretarial staff will remain in the office until September 30, to help patients with the transition. To facilitate the secretarial staff, we would like to keep the front office, as long as possible, plus the back office (due to internet connection) until October 31, 2020 or earlier. We would like reduced rent for September and October as our footprint will be smaller.

The 3 exam rooms will no longer be needed as of August 31, 2020. Contact has already been made to have the medical beds and supplies sold, donated or disposed of. Hopefully this will not take longer than one month after closure.

My practice has been fully computerized since 2012 and all patient charts are all on the computer. Measures are being taken to ensure that the patients will receive or have access to their medical records for their new provider.

I understand that this is a very difficult time to announce my retirement in light of the COVID-19 pandemic. I have already notified the Brock Community Health Center of my retirement plans in March, before the pandemic started. We have had one meeting and another was scheduled for Friday April 17th - unfortunately this was cancelled due to the pandemic. I trust that Janet and her team will do their utmost to obtain funding so that a physician and /or nurse practitioner will be able to start later in the fall or sometime in 2021 to look after my patients.

Sincerely,

A handwritten signature in cursive script that reads "Gerald J. Laudanski".

Dr. Gerald J Laudanski

CC: Claire Doble – Ward 2 Councillor  
Becky Jamieson - Clerk



# Correspondence



The Regional  
Municipality  
of Durham

Corporate Services  
Department  
Legislative Services

605 Rossland Rd. E.  
Level 1  
PO Box 623  
Whitby, ON L1N 6A3  
Canada

905-668-7711  
1-800-372-1102  
Fax: 905-668-9963

durham.ca

**Don Beaton, BCom, M.P.A.**  
Commissioner of Corporate  
Services

July 7, 2020

Anita Longo, Executive Assistant  
Durham Regional Police Services Board  
605 Rossland Road East  
Box 911  
Whitby, ON L1N 0B8

Dear Ms. Longo:

**RE: Reconvening the Body-Worn Camera (BWC) Team,  
Our File: C12**

---

Council of the Region of Durham, at its meeting held on June 24, 2020,  
adopted the following recommendations:

“Whereas Body-Worn Cameras (BWC) have been adopted by a growing number of police services across the country and the world; widely seen as a real benefit to public trust, transparency, accountability and accuracy, and have been useful in determining what exactly has taken place during confrontations between officers and civilians, aiding in building positive relations with the communities they serve; and

Whereas recent hate-filled and brutal displays of anti-Black racism have resulted in preventable deaths and revived community outcry for more oversight and accountability for officers and police services; and

Whereas on June 17, 2020 the Parliamentary Black Caucus urged all levels of government to act immediately to eliminate the barriers to access to justice and public security for Black Canadians and Indigenous people, including requiring all on-duty police officers in contact with the public to wear BWCs; and

Whereas Toronto Police Chief Mark Saunders has said he will fast-track body cameras for all front-line officers within the Toronto Police Service (TPS) due to recent events; and

Whereas Durham Regional Police Service (DRPS) conducted a year-long BWC pilot from June 2018 to June of 2019, using officers from two units in West Division, Regional Traffic Enforcement and members from the Festive R.I.D.E team; and

Whereas approximately 80 officers were outfitted with cameras during the pilot, resulting in 26,600 videos being collected - of which

52 per cent were categorized as evidence and about 30 per cent have been or will be used in criminal and provincial offences trials - and the project manager has said that "I don't think we've seen very much resistance at all - and the officers fairly quickly got comfortable with the technology", yet no formal recommendations or go-forward plans have been presented to DRPS Board; and

Whereas on April 21, 2020, DRPS informed their Board that the BWC study was on hold due to the pandemic, and all officers were sent back to their original deployments, further delaying a decision;

Therefore be it resolved that to be responsive to the needs of our community, the Durham Regional Police Services Board ('Board') be requested to reconvene the Body-Worn Camera (BWC) team effective immediately; and

That Regional Council request the DRPS Police Services Board, at the earliest possible opportunity, to consider BWC implementation, which shall include funding requirements to start phasing in the procurement and outfitting of front-line officers with cameras to eliminate subjectivity in civilian and police interactions; and

That Regional Council requests the Board present a delegation to Regional Council by September 2020, or as soon thereafter as is reasonably possible, including a timeline and budget to address this need at the earliest opportunity; and

That the presentation include an update by the Board regarding the DRPS officer training plan, addressing how officers are trained to handle mental health distress and de-escalation techniques, specifically within the Black and Indigenous community; and

That this motion be circulated to the DRPS Board, and all Durham municipalities."

*Ralph Walton*

---

Ralph Walton,  
Regional Clerk/Director of Legislative Services

RW/ks

c: Nicole Cooper, Clerk, Town of Ajax  
Becky Jamieson, Clerk, Township of Brock  
Anne Greentree, Clerk, Municipality of Clarington

Mary Medeiros, Clerk, City of Oshawa  
Susan Cassel, Clerk, City of Pickering  
John Paul Newman, Clerk, Township of Scugog  
Debbie Leroux, Clerk, Township of Uxbridge  
Chris Harris, Clerk, Town of Whitby



## Beaverton Thorah Health Centre Board

**Date:** Tuesday, February 25, 2020

**Time:** 4:30 p.m.

**Location:** Beaverton Town Hall, 397 Simcoe street, Beaverton

### Minutes

**Present:** Mary Antalok, Brett Bloxam, Terry Clayton, Ward 2 Councillor Claire Doble, Karen Hakonson, Linda Holms, George Ranich

**Absent:** Ward 1 Councillor Mike Jubb, Joe Underwood, Facilities Coordinator

**Staff:** Becky Jamieson, Clerk, Stefanie Stickwood, Receptionist (recording the minutes)

#### 1. Call to Order – Mr. Terry Clayton, Chair

Chair Clayton called the meeting to order at 4:32 p.m.

- Declaration of Pecuniary Interest

There were no declarations of pecuniary interests.

#### 2. Confirmation of Minutes

A) January 14, 2020

- ➔ Moved by Ward 2 Councillor Claire Doble, Seconded by Brett Bloxam, that the January 14, 2020 minutes of the Beaverton Thorah Health Centre be approved.

Motion Carried.

#### 3. General Items

A) Terms of Reference

The Clerk informed the Committee that the Terms of Reference for the Beaverton Thorah Health Centre was approved by Council.

Ms. Hakonson inquired if the final copy of the Terms of Reference could include on the document, "Approved by Council".

The Clerk confirmed that this would be included on the final document and would be stamped approved by council and include a reference number.

The Clerk also clarified the Terms of Reference document followed a standard format and its approval by Council followed standard procedures.

B) 2020 Budget

The Clerk notified the Committee, the budget document was included with the agenda package as per the request of the Committee and was for information purposes only.

Ms. Holms inquired as to why the net operating budget for 2020 was in the negative and why with the building now being fully occupied, it did not increase the revenue for 2020.

The Clerk informed the Committee that there was a new tenant lease hold that would convey a single period increase of revenue.

It was inquired by the Committee as to why there had been a substantial increase to the cost of pest control from the previous year. It was also asked if alternative options were sourced.

The Clerk informed the Committee the increase is due to the unpredictability of the market, advising the cost stated did not necessarily indicate the final cost.

The Clerk advised the Committee that Brock Township does price out different options but standards of practice indicate the use of only one company for all its buildings as opposed to contracted out several pest control companies within the same year.

C) Tour of the Facility

Chair Clayton recommended to the Committee that all tenants should be aware and agree to a scheduled visitation.

Stefanie Stickwood will contact all tenants in the Beaverton Thorah Medical Centre to inquire of a visit by the Committee on Tuesday, April 28<sup>th</sup> at 4:30 p.m., followed by the Beaverton Thorah Health Centre Committee Meeting.

Stefanie Stickwood will also ask tenants their preference for the use of the lunch room space.

**4. Other Items & Inquiries**

A) New Business

Chair Clayton and Ms. Stickwood informed the Committee the square footage of the Medical Centre is 7000 sq. ft, as well as, the percentage of tenant common areas. This was provided by Facilities Coordinator, Joe Underwood, who was unable to attend the meeting.

Below is a breakdown by percentage, of total square footage rented adjusted to the use of common areas as per the request of the Committee. Please note some tenants pay a lower percentage of common areas used.

TENANTS	FLOOR	% OCCUPIED
Vacant Township	1 <sup>st</sup> Floor – 1 unit	2.00%
Brotherston	1 <sup>st</sup> Floor – 2 units	4.25%
Dr. Gerry Laundski	1 <sup>st</sup> Floor	14.00%
CHC-Nurse Practitioner	1 DR STE	21.50%
Dr. Abramowicz	2 <sup>nd</sup> Floor	35.00%
Beaverton X-Ray	Basement	8.25%
Physio Office	Basement	15.00%
	<b>TOTAL</b>	100%

Ms. Stickwood informed the Committee the Township will move all cleaning supplies across the hall to the storage room to avoid clutter in the electrical room.

It was asked that any discrepancies of tenant leases be brought to the next meeting on April 28<sup>th</sup>, 2020. Ms. Stickwood would include this on the next agenda.

Mr. Bloxam asked if the new tenant had renewed the lease that was up for renewal in January 2020. The Clerk informed the Committee, no formal lease has been signed but the Township was in negotiations with the tenant and are finalizing a lease agreement.

The Committee asked about possible expansion of the Medical Centre. The Clerk requested the Committee hold off on expansion for the time being. She added with the building being full for the first time since its inception they should wait until there was an increase demand for services recommending the Committee to build a reserve fund to be used in the future.

B) Public Questions and Clarification

There was no public attendance.

5. Adjournment

➡ Moved by George Ranich, Seconded by Mary Antalok, that the Committee adjourn at 5:02 p.m.

Motion Carried.



Office of the Executive Director  
1525 Cornwall Road  
Oakville ON  
L6J 0B2

[dan.cozzi@municipalengineers.on.ca](mailto:dan.cozzi@municipalengineers.on.ca)

July 8, 2020

Municipal Clerk

**Subject: 2020 MEA Awards - Requests for Nominations**

The Municipal Engineers Association (MEA) is a non-profit association representing the interests of over 950 municipal engineers in Ontario who are employed as professional engineers at Ontario Municipalities and other Provincial agencies serving in the Engineering/Public Works field.

The MEA recognizes its members through an annual awards program. We are actively seeking nominations for the "MEA Award" which recognizes an Engineer who has provided outstanding service to society and the community, been recognized for work related accomplishments in an engineering project of above average merit, and/or have a record of long-term service.

A nomination form for the MEA Award is attached which outlines the award objectives in more detail. Nominations can be emailed to [admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca)

The nomination deadline for the award is Friday September 18, 2020.

We respectfully request that you share this correspondence with your municipal engineering staff so that they may consider nominating an MEA member from your municipality.

Awards will be presented during the MEA's Annual General Meeting (AGM) in November of this year. As a result of COVID-19, this year's AGM will be held virtually.

If you have any specific questions regarding the award, please feel free to contact me directly.

A handwritten signature in blue ink, appearing to read "Dan Cozzi".

---

D.M. (Dan) Cozzi, P. Eng.  
Executive Director  
Municipal Engineers Association

Attachment:  
2020 MEA Award Nomination Form



## **Municipal Engineers Association Award 2020 Nomination Form**

### **Sponsor:**

This award is sponsored by the Municipal Engineers Association.

### **Objectives:**

The objective of the award is to recognize an Engineer who has provided outstanding service to society and the community, been recognized for work related accomplishments in an engineering project of above average merit, and/or have a record of long-term service.

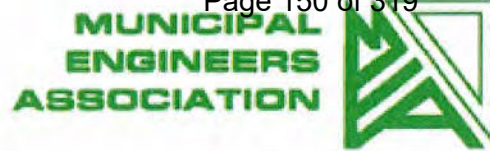
### **Criteria:**

1. The nominee must be a current member of the Municipal Engineers Association.
2. All contributions will be considered but emphasis will be given to contributions made in Ontario.
3. The Engineer may have:
  - a) Served society and the community - given outstanding service to his/her community in a professional, as well as personal capacity, representing the interface between engineering and the public, and/or
  - b) Enhanced the image of municipal engineering in Ontario, and/or
  - c) Work-related achievements - been recognized for his/her accomplishment in an engineering project of above average merit in uniqueness or complexity: where the engineer has originated or overseen, or been recognized as the guiding influence of the project, and/or
  - d) Served the profession - a record of long-term service in the municipal engineering profession as a member of MEA

### **Selection Committee and Award Distribution:**

The Municipal Engineers Association Awards Committee will assess the nominations and make its recommendations to The MEA Board of Directors, who, in turn, will have final say on the award selections. The committee may also conduct its own research and make independent selections and recommendations for awards.

Awards will be presented during the MEA's Annual General Meeting (AGM) in November of this year. Due to COVID-19, the MEA is planning to host the AGM as a virtual meeting. All award recipients will be advised in advance.



### **Nominations and Applications:**

1. A nominee must have one nominator and a minimum of two seconders.
2. All nominators and seconders must be engineers licensed under the Professional Engineers of Ontario (PEO). Nominators and seconders do not have to be members of the Municipal Engineers Association.
3. Nominators must provide complete detail on their nominee. Individual statements from each nominator must include the reasons why the nominee should be considered for this award. Information supplied should be in enough detail so as to afford the selection committee a comprehensive assessment of the nominee.
4. Seconders need only supply the information requested in the Award Application.
5. Nominations will be received until September 18, 2020.
6. Nominee submissions should be forwarded to:

Municipal Engineers Association  
1525 Cornwall Road, Unit 22  
Oakville, ON L6J 0B2  
**Attention: MEA Executive Director**  
**or emailed to [admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca)**

For more information please contact the MEA at [admin@municipalengineers.on.ca](mailto:admin@municipalengineers.on.ca) or visit the Municipal Engineers Association website at [municipalengineers.on.ca](http://municipalengineers.on.ca).

## Nominee's Personal Data

Name (in full):

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Residence Address:

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Residence Telephone Number:

---

Business Address:

---

Business Telephone Number:

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Present Occupation and/or Title:

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Post Secondary Education:

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## Nominator

The undersigned hereby nominates

\_\_\_\_\_ P. Eng.,

for consideration of the Municipal Engineers Association Award. This nominee is a member in good standing of the Professional Engineers of Ontario, and I testify to the professional engineer's good character and high ethical standards.

I have read and understand the terms of reference and have read and verify all supporting documentation provided with this nomination.

*Note: The nominator will be considered the sponsor and will be the contact with the Municipal Engineers Association Awards Committee.*

### PLEASE PRINT CLEARLY

Date: \_\_\_\_\_ (yyyy/mm/dd)

Name: \_\_\_\_\_ P Eng.

Occupation: \_\_\_\_\_

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

Telephone Residence: \_\_\_\_\_

Telephone Business: \_\_\_\_\_

Signature \_\_\_\_\_ P. Eng.



## Seconders

The undersigned, hereby seconds the nomination of

\_\_\_\_\_ P. Eng.

for consideration of the Municipal Engineers Association Award. This nominee is a member in good standing of the Professional Engineers of Ontario, and I testify to the professional engineer's good character and high ethical standards. I have read and understand the terms of reference and have read and verify all supporting documentation provided with this nomination.

1. Name: \_\_\_\_\_ P Eng.

Occupation: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Tel. Residence: \_\_\_\_\_ Tel. Business: \_\_\_\_\_

Signature \_\_\_\_\_ P. Eng.

2. Name: \_\_\_\_\_ P Eng.

Occupation: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Tel. Residence: \_\_\_\_\_ Tel. Business: \_\_\_\_\_

Signature \_\_\_\_\_ P. Eng



Corporate Services Department  
City Clerk Services

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File: A-2100

June 26, 2020

**DELIVERED BY EMAIL**

The Right Honourable Justin Trudeau,  
Prime Minister of Canada  
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,  
Premier of Ontario  
Email: premier@ontario.ca

Re: COVID-19 Funding

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Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,
2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



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Mary Medeiros  
City Clerk

/fb

- c. Association of Municipalities of Ontario  
Federation of Canadian Municipalities  
Members of Parliament and Members of Provincial Parliament  
Ontario Municipalities



**From:** [Barbara Moore](#)  
**To:** [Brock General](#)  
**Subject:** Community Safety  
**Date:** July 17, 2020 8:47:13 PM

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Acknowledging and thanking the township for the new sidewalks in town. This is greatly appreciated by the walkers.

The Barkey subdivision (specifically Country Lane) is in need of a sidewalk for the school kids. Unfortunately, this is probably not doable due to the ditches on both sides of the road that are needed for drainage.

Traffic has to be extra careful as we also have a blindspot on the hill. We are unable to see oncoming traffic in both directions (very similar to Peace street). There are signs posted "watch for children-slow" posted at either end of the street. Unsure of what else can be done. Perhaps extending the paving to the shoulder of the road. This would allow the children to be off the road a bit more.

My next concern is the multiple speed limits posted on Cameron Street from Saginaw to Hwy 12. We start at 50mph through Saginaw and as we approach the highschool it changes to 70mph (unless the lights are flashing and then the speed is reduced to 50). After we pass the highschool it changes to 80mph until you reach Hwy 12.

Why would you have a 70mph speed limit through a school zone? Is that safe? My suggestion would be to reduce the speed to 50 in the school zone and then after you pass the school zone, the speed could be increased to 80mph.

Also, with the incoming photo radar it would make sense to have the speed limit at 50 instead of having fluctuating speed zones.

Thanks also, for installing the 4 way stop sign at Laidlaw and Cameron. Safer now for the walkers to cross (once the cars realize they all need to stop).

Look forward to hearing from you.

Sincerely  
Barb Moore





Corporate Services Department  
City Clerk Services

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File: A-2100

July 21, 2020

**DELIVERED BY EMAIL**

(clerks@durham.ca)

Region of Durham

Re: Construction of Accessible Units as Part of all Residential Development Projects

Oshawa City Council considered the above matter at its meeting of July 13, 2020 and adopted the following recommendation:

1. That, pursuant to Report CNCL-20-149 dated July 8, 2020, the Province of Ontario be requested to amend the Ontario Building Code in consultation with municipalities, the building and development industry and other stakeholders to permit individual municipalities to establish in consultation with the public and the building and development industry unique approaches and standards applicable only to that municipality to advance accessibility such as a minimum number of accessible units in new development projects.
2. That a copy of Report CNCL-20-149 dated July 8, 2020 and the related Council resolution be sent to:
  - Region of Durham and Durham Area Municipalities
  - Durham Region Members of Provincial Parliament
  - Association of Municipalities of Ontario
  - Oshawa's Accessibility Advisory Committee
  - Durham Regional Accessibility Advisory Committee
  - Large Urban Mayor's Caucus of Ontario
  - Advocacy Centre for the Elderly
  - Provincial Ministers for Seniors
  - United Senior Citizens of Ontario
  - Oshawa Senior Citizens Centres
  - Ministry of Municipal Affairs and Housing
  - Ministry of Government and Consumer Services
  - The City's Building Industry Liaison Team including Durham Region Homebuilder's Association and Building Industry and Land Development Association

- Ontario Building Officials Association
- The Accessibility Directorate of Ontario

Please find attached Report CNCL-20-149.

If you need further assistance concerning this matter, please contact Warren Munro, Commissioner, Development Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



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Mary Medeiros  
City Clerk

/jl

- c. Region of Durham and Durham Area Municipalities  
Durham Region Members of Provincial Parliament  
Association of Municipalities of Ontario  
Oshawa's Accessibility Advisory Committee  
Durham Regional Accessibility Advisory Committee  
Large Urban Mayor's Caucus of Ontario  
Advocacy Centre for the Elderly  
Provincial Ministers for Seniors  
United Senior Citizens of Ontario  
Oshawa Senior Citizens Centres  
Ministry of Municipal Affairs and Housing  
Ministry of Government and Consumer Services  
The City's Building Industry Liaison Team including Durham Region Homebuilder's  
Association and Building Industry and Land Development Association  
Ontario Building Officials Association  
The Accessibility Directorate of Ontario



## Public Report

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To: Council in Committee of the Whole

From: Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

Report Number: CNCL-20-149

Date of Report: July 8, 2020

Date of Meeting: July 13, 2020

Subject: Referral CNCL-20-67 Regarding the Construction of Accessible  
Units as Part of all Residential Development Projects

File: B-1000-0047 2020

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### 1.0 Purpose

On May 25, 2020, Council approved the Recommendation contained in Report CNCL-20-67 dated May 20, 2020 (see Attachment 1) and added Parts 2 and 3 as components of an amended recommendation which read as follows:

- “1. That, pursuant to Report CNCL-20-67 dated May 20, 2020, Development Services staff be directed to include in future subdivision, condominium and site plan agreements, as appropriate, for new residential developments appropriate clauses that would require builders to display and promote, in model homes and sales and leasing offices, as appropriate, available accessible home features and designs for consumers and to encourage builders to construct model homes with accessible features.
2. That the Province of Ontario be requested to implement changes to the Ontario Building Code to require a portion of all new single-detached dwellings, semi-detached dwellings, row townhouse dwellings and/or back-to-back row townhouse dwellings proposed in developments in excess of 6 new dwelling units to contain an accessible front entrance, an accessible width front door and an accessible washroom on the ground floor; and,
3. That all the Durham Region Municipalities be notified of the recommendation directly above and their respective Councils encouraged to support this resolutions.”

Part 1 of the amended recommendation carried and Parts 2 and 3 as noted above were referred to staff for a report back to Council.

The purpose of this Report is to respond to the above noted direction of Council and make a recommendation on this matter.

Attachment 1 is a copy of Report CNCL-20-67 dated May 20, 2020 regarding the construction of accessible units as part of all residential development projects.

Attachment 2 is a summary of other Ontario municipalities' requirements for accessible units in new residential projects.

## **2.0 Recommendation**

It is recommended to City Council:

1. That, pursuant to Report CNCL-20-149 dated July 8, 2020, Development Services staff be authorized to initiate the public process for Council to consider an amendment to Section 9.3.5 of the Oshawa Official Plan to permit Council to authorize increases in height and density in return for the provision of affordable housing, seniors housing and accessible housing.
2. That, pursuant to Report CNCL-20-149 dated July 8, 2020, the Province of Ontario be requested to amend the Ontario Building Code in consultation with municipalities, the building and development industry and other stakeholders to permit individual municipalities to establish in consultation with the public and the building and development industry unique approaches and standards applicable only to that municipality to advance accessibility such as a minimum number of accessible units in new development projects.
3. That a copy of Report CNCL-20-149 dated July 8, 2020 and the related Council resolution be sent to:
  - Region of Durham and Durham Area Municipalities
  - Durham Region Members of Provincial Parliament
  - Association of Municipalities of Ontario
  - Oshawa's Accessibility Advisory Committee
  - Durham Regional Accessibility Advisory Committee
  - Large Urban Mayor's Caucus of Ontario
  - Advocacy Centre for the Elderly
  - Provincial Ministers for Seniors
  - United Senior Citizens of Ontario
  - Oshawa Senior Citizens Centres
  - Ministry of Municipal Affairs and Housing
  - Ministry of Government and Consumer Services
  - The City's Building Industry Liaison Team including Durham Region Homebuilder's Association and Building Industry and Land Development Association
  - Ontario Building Officials Association
  - The Accessibility Directorate of Ontario

## **3.0 Executive Summary**

Not applicable.

## **4.0 Input From Other Sources**

The following have been consulted in the preparation of this Report:

- City Solicitor
- Chief Building Official
- Twenty-five (25) Ontario Municipalities listed in Attachment 2
- Durham Region Home Builders Association (D.R.H.B.A.)

## **5.0 Analysis**

### **5.1 October 29, 2019 Building Industry Liaison Team Meeting**

As noted in Section 5.2 of Report CNCL-20-67 (see Attachment 1), Lisa Hart, Chair of the Oshawa Accessibility Advisory Committee (“O.A.A.C.”), made a presentation at the October 29, 2019 meeting of the Building Industry Liaison Team (“B.I.L.T.”) regarding the construction of accessible units as part of all residential development projects. The Mayor and several members of Council were in attendance at the meeting. After questions from home builders seeking clarification and specifics on what accessible features the O.A.A.C. wish to be included as a component of all new residential development projects, B.I.L.T. members were advised that the O.A.A.C. was seeking the incorporation of the following three features:

- A wider entrance door;
- A ramp or elimination of stairs leading to the entrance door; and,
- An accessible washroom on the ground floor.

The developers/builders present advised the O.A.A.C. that they already offer these design options at the request of purchasers. In addition, in a letter dated November 26, 2019 (see Attachment 4 to CNCL-20-67 affixed to this Report as Attachment 1), the D.R.H.B.A. noted that current grading practices which promote rear to front drainage make it difficult to provide a front entrance without steps. Moreover, the design of many units include a garage which makes it difficult to include an accessible bathroom on the ground floor. Nevertheless, the D.R.H.B.A. notes that even though they experience little demand, many builders will work with prospective purchasers to customize their home to suit individual needs.

Through Council’s adoption of Part 1 of CNCL-20-67, there will be greater public awareness of the accessible design options that are available and builders/developers will be responsible for displaying these design options to potential purchasers.

The D.R.H.B.A. has reviewed the recommendations of this Report and advised that they support the recommendation to initiate the process to amend the Official Plan subject to the comments in their November 26, 2019 letter. However, the D.R.H.B.A. would oppose

a patchwork of regulations throughout the Province by allowing municipalities to create their own targets for accessibility.

## **5.2 Review of Ontario Municipalities**

During the May 25, 2020 Council meeting, it was noted that cities such as Toronto, Ottawa and London require the provision of accessible and affordable units as a portion of all new residential developments. It is important to define these terms as they are not interchangeable and have two distinctly different meanings.

The Ontario Building Code (“O.B.C.”) defines a “barrier-free” residential unit as a dwelling that is designed to accommodate a person using a typical manual wheelchair or other mobility assistance devices such as walking aids, including canes, crutches, braces and artificial limbs.

Conversely, the Canadian Mortgage and Housing Corporation defines “affordable” housing as housing that costs less than 30% of a household’s before-tax income and includes all forms of housing tenure and built form.

The City of Toronto currently uses planning tools such as height and density “bonusing” under Section 37 of the Planning Act as part of its efforts to increase the supply of affordable housing. Under Section 37, the City of Toronto allows developers to exceed the maximum height and/or density specified in the Zoning By-law on a case by case basis in conformity with the City of Toronto Official Plan, corporate policies and agreements. Ottawa and London have used a similar approach to secure additional affordable housing.

Unlike the Cities of Toronto, Ottawa and London, the City of Oshawa has historically not been subject to the type of development conditions that would enable Council to apply bonusing under Section 37 of the Planning Act.

With respect to a requirement for accessible (or “barrier-free”) units, City staff researched twenty-five (25) Ontario municipalities to determine if any require the development community to exceed the minimum requirements set out in the Ontario Building Code as described in Section 5.3 of this Report. Of all the municipalities researched, none has imposed such a requirement (see Attachment 2).

## **5.3 Ontario Building Code Act, 1992**

The Ontario Building Code Act, 1992 is the legislative framework governing the construction, renovation and change-of-use of a building in the Province of Ontario.

The O.B.C. is a regulation under the Ontario Building Code Act, 1992. Its purpose is to establish minimum standards for building construction province-wide. The excerpt from the O.B.C. pertaining to barrier-free design requirements is included under Attachment 1 of Report CNCL-20-67 dated May 20, 2020 (see Attachment 1).

Currently, the O.B.C. Division B., Section 3.8.1.1(1) states that houses, triplexes and boarding or rooming houses with fewer than eight boarders or roomers do not need to be barrier-free. “Houses” includes single detached, semi-detached and row house/townhouse

dwellings containing no more than two dwelling units. However, the O.B.C. Division B., Section 3.8.2.1(5) states that 15% of residential suites in a Group C major occupancy apartment building are required to be barrier-free. A Group C major occupancy apartment building means a building that contains residential occupancies as the main use, in an apartment style, but does not include a retirement home, long term care facility or nursing home, and also does not include any built form mentioned above under the O.B.C. Division B., Section 3.8.1.1(1).

It is also important to note that Section 35(1) of the O.B.C. states that "This Act and the building code supersede all municipal by-laws respecting the construction or demolition of buildings."

## **5.4 Recommended Changes to Oshawa Official Plan and Ontario Building Code**

### **5.4.1 Oshawa Official Plan**

Section 37 of the Planning Act allows municipalities to secure identified public infrastructure and benefits in exchange for permitting additional height and/or density in a development. In order to permit the additional height and/or density, the Planning Act further requires enabling policy language in the municipal Official Plan.

In that regard, Section 9.3.5 of the Oshawa Official Plan permits City Council to authorize increases in height and density in exchange for:

- a) Additional parkland;
- b) The provision of utilities or municipal services;
- c) The provision of community facilities such as recreation facilities; and,
- d) The preservation of heritage resources.

This Report recommends authorizing staff to initiate the public process to amend Section 9.3.5 of the Oshawa Official Plan to permit City Council to also authorize increases in height and density in exchange for the provision of accessible housing, seniors housing or affordable housing.

### **5.4.2 Ontario Building Code**

The O.B.C. is provincial legislation and the requirements of the O.B.C. are equally applicable across the Province to both large and small municipalities and cities, towns and townships.

With respect to the provision of accessible housing, it would be more appropriate for the Province to amend the O.B.C. to allow each municipality to establish their accessibility targets. In this manner, large urban municipalities could establish accessibility targets without imposing more rigorous standards on smaller municipalities when the accessibility needs may be different.

This Report recommends requesting the Province to amend the O.B.C. in consultation with municipalities and the building and development industry to permit municipalities to establish their own approach to accessible units. If the O.B.C. is ultimately amended by



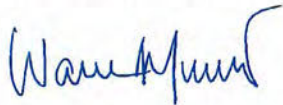
the Province, the preparation of accessibility standards would be undertaken in consultation with the public, building and development industry and other stakeholders (O.A.A.C.) and presented to Council for approval.

## **6.0 Financial Implications**

There are no financial implications associated with the Recommendations in this Report.

## **7.0 Relationship to the Oshawa Strategic Plan**

The Recommendations advance the Social Equity and Accountable Leadership goals of the Oshawa Strategic Plan.



Warren Munro, HBA, RPP, Commissioner,  
Development Services Department



## Public Report

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To: Council in Committee of the Whole

From: Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

Report Number: CNCL-20-67

Date of Report: May 20, 2020

Date of Meeting: May 25, 2020

Subject: Referral DS-19-167 Regarding the Construction of Accessible  
Units as Part of all Residential Development Projects

File: B-1000-0047 2020

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### 1.0 Purpose

On September 30, 2019, the Development Services Committee referred the Fifth Report of the Oshawa Accessibility Advisory Committee (DS-19-167) to City staff directing that the following matter be discussed with the City of Oshawa Building Industry Liaison Team ("B.I.L.T.") for a report back to the Development Services Committee on the recommendation:

"Whereas the O.A.A.C. Built Environment Subcommittee is finding numerous site plans with only inaccessible townhouses and stacked townhouses;

Therefore the City require that all residential projects be designed with 15% accessible units with visitable features, including no stairs to entrances doors as well as entrance door and washroom door widths sufficient for mobility devices."

The purpose of this Report is to respond to the above noted directive received through the Development Services Committee and make a recommendation on this matter.

Attachment 1 contains excerpts from the *Ontario Building Code Act, 1992*, S.O. 1992, c. 23 ("*Ontario Building Code Act, 1992*"), and the Ontario Building Code, 2019, relating to Municipal By-laws and current barrier-free requirements.

Attachment 2 is a summary of other municipalities' requirements for accessible units in new residential projects.

Attachment 3 is a copy of the minutes from the October 29, 2019 B.I.L.T. meeting dealing with the above noted matter.

Attachment 4 is a copy of correspondence dated November 26, 2019 from the Durham Region Home Builders' Association ("D.R.H.B.A.").

## **2.0 Recommendation**

It is recommended to City Council that, pursuant to Report CNCL-20-67 dated May 20, 2020, Development Services staff be directed to include in future subdivision, condominium and site plan agreements, as appropriate, for new residential developments appropriate clauses that would require builders to display and promote, in model homes and sales and leasing offices, as appropriate, available accessible home features and designs for consumers and to encourage builders to construct model homes with accessible features.

## **3.0 Executive Summary**

Not applicable.

## **4.0 Input From Other Sources**

The following have been consulted in the preparation of this Report:

- City Solicitor
- Chief Building Official
- Municipality of Clarington
- Town of Whitby
- Town of Ajax
- City of Greater Sudbury
- City of Kawartha Lakes
- B.I.L.T.

The results of staff's consultation with the above-noted municipalities are contained in Attachment 2.

The results of staff's consultation with B.I.L.T. are outlined in Section 5.2 of this Report as well as in Attachments 3 and 4.

## **5.0 Analysis**

### **5.1 Ontario Building Code Act, 1992**

The *Ontario Building Code Act, 1992* is the legislative framework governing the construction, renovation and change-of-use of a building in the Province of Ontario.

The Ontario Building Code ("O.B.C") is a regulation under the *Ontario Building Code Act, 1992*. Its purpose is to establish minimum standards for building construction province-wide. The excerpt from the O.B.C. pertaining to barrier-free design requirements can be found in Attachment 1 of this Report.

Currently, the O.B.C. Division B., Section 3.8.1.1(1) states that houses, triplexes, and boarding or rooming houses with fewer than eight boarders or roomers do not need to be barrier-free (see Attachment 1). "Houses" includes single detached, semi-detached and row house/townhouse dwellings containing no more than two dwelling units. However, the O.B.C. Division B., Section 3.8.2.1(5) states that 15% of residential suites in a Group C major occupancy apartment building are required to be barrier-free. A Group C major occupancy apartment building means a building that contains residential occupancies as the main use, in an apartment style, but does not include a retirement home, long term care facility or nursing home, and also does not include any built form mentioned above under the O.B.C. Division B., Section 3.8.1.1(1).

Section 35(1) of the *Ontario Building Code Act, 1992*, states that "This Act and the building code supersede all municipal by-laws respecting the construction or demolition of buildings."

Consequently, municipalities are not permitted to require houses, triplexes, and boarding or rooming houses with fewer than eight boarders, to exceed the minimum standards established by the O.B.C. for barrier-free design or otherwise. Any municipal by-law passed by Council requiring that all residential projects be designed with 15% accessible units would not be able to be enforced by the Chief Building Official. It is also the opinion of the City Solicitor and the Chief Building Official that, if challenged by a building permit applicant before the Building Code Commission, the City would not be able to defend its position and may be liable for damages.

## **5.2 October 29, 2019 Building Industry Liaison Team Meeting**

Following the September 2019 motion from the Oshawa Accessibility Advisory Built Environment Subcommittee on this matter (presented to the Development Services Committee on September 30, 2019 as Item DS-19-167 – see Section 1.0 of this Report), Planning staff invited B.I.L.T. members to a meeting on October 29, 2019. The agenda prepared for the meeting included Item DS-19-167 for discussion purposes.

Lisa Hart, Chair of the Oshawa Accessibility Advisory Committee ("O.A.A.C.") made a presentation at the October 29, 2019 meeting to the B.I.L.T. team regarding the background of this item. In response to questions from home builders, Ms. Hart clarified that the Oshawa Accessibility Advisory Built Environment Subcommittee is seeking to have homes built with no entrance stairs, exterior and interior doors wider than standard sizes, and an accessible washroom on the main floor/entry level.

B.I.L.T. members discussed the implications of requiring 15% of all residential projects to be barrier-free. It was determined that while they can appreciate that an aging population will inevitably increase the demand for accessible housing, significant challenges occur with the proposal.

Firstly, further details for the accessible features that would be required is needed before further discussion can continue.

Secondly, the 15% accessible unit requirement for apartment buildings under the O.B.C. is generally less challenging to meet, due to ground floor units and elevators being available

in most buildings. When applying this requirement to other forms of residential development (e.g. single detached, semi-detached and townhouse dwellings), it becomes more challenging. Two specific examples were identified, the first being that current grading practices involve directing the site drainage from the rear of the property to the front, to utilize existing stormwater infrastructure. As a result of the grade of lots sloping downward toward the front, constructing an entrance without steps is generally not possible. The second example identified is based on the fact that many three-storey townhome designs have the garage built into the home and therefore very little square footage on the ground floor remains to accommodate an accessible washroom.

During the meeting, builders and developers voiced generally the same opinion. In their experience the demand for accessible housing is far less than 15%, and the imposition of a requirement mandating that 15% of all residential units meet specific accessible criteria is unnecessary. Builders already work with purchasers requiring accessible features to be incorporated in their unit to meet their needs without the need for mandatory regulations. Further, in the event that accessible units are constructed in advance of a specific request, there is no guarantee that they will be purchased by an owner who is in need of the accessible features.

As a follow-up to meeting, staff requested that members of B.I.L.T. submit written comments regarding this matter. Comments were received from the D.R.H.B.A., Graywood Homes (SO Developments) and Midhaven Homes, and reflect the foregoing discussion.

### **5.3 Developer-Specific Barrier-Free Construction Programs**

While municipalities cannot require new residential projects to exceed the minimum standards for barrier-free units as set out in the O.B.C., some developers, at the request of purchasers, will construct the unit to be barrier-free. Costs associated with implementing barrier-free features in a unit may vary from builder to builder.

Several developers and builders have stated that while only a handful of purchasers have requested their dwelling to be constructed with accessible features, they will work with any purchaser requiring their home to be customized for accessibility. The issue raised by the Oshawa Accessibility Advisory Built Environment Subcommittee regarding a perceived lack of barrier-free units may have arisen from a lack of awareness of the accessible design options that many builders offer. These programs only apply at the design and pre-construction stage and not to the re-sale market, as builders are no longer involved at that stage. However, financial assistance programs may be available such as the Registered Retirement Savings Plan Home Buyers' Plan and the Home Buyers' Tax Credit, as well as other construction grants or loans to assist eligible buyers in the re-sale market.

### **5.4 Recommendation: Implement Conditions in Planning Agreements to Promote Consumer Awareness of Developers' Accessible Construction Programs but Maintain Status Quo Pursuant to Ontario Building Code Requirements**

It is recommended that Development Services staff be directed to update the subdivision, condominium and site plan agreement templates to include standard conditions for new plans of subdivision and condominium, as well as standard conditions in new residential

site plan agreements, requiring builders to display and promote available accessible home features and designs for consumers. This will increase consumers' awareness of builder-specific barrier-free construction programs as described in Section 5.3 of this Report. Further, this may assist in addressing the perceived lack of barrier-free units being constructed in the City at a minimal cost to the City.

To complement the above-noted course of action, it is recommended that staff also encourage builders to construct model homes with accessible features to further increase consumers' awareness.

Finally, staff will ensure that when Architectural Control Guidelines are prepared for individual plans of subdivision, that the developer's, architect include a section on available accessible home features and designs for consumers to help promote awareness and to consider accessibility features in the design of models that are marketed to the consumer.

This approach is consistent with the objectives and recommendations set out in Section 3 of the City's Age-Friendly Strategy by encouraging housing leaders to promote a variety of housing options, increasing awareness of construction programs and assisting older adults with "aging in place".

If City Council wishes to adopt this approach, which is recommended by staff, then Council should adopt the recommendations contained in Section 2.0 of this Report.

## 6.0 Financial Implications

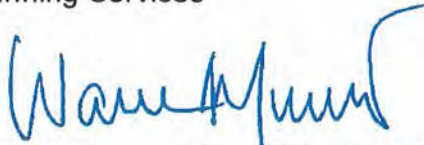
There are no financial implications associated with the Recommendation in this Report concerning this matter as the builder would be responsible to include in their sales and leasing office and on their website information for persons seeking to include accessible features in their new home.

## 7.0 Relationship to the Oshawa Strategic Plan

The Recommendation advances the Social Equity and Accountable Leadership goals of the Oshawa Strategic Plan.



Tom Goodeve, M.Sc.Pl., MCIP, RPP, Director,  
Planning Services



Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

**Ontario Building Code Act, 1992**

**Municipal by-laws**

**35** (1) This Act and the building code supersede all municipal by-laws respecting the construction or demolition of buildings.1992, c. 23, s. 35 (1).

**Ontario Building Code, 2019**

**Section 3.8. Barrier-Free Design**

**3.8.1. General**

**3.8.1.1. Application**

**(1)** The requirements of this Section apply to all *buildings* except,

- (a) houses, including semi-detached houses, duplexes, triplexes, town houses, row houses and boarding or rooming houses with fewer than 8 boarders or roomers

**3.8.2.1. Areas Requiring Barrier-Free Path of Travel**

**(5)** In a Group C *major occupancy* apartment *building*, not less than 15% of all *suites* of *residential occupancy* shall be provided with a *barrier-free* path of travel from the *suite* entrance door into the following rooms and spaces that shall be located at the same level as the *barrier-free* path of travel:

- (a) at least one bedroom,
- (b) at least one bathroom conforming to Sentence (6)
- (c) a kitchen or kitchen space, and
- (d) a living room or space.

**Item: CNCL-20-67  
Attachment 2**

**Requirements for Barrier-Free Units in New Residential Projects Other Than  
Apartment Buildings**

<b>Municipality</b>	<b>Response</b>
Municipality of Clarington	No response
Town of Whitby	O.B.C. sets standard, developer has prerogative to exceed
Town of Ajax	O.B.C. sets standard, developer has prerogative to exceed
City of Pickering	No response
City of Greater Sudbury	O.B.C. sets standard, developer has prerogative to exceed
City of Kawartha Lakes	O.B.C. sets standard, developer has prerogative to exceed





**Development Services Department**

November 6, 2019

**Memorandum**

File: B-1000-0042

**To:** All BILT Members

**From:** Susan Ashton, Manager  
Development and Urban Design

**Subject:** **Minutes of Meeting – BILT (Building Industry Liaison Team)  
October 29, 2019 – 2:00 p.m. – C-Wing Committee Room**

**Attendance**

- |  |   |
|--|---|
| Akiva Wolfe, Initial Corporation<br>Anna Fagyas, Medallion Corp<br>Christian Huggett, Podium Developments<br>Christine Yee, Graywood Group<br>Eddy Chan, Delpark Homes<br>Emidio DiPalo, DRHBA<br>Ivano Labricciosa, OPUC<br>Jennifer Jaruczek, BILD<br>Johnathan Schickedanz, DRHBA<br>Louise Foster, Tribute<br>Nikolas Papapetrou, Smart Centres<br>Robbie Larocque, Biddle & Associates<br>Russel White, Fieldgate Developments<br>Ryan Lavender, Schleiss<br>Scott Jeffery, Jeffery Homes<br>Scott Waterhouse, Candevcon<br>Stacey Hawkins, DRHBA | Stephen Wylie, WSP/MMM Group<br>Tiago Do Couto, Minto Communities<br>Mark Jacobs, Biglieri Group<br>Katrina, Holland Homes<br>Ashley McInnis, City Homes<br>Mitch Wiskell, Parks Services<br>Morgan Jones, Planning Services<br>Matt Bickle, Legal Services<br>Lynda Lawson, Accessibility<br>Lisa Hart, Chair, OAAC<br>Tom Goodeve, Planning Services<br>Susan Ashton, Chair, Planning Services<br>Christine Chase, Planning Services<br>Dan Carter, Mayor<br>Jane Hurst, Councillor<br>Rosemary McConkey, Councillor<br>Rick Kerr, Councillor |
|--|---|

Overview	Action Required By
<p><b>1. Welcome and Introduction</b></p> <p>S. Ashton welcomed everyone to the meeting. The Agenda forms Attachment 1.</p> <p>S. Ashton introduced Tom Goodeve as the Director of Planning Services.</p>	
<p><b>2. Discussion and request for comments regarding Development Services Committee (D.S.C.) agenda item <a href="#">DS-19-167</a>, Oshawa Accessibility Advisory Committee (O.A.A.C.) Built Environment SubCommittee motion that the City begin requiring that all residential projects be designed with 15% accessible units</b></p> <p>L. Hart gave an overview of the issues with homes that are not accessible. 2.6 million people live with accessibility concerns. Council approved an Age-Friendly strategy.</p>	<p>BILT to provide comments by Nov 22</p>

Overview	Action Required By
<p>E. Chan stated some sites have grading that is not natural (e.g. steps to front door). It is also difficult on infill sites to accommodate density at grade.</p>	
<p>L. Foster asked where does this report sit right now and what is the expectation?</p>	
<p>S. Ashton replied that staff intends to collect information, review and formulate a plan. We are asking for comments from you.</p>	
<p>T. Do Couto asked what type of units is the 15% applied to?</p>	
<p>L. Hart stated that this is our first ask for comments. 15% is used for apartments in the OBC.</p>	
<p>R. White asked if there is a definition of accessibility to follow. What are you asking for?</p>	
<p>L. Hart replied wider door to dwelling unit, ramp to front door, accessible bathroom on ground floor.</p>	
<p>S. Ashton replied that we will return to BILT with results after we have reviewed your comments.</p>	
<p>C. Huggett stated that Podium has worked with OAAC on some of their projects. The feedback has been good. Projects around the University have been made accessible with financial help in the form of grants. Some areas are better suited to making accessible homes. 15% may be too onerous. What new forms would you like to see?</p>	
<p>C. Yee stated you need to define what is affordable.</p>	
<p>S. Waterhouse asked where is this item coming from?</p>	
<p>S. Ashton replied from O.A.A.C. Built Environment SubCommittee to D.S.C.</p>	
<p>L. Foster advised that Tribute already makes accessible units for new builds. We are working with purchasers if they have requests for accessibility. Most builders do this. Developers/Builders are out of the picture when the home is resold. It is a design challenge for townhouses because of garages, as they immediately have stairs to the front door.</p>	
<p>J. Schickedanz stated Engineering would have challenges such as overland flow and drainage to the front yard. They meet with buyers and design and build accessible units for them. They charge only for hard costs, not labour or design.</p>	

Overview	Action Required By
<p>L. Hart stated that there is no awareness in the community that developers/builders will create accessibility in homes when asked. Could some model homes be accessible?</p>	
<p><b>3. Proposal to change City policy to require Developers to finish parks in new developments (DS-19-200)</b></p> <p>DS-19-200 is attached as Attachment 4.</p> <p>S. Ashton stated City considering developers to build parks in new subdivisions. We would like your feedback on this item.</p> <p>S. Ashton stated that currently there are two options the City has to build a park contained in the subdivision agreement. Either: 1. Developer finishes park, or 2. Developer does grading and seeding.</p> <p>T. Do Couto stated that this is just a conversation here. Will the DC's change?</p> <p>S. Ashton replied nothing has been decided yet. Any change would apply to parks from this point forward but DC changes, if any, would not immediately impact parks for which DC's have been collected.</p> <p>T. Goodeve stated Bill 108 is the elephant in the room. Have to wait until next year for outcome.</p> <p>S. Ashton stated we have to start thinking now of different options.</p> <p>T. Do Couto stated parks could have multiple ownerships. Very premature to have this conversation. If developers build parks there is no more working with Developers and City to change options. Why has this happened? What are you trying to solve?</p> <p>S. Ashton advised that this item is a Notice of Motion that came from Council.</p> <p>C. Huggett stated that this would be double dipping. Paying for DC's plus the cost of the park.</p> <p>S. Ashton clarified that it is not double dipping. We would give you the money that was set aside to develop the park.</p> <p>R. White asked if there is a threshold when parks should be developed?</p> <p>T. Do Couto stated parks are usually developed 1 to 2 years after build out. Depends on draft approval discussions.</p> <p>L. Foster stated that the policy/procedure needs to be re-examined. Tribute does not want to build parks. Landscape plans need to be</p>	<p>BILT to provide comments by Nov 22</p>

Overview	Action Required By
<p>approved at the same time as engineering plans. Park development comes down to money and timing. Need clear procedure on LC approvals, assumption, draw downs, etc.</p> <p>S. Waterhouse asked what are the barriers that are stopping building the park now?</p> <p>S. Ashton replied shortage of staff, approval in budget within a timely manner.</p> <p>E. Chan asked what are the standards other municipalities ask for. Oshawa's challenge is public input and funding.</p> <p>R. White stated developers want the options – to build or not.</p> <p>M. Wiskel and S. Ashton explained that the type of parks being discussed range from parkettes to neighbourhood parks, typically in ranging from 0.6 hectares to around 1.8 hectares in size.</p> <p>C. Huggett stated parks could be delivered as soon as possible if there were not barriers.</p>	
<p><b>4. Sidewalk diversions around development construction projects in the Downtown (DS-19-104)</b></p> <p>DS-19-104 is attached as Attachment 5.</p> <p>S. Ashton stated road occupancy permit goes through Operations. Build sidewalk diversion in parking lane so sidewalks are uninterrupted.</p> <p>T. Do Couto asked is this for the short term? We build an asphalt ramp and fencing for longer term projects.</p> <p>Developers prefer hoarding. They all have a construction management plan to minimize impacts. They have done a “fast fence” with asphalt ramps at each end for a diversion.</p> <p>S. Ashton replied yes for the short term.</p>	<p>BILT to provide comments by Nov 22</p>
<p><b>5. Municipal Parking Study Update</b></p> <p>M. Jones gave an overview of the parking study. The study has been extended into the fall. It is nearing completion of the background information. IBI Group will present to BILT and have an open house with the general public. Once the study is completed it will be presented to CLT, Community Services Committee, Development Services Committee and Council. Once comments have been reviewed a draft recommendation report will be presented to Community Services Committee, Development Services Committee and Council. Once approved staff will then start implementing recommendations.</p>	

Overview	Action Required By
<p>S. Waterhouse would like to see parking ratio for different types of units (e.g. stacked townhouses).</p> <p>Question asked why was the study extended? Hard part will be implementing recommendations. Is there any way to accelerate? Could easier items be implemented sooner?</p> <p>M. Jones replied that the study was extended due to the substantial data request and timing of meetings.</p> <p>C. Huggett asked if there are requirements for accessible parking. Could affect site plan, more items to consider. Does the study look at creating flex spaces for accessible parking based on demand?</p> <p>M. Jones replied the study does look at different method of parking. One item is car-share. Parking garages are also in the scope of the study.</p> <p>R. Larocque asked if parkades were part of study. Perhaps rent out upper floors and leave lower floors for short-term users.</p>	
<p><b>6. Items for a Future Meeting</b></p> <p>None</p>	
<p><b>7. Adjournment</b></p> <p>The next BILT meeting will be at the call of the Chair.</p>	

Original signed by:

Susan Ashton, Manager  
 Development and Urban Design

SA/cc

Attachment 1: Agenda  
 Attachment 2: Development Services Committee Agenda Item DS-19-167  
 Attachment 3: OAAC Build-In-Accessibility (hand-out)  
 Attachment 4: Development Services Directive Item DS-19-200  
 Attachment 5: Development Services Directive Item DS-19-104

**AGENDA**

**Building Industry Liaison Team (BILT)**

October 29, 2019

Time: 2:00 p.m. – 4:00 p.m.

Location: C-Wing Committee Room

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- A. **Welcome and Introduction** Susan Ashton
  
- B. **Items**
  - 1. Introduction of Tom Goodeve, Director of Planning Services Susan Ashton
  
  - 2. Discussion and request for comments regarding DSC agenda item [DS-19-167](#), O.A.A.C. Built Environment SubCommittee motion that the City begin requiring that all residential projects be designed with 15% accessible units Susan Ashton
  
  - 3. Proposal to change City policy to require Developers to finish parks in new developments Susan Ashton
  
  - 4. Sidewalk diversions around development construction projects Susan Ashton
  
  - 5. Municipal Parking Study Update Morgan Jones
  
  - 6. Questions
  
- C. **Items for Future Meeting**
  
- D. **Adjournment**

Whereas the 2015 Council approved Integrated Transportation Master Plan recommends the undertaking of a study to analyze the impacts of the conversion of one-way streets to two-way streets in the downtown; and,

Whereas residents have expressed a desire for the conversion of one-way streets to two-way streets for general safety purposes, and in particular the safety of their children;

Therefore be it resolved:

That as part of the 2020 budget, staff include a study to investigate and analyse the conversion of Celina Street and Albert Street to two-way traffic operations to make these neighbourhoods more livable and pedestrian-oriented. The study should review alternatives to increase:

- Access and mobility for all modes of transportation;
- Green space and plantings; and,
- Connectivity to the downtown, the Athol Street cycle tracks and the Michael Starr Trail.”

DS-19-174 Notice of Motion – Reconversion of Streets into Two-way Thoroughfares

“That staff be directed to examine the feasibility of the reconversion of the following streets into two-way thoroughfares:

1. King and Bond Streets
2. Simcoe and Centre Streets; and,

That Regional Staff be consulted where appropriate and that the report come back to the Development Services Committee.”

## Reports from Advisory Committees

### Fifth Report of the Oshawa Accessibility Advisory Committee (DS-19-167)

The Oshawa Accessibility Advisory Committee respectfully reports and recommends to the Development Services Committee its Fifth Report.

1. Eighth Report of the Built Environment Subcommittee – September 2019 (OAAC-19-41)

#### Recommendation

Whereas the O.A.A.C. Built Environment Subcommittee is finding numerous site plans with only inaccessible townhouses and stacked townhouses;

Therefore the City require that all residential projects be designed with 15% accessible units with visitable features, including no stairs to entrances doors as well as entrance door and washroom door widths sufficient for mobility devices.



## Build-In-Accessibility!

Meeting: Tuesday, October 29, 2019  
Oshawa City Hall, 50 Centre Street South

Today, more than 2.5 million people, almost 20% of Ontario's population, have a disability. The numbers are fast approaching 1 in 5, which include more than 40% of people over age 65.



### What is being proposed

to the Building Industry Liaison Team (BILT) is to ensure that a portion of houses built in future new home development projects in Oshawa are visitable with no step entry, wider opening and doors and at least a half bath, preferably a full accessible bath on the main floor. Providing some built-ready homes with these accessible features, if properly presented, could become a **powerful marketing tool**.

### Did you know?

The AODA "Accessibility for Ontarians with Disabilities Act" is provincial legislation passed unanimously in 2005 to implement standards that achieve Accessibility with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises by 2025.

95% of Ontarians understand the need to improve access for people with disabilities. Phased in changes to the AODA Integrated Accessibility Standards Regulation (IASR) led to enhanced accessibility standards being incorporated into the Ontario Building Code effective 2015 requiring 15% of new apartment building units be constructed with accessible visitable features.



There is a strong desire and goal for people to age in place. The aging trend is not a temporary blip but a long-term reality that has been forecast to continue; hence the need for more multi-generational accessible housing.



The new construction stage is the most logical time to make detached, links, semis & townhouse dwellings **accessible!**



The fact that the 2015 accessibility requirements apply to new apartment building dwellings and not to houses creates an imbalance, limiting people with disabilities from being part of **all** neighbourhoods.



New Oshawa streets have houses with 8, 9, even up to 15 steps to the front door.

**We encourage Oshawa builders and developers to take the first step and be Build-In-Accessibility Champions!**

Start with a model home and see accessible dwellings sell first!

Source: [ontario.ca/page/accessibility-creating-ontario-information-businesses#section-3](http://ontario.ca/page/accessibility-creating-ontario-information-businesses#section-3)



# Accessible Housing by Design



## Visitability

### Universal design

People who inhabit and visit the houses we live in come in all shapes and sizes, ranging from infants to seniors, with various ever-changing abilities and skills. As we grow up, grow old and welcome new people to our homes, our housing needs change. A house that is designed and constructed to reflect the principles of universal design will be safer and more accommodating to the diverse range of ages and abilities of people who live in and visit these homes. One of the goals of universal design is to maximize the usability of environments. Designers and builders must talk to and work with as many people with disabilities as possible.

Effective accessible design and construction can only occur when we truly appreciate how persons with disabilities engage the built environment. Universal design is only a subtle shift from what is typically done; designing for greater accessibility then is not a new way of designing, simply a more focused one. By providing flexibility in the selection of design features and incorporating adaptability into home design, the life and usability of a home is extended, which promotes the concept of **aging in place**.

This concept is increasingly popular with families and individuals who choose to stay in their homes and neighbourhoods as they grow and age. Planning for individuals' changing needs and abilities allows for periodic home customization based on changing requirements and reduces the need for future costly renovations.

Planning for future needs is good practice. Principles of universal design encourage flexibility, adaptability, safety and efficiency.

### Visitable homes

Visitable housing is an approach to house design that promotes the inclusion of a basic level of accessibility into all housing, and enables everyone to get in and out of the house and be able to use a bathroom on the entrance level. The concept of "visitability" is one of the simplest and most economical approaches to universal design that can address homeowners' and community needs over time, contributing to a more flexible and sustainable built environment.

Universal design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size and ability. "The Principles of Universal Design" are found on page 14.

**Bolded** terms throughout this fact sheet are defined in the Glossary on page 11.



Such an approach will not only accommodate visitors to a home who may be elderly or disabled, but it will also better accommodate the reality of changing ability that we all experience as we grow older. Visitable design is meant to benefit as many people as possible, including friends and family members, parents pushing strollers, individuals using mobility devices and individuals moving furniture or other large items into a home (see figure 1).

A visitable house incorporates three basic access features:

- A **no-step (zero-step) entry**
- All main floor interior doors (including bathrooms) feature a clear opening width of 810 mm (32 in.), but a clear space of at least 860 mm (34 in.) is better. It is highly recommended to install a 915-mm (36-in.) wide door to all rooms of a home.
- At least a **half-bath**, but preferably a **full bath** on the main floor complete with a 1,500-mm (60-in.) turning circle in the room.

Please note that the criteria for establishing housing varies from jurisdiction to jurisdiction, however, the objective is the same in all cases. The more stringent criteria is more universal, allowing for larger wheelchairs and scooters. Some jurisdictions may even suggest an accessible bedroom on the visitable floor level.

### Visitable housing in North America

The concept of visitability was first introduced in North America in 1986 by Eleanor Smith and a group of advocates for people with physical disabilities. The vision of the visitability movement was to create an inclusive community where people with mobility limitations could visit their families, friends and neighbours without barriers. Eleanor Smith is well known for the following quote: "When someone builds a home, they're not just building it for themselves—that home's going to be around for 100 years. [Accessible entrances] hurt nobody—and they help a lot of other people."



Figure 1: Visitable home complete with a no-step front entrance  
Photo by Ron Wickman



## Why visitable housing is important

One in six Canadians (14.3 per cent) have a disability, and one-third of all Canadians aged 65 years or over have mobility problems. Older adults aged 65 years and over account for 14.1 per cent of the Canadian population, and they will make up more than one-fifth of the population by 2026 and one-quarter of the population by 2056. Visitable housing responds to the increasing seniors' population and their desire to **age in place**. The vast majority of elderly persons prefer to remain in their homes as long as possible. With today's housing stock, this is virtually impossible.

Over 50 per cent of falls suffered by older adults occur in their own home. Staircases are one of the common areas within the home where falls occur. Stairs are the leading cause of serious falls among community-living elderly, accounting for about one-third of all fatal falls. A large portion of Canadian older adults are hospitalized after a fall on stairs or steps in their homes.

Single-family housing is largely unaffected by accessibility requirements. Building codes include barrier-free design requirements for public buildings, however, they do not force barrier-free requirements on single-family homes. If we build visitable housing today, the future economic benefits will be vast. Given the statistical information that we already know, what an incredible waste of resources if we build homes today, only to have them undergo unnecessary costly modifications 10 years later to make them accessible for persons with disabilities.

Typically, persons who own visitable homes live with a family member who uses a wheelchair. Other family and friends do not own visitable homes. Therefore, the owner of the visitable home usually becomes the host of others, simply because it is the only home that someone in a wheelchair can independently access. In many Canadian suburban neighbourhoods, one architectural control dictates at least three steps at the front door; it is thought that this leads to higher resale values. A special variance is required to have a no-step entrance (see figure 2). Figure 2 clearly shows that a home with a no-step level entry can look like all the other homes on the street. In no way does the visitable home stand out and look different.



Figure 2: Visitable home with a no-step level entrance beside a home with steps leading to the front door  
Photo by Ran Wickman



Other factors that make visitable housing important include the following:

- Visitable features easy to incorporate and conceptualize.
- Easy access to the house for friends and family visiting and people with mobility difficulties, those with young children in strollers, those carrying large and heavy shopping items, furniture or equipment.
- Housing becomes age-friendly for more homeowners.
- Community participation and social integration.
- Reduced costs for home renovations at a time of mobility changes.
- Reduced risks of fall or injuries.
- Homeowners can easily return to their home following a sudden change in mobility.
- Prevention of premature institutionalization of older adults.
- Visitable homes can be purchased by and sold to a wider demographic.
- Visitable housing needs to be beautiful and invisible so that everyone uses the home in the same way and so that the visitable features blend in with the architectural style of the home.
- Visitable features can easily be incorporated with other building innovations, such as affordable design, green architecture and energy efficiency.

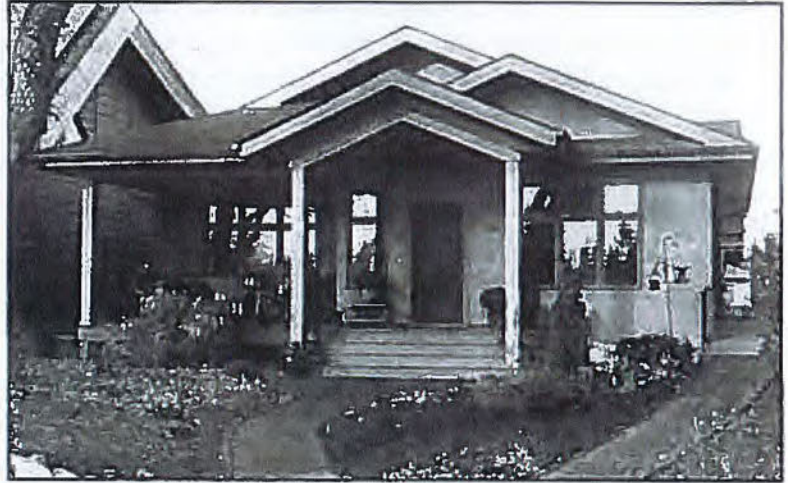


Figure 3: Single-family home with visitable entrance at the side  
Photo by Ron Wickman



Figure 4: Visitable home, on left, with sloping sidewalk and no-step entrance located at the back of home  
Photo by Ron Wickman

Visitability ensures that a basic level of accessibility will be provided in all housing and it opens opportunities for participation in community life. For this to happen, visitable homes must themselves become part of the neighbourhood fabric, a commonplace addition to the catalogue of housing types that comprises our communities and an appealing choice for able-bodied consumers.

When visitability features are planned at the outset, additional costs are minimal. There are several ways in which a site may be graded depending on where the no-step entrance is located. The grade can slope between the street and the home to provide an accessible entry on any side of the home (see figure 3). The grade can slope from an alley to the house to provide a no-step entrance at the rear (see figure 4). Figure 4 shows that there is little difference between a visitable home with a no-step level entrance at the back door and a home with steps leading to the back door. A combination of front and rear grade slope can also provide no-step access to a side door from both street and/or alley.



## Design requirements

Several trends in new single-family detached housing design and construction make a well-integrated, accessible route to an entrance difficult to achieve. These include the desire for large basement windows and the trend toward long homes on shallow lots with the drainage directed either to the front or back (no split).

We should encourage lot grading plans with split drainage to reduce the grade differential between the site and finished floor. Basements should have at least one quadrant without windows to allow earthwork against the building in support of an accessible walkway and entry area. Lot size and shape and house siting on the lot should support an accessible walkway to an entrance, and the developer's engineering consultants should have a provisional accessible route in mind when laying out the lots and designing the lot grades.

While it is possible to build a **no-step entry** with standard platform framing, this usually involves bringing the exterior grade up against the rim joist to create a sloping entry. Careful flashing is needed to prevent rot. We can place the top of the floor joists at the same elevation as the top of the mudsill by adding height to the foundation wall and framing a bearing wall inside the basement perimeter. This method is only slightly more expensive, but it eliminates the need to push dirt up against the wood framing and allows the entry door to be at the same level, creating a no-step entrance (see figure 5). Please note that the construction detail identified in figure 5 is only one of several good examples of achieving a no-step entrance.

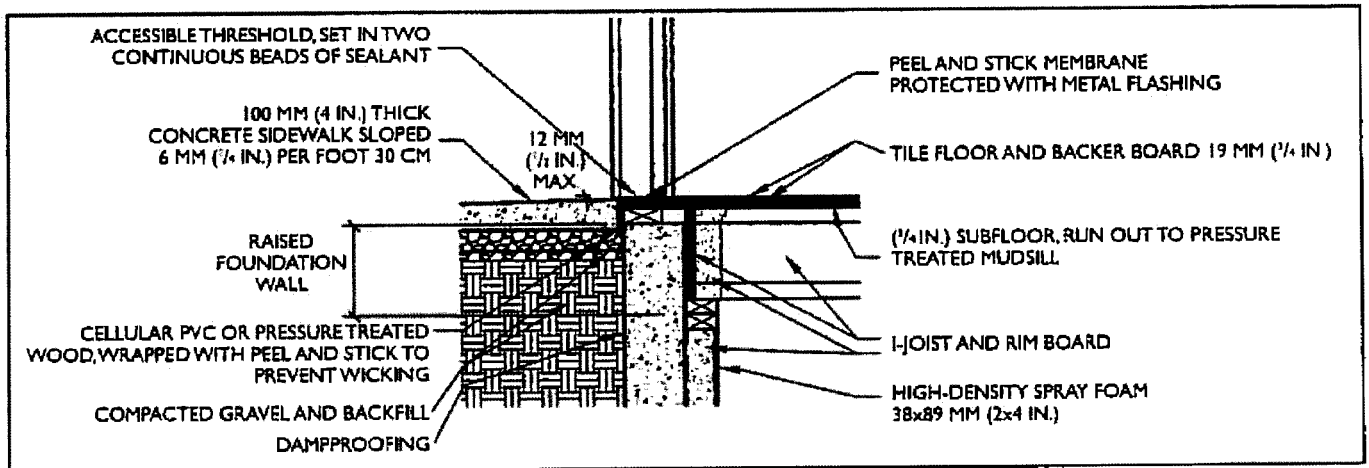


Figure 5: No-step entrance detail  
Diagram by Ron Wickman, Architect



### A no-step (zero-step) entry

The primary intent of having a no-step entry is to allow a pathway into a dwelling that is free of barriers for any individuals using a walker or wheelchair, pushing wheeled equipment or carrying heavy loads when entering or exiting the dwelling; and to improve safety for all by minimizing the risk of tripping on steps. Visitable homes must have at least one no-step entrance. Whenever possible, a no-step entrance should be considered for the main entry to the dwelling unit. Where this is not possible, a no-step entrance may be made at the back or side of the house, or through an attached garage. The entrance needs to be accessible from a sidewalk, a driveway, or other public route. The exterior path of travel should be at least a clear width of 915 mm (36 in.), while 1,200 mm (48 in.) is preferred. A level landing that is at least 1,500x1,500 mm (60x60 in.) should be at the entrance door (see figures 6, 7 and 8).

Other considerations include the following:

- The no-step entrance should not have a slope greater than a ratio of 1:20, unless designed as a ramp. (A running slope between 1:20 and 1:12 is considered a ramp).
- Considerations should be made in the areas of canopy protection, drainage and entrance lighting.
- The no-step entrance should have a maximum 25-mm (1/2-in.) bevelled threshold (see figure 8).



Figure 6: Entering a visitable home –  
photo 1 of 3  
Photo by Ron Wickman



Figure 7: Entering a visitable home –  
photo 2 of 3  
Photo by Ron Wickman



Figure 8: Entering a visitable home –  
photo 3 of 3  
Photo by Ron Wickman



## Doorways

It is intended that the designed environment will allow freedom of movement throughout the visitable floor area for individuals to join with others in social interactions. This freedom of movement is to allow individuals, including those who use wheelchairs, to manoeuvre safely, while reducing the potential for surface damage to walls, doors and door frames from accidental impacts.

It is also a good idea to think about the manoeuvring space required for the door. Adequate space should be provided inside the bathroom to allow one to close the door when one is inside. Also, for doors that swing outside the bathroom, consider installing a D-type handle, 140 mm (6 in.) long, on the door so that one may pull it closed once inside. Likewise, space is required to allow one to easily open the door to exit.

Other considerations include the following:

- All doorways on a visitable floor should be 915 mm (36 in.) in width.
- A minimum 600-mm (24-in) clear space should be provided on the latch side of the door on the pull side and 300 mm (12 in) of clear space on the latch side of the door on the push side.
- Doors should have lever door handles.
- Lever door handles should be operable with one hand and not require fine finger control, tight grasping, pinching or twisting of the wrist.
- All hallways on a visitable floor should be a minimum 1,100 mm (43 in.) in width.
- Electrical rough-in on the hinge side for the option of installing a power door operator in the future should be provided.

## Bathrooms

One of the latest design trends involves the creation of spacious bathrooms that incorporate a variety of features and flexibility of use. As a result, bathrooms become more adaptable and comfortable for individuals and families. We tend to spend more time in our bathrooms, and we desire an attractive space. Builders and homebuyers recognize the positive resale value of functional and beautiful bathrooms. The concept of universal design, whose objective is to meet all users' needs, is incorporated into many bathroom features, such as bathtubs, showers, toilets, sinks, lighting and flooring. A bathroom that anticipates the needs of all the family members and visitors will become that much more valuable. See CMHC's fact sheet *Accessible Housing by Design—Bathrooms*.

Areas within bathrooms in the visitable floor area must allow for the accommodation of individuals using basic mobility equipment such as a manual wheelchair. The intention is to provide an opportunity for an individual to manoeuvre and turn around within the bathroom area safely as well as to close and open the bathroom door to maintain privacy and dignity.



When designing a bathroom for someone who uses a walker or wheelchair, you should allow a sufficient manoeuvring space of 750x1,200 mm (30x48 in.) in front of or beside all fixtures, including the bathtub, shower and storage spaces. It is especially important to consider the manoeuvring space in front of all of the controls, so that it is not necessary for someone to lean to reach them, which may result in a fall. Do not forget to also provide sufficient manoeuvring space in front of all windows and window controls (see figure 9).

A minimum manoeuvring space of 1,500x1,500 mm (60x60 in.) within the bathroom will allow for turning around and approaching the bathroom elements (see figure 10). For users of power wheelchairs or scooters the required turning circle is larger, increasing the minimum manoeuvring space to 1,800x1,800 mm (72x72 in.), depending on the size of the mobility device. Room should also be provided for people who give assistance or care in the bathroom (see figure 11).

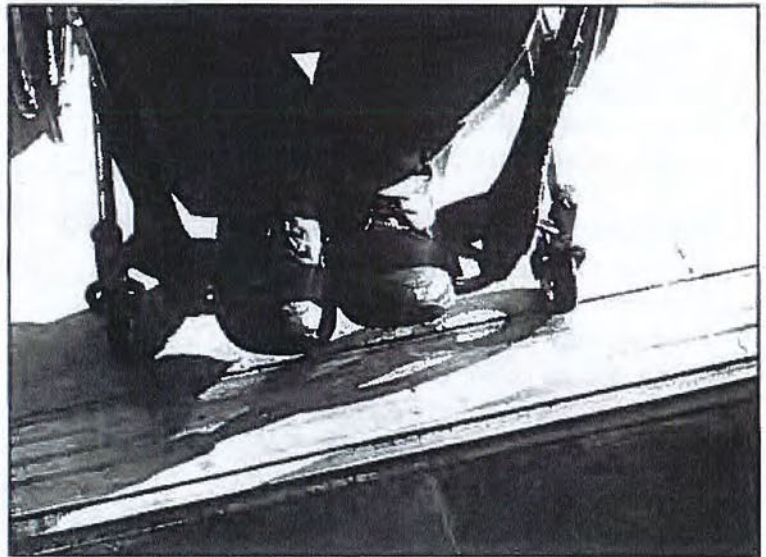


Figure 9: Low profile door threshold  
Photo by Ron Wickman

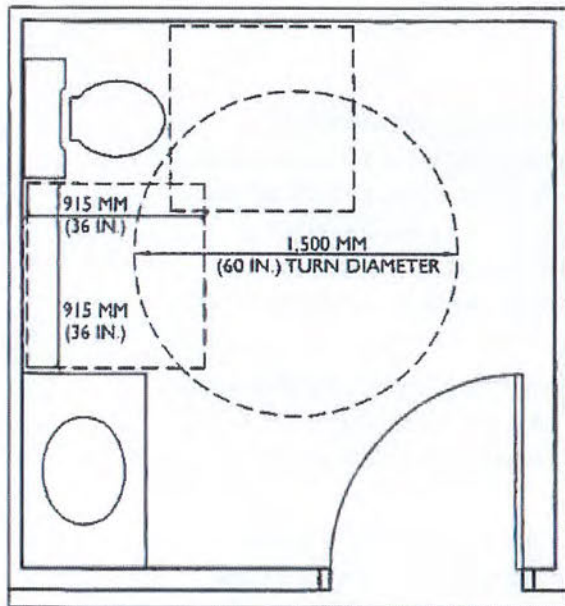


Figure 10: Bathroom layout  
Diagram by Ron Wickman, Architect



Figure 11: A toilet with sufficient transfer space adjacent  
Photo by Ron Wickman



## Vanities

The key to proper height placement of the countertop is to keep the counter to a minimum thickness. This maximizes the ability to keep the countertop low enough for those users in wheelchairs to reach into the sink; the countertop can also be high enough to allow the same users in wheelchairs to get underneath the counter (see figure 12). The front edge of the counter can also be in a contrasting colour to assist individuals with limited vision. A bar located in front of the counter could assist those individuals with balance issues standing at the sink. It is recommended to have rounded edges around the sink/vanity to reduce the risk of skin abrasions or injury from accidental impacts.

Sinks should be shallow enough to allow persons in wheelchairs to get in underneath. Also, it is important to keep the users' legs from coming into contact with exposed hot pipes. To prevent potential burns to legs, the pipes can be insulated or a protective panel can hide exposed pipes. A third option is to offset the sink pipes as far back up against the wall, where a person's legs could never come into contact with exposed pipes. See CMHC's fact sheet *Accessible Housing by Design—Bathrooms*.

## Community design

Accessible community planning encompasses the ideas of inclusion, diversity, and social and environmental sustainability for all generations. An accessible community includes access to public transportation, is a walkable community close to amenities, health, recreation and cultural facilities, and a caring, supportive, safe neighbourhood with adequate, affordable and accessible housing. VISIBLE design attempts to change home construction practices so that more new homes—not merely those custom-built for occupants who currently have disabilities—offer accessible features that make them easier for people to live in and visit.

Visitability lends itself to the opportunity for social interaction among friends, family and neighbours in the community but more importantly in each of our homes. To make visitability a norm, inclusive, sustainable approaches to community planning and the design and construction of single- and multi-family homes is required.

It is easiest to implement visitable housing when it is planned for in the neighbourhood design process. Visitability tends to be more difficult to realize in mature neighbourhoods because these areas never considered the concept in the planning stages. In new construction, added costs for visitability features are very small. This would reduce future renovation costs by thousands of dollars as accessible dwelling modifications can range from \$10,000 to over \$200,000.

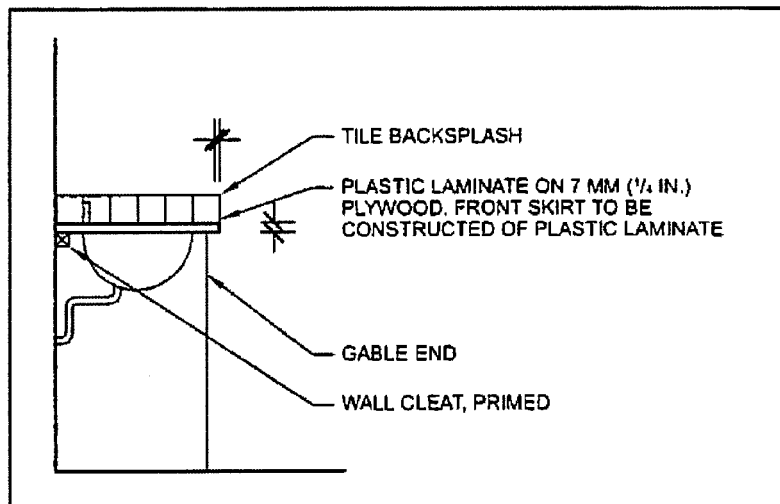


Figure 12: Section drawing through sink and counter  
Diagram by Ron Wickman, Architect



Neighbourhood plans should be designed and engineered in advance to accommodate at-grade entries. The two key features are sewer inverts made deep enough to allow for lower basements, and site grading that allows for easy no-step level entry construction. Neighbourhood plans to accommodate visitable housing would lower underground service lines to accommodate a deeper basement, slope the land so that the highest point is in the middle of the lot and maintain a greater distance between a home's front door and the sidewalk to achieve a gently sloping walkway.

The best example of progressive planning for visitable housing has been achieved in Winnipeg, Manitoba. The Bridgewater project, started in 2006, is a housing development initiative involving three residential neighbourhoods and a Town Centre in the Waverly West area in South West Winnipeg. Over 1,000 visitable single-family lots have been planned into the development.

### Bridgewater project (2006-2021)

- A housing development project initiated by the Province of Manitoba (Manitoba Housing and Renewal Corporation).
- The first neighbourhood plan in Canada that includes a large proportion of housing to be built as visitable.
- Vision – A walkable neighbourhood with a diversity of housing.
- Key features – Visitable housing, increased green space, mature forest, sidewalks and pedestrian paths.

### Project progress

- Fastest selling neighbourhood in Winnipeg.
- Over 250 visitable homes are now occupied.
- No difference in selling rates between visitable homes and non-visitable homes in the neighbourhood.

In accessible home design, it is a good idea to consult with a health professional, such as an occupational therapist. It also helps to consult with an architect, and interior designer or another design professional who is familiar with the design of accessible residences. During the design, work with the designer and occupational therapist to determine the most positive layout for a visitable home.



## Glossary

**Aging in place:** The ability to remain in one's home safely, independently and comfortably, regardless of age, income or ability level throughout one's changing lifetime.

**Half-bath/Full bath:** A half-bath is a bathroom with only a toilet and a sink, a full bath has a toilet, a sink and a tub and/or shower.

**No-step (zero-step) entry:** An entrance into a building that is without steps or any elevation change of more than 12.5 mm (½ in.)



## Additional resources

### Books

- Barrier Free Environments Inc. *The Accessible Housing Design File*. New York: John Wiley & Sons, 1991.
- Behar, S., and C. Leibrock. *Beautiful Barrier-Free: A Visual Guide to Accessibility*. New York: Van Nostrand Reinhold, 1993.
- Boyle Hillstrom, S. *Design Ideas for Bathrooms*. Upper Saddle River, NJ: Creative Homeowner, 2005.
- Center for Inclusive Design and Environmental Access. *Inclusive Housing: A Pattern Book*. New York: W.W. Norton and Company, 2010.
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- Jacobs, J. C. *Accessible Bathroom Design: Tearing Down the Barriers*. Suisun City, CA: JIREH Publishing Company, 2002.
- Jordan, Wendy A. *Universal Design for the Home*. Beverly, Massachusetts: Quarry Books, 2008.
- Leibrock, C., and J. E. Terry. *Beautiful Universal Design: A Visual Guide*. New York: John Wiley & Sons, 1999.
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- Peterson, M. J. *Universal Bathroom Planning: Design that Adapts to People*. Hackettstown, NJ: National Kitchen & Bath Association, 1996.
- Pierce, Deborah. *The Accessible Home: Designing for All Ages and Abilities*. Newtown, CT: The Taunton Press, 2012.
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- Wickman, Ron. *Accessible Architecture—A Visit From Pops*. Winnipeg: Gemma B. Publishing, 2014.
- Wormer, A. *The Bathroom Idea Book*. Newtown, CT: Taunton Press, 2001.



## Websites

**American Association of Retired Persons—AARP** (May 2016)

<http://search.aarp.org/everywhere?Ntt=bathroom&intcmp=DSO-SRCH-EWHERE>

**Bob Vila** (May 2016)

<http://www.bobvila.com/search?utf8=%E2%9C%93&q=accessible+solutions>

**Canadian Centre on Disability Studies** (May 2016)

<http://disabilitystudies.ca>

**Concrete Change** (May 2016)

[www.concretechange.org](http://www.concretechange.org)

**Institute for Human Centered Design** (May 2016)

<http://humancentereddesign.org/>

**IDEA Center for Inclusive Design and Environmental Access** (May 2016)

<http://idea.ap.buffalo.edu/>

[www.udeworld.com/visitability.html](http://www.udeworld.com/visitability.html)

**Home for Life** (May 2016)

<http://www.homeforlife.ca/>

**Livable Housing Australia** (May 2016)

<http://livablehousingaustralia.org.au/>

**VisitAble Housing Canada** (May 2016)

<http://visitablehousingcanada.com>



## The Principles of Universal Design

### Principle 1: Equitable use

This principle focuses on providing equitable access for everyone in an integrated and dignified manner. It implies that the design is appealing to everyone and provides an equal level of safety for all users.

### Principle 2: Flexibility in use

This principle implies that the design of the house or product has been developed considering a wide range of individual preferences and abilities throughout the life cycle of the occupants.

### Principle 3: Simple and intuitive

The layout and design of the home and devices should be easy to understand, regardless of the user's experience or cognitive ability. This principle requires that design elements be simple and work intuitively.

### Principle 4: Perceptible information

The provision of information using a combination of different modes, whether using visual, audible or tactile methods, will ensure that everyone is able to use the elements of the home safely and effectively. Principle 4 encourages the provision of information through some of our senses—sight, hearing and touch—when interacting with our home environment.

### Principle 5: Tolerance for error

This principle incorporates a tolerance for error, minimizing the potential for unintended results. This implies design considerations that include fail-safe features and gives thought to how all users may use the space or product safely.

### Principle 6: Low physical effort

This principle deals with limiting the strength, stamina and dexterity required to access spaces or use controls and products.

### Principle 7: Size and space for approach and use

This principle focuses on the amount of room needed to access space, equipment and controls. This includes designing for the appropriate size and space so that all family members and visitors can safely reach, see and operate all elements of the home.



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## Developers and Affordable Housing Series



# Partnerships with Non-Profits Help Create New Kinds of Affordable and Supportive Housing

Can housing for people with disabilities offer access to the daily care they need to stay independent, and still be affordable? A growing number of developers across Canada say it can. Now, they're investing their time, expertise and resources to prove it.

People with disabilities face unique challenges when it comes to housing. In addition to having to find a home that is both accessible and affordable, they also often require a network of support services in order to maintain their independence, privacy and dignity.

Thankfully, developers like Southwest Ontario's Nasr Nasr have begun finding new ways to help their tenants meet that challenge head-on. By partnering with a local non-profit service provider, he has been able to build accessible and affordable homes that not only meet his tenants' needs, but which offer them direct access to a true community of support – and give them a real chance at a better life.



Figure 1 Blue Haven Apartments in Amherstburg, Ontario

"Growing up, my family was always involved in trying to find ways to give back to the community," Nasr explains. "When I was twenty-four, I read an article about the urgent need for more affordable housing right here in Canada, and I

realized you could do both – build a successful business as a property developer, and still do good for other people who were in need of a helping hand."

"I ended up falling in love with affordable housing. Now, my passion for it has become a big part of both my business and my life."

### The Blue Haven Apartments

The Blue Haven Apartments in Amherstburg, Ontario are a perfect example of exactly what can happen when this kind of passion and commitment is put into action.

Developed by Nasr's company, Nasr Limited, Blue Haven features 24 one-bedroom townhomes, spread out over two buildings along a tranquil riverfront. The units are all classified as affordable rentals. A majority of them are also barrier-free and fully accessible, which means they provide safe and comfortable housing for people with a wide range of needs, incomes and physical abilities.

When Nasr first had the idea of building an affordable housing project in the Amherstburg area, he looked at close to a dozen potential properties. One of the last buildings he visited – the former Blue Haven Motel – had definitely seen better days. But as soon as Nasr laid eyes on the neglected property in early 2017, he knew it was exactly what he had been looking for.

"Whether I'm looking for a vacant lot I can build on or a building we can convert, I'm always looking for the same three things," Nasr says.

"First, it has to be centrally located close to transit, shopping, parks and other services, so people can get what they need easily, and also so that they can really feel like they're part of the community"

"Second, it has to be available at a price that makes sense for affordable housing, which usually means a building that needs a fair bit of work."

"Third, I have to see opportunities for ways we make it even more affordable through the construction or renovation. That way, I can pass those savings onto my tenants over the lifetime of the building."

### Accessible, affordable and supportive living

To keep costs at a minimum, Nasr chose finishes, surfaces and features that would last a long time, keep his monthly utility bills to a minimum, and which would require relatively little ongoing maintenance. This included things like:

- Concrete driveways and parking lots for both buildings, which last longer than asphalt and require significantly less long-term maintenance.
- High-efficiency central boiler that provides both heating and hot water for all the units at a much lower cost than a traditional heating system.
- Extra-tight building envelope with high levels of insulation throughout the apartments, to keep utility bills down and create healthier and more comfortable living environments.
- Energy- and water-efficient appliances, faucets and lighting to minimize both the ongoing electricity costs and the overall environmental footprint.
- In-floor heating to create a healthy and comfortable indoor space, while reducing energy consumption.
- Open-concept, barrier-free floorplans to lower construction costs for interior walls and provide greater accessibility for tenants with physical disabilities and their visitors.

"It's amazing the places where you can save a lot of money in the long run for just an extra five or ten per cent investment up-front," Nasr explains.

"Making choices like these during the construction can help keep my long-term costs down, and allow me to rent my units out for anywhere up to twenty per cent below market rates."



Figure 2 Blue Haven Motel under renovation to affordable housing



Figure 3 Landscaped grounds around Blue Haven Apartments

### Building success through partnerships

Nasr also recommends looking for partners who can help make a project more successful.

In the case of Blue Haven, for example, because all of the units were going to be designated as affordable housing, Nasr was able to obtain substantial funding from the federal, provincial and municipal governments to help subsidize the cost of construction. He also qualified for grants from the local utility companies for installing energy-efficient appliances and lighting.

But perhaps the most important partnership was the one that Nasr formed with Assisted Living Southwestern Ontario (A.L.S.O.). A.L.S.O. is an Ontario-based non-profit group that provides services and support to help adults with physical disabilities live independently in the community.



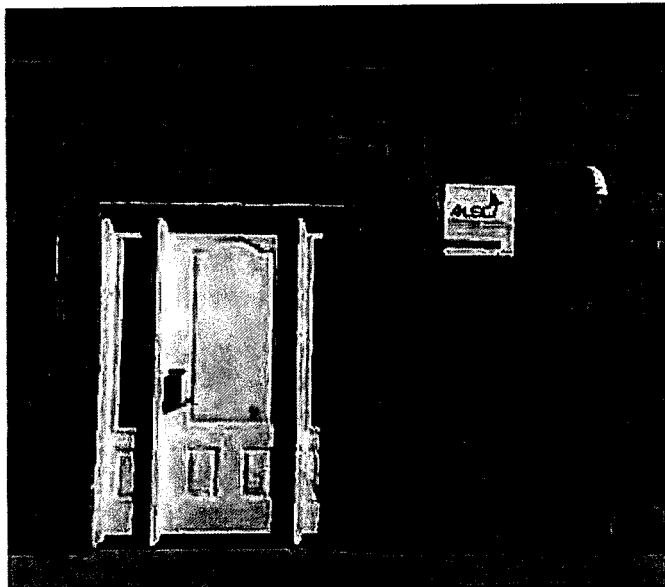


Figure 4 Entrance to support services for apartment residence and the community



Figure 5 Support service office – A.L.S.O. (Assisted Living Southwestern Ontario)



Figure 6 Blue Haven Apartments including former garage now a support service office

During the redevelopment, Nasr set aside one of the Blue Haven units as a permanent office and resource space for the group. In return, A.L.S.O. staff now work out of the office 24 hours a day, 365 days a year, to help the tenants who have physical disabilities with everything from personal care and daily living tasks, to social recreation and counselling.

*“Whether someone needs help getting ready in the morning, or just someone to talk to in the middle of the night, A.L.S.O. is always there to help them.”*

- Nasr

“Even better, in the case of Blue Haven, they’re just a phone call or a few steps away. This way, people have access to the kind of daily help they’d normally only get from living in a long-term care or assisted living facility, but without having to give up the freedom of having an apartment of their own,” Nasr says.

In addition, the A.L.S.O. team also uses its office at Blue Haven as a hub to service the surrounding region as a whole. As a result, they are able to provide services and other benefits not just for the tenants of Blue Haven, but for the entire community around it.

“We deliver our services in what we call ‘neighbourhoods of care,’” explains A.L.S.O. Executive Director, Lynn Calder. “From our office at Blue Haven, we provide round-the-clock care to all of the building’s tenants who require it. But we can also dispatch our staff from that location to help dozens of other people throughout the region.”

“This frees up more spaces in the city’s hospitals and long-term care facilities, plus it allows us to help more people than we otherwise would have been able to. The result is a win-win for us, for our clients, and for the entire community.”

## Attention to detail

The partnership with A.L.S.O. has worked out so well that Nasr is convinced initiatives like it could be replicated in communities across the province, or maybe even across the country.

Of course, that isn't to say that there haven't been some challenges along the way. According to Nasr, one of the biggest challenges he tends to face in developing affordable housing, is that it can sometimes be difficult to get people living in the community to buy into a project or share the same vision.

Because the idea of exactly what "affordable housing" is isn't always clear, many people instinctively resort to NIMBY-ism ("Not In My Back Yard") as their first, knee-jerk response.

But once the neighbours see these formerly empty, abandoned or derelict properties transformed into beautiful and vibrantly-restored parts of the community, Nasr says that the people who fought the hardest against an affordable housing project often turn into some of its biggest supporters.

"I think we all just need to give things a chance," Nasr says. "These are just people who want a nice place to live, just like anyone else."

"For our part, we try to think of every building we renovate or construct as more than just housing. It's somebody's home. Then, when people see how much we care about doing it right, and how much the tenants care about their homes, they generally come on-board."

## Meeting the needs of developers, tenants and the community

For Nasr, every project comes with its own unique challenges, and its own rewards. But the important thing is to keep finding new ways to make more affordable housing possible.

"As costs go higher, it becomes harder and harder to build housing that's both affordable and of good quality," he says. "But that's what makes it more important than ever to keep trying."

"The need for affordable housing in Canada has never been greater. There are so many good people out there who just want to have a place to live, a home they can afford, and a chance at changing their lives. As a developer, I see it as part of my job to do what I can to give them that chance."

### Find out more

Assisted Living Southwestern Ontario (A.L.S.O.):  
<http://www.alsogroup.org>

Assisted Living Southwestern Ontario YouTube Channel: <https://www.youtube.com/channel/UCkTkWVKBjUtB-yZ8XoWQhCA/featured>

CMHC Senior Analyst: Sandra Baynes

Writer: David Elver



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## Direction of Development Services Committee – October 21, 2019

**DS-19-197** Trent University Durham Greater Toronto Area – Requesting a Seat on the Oshawa Downtown BIA Board of Directors

That Correspondence DS-19-197 from Trent University Durham Greater Toronto Area requesting a seat on the Oshawa Downtown BIA Board of Directors be referred to staff for a report.

**Attention: Development Services Department**

**Action Taken: Carried**

**DS-19-199** Notice of Motion – Request for Real Estate Report

That the Commissioner, Development Services Department provide a real estate report prior to Council's annual budget deliberations containing a list of all City real estate acquisitions and dispositions, including prices paid and received during the preceding 12 month period.

**Attention: Development Services Department**

**Action Taken: Carried**

**DS-19-200** Notice of Motion – Construction of New City Parks

That the Commissioner, Development Services Department draft a policy for Council to review and determine implementing that will ensure new city parks are constructed at the same time new subdivision roads are constructed in order that new residents are best served in a timely way with park amenities.

**Attention: Development Services Department**

**Action Taken: Carried**

**DS-19-184** Recommended Street Name in Accordance with Street Naming Policy in Memory and Honour of the War Dead and War Veterans

That pursuant to Report DS-19-184 dated October 16, 2019 the Development Services Committee approve the addition of the name Gow to the City's Street Name Reserve List in accordance with the Council approved Street Naming Policy in Memory and Honour of the War Dead and War Veterans.

**Attention: Development Services Department**

**Action Taken: Carried**

## Direction of Development Services Committee – May 27, 2019

DS-19-104 Pedestrian Walkways around Blocked Sidewalks

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Whereas the City of Oshawa aspires to make the downtown a pedestrian-friendly environment;

That Development Services staff investigate options to have downtown developments that require a blockage of sidewalks create pedestrian walkways around the blocked sidewalk, using parking stalls or street lanes as necessary

**Attention: Development Services Department**

**Action Taken: Referred to staff**

DS-19-90 Petition in Opposition of the Proposed Retirement Building on Ormond Drive

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That Correspondence DS-19-90 being a petition in opposition of the proposed retirement building on Ormond Drive be referred to staff for a report.

**Attention: Development Services Department**

**Action Taken: Carried**

## DS-19-102 Christine Gilmet- Request to Amend the Zoning By-law to Permit Tiny Houses

DS-19-103 Adam White- Request to Amend the Zoning By-law to Permit Tiny House Developments

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That Correspondence DS-19-102 from Christine Gilmet, dated May 20, 2019 and Correspondence DS-19-103 from Adam White dated May 21, 2019 concerning requests to amend the Zoning By-law to permit tiny house developments be referred to staff for a report.

**Attention: Development Services Department**

**Action Taken: Carried**

DS-19-95 Proposed Licence Agreement between the City of Oshawa and 9286071 Canada Association for Non-Exclusive Use of Part of the Cordova Valley Park, the Cordova Valley Park Clubhouse, Storage Shed and Adjacent Parking Lot located at 811 Glen Street

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That pursuant to Report DS-19-95 dated May 22, 2019, the Commissioner, Development Services Department be authorized to approve and execute a Licence Agreement with 9286071 Canada Association operating as "We Grow Food" for the non-exclusive use of



Durham Region Home Builders' Association  
101C-1050 Simcoe Street North  
Oshawa, Ontario L1G 4W5  
Tel. (905) 579-8080  
s.hawkins@drhba.com

November 26, 2019

Susan Ashton  
City of Oshawa  
50 Centre Street South  
Oshawa, Ontario L1H 3Z7

Re: **October 29, 2019 BILT Meeting**

---

The Durham Region Home Builders' Association proudly represents over 180 member companies that are involved in the construction and renovation industry, and is the voice of the residential construction industry in Durham Region.

We would like to thank city staff for inviting us to participate in the October 29 BILT meeting, which focused on accessibility, parks and downtown sidewalks. We believe that this type of open communication is beneficial to both the city and the development industry.

The Durham Region Home Builders' Association (DRHBA) has reached out to our members about the issues presented at the BILT meeting, and we are prepared to offer the City our feedback.

**O.A.A.C. Built Environment Subcommittee Motion - 15% Accessible Units**

The O.A.A.C. has put forward a motion: "Therefore the City require that all residential projects be designed with 15% accessible units with visitable features, including no stairs to the entrances doors as well as entrance door and washroom door widths sufficient for mobility devices."

In the meeting, committee chair Lisa Hart clarified that the committee is seeking to have homes built with no entrance stairs, exterior and interior doors that are wider and an accessible washroom on the main floor/entry level.

Even with the clarification, the Durham Region Home Builders' Association believes that clearer criteria is needed before further discussion can continue. However, we will provide you with some initial feedback on the information that was provided.

While we appreciate that the population is aging and the need for accessible housing exists, creating a mandatory "15% accessibility" requirement poses some significant challenges.

The committee chair stated that the number, 15%, was pulled from the Ontario Building Code, and stated that it is the current requirement for building accessible units in apartment buildings. With ground floor units and elevators available in most high rise buildings, it is less challenging to hit this target. When the conversation turns to townhomes and single detached houses, meeting this mandatory

requirement proves to be much more difficult. For example, current grading practices (rear to front drainage) do not allow for an entrance without steps. Many stacked and three-storey townhome designs have the garage built into the home and therefore have very little square footage on the ground floor to accommodate an accessible bathroom.

It should also be noted that many builders will work with purchasers to customize their homes to suit their needs, including building in accessibility features. Therefore, the specific needs of an individual or family can currently be met without introducing mandatory regulations.

At this time, our builders and developers are not experiencing a demand for accessible housing, and feel that mandating 15% of all residential units meet a specific accessibility criteria is unnecessary.

#### **Parks**

In regards to the City's proposal to change City policy to require developers to finish parks in new developments (parks and parkettes 0.6 - 1.8 hectares in size), our members have some concerns.

Currently, the park design and construction program is a collaborative effort between the City and its development industry partners. Developers and City staff work through the design process to ensure that all elements of park programming requested by the City are accommodated within the available park budget. Adjustments can then be made to the design of the park to ensure that there are sufficient funds to reimburse the developer under the Development Charge Credit program once construction is complete. Should the city make it mandatory for the developer to build the park, this collaborative atmosphere could be eliminated. In this situation, once the city provides a programming wish list to the developer, anything that falls outside of the City's DC amount collected would have to be paid for by the developer. As the park construction is directly reimbursable through Development Charge credits, we do not feel it is appropriate for the City to leave park construction solely to the Developers as the City ultimately holds the DC funds to pay for these new parks.

Furthermore, we understand through the conversation at the October 29<sup>th</sup> meeting that there may no longer be any DC credits available for parks not currently within the DC bylaw. We would request further clarification on this item.

Additionally, with the passing of Bill 108 earlier this year by the provincial government and the current process being undertaken with the Ministry of Municipal Affairs and Housing to provide a regulatory framework for the new Community Benefits Charge, we feel that any change to this park construction program and Development Charge collections and credits program is pre-mature and unwarranted at this time.

#### **Downtown Sidewalks**

At this time, the Durham Region Home Builders' Association does not have any members that are developing/building in the downtown, so we do not have any feedback at this time, other than to say that we are happy to work with the City to ensure that pedestrians have safe passage near construction sites.

Sincerely,



**Stacey Hawkins**  
**Executive Officer**  
**Durham Region Home Builders' Association**

**cc:**

**Johnathan Schickedanz, president, DRHBA**  
**Tiago Do Couto, chair, GR committee, DRHBA**  
**Paul Ralph, city manager, City of Oshawa**  
**Warren Munro, commissioner of development services, City of Oshawa**  
**Tom Goodeve, principal planner, City of Oshawa**

Item: CNCL-20-149  
Attachment 2

**Requirements for Barrier-Free Units in New Residential Projects to Exceed  
Ontario Building Code Standards**

<b>Municipality</b>	<b>Yes</b>	<b>No</b>
Municipality of Clarington		✓
Town of Whitby		✓
Town of Ajax		✓
City of Pickering		✓
City of Greater Sudbury		✓
City of Kawartha Lakes		✓
City of Toronto		✓
Township of Uxbridge		✓
Township of Scugog		✓
City of Peterborough		✓
City of Markham		✓
City of Richmond Hill		✓
City of Vaughan		✓
Town of Newmarket		✓
City of Ottawa		✓
City of Mississauga		✓
City of Brampton		✓
Town of Oakville		✓
Town of Milton		✓
Town of Whitchurch-Stouffville		✓
City of London		✓
City of Hamilton		✓
City of Guelph		✓
City of Kitchener		✓
City of Cambridge		✓





Corporate Services Department  
City Clerk Services

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File: A-2100

July 21, 2020

**DELIVERED BY EMAIL**

(minister.mah@ontario.ca)

Ministry of Municipal Affairs and Housing

Re: City Comments on Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, and the Proposed Land Needs Assessment Methodology

Oshawa City Council considered the above matter at its meeting of July 13, 2020 and adopted the following recommendation:

1. That Report CNCL-20-154 dated July 8, 2020, be endorsed as the City's comments on Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 and the proposed Land Needs Assessment Methodology; and,
2. That staff be authorized to forward a copy of Report CNCL-20-154 dated July 8, 2020 and its related resolution by City Council to the Ministry of Municipal Affairs and Housing for its consideration; and,
3. That a copy of Report CNCL-20-154 dated July 8, 2020, and the related Council resolution be sent to the Association of Municipalities of Ontario, the Region of Durham, Durham area municipalities, Durham area M.P.P.s., the Central Lake Ontario Conservation Authority, the City's Building Industry Liaison Team which includes the Durham Chapter of the Building Industry and Land Development Association and the Durham Region Home Builders' Association.

Please find attached Report CNCL-20-154.

Oshawa City Council respectfully requests your consideration of the above noted matter.

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If you need further assistance concerning this matter, please contact Warren Munro, Commissioner, Development Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



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Mary Medeiros  
City Clerk

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- c. Association of Municipalities of Ontario  
Regional Municipality of Durham  
Durham Area Municipalities  
Durham Members of Provincial Parliament  
Central Lake Ontario Conservation Authority  
Building Industry Liaison Team  
Durham Chapter of the Building Industry and Land Development Association  
Durham Region Home Builders' Association  
Development Services Department



## Public Report

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To: Council in Committee of the Whole

From: Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

Report Number: CNCL-20-154

Date of Report: July 8, 2020

Date of Meeting: July 13, 2020

Subject: City Comments on Proposed Amendment 1 to A Place to Grow:  
Growth Plan for the Greater Golden Horseshoe, and the  
Proposed Land Needs Assessment Methodology

File: D-1100-0044

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### 1.0 Purpose

The purpose of this report is to obtain Council approval of City Comments on:

1. Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (the "2019 Plan").
2. Proposed Land Needs Assessment Methodology.

The Proposed Amendment 1 to the 2019 Plan and the Proposed Land Needs Assessment Methodology are both posted on the Environmental Registry website here:

<https://www.ontariocanada.com/registry/view.do?postingId=32247&language=en>.

City comments are due by July 31, 2020.

Attachment 1 presents staff comments on the Proposed Amendment 1 to the 2019 Plan.

Attachment 2 presents staff comments on the proposed new Land Needs Assessment Methodology.

### 2.0 Recommendation

It is recommended to City Council:

1. That Report CNCL-20-154 dated July 8, 2020, be endorsed as the City's comments on Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 and the proposed Land Needs Assessment Methodology.

2. That staff be authorized to forward a copy of Report CNCL-20-154 dated July 8, 2020 and its related resolution by City Council to the Ministry of Municipal Affairs and Housing for its consideration.
3. That a copy of Report CNCL-20-154 dated July 8, 2020, and the related Council resolution be sent to the Association of Municipalities of Ontario, the Region of Durham, Durham area municipalities, Durham area M.P.P.s., the Central Lake Ontario Conservation Authority, the City's Building Industry Liaison Team which includes the Durham Chapter of the Building Industry and Land Development Association and the Durham Region Home Builders' Association.

### **3.0 Executive Summary**

The Growth Plan for the Greater Golden Horseshoe came into effect on June 16, 2006 (the "2006 Plan"). In May of 2016, the Province released proposed changes to the 2006 Plan and all stakeholders, including municipalities had the opportunity to comment on the proposed amendments to the 2006 Plan. The City of Oshawa submitted comments to the Province (Report DS-16-145). Subsequently, the Province released an amended Growth Plan for the Greater Golden Horseshoe on July 1, 2017 (the "2017 Plan").

On January 15, 2019, under the lead of the Ministry of Municipal Affairs and Housing, the Province released Proposed Amendment 1 to the 2017 Plan. Proposed Amendment 1 to the 2017 Plan was released in conjunction with three additional proposals by the Province, which were:

- Proposed Modifications to O.Reg. (Ontario Regulation) 311/06 (Transitional Matters – Growth Plans) made under the *Places to Grow Act, 2005* to implement the Proposed Amendment to the 2017 Plan;
- Proposed Modifications to O.Reg. (Ontario Regulation) 525/97 (Exemption from Approval – Official Plan Amendments) made under the *Planning Act* to implement the Proposed Amendment to the 2017 Plan; and,
- Proposed Framework for Provincially Significant Employment Zones.

The Province conducted a series of technical working group sessions with the municipal and development sectors in the fall of 2018 to discuss various aspects of the implementation of the 2017 Plan and to develop specific solutions in addressing implementation challenges. City staff participated in the technical working group sessions. The Ministry also organized a stakeholder forum to discuss growth planning implementation, key solutions and how it could support the government's priorities, which was attended by representatives spanning the business, development, agricultural, environmental and research sectors, as well as professional industries.

The input received during the fall 2018 consultation was used to inform the development of Proposed Amendment 1 to the 2017 Plan. Development Services staff provided comments on Proposed Amendment 1 to the 2017 Plan, O.Reg. 311/06 and 525/97 and the proposed framework for Provincially Significant Employment Zones through Report DS-19-28 dated February 20, 2019.

Rather than amending the 2017 Plan, on May 2, 2019, the government released A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019. The 2019 Plan came into effect on May 16, 2019 and addresses the needs of a growing population, the diversity of the Greater Golden Horseshoe (G.G.H.) region and its people, and local priorities.

On June 16, 2020, the government released Proposed Amendment 1 to the 2019 Plan, and a proposed new Land Needs Assessment Methodology. Comments on Proposed Amendment 1 to the 2019 Plan as well as the proposed new Land Needs Assessment Methodology are requested by July 31, 2020.

This Department recommends that the comments in this report on Proposed Amendment 1 to the 2019 Plan and the proposed new Land Needs Assessment Methodology be endorsed as the City's comments.

#### **4.0 Input From Other Sources**

Owing to the timing of the Province's postings on the Environmental Registry website, and the fact that there are no Advisory Committee meetings scheduled for the summer months, it was not possible to obtain Advisory Committee comments to inform this Report. Staff provided a link to the proposals on the Environmental Registry website to members of the Oshawa Environmental Advisory Committee, the Oshawa Active Transportation Advisory Committee and Heritage Oshawa. Members were advised that if they wish to provide comments to the Province, they must do so individually by July 31, 2020.

#### **5.0 Analysis**

##### **5.1 Background**

The 2006 Plan came into effect on June 16, 2006 to set the policy direction to accommodate growth and development in the G.G.H., guiding where and how growth should occur. The 2006 Plan integrated land use planning, infrastructure planning and investment as well as demographic, economic growth and health considerations.

The 2006 Plan was amended on various occasions. The first amendment was released in 2012 and did not have any material effect on the City of Oshawa. The second amendment was released in 2013 to update the 2006 Plan's population and employment forecasts and extend the timeline of the 2006 Plan from 2031 to 2041.

On February 27, 2015, the Province commenced a coordinated review of four provincial land use plans, including the 2006 Plan. As part of the coordinated review process, the Province released a Discussion Document entitled "Our Region, Our Community, Our Home." The Discussion Document provided an overview of the G.G.H. region, outlined the four provincial plans under review and offered discussion questions to help focus the coordinated review process. The review provided an opportunity for all stakeholders, including municipalities, to reflect on how the plans have benefited the G.G.H. and how to make the plans more effective in achieving the goals and objectives set out in each plan. City staff participated in the consultation process and attended various workshops and meetings on the coordinated review.

City staff prepared a report to the Development Services Committee containing City comments on the Coordinated Review, which Council endorsed on May 19, 2015 (Report DS-15-102).

In May of 2016, the Province released the proposed changes to the four provincial land use plans, including the 2006 Plan. All stakeholders, including municipalities, had the opportunity to comment on the proposed changes to the 2006 Plan.

On August 24, 2016, Council considered Report DS-16-145 and adopted the following recommendations:

- “1. That Report DS-16-145 dated August 18, 2016, be endorsed as the City’s comments on the proposed changes to the Growth Plan for the Greater Golden Horseshoe, the Greenbelt Plan and the Oak Ridges Moraine Conservation Plan as presented in the document “Shaping Land Use in the Greater Golden Horseshoe”; and,
2. That the Province be advised that Council does not support increasing the intensification target in the Growth Plan for the Greater Golden Horseshoe from 40% to 60%; and,
3. That the Province be advised that Council does not support increasing the minimum designated greenfield area density target in the Growth Plan for the Greater Golden Horseshoe from 50 to 80 residents and jobs combined per hectare; and,
4. That the Province be advised that the City does not support applying the proposed target of 80 residents and jobs combined per hectare in the Growth Plan for the Greater Golden Horseshoe to the entire greenfield area; and,
5. That the Mayor be authorized to send a letter to the Premier of Ontario and all Durham M.P.P.s setting out the City’s concerns as detailed in Report DS-16-145; and,
6. That a copy of Report DS-16-145 dated August 18, 2016, and the related Council resolution be sent to the Ministry of Municipal Affairs and Housing, the Ministry of Natural Resources and Forestry, the Association of Municipalities of Ontario, the Region of Durham, Durham area municipalities, the Central Lake Ontario Conservation Authority, the City’s Building Industry Liaison Team, Durham area M.P.P.s, the Durham Chapter of the Building Industry and Land Development Association (B.I.L.D.) and the Durham Region Home Builders’ Association.”

Subsequently, the Province released an amended version of the 2006 Plan, i.e. the 2017 Plan, on July 1, 2017.

The 2017 Plan provided a long-term framework for growth. It aimed to:

- Increase and promote economic growth, reduce congestion, and provide residents easy access to businesses and services; and,
- Build communities that maximize infrastructure investments, while balancing local needs for the agricultural industry and natural areas.

In the fall of 2018, the Province conducted a series of technical working group sessions with the municipal and development sectors, to discuss various aspects of the implementation of the 2017 Plan, and to develop specific solutions in addressing implementation challenges. City staff participated in the technical working group sessions. The Ministry of Municipal Affairs and Housing (M.M.A.H.) also organized a stakeholder forum to discuss growth planning implementation, key solutions and how it could support the government's priorities, which was attended by representatives spanning the business, development, agricultural, environmental and research sectors as well as professional industries.

On January 15, 2019, under the lead of the M.M.A.H., the Province released Proposed Amendment 1 to the 2017 Plan. Proposed Amendment 1 to the 2017 Plan was released in conjunction with three additional proposals by the Province, which were:

- Proposed Modifications to O.Reg. (Ontario Regulation) 311/06 (Transitional Matters – Growth Plans) made under the *Places to Grow Act, 2005* to implement the Proposed Amendment to the Growth Plan, 2017;
- Proposed Modifications to O.Reg. (Ontario Regulation) 525/97 (Exemption from Approval – Official Plan Amendments) made under the *Planning Act* to implement the Proposed Amendment to the Growth Plan, 2017; and,
- Proposed Framework for Provincially Significant Employment Zones.

The input received during the fall 2018 consultation was used to help inform the development of Proposed Amendment 1 to the 2017 Plan. Development Services staff provided comments on the Proposed Amendment 1 to the 2017 Plan, O.Reg. 311/06 and 525/97 and the proposed framework for Provincially Significant Employment Zones through Report DS-19-28 dated February 20, 2019.

Rather than amending the 2017 Plan, on May 2, 2019, the government released the 2019 Plan as part of the “More Homes, More Choice: Ontario’s Housing Supply Action Plan”. The 2019 Plan, which came into effect on May 16, 2019, addresses the needs of a growing population, the diversity of the G.G.H. region and its people, and local priorities.

On June 16, 2020, the government released Proposed Amendment 1 to the 2019 Plan and a proposed new Land Needs Assessment Methodology. Comments on Proposed Amendment 1 to the 2019 Plan as well as the proposed new Land Needs Assessment Methodology are requested by July 31, 2020.

## **5.2 Envision Durham- the Municipal Comprehensive Review of the Durham Regional Official Plan**

The timely implementation of the 2019 Plan relies on the strong leadership of upper- and single-tier municipalities to provide more specific planning direction for their respective jurisdictions through a municipal comprehensive review. A municipal comprehensive review, as defined in the 2019 Plan, is a new official plan, or an official plan amendment, initiated by an upper- or single-tier municipality under Section 26 of the *Planning Act* that comprehensively applies the policies and schedules of the 2019 Plan.

In June of 2018, the Region of Durham initiated “Envision Durham” – the Municipal Comprehensive Review of the Durham Regional Official Plan (D.R.O.P.). Envision Durham is an opportunity to plan for fundamental change, by updating the current D.R.O.P. and establishing a progressive and forward-looking planning vision for the Region.

The Region anticipates presenting a draft updated D.R.O.P. to Regional Council in early 2021. Regional Council adoption and Provincial approval would follow in advance of the July 1, 2022 conformity date deadline established by the Province.

### **5.3 Proposed Amendments**

#### **5.3.1 Proposed Amendment 1 to the 2019 Plan**

The proposed changes to the 2019 Plan are intended to achieve certain results, as outlined in the following sections.

##### **5.3.1.1 Growth Forecasts**

Proposed Amendment 1 to the 2019 Plan recognizes the need for coordinated planning for growth across the G.G.H. to support the achievement of complete communities. The 2019 Plan provides population and employment forecasts for all upper- and single-tier G.G.H. municipalities. These forecasts are a key input into the land needs assessment methodology that upper- and single-tier municipalities use to determine the quantity of land needed to accommodate growth.

The Government has initiated a review and update of the Distribution of Population and Employment for the G.G.H. The forecasts are being updated and extended from 2041 to 2051 through Proposed Amendment 1 to the 2019 Plan.

In addition, a related policy change is proposed to specify that upper- and single-tier municipalities would use the forecasts in the 2019 Plan or higher forecasts determined through a municipal comprehensive review process.

The Ministry is considering amending the 2019 Plan with one of the following growth outlooks for the forecast numbers:

- The reference growth forecast;
- High growth scenario; or



- Low growth scenario.

The reference forecast represents the most likely future growth outlook and is the result of extensive modelling and analysis. The high and low growth scenarios illustrate possible growth prospects under a set of variable assumptions about the future economic outlook.

#### **5.3.1.2 New Plan Horizon Year**

Proposed Amendment 1 to the 2019 Plan proposes to extend the time horizon from 2041 to 2051, to ensure that municipalities have sufficient land to support the development of complete communities, economic development, job creation and housing affordability.

This new horizon is consistent with the long range planning approach of previous growth plans. It is also consistent with the increase in the land supply requirement implemented in the Provincial Policy Statement, 2020, whereby municipalities are required to ensure that sufficient land is available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years (previously 20 years), unless a Provincial Plan (such as the 2019 Plan) establishes an alternative time period.

#### **5.3.1.3 Growth Outlook to 2051**

Proposed Amendment 1 to the 2019 Plan recognizes the economic, social and demographic conditions in the Greater Golden Horseshoe over the next 30 years. Under the reference forecast, the Greater Golden Horseshoe is expected to grow to close to 15 million people and 7 million jobs by 2051.

#### **5.3.1.4 Land Needs Assessment**

Proposed Amendment 1 to the 2019 Plan proposes a new Land Needs Assessment Methodology for the Greater Golden Horseshoe. The proposed new Land Needs Assessment Methodology would provide an outcome-based approach to assessing the land needs for community areas (i.e. all lands within a settlement area excluding employment areas) and employment areas to the 2051 time horizon proposed under Amendment 1 to the 2019 Plan. It provides a streamlined approach to land budgeting activities by outlining the key components, at a minimum, that would be addressed as part of local land needs assessment processes.

The proposed new Land Needs Assessment Methodology recognizes that local needs are diverse and aims to provide the key factors to be considered as upper- and single-tier municipalities plan to ensure that a sufficient and appropriate mix of land is available to accommodate:

- All housing market segments, to avoid supply shortages;
- Market demand;
- All employment types, including those that are evolving; and,
- All infrastructure services that are needed to meet the complete community's objectives to the horizon of the 2019 Plan.

Further information on this proposed amendment is included in Section 5.3.2 of this Report.

#### **5.3.1.5 Mineral Aggregate Operations**

Proposed Amendment 1 to the 2019 Plan recognizes that mineral aggregate resources play an important role in the development of housing and municipal infrastructure. It is important that there is adequate aggregate resources available. The proposed changes would make it easier to establish new mineral aggregate operations closer to market and the product's end users throughout the G.G.H. region. The Province has noted that these changes will not impact the Greenbelt.

#### **5.3.1.6 Major Transit Station Areas in Provincially Significant Employment Zones**

Proposed Amendment 1 to the 2019 Plan recognizes that when the Growth Plan, 2019 came into effect in May 2019, it included new policies to allow municipalities to convert lands within employment areas to non-employment uses without provincial approval. This change was enacted to expedite new housing construction as part of the government's More Homes, More Choice: Ontario's Housing Supply Action Plan. However, to ensure certain employment areas were not converted locally without provincial involvement, the 2019 Plan also introduced the concept of Provincially Significant Employment Zones. Employment area lands located in a Provincially Significant Employment Zone are subject to policies that allow their conversion to non-employment uses only through ministerial approval.

Proposed Amendment 1 to the 2019 Plan proposes to change an employment policy within the 2019 Plan with respect to the planning of Major Transit Station Areas (M.T.S.A.s) that are also within a Provincially Significant Employment Zone. The policy amendment would allow conversions of employment areas to non-employment uses within a Provincially Significant Employment Zone without ministerial approval, provided the zone is located in a M.T.S.A. The amendment would allow mixed use developments in the vicinity of major transit stations to be delivered more expeditiously.

The delineation of the boundaries for new or expanded M.T.S.A.s still require provincial approval.

Staff note that the delineation of M.T.S.A. boundaries for the existing Oshawa GO/VIA Station, the future Thornton's Corners GO Station, as well as the future Central Oshawa GO Station, will all be reviewed by the Province through the Durham Region's Envision Durham – Municipal Comprehensive Review exercise.

The government will be commencing the next phase of work which will be looking at how Provincially Significant Employment Zones can support post COVID-19 economic recovery efforts.

#### **5.3.1.7 Alignment with Provincial Policy Statement, 2020**

Proposed Amendment 1 to the 2019 Plan proposes to change the policies to ensure that they align with the Provincial Policy Statement, 2020, which came into effect on

May 1, 2020. These changes are mostly technical in nature and are intended to maintain consistency across the planning system with respect to such matters as definitions and planning horizons.

A proposed policy revision also requires planning authorities to engage Indigenous communities on planning matters.

#### **5.3.1.8 Transition**

Proposed Amendment 1 to the 2019 Plan proposes that the following modifications be made to the 2019 Plan transition regulation (O. Reg. 311/06) to facilitate the implementation of Amendment 1 to the 2019 Plan. If approved, the amendment would:

- Provide that rules that required conformity with the 2019 Plan would now require conformity with the 2019 Plan, as amended by Amendment 1; and,
- Provide that where the Local Planning Appeal Tribunal has completed a hearing but not yet issued a decision in respect of a matter required to conform with the 2019 Plan, those decisions are required to conform with the 2019 Plan as it read before Amendment 1.

#### **5.3.2 Proposed Land Needs Assessment Methodology for the 2019 Plan**

The Province is proposing a new Land Needs Assessment Methodology for the G.G.H. The Land Needs Assessment Methodology outlines key steps for assessing community and employment area land needs for the 2019 Plan horizon year. Upper- and single-tier municipalities must follow the steps of this Land Needs Assessment Methodology as part of any municipal comprehensive review exercise undertaken by the municipality to determine the quantity of land needed to accommodate the amount and type of additional housing units and jobs necessary to meet market demands in conformity with the 2019 Plan. The methodology would also be used to determine whether there is a need for a settlement area boundary expansion for an employment area or a community area.

Recognizing that local needs are diverse, the proposed new Land Needs Assessment Methodology aims to provide the key factors to be considered as upper- and single-tier municipalities plan to ensure that a sufficient and appropriate mix of land is available to:

- Accommodate all housing market segments;
- Avoid housing shortages;
- Consider market demand;
- Accommodate all employment types, including those that are evolving; and,
- Plan for all infrastructure services that are needed to meet complete communities objectives to the horizon of the 2019 Plan.

Schedule 3 of the 2019 Plan provides population and employment forecasts for each of the upper- and single-tier municipalities in the G.G.H. to 2041. Proposed Amendment 1

updates the growth forecasts and extends the forecasts and associated policies to 2051. Three growth outlooks have been provided:

- The reference growth forecasts;
- High growth scenario; and,
- Low growth scenario.

As noted in Section 5.3.1.1 of this Report, the reference forecast represents the most likely future growth forecast with the high and low scenarios being alternative variations. Only one scenario will be included in the final Schedule 3 based on the feedback that is received by the M.M.A.H. through this consultation exercise.

Under the 2051 reference growth forecast, the G.G.H. is forecasted to grow to approximately 15 million people and over 7 million jobs.

Under the reference growth forecast, high growth scenario and low growth scenario, Durham Region has the following future population growth forecasts:

**Table 1: Future Population Growth Forecasts for Durham Region**

Year	Population		
	Reference Forecast	High Growth Scenario	Low Growth Scenario
2031	970,000	970,000	970,000
2041	1,190,000	1,190,000	1,190,000
2051	1,300,000	1,340,000	1,250,000

Under the reference growth forecast, high growth scenario and low growth scenario, Durham Region has the following future employment growth forecast:

**Table 2: Future Employment Growth Forecasts for Durham Region**

Year	Employment		
	Reference Forecast	High Growth Scenario	Low Growth Scenario
2031	360,000	360,000	360,000
2041	430,000	430,000	430,000
2051	460,000	480,000	450,000

For the purpose of clarity, the Proposed Amendment 1 to the 2019 Plan only adds a new 2051 population and employment forecast and the 2031 and 2041 forecasts remain unchanged.

### **5.3.2.1 Community Area Land Needs Assessment**

The community area land needs assessment is based on the population forecasts from the 2019 Plan. Upper- and single-tier municipalities are required to estimate households by

type and housing need and then allocate the projected need among lower-tier municipalities, such as Oshawa.

The community area lands are where the majority of housing that is required to accommodate the forecasted population will be located.

This portion of the Land Needs Assessment Methodology involves components such as population forecasts, housing needs analysis, housing allocation and supply inventory and community area jobs analysis and reconciliation. These components are used to determine where and how the forecasted population and jobs growth will be accommodated to meet the intensification and density targets in the 2019 Plan and the amount of land needed to accommodate this growth.

When planning for community areas, upper- and single-tier municipalities will address the policy requirements of the 2019 Plan to:

- Use the population and employment forecast contained in Schedule 3 for planning and managing growth, as a minimum;
- Direct development to settlement areas, except where the policies permit otherwise;
- Plan to achieve minimum intensification and designated greenfield area density targets;
- Support the achievement of complete communities that offer and support opportunities for people of all ages and abilities to conveniently access most of the necessities for daily living, including an appropriate mix of jobs, local stores and services, a full range of housing, transportation options and public service facilities;
- Consider the range and mix of housing options and densities of the existing housing stock and plan to diversify housing options in the future, including additional residential units and affordable housing, to serve all sizes, incomes and ages of households; and,
- Plan for a more compact built form that reduces the rate at which land is consumed and supports the integration and sustained viability of transit services.

As part of the land needs assessment process, the four components identified below provide minimum requirements to be considered when completing local land budgeting processes as part of the municipal comprehensive review:

- Population forecasts;
- Housing needs analysis;
- Housing allocation and supply inventory; and,
- Community area jobs analysis and reconciliation.

Staff note that there is a unique student housing population and associated housing market in Oshawa which should be accounted for when determining land needs and population growth. Ontario Tech University, Trent University Durham and Durham College cumulatively have approximately 21,000 students. Ontario Tech University estimates that 22% of the full time enrollment will require off campus housing. Trent University Durham

notes that their fall survey indicated that 24% of students would be renting near the campus. Durham College estimates that a range of 5 to 7% of students will need off campus housing.

### **5.3.2.2 Employment Area Land Needs Assessment**

The employment area land needs assessment is based on employment forecasts, employment categorization and needs analysis, and employment allocation and reconciliation. Collectively, these are used to determine where and how much land is needed to accommodate the forecasted growth in jobs in both the employment areas and community areas.

When planning locations for employment, municipalities should address the following requirements in the 2019 Plan:

- Within settlement areas, make more efficient use of existing employment areas, vacant and underutilized employment lands, and increase employment densities;
- Direct major office and appropriate institutional development to urban growth centres, M.T.S.A.s and other strategic growth areas with existing or planned frequent transit service;
- Direct retail and office uses to locations that support active transportation and have existing or planned transit;
- Prohibit or establish a size and scale threshold to prohibit any major retail exceeding this threshold in employment areas; and,
- Provide for economic activity on rural lands that is appropriate in scale and type to the rural context.

As part of the land needs assessment process, the three components identified below provide minimum requirements to be considered when completing local land budgeting processes as part of the municipal comprehensive review:

- Employment forecasts;
- Employment categorization and needs analysis; and,
- Employment allocation and reconciliation.

## **5.4 Staff Comments**

Staff comments on Proposed Amendment 1 to the 2019 Plan can be found in Attachment 1.

Staff comments on the proposed Land Needs Assessment Methodology can be found in Attachment 2.

## **6.0 Financial Implications**

There are no financial implications associated with the comments in this report.

## 7.0 Relationship to the Oshawa Strategic Plan

The Recommendations advance the Economic Prosperity and Financial Stewardship and Accountable Leadership and Environmental Responsibility goals of the Oshawa Strategic Plan.

A handwritten signature in blue ink, appearing to read "Warren Munro".

Warren Munro, HBA, RPP, Commissioner,  
Development Services Department

**Staff Comments on Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 (the “Growth Plan”)**

Policy	Description	Staff Comments
Policy 1.2.2.	<p>Policy 1.2.2 is proposed to be amended by adding a new sentence that the Growth Plan was amended on such a date.</p> <p>Policy 1.2.2 is also proposed to be amended by removing the date that all planning related decisions must comply with the Growth Plan.</p>	<p>Staff have no comments as these changes are required to reflect the update.</p>
Policy 1.2.3	<p>Policy 1.2.3 is proposed to be amended to increase the planning horizon from 2041 to 2051.</p> <p>Policy 1.2.3 is proposed to also be amended by providing clarification on the policy language and how the language should be interpreted.</p>	<p>Staff note that the proposed amendment to Policy 1.2.3 will increase the planning horizon from 2041 to 2051, which is consistent with Policy 1.1.2 of the Provincial Policy Statement, 2020.</p> <p>Staff support extending the time horizon in this regard as it allows additional time for municipalities to plan and prepare for growth-related development in their communities.</p>
Policy 2.1	<p>Policy 2.1 is proposed to be amended by extending the jobs and population forecast to 2051 from 2041. The jobs forecast is increased from 6.3 million to 7.0 million and the population forecast is increased from 13.5 million to 14.9 million, for Ontario.</p>	<p>Staff note that the revised jobs and population forecast for the Greater Golden Horseshoe is based off of the numbers for the reference forecast opposed to the low and high growth scenarios which were informed by a technical report prepared by Hemson Consulting Ltd. for the Ministry of Municipal Affairs and Housing.</p> <p>In the low growth scenario, the Region of Durham is forecasted to grow to 1.25 million people and 450,000 jobs. In the high growth scenario, the</p>



Policy	Description	Staff Comments
		<p>Region of Durham is forecasted to grow to 1.34 million people and 480,000 jobs.</p> <p>Staff are supportive of the high growth scenario, but would recommend there to be more flexibility to allow municipalities to adjust their employment or population forecasts to address their own unique local growth conditions.</p>
Policy 2.2.2.1	Policy 2.2.2.1 is proposed to be amended to allow upper- or single-tier municipalities to use higher employment and population forecasts as established through a municipal comprehensive review exercise than the employment and population forecasts contained in Schedule 3.	<p>Staff note that the proposed revised Policy 2.2.2.1 allows upper- or single-tier municipalities to set higher employment and population forecasts than the forecasts contained in Schedule 3. Staff also note the Province has released 3 possible forecasts (reference growth forecast, high growth scenario and low growth scenario) and only 1 forecast will be included in the final Schedule 3.</p> <p>Staff considers it appropriate that flexibility to exceed the Schedule 3 forecasts be included as proposed, as it enables municipalities to adjust their employment and population forecasts to address local growth conditions, which may differ from those elsewhere and may result in higher employment and population.</p>
Policy 2.2.5.10	Policy 2.2.5.10 is proposed to be amended such that until the next municipal comprehensive review, lands within existing employment areas may be converted to a designation that permits non-employment uses, provided the conversion would not include any part of an employment area identified as a Provincially Significant Employment Zone unless part of the	Staff note that the proposed amendment to Policy 2.2.5.10 will allow conversions of employment areas to non-employment uses within a Provincially Significant Employment Zone that is also located in a M.T.S.A. The amendment would allow for mixed use developments to be initiated faster in the vicinity of major transit stations.

Policy	Description	Staff Comments
	employment area is located within a Major Transit Station Area (M.T.S.A.).	<p>However, staff also note that protecting employment areas near major transportation facilities and corridors associated with the inter- and intra- provincial movement of goods for uses which require such locations (e.g. logistics facilities) is important to enable the achievement of employment forecasts.</p> <p>As well, consideration should be given to the type of land proposed to be converted. For example, large sized parcels of employment land in proximity to major infrastructure are typically in short supply, and their conversion would have a proportionately greater negative effect than the conversion of a number of smaller parcels having the same combined area.</p> <p>Likewise, consideration should be given to the types of existing land uses within and surrounding a M.T.S.A. Mixed use development featuring a residential component would need access to amenities such as parks, schools, shopping and services which may not exist in the area, in the event the M.T.S.A. is located in an employment area. In the absence of complementary land uses such as these – which may not be compatible with surrounding employment-related uses – care must be taken to ensure that conversion proposals to permit non-employment uses are contextually appropriate.</p> <p>It should be noted that the existing Oshawa GO Station and the proposed future Thornton's Corners GO Station located on the west side of</p>

Policy	Description	Staff Comments
		<p>Thornton Road South, south of the Canadian Pacific Railway mainline, are both proposed to anchor an associated M.T.S.A. and are located in a Provincially Significant Employment Zone.</p> <p>These M.T.S.A.s require a minimum density target of 150 residents and jobs combined per hectare. As a result of these competing interests, further guidance is needed regarding what policies prevail (i.e. promoting residential development or protecting employment uses) in M.T.S.A.s that are also located in Provincially Significant Employment Zones where, in the absence of an approved exemption allowing a different target, it is necessary to achieve 150 jobs per gross hectare.</p> <p>Staff note that the delineation of M.T.S.A. boundaries for the existing Oshawa GO/VIA Station, the future Thornton's Corners GO Station, as well as an expansion to the future Central Oshawa GO Station M.T.S.A. boundary, will all be reviewed by the Province through the Durham Region's Envision Durham – Municipal Comprehensive Review exercise.</p>
Policy 2.2.6.1	Policy 2.2.6.1 is proposed to be amended by adding a new sub-policy which states that upper- and single-tier municipalities, in consultation with lower-tier municipalities (such as Oshawa), the Province, and other appropriate stakeholders, will address housing needs in accordance with provincial policy	Staff note that Durham Region is one of forty-seven Consolidated Municipal Service System Managers in the Province who are responsible for funding, planning, and administering community housing. Durham Region also has the choice to develop affordable housing stock and deliver homelessness prevention programs including housing allowances and rent supplements.

Policy	Description	Staff Comments
	<p>statements such as the Policy Statement: "Service Manager Housing and Homelessness Plans."</p> <p>Sub-policies of Policy 2.2.6.1 are proposed to be amended by renumbering accordingly.</p>	
Policy 4.2.8.2	<p>Policy 4.2.8.2 is proposed to be amended by removing the requirement that no new mineral aggregate operation and no new wayside pits and quarries, or any ancillary or accessory use thereto, will be permitted in the habitat of endangered species and threatened species.</p>	<p>Staff note that mineral aggregate resources play an important role in the development of housing and municipal infrastructure.</p> <p>However, from an environmental perspective, staff is concerned with the proposed amendment as it may make it easier to establish mineral aggregate resources operations in proximity or within habitats of endangered species and threatened species where they are not also located within a significant wetland or woodland. In principle, staff do not support this amendment to Policy 4.2.8.2. However, in the event that this amendment is carried forward, staff recommend that the Province consider a requirement for such operations to make an appropriate and related form of restitution for the habitat(s) of endangered species and/or threatened species being affected.</p> <p>It should also be clarified by the Province that this proposed amendment would not impact the Oak Ridges Moraine, in addition to the Greenbelt.</p>
Policy 5.2.3.3	<p>Policy 5.2.3.3 is proposed to be amended by deleting "First Nations and Métis communities" from "Municipalities are encouraged to engage the public,</p>	<p>Staff note that the proposed amendment relates to the proposed new Policy 5.2.3.4 which will require municipalities to engage Indigenous</p>

Policy	Description	Staff Comments
	<p>First Nations and Métis communities, and stakeholders in local efforts to implement this Plan, and to provide the necessary information to ensure the informed involvement of local citizens.”</p>	<p>communities in local efforts to implement the Growth Plan.</p> <p>Staff also note that the comments provided below in respect to Policy 5.2.3.4 and Policy 5.2.3.7 similarly relate to the amendments proposed to Policy 5.2.3.3.</p>
<p>Policy 5.2.3.4</p>	<p>Policy 5.2.3.4 is proposed to be a new policy reading, “Municipalities shall engage Indigenous communities in local efforts to implement this Plan, and to provide the necessary information to ensure the informed involvement of these communities.”</p> <p>Policy 5.2.3.4 to 5.2.3.6 are proposed to be renumbered accordingly.</p>	<p>Staff note that the City of Oshawa is situated on treaty land that is steeped in rich indigenous history and is the present day home to many First Nations, Métis and Inuit people, and that it is important to consult with Indigenous communities throughout the planning process. However, staff’s comments provided below with respect to Policy 5.2.3.7 similarly relate to the amendments proposed to Policy 5.2.3.4.</p>
<p>Policy 5.2.3.7</p>	<p>Policy 5.2.3.7 is proposed to be amended such that municipalities, rather than being encouraged to engage with Indigenous communities and coordinate on land use planning matters, shall now be required to engage.</p>	<p>Staff note that the proposed amendment will require municipalities to consult with Indigenous communities.</p> <p>Staff also note that Policy 5.2.3.7 may have the inadvertent effect of putting Indigenous communities in the position of requesting municipalities to pay a fee in order to receive comments. Many Indigenous communities do not have the financial resources to review planning-related reports, applications and studies that are circulated to them. Such a scenario has already occurred in Oshawa staff’s experience. The Province should make appropriate financial resources available to Indigenous communities such that municipalities are not put in the</p>

Policy	Description	Staff Comments
		uncomfortable position of paying a stakeholder for input. It is likely or probable that applicants would have to pay the review fee to the Indigenous communities for feedback which would result in higher application fees being paid by the applicant/developers.
Policy 5.2.4.1	Policy 5.2.4.1 is proposed to be amended so that all references to forecasted growth throughout the Growth Plan are references to population and employment forecasts in Schedule 3 or such higher forecasts as established through a municipal comprehensive review.	Staff have no comments as these changes are required to reflect the update.
Policy 5.2.4.2	Policy 5.2.4.2 is proposed to be amended so that all upper- or single-tier municipalities will, through a municipal comprehensive review, apply the population and employment forecasts in Schedule 3 or such higher forecasts as established through a municipal comprehensive review.	Staff have no comments as these changes are required to reflect the update.
Policy 5.2.4.3	Policy 5.2.4.3 is proposed to be amended so that "July 1, 2017" is deleted and replaced with "[placeholder for effective date]" in "The population and employment forecasts and plan horizon contained in the applicable upper- or single-tier official plan that is approved and in effect as of July 1, 2017 will apply to all planning matters in that municipality, including lower-tier planning matters where applicable, until the upper- or single-tier municipality has applied the forecasts in Schedule 3 in accordance with policy 5.2.4.2 and those forecasts are approved and in effect in the upper- or single-tier official plan."	Staff have no comments as these changes are required to reflect the update.

Policy	Description	Staff Comments
Policy 5.2.4.6	Policy 5.2.4.6 is proposed to be amended so that “and Schedule 7” is deleted from “Outside of a municipal comprehensive review, the forecasts in Schedule 3 and Schedule 7 cannot be applied on a site-specific scale as the basis for approving or refusing proposals for development that would otherwise conform with all the policies of this Plan.”	Staff have no comments as Schedule 7 is for the City of Barrie, City of Orillia, and County of Simcoe, and is not related to the City of Oshawa.
Policy 6.1	<p>Policy 6.1 is proposed to be amended by deleting “The intent is that by 2031 development for all the municipalities within Simcoe County will not exceed the overall population and employment forecasts for Simcoe County contained in Schedule 7”.</p> <p>Policy 6.1 is also proposed to be amended by deleting “to 2031” from “By providing further direction on where growth to 2031 is to occur in the Simcoe Sub-area, it also establishes a foundation for municipalities to align infrastructure investments with growth management, optimize the use of existing and planned infrastructure, coordinate water and wastewater services, and promote green infrastructure and innovative technologies.”</p>	Staff have no comments as the policy relates to the Simcoe Sub-area and not the City of Oshawa.
Policy 6.2.1	Policy 6.2.1 is proposed to be amended by deleting it.	Staff have no comments as the policy relates to the Simcoe Sub-area and not the City of Oshawa.
Policy 6.2.2	<p>Policy 6.2.2 is proposed to be amended by renumbering it to 6.2.1.</p> <p>Policy 6.2.2 is also proposed to be amended by deleting “Beyond 2031” from “Beyond 2031, through the next municipal comprehensive review, Simcoe County will allocate the growth forecasts in</p>	Staff have no comments as the policy relates to the Simcoe Sub-area and not the City of Oshawa.

Policy	Description	Staff Comments
	Schedule 3 to lower-tier municipalities in accordance with policy 5.2.3.2 e) in a manner that implements the policies of this Plan, such that a significant portion of population and employment growth is directed to lower-tier municipalities that contain primary settlement areas.”	
Policy 6.2.3	Policy 6.2.3 is proposed to be amended by renumbering it to 6.2.2.	Staff have no comments as the policy relates to the Simcoe Sub-area and not the City of Oshawa.
Policy 6.5.2	Policy 6.5.2 is proposed to be amended by replacing “Section 6, Schedule 7, and Schedule” with “Section 6 and Schedule 8”.	Staff have no comments as the policy relates to the Simcoe Sub-area and not the City of Oshawa.
The following definitions in Section 7.0 are proposed to be amended as follows:		
	<b>Cultural heritage landscape</b> is proposed to be amended to provide that it is “A defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the Ontario Heritage Act or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms.”	Staff have no comments.



Policy	Description	Staff Comments
	<p><b>Ecological Function</b> is proposed to be amended to provide that it is “The natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.”</p>	Staff have no comments.
	<p><b>Habitat of Endangered Species and Threatened Species</b> is proposed to be amended to provide that it is “Habitat within the meaning of Section 2 of the Endangered Species Act, 2007.”</p>	Staff have no comments.
	<p><b>Municipal Water and Wastewater Systems</b> is proposed to be amended to add a Clause d) “that is in a prescribed class of municipal drinking-water systems as defined in regulation under the Safe Drinking Water Act, 2002, including centralized and decentralized systems.”</p>	Staff are supportive of this amendment since it provides further clarity to these systems which are to be considered part of a municipal water and wastewater system.
	<p><b>On-Farm Diversified Uses</b> is proposed to be amended to provide that it is “Uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products. Ground-mounted solar facilities are permitted in prime agricultural areas and specialty crop areas only as on-farm diversified uses.”</p>	Staff have no comments.
	<p><b>Public Service Facilities</b> is proposed to be amended to provide that they are “Land, buildings and structures for the provision of programs and</p>	Staff have no comments.

Policy	Description	Staff Comments
	services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, long-term care services, and cultural services. Public service facilities do not include infrastructure.”	
The following definitions in Section 7.0 are proposed to be added:		
	<b>Impacts of a Changing Climate:</b> “The present and future consequences from changes in weather patterns at local and regional levels including extreme weather events and increased climate variability.”	Staff suggests that for clarity, a distinction be made between “climate” and “weather”, given that it is inappropriate to use these terms interchangeably. Weather generally refers to current short term conditions whereas climate refers to long term trends.
	All references to “PPS, 2014” are replaced with references to “PPS, 2020”.	Staff have no comments.
Policy 1.1, 2.1, 2.2.1.4, and 4.2.10.2	Policy 1.1, 2.1, 2.2.1.4, and 4.2.10.2 are proposed to be amended to replace “climate change impacts” with “impacts of changing climate”.	Staff have no comments.
Policy 1.2.1, 2.1, 2.2.1.4, 2.2.4.9 and 2.2.6.1	Policy 1.2.1, 2.1, 2.2.1.4, 2.2.4.9 and 2.2.6.1 are proposed to be amended to replace “second units” with “additional residential units”.	Staff have no comments.

### **Staff Comments on the Proposed Land Needs Assessment Methodology**

- Staff generally support the high growth scenario for the population and employment growth forecast for Durham Region, but request that there be greater flexibility for municipalities to adjust their forecasts based on local growth conditions.
- Staff support achieving the vision of creating distinct Urban Areas, balancing population and employment growth and achieving healthy and complete communities.
- Staff note that more emphasis is needed regarding the importance of achieving a greater balance between population and employment growth, focusing on increasing Durham Region's employment growth.
- Staff note that under the Community Area Land Needs Assessment, post-secondary off-campus housing is an important component that should be addressed. There is a unique housing market in Oshawa for post-secondary students that is comprised mostly of off-campus, purpose built housing to accommodate the student population which needs to be accounted for when determining land needs and population forecasts in Durham, and more specifically in Oshawa.
- Staff recommend that the Province look at amending the Built Boundary given the time that has lapsed since it was originally delineated in 2008, and given the amount of development that has occurred in Oshawa. There are many areas in Oshawa that are treated as greenfield that could be more appropriately identified as within the Built Boundary.
- When upper-tier municipalities complete their municipal comprehensive review (M.C.R.) and land needs assessment exercise in order to meet the new 2051 growth forecast, lower-tier municipalities should be able to rely on the upper-tier municipalities' M.C.R. as it relates to land needs and growth forecasts at the local level. Requiring lower-tiers to also complete a land needs assessment following the conclusion of an upper-tier's land needs assessment would be inefficient and could result in inconsistencies. Instead, lower-tiers should work closely with the upper-tiers to ensure the M.C.R. exercise takes into account local growth conditions and unique characteristics in each lower-tier municipality.

**Town of Whitby**  
575 Rossland Road East  
Whitby, ON L1N 2M8  
905.430.4300  
[whitby.ca](http://whitby.ca)



July 21, 2020

Sent via email

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
[steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)

**Re: The Dorsay Development Corporation and City of Pickering Request for a Minister's Zoning Order for Northeast Pickering**

Please be advised that at a Special Council meeting held on July 20, 2020, the Council of the Town of Whitby adopted the following Resolution:

1. That Correspondence # 2020\_591 from the Region of Durham to the Ministry of Municipal Affairs and Housing Re Request by Dorsay Development Corporation and the City of Pickering for a Minister's Zoning Order for Northeast Pickering be received for information;
2. That the Council of the Town of Whitby supports the request from the Region of Durham's Commissioner of Planning and Economic Development to pause any further consideration of the Minister's Zoning Order until receipt of the Region's position that will be forwarded following the Regional Council meeting on July 29, 2020; and,
3. That the Clerk be directed to advise the Ministry of Municipal Affairs and Housing, the Region of Durham, Durham area municipalities, and local MPPs of the decision of Council.

Should you require further information, please do not hesitate to contact the Planning and Development Department at 905.430.4306.

Kevin Narraway  
Manager of Legislative Services/Deputy Clerk

Copy: R. Saunders, Commissioner of Planning and Development, Town of Whitby –  
[saundersr@whitby.ca](mailto:saundersr@whitby.ca)

Brian Bridgeman, Commissioner of Planning and Economic Development,  
Region of Durham - [planning@durham.ca](mailto:planning@durham.ca)  
Honourable M.P.P. Lorne Coe - [lorne.coe@pc.ola.org](mailto:lorne.coe@pc.ola.org)  
Honourable M.P.P. Lindsey Park - [lindsey.park@pc.ola.org](mailto:lindsey.park@pc.ola.org)  
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Honourable M.P.P. Peter Bethlenfalvy - [peter.bethlenfalvy@pc.ola.org](mailto:peter.bethlenfalvy@pc.ola.org)  
Honourable M.P.P. Jennifer French - [JFrench-QP@ndp.on.ca](mailto:JFrench-QP@ndp.on.ca)  
N. Cooper, Clerk, Town of Ajax - [clerks@ajax.ca](mailto:clerks@ajax.ca)  
B. Jamieson, Clerk, Township of Brock - [bjamieson@townshipofbrock.ca](mailto:bjamieson@townshipofbrock.ca)  
A. Greentree, Clerk, Municipality of Clarington - [clerks@clarington.net](mailto:clerks@clarington.net)  
M. Medeiros, Clerk, City of Oshawa - [mmedeiros@oshawa.ca](mailto:mmedeiros@oshawa.ca)  
S. Cassel, Clerk, City of Pickering - [clerks@pickering.ca](mailto:clerks@pickering.ca)  
J. Newman, Clerk, Township of Scugog - [jnewman@scugog.ca](mailto:jnewman@scugog.ca)  
D. Leroux, Clerk, Township of Uxbridge - [dleroux@town.uxbridge.on.ca](mailto:dleroux@town.uxbridge.on.ca)



Township of Brock  
1 Cameron Street East  
PO Box 10  
Cannington ON L0E 1E0

July 22, 2020

Re: Proclamation and Flag Raising Request – September 2020

Please accept this as our formal request for a Proclamation to officially recognize Feed Ontario's and Food Banks Canada "Hunger Action Month" Initiative taking place across the country from September 1, 2020 to September 30, 2020.

Feed the Need in Durham will be spreading awareness of hunger in our communities through various initiatives during the month including the Signature "Push Against Hunger" annual awareness walk taking place on September 22, 2020.

We would like to request consideration that the "Hunger Action Month" proclamation be read on Tuesday, September 1st, and would additionally like to request consideration of the Feed the Need in Durham flag being raised at this time for the month of September and duration of this initiative, if this option is available.

This request is being submitted by Robyn McKibbon, Community Engagement Coordinator at Feed the Need in Durham.

Thank you very much for your consideration.

Robyn McKibbon  
Community Engagement Coordinator  
Feed the Need in Durham  
[robyn@ftnd.ca](mailto:robyn@ftnd.ca)  
905 571 3863

February 24, 2020

To whom it may concern,

The names below are members in good standing of the Ontario Federation of Anglers and Hunters. They are well qualified to undertake protection of property along the south shore of Thorah Island as requested by the Thorah Island Ratepayers Association.

We are recommending a start date for our spring pre-nest operation to begin on April 20 to June 17, 2020. We found our presence into June eliminated the nesting birds along the shoreline sections we operated in.

We have also found that the shoot in the 3<sup>rd</sup> and 4<sup>th</sup> weeks of August to have been very effective in moving the early migrant birds off the Island until the greater September effort could start. This has helped alleviate the horrible conditions at the end of the summer, and helped us operate in much less dirty shore vegetation conditions in September. We are recommending one weekday shoot during the week of August 17 to 20, and the week of August 24 to 27. Shooting will not occur on Fridays during these weeks.

Timing for the fall operation will be similar to last year - September 01 to November 06, 2020.

We are advising that no shooting will occur on weekends – Saturday and Sunday, and holiday Mondays. We would like to maintain Fridays as possible shooting days, (except for the August shoots), mainly to move birds off the Center (Harbour) Point in advance of the weekend – for the adjacent property owners.

Larry Wickett, 25540 Maple Beach Road, Beaverton, ON L0K 1A0  
Home: [REDACTED]  
Outdoor Card – 708158 003609881

Bryan Whyte, 25400 Maple Beach Road, Beaverton, ON L0K 1A0  
Home: 705 426 2118  
Outdoor Card – 708158 054290789

Scott McKay, 38 Moffat Crescent, Aurora. L4G 4Z9  
Home: 416 454 9339  
Outdoor Card – 708158 005247474

Dainel McKay, 38 Moffat Crescent, Aurora. L4G 4Z9  
Home: 416 454 9339  
Outdoor Card – 708158 445536189

Regards,

*Larry Wickett*

Larry Wickett, Project Coordinator

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July 15, 2020

**Re: 20<sup>th</sup> Annual Child Care Worker and Early Childhood Educator Appreciation Day, October 22, 2020**

To Ontario mayors and councils,

**We are writing to ask that you and your council proclaim and participate in Child Care Worker & Early Childhood Educator Appreciation Day on Thursday, October 22, 2020.** This day recognizes the commitment, hard work and dedication of Early Childhood Educators (ECEs) and staff who work with young children. Each year, the day is proclaimed by The Ontario Coalition for Better Child Care (OCBCC), the Canadian Union of Public Employees (CUPE), municipalities and school boards across Ontario, and is marked by hundreds of child care centres, unions, and allies.

This year's Child Care Worker and Early Childhood Educator Appreciation Day is especially important as we recover from COVID-19. Child care centres are the cornerstone of our economic recovery and function to ensure that parents have the support they need to fully participate in the workforce.

If your council does not issue official proclamations, there are many ways for your municipality to participate in celebrating this important day:

- Your council sponsors a public announcement;
- Display our posters and distribute our buttons; and
- Organize events and contests for the day or have councilors or the mayor participate in events hosted by child care centres.

A sample proclamation and document outlining additional ways to recognize this important day is attached.

We would love to acknowledge municipalities who choose to celebrate child care workers and ECEs across Ontario on October 22, 2020. Please let us know how your municipality is participating in the appreciation day and we will add you to our list of proclamations and celebrations.

Please direct any correspondence on proclamations and/or celebration activities to the attention of Carolyn Ferns, by mail: Ontario Coalition for Better Child Care, 489 College St., Suite 206, Toronto, ON M6G 1A5, or by email at: [carolyn@childcareontario.org](mailto:carolyn@childcareontario.org).

Thank you for your consideration.

**Sheila Olan-Maclean**  
President, OCBCC

**Fred Hahn**  
President, CUPE Ontario Division



20<sup>TH</sup> ANNIVERSARY | OCTOBER 22, 2020

## CHILD CARE WORKER AND EARLY CHILDHOOD EDUCATOR APPRECIATION DAY

This day recognizes the commitment, hard work and dedication of Early Childhood Educators (ECEs) and staff who work with young children. Each year, the day is proclaimed by The Ontario Coalition for Better Child Care (OCBCC), the Canadian Union of Public Employees (CUPE), municipalities and school boards across Ontario, and is marked by hundreds of child care centres, unions, and allies.

**This year's theme is Rising Up!**

### Tips to Recognize and Celebrate the Day!

Everyone	Municipalities	School Boards	Child Care Centres
<p><b>Show child care workers your appreciation on social media:</b></p> <ul style="list-style-type: none"> <li>• Share photos of how you're celebrating the day</li> <li>• Share an event prior to the date to raise awareness</li> <li>• Write a kind message about a child care provider you know</li> <li>• Use the hashtag #ECEappreciation and tag us @ChildCareON</li> </ul>	<ul style="list-style-type: none"> <li>• Place an ad in the local newspaper promoting the day</li> <li>• Nominate staff from local child care centres to be recognized by the Mayor</li> <li>• Encourage local councillors to tour child care centres to find out more about this important work</li> <li>• Organize a community-wide celebration to recognize individual staff, centres, and programs</li> </ul>	<ul style="list-style-type: none"> <li>• Insert the day on the October calendar</li> <li>• Arrange to have the day announced on the PA</li> <li>• Encourage classes of students to visit the child care centre</li> <li>• Set up a Wall of Fame where parents have the opportunity to say thank you to staff</li> <li>• Place our poster on school bulletin boards</li> </ul>	<ul style="list-style-type: none"> <li>• Host a pizza lunch for staff</li> <li>• Give staff members a certificate of appreciation.</li> <li>• Have every staff in the centre vote on one child care champion of the year</li> <li>• Set up a board near the entrance of the centre where parents may write thank-you notes</li> <li>• Place our poster on the main doors</li> </ul>

\* Contact the OCBCC to order posters and buttons by Thursday, October 1, 2020 to ensure timely delivery.

# **20<sup>th</sup> Annual Child Care Worker & Early Childhood Educator Appreciation Day**

**October 22, 2020**

## **Proclamation**

**Whereas** years of research confirms the benefits of high quality child care for young children’s intellectual, emotional, social and physical development and later life outcomes; and

**Whereas** child care promotes the well-being of children and responds to the needs of parents and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

**Whereas** trained and knowledgeable Early Childhood Educators and child care staff are the key to quality in early learning and child care programs and champions for children;

**Therefore Be It Resolved** that October 22, 2020 be designated the 20th annual “Child Care Worker & Early Childhood Educator Appreciation Day” in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.



July 27, 2020

**The Regional  
Municipality  
of Durham**

Planning and Economic  
Development Department

Planning Division

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

905-668-7711  
1-800-372-1102  
Fax: 905-666-6208  
planning@durham.ca

durham.ca

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

Mr. R. Lamb  
Chief Administrative Officer &  
Municipal Clerk  
Township of Brock  
1 Cameron Street E.  
Cannington, ON L0E 1E0

**Re: Annual Subdivision/Condominium Activity Report for 2019**

Mr. Lamb, enclosed for your information is a copy of Commissioner's Report #2020-INFO-68 that was provided to Regional Councillors on July 10, 2020.

Should you have any questions or wish to discuss the report, please contact David Perkins, Planner, at 905-668-7711 ext. 2571.

Yours truly,

*Gary Muller*

Gary Muller, MCIP, RPP  
Director of Planning

GM/mr

Encl.



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



# The Regional Municipality of Durham Information Report

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From: Commissioner of Planning and Economic Development  
Report: #2020-INFO-68  
Date: July 10, 2020

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**Subject:**

Annual Subdivision/Condominium Activity Report for 2019

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**Recommendation:**

Receive for information

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**Report:**

**1. Purpose**

1.1 This report provides an overview of subdivision and condominium activity in the Region from January 1 to December 31, 2019. This report focuses on applications which achieved major milestones in 2019 in terms of:

- i) new applications received;
- ii) applications draft approved; and
- iii) plans registered.

1.2 This report also compares the 2019 results with 2018.

**2. Highlights**

2.1 Highlights from 2019 are as follows:

- **Applications Received:** 23 (11 subdivision and 12 condominium) representing 1,435 residential units (see Table 1);

- **Draft Approved Plans:** 30 (13 subdivision and 17 condominium) representing 4,697 residential units (see Table 2);
- **Plans Registered:** 28 (18 subdivision and 10 condominium), representing 3,018 residential units (see Table 3);
- **Total number of Active Subdivision and Condominium Applications in Durham Region at the end of 2019:** 369 applications (268 plans of subdivision, 101 plans of condominium) representing 34,788 draft approved residential units and 25,863 residential units in-process (i.e. not yet draft approved) (see Table 4).

### **3. Applications Received**

- 3.1 In 2019, 23 subdivision and condominium applications were received Region-wide, compared to 42 applications in 2018. Of these 23 applications, there were 11 residential plans of subdivision, 8 standard residential plans of condominium, and 4 common element plans of condominium.
- 3.2 In the recent past, large numbers of applications were received in Kedron in North Oshawa, Seaton in Pickering, and West Whitby. In 2019, only one application was received in each of the Kedron and Seaton communities.
- 3.3 In 2019, a total of 1,435 residential units were proposed within subdivisions and standard condominium plans, compared to 7,215 units in 2018. Of these:
- a. approximately 34 per cent were located in the City of Pickering, with just over half within one development proposed near Bayly Street and Liverpool Road;
  - b. the Municipality of Clarington and the Town of Whitby each accounted for about 23 per cent;
  - c. approximately 12 per cent were located in the City of Oshawa;
  - d. the Town of Ajax and the Township of Brock each accounted for about 5 per cent of proposed residential units within draft plans of subdivision and condominium.

### **4. Draft Approved Plans**

- 4.1 A total of 30 plans were draft approved in 2019, compared to 37 draft approvals in 2018. Of the 30 draft approved plans, 6 were in common element plans of condominium which have no units, only common elements such as roads and shared amenities.

- 
- 4.2 The number of residential units within draft approved plans increased from 2,993 units in 2018 to 4,697 units in 2019, with more than half (58 per cent) within three plans of subdivision in the Kedron community of north Oshawa.
- 4.3 In 2019, approximately 66 per cent (3,119) of the residential units within draft approved plans were in the City of Oshawa, 15 per cent (714) in the Municipality of Clarington and 7 per cent (334) in the Town of Whitby. The remainder was in the City of Pickering (289 units), the Town of Ajax (127 units), and the Township of Uxbridge (114 units).

## **5. Registered Plans**

- 5.1 The number of plans of subdivision and condominium registered in 2019 dropped from 44 in 2018 to 28 in 2019. Similarly, fewer new lots/units were registered, i.e. 3,018 in 2019 compared to 4,674 in 2018.
- 5.2 The Town of Whitby and the City of Oshawa combined for approximately 62 per cent of total units registered, with 1,081 units and 795 units respectively. The Municipality of Clarington (483 units) and the Township of Brock (287 units) had approximately 16 per cent and 10 per cent of registered units respectively. Finally, the City of Pickering had approximately 9 per cent, with the remainder of units registered in the Town of Ajax and the Township of Scugog.

## **6. Residential Units by Type**

- 6.1 The proportion of single detached units within new subdivision and condominium applications received increased from 13 per cent in 2018 to 17 per cent in 2019. However, the proportion of townhouses decreased from 39 per cent in 2018 to 36 per cent in 2019. The proportion of apartments within these application types also decreased slightly from 47 per cent in 2018 to 46 per cent in 2019.
- 6.2 In 2019, single and semi-detached units accounted for 36 per cent (1,676) of the total 4,697 residential units within draft approved plans, which was higher than the 20 per cent proportion of the total 2,993 units within draft approved plans in 2018. The proportion of multiples or townhouse units in draft approved plans decreased significantly from 47 per cent (1,413) in 2018 to about 30 per cent (1,425) in 2019. The proportion of apartment units in draft approved plans increased slightly from 32 per cent (971) in 2018 to 34 per cent (1,596) in 2019.

6.3 The proportion of single detached units in registered plans increased slightly from 42 per cent (1,973) of the total 4,674 units in 2018, to 43 per cent (1,303) of the total 3,018 units in 2019. There was a decrease in the proportion of townhouse units in registered plans from 41 per cent (1,895) in 2018 to 35 per cent (1,071) in 2019, however, the proportion of apartment units in registered plans increased from 15 per cent (726) in 2018 to 21 per cent (644) in 2019.

## **7. Active Applications**

7.1 Active applications are comprised of “In Process” applications (i.e. not yet draft approved) and “Draft Approved” plans, which includes plans where Regional conditions have been cleared but registration has not yet occurred, and where the registration extends over more than one phase. At the end of 2019, there were 369 active applications in the Region (135 In Process, 234 Draft Approved) (see Table 4), compared to 366 at the end of 2018.

7.2 The In Process applications represent a total of 25,863 residential units compared to 27,787 units at the end of 2018. Approximately 83 per cent (21,533) of the In Process units were in the City of Oshawa (7,694), the Town of Whitby (7,154) and the City of Pickering (6,685). There were 234 Draft Approved plans in the Region by the end of 2019, comprising 34,788 residential units, compared to 30,075 at the end of 2018. Approximately 41 per cent (14,329) of the Draft Approved units were in the City of Pickering.

7.3 The majority of the In Process and Draft Approved units represent Greenfield development (i.e. within the designated Urban Area but outside of the delineated built-up area). These units were predominately ground-related housing types and represents a healthy supply for Durham Region based on recent building activity. There continue to be opportunities for intensification within the Built-up Area including Regional Centres and along Corridors which has the potential to provide additional housing supply in Durham.

7.4 Active applications also include industrial plans of subdivision/condominium. There are currently 33 applications (30 subdivision, 3 condominium), comprised as either wholly or partially industrial sites totalling 517 hectares (1,278 acres).

## **8. Current Activity**

8.1 During the first three months of 2020, 2 new subdivision and 2 new condominium applications were received, representing 1,426 additional “In Process” residential units. In addition, 3 plans of subdivision, representing 462 units, were draft

approved in the first quarter of 2020. There were no subdivision or condominium plans registered during the first three months of 2020.

## **9. Conclusion**

- 9.1 2019 saw a decrease in the number of subdivision and condominium applications received, draft approved and registered compared to 2018.
- 9.2 In terms of the total applications received, draft approved, and registered, the proportion of higher density (townhouse and apartment) units generally decreased while the proportion of low density (single and semi-detached) dwellings increased.
- 9.3 The number of potential residential units that are “In Process” and “Draft Approved” remained consistent between 2018 and 2019.
- 9.4 The Region’s supply of units through intensification and redevelopment, and land in draft approved and registered plans of subdivision and condominium is more than sufficient to accommodate the Provincially required (minimum) 3-year supply for residential growth, as per Provincial Policy Statement policy 1.4.1(b) and Regional Official Plan policy 4.2.6. Based on average absorption rates since 2012, there is almost an eleven-year supply of draft approved lots in Durham Region.
- 9.5 A copy of this report will be forwarded to the Area Municipalities for their information.

## **10. Attachments**

- Attachment #1: Subdivision and Condominium Applications Received in 2019
- Attachment #2: Subdivision and Condominium Plans Draft Approved in 2019
- Attachment #3: Subdivision and Condominium Plans Registered in 2019
- Attachment #4: Active Applications by Municipality as of Year End 2019
- Attachment #5: Subdivision Condominium Activity Maps by Area Municipality



Respectfully submitted,

Original signed by

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

**ATTACHMENT 1 – SUBDIVISION AND CONDOMINIUM APPLICATIONS RECEIVED IN 2019**

MUNICIPALITY	RESIDENTIAL SUBDIVISION APPLICATIONS	RESIDENTIAL CONDOMINIUM APPLICATIONS	INDUSTRIAL APPLICATIONS	COMMON ELEMENT CONDOMINIUM APPLICATIONS	SINGLE DETACHED UNITS	SEMI DETACHED UNITS	MULTIPLE ATTACHED UNITS	APARTMENT UNITS	TOTAL
AJAX	1	0	0	0	0	0	72	0	72
BROCK	1	0	0	0	27	0	25	0	52
CLARINGTON	2	2	0	0	21	12	131	162	326
OSHAWA	2	2	0	1	26	0	144	1	171
PICKERING	4	4	0	1	174	0	76	241	491
SCUGOG	0	0	0	0	0	0	0	0	0
UXBRIDGE	0	0	0	0	0	0	0	0	0
WHITBY	1	0	0	2	0	0	73	250	323
<b>DURHAM</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>248</b>	<b>12</b>	<b>521</b>	<b>654</b>	<b>1,435</b>

**ATTACHMENT 2 – SUBDIVISION AND CONDOMINIUM PLANS DRAFT APPROVED IN 2019**

MUNICIPALITY	RESIDENTIAL SUBDIVISION APPLICATIONS	RESIDENTIAL CONDOMINIUM APPLICATIONS	INDUSTRIAL APPLICATIONS	COMMON ELEMENT CONDOMINIUM APPLICATIONS	SINGLE DETACHED UNITS	SEMI DETACHED UNITS	MULTI FAMILY UNITS	APARTMENT UNITS	TOTAL
AJAX	1	1	0	0	0	0	127	0	127
BROCK	0	0	0	0	0	0	0	0	0
CLARINGTON	2	2	0	3	326	105	83	200	714
OSHAWA	3	2	0	0	1,044	92	827	1,156	3,119
PICKERING	1	3	0	0	11	0	38	240	289
SCUGOG	0	0	0	0	0	0	0	0	0
UXBRIDGE	3	0	0	2	13	0	101	0	114
WHITBY	3	3	0	1	85	0	249	0	334
<b>DURHAM</b>	<b>13</b>	<b>11</b>	<b>0</b>	<b>6</b>	<b>1,479</b>	<b>197</b>	<b>1,425</b>	<b>1,596</b>	<b>4,697</b>

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**ATTACHMENT 3 – SUBDIVISION AND CONDOMINIUM PLANS REGISTERED IN 2019**

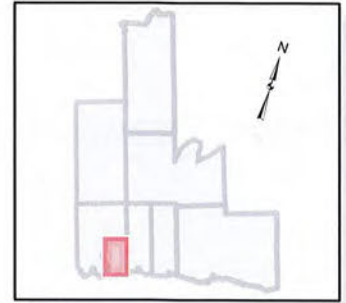
MUNICIPALITY	RESIDENTIAL SUBDIVISION REGISTRATIONS	RESIDENTIAL CONDOMINIUM REGISTRATIONS	INDUSTRIAL REGISTRATIONS	COMMON ELEMENT CONDOMINIUM REGISTRATIONS	SINGLE DETACHED UNITS	SEMI DETACHED UNITS	MULTI FAMILY UNITS	APARTMENT UNITS	TOTAL
AJAX	1	1	0	1	54	0	14	0	68
BROCK	1	0	0	0	287	0	0	0	287
CLARINGTON	3	3	0	0	183	0	119	181	483
OSHAWA	4	3	0	0	58	0	410	327	795
PICKERING	3	2	0	0	78	0	57	136	271
SCUGOG	1	0	0	0	33	0	0	0	33
UXBRIDGE	0	0	0	0	0	0	0	0	0
WHITBY	5	0	0	0	610	0	471	0	1,081
<b>DURHAM</b>	<b>18</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>1,303</b>	<b>0</b>	<b>1,071</b>	<b>644</b>	<b>3,018</b>

**ATTACHMENT 4 – ACTIVE SUBDIVISION AND CONDOMINIUM APPLICATIONS BY MUNICIPALITY IN 2019**

MUNICIPALITY	IN PROCESS RESIDENTIAL SUBDIVISION APPLICATIONS	IN PROCESS RESIDENTIAL CONDOMINIUM APPLICATIONS	DRAFT APPROVED RESIDENTIAL SUBDIVISION APPLICATIONS	DRAFT APPROVED RESIDENTIAL CONDOMINIUM APPLICATIONS	TOTAL	IN PROCESS RESIDENTIAL UNITS	DRAFT APPROVED RESIDENTIAL UNITS	TOTAL UNITS
AJAX	6	1	18	8	33	1,198	1,433	2,631
BROCK	6	2	7	1	16	744	931	1,675
CLARINGTON	16	5	36	14	71	1,526	5,278	6,804
OSHAWA	15	8	26	18	67	7,694	7,036	14,730
PICKERING	29	11	32	13	85	6,685	14,329	21,014
SCUGOG	10	0	12	2	24	530	530	1,060
UXBRIDGE	3	2	8	4	17	332	186	518
WHITBY	17	4	27	8	56	7,154	5,065	12,219
<b>DURHAM</b>	<b>102</b>	<b>33</b>	<b>166</b>	<b>68</b>	<b>369</b>	<b>25,863</b>	<b>34,788</b>	<b>60,651</b>



# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY AJAX URBAN AREA



<span style="color: red;">■</span>	2019 Received
<span style="color: yellow;">■</span>	2019 Draft Approved
<span style="color: green;">■</span>	2019 Registered
<span style="background-color: #f0f0f0;">■</span>	Hamlet
<span style="background-color: #e0e0e0;">■</span>	Urban Area

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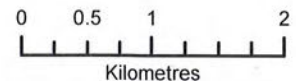
S-A-2019-01 Chieftan (Ajax) Development Corporation Inc.

**Draft Approved:**

C-A-2017-02 Your Home Developments (Finley) Inc.  
S-A-2018-01 167 Hunt Street Ltd. (Stafford Homes)

**Registered:**

DCP-0315 Your Home Developments (Old Harwood) Inc.  
DCP-0309 Richpark Homes Ltd., In Trust  
40M-2659 John Boddy Developments Limited



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# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY BEAVERTON URBAN AREA, BROCK TOWNSHIP

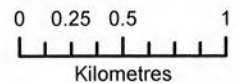


Received:

S-B-2019-01 First & Second Beaverton Inc.

Registered:

40M-2649 Marydel Homes Inc.



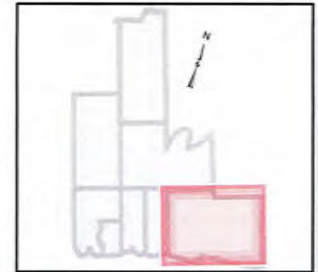
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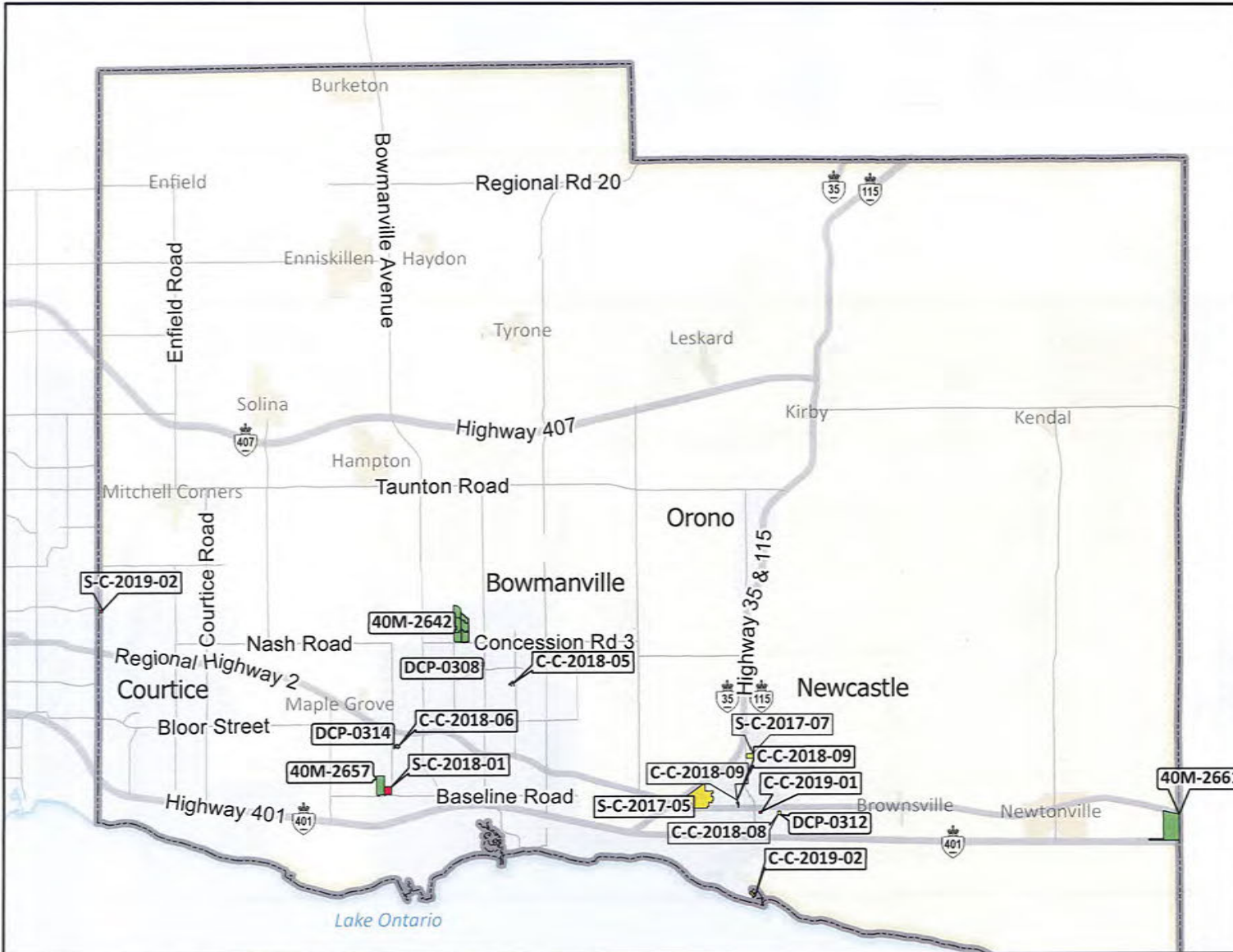
Citation: Digital cartography by The Regional Municipality of Durham, Planning Department, March, 2020.



# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY CLARINGTON URBAN AREA



**2019 Received**  
**2019 Draft Approved**  
**2019 Registered**  
 Hamlet  
 Urban Area



**Received:**

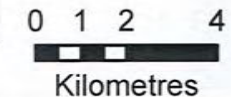
- C-C-2018-09 Lindvest Properties (Clarington) Limited
- C-C-2019-01 Tenzin Gyaltzan (Gyaltzan Property Management Inc.)
- C-C-2019-02 Lanarose Properties Ltd
- S-C-2018-01 Aspen Gardens Ltd. (Kaitlin)
- S-C-2019-02 Lynstrath Developments Inc.

**Draft Approved:**

- C-C-2018-05 Averton Homes (Bowmanville) Inc.
- C-C-2018-06 Modo Bowmanville Towns Ltd.
- C-C-2018-08 Brightstar Newcastle Corporation
- C-C-2018-09 Lindvest Properties (Clarington) Limited
- C-C-2019-02 Lanarose Properties Ltd
- S-C-2017-05 2103386 Ontario Limited/Louisville Homes Ltd
- S-C-2017-07 Brookfield Homes (Ontario) Limited

**Registered:**

- DCP-0308 Bowmanville Apartments Inc.
- DCP-0314 Modo Bowmanville Towns Ltd.
- DCP-0312 Brightstar Newcastle Corporation
- 40M-2661 OHM Frederick Inc. (Michael Clarke)
- 40M-2642 Northglen East Subdivision
- 40M-2657 Bowmanville Village Inc.

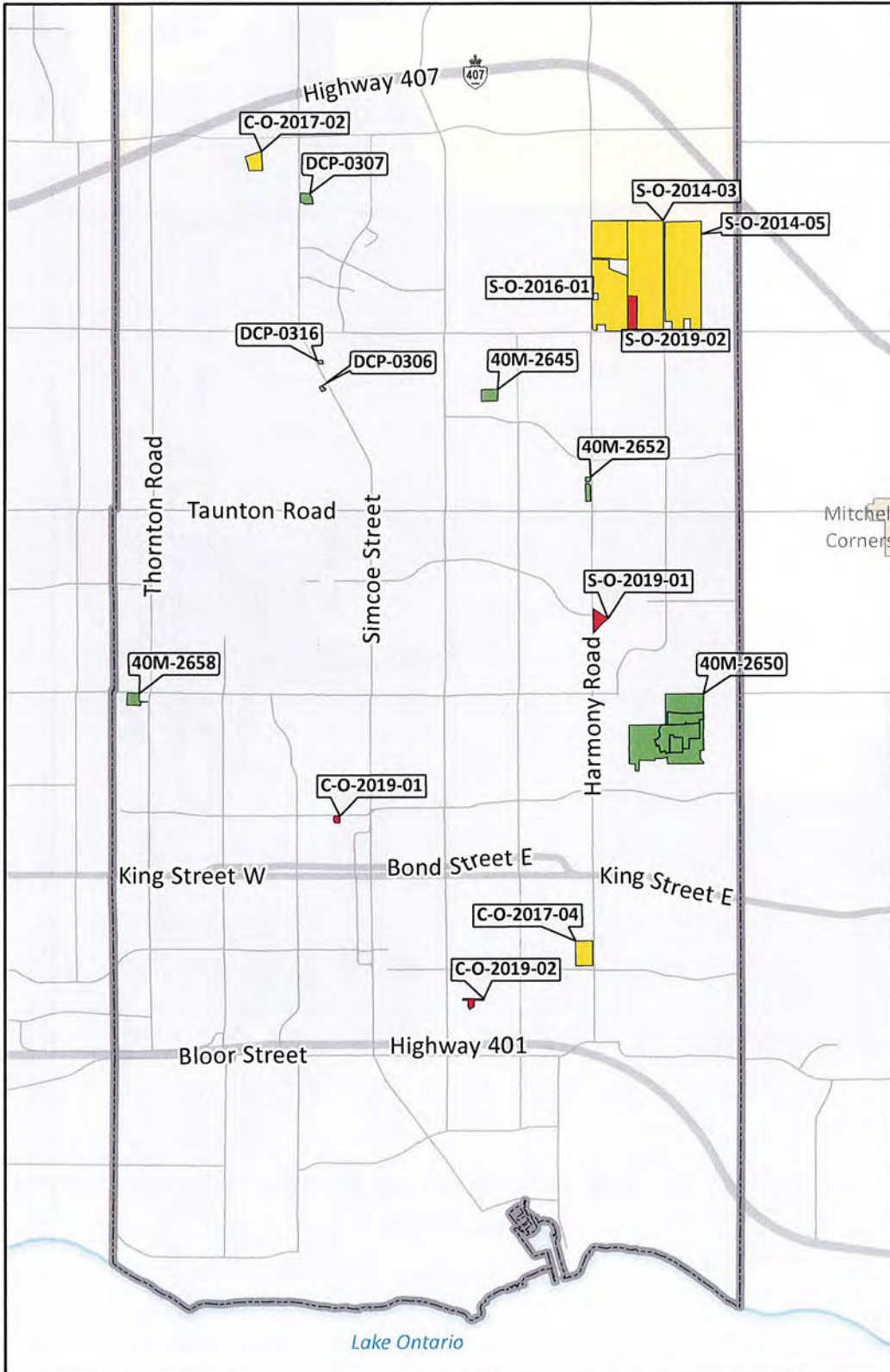


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# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY OSHAWA URBAN AREA



<span style="color: red;">■</span>	2019 Received
<span style="color: yellow;">■</span>	2019 Draft Approved
<span style="color: green;">■</span>	2019 Registered
<span style="color: lightgrey;">■</span>	Hamlet
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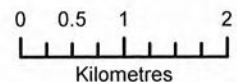
- C-O-2019-01 Durham Condominium Corporation (DCC)
- C-O-2019-02 Crowncove Investments Inc.
- S-O-2019-01 Asma Nasir
- S-O-2019-02 City Homes (2486210 Ontario Ltd.)

**Draft Approved:**

- C-O-2017-02 2285136 Ontario Limited
- C-O-2017-04 Harmony Taylor Developments Limited
- S-O-2014-03 Kose Developments Inc. (1476859 Ontario Ltd.)
- S-O-2014-05 E. Manson Investments Limited
- S-O-2016-01 Medallion Developments (Harmony) Limited

**Registered:**

- DCP-0316 Podium Developments (2023 Simcoe Street North Ltd.)
- DCP-0307 Minto Metropia (Windfield) GP Inc.
- DCP-0306 Podium Developments (1900 Simcoe Street North Ltd.)
- 40M-2650 Beechnut Development Corp. Inc.
- 40M-2645 Midhaven Developments Ormond
- 40M-2658 Delpark Homes (Rosland) Inc.
- 40M-2652 Initialcorp (Harmony Road) Inc.



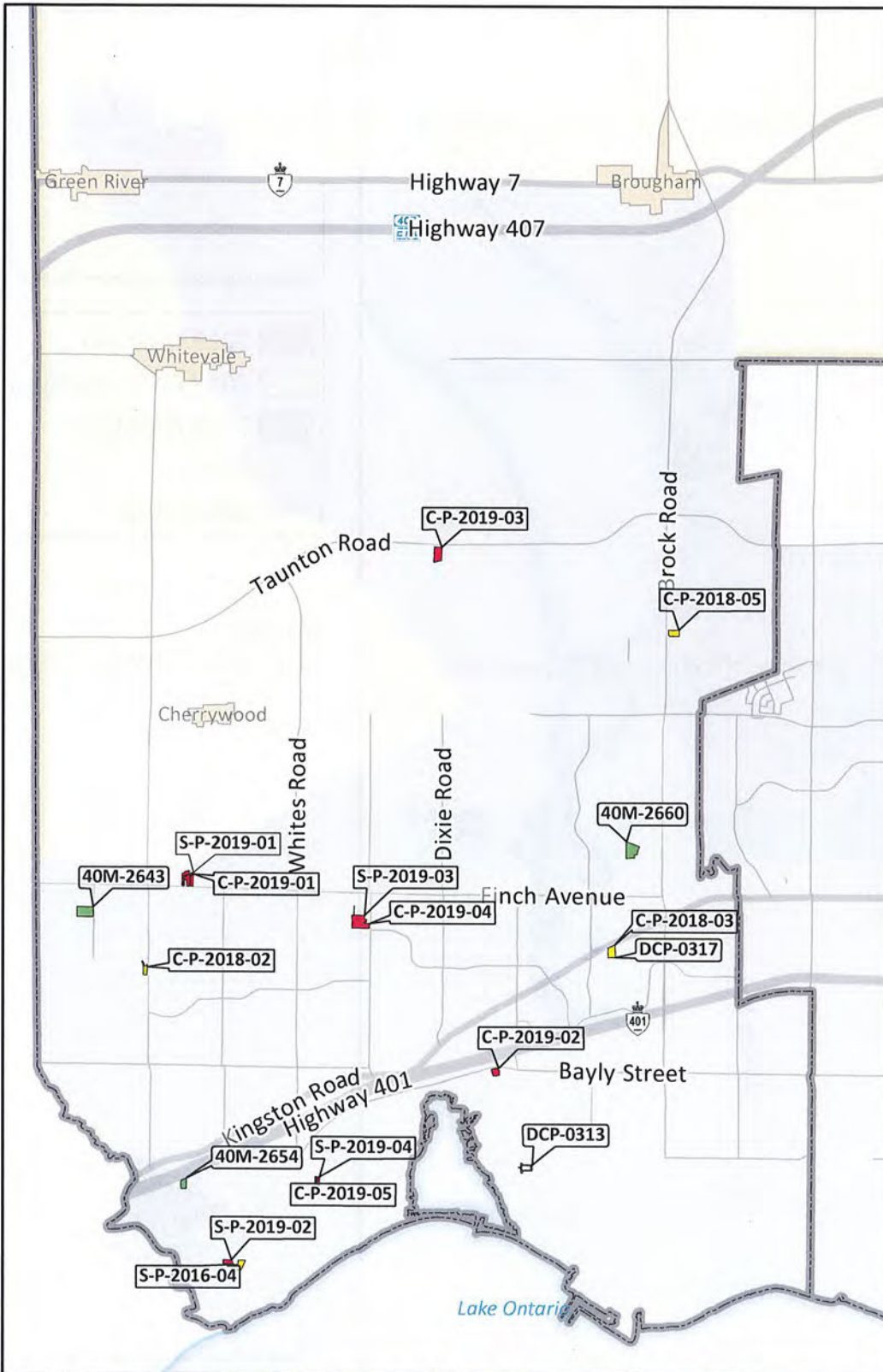
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# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY PICKERING URBAN AREA



<span style="color: red;">■</span>	2019 Received
<span style="color: yellow;">■</span>	2019 Draft Approved
<span style="color: green;">■</span>	2019 Registered
<span style="color: orange;">■</span>	Hamlet
<span style="color: lightblue;">■</span>	Urban Area

**Received:**

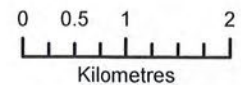
- C-P-2019-01 Marshall Homes (Finch) Ltd.
- C-P-2019-02 SR & R Bay Ridges (Two) Ltd.
- C-P-2019-03 Mattamy (Seaton) Limited
- C-P-2019-04 10046043 Canada Inc. & C. Wang
- C-P-2019-05 Katanna Oklahoma LP
- S-P-2019-01 Marshall Homes (Finch) Ltd.
- S-P-2019-02 Oak Hill Dev. Ltd. & White-Pine General Contractors Ltd.
- S-P-2019-03 10046043 Canada Inc. & C. Wang
- S-P-2019-04 Katanna Oklahoma LP

**Draft Approved:**

- C-P-2018-02 Altona Road Subdivision Ltd.
- C-P-2018-03 Marshall Homes (Centre Point) Inc (2450734 Ontario Inc.)
- C-P-2018-05 Gironde Community Development Inc.
- S-P-2016-04 702153 Ontario Limited (Fairgate Homes)

**Registered:**

- DCP-0313 Madison Liverpool Limited
- DCP-0317 Marshall Homes (Centre Point) Inc (2450734 Ontario Inc.)
- 40M-2643 Woodview Home Construction Inc.
- 40M-2660 Frontdoor Developments Inc.
- 40M-2654 2554569 Ontario Inc.



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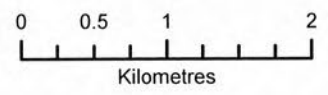


# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY PORT PERRY URBAN AREA, TOWNSHIP OF SCUGOG



- 2019 Received
- 2019 Draft Approved
- 2019 Registered
- Hamlet
- Urban Area

Registered:  
40M-2655 Canterbury Land Development Corporation



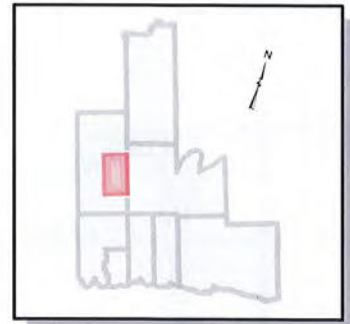
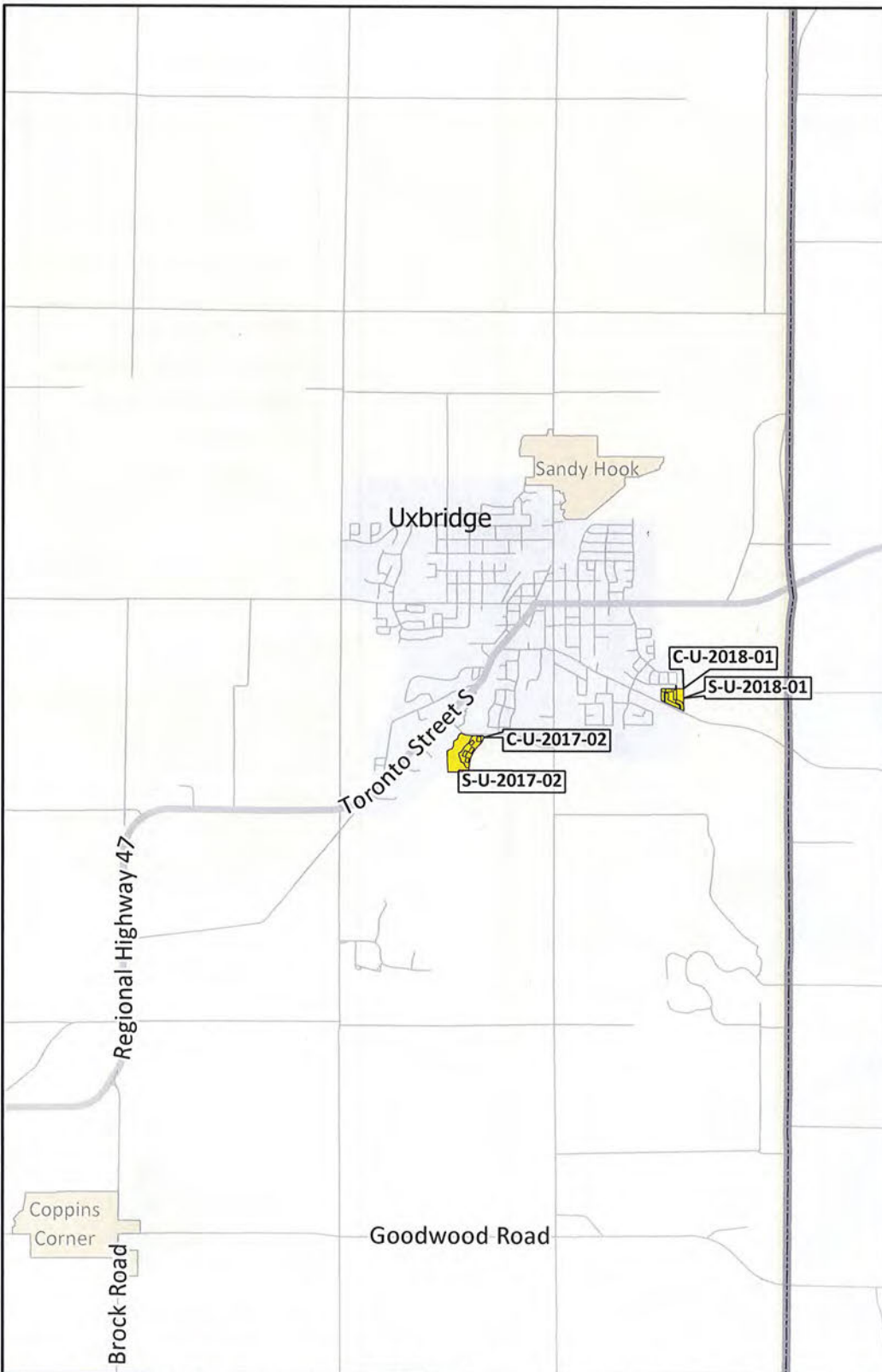
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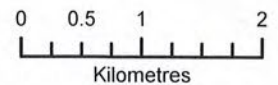
# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY UXBRIDGE URBAN AREA



	2019 Received
	2019 Draft Approved
	2019 Registered
	Hamlet
	Urban Area

Draft Approved:

- C-U-2017-02 Saleville Developments (IV) Ltd.
- C-U-2018-01 2452595 Ontario Ltd.
- 18T-87011 Sandford
- S-U-2017-02 Saleville Developments (IV) Ltd.
- S-U-2018-01 2452595 Ontario Ltd.



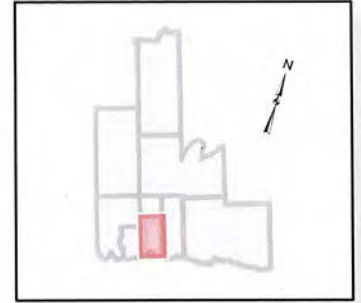
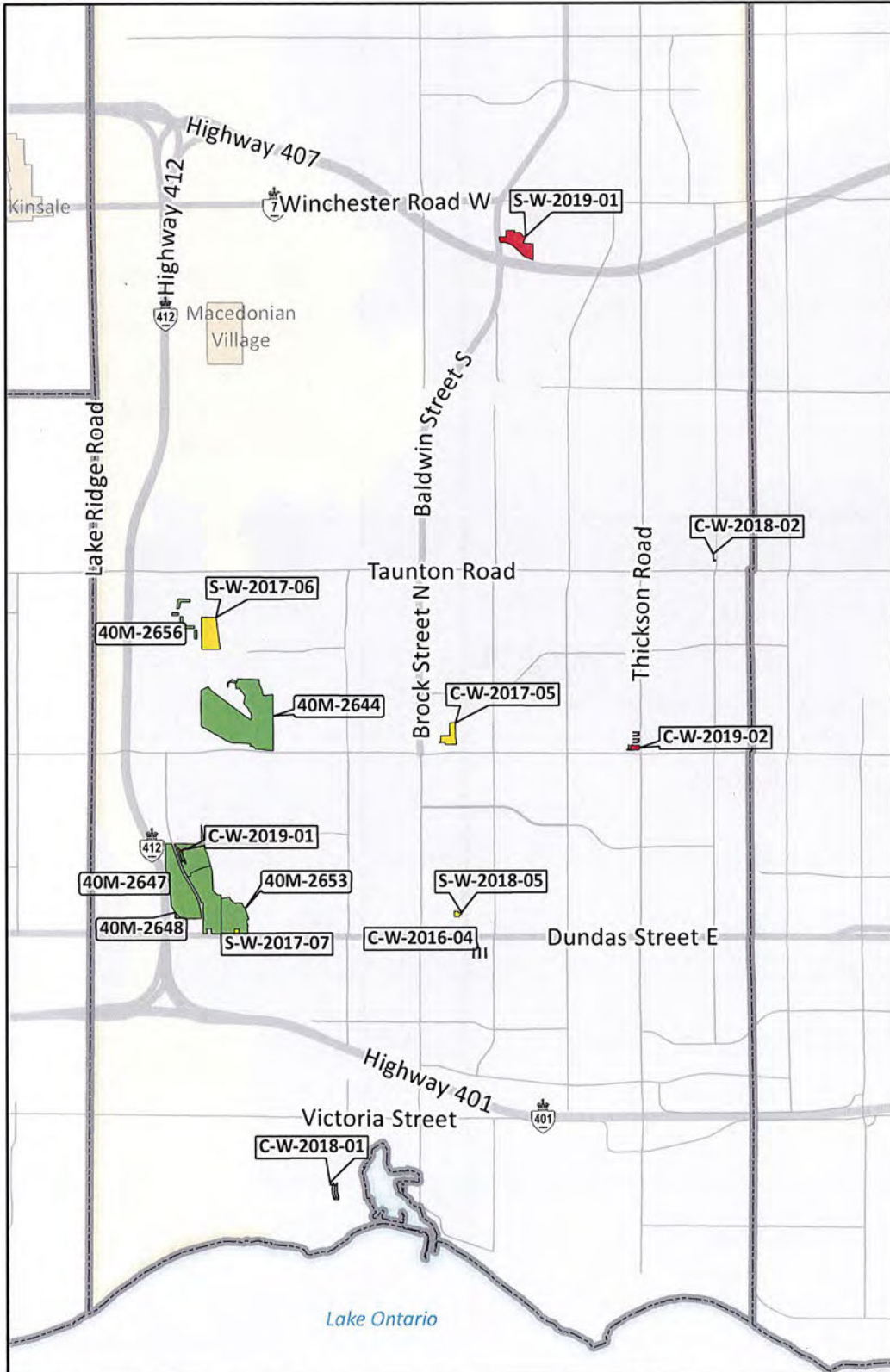
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# 2019 SUBDIVISION/CONDOMINIUM ACTIVITY WHITBY URBAN AREA



<span style="color: red;">■</span>	2019 Received
<span style="color: yellow;">■</span>	2019 Draft Approved
<span style="color: green;">■</span>	2019 Registered
<span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	Hamlet
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	Urban Area

**Received:**

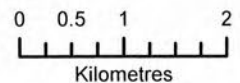
- C-W-2019-01 Mattamy Homes (Mattamy (Whitby) Limited
- C-W-2019-02 Minto (Rossland) Inc.
- S-W-2019-01 Madison Brooklin Developments Ltd.

**Draft Approved:**

- C-W-2016-04 Stafford Homes Ltd.
- C-W-2017-05 Whitby (Brock and Rossland) Developments
- S-W-2017-06 3425 Coronation Developments Limited
- S-W-2017-07 Manorgate Homes (Whitby) Inc.
- C-W-2018-01 Gordon Scadding Developments Limited
- C-W-2018-02 2500564 Ontario Limited
- S-W-2018-05 Sabrina Homes Inc.

**Registered:**

- 40M-2644 TFP Whitby Dev. Inc. c/o Fieldgate Dev.
- 40M-2647 Mattamy (Monarch) Limited
- 40M-2648 Mattamy (Monarch) Limited
- 40M-2653 Hiddenbrook Developments Limited
- 40M-2656 Lazy Dolphin Development Inc.



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**Township of Brock**  
**Application for Refreshment Vehicle Licence**  
 (By-law 2382-2011-PP)

 New Licence

 Renewal Licence

Applicant's Information	
Applicant's Name:	RAYMOND MARTIN
Address:	654 OSBORNE ST BRANTFORD ONT L6K 1A0
Phone Number:	647-655-4747
Fax Number:	—
Email Address:	ray_m28@yahoo.com
Applicant's Signature:	
Refreshment Vehicle Information	
Type of Refreshment Vehicle (Chip Truck, Coffee Truck, Hot Dog Cart, Ice Cream Cart):	CHIP TRUCK
Name:	RAY'S FOOD CART
Address:	C-22715 HWY #12 10E-1E0
Phone Number:	705-328-8536
Location:	CANNINGTON ONT.

**For Office Use Only:**

Required Documentation		
Council approval received?	Yes	No
A certificate of approval from the Regional Health Department?	Yes	No
A certificate of approval from the Township of Brock Fire Department?	Yes	No
Proof of insurance for public liability in the amount of not less than \$1,000,000.00?	Yes	No
Proof of authorization of the owner of the land that the sales premises may be located on the property?	Yes	No
Appropriate clearances from the Ministry of Transportation Ontario (if applicable)?	Yes	No

Additional Information/Comments	

Township Licence Information	
Licence Number:	
Date:	
Payment of Fee:	Amount: _____ Chq / Cash / Debit

Please note: if licence is issued between August 1<sup>st</sup> and December 31<sup>st</sup> of any year, the fee shall be 50% of the annual fee.

Consent Form:

I, Kurt Parliament give exclusive rights to Ray Martin to operate a refreshment vehicle located on C-22715 Hwy #12 Cannington Ont. IOE 1E0, starting August 1<sup>st</sup> 2020 until December 31 2021.

Provided Ray Martin has all the proper permits & insurance in place.

Ray Martin must also keep the area in an organized & tidy condition.

Ray Martin must also dispose of all waste in a proper & timely manner.

Ray Martin acknowledgment,  Agrees to comply.

RAY MARTIN

Owner, Print KURT PARLIAMENT, Sign 

Date : July 16 2020





OSHAWA  
ONTARIO, CANADA

## OFFICE OF THE MAYOR

CITY OF OSHAWA  
50 CENTRE STREET SOUTH  
OSHAWA, ONTARIO  
L1H 3Z7  
TELEPHONE (905) 436-5611  
FAX (905) 436-5642  
E-MAIL: [mayor@oshawa.ca](mailto:mayor@oshawa.ca)

### MAYOR DAN CARTER

July 28, 2020

John Henry  
Regional Chair  
Regional Municipality of Durham  
605 Rossland Rd E  
Whitby, ON L1N 6A3

Dear Chair Henry,

The recent highly publicized interactions between members of police services and individuals in crisis, in both the United States and Canada, are calling for organizations to re-examine systems and processes and take action.

I am writing today, on behalf of Oshawa City Council, to urge all levels of government in Canada to heed this call, and commit to an investment of dedicated mental health units within police services who are available at all times to effectively and appropriately respond to individuals in crisis in our communities.

Police personnel are increasingly encountering individuals in our community dealing with complex mental health issues during their emergency calls. In fact, we are aware that police services across the country estimate that as many as a third of the calls to which police personnel respond are related in some way to a mental health issue.

Further, it is increasingly likely that police personnel are the first point of contact with individuals when arriving on scene of an incident.

Police services, such as the Durham Regional Police Service, have added dedicated personnel to respond to these types of calls, and this measure should be applauded. However, the current levels of mental health front line support to our community in our local, provincial and federal police service are woefully inadequate.

All levels of policing must commit to providing dedicated and fully funded mental health front line units who have specialized skills in mental health crisis intervention and de-escalation within their police service. This would include a team of a plain-clothes officer and mental health nurse. It is imperative that these units are available to respond to situations 24 hours a day, 7 days a week, and 365 days per year.

It's important to note, that this call for dedicated personnel does not replace the need for ongoing mental health awareness and de-escalation training for all personnel.

We believe that this action will have significant benefits for both our community and police personnel and will improve the effectiveness of police response in our communities.

Sincerely,



Mayor Dan Carter

cc: Chief Paul Martin, Durham Region Police Services  
MP Erin O'Toole  
MP Colin Carrie  
MPP Jennifer French  
MPP Lindsay Park  
Oshawa City Council  
Association of Municipalities of Ontario, AMO  
Bill Karsten, President, Federation of Canadian Municipalities  
Kevin Ashe, Durham Region Police Services Board  
Durham Region Municipalities (Clerks)  
Norah Marsh, Acting Director of Education, Durham District School Board  
Tracy Barill, Director of Education, Durham Catholic District School  
Board  
LUMCO  
MARCO  
Jeff McGuire, Executive Director, Ontario Association of Chiefs of Police  
Peter Cuthbert, Interim Executive Director, Canadian Association of  
Chiefs of Police  
Oshawa Community Diversity, Equity, Inclusion Committee



OSHAWA  
ONTARIO, CANADA

## OFFICE OF THE MAYOR

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E-MAIL: [mayor@oshawa.ca](mailto:mayor@oshawa.ca)

### MAYOR DAN CARTER

July 28, 2020

Honourable Justin Trudeau  
Prime Minister  
House of Commons  
Ottawa, ON K1A 0A2

Dear Prime Minister,

The recent highly publicized interactions between members of police services and individuals in crisis in both the United States and Canada are calling for government and organizations to re-examine our systems and processes and take action.

I am writing today, on behalf of Oshawa City Council, to urge all levels of government in Canada to heed this call, and to commit to two significant actions. First, to commit to an investment of dedicated mental health units within police services and second, to establish an independent professional certification for all police personnel.

Police personnel are increasingly encountering individuals in our community dealing with complex mental health issues during their emergency calls. In fact, we are aware that police services across the country estimate that as many as a third of the calls to which police personnel respond are related in some way to a mental health issue.

Further, it is increasingly likely that police personnel are the first point of contact with individuals when arriving on scene of an incident.

Police services, such as the Durham Regional Police Service, have added dedicated personnel to respond to these types of calls, and this measure should be applauded. However, the current levels of mental health front line support to our community in our local, provincial and federal police service are woefully inadequate.

All levels of policing must commit to providing dedicated and fully funded mental health front line units who have specialized skills in mental health crisis intervention and de-escalation within their police service. This would include a team of a plain-clothes officer and mental health nurse. It is imperative that these units are available to respond to situations 24 hours a day, 7 days a week, and 365 days per year.

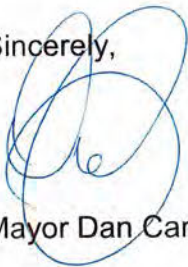
It's important to note, that this call for dedicated personnel does not replace the need for ongoing mental health awareness and de-escalation training for all personnel.

Secondly, we believe that the establishment of an independent professional certification for all police personnel, similar to certifications in other professions such as accounting and engineering, would be of benefit to police services across the country. This suggestion was brought forward through our local consultations.

This designation or accreditation could be received by individual police personnel. It is essential that the program be administered and overseen by an independent body, rather than through peers or police service organizations, to achieve greater accountability.

We believe that these two actions will have significant benefits for both our community and police personnel and will improve the accountability and effectiveness of police response in our communities.

Sincerely,



Mayor Dan Carter

cc: Hon. Doug Ford, Premier  
John Henry, Regional Chair  
MP Erin O'Toole  
MP Colin Carrie  
MPP Jennifer French  
MPP Lindsay Park  
Oshawa City Council  
Chief Paul Martin, Durham Region Police Services  
Association of Municipalities of Ontario, AMO  
Bill Karsten, President, Federation of Canadian Municipalities  
Durham Region Municipalities (Clerks)

Kevin Ashe, Durham Region Police Services Board

Norah Marsh, Acting Director of Education, Durham District School Board

Tracy Barill, Director of Education, Durham Catholic District School Board

LUMCO

MARCO

Jeff McGuire, Executive Director, Ontario Association of Chiefs of Police

Peter Cuthbert, Interim Executive Director, Canadian Association of Chiefs of Police

Oshawa Community Diversity, Equity, Inclusion Committee



**TOWN OF AJAX**  
65 Harwood Avenue South  
Ajax ON L1S 3S9  
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---

Honourable Minister Steve Clark  
Ministry of Municipal Affairs and Housing  
17th Floor  
777 Bay St.  
Toronto, ON  
M5G 2E5  
[steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)

**DELEVERED BY EMAIL**

July 29, 2020

**Re: Protection of the Headwaters of the Carruthers Creek**

Please be advised that the following resolution was passed by Ajax Town Council at its meeting held July 27, 2020:

WHEREAS on June 29, 2020, Pickering Council endorsed a motion requesting that Minister Steve Clark enact a Ministerial Zoning Order (MZO) to fast-track the urbanization of approximately 2,200 hectares of lands (community of Veraine, northeast Pickering) on the headwaters of the Carruthers Creek;

AND WHEREAS Durham Region is currently undergoing a Municipal Comprehensive Review (MCR) which includes a Land Needs Assessment to determine future urban land requirements in the Region, which is to be completed, by July 2022;

AND WHEREAS Durham Regional Council will receive a report regarding the MZO request for consideration at its July 29<sup>th</sup> meeting.

AND WHEREAS the headwaters of the Carruthers Watershed is located in the 'White Belt', and if the requested MZO is approved, it would take away potential settlement area boundary expansions being considered through the MCR in Durham such as the Municipality of Clarington, City of Oshawa and Town of Whitby;

AND WHEREAS the headwaters are surrounded by protected Greenbelt lands, which will require the extension of municipal infrastructure (roads, waters, sewers) through the Greenbelt at a significant lifecycle cost to taxpayers;

AND WHEREAS the draft Toronto and Region Conservation Authority's (TRCA) Carruthers Watershed Plan indicates developing the headwaters will increase natural hazards and flood risk, placing people, properties, and infrastructure at risk of flooding downstream in Ajax by 77%

AND WHEREAS approval of the MZO circumvents the public planning process eliminating public consultation on this development and public consultation on the Carruthers Watershed Plan.

NOW THEREFORE BE IT RESOLVED THAT the Town of Ajax does not support the City of Pickering's Ministerial Zoning Order (MZO) request to re-zone the headwaters of the Carruthers (northeast Pickering) to allow for development;

AND THAT the City of Pickering be urged to withdraw its MZO letter to Minister Steve Clark requesting that the headwaters be urbanized by the developer, being Dorsay Development Corporation;

AND THAT the Town continues to support the Carruthers Creek Watershed Plan process

AND THAT the Town continues to supports opportunities for comprehensive public consultation.

AND THAT this motion be sent to Minister Steve Clark, Minister Rod Phillips, Dorsay Developments, and the City of Pickering and all Durham Region municipalities.

If you require any additional information please do not hesitate to contact Rachael Wraith, Acting Manager of Public & Strategic Affairs, at 905-619-2529 ext. 3325 or [rachael.wraith@ajax.ca](mailto:rachael.wraith@ajax.ca)

Sincerely

A handwritten signature in black ink that reads "Sarah Moore". The signature is written in a cursive style with a large initial "S".

Sarah Moore  
Acting Manager of Legislative Services/Acting Deputy Clerk

Copy: Minister Rod Phillips  
Dorsay Development Corporation  
Durham Region Municipalities  
Regional Councillor J. Dies  
Regional Councillor S. Lee  
Rachael Wraith, Acting Manager of Public & Strategic Affairs



July 30, 2020

The Honourable Steve Clark  
 Minister of Municipal Affairs and Housing  
 777 Bay Street, 17<sup>th</sup> Floor  
 Toronto, ON M5G 2E5

Dear Minister Clark:

**RE: Durham Region's Response to Proposed Amendment 1 to A Place to Grow: Growth Plan for the Greater Golden Horseshoe (ERO Posting #019-1680) and Proposed Land Needs Assessment Methodology for A Place to Grow: Growth Plan for the Greater Golden Horseshoe (ERO Posting #019-1679) (2020-P-14), Our File: L00**

---

Council of the Region of Durham, at its meeting held on July 29, 2020, adopted the following recommendations:

- “A) That Report #2020-P-14 of the Commissioner of Planning and Economic Development be endorsed and submitted to the Ministry of Municipal Affairs and Housing as Durham Region's response to Environmental Registry of Ontario (ERO) Postings #019-1680 and #019-1679 regarding Proposed Amendment 1 to A Place to Grow, 2019 and proposed changes to the Provincial Land Needs Assessment Methodology. Key comments and recommendations are that the Province:
- i) Update Schedule 3 of A Place to Grow to implement population and employment forecasts as proposed in the Reference Forecast that includes a 2051 population forecast of 1,300,000 and a 2051 employment forecast of 460,000;
  - ii) Include only a 2051 total population and employment forecast in the updated Schedule 3 of A Place to Grow (referred to as “Mock B”) and not provide the interim forecasts for 2031 and 2041;
  - iii) Not proceed with the amendment to A Place to Grow that allows municipalities to develop their own higher growth forecasts, which could result in the siphoning of growth from other municipalities across the GGH and exacerbate the challenges for underperforming municipalities;

The Regional  
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 of Durham

Corporate Services  
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**Don Beaton, BCom, M.P.A.**  
 Commissioner of Corporate  
 Services



- iv) Not proceed to delete Policy 4.2.8.2 a) ii of A Place to Grow, as this change could erode environmental protection of habitat of endangered and threatened species, particularly in communities that are outside the boundaries of the Greenbelt Plan;
  - v) Amend its municipal comprehensive review conformity date from July 1, 2022 to July 1, 2023 to account for the impacts caused by the continued changes to Provincial Policy and the remaining outstanding Provincial decisions;
  - vi) Expand the proposed Land Needs Assessment Methodology to include detailed steps, assumptions, data sources and processes that will align with the latest amendments to A Place to Grow;
  - vii) Remove the requirement under subsection 17 (17.1) of the Planning Act which requires municipalities to provide a copy of the proposed Regional Official Plan (or Amendment) to the Minister 90 days before notice is issued of a public meeting and/or open house to help expedite the completion of the Region's municipal comprehensive review;
  - viii) Reconsider, as part of Amendment 1 to A Place to Grow, the existing hard cap of 10 hectares for Settlement Area Boundary Expansions within the Greenbelt Plan Area. Instead, municipalities should be permitted to consider larger Settlement Boundary Expansions to support the long-term viability of small urban settlements, subject to the completion of a servicing capacity study, and provincial approval through an MCR process; and
  - ix) Reconsider, as part of Amendment 1 to A Place to Grow, additional permissions to expand rural employment areas to accommodate new employment opportunities and provide the ability to establish new rural employment areas, subject to certain conditions such as availability of servicing, protection of the natural heritage system and ensure compatibility with surrounding uses; and
- B) That a copy of Report #2020-P-14 of the Commissioner of Planning and Economic Development be forwarded to Durham's area municipalities for their information."

Please find enclosed a copy of Report #2020-P-14 for your information.

*Ralph Walton*

Ralph Walton  
Regional Clerk

RW/tf

- c: S. Bickford, Acting Director, Growth Management Strategic Policy,  
Innovation and Partnerships Branch, Ontario Growth Secretariat
- N. Cooper, Clerk, Town of Ajax
- B. Jamieson, Clerk, Township of Brock
- A. Greentree, Clerk, Municipality of Clarington
- M. Medeiros, Clerk, City of Oshawa
- S. Cassel, Clerk, City of Pickering
- J.P. Newman, Clerk, Township of Scugog
- D. Leroux, Clerk, Township of Uxbridge
- C. Harris, Clerk, Town of Whitby
- B. Bridgeman, Commissioner of Planning and Economic Development



July 30, 2020

The Honourable Steve Clark  
 Minister of Municipal Affairs and Housing  
 777 Bay Street, 17<sup>th</sup> Floor  
 Toronto, ON M5G 2E5

Dear Minister Clark:

**RE: Dorsay Development Corporation's Request for a Minister's Zoning Order for Lands in Northeast Pickering and the Region's Municipal Comprehensive Review (2020-P-15), Our File: D00**

---

Council of the Region of Durham, at its meeting held on July 29, 2020, adopted the following recommendations:

- "A) That the Region advise Dorsay Development Corporation that their request to expand the urban boundary in northeast Pickering will be considered through Envision Durham, the Region's Municipal Comprehensive Review, in conjunction with the other urban boundary expansion requests, and subject to Policy 7.3.11p) of the Regional Official Plan, provided that the Region's Land Needs Assessment concludes additional urban land is required to accommodate the Region's population and employment forecasts to the planning horizon defined in A Place to Grow: A Growth Plan for the Greater Golden Horseshoe;
- B) That the Region advise the Minister of Municipal Affairs and Housing that it does not support Dorsay Development Corporation's request for a Minister's Zoning Order in northeast Pickering on the basis that the request:
- i) does not include the information required for a request to amend or revoke an existing Minister's Zoning Order, of which there is one currently in place for these lands;
  - ii) requires separate evaluation and consultation with Transport Canada to ensure that the scope and scale of urban development would not compromise the long-term viability and operation of a future airport in Pickering;
  - iii) impacts the integrity of the Region's Provincial Growth Plan conformity exercise and municipal comprehensive review of the Durham Regional Official Plan and needs to be considered within the context of all other urban boundary expansion requests across the Region;

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 of Durham

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**Don Beaton, BCom, M.P.A.**  
 Commissioner of Corporate  
 Services

- iv) needs to be evaluated within the context of section 7.3.11 p) of the Durham Regional Official Plan including the Carruthers Creek Watershed Plan; and
  - v) requires detailed analysis to fully understand the servicing and fiscal impacts to the Region; and
- C) That a copy of Report #2020-P-15 of the Commissioner of Planning and Economic Development be sent to the federal Transport Canada Minister, the Region's area municipalities, the Toronto and Region Conservation Authority, and Durham's MPs and MPPs."

Please find enclosed a copy of Report #2020-P-15 for your information.

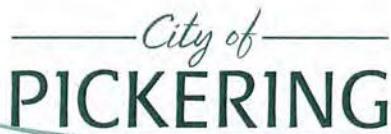
*Ralph Walton*

Ralph Walton  
Regional Clerk

RW/tf

- c: G. Grayhurst, President and CEO, Dorsay Development Corporation  
J. Koke, Vice President – Development, Dorsay Development Corporation  
A. Beduz, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing  
The Honourable Marc Garneau, Minister of Transport  
N. Cooper, Clerk, Town of Ajax  
B. Jamieson, Clerk, Township of Brock  
A. Greentree, Clerk, Municipality of Clarington  
M. Medeiros, Clerk, City of Oshawa  
S. Cassel, Clerk, City of Pickering  
J.P. Newman, Clerk, Township of Scugog  
D. Leroux, Clerk, Township of Uxbridge  
C. Harris, Clerk, Town of Whitby  
J. MacKenzie, Chief Executive Officer, Toronto & Region Conservation Authority  
Jennifer O'Connell, MP (Pickering/Uxbridge)  
Mark Holland, MP (Ajax)  
Ryan Turnbull, MP (Whitby)  
Dr. Colin Carrie, MP (Oshawa)  
Erin O'Toole, MP (Durham)

Jamie Schmale, MP (Haliburton/Kawartha Lakes/Brock)  
Philip Lawrence, MP (Northumberland-Peterborough South)  
Peter Bethlenfalvy, MPP (Pickering/Uxbridge)  
Rod Phillips, MPP (Ajax)  
Lorne Coe, MPP (Whitby)  
Jennifer French, MPP (Oshawa)  
Lindsey Park, MPP (Durham)  
Laurie Scott, MPP (Haliburton/Kawartha Lakes/Brock)  
David Piccini, MPP (Northumberland-Peterborough South)  
B. Bridgeman, Commissioner of Planning and Economic Development



Corporate Services Department  
Legislative Services

Sent by Email

July 31, 2020

Ralph Walton  
Regional Clerk/Director of Legislative Services  
Regional Municipality of Durham  
[clerks@durham.ca](mailto:clerks@durham.ca)

Subject: Re: Reconvening the Body-Worn Camera (BWC) Team  
Corr. 33-20  
File: A-1400-001-20

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

That Corr. 33-20, dated July 7, 2020, from the Regional Municipality of Durham, regarding Reconvening the Body-Worn Camera (BWC) Team, be endorsed.

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

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

Yours truly

A handwritten signature in blue ink, appearing to read "Susan Cassel".

Susan Cassel  
City Clerk

SC:rp  
Enclosure

Copy: Durham Regional Police Services Board  
Nicole Cooper, Clerk, Town of Ajax  
Becky Jamieson, Clerk, Township of Brock

Anne Greentree, Municipal Clerk, Municipality of Clarington

Mary Medeiros, City Clerk, City of Oshawa

John Paul Newman, Director of Corporate Services/Clerk, Township of Scugog

Debbie Leroux, Director of Legislative Services/Clerk, Township of Uxbridge

Chris Harris, Clerk, Town of Whitby

Interim Chief Administrative Officer



The Regional  
Municipality  
of Durham

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**Don Beaton, BCom, M.P.A.**  
Commissioner of Corporate  
Services

July 7, 2020

Anita Longo, Executive Assistant  
Durham Regional Police Services Board  
605 Rossland Road East  
Box 911  
Whitby, ON L1N 0B8

Dear Ms. Longo:

**RE: Reconvening the Body-Worn Camera (BWC) Team,  
Our File: C12**

---

Council of the Region of Durham, at its meeting held on June 24, 2020,  
adopted the following recommendations:

“Whereas Body-Worn Cameras (BWC) have been adopted by a growing number of police services across the country and the world; widely seen as a real benefit to public trust, transparency, accountability and accuracy, and have been useful in determining what exactly has taken place during confrontations between officers and civilians, aiding in building positive relations with the communities they serve; and

Whereas recent hate-filled and brutal displays of anti-Black racism have resulted in preventable deaths and revived community outcry for more oversight and accountability for officers and police services; and

Whereas on June 17, 2020 the Parliamentary Black Caucus urged all levels of government to act immediately to eliminate the barriers to access to justice and public security for Black Canadians and Indigenous people, including requiring all on-duty police officers in contact with the public to wear BWCs; and

Whereas Toronto Police Chief Mark Saunders has said he will fast-track body cameras for all front-line officers within the Toronto Police Service (TPS) due to recent events; and

Whereas Durham Regional Police Service (DRPS) conducted a year-long BWC pilot from June 2018 to June of 2019, using officers from two units in West Division, Regional Traffic Enforcement and members from the Festive R.I.D.E team; and

Whereas approximately 80 officers were outfitted with cameras during the pilot, resulting in 26,600 videos being collected - of which



52 per cent were categorized as evidence and about 30 per cent have been or will be used in criminal and provincial offences trials - and the project manager has said that "I don't think we've seen very much resistance at all - and the officers fairly quickly got comfortable with the technology", yet no formal recommendations or go-forward plans have been presented to DRPS Board; and

Whereas on April 21, 2020, DRPS informed their Board that the BWC study was on hold due to the pandemic, and all officers were sent back to their original deployments, further delaying a decision;

Therefore be it resolved that to be responsive to the needs of our community, the Durham Regional Police Services Board ('Board') be requested to reconvene the Body-Worn Camera (BWC) team effective immediately; and

That Regional Council request the DRPS Police Services Board, at the earliest possible opportunity, to consider BWC implementation, which shall include funding requirements to start phasing in the procurement and outfitting of front-line officers with cameras to eliminate subjectivity in civilian and police interactions; and

That Regional Council requests the Board present a delegation to Regional Council by September 2020, or as soon thereafter as is reasonably possible, including a timeline and budget to address this need at the earliest opportunity; and

That the presentation include an update by the Board regarding the DRPS officer training plan, addressing how officers are trained to handle mental health distress and de-escalation techniques, specifically within the Black and Indigenous community; and

That this motion be circulated to the DRPS Board, and all Durham municipalities."

*Ralph Walton*

---

Ralph Walton,  
Regional Clerk/Director of Legislative Services

RW/ks

c: Nicole Cooper, Clerk, Town of Ajax  
Becky Jamieson, Clerk, Township of Brock  
Anne Greentree, Clerk, Municipality of Clarington

Mary Medeiros, Clerk, City of Oshawa  
Susan Cassel, Clerk, City of Pickering  
John Paul Newman, Clerk, Township of Scugog  
Debbie Leroux, Clerk, Township of Uxbridge  
Chris Harris, Clerk, Town of Whitby

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TOWNSHIP OF BROCK INTEGRITY COMMISSIONER, GUY GIORNO

**Citation:** Campbell v. Schummer, 2020 ONMIC 8

**Date:** August 3, 2020

## REPORT ON COMPLAINT

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## THE COMPLAINT

1. This report concludes an inquiry into a complaint about certain social media posts of Councillor Walter Schummer (Respondent).
2. Councillor Lynn Campbell (Complainant) alleges that the Respondent's posts contravened sections 5.0 and 6.0 of the Code of Conduct for Municipal Councillors, Schedule "A" to By-law Number 2843-2019-AP.

## SUMMARY

3. I find that the Respondent's social media posts did not contravene Code section 5.0 (Confidential Information). The posts may have been inspired by what happened in closed session, but the Respondent did not release confidential information.
4. I also find that the Respondent's social media posts did not breach section 6.0 (Use of Personal Websites/Social Media & Printed Communications).
5. The Code of Conduct must be interpreted in light of the fact that the Township of Brock is a democracy. The Code does not prevent one politician from disagreeing with the positions of other politicians. Disagreement is part of the democratic process, and lies outside the Integrity Commissioner's jurisdiction under the Code unless conduct is discriminatory, derogatory or demeaning. Ultimately, I cannot find, on a balance of probabilities, that the Respondent's comments rise to the level to permit a finding of breach of the Code.
6. As Integrity Commissioner, I lack authority under the Code to police the accuracy and truth of political statements. It is not my place to referee disputes over facts, such as the disagreement about whether renovating the Sunderland Memorial Arena will or will not cost as much as building a new arena.
7. I did not consider the Township's Social Media Policy because it expressly does not apply to political comments and personal comments by Council Members.
8. Finally, I do not agree that a Member is forced to express public support for a Council decision with which the Member disagrees. The right of dissent is a fundamental democratic principle which neither the *Municipal Act* nor the Code takes away.

## BACKGROUND AND PARTIES' POSITIONS

9. The Complainant alleges that the Respondent has a long-standing pattern of Facebook posts that contravene the Council Code of Conduct and Township Social Media Policy. However, I am only able to consider the specific comments that were attached to the Complaint.

10. The Complainant and Respondent both provided evidence related to the context and meaning of the online comments, and both made extensive submissions. Even though only a summary of the evidence and submissions appears in this report, I have taken into account everything they provided to me.

11. Appendices 1 through 4 reproduce the online and emailed comments that are the subject of the Complaint.

### **The "Tears Of Joy" Post (Appendix 1)**

12. On August 13, 2019, the Respondent posted on Facebook that the Complainant had been "moved to tears (of joy)" after reading a report on Township operations reviews, but he "was not quite so emotionally affected."

13. The Complainant alleges that this comment was derogatory and condescending, and reflects a pattern of "talk[ing] down to and mak[ing] fun of women." The Complaint material alleges that the Respondent "never ridicules males."

14. The Respondent submitted that the "tears of joy" and "emotionally affected" remarks were part of a broader post in which he stated his surprise that the Complainant was "moved to tears (of joy)". He notes that these were her own words, and were made in an open session of Council that was recorded and available online. The Respondent submits it is not derogatory to state that he was not as "emotionally affected".

15. The Respondent also rejects the claim that his social media comments never ridicule males. He submits that his posts are criticism and not ridicule, and submits that he has criticized male Council Members on many occasions. He provides what he describes as a "small sample" of his posts in which he has criticized male Council Members.

16. In reply, the Complainant acknowledges making the "tears" comment but believes the comments were taken out of context and that the Complainant's post was designed to make her "look silly". She provided samples of comments from other female Councillors and citizens who criticized the Respondent on social media for posts they felt were demeaning.

**The “Bag of Cash” Cartoon (Appendix 2)**

17. In a August 15 news release entitled “Sunderland Subdivision LPAT Appeal Settled,” the Township announced that it had reached a settlement with Kaitlin Properties and Jay Yerema-Weafer in relation to Ms Yerema-Weafer’s appeal of Kaitlin’s phase 2 development in Sunderland Meadows. The settlement included a \$576,000 contribution from Kaitlin Properties to the Sunderland Lions Club to support expansion of Sunderland Memorial Arena.

18. The next day, August 16, the Respondent posted on Facebook a cartoon graphic of a man holding a moneybag with a dollar sign on it and a caption reading: “Planning problems? What planning problems? There’s no problem a bag of cash can’t solve (or hide.)”

19. The Complainant alleges that this post refers to a legal matter that was dealt with at an in-camera meeting, during which the Mayor reminded Council not to comment on social media since public communication was to be left to a press release. She submits that the post contravenes section 5.0 of the Code, which prohibits a Member from releasing any information that is subject to the confidentiality provisions of the Code, unless specifically authorized to do so by Council or by law.

20. The Respondent submits that the graphic was found online and that his post was intended to be a “very general piece of advice I found that appears to apply more and more nowadays in so many ways and places.” He also states that it was posted in reply to a commenter who asked about specific activity within the Township. He states the graphic was “not intended to speak to any specific matter whether it is of a Township issue or not.” For his part, the Respondent submits that he personally saw the graphic as commentary on the failure of individuals to “do financial planning when they appear to have ample cash.”

21. Even if the Complainant’s interpretation is accepted, the Respondent says that he did not release confidential information and, therefore, there was no breach of the Code. The Respondent notes that the Township issued a press release on August 15 announcing a settlement of the issue in question and, as a result, the information could not reasonably be considered to be confidential, even if it is accepted that his cartoon graphic relates to the substance of the in-camera meeting.

22. In reply, the Complainant maintains that that the cartoon was a direct reference to information revealed at an in-camera meeting. She states that the posting of the cartoon was contemporaneous with the Mayor informing Council of an anticipated settlement of the matter. She also notes that the content of the graphic cartoon relates to the subject matter of in-camera discussion, which was related to an agreement to have the developer donate to the renovation of the Sunderland Memorial Arena.

**The Sunderland Arena Post (Appendix 3)**

23. On August 20, 2019, the *Brock Citizen* published an article by Metroland reporter Moya Dillon. It ran beneath the headline, "Settlement reached in Sunderland subdivision controversy: Appeal withdrawn following donation toward Lions arena expansion." The news story was prompted by the Township's August 15 announcement.
24. On August 24, the Respondent posted a link to the news story, along with his own commentary.
25. The Respondent edited his post once. He removed the last sentence, reading, "Also, If the project does not go forward what will happen to the Kaitlin contribution and amount?" The text of the Respondent's original post is reproduced at Appendix 3A, and the text of the edited post is Appendix 3B.
26. The Complainant alleges that the August 24 post quoted a lawyer's statement and other information from a closed session of Council. She further alleges that the post contained factual errors, for example, that a new arena could be built for the same cost as the Sunderland arena expansion project, which the Complainant says is objectively untrue. The Complainant claims that the Respondent follows a pattern of "misinforming the public in exhibits... [and acting] as if he thinks that his opinions are facts." She suggests that, because the Respondent is an accountant, his comments about numbers will carry more weight even when they are inaccurate.
27. The Respondent does not accept the presence of "factual errors" in what he posted. Specifically, he states that the Complainant misquoted him, since he never used the phrase "same cost." Instead, he mentioned "concern in many areas of The Township about whether spending over \$7 Million on expanding an arena is a wise use of money vs. building a new one for competitive amounts."
28. In reply, the Complainant maintains that a new arena could be built for a "competitive amount" and points to estimates from municipal officials that it would be "double the cost to build a new one". She therefore submits that the Respondent's comments were misleading.
29. The Complainant adds a new argument in her reply submissions, stating that Council members are "supposed to support council decisions, such as the Sunderland Lions initiated arena project partnership" and that "[e]ven if individual councillors are opposed, we are supposed to publicly support the group decision and not constantly post negative things on Facebook." She states that she could not understand why the Respondent was so opposed to the project when she thought it would provide so much benefit to the community.



**The “Never Quote Me” Exchange (Appendix 4)**

30. On August 20, the Complainant emailed the Respondent and asked:

Please NEVER quote me, use my name, or covertly refer to me by one of your previous nicknames for me (i.e. zucchini casserole councillor) on Facebook or any other form of social media or print media or verbally.

31. On August 21, the Respondent replied that he had never referred to the Complainant by that nickname. According to him, he had suggested that a committee of Council could be referred to as the “Quick and Cheesy Parmesan Zucchini Crisp Committee.”

32. The Respondent also took the position that:

Anyone has the right to quote what a member of Council says in open session. Such a right has its base not only in a free and democratic society but also under our Country’s Charter of Rights and Freedoms. The quote was accurate and was simply stated since it was quite surprising to hear a Member of Council be “moved to tears” about a consultant’s report which was confirmed by the numerous chuckles I heard at the time....

Members of Council are held by the public and one another to what they say and feel. You, and any member of Council or the public are free to quote me on anything I say in the Council Chamber and I expect that when I’m sitting there and speaking to any issue affecting The Township and its residents. If it were not for the sorry state of our local press media I suspect you may also have been quoted by the press as well.”

33. In reply, the Complainant stated that she did not have evidence of the Respondent calling her the “Zucchini Casserole Councillor” because she reported the comments to Facebook and they were subsequently removed. She submits that it was still inappropriate to refer to an official Township-appointed committee with a mocking nickname.

## **PROCESS FOLLOWED**

34. In operating under the Code, I follow a process that ensures fairness to both the individual bringing a Complaint and the Council Member responding to the Complaint. This process is based on the Code of Conduct Complaint Procedure that was adopted by Council.

35. The Complaint was submitted August 26. The Response was received September 25. The Complainant replied October 14. The Respondent replied further, with the final reply submitted October 31. The parties also sent me various emails, and I interviewed each party by telephone.

36. The parties have had extensive opportunity to address each other's submissions and to address all the issues in this proceeding.

37. The Complainant invited me to interview another Council Member who was said to have had similar experiences with the Respondent in past. I declined to do so because I did not think this was fair or relevant. Evidence that a respondent has engaged in similar conduct in past is highly prejudicial, and the unfairness usually outweighs any probative value. In Canada, the general rule is that such evidence should not be considered except in extraordinary circumstances. I therefore did not inquire about other people's experiences with the Respondent's social media activity.

38. While I conduct a fair and balanced process that allows both parties to be heard, I also mindful of the fact that the financial impact of code of conduct complaints and integrity commissioner investigations falls entirely on the municipal tax base. Integrity commissioners and codes of conduct have been mandated by the Province without any corresponding provincial funding.

39. Consequently, I conduct a full and fair process that at the same time is efficient and reasonable taking into account the circumstances of each case.

40. In this case, the Complaint involves online posts and a few emails. The documentary evidence is right in front of me and the parties. It is therefore unnecessary to interview other witnesses about what happened, when the record of social media posts is clear.

41. What I did do, deliberately, was to pause the proceeding, under section 5.1 of the Complaint Procedure, which states:

If at any time, following the receipt of a Complaint or during the investigation process, the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the Complainant and the member agree, efforts may be made to achieve an informal resolution. The formal Complaint will be held in abeyance during such time.

42. As the Integrity Commissioner for more than 30 Ontario municipalities, my experience is that by far the largest category of code of conduct complaints consists of complaints by elected officials against other elected officials. Whenever there is the chance to pursue a mutually agreed outcome, I take it.

43. In this case, I paused the proceeding to give the parties an ample opportunity to explore the prospect of a resolution. The pause was similarly intended to allow the parties to consider the matter with the benefit of distance from the actual events. In this respect the pause was deliberate, as often the passage of time makes an intractable difference possible to resolve.

44. I note that a pause carries no additional cost to the Township. My practice is always to give the parties necessary time to resolve matters without the issuance of an investigation report, if they are willing and this is feasible. Only when I was satisfied that this would not be possible would process resume.

45. By that point, however, Ontario was gripped by the COVID-19 pandemic and in a state of emergency. Even though this is not strictly permitted by Ontario Regulation 73/20, I decided to suspend further action on this file until the Province and the Township had reached an appropriate state of recovery. (O. Reg. 73/20 gives certain statutory officials the power to extend deadlines and suspend proceedings, but integrity commissioners conducting code of conduct investigations have been excluded.)

46. In June, I again inquired about the prospect of settlement. No resolution was possible, and I undertook to complete this report to Council as quickly as possible.

## **FINDINGS OF FACT**

47. Each party has had, and has used, the opportunity to comment on everything at issue in this proceeding. I have taken all the information the parties provided into account, even that which is not reproduced in this report.

48. Many of the relevant facts appear above, beneath the heading "Background and Parties' Positions."

49. The texts of the relevant posts and email exchange appear in the Appendices.

50. I make the following additional findings of fact, based on the standard of a balance of probabilities.

51. I find as a fact that the Respondent posted the "Bag of Cash" cartoon on Facebook, and did so the day after the Township issued the news release to announce settlement of the Sunderland appeal.

52. I find as a fact that the "Bag of Cash" posting was most likely a reference to the Sunderland settlement with Kaitlin Properties.

53. I find as a fact that the Complainant did state that she was "moved to tears" upon reading the consultant's operational report.

54. I am unable make a finding on whether the Respondent referred to the Complainant as the "Zucchini Casserole Councillor."

## ISSUES AND ANALYSIS

55. I have considered the following issues:

- A. Is the Respondent subject to the Township's Social Media Policy?
- B. Do I have jurisdiction over whether the Respondent posted a factual inaccuracy?
- C. Is a Council Member prevented from criticizing a Council decision the Member did not support?
- D. Did the Respondent release confidential information contrary to section 5.0 of the Code?
- E. Did the Respondent's posts contravene Code section 6.0 (Use of Personal Websites/Social Media & Printed Communications)?

### **A. Is the Respondent subject to the Township's Social Media Policy?**

56. No.

57. Section 3.1 of the Social Media Policy expressly states that, "This policy does not apply to the Township of Brook's elected officials when they use social media networks for political, campaign or personal purposes."

### **B. Do I have jurisdiction over whether the Respondent posted a factual inaccuracy?**

58. No.

59. The Complainant believes that the Respondent's comments, particularly in relation to costs of the Sunderland Memorial Area, are not entirely factual. The Respondent maintains that the Complainant misunderstood his statements.

60. I find that much of what Councillor Campbell considers to be false is in reality just an expression of Councillor Schummer's opinion, not a factual claim. Expression of political opinion lies outside an Integrity Commissioner's purview. It is not for me to pronounce it true or false. Instead, a statement of opinion is subject to being tested through political debate: *Miles v. Fortini*, 2018 ONMIC 22, at para. 49.

61. Even if it were the case that the Respondent misstated a fact – I stress that I make no such finding – the Code does not specifically set any particular standard for accuracy in statements of Council Members. Consequently, the Code does not give me jurisdiction, as Integrity Commissioner, to police the accuracy and truth of political statements.

62. On previous occasions I have expressed significant doubt that Integrity Commissioners are in any position to investigate and rule on whether a politician has misstated a fact: *Re Maika*, 2018 ONMIC 11. It seems far more appropriate for factual claims and opinions about facts to be tested through political debate. For example, on the subject of the Arena (and several other matters), Councillor Campbell has articulately explained her disagreement with Councillor Schummer. In other words, she has shown she is able to utilize the tools of political debate to rebut and to challenge content with which she disagrees.

63. As was observed in *Re Maika*, at para. 139:

In my view, utilizing the tools of political debate to respond to inaccuracies and exaggerations in political debate is far more appropriate than having Integrity Commissioners police the truth of political speech.<sup>1</sup>

64. Another point specifically raised by the Complainant is the Respondent's credibility as an accountant. The Code does not authorize me to impose a higher standard of conduct on a particular politician whose profession or background provides a higher degree of credibility with the public. Members of regulated professions –for example, accountants, health care providers, and lawyers – may be subject to professional standards, but that is a separate matter and nothing that allows an Integrity Commissioner to intervene.

**C. Is a Council Member prohibited from criticizing a Council decision the Member did not support?**

65. No.

66. Councillor Campbell takes the position that a Council Member in the minority must publicly support the decision of the majority:

Also, aren't all members of council supposed to support council decisions, such as the Sunderland Lions initiated arena project partnership with the municipality? Yes, we are! Even if individual councillors are opposed, we are supposed to publicly support the group decision and not constantly post negative things on Facebook. This project was approved in principle by council, as confirmed by our Clerk Becky Jamieson. There has been extensive financial investment in drawings and a motion was passed by council to apply for federal provincial funding and the application is now being prepared.

67. With great respect to the Complainant, I suggest that public support for group decisions cannot be forced on anyone. Canada is a democracy. Ontario is a democracy. The Township of Brock is a democracy. In a democracy, the will of the

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<sup>1</sup>Maika (Re), 2018 ONMIC 11 at para 139.

majority prevails, but a minority always has the right to dissent and to explain the reason for its dissent.

68. This principle has been explained in a number of Integrity Commissioner reports. I adopt the following observation from *Miles v. Fortini*, 2018 ONMIC 22, at paragraphs 72 to 75:

Brampton is a democracy. The minority always has the right to dissent from majority decisions. Rule No. 10(1) cannot be interpreted as removing the right to dissent.

What Rule No. 10(1) requires is that the majority decision be accurately communicated. This does not prevent criticism of a decision. It merely requires that the criticism depict the decision accurately. I find that this occurred.

A Council Member is always entitled to explain why he or she voted a particular way. This is not a privilege conferred by the Code; it is a basic democratic right. I find that this is what Councillor Fortini did.

The commentary to Rule No. 10(1) states that, "A member should refrain from making disparaging comments about Members of Council and Council's processes and decisions." This commentary must be interpreted in light of the right to dissent and the right to explain one's vote.

**D. Did the Respondent release confidential information contrary to section 5.0 of the Code?**

69. No.

70. I find as a fact that the "bags of money" cartoon likely was posted in relation to the settlement with Kaitlin Properties.

71. However, the settlement was announced by the Township the day before the cartoon was posted.

72. Consequently, anything contained in the August 15 news release was no longer confidential. I agree that any portions of the closed session discussion that were not revealed in the Township news release remained confidential, but everything announced on August 15 was no longer subject to section 5.0 of the Code.

73. More importantly, the August 16 "bags of money" post did not reveal any information of the Township.

74. I am prepared to accept that the "bags of money" post was probably a criticism of the agreement with Kaitlin properties. However, the "bags of money" post was worded

in such a way that it criticized without revealing any information. This, the Code permitted the Respondent to do.

75. Section 5.0 prohibits the release of confidential information, including information about what occurred in closed session. Section 5.0 does not prohibit dissent from a decision taken in closed session. If a Member finds a way to criticize in camera deliberation without revealing the confidential content of that deliberation, this is permitted under the Code.

76. Neither the text nor the cartoon image of the Respondent's August 16 post communicated any specific, confidential information about the agreement, or whether or not an agreement was indeed concluded at an in-camera session of Council.

77. Councillor Schummer found a way to express criticism of what transpired without breaching confidentiality. In doing so he remained compliant with the Code.

78. Similarly, I find that nothing confidential was released in the Respondent's August 24 post.

79. He wrote, "Many thanks to The Township solicitor for his work as well doing the negotiations on behalf of Council."

80. I find as a fact that the involvement and name of the lawyer, Quinto Annibale, had previously been reported in several news stories. The Respondent's post did not even name the lawyer: it just alluded to the existence and involvement of a lawyer, which were not confidential facts as they could have been assumed in any event.

81. He also wrote, "While not stated in the press release, the Sunderland Arena Project Proposal remains that.... a proposal. Council has not yet 'green lighted' the project."

82. I find as a fact that this sentence did not breach confidentiality. The fact that a decision is less final, less firm, and less certain than suggested by an official announcement cannot be considered confidential information.

**E. Did the Respondent's posts contravene Code section 6.0 (Use of Personal Websites/Social Media & Printed Communications)?**

83. No.

84. I have already addressed the alleged factual inaccuracies and the allegation related to lack of public support for a Council decision.

85. Based on the "Tears of Joy" post and the "Never Quote Me" email exchange, the Complainant alleges that the Respondent's comments were demeaning or derogatory, and part of a pattern of conduct directed toward women.

86. Section 6.0 of the Code states, in part, as follows:

It is the duty of a member of Council to serve the best interests of the Corporation as opposed to an individual. Accordingly, while Councillor communications, printed or otherwise, is not the property of the Township of Brock, if Councillors are representing themselves as a Councillor, it is appropriate that the following standards be in effect to maintain integrity as a spokesperson of the Corporation:

- Access to municipal documents (agendas, minutes, by-laws, staff reports) shall be referred to the Township of Brock and/or its Website, as this website remains the principal means of electronic communication from the municipality on the world wide web;
- Inappropriate content shall not be posted on an individual website/social media outlet which shall include the following:
  - Disclosure of confidential information (either through in-camera meetings or oral/written communications from other members of Council and staff);
  - Discriminatory language including discriminatory, derogatory portrayal of individuals or groups, demeaning language, or anything that could be deemed inappropriate;
  - Personal opinions or comments of Township staff or other elected officials (individually or collectively);
  - Commercial endorsements or solicitations;
  - Promotion of illegal activities;
  - Information which may compromise the safety and security of the public, public systems, members of Council, and staff;
  - Content that violates a legal ownership interest of any other party; and,
  - Statements that could be interpreted as slanderous or libelous.

(Emphasis added)

87. I understand and appreciate the Complainant's concern that the several of the comments by the Respondent are "derogatory" or "demeaning" and exploit gender stereotypes. It is clear from the language of section 6 that discriminatory language and comments can be a violation of the Code and lead to a recommendation of sanction.

88. At the same time, I note that what concerns Councillor Campbell most is Councillor Schummer's use of a direct quotation of Councillor Campbell. There is agreement that Councillor Schummer quoted words that were spoken. The disagreement is whether he quoted the words fairly, respectfully, and in context.

89. The Respondent denies ill intent, and stresses that he was quoting words actually used: in other words, he was stating the fact of what occurred. It is difficult for an Integrity Commissioner to look behind statements of fact to discern whether one



politician was improperly motivated in referencing a public comment by another politician.

90. Other Integrity Commissioner have shown similar caution. As former Brampton Integrity Commissioner Donald Cameron noted in 2012:

I cannot and will not be a referee of free speech in a political arena provided it stays within the bounds ... of the Code.<sup>2</sup>

91. Subsequently, Mr. Randy Pepper, the delegate of Integrity Commissioner Cameron, expanded on the same principal by stating:

Freedom of expression is a fundamental right in Canada so the Code must be interpreted in a manner consistent with this fundamental right. Based on the law set out below, I cannot find that the Code should be interpreted to appoint the Integrity Commissioner as a speech referee in the political arena.<sup>3</sup>

92. The threshold for limiting political speech must be high. The bar cannot be set to prohibit criticism of another politician's policies or record. Being able to contradict or take issue with another politician's record is an important aspect of democracy: *Gerrits v. Currie*, 2020 ONMIC 6, at paras. 45-48

93. The relevant passage of section 6.0 is, "Discriminatory language including discriminatory, derogatory portrayal of individuals or groups, demeaning language, or anything that could be deemed inappropriate." I cannot find that the posts of the Respondent reached that level. Consequently, I cannot clearly find that the Respondent breached section 6.0 of the Code.

## RECOMMENDATION

94. While I have not found a clear breach of the Code, I do believe this particular situation offers an opportunity for all Council Members to reflect on the possible impacts, including unintended impacts, of what they post on social media and say about other individuals. Language may be hurtful or insensitive without rising to a level that contravenes the Code. Council may wish to consider whether it wishes to participate in sensitivity training that includes content on appropriate and respectful use of social media.

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<sup>2</sup> City of Brampton, Report No. BIC-030-192 (December 4, 2012), Integrity Commissioner Donald Cameron, at p. 3.

<sup>3</sup> City of Brampton, Report No. BIC-32-1112 (December 18, 2012), Randy Pepper, Delegate of the Integrity Commissioner, at pp. 2.

## CONTENT

95. Subsection 223.6(2) of the *Municipal Act* states that I may disclose in this report such matters as in my opinion are necessary for the purposes of the report. All the content of this report is, in my opinion, necessary.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Guy Glorno". The signature is fluid and cursive, with a prominent initial "G" and a long, sweeping tail.

Guy Glorno  
Integrity Commissioner  
August 3, 2020

## APPENDIX 1: AUGUST 13 FACEBOOK POST

### Walter Schummer - Ward 3 Councillor

August 13, 2019

Council officially received the report from our consultant and interim CAO regarding operations reviews. While a number of changes and recommendations in the review have already been implemented some will still be discussed at upcoming meetings. While some of my Council colleagues including Councillor Campbell were "moved to tears (of joy)" by the report I must admit I was not quite so emotionally affected. I do appreciate the work that was done and I echo the thanks from our Mayor to the many people, including members of the public, who were interviewed as part of the process in developing this report. Two of the recommendations in the report were enacted last night including the commencement of the search for a new permanent CAO and a new and improved website (more on those in separate posts). This is one report that is not sitting on a shelf collecting dust. More of its recommendations will be discussed, debated, and likely implemented in the coming months. You can find the report on The Township website.

### Cindy Ouellette

Sorry, not sorry, Walter Schummer - Ward 3 Councillor, but I really take offense to this totally unnecessary and demeaning commentary regarding Councillor Lynn Campbell! And I quote from your post: "While \*some\* of my Council colleagues including Councillor Campbell were "moved to tears (of joy)" by the report I must admit I was not quite so emotionally affected."

I was actually quite shocked to read that such a haranguing comment about your fellow Councillor, who is a woman, could actually be made! I certainly didn't miss it and found it extremely derogatory!

Bravo to Councillor Lynn Campbell for being the passionate, hard-working, community representative that she is! That is why she was elected!

To infer her as "emotionally affected" is an insult not only to her but every other woman out there in politics that has had to fight against chauvinistic commentary crap such as this! You owe Councillor Lynn Campbell an apology!

Truly disappointing!

### Walter Schummer - Ward 3 Councillor

I thought when someone claimed to be "moved to tears (of joy)" it's an emotional experience. If I'm wrong then I apologize. It's simply a quote as to what was said at the meeting about a consultant's report. Much as how I stated what The Mayor said. Then again.....

### Lynn Campbell

Thank you Cindy Ouellette

### Lynn Campbell

Debbie Bath-Hadden

### Katie Koopman

Walter Schummer Your small town chauvinism shows. Quotation marks around describing a woman's personal response to the good work she and her colleagues do is passé. Men would do well to show as much honesty and heart in any level of office.

#### **Walter Schummer - Ward 3 Councillor**

It's called a quote. When quoting someone you place what was said in quotation marks. I also acknowledged our Mayor's thank-you remarks but did not quote her word for word so left The Mayor's comments out of quotation marks. These were things taught to me down in the big city where I went to school many years ago.

#### **Cindy Ouellette**

VERY condescending Walter Schummer - Ward 3 Councillor...

#### **Katie Koopman**

Walter Schummer - Ward 3 Councillor Big City also teaches sourcing your quote. So if it's an actual quote, great. However, your remark following the quote, is still obviously old school.

#### **Lynn Campbell**

Walter Schummer - Ward 3 Councillor & Cindy Ouellette I am a journalist, educated in the big city, and still working in the field. There in the big city I learned how to write the facts properly without weaving in personal opinions and innuendoes. Just saying...

#### **Cindy Ouellette**

"While some of my Council colleagues including Councillor Campbell were "moved to tears (of joy)" by the report I must admit I was not quite so emotionally affected." Why \*some\* of my Council colleagues and then go on to \*target\* Councillor Campbell specifically; associating her with being "emotionally affected" by the decision? Who were the other colleagues that were also moved and not listed by hearing the results? Totally unnecessary! And I believe you still owe Councillor Lynn Campbell a FORMAL apology!

#### **Walter Schummer - Ward 3 Councillor**

actually she was the only one who claimed to be so moved. I guess that's why it stood out.

#### **Cindy Ouellette**

Walter Schummer - Ward 3 Councillor So it appears you were trying to hide your singling out of Councillor Lynn Campbell by insinuating \*some\* of the other colleagues?

#### **Walter Schummer - Ward 3 Councillor**

Actually I can't say whether any other members of Council were emotionally impacted by the report or not. Councillor Campbell was the only one who stated she was. Perhaps other members had emotional reactions but did not state it on the record.

## APPENDIX 2: AUGUST 16 FACEBOOK POST

Walter Schummer - Ward 3 Councillor

August 16, 2019 ·

Planning Problems ?

What Planning Problems ?

There's no problem  
a bag of cash  
can't solve (or hide)



## APPENDIX 3A: AUGUST 24 FACEBOOK POST - ORIGINAL

**Walter Schummer - Ward 3 Councillor**

August 24, 2019 at 11:16 AM

Many thanks to The Township solicitor for his work as well doing the negotiations on behalf of Council. While not stated in the press release, the Sunderland Arena Project Proposal remains that.... a proposal. Council has not yet "green lighted" the project. Many issues have yet to be resolved for the proposal including whether The Township will receive any higher level government funding. Also, the Kaitlin contribution is tied to the future phase 2 and 3 of the Sunderland subdivision. The timing of those phases are very much linked to further development of local water and wastewater infrastructure by The Region which could be very far down the road. Funding for the possible arena project is also tied to Development Charges/Community Benefit Charges which are not only also tied to building in Brock down the road but also to the changes being brought in by The Province. Lastly, there is the concern in many areas of The Township about whether spending over \$7 Million on expanding an arena is a wise use of money vs. building a new one for competitive amounts. Also, If the project does not go forward what will happen to the Kaitlin contribution and amount?

Settlement reached in Sunderland subdivision controversy

Appeal withdrawn following donation toward Lions arena expansion

NEWS Aug 20, 2019 by Moya Dillon Brock Citizen



Brock Township Mayor Debbie Bath-Hadden - Bill Hodgins/Metroland file photo

SUNDERLAND – The settlement of a long-standing planning dispute will result in a funding boost for the Sunderland Lions Club’s planned arena expansion.

The Township of Brock announced on Aug. 15 that a settlement had been reached between the Township, Kaitlin Properties, and resident Jay Yerema-Weafer, who had filed an appeal of the developer’s planned phase 2 development of their Sunderland Meadows subdivision.

The appeal took issue with a zoning bylaw passed by the previous Township council. It allowed the developer to amend their site plan for phase two of the development, which resulted in smaller lot sizes and an additional 61 homes added to the project.

“Because it was increasing density, residents thought council should have enacted a section 37 clause, which would have required the developer to provide payment to cover services for those residents, but the council of the day didn’t feel that was warranted,” said Brock Township Mayor Debbie Bath-Hadden.

She said that when the new council took their seats in December 2018, they immediately investigated the matter to see if there was a way they could reverse it.

“The new members of council were extremely proactive in looking at this file,” she said. “We wanted to see if there was anything we could do as a new council to remove the appeal, or if we could change the decision of the previous council. But we were advised if we were to move forward with any changes to what the previous council had put in place, we wouldn’t be successful.”

Undeterred, Bath-Hadden took her concerns directly to the developer, and negotiations commenced between the Township, Kaitlin and Yerema-Weafer. Talks eventually led to the announcement that Kaitlin Properties will be donating \$576,000 to the Sunderland Lions Club to help fund their Sunderland Memorial Arena expansion project, which will be tied to the commencement of their phase two plans.

Yerema-Weafer withdrew her appeal in response to the settlement.

“They indicated right from day one, when they came to Sunderland, that it was their intention to work with and see how they could enhance the community,” Bath-Hadden said of the developers.

“I’m delighted with the outcome and delighted for the Lions Club, this is a huge donation towards their arena project. It’s a win, and for a small community like Sunderland it’s a substantial win.”

by Moya Dillon

Moya Dillon is a reporter for the Metroland Media Group’s Durham Region Division.

## APPENDIX 3B: AUGUST 24 FACEBOOK POST - EDITED

**Walter Schummer - Ward 3 Councillor**

August 24, 2019 at 11:16 AM

Many thanks to The Township solicitor for his work as well doing the negotiations on behalf of Council. While not stated in the press release, the Sunderland Arena Project Proposal remains that.... a proposal. Council has not yet "green lighted" the project. Many issues have yet to be resolved for the proposal including whether The Township will receive any higher level government funding. Also, the Kaitlin contribution is tied to the future phase 2 and 3 of the Sunderland subdivision. The timing of those phases are very much linked to further development of local water and wastewater infrastructure by The Region which could be very far down the road. Funding for the possible arena project is also tied to Development Charges/Community Benefit Charges which are not only also tied to building in Brock down the road but also to the changes being brought in by The Province. Lastly, there is the concern in many areas of The Township about whether spending over \$7 Million on expanding an arena is a wise use of money vs. building a new one for competitive amounts.

[News article excluded]



## APPENDIX 4: AUGUST 20-21 EMAIL EXCHANGE

From: Lynn Campbell <lcampbell@townshipofbrock.ca>

Sent: Tuesday, August 20, 2019 12:06 PM

To: Walter Schummer <wschummer@townshipofbrock.ca>; Council <council@townshipofbrock.ca>; Garth Johns <gjohns@townshipofbrock.ca>; Becky Jamieson <bJamieson@townshipofbrock.ca>

Subject: Facebook

Dear Councillor Schummer

Please NEVER quote me, use my name, or covertly refer to me by one of your previous nicknames for me (i.e. zucchini casserole councillor) on Facebook or any other form of social media or print media or verbally -Thank you, LYNN CAMPBELL

RE: Facebook

Walter Schummer

Wed 8/21/2019 7:06 AM

To: Lynn Campbell <lcampbell@townshipofbrock.ca>; Council <council@townshipofbrock.ca>; Garth Johns <gjohns@townshipofbrock.ca >; Becky Jamieson <bJamieson@townshipofbrock.ca >

Councillor Campbell,

Thanks for the email. Firstly, I never referred to you with that term. I did refer to the lack of discussion about the BARF Committee and lack of meetings and discussions back on October 14, 2015 where I mentioned that perhaps the committee could be named the "Quick and Cheesy Parmesan Zucchini Crisp Committee" but that is another story.

I believe anyone has the right to quote what a member of Council says in open session. Such a right has its base not only in a free and democratic society but also under our Country's Charter of Rights and Freedoms. The quote was accurate and was simply stated since it was quite surprising to hear a member of Council be "moved to tears" about a consultant's report which was confirmed by the numerous chuckles I heard at the time. I would have said the same if Councillor Jubb or Regional Councillor Smith had said the same thing. I also stated, not as a direct quote word for word, about The Mayor thanking those who took part in the process. While the two are certainly confirming what was said at an open meeting they convey two separate views by members of Council. I did not criticize you for saying the phrase but simply said I was not so "moved" by the report.

Members of Council are held by the public and one another to what they say and feel. You, and any member of Council or the public, are free to quote me on anything I say in the Council Chamber and I expect that when I'm sitting there and speaking to any issue

affecting The Township and its residents. If it were not for the sorry state of our local press media I suspect you may also have been quoted by the press as well.

Again, the session was open and it is a matter of record and video. I apologize that I cannot promise to not quote you or any member of Council on what is said. I would fully expect you to quote me if I stated something you disagreed with or agree with in Council. Doing so, I feel, would set a very dangerous precedent.

Thanks and I hope this explains my thoughts on the subject. I expect you are not going to agree with much of what I have said but that too is your right.

Regards,

Walter Schummer

Dear Mayor and Councillors,

July 23, 2020

I have lived in the same house on Mara Road for over forty years. There have been many gradual changes over that time. Some were for the better and some were not for the better. The worst change and it has been occurring for the last few years is the traffic. Specifically I refer to the quantity, the type, the noise and the speed of the vehicles.

The town of Beaverton has not yet experienced a big population increase. However the volume of traffic has increase dramatically. Like water, traffic takes the path of least resistance. Our town is being used during the week and on weekends as a through fare to avoid the traffic on Highway 12. It is not such a big deal in the winter but the cottage traffic from May to October is quite heavy. It starts on Thursday and ends on Monday.

I counted the number of vehicles one weekday afternoon for a fifteen minute period. There were 112 that passed my house. Expand that to an hour and you have 448 vehicles per hour. I repeated that on 17 occasions at differing times and days. The results were very consistent. From 8 am to 6pm, I estimate a minimum of 4,500 vehicles travel Mara Road daily. The numbers are greater on a May to October weekend.

The traffic on Mara Road used to be entirely passenger vehicles. We are now experiencing a large increase in commercial truck traffic (stake trucks, dump trucks and semis). Motor cycle traffic (usually in groups of 5 to 12) is very common on the weekends.

The roar of commercial truck traffic and motor cycles as they accelerate through town makes it almost impossible to carry on a conversation on our front porch. Even in our backyard we have had to stop, on occasion, a conversation until the traffic noise subsided. There is a preponderance of passenger cars and trucks with "after market" muffler systems that make them sound like they are at the Indy 500. Many of these are local people. Their favourite time is just after dusk. You may not see them but you can certainly hear them.

The speed limit along Mara Road is 50kph. The section between Main Street and Dundas Street is residential and contains the Wayside Apartments (mostly seniors) and a crossing for Beaverton P.S and the municipal park. I did a non scientific survey of 100 vehicles to assess their speed. The results were:

Travelling	50-59 kph	-	58	vehicles
	60 -69		35	"
	Over 69		7	"

I noticed that the faster the vehicle the louder the noise.

With the increase in traffic and the excessive speed of the traffic, it has only been a matter of luck that there have been very few accidents on Mara Road. I do feel it is incumbent upon Brock council to further investigate this concern. The safety and enjoyment of our town is at risk.

I look forward to hearing from you.

Thanks

Ken Huntington  
329 Mara Road, Beaverton  
705 426 5082

P.S.

I read with interest the article titled **“Safety Review for “Dangerous” Beaverton Intersection”** in the July 23 edition of the Brock Citizen. I have sat on my front porch and watched the “action” at that intersection for many years. There are four factors that make this a dangerous intersection .

- 1) Main Street and Victoria Avenue do not intersect Mara Road at a 90 degree angle. This makes the sight lines very challenging.
- 2) The quantity of traffic that I have previously discussed.
- 3) The speed of the traffic that I have previously discussed.
- 4) Vehicles continually park in front of the Beaverton Fish & Chips and in front of the old Strand Theatre. This situation makes it very difficult to even see oncoming traffic along Mara Road.

**FASKEN**

Fasken Martineau DuMoulin LLP  
Barristers and Solicitors  
Patent and Trade-mark Agents

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+1 800 268 8424  
F +1 416 364 7813  
fasken.com

**MEMORANDUM**

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**To:** Council  
Township of Brock

**From:** Guy Giorno  
Integrity Commissioner

**Date:** August 4, 2020

**Re:** Transparency: Code of Conduct File CC-2019-01

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In relation to the decision and reasons issued this week:

File CC-2019-01  
*Campbell v. Schummer*  
2020 ONMIC 8

**Cost of Inquiry**

The total cost to the Township of the Code of Conduct inquiry, decision and reasons, not including HST, is as follows:

Hours (Aug.-Dec. 2019):	2.51 @ \$239/hour	(previously invoiced)
Hours (Jan.-June 2020):	2.09 @ \$239/hour	(previously invoiced)
Hours (July-Aug. 2020):	19.3 @ \$239/hour	
Total:	\$5712.10	

**Lesley Donnelly**

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**Subject:** FW: Request to Purchase Public Access Located Between 116 and 126 Morrison Avenue  
**Attachments:** Public Access Ethel Park.JPG; Between 116 and 126 Morrison, Beaverton.pdf

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**From:** Justin Kouba <[Justin\\_Kouba@edu.yorku.ca](mailto:Justin_Kouba@edu.yorku.ca)>  
**Sent:** August 4, 2020 1:47 PM  
**To:** Becky Jamieson <[bjamieson@townshipofbrock.ca](mailto:bjamieson@townshipofbrock.ca)>  
**Subject:** Request to Purchase Public Access Located Between 116 and 126 Morrison Avenue

August 4, 2020

Dear Becky Jamieson and Members of Council,

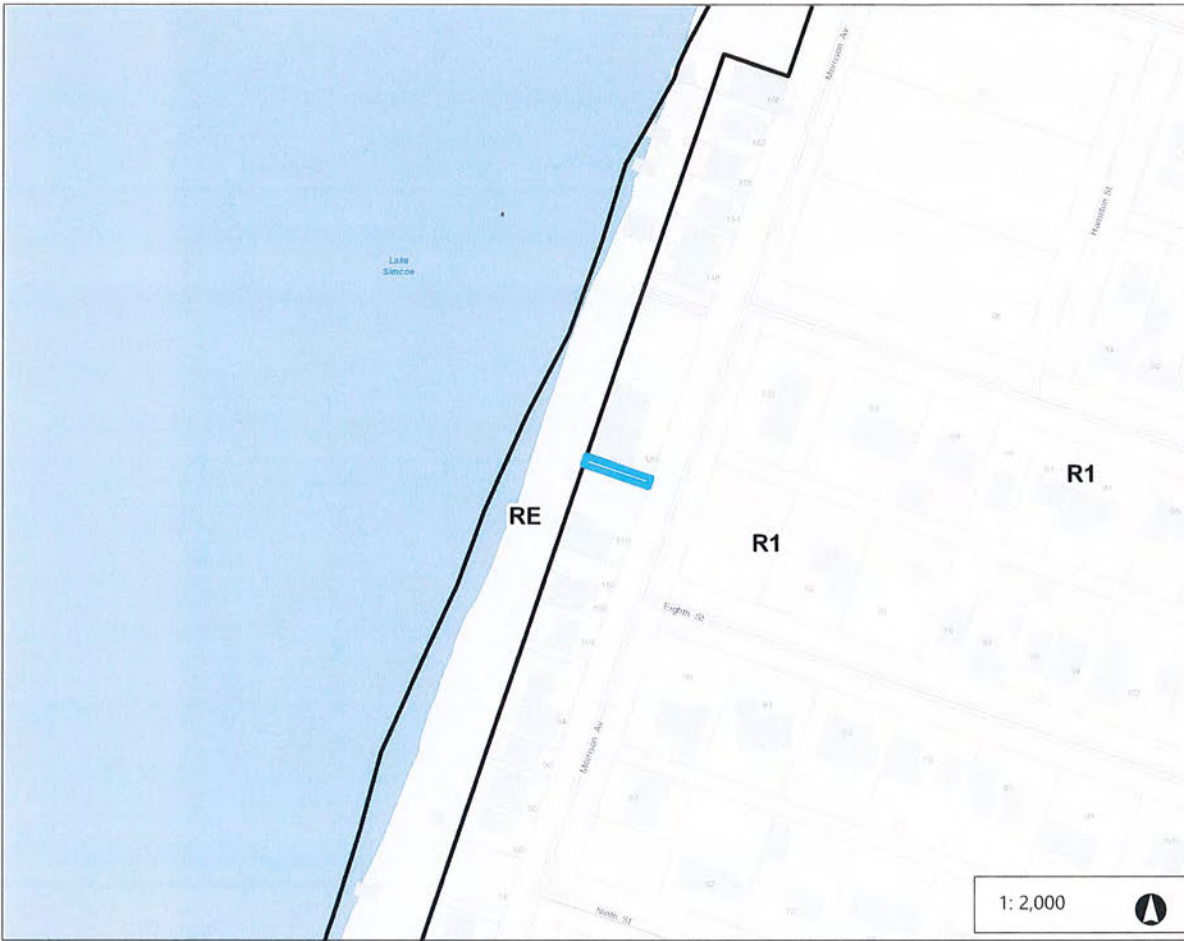
We would like to express an interest in purchasing the public access located between 116 Morrison Avenue and 126 Morrison Avenue in Ethel Park, Beaverton. We would like to purchase this so that we can install a set of stairs and have direct access to the lake from our property located across Morrison Avenue at 62 Eighth Street. We have attached a sectional map showing the public access as well as a photo of the access from Morrison Avenue. Up until this summer, we have been accessing what we thought was a public access located between 94 Morrison Avenue and 104 Morrison Avenue, however it has recently come to our attention that this public access was sold to a homeowner sometime during Ethel Park's history.

We look forward to hearing from you and discussing this further.

Sincerely,

Justin Kouba and Stacy Sneath





**Legend**

- Brock Zoning
- Ownership Parcel
- Assessments Parcel
- Childcare
- Government Offices**
  - Federal
  - Provincial
  - Regional
  - Municipal
  - Other
- Community Facility
- Healthcare Facility
- Hospital
- Library
- Place of Worship
- Recreation Facility
- Recreation Parks
- Schools
- Senior Residences

**Notes**

© Township of Brock

1: 2,000

101.6 0 50.80 101.6 Meters

NAD\_1983\_UTM\_Zone\_17N  
 Created By: Township of Brock

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



**Lesley Donnelly**

---

**Subject:** FW: Regional Broadband Application - Letter of Support  
**Attachments:** Brock letter of support.docx

**From:** Alison Burgess <[Alison.Burgess@durham.ca](mailto:Alison.Burgess@durham.ca)>  
**Sent:** August 5, 2020 9:06 AM  
**To:** Becky Jamieson <[bjamieson@townshipofbrock.ca](mailto:bjamieson@townshipofbrock.ca)>  
**Cc:** Riaz Razvi <[Riaz.Razvi@durham.ca](mailto:Riaz.Razvi@durham.ca)>; Sonia Salomone <[Sonia.Salomone@durham.ca](mailto:Sonia.Salomone@durham.ca)>  
**Subject:** Regional Broadband Application - Letter of Support

Hi Becky

I am following up regarding the Region's application to the ICON program.

The application will focus on the development of a Regional Broadband Network. The Network will extend high-speed fiber optic cables into underserved areas providing 'off-ramps' into each community. ISPs will be able to avoid the cost of building the long-haul network and allow them to focus on building quality networks inside of communities. The project will be discussed in more detail at the Broadband Roundtable meeting on Thursday if you are able to make it.

The ICON application asks that letters of support from local organizations be provided. For each organization, they require:

- Why they support this project
- What non-financial support can be provided
- A contact name

Would Brock consider writing a letter to support the application? We have attached a draft letter of support in case it is helpful. Riaz, Sonia or I would be happy to answer any questions or provide additional information.

Thanks

Alison

**From:** Riaz Razvi  
**Sent:** July 20, 2020 12:52 PM  
**To:** MacLean, Justin <[JMacLean@clarington.net](mailto:JMacLean@clarington.net)>; [kbenham@oshawa.ca](mailto:kbenham@oshawa.ca); [mcousineau@oshawa.ca](mailto:mcousineau@oshawa.ca); [JMacIsaac@Oshawa.ca](mailto:JMacIsaac@Oshawa.ca); Daniel Van Kampen <[vankampend@whitby.ca](mailto:vankampend@whitby.ca)>; [kleins@whitby.ca](mailto:kleins@whitby.ca); Bigioni, Paul <[pbigioni@pickering.ca](mailto:pbigioni@pickering.ca)>; Quaife, Dale <[dquaife@pickering.ca](mailto:dquaife@pickering.ca)>; Becky Jamieson <[bjamieson@townshipofbrock.ca](mailto:bjamieson@townshipofbrock.ca)>; Adam Dubecki <[adubecki@scugog.ca](mailto:adubecki@scugog.ca)>; Kristi Honey <[khoney@uxbridge.ca](mailto:khoney@uxbridge.ca)>; [Rachael.Matheson@ajax.ca](mailto:Rachael.Matheson@ajax.ca); [christie.mclardie@ajax.ca](mailto:christie.mclardie@ajax.ca); Don.Terry <[Don.Terry@ajax.ca](mailto:Don.Terry@ajax.ca)>  
**Cc:** Alison Burgess <[Alison.Burgess@durham.ca](mailto:Alison.Burgess@durham.ca)>; Simon Gill <[Simon.Gill@durham.ca](mailto:Simon.Gill@durham.ca)>  
**Subject:** Ontario Expanding Access to Modern Digital Economy

Good afternoon,

The Province has recently announced the Improving Connectivity for Ontario (ICON) program. Applications for the \$150 million in broadband funding are due August 21, 2020. We are reaching out to you today to share the Region's preliminary plans for an application.

We are preparing an application to install a backbone fibre network throughout the Region. The proposed network would connect our rural communities as well as serve municipal and Region buildings. It would serve as a connection

point for ISPs to deliver end point service into communities. We are currently comparing the data from our broadband survey with the Province's eligibility map to develop comprehensive coverage maps and a plan for implementation. The provincial funding will provide 25% of the total project costs with the remaining 75% coming from the Region and other partners. It is expected that the cost for this project could be in the \$100 million range. Our recommendation to submit an application will go to Regional Council on July 29<sup>th</sup>. If we receive approval to proceed, we will reach out again to ask for a letter of support from your municipality. In the meantime, if you have any questions, please let me know.

<https://news.ontario.ca/moj/en/2020/07/ontario-expanding-access-to-the-modern-digital-economy.html>

thank you,



**Riaz Razvi, PMP, MEng, MBA | Broadband Specialist**

Regional Municipality of Durham | Planning and Economic Development Department

605 Rossland Road East, 5<sup>th</sup> Floor | Whitby, ON L1N 6A3

Office - 905.668.4113 x2601 | Cell - 289.927.5872

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# Notice of Motion

The Municipal Council of the Corporation of  
**THE TOWNSHIP OF BROCK**

**Notice of Motion for August 10<sup>th</sup> Council Meeting**

MOVED BY: Regional Councillor Ted Smith

SECONDED BY: Councillor Lynn Campbell

Whereas Bill 197 the COVID-19 Economic Recovery Act, which received Royal Assent on July 21, 2020, amended section 238 of the Municipal Act with respect to Electronic Participation in meetings;

Whereas the Municipal Act in Section 238 (3.1) states that the procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law;

Whereas the Municipal Act in Section 238 (3.3) states that the applicable procedure by-law may provide that, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and that a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public;

Whereas at the March 24, 2020 Council meeting, in light of the declared emergency for COVID-19, Council amended Procedural By-law No. 2890-2019 to allow for members of Council and staff to participate electronically in meetings during a declared emergency;

Whereas electronic participation for members of Council, staff and delegations have proven to be effective and it may be preferable to allow electronic participation to continue, to accommodate a variety of scenarios;

Now therefore be it resolved that Procedural By-law No. 2890-2019 be further amended to allow for members of Council and local boards to participate electronically in Advisory Committee, Standing Committees, Board and Council Meetings, in cases where it is not ideal to attend the meeting in-person, and that public delegations and staff attendance also be permitted via electronic participation;

That members of local boards, Committees and Council may use the following principles to guide their decision participate electronically:

1. Severe weather
2. Illness or threat of exposures to illness
3. Mobility challenges

That electronic participation only be permitted using a format as determined by the Chair and Clerk;

That Members must advise the Clerk in advance if they will be participating electronically in a meeting so that quorum may be ensured; and

That the Clerk be authorized to amend the Procedural By-law accordingly.

The Municipal Council of the Corporation of  
**THE TOWNSHIP OF BROCK**

**Notice of Motion for August 10<sup>th</sup> Council Meeting**

MOVED BY: Councillor Walter Schummer

SECONDED BY: Councillor Claire Doble

Whereas The Township of Brock Procedural By-Law 2890-2019 was adopted and contains provisions to establish The Committee of The Whole meetings and part of the provisions establishes positions of sub-committee chairs and such positions are to be appointed at the inaugural meeting of Council and in the case of the current term The Mayor assumed the positions of chair of all sub-committees.

Be it resolved that Sec 4.5.1(c) of By-Law 2890-2019 be amended to read as follows:

*Selected Members of Council may be appointed as a Sub Committee Chair or Vice-Chair by Resolution during the Inaugural Meeting of Council or when a vacancy in his or her absence occurs as determined by Council from time to time or upon resolution by Council at any time during the term of Council. The Sub-Committee Chair or in his or her absence, the Sub-Committee Vice-Chair, shall take the chair during that portion of the COW Meeting dealing with the matters pertaining to the Sub-Committee for which he or she has been appointed.*

Furthermore, that in the current absence of individual Council members serving as sub-committee chairs that the sub-committee chair positions be appointed in a manner identical to the previous committee chairs prior to the adoption of the Committee of The Whole structure and further that The Mayor be appointed as Vice-Chair of the respective sub-committees for the duration of the current term of Council.

# By-laws

**THE CORPORATION OF THE TOWNSHIP OF BROCK**

**BY-LAW NUMBER 2964-2020**

**A BY-LAW TO AMEND BY-LAW NUMBER 957-88-PP, BEING A BY-LAW TO REGULATE VEHICULAR TRAFFIC ON HIGHWAYS, FIRE ROUTES, PRIVATE AND MUNICIPAL PROPERTY, AND TO PROHIBIT THE INJURING OR FOULING OF HIGHWAYS AND BRIDGES, AND THE OBSTRUCTION OF DITCHES AND CULVERTS**

---

**WHEREAS** pursuant to the provisions of the *Municipal Act*, S.O. 2001, as amended, and the provisions of the *Highway Traffic Act*, R.S.O. 1990, chapter H.8, as amended, by-laws may be passed by the councils of local municipalities;

**AND WHEREAS** the Council of the Township of Brock passed By-law Number 957-88-PP to regulate traffic on highways in the Township of Brock;

**AND WHEREAS** it is deemed desirable to amend By-law Number 957-88-PP;

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

1. THAT Schedule XIX of By-law Number 957-88-PP, entitled "COMMUNITY SAFETY ZONES", is hereby amended by inserting the following to the end thereof:

**Ethel Park**

Victoria Avenue	Ethel Park Drive To Morrison Avenue	Anytime	All Day/Months
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2. THAT the provisions of this by-law shall come into force and effect at such times as official signs have been erected.

**THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF AUGUST, A.D., 2020.**

\_\_\_\_\_  
Mayor  
Debbie Bath-Hadden

\_\_\_\_\_  
Clerk  
Becky Jamieson

**THE CORPORATION OF THE TOWNSHIP OF BROCK**

**BY-LAW NUMBER 2965-2020**

**BEING A BY-LAW TO PRESCRIBE A RATE OF SPEED OF 40 KILOMETRES PER HOUR ON VICTORIA AVENUE WITHIN THE TOWNSHIP OF BROCK**

---

**WHEREAS** subsection 2 of section 128 of the Highway Traffic Act, R.S.O. 1990, as amended, authorizes the Council of a local municipality, by by-law, to prescribe a rate of speed different from the rate set out in subsection 1 of section 128 for motor vehicles driven on a highway or a portion of a highway under its jurisdiction;

**NOW THEREFORE** the Council of the Corporation of the Township of Brock ENACTS as follows:

1. No person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour upon Victoria Avenue between Ethel Park Drive and Morrison Avenue within Ethel Park in Beaverton.
2. The penalties provided in subsection 14 of section 128 of the Highway Traffic Act, R.S.O. 1990, as amended, as from time to time amended shall apply to offences against this by-law.
3. That the provisions of this by-law shall come into force and take effect at such time as official signs have been erected.

**THIS BY-LAW BE READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF AUGUST, A.D., 2020.**

---

Mayor  
Debbie Bath-Hadden

---

Clerk  
Becky Jamieson



**BY-LAW NUMBER 2967-2020**

**BEING A BY-LAW TO AMEND BY-LAW NUMBER 2890-2019, BEING A BY-LAW TO  
REGULATE THE PROCEEDINGS OF COUNCIL**

---

**WHEREAS** Bill 197 the COVID-19 Economic Recovery Act, which received Royal Assent on July 21, 2020, amended various sections of the Municipal Act with respect to electronic participation in meetings;

**AND WHEREAS** the Municipal Act in Section 238 (3.1) now states that the procedure by-law may provide that a member of Council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law;

**AND WHEREAS** the Municipal Act in Section 238 (3.3) states that applicable procedure by-law may provide that, a member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and that a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public; and

**AND WHEREAS** in order to be able to implement these provisions, Council must amend Procedural By-law 2980-2019;

**AND WHEREAS** it is deemed advisable to pass this by-law for the purposes aforesaid;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
BROCK ENACTS AS FOLLOWS:**

That Section 4.14 Electronic Participation to By-law 2980-2019 be deleted in its entirety and replaced with the following;

**4.14 Electronic Participation at Meetings**

- 4.14.1 Electronic participation may be allowed for a member of Council, of a local board or of a committee of either of them in accordance with Section 238 (3.1) of the Municipal Act; for greater clarity this includes Advisory Committees, Standing Committees, Committee of the Whole, Council and local board meetings. Members participating electronically may count towards determining whether a quorum of members is present and may participate in a meeting which is closed to the public.
- 4.14.2 Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair, in consultation with the Clerk, shall have the authority to modify the Rules of Procedure to ensure Members can effectively participate in the meeting.
- 4.14.3 The Clerk, in consultation with the Chair, shall establish practices and procedures for electronic participation.
- 4.14.4 Members must notify the Clerk prior to the meeting of their intent to participate electronically.
- 4.14.5 Members will be required to audibly indicate their presence at the start of the meeting, or they will be noted as absent.
- 4.14.6 All votes during a meeting where some or all members are participating electronically shall be recorded votes, unless otherwise determined by the Chair.

- 4.14.7 Should a member of the public request to provide their delegation through electronic participation and the Clerk believes that electronic participation by the public can be facilitated, they will be requested to provide their comments in writing to the Clerk prior to the meeting and the comments will be distributed to members of Council. The remainder of the regular rules for delegations as set out in this by-law shall apply.
- 4.14.8 The Clerk may provide for the electronic participation of Staff, including electronic participation of the Clerk.

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 10<sup>TH</sup> DAY OF AUGUST, A.D., 2020.**

\_\_\_\_\_  
Mayor  
Debbie Bath-Hadden

\_\_\_\_\_  
Clerk  
Becky Jamieson

**BY-LAW NUMBER 2968-2020**

BEING A BY-LAW TO AMEND BY-LAW NUMBER 2890-2019, BEING A BY-LAW TO  
REGULATE THE PROCEEDINGS OF COUNCIL

---

**WHEREAS** Section 238(2) of the Municipal Act requires every Council to adopt a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Section 5 of the Municipal Act, S.O. 2001, as amended from time to time, provides that the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** Council can amend a procedure by-law at any time;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
BROCK ENACTS AS FOLLOWS:**

That Section 4.5.1 (c) to By-law 2980-2019 be deleted in its entirety and replaced with the following;

Selected Members of Council may be appointed as a Sub-Committee Chair or Vice-Chair by Resolution during the Inaugural Meeting of Council or when a vacancy in his or her absence occurs as determined by Council from time to time or upon resolution by Council at any time during the term of Council. The Sub-Committee Chair or in his or her absence, the Sub-Committee Vice-Chair, shall take the chair during that portion of the COW Meeting dealing with the matters pertaining to the Sub-Committee for which he or she has been appointed.

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 10<sup>TH</sup>  
DAY OF AUGUST, A.D., 2020.**

---

Mayor  
Debbie Bath-Hadden

---

Clerk  
Becky Jamieson