

The Corporation of the Township of Brock

Committee of the Whole Minutes

Electronically

Session Two

**Friday, January 22, 2021
Monday, January 25, 2021
Tuesday, January 26, 2021**

The Second Meeting of the Committee of the Whole of the Township of Brock, in the Regional Municipality of Durham, was held on Friday, January 22, 2021, electronically.

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

Members absent: Mayor: Debbie Bath-Hadden (loa)

Staff Members present: Municipal Clerk Becky Jamieson (recording the minutes)
Deputy Clerk Deena Hunt
Clerks Assistant Maralee Drake
CAO Dean Hustwick
Treasurer Laura Barta
Director of Public Works Paul Lagrandeur
Fire Chief Rick Harrison
Chief Building Official Richard Ferguson
Acting By-Law Enforcement/Canine Control Supervisor Lisa Jarrett (joined on January 25)
Recreation and Leisure Coordinator Alicia Bagshaw (joined on January 26)

1. Call to Order and Moment of Silence

Deputy Mayor Smith called the meeting to order at 1:00 p.m.
Committee paused for a moment of meditation and personal reflection.

2. Disclosure of Pecuniary Interest and Nature Thereof

None

3. Adoption of Minutes

None

4. Announcements from Council and Staff

None

5. Presentations

- 1) 1:00 p.m. - Brian Harding, CEO, Brock Township Public Libraries – Library Budget

Mr. Brian Harding, CEO Brock Township Libraries, introduced Karen Enss, Chair, Brock Township Public Library Board and provided the following presentation:

Mr. Harding provided an overview of the library status during the COVID-19 pandemic in 2020 advising that the libraries have been allowed to remain open during this current Provincial Lockdown provided all applicable restrictions are adhered to (contactless pick up only). He advised that the libraries operated at

68% of their regular annual operating hours in 2020, provided digital library services with a 32% increase in e-book and digital audiobook activity, and implemented virtual programming such as chair yoga and Read Move Groove. He advised that the safety measures in place for the pandemic are reviewed by Durham Region Health Department and patrons have provided positive feedback on same. He noted that there is a surplus in the 2020 budget due the changes in service levels.

Mr. Harding expressed concern for patrons who are unable to connect to the library digitally noting that many rely on the library's electronic devices and advised that the library wifi password has been posted on the front door for the benefit of those who do not have a home connection. He advised that book and DVD borrowing decreased, certain projects were postponed or cancelled such as outdoor movies and Brock's Big Bite, and the premier gala was put on hold. He advised that staff work diligently to provide continuity of service and assistance offered to parents includes weekly take home craft kits. He advised that the library offered a Patron Appreciation Week which was advertised in the media and offered giveaways and activities.

Mr. Harding provided an overview on the following initiatives for 2021:

- 'Kanopy' to video stream classic movies and tv shows which is free to patrons through their library card
- Ontario Parks Pass lending program which waives parking fees in the Ontario parks
- Hotspot/WiFi lending program – patrons borrow a device for a week (funded by the Government in partnership with Brock Community Health Care)
- Early literacy school preparedness campaign – 10% of children in Brock are unprepared for Kindergarten
- Maker kits / Makerspace – building a maker space in Beaverton with tools and resources (3D printer), Lego, sewing, craft work – all framed around STEAM / STEM (hands on engagement)

Mr. Harding advised that the Cannington and Beaverton libraries now have fibre optic internet which results in faster internet speeds. He advised that the projected 2021 Operating Budget would be a 1.5% increase over 2020 (2021 budget of \$747,500), and the municipal grant request is 2.0% higher than 2020 (2021 request of \$692,441). He advised that increases in 2021 spending are due to electronic materials (8%) and physical materials (2%), while decreases are projected for conference/education, programming, and supplies. He advised that \$70,000 in surplus funds would be used to offset the 2021 tax levy and he is requesting \$14,000 be transferred from DC Reserves to offset library collections budgets. The result would be no net increase to the tax levy for 2021.

Mr. Harding advised that the new initiatives (i.e., Every Child Ready to Read, Makerspace, fiber optic internet, hotspot lending) would be funded through grants and partnerships. He expressed appreciation for the strong partnerships within the municipality.

Councillors enquired as to the 2019 surplus and were advised \$22,872.

Councillors enquired as to the DC Reserve transfer and were advised the funding would come from the Recreational DC Reserve Fund.

There was discussion with respect to the screen purchased for outdoor movie nights, the searchable catalogue for ordering library materials through the library website, and safety protocols created due to the pandemic for the Sunderland library location (in the public school).

6. Hearing of Delegations

None

7. Sub-Committee

Finance Committee

Councillor Schummer assumed the Chair for the Finance Committee

(a) Staff Reports

109 Rick Harrison – Report: 2021-FI-02 – 2020 Rescue Truck

The Treasurer advised that the over budget expenditure would be covered by other accounts and have no impact on the 2021 budget.

Resolution Number 1-2

MOVED BY Cria Pettingill that Communication Number 109 be received for information and filed.

MOTION CARRIED

110 Rick Harrison – Report: 2021-FI-01 – Aerial Truck Committee

Resolution Number 2-2

MOVED BY Claire Doble that the recommendations contained within Report: 2021-FI-01 be approved.

There was discussion with respect to the costs for similar aerial trucks, training for firefighters, the rationale for housing the truck in the Beaverton Fire Station, the impact to the Fire Department Capital Projects Reserve, and any potential for aerial truck agreements with neighbouring Durham municipalities.

The Fire Chief advised that payment options include paying in full up front with a \$42,000 savings; paying upon delivery with no discount; and paying by installments with a \$19,231 savings.

Discussion ensued with respect to the use of Ramara's aerial truck, the 2019 Master Fire Plan recommendation to purchase an aerial truck within 1-3 years, maintenance costs for the aerial/platform truck versus a pumper truck, the use of the aerial/platform truck for front line service and water rescue, and whether insurance rates would decrease with an aerial truck in the fleet.

Councillors enquired whether purchasing a different aerial truck would avoid the Beaverton Fire Station renovations (\$55,000) and were advised in the affirmative. The Fire Chief advised that the other choices are not equipped with a platform.

Councillors enquired as to financing the Beaverton fire station renovation to which the Treasurer advised through the tax levy.

Councillors enquired whether the expense for calling in an aerial truck from Ramara or Georgina was under \$10,000 annually and were advised in the affirmative.

Councillors expressed concern for an adequate balance in the Fire Department Capital Project Reserves for future purchases and were advised that the next large fire department purchase is scheduled for 2025.

Discussion ensued with respect to future Development Charges revenue, the financial implications of the Asset Management Plan, the creation of a Debenture Policy, and the risks involved when paying in full prior to receipt of the vehicle.

Resolution Number 2-2

MOVED BY Claire Doble that the recommendations contained within Report: 2021-FI-01 be approved.

Deputy Mayor Smith requested a recorded vote.

Recorded Vote

Yeas

Claire Doble
Lynn Campbell
Michael Jubb
Cria Pettingill
Walter Schummer
W.E. Ted Smith

Nays

MOTION CARRIED

111 Rick Harrison – Report: 2021-FI-03 – Tiered Response Agreement

The Fire Chief advised that the proposed changes to the Tiered Response Agreement would include the fire department responding to Durham Region Paramedic Services Code 4 calls that are expected to have greater than 15 minutes response times. He noted that no additional training would be required for firefighters.

The CAO advised that the financial implication of this change is not currently included within the 2021 budget.

Resolution Number 3-2

MOVED BY W.E. Ted Smith that Communication Number 111 be received for information; and, That the Tiered Response Agreement be amended to include fire department responses to Durham Region Paramedic Services Code 4 (Urgent) calls that are expected to require greater than 15-minute response time.

MOTION CARRIED

Resolution Number 4-2

MOVED by Lynn Campbell that the Committee of the Whole break for a recess at 3:41 p.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the meeting at 3:47 p.m. with the same members of Committee and staff in attendance.

112 Laura Barta – Report: 2021-FI-04 – Streetlighting Options

The Treasurer advised that the streetlight charge would be rolled into the tax levy and no longer appear as a separate charge on the tax bills, some residents currently billed for streetlight charges would notice a decrease in their tax bill while others would notice a minor increase. She advised that the calculation is based on the property assessment value.

Councillors requested a media post to notify residents of the change.

Resolution Number 5-2

MOVED BY Claire Doble that the recommendations contained within Report: 2021-FI-04 be approved.

MOTION CARRIED

Resolution Number 6-2

MOVED by Michael Jubb that Committee of the Whole break for a recess at 4:20 p.m. on January 22, 2021 and reconvene the meeting on Monday, January 25, 2021 at 9:30 a.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the January 22, 2021 Committee of the Whole meeting on Monday, January 25, 2021 at 9:30 a.m. with the same members of Committee and staff in attendance.

Deputy Mayor Smith apprised members and staff of the passing of Mayor Debbie Bath-Hadden advising that the family supported the Committee moving forward with this meeting. He advised that Mayor Bath-Hadden was a great voice for Brock with a political career of 15 years and requested a moment of silence in her honour.

(b) 2021 Draft Operating & Capital Budget

1. Introductory Comments

Councillor Schummer, Chair of the Finance Committee, expressed appreciation for the efforts of staff and Council on the budget preparation noting that financial impacts include COVID-19, diminished levels of funding, and expressed caution with respect to withdrawing from Reserves.

The CAO extended sympathy to the family of Mayor Bath-Hadden. He acknowledged the efforts of Department Heads and staff on the budget preparation which included consideration of the pandemic and the knowledge that Council wanted to deliver a fair budget for the benefit of all residents.

2. Financial Indicators & Budget Overview

The Treasurer advised that the impact of the pandemic on the 2020 Budget resulted in cancelled programs, closed facilities, staff layoffs, and government grants delayed which meant that not all 2020 projects were realized. She advised that the total financial impact of the pandemic was \$658,447 and, after factoring in the Provincial grant of \$323,200, the net estimate cost to the Township was \$335,247.

The Treasurer advised that the draft budget shows a tax levy impact of 3.35% after adjusting for growth. She advised that the streetlight charge, historically billed as a special area charge, was approved by Committee on January 22, 2021 to be included within the tax levy going forward which resulted in a 2.28% increase in the tax levy requirement (3.35%).

The Treasurer advised that payroll costs account for 44.8% of the total operating expenditures in 2021 and include one additional full time position and 3 permanent part time positions. She advised that benefit costs, rate increases negotiated in the collective agreement, and increases for COVID related enforcement have been factored in.

The Treasurer advised that staff propose a contribution to reserves of \$1,678,228 to fund future projects and a withdrawal of \$4,873,600 to fund 2021 capital projects. She advised that this level of annual withdrawal is not sustainable. She presented a summary of funds held in Reserves.

The Treasurer advised that, with the impact of the continued pandemic, revenues have been adjusted down to 50% of the pre-pandemic level and noted that staffing costs would continue to be reported within each department and By-law enforcement has budgeted an extra \$55,000 toward pandemic measures.

The Treasurer advised that the Township participated for the eighth year in the BMA Management Consulting Inc. municipal study which compares population, household income, property assessment, assessment composition, reserves, debt, and tax levy per capita. She advised that at the end of 2019, the Township of Brock had a financial position of \$1,109 per capita compared to a study average of \$687 and a GTA average of \$725. She advised that Brock's 2020 levy per capita was \$1,585, the study average was \$1,661, and the GTA average was \$1,599.

There was discussion with respect to the wording of a public notice on the changes for streetlight charges.

3. Items Deferred to 2021 Budget Discussions

The Clerk provided an overview of items deferred to 2021 budget discussions:

Invasive Species Program:

- \$10,000 from 2020 carried over to 2021
- COVID prevented implementation of the program in 2020

Streetlight Charges:

- public meeting was held and Council approved changes

Electronic Vehicle Chargers (Report 2019-PW-22):

- Has not been included in 2021 budget
- Region has installed one at Lakeview Manor and may be opportunity to partner on additional ones with Region

Request from Beaverton Minor Ball for additional Playground Equipment at ball diamonds:

- Has not been included in 2021 budget

Financial Request from Brock Community Food Bank

- Has not been included in 2021 budget
- NPSRC has been established and the item will be deferred to them with recommendations coming prior to 2022 budget

Recommendations from B.A.A.C:

- Has not been included in 2021 budget
- Installation of railing near washrooms at Beaverton Harbour; accessible doors at Beaverton Town Hall; a connecting path at the Beaverton Harbour
- Beaverton Harbour Advisory Committee has been established and may have comments on these items and new Manager of Parks, Recreation and Facilities will review requests in advance of 2022 budget

Grandview Children's Centre Funding:

- \$7,500 previously committed from charity golf tournament funds; \$7,500 funded from the Solar Donations held in trust

Report breakdown on actual free use costs:

- Due to COVID there has been little to report for 2020

Comprehensive Stormwater Management Master Plan:

- Will be reviewed in 2021 by staff and recommendations for implementation will be brought forward for 2022 budget

4. Council & Corporate Services Presentation

Office of the CAO

The CAO provided an overview of his mandate, responsibilities, and direct reports. He advised that his office would be assuming responsibility for Tourism and Economic Development activities previously handled by the Clerk's Department and the Corporate-wide achievements in 2020 included recruiting a CAO, an Organizational Review, and a Respectful Workplace Assessment. He advised that ongoing challenges include COVID-19, workload/resource pressures, organizational alignment, and outdated policies and procedures.

Clerk's Department

The Clerk provided an overview of her mandate, responsibilities and direct reports. She advised that 2020 achievements include implementation of an electronic meeting platform, new computers, new telephone system, electronic marriage licenses and vital statistics software, Ward Boundary Review, and the launch of a new Township website. She advised that ongoing challenges include working from home during the pandemic, lack of dedicated staff for accessibility requirements, cemetery administration (volunteer retiring), and other services that are experiencing an increase in demand such as freedom of information, and municipal drainage. She advised that multiple new advisory committees have been formed which would require increased staff resources, there is no dedicated communications coordinator to handle the increased reliance on multiple communication platforms, and clerks staff take the lead on certain administration functions on behalf of other departments who are understaffed or not yet trained.

Finance Department

The Treasurer provided an overview of her mandate, responsibilities and direct reports. She advised that achievements for 2020 include maintaining a high quality of service during the pandemic, a successful 2019 audit, and new growth in assessment reported for 2020. She advised that ongoing challenges include staff resources, projects and training delays, higher year-end tax receivable balances, and lower income from investments.

2021 Operating Budget - Members of Council – Page 9

The Treasurer provided an overview of Council's Operating Expenditures noting that some expenses were underbudget due to the pandemic.

2021 Operating Budget - Corporate Services – CAO, Clerk & Treasury Department – Page 10

The Clerk advised that legal expenses was over budget by approximately \$80,000 due to unanticipated legal advice. She advised that the special legal integrity commissioner expense covered 3 formal complaints and additional training. She advised that \$25,000 would be carried forward to 2021 for the pay equity review.

The Treasurer advised that conference and education was under budget due to the pandemic and these funds were reallocated to offset the Respectful Workplace assessment. She advised that COVID-19 expenses to date are \$88,681 and are allocated to the Office of the CAO. She advised that the pandemic resulted in lower revenue from advertising and investment income noting that the government transferred \$323,000 to Brock to offset the unexpected costs associated with the pandemic.

The Treasurer provided an overview of the anticipated operating expense recommendations for 2021 which included:

| | | |
|--------------------------|-----------|---|
| Advertising | \$30,000 | with \$5,000 for employee recruitment |
| Internet connectivity | \$8,500 | fibre internet |
| Legal fees/expenses | \$103,600 | increased need |
| Office Equipment | \$85,000 | R & M, Software, etc. |
| Doctor recruitment | \$10,000 | requested by Beaverton Medical Centre Board |
| Transfer to Reserve fund | \$20,000 | for computer replacement |

The Treasurer provided an overview of 2021 operating revenue and advised that recommendations include \$50,000 for Investment Income (decrease), advertising \$2,500 (decrease), and advised that the Provincial Restart Funding for Brock is \$137,000.

The CAO, Treasurer, and Clerk provided an overview of proposed staffing resources for their departments.

There was discussion with respect to freezing Council's salary increase this year as a gesture to residents during the pandemic to which members agreed.

Resolution Number 7-2

MOVED BY Michael Jubb That Council salaries for 2021 be frozen to the 2020 level.

MOTION CARRIED

Councillors enquired as to the balance in the Rate Stabilization Fund and were advised just under \$200,000 of uncommitted funds.

Councillors enquired as to the doctor recruitment expense and were advised that another doctor is required and expenses are involved when attending recruitment fairs.

There was a consensus to reduce the physician recruitment expense to \$5,000.

There was a consensus to reduce the property tax write off expense to \$70,000.

There was discussion with respect to the transfer to reserves for a computer replacement program to which the Clerk advised that computers would be replaced every 4 to 5 years.

There was a consensus to reduce the transfer to reserves for computer replacements to \$15,000.

5. Public Buildings Presentation

The Director of Public Works provided an overview of the mandate for Public Buildings and Property, the responsibilities and direct reports. He advised that 2020 achievements included the implementation of COVID-19 safety measures and the new plants program being well received. He advised that ongoing challenges include aging buildings, weekend watering in hot summers, meeting new accessibility code demands, COVID-19, and the Facilities Manager vacancy.

2021 Operating Budget - Public Buildings and Property – Page 12

The Director of Public Works advised that town hall expenditures were under budget for 2020 and would remain under budget for 2021 due to the pandemic. He advised that the Cannington Curling Club received a new furnace in 2020, and the Administration Building had safety measures installed with respect to the pandemic.

2021 Capital Expenditure Budget - Public Buildings and Property – Page 9

The Director of Public Works advised that \$100,000 is budgeted for Council Chambers for renovations and sound system upgrades funded by an ICIP Grant. He advised that \$12,000 is budgeted for furniture and fixtures for the Thorah Works Yard (Page 17) and off leash dog parks for all three towns are proposed for 2022.

Resolution Number 8-2

MOVED by Claire Doble that the Committee of the Whole break for a recess at 12:00 p.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the meeting at 1:00 p.m. with the same members of Committee and staff in attendance with the exception of the Clerk.

Councillors enquired as to whether three off leash dog parks would be initiated jointly to which the Director of Public Works advised it would be Council's decision.

Councillors agreed to revisit the off leash dog parks later in the budget.

Councillors enquired with respect to the 2021 salaries budget and were advised that it reflects the addition of an Administrative Assistant and the allocation of expenses for outdoor pandemic work.

Councillors enquired as to the consultant expense and were advised that public buildings require assessments as part of the Asset Management Plan. The CAO advised that software would be required to manage the data received from same.

6. Fire Department Presentation

The Fire Chief provided an overview of the mandate for the Fire Department, the responsibilities, and direct reports. He advised that 2020 achievements included the delivery of the rescue truck and administration SUV vehicles, installation of ipads in vehicles for the upcoming tablet command system, a donation of smoke/carbon monoxide alarms from Enbridge, the purchase of new helmets, the burn bylaw was updated, online burn permit system activated, the Rave Emergency Notification System activated, implementation of the Crisys reporting and records management system, Township employee assistance program, social media education on fire prevention, and the installation of the back-up generator at the fire station and Administration Building. He advised that ongoing challenges include no hands-on training due to COVID-19, difficulty with hiring and training new recruits, retaining firefighters, anxiety of personnel, sufficient volunteers for daytime and weekends, short staffed for daily workload, certification of officers, the Ontario Fire College closed, and managing time commitment of the firefighters.

The Fire Chief provided an overview of projects which were postponed in 2020 due to the pandemic and are proposed for 2021.

2021 Operating Budget - Fire Department – Page 16

The Fire Chief advised that training expenses were underbudget in 2020, protective clothing and equipment repairs were slightly over budget, and burn permit revenues were greater than anticipated. He advised that the Fire Department 2020 Capital budget was under budget for the two administration vehicles and the installation of the generator at the Sunderland Fire Station, however, slightly over budget for the rescue truck replacement.

The Fire Chief advised that a new expense line was added for COVID-19 which reflects expenses for 2020, focus would be on firefighters without dress uniforms, and the Training Officer's hours would increase to 12 hours per week (was 6) to offset the loss of the Ontario Fire College and provide public education.

2021 Capital Expenditure Budget - Fire Department – Page 10

The Fire Chief advised that an Ascendant Aerial Platform truck is proposed for 2021 as recommended in Report: 2021-FI-01 – Aerial Truck Committee.

Councillors enquired as to the decrease on the 2020 salaries line and were advised that the final payroll was not included.

Councillors enquired as to Fire Department revenue and were advised that selling used Fire Department vehicles generates revenue.

Councillors enquired as to radio agreements and were advised that the system is owned by Durham Region Police Services and expenses include infrastructure repairs.

Councillors enquired as to an emergency plan for Ethel Park in Beaverton to which the Fire Chief advised he would work jointly on this with Durham Region.

Resolution Number 9-2

MOVED by Michael Jubb that the Township pay in full for the aerial truck and save \$42,000.

Discussion ensued with respect to using funds from the DC's toward this purchase and the risks associated with paying in full up front.

The mover agreed to withdraw his motion.

Resolution Number 9-2

MOVED by Michael Jubb that the Township pay in full for the aerial truck and save \$42,000.

MOTION WITHDRAWN

Resolution Number 10-2

MOVED by Michael Jubb that the aerial truck be purchased through the instalment payment option with a savings of \$19,231.

MOTION CARRIED

Councillors enquired whether the Fire Services agreement with Georgina (\$8,000 annually) could be cancelled given that the Township is purchasing an aerial truck to which the Fire Chief advised not, as the agreement provides for prompt call response times thereby avoiding legal issues. The Fire Chief advised that the agreement requires a review between Brock and Georgina.

Councillors enquired as to the agreement with Fire Marque to which the Treasurer advised that any funds recouped are held in the Fire Equipment Reserve Fund to offset future purchases.

Councillors enquired as to training time during the pandemic and were advised that training would commence online.

The Clerk joined the meeting at 2:12 p.m.

7. Building & Planning Presentation

The Chief Building Official provided an overview of the mandate for the Building Department, the responsibilities, and direct reports. He advised that 2020 achievements included a continued growth in the residential housing sector worth over \$54 million in overall construction value, improvements to the GIS system, and continued quality service to the public and industries. He advised that ongoing challenges include digitizing the departmental processes which requires software upgrades and implementing online permit and inspection modules on the website.

2021 Operating Budget - Building Department – Page 19

The Chief Building Official advised that the building permit revenue for 2020 was slightly under budget and expenses for consultants and conference/education were also under budget. He advised that the new department inspection vehicle expense was under budget and any surpluses would be transferred back into the Building Department Reserve fund.

The Chief Building Official advised the budget for annual maintenance / upgrade costs for software has been increased by \$15,000 to \$21,000. He advised that the current reduction in building permit revenue (\$152,600) would be offset from the Building Department Reserve fund and that he anticipates the development of 400 subdivision units in the third quarter of 2022 within Beaverton.

The Chief Building Official advised that 15% of his salary would be transferred to the Planning Department to account for his administration of same.

Councillors enquired as to plans for the Building Department in 2021 and were advised upgrading software, e-permits, and GIS system functionality improvements.

Councillors advised that the growth in residential housing would eventually slow down following which the Building Department would create a deficit in the budget.

Councillors enquired as to future development in Cannington and Sunderland and were advised that, should Regional service capacity increase, there would be approximately 1,000 lots available for development.

The Chief Building Official advised that he would be implementing a fee study in 2022 which would incorporate improved software capability.

2021 Operating Budget - Planning Department – Page 44

The Chief Building Official provided an overview of the Planning Department mandate and responsibilities. He advised that 2020 achievements included 14 successful Committee of Adjustment applications, 19 new planning files, 14 rezoning applications, 6 site plan applications, 7 land division comments, and 5 plan of subdivision/condo comments and conditions of approval. He advised that 1 Official Plan amendment (Cannabis) had 2 public open houses, Brock continues to participate in the Municipal Comprehensive Review process (Envision Durham), and the Durham Community Climate Adaptation Plan advisory group. He advised that a planning fee and by-law review has commenced and internal processes are being documented. He advised that ongoing challenges include updating the Official Plan and Zoning By-law with urban land use tools and policies.

The Chief Building Official advised that the 2020 Planning Operating Budget had a shortfall in revenue as well as expenditures and that future operating budgets would include salary costs for budgeting purposes. He advised that \$110,000 is proposed for a Comprehensive Official Plan review for the 2021 Planning Operating Budget funded from the DC Reserve fund. He advised that the proposed fee increases would positively impact the Planning fee revenue and that compliance letter revenue has been transferred to Planning from the Building Department. He advised that conference and education opportunities are limited due to the pandemic, legal fees have been added to the Planning Budget for legal advice required independently from the Corporation, and the consultant's line has been reduced.

Resolution Number 11-2

MOVED by Claire Doble that the Committee of the Whole break for a recess at 2:45 p.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the meeting at 2:55 p.m. with the same members of Committee and staff in attendance.

Councillors enquired as to the timeline for the Official Plan review to which the Chief Building Official advised that, while the full OP review could take two years, the housing study would be the first module completed in order to meet the deadlines of the ICBL.

Councillors enquired as to a GIS portal for public use on the Township website and were advised it would be forthcoming.

2021 Operating Budget - Tourism & Economic Development – Page 45

The Clerk advised that there were no significant changes to this budget and projects were paused due to the pandemic.

Councillors discussed the Community Improvement Plan incentives/rebates following which there was a consensus to reduce the CIP cash incentives line from \$20,000 to \$15,000.

8. By-law/Animal Control Presentation

The Clerk provided an overview of the By-law, Crossing Guard, and Animal Control mandates, the responsibilities and staffing within those sections, and noted that this department reports to the Clerk.

The Clerk advised that 2020 achievements included the installation of internet at the animal shelter and new computer, new By-law Enforcement vehicle purchased, dog tags available online, protective equipment purchased for staff, an animal shelter boarding agreement initiated with PAWS, staff were vaccinated for rabies, and an Animal Control Services review was initiated.

2021 Operating Budget - Canine Control – Page 21

The Clerk advised that the animal shelter has students employed until the end of February as funded by the government and that 1 staff person is required in 2021 to provide weekend coverage. She advised that ongoing challenges for Animal Control include overcrowding of animals at the shelter, only 1 animal control vehicle, feral cats, and staff stress with respect to public allegations. She advised that a decrease in revenue is anticipated in 2021 due to the pandemic, a truck cap is required in order to respond to animal control calls, and cat cages are required to ensure health and safety at the animal shelter.

By-law Enforcement – Page 22

The Clerk advised that By-law staff are addressing COVID-19 business complaints, property standards orders, and issuing online parking tickets. She advised that By-law challenges include the regulation changes with respect to the pandemic, time required to address issues, Provincial reporting for COVID-19, reviewing the Parking By-law, reviewing short term rentals, Asset Management Plan implementation, reviewing outdated By-laws, staff changes/training, and treatment of By-law officers during the pandemic.

The Clerk advised that 2020 By-law salaries were over budget by \$91,000 due to the requirements of the pandemic, additional clothing was purchased, and POA revenue was under budget. She advised that future reporting of salaries would better reflect the allocation of time between

Animal Control and By-law. She advised that \$6,000 is proposed for conference/education.

The Clerk advised that Crossing Guard challenges include retaining crossing guards and the extra time required of the crossing guards during the pandemic. She noted that salaries were under budget in 2020 due to school closures (pandemic).

2021 Capital Expenditures Budget - Canine Control – Page 11

The Clerk advised that \$18,000 is proposed for the purchase of cat cages for the animal shelter and \$2,000 for the truck cap.

Resolution Number 12-2

MOVED by Lynn Campbell that Committee of the Whole break for a recess at 3:43 p.m. on January 25, 2021 and reconvene the meeting on Tuesday, January 26, 2021 at 9:30 a.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the January 25, 2021 Committee of the Whole meeting on Tuesday, January 26, 2021 at 9:30 a.m. with the same members of Committee and staff in attendance.

9. Public Works/Roads Presentation

The Director of Public Works provided an overview of the mandate for Roads Department, the responsibilities and staffing. He advised that 2020 achievements included gravel, double surface treatment and HL2 all coming in under budget, and 4 bridge projects were completed. He advised that the department maintained their operating budget despite the pandemic, with high level of service and minimal staff. He advised that ongoing challenges include public expectations, delays with the Works Yard expansion, and maintaining service while adhering to COVID-19 restrictions.

2021 Operating Budget - Roads Department – Page 23

The Director of Public Works advised that the 2020 Operating Budget for bridge and culvert maintenance was over budget, roadside maintenance was under budget, loose top maintenance was under budget and hard top maintenance was over budget due to increase in material costs.

Councillors enquired as to how much ditching and brushing could be completed in 2021 based on the actual expenses for 2020 and were advised 10-20% less. Discussion ensued with respect to reducing that program.

Resolution Number 13-2

MOVED by Michael Jubb that the total ditching and brushing programs be reduced by \$20,000 each.

MOTION LOST

2021 Capital Budget - Roads Department – Page 13

The Director of Public Works provided an overview of the anticipated Capital expenses for 2021 which included:

| | |
|------------------------------|-----------|
| Box Culvert #344 Conc. 7 (T) | \$450,000 |
| Culvert # 311 Sideroad #17 | \$270,000 |
| Resurfacing HL2 | \$560,000 |
| Gravel resurfacing | \$375,000 |

| | |
|---------------------------|---------------------------------------|
| Tractor #9 replacement | \$150,000 (Capital) |
| 1 Ton truck | \$70,000 (Capital) |
| Kubota for sidewalks | \$45,000 (Development Charges) |
| Wood chipper | \$80,000 (Development Charges) |
| Tandem sand plow | \$275,000 (replacement) |
| Furniture/fixtures | \$12,000 (Thorah yard – new building) |
| Sidewalks | \$200,000 (Capital) |
| Parking lot hard top | \$45,000 |
| Lakeshore erosion control | \$10,000 |
| Double surface treatment | \$200,000 |
| Slurry seal | \$360,000 |

Councillors enquired whether Lakeshore erosion could be financed through the Rate Stabilization Fund and were advised in the affirmative.

Councillors enquired as to the increase in equipment expense and were advised that machinery is required for sidewalk maintenance in all 3 towns.

Councillors enquired as to the Thorah Island gravel program and were advised that work would be done in 2022.

Councillors enquired whether off leash dog parks could be funded from the Works equipment DC Reserve and were advised not.

There was a consensus to fund \$12,000 for furniture at the Thorah Works Yard from the DC Reserve fund.

Councillors enquired as to using salt on roads and were advised that it would require a separate storage unit and the price for salt is higher.

Discussion ensued with respect to streetlight fixture replacements in Cannington, boat launch rehabilitation, and additional dockage.

The Clerk and Clerk's Assistant left the meeting at 11:00 a.m.

Resolution Number 14-2

MOVED by Michael Jubb that the proposed \$10,000 for additional dockage be funded from the Rate Stabilization Fund.

There was discussion with respect to keeping the Rate Stabilization Fund at \$200,000 to offset the 2022 tax levy.

Resolution Number 14-2

MOVED by Michael Jubb that the proposed \$10,000 for additional dockage be funded from the Rate Stabilization Fund.

MOTION WITHDRAWN

There was a consensus to fund the additional dockage from the DC Reserve.

Resolution Number 15-2

MOVED by W.E. Ted Smith that the Committee of the Whole break for a recess at 11:05 a.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the meeting at 11:15 a.m. with the same members of Committee and staff in attendance.

Councillors enquired as to \$30,000 proposed in the Operating Budget for repairs to the Beaverton-Thorah Health Centre to which the Director of Public Works advised that there is a lengthy list which includes roof repairs, and intercom installation.

10. Parks & Recreation Presentation

The Director of Public Works provided an overview of the mandate for Parks Department, the responsibilities and staffing. He advised that 2020 achievements included additional interior maintenance in all 3 arenas, and successful pandemic safety measures implemented. He advised that ongoing challenges include expectation of the public, no Facilities Manager, COVID-19 social distancing challenges at beaches, harbours and public buildings, and the inability to hire casual staff during the pandemic.

2021 Operating Budget - Parks Department - Page 37

The Director of Public Works advised that operating expenses were under budget overall and the work proposed for Small Craft Harbour has been postponed.

2021 Capital Budget - Parks Department – Page 20

The Director of Public Works provided a list of projects which included roof repairs to the Rick MacLeish Memorial Community Centre, new playground equipment for Sunderland and Beaverton subdivision parks, and upgrades for the MacLeod/Hardy parks.

Councillors enquired as to Beaverton Harbour washroom improvements (internal and external) and were advised that staff could follow up with respect to grant funding. Discussion ensued with respect to required accessibility improvements at the harbour and the installation of security cameras outside the washrooms.

Resolution Number 16-2

MOVED by Claire Doble that \$10,000 be transferred from the Committed projects reserve to fund improvements at the Beaverton Harbour washrooms.

MOTION CARRIED

The Clerk and Clerk's Assistant rejoined the meeting at 11:54 a.m.

The CAO cautioned members as to the difficulty in replenishing reserve funds and advised that the Asset Management Plan is a Provincial requirement.

The Treasurer advised that the tax rate is currently at 2.4% including the streetlight roll in.

There was discussion with respect to supplying portable toilets throughout the community during the pandemic, summer camp programs which would require protective equipment (COVID-19) if in person, virtual camp programs, and keeping \$10,500 committed to other projects in the youth camp program.

2021 Operating Budget - Community Centres – Page 39

Councillors enquired as to the Capital Reserve Fund balances for each arena and were advised \$525,263 (Cannington), \$497,951 (Beaverton), and, \$501,717 (Sunderland) not inclusive of 2021 budgeted expenditures.

Councillors enquired as to the advertising program and were advised that this program is on hold due to the pandemic.

Resolution Number 17-2

MOVED by W.E. Ted Smith that the Committee of the Whole break for a recess at 12:30 p.m.

MOTION CARRIED

Deputy Mayor Smith reconvened the meeting at 1:30 p.m. with the same members of Committee and staff in attendance.

There was discussion with respect to playground equipment needs throughout the Township.

2021 Capital Budget - Community Centres – Page 21

Councillors enquired as to roof repair options for the Rick MacLeish Memorial Centre to which the CAO advised that a staff report would be forthcoming.

Resolution Number 18-2

MOVED by Cria Pettingill that option 2 from a previous report on the Rick MacLeish Memorial Centre be chosen to install a membrane.

Staff advised that the structural integrity of the building must be verified prior to determining which type of repair is suitable.

Resolution Number 18-2

MOVED by Cria Pettingill that option 2 from a previous report on the Rick MacLeish Memorial Centre be chosen.

MOTION WITHDRAWN

Resolution Number 19-2

MOVED by W.E. Ted Smith that legal fees be increased to \$150,000.

There was discussion with respect to drawing from the Rate Stabilization Fund should it be necessary for legal fees.

Resolution Number 19-2

MOVED by W.E. Ted Smith that legal fees be increased to \$150,000.

MOTION LOST

Resolution Number 20-2

MOVED by W.E. Ted Smith that legal fees be increased to \$150,000 through a transfer from the Rate Stabilization Fund.

MOTION CARRIED

Resolution Number 21-2

MOVED by Claire Doble that \$10,000 be transferred from DC's to budget for a parks pilot project to initiate 3 off leash dog parks within the community with the first park located in Beaverton.

Councillors enquired as to the administration of these parks to which the Clerk advised that previous reports were completed on this subject and need to be reviewed noting that COVID-19 projects are a current priority.

Councillors supported committing the funds for this initiative and await a staff report which could advise on maintenance, insurance, and overall impact on the Township.

Resolution Number 21-2

MOVED by Claire Doble that \$10,000 be transferred from DC's to budget for a parks pilot project to initiate 3 off leash dog parks within the community with the first park located in Beaverton.

MOTION WITHDRAWN

Resolution Number 22-2

MOVED by Claire Doble that \$10,000 be transferred from DC Reserves for Parks for an off leash dog park and that staff provide a report on same.

MOTION CARRIED

Councillors enquired as to the Asset Management Plan due dates and the changes made by the Province to which the Treasurer advised that some dates have passed and, that while some committed funds could address part of the AMP, more funds would be required going forward.

Members and staff agreed that a larger discussion is required to address the issue.

Deputy Mayor Smith assumed the Chair for the Committee of the Whole.

8. Other Business

None

9. Public Questions and Clarifications

The Clerk advised of the following public questions:

January 25, 2021 - Please confirm that the increase will be for those who are not presently receiving streetlights. A tax hit of 3.35 in a COVID year. Please give examples in dollars on \$500,000 assessment. This should be held off and looked at for next years budget.

January 26, 2021 - I am directing this question to the Treasurer: What is the financial impact in dollars, not percentage to farm land or vacant property if assessed value is \$550,000.00 for 95 acres for streetlighting? Submitted on behalf of Ken and Therese Miller farmers that farm 3 parcels of land totalling 300 acres. Thank you.

The Treasurer advised that she would investigate and respond via email to Therese Miller and Council.

10. Closed Session

None

Deputy Mayor Smith expressed appreciation for staff's efforts on the budget and wished the Treasurer success in her future endeavours.

11. Adjournment

Resolution Number 23-2

MOVED by Claire Doble that we do now adjourn at 3:05 p.m.

MOTION CARRIED

CHAIR

SECRETARY