# The Corporation of the Township of Brock

## Committee of the Whole Agenda

## Electronic Meeting

**Session Four** **Monday, March 08, 2021**

Due to the current COVID-19 Pandemic and the need to implement social distancing, the Municipal Administration Building is closed to the public and no residents will be permitted to attend this meeting in person. Council members and staff will be participating electronically in the meeting. Those wishing to view the meeting can live stream it at www.townshipofbrock.ca/livestream. The public is asked to contact the Clerk's Department with any questions or clarification by email at clerks@townshipofbrock.ca.

**1. Call to Order Closed Session**

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

**3. Closed Session**

None

**4. Rise from Closed Session**

**5. Call to Order & Moment of Silence – 10:00 a.m.**

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

**7. Matters from Closed Session**

**8. Presentations**

1) Ward Boundary Review - Final Report Presentation, Watson & Associates Economists Ltd. in association with Dr. Robert J. Williams

**9. Delegations**

None

**10. Sub-Committees**

**Finance Committee**

**a) Staff Reports**

**b) Consent Agenda**

294 Durham Region Legislative Services - Regional Budget By-law Passed by Regional Council on February 24, 2021

**Recommendation**

That Communication Number 294 be received for information.

**c) Items Extracted from Consent Agenda**

**Operations Committee**

**a) Staff Reports**

**b) Consent Agenda**

**c) Items Extracted from Consent Agenda**

**Parks, Recreation and Facilities Committee**

**a) Staff Reports**

**b) Consent Agenda**

177 Ainsley Gillespie, Beaverton Horticultural Society – Raised Beds at the Beaverton Harbour

**Recommendation**

That Communication Number 177 be received for information; and that the recommendation from the Beaverton Horticultural Society be approved.

**c) Items Extracted from Consent Agenda**

**Tourism & Economic Development Committee**

**a) Staff Reports**

**b) Consent Agenda**

**c) Items Extracted from Consent Agenda**

**Protection Services Committee**

**a) Staff Reports**

301 Becky Jamieson – Report: 2021-PS-03, Animal Services Peer Review

**Recommendation**

That the Committee Report 2021-PS-03, Animal Services Peer Review, for information; and

That a letter of thanks be sent to Ms. Lindsey Narraway, Supervisor of Animal Services for the City of Pickering and Kevin Strooband, Executive Director, of Lincoln Country Humane Society (St. Catharines); and

That staff continue to implement the recommendations, where appropriate, as contained within the report.

**b) Consent Agenda**

167 Chris McConnell, OPSEU Local 317 – Closure of the Ontario Fire College

**Recommendation**

That Communication Number 167 be received for information.

176 City of Oshawa - COVID-19 Economic Recovery and Provincial Occupancy Restrictions

**Recommendation**

That Communication Number 176 be received for information; and that the Township of Brock supports the City of Oshawa's recommendation to the Premier of Ontario.

195 Municipal email – Save the Ontario Fire College

**Recommendation**

That Communication Number 195 be received for information.

220 Durham Regional Police Services Board – Launch of Community Survey on the Action Plan to Enhance Trust and Confidence

**Recommendation**

That Communication Number 220 be received for information.

243 Durham Regional Police Services Board – Board Meeting Highlights, February 16, 2021

**Recommendation**

That Communication Number 243 be received for information.

283 Durham Region Planning and Economic Development Committee – Resolution re: Durham Environmental Advisory Committee, 2020 Annual Report and 2021 Workplan

**Recommendation**

That Communication Number 282 be received for information.

285 Durham Region Legislative Services – Correspondence from Peggy Sattler, MPP (London West) re: Bill 239 – Stay Home If You Are Sick Act

**Recommendation**

That Communication Number 285 be received for information.

**c) Items Extracted from Consent Agenda**

**General Government Committee**

**a) Staff Reports**

298 Becky Jamieson – Report: 2021-GG-01, 2020 Annual Status Report – Multi Year Accessibility Plan 2017-2021

**Recommendation**

That the Committee receive Report: 2021-GG-01, 2020 Annual Status Report – Multi Year Accessibility Plan 2017-2021 for information; and That the 2020 Annual Status Report as contained in Attachment No. 1 be posted on the Township's website.

299 Becky Jamieson – Report: 2021-GG-02, Ward Boundary Review - Final Report

**Recommendation**

THAT Council receive Report 2021-GG-02, Ward Boundary Review – Final Report, for information;

THAT the Final Report on the Township of Brock's Ward Boundary Review from Watson & Associates Economists Ltd. in association with Dr. Robert J. Williams, be received;

THAT, should the Committee wish to change the Township of Brock's Ward Boundaries, Council directs staff to prepare a by-law for the March 22, 2021 Council meeting for Ward Boundary Option No. ___; and;

THAT this decision be communicated to the public through all appropriate Township communications channels.

**b) Consent Agenda**

156 Durham Region Legislative Services – 2021 Census of Population Stats Canada

**Recommendation**

That Communication Number 156 be received for information.

211 Brock Accessibility Advisory Committee – Minutes, January 19, 2021

**Recommendation**

That the Brock Accessibility Advisory Committee meeting minutes dated January 19, 2021 be approved.

278 Town of Ajax – In-store Alcohol Service at Convenience Stores

**Recommendation**

That Communication Number 278 be received for information; and that the Township of Brock endorse the Resolution of the Town of Ajax.

282 Durham Region Planning and Economic Development Committee – Resolution re: Durham Active Transportation Committee, 2020 Annual Report and 2021 Workplan

**Recommendation**

That Communication Number 282 be received for information.

284 Durham Region Planning and Economic Development Committee – Resolution re: Durham Active Transportation Committee, 2020 Annual Report and 2021 Workplan

**Recommendation**

That Communication Number 284 be received for information and filed.

296 Ward 4 Shoreline Ratepayers Association – re: Brock Ward Boundary Review

**Recommendation**

That Communication Number 296 be received for information and filed.

**c) Items Extracted from Consent Agenda**

**11. Other Business**

1) COVID-19 Update

**12. Public Questions & Clarification**

**13. Adjournment**

# Finance Committee

THIS LETTER HAS BEEN FORWARDED
TO THE EIGHT AREA CLERKS

**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

February 26, 2021

Becky Jamieson
Clerk
Township of Brock
1 Cameron Street East
Cannington, ON L0E 1E0

Dear Ms. Jamieson:

**RE: Regional Budget By-law Passed by Regional Council on February 24, 2021, Our File: F33**

Attached please find the following By-laws which were passed at the Regional Council meeting of February 24, 2021:

| | |
|---|---|
| 07-2021 | Being a by-law to establish tax ratios for 2021 and to specify the percentage by which tax rates are to be reduced for prescribed property subclasses. |
| 08-2021 | Being a by-law to set and levy rates of taxation for Regional General purposes for the year 2021. |
| 09-2021 | Being a by-law to set and levy rates of taxation for the Durham Region Transit Commission for the year 2021. |
| 10-2021 | Being a by-law to set and levy rates of taxation for Regional Solid Waste Management purposes for the year 2021. |

*Ralph Walton*

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/ks

c: N. Taylor, Commissioner of Finance
N. Pincombe, Director, Business Planning & Budgets

Authority: Report #2021-F-5

**By-law Number 08-2021**

**of The Regional Municipality of Durham**

Being a by-law to set and levy rates of taxation for Regional General purposes for the year 2021.

Whereas subsection 1 of section 289 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended ("*Municipal Act, 2001*"), provides in part that an upper-tier municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the upper-tier municipality. Further, subsection 2 of section 289 of the *Municipal Act, 2001* provides in part that an upper-tier municipality in preparing a yearly budget shall set out the estimated revenues and expenditures for the budget period;

And Whereas for that purpose The Regional Municipality of Durham has passed By-law Number 04-2021 to approve and adopt 2021 Business Plans and Budgets for the Regional General purposes;

And Whereas all property assessment rolls on which the 2021 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended *("Assessment Act"*) subject to appeals presently outstanding;

And Whereas the assessment for the various classes and subclasses of real property pursuant to section 7 of the *Assessment Act* has been determined on the basis of those property assessment rolls;

And Whereas the sums required by taxation in the year 2021 are to be levied by separate rates by the lower-tier municipalities for the estimated current annual expenditures for Regional General purposes, after deduction of other revenues, as directed by Regional by-law pursuant to section 311(2) of the *Municipal Act, 2001*;

And Whereas the tax rates on the applicable property classes and subclasses have been calculated pursuant to the provisions of the *Municipal Act, 2001* in the manner set out herein.

Now therefore, the Council of The Regional Municipality of Durham hereby enacts as follows:

1. For The Regional Municipality of Durham hereby adopts as a Regional General purposes upper-tier levy, as defined in section 311(1) of the *Municipal Act, 2001*, excluding current and capital expenditures and debts for Water Supply and Sanitary Sewage Works, Solid Waste Management and Durham Region Transit Commission purposes for the taxation year 2021 the sum of $615,753,000.

2. The sum of $615,753,000 is levied against the lower-tier municipalities in the amounts as set forth on Schedule 1 attached hereto.

3. The estimated assessment in each property class in the lower-tier municipality rateable for upper-tier purposes is as set out on Schedule 2 attached hereto.

4. For the year 2021, in The Regional Municipality of Durham, the lower-tier municipalities shall levy upon the various classes of real property the rates of taxation per current value assessment for Regional General purposes set out in Schedule 3 attached hereto.

5. The 2021 Regional General purposes upper-tier levy due to The Regional Municipality of Durham shall be paid in instalments by the lower-tier municipalities 7 days after the tax due dates set by each lower-tier municipality.

6. An interest rate equivalent to the prevailing prime interest rate shall be charged for late payment for upper-tier levies.

7. The Regional Municipality of Durham hereby directs the Council of each applicable lower-tier municipality to levy a separate rate, as specified in this by-law, in each property class in the lower-tier municipality rateable for upper-tier purposes.

8. The Regional Municipality of Durham directs that the upper-tier levy raised pursuant to this by-law be paid by the lower-tier municipalities to the Regional Municipality of Durham in accordance with this by-law and the *Municipal Act, 2001*.

9. The Treasurer and Commissioner of Finance for The Regional Municipality of Durham is hereby directed and authorized to do all acts necessary to collect these levies.

10. Schedules 1, 2 and 3 which are attached hereto form part of this by-law.

11. This by-law comes into force on the date that it is passed.

This By-law Read and Passed on the 24th day of February 2021.

_____

J. Henry, Regional Chair and CEO

_____

R. Walton, Regional Clerk

# *Schedule 1*
# The Regional Municipality of Durham
# Estimate of the 2021 Regional Property Taxes for Regional General Purposes

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Total |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Residen ial | 95,218,767 | 86,562,483 | 88,919,151 | 68,486,086 | 109,500,763 | 8,650,101 | 18,619,541 | 21,466,338 | **497,423,230** |
| Mul i-Residential | 12,690,766 | 1,626,421 | 4,704,831 | 1,356,650 | 4,952,089 | 169,384 | 177,917 | 375,736 | **26,053,794** |
| New Multi-Residen ial | 181,395 | 0 | 0 | 0 | 0 | 30,212 | 0 | 0 | **211,607** |
| Commercial Occupied | 10,278,603 | 8,305,656 | 8,931,219 | 5,086,457 | 9,843,646 | 560,162 | 1,571,066 | 1,933,647 | **46,510,456** |
| Commercial Excess Land | 196,550 | 177,299 | 77,709 | 48,812 | 204,749 | 12,851 | 34,454 | 30,148 | **782,572** |
| Commercial Vacant Land | 611,389 | 389,793 | 347,401 | 280,807 | 416,151 | 19,932 | 115,731 | 36,532 | **2,217,736** |
| Commercial On Farm | 0 | 0 | 0 | 1,171 | 0 | 0 | 585 | 139 | **1,895** |
| Shopping Centres Occupied | 7,016,451 | 5,123,165 | 3,501,518 | 893,433 | 4,537,848 | 0 | 278,378 | 79,442 | **21,430,235** |
| Shopping Centres Excess Land | 8,548 | 10,190 | 26,352 | 10,201 | 16,842 | 0 | 7,030 | 0 | **79,163** |
| Office Buildings Occupied | 514,515 | 617,433 | 83,945 | 65,163 | 150,692 | 0 | 35,851 | 941 | **1,468,540** |
| Office Buildings Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Parking Lots (Commercial Occupied) | 86,175 | 15,256 | 41,482 | 27,025 | 56,609 | 4,550 | 15,904 | 1,897 | **248,898** |
| Parking Lots Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Industrial Occupied | 939,079 | 2,007,257 | 1,440,266 | 752,903 | 1,480,283 | 213,772 | 336,731 | 752,002 | **7,922,293** |
| Industrial Excess Land | 25,526 | 31,319 | 20,379 | 18,248 | 51,441 | 5,535 | 30,367 | 13,596 | **196,411** |
| Industrial Vacant Lands | 243,970 | 174,849 | 544,445 | 211,610 | 576,880 | 6,719 | 32,784 | 172,155 | **1,963,412** |
| Industrial On Farm | 0 | 0 | 0 | 0 | 0 | 0 | 198 | 0 | **198** |
| Large Industrial Occupied | 1,539,114 | 667,282 | 427,182 | 977,697 | 1,414,323 | 0 | 0 | 0 | **5,025,598** |
| Large Industrial Excess Land | 34,652 | 16,386 | 0 | 63,311 | 176,226 | 0 | 0 | 0 | **290,575** |
| Landfill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Pipelines | 248,964 | 195,286 | 167,048 | 343,198 | 245,753 | 32,373 | 69,812 | 35,208 | **1,337,642** |
| Farmland | 102,661 | 161,584 | 27,838 | 554,682 | 100,131 | 406,533 | 571,317 | 513,537 | **2,438,283** |
| Managed Forests | 4,225 | 6,536 | 0 | 49,155 | 4,735 | 9,900 | 26,238 | 47,395 | **148,184** |
| Farmland Awaiting Development Phase 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2,278 | 0 | **2,278** |
| **Total** | **129,941,350** | **106,088,195** | **109,260,766** | **79,226,609** | **133,729,161** | **10,122,024** | **21,926,182** | **25,458,713** | **615,753,000** |

**Notes:** **1) Excludes Solid Waste Management & Durham Region Transit Commission**

# *Schedule 2*
# The Regional Municipality of Durham
# Estimate of 2021 Current Value Assessments of Taxable Properties

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Total |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Residential | 18,995,085,724 | 17,268,186,389 | 17,738,313,645 | 13,662,160,003 | 21,844,100,730 | 1,725,592,392 | 3,714,377,014 | 4,282,279,215 | **99,230,095,112** |
| Multi-Residen ial | 1,356,365,532 | 173,828,900 | 502,843,600 | 144,996,200 | 529,270,100 | 18,103,400 | 19,015,420 | 40,158,012 | **2,784,581,164** |
| New Multi-Residential | 32,896,600 | 0 | 0 | 0 | 0 | 5,479,000 | 0 | 0 | **38,375,600** |
| Commercial Occupied | 1,414,110,426 | 1,142,676,182 | 1,228,739,863 | 699,785,026 | 1,354,269,851 | 77,066,031 | 216,144,176 | 266,027,369 | **6,398,818,924** |
| Commercial Excess Land | 27,041,035 | 24,392,472 | 10,691,000 | 6,715,521 | 28,168,955 | 1,768,000 | 4,740,165 | 4,147,736 | **107,664,884** |
| Commercial Vacant Land | 84,113,700 | 53,627,000 | 47,794,800 | 38,632,900 | 57,253,200 | 2,742,200 | 15,922,000 | 5,026,000 | **305,111,800** |
| Commercial On Farm | 0 | 0 | 0 | 161,100 | 0 | 0 | 80,500 | 19,100 | **260,700** |
| Shopping Centres Occupied | 965,309,800 | 704,835,213 | 481,732,126 | 122,916,796 | 624,308,418 | 0 | 38,298,686 | 10,929,528 | **2,948,330,567** |
| Shopping Centres Excess Land | 1,176,020 | 1,401,958 | 3,625,400 | 1,403,379 | 2,317,100 | 0 | 967,112 | 0 | **10,890,969** |
| Office Buildings Occupied | 70,785,967 | 84,945,252 | 11,549,000 | 8,965,000 | 20,731,974 | 0 | 4,932,300 | 129,400 | **202,038,893** |
| Office Buildings Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Parking Lots (Commercial Occupied) | 11,855,800 | 2,098,900 | 5,707,000 | 3,718,000 | 7,788,100 | 626,000 | 2,188,000 | 261,000 | **34,242,800** |
| Parking Lots Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Industrial Occupied | 92,579,730 | 197,886,783 | 141,989,611 | 74,225,500 | 145,934,767 | 21,074,900 | 33,196,824 | 74,136,595 | **781,024,710** |
| Industrial Excess Land | 2,516,500 | 3,087,558 | 2,009,100 | 1,799,000 | 5,071,300 | 545,700 | 2,993,800 | 1,340,400 | **19,363,358** |
| Industrial Vacant Lands | 24,052,000 | 17,237,600 | 53,674,500 | 20,861,700 | 56,872,100 | 662,400 | 3,232,000 | 16,972,000 | **193,564,300** |
| Industrial On Farm | 0 | 0 | 0 | 0 | 0 | 0 | 19,500 | 0 | **19,500** |
| Large Industrial Occupied | 151,734,587 | 65,784,500 | 42,114,000 | 96,386,899 | 139,432,000 | 0 | 0 | 0 | **495,451,986** |
| Large Industrial Excess Land | 3,416,173 | 1,615,400 | 0 | 6,241,513 | 17,373,400 | 0 | 0 | 0 | **28,646,486** |
| Landfill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Pipelines | 40,398,000 | 31,688,000 | 27,106,000 | 55,689,000 | 39,877,000 | 5,253,000 | 11,328,000 | 5,713,000 | **217,052,000** |
| Farmland | 102,398,300 | 161,169,600 | 27,766,800 | 553,260,130 | 99,874,000 | 405,491,086 | 569,852,154 | 512,220,623 | **2,432,032,693** |
| Managed Forests | 3,371,600 | 5,215,500 | 0 | 39,223,600 | 3,777,900 | 7,899,600 | 20,936,267 | 37,818,500 | **118,242,967** |
| Farmland Awaiting Development Phase 1 | 0 | 0 | 0 | 0 | 0 | 0 | 606,000 | 0 | **606,000** |
| **Total** | **23,379,207,494** | **19,939,677,207** | **20,325,656,445** | **15,537,141,267** | **24,976,420,895** | **2,272,303,709** | **4,658,829,918** | **5,257,178,478** | **116,346,415,413** |

**Notes:** **1) Excludes Payments-in-Lieu**

# *Schedule 3*
# The Regional Municipality of Durham
# 2021 Tax Rates for Regional General Purposes

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Region |
|---|---|---|---|---|---|---|---|---|---|
| Residential | 0.00501283 | 0.00501283 | 0.00501283 | 0.00501283 | 0.00501283 | 0 00501283 | 0.00501283 | 0 00501283 | **0.00501283** |
| Multi-Residential | 0.00935645 | 0.00935645 | 0.00935645 | 0.00935645 | 0.00935645 | 0 00935645 | 0.00935645 | 0 00935645 | **0.00935645** |
| New Mul i-Residential | 0.00551411 | 0.00551411 | 0.00551411 | 0.00551411 | 0.00551411 | 0 00551411 | 0.00551411 | 0 00551411 | **0.00551411** |
| Commercial Occupied | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Commercial Excess Land | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Commercial Vacant Land | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Commercial On Farm | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Shopping Centres Occupied | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Shopping Centres Excess Land | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Office Buildings Occupied | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Office Buildings Excess Land | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Parking Lots (Commercial Occupied) | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Parking Lots Excess Land | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0.00726860 | 0 00726860 | 0.00726860 | 0 00726860 | **0.00726860** |
| Industrial Occupied | 0.01014346 | 0.01014346 | 0.01014346 | 0.01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | **0.01014346** |
| Industrial Excess Land | 0.01014346 | 0.01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | **0.01014346** |
| Industrial Vacant Lands | 0.01014346 | 0.01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | **0.01014346** |
| Industrial On Farm | 0.01014346 | 0.01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | **0.01014346** |
| Large Industrial Occupied | 0.01014346 | 0.01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | **0.01014346** |
| Large Industrial Excess Land | 0.01014346 | 0.01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | 0.01014346 | 0 01014346 | **0.01014346** |
| Landfill | 0.00551411 | 0.00551411 | 0.00551411 | 0 00551411 | 0.00551411 | 0 00551411 | 0.00551411 | 0 00551411 | **0.00551411** |
| Pipelines | 0.00616277 | 0.00616277 | 0.00616277 | 0 00616277 | 0.00616277 | 0 00616277 | 0.00616277 | 0 00616277 | **0.00616277** |
| Farmland | 0.00100257 | 0.00100257 | 0.00100257 | 0 00100257 | 0.00100257 | 0 00100257 | 0.00100257 | 0 00100257 | **0.00100257** |
| Managed Forests | 0.00125321 | 0.00125321 | 0.00125321 | 0 00125321 | 0.00125321 | 0 00125321 | 0.00125321 | 0 00125321 | **0.00125321** |
| Farmland Awaiting Development Phase 1 | 0.00375962 | 0.00375962 | 0.00375962 | 0 00375962 | 0.00375962 | 0 00375962 | 0.00375962 | 0 00375962 | **0.00375962** |

**Notes** **1) Excludes Solid Waste Management & Durham Region Transit Commission**

Authority: Report #2021-F-4

**By-law Number 07-2021**

**of The Regional Municipality of Durham**

Being a by-law to establish tax ratios for 2021 and to specify the percentage by which tax rates are to be reduced for prescribed property subclasses.

Whereas an upper-tier municipality is required pursuant to section 308(5) of the *Municipal Act, 2001*, S.O., c.25 as amended ("*Municipal Act, 2001*") to establish tax ratios for 2021 for the Region and its lower-tier municipalities;

And Whereas the tax ratios determine the relative amount of taxation to be borne by each property class;

And Whereas the property classes have been prescribed by the Ministry of Finance pursuant to section 7 of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended ("*Assessment Act*");

And Whereas The Regional Municipality of Durham is required pursuant to Ontario Regulation 580/17 section 12(2) of the *Municipal Act, 2001* to specify the percentage by which tax rates are to be reduced for the prescribed property subclasses for 2021;

And Whereas the property subclasses for which tax rate reductions are to be established are in accordance with section 8 of the *Assessment Act*;

And Whereas the tax rate reductions reduce the tax rates that would otherwise be levied for municipal purposes.

Now therefore, the Council of The Regional Municipality of Durham hereby enacts as follows:

1. For the taxation year 2021, the tax ratio for property in;
    a. The residential property class is 1.000;
    b. The multi-residential property class is 1.8665;
    c. The new multi-residential property class is 1.1000;
    d. The commercial property class is 1.4500;
    e. The shopping centre property class is 1.4500;
    f. The office building property class is 1.4500;
    g. The landfill property class is 1.1000;
    h. The industrial property class is 2.0235;
    i. The large industrial property class is 2.0235;
    j. The pipelines property class is 1.2294;
    k. The farmlands property class is 0.2000; and
    l. The managed forest property class is 0.2500.

2. The Tax reduction for:
   a. The vacant land and excess land subclasses in the commercial property class is 0.00%
   b. The vacant land and excess land subclasses in the industrial property class is 0.00%;
   c. The excess land subclass in the shopping centre property class and the office building property class is 0.00%
   d. The excess land subclass in the large industrial property class is 0.00%
   e. The on farm subclass in the commercial property class is 0.00%
   f. The on farm subclass in the industrial property class is 0.00%
   g. The first subclass of farmland awaiting development in the residential, multi-residential, new multi-residential, commercial and industrial property classes is 25%; and
   h. The second subclass of farmland awaiting development in the residential, multi-residential, new multi-residential, commercial and industrial property classes is 0%.

3. For the purposes of this by-law;
   a. The commercial property class includes all parking lot property; and
   b. The first subclass of farmland awaiting development and the second subclass of farmland awaiting development consist of land as defined in the regulations under the *Assessment Act*.

4. This by-law comes into force on the date that it is passed

This By-law Read and Passed on the 24th day of February 2021.

J. Henry, Regional Chair and CEO

R. Walton, Regional Clerk

Authority: Report #2021-F-5

**By-law Number 09-2021**

**of The Regional Municipality of Durham**

Being a by-law to set and levy rates of taxation for the Durham Region Transit Commission for the year 2021.

Whereas subsection 1 of section 289 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended ("*Municipal Act*, 2001"), provides in part that an upper-tier municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the upper-tier municipality. Further, subsection 2 of section 289 of the *Municipal Act, 2001*, provides in part that an upper-tier municipality in preparing a yearly budget shall set out the estimated revenues and expenditures for the budget period;

And Whereas for that purpose The Regional Municipality of Durham has passed By-law Number 05-2021 to approve and adopt 2021 Business Plans and Budgets for the Durham Region Transit Commission purposes;

And Whereas all property assessment rolls on which the 2021 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended *("Assessment Act"*) subject to appeals presently outstanding;

And Whereas the assessment for the various classes and subclasses of real property pursuant to section 7 of the *Assessment Act* has been determined on the basis of those property assessment rolls;

And Whereas the sums required by taxation in the year 2021 are to be levied by separate rates by the lower-tier municipalities for the estimated current annual expenditures for Durham Region Transit Commission purposes, after deduction of other revenues, as directed by Regional by-law pursuant to section 311(2) of the *Municipal Act, 2001*;

And Whereas the tax rates on the applicable property classes and subclasses have been calculated pursuant to the provisions of the *Municipal Act, 2001* in the manner set out herein.

Now therefore, the Council of The Regional Municipality of Durham hereby enacts as follows:

1. For The Regional Municipality of Durham hereby adopts as a Durham Region Transit Commission upper-tier levy, as defined in section 311(1) of the Municipal Act, 2001, excluding current and capital expenditures and debts for Water Supply and Sanitary Sewage Works, General and Solid Waste Management purposes for the taxation year 2021 the sum of $64,392,000.

2. The sum of $64,392,000 is levied against the lower-tier municipalities in the amounts as set forth on Schedule 1 attached hereto.

3. The estimated assessment in each property class in the lower-tier municipality rateable for upper-tier purposes is as set out on Schedule 2 attached hereto.

4. For the year 2021, in The Regional Municipality of Durham, the lower-tier municipalities shall levy upon the various classes of real property the rates of taxation per current value assessment for Durham Region Transit Commission purposes set out in Schedule 3 attached hereto.

5. The 2021 Durham Region Transit Commission purposes upper-tier levy due to The Regional Municipality of Durham shall be paid in instalments by the lower-tier municipalities 7 days after the tax due dates set by each lower-tier municipality.

6. An interest rate equivalent to the prevailing prime interest rate shall be charged for late payment for upper-tier levies.

7. The Regional Municipality of Durham hereby directs the Council of each applicable lower-tier municipality to levy a separate rate, as specified in this by-law, in each property class in the lower-tier municipality rateable for upper-tier purposes.

8. The Regional Municipality of Durham directs that the upper-tier levy raised pursuant to this by-law be paid by the lower-tier municipalities to the Regional Municipality of Durham in accordance with this by-law and the *Municipal Act, 2001*.

9. The Treasurer and Commissioner of Finance for The Regional Municipality of Durham is hereby directed and authorized to do all acts necessary to collect these levies.

10. Schedules 1, 2 and 3 which are attached hereto form part of this by-law.

11. This by-law comes into force on the date that it is passed.

This By-law Read and Passed on the 24th day of February 2021.

_____

J. Henry, Regional Chair and CEO

_____

R. Walton, Regional Clerk

## *Schedule 1*
## The Regional Municipality of Durham
## Estimate of the 2021 Regional Property Taxes for the Durham Regional Transit Commission Purposes

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Total |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Residential | 9,957,872 | 9,052,156 | 9,298,601 | 7,161,841 | 11,450,896 | 904,573 | 1,947,114 | 2,244,814 | **52,017,867** |
| Multi-Residential | 1,327,122 | 170,081 | 492,002 | 141,870 | 517,859 | 17,713 | 18,605 | 39,292 | **2,724,544** |
| New Multi-Residential | 18,969 | 0 | 0 | 0 | 0 | 3,159 | 0 | 0 | **22,128** |
| Commercial Occupied | 1,074,865 | 868,548 | 933,965 | 531,907 | 1,029,381 | 58,578 | 164,291 | 202,207 | **4,863,742** |
| Commercial Excess Land | 20,554 | 18,541 | 8,126 | 5,104 | 21,411 | 1,344 | 3,603 | 3,153 | **81,836** |
| Commercial Vacant Land | 63,935 | 40,762 | 36,329 | 29,365 | 43,518 | 2,084 | 12,102 | 3,820 | **231,915** |
| Commercial On Farm | 0 | 0 | 0 | 122 | 0 | 0 | 61 | 15 | **198** |
| Shopping Centres Occupied | 733,732 | 535,745 | 366,165 | 93,429 | 474,537 | 0 | 29,111 | 8,308 | **2,241,027** |
| Shopping Centres Excess Land | 894 | 1,066 | 2,756 | 1,067 | 1,761 | 0 | 735 | 0 | **8,279** |
| Office Buildings Occupied | 53,804 | 64,567 | 8,778 | 6,814 | 15,758 | 0 | 3,749 | 98 | **153,568** |
| Office Buildings Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Parking Lots (Commercial Occupied) | 9,012 | 1,595 | 4,338 | 2,826 | 5,920 | 476 | 1,663 | 198 | **26,028** |
| Parking Lots Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Industrial Occupied | 98,203 | 209,906 | 150,614 | 78,734 | 154,799 | 22,355 | 35,213 | 78,640 | **828,464** |
| Industrial Excess Land | 2,669 | 3,275 | 2,131 | 1,908 | 5,379 | 579 | 3,176 | 1,422 | **20,539** |
| Industrial Vacant Lands | 25,513 | 18,285 | 56,935 | 22,129 | 60,327 | 703 | 3,428 | 18,003 | **205,323** |
| Industrial On Farm | 0 | 0 | 0 | 0 | 0 | 0 | 21 | 0 | **21** |
| Large Industrial Occupied | 160,951 | 69,780 | 44,672 | 102,241 | 147,901 | 0 | 0 | 0 | **525,545** |
| Large Industrial Excess Land | 3,624 | 1,714 | 0 | 6,621 | 18,429 | 0 | 0 | 0 | **30,388** |
| Landfill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Pipelines | 26,035 | 20,422 | 17,469 | 35,889 | 25,699 | 3,385 | 7,300 | 3,682 | **139,881** |
| Farmland | 10,735 | 16,897 | 2,911 | 58,004 | 10,471 | 42,512 | 59,743 | 53,701 | **254,974** |
| Managed Forests | 442 | 683 | 0 | 5,140 | 495 | 1,035 | 2,744 | 4,956 | **15,495** |
| Farmland Awaiting Development Phase 1 | 0 | 0 | 0 | 0 | 0 | 0 | 238 | 0 | **238** |
| **Total** | **13,588,931** | **11,094,023** | **11,425,792** | **8,285,011** | **13,984,541** | **1,058,496** | **2,292,897** | **2,662,309** | **64,392,000** |

**Note:** **1) Excludes Payments-in-Lieu**

# *Schedule 2*
# The Regional Municipality of Durham
# Estimated 2021 Current Value Assessments of Taxable Properties

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Total |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Residential | 18,995,085,724 | 17,268,186,389 | 17,738,313,645 | 13,662,160,003 | 21,844,100,730 | 1,725,592,392 | 3,714,377,014 | 4,282,279,215 | **99,230,095,112** |
| Multi-Residential | 1,356,365,532 | 173,828,900 | 502,843,600 | 144,996,200 | 529,270,100 | 18,103,400 | 19,015,420 | 40,158,012 | **2,784,581,164** |
| New Multi-Residential | 32,896,600 | 0 | 0 | 0 | 0 | 5,479,000 | 0 | 0 | **38,375,600** |
| Commercial Occupied | 1,414,110,426 | 1,142,676,182 | 1,228,739,863 | 699,785,026 | 1,354,269,851 | 77,066,031 | 216,144,176 | 266,027,369 | **6,398,818,924** |
| Commercial Excess Land | 27,041,035 | 24,392,472 | 10,691,000 | 6,715,521 | 28,168,955 | 1,768,000 | 4,740,165 | 4,147,736 | **107,664,884** |
| Commercial Vacant Land | 84,113,700 | 53,627,000 | 47,794,800 | 38,632,900 | 57,253,200 | 2,742,200 | 15,922,000 | 5,026,000 | **305,111,800** |
| Commercial On Farm | 0 | 0 | 0 | 161,100 | 0 | 0 | 80,500 | 19,100 | **260,700** |
| Shopping Centres Occupied | 965,309,800 | 704,835,213 | 481,732,126 | 122,916,796 | 624,308,418 | 0 | 38,298,686 | 10,929,528 | **2,948,330,567** |
| Shopping Centres Excess Land | 1,176,020 | 1,401,958 | 3,625,400 | 1,403,379 | 2,317,100 | 0 | 967,112 | 0 | **10,890,969** |
| Office Buildings Occupied | 70,785,967 | 84,945,252 | 11,549,000 | 8,965,000 | 20,731,974 | 0 | 4,932,300 | 129,400 | **202,038,893** |
| Office Buildings Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Parking Lots (Commercial Occupied) | 11,855,800 | 2,098,900 | 5,707,000 | 3,718,000 | 7,788,100 | 626,000 | 2,188,000 | 261,000 | **34,242,800** |
| Parking Lots Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Industrial Occupied | 92,579,730 | 197,886,783 | 141,989,611 | 74,225,500 | 145,934,767 | 21,074,900 | 33,196,824 | 74,136,595 | **781,024,710** |
| Industrial Excess Land | 2,516,500 | 3,087,558 | 2,009,100 | 1,799,000 | 5,071,300 | 545,700 | 2,993,800 | 1,340,400 | **19,363,358** |
| Industrial Vacant Lands | 24,052,000 | 17,237,600 | 53,674,500 | 20,861,700 | 56,872,100 | 662,400 | 3,232,000 | 16,972,000 | **193,564,300** |
| Industrial On Farm | 0 | 0 | 0 | 0 | 0 | 0 | 19,500 | 0 | **19,500** |
| Large Industrial Occupied | 151,734,587 | 65,784,500 | 42,114,000 | 96,386,899 | 139,432,000 | 0 | 0 | 0 | **495,451,986** |
| Large Industrial Excess Land | 3,416,173 | 1,615,400 | 0 | 6,241,513 | 17,373,400 | 0 | 0 | 0 | **28,646,486** |
| Landfill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Pipelines | 40,398,000 | 31,688,000 | 27,106,000 | 55,689,000 | 39,877,000 | 5,253,000 | 11,328,000 | 5,713,000 | **217,052,000** |
| Farmland | 102,398,300 | 161,169,600 | 27,766,800 | 553,260,130 | 99,874,000 | 405,491,086 | 569,852,154 | 512,220,623 | **2,432,032,693** |
| Managed Forests | 3,371,600 | 5,215,500 | 0 | 39,223,600 | 3,777,900 | 7,899,600 | 20,936,267 | 37,818,500 | **118,242,967** |
| Farmland Awaiting Development Phase 1 | 0 | 0 | 0 | 0 | 0 | 0 | 606,000 | 0 | **606,000** |
| **Total** | **23,379,207,494** | **19,939,677,207** | **20,325,656,445** | **15,537,141,267** | **24,976,420,895** | **2,272,303,709** | **4,658,829,918** | **5,257,178,478** | **116,346,415,413** |

**Note:** **1) Excludes Payments-in-Lieu**

# *Schedule 3*
# The Regional Municipality of Durham
# 2021 Tax Rates for the Durham Regional Transit Commission Purposes

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Region |
|---|---|---|---|---|---|---|---|---|---|
| Residential | 0 00052421 | 0.00052421 | 0 00052421 | 0.00052421 | 0 00052421 | 0.00052421 | 0 00052421 | 0.00052421 | **0.00052421** |
| Multi-Residen ial | 0 00097844 | 0.00097844 | 0 00097844 | 0.00097844 | 0 00097844 | 0.00097844 | 0 00097844 | 0.00097844 | **0.00097844** |
| New Mul i-Residential | 0 00057663 | 0.00057663 | 0 00057663 | 0.00057663 | 0 00057663 | 0.00057663 | 0 00057663 | 0.00057663 | **0.00057663** |
| Commercial Occupied | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Commercial Excess Land | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Commercial Vacant Land | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Commercial On Farm | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Shopping Centres Occupied | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Shopping Centres Excess Land | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Office Buildings Occupied | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Office Buildings Excess Land | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Parking Lots (Commercial Occupied) | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Parking Lots Excess Land | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | 0 00076010 | 0.00076010 | **0.00076010** |
| Industrial Occupied | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | **0.00106074** |
| Industrial Excess Land | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | **0.00106074** |
| Industrial Vacant Lands | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | **0.00106074** |
| Industrial On Farm | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | |
| Large Industrial Occupied | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | **0.00106074** |
| Large Industrial Excess Land | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | 0 00106074 | 0.00106074 | **0.00106074** |
| Landfill | 0 00057663 | 0.00057663 | 0 00057663 | 0.00057663 | 0 00057663 | 0.00057663 | 0 00057663 | 0.00057663 | **0.00057663** |
| Pipelines | 0 00064446 | 0.00064446 | 0 00064446 | 0.00064446 | 0 00064446 | 0.00064446 | 0 00064446 | 0.00064446 | **0.00064446** |
| Farmland | 0 00010484 | 0.00010484 | 0 00010484 | 0.00010484 | 0 00010484 | 0.00010484 | 0 00010484 | 0.00010484 | **0.00010484** |
| Managed Forests | 0 00013105 | 0.00013105 | 0 00013105 | 0.00013105 | 0 00013105 | 0.00013105 | 0 00013105 | 0.00013105 | **0.00013105** |
| Farmland Awai ing Development Phase 1 | 0 00039316 | 0.00039316 | 0 00039316 | 0.00039316 | 0 00039316 | 0.00039316 | 0 00039316 | 0.00039316 | **0.00039316** |

Authority: Report #2021-F-5

**By-law Number 10-2021**

**of The Regional Municipality of Durham**

Being a by-law to set and levy rates of taxation for Regional Solid Waste Management purposes for the year 2021.

Whereas subsection 1 of section 289 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended ("*Municipal Act, 2001*"), provides in part that an upper-tier municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the upper-tier municipality. Further, subsection 2 of section 289 of the *Municipal Act, 2001*, provides in part that an upper-tier municipality in preparing a yearly budget shall set out the estimated revenues and expenditures for the budget period;

And Whereas for that purpose The Regional Municipality of Durham has passed By-law Number 06-2021 to approve and adopt 2021 Business Plans and Budgets for Regional Solid Waste Management purposes;

And Whereas all property assessment rolls on which the 2021 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended *("Assessment Act"*) subject to appeals presently outstanding;

And Whereas the assessment for the various classes and subclasses of real property pursuant to section 7 of the *Assessment Act* has been determined on the basis of those property assessment rolls;

And Whereas the sums required by taxation in the year 2021 are to be levied by separate rates by the lower-tier municipalities for the estimated current annual expenditures for Regional Solid Waste Management purposes, after deduction of other revenues, as directed by Regional by-law pursuant to section 311(2) of the *Municipal Act, 2001*;

And Whereas the tax rates on the applicable property classes and subclasses have been calculated pursuant to the provisions of the *Municipal Act, 2001* in the manner set out herein.

And Whereas, allowance in the tax rate calculation has been given to the collection services that are provided by the Town of Whitby and the City of Oshawa;

Now therefore, the Council of The Regional Municipality of Durham hereby enacts as follows:

1. For The Regional Municipality of Durham hereby adopts as a Regional Solid Waste Management purposes upper-tier levy, as defined in section 311(1) of the *Municipal Act, 2001*, excluding current and capital expenditures and debts for Water Supply and Sanitary Sewage Works, General and Durham Region Transit Commission purposes for the taxation year 2021 the sum of $46,429,000.

2. The sum of $46,429,000 is levied against the lower-tier municipalities in the amounts as set forth on Schedule 1 attached hereto.

3. The estimated assessment in each property class in the lower-tier municipality rateable for upper-tier purposes is as set out on Schedule 2 attached hereto.

4. For the year 2021, in The Regional Municipality of Durham, the lower-tier municipalities shall levy upon the various classes of real property the rates of taxation per current value assessment for Regional Solid Waste Management purposes set out in Schedule 3 attached hereto.

5. The 2021 Regional Solid Waste Management purposes upper-tier levy due to The Regional Municipality of Durham shall be paid in instalments by the lower-tier municipalities 7 days after the tax due dates set by each lower-tier municipality.

6. An interest rate equivalent to the prevailing prime interest rate shall be charged for late payment for upper-tier levies.

7. The Regional Municipality of Durham hereby directs the Council of each applicable lower-tier municipality to levy a separate rate, as specified in this by-law, in each property class in the lower-tier municipality rateable for upper-tier purposes.

8. The Regional Municipality of Durham directs that the upper-tier levy raised pursuant to this by-law be paid by the lower-tier municipalities to the Regional Municipality of Durham in accordance with this by-law and the *Municipal Act, 2001*.

9. The Treasurer and Commissioner of Finance for The Regional Municipality of Durham is hereby directed and authorized to do all acts necessary to collect these levies.

10. Schedules 1, 2 and 3 which are attached hereto form part of this by-law.

11. This by-law comes into force on the date that it is passed.

This By-law Read and Passed on the 24th day of February 2021.

_____

J. Henry, Regional Chair and CEO

_____

R. Walton, Regional Clerk

## *Schedule 1*
## The Regional Municipality of Durham
## Estimate of the 2021 Regional Property Taxes for Regional Solid Waste Management Purposes

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Total |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | | $ | $ | $ | $ | $ |
| Residential | 5,811,430 | 7,457,957 | 7,661,000 | 5,900,550 | 6,684,950 | 745,266 | 1,604,202 | 1,849,474 | **37,714,829** |
| Multi-Residential | 774,539 | 140,127 | 405,352 | 116,884 | 302,319 | 14,594 | 15,329 | 32,372 | **1,801,516** |
| New Multi-Residential | 11,071 | 0 | 0 | 0 | 0 | 2,603 | 0 | 0 | **13,674** |
| Commercial Occupied | 627,314 | 715,590 | 769,486 | 438,233 | 600,944 | 48,262 | 135,358 | 166,597 | **3,501,784** |
| Commercial Excess Land | 11,996 | 15,276 | 6,695 | 4,206 | 12,500 | 1,107 | 2,968 | 2,597 | **57,345** |
| Commercial Vacant Land | 37,314 | 33,583 | 29,931 | 24,193 | 25,406 | 1,717 | 9,971 | 3,147 | **165,262** |
| Commercial On Farm | 0 | 0 | 0 | 101 | 0 | 0 | 50 | 12 | **163** |
| Shopping Centres Occupied | 428,221 | 441,396 | 301,680 | 76,975 | 277,031 | 0 | 23,984 | 6,845 | **1,556,132** |
| Shopping Centres Excess Land | 522 | 878 | 2,270 | 879 | 1,028 | 0 | 606 | 0 | **6,183** |
| Office Buildings Occupied | 31,401 | 53,196 | 7,232 | 5,614 | 9,200 | 0 | 3,089 | 81 | **109,813** |
| Office Buildings Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Parking Lots (Commercial Occupied) | 5,259 | 1,314 | 3,574 | 2,328 | 3,456 | 392 | 1,370 | 163 | **17,856** |
| Parking Lots Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Industrial Occupied | 57,313 | 172,939 | 124,089 | 64,868 | 90,370 | 18,418 | 29,012 | 64,790 | **621,799** |
| Industrial Excess Land | 1,558 | 2,698 | 1,756 | 1,572 | 3,140 | 477 | 2,616 | 1,171 | **14,988** |
| Industrial Vacant Lands | 14,890 | 15,064 | 46,908 | 18,232 | 35,218 | 579 | 2,825 | 14,832 | **148,548** |
| Industrial On Farm | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 0 | **17** |
| Large Industrial Occupied | 93,934 | 57,491 | 36,805 | 84,235 | 86,343 | 0 | 0 | 0 | **358,808** |
| Large Industrial Excess Land | 2,115 | 1,412 | 0 | 5,455 | 10,758 | 0 | 0 | 0 | **19,740** |
| Landfill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Pipelines | 15,194 | 16,825 | 14,392 | 29,569 | 15,003 | 2,789 | 6,015 | 3,033 | **102,820** |
| Farmland | 6,266 | 13,922 | 2,398 | 47,791 | 6,113 | 35,026 | 49,224 | 44,246 | **204,986** |
| Managed Forests | 258 | 563 | 0 | 4,235 | 289 | 853 | 2,260 | 4,083 | **12,541** |
| Farmland Awaiting Development Phase 1 | 0 | 0 | 0 | 0 | 0 | 0 | 196 | 0 | **196** |
| **Total** | **7,930,595** | **9,140,231** | **9,413,568** | **6,825,920** | **8,164,068** | **872,083** | **1,889,092** | **2,193,443** | **46,429,000** |

**Note:** **1) Excludes Payments-in-Lieu**

# *Schedule 2*
# The Regional Municipality of Durham
# Estimated 2021 Current Value Assessments of Taxable Properties

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge | Total |
|---|---|---|---|---|---|---|---|---|---|
| | $ | $ | $ | | $ | $ | $ | $ | $ |
| Residential | 18,995,085,724 | 17,268,186,389 | 17,738,313,645 | 13,662,160,003 | 21,844,100,730 | 1,725,592,392 | 3,714,377,014 | 4,282,279,215 | **99,230,095,112** |
| Multi-Residential | 1,356,365,532 | 173,828,900 | 502,843,600 | 144,996,200 | 529,270,100 | 18,103,400 | 19,015,420 | 40,158,012 | **2,784,581,164** |
| New Multi-Residential | 32,896,600 | 0 | 0 | 0 | 0 | 5,479,000 | 0 | 0 | **38,375,600** |
| Commercial Occupied | 1,414,110,426 | 1,142,676,182 | 1,228,739,863 | 699,785,026 | 1,354,269,851 | 77,066,031 | 216,144,176 | 266,027,369 | **6,398,818,924** |
| Commercial Excess Land | 27,041,035 | 24,392,472 | 10,691,000 | 6,715,521 | 28,168,955 | 1,768,000 | 4,740,165 | 4,147,736 | **107,664,884** |
| Commercial Vacant Land | 84,113,700 | 53,627,000 | 47,794,800 | 38,632,900 | 57,253,200 | 2,742,200 | 15,922,000 | 5,026,000 | **305,111,800** |
| Commercial On Farm | 0 | 0 | 0 | 161,100 | 0 | 0 | 80,500 | 19,100 | **260,700** |
| Shopping Centres Occupied | 965,309,800 | 704,835,213 | 481,732,126 | 122,916,796 | 624,308,418 | 0 | 38,298,686 | 10,929,528 | **2,948,330,567** |
| Shopping Centres Excess Land | 1,176,020 | 1,401,958 | 3,625,400 | 1,403,379 | 2,317,100 | 0 | 967,112 | 0 | **10,890,969** |
| Office Buildings Occupied | 70,785,967 | 84,945,252 | 11,549,000 | 8,965,000 | 20,731,974 | 0 | 4,932,300 | 129,400 | **202,038,893** |
| Office Buildings Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Parking Lots (Commercial Occupied) | 11,855,800 | 2,098,900 | 5,707,000 | 3,718,000 | 7,788,100 | 626,000 | 2,188,000 | 261,000 | **34,242,800** |
| Parking Lots Excess Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Industrial Occupied | 92,579,730 | 197,886,783 | 141,989,611 | 74,225,500 | 145,934,767 | 21,074,900 | 33,196,824 | 74,136,595 | **781,024,710** |
| Industrial Excess Land | 2,516,500 | 3,087,558 | 2,009,100 | 1,799,000 | 5,071,300 | 545,700 | 2,993,800 | 1,340,400 | **19,363,358** |
| Industrial Vacant Lands | 24,052,000 | 17,237,600 | 53,674,500 | 20,861,700 | 56,872,100 | 662,400 | 3,232,000 | 16,972,000 | **193,564,300** |
| Industrial On Farm | 0 | 0 | 0 | 0 | 0 | 0 | 19,500 | 0 | **19,500** |
| Large Industrial Occupied | 151,734,587 | 65,784,500 | 42,114,000 | 96,386,899 | 139,432,000 | 0 | 0 | 0 | **495,451,986** |
| Large Industrial Excess Land | 3,416,173 | 1,615,400 | 0 | 6,241,513 | 17,373,400 | 0 | 0 | 0 | **28,646,486** |
| Landfill | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| Pipelines | 40,398,000 | 31,688,000 | 27,106,000 | 55,689,000 | 39,877,000 | 5,253,000 | 11,328,000 | 5,713,000 | **217,052,000** |
| Farmland | 102,398,300 | 161,169,600 | 27,766,800 | 553,260,130 | 99,874,000 | 405,491,086 | 569,852,154 | 512,220,623 | **2,432,032,693** |
| Managed Forests | 3,371,600 | 5,215,500 | 0 | 39,223,600 | 3,777,900 | 7,899,600 | 20,936,267 | 37,818,500 | **118,242,967** |
| Farmland Awaiting Development Phase 1 | 0 | 0 | 0 | 0 | 0 | 0 | 606,000 | 0 | **606,000** |
| **Total** | **23,379,207,494** | **19,939,677,207** | **20,325,656,445** | **15,537,141,267** | **24,976,420,895** | **2,272,303,709** | **4,658,829,918** | **5,257,178,478** | **116,346,415,413** |

**Note:** **1) Excludes Payments-in-Lieu**

# *Schedule 3*
# The Regional Municipality of Durham
# 2021 Tax Rates for Regional Solid Waste Management Purposes

| Property Class | Oshawa | Pickering | Ajax | Clarington | Whitby | Brock | Scugog | Uxbridge |
|---|---|---|---|---|---|---|---|---|
| Residential | 0.00030594 | 0.00043189 | 0.00043189 | 0 00043189 | 0.00030603 | 0.00043189 | 0 00043189 | 0.00043189 |
| Mul i-Residential | 0.00057104 | 0.00080612 | 0.00080612 | 0 00080612 | 0.00057120 | 0.00080612 | 0 00080612 | 0.00080612 |
| New Mul i-Residen ial | 0.00033653 | 0.00047508 | 0.00047508 | 0 00047508 | 0.00033663 | 0.00047508 | 0 00047508 | 0.00047508 |
| Commercial Occupied | 0.00044361 | 0.00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Commercial Excess Land | 0.00044361 | 0.00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Commercial Vacant Land | 0.00044361 | 0.00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Commercial On Farm | 0.00044361 | 0.00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Shopping Centres Occupied | 0.00044361 | 0 00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Shopping Centres Excess Land | 0.00044361 | 0 00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Office Buildings Occupied | 0.00044361 | 0 00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Office Buildings Excess Land | 0.00044361 | 0 00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Parking Lots (Commercial Occupied) | 0.00044361 | 0 00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Parking Lots Excess Land | 0.00044361 | 0 00062624 | 0.00062624 | 0 00062624 | 0.00044374 | 0.00062624 | 0 00062624 | 0.00062624 |
| Industrial Occupied | 0.00061907 | 0 00087393 | 0.00087393 | 0 00087393 | 0.00061925 | 0.00087393 | 0 00087393 | 0.00087393 |
| Industrial Excess Land | 0.00061907 | 0 00087393 | 0.00087393 | 0.00087393 | 0.00061925 | 0.00087393 | 0 00087393 | 0.00087393 |
| Industrial Vacant Lands | 0.00061907 | 0 00087393 | 0.00087393 | 0.00087393 | 0.00061925 | 0.00087393 | 0 00087393 | 0.00087393 |
| Industrial On Farm | 0.00061907 | 0.00087393 | 0.00087393 | 0 00087393 | 0.00061925 | 0.00087393 | 0 00087393 | 0.00087393 |
| Large Industrial Occupied | 0.00061907 | 0.00087393 | 0.00087393 | 0 00087393 | 0.00061925 | 0.00087393 | 0 00087393 | 0.00087393 |
| Large Industrial Excess Land | 0.00061907 | 0.00087393 | 0.00087393 | 0 00087393 | 0.00061925 | 0.00087393 | 0 00087393 | 0.00087393 |
| Landfill | 0.00033653 | 0.00047508 | 0.00047508 | 0 00047508 | 0.00033663 | 0.00047508 | 0 00047508 | 0.00047508 |
| Pipelines | 0.00037612 | 0.00053097 | 0.00053097 | 0 00053097 | 0.00037623 | 0.00053097 | 0 00053097 | 0.00053097 |
| Farmland | 0.00006119 | 0.00008638 | 0.00008638 | 0 00008638 | 0.00006121 | 0.00008638 | 0 00008638 | 0.00008638 |
| Managed Forests | 0.00007649 | 0.00010797 | 0.00010797 | 0 00010797 | 0.00007651 | 0.00010797 | 0 00010797 | 0.00010797 |
| Farmland Awaiting Development Phase 1 | 0.00022946 | 0 00032392 | 0.00032392 | 0 00032392 | 0.00022952 | 0.00032392 | 0 00032392 | 0.00032392 |

# Parks, Recreation & Facilities Committee

**From:** Michael Jubb
**To:** AINSLEY GILLESPIE; Claire Doble
**Cc:** Brock Clerks
**Subject:** Re: Raised Beds at the Beaverton Harbour
**Date:** February 2, 2021 1:25:22 PM

---

Hey Ainsley. Thank you for the conversation today. I believe this to be an absolute wonderful initiative that is proposed. I will forward this on to our clerks so it can be discussed by our new harbour committee. Again, thank you for all the work that the BHS does to beautify our town. I look forward to hearing positive results from this initiative. Community gardens are definitely something that council supports. Talk soon. Mike.

Get Outlook for Android

---

**From:** AINSLEY GILLESPIE <agillesc403@rogers.com>
**Sent:** Tuesday, February 2, 2021 1:19:30 PM
**To:** Michael Jubb <mjubb@townshipofbrock.ca>
**Subject:** Raised Beds at the Beaverton Harbour

Mike Jubb
Ward 1 Councillor
Brock Township

I am writing on behalf of the Beaverton Horticultural Society

The Beaverton Horticultural Society is part of the Ontario Horticultural Association (OHA) whose vision is to create a supportive environment for gardeners of all ages. The OHA fosters the growth of member societies and encourages the use of eco-friendly horticulture practices to promote the production of food, the beautification of our communities and the conservation of our environment. **The Beaverton Horticultural Society was started in 1922. In 2022 they will celebrate their 100-year anniversary.** The Beaverton Horticultural Society provides opportunities for members to share information and friendship through a shared interest in gardening and related activities. In addition to club activities the Society maintains several community gardens in the Town of Beaverton contributing to the welcoming, well cared for presentation our community enjoys.

**Beaverton Horticultural Society members work on a variety of projects and in 2021-2022 we are focusing our activities on food security concerns, especially things we can do to make a difference in Brock Township, as well as environmental stewardship through a variety of means including the use of native plants, pollinator gardens attractive to butterflies, bees and birds and backyard conservation.**

The Beaverton Horticultural Society is interested in having a discussion with Brock Township or relevant committee about the possibility of using the raised beds at the Beaverton Harbour to grow vegetables and herbs as part of our food security project. We would be prepared to absorb the costs for soil augmentation and seeds, and we would water and tend these gardens. We would work with the Township to establish an equitable process to distribute produce from the garden to local residents.

We have noticed that the flora in these raised beds looks a little ragged and there are many weeds. We think we could make these boxes pleasing to the eye which would enhance the visual appeal of the landscaping in this area. Planting these raised beds would have the additional benefit of providing fresh fruits and vegetables for local residents. We can be more specific in our planning proposal if the Township is interested to meet and discuss possibilities.

Community gardens are part of the sharing economy. Nowadays there are many different approaches to creating community gardening experiences. Community gardens have the potential to provide benefits to the neighbourhood, visitors and to society as a whole. Some of the benefits of community gardening include:

- Beautifying towns and neighbourhoods
- Producing fresh produce
- Contributing to healthy lifestyles
- Contributing to clean environment by adding oxygen to the air and absorbing rainwater, reducing runoff
- Strengthening communities and reducing crime as spaces become more attractive and less prone to vandalism, and
- Providing educational opportunities to learn about where food comes from.

I look forward to hearing either from you or the appropriate committee.

Thank you

Ainsley Gillespie, Vice President Beaverton Horticultural Society [redacted]

# Protection Services Committee

# Corporation of the Township of Brock

## Staff Report to the Mayor and Members of Council

| | |
|---|---|
| **From:** | Becky Jamieson |
| **Position:** | Municipal Clerk |
| **Title / Subject:** | Animal Services Peer Review |
| **Date of Report:** | March 1, 2021 |
| **Date of Meeting:** | March 8, 2021 |
| **Report No:** | 2021-PS-03 |

### 1.0 Strategic Goal/Priority

To ensure a safe and healthy environment for people and all animals and providing quality care to animals.

### 2.0 Issue / Origin

In early September of 2020, some serious allegations were made about the provision of animal services by the Township of Brock and its employees, specifically related to the cruelty and neglect of animals.

### 3.0 Background

Some serious allegations were made about the Township of Brock's animal services in the summer of 2020 on social media. The senior leadership team took these allegations very seriously and conducted an immediate investigation. While the investigation determined that the allegations had no merit, management took the additional step of committing to engage an objective third party to conduct an independent review of Brock's animal control services and shelter operations. A media release was issued by the Township of Brock on September 17, 2020 (Attachment No. 1).

In November of 2020, the Township of Brock contacted the City of Pickering with a request to conduct a review of Brock's Animal Services operations. Ms. Lindsey Narraway, Supervisor of Animal Services for the City of Pickering agreed and enlisted the assistance of Lincoln Country Humane Society (St. Catharines) Executive Director, Kevin Strooband.

Ms. Narraway and Mr. Strooband were asked to provide an objective and nonpartisan review of both the shelter operation and associated paperwork, including policies, governing the operation of the animal shelter.

## 4.0 Analysis

Ms. Narraway and Mr. Strooband attended an on-site visit and completed a review on December 16, 2020. Following their on-site visit and review, they wrote the "Township of Brock Animal Shelter and Services Report," as contained in Attachment No. 2.

The report noted that there were no animals in distressed observed and that staff were cooperative, interested in positive change and transparent in their provision of information and details to assist with this consultation. Based on the team's review and on-site visit, the Team provided twenty (20) recommendations to assist the animal care operation in bringing the facility to a level of care, cleaning, staffing and protocols that are consistent with generally accepted practices within the industry.

The Municipal Clerk has reviewed these recommendations with the staff and many actions have already been taken to address some of the recommendations.

The below chart summarizes the twenty (20) recommendations, as well as the actions and any next steps that will be taken in response to the recommendations.

| # | Recommendation | Action/Next Steps | Timeframe to Implement Recommendation | Category |
|---|---|---|---|---|
| 1 | To familiarize shelter staff with resources and organizations that are available to professionals in the field of animal care. | In progress. | Within 3 months | Training & Education |
| 2 | To provide proper chemicals, as applicable to an animal care facility. Cleaning product must minimize infection from zoonotic diseases and be capable of killing bacteria and viruses that could potentially infect the entire shelter animal population (and shelter staff, in some cases) | Staff are reviewing and will be working to implement better protocols and policies to address recommendations no. 1-6 are met.<br><br>Staff are investigation purchasing new cleaning supplies through company other shelters use, instead of purchasing from grocery store.<br><br>Staff have updated the MSDS sheets. | 3-6 months | Policies & Procedures |
| 3 | Ensure that chemicals are used in the proper dilutions required to clean, disinfect and sanitize. | | Within 3 months | Health & Safety; Policies & Procedures |
| 4 | To ensure labelling on all chemicals, including posting of WHMIS and MSDS sheets. | | Completed | Health & Safety; Policies & Procedures |

| | | | | |
|---|---|---|---|---|
| 5 | To ensure properly labelled spray bottles are kept in each vehicle | | Within 3 months | Policies & Procedures |
| 6 | To implement proper and comprehensive policies, procedures and checklists to minimize the spread of disease throughout the facility | | 3-6 months | Policies & Procedures |
| 7 | To purchase, or otherwise receive, properly sized cages that are made of a proper, impermeable material that can be adequately disinfected | 2021 Capital Budget includes $18,000 for new cat cages. | 6-12 months | Equipment |
| 8 | To ensure, where possible, staff hired to care for animals have some level of formal education and proper training in animal care and handling and how to recognize distress in animals | Staff are reviewing job descriptions and job postings for this department. | 6-12 months | Policies & Procedures;<br><br>Training & Education |
| 9 | To consider an annual membership ($100/year) with the Association of Animal Shelter Administrators of Ontario (AASAO) | Township has purchased a 2021 annual membership with AASAO. | Completed | Training & Education |
| 10 | Where possible, cats housed in dog crates should be placed on a table, or platform that provides them an opportunity to be up and off ground level | 2021 Capital Budget includes $18,000 for new cat cages. | 6-12 months | Equipment |
| 11 | That spot cleaning of healthy animals be implemented | New policy regarding spot cleaning will be developed. | 6-12 months | Policies & Procedures |
| 12 | That cage checklists be implemented to provide accurate and consistent health and well being | New forms, checklists have been received from Pickering/Lincoln AC and will be used to assist in developing them for Brock. | 3-6 months | Policies & Procedures |
| 13 | That signs be posted on individual animal cages advising animal care staff, | New forms, checklists have been received from Pickering/Lincoln AC and will be used to | 3-6 months | Policies & Procedures |

| | | | | |
|---|---|---|---|---|
| | or others, of concerns about that animal | assist in developing them for Brock. | | |
| 14 | Consider providing screening to the windows in the cat room | | 3-6 Months | Policies & Procedures |
| 15 | Dispose of old or tattered scratching posts and other items made from materials that can house infection | | Within 3 months | Health & Safety |
| 16 | A fenced compound exists on the north side of the building and it is recommended that this compound be used when bringing dogs out of the animal control vehicle and into the building | Staff will review the existing gate and determine how assessible it is too open freely from outside. | 3-6 months | Equipment;<br><br>Health & Safety |
| 17 | That the existing tub be raised to provide ergonomic bathing of animals | Will review and discuss with new Facilities Co-ordinator. Would likely need to be budgeted for 2022. | TBD following conversation with Facilities Co-ordinator | Equipment;<br><br>Health & Safety |
| 18 | Proper cleaning and disinfection must be practiced in each vehicle | It is recommended by staff that new cages also be purchased as the existing ones have rust in them. | 6-12 months | |
| 19 | Cats housed in the stray/sick/isolation room should always be caged | Procedures will be be updated. | 3-6 months | Policies & Procedures |
| 20 | That the *Brock Township Animal Shelter Manual of Standard Operating Procedures* be reviewed and revised as required | Staff are reviewing and updating the manual. Supervisor to review every 2 years. | 3-6 months | Policies & Procedures |

## 5.0 Related Policies / Procedures

*Brock Township Animal Shelter Manual of Standard Operating Procedures*

## 6.0 Financial / Budget Assessment

Many of the recommendations contained within the report will have minimal financial impact as they relate to updating policies and procedures or changing existing practices. The cost of these will mainly be staff time. The purchase of new cat cages as per recommendation 7 & 10, has been budgeted as part of the 2021 Capital budget. Staff will be reviewing recommendations no. 17 & 18 to determine the costs and will determine whether it can be

funded through the 2021 operating budget or if they will need to be included as part of the 2022 budget.

## 7.0 Communications

The Animal Services Peer Review Report will be published and shared on the Township of Brock's communications channels including, but not limited to, the website and social media.

## 8.0 Conclusion

The Township committed to engaging another municipality to conduct an independent review of Brock's animal control services and shelter operation.

The review by the Ms. Narraway and Mr. Strooband noted that there were no animals in distress observed and that staff were cooperative, interested in positive change and transparent in their provision of information and details to assist with this consultation. However, twenty (20) recommendations to assist in improving the animal shelter operations were recommended and staff have already begun to implement many of these recommendations.

## 9.0 Recommendation

THAT Council receive Report 2021-PS-03, Animal Services Peer Review, for information;

THAT a letter of thanks be sent to Ms. Lindsey Narraway, Supervisor of Animal Services for the City of Pickering and Kevin Strooband, Executive Director, of Lincoln Country Humane Society (St. Catharines); and

THAT staff continue to implement the recommendations, where appropriate, as contained within the report.

| Title | Name | Signature | Date |
|---|---|---|---|
| Municipal Clerk | Becky Jamieson | Becky Jamieson | March 2, 2021 |
| Chief Administrative Officer | Dean A. Hustwick | | March 2, 2021 |

# Township of Brock committed to providing quality animal services

Posted Thursday, September 17, 2020

Back to Search

Within the Township of Brock, we strive to promote a safe and healthy environment for people and all animals and are committed to providing quality care to animals in distress—whether in our care or in the wild.

Recently, there have been some serious allegations made about animal service within the Township of Brock, and its employees, related to the cruelty and neglect of animals in our care. Our Senior Leadership Team took these allegations very seriously and conducted an immediate investigation.

The results of the investigation did not find evidence in support of the allegations that were brought forward. However, to ensure these findings are appropriate, the township is seeking another municipality to conduct an independent peer review—a process that will also include a review of Brock's animal control services and shelter operators.

For many years, the Animal Control & By-law Enforcement Department has provided various animal services for the community and ensures a team member is available during operating hours to respond to various situations, including emergencies.

Similar to practices in neighbouring municipalities, the services that are offered aim to keep our animals safe, they include: dog licences, doggy day care licences, exotic animal exemptions, and kennel licenses. It's a philosophy that drives the sick and injured animal fund—an initiative that uses 100 per cent of donations to provide emergency medical treatment to animals.

The Township of Brock remains committed to providing vital animal services within our community, continuing to build upon the work completed throughout 2020, which has included:

- veterinary care for animals in our possession;
- reuniting or finding permanent homes for 55 dogs and cats (with an additional 42 moved to another shelter or agency);
- and the rescue of 27 wild animals (with 16 transferred to licence rehabs and two released back into the wild).

For more information on the animal services the township of Brock provides, please visit: www.townshipofbrock.ca/en/resident-services/animal-services.aspx

A place where health and safety is paramount—both for the people and the animals who live amongst them.

-30-

For more information please contact Ralph Walton, Acting CAO at rwalton@townshipofbrock.ca or 705-432-2355 ext. 239.

© 2020 Township of Brock

|

Designed by eSolutionsGroup (http://www.esolutionsgroup.ca)

# TOWNSHIP OF BROCK ANIMAL SHELTER AND SERVICES REPORT

## Consultant Report & Recommendations

Abstract

This report was written upon request following a review of shelter operations December, 2020

LINCOLN COUNTY HUMANE SOCIETY

City of PICKERING

February 1, 2021

# REPORT ON THE DENCH MUNICIPAL ANIMAL SHELTER AND OPERATIONS

# TOWNSHIP OF BROCK

## Introduction

To ensure the effective and continued humane operation of The Corporation of the Township of Brock's Animal Services at the Dench Animal Shelter, the Municipal Clerk contacted the City of Pickering with a request to conduct an Animal Services Operation review. Lindsey Narraway, Supervisor of Animal Services for the City of Pickering agreed and enlisted the assistance of Lincoln County Humane Society (St. Catharines) Executive Director, Kevin Strooband.

The authors of this report were asked to provide an objective and nonpartisan review of both the shelter operation and associated paperwork, including policies, governing the operation of the animal shelter.

An on-site visit and review took place on December 16, 2020.

This report provides the findings and recommendations for shelter operations, animal handling, holding and care and the implementation of new protocols and checklists to ensure optimal care, compassion, safety and comfort of animals within the facility.

## Biographies

**Lindsey Narraway:** Lindsey has been with Pickering Animal Services for over 15 years. She has been responsible for developing the department from the ground up. Lindsey was instrumental in the design and oversight of construction for their current animal shelter and is in the process of embarking on a project to build a new permanent animal shelter in Pickering. She has developed many policies and procedures and currently oversees staff directly in the shelter, along with a robust volunteer program in the community. Lindsey also believes very strongly in community engagement and public education.

Lindsey is the current Chair for the Association of Animal Shelter Administrators of Ontario (AASAO), as well President of the Canadian Association for Humane Trapping. She is also part time Faculty with Durham College and teaches Introduction to Facility Management to students enrolled in the Animal Care Program.

City of PICKERING

LINCOLN COUNTY HUMANE SOCIETY

**Kevin Strooband:** Kevin has been with the Lincoln County Humane Society in St. Catharines for over 30 years. He currently serves as the Executive Director of the 15,000 square-foot facility. The LCHS operates both a full-service veterinary clinic and a low cost, high volume spay/neuter clinic. Kevin's formal education was in human resources and he also spent over 27 years as an Animal Cruelty Investigator.

Kevin brings experience from his time and career as an inspector, including recognizing distress and conducting cruelty investigations, along with his 20 years as the Executive Director in running a Humane Society, that includes: the full-service veterinary clinic, municipal pound (for up to five municipal contracts simultaneously), animal cruelty investigations department and bylaw department.

## Educational Resources

Listed below are a number of resources, websites and animal associations that will assist and educate staff on animal related best practices.

1. **Animal Sheltering Guidelines:** In 2010, the Association of Shelter Veterinarians (ASV) partnered with several individuals from the animal welfare industry to create **Guidelines for Standards of Care in Animal Shelters.** This 67-page document has since been used to guide animal facilities to aspire to this gold standard of animal care. While the Guidelines are the gold standard and something every animal shelter should strive for, some of the guidelines require capital investments that may not be attainable or accessible to every organization or municipality.

2. **Association of Animal Shelter Administrators of Ontario (AASAO):** **The AASAO** is an association of professionals committed to excellence in the management and operation of animal care, control and welfare organizations. Through the active participation of members, the AASAO provides the knowledge base, resources and solutions to assist members to grow as professionals, achieve their organizational goals and collectively advance the animal care, control and welfare profession.

3. **ASPCA Pro:** The American Society for the Prevention of Cruelty to Animals has created a robust website that is dedicated to sharing best practices in the animal care field, specifically for animal care professionals. **ASPCA Pro** offers a variety of online training courses and webinars that are always available and up-to-date.

## Site visit

On the morning of December 16, 2020, Ms. Narraway and Mr. Strooband (the Team) attended the Dench Animal Shelter located at 99 Elliot Street in Cannington, Township of Brock.

Animal Shelter Staff were advised that a visit would be occurring at some point; however, they were not aware of the date.

Upon arrival, the Team was met by the Town Clerk, Ms. Becky Jamieson, who introduced them to the staff member in charge, Ms. Kim McConkey.

After a brief discussion, Ms. McConkey provided the Team an in-depth tour of the facility, including vehicles and lands immediately adjacent to the animal shelter.

Overall, the facility was found to be generally well organized, clean and the animals present appeared properly cared for. Several photos and notes were taken during the visit and details are provided within this report.

The dog kennels and exercise area appear adequate.

During the visit 13 animals were observed, including: one dog and 12 cats.

Based on observations from the site visit, the Team provides the following recommendations to assist the animal care operation in bringing the facility to a level of care, cleaning, staffing and protocols that are consistent with generally accepted practices within the industry.

## Recommendations

Based on observations from the site visit completed on December 16, 2020, the Team's recommendations are as follows:

1. To familiarize shelter staff with resources and organizations that are available to professionals in the field of animal care. Staff should gain a thorough understanding of the *ASV Guidelines for Standards of Care in Animal Shelters* and should implement the guidelines where possible;

2. To provide proper chemicals, as applicable to an animal care facility. Cleaning products must minimize infection from zoonotic diseases and be capable of killing bacteria and viruses that could potentially infect the entire shelter animal population (and shelter staff, in some cases). Chemicals should be Accelerated Hydrogen Peroxide or Quaternary Ammonium based products. Investigate what products are currently being utilized at other facilities within your organization, for potential use;

Typical compliment of cleaning supplies purchased at the local grocery store.

3. Ensure that chemicals are used in the proper dilutions required to clean, disinfect and sanitize. Automatic dispensers and/or safe manual dilution options should be explored. Once dispensed, the chemicals should be used in spray bottles for cats and in mop/hose/bucket for dogs. Many chemicals can be used in conjunction with a hose;

4. To ensure labelling on all chemicals, including posting of WHMIS and MSDS sheets. Under *the Occupational Health and Safety Act,* all chemicals must be properly labelled and identified. This includes all spray bottles and unlabelled containers located in the shelter and in the trucks;

5. To ensure properly labelled spray bottles are kept in each vehicle. This will allow for adequate and necessary disinfection (between cleanings) of equipment after each use;

6. To implement proper and comprehensive policies, procedures and checklists to minimize the spread of disease throughout the facility. The Team will be assisting with the provision of these documents, as required;

7. To purchase, or otherwise receive, properly sized cages that are made of a proper, impermeable material that can be adequately disinfected;

8. To ensure, where possible, staff hired to care for animals have some level of formal education and proper training in animal care and handling and how to recognize distress in animals. This may include reviewing education requirements on current job descriptions and reviewing potential education resources as identified in this report;

9. To consider an annual membership ($100/year) with the Association of Animal Shelter Administrators of Ontario (AASAO). This membership will provide resources and access to professionals with several municipal animal service facilities, humane societies and private animal control facilities, who are willing to share policies, procedures, best practices and in some cases, resources with other partner organizations;

10. Where possible, cats housed in dog crates should be placed on a table, or platform that provides them an opportunity to be up and off ground level. Cats prefer the ability to be high up, as opposed to in a low area without an option to escape. The cage shown is of an adequate size according to the ASV guidelines;

cleaning.
(Note: the cat is perched up high)

11. That spot cleaning of healthy animals be implemented. A complete cage cleaning should be reserved for those animals who require it. Examples of when a full cage cleaning is necessary include: very dirty litter or excess/messy feces, spilled food or water or other health/sanitization reasons. When cats are confined to a cage in a shelter environment they create their "home" in their cage. Their home provides a sense of security and stress relief for the cat. Minimal disruption is advised to decrease the stress on sheltered animals;

12. That cage checklists be implemented to provide accurate and consistent health and well-being tracking of all animals. These lists should indicate who may possibly be sick or displaying other physical signs of distress. Tracking an animal's intake (food and water) and output (feces (type and consistency) and urine) is imperative as animals quite often do not outwardly display illness, distress or other physical concerns. Cage checklists must also be housed on each animal's cage;

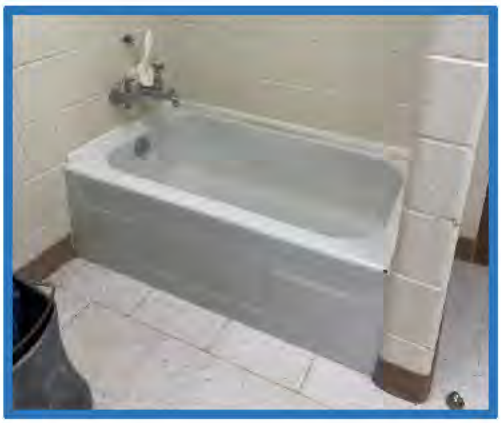
13. That signs be posted on individual animal cages advising animal care staff, or others, of concerns about that animal. Examples include: not eating, ferals, runs away, aggressive, on hypoallergenic food, fasting for sterilization surgery or any other messages that are important for staff to know. Signs should be laminated to ensure proper sanitizing;

14. Consider providing screening to the windows in the cat room. This screening will allow the windows to be opened when the outside temperature permits, encouraging fresh air flow. The screening must be secure enough that a cat cannot escape. Securing the windows with bars on the inside may discourage the cats from going near or attempting escape;

15. Dispose of old or tattered scratching posts and other items made from materials that can house infection. While the Team accepts the use of these items in general, if an infection is present in the room these items must be properly disinfected where possible, or not reused and disposed of;

16. A fenced compound exists on the north side of the building and it is recommended that this compound be used when bringing dogs out of the animal control vehicle and into the building. This will ensure that a dog who might escape from the truck cannot escape the compound and run away;

17. That the existing tub be raised to provide for ergonomic bathing of animals. The bathtub is quite low and could pose a health and safety concern for staff. Raising the height of the tub will provide a healthy and safe working height for staff and animals, especially when restraining unruly animals. Additionally, having a direct sightline on the animals will help ensure that staff observations are more accurate. Safety protocols (muzzling of dogs, etc.) should be utilized to limit exposure to bite risks from elevated dogs;



18. Proper cleaning and disinfection must be practiced in each vehicle. Although the vehicles were generally well stocked, the dog cages were starting to rust. Replacement should be considered. (Many organizations have a number of these cages at their disposal, if needed). Proper sanitization is required; if one animal is carrying a contagious disease, failure to clean the cage/vehicle can lead to additional infections/exposure;

19. Cats housed in the stray/sick/isolation room should always be caged. During the visit, a cat was observed loose in this room. A stray cat could be harboring diseases or viruses and not showing signs or symptoms until a few days after impoundment. To minimise the risk of potential disease transmission they should not be permitted to roam free or socialize with other cats. Sick cats are already showing symptoms and therefore must also be kept caged. It is easier to sanitize and disinfect a cage than an entire room, walls, etc. Sick cats, and new intakes, where possible, should be housed in separate rooms that are cleaned last, each day; and,

20. That the *Brock Township Animal Shelter Manual of Standard Operating Procedures* be reviewed and revised as required. It is recommended that this be done no less than every two years; and that shelter staff be familiar with, and follow the contents of, the procedures.

## Conclusion

The Team found all staff to be most cooperative, interested in positive change and transparent in their provision of information and details to assist with this consultation.

Having extensive experience with other animal care facilities, the Team did not recognize distress in any animal observed in the facility.

Both members of the Team make themselves available to the Township of Brock and staff specifically working at the Dench Animal Shelter, should the need arise in the future. In addition, to further educate staff with varying policies, procedures and day-to-day practices to care for animals, both members have extended offers for staff to visit their shelters. Additional training opportunities may exist with the employers of both team members, as well as through the AASAO.

The Team is confident that with the implementation of the recommendations above, coupled with internal implementation of the ASV guidelines, this municipal pound facility will continue to provide humane care to the resident animals and will improve that level of care.

Respectfully Submitted,

Lindsey Narraway
Supervisor, Animal Services
City of Pickering

Kevin Strooband
Executive Director
Lincoln County Humane Society

**From:** [redacted]

**Subject:** Closure of the Ontario Fire College
**Date:** February 1, 2021 3:38:47 PM

---

Dear Municipal Leaders:

We are writing to you regarding the province's announcement on January 13, 2021, of the impending closure of the Gravenhurst campus of the Ontario Fire College on March 31, 2021.

We know that at least two of the three associations quoted in the Ontario Government's press release were not informed that the government would close the Ontario Fire College in Gravenhurst!

The Ontario Government says its plan to modernize and regionalize fire service training will be more cost-effective and accessible to municipalities. Yet, the government has not shared a plan showing how these changes will provide training of equal value in a more cost-effective and accessible manner for municipalities across Ontario.

The province's regionalization model currently has Memorandums of Understanding (MOUs) with a mixed bag of 20 "Regional Training Centres" (RTCs) located in various parts of Ontario. The municipalities' cost to send one firefighter to an RTC range between $300 and $1,200 for the course alone. This cost does not include accommodations or meals.

The Gravenhurst campus of the Ontario Fire College has modern facilities and equipment where subject matter experts provide training in all fire service disciplines. The cost is $65 for a municipality to send one firefighter to the college. That cost includes onsite accommodations and three meals a day. In shifting firefighter training to RTCs, the price for training our firefighters will shift to your municipality's taxpayers. If the government revives O. Reg 379/18 (firefighter certification) while shuttering the college, the growth in training demand and cost will be significant.

The Fire Protection and Prevention Act, 1997, as amended, requires the fire marshal to "develop training programs and evaluation systems for persons involved in the provision of fire protection services." It also stipulates the fire marshal must "provide programs to improve practices relating to fire protection services" and "maintain and operate a central fire college."

As municipal leaders, would you prefer an affordable, cost-effective training model that keeps students in one location with up-to-date, technically accurate training facilities led by subject matter experts? Or a more expensive training model in multiple facilities that cannot match what the Ontario Fire College provides?

Please stand with us against this ill-conceived closure of the Ontario Fire College and the government's undefined plan. Let's keep your firefighters and community safe by keeping the ONLY provincial fire training facility in Ontario open. As municipal councils, we ask that you send a strong letter of rejection of this plan to your local Member of Provincial Parliament and lobby the Doug Ford government to reverse its decision.

Thank you for your consideration. If you have any questions or a need for further information please let us know.

Regards,

Chris McConnell
President, OPSEU Local 317

(Representing the workers of the Ontario Fire College)

[redacted]

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

**MAYOR DAN CARTER**

February 2, 2021

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Re: City of Oshawa – COVID-19 Economic Recovery and Provincial Occupancy Restrictions

Dear Premier Ford,

These are uncertain times and our businesses have experienced unprecedented economic hardships. Despite the government and community support offered to our businesses, the local business community still faces continuing challenges. In the past six weeks of the lockdown, businesses are tackling severe uncertainty and questioning their ability to continue operations if current conditions continue.

As the Province of Ontario transitions into a re-opening phase, we believe that it would be more expedient and effective for the indoor patron capacity to be based on the occupancy level of the business establishment rather than a maximum single number of customers no matter the size of the business establishment. Current public health measures restrict capacity to a limit of 10 patrons and 50 patrons in zones "Red" and "Orange", respectively. We request a review of the above-mentioned guidelines and the consideration of indoor capacity to be a percentage of a business' Ontario Building Code Occupant Load, AGCO Occupant Load, and/ or Fire Code Occupant Load.

Local businesses are incurring significant operating costs in order to accommodate only ten persons, while providing an experience authentic to their establishment. Larger businesses are able to serve a significantly higher occupancy and maintain compliance with all safety regulations and social distancing requirements. Businesses that invested heavily in communities through real estate are now losing money every time they open their doors and are considering downsizing or closure. Percentage based occupancy will allow businesses to utilize their square footage more effectively and continue investing in their communities and employees.

In light of the sensitivity of the situation, we implore provincial government act as expeditiously as possible to move this forward before more businesses close their doors permanently. This is something that would greatly benefit not just our community but communities across the province.

Thank you for your time and consideration of this critical concern.

**Mayor Dan Carter**
**City of Oshawa**

Cc: Elaine Baxter-Trahair, CAO
Region of Durham Clerks Department
Jennifer French, MPP of Oshawa
Town of Whitby Clerks Department
Lorne Coe, MPP of Whitby
Town of Ajax Clerks Department
Rod Phillips, MPP of Ajax
City of Pickering Clerks Department
Peter Bethlenfalvy, MPP of Pickering- Uxbridge
Municipality of Clarington Clerks Department
David Piccini, MPP of Northumberland Peterborough South
Township of Scugog Clerks Department
Township of Uxbridge Clerks Department
Laurie Scott, MPP of Haliburton – Kawartha Lakes – Brock
Township of Brock Clerks Department
Nancy Shaw, Greater Oshawa Chamber of Commerce

Enclosure

**Attention:** **Development Services**

**Action Taken:**

DS-21-13 Provincial Occupancy Restrictions on local Businesses during the COVID-19 Pandemic

Moved by Mayor Carter,

"That the Development Services Committee recommend to City Council:

Whereas, the Provincial restrictions placed on businesses during the COVID-19 Pandemic have had a significant economic impact on local businesses across Ontario, including Oshawa; and,

Whereas, the maximum occupancy restrictions when businesses are open to the public appear to be arbitrarily based on a single number of customers no matter what the size and capacity of the business establishment; and,

Whereas, the Mayor's Task Force on Economic Recovery heard from a local restaurant business owner and their first hand experiences with the restrictions placed on local businesses; and,

Whereas, on January 8, 2021 the Task Force recommended that the City ask the Province to review and revise the maximum occupancy restrictions when businesses are open to the public such that the restrictions are based on the capacity/occupancy level of the business establishment with appropriate social distancing measures in place; and,

Whereas, it is important for the City to appropriately advocate for local businesses during the pandemic;

Therefore be it resolved:

1. That the Province be requested to appropriately review and revise the maximum occupancy restrictions when businesses are open to the public during the COVID19 Pandemic such that the restrictions are based on the capacity/occupancy level of the business establishment with appropriate social distancing measures in place rather than

a maximum single number of customers no matter the size of the business establishment; and,

2. That a copy of this resolution be forwarded to the Premier of Ontario, Durham Region MPP's, the Region of Durham, all local Durham area municipalities and the Greater Oshawa Chamber of Commerce."

Dear Municipal Leaders:

We are writing to you regarding the Provinces' announcement on January 13th, 2021, of the impending closure of the Gravenhurst campus of the Ontario Fire College.

It is our understanding that two of the three associations who were quoted in the Governments press release as being in support of the closure were not consulted before the announcement other than to be asked if they were in support of the "modernization and regionalization" of training for the fire service in Ontario. The Government did NOT inform these associations that this meant closing down the Gravenhurst campus of the Fire College!

The Provincial Government has publicly stated that this modernization and regionalization will be more cost-effective and accessible to municipalities. This is simply not true. The Government has not shared a plan to show how their proposed modernization and regionalization of the fire service training will be more cost-effective and accessible to all municipalities in Ontario.

The Province's regionalization model currently has Memorandums of Understanding (MOU's) with a mixed bag of twenty "Regional Training Centers" (RTC's) located in various areas around the Province. The municipalities' cost to send one firefighter to an RTC range between $300 - $1200 for the course alone. This cost does not include accommodations or meals.

The Gravenhurst campus of the Ontario Fire College has modern facilities with modern equipment where subject matter experts provide training in all fire service disciplines. Students intermingle with each other on campus, and most have made lifelong friends while staying at the College. This social interaction will not exist at any RTC. The cost is $65.00 for a municipality to send one firefighter to the College. That cost includes accommodations and three meals a day. This cost has not changed in well over a decade.

The fact of the matter is that each municipality's cost to train their fire service personnel to a recognized standard, which could soon become mandatory if the Government revives O. Reg 379/18, could dramatically increase by closing the Gravenhurst campus.

The Fire Protection and Prevention Act 1997, as amended, requires the Fire Marshal to "develop training programs and evaluation systems for persons involved in the provision of fire protection services." It also stipulates the fire marshal must "provide programs to improve practices relating to fire protection services" and "maintain and operate a central fire college."

As municipal leaders, would you prefer an affordable, cost effective training model that keeps students in one location with up to date, technically accurate training facilities led by subject matter expert? Or a more expensive training model in facilities that cannot match what the Gravenhurst campus can offer?

If you prefer the former, please stand with us against this ill advised closure. Let's keep your firefighters and your community safe by keeping the ONLY provincial fire training facility in Ontario open!

220/21

# DURHAM REGIONAL POLICE SERVICES BOARD

B. Drew, Chair * G. Cubitt, Vice-Chair
K. Ashe, Member * P. Barnes, Member
S. DeBoer, Member * K. Fisher, Member * J. Henry, Member

February 10, 2021

**Durham Regional Police Services Board – Launch of Community Survey on the Action Plan to Enhance Trust and Confidence**

The Durham Regional Police Services Board is pleased to announce the launch of an on-line community survey in support of the Board's draft Action Plan to Enhance Trust and Confidence in Policing in Durham Region. The Board would like input from citizens and stakeholders on the priorities and proposed action items prior to finalizing and implementing and the Plan.

"Community input is essential in order for this Plan to produce the change that we pursuing," said Chair Bobbie Drew. "The public must have trust in the DRPS in order for us to meet our community safety goals."

The on-line survey will take approximately 5-7 minutes to complete. It can be found at www.drps.ca/communitysurvey. Anyone who wishes to participate can do so anonymously, and no personal information will be kept. The survey will be open to complete until March 8, 2021.

A random telephone survey will also be administered to obtain the views of Durham residents. The Board is also interested in receiving written submissions with comments on the Action Plan, prior to March 12, 2020. Verbal deputations are also welcome at the Board meeting scheduled for March 23, 2021.

The Action Plan will be finalized once all input is received over the coming weeks. A copy is attached, and we thank you for your input.

*The Durham Regional Police Services Board is the civilian governing body of the Police Service. Its responsibilities include establishing objectives for policing in consultation with the Chief of the Police, setting policies for the effective management of the Police Service, and hiring and monitoring the performance of the Chief of Police. The Board consists of seven members, three appointed by the Province of Ontario and four chosen by Regional Council.*

605 Rossland Road East, Box 911, Whitby, ON L1N 0B8
Phone: 905-579-1520, Ext. 4307 * Fax: 905-721-4249
Email: alongo@drps.ca

# Action Plan for Enhancing Trust and Confidence in Policing in Durham Region

DRAFT – FOR CONSULTATION

## 1. Strengthen transparency in decision-making

Actions:

a. Conduct community consultation on this action plan, and on the Chief of Police Selection Criteria
b. Strengthen Board policy related to diversity and anti-racism, considering the recommendations of the Ontario Human Rights Commission
c. Improve the budget process to be more informative to the community
d. Publish reports related to discipline, where possible
e. Adopt body-worn cameras

## 2. Improve diversity and inclusion practices with the DRPS internally and externally in the delivery of community safety

Actions:

a. Direct the Chief of Police to ensure that education and training for members accentuates anti-racism learning
b. Direct the Chief of Police to ensure that processes for recruitment, selection, promotion and performance management of members include and emphasize equity and inclusion
c. Ensure that the selection of deputy chiefs and chiefs of police includes an assessment of commitment and achievement in the areas of diversity, equity and inclusion

## 3. Strengthen service delivery related to mental health calls

Actions:

a. Expand mobile crisis response team and ensure appropriate coverage for mental health related calls for the entire Region
b. Direct the Chief of Police to examine potential for call diversion in instances where a police response may not be necessary
c. Ensure that mental health training for members is prioritized

## 4. Support the Equity and Inclusion Plan and the 4 initiatives to Address Systemic Barriers

a. Collect race based data
b. Involve community in recruitment and promotional processes and policy review
c. Bystander training
d. Organizational census

# Durham Regional Police Services Board **Highlights**

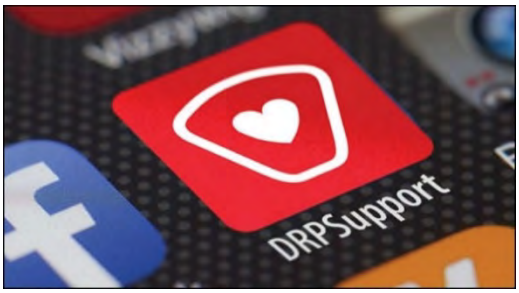
***…from the February 16, 2021 meeting***

## Community Survey Launched

Deputations were heard from two community groups—the Ajax Anti-Black Racism Task Force and Black Rose Movement Durham—as a part of the consultations on the Board's draft Action Plan to Enhance Trust and Confidence in Policing in Durham Region. Many of the suggestions surrounded training, communication and an accountability structure. The Board would like input from citizens and stakeholders on the priorities and proposed action items prior to finalizing the Plan. An anonymous online community survey can be found at www.drps.ca/communitysurvey. The survey deadline is March 8, 2021.

## Mental Health App Launch

DRPS and Ontario Shores Centre for Mental Health Sciences launched the new **DRPSupport** app at the end of January. The app brings together all mental health services and programs available to DRPS employees.




The app will be installed on employee smartphones and be accessible on the employee intranet. It will connect DRPS members to support programs and services that are available through the Mental Wellness Plan. The app development began two years ago when Ontario Shores and the DRPS received a research grant from the Provincial Ministry of Labour, Training and Skills Development, as part of their Occupational Health, Safety and Prevention Innovation Program. The project is led by Psychologist Dr. Krystle Martin, a research scientist with Ontario Shores and DRPS members Holly Britton, Acting Human Resources Director and Cst. Meghan Buckley, Peer Support and Wellness Coordinator.

## Administration of Complaints System

In 2020, the OIPRD received 148 public complaints with respect to the conduct of either DRPS officers or DRPS services, or policies. This represented a 25.42 per cent increase from the 118 complaints received in 2019.

Of the 148 public complaints involving DRPS officers, conduct, services or policies, 92 were addressed by the OIPRD as follows:

- 85 were screened out by the OIPRD and closed.
- Three were withdrawn before screening
- Two were retained for investigation by the OIPRD where one was unsubstantiated and one, at the time of writing, is still under investigation.
- Two were assigned to third-party police services for investigations and, at the time of writing, are still under investigation.

The remaining 56 public complaints were assigned to DRPS PSU for investigation. This is a 3.4 per cent decrease from the 58 that were assigned to PSU in 2019.Forty-three of those public complaints have been resolved as follows:

- One was screened out by OIPRD after the Customer Service Resolution (CSR} failed,
- Two were resolved by way of Customer Service Resolution (CSR),
- Nine were closed by way of Informal Resolution Agreement,
- One was substantiated as misconduct,
- Six were deemed unsubstantiated, and
- 24 were withdrawn by the complainants (after mediation with PSU investigators).

The remaining 13 public complaints are still under investigation.

**Next Meeting:** March 23, 2021 at 8:30 a.m. A link to this virtual meeting will be shared at www.drps.ca in the days leading up to the meeting. ■

***For further information about the Police Services Board, contact Exec. Assistant Anita Longo at (905) 579 1520 ext. 4307.***

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564

# The Regional Municipality of Durham Report

| | |
|---|---|
| To: | Planning and Economic Development Committee |
| From: | Commissioner of Planning and Economic Development |
| Report: | #2021-P-3 |
| Date: | February 2, 2021 |

**Subject:**

Durham Environmental Advisory Committee 2020 Annual Report and 2021 Workplan, File: A01-37

**Recommendations:**

That the Planning and Economic Development Committee recommends to Regional Council:

A) That Commissioner's Report #2021-P-3 be received as the Durham Environmental Advisory Committee's 2020 Annual Report;

B) That the Durham Environmental Advisory Committee's 2021 Workplan be approved, as outlined in Attachment 1, to Commissioner's Report #2021-P-3;

C) That the changes to the Durham Environmental Advisory Committee's Terms of Reference be approved, as outlined in Attachment 2, to Commissioner's Report #2021-P-3;

D) That the following citizen volunteers be appointed to the Durham Environmental Advisory Committee:

   i) Derek Nguyen and Shlok Panchal as **Youth** members; and

   ii) Jocelyn Whalen as a **Post-Secondary** member;

E) That the above-named citizen volunteers be advised of their appointment to the Durham Environmental Advisory Committee; and

F) That a copy of Commissioner's Report #2021-P-3 be forwarded to the Durham Environmental Advisory Committee, Conservation Authorities, and the Area Municipalities.

**Report:**

## 1. Purpose

1.1 The Durham Environmental Advisory Committee (DEAC) Terms of Reference (ToR) requires the submission of an annual report to the Planning and Economic Development Committee summarizing the activities of the previous year. DEAC is also required to prepare a proposed Workplan for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval of the Planning and Economic Development Committee and Council.

1.2 The purpose of this report is to:

a. Summarize the activities of DEAC from 2020;
b. Present the proposed DEAC 2021 Workplan; and
c. Propose changes to the ToR.

## 2. Previous Reports and Decisions

2.1 In November 2020, Council endorsed the selection of Christine Doody-Hamilton as a member of DEAC through Commissioner's Report #2020-P-23.

2.2 In March 2020, Council endorsed DEAC's 2019 Annual Report and 2020 Workplan through Commissioner's Report #2020-P-3.

## 3. 2020 Annual Report

3.1 DEAC is composed of seventeen members, including one member of the Planning and Economic Development Committee.

3.2 At the inaugural meeting in 2020, Geoff Carpentier was re-elected as Chair, Keiko Lui was elected first Vice-Chair, and Jay Cuthbertson was elected second Vice-Chair.

3.3 Membership at the end of 2020 was:

- Geoff Carpentier (Scugog) (Chair);
- Keiko Lui (Member at Large) (1st Vice-Chair);

- Jay Cuthbertson (Clarington) (2nd Vice-Chair);
- Matt Thompson (Ajax);
- Richard Dickinson (Brock);
- Gwen Layton (Oshawa);
- Ozair Chaudhry (Pickering);
- Bruce Foxton (Uxbridge);
- Susan Clearwater (Whitby);
- Kimberly Murray (Member at Large);
- Brian Shipp (Member at Large);
- Dimitri Stathopoulos (Member at Large);
- Christine Doody-Hamilton (Member at Large);
- Councillor Steve Yamada (Planning and Economic Development Committee); and
- Councillor Sterling Lee (Planning and Economic Development Committee – Alternate).

3.4 Dennis Sallans (Member at Large) resigned his position in 2020 and was replaced by Christine Doody-Hamilton.

3.5 Connor Duffy (Post-Secondary Member) and Dhruv Upadhyay (Youth Member) completed their terms on DEAC upon graduating from their school programs in 2020. Membership appointments to fill their vacancies are proposed in Section 6 of this report.

**Major Activities**

3.6 The role of DEAC is to provide advice to the Region on environmental matters. The Committee also has a role in implementing and participating in community outreach programs that support environmental awareness and appreciation in the Region. Some planned activities were postponed because they included in-person events, education and outreach, such as the Spring bee pollinator seed distribution project in conjunction with the Regional compost giveaway events, and the Environmental Achievement Awards. These activities will be revisited as part of the 2021 and 2022 workplans.

3.7 During 2020, DEAC fulfilled its role by:

a. Expanding its knowledge of environmental related issues by receiving presentations and engaging in discussion on the following:

- The CLOCA Draft Watershed Plan Update;
- Regional Waste Management Strategies;
- Transportation Demand Management: The Climate Connection;
- Durham Region Long-term Waste Management Plan;
- LEAF Backyard Tee Planting Program;
- Durham's Soil and Groundwater Assessment Protocol;
- Regional Cycling Plan Update; and
- Collaboration Opportunities between DEAC and the Durham Region Roundtable on Climate Change.

b. Providing advice on various Regional issues, including:

- Durham Region Long-term Waste Management Plan;
- Regional Cycling Plan;
- The Municipal Comprehensive Review (MCR) process by providing input and comments on Envision Durham discussion papers; and
- Durham Soil and Groundwater Assessment Protocol.

c. Community outreach and stewardship, including:

- Developing a residents' guide to climate resilience (in-progress);
- Planning for the Environmental Achievement Awards (postponed due to the COVID-19 pandemic); and
- Preparing for a spring bee pollinator seed distribution project (postponed due to the COVID-19 pandemic).

d. Participating in various stakeholder advisory committees and groups including the Port Granby Project Citizen Liaison Group and the Duffin Creek Water Pollution Control Plan Advisory Committee, and attending community events (including seminars, workshops, and symposiums).

3.8 Due to the ongoing COVID-19 pandemic, DEAC's monthly meetings were cancelled in April and May of 2020. Meetings, now being held virtually, resumed in June and will continue until gathering restrictions are lifted.

## 4. 2021 Workplan

4.1 The proposed 2021 DEAC Workplan (Attachment 1) represents activities which are considered a priority, and achievable within the calendar year. The activities are divided into four categories:

a. **Policy Development and Implementation** – Activities involve providing advice on the formulation and implementation of land use planning policies to the Planning and Economic Development Department and the Planning and Economic Development Committee. This will include providing ongoing advice on the municipal comprehensive review through Envision Durham;
b. **Community Outreach and Stewardship** – Activities that support community environmental awareness. This includes continuing to promote and implement the Environmental Achievement Awards Program, and the ongoing development of a residents' guide to climate change.
c. **Community Education and Development** – Activities, such as presentations and tours that enhance members' knowledge of environmental issues; and
d. **Issues of Interest** – Activities related to the monitoring of issues that DEAC deems significant and may require future consideration.

## 5. Terms of Reference

5.1 The DEAC is guided by Council approved Terms of Reference (ToR). The ToR outlines the goal, mandate, and scope of activities for the Committee (Attachment 2).

5.2 Changes are proposed to the following sections of the DEAC ToR:

a. Section 4.4 (Composition) to extend the youth membership term to a maximum of 3 years to correspond with changes to Item C.2 (Appendix 1);
b. Appendix 1, to:

- Expand the Post-Secondary Student membership eligibility criteria to accept membership applications from first year students who are accepted in a full-time College or University program (Item B.2); and
- Expand the Youth membership eligibility criteria to accept applications from Grade 10 students (Item C.2).

## 6. Appointment of Youth and Post-Secondary Members to DEAC

6.1 In June 2020, Dhruv Upadhyay (Youth member) and Connor Duffy (Post-Secondary member) completed their terms on DEAC upon graduating from their school programs. The completion of their terms resulted in Youth and Post-Secondary member vacancies.

6.2 In accordance with the DEAC ToR, including the proposed changes contained within this report, the Planning and Economic Development Committee must recommend two “Youth” members and one “Post-Secondary” member to fill existing vacancies.

6.3 A public service announcement was released, and advertisements were placed online through social media in November 2020 seeking expressions of interest from high school and post-secondary students wishing to serve on DEAC.

6.4 **It is recommended that the following citizen volunteers be appointed as “Youth” members to the Durham Environmental Advisory Committee: Derek Nguyen and Shlok Panchal.** Mr. Nguyen is a Grade 11 student from Whitby who co-founded the organization, Operation EcoPen, to champion recycling of writing instruments, played a key role in initiating a composting program at the Whitby Ribfest, and is part of the Ontario Nature Youth Council. He is also the vice president of his school’s Eco-Team. Mr. Panchal is a Grade 10 student from Whitby who is engaged in various clubs and teams, including the Environmental Club at his school. He has an array of volunteer experience, including environmental programming with OPG’s Tuesdays on the Trail program and the Pickering Museum Village, as well as with child, youth, and senior centres.

6.5 **It is recommended that the following citizen volunteer be appointed as a “Post-Secondary” member to the Durham Environmental Advisory Committee: Jocelyn Whalen.** Ms. Whalen is an Environmental and Resource Science student at Trent University, and has previously completed an Environmental Technician diploma, and an advanced diploma in Environmental Technology. She has an extensive array of professional and volunteer experience in the environmental technology field; and is currently a member of the Samuel Wilmot Nature Area Management Advisory Committee[1].

## 7. Relationship to Strategic Plan

7.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

[1] The Samuel Wilmot Nature Area Management Advisory Committee is a group of volunteers appointed by the Municipality of Clarington to assist the Municipality and the Ministry of Natural Resources in managing the Samuel Wilmot Nature Area. The Committee is also dedicated to preserving and improving the condition of the Nature Area for the benefit of the wildlife that resides there and the enjoyment of the residents of Clarington.

a. Goal 1: Environmental Sustainability's objective: To protect the environment for the future by demonstrating leadership in sustainability and addressing climate change.

## 8. Conclusion

8.1 DEAC had many notable accomplishments in 2020, and members should be commended for the time and commitment they have invested in the activities of the Committee, especially given the challenges posed by the COVID-19 pandemic. Aneesah Luqman acted as the Planning and Economic Development Department staff liaison.

8.2 It is recommended that:

a. The report be received as DEAC's annual report on its 2020 activities;
b. The proposed 2021 DEAC Workplan be approved (Attachment 1);
c. The proposed changes to the Committee's ToR be approved (Attachment 2);
d. The following citizen volunteers be appointed to the Durham Environmental Advisory Committee:

- Derek Nguyen and Shlok Panchal as **Youth** members; and
- Jocelyn Whalen as a **Post-Secondary** member;

e. The above-named citizen volunteers be advised of their appointment to the Durham Environmental Advisory Committee; and
f. A copy of this report be forwarded to the Durham Environmental Advisory Committee, Conservation Authorities, and the Area Municipalities.

## 9. Attachments

Attachment #1: Proposed 2021 DEAC Workplan

Attachment #2: DEAC Terms of Reference Proposed Changes

Respectfully submitted,

Original signed by

Brian Bridgeman, MCIP, RPP
Commissioner of Planning and
Economic Development

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer

# DURHAM ENVIRONMENTAL ADVISORY COMMITTEE (DEAC)
# PROPOSED 2021 WORKPLAN

| Item | Progress |
|---|---|
| **1.0 Policy Development and Implementation** | |
| Provide advice on | |
| • Regional Official Plan – input and advice on proposed amendments | |
| • Municipal Comprehensive Review (Envision Durham) process | |
| • Projects subject to a Minister's Zoning Order (MZO) | |
| • Durham Community Energy Plan implementation | |
| • Provincial and Regional Climate Change guidance materials | |
| • Environmental Assessment (EA) Studies | |
| • Public and/or Stakeholder Advisory Committees | |
| • Environmental Bill of Rights postings | |
| **2.0 Community Outreach and Stewardship** | |
| High Priority | |
| • Promote and continue to implement the Environmental Achievement Awards. | |
| • Participate in community environmental and stewardship events. | |
| • Continue developing a residents' guide to climate resilience. | |
| • | |
| Medium Priority | |
| • Continue to foster a working relationship with the Durham Agricultural Advisory Committee, and Durham Active Transportation Committee. | |
| • Participate in Climate Change outreach activities/events hosted by DEAC, and/or the Durham Region Roundtable on Climate Change. | |
| • Update the Region of Durham Natural Features Map. | |
| **3.0 Committee Education & Development** | |
| The Committee will expand its knowledge in some of the following issues: | |
| • Energy (e.g. sources, alternatives, producers, efficiency, etc.) | |
| • Recreational uses in the natural environment | |
| • Provincial Planning documents | |
| • Water quality (e.g. Duffin Creek water treatment plant) | |
| • Human health and the environment | |
| • Green infrastructure and low impact development | |
| • Road salt | |

| Item | Progress |
|---|---|
| • Species at risk | |
| • Waste reduction and management progress | |
| • Lifecycle assessment of products and packaging (e.g. plastics) | |
| • Microplastics | |
| • Forest, grassland, and wetland health | |
| • Active transportation | |
| • Climate change | |
| • Pesticides and alternatives | |
| • Invasive species | |
| • Native species | |
| • Biodiversity | |
| • Urban sustainability | |
| • Air quality | |
| • Food security | |
| • Community gardens | |
| • Aggregate pit rehabilitation | |
| • Peat moss and top soil removal and restoration | |
| • Biological and physical decomposition (e.g. incineration, gasification, carbonization, anaerobic digestion, waste, etc.) | |
| • Noise and light pollution | |
| • Citizen science | |
| • Ground and surface water preservation and protection | |
| **4.0 Issues of Interest** | |
| The committee will continue to monitor the following issues as prioritized by current events: | |
| • Conservation Authority initiatives and activities, such as Carruthers Creek Watershed Plan Update and McLaughlin Bay Restoration Strategy. | |
| • Provincial planning initiatives. | |
| • Oak Ridges Moraine. | |
| • Regional Official Plan Amendment applications. | |
| • Water – groundwater, surface water, watersheds. | |
| • Transportation developments. | |
| • Waterfront protection and development. | |
| • Nuclear Energy Management | |
| • Future airport lands. | |
| • Rouge National Urban Park. | |
| • Urban forest/naturalization strategies. | |
| • Trails. | |
| • Energy from Waste Facility. | |

## Meeting Schedule

Due to the Committee's workload, DEAC will schedule 9 meetings for 2021. In general, meetings will take place on the third Thursday of each month. Resources (Planning Division and Legislative Services) will be required to accommodate the schedule and workload.

The 2021 meeting schedule is as follows:

- January 21, 2021
- February 18, 2021
- March 11, 2021
- April 15, 2021
- May 20, 2021
- June 17, 2021
- September 16, 2021
- October 21, 2021
- November 18, 2021

# Durham Environmental Advisory Committee (DEAC)

Terms of Reference

Revised ~~March 2020~~ **February 2021**

## 1. Goal

1.1 To provide advice to the Region of Durham on environmental impacts of planning matters, as expressed in the Durham Regional Official Plan.

## 2. Mandate

2.1 The Durham Environmental Advisory Committee (DEAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.

2.2 The Terms of Reference provide for a balance between activities referred from the Planning and Economic Development Department or the Planning and Economic Development Committee and a provision for DEAC to be proactive and advise on matters identified on its own initiative.

2.3 Environmental matters may be referred to the DEAC from the Regional Planning and Economic Development Department or the Planning and Economic Development Committee. DEAC shall report directly to the Regional Planning and Economic Development Committee and/or Regional Planning and Economic Development Department, as appropriate.

## 3. Scope of Activities

3.1 The scope of the DEAC may include activities such as:

a) providing advice on environmental policy directions pursued by the Region. This may include providing advice on official plan amendments related to environmental policies or providing advice on Regional environmental policies through an Official Plan review process;

b) providing advice in the identification and implementation of new or existing programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems within the Region in co-operation with other organizations where appropriate. This may include investigating conservation easements, land trusts, tree planting, environmental stewardship, new provincial directions and funding grants;

c) providing advice in identifying and implementing community outreach activities which support the growth of environmental awareness and appreciation in Durham Region in co-operation with other organizations where appropriate. This may include recommending and assisting with educational workshops or homeowner guides which can be used by the public in areas such as tree cutting, fertilizer use, erosion control and general enhancement of the environment;

d) providing advice on Regional environmental data in co-operation with other organizations where appropriate;

e) providing advice on the state of environmental resources such as water resources and natural heritage features such as wetlands, forests, and wildlife within Durham Region in co-operation with other organizations where appropriate;

f) appointing a member of DEAC to participate on steering committees for environmental impact studies related to Regional Official Plan Amendment applications. In accordance with the Region's approved EIS Guideline, a DEAC representative would participate in Regionally co-ordinated EIS's and peer reviews; and

g) at the request of the Planning and Economic Development Committee or the Regional Planning and Economic Development Department, provide advice on miscellaneous matters as they arise.

## 4. Composition

4.1 The DEAC will be comprised of seventeen members in total. Thirteen of which will be citizen members, one of which will be a Post-Secondary Student member, two of which will be youth members, plus one member of the Planning and Economic Development Committee. The thirteen citizen members, one Post-Secondary Student member and two youth members shall not hold elected office (municipal, provincial or federal). All members are regarded as private citizens and do not represent their respective employers or advocacy group in their capacity as a DEAC member.

4.2 Membership for citizen members shall correspond with the term of Regional Council. At the end of each term, citizen members will be asked to consider their interest in remaining for an additional term. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5. However, citizen members shall continue to serve until their replacements are appointed by Regional Council. At the discretion of the DEAC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

4.3 Membership for Post-Secondary Student members shall be up to a 4-year term, generally corresponding with the length of their college or university program.

4.4 Membership for youth members shall be up to a ~~2~~ **3**-year term, generally corresponding with the school year.

4.5 DEAC will strive to maintain a high level of relevant technical expertise and competence in environmental issues within its membership.

## 5. Membership Selection

5.1 For the selection of citizen members, the Regional Planning and Economic Development Department may place a newspaper advertisement within each area municipality requesting expressions of interest from individuals willing to volunteer for appointment to the DEAC. Interested individuals will be required to provide a brief resume and statement of interest. Responses from qualified candidates will be forwarded to the respective area municipality with a request that the local Council nominate one representative. Regional Planning and Economic Development staff, from the remaining resumes received, will nominate a sufficient number of members at large in order to bring the citizen membership to thirteen. All members of the DEAC will be appointed by the Planning and Economic Development Committee.

5.2 Regional Council shall appoint a representative and an alternate to DEAC from the members of the Planning and Economic Development Committee.

5.3 In nominating citizen members to the DEAC, regard shall be given to the aim of achieving a combination of technical experts and community representatives with knowledge of environmental and land use planning matters. Regard shall also be given to residency within the Region and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1, Section A, of the Terms of Reference. The nomination of members at large will help to achieve the desire of a diverse and balanced DEAC. All residents of Durham Region are eligible for membership.

5.4 In the case of a citizen member vacancy, the approach described in Sections 5.1 and 5.2 will generally be followed.

5.5 For the selection of Post-Secondary Student members, the Regional Planning and Economic Development Department shall contact the College/Universities in the Region of Durham, and request that students be notified about the opportunity to volunteer with DEAC. Advertisements may be placed in the school newspapers/websites. Students willing to volunteer for DEAC shall submit a letter of interest, outlining their knowledge about the environment. Regional Planning and Economic Development staff will nominate one Post-Secondary Student member from the responses received. Post-Secondary Student members will be appointed by the Planning and Economic Development Committee and Council.

5.6 In selecting Post-Secondary Student members, members must be enrolled full-time in a College or University program and express an interest in environmental matters. Consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process. The relevance of their interests to the mandate of DEAC will be an important consideration. Regard shall also be given to residency within Durham Region for the school year and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1, Section B of the Terms of Reference.

5.7 In the case of a Post-Secondary Student member vacancy, the approach described in Section 5.5 and 5.6 will generally be followed.

5.8 For the selection of youth members, the Regional Planning and Economic Development Department shall contact the secondary schools in the Region of Durham, and request that students be notified about the opportunity to volunteer with DEAC. Students willing to volunteer for DEAC shall submit a letter of interest, outlining their knowledge about the environment. Regional Planning and Economic Development staff will nominate two youth members from the responses received. Youth members will be appointed by the Planning and Economic Development Committee and Council.

5.9 In selecting youth members, consideration shall be given to ensure representation from both the urban and rural communities. An elaboration of the selection criteria is provided in Appendix 1, Section C of the Terms of Reference.

5.10 In the case of a youth member vacancy, the approach described in Section 5.8 and 5.9 will generally be followed.

## 6. Officers

6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DEAC. The Planning and Economic Development Committee representative will chair the inaugural DEAC meeting.

6.2 Post-Secondary Student members and youth members are not eligible to sit as chair or vice-chair.

## 7. Support Services

7.1 The Commissioner of Planning and Economic Development or designate shall serve as staff liaison to the DEAC. The liaison will provide administrative, procedural and technical support to the DEAC.

7.2 The liaison will co-ordinate all requests for advice from the DEAC, through meeting agendas and addenda to meeting agendas. DEAC responses to such

requests shall be co-ordinated by the liaison to the Planning and Economic Development Department or the Planning and Economic Development Committee.

7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DEAC, and this budget will be administered by the Planning and Economic Development Committee.

## 8. Meetings

8.1 Regularly scheduled meetings of DEAC will be held at the Durham Regional Headquarters. The DEAC, will establish a meeting schedule taking into account the business needs and the schedule of Council and the Planning and Economic Development Committee. The Planning and Economic Development Committee will be provided with a schedule of DEAC meetings each December for the following year. Special meetings may be held at the call of the Chair. The Planning and Economic Development Committee is to be kept informed of such meetings.

8.2 Unless otherwise determined, all meetings will be open to the public. As a formal advisory Committee to the Region, the DEAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.3 A quorum for a DEAC meeting shall consist of a majority of the sitting DEAC members.

## 9. Delegations of Committee Meetings

9.1 Any person(s) wishing to appear before the DEAC as a delegate must submit a request to delegations@durham.ca, advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional Planning and Economic Development Department. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda. Any person wishing to address the DEAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## 10. Minutes and Agenda

10.1 The minutes of each DEAC meeting will be approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) by the Clerk. The DEAC agendas will be prepared by the staff liaison and the DEAC chair or vice-chair with input from other DEAC members. As the first item of business at every meeting, the Committee shall approve its agenda.

## 11. Committee Resolutions

11.1 The DEAC will seek to achieve consensus on decisions. Recommendations are "carried" if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DEAC.

## 12. Annual Reports and Workplan

12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DEAC. The annual report shall be forwarded to the Planning and Economic Development Committee.

12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DEAC for consideration and approval by the Planning and Economic Development Committee and Council. To avoid duplication, the DEAC shall ensure that the workplan is co-ordinated with other environmental initiatives in the Region.

12.3 An annual review of the DEAC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

# Appendix 1

## A. Citizen Membership Eligibility Criteria

To facilitate the nomination and appointment of new citizen members to the DEAC, the following criteria will be considered. The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

1. Residency

   Members should reside in Durham Region.

2. Technical Expertise

   A high level of technical expertise is required within the Committee. Applicants with academic qualifications and/or work experience in environmentally-related disciplines will be an important consideration.

3. Community Representatives

   Consideration shall be given to the individual's level of participation and knowledge of environmental issues and the planning process. The relevance of their interests to the mandate of DEAC will be an important consideration.

4. Availability

   It is important that an applicant be able to attend as many DEAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

## B. Post-Secondary Student Membership Eligibility Criteria

To facilitate the nomination and appointment of new Post-Secondary Student members to the DEAC, the following criteria will be considered.

1. Residency

   Members should reside in Durham Region for the school year.

2. Education

   Members must be **accepted into, or** enrolled **in a** full-time ~~in a~~ College or University program and express an interest in environmental matters.

   Consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process.

   The relevance of their interests to the mandate of DEAC will be an important consideration.

3. Availability

   It is important that an applicant be able to attend as many DEAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

## C. Youth Membership Eligibility Criteria

To facilitate the nomination and appointment of new youth members to the DEAC, the following criteria will be considered.

1. Residency

   Youth members should reside in Durham Region.

2. Education

   Youth members must be enrolled in Grade **10**, 11, or 12 and express an interest in environmental matters.

3. Availability

   It is important that an applicant be able to attend as many DEAC meetings as possible. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

4. Letter of Reference/Support

   Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.

**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

February 25, 2021

Mr. Geoff Carpentier, Chair
Durham Environmental Advisory Committee
c/o Region of Durham Planning Division
605 Rossland Road East, Level 4
Whitby, ON L1N 6A3

Dear Mr. Carpentier:

**RE: Durham Environmental Advisory Committee 2020 Annual Report and 2021 Workplan (2021-P-3), Our File: C00**

Council of the Region of Durham, at its meeting held on February 24, 2021, adopted the following recommendations of the Planning & Economic Development Committee:

"A) That Report #2021-P-3 of the Commissioner of Planning and Economic Development be received as the Durham Environmental Advisory Committee's 2020 Annual Report;

B) That the Durham Environmental Advisory Committee's 2021 Workplan be approved, as outlined in Attachment 1 to Report #2021-P-3 of the Commissioner of Planning and Economic Development;

C) That the changes to the Durham Environmental Advisory Committee's Terms of Reference be approved, as outlined in Attachment 2 to Report #2021-P-3 of the Commissioner of Planning and Economic Development;

D) That the following citizen volunteers be appointed to the Durham Environmental Advisory Committee:

i) Derek Nguyen and Shlok Panchal as **Youth** members; and

ii) Jocelyn Whalen as a **Post-Secondary** member;

E) That the above-named citizen volunteers be advised of their appointment to the Durham Environmental Advisory Committee; and

F) That a copy of Report #2021-P-3 be forwarded to the Durham Environmental Advisory Committee, Conservation Authorities, and the Area Municipalities."

Please find enclosed a copy of Report #2021-P-3 for your information.

*Ralph Walton*

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/tf

c: N. Cooper, Clerk, Town of Ajax
B. Jamieson, Clerk, Township of Brock
J. Gallagher, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
L. Fleury, Acting Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
C. Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority
L. Laliberte, CAO/Secretary-Treasurer, Ganaraska Region Conservation Authority
M. Majchrowski, Chief Administrative Officer, Kawartha Conservation
R. Baldwin, Chief Administrative Officer, Lake Simcoe Region Conservation Authority
J. MacKenzie, Chief Executive Officer, Toronto & Region Conservation Authority
B. Bridgeman, Commissioner of Planning and Economic Development

**The Regional Municipality of Durham**

Corporate Services Department – Legislative Services

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

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

durham.ca

February 25, 2021

The Honourable Doug Ford
Premier
Minister of Intergovernmental Affairs
Room 281
Main Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Minister Ford,

**RE: Correspondence to Dr. Robert Kyle, Medical Officer of Health from Peggy Sattler, MPP (London West) re: Bill 239 – Stay Home If You Are Sick Act Our File: P00**

Council of the Region of Durham, at its meeting held on February 24, 2021, adopted the following recommendation of the Health and Social Services Committee:

"That the correspondence to Dr. Robert Kyle from Peggy Sattler, MPP (London West - re: Bill 239 – Stay Home If You Are Sick Act, be endorsed."

A copy of the correspondence is attached for your reference.

*Ralph Walton*

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/np

Attach.

c: Peggy Sattler, MPP (London West)
Rod Phillips, MPP (Ajax/Pickering)
Lorne Coe, MPP (Whitby/Oshawa)
Lindsey Park, MPP (Durham)

Jennifer French, MPP (Oshawa)
Laurie Scott, MPP (Haliburton/Kawartha Lakes/Brock)
Peter Bethlenfalvy, MPP (Pickering/Uxbridge)
David Piccini, MPP (Northumberland-Peterborough South)
N. Cooper, Clerk, Town of Ajax
B. Jamieson, Clerk, Township of Brock
J. Gallagher, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
L. Fleury, Acting Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
R.J. Kyle, Commissioner and Medical Officer of Health

**Queen's Park**
Room 359, Main Legislative Building
Queen's Park, Toronto, ON, M7A 1A5
Tel: 416-325-6908 | Fax: 416-325-7030
email: psattler-qp@ndp.on.ca

Ontario

**Constituency Office**
240 Commissioners Rd W, Unit 106
London, ON, N6J 1Y1
Tel: 519-657-3120 | Fax : 519-657-0368
email: psattler-co@ndp.on.ca

**Peggy Sattler MPP**
London West

Dr. Robert Kyle, Medical Officer of Health
Mr. Bob Chapman, Chair
Durham Region Public Health Board of Health

January 25, 2021

Dear Dr. Kyle, Mr. Chapman and Members of the Board of Health:

Recent months have seen a growing chorus of calls from public health experts, municipal leaders and workers' advocates across Ontario for paid sick days to help limit the spread of COVID-19. As MPP for London West, I am writing to let you know about the Private Member's Bill I introduced in the Ontario Legislature on December 8, 2020, the *Stay Home If You Are Sick Act*, which will provide permanent paid sick days for Ontario workers during the pandemic and beyond. This legislation, Bill 239, can be accessed here: www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-239.

The pandemic has highlighted the urgent need for access to paid sick days for Ontario workers. Workplaces are now the second-most common site of COVID-19 transmission, but many workers, especially if they are low-wage, do not have the choice to miss work because they cannot afford to give up their pay. The workers who are least likely to have paid sick days often work in occupations or sectors that are at high risk of COVID-19. Without access to paid sick days, these workers are forced to choose between paying the bills and providing for their families, or losing their income to protect their co-workers, customers and communities.

Bill 239 prevents Ontario workers from having to risk their own financial security in order to follow public health advice. The bill amends the *Employments Standards Act* to provide up to 14 days of paid Infectious Disease Emergency Leave and up to seven days of paid Personal Emergency Leave for illness, injury, bereavement, or family care, and eliminates the requirement for a doctor's note. The bill also calls for the establishment of a financial support program to help employers experiencing hardship with the cost of delivering Infectious Disease Emergency Leave and to transition to the implementation of regular paid sick days. The bill will fill in some of the gaps of the temporary Canada Recovery Sickness Benefit, which excludes many workers and does not protect against the immediate loss of income that makes it impossible for so many workers to stay home if they are sick.

I respectfully request that the Durham Region Board of Health review this letter at your next Board meeting, and ask for your support in principle for Bill 239. The bill draws on the expertise and research of health care professionals from the Decent Work and Health Network, and has been endorsed by the Ontario Federation of Labour and the Ontario Chamber of Commerce. It will be debated at second reading after the Ontario Legislature resumes on February 16, 2021. Your endorsement would further demonstrate the breadth of support for paid sick days across Ontario, and help advance this important health equity measure and essential public health policy to reduce the spread of COVID-19 and other infectious diseases.

Thank you for your consideration. Please don't hesitate to let me know if you have any questions.

Sincerely,

Peggy Sattler

Peggy Sattler, MPP
London West

# General Government Committee

# Corporation of the Township of Brock

| Staff Report to the Mayor and Members of Council | |
|---|---|
| **From:**<br>**Position:** | Becky Jamieson<br>Municipal Clerk |
| **Title/Subject:** | 2020 Annual Status Report – Multi Year Accessibility Plan 2017-2021 |
| **Report Number:** | 2021-GG-01 |
| **Date of Report:** | Friday, February 26, 2021 |
| **Date of Meeting:** | Committee of the Whole - Monday, March 8, 2021 |

## 1.0 STRATEGIC GOAL/PRIORITY

Council Strategic Priority # 4 - Timely & Accountable Customer Service Response and Reporting to Public & Council.

## 2.0 ISSUE/ORIGIN

The *Accessibility for Ontarians with Disabilities Act* (A.O.D.A) requires municipalities to have a Multi-Year Accessibility Plan and an annual status report on the progress of measures taken to implement the Township's Multi-Year Accessibility Plan, which must be published on the Township's website.

## 3.0 BACKGROUND

The *Accessibility for Ontarians with Disabilities Act* (A.O.D.A) was proclaimed in 2005 with the stated intention to "achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures, and premises on or before January 1, 2025." In order to achieve this vision, the Provincial government has issued five sets of standards under A.O.D.A: Customer Service, Transportation, Communication and Information, Employment, and Built Environment.

The Customer Service Standard was the first standard to become law. The next three areas: Employment, Transportation, and Information and Communication were blended together into the Integrated Accessibility Standards Regulation (I.A.S.R.), Ontario Regulation 191/11. The I.A.S.R. requires the Township to develop, implement and maintain a Multi-Year Accessibility Plan.

The Township of Brock Multi-Year Accessibility Plan for 2017-2021 was adopted by Council in February 2017. The Plan outlines the Township's planned initiatives to achieve compliance with the Province's accessibility legislation as well as its compliance activities to date. In particular,

the Plan establishes projects for the next five (5) years and identifies a work plan for the members of the Brock Accessibility Advisory Committee.

## 4.0 ANALYSIS

As part of the Multi-Year Accessibility Plan, an annual status report on the progress of measures taken to implement the Township's Multi-Year Accessibility Plan must be prepared and published on the Township's website.

The 2020 Annual Status Report is contained in Attachment No. 1.

Staff and the Brock Accessibility Advisory Committee (B.A.A.C.) were consulted on the development of the 2020 Annual Status Report.

## 5.0 RELATED POLICIES/PROCEDURES

2017-2021 Township of Brock Multi-Year Accessibility Plan

*Accessibility for Ontarians with Disabilities Act* (A.O.D.A)

Integrated Accessibility Standards Regulation (I.A.S.R.), Ontario Regulation 191/11

## 6.0 FINANCIAL/BUDGET ASSESSMENT

There is no financial impact related to this report.

## 7.0 COMMUNICATIONS

The 2020 Annual Status Report for the 2017-2021 Township of Brock Multi-Year Accessibility Plan will be posted to the Township's website.

## 8.0 CONCLUSION

As part of the 2017-2021 Multi-Year Accessibility Plan, an annual status report on the progress of measures taken to implement the Township's Multi-Year Accessibility Plan must be prepared and published on the Township's website as per the requirements of the *Accessibility for Ontarians with Disabilities Act* (A.O.D.A).

## 9.0 RECOMMENDATION

That the Committee receive Report 2021-GG-01, 2020 Annual Status Report – Multi Year Accessibility Plan 2017-2021 for information; and

That the 2020 Annual Status Report as contained in Attachment No. 1 be posted on the Township's website.

| Title | Name | Signature | Date |
|---|---|---|---|
| Clerk | Becky Jamieson | Becky Jamieson | February 26, 2021 |
| Chief Administrative Officer | Dean A. Hustwick | | March 1, 2021 |

# Township of Brock

# 2020 Annual Status Report

An update on the 2020 progress towards meeting the goals of the Township's 2017-2021 Multi-Year Accessibility Plan.

January 2021

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

# 2017-2021 Multi-Year Accessibility Plan

The Multi-Year Accessibility Plan for 2017-2021 was reviewed by the Brock Accessibility Advisory Committee as well as Township staff.

## Brock Accessibility Advisory Committee

In 2020, the Brock Accessibility Advisory Committee was comprised of six members: five residents and one member of Council. The Committee, as per the Multi-Year Accessibility Plan, is responsible for a number of activities during its term. The following activities were completed by the Committee in 2020:

- Assisted with the development of the 2017-2021 Multi-Year Accessibility Plan.
- Assisted with the development of the annual status report.
- Awarded the 8th Annual Township of Brock Accessibility Award to Foodland, Cannington for widening grocery aisles (improving flow and access), installing brighter lighting, installing new automatic doors at the front entrance, redesigning the checkout counters, and improving service through phone in orders / delivery services.
- Nominated Fisher's Independent Grocer for a Durham Region Accessibility Award.

## A.O.D.A. Progress

The Township of Brock remains in compliance with the A.O.D.A. requirements. Staff training was provided to all new staff and volunteers on the A.O.D.A. requirements.

## *Accessibility Achievements 2020*

In 2020 the Township of Brock continued to improve accessibility in the community through implementation of the 2017-2021 Multi-Year Accessibility Plan. The following achievements occurred in 2020:

Customer Service

- New website was launched with improved and enhanced features including online payments, online “report an issue”, improved search functions, easy to read content and the ability to subscribe to page and news updates.
- Reception desk at the front of the Municipal Administration Building was improved to allow for social distancing and now includes an accessible counter
- The counter in the Clerk’s Department was reconfigured and now includes an accessible counter
- Council and Committee meetings were held electronically during the pandemic
- Through modernization funding, the Township procured new computers, new phones, and launched a new website. The new website offers online forms and the option to make payments online. Each of these modernization initiatives enhances customer service and accessibility.

Other Infrastructure

- Additional wayfinding signage was installed.
- A number of sidewalks were improved.
- Accessible portable washroom facilities were placed in the parks for the summer months.
- A new accessible parking spot was installed in downtown Beaverton.
- Installed touchless faucets and soap dispensers in all Municipal Administration Building washrooms.

Recreation Programs

- Worked with Resources for Exceptional Children and Youth Durham to provide support to individuals who required one-on-one support while attending day camp.
- Offered online recreation and day camp program registration.
- Offered online registration for on-ice public programs
- Continued to offer senior programming.

Sunderland Town Hall

- Hall board continued to review options for an accessible door at the facility.

Other

- Township worked with Port Perry Medical Associates to offer flu vaccine clinics locally for residents as well as to establish COVID-19.

# Corporation of the Township of Brock

## Staff Report to the Mayor and Members of Council

| | |
|---|---|
| **From:** | Becky Jamieson |
| **Position:** | Municipal Clerk |
| **Title / Subject:** | Ward Boundary Review – Final Report |
| **Date of Report:** | March 1, 2021 |
| **Date of Meeting:** | March 8, 2021 |
| **Report No:** | 2021-GG-02 |

### 1.0 Strategic Goal/Priority

Council Strategic Priority # 4 - Timely & Accountable Customer Service Response and Reporting to Public & Council.

### 2.0 Issue / Origin

The Township of Brock's ward boundaries were established in 1974 when the new Township of Brock was formed as part of the municipal restructuring during the creation of the Regional Municipality of Durham. The Township of Brock was amalgamated with Thorah Township and the villages of Beaverton and Cannington. Since that time, the Township has changed considerably and significant development has occurred. As a result, the difference between the populations in each of the wards has started to become unbalanced and the existing system may not best service the electors.

### 3.0 Background

On February 3, 2020, Council received Report 2020-COW-08, Council Composition and Ward Boundary Review, as contained in Attachment No. 1, and adopted the following resolution:

> *That Report 2020-COW-08 Council Composition and Ward Boundary Review be received for information;*
>
> *That Committee authorize staff to obtain Watson & Associates Economists Ltd. in association with Dr. Robert J. Williams, to conduct a Ward Boundary Review for the Township of Brock, at a cost of $38,900 inclusive of disbursements, excluding HST;*

*That Committee approve the Township of Brock Ward Boundary Review Guiding Principles as contained in Attachment No. 2.*

The project began in March of 2021 just as the current COVID-19 pandemic started. A dedicated webpage, www.townshipofbrock.ca/wbr, was developed that outlined the project as a whole including key dates and public consultation.

The below chart outlines the draft project schedule. Due to the pandemic, the project schedule was delayed by a few months.

## 4.0 Analysis

Watson & Associates Economists Ltd. in association with Dr. Robert J. Williams submitted their final report “2020 Ward Boundary Review – Township of Brock,” as contained in Attachment No. 2.

The report provides an overview of the project structure & timeline, context, the preliminary options paper, population & growth trends, public engagement, principles, Brock’s existing ward structure, recommended options, and next steps.

The consultants have provided Council with four (4) options for its consideration:

- Option 1

  This was described in the Preliminary Options report as a “minimal change” model since Wards 3, 4, and 5 are kept largely intact while Wards 1 and 2 reconfigure the northern area of the Township into two new wards. The boundary between the proposed Wards 3 and 4 and Wards 4 and 5 are cleaner and more identifiable by using Highway 12, and the boundary between Wards 2 and 3 is clearer by using Thorah Concession 4 rather than property lines.

- Option 1-B

  In light of the comments from residents about the placement of the lakeside area south of Beaverton, this modification moves the area west of Regional Road 23 from Thorah Concession Road 1 to Thorah Concession Road 4, from the proposed Ward 4 to the proposed Ward 2. The result connects the beachfront community to Beaverton but moving approximately 800 people means the proposed Ward 4 falls well short of the range of population parity for the 2022 municipal election by about 400 people.

- Option 2

  This recommended option was Preliminary Option 3, an option that was endorsed by many of those who participated in the public engagement activities. It retains a single urban ward at Beaverton and places the settlement areas at Cannington and Sunderland at the centre of surrounding rural areas, as shown in the figure below. All the wards constitute coherent groupings of neighbourhoods and communities of interest with boundaries that are largely clear and plausible.

- Option 2-B

  In light of the comments from residents about the placement of the lakeside area south of Beaverton, this modification moves the area west of Regional Road 23 from Thorah Concession Road 1 to Thorah Concession Road 4, from the proposed Ward 3 to the proposed Ward 2. The result connects the beachfront community to Beaverton but moving approximately 800 people means the proposed Ward 3 falls well short of the range of population parity for the 2022 and 2030 municipal elections.

The consultant's report outlines these four (4) options in greater detail.

Based on the recommendations contained in the final report, Council may choose to either:

- Adopt one of the proposed options and direct staff to prepare a by-law for the March 22, 2021 Council meeting; or

- Receive the report for information and take no action at all.

Should Council decide to make a change to the Township's ward boundaries, and the by-law is passed at the March 22, 2021 Council meeting, and if there is no appeal, following the appeal period staff would undertake the process of updating our ward mapping and developing a communications plan for the new ward system in advance of the 2022 election.

## 5.0 Related Policies / Procedures

None

## 6.0 Financial / Budget Assessment

There is no financial impact in regard to this report.

## 7.0 Communications

The Ward Boundary Review project has been communicated through all Township of Brock communications channels, including a dedicated webpage.

Council's decision on Ward boundaries will be communicated to the public via the appropriate communications channels, i.e. website, social media, etc.

## 8.0 Conclusion

The Township's ward boundaries have not been altered since 1974. The consultants have identified deficiencies in the currently ward boundary system in relation to the guiding principles and it is believed that the current ward boundary system no longer serves the residents of Brock well and should be changed. Four (4) recommended options have been provided for Council's consideration and based on the consultant's review, it is suggested that one of these options be implemented by Council.

## 10.0 Recommendation

THAT Council receive Report 2021-GG-02, Ward Boundary Review – Final Report, for information;

THAT the Final Report on the Township of Brock's Ward Boundary Review from Watson & Associates Economists Ltd. in association with Dr. Robert J. Williams, be received;

THAT, should the Committee wish to change the Township of Brock's Ward Boundaries, Council directs staff to prepare a by-law for the March 22, 2021 Council meeting for Ward Boundary Option No. ___; and;

THAT this decision be communicated to the public through all appropriate Township communications channels.

| Title | Name | Signature | Date |
|---|---|---|---|
| Municipal Clerk | Becky Jamieson | Becky Jamieson | March 2, 2021 |
| Chief Administrative Officer | Dean A. Hustwick | | March 2, 2021 |

Brock
breathe it in.

**The Corporation of the Township of Brock**

Clerk's Department

Municipal Clerk to Committee of the Whole

Report: 2020-COW-08

Date: Monday, February 3, 2020

---

**Subject**

Council Composition and Ward Boundary Review

---

**Recommendation**

That Report 2020-COW-08 Council Composition and Ward Boundary Review be received for information; and

That Committee authorize staff to obtain Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, to conduct a Ward Boundary Review and Council Composition Review (Option 1) for the Township of Brock, at a cost of $55,900 inclusive of disbursements, excluding HST, to be financed from the Rate Stabilization Reserve Fund; and

That Committee approve the Township of Brock Ward Boundary Review Guiding Principles as contained in Attachment No. 2.

---

**Attachments**

| | |
|---|---|
| Attachment No. 1 | Watson & Associates Proposal Letter (Confidential) |
| Attachment No. 2 | Township of Brock Ward Boundary Review Guiding Principles |

---

**Background**

In 1974, as part of the municipal restructuring around the creation of the Regional Municipality of Durham, The Township of Brock was amalgamated with Thorah Township and the villages of Beaverton and Cannington to form the new Township of Brock. The Township of Brock's ward boundaries and Composition of Council were established at that time and neither have been reviewed since.

During this time, the municipality has changed considerably and significant development has occurred. As a result, the difference between the populations in each of the wards has started to become unbalanced and the existing system may not best service the

electors. Therefore it is imperative that a review be conducted and implemented for the 2022 Municipal Election.

The term "Composition of Council" essentially means the number of elected positions on the Council (the size of Council). A Council Composition Review would address the appropriate size of Council and could go on to evaluate the way Councillors are elected (that is, the municipality's "electoral system.") Given that a Council Composition Review has not been completed, it would be prudent of the Township to conduct one, along with a ward boundary review, prior to the 2022 Municipal Election.

**Regulatory Framework**

*Ward Boundary Review*

In Ontario, the *Municipal Act, 2001* provides the framework within which municipalities may conduct ward boundary reviews. Section 222 of the *Act* provides Council with the power to divide or re-divide the municipality into wards, or dissolve any wards which may already exist within the municipality, provided such actions are completed by by-law.

The following process is mandated by the Municipal Act and must be completed before the changes may come into effect:

- Within 15 days of the passage of a by-law, the municipality must give notice to the public of the passing of the by-law and the manner in which the by-law may be appealed, including the last day for filing a notice of appeal;

- The notice must provide 45 days after the passage of the by-law for an individual to file a notice of appeal with the Municipal Clerk;

- Any appeals received must be delivered to the Local Planning Appeal Tribunal (LPAT) within 15 days after the last day available for filing a notice of appeal;

- The LPAT shall hear any appeals received and may make an order affirming, amending or repealing the by-law;

- Once the by-law is passed, the new ward boundaries come into force during the next regular election, if:
    - no appeals are lodged;
    - the appeals are withdrawn prior to January 1st in the year of an election, or;
    - the appeals are heard by the Board and an order is issued to affirm or amend the by-law before January 1st in the year of an election;

- Or after the second regular election in all other situations, unless the by-law is repealed by the Board.

A review of electoral boundaries is not subject to a stipulated schedule, to a standardized process or to established criteria. Furthermore, despite a statement in *the Act*, that the Minister "may prescribe criteria," none actually exists. Therefore, it is up to each municipal Council to determine when a review should occur, to set the terms of

reference for its review, including the process to be followed, and to establish criteria or guiding principles to evaluate the municipality's electoral system. Given this, municipalities look to relevant Ontario Municipal Board (now the LPAT) decisions, case law and best practices followed in other municipalities to establish appropriate guiding principles for reviews.

*Council Composition Review*

Section 217(1) of the *Municipal Act, 2001,* authorizes a local municipality "to change the composition of its council" subject to five enumerated rules:

1. There shall be a minimum of five members, one of whom shall be the head of council;

2. The members of council shall be elected in accordance with the *Municipal Elections Act, 1996*;

3. The head of council shall be elected by general vote;

4. The members, other than the head of council, shall be elected by general vote or wards or by any combination of general vote and wards;

5. The representation of a local municipality on the council of an upper-tier municipality shall not be affected by the by-law of the local municipality under this section.

A by-law adopted by Council to implement this authority is not open to appeal to the LPAT.

**Discussion**

*Ward Boundary Review*

It is reasonable to consider whether the present ward boundaries are still valid for the Township. On a broad level, three factors normally trigger a ward boundary review:

1) If the population of the municipality has changed by more than ten percent since the present ward boundaries were set, it is time to review them.

2) If the present ward boundaries were set as part of an amalgamation, it is time to examine their continuing relevance as the new municipality matures.

3) If the population of at least one of the wards varies by more than twenty-five percent from the average population of all wards, it is time to review the present ward boundaries. [note: the measurement is population not the number of electors]

The present ward boundaries were set as part of the amalgamation in 1974 and have not been reviewed since. In addition, when the existing ward boundaries were set, the Township of Brock's population was approximately 10,000. According to the 2016 Census, the Township of Brock's population is 11,642, a 16.5% increase from 1974.

In addition, the Township of Brock's population by ward is disproportionate and with the development that has happened in Sunderland and is happening in Beaverton, the imbalance is expected to grow.

In addition to the above factors, additional considerations, listed below, are also relevant when considering whether the Township should undertake a Ward Boundary Review.

- Is the present system consistent with changes that have occurred in the municipality since amalgamation or are expected to occur in the next few years?
- Does the present system take into account the development that has and is occurring?
- Does the present system provide for effective representation for all of the communities of interest in the municipality?
- Does the present system provide accountability to electors?

These questions are important reflections of the health of local democracy in the Township. Such issues need not be considered continually but, if the community has never considered them, it is important to find an opportunity to do so. It is also important to recognize that such a review might determine that the present ward boundaries meet these expectations and would not therefore need to be changed. However, until the questions are asked and present conditions independently evaluated, the strengths and weaknesses of the existing wards can only be based on conjecture and informal familiarity. The key questions are:

1) Does the present system need to change?
2) Are there identifiable 'problems' that need to be addressed?

Council has the authority to change the municipality's electoral system and is free to make its determination through whatever process it chooses. It would obviously be preferable to reach its decision by identifying appropriate resources to manage the process (an external consultant) and deliver plausible options for consideration with as much public consultation as possible.

Should Committee wish to proceed with a Ward Boundary Review, the review would be directed towards developing and assessing possible alternatives to "redivide" the municipality in terms of agreed-upon guiding principles so as to provide equitable and effective representation to all residents. Attachment No. 2 contains the recommended guiding principles for the Township of Brock Ward Boundary Review.

*Council Composition Review*

The Township of Brock Council is comprised of seven members, including the Mayor and one Regional Councillor elected by general vote (that is, at-large) who are also members of Durham Regional Council and five Councillors, elected in five wards. It is

important to note that it is only the five local Councillor positions that are open to change by Township of Brock Council.

There are no clear principles, "standards" or formulas to apply in determining the appropriate size of a municipal Council. The composition of local councils in Ontario varies widely. For example, within Northumberland County, there are four seven-member Councils and three five-member Councils. The Council composition within Durham Region is summarized below:

| **Municipality** | **Mayor PLUS** | | **Total** |
|---|---|---|---|
| Ajax | 3 Regional Councillors | 3 Local Councillors | 7 |
| Brock | 1 Regional Councillor | 5 Local Councillors | 7 |
| Clarington | 2 Regional Councillors | 4 Local Councillors | 7 |
| Oshawa | 5 Regional Councillors | 5 Local Councillors | 11 |
| Pickering | 3 Regional Councillors | 3 Local Councillors | 7 |
| Scugog | 1 Regional Councillor | 5 Local Councillors | 7 |
| Uxbridge | 1 Regional Councillor | 5 Local Councillors | 7 |
| Whitby | 4 Regional Councillors | 4 Local Councillors | 9 |

A Council Composition Review would not examine whether the number of elected officials is appropriate to govern the municipal corporation effectively (referring to the committee structure, the number of boards and commissions Councillors sit on, etc.) but would attempt to assess whether the number of elected officials can ensure that the community is satisfactorily represented in the decision-making process. Since the Township of Brock has elected five local Councillors since the municipality was created in 1974 and the population has increased since then, it is timely to step back to consider the viability of this arrangement today.

Section 217 (1) (4) of The *Municipal Act, 2001*, provides that "other than the head of council, members shall be elected by general vote or wards or by any combination of general vote and wards." A Council Composition review should also consider whether the local Councillors would continue to be elected in single-member wards or whether the electoral system should be modified (for example, to an at-large system or to two-member wards, as in Orillia).

Since there are no conditions or constraints imposed by the Province to help formulate a local decision to adopt one electoral system or another, an external consultant would ensure that present conditions are evaluated independently and that plausible alternatives are placed before Council for consideration.

**Consultant**

Staff have determined that the most appropriate way to move forward with a Ward Boundary Review and/or Council Composition Review would be to engage the services of an external consultant. The following factors were considered when making this decision:

- The unique field of knowledge and expertise required;
- The value of previous expertise conducting reviews, particularly when responding to inquiries from Council, staff and members of the public;
- The limited staff resources available to conduct such an in-depth review;
- A consultant can ensure that specific issues surrounding specific principles (i.e. communities of interest) are fully explored and addressed in the final recommendations;
- The potential for an appeal to the LPAT and the expertise that the consultant can provide to support the Township's position; and
- The importance of an independent review and unbiased process.

In reviewing the consultants that have been used by other municipalities in conducting a ward boundary review it was clear that either Dr. Robert J. Williams or Watson and Associates conducted all such reviews. Based on this information it was decided that the service was in short supply and that the service should be sole sourced. Therefore a request was made to Watson and Associates, in association with Dr. Robert J. Williams, to present a proposal to the Township which is appended as Attachment No. 2 (confidential).

The proposal outlines the purpose, work plan, study team, study schedule, meetings and proposed budget of the project. Watson and Associates along with Dr. Williams have conducted numerous council composition and ward boundary reviews for municipalities across Ontario and have the knowledge and experience to complete this review.

The proposal provides the Township with two options:

- Option 1: Council Composition Review & Ward Boundary Review
- Option 2: Ward Boundary Review Only

Although two options are provided, staff strongly feel that option 1, a Council Composition and Ward Boundary Review should be conducted.

**Financial**

Option 1: Council Composition Review & Ward Boundary Review

- $55,900 inclusive of disbursements, excluding HST

Option 2: Ward Boundary Review Only

- $38,900 inclusive of disbursements, excluding HST

Should Committee which to proceed with Option 1 or Option 2, it is staff's recommendation, in consultation with the Treasurer, that the review(s) be financed from the Rate Stabilization Reserve Fund. Both a Council Composition and Ward Boundary Review have an impact on all residents within Brock.

**Summary**

The present ward configuration is familiar to residents and can be a choice open to Council to endorse. After nearly fifty years, however, the ward system should at least be subject to review, just as every other facet of the municipality's operations are regularly reviewed. It is staff's recommendation that should Committee authorize staff to obtain Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, to conduct a Council Composition and Ward Boundary Review (Option 1) for the Township of Brock, at a cost of $55,900 inclusive of disbursements, excluding HST, to be financed from the Rate Stabilization Reserve Fund. Further, that Committee approve the Township of Brock Ward Boundary Review Guiding Principles, as contained in Attachment No. 2.

Respectfully submitted,

per: Becky Jamieson
Municipal Clerk

Reviewed by,

Robert J. Lamb
Chief Administrative Officer

Watson & Associates ECONOMISTS LTD.

# Proposal

## Township of Brock

## Council Composition and Ward Boundary Review

SUBMITTED:

**January 27, 2020**

Watson & Associates Economists Ltd.
**Jack Ammendolia**
905-272-3600 ext. 230
ammendolia@watsonecon.ca

In association with Dr. Robert J. Williams

Watson & Associates
ECONOMISTS LTD.

January 27, 2020

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

Dear Ms. Jamieson:

Re: Township of Brock Council Composition and Ward Boundary Review

Further to your request for proposal, Watson & Associates Economists Ltd. (Watson), in association with Dr. Robert J. Williams, is pleased to submit our proposal for the above-referenced assignment.

Our Consultant Team has a diverse combination of skills and experience related to the subject study, which we are most interested in carrying out on behalf of the Township of Brock. Our team's work experience in ward boundary and council composition reviews across Ontario over the past decade provides considerable added value to this project.

We look forward to the opportunity of working with you on this important assignment.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Jack Ammendolia, BES, PLE
Director

Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario
L5N 1V9

Office: 905-272-3600
Fax: 905-272-3602
www.watsonecon.ca

# Table of Contents


Page

1. Corporate Profile ..... 1
2. Project Experience ..... 2
3. Work Program ..... 5
   - 3.1 Understanding of Project Scope ..... 5
   - 3.2 Quality of Strategy and Approach ..... 6
   - 3.3 Work Plan ..... 10
   - 3.4 Deliverables ..... 14
4. Schedule ..... 15
5. Cost Estimate ..... 15
6. Consultant Team ..... 15
7. Conflicts of Interest ..... 20
8. References ..... 21

Appendix A Corporate Profile ..... A-1

Appendix B Relevant Project Experience ..... B-1

Appendix C Curricula Vitae ..... C-1

# 1. Corporate Profile

In accordance with the requirements of the study, we have assembled a Consultant Team that includes senior staff from Watson & Associates Economists Ltd. (Watson) and Dr. Robert J. Williams. Collectively, the Consultant Team has the experience and depth of resources required to undertake a study of this scope.

**Watson & Associates Economists Ltd.** (Lead Consultant)

Watson, which was founded in 1982, is one of Canada's leading land economics firms, known for their quality of analysis and insightful interpretation of the issues at hand. Watson has served municipalities, school boards, provincial ministries/agencies (and, to a limited extent, landowners) throughout Ontario for 35 years. The firm has extensive experience in electoral and ward boundary reviews, housing and population forecasting, demographic and socio-economic analysis and growth management studies, which provides direct experience to the subject proposal.

Consultation is a component of the majority of projects undertaken by our firm. Over the past three decades, Watson has conducted public meetings, stakeholder consultations, open houses and workshops for a variety of municipal studies throughout Ontario and beyond.

Watson would serve as the Lead Consultant on the assignment. The assignment would be managed and coordinated through the firm's Mississauga office, which houses 25 consultants and four support staff. The office operates within standard business hours and is fully equipped in terms of computer hardware/software and publication printing/ binding facilities, and teleconference and boardroom facilities required for the purposes of this assignment. It is understood that a share of the work would be completed off-site at the offices of Dr. Robert J. Williams and in the field to undertake stakeholder consultations.

Watson's address and contact information are provided below:

Watson & Associates Economists Ltd.
Plaza Three, 101-2000 Argentia Road
Mississauga, Ontario L5N 1V9
Tel: (905) 272-3600
Fax: (905) 272-3602

A more detailed corporate profile is provided in Appendix A.

**Robert J. Williams, Ph.D.**

Dr. Robert J. Williams is an independent public affairs consultant and a leading Ontario authority in the area of municipal electoral systems. Robert was a faculty member in the Department of Political Science, University of Waterloo from 1971 until he took early retirement in 2006, and he has been an independent consultant on municipal electoral systems for more than a decade. Since 2006, Robert has participated in various roles in more than twenty electoral and ward boundary reviews in Ontario, either independently or in collaboration with Watson. Robert has appeared as an expert witness at numerous Ontario Municipal Board (O.M.B.) (now known as the Local Planning Appeal Tribunal or LPAT) hearings on municipal electoral arrangements.

# 2. Project Experience

Our Consultant Team has the proven ability and expertise to meet the challenges of each component of this assignment. More specifically, we offer the following:

- **Strong track record and experience in conducting electoral and ward boundary reviews in Ontario.** Since 2008, the Consultant Team has collectively completed over a dozen ward boundary reviews in Ontario, including assignments for the Township of Scugog, City of Orillia, Town of Essex, Township of Severn, Town of Milton and the City of Oshawa. The Consultant Team has developed a strong approach/methodology to completing electoral and ward boundary reviews, which has proven to be highly successful in terms of developing alternatives that have been strongly endorsed by the Councils involved. The studies have encompassed the assessment of the status quo, and the development and evaluation of effective and equitable alternative systems of representation, based on guiding principles that incorporate the overriding principle of effective representation as described by the Supreme Court of Canada in its decision in the 1991 Carter case.
- **Technical expertise and experience in population growth forecasting, demographic/socio-economic analysis and planning.** Over the past three decades, the Consultant Team has prepared hundreds of population forecasts for upper- and single/lower-tier municipalities across Ontario in support of a range of studies, including official plan reviews, growth management strategies and development charge background studies. The Consultant Team has significant experience in assessing seasonal population, and forecasting population growth on a sub-municipal level utilizing geographic information systems (G.I.S.)-based data modelling. The Consultant Team has extensive knowledge of the population growth and demographic and socio-economic trends and patterns that are affecting Durham Region and the Township of Brock.
- **Extensive experience in public/stakeholder consultation.** The Consultant Team has over 30 years of diverse experience in sensitive public and stakeholder consultation.

- **Extensive experience before the O.M.B./LPAT.** In the event that Council's decision is appealed, Dr. Robert J. Williams has appeared as an expert witness before the O.M.B. and the LPAT and would be available to provide evidence in support of the review process and the recommendations placed before Council.

Watson and Dr. Robert J. Williams have successfully collaborated on thirteen electoral reviews in municipalities across Ontario since 2009, including assignments for the Cities of Barrie, Hamilton, Orillia and Oshawa, the Towns of Milton, Essex, Pelham, Bradford West Gwillimbury and Gravenhurst and the Townships of Clearview, Georgina, Severn and Scugog. None of our recommended proposals was appealed to the O.M.B.[1] This experience is critical in understanding the needs of Brock Township and its ability to move forward with a comprehensive and defensible ward boundary review.

Watson, in association with Dr. Robert Williams, is currently undertaking ward boundary reviews for the Cities of Pickering and Guelph, and the Municipalities of Central Elgin, Trent Hills and The Nation.

Council composition and ward boundary studies completed by our Consultant Team over the past decade (either jointly or independently) are summarized in Figure 1 below. Select project abstracts are provided in Appendix B.

[1] With respect to the City of Hamilton Ward Boundary Review, it should be noted that a ward boundary configuration devised by Hamilton City Council itself was appealed to the O.M.B. and set aside. The City was ordered to implement a recommended option developed by Watson and Dr. Robert J. Williams.

Figure 1 – Relevant Project Experience

| Project | Council Composition | Ward Boundary Review |
|---|---|---|
| Town of Essex Council and Ward Structure Review (2017) | ✓ | ✓ |
| City of Orillia Ward Boundary Review (2017) | | ✓ |
| Township of Scugog Ward Boundary Review (2017) | | ✓ |
| City of Oshawa Ward Boundary Review (2017) | ✓ | ✓ |
| Town of Georgina Review of Council Composition and Electoral Boundaries (2017) | ✓ | ✓ |
| City of Hamilton Ward Boundary Review (2017) | ✓ | ✓ |
| Town of Milton Council Composition and Electoral Structure Review (2016) | ✓ | ✓ |
| Township of Severn Ward Boundary Review (2016) | | ✓ |
| Township of West Lincoln Ward Boundary Review (2016) | | ✓ |
| Report for Durham Regional Council Composition Review Committee (2015) | ✓ | |
| City of Barrie Ward Boundary Review (2013) | | ✓ |
| Township of Georgian Bay Ward Boundary Review (2013) | | ✓ |
| Township of Clearview Electoral Review (2013) | | ✓ |
| City of Markham Ward Boundary Review (2013) | | ✓ |
| Town of Pelham Ward Boundary Review (2013) | | ✓ |
| Town of Oakville Ward Boundary Review (2013) | | ✓ |
| Town of Bradford West Gwillimbury Ward Boundary Review (2009) | | ✓ |
| Town of Gravenhurst Ward Boundary Review (2009) | | ✓ |
| Town of Whitchurch-Stouffville Ward Boundary Review (2009) | | ✓ |
| City of Windsor Ward Boundary Review (2009) | | ✓ |
| City of Kitchener Ward Boundary Review (2008) | | ✓ |

# 3. Work Program

## 3.1 Understanding of Project Scope

Since municipalities experience demographic shifts as a result of new residential development and changes in the composition of their population, electoral arrangements need to be reviewed periodically to ensure that representation remains fair and that electors have an opportunity to elect candidates they feel can truly represent them and their neighbours.

Recognizing that the assignment may involve both a council composition review and ward boundary review (Option 1) or only a ward boundary review component (Option 2), the Review has a number of key tasks identified in accordance with our understanding of the assignment and past project experience related to similar projects, as follows:

- Develop a clear understanding of the present council composition in Brock Township and how it compares to practices in comparable municipalities and to best practices identified in academic and applied research;
- Evaluate the strengths and weaknesses of the present arrangements on the basis of Brock's experiences as identified through information gathered from all members of Township Council and senior staff, and relevant research;
- Develop and conduct an appropriate consultation process in accordance with Brock Township's public engagement practices to ensure community support for the study and its outcome and to identify plausible modifications to the present arrangements;
- Write and deliver a report that addresses the composition of Brock Township;
- Prepare population projections to 2030 for the development and evaluation of alternative electoral structures for the municipal election in 2022, as well as subsequent elections in 2026 and 2030, that achieve the maximum degree of parity possible in each case;
- Identify plausible ward boundary options for the Township based on the results of the consultation process and the technical analysis; and
- Write and deliver reports that will set out alternative ward boundaries to ensure effective and equitable electoral arrangements for Brock Township for the 2022 municipal election, based on the principles identified, and that are defensible at the LPAT.

## 3.2 Quality of Strategy and Approach

The Township is embarking on a comprehensive and complex study that requires a diverse combination of skills and experience related to this assignment. The key challenge associated with the assignment relates to the ability of the Consultant Team to effectively assemble, analyze and synthesize research and statistics, in a manner that clearly identifies the issues at hand with respect to the present composition of council and with respect to the existing ward boundaries and potential deficiencies. Ultimately, the analysis carried out under this assignment must be used to develop a set of alternative ward boundaries, one of which will be acceptable to Council and the community and, if necessary, the LPAT.

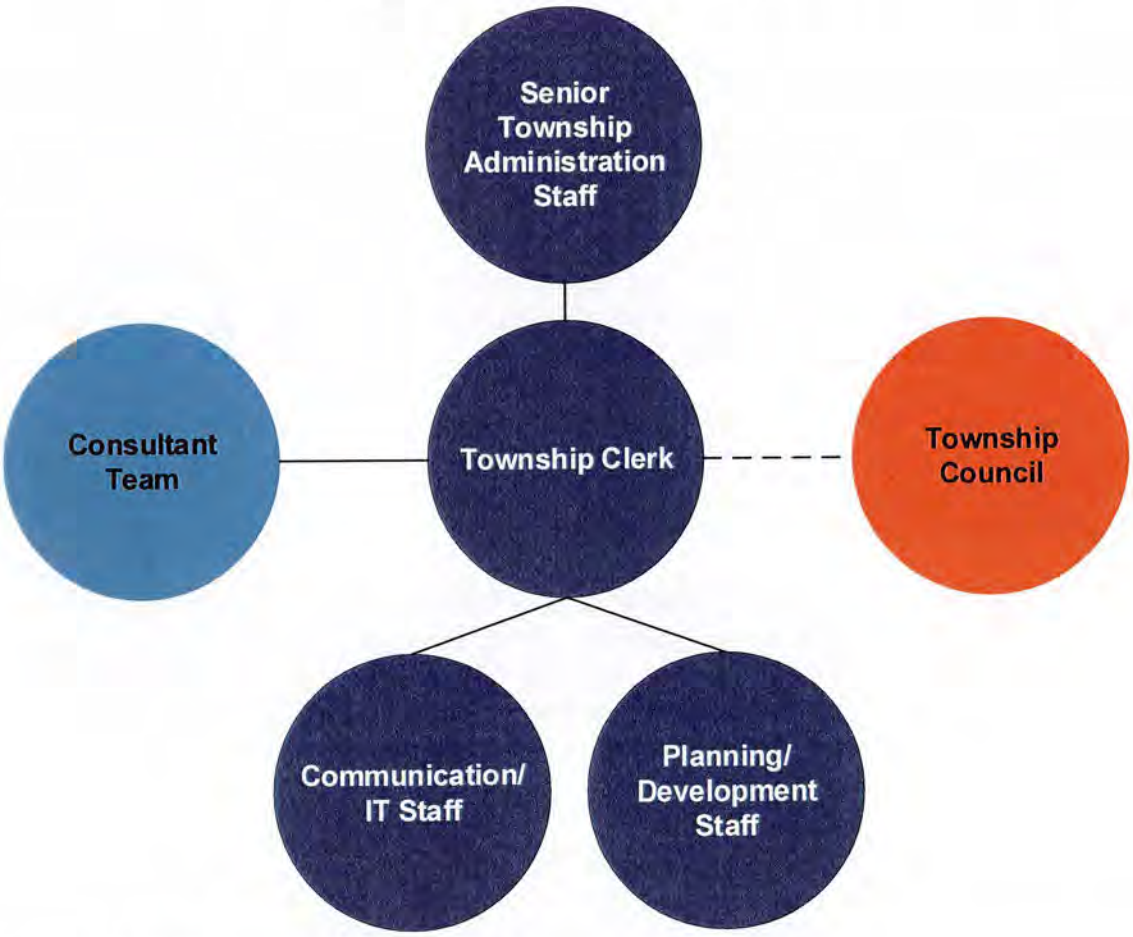
We are sensitive to the high-profile nature of this assignment and the interest that it will generate. As such, we are committed to the successful collaboration with the Township of Brock and relevant stakeholders to ensure that all those involved in the process are confident that the process will be independent and the results acceptable.

The Consultant Team will be responsible for all aspects of the assignment including research, technical analysis, G.I.S. mapping and map exhibit outputs, public/ stakeholder facilitation/consultation, the development of ward boundary options and the preparation of reports. The Consultant Team will work with the Township Clerk to ensure that necessary project objectives and timelines are met in accordance with Township policies.

The Consultant Team will rely on the Township (via staff) to provide available background data to support growth modelling work, to oversee provision of communications and correspondence as required for the study, to maintain a web page on the Township's website devoted to the study and to provide meeting space for interviews with elected officials and senior staff, and for public consultation.

An organizational chart is provided in Figure 2.

Figure 2 – Organizational Chart




## Project and Risk Management

We are committed to ensuring the successful delivery of this project on-time and on-budget.

Jack Ammendolia, as the Project Manager, will be responsible for developing and overseeing compliance with the project work plan, ensuring that the Township is informed of all project activities. The plan will include project reporting milestones, schedules, deliverables, quality control measures, communication protocols, budgets, and task assignments.

As with any large, high-profile study, there are several risks that may be encountered that can influence the ability for the process to be completed. As the study progresses, new issues may emerge that can represent an unforeseen circumstance not anticipated by the scope of work. Our approach in this circumstance is to work with the Township Clerk to identify an appropriate path forward.

## Quality Control

Our team is committed to ensuring high-quality deliverables and will ensure that Watson's quality assurance processes are applied to all project deliverables. In doing so, deliverables will be reviewed internally by a senior Consultant Team member prior to being submitted to the Township for review.

Watson is committed to producing quality products for our clients and has developed a four-component approach to implementing this commitment. Our quality management program includes the project scope, project schedule, project budget and quality control of deliverables.

Quality control relies on the timely, accurate and complete delivery of client background materials to Watson. Information received will be reviewed with the client relative to underlying assumptions significant to the project deliverables. It is acknowledged that draft reports or advice, whether oral or written, may be subject to further work, revisions and other factors, which may mean that such drafts are substantially different from any final report or advice issued. Project modelling and reports will be reviewed internally by Watson staff to ensure quality control of final project deliverables.

## Public Engagement Strategy

The Consultant Team recognizes the importance of community engagement. Working with Township staff, the Consultant Team will develop a public engagement strategy that will describe key aspects of the engagement process, including purpose, objectives, key stakeholders, key messages, types of notification and communications tools, and timelines.

The purpose of the public engagement component is to engage the people of Brock Township in a manner that provides valuable input to the evaluation of the status quo and the development of alternative approaches. Throughout the process, residents will also gain knowledge on the study context/background and the key factors that are being considered in the Review.

Working collaboratively with Township staff, the Consultant Team will deploy a range of engagement tools to develop awareness and interest in the study. The proposed communications and engagement tools include:

- News releases and advertisements (primary responsibility of Township staff with input from the Consultant Team);
- A dedicated project web page and information to be placed on the Township's website along with a dedicated email address (web page setup and maintenance by Township staff with content input by the Consultant Team). Study reports, maps and findings are to be posted to the web page as the study progresses.

The Township is also expected to use online survey tools to facilitate public/ stakeholder input/feedback;

- Public open houses;
- Social media (e.g. Twitter, Facebook), to be used by Township staff with input from the Consultant Team to promote the study;
- Email contact, initiated by Township staff with support from the Consultant Team, to reach out to local residents and business/community associations; and
- Local media to be encouraged to attend public consultation sessions and report on the study.

Examples of Electoral/Ward Boundary Review Public Consultation Sessions

City of Hamilton
Ward Boundary Review

Township of Clearview
Ward Boundary Review

Town of Milton Council Composition and Electoral Structure Review

Town of Essex Council and Ward Structure Review

## 3.3 Work Plan

We have broken the assignment down into a number of tasks in accordance with our understanding of the study, as well as our past experience related to similar projects. The work plan presented reflects a Council Composition and Ward Boundary Review (Option 1) or solely a Ward Boundary Review (Option 2). The key tasks of the project are detailed below.

Task 1: Project Initiation, Information Gathering and Research (Options 1 and 2)

At the outset of the study process, key members of the Consultant Team will meet with the Township Clerk and key municipal staff to discuss details of the proposed consultation approach and methodology, the scope of the project activities, deliverables and the draft schedule for the project, and will, as well, identify key contacts and establish data collection responsibilities.

Working with Township staff, the Consultant Team will develop a public engagement process that is compatible with Brock Township's current practices. The public engagement plan will describe all aspects of the engagement process, including purpose, objectives, key stakeholders, key messages, types of notification and communications materials, creative strategies and timelines.

The Consultant Team will obtain from the Township relevant documents and information to assist in understanding the context, scope and issues related to the study as it pertains to technical analysis, public communications and engagement. The Consultant Team will also undertake research on the present and historical electoral arrangements in the Township of Brock, as well as relevant academic and public policy research on representation.

Task 2: Interviews with the Mayor and Council (Options 1 and 2)

The Consultant Team will conduct interviews with the Mayor and members of Council. The interviews will be semi-structured, allowing for free-flowing discussion on the issues and opportunities. The discussions are designed to understand and evaluate the operation of the present ward system and to determine what directions might be considered in developing options for the future. Interviews with senior staff at the two main school boards will also be undertaken to understand the implications of changes to the electoral structure.

Interviews are estimated to be no more than one-hour long each.

Task 3: Evaluation of the Existing Electoral Structure and Exploration of Alternative Options (Option 1 only)

The Province provides no direction on the size or composition of council or whether a municipality should use a general vote or a ward-based electoral system. A key task of the Consultant Team will be to conduct research and analysis on the various models of representation and their consequences for the Township of Brock and then to evaluate the degree to which the current electoral configuration is an effective and equitable system of representation. This includes exploration of the following options:

- Changing the number of elected officials;
- Reconfiguration of the existing ward system;
- Decreasing the number of wards; and
- Dissolution of wards in favour of an at-large system, or a combination thereof.

Formal consultations with elected officials, stakeholders, and Township staff will contribute additional insights into the attributes of the current electoral system and the potential shift to an alternative system.

Task 4: Public Consultation – Round 1 (Option 1 only)

The Consultant Team recognizes the importance and value of engaging the public at-large throughout the study process. As such, the Consultant Team will consult the public on the composition of council options (if applicable) and electoral representation including the current ward boundary structure and guiding principles, through on-line feedback and one (1) public open house.

The open house will comprise a two-hour session intended for neighbourhood/residents associations and business groups/associations and their representatives and the public at-large. The event will include an "open house" component and an "interactive" component. During the open house component, display boards will show background, process and contextual information, while the Consultant Team will encourage questions to be raised and basic clarification to occur. A PowerPoint presentation will also be provided.

An information package, identifying project scope, background information, terms of reference, best practices, and the development of evaluation measures consistent with the criteria established for an effective and equitable ward system, will be prepared by the Consultant Team and circulated prior to the public open houses and by posting on the Township-initiated website. At these sessions, these considerations will be presented and feedback solicited.

Further, through a Township-initiated webpage, information materials regarding the study will be made available by the Consultant Team and feedback solicited via the website and dedicated email address. The Consultant Team will compile and review

the input received from the consultation process, which will inform the development of the council composition options.

The Consultant Team assumes that the Township will take primary responsibility in providing Real Time Captioners, American Sign Language Interpreters, Interveners, etc., assistive devices or making documents available in Braille or large print (Clear and Large Print Guidelines), as required.

Task 5: Interim Report (Option 1 only)

Based on the analysis and findings of work completed in Tasks 1 through 4, the Consultant Team will prepare an Interim Report in which the merits of the current electoral system in comparison to the alternative approaches will be explored. The Interim Report will be presented to Township Council for consideration with the intent that Council will provide direction to the Consultant Team on the development of ward boundary options.

Task 6: Existing Population and Growth Forecast (Options 1 and 2)

One of the basic premises of representative democracy in Canada is the belief that the geographic areas used to elect a representative should be reasonably balanced with one another in terms of population. As identified in the Terms of Reference, an important component of the study will be the assessment of equity. Consistent with past studies of a similar nature, the Consultant Team would utilize representation by population as the starting point for evaluating ward boundary alternatives. Further, Brock Township has a notable seasonal population that occupies dwellings on a non-permanent basis.[1] The population data utilized in this assignment will encompass both permanent and seasonal residents and the two would be weighted equally in terms of representation.

Brock Township is anticipated to experience moderate population growth and population shifts through 2041. For this reason, it is important that the ward boundary review assess not only representation by population under existing conditions (i.e. 2020), but also over the longer-term horizon.

Further, it is suggested that, given the longer-term growth prospects for the Township, the study assess not only representation by population for the municipal election in 2022, but also for at least two additional municipal elections (i.e. 2026, 2030).

In order to evaluate possible ward structures in terms of representation by population in future years (2022 through 2030), the Consultant Team will develop a detailed

[1] Subject to data availability. If MPAC parcel data is unavailable, analysis would be completed using 2016 Statistics Canada Census Dissemination Block level data which would provide population and housing data at a sufficient level of detail.

population forecast for the Township and its respective wards, settlement areas and communities using Watson's "household formation" model. The forecast would be derived from local and Durham Region long-term growth forecasts, updated to reflect recent growth trends.

In order to evaluate the existing ward structure and subsequent alternatives in terms of representation by population in future years, the Consultant Team will develop detailed forecast population growth estimates for the Township's communities through G.I.S.-based data modelling based on anticipated distribution of housing growth over the forecast period.

The forecast sub-municipal housing and corresponding population growth would be guided by a review of residential development opportunities. It is expected that housing and corresponding population growth will be largely accommodated in new residential development through units in the development approvals process (registered not built, approved, draft approved, and proposed). The location of this development will be plotted spatially in G.I.S., based on data provided by the Township. The timing/phasing of development will be estimated based on a review of the project status and discussions with Township planning staff. The corresponding population, based on the number of housing units anticipated to be constructed during the forecast period and persons per unit by housing type, would be derived and reflected spatially in G.I.S.

The Consultant Team would utilize G.I.S. (ArcGIS 10.6) software to present the existing population (2020), forecast growth (2020 to 2030) and future year 2022, 2026, and 2030 population in a spatial format. G.I.S. would then be utilized to generate ward boundary configuration options and estimate future year populations under each alternative.

Spatial data analysis querying and output, as required in the study, will be communicated in a format that will be easily understandable to the Township and the public through tables, charts and map exhibits.

Task 7: Development of Preliminary Ward Boundary Options (Options 1 and 2)

Based on the direction of Council, the Consultant Team will develop a number of alternative configurations for Brock Township, evaluated in terms of the principles identified.

Task 8: Public Consultation – Round 2 (Options 1 and 2)

The Consultant Team will consult the public on ward boundary options as possible alternatives, through one public open house held in the Township. Further, through a Township-initiated website, information materials regarding the study will be made available by the Consultant Team and feedback solicited. The Consultant Team will compile and review the input received from the consultation process, which will inform the development of recommended options.

The public open house is estimated to be two hours in length. The Consultant Team will rely on Township staff to organize the meeting and make logistical arrangements. The Consultant Team will ensure that at least one senior Consultant Team member is present at this session to moderate/facilitate the event.

During the open house component, display boards will show background, process and contextual information, while the Consultant Team will encourage questions to be raised and basic clarification to occur. A PowerPoint presentation will also be provided.

The Consultant Team assumes that the Township will take responsibility in providing Real Time Captioners, American Sign Language Interpreters, Interveners, etc., assistive devices or making documents available in Braille or large print (Clear and Large Print Guidelines), if required.

Task 9: Finalization of Alternatives and Preparation of Final Report (Options 1 and 2)

Based on the public consultation feedback, the Consultant Team will finalize the alternatives and will prepare a final report that will present the finalized options, including recommended alternatives. It is anticipated that the findings of the report and recommendations will be presented to Township Council. Once Council has made its decision, a final set of maps will be provided to the Township in support of the necessary by-law.

## 3.4 Deliverables

The Consultant Team will prepare an Interim Report (Option 1 only) in May, 2020 and a Detailed Options Report in November, 2020 in Microsoft Word and PDF formats. The findings of the Interim Report and Final Report and the recommendations will be presented by the Consultant Team to Township Council through a PowerPoint presentation slide deck.

Watson is committed to producing accessible documents that comply with municipal and A.O.D.A. (Accessibility for Ontarians with Disabilities Act, 2005) guidelines, including adherence to C.N.I.B. (Canadian National Institute for the Blind) Clear Print guidelines. Watson can provide reports as PDF files that pass the Adobe Acrobat DC Pro Accessibility Checker. In cases where complex data tables are being provided as part of our reports, however, we will discuss any special circumstances with the Township. Often these complex data tables would be included as a separate appendix in order that they can be separated from the main document when being published in the public domain (e.g. municipal website) where accessibility is required.

# 4. Schedule

The project is anticipated to commence in March 2020 and be completed in November 2020 assuming Option 1 is selected. Under Option 2 (Ward Boundary Review), the timelines for project completion would be condensed, with completion anticipated in September 2020. Should this not meet with the Township's objectives, we would be pleased to modify the timelines appropriately.

Figure 3 summarizes the schedule of project activities, including timelines for proposed meetings with Township staff and stakeholders, the public open houses and Council presentations. Two meetings with Township staff have been scheduled. This would include an initial meeting in March 2020 and a meeting to initiate the Ward Boundary Review component of the study in June 2020. In addition, monthly conference calls between the Consultant Team and key Township staff representatives is anticipated throughout the study process.

Two presentations to Township Council are anticipated:

- Present Interim Report and recommendations to Township Council in June 2020 (Option 1 only); and
- Present Ward Boundary Review options and recommendations to Township Council in November 2020.

# 5. Cost Estimate

Based on the work program and deliverables identified, our upset budget estimate to complete the Council Composition and Ward Boundary Review (Option 1) for the Township of Brock is **$55,900** inclusive of disbursements, excluding H.S.T. Our upset budget estimate to complete a Ward Boundary Review (Option 2) for the Township of Brock is **$38,900** inclusive of disbursements, excluding H.S.T. Figure 4, included herein, provides the daily/hourly rates for Consultant Team members and an hour breakdown by project task and team member, including an estimate for disbursements.

Disbursements are invoiced at cost. Billings will be prepared on a monthly basis based on work activity for the prior month, with payment anticipated within thirty days.

# 6. Consultant Team

To undertake this assignment, we have assembled a Consultant Team that includes proven senior management expertise complemented by technical leads and support staff. The workload of our Consultant Team is appropriately balanced to meet the required timelines of the study.

Our Consultant Team is comprised of staff from Watson and Dr. Robert J. Williams. The core technical team would be comprised of Jack Ammendolia, Erik Karvinen, and Dr. Robert J. Williams, with support from Josh Valenti and Richard Stassen. As well, should any matters be appealed to the LPAT, senior members of the Consultant Team would be available to serve as expert witnesses in this regard.

The Consultant Team members' qualifications, roles and responsibilities are detailed below. A curriculum vitae for each Consultant Team member identified below is provided in Appendix C.

## Figure 3 – Township of Brock Council Composition and Ward Boundary Review Study Schedule

| | Study Task | March 2020 | April | May | June | July | August | September | October | November |
|---|---|---|---|---|---|---|---|---|---|---|
| 1.0 | Project Initiation, Information Gathering and Research | | | | | | | | | |
| 2.0 | Interviews with the Mayor and Council | | | | | | | | | |
| 3.0 | Evaluation of the Existing Electoral Structure and Exploration of Alternative Options (Option 1 only) | | | | | | | | | |
| 4.0 | Public Consultation – Round 1 (Option 1 only) | | | | | | | | | |
| 5.0 | Interim Report (Option 1 only) | | | | | | | | | |
| 6.0 | Existing Population and Growth Forecast | | | | | | | | | |
| 7.0 | Development of Preliminary Ward Boundary Options | | | | | | | | | |
| 8.0 | Public Consultation – Round 2 | | | | | | | | | |
| 9.0 | Finalization of Alternatives and Preparation of Final Report | | | | | | | | | |
| | Municipal Staff Meeting | ★ | ☆ | ☆ | ★ | ☆ | ☆ | | ☆ | |
| | Public Open House | | | ■ | | | | ■ | | |
| | Presentation at Council Meeting | | | | CM | | | | | CM |
| | Deliverables | | | IR | | | | | DR | FR |

Note: Timeline subject to receipt of all requested data and information at the beginning of the study process.

Meetings

| | |
|---|---|
| In-Person Municipal Staff Meeting | ★ |
| Conference Call with Municipal Staff | ☆ |
| Public Open House | ■ |
| Presentation at Council Meeting | CM |

Deliverables

| | |
|---|---|
| Interim Report | IR |
| Draft Report | DR |
| Final Report | FR |

## Figure 4 – Township of Brock Council Composition and Ward Boundary Review Budget[1]

| Project Item | | Watson & Associates Economists Ltd. | | | | Robert J. Williams | Total Resources by Study Component (Hours) | Total Resources by Study Component (Fees) |
|---|---|---|---|---|---|---|---|---|
| | | Jack Ammendolia, Director | Erik Karvinen, Manager | Josh Valenti, Consultant | Richard Stassen, Analyst | | | |
| | Hourly Rates | $225 | $220 | $145 | $135 | $225 | | |
| 1.0 | Project Initiation, Information Gathering and Research | 8.0 | 2.0 | 2.0 | 2.0 | 8.0 | 22.0 | $4,600 |
| 2.0 | Interviews with the Mayor and Council | 2.0 | - | - | - | 10.0 | 12.0 | $2,700 |
| 3.0 | Evaluation of the Existing Electoral Structure and Exploration of Alternative Options (Option 1 only) | 2.0 | - | - | - | 18.0 | 20.0 | $4,500 |
| 4.0 | Public Consultation – Round 1 (Option 1 only) | 10.0 | - | 4.0 | 4.0 | 10.0 | 28.0 | $5,620 |
| 5.0 | Interim Report (Option 1 only) | 6.0 | - | - | 4.0 | 18.0 | 28.0 | $5,940 |
| 6.0 | Existing Population and Growth Forecast | 2.0 | 8.0 | 16.0 | 16.0 | - | 42.0 | $6,690 |
| 7.0 | Development of Preliminary Ward Boundary Options | 8.0 | 6.0 | 6.0 | - | 14.0 | 34.0 | $7,140 |
| 8.0 | Public Consultation – Round 2 | 10.0 | - | 4.0 | 4.0 | 10.0 | 28.0 | $5,620 |
| 9.0 | Finalization of Alternatives and Preparation of Final Report | 16.0 | 4.0 | 4.0 | 4.0 | 20.0 | 48.0 | $10,100 |
| OPTION 1 PROJECT TOTAL | *TOTAL HOURS* | 64.0 | 20.0 | 36.0 | 34.0 | 108.0 | 262.0 | |
| | *TOTAL FEES (excluding disbursements)* | $14,400 | $4,400 | $5,220 | $4,590 | $24,300 | | $52,910 |
| | *DISBURSEMENTS (for travel, printing, mapping, long distance and courier)* | | | | | | | 3,000 |
| | *TOTAL FEES AND DISBURSEMENTS (excluding applicable taxes)* | | | | | | | $55,910 |
| | *COUNCIL COMPOSITION AND WARD BOUNDARY REVIEW - OPTION 1 TOTAL FEES AND DISBURSEMENTS (excluding applicable taxes) ROUNDED* | | | | | | | $55,900 |
| OPTION 2 PROJECT TOTAL | *TOTAL HOURS* | 46.0 | 20.0 | 32.0 | 26.0 | 62.0 | 414.0 | |
| | *TOTAL FEES (excluding disbursements)* | $10,350 | $4,400 | $4,640 | $3,510 | $13,950 | | $36,850 |
| | *DISBURSEMENTS (for travel, printing, mapping, long distance and courier)* | | | | | | | 2,000 |
| | *TOTAL FEES AND DISBURSEMENTS (excluding applicable taxes)* | | | | | | | $38,850 |
| | *WARD BOUNDARY REVIEW - OPTION 2 FEES AND DISBURSEMENTS (excluding applicable taxes) ROUNDED* | | | | | | *TOTAL* | $38,900 |

[1] Additional meetings and public/Council presentations beyond those identified would be billed on a per diem basis above and beyond the upset budget limit.

**Jack Ammendolia, BES, PLE**, is a Director at Watson and has been involved in school board planning matters for almost 20 years. He has worked closely with over 40 school boards in Ontario as well as school boards and First Nations reserves across Canada. Jack has managed public engagement processes for a variety of clients and often speaks and presents at community meetings and conferences. Jack is currently co-managing ward boundary reviews for municipalities across Ontario, including the City of Pickering and the Municipalities of Trent Hills, Central Elgin and The Nation.

**Jack would serve as the project manager for the assignment and would oversee all aspects of this assignment.**

**Erik Karvinen, MCIP, RPP, PLE**, is a Manager with Watson. Erik has extensive experience in electoral and ward boundary reviews, demographic and economic forecasting, demographic analysis, growth management studies, employment land strategies and a range of economic studies. Erik also has a strong background in G.I.S. and has developed innovative approaches to using G.I.S.-based applications in population growth modelling and querying spatial data for the purposes of ward boundary reviews.

Erik has led or has been a key contributor on over one dozen electoral and ward boundary reviews across Ontario since 2009. Erik has served as project manager on seven electoral/ward boundary reviews including a number of high-profile assignments such as the City of Oshawa Ward Boundary Review (2017), City of Orillia Ward Boundary Review (2017), and the Town of Milton Council Composition and Electoral Structure Review (2016). He was also a project coordinator on four ward boundary reviews, including the City of Hamilton Ward Boundary Review (2017) and the City of Barrie Ward Boundary Review (2013).

Erik holds a Master of Urban Planning degree and a Bachelor of Commerce (Honours) degree. He is a registered professional planner and a professional land economist.

Erik would have a pivotal role in the development of electoral and ward boundary alternatives, and would oversee the existing population and demographics analysis, as well as the growth analysis of the assignment.

**Robert J. Williams, Ph.D.**, is a leading Ontario authority in the area of municipal electoral systems. Robert was a faculty member in the Department of Political Science, University of Waterloo from 1971 until he took early retirement in 2006, and has been an independent consultant on municipal electoral systems since then. Robert has participated in various roles in more than twenty electoral and ward boundary reviews in Ontario, either independently or in collaboration with Watson.

Robert has independently designed and evaluated electoral systems in nine municipalities and has worked in collaboration with Watson on ward boundary reviews in a further thirteen. Robert has served in an advisory capacity in several other Ontario

municipalities on electoral boundary reviews and has appeared as an expert witness on representation issues at seven O.M.B./LPAT hearings since 2009.

Robert will undertake research on relevant academic and public policy research on representation and will participate in meetings and interviews with Township staff and Council to gather perspectives for use in the development of alternatives. He will work with Watson to design these alternatives. Robert, in concert with the Consultant Team, will prepare reports and recommendations and will present them to Council.

**Josh Valenti, BSc (Hons), GIS (PG),** is a Consultant with Watson, primarily in the areas of school board planning and accommodation, demographic forecasting and growth management studies. Josh has assisted in multiple electoral and ward boundary review assignments for municipalities including the City of Orillia, Town of Essex, and Township of Scugog. He brings strong experience in spatial analysis and G.I.S.-based applications in population growth modelling. Josh's role will be focused around growth forecasting and growth modelling components, along with the preparation of required mapping outputs.

**Richard Stassen, M.Sc.,** is an Analyst at Watson. He supports our clients in the areas of school board planning and accommodation, demographic forecasting and growth management studies. Richard began his career as a market analyst at Loblaw Properties Ltd. (Provigo Quebec), where he implemented market studies to help assess the viability of potential store locations. Before joining Watson in 2019, he worked as a freelance consultant providing research and analysis in the real estate and non-profit sectors. He holds a Master of Science degree in Sustainable Urban Planning and Design as well as a Bachelor of Arts (Honours) degree in Economics, and a Bachelor of Fine Arts degree in Music Studies, both from Concordia University in Montreal. Richard will assist with the growth analysis and public consultation components of the assignment.

# 7. Conflicts of Interest

We have reviewed our current projects and confirm that none of the Consultant Team members has a conflict of interest.

# 8. References

References for the Consultant Team are detailed below.

| **Reference #1** | |
|---|---|
| Client Name | Town of Milton |
| Project Name | Milton Council Composition and Electoral Structure Review |
| Project Date and Duration | June to December, 2016 |
| Contact Name and Contact Information | Troy McHarg, Town Clerk<br>150 Mary Street, Milton, ON L9T 6Z5<br>[redacted] |
| Description of Services Provided | • Project was conducted in two phases: Phase 1 – Council Composition Review and Phase 2 – Ward Boundary Review;<br>• Reviewed the existing council composition and recommended an option for Milton Council to accommodate two additional Regional Councillors in accordance with the *Municipal Act, 2001*;<br>• Evaluated the strengths and weaknesses of the present system on the basis of the principles;<br>• Developed and conducted an extensive consultation process in accordance with the Town of Milton's public engagement practices;<br>• Prepared population projections for the development and evaluation of alternative ward boundaries for the 2018 and 2022 Municipal Elections; and<br>• Prepared a series of reports that set out potential council composition arrangements and alternative ward boundaries to ensure effective and equitable electoral arrangements for the Town of Milton, based on the principles identified. |
| Value of Project | $64,000 (excluding H.S.T.) |

| **Reference #2** | |
|---|---|
| Client Name | Township of Severn |
| Project Name | Township of Severn Ward Boundary Review |
| Project Date and Duration | March to October, 2016 |
| Contact Name and Contact Information | Sharon Goerke, Clerk<br>1024 Hurlwood Ln, Orillia, ON L3V 6H4<br>[redacted] |
| Description of Services Provided | • Evaluated the strengths and weaknesses of the present system on the basis of the guiding principles adopted for study;<br>• Developed and conducted a consultation process in accordance with the Township of Severn's public engagement practices;<br>• Prepared population projections (including seasonal population) for the development and evaluation of alternative ward boundaries for the 2018, 2022 and 2026 Municipal Elections; and<br>• Prepared a series of reports that set out alternative ward boundaries to ensure effective and equitable electoral arrangements for the Township of Severn, based on the principles identified. |
| Value of Project | • $30,000 (excluding H.S.T.) |

| **Reference #3** | |
|---|---|
| Client Name | Town of Essex |
| Project Name | Town of Essex Council and Ward Structure Review |
| Project Date and Duration | October 2016 to August 2017 |
| Contact Name and Contact Information | Robert Auger, Manager of Legislative Services/Clerk<br>33 Talbot St. S., Essex, ON N8M 1A8<br>[redacted] |
| Description of Services Provided | • Project was conducted in two phases: Phase 1 – Council Composition Review and Phase 2 – Ward Boundary Review;<br>• Reviewed and confirmed the method of election for the position of Deputy Mayor, size of Council and continued use of a ward system;<br>• Evaluated the strengths and weaknesses of the present system on the basis of the principles;<br>• Developed and conducted an extensive consultation process in accordance with the Town of Essex's public engagement practices;<br>• Prepared population projections for the development and evaluation of alternative ward boundaries for the 2018, 2022 and 2026 Municipal Elections; and<br>• Prepared a series of reports that set out potential council composition arrangements and alternative ward boundaries to ensure effective and equitable electoral arrangements for the Town of Essex, based on the principles identified. |
| Value of Project | $49,000 (excluding H.S.T.) |

# Appendix A
## Corporate Profile

Watson & Associates ECONOMISTS LTD.

## CORPORATE PROFILE

Watson & Associates Economists Ltd. (Watson) is one of Canada's leading economic consulting firms. Established in 1982, we offer a comprehensive range of fiscal planning and policy services to clients in government and the private sector throughout Ontario and beyond.

Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities and school boards, as well as private industry, and senior levels of government, to frame their financial and economic strategies.

Watson is widely recognized as a leading authority on the fiscal aspects of the municipal government sector. The firm has earned its reputation for quality of analysis, as well as pragmatic and insightful interpretation of the issues we manage. We are well known for achieving results that translate into successful outcomes for our clients.

**"We are well known for achieving results that translate into successful outcomes for our clients."**

## OUR PHILOSOPHY

At Watson, we firmly believe that professional expertise, wide experience with local issues and the provincial legislative environment, and an understanding of client expectations are the basic fundamentals for analyzing issues and securing the desired results.

With every assignment, we strive to identify the strategies that are best suited to meeting the challenges facing our clients. Since 1982, our integrated team of financial and economic specialists has provided quality research and analytical expertise to clients. In that time, we have built long-term relationships with a broad range of municipal, provincial and school board clients, who value our judgment and advice.

Also, Watson has numerous working relationships with major law firms, planning and engineering companies, with whom we also work on multi-disciplinary assignments.

**"We strive to identify the strategies that are best suited to meeting the challenges facing our clients."**

## OUR SERVICES

We offer our clients a broad range of economic forecasting and financial planning services to help them plan for their future. Our main areas of specialization include:

### *MUNICIPAL, SCHOOL BOARD AND UTILITY FINANCIAL POLICY STUDIES*

- Financial and economic impact assessment for major projects and new development areas
- Municipal capital and operating budget policy
- User rate studies (i.e. water, wastewater, stormwater, solid waste, development processing and building permits)
- Long range planning for school accommodation
- Asset management and PSAB
- Water and wastewater financial plans (O.Reg.453/07)

### *DEVELOPMENT CHARGE POLICY*

- Municipal, utility and education development charges, including research and calculation of the charge, by-law adoption process, expert witness testimony, front-end financing, subdivision agreement links and implementation matters

### *DEVELOPMENT MARKET AND DEMOGRAPHIC FORECASTING STUDIES*

- Forecasts, feasibility studies and land needs assessment for a variety of land uses
- Population, household, non-residential space and employment forecasts
- Growth management studies

### *SERVICE MASTERPLANNING AND ECONOMIC ASSESSMENT*

- Assessment of long-term service needs
- Present value costing and financial affordability evaluation for major undertakings
- Property value impact and compensation policy
- Business, employment and other economic impacts

### *LOCAL GOVERNMENT RESTRUCTURING AND GOVERNANCE*

- Assessment of options and strategies
- Service evaluation and financial impact analysis
- Benchmarking and performance measurement
- Asset and liability distribution
- Ward boundary reviews

Our goal is to do the very best for our clients. We are determined to produce outstanding results by taking advantage of the most appropriate computer modelling, analytical techniques and up-to-date databases and research available. At Watson, our vision is to continue to strive for excellence. We endeavour to go beyond our clients' expectations of service and establish ourselves as the leading provider of top-quality economic consulting services in our selected markets.

# Electoral and Ward Boundary Reviews

## Background

How does the electoral arrangement in your municipality measure up?

Does it deliver fair representation conducive to good government?

Is the electoral system aligned with the size, diversity and complexity of your municipality?

A municipal electoral review may be warranted if the population of a municipality has changed by more than ten percent since the present ward boundaries were established or the population of at least one of the wards varies by more than 25% from the average population per ward. Electoral arrangements may also need to be reviewed if the present ward boundaries were set as part of an amalgamation and may no longer be relevant as the municipality has matured.

## Expertise

Conducting an independent electoral review will help mitigate the politicization of the study and maximize the potential for a successful outcome.

Watson, in association with Dr. Robert J. Williams, a leading authority in municipal electoral systems, has the expertise and experience to deliver a comprehensive electoral review for your municipality.

Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario
L5N 1V9

Office: 905-272-3600
Fax: 905-272-3602
www.watsonecon.ca

Watson & Associates
ECONOMISTS LTD.

**Expertise cont'd**

Contrary to popular belief, neither the Ministry of Municipal Affairs nor LPAT (formerly the OMB) has established criteria for conducting an electoral review.

Our Team has developed a proven framework and process for conducting electoral reviews which is guided through case law.

**Team**

Our electoral and ward boundary review specialists include:

- Gary Scandlan, Managing Partner & Director
- Jack Ammendolia, Managing Partner & Director
- Erik Karvinen, Manager
- Byron Tan, Senior Consultant
- Josh Valenti, Analyst

# Appendix B
## Relevant Project Experience

# Project Experience

## Council and Ward Structure Review, 2017

| | |
|---|---|
| Client: | **Town of Essex** |
| Contact: | Robert Auger, Manager of Legislative Services/Clerk<br>Tel. (519) 776-7336 X 1132 |
| Budget: | $49,000 |
| Duration: | 2017 |
| Project Manager: | Erik Karvinen<br>Watson & Associates Economists Ltd. |
| Sub-Consultant: | Dr. Robert J. Williams |

Watson & Associates Economists Ltd., in association with Dr. Robert J. Williams, was retained to undertake a Council Composition and Ward Boundary Review for the Town of Essex. The Review was initiated to assist Council in determining (a) how to fill the position of Deputy Mayor; (b) whether to change the composition of Town Council; and (c) whether to maintain the existing ward structure (established when the municipality was created by Ministerial order in 1997) or to adopt an alternative arrangement.

The Review included extensive research on the alternatives for electing a Deputy Mayor in place across Ontario, interviews with all members of Council and a public consultation process to solicit input on the electoral system in Essex.

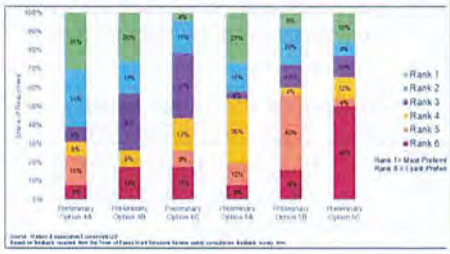
A Background Paper was prepared for the first round of public consultation that set out potential directions for the structure of Town Council and an Interim Report set out the information collected from the public. Council decided that the position of Deputy Mayor would, in future, be determined by a vote of electors and that the composition of Council and method of election (in wards) would not be changed.

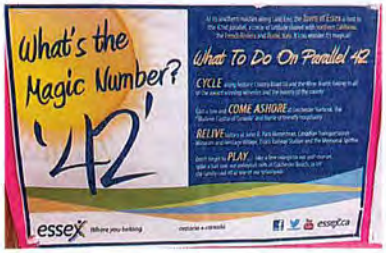
Preliminary alternative options for five and four wards were developed and taken to the public for assessment. These alternatives were developed around guiding principles adopted by Council and reflected the present and future distribution of the Town's permanent and seasonal populations. A Final Report placed two options before Council based on the feedback received through public consultation, technical analysis and further refinement. The Consultant Team believed that either choice would be defensible in the event of an appeal to the Ontario Municipal Board.

Ultimately, Council determined not to implement new ward boundaries.

### Work Performed

- **Council composition review**
- **Population trends analysis and growth modelling**
- **Development of ward boundary options and recommendations**
- **Public and stakeholder consultation**





Watson & Associates ECONOMISTS LTD.

Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario L5N 1V9
Office: (905) 272-3600
Fax: (905) 272-3602
www.watsonecon.ca

# Project Experience
## Ward Boundary Review

| | |
|---|---|
| Client: | **Township of Severn** |
| Contact: | Sharon Goerke, Clerk<br>Tel. (705) 325-2315 X 232 |
| Budget: | $30,000 |
| Duration: | 2016 to 2017 |
| Project Manager: | Erik Karvinen<br>Watson & Associates Economists Ltd. |
| Sub-Consultant: | Dr. Robert J. Williams |

Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, was retained to undertake a Ward Boundary Review for the Township of Severn. The Review was initiated to assist Council in evaluating the strengths and weakness of its current wards system and to identify plausible modifications to that system to ensure effective and equitable electoral arrangements for the Township, based on a set of seven identified principles.

Severn's ward system was established when the Township was created in 1994 within the restructured County of Simcoe. Council is comprised of seven members, including the Mayor and Deputy Mayor elected at-large, and five Councillors elected in five wards.

Severn Township's permanent population increased by 39% between and 2016, along with moderate growth in seasonal population. This population growth created some inequalities in ward-to-ward populations which are expected to be exacerbated through future residential development in settlement areas in the southern part of the Township.

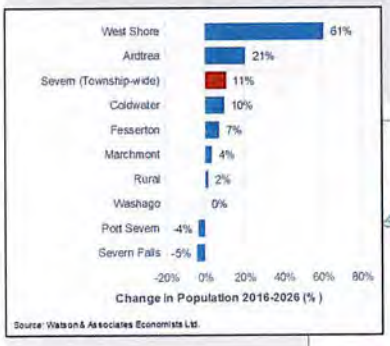
Baseline population and ten-year population forecasts and a G.I.S.-based growth modelling analysis were prepared by the Consultant Team, and a number of draft ward boundary configuration alternatives were developed and tested in the light of the population outputs. Four preliminary ward alternatives were presented and discussed at two public engagement open houses in August, 2016 where comments from the community were solicited.

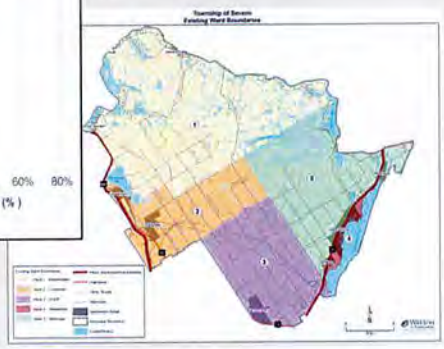
The evidence collected strongly suggested that the existing ward boundary configuration does not meet the expectations of the guiding principles and is less workable in the future. The Review concluded that the Township would be better served by an alternative configuration.

Two Options were presented to Council that successfully addressed shortcomings identified in the present system by providing wards that are better balanced in population now and over the next three elections and offer better effective representation than the current ward structure.

### Work Performed

- **Permanent and seasonal population trends analysis and growth modelling**
- **Development of ward boundary options and recommendations**
- **Public and stakeholder consultation**



Watson & Associates ECONOMISTS LTD.

Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario L5N 1V9
Office: (905) 272-3600
Fax: (905) 272-3602
www.watsonecon.ca

# Appendix C
## Curricula Vitae

# Jack Ammendolia, BES, PLE

Managing Partner and Director, Education

Jack specializes in school board planning and the study of school-age demographics, including facility and capital planning, education development charges, pupil accommodation reviews, capital priority business case submissions and enrolment forecasting. He regularly leads seminars and facilitates discussion around school board funding and education matters.

In 2018, Jack and Jamie Cook, Director of Land Economics at Watson, developed the Research, Data Collection & Analysis course for Seneca's Sustainable Planning & Development program. The course is foundational for students interested in starting or advancing a career in sustainable land-use planning and community development.

Since 1999, Jack has worked with school boards across Ontario and Canada, as well as First Nations communities and federal agencies like Indigenous and Northern Affairs Canada. He is also involved with community-based social services, such as Bruce Grey Child and Family Services, and Community Foundation Grey Bruce.

## EDUCATION

*1997, University of Waterloo, School of Urban and Regional Planning, Faculty of Environmental Studies*
Bachelor of Environmental Studies (Honours)

## EMPLOYMENT HISTORY

*Current*
Managing Partner and Director, Watson & Associates Economists Ltd.

- Involved in school board planning and the study of school-age demographics.

Part-Time Faculty, Seneca College, York University Campus

- Research, Data Collection & Analysis course for the *Sustainable Planning & Development* program

## EMPLOYMENT HISTORY cont'd

*2007-2012*
Founder and President, The Ammendolia Group (acquired by Watson in 2012)

- Specialized in school board facility and capital planning, education development charges, demographic analysis and enrolment forecasting for school boards throughout Ontario.

*1999-2007*
Senior Consultant and Project Manager, Watson & Associates Economists Ltd.

- Supported the areas of school board planning and accommodation.

## PROFESSIONAL CERTIFICATIONS

- Professional Land Economist (PLE)

## PROFESSIONAL AFFILIATIONS

- Member, Council for Educational Facilities Planners International (CEFPI)
- Member, Ontario Land Economist Association
- Member, Urban Land Institute
- Past Member, Canadian Institute of Planners

## EXPERTISE

- Long term accommodation planning
- Education development charges (EDC)
- Pupil accommodation reviews (PAR)
- Capital priority business case submission
- Enrolment projections and demographic studies

# Erik Karvinen, MCIP, RPP, PLE
Manager

Erik is a Professional Land Economist and Registered Professional Planner with Watson & Associates Economists Ltd.

Erik has extensive experience in demographic and economic growth studies, growth management strategies, industrial/ employment studies, ward boundary reviews, real estate market studies, economic impact assessments and feasibility analysis.

Over the past decade, Erik has played a pivotal role in a range of economic and planning studies completed for municipal clients across Canada. These studies have explored issues related to long-term residential and non-residential land needs, market trends, competitiveness, financial feasibility and strategic policy recommendations.

## EDUCATION

*2000, McGill University*
Master of Urban Planning, Transportation and Land Use Planning

*1997, Queen's University*
Bachelor of Commerce (Honours), Marketing and Economics

## EMPLOYMENT HISTORY

*Current*
Manager, Watson & Associates Economists Ltd.

- Manages and coordinates a broad range of projects including growth management studies, employment lands strategies, real estate market studies and economic impact assessments.
- Engages in demographics and economic forecasting, technical analysis and data modelling.

*2006-2008*
Partner and Co-founder, Magnus Minerals Ltd.

- Managed GIS mapping, database management and marketing.

Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario
L5N 1V9

Office: 905-272-3600
Fax: 905-272-3602
www.watsonecon.ca

Watson & Associates ECONOMISTS LTD.

## EMPLOYMENT HISTORY cont'd

*2004-2006*
Self-employed Consultant
Provided transportation planning and GIS-based mapping services.

*2002-2004*
Transportation Planner, David Plummer & Associates

- Managed and prepared traffic impact studies, due diligence reports and travel surveys.

## PROFESSIONAL CERTIFICATIONS

- Canadian Institute of Planners (CIP)
- Professional Land Economist (PLE)
- Registered Professional Planner (RPP)

## PROFESSIONAL AFFILIATIONS

- Member, Canadian Institute of Planners
- Member, Ontario Professional Planners Institute

## EXPERTISE

- DC growth forecasts
- Economic impact of development
- EDC growth forecasts
- Employment lands strategies
- Enrolment projections and demographic studies
- Feasibility studies
- Intensification studies
- Municipal competitiveness
- Municipal financial planning and policy
- Real estate market studies
- Ward boundary reviews

# Josh Valenti, BSc. (Hons), GIS (PG)
Consultant

Josh joined Watson in 2017 after several years of education and work experience refining his knowledge of data management and spatial analysis techniques.

He is an asset to Watson and our clients in the areas of school board planning and accommodation, demographic forecasting and growth management studies.

## EDUCATION

*2015, Niagara College*
GIS: Geospatial Management, Post-Graduate Certificate

*2014, Brock University*
Bachelor of Science (Honours), Physical Geography

## EMPLOYMENT HISTORY

*Current*
Consultant, Watson & Associates Economists Ltd.
- Supports the areas of school board planning and accommodation, demographic forecasting and growth management studies.

*2015-2017*
Asset Management and GIS Analyst, Urban and Environmental Management Inc.
- Developed and managed spatial and non-spatial databases for all ongoing projects.
- Analyzed environmental/spatial data to help inform decision-making processes.
- Developed detailed maps, reports and methodologies.

*2014-2015*
Project Manager and GIS Analyst, Niagara College Thesis
- Analyzed meteorological and environmental data within the Holland Marsh and surrounding areas to identify trends in variables.
- Used geospatial techniques in the Holland Marsh River to identify potential areas of increased nutrient loading, and watershed areas with an excess or deficit of water.

## EMPLOYMENT HISTORY cont'd

*2013-2015*
Geospatial Research Assistant, Brock University

- Researched and analyzed water quality and the effects of beneficial management practices (BMPs) on the surrounding watershed.
- Used GIS software to conduct spatial analysis of BMP trends across the watershed to determine their relation to water quality issues.

## ACADEMIC JOURNALS

- Baird, J., Jollineau, M., Plummer, R., Valenti, J. (2016). Exploring agricultural advice networks, beneficial management practices and water quality on the landscape: A geospatial social-ecological systems analysis. Land Use Policy, 51236-243.

## EXPERTISE

- Business cases
- Education financial and capital planning
- Pupil accommodation reviews
- Education development charges
- EDC growth forecasts
- Employment lands strategies
- Enrolment projections and demographic studies
- Growth management studies
- Intensification studies
- Municipal competitiveness
- Municipal comprehensive reviews
- Office market studies
- Official Plan reviews
- Retail market studies
- Secondary Plan growth forecasts
- Ward boundary reviews

# Richard Stassen, M.Sc.
Analyst

Richard joined Watson in 2019 with a strong background in market and retail location analysis, GIS, urban planning and demographics.

Richards's capabilities make him an asset to Watson and our clients in the areas of school board planning and accommodation, demographic forecasting, ward boundary reviews and growth management studies.

## EDUCATION

*2018, Royal Institute of Technology (KTH), Stockholm, Sweden*
Master of Science, Sustainable Urban Planning and Design

*2016, Concordia University, Montreal*
Bachelor of Fine Arts, Integrative Music Studies

*2011, Concordia University, Montreal*
Bachelor of Arts, Economics (Honours)

## EMPLOYMENT HISTORY

*Current*
Analyst, Watson & Associates Economists Ltd.

- Supports the areas of school board planning and accommodation, demographic forecasting, ward boundary reviews, and growth management studies.

*2017-2019*
Freelance Consultant: Research, Analytics, and Urban Planning

- Provided research and analysis for a realty advisor, a development corporation, an architectural firm and a Canadian non-profit organization.
- Prepared proposals and presentations.
- Completed a planning justification report that facilitated a development proposal, proving it was consistent with planning objectives laid out in government and municipal legislation.
- Solved logistic problems and effectively coordinated with colleagues in other countries.

## EMPLOYMENT HISTORY cont'd

*2018*
Academic Research, Royal Institute of Technology (KTH), Stockholm, Sweden

- Authored two academic research papers (pending publication).
- Assisted an associate professor with various research-related and administrative tasks.
- Collected, prepared, and analyzed research data.
- Edited academic papers and compiled literature reviews.

*2009-2016*
Market Analyst, Loblaw Properties Ltd. – Provigo Quebec – Real Estate

- Worked with data collected through customer surveys to produce maps depicting trade areas and network market shares.
- Implemented market studies to help assess the viability of proposed projects. Produced sales estimates comparing prospective projects to existing stores.
- Maintained a market database.
- Presented store and market data clearly using Excel and MapInfo.
- Prepared PowerPoint slides for meetings.

## EXPERTISE

- School board financial and accommodation planning
- Pupil accommodation reviews
- Capital Priorities Funding business cases
- Education development charges
- Employment lands strategies
- Enrolment projections and demographic studies
- Growth management studies
- Intensification studies
- Office market studies
- Official Plan reviews
- Retail market studies
- Secondary Plan growth forecasts
- Ward boundary reviews

# Robert J. Williams, PhD
Consultant

Robert J. Williams was an active member of the Department of Political Science, University of Waterloo, from 1971 until his early retirement at the end of 2006. During that time, he primarily taught courses in the Canadian politics field with emphasis on parliament and parties, plus courses on provincial, Ontario and municipal government and politics.

In retirement, Dr. Williams has been engaged independently or with Watson & Associates Economists Ltd. to conduct or advise on ward boundary and electoral system reviews in more than twenty-five Ontario municipalities. He has testified as an expert witness before the Ontario Municipal Board (now known as the Local Planning Appeal Tribunal) in fifteen cases involving electoral arrangements.

Robert has served as Municipal Integrity Commissioner for the Township of Wilmot since 2013 and for the Town of Erin from 2014 to 2018 and was appointed to the Region of Waterloo Municipal Elections Compliance Audit Committee in 2006, 2010, 2014 and 2018.

---

## EDUCATION

*1973, University of Toronto*
PhD, Political Science

*1967, McMaster University*
M.A., Political Science

*1966, McMaster University*
Honours B.A. Economics and Political Science

## EMPLOYMENT

*1971-2006*
Department of Political Science, University of Waterloo,

*2007 to present*
Professor Emeritus, Department of Political Science, University of Waterloo

## RELEVANT PROFESSIONAL ACTIVITIES

*2006-2007*
Member, Academic Reference Group, Ontario Citizens' Assembly on Electoral Reform

*2008-2018*
Consultant on municipal representation

- Independent ward boundary reviews: Kitchener, Markham, Milton, New Tecumseth, Oakville, Uxbridge, West Lincoln, Whitchurch-Stouffville, Windsor
- Ward boundary reviews in conjunction with Watson: Barrie, Bradford West Gwillimbury, Clearview, Essex, Georgina, Gravenhurst, Hamilton, Milton, Orillia, Oshawa, Pelham, Scugog, Severn
- Advisor to municipal clerk on ward boundary matters: Ajax, Brantford, Georgian Bay, Kawartha Lakes, Kingston, Wilmot
- Advisor to private citizens: East Gwillimbury, Kearney, Killarney, Prince Edward County, Vaughan
- Advisor to Nova Scotia Utility and Review Board to provide an analysis of political representation issues in Halifax and Cape Breton Regional Municipalities
- Advisor to Regional Council Composition Review Committee, Region of Durham
- Expert Witness, Ontario Municipal Board Hearings, on fourteen occasions between 1982 and 2017 and once before the Local Planning Appeal Tribunal (2018)

## PUBLICATIONS

- "Governance: Report to the Working Group on Local Government Reform," Regional Municipality of Waterloo, June 1996. (with T.J. Downey)
- "Provincial agendas, local responses: the 'common sense' restructuring of Ontario's municipal governments," *Canadian Public Administration*, 41:2 (Spring 1998), 210-238. (with T.J. Downey)
- "Reforming Rural Ontario," *Canadian Public Administration*, 42:2 (Spring 1999), 160-192. (with T.J. Downey)
- "Democratic Renewal: Time to start taking municipal elections seriously," *Municipal World,* March 2005, 31–33, 44.
- "Report to the Nova Scotia Utility and Review Board in relation to the Cape Breton Regional Municipality Boundary Review Application," November 24, 2010.
- "Report to the Nova Scotia Utility and Review Board in relation to the Halifax Regional Municipality Boundary Review Application," December 29, 2010.
- "The Problem of 'Future Population Trends' in Designing Ward Systems in Ontario," *Municipal Monitor* (Association of Municipal Managers, Clerks and Treasurers of Ontario), Fall 2012, 16–19.
- ". . . we think it is the last time" *Municipal World*, November 2012, 39–42.
- "Vote Early and Vote Often: Asymmetrical representation and the concept of electoral equality" (Part 1), *Municipal World*, November 2014, 31–32.

- "Vote Early and Vote Often: Asymmetrical representation and the concept of electoral equality" (Part 2), *Municipal World*, December 2014, 23–24, 36.
- Report for Durham Regional Council Composition Review Committee, September 2015.

## EXPERTISE

- Municipal electoral systems
- Municipal council composition
- Ward boundary reviews

# Township of Brock Ward Boundary Review Guiding Principles

The objective of a Ward Boundary Review is to evaluate the suitability of the present wards in terms of approved Guiding Principles and to develop alternative designs that are consistent with those principles. The following five Guiding Principles have been developed from a number of sources and should apply to a ward boundary review in the Township of Brock to ensure that an effective and equitable system of representation is selected.

1. Representation by Population

   - To the extent possible, every Councillor will generally represent the same number of constituents with some variation acceptable to take account of residential density and the patterns of settlement across the municipality.

   - The acceptable range of population variance will not exceed 25% unless it can be justified as a way to meet one of the other criteria.

   - Non-resident electors will be considered in the determination of population in the wards.

2. Population and Electoral Trends

   - Wards will be designed so as to maintain equitable representation by population, to the extent possible, over a three-election cycle (2022, 2026 and 2030).

   - Population projections will be based on adopted municipal-wide residential growth forecasts and other planning data compiled in 2020.

3. Representation of Communities of Interest

   - Wards will be composed of plausible groupings of communities and established settlements.

   - Wards will, to the extent possible, have regard for the rural nature of the municipality.

4. Geographical and Topographical Features

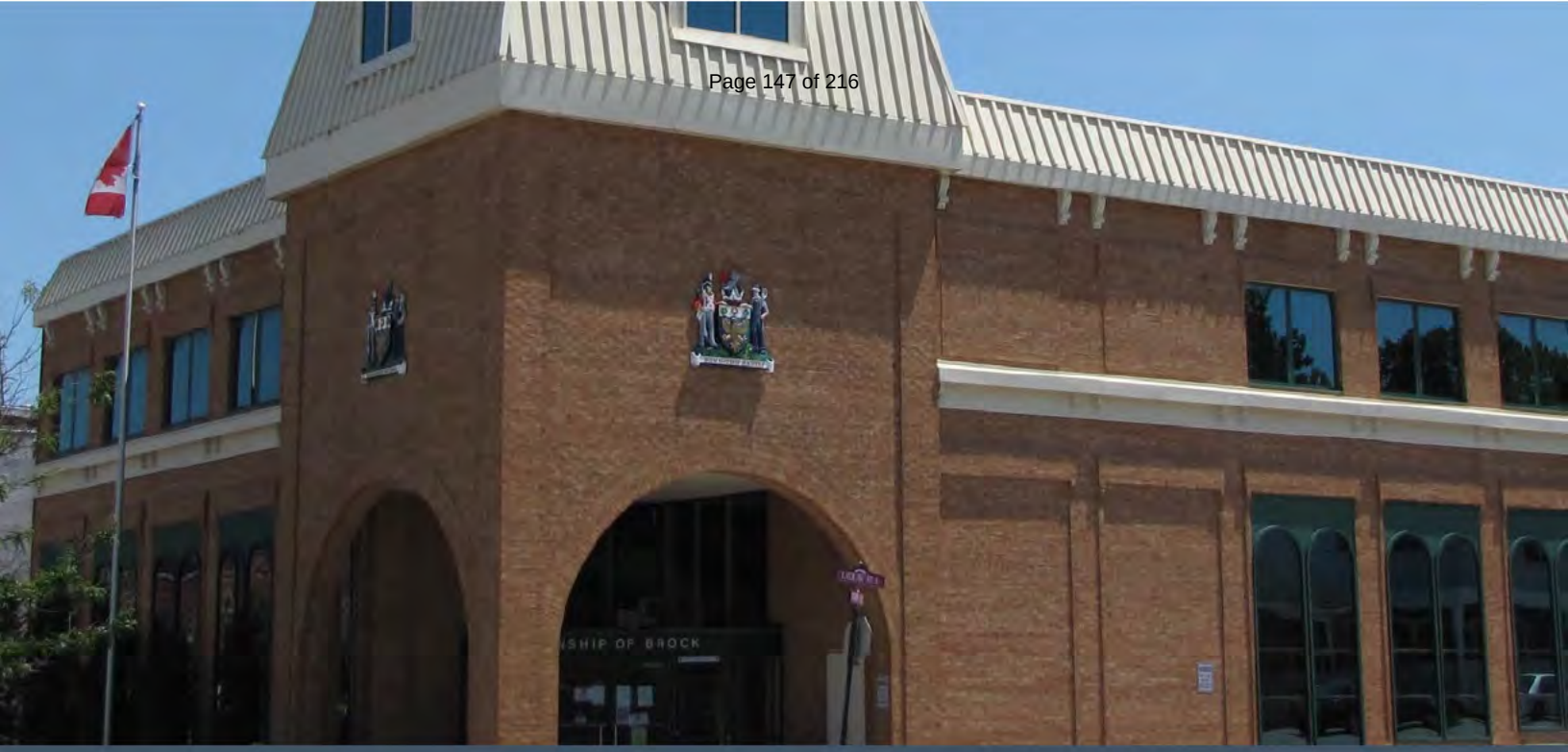
   - The boundaries used to delineate wards should be straightforward and easily recognizable and, to the extent possible, reflect customary patterns of communication among communities and settlements within the municipality.

   - Wards will be contiguous in shape and as compact as possible.

5. Effective representation

- The previous four principles are all subject to the overarching principle of "effective representation" as enunciated by the Supreme Court of Canada in the *Carter* case (that is, *Reference re Provincial Electoral Boundaries* (Sask.), [1991]).

- This principle is intended to ensure that residents have comparable access to their elected representative and each Councillor will speak in governmental deliberations on behalf of approximately the same number of residents.



# 2020 Ward Boundary Review

## Township of Brock

---

## Final Report

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

**March 9, 2021**

In association with: Dr. Robert J. Williams

# Table of Contents

Page

**1. Introduction and Study Objectives ..... 1**

**2. Context ..... 1**

**3. Project Structure and Timeline ..... 3**

**4. The Preliminary Options Paper ..... 4**

**5. Population and Growth Trends ..... 4**

5.1 Existing Population and Structure ..... 5

5.2 Forecast Population Growth, 2019 to 2030 ..... 6

**6. Public Engagement ..... 7**

**7. Principles ..... 8**

**8. Brock's Existing Ward Structure ..... 9**

**9. Recommended Options ..... 10**

**10. Next Steps ..... 24**

**Appendix A ..... A-1**

# 1. Introduction and Study Objectives

In February 2020, Council gave budgetary approval for a review of the Township of Brock ward boundaries before the 2022 municipal election. Watson & Associates Economists Ltd. (Watson), in association with Dr. Robert J. Williams, hereinafter referred to as the Consultant Team, was retained by the Township of Brock to conduct a comprehensive ward boundary review (W.B.R.).

The primary purpose of the W.B.R. is to prepare Brock Council to make decisions about whether to maintain the existing ward structure or to adopt an alternative arrangement. The project has a number of key objectives in accordance with the project terms of reference, as follows:

- Develop a clear understanding of the present ward system, including its origins and operations as a system of representation;
- Evaluate the strengths and weaknesses of the present ward system on the basis of identified guiding principles;
- Develop and conduct an appropriate consultation process in accordance with Brock's public engagement practices under COVID-19 restrictions to ensure community support for the review and its outcome;
- Identify plausible modifications to the present ward structure; and
- Deliver a report that will set out recommended alternative ward boundaries to ensure effective and equitable electoral arrangements for Brock, based on the principles identified.

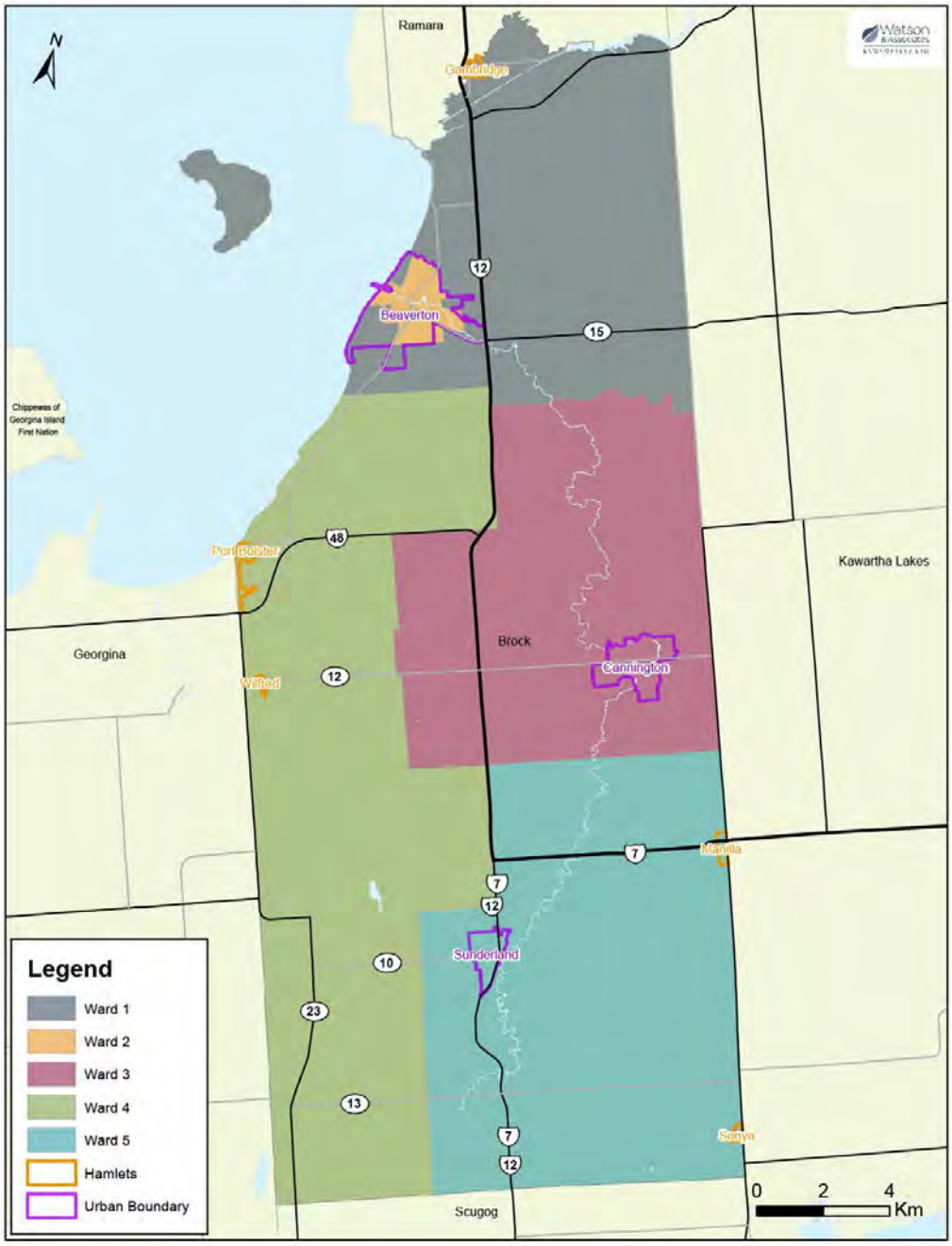
This phase of the study provides Council with a final report and alternative ward boundary structures for their consideration.

# 2. Context

The basic requirement for any electoral system in a representative democracy is to establish measures to determine the people who will constitute the governmental body that makes decisions on behalf of electors. Representation in Canada is organized around geographic areas, units referred to as constituencies in the federal and provincial parliaments and typically as wards at the municipal level, as is the case in the Township of Brock.

At present, Council is comprised of seven members, consisting of a Mayor, and a Regional Councillor, both elected at-large and five Councillors elected in five wards. The existing ward structure is presented in Figure 2-1.

Figure 2-1
Brock Current Ward Structure



Brock Township was established under provincial legislation at the beginning of 1974 as a lower-tier municipality in the new Regional Municipality of Durham. It was the result of an amalgamation of four separate municipalities: the Townships of Brock and Thorah, and the Villages of Beaverton and Cannington. The former Police Village of Sunderland was dissolved as part of the amalgamation.

The wards in which Councillors are elected in Brock have remained unchanged since the municipality was created, but the Township's permanent population has increased by more than 16% from approximately 10,000 in 1974 to 11,642 in the 2016 Census and has grown since then. Over the period since 1974, the Township has also experienced moderate growth in seasonal population. This increase within Brock Township has contributed to inequalities in ward-to-ward population which is expected to be enlarged through future residential development over the next decade that will be concentrated in two urban settlements. These facts lead to questioning whether the present system of representation is consistent with the changes that have occurred in the municipality since amalgamation or are expected to occur in the next decade.

A W.B.R. is a task designed to develop units of representation that reflect the distribution of the inhabitants of a municipality for electoral purposes. Given that municipalities experience demographic shifts as a result of new residential development and changes in the composition of their population, electoral arrangements need to be reviewed periodically to ensure that representation remains fair and that electors have an opportunity to elect candidates they feel can truly represent them and their neighbours.

# 3. Project Structure and Timeline

The W.B.R. commenced in May 2020 and is anticipated to be completed in March 2021.

Work completed to-date includes:

- Research and data compilation;
- Interviews with Councillors, the Mayor and municipal staff;
- Population and growth forecasting and data modelling to 2030;
- Development of four preliminary ward boundary alternatives;
- Preparation of a Preliminary Options Paper, released to the public on October 20, 2020;

- Public consultation on existing ward structure and preliminary alternatives; and
- Development of final options and recommendations, and preparation of a Final Report (this document constitutes the Final Report).

# 4. The Preliminary Options Paper

A Preliminary Options Paper was released to the Brock community on October 20, 2020 and is available on the Township's website:

https://www.townshipofbrock.ca/en/municipal-office/resources/Ward-Boundary-Review/Brock-WBR-Preliminary-Options-Report_updated.pdf

The Preliminary Options Paper serves as a platform for the Final Report since it includes:

- An explanation of the terms of reference and objectives for the W.B.R.;
- An outline of the format and timeline for the project;
- The context and background for the W.B.R.;
- A detailed discussion and explanation of the guiding principles that frame the study;
- An analysis of the distribution of the present municipal population and a forecast of population growth over the 2020 to 2030 period;
- An analysis and preliminary evaluation of the present wards within the context of the guiding principles; and
- Preliminary Alternative Ward Options developed by the Consultant Team.

This Final Report does not explore the topics discussed in the Preliminary Options Paper except in summary form to provide context and assumes that those interested in the recommendations included herein have reviewed the Preliminary Options Paper.

# 5. Population and Growth Trends

One of the basic premises of representative democracy in Canada is the notion that the geographic areas used to elect a representative should be reasonably balanced with one another in terms of population. In order to evaluate the existing ward structure and subsequent alternatives in terms of representation by population in the existing year (2020), Watson developed a detailed population estimate for the Township and its

respective wards and communities. This analysis reflects both Brock's permanent and seasonal population.

## 5.1 Existing Population and Structure

Brock's permanent 2020 population is estimated to total 12,850.[1] The Township's seasonal population is estimated at approximately 920 and is also factored into the total population.[2] The Consultant Team estimates the Township of Brock's 2020 population, reflecting both permanent residents and seasonal residents, totals approximately 13,770. Permanent residents account for approximately 93% of the population base, while seasonal residents account for 7%. The seasonal residents are primarily located in Beaverton and along Lake Simcoe.

The Township's 2020 total population by settlement area as well as rural population is presented in Figure 5-1. As shown, 29% (population of 3,990) is located in Beaverton followed by 16% (2,170) in Cannington, and 12% (1,590) in Sunderland. The balance of 44% (population of 6,030) is located within the Township's rural area.

[1] Reflects a mid-2020 population estimate which includes Census undercount of approximately 3.1%.
[2] The Township's seasonal population was estimated using 2016 Census housing data and MPAC property information and applying an average persons per unit (i.e. occupancy) of 3.66.

Figure 5-1
Township of Brock
2020 Population by Community

| Population by Community | | |
|---|---|---|
| Community | 2020 Total Population[1] | Population Share |
| Urban | 7,750 | 56% |
| Beaverton | 3,990 | 29% |
| Cannington | 2,170 | 16% |
| Sunderland | 1,590 | 12% |
| Rural | 6,030 | 44% |
| **Total** | **13,770** | **100%** |

Note: Population may not add due to rounding

[1] Population includes permanent and seasonal population and the census undercount of approximately 3.1%

## 5.2 Forecast Population Growth, 2019 to 2030

Forecast population growth Township-wide over the 2020 to 2030 period was guided by the Township of Brock's 2019 Development Charges Background Study, [3] updated to reflect recent development trends. Community level growth allocations were guided by a comprehensive review of opportunities to accommodate future residential growth through plans of subdivision (registered unbuilt, draft approved and proposed), site plan applications, and discussions with municipal planning staff.

The Township of Brock is expected to experience moderate population growth and shifts over the next decade. By 2030, Brock's population is expected to reach approximately 15,700, an increase of 14% (approximately 1,930 people). [4]

[3] Township of Brock 2019 Development Charges Background Study prepared by Hemson Consulting Ltd.
[4] Reflects permanent and seasonal population and Census undercount of approximately 3.1%.

Approximately three-quarters of the population growth, totalling about 1,500, is expected within Beaverton as illustrated in Figure 5-2. Sunderland is also expected to experience strong population growth over the period, with an increase of approximately 510 people over the period. The highest population growth is anticipated in new urban greenfield areas within existing Wards 1 and 5.

Figure 5-2
Township pf Brock
Population Growth by Community, 2020 to 2030

| Geography | 2020 Population[1] | 2030 Population[1] | 2020-2030 Growth |
|---|---|---|---|
| Beaverton | 3,990 | 5,490 | 1,500 |
| Cannington | 2,170 | 2,070 | -100 |
| Sunderland | 1,590 | 2,100 | 510 |
| Rural | 6,030 | 6,040 | 10 |
| **Total** | **13,770** | **15,700** | **1,930** |

Note: Population may not add due to rounding

[1] Population includes permanent and seasonal population and the census undercount of approximately 3.1%

# 6. Public Engagement

The W.B.R. employed a comprehensive public engagement strategy, in which the Consultant Team solicited feedback from staff, Council, and citizens of the Township of Brock through a variety of methods:

- When this review was planned in the early part of 2020, public consultation sessions (open houses) were to be held in each of the present wards; that option was not available in light of the COVID-19 pandemic, but a set of online engagement opportunities were provided through a public-facing website;
- Public consultation sessions were re-formatted into two virtual open houses on Wednesday, October 21, 2020, one at 2 p.m. and the other at 7 p.m.

Information on the W.B.R. process was communicated through the website, as well as through social media posts on Facebook and Twitter, and additional notices were provided through local news media and newsletters. A summary of the engagements can be found in Appendix A.

The Township of Brock Ward Boundary Review webpage (www.townshipofbrock.ca/wbr) had 842 views from September 2020 to January 2021. This page was home to project materials (discussion papers, videos, presentations, etc.), project status and timelines as well as links to surveys and virtual open houses. The Township also had a presentation through Twitter and Facebook which reached out to over 9,500 people, engaging 788.

Two surveys were made available to the public through the project to help guide the consultants on understanding what is important to the members of the community. The phase one survey, completed by 57 people, gave insights into which guiding principles were more important to the public, and the phase two survey, completed by 68 people, presented the four preliminary options, with Preliminary Option 1 and 3 receiving the most first-place votes. All responses and engagement provided by the community were reviewed by the Consultant Team and went into forming the recommended options found in this report. Through the engagement process, it was concluded that the entire lakeside area south of Beaverton should not be divided between wards but also that it should be included with Beaverton since it “has more in common with Beaverton than the countryside-based” wards, and this has been represented in the recommended options of this report.

# 7. Principles

As discussed in section 3 of the Preliminary Options Paper, Brock’s W.B.R. is framed by guiding principles that are used to evaluate both the existing ward boundary structure and alternative options.

The five guiding principles for the Township of Brock’s W.B.R are:

a. Representation by Population
b. Population and Electoral Trends
c. Representation of Communities of Interest
d. Geographical and Topographical Features
e. Effective Representation.

These principles are discussed at length in section 3.1 of the Preliminary Options Paper. They will be briefly revisited in this final report, however, as the choice before Council requires a thorough consideration of each principle, and an evaluation of which

should be prioritized in determining an appropriate system of representation for the 2022 municipal election in Brock.

The principles contribute to on-going access between elected officials and residents, but they may occasionally conflict with one another. Accordingly, it is expected that the overriding principle of effective representation will be used to arbitrate conflicts between principles. Any deviation from the specific principles must be justified by other principles in a manner that is more supportive of effective representation.

The priority attached to certain principles makes some designs more desirable in the eyes of different observers. Ultimately, the ward design adopted by Brock's Council should be the one that best fulfills as many of the guiding principles as possible.

# 8. Brock's Existing Ward Structure

A preliminary evaluation of the existing ward structure in Brock (see Figure 2-1 above) is found in section 5 of the Preliminary Options Paper. That discussion rigorously applied the guiding principles to the individual wards and the overall design, found in Table 8-1 (below).

The analysis suggests that the existing ward boundary configuration in Brock does not fully meet the expectations for five of the six guiding principles. In other words, it would be improbable that a review aiming to meet the principles set out for this W.B.R. would recommend a structure that follows the existing ward boundaries. As a result, the Consultant Team recommends that Brock Council should consider alternate ward configurations.

Table 8-1
Existing Brock Ward Configuration Evaluation Summary

| Principle | Does the Current Ward Structure Meet the Respective Principle?[1] | Comment |
|---|---|---|
| **Representation by Population** | **Yes** | All wards are within about 10% of optimal. |

| Principle | Does the Current Ward Structure Meet the Respective Principle?[1] | Comment |
|---|---|---|
| **Population and Electoral Trends** | **No** | One ward is well above the optimal range and another is at the bottom of the range. |
| **Representation of Communities of Interest** | **Partially Successful** | Three urban centres are in separate wards, but many Beaverton neighbourhoods are outside Ward 2. Ward 4 is neither compact nor coherent. |
| **Geographical and Topographical Features** | **Partially Successful** | Some boundaries use irregular property lines or are notional. Main roadways are used inconsistently. |
| **Effective Representation** | **Partially Successful** | Internal communications in some wards are challenging. Most are not coherent communities. Future population is unbalanced. |

[1] The degree to which each guiding principle is satisfied is ranked as "**Yes**" (fully satisfied), "**Largely Successful**," "**Partially Successful**," or "**No**" (not satisfied).

# 9. Recommended Options

As its title suggests, the Preliminary Options Paper proposed four ward configurations (see pages 21 to 32) that are more consistent with the five guiding principles than the present system. Brock is a community created through amalgamation, with two small inland population centres (Cannington and Sunderland) and a larger rapidly growing urban centre (Beaverton) on Lake Simcoe, plus hundreds of rural and recreational properties of varying sizes. These features of Brock Township mean that designing an equitable ward system has been a challenge for the Consultant Team since the municipality is arguably less coherent politically than many municipalities, with no obvious focal point that effectively connects the main population centres to one another.

Preliminary Option 1 was a “minimal change” model since Wards 3, 4, and 5 are kept largely intact while Wards 1 and 2 reconfigure the northern area of the Township into two new wards. Preliminary Option 2 presented an arrangement that achieved an equitable distribution of population over the next three elections, but divided Beaverton into two wards. Preliminary Option 3 placed the highest priority on communities of interest (including placing all of Beaverton in a single ward), but at the cost of present and future population parity. Preliminary Option 4 proposes a single compact urban ward for Beaverton, but also two unbalanced rural wards, a system that falls well short of population party across the five wards.

A small number of residents who submitted responses to the survey were critical of the whole idea of electing Brock’s Councillors in wards. The reasons behind this preference include the belief that a ward system promotes an "us vs. them" or a “village vs. village” mentality and that there should be more focus on the whole municipality rather than the individual communities within it.

Every Ontario municipality has the authority (*Municipal Act, 2001*, s. 217) to consider dissolving a ward system in favour of a system in which Councillors are elected in a general vote (at-large) system. In Brock, this is the way the Mayor and Regional Councillor are elected. While there are clearly differences in the impact of each system, there are no “standard” sets of conditions that favour one method rather than the other. Some municipalities of approximately the same area and population as Brock use wards to elect Councillors and others do not.

Brock, however, is not a simple community built around a single population node but includes several discrete population clusters that are physically separated from one another. In such a municipality, a ward system is the most appropriate form of representation since, whatever its merits, a general vote system would make it difficult to articulate the perspectives of the distinctive communities of interest within Brock around the council table.

A second theme also recurred in the surveys: several residents were critical of the way the lakeside properties south of Beaverton were allocated in the Preliminary Options and, in fact, in the present ward system where some of the area is in Ward 1 and the rest in Ward 4. Their perspective is that this entire lakeside area should not be divided between wards but also that it should be included with Beaverton since it “has more in

common with Beaverton than the countryside-based" wards. These comments have been considered in the recommended options.

Ultimately, the choice of ward system is a decision for Council. Taking the guiding principles of the review into consideration, along with feedback from residents and the expertise and experience of the Consultant Team, two recommended options have been prepared for Council to consider (see below). Each places emphasis on the different values incorporated throughout the review process and takes into account their relative importance as identified through the consultation process. Council must implicitly decide which of the guiding principles it values the most. Doing so will make the decision about which system to adopt much easier. As discussed above, it is not recommended that Council retain the current ward boundary system.

**Recommended Option: Option 1**

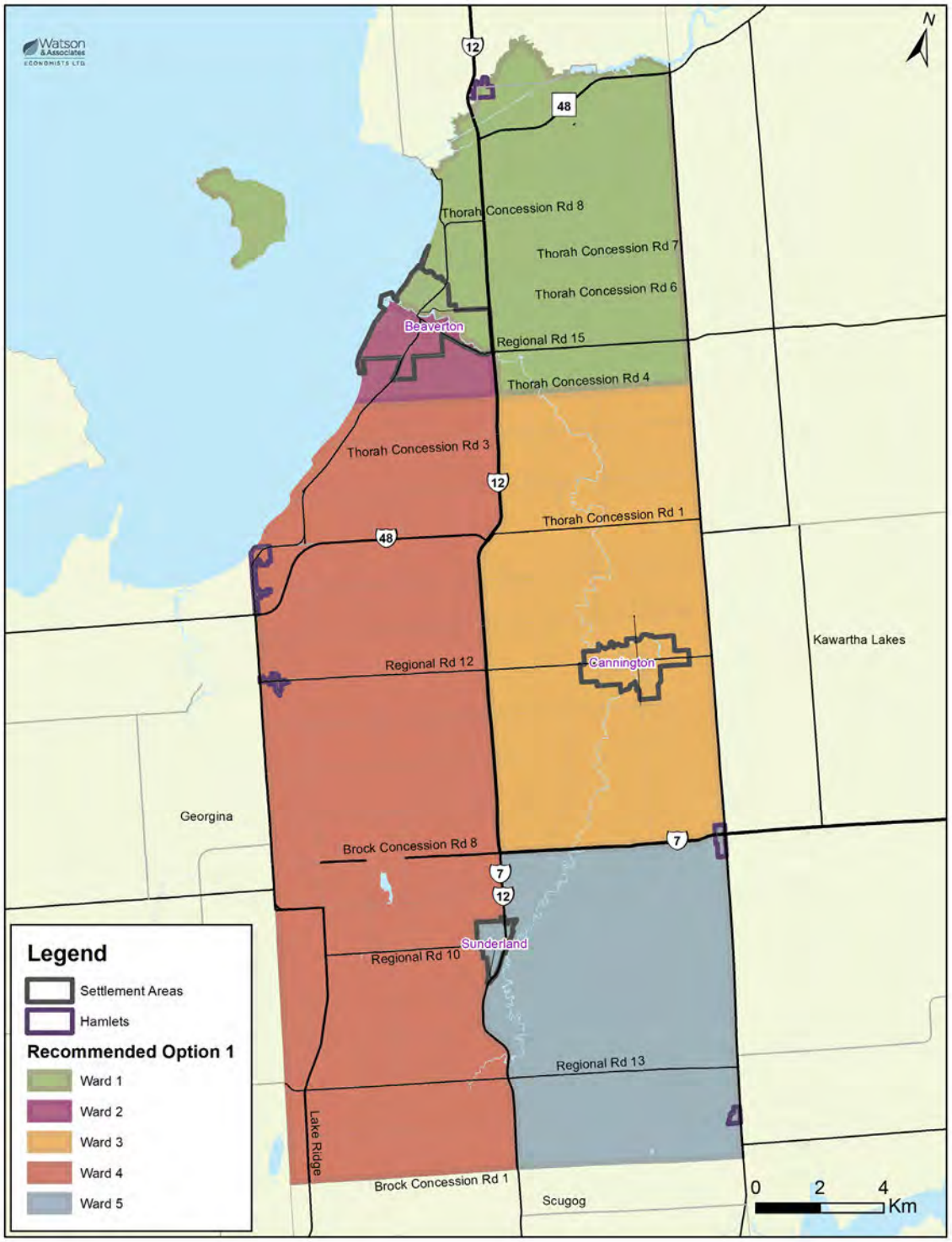
This was described in the Preliminary Options report as a "minimal change" model since Wards 3, 4, and 5 are kept largely intact while Wards 1 and 2 reconfigure the northern area of the Township into two new wards. The boundary between the proposed Wards 3 and 4 and Wards 4 and 5 are cleaner and more identifiable by using Highway 12, and the boundary between Wards 2 and 3 is clearer by using Thorah Concession 4 rather than property lines. The population of the proposed Ward 4 falls in the optimal range even though there are no sizeable hamlets in the ward and it is the largest by area, still retaining some of its ribbon-like shape. In the present system, most – but not all – of the Beaverton settlement area is in a single heavily populated ward, while Ward 1 is relatively sparsely populated. The trade-off in this option is that there are two moderately large northern wards instead of one large ward surrounded by one at the opposite end of the population scale. In addition, forecast population growth north of the river at Beaverton can be represented more equitably over the next three elections. On the other side of the ledger, the Beaverton community itself is divided.

Figure 9-1
Recommended Option 1 Population Distribution

| Recommended Option 1 | Total Population 2020[1] | Variance | Optimal Range | Total Population 2030[1] | Variance | Optimal Range |
|---|---|---|---|---|---|---|
| Ward 1 | 2,940 | 107% | O+ | 3,960 | 126% | OR+ |
| Ward 2 | 2,460 | 89% | O- | 3,020 | 96% | O |
| Ward 3 | 2,960 | 107% | O+ | 2,790 | 89% | O- |
| Ward 4 | 2,890 | 105% | O | 2,750 | 88% | O- |
| Ward 5 | 2,530 | 92% | O- | 3,190 | 102% | O |
| Total | 13,780 | | | 15,710 | | |
| Average | 2,755 | | | 3,140 | | |

[1] Total population includes seasonal population and the Census Undercount of approximately 3.1%.

Figure 9-2
Recommended Option 1



| Principle | Does the Proposed Ward Structure Meet the Respective Principle?[1] | Comment |
|---|---|---|
| **Representation by Population** | **Yes** | All wards are well within an acceptable range of variation. |
| **Population and Electoral Trends** | **Largely Successful** | The population balance in 2020 is very good but one ward narrowly exceeds the range of variance in 2030 by 35 people. |
| **Representation of Communities of Interest** | **Largely Successful** | The Beaverton urban area is divided into two wards. All other communities of interest are represented in coherent wards. |
| **Geographical and Topographical Features** | **Yes** | Proposed boundaries are clear and consistent. |
| **Effective Representation** | **Largely Successful** | Ward population variations are acceptable; the largest urban settlement is divided. |

[1] The degree to which each guiding principle is satisfied is ranked as "**Yes**" (fully satisfied), "**Largely Successful**," "**Partially Successful**," or "**No**" (not satisfied).

**Recommended Option: Option 1-B**

In light of the comments from residents about the placement of the lakeside area south of Beaverton, this modification moves the area west of Regional Road 23 from Thorah Concession Road 1 to Thorah Concession Road 4, from the proposed Ward 4 to the proposed Ward 2. The result connects the beachfront community to Beaverton but moving approximately 800 people means the proposed Ward 4 falls well short of the range of population parity for the 2022 municipal election by about 400 people.

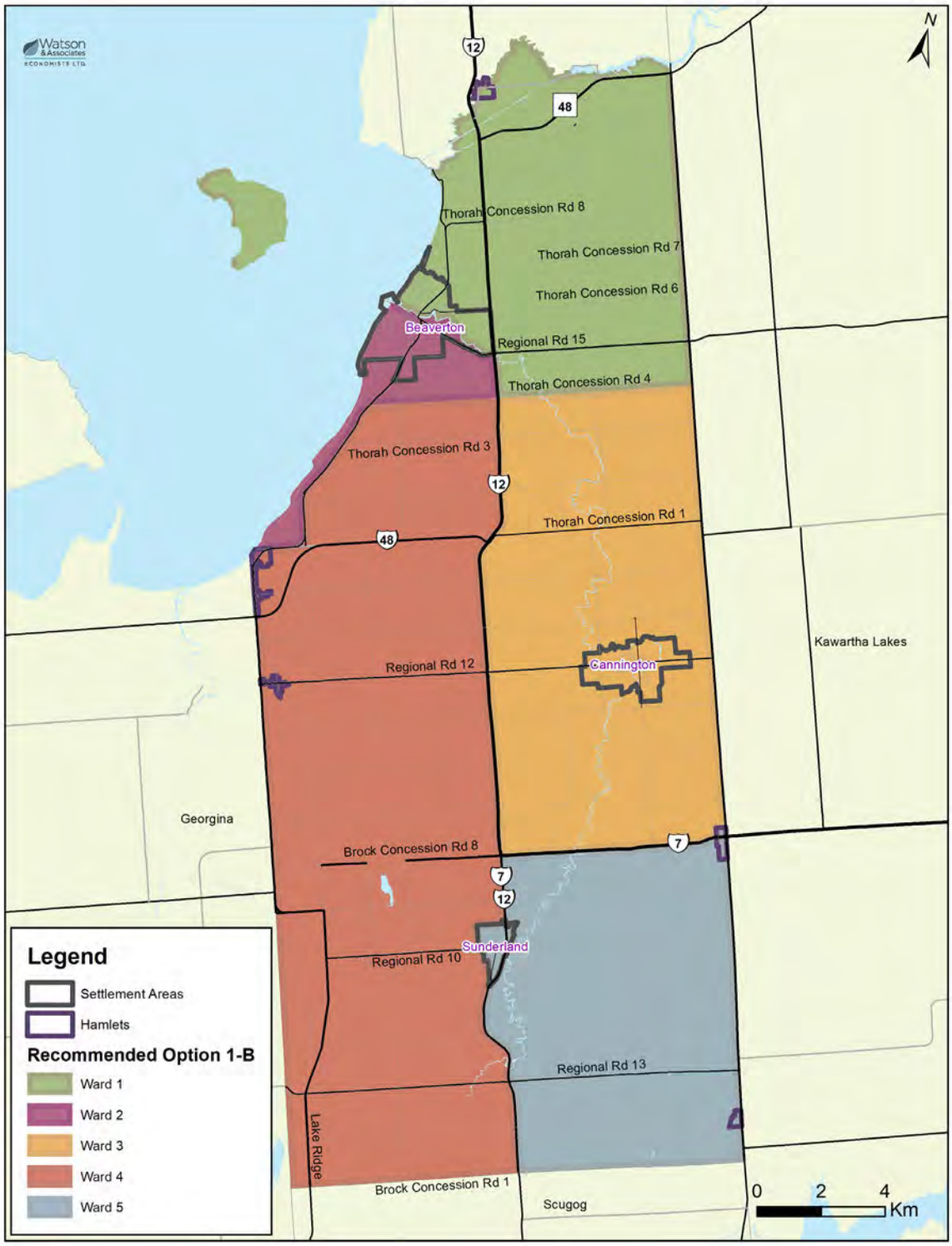
By selecting Option 1-B, however, Council is placing population parity in the shorter term ahead of maintaining it over the longer term, but is affirming a recognition of the importance of community of interest in Brock Township.

Figure 9-3
Recommended Option 1-B Population Distribution

| Recommended Option 1 B | Total Population 2020[1] | Variance | Optimal Range | Total Population 2030[1] | Variance | Optimal Range |
|---|---|---|---|---|---|---|
| Ward 1 | 2,940 | 107% | O+ | 3,960 | 126% | OR+ |
| Ward 2 | 3,250 | 118% | O+ | 3,830 | 122% | O+ |
| Ward 3 | 2,960 | 107% | O+ | 2,790 | 89% | O- |
| Ward 4 | 2,100 | 76% | O- | 1,950 | 62% | OR- |
| Ward 5 | 2,530 | 92% | O- | 3,190 | 102% | O |
| Total | 13,780 | | | 15,720 | | |
| Average | 2,755 | | | 3,140 | | |

[1] Total population includes seasonal population and the Census Undercount of approximately 3.1%.

Figure 9-4
Recommended Option 1-B



| Principle | Does the Proposed Ward Structure Meet the Respective Principle?[1] | Comment |
|---|---|---|
| **Representation by Population** | **Yes** | All wards are well within an acceptable range of variation. |
| **Population and Electoral Trends** | **No** | The population distribution in 2030 is extreme and fails to meet the principle. |
| **Representation of Communities of Interest** | **Largely Successful** | The Beaverton urban area is divided into two wards but includes the lakeside area. All other communities of interest are represented in coherent wards. |
| **Geographical and Topographical Features** | **Yes** | Proposed boundaries are clear and consistent. |
| **Effective Representation** | **Partially Successful** | Ward population variations grow to an unacceptable degree. The largest urban settlement is divided. |

[1] The degree to which each guiding principle is satisfied is ranked as "**Yes**" (fully satisfied), "**Largely Successful**," "**Partially Successful**," or "**No**" (not satisfied).

**Recommended Option: Option 2**

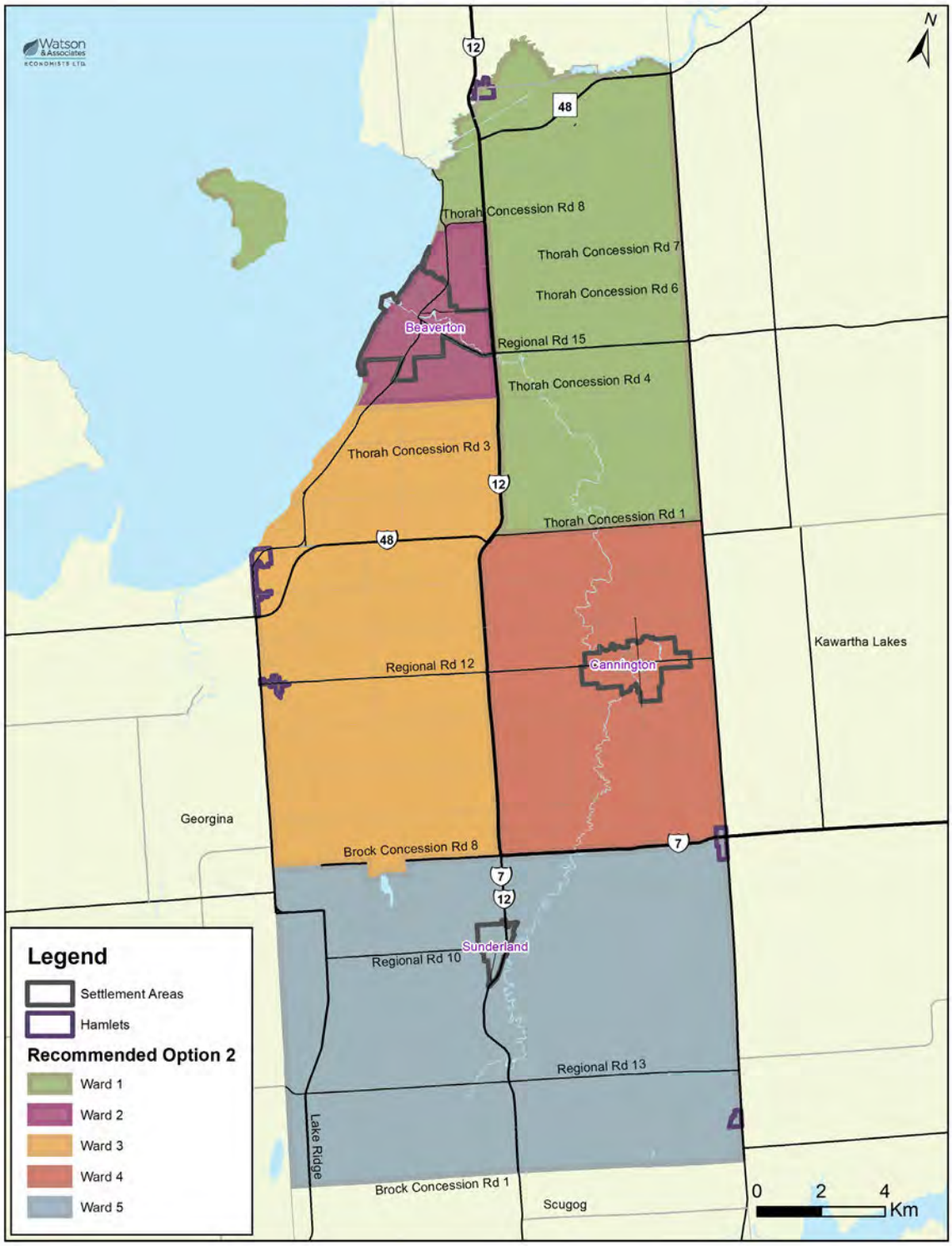
This recommended option was Preliminary Option 3, an option that was endorsed by many of those who participated in the public engagement activities. It retains a single urban ward at Beaverton and places the settlement areas at Cannington and Sunderland at the centre of surrounding rural areas, as shown in the figure below. All the wards constitute coherent groupings of neighbourhoods and communities of interest with boundaries that are largely clear and plausible. The obvious shortcoming is that the present and future population distributions are too extreme to meet the population principles when the identifiable communities are placed in separate wards.

Figure 9-5
Recommended Option 2 Population Distribution

| Recommended Option 2 | Total Population 2020[1] | Variance | Optimal Range | Total Population 2030[1] | Variance | Optimal Range |
|---|---|---|---|---|---|---|
| Ward 1 | 1,330 | 48% | OR- | 1,410 | 45% | OR- |
| Ward 2 | 4,250 | 154% | OR+ | 5,730 | 182% | OR+ |
| Ward 3 | 1,750 | 64% | OR- | 1,690 | 54% | OR- |
| Ward 4 | 2,770 | 101% | O | 2,620 | 83% | O- |
| Ward 5 | 3,670 | 133% | OR+ | 4,250 | 135% | OR+ |
| Total | 13,770 | | | 15,700 | | |
| Average | 2,755 | | | 3,140 | | |

[1] Total population includes seasonal population and the Census Undercount of approximately 3.1%.

Figure 9-6
Recommended Option 2



| Principle | Does the Proposed Ward Structure Meet the Respective Principle?[1] | Comment |
|---|---|---|
| **Representation by Population** | **No** | Four wards are outside the acceptable range of variation. |
| **Population and Electoral Trends** | **No** | Four wards are outside the acceptable range of variation. |
| **Representation of Communities of Interest** | **Yes** | All major settlement areas are represented in coherent wards. |
| **Geographical and Topographical Features** | **Yes** | Proposed boundaries are clear and consistent. |
| **Effective Representation** | **Partially Successful** | By making the representation of communities of interest the priority, population parity cannot be achieved. |

[1] The degree to which each guiding principle is satisfied is ranked as "**Yes**" (fully satisfied), "**Largely Successful**," "**Partially Successful**," or "**No**" (not satisfied).

**Recommended Option: Option 2-B**

In light of the comments from residents about the placement of the lakeside area south of Beaverton, this modification moves the area west of Regional Road 23 from Thorah Concession Road 1 to Thorah Concession Road 4, from the proposed Ward 3 to the proposed Ward 2. The result connects the beachfront community to Beaverton, but moving approximately 800 people means the proposed Ward 3 falls well short of the range of population parity for the 2022 and 2030 municipal elections.

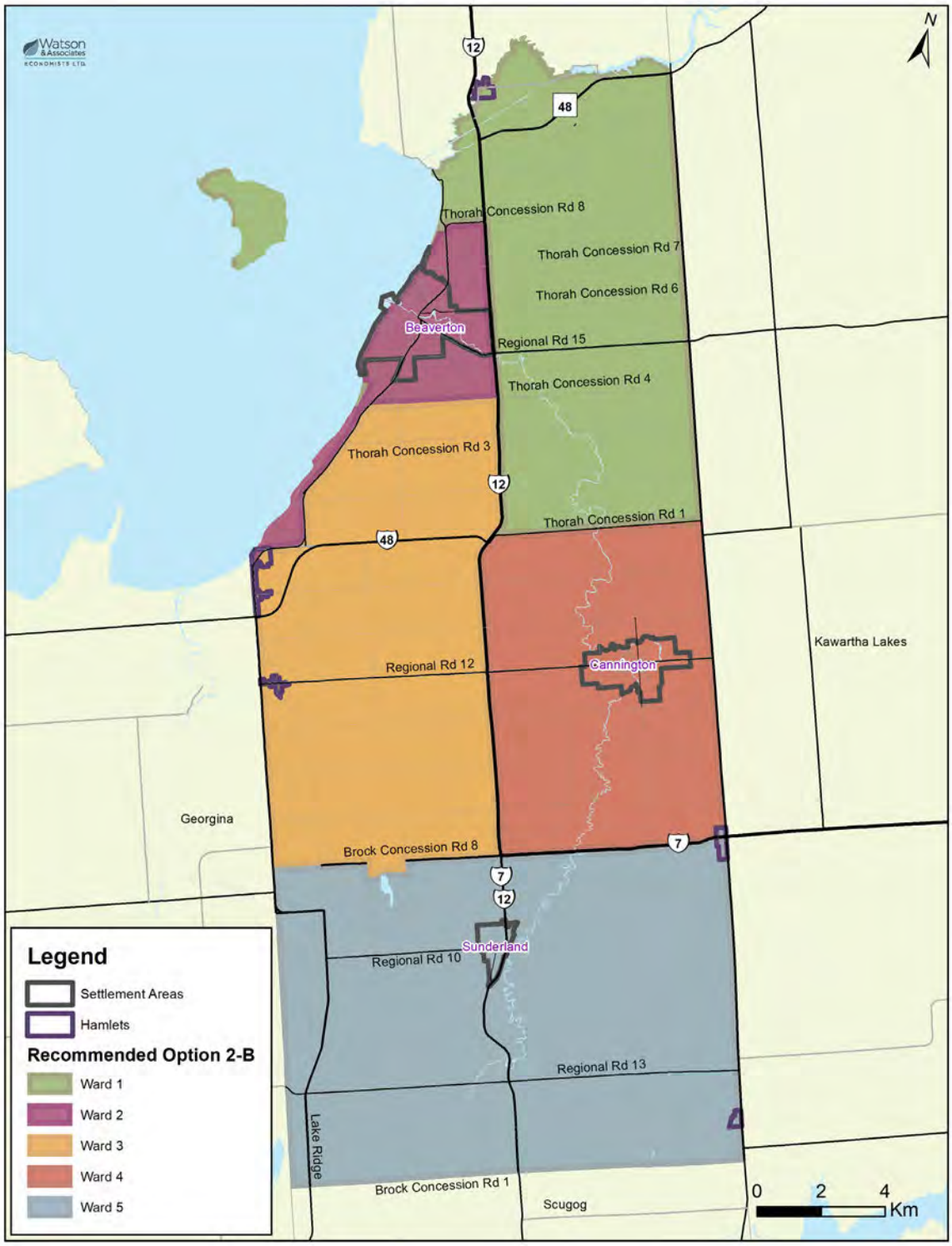
By selecting Option 2-B, however, Council is affirming the community of interest principle as the dominant characteristic of the ward system in Brock Township.

Figure 9-7
Recommended Option 2-B Population Distribution

| Recommended Option 2 B | Total Population 2020[1] | Variance | Optimal Range | Total Population 2030[1] | Variance | Optimal Range |
|---|---|---|---|---|---|---|
| Ward 1 | 1,330 | 48% | OR- | 1,410 | 45% | OR- |
| Ward 2 | 5,040 | 183% | OR+ | 6,540 | 208% | OR+ |
| Ward 3 | 960 | 35% | OR- | 890 | 28% | OR- |
| Ward 4 | 2,770 | 101% | O | 2,620 | 83% | O- |
| Ward 5 | 3,670 | 133% | OR+ | 4,250 | 135% | OR+ |
| Total | 13,770 | | | 15,710 | | |
| Average | 2,755 | | | 3,140 | | |

[1] Total population includes seasonal population and the Census Undercount of approximately 3.1%.

Figure 9-8
Recommended Option 2-B



| Principle | Does the Proposed Ward Structure Meet the Respective Principle?[1] | Comment |
|---|---|---|
| **Representation by Population** | **No** | Four wards are outside the acceptable range of variation. |
| **Population and Electoral Trends** | **No** | Four wards are outside the acceptable range of variation. |
| **Representation of Communities of Interest** | **Yes** | All major settlement areas are represented in coherent wards. |
| **Geographical and Topographical Features** | **Yes** | Proposed boundaries are clear and consistent. |
| **Effective Representation** | **Partially Successful** | By making the representation of communities of interest the priority, population parity cannot be achieved. |

[1] The degree to which each guiding principle is satisfied is ranked as "**Yes**" (fully satisfied), "**Largely Successful**," "**Partially Successful**," or "**No**" (not satisfied).

# 10. Next Steps

The Consultant Team is providing two viable approaches for electing Brock Township Councillors in wards, with possible adjustments to provide more effective representation to a distinctive community of interest. This report will be presented to Council at a meeting scheduled for March 8, 2021.

One final course of action for Council is to take no action at all. Council may view the current ward system as adequate and endorse it by not selecting an alternative option. In doing so, they must clearly affirm the reasons why they believe the current ward system still serves the residents of Brock well. Within this report, the Consultant Team has highlighted deficiencies in the current ward boundary system in relation to the guiding principles. These deficiencies have led the Consultant Team to conclude that the current ward boundary system no longer serves the residents of Brock well and ought to be changed. Council is reminded that taking no action on this matter

constitutes a deliberate decision and there must be a defensible rationale for that decision both publicly and at LPAT, if required.

Depending on Council's decision related to the recommended options contained in this report, ratification of a by-law to implement the preferred option is expected to occur shortly after the March 8, 2021 meeting.

# Appendix A
## Public Engagement

# Township of Brock Ward Boundary Review 2020

Watson & Associates Economists Ltd.

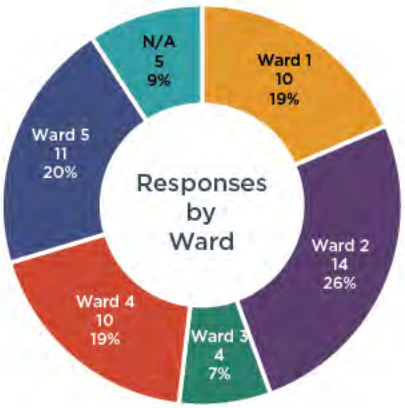
**842**
www.townshipofbrock.ca/wbr
webpage views
Sept. 2020-Jan. 2021

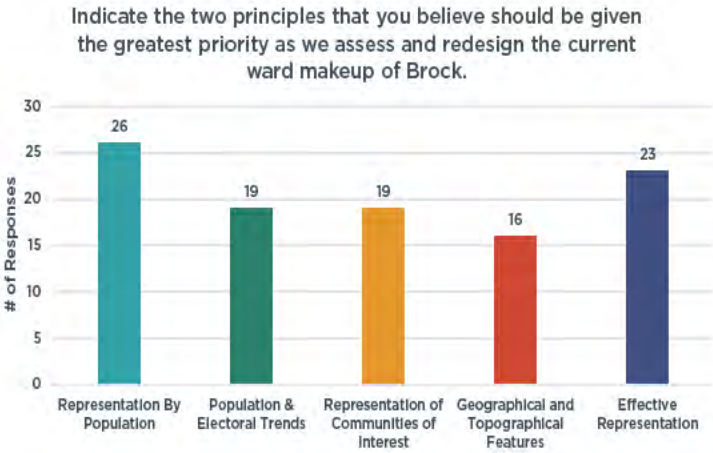
**16**
People live streamed the open houses on October 21, 2020 (in addition to who attended live)

**9,721** People Reached
**788** People Engaged
**73** People Liked/Shared

# Phase 1 - Survey

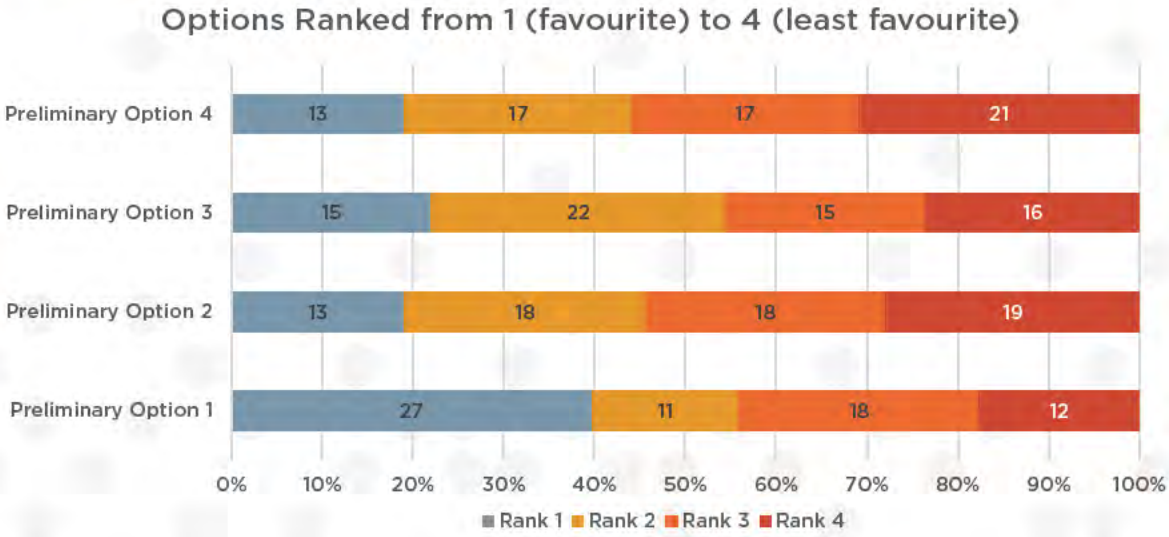
**57**
Responses




# Phase 2 - Survey

**68**
Responses



**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

January 29, 2021

Geoff Bowlby
Director General, Census Management Office
Statistics Canada / Government of Canada
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Dear Mr. Bowlby:

**RE: 2021 Census of Populations, Our File: C00**

Council of the Region of Durham, at its meeting held on January 27, 2021, adopted the following recommendations:

> "That the Council of the Regional Municipality of Durham supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community."

*Ralph Walton*

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/ks

c: N. Cooper, Clerk, Town of Ajax
B. Jamieson, Clerk, Township of Brock
J. Gallagher, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
L. Fleury, Acting Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby

# Brock Accessibility Advisory Committee

**Date:** Tuesday, January 19, 2021
**Time:** 7:00 p.m.
**Location:** Electronic Meeting

**Minutes - Draft**

**Present:** Jolene Munro, Donna Schirle, Jodi Foreman, Councillor Lynn Campbell, Tony Laundrie, Karen Hakonson

**Guests**: Jamie Austin, Deputy General Manager, Business Services, Durham Region Transit & Michael Binetti, Supervisor, Service Design, Durham Region Transit

**Staff Present**: Maralee Drake, Clerk's Assistant (recording the minutes)

## 1. Call to Order

Chair Munro called the meeting to order at 7:00 p.m.

## 2. Confirmation of Minutes

Moved by Lynn Campbell that the minutes of the November 17, 2020 meeting be approved.

MOTION CARRIED

## 3. Hearing of Deputations

Mr. Austin thanked the committee for the opportunity to make the presentation and advised the discussion would cover new Durham Region Transit (DRT) services, changes, and the draft social equity guidelines. Mr. Austin reviewed the measures put in place by DRT in response to the COVID-19 Pandemic, advising the entire transit industry faced challenges and significant decreases in ridership. Fare collection ceased when the pandemic began, but was resumed in July. If DRT had continued with fare suspension for the entirety of the year, there would be over 20 million dollars lost. Mr. Austin advised when fare collection resumed, over 5,00 free PRESTO cards were handed out to Durham Residents, and the PRESTO E-ticket app for mobile devices was launched in September. Using PRESTO is the most affordable option for riders, with a savings of 75 cents per use. In 14 trips over $10.00 can be saved. Using PRESTO and E-tickets allows for contactless payment.

Mr. Austin reviewed the features of the E-ticket app, advising all ticket types can be purchased through the app, and internet connection is only required when purchasing the ticket, not when using

them. There are verification features in place for the DRT drivers to confirm the E-tickets are active and valid.

Mr. Binetti reviewed the Services Changes for DRT. Post-Secondary students were no longer using transit, and downtown routes had limited riders because many people started working from home. Most route changes occurred in Southern Durham. Mr. Binetti advised that DRT On-Demand Services are now available for residents in all areas of Durham Region, for the same fares that would apply to regularly scheduled services. On-Demand hours have been increased and are now available on weekdays from 6:00 a.m. – 12:00 a.m. and on the weekends from 7:00 a.m. – 9:00 p.m. Residents can request on Demand Services by calling in to the Customer Service Line or by using the E-Ticket app.

Mr. Binetti noted that Fishers' Your Independent Grocer in Beaverton is one of the busiest stops in Brock Township. He demonstrated scheduling a pickup from that location using the app on his mobile device to show approximate pickup times, advising those times will vary, and that the app shows you what transfers and routes to take to get to your final destination.

Mr. Binetti provided an overview on the Draft Social Equity Priorities in Durham Region, noting that there is very little Canadian content on this topic, and that DRT is one of the first to develop these guidelines in Canada. The groups that have been included on the list are priority for consideration when DRT is planning routes and making decisions. DRT has also identified Communities of Focus for consideration in decision making processes. The guidelines and goals for DRT are to provide supportive infrastructure, service coverage and availability, service span and frequency and transit to serve employment uses. Mr. Binetti noted that in rural areas, the demographic has shifted with a higher need for transit services, as older residents are aging in place and do not have the social and family networks to fully support their day to day living.

Ms. Schirle enquired how Seniors who do not have internet access can contact DRT to which she was advised through the Customer Contact Centre (phone). Mr. Austin noted that Seniors have been the demographic that has most taken up the PRESTO card option.

Mr. Laundrie requested clarification on the fare for a resident who may be using the On-Demand Service to travel from Beaverton to Port-Perry to which he was advised it would be the same fare as all other services. If using a PRESTO card, it would cost $3.25, and if paying by cash, it would be $4.00. When using a presto card, there is a two hour window for each trip, but when paying by cash, additional fares are charged when transferring.

Ms. Hakonson enquired if the On-Demand Services include specialized transit. Mr. Austin advised that those who require a level of accessible service have to confirm their needs through an application process with DRT. When calling to schedule a trip, the rider can advise of their needs, and the appropriate vehicle will be sent. Mr. Binetti suggested that should a rider know about a required trip, that they book in advance to ensure appropriate transit is available at the time it is needed.

Ms. Foreman enquired as to the tools used to share DRT messaging about the services and E-ticket app. Mr. Austin noted they have used their website, print, radio and television. Further that a survey was done in the summer and the majority of respondents noted that the DRT website was the most effective means of communication about their services.

Councillor Campbell thanked Mr. Austin & Mr. Binetti for their presentation and advised she has provided DRT information to residents who required On-Demand Transit.

Councillor Campbell enquired as to ridership numbers in Brock during the pandemic. Mr. Austin advised that ridership in Durham has grown significantly since September, with over 2,000 trips a week, and most rides being booked through the app. Mr. Binetti noted that there was no specific numbers for Brock, but there are a few trips per day being booked in the Township, noting that prior to COVID-19 the most popular pickup location and destination was Beaverton.

Mr. Austin advised it is a challenge to educate the public that Transit is a safe option and that proper cleaning protocols are in place.

Ms. Foreman enquired as to the DRT Support Persons policy, to which she was advised that a support person may ride free of charge, if the other individual has paid for their fare. Mr. Austin noted this was a topic being investigated by the larger transit industry and that the development of an identification card has been discussed.

Chair Munro thanked Mr. Austin & Mr. Binetti for their time and advised she is looking forward to the next steps of the Social Equity Guidelines being shared.

The committee discussed sending a letter of thanks with support for the drafted social equity guidelines, to which the Clerk's Assistant advised she would draft the letter for the committee's review.

Ms. Hakonson requested follow up for ridership numbers prior to COVID-19 and during the pandemic.

**4. General Items**

1) Election of Chair and Vice Chair

Moved by Jolene Munro that Tony Laundrie be appointed Vice Chair of the Brock Accessibility Advisory Committee.

MOTION CARRIED

Moved by Lynn Campbell that Jodi Foreman be appointed Chair of the Brock Accessibility Advisory Committee.

MOTION CARRIED

2) Community Accessibility Event

Ms. Munro advised that the event should be held virtually given the unknown trajectory of the COVID-19 Pandemic.

Ms. Foreman suggested a tutorial or virtual presentation to provide residents with an explanation on how to book transit using the DRT website and mobile app, with a focus on booking On-Demand transit.

Ms. Munro enquired as to the possibility of free presto cards being made available to residents in Brock.

Ms. Hakonson noted that although DRT advertises on television and radio stations in southern Durham Region, many residents in Brock do not have access to those channels. Further that DRT may have some promotional material that they could share for promotion through the Township social media and website.

Mr. Laundrie advised the On-Demand services are contracted out through Island Taxi from Port Perry.

Ms. Munro requested the tutorial be held during National Access Awareness Week, which is the last week of May (annually).

3) Bench Outside of Foodland

The Clerk's Assistant (Ms. Drake) advised that the Director of Public Works is aware of the request and the location will be considered when additional benches are placed throughout the Township.

4) Multi Year Accessibility Plan (MYAP)

The Clerk's Assistant (Ms. Drake) advised a status report is submitted yearly for the MYAP, noting a new MYAP plan will be developed by the Clerk's Department with input from the committee.

Ms. Schirle enquired if the Sunderland Town Hall door replacement project should be included.

Ms. Foreman enquired if the new Township website meets the WCAG 2.0 requirements to which she was advised in the affirmative.

5) Draft Work Plan

Moved by Lynn Campbell that the Draft Work Plan be approved.

MOTION CARRIED

5) Electronic Meetings

The Clerk's Assistant (Ms. Drake) advised that after COVID-19 restrictions were lifted, meetings would take place in person.

Ms. Hakonson enquired if committee members would be required to have the COVID-19 vaccine. Councillor Campbell enquired if meetings could be held electronically if there was inclement weather. The Clerk's Assistant (Ms. Drake) advised she would follow up with the Clerk.

**5. Other Items & Inquiries**

1) New Business

2) Next Meeting Date – March 16, 2021

**6. Adjournment**

Moved by Karen Hakonson to adjourn the meeting at 8:12 p.m.

MOTION CARRIED

**TOWN OF AJAX**
65 Harwood Avenue South
Ajax ON L1S 3S9 www.ajax.ca

Hon. Peter Bethlenfalvy
Minister of Finance
Whitney Block, Room 4320
4th Floor
99 Wellesley St. W.
Toronto, ON M7A 1W3
peter.bethlenfalvy@pc.ola.org

**Sent by E-Mail**

February 24, 2021

Re: **In-store Alcohol Service at Convenience Stores**

The following resolution was passed by Ajax Town Council at its meeting held February 22, 2021:

**WHEREAS** Ajax Council recognizes the ongoing hardships faced by restaurants, pubs and other foodservice businesses as a result of mandated closures and patron limits due to Covid-19;

**AND WHEREAS** the Town has been working hard to implement and advocate for business supports (such as providing restaurants the ability to access wine, beer and spirits at wholesale or discounted pricing, permitting flexibility, online support and more) to ensure more local businesses survive the pandemic;

**AND WHEREAS** convenience stores have not been mandated to close during the pandemic and have not endured undue hardship like other industries;

**AND WHEREAS** 7-Eleven Canada has applied to introduce in-store alcohol service at 61 stores throughout Ontario (including Ajax) to leverage their open status as a competitive advantage;

**AND WHEREAS** the Alcohol and Gaming Commission of Ontario (AGCO) is ultimately responsible for granting all liquor licensing requests;

**AND WHEREAS** approval of 7-Eleven's request would also mean exposing an already vulnerable and hard-hit restaurant/bar industry to further competition;

**AND WHEREAS** Ontario's Big City Mayors caucus passed a motion on Friday, February 19 opposed to the 7-Eleven Canada request to serve alcohol;

**THEREFORE BE IT NOW RESOLVED THAT** Ajax Council oppose 7-Eleven Canada's proposal to serve alcohol;

**AND THAT** this motion be distributed to Hon. Peter Bethlenfalvy, Minister of Finance; Hon. Doug Downey, Attorney General; Hon. Steve Clark, Minister of Municipal Affairs and Housing; Hon.

Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction; Rod Phillips, MPP for Ajax; the Region of Durham, and local Durham Region municipalities.

If you require further information please contact me at 905-619-2529 ext. 3342 or alexander.harras@ajax.ca.

Sincerely,

Alexander Harras
Manager of Legislative Services/Deputy Clerk

Copy: Mayor S. Collier
Councillor A. Khan
Hon. Doug Downey, Attorney General
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction
Rod Phillips, MPP for Ajax
Region of Durham
All Durham Region municipalities

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564

# The Regional Municipality of Durham Report

| | |
|---|---|
| To: | Planning and Economic Development Committee |
| From: | Commissioner of Planning and Economic Development |
| Report: | #2021-P-4 |
| Date: | February 2, 2021 |

**Subject:**

Durham Active Transportation Committee 2020 Annual Report and 2021 Workplan

**Recommendation:**

That the Planning and Economic Development Committee recommends to Regional Council:

A) That Commissioner's Report #2021-P-4 be received as the Durham Active Transportation Committee's 2020 Annual Report;

B) That the Durham Active Transportation Committee's 2021 Workplan be approved, as outlined in Attachment 1, to Commissioner's Report #2021-P-4;

C) That the changes to the Durham Active Transportation Committee Terms of Reference be approved, as outlined in Attachment 2, to Commissioner's Report #2021-P-4; and

D) That a copy of Commissioner's Report #2021-P-4 be forwarded to the Durham Active Transportation Committee, Conservation Authorities and the Area Municipalities.

**Report:**

## 1. Purpose

1.1 The Durham Active Transportation Committee (DATC) Terms of Reference (ToR) requires the submission of an annual report to the Planning and Economic Development Committee summarizing the activities of the previous year.

1.2 The ToR also requires an annual Workplan be prepared for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval by the Planning and Economic Development Committee and Regional Council.

1.3 This Report:

- Summarizes the key DATC 2020 activities;
- Presents the DATC 2021 Workplan; and
- Identifies ToR amendments.

## 2. Previous Reports and Decisions

On March 3rd 2020, the DATC 2019 Annual Report and 2020 Workplan (Report #2020-P-4) was presented at the Planning and Economic Development Committee meeting and approved.

## 3. 2020 Annual Report

3.1 The DATC Committee is comprised of eight citizen volunteers, one from each area municipality, one Council Representative and one Council Alternate, who bring different perspectives and active transportation-related experiences. Membership is as follows:

- Ron Lalonde (Whitby) (Chair);
- Phil Smith (Uxbridge) (Vice-Chair);
- Keith Haines (Ajax);
- Jean Martin (Brock);
- Connie Kobelka, (Clarington);
- Jim Bate (Oshawa);
- Aisha Heywood (Pickering);
- Marc Gibbons (Scugog);
- Councillor Rick Kerr (Planning and Economic Development Committee); and
- Councillor Sterling Lee (Planning and Economic Development Committee - Alternate).

### Major Activities

3.2 The role of the DATC is to advise the Region of Durham on matters related to active transportation across Durham. The Committee also provides input on Regional initiatives, including its Active Sustainable School Travel (ASST) program and the Regional Cycling Plan Update (RCPU).

3.3 The DATC fulfilled its role and major activities in 2020 by:

a. Receiving presentations and engaging in discussions on:
   - The RCPU, through a workshop session on its proposed vision, objectives, network priorities, and cycling strategies;
   - Waterfront cycling routes around Great Lakes and the Greenbelt;
   - E-Mobility and the potential development of an e-mobility bylaw; and
   - The Active Sustainable School Travel (ASST) planning in Durham Region.

b. Providing advice and investigating various Regional issues, including:
   - Advocating pedestrian and cycling safety, leading a pedestrian interval pilot and providing opinion on walk signal automation at Regional traffic intersections and the implementation of automated speed enforcement units and red-light cameras;
   - Raising awareness on micro-mobility issues such as e-bikes and their use on trails and roads in the Region; and
   - Commenting on the challenges of winter maintenance of sidewalks and pathways, and the need for synchronization between area municipalities to deliver this service.

c. Establishing a Sub-Committee to focus on investigating signage at crossride intersections, trail crossings and multi-use pathways.

## 4. 2021 Workplan

4.1 The 2021 DATC Workplan (Attachment #1) consists of activities, which are a priority and achievable within the calendar year. These activities are divided into three categories:

a. Cycling Safety and Education: Providing input and support for ASST programs in municipalities where it exists, and the Region's Vision Zero initiative;

b. Infrastructure: Providing advice on the advancement of active transportation initiatives as outlined in the Region's 2017 Transportation Master Plan, including the 2020 Regional Cycling Plan Update (RCPU), and coordination with area municipal cycling plans; and

c. Communications and Advocacy: Ensuring a consistent and open channel for active transportation communique amongst municipalities and other partners.

## 5. Terms of Reference

a. The DATC is guided by Council approved Terms of Reference (ToR), which outline the goals, mandate and scope of activities for the DATC Committee. The DATC ToR was last updated on September 5, 2018 (Report #2018-COW-159).

5.2 On December 10th 2020, the DATC identified the need for minor housekeeping amendments to its ToR as shown in Attachment 2.

## 6. Conclusion

6.1 The DATC was active in supporting Regional active transportation initiatives and providing advice to the Region of Durham throughout 2020. Members should be commended for the time and commitment they have invested in the activities of the Committee and in helping to improve active transportation across the Region. Anthony Caruso acted as the Planning and Economic Development Department staff liaison.

6.2 It is recommended that:

a. This report be received as the DATC's annual report on its 2020 activities;
b. The 2021 DATC Workplan be approved (Attachment #1);
c. The updated Terms of Reference be approved (Attachment #2); and
d. A copy of this report be forwarded to the Durham Active Transportation Committee, Conservation Authorities, and the Area Municipalities.

## 7. Attachments

Attachment #1: DATC 2021 Workplan

Attachment #2: DATC Terms of Reference

Respectfully submitted,

Original signed by

Brian Bridgeman, MCIP, RPP
Commissioner of Planning and
Economic Development

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer

# Durham Active Transportation Committee (DATC)
# 2021 Workplan

## Scope of Activities

The following areas of Active Transportation (AT) will act as a guideline for the DATC Committee's work throughout the year. Many of the initiatives are ongoing, but those that can be substantially achieved in 2021 have been identified:

### Sustainability

1. Recognize and advance AT activities related to reducing greenhouse gas emissions in the Region of Durham. (ongoing)

### Cycling Safety and Education

2. Provide advice on the identification and implementation of programs, which encourage public awareness and education on AT matters, including the achievement of bronze-level Bike-Friendly status for the Region of Durham and any area municipalities not yet designated in Durham, in collaboration with the Works Department and other stakeholders. (ongoing)
3. Provide input and support for Active & Safe Routes to Schools, also known as Active Sustainable School Travel (ASST), in some jurisdictions. (ongoing)
4. Promote the use of AT in the Region, especially the important role that it plays in connecting people to transit. (ongoing)
5. Recognize the differing AT needs of commuters and recreational users within the urban and rural areas. (ongoing)

### Infrastructure

6. Continue to advance the Regional Trail Network (RTN) as a key transportation and tourism component of the AT network based on various requests and initiatives in partnership with Planning and Economic Development, Health and Works Department staff and area municipal partners. (ongoing)
7. Support the development of multi-modal transportation options in the Region of Durham with a focus on advancing the Region's AT network as outlined in

the 2017 Durham Transportation Master Plan, including providing input on the 2020 Regional Cycling Plan Update. (ongoing)

8. Assist in updating and implementing the Regional and Area Municipal Cycling Plans. This includes assisting in the planned update to the Regional Cycling Plan (RCP). (2020-2021)

**Communications and Advocacy**

9. Coordinate efforts to advance the shared goals of the various area municipal AT committees. (ongoing)
10. Collaborate with partners on AT initiatives occurring at all government levels, including: Lake Ontario Waterfront Blueway, Waterfront Regeneration Trust, Smart Mobility Durham, the Active and Sustainable School Travel program, the Greenbelt Route and Public Health. (ongoing)
11. Provide advice to Regional Council on legislative matters, programming, and policies from all levels of government related to AT. (ongoing)
12. Identify and advance initiatives to improve communication and collaboration between the Region and the eight area municipalities' Active Transportation Committees. (ongoing)
13. Provide advice on AT matters related to Vision Zero initiatives and mid-block crossings to improve safety on Regional infrastructure. (ongoing)

**2021 Meeting Dates**

- March 11, 2021
- June 10, 2021
- September 16, 2021
- December 9, 2021

Attachment #2

# Durham Active Transportation Committee (DATC)

Terms of Reference

Revised ~~September 2018~~ February 2021

## 1. Vision

1.1 To enhance, promote and expand active transportation (AT) throughout the Region of Durham.

## 2. Goal

2.1 To provide advice to the Region of Durham on AT matters: urban, rural, utilitarian and recreational.

## 3. Guiding Principles

3.1 The following principles will guide this committee's activities as it works to:

- Focus on a Regional active transportation network;
- Recognize the differing needs of users within urban and rural areas;
- Ensure protection of natural heritage features and functions; and
- Undertake consultation with other stakeholders throughout the process.

## 4. Scope of Activities

4.1 The activities of the Committee will encompass the following:

- Provide advice on the identification and implementation of programs which encourage public awareness and education on AT matters;

- Continue to advance the Regional Trail Network (RTN) as a key transportation and tourism component of the AT network;

- Support the development of multi-modal transportation options, which includes first and last mile options, in the Region of Durham with a focus on advancing the Region's AT network as outlined in the Transportation Master Plan;

- Provide input and support for Active & Safe Routes to Schools, also known as Active Sustainable School Travel (ASST); ~~in some jurisdiction;~~

- Assist in updating and implementing the Regional and Area Municipal Cycling Plans. This includes assisting in the planned update to the Regional Cycling Network (RCN);

- Promote the use of active transportation in the Region, especially the important role that it plays in connecting people to transit;
- Recognize and advance AT activities related to reducing greenhouse gas emissions in the Region of Durham;
- Recognize the differing AT needs of commuters and recreational users within the urban and rural areas;
- Coordinate efforts to advance the shared goals of the various area municipal AT committees;
- Collaborate with partners on active transportation initiatives occurring at all government levels, including: Lake Ontario Waterfront Blueway, Waterfront Regeneration Trust, ~~Metrolinx~~ Smart Commute Durham, and Public Health; and
- Provide advice to Regional Council on legislative matters, programming and policies from all levels of government related to active transportation.

## 5. Composition and Membership Selection

5.1 The Durham Active Transportation Committee (DATC) is an advisory committee of Regional Council and is guided by these Terms of Reference. The DATC shall report directly to the Planning and Economic Development Committee.

5.2 The DATC will be comprised of nine voting members in total. Eight (8) of which shall be citizen representatives from each area municipality, and one (1) member will be a representative of the Planning and Economic Development Committee.

5.3 Regional Council shall appoint a representative and an alternate to the DATC from the members of the Planning and Economic Development Committee.

5.4 Each area municipality shall appoint one citizen member of the public to sit on the DATC.

5.5 Membership for regular members shall correspond with the term of Regional Council. At the discretion of the DATC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

## 6. Officers

6.1 A chair and a vice-chair will be elected by the DATC membership. The Commissioner of the Planning and Economic Development Department or his designate will chair the inaugural DATC meeting.

## 7. Support Services

7.1 The Commissioner of Planning and Economic Development shall appoint a staff liaison to support the activities of DATC. The liaison will provide administrative, procedural and technical support to the DATC and will utilize the Technical Support Group noted in Section 7.3 as deemed necessary.

7.2 Regional Legislative Services Division will provide secretarial and other support services. Regional Council will as necessary provide a budget to cover the operational expenses of the DATC and this budget will be administered by the Planning and Economic Development Department.

7.3 A Technical Support Group, consisting of Regional staff, area municipal staff and representatives from other appropriate agencies (e.g. Conservation Authorities and the Waterfront Regeneration Trust) shall be established to provide technical advice and expertise to the DATC. The DATC may invite stakeholders and/or individuals with specialized expertise to attend meetings on an as-needed basis.

7.4 The liaison from the Regional Planning and Economic Development Department shall contact participating area municipalities and other agencies to establish the Technical Support Group.

## 8. Meetings

8.1 The DATC will establish a meeting schedule at its inaugural meeting, taking into account the business needs, and the schedule of the Planning and Economic Development Committee and Council. Special meetings may be held at the call of the Chair.

8.2 Unless otherwise determined, all meetings will be open to the public. As an ad-hoc Committee of Regional Council, the DATC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.3 A quorum for a DATC meeting shall consist of a majority of the sitting members.

## 9. Delegations at Committee Meetings

9.1 Any person(s) wishing to appear before the DATC as a delegate ~~delegation~~ must submit a request to ~~the staff liaison~~ delegations@durham.ca advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional Planning and Economic Development Department. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DATC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## 10. Minutes and Agenda

10.1 The minutes of each DATC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be forwarded to the Regional Clerk for inclusion in the Council Information Package (CIP) for information. When approved, any amendments will be forwarded to the Legislative Services Division. The DATC agendas will be prepared by the staff liaison, along with the DATC chair or vice-chair, with input from other DATC members.

## 11. Committee Resolutions

11.1 The DATC will seek to achieve consensus on decisions. Recommendations are ‘carried’ if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DATC.

## 12. Annual Reports and Workplan

12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DATC. The annual report shall be forwarded to the Planning and Economic Development Committee.

12.2 An annual Workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DATC for consideration and approval by the Planning and Economic Development Committee and Council.

12.3 An annual review of the DATC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

## Appendix 1: Definitions

1) For the purposes of the DATC Terms of Reference, “Active Transportation” describes all human-powered forms of travel such as: walking, cycling, inline skating, skateboarding, skiing and canoeing. It also includes manual and power assisted mobility devices. Walking and cycling are among the most popular modes and can effectively be combined with other modes such as public transit.

2) A “trail” is defined as a trail route on land or water with protected status and public access for recreation or transportation purposes. Activities that are typically performed along a trail can include: walking, jogging, motorcycling, hiking, bicycling, horseback riding, mountain biking, canoeing, kayaking, snowmobile or ATV driving, bird watching, nature observation or backpacking.

**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

February 25, 2021

Mr. Ron Lalonde, Chair
Durham Active Transportation Committee
c/o Region of Durham Planning Division
605 Rossland Road East, Level 4
Whitby, ON L1N 6A3

Dear Mr. Lalonde:

**RE: Durham Active Transportation Committee 2020 Annual Report and 2021 Workplan (2021-P-4), Our File: C00**

Council of the Region of Durham, at its meeting held on February 24, 2021, adopted the following recommendations of the Planning & Economic Development Committee:

"A) That Report #2021-P-4 of the Commissioner of Planning and Economic Development be received as the Durham Active Transportation Committee's 2020 Annual Report;

B) That the Durham Active Transportation Committee's 2021 Workplan be approved, as outlined in Attachment 1 to Report #2021-P-4 of the Commissioner of Planning and Economic Development;

C) That the changes to the Durham Active Transportation Committee Terms of Reference be approved, as outlined in Attachment 2 to Report #2021-P-4 of the Commissioner of Planning and Economic Development; and

D) That a copy of Report #2021-P-4 be forwarded to the Durham Active Transportation Committee, Conservation Authorities and the Area Municipalities."

Please find enclosed a copy of Report #2021-P-4 for your information.

*Ralph Walton*

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/tf

c: Please see attached list

c: N. Cooper, Clerk, Town of Ajax
B. Jamieson, Clerk, Township of Brock
J. Gallagher, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
L. Fleury, Acting Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
C. Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority
L. Laliberte, CAO/Secretary-Treasurer, Ganaraska Region Conservation Authority
M. Majchrowski, Chief Administrative Officer, Kawartha Conservation
R. Baldwin, Chief Administrative Officer, Lake Simcoe Region Conservation Authority
J. MacKenzie, Chief Executive Officer, Toronto & Region Conservation Authority
B. Bridgeman, Commissioner of Planning and Economic Development

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564

# The Regional Municipality of Durham Report

| | |
|---|---|
| To: | Planning and Economic Development Committee |
| From: | Commissioner of Planning and Economic Development |
| Report: | #2021-P-2 |
| Date: | February 2, 2021 |

**Subject:**

Durham Agricultural Advisory Committee 2020 Annual Report and 2021 Workplan, File:C07-02

**Recommendations:**

That the Planning and Economic Development Committee recommends to Regional Council:

A) That Commissioner's Report #2021-P-2 be received as the Durham Agricultural Advisory Committee's 2020 Annual Report;

B) That the Durham Agricultural Advisory Committee's 2021 Workplan be approved, as outlined in Attachment 1, to Commissioner's Report #2021-P-2; and

C) That a copy of Commissioner's Report #2021-P-2 be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance, Conservation Authorities, and the Area Municipalities.

**Report:**

## 1. Purpose

1.1 The Durham Agricultural Advisory Committee (DAAC) Terms of Reference (ToR) requires the submission of an annual report to the Planning and Economic Development Committee summarizing the activities of the previous year. DAAC is

also required to prepare a proposed Workplan for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval of the Planning and Economic Development Committee and Council.

1.2 The purpose of this report is to:

a. Summarize the activities of DAAC from 2020; and
b. Present the proposed DAAC 2021 Workplan.

## 2. Previous Reports and Decisions

2.1 In March 2020, Council considered DAAC's 2019 Annual Report and 2020 Workplan through Commissioner's Report #2020-P-5.

## 3. 2020 Annual Report

3.1 DAAC is composed of sixteen members, including one member of the Planning and Economic Development Committee.

3.2 At the inaugural meeting of 2020, Zac Cohoon was elected Chair, Frazer Puterbough was elected 1st Vice-Chair and Tom Watpool was elected 2nd Vice-Chair.

3.3 Membership at the end of 2020 was:

- Zac Cohoon (Chair) (Durham Region Federation of Agriculture);
- Frazer Puterbough (1st Vice-Chair) (Member at Large – Farmer);
- Tom Watpool (2nd Vice Chair) (Brock);
- Buck Winter (Ajax);
- Tom Barrie (Clarington);
- Kevin Kemp (Scugog);
- Paul MacArthur (Oshawa);
- Fuzz (Gord) Taylor (Pickering);
- Bryan Smith (Uxbridge);
- Hubert Schillings (Whitby);
- Neil Guthrie (Member At Large – Farmer);
- Keith Kennedy (Member At Large – Farmer);
- Gerri Lynn O'Connor (Member At Large – Non-farmer);
- Brad Howsam (Member At Large – Non-farmer);
- Dave Risebrough (Member At Large – Non-farmer);

- Councillor Debbie Bath-Hadden (Planning and Economic Development Committee); and
- Councillor Gord Highet (Planning and Economic Development Committee – Alternate).

**Major Activities**

3.4 The role of DAAC is to provide advice to the Region on agricultural and rural related planning matters. The Committee also has a role in implementing programs which enhance public awareness and knowledge of agriculture and rural related issues in the Region. During 2020, DAAC fulfilled this role by:

a. Expanding its knowledge of agricultural related issues by receiving presentations and engaging in discussions on the following:

- Central Lake Ontario Conservation Authority program and service update;
- Durham's Broadband Strategy implementation;
- Durham's new Woodland Conservation Bylaw;
- Durham's Long Term Waste Management Plan;
- Protection of the health of Temporary Foreign Workers during COVID-19;
- Greater Golden Horseshoe Food and Farming Alliance Action Plan; and
- Proposed changes to Durham's Soil and Groundwater Assessment Protocol.

b. Providing advice on various Regional issues, including:

- Bill 156 – Security from Trespass and Protecting Food Safety Act;
- Official Plan Amendment applications to permit surplus farm dwelling severances (OPA 2020-001 & OPA 2020-002);
- the Region's Broadband Strategy and implementation;
- the Region's Woodland Conservation By-law update;
- Rural economic development needs and opportunities;
- Regional application for Improving Connectivity in Ontario (ICON) funding for Broadband projects;
- Proposed regulations for Canada's Clean Fuel Standard; and
- Federal Abattoir Feasibility Study.

c. Organizing and/or participating in the following educational/outreach initiatives:

- Participating in a focus group regarding the feasibility of developing a Local Food Aggregation and Distribution Centre with Peterborough and Kawarthas Economic Development (January 21, Peterborough); and
- Hosting the virtual 2020 DAAC Farm Tour (September 17, see Commissioner's Report #2020-INFO-85). The virtual farm tour was attended by over 150 participants and provided a unique opportunity to virtually tour two facilities which would not normally be accessible to the public due to bio-security concerns.

3.5 Due to the ongoing COVID-19 pandemic, meetings were cancelled in April, and May of 2020. Meetings, now being held virtually, began in June and will continue uninterrupted until gathering restrictions are lifted.

## 4. 2021 Workplan

4.1 The proposed 2021 DAAC Workplan (Attachment 1), represents activities which are a priority, and achievable within the calendar year. The activities are divided into four categories:

a. **Policy Development and Implementation** – Activities involve providing advice on the formulation and implementation of land use planning policies to the Planning and Economic Development Department and Planning and Economic Development Committee;
b. **Communication/Outreach/Educate** – Activities that support community knowledge and awareness such as farm tours or workshops (including the 2021 virtual Farm Tour);
c. **Economic Development and Tourism** – Activities to encourage economic development research and implementation strategies to assist Durham's agricultural sector; and
d. **Issues of Interest** – Activities related to the monitoring of issues that DAAC deems significant and may require further consideration.

4.2 Notable additions to the 2021 Workplan include:

- Providing advice during the development of the Local Food Business Retention and Expansion Action Plan;
- Providing advice on the Long-Term Waste Management Plan
- Planning for a virtual Farm Tour in 2021;
- Monitoring the Federal Clean Fuel Standards
- Monitoring COVID-19 impacts and recovery for the agricultural industry; and

- Monitoring the status of the Rouge Urban National Urban Park - Long Term Lease Program.

## 5. Terms of Reference

5.1 The DAAC is guided by Council approved Terms of Reference (ToR). The ToR outlines the goal, mandate and scope of activities for the Committee (Attachment 2). No changes are proposed for the coming year.

## 6. Relationship to the Strategic Plan

6.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:

a. Under Goal 3; Economic Prosperity, Objective 3.5, Provide a supportive environment for agriculture and agri-food industries.

## 7. Conclusion

7.1 DAAC had many notable accomplishments in 2020, including hosting the Annual DAAC Farm Tour virtually for the first time. Members should be commended for the time and commitment they have invested in the activities of the Committee. Kristy Kilbourne, Kiersten Allore-Engel and Michael Scott acted as the Planning and Economic Development Department staff liaisons over the course of 2020.

7.2 It is recommended that:

a. This report be received as DAAC's annual report on its 2020 activities;
b. The proposed 2021 DAAC Workplan be approved (Attachment 1); and
c. A copy of this report be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance, Conservation Authorities, and the Area Municipalities.

## 8. Attachments

Attachment #1: Proposed 2021 DAAC Workplan

Attachment #2: DAAC Terms of Reference

Respectfully submitted,

Original signed by

Brian Bridgeman, MCIP, RPP
Commissioner of Planning and
Economic Development

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer

Attachment 1

# DURHAM AGRICULTURAL ADVISORY COMMITTEE (DAAC)
# 2021 WORKPLAN

## 1. Advice on Policy Development and Implementation

a. Provide advice on:
- Proposed amendments to the Durham Region Official Plan.
- Agricultural and rural related planning matters, with a view to:
  - sustaining the viability of farming;
  - protecting and preserving agricultural land as a first priority; and
  - ensuring adequate separation between agricultural land uses and activities and urban residential areas.
- Envision Durham Regional Official Plan Update – Municipal Comprehensive Review.
- Implementation of the Regional Broadband Strategy.
- Durham Community Climate Adaptation Plan–ongoing implementation of the Agricultural Sector Climate Adaptation Strategy.
- Regional Cycling Plan Update.
- Durham Agricultural Strategy Update.
- Vibrant North Durham Plan Update.
- Local Food Business Retention & Expansion Action Plan.
- Long Term Waste Management Plan

## 2. Communicate/Outreach/Educate

a. Host the 2021 Virtual Farm Tour that will:
- assist Local and Regional Councillors, Provincial and Federal government officials as well as Conservation Authorities (including staff), to understand the concerns, opportunities and challenges of the agricultural community;
- reach key industry stakeholders whose mandate may impact the agricultural community;
- assist the educational sector (institutions, boards/superintendents), to understand the opportunities and challenges of the agricultural industry and community;
- emphasize the benefits of the agricultural industry to the Regional economy and the need for succession farming in the industry.

b. Continue to work with Regional Departments including Planning and

Economic Development, Works, Finance and Police Services where necessary to ensure agricultural interests are considered.

c. Encourage participation of the Durham agricultural youth organizations.

d. Investigate other outreach opportunities as they arise.

e. Municipal representatives on the Committee will continue to dialogue with their respective municipalities including presentations to area municipal Councils on matters of interest where appropriate.

f. Continue to establish a working relationship with the Durham Environmental Advisory Committee and other Regional Committees.

**3. Economic Development and Tourism**

a. Continue to promote the agricultural sector and development of related industries in the Region.

b. Assist in the update and implementation of the Region of Durham Agricultural Strategy Action Plan.

c. Continue to promote the development of research and implementation strategies to assist Durham's agricultural/farming sector in achieving higher profitability, thereby ensuring its survival and long-term sustainability.

d. Participate in the implementation of the Local Food Business Retention & Expansion project.

**4. Issues of Interest**

- Federal Pickering airport lands.
- Federal Oshawa Port.
- Alternative energy (e.g. solar farms, biomass, wind).
- Farm safety.
- Provincial and federal legislation and policy affecting agriculture (e.g. species at risk, provincial land use plans).
- Commercial fill.
- Aggregate matters, including aggregate pit rehabilitation.
- Implementation of source water protections plans.
- Farmland assessment and taxation.
- Farm animal health and wellness (e.g. DRPS).
- Natural Heritage System protection and construction of new farm infrastructure.
- Minimum Distance Separation Formulae.

- Water and waste water master planning.
- Biosecurity, trespassing and vandalism.
- Municipal Class EA's.
- Regional road projects.
- Conservation Authority matters.
- Energy-from-Waste implementation and monitoring.
- Region's waste diversion programs.
- Highway 407 East construction.
- Local food strategy.
- Agricultural training and employment, through continued work with the Durham Workforce Authority (DWA), Durham College, and Ontario Tech University.
- Activities of the Golden Horseshoe Food and Farming Alliance.
- Land use planning matters.
- Other matters affecting the agricultural industry (e.g. Municipal Fire Regulations, By-laws and Permits).
- COVID-19 impacts and recovery.
- Rouge National Urban Park.
- Clean Fuel Standards

**5. Meeting Schedule**

a. DAAC has scheduled 10 regular meetings for 2021. An additional meeting may be held in August, at the call of the Chair. Resources (Planning and Clerks) will be provided to accommodate this schedule and workload.

- January 12, 2021
- February 9, 2021
- March 9, 2021
- April 13, 2021
- May 11, 2021
- June 8, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 7, 2021

Attachment 2

# Durham Agricultural Advisory Committee (DAAC)

Terms of Reference

Revised March 2020

## 1. Goal

1.1 To provide advice to the Region of Durham on agricultural matters and rural matters as they relate to agriculture.

## 2. Mandate

2.1 The Durham Agricultural Advisory Committee (DAAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.

2.2 The Terms of Reference provide for a balance between activities referred from the Planning and Economic Development Department or the Regional Planning and Economic Development Committee or Regional Council and an allowance for the DAAC to be proactive and advise on matters identified on its own initiative.

2.3 Matters may be referred to the DAAC from the Regional Planning and Economic Development Department, the Regional Planning and Economic Development Committee, or Regional Council. The DAAC may report directly to the Regional Planning and Economic Development Committee on substantive matters as determined by the Planning and Economic Development Committee. Otherwise, the DAAC shall report through the Regional Planning and Economic Development Department.

## 3. Scope of Activities

3.1 The scope of the DAAC may include activities such as:

a) Providing advice on issues and concerns of the agricultural community;

b) Providing advice on the implementation of Provincial and Federal legislation, policies, and guidelines related to the agricultural industry;

c) Providing advice on agricultural and rural policy directions pursued by the Region. This may include providing advice on Regionally-initiated official plan amendments related to agricultural matters; on Regional agricultural matters through an official plan review; or, other policy directions pursued by the Region;

d) Providing advice on the identification and implementation of programs which encourage public awareness and education of agricultural and related rural issues; and

e) Providing advice on matters as they arise, at the request of the Region.

## 4. Composition

4.1 The DAAC will be comprised of sixteen members in total. Fourteen members will be private individuals who do not represent their respective employers or advocacy groups in their capacity as a DAAC member. An additional member will represent the Durham Region Federation of Agriculture. The above fifteen members shall not hold elected office (municipal, provincial or federal). Of these fifteen members, twelve will be bona fide farmers who are directly involved in the agricultural industry[1]; and three will be residents who are not directly involved in the agricultural industry. The final member will be a representative of the Planning and Economic Development Committee whose role is to act as liaison.

4.2 Membership for regular members shall correspond with the term of Regional Council. At the end of each term, members will be asked to consider their interest in remaining for an additional term. If a member chooses to resign, a replacement will be sought in accordance with Section 5. However, members shall continue to serve until their replacements are appointed by Regional Council.

4.3 At the discretion of the DAAC, non-attendance of three consecutive meetings will be sufficient grounds **to recommend** replacement.

## 5. Membership Selection

5.1 For regular members, the Regional Planning and Economic Development Department will place a newspaper advertisement and/or issue a public service announcement to media within each area municipality requesting expressions of interest from individuals willing to volunteer for appointment to the DAAC. Interested individuals will be required to provide a brief resume and statement of interest. Responses from the advertisement will be forwarded to each respective area municipality with a request that the local Council nominate one representative from the applicants who are bona fide farmers directly involved in the agricultural industry[2]. The Regional Planning and Economic Development Department, from the remaining resumes received, will nominate three additional members at large who are bona fide farmers; and three members at

[1] Note: Where an interested bona fide farmer cannot be found to represent an area municipality, as an exception, a non-farm rural resident may be substituted.
[2] Same note as above.

large who are not directly involved in the agricultural industry, to bring the regular member complement to fourteen.

5.2 The Regional Planning and Economic Development Department will formally request the Durham Region Federation of Agriculture (DRFA) to nominate one person to represent the DRFA.

5.3 The Regional Planning and Economic Development Committee will recommend individuals for appointment to the DAAC by Regional Council.

5.4 Regional Council shall appoint a representative and an alternate to the DAAC from the members of the Planning and Economic Development Committee.

5.5 In nominating members to the DAAC, excluding the representative of the Planning and Economic Development Committee, regard shall be given to achieving a diversity of members engaged in varied disciplines of the agricultural industry and members living in the rural community with knowledge of agricultural and related rural issues. Availability to attend meetings will also be considered. All residents of Durham Region are eligible for membership.

5.6 In the case of a regular member vacancy, the approach described in Sections 5.1, 5.2 and 5.3 will generally be followed.

5.7 An elaboration of the selection criteria is provided in Appendix 1.

## 6. Officers

6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DAAC. The Planning and Economic Development Committee representative will chair the inaugural DAAC meeting.

## 7. Support Services

7.1 The Commissioner of Planning and Economic Development or designate, shall serve as staff liaison to the DAAC. The liaison will provide administrative, procedural and technical support to the DAAC.

7.2 The liaison will co-ordinate all requests for advice from the DAAC, through meeting agendas and addenda to meeting agendas. DAAC responses to such requests shall be co-ordinated by the liaison to the Planning and Economic Development Department.

7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DAAC, and this budget will be administered by the Planning and Economic Development Department.

## 8. Meetings

8.1 Regularly scheduled meetings of DAAC will be held at the Durham Regional Headquarters, unless otherwise stated. The DAAC, will establish a meeting schedule taking into account the business needs and the schedule of Council and the Planning and Economic Development Committee. The Planning and Economic Development Committee will be provided with a schedule of DAAC meetings each December for the following year. Special meetings may be held at the call of the Chair. The Planning and Economic Development Committee is to be kept informed of such meetings.

8.2 All meetings will be open to the public. As a formal advisory Committee to the Region, the DAAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.3 Quorum shall consist of a majority of the sitting members.

## 9. Delegations of Committee Meetings

9.1 Any person(s) wishing to appear before the DAAC as a delegate must submit a request to delegations@durham.ca, advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional Planning and Economic Development Department. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda. Any person wishing to address the DAAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## 10. Minutes and Agenda

10.1 The minutes of each DAAC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) prepared by the Clerk. When approved, any amendments will be forwarded to the Planning and Economic Development Committee. The DAAC agendas will be prepared by the staff liaison and the DAAC chair or vice-chair with input from other DAAC members. Agendas will be distributed the week prior to the meeting.

## 11. Committee Resolutions

11.1 The DAAC will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority, unless otherwise specified in these Terms of Reference or Regional Council Rules of Procedure. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DAAC.

## 12. Annual Reports and Workplan

12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DAAC. The annual report shall be forwarded to the Planning and Economic Development Committee.

12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DAAC for consideration and approval by the Planning and Economic Development Committee and Council.

12.3 An annual review of the DAAC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

## Appendix 1: Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the DAAC, the following criteria will be considered. The aim is to achieve a diversity of members engaged in varied disciplines of the agricultural industry and community representation with knowledge of agricultural and related rural issues.

1. Residency

   Members should reside in Durham Region[3].

2. Agricultural Expertise and Knowledge

   Applicants engaged in the agricultural industry having the following attributes would be considered as an asset:

   - Demonstrated knowledge of agricultural and rural land use issues;
   - Relevant farm experience;
   - Involvement with activities of the agricultural community;
   - Technical training in an agriculture-based field; and
   - Knowledge of properties and farm operations within Durham.

3. Rural Experience

   For applicants from the non-farm rural community consideration will be given to the duration of residency in the community and the individual's level of knowledge of agricultural related rural issues. The relevance of their interests to the mandate of the DAAC will also be an important consideration.

4. Availability

   It is important that an applicant be able to attend as many DAAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

[3] Note: Where person who resides in Durham cannot be found, a farmer who owns land in Durham Region may be substituted.

**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

February 25, 2021

Mr. Zac Cohoon, Chair
Durham Agricultural Advisory Committee
c/o Region of Durham Planning Division
605 Rossland Road East, Level 4
Whitby, ON L1N 6A3

Dear Mr. Cohoon:

**RE: Durham Agricultural Advisory Committee 2020 Annual Report and 2021 Workplan (2021-P-2), Our File: C00**

Council of the Region of Durham, at its meeting held on February 24, 2021, adopted the following recommendations of the Planning & Economic Development Committee:

"A) That Report #2021-P-2 of the Commissioner of Planning and Economic Development be received as the Durham Agricultural Advisory Committee's 2020 Annual Report;

B) That the Durham Agricultural Advisory Committee's 2021 Workplan be approved, as outlined in Attachment 1 to Report #2021-P-2 of the Commissioner of Planning and Economic Development; and

C) That a copy Report #2021-P-2 be forwarded to the Durham Agricultural Advisory Committee, the Durham Federation of Agriculture, the Golden Horseshoe Food and Farming Alliance, Conservation Authorities, and the Area Municipalities."

Please find enclosed a copy of Report #2021-P-2 for your information.

*Ralph Walton*

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/tf

c: Please see attached list

c: K. Yellowlees, Secretary-Treasurer, Durham Federation of Agriculture
J. Horner, Executive Director, Golden Horseshoe Food and Farming Alliance
N. Cooper, Clerk, Town of Ajax
B. Jamieson, Clerk, Township of Brock
J. Gallagher, Clerk, Municipality of Clarington
M. Medeiros, Clerk, City of Oshawa
S. Cassel, Clerk, City of Pickering
L. Fleury, Acting Clerk, Township of Scugog
D. Leroux, Clerk, Township of Uxbridge
C. Harris, Clerk, Town of Whitby
B. Bridgeman, Commissioner of Planning and Economic Development

WARD 4
Shoreline Ratepayers Association
Thorah Park | Maple | Cedarhurst

February 27, 2021

Re: Brock Ward Boundary Review

Dear Cria,

The Executive of the Ward 4 Shoreline Ratepayers Association has reviewed the Brock Ward Boundary Review and makes the following comments for consideration. As you know, the Association represents both permanent and seasonal residents along Thorah Park Boulevard, Maple Beach Road and Cedarhurst Road.

The Brock Ward Boundary Review document sets out five guiding principles including consideration of "communities of interest" and "geographical and topographical features", and it is upon these important principles that our comments are based.

As you are aware, the current northern boundary of Ward 4 along the shoreline of Lake Simcoe ends at Concession 4. However, there are approximately 25 more shoreline residences along Cedarhurst Beach Road which ends in a "dead end" due to a significant creek which empties out into the Lake. Oddly, this small group of electors are currently part of Ward 1. In light of the guiding principles set out above, we suggest that this portion of Cedarhurst Beach Road be aligned with the shoreline residences south of Concession 4.

As an example of our community of interest, two years ago our Association made a request of the Township that its Works Department operation reverse the direction it ploughs the snow so that the majority of the windrows are moved to the ditched side of the shoreline roads. This recommendation was ultimately approved and of course included the (Ward 1) dead-end portion of Cedarhurst Beach Road.

All of these shoreline residential property owners consider themselves to be a community of common interests, not divided by the Ward boundary of the Concession Road. Other recommendations concerning the maintenance of private wells, speed enforcement, tree preservation, neighbourhood policing, etc. would also take into consideration the entire shoreline residential properties, not arbitrarily ending at Concession 4.

It may be that this geographical feature of Cedarhurst Beach Road was simply overlooked in this review, but we believe it could be easily resolved to ensure that the proposed boundaries are clear and consistent, and not adversely impact Ward parity, no matter which Option is ultimately chosen by Brock Council.

Best Regards,

Ward 4 Shoreline Ratepayers Association Executive

Per: Elaine Buckstein, President

c.c. Councillor Mike Judd, Ward 1

Dr. Robert J. Williams, Watson & Associates Economists Ltd.