

## Report to Council

**Report Title:** Brockton Heritage Trust Fund Program and Donation Policy Update

**Prepared By:** Sarah Johnson, Deputy Clerk

**Department:** Clerk's

**Date:** July 15, 2025

**Report Number:** CLK2025-08

**File Number:** C11CL

**Attachments:** Amended Brockton Heritage Trust Fund Program By-Law

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number CLK2025-08 - Brockton Heritage Trust Fund Program and Donation Policy Update, prepared by Sarah Johnson, Deputy Clerk and in doing so approves By-Laws coming forward to amend the Brockton Heritage Trust Fund Program By-Law, and rescinding the Brockton Heritage Committee Donation Policy.

### Report:

#### Background:

##### Heritage Trust Fund Program

The former Heritage Committee established a Brockton Heritage Trust Fund Program in 2007, and further updated in 2010. The Brockton Heritage Trust Fund Program is to be used for the rehabilitation, restoration, conservation and improvement of designated buildings and properties.

The Brockton Heritage Trust Fund Program was established to encourage conservation and to promote the conservation and stabilization of properties and areas of architectural and historical value within the Municipality of Brockton.

Financial assistance may be in the form of grants, loans and loan guarantees to:

- 1) Owners of designated properties for restoration projects
- 2) Purchasers of designated properties under the Ontario Heritage Act.

Loans and grants under the Brockton Heritage Trust Fund Program are available only for designated Heritage Properties/Buildings.

The Heritage Trust Fund Program was amended in 2023, to update some limitations within the By-Law that had not been updated in 10 years. Council further amended the By-Law to allow for expanded discretion in approving grants if the property owner could meet specified criteria.

## **Donation Policy/Archive Collection**

In 2020, the Municipality adopted a Brockton Heritage Committee Donation Policy outlining the types of historic artifacts or memorabilia donations pertaining to Brockton's heritage that would be accepted, the procedure involved in accepting donations, and the procedure for returning or disposing of donations.

The former Heritage Committee was interested in assisting the public with proper storage of Brockton historic artifacts in association with their mandate to coordinate and convey community heritage concerns, help ensure that plans for change and progress are developed in a manner that recognizes the historical continuity of the community, and to support and promote the Brockton Archives. The former Brockton Heritage Committee also advertised their services to the public through the use of a Donation Brochure.

The former Heritage Committee moved the archive collection from the Walkerton Fire Hall to facilitate the growth of the Brockton Regional Training Centre, and archives from the Bruce County Public Library Walkerton Branch to accommodate space needs by County staff. Both archival collections were relocated to the former Council Chambers in the Greenock Works Shop. The Committee has also received donations from members of the public over the last 5 years, and the archive collection is now at maximum capacity.

The archive collection itself consists of boxed up artifacts on shelving, or the floor of the former Greenock Council Chambers, which is largely inaccessible to the public. The former Heritage Committee and municipal staff review the inventory to respond to inquiries from the public and have also selected artifacts to be on display for events, such as Doors Open Brockton, to maintain the safety of the public and security of Municipal assets.

### **Analysis:**

#### **Heritage Trust Fund Program**

The former Brockton Heritage Committee reviewed the Heritage Trust Fund Program By-Law over the past year and have proposed several amendments to increase the loan and grant amounts as an incentive for property owners to apply for the program and receive additional funding to maintain their designated heritage property.

The former Heritage Committee made the following changes to the Heritage Trust Fund Program:

- Clarifying that loans and grants are available for designated heritage property owners, yet distinguishing the difference between for-profit organizations and non-profit organizations
- Amending the maximum loan amounts to \$20,000 for for-profit organizations and \$30,000 for non-profit organizations
- Amending the maximum grant amounts to \$5,000 for for-profit organizations and \$15,000 for non-profit organizations

Staff recommend adopting the amended Heritage Trust Fund Program By-Law which includes the former Committee's recommended changes, as well as the references that Brockton Council are now the approving authority for the Heritage Trust Fund Program.

**Donation Policy/Archive Collection**

Staff recommend rescinding the former Brockton Heritage Committee Donation Policy By-Law and discontinuing advertising of the Donation Brochure due to the archive collection reaching its maximum capacity.

In alignment with our Asset Management Plan, staff will work with the Bruce County Museum and Archives to review the existing Heritage Committee archive collection to determine any artifacts that could be relocated to the Museum to maintain their proper storage, and important significance.

Staff will also be mindful of any future donations that may be in the best interest of the Municipality to retain. However, a formal policy is no longer necessary as the Municipality has reached the capacity to be able to continue accepting donations from the public.

**Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?		
• Recommendations help move the Municipality closer to its Vision		Yes
• Recommendations contribute to achieving Heritage, Culture, and Community		Yes
• Recommendations contribute to achieving Quality of Life		N/A
• Recommendations contribute to achieving Land Use Planning and the Natural Environment		N/A
• Recommendations contribute to achieving Economic Development		N/A
• Recommendations contribute to achieving Municipal Governance		Yes

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

**Reviewed By:**



Trish Serratore, Chief Financial Officer

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**Respectfully Submitted by:**



Sarah Johnson, Deputy Clerk

**Reviewed By:**



Sonya Watson, Chief Administrative Officer