

**TOWNSHIP OF ESSA
SPECIAL MEETING – BUDGET AGENDA**

**WEDNESDAY, February 6, 2019
1:00 P.M.**

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS**

STAFF REPORTS AND MEMORANDUMS

4. TREASURY

- p. 1 (a) Memorandum from the Manager of Finance and the Chief Administrative Officer,
 Re: 2019 Proposed Budget Overview and Highlights
- p. 4 (b) Memorandum from the Manager of Finance,
 Re: Part time Accounts Payable Position

5. PLANNING

- p. 5 (a) Planning Fees Comparison using Different Fees
- p. 6 (b) Building Fees Comparison using Different Fees

6. CAO

- p. 7 (a) Administration Centre retaining wall

7. ADDITIONAL ITEMS

IN CAMERA

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- the security of the property of the Municipality or local board;*
- personal matters about an identifiable individual, including Municipal or local board employees;***
- a proposed or pending acquisition or disposition of land for Municipal or local board purposes;*
- labour relations or employee negotiations;***
- litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;*
- advice that is subject to solicitor/client privilege, including communications necessary for that purpose;*

- a matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act;
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown Agency of any of them;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) or the investigator referred to in subsection 239.2 (1) of the Municipal Act 2001, as amended;
- If the meeting is held for the purpose of educating or training the members.

8. ADJOURNMENT

Recommendation: Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 20th day of February at 5:00 p.m.



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TOWNSHIP OF ESSA
5786 Simcoe County Road 21
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MEMORANDUM

TO: Mayor and Members of Council

**FROM: Carol Traynor, Manager of Finance
Greg Murphy, Chief Administrative Officer**

DATE: February 6, 2019

SUBJECT: 2019 proposed Budget Overview & Highlights

From the discussions at the January 16, 2019 budget meeting, the following outlines what has been included and not included in the 2019 budgets:

Items included in the budget - 2019

CAO

\$28,262 Full time Executive Assistant (50% of the salary/benefits already included in the budget)

Treasury Department

\$ 18,890 Part time Accounts Payable position (Taxation)

Fire Service

\$ 36,600 PPE – 12 sets (Taxation)
\$400,000 Vehicle Replacement – T4 1999 International Tanker (Taxation)
\$ 40,000 Communication – Linking sites for on-going upgrade to digital (Taxation)
\$ 14,000 Hose & Nozzles (Taxation)
\$ 6,500 Rescue Equipment – Extrication (Taxation)
\$ 85,000 Replacement – Utility 1 - Truck 2004 GMC (Taxation)
\$ 9,000 Resurface Station 1/Library Parking Lot (Taxation)

Parks and Recreation

Parks

\$ 22,000 Baxter Ball Diamond Building (Taxation)
\$ 50,000 Playground equipment Dellbrook Park (90% DC's 10% Taxation)

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\$850,000 New Baxter Subdivision Park (90% DC eligible)

Thornton Arena

\$ 262,500 Roof (Taxation)
\$ 8,500 Safety Mesh around Ice Surface (Taxation)

Angus Arena

\$ 16,800 Laser for Olympia (Taxation)

Roads/Public Works

\$ 24,050 Full time Administrative Assistant (50% of the salary/benefits already included in the Budget)
\$ 75,000 6th Line – 25th Sideroad to Dead End (Taxation)
\$1,668,870 King St Urbanization – Auburn St to Mill St (80% DC \$1,335,096 \$333,774 Gas Tax)
\$ 75,000 1 Ton Truck – Replace 2003 1 ton pickup truck (Taxation)
\$ 100,000 5th Line – Repair slipping slide slope in gully north of 25th Sideroad (Gas Tax)
\$ 288,000 Slurry Seal 16km of road (Taxation)
\$ 20,000 Traffic Calming (50% DC's \$10,000 Taxation \$10,000)
\$ 30,000 Sidewalk Install & Repair McCarthy & Corrie Cres. (Taxation)
\$ 146,900 Margaret St Urbanization – Surveying, engineer/design (80% DC \$117,500 \$29,400 Gas Tax)
\$ 260,000 Replacement of 2004 Sterling Plow and Sander unit (Taxation)
\$ 50,000 Upgrade locker room/storage area at Roads Garage (Taxation)
\$ 20,000 Repair overhead chain hoist at Roads Garage (Taxation)
\$ 7,500 Sidewalk Machine 5-way snowplow blade for trackless machine (Taxation)
\$ 50,000 2 new full time seasonal year round positions (Taxation)
\$ 60,000 Insulate & heat garage bays on sand shed building (Taxation)

Water (High Priority)

\$ 20,000 Contingency for unplanned repairs (Essa Water Distribution repairs)
\$ 20,000 Contingency for unplanned repairs (Drinking Water System)
\$ 5,000 DWQMS Audit
\$ 20,000 Diesel generator repairs (Mill St, Brownley, McGeorge, Thornton)
\$ 6,000 Annual TSSA inspections of diesel fuel tanks and generators (Mill St, Brownley, McGeorge,
\$ 13,000 Chemical pump rebuild kits (Mill St, Brownley, McGeorge, Baxter, Thornton)
\$ 4,000 Chlorine analyzer probes and membrane caps (Brownley, McGeorge, Baxter, Thornton)
\$ 12,000 Water Storage Tower inspections (Baxter)
\$ 12,000 Reservoir Cleaning (McGeorge)
\$ 5,000 Diesel generator replacement and 3rd party repairs (Baxter)
\$ 8,000 Milltronics level sensor with 2 heads (Thornton)
\$ 5,000 Hydrant painting
\$ 25,000 Fire hydrant repairs
\$ 6,000 Distribution maintenance trailer

- \$ 10,000 Main valve and service repairs
- \$600,000 Water Meter Replacement & Tower Base Reading

Sanitary Sewer (High Priority)

- \$ 65,000 SCADA Upgrade
- \$ 500,000 Disc Filter
- \$ 12,000 Yard lighting
- \$ 150,000 3 Bay Garage
- \$ 7,000 Vac truck for clarifier cleaning (3-4 times per year)
- \$ 10,000 General building maintenance
- \$ 10,000 General pump and piping replacement
- \$ 5,000 Biological Additive
- \$ 30,000 Contingency for unplanned repairs
- \$ 16,000 Rebuild Return and Waste Pumps
- \$ 15,000 New VFD Drives for secondary effluent pumps
- \$ 5,000 Yard hydrants
- \$ 28,000 Pump Station cleaning & 1 extra cleaning at pump station 1
- \$ 6,000 Vac truck for sewer backups and clogs
- \$ 15,000 Sewer flushing (approx. 5kms/yr)
- \$ 4,000 Storm water pump station #4 cellular arm panel
- \$ 5,000 Storm water pump station #4 pump rebuilds

Items NOT included in the budget - 2019

Parks and Recreation

- \$ 30,000 4 door pick up truck
- Lease to own 2 Lawn Mowers

Thornton Arena

- \$ 90,000 Olympia
- Banquet hall washrooms

Fire

- \$ 30,000 Refurbish Utility 2
- \$150,000 Reserve for Pump 2
- \$ 20,000 Reserve for Car 2
- \$ 40,000 Reserve for Station 1
- \$ 80,000 Reserve for Station 2
- \$ 85,000 Full time Deputy Chief
- \$ 60,000 Full time Training Officer

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MEMORANDUM

TO: Mayor and Members of Council
FROM: Carol Traynor, Manager of Finance
DATE: February 6th, 2019
SUBJECT: Part time Accounts Payable Position

As part of the 2019 Budget I have requested a part time Accounts Payable Position. Currently the Senior Accounting Clerk performs both the Payroll and Accounts Payable duties. One week is dedicated to doing Payroll and the next is doing Accounts Payable.

I would like to hire a person to come in on a bi-weekly basis to perform all the functions of the Accounts Payable role. There are over 600 invoices per month being processed. These invoices are received by the Senior Accounting Clerk, she codes 90% of the invoices (account numbers applied to them), and she then forwards the invoices to the appropriate department head for approval. Once received back (and after Manager of Finance approves the invoices) she enters each invoice into the system (account number, brief description of what the invoice is for and amount). Cheques are then generated, once signed they are mailed or vendors are called for cheque pick up. This process takes the week to do. Having a specific person performing this job will allow for more payments to be processed electronically this function requires a lot of manual setup.

The duties of Payroll include bi-weekly staff payroll, monthly Council and Firefighter payroll, and yearly Committee payroll. not only processing timesheets for staff to be paid but there is a lot of reporting that needs to be done, such as, Sun Life, WSIB, EHT and OMERS monthly reconciliations, OMERS buy-back calculations, ROE's need to be issued when necessary, and the maintaining of the attendance records. Payment to the receiver general gets done after each pay. From November through to March of every year this position has further burdens to deal with, year-end, entering new pay rates, processing T4's and final year end reports. Additionally, effective 2020 all contractors (other than utilities) will require T4A's to be processed, at this point there will be no way we could perform this mandatory task.

The work burden on the Senior Accounting Clerk is tremendous and will not change it will only increase.

Thank you for your consideration in this matter.

Planning Fees Comparison using Different Fees

Type of Fee	Current Fee	No. Expected 2018	2018	No. Expected 2019	2019 Same Scenario	Proposed	Council Alternative
Compliances	\$ 25	60	\$ 1,500	50	\$ 1,250	\$ 2,500	\$ 2,000
ZBA	\$ 1,500	3	\$ 4,500	3	\$ 4,500	\$ 9,000	\$ 7,500
OPA	\$ 1,500	1	\$ 1,500	1	\$ 1,500	\$ 3,000	\$ 2,500
Subdivn/Condo	\$ 2,500	2	\$ 5,000	1	\$ 2,500	\$ 5,000	\$ 4,000
Redline	\$ 1,000	1	\$ 1,000	1	\$ 1,000	\$ 2,000	\$ 1,500
Site Plan Amendments	\$ 200	1	\$ 200	2	\$ 400	\$ 2,000	\$ 1,500
Site Plan Approvals	\$ 2,000	1	\$ 2,000	1	\$ 2,000	\$ 2,000	\$ 2,000
Minor Variances	\$ 350	10	\$ 3,500	12	\$ 4,200	\$ 9,000	\$ 6,000
Severances	\$ 1,000	10	\$ 10,000	12	\$ 12,000	\$ 24,000	\$ 18,000
TOTAL		89	\$ 29,200	83	\$ 29,350	\$ 58,500	\$ 45,000

Building Fees Comparison using Different Fees

Type of Fee	Current Fee	No. Expected 2018	2018	No. Expected 2019	2019 Same Scenario	Proposed	Council Alternative
New home	\$ 0.85	13	\$ 22,100	100	\$ 170,000	\$ 220,000	\$ 190,000
Attached garage	\$ 0.25	13	\$ 1,950	100	\$ 15,000	\$ 24,000	\$ 21,000
Detached garage or shed	\$ 0.38	20	\$ 4,560	100	\$ 22,800	\$ 24,000	\$ 22,800
New business	\$ 0.60	25	\$ 11,250	2	\$ 900	\$ 1,200	\$ 900
New industrial	\$ 0.40	1	\$ 2,000	1	\$ 2,000	\$ 3,000	\$ 2,000
New septic	\$ 400.00	10	\$ 4,000	30	\$ 12,000	\$ 15,000	\$ 10,500
Demolition	\$ 40.00	3	\$ 120	3	\$ 120	\$ 300	\$ 225
Solar panels	\$ 50.00	5	\$ 250	5	\$ 250	\$ 1,500	\$ 375
Min flat fee	\$ 70.00	100	\$ 7,000	100	\$ 7,000	\$ 10,000	\$ 8,500
TOTAL			\$ 53,230	441	\$ 230,070	\$ 299,000	\$ 256,300

Carol Traynor

From: Greg Murphy
Sent: January 25, 2019 3:27 PM
To: Carol Traynor
Subject: FW: Essa Administration Centre retaining wall

For next budget meeting so that Council will be aware that the wooden retaining wall will need to be replaced in the next couple of years.

Greg Murphy

Chief Administrative Officer
 Township of Essa
gmurphy@essatownship.on.ca
 705-424-9917 ext. 109

From: Brian Wickenheiser [mailto:wickenheiser@ainleygroup.com]
Sent: January 25, 2019 2:36 PM
To: Greg Murphy <gmurphy@essatownship.on.ca>
Cc: Claude Marchand <marchand@ainleygroup.com>; Tammy Kalimootoo <kalimootoo@ainleygroup.com>
Subject: FW: Essa Administration Centre retaining wall

Hi Greg,

Sorry for the delay in providing you with a response. It was my understanding that you had already been provided with an update; however, apparently that is not the case.

As requested by you, we completed a visual inspection of the timber retaining wall at the Essa Township Administration Centre in June of last year.

Firstly, we note that this wall is constructed of vertically stacked pressure treated 6" x 6" timbers and that the wall is approximately 35 years old as construction of the Administration Centre was completed in 1984 (per the date stone on the building) and it is our understanding that this wall is original to the building construction. The wall is approximately 3 metres (10 feet) tall at the highest point, which happens to be at the end of the wall that abuts the building adjacent to the lower entrance. This wall also appears to be free standing (which we find hard to believe) as based on our visual inspection, we could not find any evidence of tiebacks. We also could find no evidence of subdrains installed behind the wall, which is generally standard practice for retaining walls in order to relieve hydraulic/hydrostatic pressure behind the wall.

During our visual inspection we noted that the wall timbers appeared to be wet or damp (which is consistent with the apparent lack of subdrains behind the wall) with surface staining. We also noted rot on the ends of the timbers and localized separation of longitudinal and butt joints. As noted by the Township, we also observed a rather noticeable vertical and horizontal bulge in the timber retaining wall in the tallest section of the wall, at the building end of the wall. Based on our measurements the mid-height deflection appeared to be in the order of +/- 40 mm. At the time of our inspection, we noted that one of the building downspouts was outletting directly behind the retaining wall, which could be a contributing cause to the deterioration and bulge noted; however, it is our understanding that this has now been "corrected" with the outlet directed elsewhere.

Based on our experience and knowledge, we believe that the bulge noted in this retaining wall is an indication of compromised capacity and that the wall is in the initial stages of failure. The deterioration of the wall is consistent with the age of the wall and is most likely contributing to the loss of capacity and associated deformation. Likewise, the lack of drainage behind the wall combined with the presence of the building downspout outletting directly behind the wall is most

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likely contributing to the deterioration of the wall while also resulting in increased loading on the wall in the form of hydrostatic pressure.

Given the age of the wall, its current condition and the deformation noted, we believe that this wall has reached the end of its design life and is in need of replacement. We considered monitoring of the wall but feel that it will provide little value as there is no guarantee that this wall will continue to move or provide further advanced notice of impending failure prior to total loss of capacity. As such, we recommend replacement of this retaining wall in the next couple of years. In the meantime, should the Township note any further movement or deformation of this wall, it should be brought to our attention immediately so that we can complete a follow up inspection with access to the bottom of the wall restricted until such inspection can be completed.

With respect to replacement of the wall, we recommend that consideration should be given to utilizing a concrete segmental block wall, possibly with tiebacks, which should provide a longer service life than the current timber wall. This type of construction can be completed as a design-build assignment, with only simple general layout drawings to be provided by an engineer or architect.

We trust that the above addresses your concerns with this wall, however should you have any further questions or concerns, please do not hesitate to let us know.

Regards,

Brian R. Wickenheiser, P.Eng, P.E.
Senior Structural Engineer



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From: Claude Marchand
Sent: Thursday, December 20, 2018 3:58 PM
To: Brian Wickenheiser
Cc: Tammy Kalimootoo
Subject: Essa Administration Centre retaining wall

Hi Brian,

Can you provide Greg Murphy with an update on the retaining wall inspection that Alex Dolson had inspected earlier this year?

Regards,

Claude Marchand, CET
Senior Engineering Technologist



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