

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE

WEDNESDAY, JUNE 19, 2019
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR
2. DISCLOSURE OF PECUNIARY INTEREST
3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS
 - p. 1 a. Delegation
Re: Ontario Tree Seed Facility – The Second Century Plan
Susan Antler, Friends of Utopia Mill and Park (on behalf of AWARE Essa)

STAFF REPORT

4. PLANNING AND DEVELOPMENT
5. PARKS AND RECREATION/ COMMUNITY SERVICES
6. FIRE AND EMERGENCY SERVICES
7. PUBLIC WORKS
 - p. 17 a. Staff Report PW021-19 submitted by the Manager of Public Works, re:
Requested Exemption to By-law 2015-64 for the Placement of Fill at 5851
10th Sideroad, Egbert.

*Recommendation: Be it resolved that Staff Report PW021-19 be received; and
That Council deny the applicant's request for an exemption to By-law 2015-64 for the
placement of Fill at 5851 10th Sideroad, Egbert.*
 - p. 26 b. Staff Report PW026-19 submitted by the Manager of Public Works, re:
Purchase of New 2019 One Ton Crew Cab Truck with Dump Box.

*Recommendation: Be it resolved that Staff Report PW026-19 be received; and
That Council approve the purchase of a 2019 Ford F450 with dump box from Hanna
Motor Sales Co. Limited in Collingwood at a cost of \$68,116.00 plus H.S.T.; and
That the Manager of Public Works be authorized to issue a purchase order for this
truck.*

- p. 38 c. **Staff Report PW027-19 submitted by the Manager of Public Works, re: RFQ Tender Results – Concrete Elevated Generator Pad (Sewage Pump Station #1 – 131 Elizabeth Street).**

Recommendation: *Be it resolved that Staff Report PW027-19 be received; and That the tender as submitted by Rowland Concrete Services in the amount of \$56,793.80 (plus H.S.T.) be accepted, as per Township specifications; and That the Manager of Public Works be authorized to arrange for the necessary works to be completed.*

8. FINANCE

- p. 41 a. **Staff Report TR016-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2019 Taxes.**

Recommendation: *Be it resolved that Staff Report TR016-19 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" of this report.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 44 a. **Staff Report C024-19 submitted by the Clerk, re: Canada Day Advertisement.**

Recommendation: *Be it resolved that Staff Report C024-19 be received; and That Council approve the Canada Day Advertisement as presented; and That Council authorize staff to advertise in the Alliston Herald, Borden Citizen and Simcoe County Farm View.*

- p. 47 b. **Staff Report C026-19 submitted by the Clerk, re: Cat Licensing.**

Recommendation: *Be it resolved that Staff Report C023-19 be received.*

10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

- p. 49 a. **Staff Report CAO021-19 submitted by the Chief Administrative Officer, re: HR Downloads Computer Software to Assist with Human Resource Functions.**

Recommendation: *Be it resolved that Staff Report CAO021-19 be received; and That Council authorize the purchase of HR Downloads to assist with human resource fundamentals, on-line employee training and policy manual organization at a cost of \$3,643.00 plus H.S.T. for a one year term for the HR Complete package.*

- p. 68 **b. Staff Report CAO030-19 submitted by the Chief Administrative Officer, re: Thornton Arena Roof Replacement Tender Results.**

Recommendation: *Be it resolved that Staff Report CAO030-19 be received; and That the quotation as submitted by Can-Sky Roofing and Sheet Metal Inc. for the Thornton Arena Roof Retro-Fit Contract No. 219029 be accepted in the amount of \$307,052.64 (including HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and That the Chief Administrative Officer and/or Manager of Parks and Recreation be authorized to arrange for the necessary works to be completed.*

- p. 71 **c. Staff Report CAO031-19 submitted by the Chief Administrative Officer, re: Parks and Recreation Programs – Costs/Rates.**

Recommendation: *Be it resolved that Staff Report CAO031-19 be received; and That Council approve increasing the cost of programs, the same as recent ice rate increases in the amount of 3% effective immediately.*

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 3rd day of July, 2019 at 6:00 p.m.*

Ontario Tree Seed Facility

The Second Century Plan

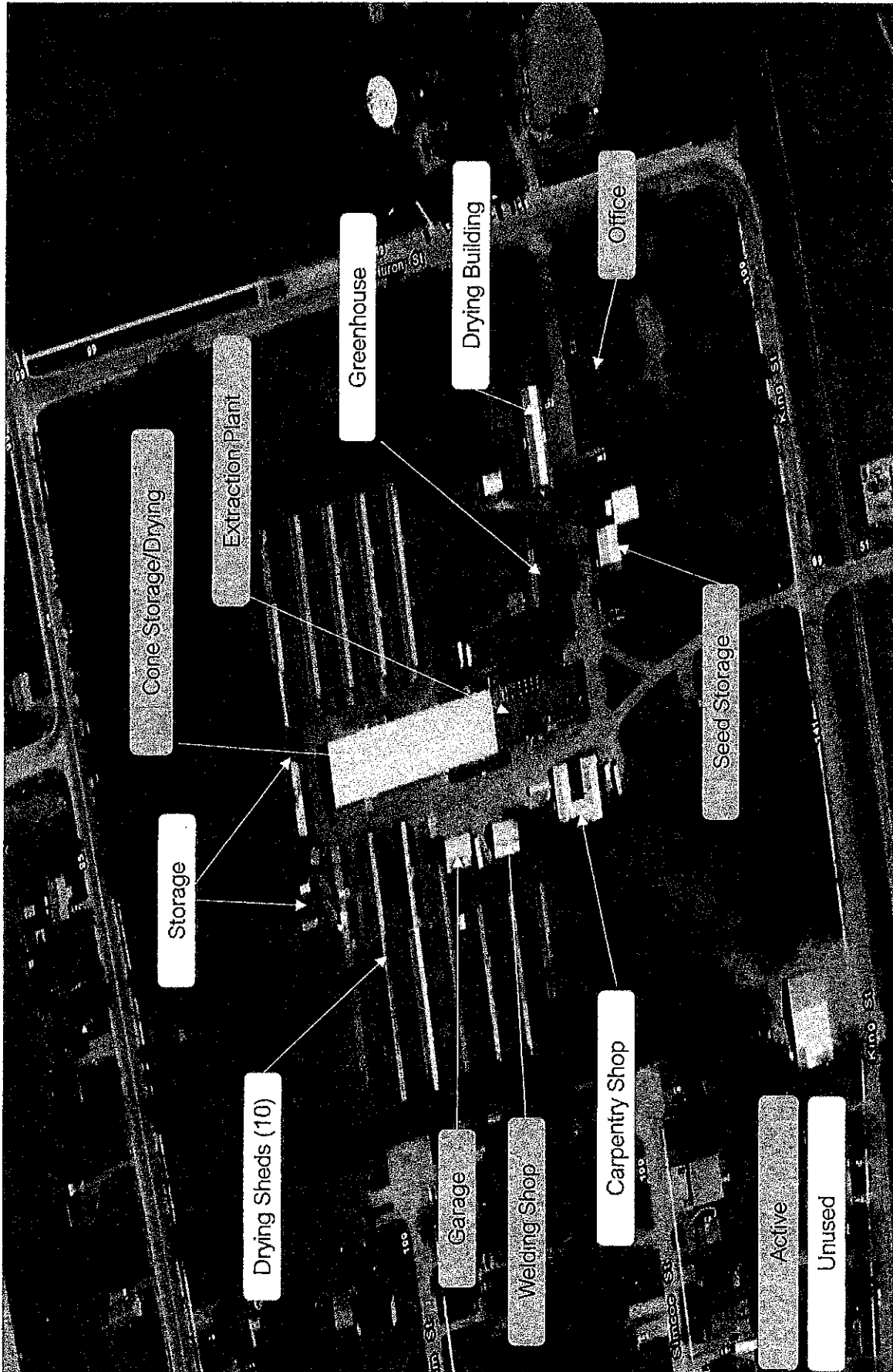
The Current Reality

- After 97 years, the OTSF is no more.
- The property and facilities remain, located in Angus, Essa Township.
- The opportunity remains to propose a “New Reality” for this important public space and its continued service to the citizens of our community and the Province of Ontario.

2

Facility Resources

- **Land:** approx. 25 acres; proximity to GTHA (pop of 6 million)
- **Buildings:** office, workshop, greenhouse, heritage “barn”, seed processing and warehouse, seed huts
- **Heritage:** 97 years of operations and contributions to Ontario society and its developments



The Current Ask

**WE MUST STEP UP WITH A PROPOSAL
Otherwise the land will be sold.**

5

3

Tonight's Ask of Essa Township

Collaborate with Community and Ontario Partners
to secure ongoing use of the Property
for the Public Good

6

The Dynamics of the Vision

Development Opportunities:

- **Expansion of Seed Collection** to include Forests, Marshlands, Meadows
- **Operational Needs** of the NVCA: Office, Maintenance Workshops,
↳ Plantings, Education
- **Township Services:** expansion of Fire Department; expansion of Eastern Park
- **Agricultural Services:** use of facilities for conversion of crops to value-added manufacturing
- **Tourism/Economic Development:** heritage site, education, stewardship

Dynamics of the Vision

Development Opportunities:

∞ - **Creation of Social Enterprises:**

Events (e.g. Concerts, Markets)

Training

Retail (e.g. Garden Centre)

Local Food

PURPOSE of the OTSF

FIRST CENTURY of the OTSF

Restore and Serve the Forests of Ontario

SECOND CENTURY of the OTSF

Serve as a hub for economic development and conservation of Ontario's natural resources as well as provide community services

Need to Link our Vision with ...

Variety of Government Ministries including:

Economic Development & Innovation

Tourism, Culture & Recreation

Human Resources & Skills Development

First Nations & Northern Affairs

Environment

Agriculture

Municipal Affairs

BACKGROUND: FINANCIALS

=

Operating & Capital Cost Breakdown

12

Ontario Tree Seed Plant Operations & Capital Cost Estimates (based on historic and updated data where available)		
Expenses - Averaged over 5 fiscal years (2012/13 to 2016/17)		Comments
Operating Costs		
•Minor Building and Equipment Repairs, Cleaning, General Waste, Alarms	\$ 31,237.13	
•Computer Services and Other Office Equipment	\$ 13,984.37	
•Workshops	\$ 188.85	
•Supplies (processing and office)	\$ 8,909.66	
•Advertising, non-routine cleaning, E-waste	\$ 4,371.07	
•Phone/Teleconference/Fax/Mail	\$ 63,850.06	
•Staff Training/Meetings	\$ 3,745.61	
•Vehicle Fuel and Accessories	\$ 1,646.89	
•Vehicle Leases	\$ 11,103.83	
•Vehicle Maintenance	\$ 262.97	
•Other Miscellaneous Program Supplies	\$ 13,454.35	
Cone Contracts	\$ 146,771.40	Business model would determine whether this is required.
Maintenance, Monitoring, and Inspection (see slide deck for descriptions)		
Gas	\$ 31,950.80	
Water	\$ 5,601.20	
Hydro	\$ 88,863.80	
Maintenance, Monitoring & Inspection General - Updated for 2018/19	\$ 161,439.20	
Payment In Lieu of Taxes (PIL) - Updated for 2018/19	\$ 22,877.00	MNRF pays in lieu of taxes, municipal taxes may be higher depending on business model
Long Term Infrastructure - Averaged over 15 fiscal years (2002/03 to 2016/17)		
Capital Costs	\$ 230,000.00	based on available records, includes new boiler system.
Totals:		
Operating Cost Total	\$ 610,258.20	
Capital Total	\$ 230,000.00	
Grand Totals		
Grand Total Operating Expenses (less Capital)	\$ 610,258.20	Does Not Include Salaries & Benefits
Grand Total Operating Expenses (including Capital)	\$ 840,258.20	Does Not Include Salaries & Benefits
Revenues - Averaged over 5 fiscal years (2012/13 to 2016/17)		
Includes all revenues from all sales and services	\$ 217,377.60	

Note: MNRF Fiscal Year is from April 1 to March 31

FINANCIAL REALITY

We need to find:

☞ Annual Baseline Operating Costs (approx.) \$500K

Buildings	\$200K - \$300K
Taxes	\$50K
Staff	\$150K

Revenue Generating Objectives

hi

- TRAINING \$200K
 - SEED SALES \$100K
 - EVENTS \$100K
 - RENTALS \$ 50K
 - SPONSORSHIP \$100K
- \$550K**

NEXT STEPS

**DEADLINE for COLLABORATION with PROVINCIAL MINISTRIES =
July 22, 2019**

- Joint meeting of collaborative partners
- Meeting with MPP Jim Wilson
- Meeting @ Queen's Park

Tonight's Ask of Essa Township

Collaborate with Community and Ontario Partners
to secure ongoing use of the Property
for the Public Good



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW021-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Bob Morrison, CRS-I, Manager of Public Works

SUBJECT: Requested Exemption to By-law # 2015-64 for the Placement of Fill at # 5851 10th Side Road

RECOMMENDATION

That Staff Report PW021-19 be received; and

That Council consider to deny an exemption to By-Law 2015-64 for the placement of fill at #5851 10th Sideroad.

BACKGROUND

The owner of #5851 10th Sideroad has approached the Municipality with two requests: one to add to an existing permit started in 2016, to finish a project; and another to join two agricultural fields.

- a) On September 7, 2016 Council approved an exemption to By-Law #2015-64 for the placement of fill at #5851 10th Sideroad. The original fill permit exemption was approved to reinstate a hill where sand had been dug out, leaving an unstable slope and potential safety hazard. The resident did not receive enough fill to complete this project with the initial permit. The resident is asking for an exemption to the By-Law to finish the original fill site.
- b) The resident would also like to fill in additional raving that would effect approximately 2.75 acres. This would make two smaller fields one, and would create better access to the field in the south east corner of this property.

The owner has been advised of the Township Fill By-law (# 2015-64). If an exemption is provided, the owner will be required to meet conditions set out in the By-law, specifically Sections 6 & 7 of the By-Law, which require them to provide drawings, soil samples, notification to surrounding property owners and submit the appropriate fee.

CAO comment: Council may also require the applicant to hire a professional Engineer to comment on the 'unsafe' slope, and to provide photos to better depict the situation. The applicant could also provide a professional lot grading and drainage plan to plan out the end result, and have an Ontario Land Surveyor plot the area where fill is desired, with calculations of the amount of fill to be received. Council could defer consideration of the requests until they have reviewed further information.

COMMENTS AND CONSIDERATION

The property is partially Regulated by the NVCA, but not where the proposed fill will be placed. (map attached)

The owner has asked for a 2 year permit in order to do the fill work himself and to control the amount of trucks coming to the site each day. The resident estimates he would need approximately 3000 loads to finish the previous fill location on the side of the hill. There would be an additional 6000 loads needed to fill in the new area that he wishes to fill.

If permitted, then proposed conditions:

- Drawings to be supplied upfront by an Ontario Land Surveyor to use to depict and calculate the area/volume
- Lot grading drawing to be supplied by a Professional Engineer
- Specify the number of soil samples
- Notify neighbours upfront, providing an opportunity for neighbours to comment

FINANCIAL IMPACT

In accordance with Schedule "A" of the By-law, the fee would be \$2,500, plus \$0.80 per cubic meter, for a total of \$74,500.

SUMMARY/OPTIONS

Council may:

1. Approve the exemption as requested (both items a and b).
2. Approve the exemption to allow for the fill to be placed in the original fill site (a) and rehabilitate the hill side only, with conditions.
3. Deny the exemption (both items a and b).
4. Direct staff in another course of action.

7a

CONCLUSION

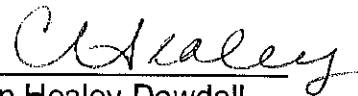
Staff recommends option 3 based on recent Council comments and concerns for municipal roads, impact on the environment and neighbours, and staff time to oversee fill operations.

Respectfully submitted,



Bob Morrison, CRS-I
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments

- No.1 – application for an Exemption/Permit - #5851 10th Sideroad
- No.2 – Location map/Regulated area

7a



Township of Essa, 5786 County Rd. 21,
Utopia, ON L0M 1T0 705-424-9770

**Application for an Exemption/Permit for the Placing or Dumping
of Fill, Soil Stripping, and/or Alteration to the Grade of Lands**

Pursuant to Township of Essa Site Alteration and Fill By-law No. 2015-64

Prior to submitting this Application, contact the Township of Essa's Public Works Staff at 705-424-9770 for a free consultation on your proposal. The Township of Essa will consider your application based on the information you provide below. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return the application along with appropriate review fee.

OWNERSHIP INFORMATION (Please clearly print/type all information)

Owner's Name(s): Jamie English Daytime Tel.: 705-623-0602
Address: 5851 10th Sideroad Fax: _____
Town: Egbert Postal Code: L0L1N0 Email: Jamie@brimleycommers.com
Preferred method of correspondence: Email Phone Fax Mail

CONTRACTOR INFORMATION

Contractor's Name: Same Daytime Tel: _____
Address: _____ Fax: _____
Town: _____ Postal Code: _____ Email: _____
Preferred method of correspondence: Email Phone Fax Mail

If the Contractor is acting on the Owner's behalf, a letter of authorization from the Owner must be provided.

LOCATION OF PROPOSED WORKS

Municipal Address (911 number): 5851 10th Sideroad, Egbert
Lot No.: 10 Concession: 6 Plan No.: _____
Property Assessment Roll Number (from Property Tax Notice: 43 21 010001252000000)
Current property zoning (check with Essa Planning Dept. if unsure): A-1

Is the property under the jurisdiction of Nottawasaga Valley Conservation Authority (N.V.C.A.)?
Yes: No: Contact the N.V.C.A. office if you are unsure (705-424-1479).

DESCRIPTION OF PROPOSED WORKS

Application is made to (check all that apply):
 Exemption to Township of Essa By-law No. 2015-64
 Place and/or remove fill
 Alteration to the grade of a property/site

Other (please explain) the reason the longer time frame is
I want to do the work myself and be selective of
what I bring on to my farm.

Describe the proposed work and the benefit derived from doing so: There was sand removed
from the main hill on the farm when purchased in 2013. We
obtained a fill permit to put the hill back to its natural
grade. We want to make it safe seeing we have two small trails
that will soon play in the area. We underestimate the amount of
fill needed. Would also like to fill in a new bit of the back of farm
to connect 2 fields to give more farm land.

Proposed start date: Mid 2019 Completion date: 2021

REQUIRED INFORMATION

Your application must be accompanied with the following basic information:

- o **Payment** of the applicable application fee (contact the Township of Essa at 705-424-9770 or visit www.essatownship.on.ca for the permit fee schedule).
- o **Location or road map** to your development/site.
- o **Site Plan Drawing** showing the proposed works, your property boundaries and features of the site such as buildings and structures, tree lines, streams, wetlands, wet areas, springs, ditches, culverts, elevation contours or existing and proposed grades. Include measurements and dimensions. Show how much vegetation or tree cover is to be removed and where fill is to be placed.
- o **Digital Photo(s)** of the proposed work location.

Unless otherwise requested, the Township of Essa requires one copy of all project drawings. Multi-paged engineering drawings must be folded. Provide digital copies of all documentation where possible.

Note: Additional information may be required through the process of reviewing this application (see page 4).

INFORMATION COLLECTED

The personal information contained on this form is collected under the Authority of the Municipal Freedom of Information & Protection of Privacy Act and the Municipal Act. This information is used to assess applications and, where approved, issue permits. Information on this form will be disclosed to government and municipal agencies for review and comments and may be disclosed to members of the public through the Freedom of Information process.

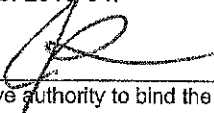
TERMS AND CONDITIONS

- The Exemption to By-law 2015-64 granted by Resolution passed by Council does not allow for the filling operations to commence. Filling operations may only commence once a permit has been issued by the Manager of Public Works.
- Permits or approvals granted by the Township of Essa are non-transferable.
- Permits, approvals, etc. may be required from other agencies prior to undertaking the proposed work. Township of Essa permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other laws, statutes, ordinances, directives, regulations, approvals, etc. that may affect the property or the use of same.

- If the information provided on or with this application is determined to be untrue or incorrect, or become untrue or incorrect, the Township of Essa reserves the right to withdraw any permission granted.
- Permits contain important conditions. Contractors must have a copy of the permit on the work site at all times.
- An administrative fee may be charged for processing refunds.
- The issue of a permit by the Township does not relieve the holder of the responsibility of complying with relevant Municipal By-laws and/or N.V.C.A. requirements. In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Township of Essa represented by the Manager of Public Works or his/her designate from and against all loss, cost, charges, damages, claims and demands whatsoever to which it may be put or which the Township suffer or sustain or for which the Township may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
- I/We understand and agree that the Township of Essa and/or its Contractor may complete any work required to be done by an Applicant, Property Owner and/or Contractor, or may rectify any action, default or failure to perform the obligations and requirements of a permit that has been issued to an Applicant, Property Owner and/or Contractor which is contrary to the permit if issued by the Township of Essa, and such work done by the Township of Essa and/or its Contractor shall be completed at the expense of the Applicant, Property Owner and/or Contractor. Additionally, if costs incurred by the Township of Essa, together with any charges or other expenses payable to the Township of Essa arising out of its completing the works are not paid, such costs, charges or other expenses may be recovered by the Township of Essa in the same like manner as municipal taxes, pursuant to Section 446 of the Municipal Act, 2001, as amended.

I/We the undersigned hereby certify to the best of my/our knowledge and belief that all of the above-noted, attached and/or supporting documentation information is correct and true. I/we further solemnly declare that I/we have read and fully understand the contents of this application and specifically the terms and conditions, and the declaration which is written above.

By signing this application, consent is given to the Township of Essa, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved works including to conduct remedial work arising from default or failure to perform the obligations and requirements of a permit, if issued, pursuant to By-law No. 2015-64.

Signature of Owner:  Date: May 15, 2019
 (I have authority to bind the landowner/corporation)

Signature of Contractor: _____ Date: _____
 (I have authority to bind the Contractor/corporation)

ADDITIONAL INFORMATION/REQUIREMENTS

The following information may be required to support your application. Having this information readily available may expedite the permit review process.

- A legal survey.
- A topographic survey tied into a geodetic benchmark showing existing and proposed grades, drainage details and finished elevations for the fill area. The Owner shall ensure that the fill site is graded such that it does not adversely affect neighbouring lands.
- A cross-sectional drawing of the proposed works.
- A complete description of the amount, type and quality of fill proposed to be placed and/or dumped.
- A written description or drawings showing the amount and size of materials to be used (e.g. culverts, rip-rap or rock check dams).
- Identification of the proposed haul route.

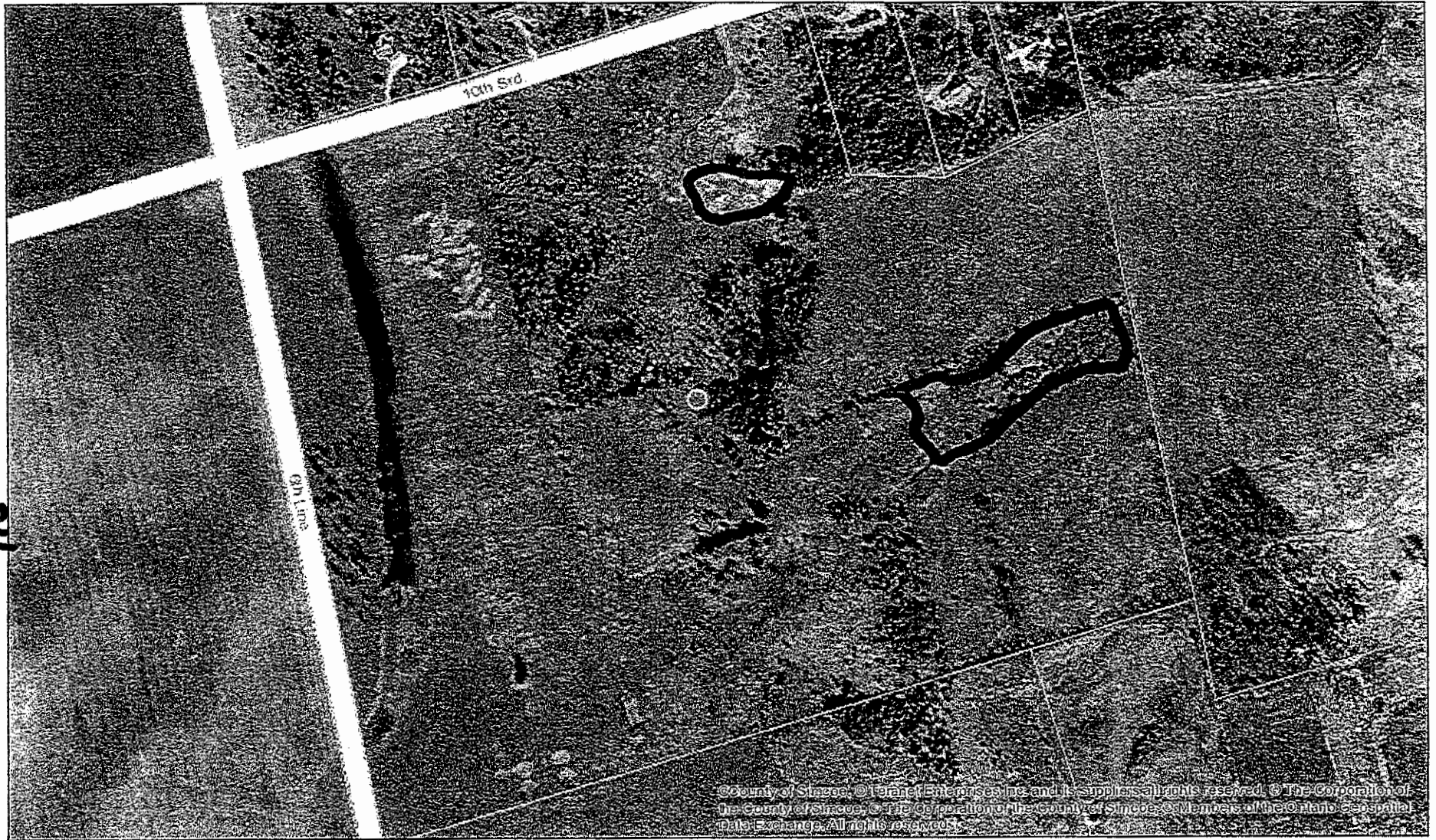
- Description and source of fill material, along with a soils analysis report prepared by a qualified professional.
- For agricultural lands, the preparation of an agricultural justification report prepared by a qualified professional.
- A description of the construction sequence/timing and the methods to be used in carrying out the works and how the site is to be accessed by heavy equipment.
- The Owner of the property or their authorized representative shall provide written notification to all adjacent property owners and those residents along the designated haul route.
- Plans or a description of how sediment and erosion will be controlled during construction and for the period after construction until vegetation is successfully established.
- The owner and/or the fill contractor to keep and maintain records relating to each individual hauler, date and time of each deliver including volume of each delivery.
- Fill management plan adhering to the Ministry of Environment's *Management of Excess Soil – A Guide for Best Management Practices* and/or the Township of Essa requirements.
- The Owner and/or the Contractor shall not perform a site operation or permit the performance of a site operation:
 - a) between the hours of 7:00 p.m. and 7:00 a.m. on/from Monday to Friday;
 - b) any time Saturday, Sunday or a Statutory Holiday.

Enquiries concerning this Application or the Township of Essa Site Alteration and Fill By-law No. 2015-64 should be directed to: Manager of Public Works, Township of Essa, 5786 County Rd. 21, Utopia, ON L0M 1T0. 705-424-9770 ext. 135 website: www.essatownship.on.ca.






CONDITIONS/REQUIREMENTS OF PERMIT:


Office Use Only:		
Council Exemption granted on: _____		
Fee _____	Date of Payment _____	Receipt No. _____
Date Financial Security Deposit Received _____		Receipt No. _____
Date Fees outlined in Schedule "A" attached to By-law No. 2015-64 were received: _____		Receipt No. _____
Date Permit Issued: _____		

County of Simcoe



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-  Highway
-  Major Road
-  Ramp
-  Local Road
-  Unassumed and Seasonal Road

 Aerial Photos flown in the spring of 2012

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0 0.02750.055 0.11 km



August 10, 2015

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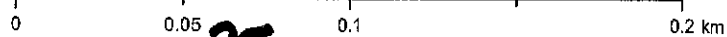
10

Essa - Web Map



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1:2,257



25 June 13, 2019





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW026-19

DATE: June 19, 2019

TO: Committee of the Whole

FROM: Bob Morrison, Manager of Public Works

SUBJECT: Purchase of New 2019 One Ton Crew Cab Truck w/Dump Box

RECOMMENDATION

That Staff Report PW026-19 be received; and

That Council authorize the purchase of a 2019 Ford F450 with dump box from Hanna Motor Sales Co. Limited in Collingwood at a cost of \$68,116.00 plus taxes and;

That the Manager of Public Works be authorized to issue a purchase order for this truck.

BACKGROUND

In the 2019 Capital Public Works Budget, \$75,000. was allocated for the purchase of a new one ton dump truck to replace #8, 2003 Dodge, one ton truck.

COMMENTS AND CONSIDERATIONS

Staff piggy backed on the County of Simcoe RFP2019-24 for the purchase of this truck. They received 4 proposals:

COMPANY	ITEM	TOTAL (excl. HST)
Hanna Motor Co. Limited	2019 F450 w/Dump Box	\$68,116.00
Blue Mountain Chrysler	2019 Ram 3500 w/Dump Box	\$70,041.00
Donway Ford Sales	2020 Ford F450 w/Dump Box	\$72,658.00
East Court Ford Lincoln	2019 Ford F450 w/Dump Box	\$72,784.00

The proposal for the new 2019 F450 with Dump Box from Hanna Motor Co. Limited is the preferred choice of Staff.

The Dodge One Ton (#8) will be sold as is at the Roads Garage or taken to Auction.

FINANCIAL IMPACT

\$75,000. was included in the 2019 Capital Public Works budget to purchase a New One Ton Dump Truck with Dump Box. Additional funds will be required to equip the vehicle with a two way radio, lettering, lighting, etc.

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Authorize the purchase of a 2019 Ford F450 with Dump Box from Hanna Mortor Co, Limited in Collingwood at a cost of \$68,116. excl. HST.
3. Authorize the purchase of a 2019 Dodge Ram 3500 with Dump Box from Blue Mountain Chrysler in Collingwood at a cost of \$70,041. excl. HST.
4. Authorize the purchase of a 2020 Ford F450 with Dump Box from Donway Ford Sales in Scarborough at a cost of \$72,658. excl. HST.
5. Authorize the purchase of a 2019 Ford F450 with Dump Box from East Court Ford Lincoln in Agincourt at a cost of \$72,784. excl. HST.
6. Authorize the purchase of a new one ton dump truck from another dealer.

CONCLUSION

Staff recommends that Option 2 be approved.

Respectfully submitted,



Bob Morrison, CRS-1
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer

RFP 2019-024 - Three (3) New 2019 One Ton Crew Cab Trucks with Dump Body & Two (2) New 2019 New Full Size 4WD Extended Cab Pick-up Trucks

Opening Date: May 15, 2019 4:00 PM

Closing Date: June 6, 2019 2:00 PM

Vendor Details

Company Name: HANNA MOTOR SALES CO. LIMITED
371 HUME ST.
Address: COLLINGWOOD, ONTARIO L9Y1W5
Contact: George Conn
Email: george@hannamotors.com
Phone: 705-445-4300 George
Fax: 705-445-5938
HST#: 102265758

Submission Details

Created On: Tuesday May 21, 2019 13:53:26
Submitted On: Thursday May 30, 2019 13:21:59
Submitted By: George Conn
Email: george@hannamotors.com
Transaction #: 38aa6556-60be-4c90-843d-f73a21cb95d6
Submitter's IP Address: 208.124.187.226

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Schedule of Prices

The Bidder/Proponent hereby submits this Quote/Tender/Proposal and offers to enter into the Contract referred to and to supply and/or perform all or any part of the Work which is set out or called for in this Request for Quote/Tender/Proposal, at the unit prices, and/or lump sums, hereinafter stated. HST shall be excluded from pricing.

*Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the County of Simcoe.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Schedule of Prices - County of Simcoe

The Bidder/Proponent hereby submits this Quote/Tender/Proposal and offers to enter into the Contract referred to and to supply and/or perform all or any part of the Work which is set out or called for in this Request for Quote/Tender/Proposal, at the unit prices, and/or lump sums, hereinafter stated. HST shall be excluded from pricing.

*Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the County of Simcoe.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Description	Proposed Vehicle Make & Model *	Quantity	Price Per Unit *
New 2019 One Ton Crew Cab with Dump Body	F450 4X2 CREW C&C WDUMP	2	\$132,582.0000
New 2019 New Full Size 4WD Extended Cab Pick-up Truck	F150 4X4 SUPERCAB	2	\$77,954.0000

Schedule of Prices - Township of Essa

The Bidder/Proponent hereby submits this Quote/Tender/Proposal and offers to enter into the Contract referred to and to supply and/or perform all or any part of the Work which is set out or called for in this Request for Quote/Tender/Proposal, at the unit prices, and/or lump sums, hereinafter stated. HST shall be excluded from pricing.

Description	Proposed Vehicle Make & Model *	Quantity	Price Per Unit *
New 2019 One Ton Crew Cab with Aluminum Dump Body	F450 CREW 4X2 C&C WDUMP	1	\$68,116.0000

Forms to be Completed by Bidder/Proponent:

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Delivery Dates

Preferred Delivery Date	Proposed Delivery Date *
<p>Delivery of the Three (3) New 2019 One Ton Crew Cab with Dump Body are preferred no later than August 12, 2019.</p> <p>Preference will be given, and points awarded accordingly, to submissions that are able to meet this delivery date or earlier. Proponents unable to meet the preferred delivery date shall propose a date that the equipment/vehicle will be delivered. Equipment/vehicles shall be delivered on the Proposed Delivery Date identified, falling which the County reserves the right to cancel the order without penalty or prejudice.</p>	3 MONTH FROM ORDER DATE
<p>Delivery of the Two (2) New 2019 Full size 4WD Extended Cab Pickup trucks are preferred no later than July 15, 2019.</p> <p>Preference will be given, and points awarded accordingly, to submissions that are able to meet this delivery date or earlier. Proponents unable to meet the preferred delivery date shall propose a date that the equipment/vehicle will be delivered. Equipment/vehicles shall be delivered on the Proposed Delivery Date identified, falling which the County reserves the right to cancel the order without penalty or prejudice.</p>	8 WEEKS FROM ORDER DATE

Contact Follow Up for Inquiries

The Bidder/Proponent shall provide the name and contact information for the person who will be designated as the main point of contact in its organization, for follow-up and inquiries by the County of Simcoe, with respect to this Contract.

Information Requested	Response *
Contact Name:	HANNA MOTORS SALES GEORGE CONN
Direct Telephone Number:	705-445-4300
Cell Phone Number:	705-715-6440
Email Address:	George@hannamotors.com

Certificate of Independent Bid Determination

I/We the Bidder/Proponent, in submitting the accompanying Quote, Tender or Proposal (hereinafter "Quote/Tender/Proposal") to the Corporation of the County of Simcoe Quote/Tender/Proposal in response to the call or request (hereinafter "call") for Quotes/Tenders/Proposals made by the Corporation of the County of Simcoe do hereby make the following statements that I certify to be true and complete in every respect.

I/We certify that:

Description	Response *
<p>1. the Bidder/Proponent discloses that (select one of the following, as applicable):</p> <p>OPTION A:) the Bidder/Proponent has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;</p> <p>OPTION B:) the Bidder/Proponent has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for Quotes/Tenders/Proposals, and the Bidder/Proponent discloses complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;</p>	Option A
<p>2. I/We have read and I/we understand the contents of this Certificate;</p> <p>3. I/We understand that the accompanying Quote/Tender/Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;</p> <p>4. I/We am/are authorized to sign this Certificate, and to submit the accompanying Quote/Tender/Proposal, on behalf of the Bidder/Proponent;</p> <p>5. each person who submits a Quote/Tender/Proponent has been authorized by the Bidder/Proponent to determine the terms of, and to submit a Quote/Tender/Proposal, on behalf of the Bidder/Proponent;</p> <p>6. for the purposes of this Certificate and the accompanying Quote/Tender/Proposal, I/we understand that the word "competitor" shall include any individual or organization, other than the Bidder/Proponent, whether or not affiliated with the Bidder/Proponent, who:</p> <p>a) has been requested to respond to this call for Quotes/Tenders/Proposals;</p> <p>b) could potentially respond to this call for Quotes/Tenders/Proposals, based on their qualifications, abilities or experience;</p> <p>7. in particular, without limiting the generality of paragraphs (1) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:</p> <p>a) prices;</p> <p>b) methods, factors or formulas used to calculate prices;</p> <p>c) the intention or decision to submit, or not to submit, a Quote/Tender/Proposal; or</p> <p>d) the submission of a Quote/Tender/Proposal which does not meet the Specifications of the call for Quotes/Quotes/Tenders/Proposals; except as specifically disclosed pursuant to paragraph (1)(b) above;</p> <p>8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, Specifications or delivery particulars of the products or services to which this call for Quotes/Tenders/Proposals relates, except as specifically authorized by the tendering Authority or as specifically disclosed pursuant to paragraph (1)(b) above;</p> <p>9. the terms of the accompanying Quote/Tender/Proposal have not been, and will not be, knowingly disclosed by the Bidder/Proponent, directly or indirectly, to any competitor, prior to the date and time of the official Proposal opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (1)(b) above.</p>	I acknowledge

7.1 Two (2) New 2019 One Ton Crew Cab with Dump Body (COS)_ Specifications

The two (2) vehicles shall be supplied with all standard equipment, plus all other equipment outlined in this specification.

The following are examples of comparable models:

2019 2WD Ford F450

2019 2WD Chevrolet Silverado 4500

2019 2WD GMC Sierra 4500

Specification	Description	Required Information	Confirmations *
Proposed Equipment	Make:	SPECIFY:	FORD F450 CREW 4X2
Proposed Equipment	Model:	SPECIFY:	XL
Proposed Equipment	Model year:	SPECIFY:	2019
Mechanical	Engine: 8 cylinder gasoline	SPECIFY:	V10 6.8L
Mechanical	Transmission: 5 or 6 speed automatic with OD (to match engine for proper durability and performance)	SPECIFY:	6 SPD AUTO

Mechanical	Two wheel drive:	SPECIFY:	4X2
Mechanical	Wheels: metal wheels with hub caps	SPECIFY:	YES
Mechanical	Differential: limited slip rear end:	SPECIFY:	YES 4.88 LTD SLIP REAR
Mechanical	Brakes: power disc 4 wheel anti-lock (ABS)	SPECIFY:	YES ABS
Mechanical	Brake controller:	SPECIFY:	YES
Mechanical	Approx. C.A.: 60 inch minimum	SPECIFY:	60" CA
Mechanical	Battery: heavy duty	SPECIFY:	YES
Mechanical	Block heater	SPECIFY:	YES
Mechanical	Upgraded H.D. alternator	SPECIFY:	YES
Mechanical	Tires: six all terrain radial	SPECIFY:	YES 225/70RX19.5
Mechanical	Rear dual wheels (Mandatory Requirement)	SPECIFY:	YES
			YES
Exterior	Running boards	Yes: No:	YES
Exterior	Bug Deflector	Yes: No:	YES
Exterior	Road Watch Temperature Sensor	Yes: No:	YES
Exterior	Colour: white	Yes: No:	YES
			YES
Interior	Blue tooth integrated system:	Yes: No:	YES
Interior	Dual air bags:	Yes: No:	YES
Interior	Full size spare wheel/tire with jack and wrenches	Yes: No:	YES
Interior	Dark interior:	Yes: No:	YES GREY
Interior	Black rubber floor covering	Yes: No:	YES
Interior	Floor mats:	Yes: No:	YES
Interior	Auxiliary power outlet:	Yes: No:	YES
Interior	Power locks & electric windows:	Yes: No:	YES
Interior	Seats: Front seats: upgraded front bucket seat package with floor mounted console with arm rest and seat covers:	Yes: No:	YES
Interior	Dual power/heated mirrors:	Yes: No:	YES
Interior	Remote keyless entry system:	Yes: No:	YES
Interior	Air conditioning:	Yes: No:	YES
Interior	AM/FM/CD player:	Yes: No:	AM/FM CLOCK NO CD
Interior	Cruise control:	Yes: No:	YES
			YES
Dump Body	The Dump Body must be the Del Model DJB8912-8 ½ (Job Boss Dump Body) manufactured by Roman Ptasiuk, Del Equipment, Division of Diesel Equipment, 139 Laird Dr., Toronto, Ontario, M4G 3V6, phone number (416) 421-5851, cell phone (416) 528-7733:	SPECIFY:	DEL DJB89-15-94 YES
Dump Body	95 inch outside dimensions:	SPECIFY:	95"
Dump Body	8 ½ feet minimum length:	SPECIFY:	9'4"
Dump Body	12 inch hinged fold down sides:	SPECIFY:	15"
Dump Body	Double acting tailgate:	SPECIFY:	21" DOUBLE ACTIVE GATE
Dump Body	12 gage steel:	SPECIFY:	12 GAGE BODY FLOOR HSLA 10 GAGE
Dump Body	10 gage steel cross members:	SPECIFY:	STRUCTUAL CHANNEL
Dump Body	Front mounted hoist with 6 ton capacity:	SPECIFY:	FR MOUNT 8 TON
Dump Body	Electric powered hydraulic hoist pump, mounted behind the cab outside of frame with cover:	SPECIFY:	YES
Dump Body	Tarpaulin cover and winder:	SPECIFY:	YES
Dump Body	Polymer underbody storage box, 18x18x24 with mounting brackets:	SPECIFY:	STEEL POWDER COATED
Dump Body	Cab height bulk head with screened window:	SPECIFY:	YES
Dump Body	Double orange lights (Grote 7698) mounted on top of bulk head:	SPECIFY:	YES
Dump Body	Cab mounted TC-12 Arrow Board (fold down) with in cab electronic controls:	SPECIFY:	YES

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Dump Body	Mud flaps:	SPECIFY:	YES
Dump Body	Pintle hook with light receiver for class 4 hitches connections:	SPECIFY:	YES
Dump Body	Colour: dump box colour: DuPont Yellow 0127	SPECIFY:	YES
			YES
Warranty	Manufacturer's factory warranty shall be supplied.	SPECIFY:	YES
			YES
Fuel Consumption	Fuel efficiency – litres per 100 km (As per 2018 Transport Canada's Canadian Fuel Consumption Guide)	per 100km	N/A

7.2 One (1) New 2019 One Ton Crew Cab with Dump Body (Essa)_Specifications

This vehicle shall be supplied with all standard equipment, plus all other equipment outlined in this specification. The following are examples of comparable models:

2019 2WD Ford F450

2019 2WD Chevrolet Silverado 4500

2019 2WD GMC Sierra 4500

Specification	Description	Required Information	Confirmations *
Proposed Equipment	Make:	SPECIFY:	FORD
Proposed Equipment	Model:	SPECIFY:	F450 4X2 C&C XL
Proposed Equipment	Model year:	SPECIFY:	2019
Mechanical	Engine: 8 cylinder gasoline	SPECIFY:	V10 6.8L
Mechanical	Transmission: 5 or 6 speed automatic with OD (to match engine for proper durability and performance)	SPECIFY:	6 SPD AUTO
Mechanical	Two wheel drive:	SPECIFY:	4X2
Mechanical	Wheels: metal wheels with hub caps	SPECIFY:	YES
Mechanical	Differential: limited slip rear end:	SPECIFY:	YES 4.88 LTD SLIP REAR
Mechanical	Brakes: power disc 4 wheel anti-lock (ABS)	SPECIFY:	YES
Mechanical	Brake controller:	SPECIFY:	YES
Mechanical	Approx. C.A.: 60 inch minimum	SPECIFY:	60" CA
Mechanical	Battery: heavy duty	SPECIFY:	YES
Mechanical	Block heater	SPECIFY:	YES
Mechanical	Upgraded H.D. alternator	SPECIFY:	YES
Mechanical	Tires: six all terrain radial	SPECIFY:	YES
Mechanical	Rear dual wheels (Mandatory Requirement)	SPECIFY:	YES
Exterior	Running boards	Yes: No:	YES
Exterior	Bug Deflector	Yes: No:	YES
Exterior	Road Watch Temperature Sensor	Yes: No:	YES
Exterior	Colour: white	Yes: No:	YES
Interior	Blue tooth integrated system:	Yes: No:	YES
Interior	Dual air bags:	Yes: No:	YES
Interior	Full size spare wheel/tire with jack and wrenches	Yes: No:	YES
Interior	Dark interior:	Yes: No:	YES GREY
Interior	Black rubber floor covering	Yes: No:	YES
Interior	Floor mats:	Yes: No:	YES
Interior	Auxiliary power outlet:	Yes: No:	YES
Interior	Power locks & electric windows:	Yes: No:	YES
Interior	Seats: Front seats: upgraded front bucket seat package with floor mounted console with arm rest and seat covers:	Yes: No:	YES
Interior	Dual power/heated mirrors:	Yes: No:	YES

Interior	Remote keyless entry system:	Yes: No:	YES
Interior	Air conditioning:	Yes: No:	YES
Interior	AM/FM/CD player:	Yes: No:	AM/FM CLOCK NO CD
Interior	Cruise control:	Yes: No:	YES
Dump Body	9'4" Aluminum "Job Boss"	SPECIFY:	DEL ALUM 9' 4" JOB BOSS YES
Dump Body	9' 4" long, 95" outside and 89" inside width; 4.0 cubic yard capacity	SPECIFY:	9'4" LONG 89" ID YES
Dump Body	40" high front, 3/16" inch thick aluminum w no punched windows	SPECIFY:	40" FRONT C/W PUNCHED WINDOW
Dump Body	5083-H32 Aluminum floor, 1/4" smooth (Yield strength: 33 ksi; Ult. Strength: 46 ksi)	SPECIFY:	YES 1/4"
Dump Body	4" 6061-T6 Aluminum Structural Channel cross members on 12" centers;	SPECIFY:	4" YES
Dump Body	6" 6061-T6 Aluminum Structural Channel long sills	SPECIFY:	6" YES
Dump Body	Continuous welding inside and out - bare aluminum finish on body	SPECIFY:	YES
Dump Body	15" 'clean-design' hinged-down/removeable sides, with dirt wiping inside edge taper and board pockets	SPECIFY:	15" YES
Dump Body	21" double-acting tailgate with 'Easy Release' upper hinge mechanism, front control, and retention chains	SPECIFY:	21" YES
Dump Body	Sides and tailgate are double-walled 5083-H32 Aluminum - 1/4" thick inside skin and 1/8" thick outside skin	SPECIFY:	DOUBLE WALLED YES
Dump Body	Stainless steel or Zinc-plated hardware & linkages for superior corrosion resistance; grease zerks at lubrication points	SPECIFY:	YES
Dump Body	DEL 8 ton telescopic hoist Model 1FS/3/74 with secondary seal oil recovery system	SPECIFY:	8 TON IFS YES
Dump Body	Structural steel sub frame with integrated body safety prop	SPECIFY:	YES
Dump Body	Premium Grote LED Lighting (body clearance, running/stop/turn/back-up) and Grote weatherproof wiring harness	SPECIFY:	YES
Dump Body	Tarp - Nylon mesh with roller and housing for 40" headboard -Aluminum	SPECIFY:	YES
Dump Body	Trailer plug 7 pin flat installed to factory brake controller	SPECIFY:	YES
Dump Body	Reinforced Pintle plate and bolt on 2" combination ball and pintle hook	SPECIFY:	YES 2" COMBO
Dump Body	2 rung step and grab handle drivers side-pull out black powder coat	SPECIFY:	YES
Dump Body	Removable Aluminum chipper cap-9"	SPECIFY:	YES 9 "
Dump Body	Supply and install a removable aluminum chipper top	SPECIFY:	YES
Dump Body	42" high x full width and length, open at rear, 3 mesh vents per side. 4 lift hooks	SPECIFY:	YES
Dump Body	Open construction above rear tailgate	SPECIFY:	YES
Dump Body	Fully reinforced and gusseted	SPECIFY:	YES
Dump Body	Formed aluminum roof bows	SPECIFY:	YES
Dump Body	Clean side construction	SPECIFY:	YES
Warranty	Manufacturer's factory warranty shall be supplied.	SPECIFY:	YES
Fuel Consumption	Fuel efficiency - litres per 100 km (As per 2018 Transport Canada's Canadian Fuel Consumption Guide)	per 100km	F450 ARE N/A
Additional items	Traffic cone holder frame mount passenger side	Yes: No:	YES
Additional items	6" amber safety flashing lights (Wig Wag) mounted in rear corner posts	Yes: No:	YES

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Additional items	Combination stop turn and back up lights mounted in rear corner posts	Yes:	No:	YES
Additional items	SWS @16310 amber warning light mounted on front of chipper cap	Yes:	No:	YES
Additional items	4 prong male female connector for light	Yes:	No:	YES
Delivery	Delivered with CMVSS Final Completion Sticker	Yes:	No:	YES

7.3 Two (2) New 2019 Full size 4WD Extended Cab Pickup (COS)_Specifications

The vehicles shall be supplied with all standard equipment, plus all other equipment outlined in this Detailed Specification section for the County of Simcoe. The following

examples of comparable models:

- 2019 Chevrolet Silverado 1500 Extended Cab
- 2019 GMC Sierra 1500 Extended Cab
- 2019 Ford F150 Extended Cab
- 2019 Dodge Ram 1500 Extended Cab

Specification	Description	Required Information	Confirmations *
Proposed Equipment	Make:	SPECIFY:	FORD
Proposed Equipment	Model:	SPECIFY:	F150 SUPERCAB 4X4 XLT
Proposed Equipment	Model year:	SPECIFY:	2019
Mechanical	Engine: (V-8) 5 litre minimum	SPECIFY:	V8 5.0L
Mechanical	Cargo box: approx. 6.4'	SPECIFY:	6' 5"
Mechanical	Transmission: 10 speed automatic with OD	SPECIFY:	10 SPD
Mechanical	Four wheel drive	SPECIFY:	4X4 YES
Mechanical	Brakes: power 4 wheel anti-lock (ABS)	Yes: No:	YES
Mechanical	Steering: power w/speed variable assist	Yes: No:	YES
Mechanical	Wheels: alloy	Yes: No:	YES
Mechanical	Differential: Limited Slip differential	Yes: No:	3.31 ELEC. LOCK YES
Mechanical	Towing package: radiator and transmission cooler, hitch with 2" ball with 7 pin and 4 pin connectors	Yes: No:	YES
Mechanical	In-cab electric trailer brake control	Yes: No:	YES
Mechanical	Block heater	Yes: No:	YES
Mechanical	Upgraded H.D. Alternator	Yes: No:	YES
Mechanical			YES
			YES
Exterior	Factory Mud flaps	Yes: No:	YES
Exterior	Running Boards	Yes: No:	YES
Exterior	Bug Deflector	Yes: No:	YES
Exterior	Back Rack	Yes: No:	YES
Exterior	Line X box liner	Yes: No:	FORD SRAY IN YES
Exterior	Road watch Road Temperature Sensor	Yes: No:	YES
Exterior	Double Grote LED lighting #7698 Mounted on Back Rack	Yes: No:	YES
Exterior	Vehicle Colour: white	Yes: No:	YES
			YES
Interior	Blue tooth integrated system	Yes: No:	YES
Interior	Dual air bags	Yes: No:	YES
Interior	Full size spare wheel/tire with jack and wrenches	Yes: No:	YES
Interior	Dark interior	Yes: No:	YES GREY
Interior	Black rubber floor covering	Yes: No:	YES
Interior	Floor mats	Yes: No:	YES
Interior	Auxillary power outlet	Yes: No:	YES
Interior	Power locks & electric windows	Yes: No:	YES

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Interior	Seats: Front seats: upgraded front bucket seat package with floor mounted console, and seat covers:	Yes: No:	YES
Interior	Dual power/heated mirrors	Yes: No:	YES
Interior	Remote keyless entry system	Yes: No:	YES
Interior	Air conditioning	Yes: No:	YES
Interior	AM/FM/CD player	Yes: No:	AM/FM CLOCK NO CD
Interior	Cruise control	Yes: No:	YES
			YES
Warranty	Manufacturer's factory warranty shall be supplied.	SPECIFY:	YES
			YES
Fuel Consumption	Fuel efficiency – litres per 100 km (As per 2018 Transport Canada's Canadian Fuel Consumption Guide)	per 100km	11.0 L/100KM HIGHWAY

Documents

It is the responsibility of the Bidder/Proponent to ensure the uploaded file(s) is/are not defective or corrupted and able to be opened and viewed by the County of Simcoe. If the attached file(s) cannot be opened or viewed, your Quote/Tender/Proposal may be rejected.

- [Manufacturer Warranty - One Ton](#) - Ford Warranty.jpg - Thursday May 30, 2019 13:13:26
- [Manufacturer Warranty - 4WD Pickup](#) - Ford Warranty.jpg - Thursday May 30, 2019 13:13:39
- [Supporting Vehicle Documentation](#) - Ford Warranty.jpg - Thursday May 30, 2019 13:13:55

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Addenda, Terms and Conditions

I/We certify that it is understood, acknowledged and agreed that by submitting a Quote/Tender/Proposal, I/we accept and agree to be bound by all of the terms and conditions disclosed in the bid document and, in particular, the General Terms and Conditions and Supplemental Terms and Conditions, as applicable. These terms and conditions shall apply to all Work, whether tangible or intangible, and include all goods and services, to be provided by the Successful Bidder(s)/Proponent(s).

I acknowledge the statement above is **not applicable** to submissions in response to a **Request for Information** or a **Request for Expression of Interest**.

- GEORGE CONN, NEW CAR SALES MANAGER

The Bidder/Proponent shall declare any potential Conflict of Interest that could arise from my/our submission in response to this bid opportunity, in accordance with the Conflict of Interest clause as stated in the bid document, if applicable.

Indicate if you have a potential Conflict of Interest?

Yes No

The Bidder/Proponent acknowledges and agrees that the addendum/addenda below form part of this bid document and have been read and fully understood.

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW027-19

DATE: June 19, 2019

TO: Committee of the Whole

FROM: Bob Morrison, Manager of Public Works

SUBJECT: RFQ Tender Results – Concrete Elevated Generator Pad (Sewage Pump Station #1 – 131 Elizabeth Street)

RECOMMENDATION

That Staff Report PW027-19 be received; and

That the tender as submitted by Rowland Concrete Services in the amount of \$56,793.80 (plus H.S.T.) be accepted, as per Township specifications; and

That the Manager of Public Works be authorized to arrange for the necessary works to be completed.

BACKGROUND

This project was included in the 2017, major maintenance plan, Wastewater Budget, as a part of a project to procure a new natural gas generator and an elevated pad at the Angus, Elizabeth St. Sewage Pumping Station. OCWA reported that on several occasions they were refused fuel delivery due to problems with the tank and generator. The TSSA (Technical Standards and Safety Authority) advised that this system would need to be upgraded in order to be compliant. It was decided that a natural gas powered generator should be purchased and that it be installed on an elevated pad, at a higher elevation than the original location due to the floodplain. The generator has been purchased and has not been put into service at this time.

On behalf of the Township, staff sent out RFQ# Q-19-05 to have curbs and sidewalks repaired, as well as a new section of sidewalk installed. In the RFQ, staff added an additional item to have the elevated pad constructed as part of this tender. The quotes received were significantly higher than anticipated.

Authorization was provided to Ainley Group to act on behalf of the Township of Essa to proceed with a RFQ for the pad construction only, in order to obtain more competitive bids. Ainley sent out this RFQ to 5 qualified local contractors. They received one quotation from Rowland Concrete Services.

The following is a summary of the results:

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Rowland Concrete Services Ltd.	\$ 50,260.00 (plus HST)
C&G Concrete	Did not submit bid
B&J Contracting	Did not submit bid
McPherson Andres Contracting Limited	Did not submit bid
Con-Mar Group Ltd.	Did not submit bid

COMMENTS AND CONSIDERATIONS

Ainley Group advised that the bid received is fair and competitive.

FINANCIAL IMPACT

This item was included in the 2017 budget but the work was not done.

There is no budget allocated to this project in the 2019 budget (OCWA thought this budget was automatically pushed forward to the next year).

The total cost of \$50,260.00 plus \$6,533.80 HST, for a total of \$56,793.80, is considered to be the balance for this project.

Council may look at using Reserves collected for this purpose with wastewater billing. Currently, there is \$863,000.00 in the Sewer Infrastructure Reserve account according to the Treasury Department.

SUMMARY / OPTIONS

Council may

1. Take no action at this time, deferring the project.
2. **Approve the Tender and Bid from Rowland Concrete Services in the amount of \$56,793.80 and direct staff and its Engineer, and OCWA, to proceed with the works.**

CONCLUSION


Staff recommends that option 2 be approved.

Respectfully submitted,

Reviewed by,



Bob Morrison,
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer

7c



Ainley & Associates Limited
550 Welham Road, Barrie, Ontario, L4N 8Z7
Tel: (705) 726-3371 • Fax: (705) 726-4391
E-mail barrie@ainleygroup.com

June 6th, 2019

File No. 218038

"By Email"

Township of Essa
5786 County Road 21
Utopia, ON
L0M 1T0

Attn: Ms. Colleen Healey-Dowdall, CAO

**Ref: Concrete Elevated Generator Pad
Sewage Pump Station #1 – 131 Elizabeth St.
Tender Results – Contract #218038**

Dear Colleen,

Further to the Township's instructions, we requested quotations from five (5) qualified local contractors to bid on the construction of an elevated concrete generator pad for the future installation of a natural gas generator to service Sewage Pump Station #1 located at 131 Elizabeth Street in the Angus area. Quotations were to be submitted to the undersigned by 12:00 noon on Thursday, June 6th, 2019.

We are pleased to report that one (1) quotation was received for this work from Rowland Concrete Services from the Tottenham area and is hereby attached for your information. This contractor came recommended by OCWA and we understand that they are very capable of completing this work to the Township's satisfaction and in a timely manner.

We have reviewed this tender and confirm that the bid received from Rowland Concrete in the amount of \$ 50,260.00 plus \$ 6,533.80 HST for a total of **\$ 56,793.80** is considered to be balanced and reasonable. We therefore recommend that, subject to budget considerations, the Township consider awarding this project to Rowland Concrete Services in the amount of **\$ 56,793.80** including HST.

We trust the above is satisfactory. Should you have any questions regarding this information please do not hesitate to contact the undersigned.

Yours truly,
AINLEY GROUP

Claude Marchand, CET
Senior Engineering Technologist

Encl.
PC: Bob Morrison – Essa Twp
Mark Yandt - OCWA

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR016-2019
DATE: June 19th, 2019
TO: Committee of the Whole
FROM: Vera Vieira, Tax Collector
SUBJECT: Request to Write Off/Adjust 2019 Taxes

RECOMMENDATION

That Staff Report TR016-2019 be received; and

THAT the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" of this report.

BACKGROUND

Under Section 357/358 of the Municipal Act, upon application to the Treasurer, the Municipality may cancel, reduce or refund all or part of taxes levied on land during the taxation year, as a result of a change event. Also, if land has become vacant land or excess land, exempt, a mobile home was removed, or a building was razed by fire, damaged by fire, or demolished so as to render it unusable for the purposes for which it was used immediately prior to the damage during the year or during the preceding year.

COMMENTS AND CONSIDERATIONS

Due to the circumstances under which the applications were made, the properties have met the criteria to qualify for the adjustments of taxes in accordance with Sec 357/358 of the Municipal Act.

The Tax Collector does not conduct site inspections regarding these applications; however, the Tax Collector may use internal resources, such as the Fire Department and Building Department to confirm the write offs are warranted.

FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$ 1,762.26
County Taxes	\$ 2,050.79
English Public Education Taxes	\$ 1,101.14
Commercial No Support Ed Taxes	\$ 420.50

TOTAL	<u>\$ 5,334.69</u>
--------------	---------------------------

8a

SUMMARY/OPTIONS

Council may:

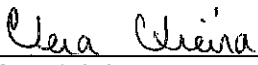
1. Take no action
2. Direct the Tax Collector to adjust the taxes as per Schedule "A" of this report

CONCLUSION

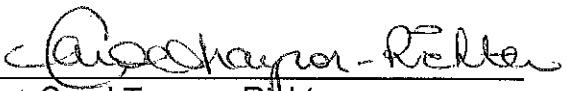
Option no 2 is recommended

Respectfully submitted:

Reviewed by:



Vera Vieira
Tax Collector



Carol Traynor-Richter
Manager of Finance

Reviewed by:



Colleen Healey-Dowdall
CAO

Attachment:

Schedule "A"



Schedule "A"

Rebates for Residential/Farm Properties -Sec 357

TOWNSHIP OF ESSA 43-21 For 2019

PROPERTY		MUNICIPAL TAX RATES			SCHOOL TAX RATES							
CLASS	MUNICIPAL	COUNTY	FRENCH SEP/PUB	ENGLISH SEP/PUB	NO SUPPORT							
RESIDENTIAL	0.239746%	0.278999%	0.161000%	0.161000%								
COMMERCIAL OCC	0.300186%	0.349335%			1.030000%							
COMMERCIAL VAC	0.210130%	0.244534%			0.875500%							
FARMLAND	0.059937%	0.069750%	0.040250%	0.040250%								
PIPELINE	0.310855%	0.361750%			1.268581%							
MANAG'D FOREST	0.059937%	0.069750%	0.040250%	0.040250%								
INDUSTRIAL OCC	0.323074%	0.375970%			1.290000%							
INDUSTRIAL VAC	0.226152%	0.263179%			1.096500%							
ROLL #	Muni Address/Desc	SCHOOL & CLASS	ORIGINAL ASSESS	REVISED ASSESS	ASSESS CHANGE	MUNICIPAL	COUNTY	ENGLISH SEP/PUB	Appl #	COMM INDUST NO SUPP	INCREASE DECREASE	TOTAL REBATE
010-001-01700-0000	5572 Scotch Line	RTEP	\$262,250	\$158,680	(\$103,570)	(\$246.94)	(\$287.38)	(\$165.83)	04/19'		(\$700.15)	(\$700.15)
010-001-12500-0000	5480 5th Line	RTEP	\$808,291	\$0	(\$808,291)	(\$1,937.85)	(\$2,255.12)	(\$1,301.35)	01/19'		(\$5,494.32)	(\$5,494.32)
		FTEP	\$0	\$800,443	\$800,443	\$479.76	\$558.31	\$322.18			\$1,360.25	(\$4,134.07)
010-004-01100-0000	175 Mill St	CTN	\$40,825	\$0	(\$40,825)	(\$122.55)	(\$142.62)		02/19'	(\$420.50)	(\$685.66)	(\$685.66)
		RTEP	\$161,175	\$201,945	\$40,770	\$97.74	\$113.75	\$65.64			\$277.13	(\$408.53)
010-008-18900-0000	8255 9th Line	RTEP	\$13,525	\$0	(\$13,525)	(\$32.43)	(\$37.73)	(\$21.78)	03/19'		(\$91.94)	(\$91.94)
		Exempt	\$62,975	\$76,605	\$13,630	\$0.00	\$0.00	\$0.00			\$0.00	(\$91.94)
TOTALS			\$1,086,791	\$1,078,993	(\$7,798)	(\$1,762.26)	(\$2,050.79)	(\$1,101.14)		(\$420.50)	(\$5,334.69)	(\$5,334.69)





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C024-19
DATE: June 19, 2019
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: Canada Day Advertisement

RECOMMENDATION

That Staff Report C024-19 be received; and
That Council approve the Canada Day Advertisement as presented; and
That Council authorize staff to advertise in the Alliston Herald, Borden Citizen and Simcoe County Farm View.

BACKGROUND

Council has historically authorized staff to arrange for certain advertisements to be inserted into local newspapers (Borden Citizen, Alliston Herald Weekender) to celebrate certain holidays. The holiday inserts have typically included the following special occasions throughout the year:

- Canada Day
- Remembrance Day
- Christmas & New Years

COMMENTS AND CONSIDERATIONS

The Clerk's Department is seeking approval from Council for the 1/16th page "Canada Day" advertisement (Attachment No. 1), specifically on the messaging contained in the ad. Council can amend the advertisement as deemed appropriate, or approve the advertisement as is. [The advertisement contained in Attachment No. 1 is the same as it has traditionally been in previous years, which measures approximately 3 ¼" x 3". Media outlets require confirmation of the insert prior to June 21, 2019, in order to reach the captioned audience prior to July 1st.]

Additionally, the Clerk's Department would like authorization to post the advertisement in the following media outlets:

- Alliston Herald (Weekender)
- Borden Citizen
- Simcoe County Farm View

To Note: The Holiday Greeting will also be inserted onto the Township's website, Twitter and Facebook accounts closer to the date. The Angus & District Lions Club generally forwards a flyer to the municipality closer to the date with the specifics of the festivities which also gets posted on social media.

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FINANCIAL IMPACT

The 2019 Approved Budgeted Amounts for G/L 02-03-010-101-6089 "Council – Miscellaneous" is \$9,250.00. In addition to other expenses, this line item includes the above-noted holiday advertisements, however has only included the holiday advertisements to be inserted into two media outlets (Alliston Herald and Borden Citizen).

The cost for the Canada Day advertisement in the three media outlets is as follows, and includes colour for the "Canada Day Edition" :

Alliston Herald - \$ 135.00 (plus HST) [1/16th advertisement insert] – included in Budget
Borden Citizen - \$ 69.00 (plus HST) [1/16th advertisement insert] – included in Budget
Simcoe County Farm View - \$ 95.00 (plus HST) [1/16th advertisement insert] – Not included in Budget

Total Advertising Cost - \$ 299.00 (plus HST)

Staff is seeking approval from Council to advertise in the third media outlet, Simcoe County Farm View, at an additional cost of \$ 95.00 (plus HST).

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Canada Day advertisement as presented and authorize staff to advertise in the three media outlets contained in this report.**
3. Amend the Canada Day advertisement as Council deems appropriate and authorize staff to advertise in the three media outlets contained in this report.
4. Some other action as deemed appropriate by Council.

CONCLUSION

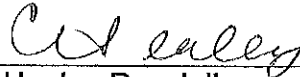
It is recommended that Council approve Option 2.

Respectfully submitted:



Lisa Lehr
Clerk

Reviewed by:



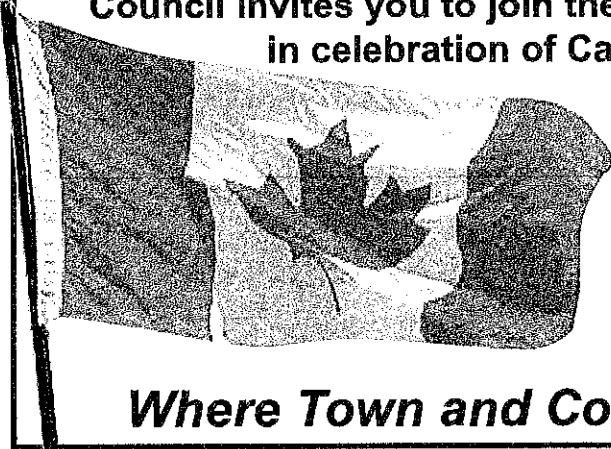
Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

1 – Copy of Canada Day Advertisement insert

Happy Canada Day!

Council invites you to join the Angus Lions Club
in celebration of Canada Day in Angus



Where Town and Country Meet



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C026-19
DATE: June 19, 2019
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: Cat Licensing

RECOMMENDATION

That Staff Report C026-19 be received.

BACKGROUND

The Township of Essa currently requires dog owners to license and register their canine(s) on an annual basis with the municipality under the authority of By-law 2006-18. The "Control of Dogs" By-law also allows for the regulation, impounding and seizure of canines in the Township of Essa.

At its meeting of June 5, 2019, Council requested staff to prepare a report specific to the licensing of cats within the municipal boundaries of Essa Township. As such, this report is being brought forward for Council's information.

COMMENTS AND CONSIDERATIONS

The Clerk recently polled the 16 municipalities in the County of Simcoe to inquire as to which municipalities license domestic cats. While the majority of the municipalities responded that they have an Animal Control By-law which is used to regulate the number of domestic animals per residential unit and to set out animal owner responsibilities (ie: Barrie allows up to six cats, two dogs, etc.), of the 16 municipalities the City of Barrie is the only municipality that actually licenses domestic cats. [It is important to note that the City of Barrie has not made the licensing of domestic cats a mandatory requirement; it is done so by cat owners on a volunteer basis only.]

When considering the implementation of a Cat Licensing By-law, Council must consider the benefits vs. burdens of such a program.

The known benefits of a registration program for cats are:

- If the cat is registered, it provides people that find stray cats the ability to contact the MLEO/Animal Control Officer so that the cat can be returned to the owner and/or taken to the Poundkeeper
- The owner can be notified by the MLEO if their cat is injured and/or is being transported to a veterinarian for care
- Potential increase in revenue to the municipality

9b

The known burdens of such a program are:

- Licensing of domestic cats does not apply to feral cats
- Added costs to the municipality to return the cat to owner and/or poundkeeper
- Added cost to the municipality for Poundkeeping services to house stray cats
- Increase in calls to MLEO/Animal Control re: stray/feral cats where owner(s) not registered or known
- Increase in time spent by MLEO/Animal Control to capture cat, and as well, additional training courses may be required
- Increase in staff time to investigate/catch/enforce Cat Licensing By-law (administratively to register cats; fine(s) for not registering cat(s) and/or fine(s) for not complying with cat owner responsibilities; etc.)
- Potential for marked increase of calls, re: enforcement of "trespassing", "running-at-large" and "poop and scoop" by cat on neighbours' property
- Potential for marked increase of calls for municipality to pick up stray/feral cats
- Costs to implement such a By-law (administration of, and enforcement) would have a negative impact on any potential revenue generated by implementing a Cat Licensing By-law.

As it stands currently, the majority of cat-related calls that are received by the municipality are in regards to feral/stray cats; not domestic cats. Other calls received by the municipality in relation to domestic cats are in regards to trespassing and cats defecating in neighbours gardens. These are issues that a Cat Licensing By-law would be required to cover under Cat Owner Responsibilities.

If Council were to pursue implementing a Cat Licensing By-law, it is suggested that the By-law mirror the Township's Canine Control By-law 2006-18 (for the licensing and registration of dogs; for regulating the control of dogs; and for the impounding and seizure of dogs within the Township of Essa)

FINANCIAL IMPACT

None at this time.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Receive the Report for information.**
3. Direct Staff to further investigate costs associated with implementation of a Cat Licensing By-law, specific to poundkeeping, after-hours, and running-at-large.

CONCLUSION

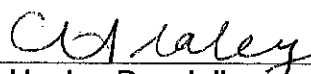
It is recommended that Council receive the Report for information only.

Respectfully submitted:



Lisa Lehr
Clerk

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO021-19

DATE: June 19, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: HR Downloads Computer Software to Assist with Human Resource Functions

RECOMMENDATION

That Staff Report CAO021-19 be received; and

That Council consider authorizing the purchase of HR Downloads to assist with human resource fundamentals, on-line employee training and policy manual organization at a cost of \$3,643 plus HST for a one year term for the HR Complete package.

BACKGROUND

All different departments of the Municipality have made use of different computer software programs to assist in carrying out their functions. Each is specific to an area, created to make jobs easier and less time consuming. Relying on computer software to assist with our duties is the proven way of the future – both cost-effective and efficient. None of the different software packages already utilized by the Municipality are able to assist in the way that HR Downloads is able to assist with human resource functions.

This CAO learned of this program being used in Clearview Township when an employee from here was recently hired by Clearview. The Township of Clearview is able to free up many hours of staff time by relying on automation to train new employees. As well, the software, HR Downloads, is able to coordinate training, easily tracking what employee has been trained in what area and reminding us when re-certifications are required. Also included in the suite of HR Downloads is free advice, templates for job descriptions and policies (the ability to create our own templates) and a tool to use to create surveys when feedback is desired.

This CAO has asked staff how many hours are spent on organization of policies and human resource data, training and orientation. The following is what was learned.

Orientation/Training – so far, to-date, with the last group of orientation that Krista and Athena held on Monday, May 13th, Athena had spent 1(+) full day going

through the "orientation binder" and printing all the policies/procedures plus the acknowledgements that the new employees are to sign and return. It took both Krista and Athena away from their desks/work for ½ day (orientation started at 9 am and did not finish until 12:20 pm). Following this orientation, it then took up another 1(+) hour of time to collate all the acknowledgements according to each employee and cross-referencing to the checklist to make sure all is in order and nothing is missing. Any follow up emails/correspondence then was drawn up to remind any employees of any missing documentation (another 1 hour of time).

There is still work on follow up to the orientation as there are employee orientation completion letters that have to be drawn up to each employee who attended the orientation enclosing copies of their signed acknowledgements. This process alone may take a further 2 hours of time between drawing up the letters, photocopying, etc. There is still filing of all the signed acknowledgements into each personnel file. This may take an approximately ½ hour of time.

Therefore, on orientation alone, a total time of approximately 2 full (+) working days are lost between preparation, orientation, follow up and finishing.

Policy Review (Organizing/Tracking) – all-together, between looking up what policies or procedures are due for review to preparing it for review and then finalizing them following senior management review to circulating to staff for their review and tracking such circulation, this would consume approximately 1 – 1.5 days of work time, broken up through-out the work weeks. This is for a simple renewal of policies/procedures. If there have been any legislation changes, this could increase the amount of time spent on just 1 policy/procedure depending on any research required according to the changes. HR Downloads sends us notifications of any legislation changes and prompts us to which of our policies require updating.

As well note, the software licensing could be shared with the Fire Department which also spends a lot of time on training (if the full package is purchased). More specifically, the following time is spent by the Fire Department.

1. Annual WHMIS training: 3 hours x 60 fire fighters (new program could save considerable staff trainer hours on training).
2. Clerk's Department training of corporate policies: 3 hours at 2 stations involving the Fire Chief (new program could save 12 hours of management time).
3. Orientation for new staff 7.5 hours x 20 fire fighters. New staff used to do this on their own time but we had no true record of this happening and they did not like to sit and read policy so this has been occurring in-house.
4. Preparation of policy and orientation packages and follow up for record-keeping: 14 hours prior to a training session.
5. Potential to save on additional training not listed here.

10a

COMMENTS AND CONSIDERATIONS

June 19th: This matter/report was deferred at the last meeting of Council as Council had wondered if this program was compatible with our Treasury's financial software (Great Plains) or whether there was a HR module that was compatible (as an extension to our software). For example, for municipalities using "Vadim" financial software (a common financial software program used by municipalities), there is an optional HR component to it. This CAO has learned that Penetanguishene just purchased the Vadim module to assist with their HR functions such as employee orientation and training. Unfortunately our financial software, Great Plains, does not have a HR module. Our Deputy Treasurer has stated that on investigating, it would appear that there is nothing that would interface other than some programs focused on timesheet entry and on-line access to paystubs. Some other municipalities use a HR software program called People Soft but it is likely more than we need and is more expensive (used by larger municipalities).

HR Downloads will ensure consistency despite employee turnover. The system is always ready to use and helps to track and send reminders of any outstanding training. Employees prefer this simplified form of HR functions (those organizing and delivering training and those on the receiving end). It would alleviate the amount of time that is spent compared to the current system used, freeing up time for other duties, and would help to reduce for human error.

FINANCIAL IMPACT A cost of \$3,643 + HST on an annual basis.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Authorize staff to purchase HR Downloads, the complete package to assist with human resource fundamentals, on-line employee training and policy manual organization at a cost of \$3,643 plus HST for a one year term.
3. Authorize staff to purchase HR Downloads, the simplified version, at a cost of \$3,088 plus HST.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

HR Downloads information materials
HR Downloads quotes

10a

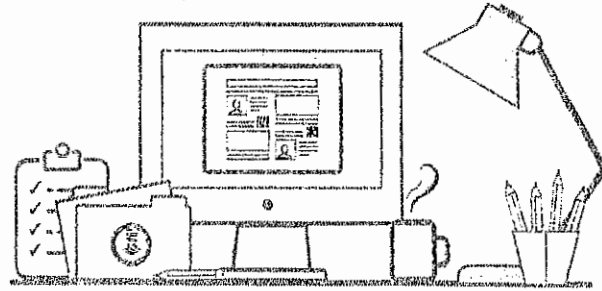


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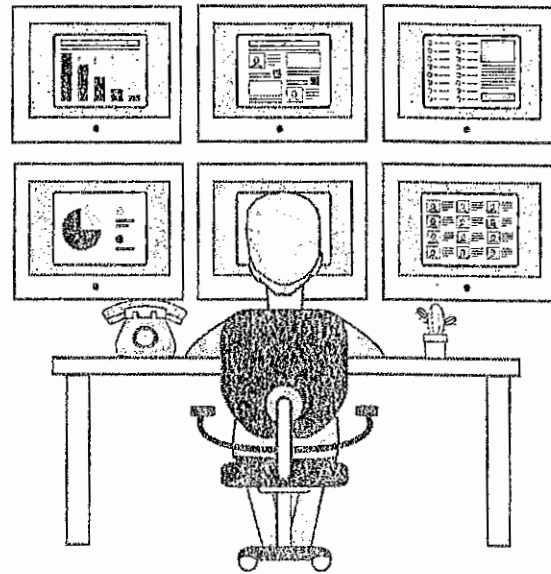


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10a



Live HR Advice

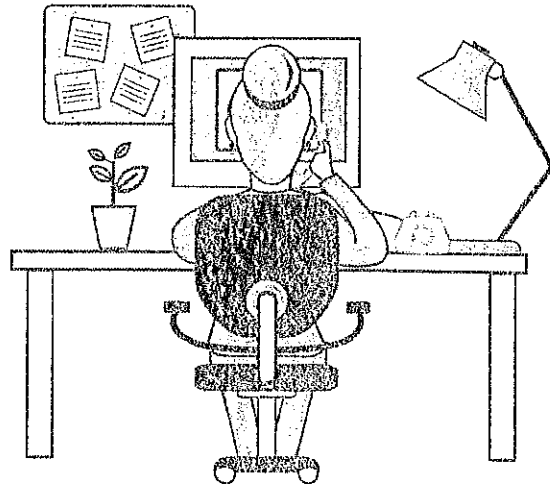
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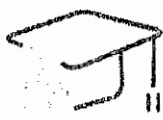
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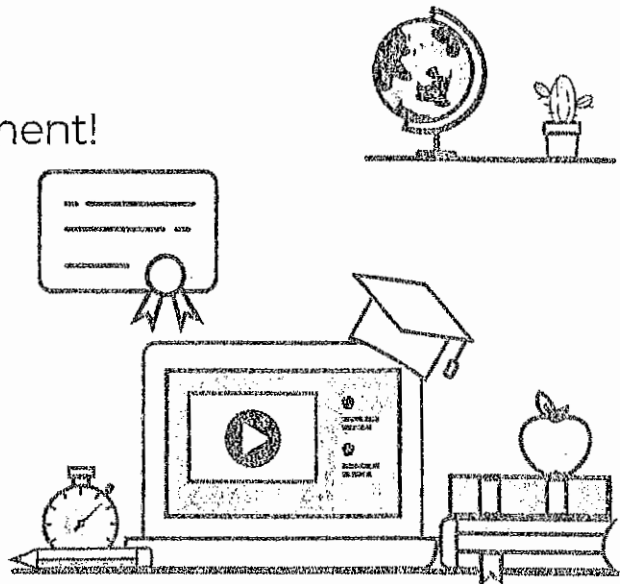
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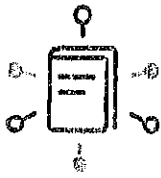
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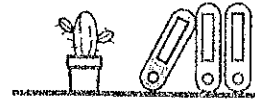
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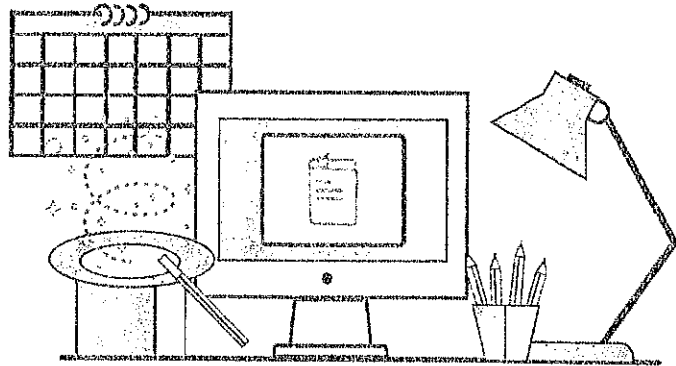
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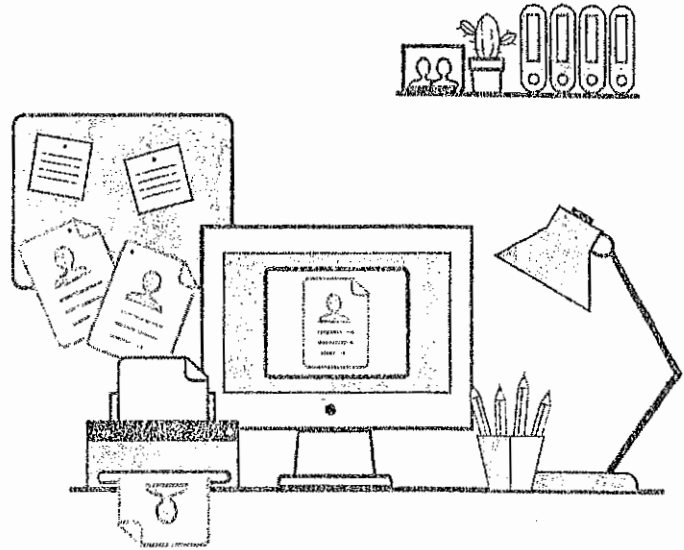
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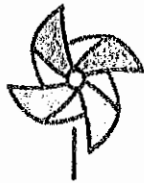
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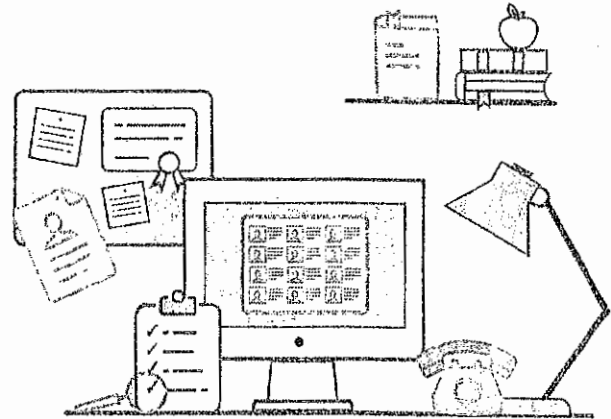
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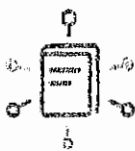
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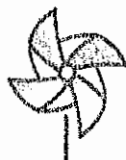
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Online Employee Training

Note: Courses with an asterisk (*) include updated design and interactive elements.

Accessibility

*AODA Customer Service Training (Comprehensive Content)	1 hour and 5 minutes
*AODA Customer Service Training (Condensed Content)	32 minutes
*AODA Customer Service Training (Refresher Course)	22 minutes
Improving Workplace Accessibility - General Training for Leaders in All Jurisdictions	44 minutes
Integrated Accessibility Standards - Design of Public Spaces (Built Environment)	28 minutes
*Integrated Accessibility Standards - Information & Communications Standards and Employment Standards	35 minutes
Integrated Accessibility Standards - Transportation Standard Training	44 minutes
Manitoba's Accessibility Standard for Customer Service	44 minutes
Understanding Human Rights Training (AODA Edition)	25 minutes

Customer Service

*Canada's Anti-Spam Legislation (CASL) - An Overview	45 minutes
*Canada's Anti-Spam Legislation (CASL) Training for Employees	48 minutes
Customer Service Excellence Training	31 minutes
Defusing Hostile Customers Training	18 minutes
*Fundraising Basics Training for Not-for-Profits	42 minutes
*Introductory Retail Sales Training for Salespeople	38 minutes
Keep it Professional - Telephone, Email and Social Media Etiquette Training	25 minutes
Retail Loss Prevention	26 minutes

Health and Safety

*A Guide to Workplace Incident Investigations	50 minutes
Asbestos Awareness Safety Training for Workers in All Jurisdictions	42 minutes
Bill 13: Creating Safer, Accepting, and More Inclusive Schools	38 minutes
Cold Stress - A Guide to Working Safely in Cold Environments Training	20 minutes
Confined Spaces Awareness Training for Workers	1 hour and 13 minutes
Due Diligence - Implementing and Managing Occupational Health and Safety	35 minutes
Duty of Persons Directing Work (Bill C-45) - Training for Leaders	23 minutes

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Evacuation Plans and Procedures Training	21 minutes
*Fire Safety Training	24 minutes
Forklift Training	36 minutes
Health and Safety Committee Training for Committee Members	30 minutes
Heat Stress Awareness and Prevention	35 minutes
Infection Prevention and Control Training	18 minutes
Internal Responsibility System Training	39 minutes
Introduction to Bill 132	21 minutes
Ladder Safety Training	21 minutes
Lockout/Tagout - Control of Hazardous Energy Training	31 minutes
*Occupational Health and Safety Awareness Training for Supervisors (Alberta)	41 minutes
*Occupational Health and Safety Awareness Training for Supervisors (Federal)	39 minutes
Occupational Health and Safety Awareness Training for Supervisors in All Jurisdictions	43 minutes
Occupational Health and Safety Awareness Training for Supervisors in Ontario	45 minutes
Occupational Health and Safety Awareness Training for Workers - General Overview for All Jurisdictions	36 minutes
*Occupational Health and Safety Awareness Training for Workers (Alberta)	35 minutes
Occupational Health and Safety Awareness Training for Workers in Ontario	35 minutes
*Personal Protective Equipment Training	28 minutes
*Personal Workplace Safety and Security Training	33 minutes
Preventing Workplace Bullying, Harassment and Violence Training (British Columbia)	39 minutes
*PTSD Awareness, Prevention, and Intervention Training for First Responders (Ontario)	34 minutes
Safe Driving for Work Training	33 minutes
Safe Food Handling Training for Workers	1 hour and 4 minutes
*Safe Lifting Training	19 minutes
Safety at Heights - Fall Protection Training	23 minutes
Sharps Training	16 minutes
Slips, Trips and Falls Awareness Training	17 minutes
The Right to Refuse Unsafe Work Training	24 minutes
Transportation of Dangerous Goods Training	2 hours and 18 minutes
*Using a Fire Extinguisher Training	15 minutes
Warehouse Safety Training for Employees	1 hour and 1 minute
*WHMIS 2015 Including the GHS for Workers and Supervisors - All Jurisdictions	44 minutes
*WHMIS 2015 Refresher	25 minutes
Workplace Bullying Training for Employees - All Jurisdictions	23 minutes

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Workplace Hazards Training	22 minutes
*Workplace Health and Safety Committee Training for Committee Members (Federal)	29 minutes
*Workplace Violence and Harassment Training for Employees (Alberta)	31 minutes
*Workplace Violence and Harassment Training for Employees (Ontario - Bills 168 and 132)	48 minutes
*Workplace Violence and Harassment Training for Managers (Ontario - Bills 168 and 132)	1 hour and 9 minutes
*Workplace Violence and Harassment Refresher Training (Ontario - Bills 168 and 132)	31 minutes
Workplace Violence and Harassment Training	32 minutes
*Workplace Violence and Harassment Training (New Brunswick)	25 minutes
Young Worker Safety and Awareness Training for Leaders	26 minutes
Young Worker Safety and Awareness Training for Employees - All Jurisdictions	24 minutes

Instant HR - Compensation and Benefits

Compensation and Benefits Overview Training	23 minutes
Compensation Strategy Training	18 minutes
Designing Effective Job Descriptions Training	27 minutes
Employee Benefit Plans Training	30 minutes
Employee Group Benefits Training	25 minutes
Employment Contracts and Payroll Forms Training	19 minutes
Job Analysis Training	26 minutes
Paying for Performance Training	19 minutes

Instant HR - Employee and Labour Relations

Administering Collective Agreement Training	16 minutes
Downsizing and Restructuring Training	19 minutes
Duty to Accommodate - A Guide for Leaders	33 minutes
Employee and Labour Relations Overview Training	24 minutes
Employee Motivation and Engagement Training	34 minutes
Handling Grievances and Working Together Training	16 minutes
Negotiating Collective Agreement Training	26 minutes
Providing Effective Feedback Training	25 minutes
Terminations - Not for Cause Training	25 minutes
Terminations for Cause Training	25 minutes

Instant HR - HR 101

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HR 101 Training 27 minutes

Instant HR - Occupational Health and Safety

Health and Safety Overview Training 20 minutes
 Instant HR - Workplace Hazards Training 21 minutes
 Return to Work Training 18 minutes
 Worker Participation Training 19 minutes

Instant HR - Organizational Effectiveness

Attendance Management Training 22 minutes
 Diversity in the Workplace Training 15 minutes
 Exit Interviews, Effective Practices - A Guide for Leaders 31 minutes
 Foundations of Team Dynamics Training 20 minutes
 Human Resources Audits - Best Practice Training 24 minutes
 Human Resources Compliance Audits - For HR Professionals 24 minutes
 Knowledge Transfer - Training for Leaders 39 minutes
 Organizational Change Training 24 minutes
 Organizational Culture Training 19 minutes
 Organizational Effectiveness Overview Training 35 minutes
 Outsourcing Training 25 minutes
 Succession Planning Training 22 minutes
 Transactional vs Transformational HR Management Training 25 minutes

Instant HR - Recruitment and Selection

HR Planning Training 17 minutes
 Interviewing Styles, Structures, and Pre-Employment Testing Training 18 minutes
 Interviewing Training 19 minutes
 Job Postings Training 24 minutes
 Onboarding - Effective Practices and Programs 27 minutes
 Orientation Program Training 22 minutes
 Recruitment and Selection Overview Training 26 minutes
 Screening and Background Checks Training 17 minutes

Instant HR - Training and Development

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Designing Effective Training Programs Training	19 minutes
Training and Development Overview Training	23 minutes
Training Needs Analysis Training	21 minutes

Leadership

Achieving Benefits Optimization - A Human Resources Perspective	44 minutes
*An Introduction to the Canada Labour Code	37 minutes
Coaching and Mentoring Training	41 minutes
Conflict Resolution Training	24 minutes
Detecting and Detering Money Laundering and Terrorist Financing (FINTRAC)	41 minutes
Effective Communication Training	40 minutes
Ethics and Professionalism Training	25 minutes
Handling Difficult Employee Conversations Training	33 minutes
How to Motivate Employees from Within, Training for Leaders	28 minutes
Interviewer Biases Training	25 minutes
*Introduction to Ontario's <i>Employment Standards Act, 2000</i> for Leaders	42 minutes
Lead by Example Training	18 minutes
*New Supervisor Training	25 minutes
PHIPA - Personal Health Information Privacy Training (Ontario)	1 hour and 9 minutes
*PIPEDA Training	46 minutes
Principles of Effective Problem Solving and Sound Decision Making Training	15 minutes
Progressive Discipline Training	43 minutes
Retaining Employees and Reducing Turnover - Training for Leaders	32 minutes
Top 5 Hidden Costs of Employee Benefits Training	11 minutes

Performance and Conduct

Conducting Performance Reviews--Training for Leaders	40 minutes
Goal Setting in the Workplace, Training for Leaders	24 minutes
Handling Change at Work - Training for Employees	23 minutes
*IT Risk and Cybersecurity Training	36 minutes
*Payment Card Industry Security Training for All Audiences	25 minutes
Professionalism in the Workplace: Best Practice Training for Supervisors	34 minutes
*Protecting Confidential Information Training for Employees	27 minutes
Social Media Awareness Training for Employees	23 minutes

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Telework Training for Employees	26 minutes
*Unconscious Bias Training for All Audiences	31 minutes
Workplace Sensitivity - Training for Employees	49 minutes

Professional Skills

Managing Up - Best Practice Training for Professionals	32 minutes
Mastering Effective Presentation Skills	23 minutes
Mastering the Art of Business Writing for Professionals	24 minutes
Mastering the Art of Email Writing - for Professionals	35 minutes
Microsoft Excel 2010 Basic Training for Employees	48 minutes
Microsoft Outlook 2010 Basic Training for Employees	37 minutes
Project Management for Professionals	21 minutes
Time Management - Training for Professionals	24 minutes

Workplace Wellness

*Cannabis in the Workplace - Training for Leaders	25 minutes
Creating a Respectful Workplace Training	18 minutes
Crisis Intervention: Training for All Audiences	42 minutes
Employee Transition Services - Job Search Skills Training	18 minutes
Employee Transition Services - Resume Writing Training	23 minutes
Employee Transition Services Interview Skills Training	28 minutes
*Financial Wellness Training	40 minutes
*Gender and Sexual Diversity Training	23 minutes
Human Rights in Canada - Federal Regulations	28 minutes
*Managing and Coping with Stress Training	37 minutes
*Mental Health in the Workplace - Training for Employees	31 minutes
Mental Health in the Workplace - Training for Leaders	55 minutes
Office Ergonomics Training	22 minutes
*Respect in the Workplace Training	51 minutes
Substance Abuse Training	17 minutes
The Evolution of Human Rights in Canada for Leaders (Ontario focus)	33 minutes

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Quote for Services

Date: May 22, 2019
Candice Adamski
 Business Development Specialist
 1 (877) 438.9763 Ext. 310
cadamski@hrdownloads.com

Quoted:
 Athena Piskopos
 Township of Essa
 , Ontario
 Canada

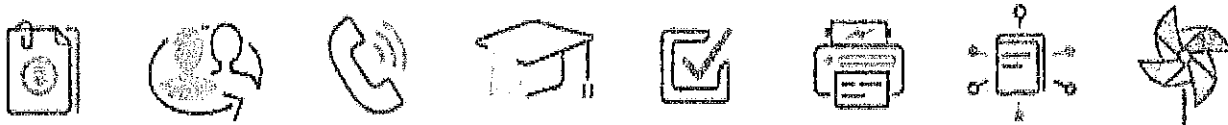
HRdownloads Inc.
 195 Dufferin Ave, Suite 800
 London, Ontario N6A 1K7

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
1	HR Complete™	\$3,643.00	\$3,643.00
3	• HR Fundamentals™		
3	• Live HR Advice		
1	• Online Employee Training		
1	• Survey Architect		
1	• Policy Manual Wizard		
1	• Job Description Generator		
		Subtotal:	\$3,643.00
		Tax (13%):	\$473.59
		Total:	\$4,116.59

* Prices based on a one year term.



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Quote for Services

Date: May 22, 2019

Candice Adamski
Business Development Specialist

1 (877) 438.9763 Ext. 310

cadamski@hrdownloads.com

HRdownloads Inc.
195 Dufferin Ave, Suite 800
London, Ontario N6A 1K7

Quoted:

Athena Piskopos
Township of Essa

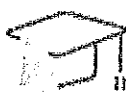
, Ontario
Canada

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
2	HR Fundamentals™	\$495.00	\$990.00
1	Online Employee Training	\$1,599.00	\$1,599.00
1	Policy Manual Wizard	\$499.00	\$499.00
		Subtotal:	\$3,088.00
		Tax (13%):	\$401.44
		Total:	\$3,489.44

* Prices based on a one year term.



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO030-19
DATE: June 19, 2019
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Thornton Arena Roof Replacement Tender Results

RECOMMENDATION

That Staff Report CAO030-19 be received; and

That the quotation as received from Can-Sky Roofing & Sheet Metal Inc. for the Thornton Arena Roof Retro-Fit Contract No. 219029 be accepted in the amount of \$307,052.64 (including HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and

That the Chief Administrative Officer and/or Manager of Parks and Recreation be authorized to arrange for the necessary works to be completed.

BACKGROUND

Contract No. 219029 for the Thornton Arena Roof Retro-Fit was posted on the Township's website and circulated in accordance with Essa's procurement policy A05-01. The closing date for Contract No. 219029 was June 12, 2019 at 1:00 p.m. local time.

Included in the 2019 budget deliberations, Council approved \$262,500 for this project to be completed, based on an earlier estimate.

COMMENTS AND CONSIDERATIONS

The following is a summary of results for Quotation Contract No. 219029:

BIDDERS	QUOTATION AMOUNT (incl. HST)
Can-Sky Roofing & Sheet Metal Inc.	\$307,052.64
LaFleche Roofing (1992) Limited	\$315,982.00
Maxim Roofing Limited	\$355,542.62)

Nortex Roofing Ltd.	\$315,100.50
Always Roofing Ltd.	\$353,483.21

In accordance with the Procurement Policy "the lowest or any bid not necessarily accepted".

The Municipality has not experienced any performance problems with the lower bidder in the past.

FINANCIAL IMPACT

2019 Budget approved a capital item of \$262,500 to be sourced from taxation. The lowest bid submitted was \$307,052.64.

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Accept the tender received from Can-Sky Roofing & Sheet Metal Inc. for the Thornton Arena Roof Retro-Fit Contract No. 219029 in the amount of \$307,052.64 (including HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality.
3. Authorize the Chief Administrative Officer and/or Manager of Parks and Recreation to arrange for the necessary works to be completed.
4. Award the Quotation to another bidder, as deemed appropriate by Council, if a performance problem was experienced with the lowest bidder in the past.
5. Retender at a later date.

CONCLUSION

Staff recommends that Options 2 and 3 be approved.

Respectfully submitted,



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:
Ainley letter of recommendation

June 13th, 2019

File No. 219029

"By Email"

Township of Essa
5786 County Road 21
Utopia, ON, L0M 1T0

Attn: Ms. Colleen Healey-Dowdall, CAO

**Ref: Thornton Arena Roof Retro-fit
Tender Results – Contract #219029**

Dear Colleen,

In accordance with the Township's request, we prepared tender documents for retro-fitting the Thornton Arena roof and had this tender posted on the Bidding.com portal on the Township's behalf for a period of two weeks. A mandatory site visit was arranged for Wednesday, June 5th at 10:00 a.m. Tenders were to be submitted to the Township administration office by 1:00 p.m. on Wednesday, June 12th, 2019.

We are pleased to report that five (5) bids were received for this work from the following bidders;

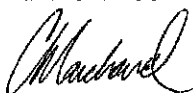
Contractor	Tender Amount (incl. HST)
Can-Sky Roofing & Sheet Metal Inc.	\$ 307,052.64
Nortex Roofing Ltd.	\$ 315,100.50
LaFleche Roofing (1992) Limited	\$ 315,982.00
Always Roofing Ltd.	\$ 353,483.21
Maxim Roofing Limited	\$ 355,542.62

We have reviewed these tenders for eligibility and accuracy and confirm that the lowest bid received for this work was submitted by Can-Sky Roofing & Sheet Metal Inc. in the Lump Sum amount of \$ 271,728.00 plus \$ 35,324.64 HST for a total of **\$ 307,052.64**.

We therefore recommend that, subject to budget considerations, the Township consider awarding this project to Can-Sky Roofing in the amount of **\$ 307,052.64** including HST.

We trust the above is satisfactory. Should you have any questions regarding this information please do not hesitate to contact the undersigned.

Yours truly,
AINLEY GROUP



Claude Marchand, CET
Senior Engineering Technologist

PC: Stuart Parkinson – Essa Twp
Bob Morrison / Sheila Perri – Essa Twp
Allan Bigelow – Tri-Tech Pinnacle

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO031-19

DATE: June 19, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Parks & Recreation Programs – Cost/Rates

RECOMMENDATION

That Staff Report CAO029-19 be received; and

That Council consider increasing the cost of programs, the same as recent ice rate increases in the amount of 3%, effective immediately.

BACKGROUND

Ice rental rates have increased 3% annually over the past few years to account for staffing and arena costs. In a report of March 6, 2019, CAO Greg Murphy wrote that "Over the last few years, we have increased the hourly ice rental rates 3% annually. Unfortunately, even with these increases, there still is a shortfall in revenue which does not cover the operating expenses of making and maintaining ice during the winter season at both the Angus and Thornton Arenas."

COMMENTS AND CONSIDERATIONS

Parks programming also requires staff for organization, room rental duties and clean ups, and there are other costs to keeping buildings open (i.e. heat and hydro). Program rates have not been increased at any time within the past few years. Essa's programs, as a whole, are running in a shortfall situation where revenues are not covering operating expenses (expenses including but not limited to: instructors, office staff, arena staff, facility heat, facility hydro, office supplies and advertising, etc.). Some particular programs are losing money worse than others.

At this time, the Programs Budget is in jeopardy of exceeding that approved with costs outweighing registration collections. The direct cost of instructors in 2019 is estimated to be at \$33,000, however, \$28,000 is listed as the approved budget amount. This budget area does not take into account a complete listing of all expenses associated with programs.

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There is a concern for revenue being taken in by programs and the Recreation Programmer/Booking Clerk has raised concern to this CAO.

Options which Council may wish to consider at this time include doing nothing, increasing rates or cutting programs. So far, over the course of the past month or so, staff has been directed to leave programs in place. As a result, Council may wish at this time to consider increasing rates. A rate increase, similar to that recently applied to ice rental rates, could be considered. Alternatively, if Council felt that a review of program pricing should be undertaken, staff could carry out a price comparison with neighbouring municipalities.

This report was deferred by Council at its last meeting as Council wished to know when the fall program guide was due for release and if it was already too late to adjust rates for fall programs – whether there was an urgency or time to defer for a public meeting. Note that no one has been in attendance at the past few public meetings.

Since the past Committee meeting, this CAO has learned that the Parks & Recreation Programmer/Booking Clerk had postponed the release of the fall program guide as things have been very busy in preparing for the Essa Challenge golf tournament and the summer camp. The fall guide deadline was able to be pushed back 2 weeks. If Council agrees to raise the cost of fall programs at this meeting of June 19th, new program rates would take effect for this fall.

Program rates are not contained in the Township's Fee Schedule so do not require to be advertised and considered in a public meeting if Council so chose.

The Township's Parks & Recreation Programmer/Booking Clerk is the expert on program rates at this particular time. She has been invited to the Committee of the Whole meeting scheduled for June 19th to be able to respond directly to any Council questions. She has indicated to this CAO that a 3% increase may not actually cover the cost for some of the yoga programs but rather, an additional increase of a slightly higher amount may instead ensure that instructor costs are covered. The Programmer/Booking Clerk has to-date, focussed on instructor costs as opposed to the full cost of running the division of the department.

This CAO is cognizant that Council wants to ensure that programs are still affordable for citizens. Perhaps ensuring that instructor costs are covered as opposed to full cost recovery is a compromise which is keeping the needs of residents in mind.

FINANCIAL IMPACT

At present, running 16 different programs is costing a total cumulative amount of approximately \$127,350 (direct instructor costs and all indirect costs). Typically, 3 sessions of each program are run during a year. Revenue generated to-date is approximately \$20,000 with another \$20,000 expected by year-end.

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SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Cut programs to ensure that costs do not exceed projected revenues.
3. Consider rate increases to registration for programs in the amount of 3% consistent with a recent ice rental rate increase.
4. Consider increasing registration for programs in another amount such as 5% or 6% in order to catch up and account for not increasing registration fees over the past number of years.
5. Direct staff to collect information from neighbouring municipalities and to report on a price comparison with other municipalities, bringing additional information to Committee in the near future.

CONCLUSION

Option #3 is recommended with a 3% increase to take effect immediately since the next program guide is due for print at the end of the month.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.