

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, NOVEMBER 3, 2021  
6:00 p.m.**

To view our live stream visit the Township of [Essa's YouTube Channel](#)

**AGENDA**

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

**STAFF REPORTS**

- 4. PLANNING AND DEVELOPMENT**
  - 5. PARKS AND RECREATION / COMMUNITY SERVICES**
  - 6. FIRE AND EMERGENCY SERVICES**
  - 7. PUBLIC WORKS**
  - 8. FINANCE**
  - 9. CLERKS / BY-LAW ENFORCEMENT / IT**
- p. 1    **a. Staff Report C029-21 submitted by the Manager of Legislative Services, re: Expiry of O. Reg 130/20 and 131/20 – Impact on Essa's Noise By-law 2018-47 (Construction).**
- Recommendation: *Be it resolved that Staff Report C029-21 be received for information.*
- p. 4    **b. Staff Report C030-21 submitted by the Manager of Legislative Services, re: Legislative Amendments Affecting 2022 Municipal Elections.**
- Recommendation: *Be it resolved that Staff Report C030-21 be received for information.*

- p. 6 c. **Staff Report C031-21 submitted by the Deputy Clerk, re: Request – Letter of Support for the Royal Canadian Legion Branch 499 – Angus.**

Recommendation: *Be it resolved that Staff Report C031-21 be received; and That Council support the Royal Canadian Legion Branch 499 in their submission for funding through the New Horizons for Seniors Program; and That Council approve the draft letter of support for the proposed projects as outlined in this Report.*

- p. 11 d. **Staff Report C032-21 submitted by the Manager of Legislative Services, re: Township of Essa’s Procedural By-law – Proposed Amendment to Section 3.6 “Inaugural Meetings”.**

Recommendation: *Be it resolved that Staff Report C032-21 be received; and That Council approve the proposed amendments to Section 3.6 of Essa’s Procedural By-law No. 2017-77 as outlined in this Report; and That Council direct Staff to bring forward the appropriate amending By-law for Council’s consideration at the next regularly scheduled meeting of Council.*

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

- p. 14 a. **Staff Report CAO048-21 submitted by the Chief Administrative Officer, re: Parking in Parks – Proposed Parking Pass for Essa Parks.**

Recommendation: *Be it resolved that Staff Report CAO048-21 be received; and That Council direct Staff to develop a new parking pass program for residents to start, with residents of Essa to be permitted to purchase an annual cardstock parking permit for 2022, to be used to park in the parking lots at designated parks, with fees collected to be used to offset administrative costs; and with staff to proceed to schedule a public meeting on fees.*

- p. 18 b. **Staff Report CAO051-21 submitted by the Chief Administrative Officer, re: Consideration of a Wage Increase for Township Staff.**

Recommendation: *Be it resolved that Staff Report CAO051-21 be received; and That Council approve an increase in salaries and wages for all employees, excluding Council, of 4.4% effective the first full pay in 2022, to reflect the Consumer Price Index (Ontario) for all-items between September 2020 and September 2021.*

## 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 3<sup>rd</sup> day of November, 2021 at 6:00 p.m.*



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C029-21  
**DATE:** November 3, 2021  
**TO:** Committee of the Whole  
**FROM:** Lisa Lehr, Manager of Legislative Services  
**SUBJECT:** Expiry of O. Regs. 130/20 & 131/20 – Impact on Essa’s Noise By-law 2018-47 (Construction)

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### RECOMMENDATION

That Staff Report C029-21 be received for information.

### BACKGROUND

On April 7, 2020, the provincial government passed Regulations 130/20 and 131/20 as temporary measures in the fight against COVID to kick-start the economy by allowing for essential construction activities (and their subsequent noises) to occur between the hours of 6:00 am to 10:00 p.m. seven days per week. The result of these two temporary regulations served to over-ride locally developed municipal by-laws, thereby limiting municipal authority to regulate any such noises caused by construction activities during COVID until such time as the Regulations expired.

At its meeting of October 6, 2021, Council received correspondence from the Ministry of Municipal Affairs and Housing, of which advised that the temporary regulations were set to expire on October 7, 2021. Council requested that a Staff Report be brought forward to outline the impact on the Township’s Noise By-law of the expiry of the regulations.

### COMMENTS AND CONSIDERATIONS

As the temporary regulations expired on October 7, 2021, municipalities once again have the authority to regulate construction noise in their communities at all times of day and night. As such, municipal by-laws which were limited by the provincial regulations are now back in force and effect.

In respect of the regulation of construction noises in the Township of Essa, Essa’s Noise By-law 2018-47 allows for the operation of equipment in connection with construction as follows:

- Monday through Saturday – 7:00 a.m. to 8:00 p.m.

The operation of equipment in connection with construction is prohibited as follows:

- Monday through Saturday – 8:00 p.m. to 7:00 a.m.
- Sundays
- Designated (Statutory) Holidays


Complaints from residents about noise(s) caused from the operation of construction equipment can be directed to Municipal Law Enforcement Officers (MLEOs).

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It should be noted that MLEOs receive few noise complaints, relatively speaking. As such, staff does not believe that there is a need to amend the Noise By-law at this time.

**FINANCIAL IMPACT**

None.

  
\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**


Council may:

1. Take no further action.
2. Receive the Report for information.


**CONCLUSION**

It is recommended that Council approve Option No. 2.

Respectfully submitted:

  
\_\_\_\_\_  
Lisa Lehr  
Manager of Legislative Services

Reviewed by:

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments:

- 1 – Copy of correspondence from MMAH dated September 29, 2021

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-4356

September 29, 2021

**SUBJECT: Expiry of Temporary Regulations (130/20 and 131/20) Limiting  
Municipal Authority to Regulate Construction Noise**

Dear Head of Council:

As you may know, as part of the Province's measures to respond to COVID-19, in April 2020, our government introduced temporary limits on municipal authority to regulate noise from construction to help support expedited construction of healthcare and other projects. I am writing to update you that **these changes are scheduled to expire on October 7, 2021.**

The temporary measures have supported construction of critical healthcare-related infrastructure, while helping to protect the health and safety of construction workers throughout the pandemic.

From October 7 onwards, municipalities will again have the authority to regulate construction noise in their communities at all times of day and night. Should there be priority projects that a municipality wishes to help expedite, as before, municipalities can explore addressing those projects through their local noise bylaws. If your municipality has any questions on these changes, I would encourage you to contact your local Municipal Services Office.

Thank you for your continued support and collaboration throughout the COVID-19 emergency. I look forward to continuing to work together to support Ontario's communities.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark".

Steve Clark  
Minister of Municipal Affairs and Housing



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C030-21  
**DATE:** November 3, 2021  
**TO:** Committee of the Whole  
**FROM:** Lisa Lehr, Manager of Legislative Services  
**SUBJECT:** Legislative Amendments Affecting 2022 Municipal Elections

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### RECOMMENDATION

That Staff Report C029-21 be received for information.

### BACKGROUND

As Council is aware, municipal elections in all Ontario municipalities are governed by the *Municipal Elections Act, 1996* (the "Act") and are held every four years in accordance with the Act (ss. 4(1)).

Previous to 2022, the term of Council commenced on December 1<sup>st</sup> in the year of a regular election. With the passage of Bill 68 in 2018, ss.6(1) of the *Municipal Act* was amended to change the term of Council to commence on November 15 in the year of a regular election.

Since the last election in 2018, there have been legislative amendments to the Act, of which will affect the 2022 Municipal Election.

### COMMENTS AND CONSIDERATIONS

Legislative changes that have occurred to date that are now reflected in the *Municipal Elections Act* (the "Act"), and directly affect the 2022 Municipal Election include the following:

#### **Bill 218 - Supporting Ontario's Recovery and Municipal Elections Act, 2020**

- Revoked Ontario Regulation 310/16 "Ranked Ballot Elections" in its entirety – this ultimately removed the option for municipalities to hold ranked ballot elections in Ontario municipalities.
- Amended Section 31 of the Act to move Nomination Day in a regular election from the fourth Friday in July to the third Friday in August. As such, Nomination Day for the 2022 Municipal and School Board Elections will now be August 19, 2022.
- Amended Section 42 of the Act to:
  - Allow by-laws authorizing the use of vote-counting equipment and alternative voting methods to be passed on or before May 1<sup>st</sup> in the year of the election (it was previously December 31<sup>st</sup> in the year before the election).
  - Move the date for establishing procedures and forms for the use of any voting and vote-counting equipment or alternative voting method to June 1<sup>st</sup> in the year of the election (this was previously December 31<sup>st</sup> in the year before the year of the election).

**Bill 254 – Protecting Ontario Elections Act, 2021**

- Amended the Act to allow for Clerks to put conditions in place that would allow candidates and third-party advertisers to submit their nomination and registration forms electronically. (Endorsements of a nomination that is filed electronically must still be collected as original signatures, and a person who files a nomination that must be endorsed shall retain the copy of the document bearing the original endorsement signatures). This amendment affects the following sections of the Act:
  - 33 – Nominations
  - 44 – Voting Proxies
  - 88.6 – Third-Party Advertisers Registrations.
- Section 88.6 of the Act is further amended to provide that a registered Third Party may withdraw their registration by filing a written withdrawal in the Clerk during the time for filing a notice of registration (no later than Friday before Voting Day, at a time when the Clerk’s Office is open).
- Additionally, section 88.6 is further amended to provide that if a registered third-party files a nomination under section 33, their third-party registration is deemed to have been withdrawn at the time the nomination is filed, and their advertising campaign automatically closes.

**Bill 68 – Modernizing Ontario’s Municipal Legislation Act**

While this Bill was enacted by the Province in 2018, the following amendment affects the 2022 Election:

*Municipal Act* – ss. 6(1) – the term of Council begins on November 15 in the year of a regular election.

**FINANCIAL IMPACT**

None.



\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Receive the Report for information.

**CONCLUSION**

It is recommended that Council approve Option No. 2.

Respectfully submitted:



\_\_\_\_\_  
Lisa Lehr  
Manager of Legislative Services

Reviewed by:



\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C031-21  
**DATE:** November 3, 2021  
**TO:** Committee of the Whole  
**FROM:** Krista Pascoe, Deputy Clerk  
**SUBJECT:** Request – Letter of Support for the Royal Canadian Legion Branch 499 – Angus.

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### RECOMMENDATION

That Staff Report C031-21 be received; and

That Council support the Royal Canadian Legion Branch 499 in their submission for funding through the New Horizons for Seniors Program; and

That Council approve the draft letter of support for the proposed projects as indicated in this Report.

### BACKGROUND

The Clerk's Department is in receipt of a request from the Royal Canadian Legion Branch 499 of which is seeking support from Essa Council in their application for the New Horizons for Seniors Grant Program in 2022.

The New Horizons for Seniors Program is a federal grant program that supports the social participation and inclusion of seniors and provides capital assistance for new and existing community projects and programs for seniors. Community based programs are eligible to receive up to \$25,000.00 in grant funding for one year. Applications accumulate priority points by meeting certain criteria. One such criterion to gain priority points is submission of a letter of support from a municipal Council with the application.

### COMMENTS AND CONSIDERATIONS

The Legion has recently completed some major renovations to the basement of their facility which has served to remove some accessibility barriers experienced by patrons. Recent renovations include a handicapped restroom and a chairlift that allows for access to the upper and lower of their facility.

If the Legion is successful in their 2022 application for funding through the New Horizons for Seniors Program, they are proposing that the funds be used for the following projects:

- Upgrade exterior access doors to the basement
- Installation of ramp to allow for wheelchair access to the lower level (basement)

Completion of these important projects would allow users of all abilities access to each entrance of the facility (upper and lower level).

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**FINANCIAL IMPACT**

None.



**SUMMARY/OPTIONS**


Council may:

1. Take no further action.
2. **Support the the Royal Canadian Legion Branch 499 in their submission for funding through the New Horizons for Seniors Program;**
3. **Approve the draft letter of support for the proposed projects as indicated in this Report.**
4. Amend the draft letter of support as Council deems appropriate.
5. Deny the request.


**CONCLUSION**

It is recommended that Council approve Option 2 and 3.


Respectfully submitted:

  
 \_\_\_\_\_  
 Krista Pascoe  
 Deputy Clerk

Reviewed by:

  
 \_\_\_\_\_  
 Lisa Lehr  
 Manager of Legislative Services

Reviewed by:

  
 \_\_\_\_\_  
 Colleen Healey-Dowdall  
 Chief Administrative Officer

Attachments:

1. E-mail from the President of the Royal Canadian Legion Branch 499
2. Draft Letter of Support – Proposed Accessibility Project for Royal Canadian Legion Branch 499

**Lisa Lehr**

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**From:** Angus Branch 499 Royal Canadian Legion <angus499@rogers.com>  
**Sent:** October 15, 2021 1:32 PM  
**To:** Lisa Lehr  
**Subject:** Re: Request for Council Letter of Support, re: Accessibility Improvements at Angus Legion

Good afternoon Lisa.

The location of the doors we need to upgrade are the South entrance basement doors at 15 Fraser St, Angus On. These doors provide access to the basement area where we underwent a major renovation which included the installation of a handicapped washroom and chairlift to facilitate access to the basement by physically challenged individuals. By upgrading these doors and installing a wheelchair ramp to this location, we will meet accessibility requirements that will allow 100 percent use of our building.

As we have several seniors groups that use our facilities on a regular basis, this would open up the basement area for their meetings. This would give them more privacy and minimize interruptions from other patrons. The New Horizons for seniors grant program normally opens up to applications May/June annually and require a letter of support from the municipality as part of the documentation for submission. Their grant has an upper limit of 25,000 dollars.

We are trying to ensure that our Legion can assist the community by provided our hall to all the local residents no manner their physical challenges.

Ralph MacDonald  
President Br499 Angus

On Thursday, October 14, 2021, 02:04:06 p.m. EDT, Lisa Lehr <llehr@essatownship.on.ca> wrote:

Good Afternoon Ralph

Thank you for speaking with me today in regards to the letter of support that you have request from Council.

Please be advised that the municipality is a big proponent of providing accessible services to all residents, and would be thrilled to draft a letter of support to accompany your application.

Can you provide me with some specifics of your project, the target audience of who the improvements will affect, how it will improve accessibility in the Legion, etc., and additionally, the name of the Funding Program (ie: New Horizons for Seniors) that you will be applying to.

I look forward to hearing back from you soon.

Sincerely,

**Lisa Lehr, CMO**

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Manager of Legislative Services

Township of Essa

Phone 705-424-9917 ext 117

**\*\*Did you know? The Township of Essa is undertaking a comprehensive review of its Official Plan. Click [HERE](#) for more information!\*\***

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[EXTERNAL]

October 20, 2021

Royal Canadian Legion – Branch 499 Angus  
c/o President Ralph MacDonald  
15 Fraser St  
Angus ON  
L0M 1B0

**Re: New Horizons for Seniors Program**

To Whom It May Concern:

This letter is being sent on behalf of Council of the Township of Essa in support of an application from the Royal Canadian Legion Branch 499 for consideration of funding through the New Horizons for Seniors Program.

Please be advised that Council of the Township strongly believes in the rehabilitation of existing facilities to allow for accessible services to be provided to all residents, regardless of their ability. As such, Essa Council supports the application from the Royal Canadian Legion Branch 499 for the following proposed projects:

- Upgrade to exterior basement access door
- Ramp Installation to allow for wheelchair access to basement level of facility

The above-noted renovations will complete the facility, allowing patrons of all abilities full access to all levels of the facility. These renovations will work to provide each patron the ability to fully participate in events at the establishment.

We wish you the best of luck in your application!

Sincerely,

Krista Pascoe,  
Deputy Clerk



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C032-21

**DATE:** November 3, 2021

**TO:** Committee of the Whole

**FROM:** Lisa Lehr, Manager of Legislative Services

**SUBJECT:** Township of Essa's Procedural By-law – Proposed Amendment to Section 3.6 "Inaugural Meeting"

### RECOMMENDATION

That Staff Report C032-21 be received; and

That Council approve the proposed amendments to Section 3.6 of Essa's Procedural By-law No. 2017-77 as outlined in this Report; and

That Council direct Staff to bring forward the appropriate amending By-law for Council's consideration at the next regularly scheduled meeting of Council.

### BACKGROUND

The Township of Essa's Procedural By-law states the following in respect of the Inaugural Meeting for a new Council following an election:

#### 3.6 Inaugural Meeting

3.6.1 *The Inaugural meeting of a newly elected Council shall take place at 1:00 in the afternoon on the first Wednesday of December following an election. The Mayor-elect and the Clerk shall decide on the time of the Inaugural meeting, and shall be responsible for the content of the Agenda and the arrangements for the Inaugural Proceedings.*

3.6.2 *The first meeting of a newly elected Council after a regular election shall be held on the third Wednesday in December at 6:00 p.m.*

In 2017 the *Modernizing Ontario's Municipal Legislation Act (Bill 68)* received Royal Assent on May 30, 2017 and amended several pieces of legislation including the *Municipal Elections Act, 1996*. A notable amendment to the *Municipal Elections Act* was made to subsection 6(1) in respect of the term of a new Council:

#### **Four-Year Term**

6(1) *The term of all offices to which this Act applies is four years, **beginning on November 15** in the year of a regular election.*

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The *Municipal Elections Act* was also amended to allow for a transition period in 2018 for an outgoing Council, stipulating:

*6(1.1) Despite subsection (1), with respect to the 2018 regular election, the term of all offices to which this Act applies shall begin on December 1, 2018 and end on November 14, 2022.*

As such, the term of Council following the 2022 Municipal and School Board Election ends on November 14, 2022, with the term of a new Council commencing on November 15, 2022.

In respect of a Council's first meeting, Section 230 of the *Municipal Act, 2001, as amended*, states that the first meeting of a new council shall be held *at the time set out in the municipality's procedure by-law but in any case, not later than 31 days after its term commences.*

### COMMENTS AND CONSIDERATIONS

In an effort to coincide with the new term of Council and to swear-in the Council-elect in an expedient manner, Council should consider amending its Procedural By-law so that the Inaugural Meeting falls before December 1<sup>st</sup>.

It is proposed by the author of this Report that Council consider approving the following amendment in respect to section 3.6 of the Township's Procedural By-law 2017-77.

#### 3.6 Inaugural Meeting

3.6.1 *The Inaugural meeting of a newly elected Council shall take place no earlier than the first Wednesday following November 15<sup>th</sup>, but not later than 31 days after the new term commences.*

3.6.2 *The Mayor-elect and the Clerk shall decide on the date time and location, and shall be responsible for the content of the Agenda and the arrangements for the Inaugural Proceedings.*

3.6.2 *The first meeting of a newly elected Council after a regular election shall be held on the first Wednesday in December at 6:00 p.m.*

Should Council wish, they could opt to leave the Procedural By-law as is with the Inaugural Meeting being held on the first Wednesday in December. This could allow for additional time to coordinate training sessions with Council-elect before they are officially sworn-in.

### FINANCIAL IMPACT

None.



\_\_\_\_\_  
Manager of Finance

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## SUMMARY/OPTIONS

Council may:

1. Take no further action, thereby leaving Procedural By-law 2017-77 as it currently reads, with the Inaugural Meeting date set at December 1<sup>st</sup>.
2. **Approve the proposed amendments to section 3.6 of Essa's Procedural By-law No. 2017-77 as outlined in this Report.**
3. **Direct Staff to bring the appropriate amending By-law forward for Council's consideration at the next regular meeting.**
4. Further amend Section 3.6 of Essa's Procedural By-law No. 2017-77 as Council deems appropriate.


## CONCLUSION

It is recommended that Council approve Option Nos. 2 and 3.

Respectfully submitted:

  
\_\_\_\_\_  
Lisa Lehr  
Manager of Legislative Services

Reviewed by:

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments:

None.



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO048-21

**DATE:** November 3, 2021

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer

**SUBJECT:** Parking in Parks  
Proposed Parking Pass for Essa Parks

### RECOMMENDATION

That Staff Report CAO048-21 be received; and

That Council consider to develop a new parking pass program for residents to start, with residents of Essa to be permitted to purchase an annual cardstock parking permit for 2022, to be used to park in the parking lots at participating parks with fees collected to be used to offset administrative costs; and with staff to proceed to schedule a public meeting on fees.

### BACKGROUND

Essa Township lies within an overall rural setting whereby people generally require a car to get around and visiting parks in Essa is no exception. However, parking along streets and roadways, and in parks is an issue where there is only limited space available. Staff is presenting this report to Council in an effort to provide a place for people to park in an Essa park-setting and to provide an added means of revenue for the municipality, to assist with parking management. Note that parking along streets and roadways interferes with road maintenance operations and again, parking at parks is very limited.

The Municipal Act provides that municipalities may regulate parking and may charge/fine for parking...

*S 11 (3) A lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting matters within the following spheres of jurisdiction....parking; and*

*S 429 (1) Subject to subsection (4), a municipality may establish a system of fines or offences under a by-law of the municipality passed under this Act.*



**COMMENTS AND CONSIDERATIONS**

Staff has explored the following 3 concepts to propose a new parking pass initiative to Council:

1. Fencing a parking lot with access through a mechanical lift gate by use of a swipe card
2. QR-based system for people to access through a smart phone
3. Cardstock parking pass for people to place in their windshield

All of the above systems are successfully used by other nearby municipalities or institutions.

	<b>Fence and mechanical gate</b>	<b>QR code</b>	<b>Dashboard Parking Pass</b>
<b>Type of system and advantage</b>	A mechanical solution which would eliminate by-law officer time	Saves paper; a tech-emphasis solution; flexible purchase for residents	Traditional method with by-law enforcement (i.e., issuance of parking tickets)
<b>Example</b>	Used by Midland, Georgian College	Used by the NVCA, Collingwood	Used by Toronto, Barrie, Carling Township
<b>Overview</b>	Initial cost is very expensive, i.e. \$150,000	Emphasis on a newer smart phone although public could still purchase in-person at admin.  Public can purchase using their phone 24/7	Sell passes to residents and/or non-residents at a higher fee (can limit to residents only to start given the limited parking areas)
<b>Setup</b>	IT to set up, may take 6-9 months	IT to set up within 3-6 months	Admin to order from a local printer. Order cardstock, dashboard permits to extend for calendar year
<b>Who to implement</b>	Use of a security company to purchase and install; Rec staff to monitor/maintain; Twp staff to sell and issue swipe cards	Twp to purchase software program with IT to implement; Rec staff time to install signage at participating parks; admin staff time to ensure collection of revenue	Admin staff to sell and issue permits, ensure collection of revenue; by-law officer to enforce/issue tickets
<b>Costs</b>	Initial cost of \$150,000; plus annual license fee in the range of \$10,000	Initial cost of approx. \$10,000-\$20,000; plus annual license fee approx. \$500/yr; \$2 parking/pass but can be passed onto the purchaser	Cost to print and sell. Township already paying for parking software for ticket issuance and maintenance

Areas where permits (passes) would be required include:

**Overnight parking at:**

Neighbourhood parks, i.e. – in the 5<sup>th</sup> Line subdivision, Angus

**Day/overnight parking at:**

Fishing parks – Nottawasaga Fishing Park and Don Ross Fishing Park

It is better for cars to be off the road and out of the way of road maintenance operations than parked on streets. Providing a parking solution in these limited areas may help to reduce the congestion on streets and provide some order in parks in Essa.

**FINANCIAL IMPACT**

With each system, there will be start up costs, annual operating costs and indirect staff and administrative costs.

<b>Fence and Mechanical Gate</b>	<b>QR Code</b>	<b>Dashboard Parking Pass</b>
<ul style="list-style-type: none"> <li>• Start up \$150,000 for 1 parking lot</li> <li>• Operating \$10,000</li> </ul>	<ul style="list-style-type: none"> <li>• Start up \$10,000-\$20,000</li> <li>• \$500/year fee</li> <li>• \$2 parking/pass but can be passed onto the purchaser</li> </ul>	<ul style="list-style-type: none"> <li>• Printing 500 permits \$169</li> </ul>

\*Indirect staff and administrative costs can be summed up to be about \$11,000/yr with each system.

It is proposed that yearly permits/passes be sold to generate \$5,000 with each system. Parking enforcement should also generate additional revenue with the latter two systems – no enforcement should be required with a gated access.

The gated access system is cost-prohibitive to install in any more than 1 parking lot in any given year. The traditional (dashboard pass) method is the least costly to implement and can be tried on a trial basis to start (in a number of parking lots) with the ability to make adjustments along the way.

Manager of Finance Approval:  \_\_\_\_\_

**SUMMARY/OPTIONS**

Parking is a problem in Essa, with limited space available. A parking pass program could assist by removing some vehicles from streets and roadways and to assist with parking at fishing parks. The traditional, dashboard pass would be easiest for existing staff to implement. Any of the systems can bring in revenue with the latter two systems involving the by-law officers writing tickets for additional revenue.


Council may:

1. Take no further action.
2. Instruct staff to develop a new parking pass program for residents to start, with residents of Essa to be permitted to purchase an annual cardstock parking permit for 2022, to be used to park in the parking lots at participating parks with fees collected to be used to offset administrative costs; and with staff to proceed to schedule a public meeting on fees.
3. Instruct staff as it may so wish.

## CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments: None.



## TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO051-21

DATE: November 3, 2021

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Consideration of a Wage Increase for Township Staff

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### RECOMMENDATION

That Staff Report CAO051-21 be received; and

That Council approve an increase in salaries and wages for all employees, excluding Council, of 4.4% effective the first full pay in 2022, to reflect the Consumer Price Index (Ontario) for all-items between September 2020 and September 2021.

### BACKGROUND

On March 4, 2020, Council approved a formal Pay Administration Policy which states:

#### Pay Band Annual Adjustment

- Each year on January 1 the entire pay band grid may move up by % using an established formula.
- The formula to be used is the annual Stats Can Ontario CPI for the 12 months ended September 30 each year.
- The job rate will increase by the annual adjustment and the other four steps calculated as a % of the job rate.
- The annual adjustment pay band increase is not automatic each year. It depends on Township finances and affordability and is subject to annual Council approval.
- If the formula in a given year, results in a negative % the pay band grid will remain the same as the previous year. In the following year the negative % will be netted against a positive %.
- If Council approves an annual adjustment, all staff with at least satisfactory performance will have their pay increase by the amount of the increase in their step.

## COMMENTS AND CONSIDERATIONS

Council approving a cost of living allowance (COLA) increase prior to budget presentations allows accurate budget impacts to be given such that, the 2022 budget working papers would include the proposed wage increase. The administration of the Township payroll is also more efficient if a decision is made prior to the start of the next year.

That being said, Council may wish to decide on an increase during budget deliberations. Council has directed a maximum 2% increase to its municipal budget for 2022. Most departments are maintaining status quo operations going into 2022 (excluding salaries and wages) and few capital projects are planned. Staff are always looking for efficiencies and researching additional sources of funding.

Council may wish to know that Essa has experienced growth of approximately 1.5% over the past year.

Additional considerations: 2021 Essa COLA was 0.6%

*A comparison of other municipalities can be provided at the meeting, upon request.*

## FINANCIAL IMPACT

The 2022 budget totals for salaries/wages for all Township staff, excluding Council, is approximately \$3,807,000. A 4.4% increase is \$167,500 and reflects the Consumer Price Index (Ontario) for all-items September 2020 to September 2021.

The Manager of Finance plans to report to Council on the exact impact on the 2022 budget during the upcoming budget meetings beginning on Nov 17<sup>th</sup>. At present, a 1% increase to the budget is about \$81,000.

Manager of Finance Approval: \_\_\_\_\_



## SUMMARY/OPTIONS

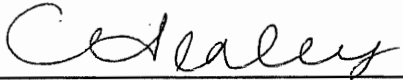
Council may:

1. Take no further action but hold off on any decision until budget deliberations.
2. Approve an increase of 4.4% in salaries and wages for all employees, to reflect the Consumer Price Index (Ontario) for all-items between September 2020 and September 2021.
3. Direct staff accordingly.

**CONCLUSION**

Option #2 is recommended based on the high turnover in Essa staff during 2020 and 2021.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments:  
2021 Ontario Consumer Price Index

Add/Remove data



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Showing 20 records

Filter

Original view

Products and product groups <sup>3, 4</sup>	Ontario (map)				
	September 2020	August 2021	September 2021	August 2021 to September 2021	September 2020 to September 2021
	2002=100				
All-items	138.3	144.1	144.4	0.2	4.4
Food <sup>5</sup>	154.6	160.0	160.3	0.2	3.7
Shelter <sup>6</sup>	150.5	157.4	158.4	0.6	5.2
Household operations, furnishings and equipment	125.3	128.4	128.1	-0.2	2.2
Clothing and footwear	90.6	89.8	90.9	1.2	0.3
Transportation	140.8	153.8	153.4	-0.3	8.9
Health and personal care	129.4	134.2	135.2	0.7	4.5
Recreation, education and reading	118.7	119.0	119.1	0.1	0.3
Alcoholic beverages, tobacco products and recreational cannabis	177.5	177.7	177.1	-0.3	-0.2
All-items excluding food	135.4	141.3	141.6	0.2	4.6
All-items excluding food and energy <sup>7</sup>	134.3	138.5	138.8	0.2	3.4
All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis	137.2	143.1	143.5	0.3	4.6