

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE (Electronic)**

**WEDNESDAY, OCTOBER 7, 2020
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**

- p. 1 **a. Staff Report PR012-20 submitted by the Manager of Parks and Recreation, re: Snow Removal / Pickled Sand Tender 2020-2023.**

Recommendation: Be it resolved that Staff Report PR012-20 be received; and That the tender as submitted for the 2020-2023 Snow Removal / Pickled Sand Tender by Scarlet Oak Landscape Management Inc. in the amount of \$65,762.50 plus H.S.T. for the first 2 seasons and \$67,077.75 plus H.S.T. for the third season be accepted as per Township specifications, contingent upon satisfactory confirmation of liability insurance and W.S.I.B. coverage; and That the Manager of Parks and Recreation be authorized to arrange for the necessary work(s) to be completed.

- p. 4 **b. Staff Report PR013-20 submitted by the Manager of Parks and Recreation, re: Timbit Ice Hockey Request for 2020-2021 Season.**

Recommendation: Be it resolved that Staff Report PR013-20 be received; and That Council authorize the Manager of Parks and Recreation to proceed with the booking of Timbit Ice Hockey renting the ice at a rate of 50% per hour for the 2020-2021 season to be invoiced monthly.

6. FIRE AND EMERGENCY SERVICES

- p. 9 **a. Staff Report FD002-20 submitted by the Fire Chief, re: 2020 Burn Permit Update – Essa's Update to Set Open Air Fires.**

Recommendation: Be it resolved that Staff Report FD002-20 be received for information.

- p. 21 **b. Staff Report FD003-20 submitted by the Fire Chief, re: Request for Funds to Purchase COVID-19 Capital Items.**

Recommendation: *Be it resolved that Staff Report FD003-20 be received; and That Council authorize the Fire Chief to purchase PPE washer-extractors for each Fire Station using the funds received via the federal-provincial Safe Restart Agreement.*

7. PUBLIC WORKS

8. FINANCE

- p. 23 **a. Staff Report TR013-20 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of June 30th, 2020.**

Recommendation: *Be it resolved that Staff Report TR013-20 be received; and That the “Budget-to-Actuals” Update for the period ending June 30th, 2020 be received as circulated.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 48 **a. Staff Report C030-20 submitted by the Clerk, re: By-law Enforcement Activity Summary (April 16 – September 14, 2020).**

Recommendation: *Be it resolved that Staff Report C030-20 be received; and That Council authorize the Clerk to increase the Part-time Municipal By-law Officer’s hours to 60 hours biweekly.*

- p. 52 **b. Staff Report C031-20 submitted by the Clerk, re: Nottawasaga Police Services Board – Requirement for Appointment of Community Member (2021-2022)**

Recommendation: *Be it resolved that Staff Report C031-20 be received; and That Council authorize the Clerk to commence the recruitment process for a community representative for the Nottawasaga Police Services Board for the 2021-2022 term, with a future report to be considered by Council in respect of candidates.*

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

- p.56 **a. Staff Report CAO047-20 submitted by the Chief Administrative Officer, re: Christmas Office Closure and Appreciation gift Cards.**

Recommendation: *Be it resolved that Staff Report CAO047-20 be received; and That Council approve the closure of the Administration Centre between Christmas and New Year’s to total 2 ½ business days and purchase \$30 food gift cards to be given to all staff and fire fighters in lieu of a Christmas turkey as per tradition; and That this office closure and gift card distribution repeat again year after year with exact closure days being up to the CAO depending on where Christmas Day falls on the calendar.*

- p. 59 **b. Staff Report CAO050-20 submitted by the Chief Administrative Officer,
re: Public Transit.**

Recommendation: *Be it resolved that Staff Report CAO050-20 be received; and That Council not approve staff to advertise for or accept Requests for Proposals (RFP) in order to provide public transit service throughout Angus between 6:00 a.m. and 9:00 a.m. and approximately 4:00 p.m. and 7:00 p.m. each weekday in order for residents to connect to the County's Linx bus travelling to either Barrie or Wasaga Beach.*

- p. 72 **c. Staff Report CAO051-20 submitted by the Chief Administrative Officer,
re: OPP Contract.**

Recommendation: *Be it resolved that Staff Report CAO051-20 be received; and That Council approve renewing the current OPP contract for 3 years, with budget details to be determined during budget deliberations.*

- p. 75 **d. Staff Report CAO052-20 submitted by the Chief Administrative Officer,
re: Office Renovation.**

Recommendation: *Be it resolved that Staff Report CAO052-20 be received; and That Council authorize an office renovation to create a new office for the Manager of Public Works using funds already approved for Administration Centre maintenance – the extent of the work consisting of the creation of a new wall in the downstairs Committee Room, at an upset limit of \$8,000.00 which is within the approved 2020 budget.*

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 21st day of October, 2020 at 6:00 p.m.*



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR012-20
DATE: October 7, 2020
TO: Committee of the Whole
FROM: Jason Coleman, Manager of Parks and Recreation
SUBJECT: Snow Removal Tender 2020 - 2023

RECOMMENDATION

That Staff Report PR012-20 be received; and
That Council consider directing the Manager of Parks and Recreation to proceed with awarding the Snow Removal / Pickled Sand Tender for years 2020 to 2023 to Scarlet Oak Landscape Management Inc. at a cost of \$65,762.50 for the first 2 seasons and \$67,077.75 for the third season.

BACKGROUND

The Parks and Recreation Department was in the process this year to purchase a dump truck with plow and salter to assist with snow removal in the Township at Township facilities along with reducing the number of areas that were required to be contracted out for snow removal. Due to Covid 19, Staff were unsuccessful locating and purchasing a dump truck and salt spreader. The supply and demand and shortages made it difficult and not possible to source the specific requirements for the current year.

COMMENTS AND CONSIDERATIONS

The previous Snow Removal Contract was operated by several different companies which resulted in multiple inconsistencies and challenges. Each company would perform the required works at different times which created irregularities. An alternate company would then follow to salt/sand the areas that had been cleared. The previous contractors found it difficult to meet the Townships requirements that were laid out in the contract on a regular basis. Snow was not always removed prior to buildings being open for staff and the public or in a timely manner.

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The current approach is to have one company complete the Township's snow removal requirements and salt/sanding at the same time. This process ensures the required works is being completed regularly and in a timely manner and should ensure for smoother contract administration. The locations to be plowed under contract are as follows:

Administration Centre, Thornton Arena/Driveway, Baxter Ball Diamond, Thornton Fire Hall, Angus Fire Hall, Angus Recreation Centre, Glen Avenue Pump house, Marshall Subdivision Pump house, Wildflower Parking Lot and Stonemount Parking Lot.

Bidder	Year 2020/2021 Excluding HST	Year 2021/2022 Excluding HST	Year 2022/2023 Excluding HST
Scarlet Oak Landscape Management Inc.	\$65,762.50	\$65,762.50	\$67,077.75
Marcus Contracting	\$90,600.00	\$92,412.00	\$94,260.24
Steven's Snow Plowing	\$160,460.00	\$164,867,00	\$169,274.00
Dufferin Construction Co.	\$224,005.00	\$224,005.00	\$224,005.00

The Township advertised the tender on the Township website and received bids from some companies who are not geared to carry out a larger contract of this scale or had performance issues experienced in the past year.

FINANCIAL IMPACT

The current budget of \$48,400 is allocated for snow removal for 2020. The difference required for the new contract of \$17,362.50 will be budgeted for the 2021 year. The 2020 budget impact from not purchasing the dump truck will be \$9,550 from Taxation and \$64,000 from Development Charges. The Parks and Recreation Department will look to include this item in the 2021 budget.

SUMMARY/OPTIONS

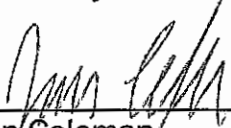
Council may:

1. Take no further action.
2. Direct the Manager of Parks and Recreation to proceed with awarding the Snow Removal Tender to Scarlet Oak Landscape Management Inc.
3. Direct Staff in another course of action involving breaking down the tender request by year and/or facility.


CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,



Jason Coleman
Manager of Parks and Recreation



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR013-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks and Recreation

SUBJECT: Timbit Ice Hockey Request for 2020-2021 Season

RECOMMENDATION

That Staff Report PR013-20 be received; and
 That Council consider directing the Manager of Parks and Recreation to proceed with the booking of Timbits Ice Hockey renting the ice at a rate of 50 % per hour for the 2020-2021 season to be invoiced monthly.

BACKGROUND

In the past season, Council agreed to adjust the fees associated with Timbits Ice Hockey to help attract new registrants to play hockey. The Township and Essa Minor Hockey agreed for Timbits to pay 50% of the ice rental fees at the end of last season with the total of \$4,378.75 being paid to the Township from Essa Minor Hockey. Essa Minor Hockey Timbits last year had 67 Timbit players registered and this year currently has 50 Timbit players registered.

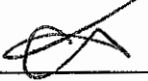
COMMENTS AND CONSIDERATIONS

In the past, Essa Council decided to offer a reduced rate of 50% ice rental per hour for Timbits. For consistency and alignment with Standard Operating Procedures, Staff would like to invoice monthly for ice that has been rented (at a discount rate) to ensure it reflects accurate accounting and reporting. The Township's Parks and Recreation software preference settings are best configured to monthly invoicing for this reason.

FINANCIAL IMPACT

The financial impact on the Township for a reduced ice rate of 50% for Essa Minor Timbits for the 2020 – 2021 season would be a revenue loss of \$4,102.12. The financial impact on the Township for a reduced ice rate of 50% for Thornton Minor Timbits for 2020 – 2021 season would be a revenue loss of \$4,463.74. Therefore an overall revenue loss of \$8,565.86 to the Township for the 2020 – 2021 season. Going forward, for the 2021/2022 season, Staff would suggest that full ice rates apply.

- Manager of Finance or Deputy Treasurer Approval:



SUMMARY/OPTIONS

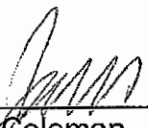
Council may:

1. Take no further action.
2. Direct the Manager of Parks and Recreation to proceed with booking Timbits Hockey ice for the 2020-2021 season at a rate of 50% per hour to be invoiced monthly to both Essa Minor and Thornton Minor.
3. Direct Staff to book Timbits at the normal hourly rate with no discount for Essa Minor and Thornton Minor.
4. Direct Staff in another course of action.


CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,



Jason Coleman
Manager of Parks and Recreation



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

**TOWNSHIP OF ESSA STAFF REPORT**

STAFF REPORT NO.: PR0025 - 18
DATE: October 3, 2018
TO: Committee of the Whole
FROM: Shawnette Crouse, Manager - Parks & Recreation
SUBJECT: Waiving fees for Timbits/IP

RECOMMENDATION

That Staff Report PR0025 -18 be received; and

"BE IT RESOLVED that Council does support the use of 2 hours per week for the Timbit/IP program to utilize unrented ice on Saturday and Sunday mornings for the 2018/2019 season and if successful they will pay 50% of the ice fees."

BACKGROUND

Two seasons past Council agreed to waive the fees to help attract new registrants to play hockey. Last year the program was a success and as agreed Essa Minor Hockey paid 50% of the fees at the end of the season.

COMMENTS AND CONSIDERATIONS

Lower registration fees for the residents will ensure that more children have the opportunity to play hockey. The more children who are introduced to the sport will help keep the league afloat.

FINANCIAL IMPACT

The financial impact on the Municipality would be a loss of \$7,008.17 ice rental fee for the full season and if it's a successful season 50% is \$3,504.08. The arena will be staffed during this time.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Agree to waive the ice rental fees for the season for the Timbit/IP program for a total of \$7,008.17 + HST.
3. Authorize waiving a percentage of the fees as deemed appropriate by Council.

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CONCLUSION

Staff recommends that option 2 be approved.

Respectfully submitted:

Reviewed by:

Shawnette Crouse



Greg Murphy
Chief Administrative Officer

Shawnette Crouse
Manager , Parks & Recreation

Attachments:

1. Letter from Essa Minor Hockey requesting waiving the fees for Timbit/IP program.

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Essa Minor Hockey Association

PO Box 2115
Angus, Ontario
L0M 1B3

August 23, 2018

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

Dear Mayor and Members of Council,

Essa Minor Hockey (EMHA) would like to, again, request the same ice time Saturday and Sunday mornings as we had for our last season of 2017-2018. We wish to offer the Timbits a reduced rate hoping to increase EMHA's registration. Recruiting younger players is prudent in this sport as it becomes more difficult to start hockey at an older age. To do this, the fees must be kept low to draw the attention and interest of parents.

The program, as you are familiar with, was successful again last year with Essa increasing its registration 6 years in a row. As a result we increasing our ice times in the older age groups as seen by the increased registration and we are looking to improve upon those registrations even more this year. We look forward to working with the Township of Essa in any means necessary to promote the health of our youth through programs.

We therefore, again, request the agreement of Council to waive the fees for the Timbit/IP program, for the 2018-2019 season and again for our future season of 2018-2019. If the program is a success, then we, EMHA, agree to pay 50% of the ice rental fees as we did our previous 2017-2018 season.

If you have any questions please feel free to give me a call 705-795-4682.

Thank you,

Trevor Bolt
President
Essa Minor Hockey Association

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: FD002-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Fire Chief Cynthia Ross Tustin

SUBJECT: 2020 Burn Permit Update, Essa's By-law to Set Open Air Fires

RECOMMENDATION

That Staff Report FD002-20 be received for information.

BACKGROUND

In June of 2015 Council directed the Fire Chief to prepare recommendations for the modernization the existing Burn By-law (By-law 2015-92, a By-law to regulate the setting of open-air fires). The updated By-law now includes burn permit categories, recognizing the differences between urban, rural residential, and farm properties; an annual fee structure; some minor house-keeping issues; and the ability to purchase permits on-line. This modernizing also made our burn permit process consistent with our neighbouring municipalities.

The CAO has asked the Fire Chief to prepare an update on the status of burn permits in response to a letter received from a resident which requests that Council consider repealing its Burn Permit By-law.

COMMENTS AND CONSIDERATIONS

The following statistics are current as of September 28, 2020.

	2014	2015	2016	2017	2018	2019	2020
Permit #	362	389	596	663	801	885	1158
Cost of permit	\$5.00	\$25	\$25	\$25	\$25	\$40	\$40
Complaint – no permit	20	16	16	16	22	29	33
Complaint – with permit	2	1	6	4	6	6	4

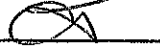
The following statistics are also of note:

- 16% of Essa households have purchased a burn permit in 2020.
- 38% of all complaints, with/without permit, occurred during the COVID 19 related burn ban from March 13 to May 1, 2020.
- 62% of all complaints are within the Angus settlement area; and 40% of those are within older, and more established subdivisions.
- The 50% of the four complaints with a valid permit required no action by the Fire Department as one was a propane fueled appliance and nothing was found at the other location.

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FINANCIAL IMPACT

There are no new financial implications associated with this report.

Approval of Manager of Finance / Deputy Treasurer: _____ 

SUMMARY/OPTIONS

Receive staff report FD002-20; and that Council consider the report as information

Council may:

1. Take no further action.
2. **Receive the report as information.**

CONCLUSION

Staff recommends Option 2 be approved.

Respectfully submitted:

Cynthia Ross Tustin

Cynthia Ross Tustin
Fire Chief/CEMC

Reviewed by:



Colleen Healey Dowdall
Chief Administrative Officer

Telephone: 705-424-5828
Fax: 705-424-4185
www.essatownship.on.ca



Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
L0M 1T0

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TOWNSHIP OF ESSA

15562

APPLICATION FOR PERMISSION TO SET AN OPEN FIRE

Burning must be in accordance with the Open Air Burning By-law 2015-92 or subsequent by-law. A permit shall not be issued in a settlement area with clearance of less than 15 feet/5 meters from any structure. Permit is valid until the end of each calendar year. **Permit expires: December 31st of every year**

Property Address (civic number, street name and postal code)

Property Owner _____ Telephone _____

Tenant _____ Telephone _____

Please indicate which permit applying for:

Recreational/Camp Fire - in a settlement or non-settlement areas where clearances exceed 15 feet/5 meters from any dwelling or structure, deck, shed, hedge, tree, fence, vehicular roadway or overhead wire.

(Shall mean a fire no larger than 1.5 feet X 1.5 feet/0.5 metres X 0.5 metres in area with flames no higher than 1.5 feet/0.5 metres from the base of fire; and can **burn from noon to midnight**, in a commercially manufactured or non-commercially manufactured, non-combustible, enclosed container that is not fueled by natural gas or propane and may include but is not limited to chimineas, metal drums or tubs. Shall only burn clean dry wood.)

Open Air Burn - in a settlement or non-settlement areas that have clearances of 33 feet/10 meter clearance from nearest dwelling or structure, deck, hedge, tree, fence, vehicular roadway or overhead wire.

(Shall mean a fire that is 3 feet X 3 feet/1 metre X 1 metre in area with flames no higher than 3 feet/1 metre from the base of fire; and can burn from dawn until dusk, shall only burn clean, dry seasoned wood or brush, branches or twigs).

Open Air Burn - Inspection Required - for fire sizes greater than 3 feet X 3 feet/1metre X 1 metre in size

(Shall not be set within 300 feet 91 metres of a dwelling and a minimum of 300 feet/91 metres from any other structure, hedge, tree, fence, vehicular roadway or overhead wire, shall **not set** fire during the night hours; can burn between dawn to dusk, shall only burn untreated wood, trees, brush, trimmings, hay or straw).

I acknowledge that I am responsible for any damage to property or injury to persons occasioned by the said fire, and liable for and will forthwith on demand pay all costs incurred by the Fire Department including use of personnel, equipment and apparatus necessary to attend at or extinguish any fires set or burning contrary to By-law No. 2015-92.

Dated _____
Signature of Person Responsible for Setting the Fire and Its Care and Control. Must be at least 18 years of age.

Permission is granted subject to the Open Air Burning By-Law No. 2015-92 or subsequent By-law as amended, of the Township of Essa and the applicable sections of the Environmental Protection Act. If you are found in contravention of the By-law, the fire must be extinguished, the permit will be revoked and the cost of the Fire Department will be charged to the owner. Failure to pay the cost of a fire department call would result in the amount being placed on the property taxes. (Please see reverse for further information about the Requirements, Conditions and Fees).

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Dated _____
Authorized Township Employee or Official

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2015-92

A By-law to regulate the setting of open air fires and to prevent the spread of fires in the Township of Essa and to repeal By-law 2005-88.

WHEREAS subsection 7.1 (1) of the *Fire Prevention and Protection Act*, 1997, S.O. 1997, c.4, as amended, provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of spreading of fires and regulating the setting of open air fires, including establishing the times during which open air fires may be set; and

WHEREAS the Ontario Fire Code (Ontario Regulation 388/97), Article 2.6.3.4 provides that open air burning shall not be permitted unless approved, or unless such burning consists of a small, confined fire, supervised at all times, and used to cook food on a grill or a barbecue; and

WHEREAS subsection 7.1 (4) of the *Fire Prevention and Protection Act*, 1997, S.O. 1997, c.4, as amended, provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with, and

WHEREAS subsection 7.1 (3) of the *Fire Prevention and Protection Act*, 1997, S.O. 1997, c.4, as amended, provides that a municipality may deal with different areas of the municipality differently; and

WHEREAS the Council of the Corporation of the Township of Essa deems it necessary and expedient to pass such a by-law;

NOW THEREFORE the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. **TITLE**

This By-law shall be cited as the "Open Air Burning By-law" and shall apply to the entire Municipality.

2. **DEFINITIONS**

2.1 **Agricultural Waste** shall be deemed to be animal fecal deposits or manure and animal carcasses.

2.2 **Approved** shall mean approved by the Chief Fire Official.

2.3 **Chief Fire Official** shall mean the Chief of the fire department of the Township of Essa, or designate.

2.3.1 **Commercial Recreation (C4)** designation under the Township's Zoning By-law includes those existing campgrounds which are intended to provide overnight recreational accommodation including municipal and public campgrounds.

- 2.4 **Domestic Waste** shall be deemed to include kitchen waste, food scraps, cloths, rags, clothing, plastics and any other materials whose contents include any of the aforementioned.
- 2.5 **Dwelling** shall mean house.
- 2.6 **Industrial Waste** shall be deemed to include used automobile and truck bodies, oil, grease, paint, cloth, rags, plastics or other materials whose contents include any of the aforementioned.
- 2.7 **Nuisance** shall mean excessive smoke, smell, airborne sparks or embers that is likely to disturb others.
- 2.8 **Open Air Burn in a Settlement Area** shall be for the burning of clean dry wood, brush, branches and twigs; but not leaves, grass, industrial waste, agricultural waste, petroleum products, plastics, rubber, painted lumber or garbage, with a dimensional size of 3 feet/1 metre X 3 feet/1 metre in a fire pit or non-commercial/non-combustible outdoor fire container. Fires shall only be allowed dawn until dusk.
- 2.9 **Open Air Burn in a Non-Settlement Area** that are not recreational/camp fires or are larger in size or complexity than those outlined in 2.8 above, a site inspection and approval from the Chief Fire Official or designate is required. Approval may be subject to additional restrictions and safety requirements as determined by the Chief Fire Official or designate, as well as additional fees.
- 2.10 **Owner** shall mean the registered owner or agent of the land on which open air burning occurs, or the trustee acting on behalf of the registered owner, or the trustee acting on behalf of the estate of the registered owner, or a person with a leasehold interest in the land.
- 2.11 **Outdoor Fire Container** shall mean a commercially manufactured or non-commercially manufactured, non-combustible, enclosed container that is not fueled by natural gas or propane and may include but is not limited to chimineas, metal drums or tubs.
- 2.12 **Responsible Person** shall mean a person, over the age of eighteen, who is capable of making sound decisions and shall be responsible for the fires that are set in accordance with the authorized burn permits.
- 2.13 **Recreational Burn/Camp Fire** shall mean a fire no larger than 1.5 feet x 1.5 feet/0.5 metre x 0.5 metre in area with flames no higher than 1.5 feet/0.5 metre from base of fire, and can burn from noon to midnight.
- 2.14 **Settlement Areas** are residential areas, and for burn permit purposes, clearances from combustibles shall be categorized as follows: a) less than 15 feet/5 metre clearance from nearest dwelling or structure (deck, shed, fence); b) greater than 15 feet/5 metre clearance from nearest dwelling or structure (deck, shed, hedge, tree, fence, vehicular roadway or overhead wire); or, c) greater than 33 feet/10 metre clearance from nearest dwelling or structure (deck, shed, hedge, tree, fence, vehicular roadway or overhead wire). Non-settlement areas are rural in nature and have clearances greater than 33 feet/10 metre

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2.15 **Township** shall mean the Corporation of the Township of Essa.

3. REQUIREMENT FOR PERMIT

- 3.1 No person(s), lessee(s) or owner(s) of land shall set a fire or permit the setting of a fire without first having obtained an authorized burn permit.
- 3.2 Only the property owner, lessee or agent shall apply for a fire permit. The agent must have written permission from the property owner or lessee to apply for a fire permit. In the case of a Municipal campground leased to another party, the lessee shall provide such written permission.
- 3.3 All applicants obtaining or applying for a fire permit shall be a responsible person, that being a person over the age of eighteen who is capable of making sound decisions and who shall be responsible for the fires that are set in accordance with the authorized burn permit.
- 3.4 The permit shall expire at the end of each calendar year.
- 3.5 Notwithstanding any other provision of this By-law, the Chief Fire Official may permit an open air burn:
- a) for the purpose of training or testing fire equipment;
 - b) by the Township or any of its officials, employees, contractors or agents or any other persons for whom the Township is liable at law who are carrying out any operations of the Township, operating, maintaining or installing municipally-owned infrastructure and/or facilities;
 - c) or any extraordinary reason as deemed expedient by the Chief Fire Official.

4. BURN TYPES AND CONDITIONS

4.1 Recreational/Camp Fire - Burn Permit

Every person setting, permitting to be set, maintaining, or permitting to be maintained, an open air fire authorized under this section, including those properties that the Township has designated as Commercial Recreation (C4) under the Township's Zoning By-law which are intended to provide overnight recreational accommodation, shall comply with the following specific conditions:

- a) shall only burn clean, dry seasoned wood.
- b) shall ensure the fire is no larger than 1.5 feet x 1.5 feet/0.5 metre x 0.5 metre with flames no higher than 1.5 feet/0.5 metre from the base of the fire.
- c) shall not be issued in a settlement area with clearances of less than 15 feet/5 metre from any structure.
- d) shall be issued in settlement or non-settlement areas where clearances exceed 15 feet/5 metre from any dwelling or structure, deck, shed, hedge, tree, fence, vehicular roadway or overhead wire.

- e) shall ensure that the general conditions set out in Section 5 have also been met.

4.2 Open Air – Burn Permit

Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burn authorized under this section shall comply with the following specific conditions:

- a) shall only burn clean, dry seasoned wood or brush, branches or twigs.
- b) shall not set a fire that is larger than 3 feet x 3 feet/1 metre x 1 metre in area with flames no higher than 3 feet/1 metre from the base of the fire,
- c) shall ensure that the fire is not set within 33 feet/10 metre clearance from nearest dwelling or structure (deck, shed, hedge, tree, fence, vehicular roadway or overhead wire).
- d) shall ensure that the general conditions set out in Section 5 have also been met.

4.3 Open Air Burn Inspection Required – Burn Permit

Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burn authorized under this section shall comply with the following specific conditions:

- a) shall only burn untreated wood, trees, brush, trimmings, hay, or straw.
- b) fire sizes greater than noted in 4.2 (b) require an inspection by the fire department.
- c) fire sizes greater than noted in 4.2 (b) shall not be set within 300 feet/91 metre of a dwelling and a minimum of 300 feet/91 metre from any other structure, hedge, tree, fence, vehicular roadway or overhead wire.
- d) shall ensure that the general conditions set out in Section 5 have also been met.
- e) shall not set fire during the night hours between dusk and dawn.

5. GENERAL CONDITIONS OF ALL OPEN AIR BURNING

Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burn authorized under any section of this by-law shall also comply with the following general conditions:

- 5.1 Ensure that they have read and understand the provisions of this By-law and if the person setting the fire is not the owner of the land, the owner shall ensure that the person setting the fire or is responsible for the fire has read and understands the provisions of this By-law.
- 5.2 Be responsible for any damage to property or injury to persons affected by the fire.
- 5.3 Ensure that no more than one fire is lit at any one time unless the property is designated Commercial Recreation (C4) under the Township's Zoning By-law, in which case, more campsite fires may be lit.

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- 5.4 Ensure sufficient equipment and resources are available at the burn site to extinguish the fire at any time; or any other thing requested by the Chief Fire Official or designate at the time of permit issuance.
- 5.5 Not set a fire under hazardous conditions of any kind.
- 5.6 Have a responsible person present at the burn site at all times and until the fire is completely extinguished.
- 5.7 Not set fire on any street, lane or public property.
- 5.8 Not set fire when rain or fog is present.
- 5.9 Not set fire when wind is in such a direction or of such intensity so as to reduce the visibility on any roadway, cause danger to any person or structure or cause a nuisance.
- 5.10 Ensure that industrial waste, agricultural waste, domestic waste, petroleum products, rubber, painted lumber, mixed demolition debris or anything else that will cause excessive smoke or fumes is not burnt.
- 5.11 Not set fire when smog alerts have been issued for Simcoe County.
- 5.12 Ensure that the burn complies with the provisions of the *Environmental Protection Act*, R.S.O. 1990, and c.E.19, as amended.
- 5.13 Not set fire during a burn ban within the Township.
- 5.14 Ensure that the fire does not in any way cause discomfort, danger, irritation, hazard or nuisance for other residents of the township.

6. FEES

- 6.1 The fee for a permit issued under this By-law shall be in accordance with the Township of Essa's Schedule of Fees and Charges By-law, as amended. Should the Fire Department attend to extinguish an open air fire that is not being carried out in accordance with the provisions of this By-law, any person being found responsible for setting the fire or in the alternative, the owner, lessee(s), or person(s) with care, custody and control of the land on which the fire was lit, shall be responsible for any damage to property or injury to persons occasioned by said open air fire and shall be liable to pay any fees together with costs including, but not limited to, personnel, equipment and apparatus necessary called in to extinguish said open air fire, as may be set out in the Township of Essa's Schedule of Fees and Charges By-law, as amended.
- 6.2 In the event any person fails to pay the costs on demand, referred to in 6.1 above, or the amount in default may be recovered by the Township through a collection agency, or in a like manner as municipal taxes in accordance with the *Municipal Act, 2001*.

7. ENFORCEMENT AND PENALTIES

- 7.1 The Chief Fire Official shall be responsible for the administration and enforcement of

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- this By-law.
- 7.2 Any person who contravenes the provisions of this By-law is guilty of an offence and upon conviction shall be liable to the penalties imposed pursuant to the Fire Protection Act, 1997, S.O. 1997, c. 4, as amended for each offence, exclusive of costs.
 - 7.3 A permit may be revoked by the Chief Fire Official or designate if the permit holder fails to comply with the requirements of the permit and any other provision of this By-law.
 - 7.4 The Chief Fire Official or designate may, at any reasonable time, enter and inspect any land or premises to determine whether the provisions of this By-law or any direction or order made thereunder is being complied with.
 - 7.5 An owner shall permit an officer to inspect any land, property or premises for the purposes of determining compliance with this By-law.
 - 7.6 The Chief Fire Official or designate may be accompanied by a person under his or her direction.
 - 7.7 The Chief Fire Official or designate may order a fire to be extinguished immediately if the fire:
 - a) Is not set in compliance with this By-law; or
 - b) Is determined upon inspection by the Chief Fire Official or designates to constitute a safety hazard or concern.

8. SEVERABILITY

Should any section, paragraph, clause or provision of this By-law be held by a court of competent jurisdiction to be ultra vires or invalid, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of the By-law which shall remain in full force and effect.

9. REPEAL

THAT By-law 2005-88 be and is hereby repealed.

10. EFFECTIVE DATE

THAT this By-law shall come into force and effect on the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 16th day of December, 2015.

Terry Dowdall, Mayor

Bonnie Sander, Clerk

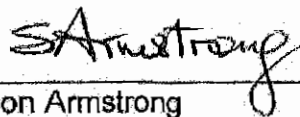
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PROVINCIAL OFFENCES ACT

PART I

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice that the amount set opposite each of the offences in the attached schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No. 2015-92 for the Township of Essa attached hereto is the set fine for those offences. This Order is to take effect February 9, 2016.

DATED at Newmarket this 9th
day of February, 2016.



Simon Armstrong
Regional Senior Justice
Central East Region

600

**Township of Essa By-law 2015 – 92
Open Air Burning By-law
Part I Provincial Offences Act
Set Fine Schedule**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating Offence	COLUMN 3 Set Fine
1.	Burning without a permit	3.1	\$125.00
2.	<i>Recreational/Camp Fire</i> - Burning items other than clean, dry, seasoned wood	4.1 (a)	\$125.00
3.	<i>Recreational/Camp Fire</i> - Fire is larger than 1.5 feet x 1.5 feet /0.5 metre x 0.5 metre or flames are higher than 1.5 feet/0.5 metre from the base of the fire	4.1 (b)	\$125.00
4.	<i>Recreational/Camp Fire</i> - Fire in a settlement area with clearances of less than 15 feet/5 metres from structures	4.1 (c)	\$125.00
5.	<i>Open Air Burn</i> - Burning items other than clean, dry seasoned wood or brush, branches or twigs	4.2 (a)	\$125.00
6.	<i>Open Air Burn</i> - Fire is larger than 3 feet x 3 feet/1 metre x 1 metre in area or flames are higher than 3 feet/1 metre from base of fire	4.2 (b)	\$125.00
7.	<i>Open Air Burn</i> - Burning within 33 feet/10 metre clearance from nearest dwelling or structure (deck, shed, hedge, tree, fence, vehicular roadway or overhead wire).	4.2 (c)	\$125.00
8.	<i>Open Air Burn</i> - Burning items other than untreated wood, trees, brush, trimmings, hay or straw	4.3 (a)	\$125.00
9.	<i>Open Air Burn</i> - Burning within 300 feet/91 metres of a dwelling, structure, hedge, tree, fence, vehicular roadway or overhead wire	4.3 (c)	\$125.00
10.	<i>Open Air Burn</i> - Burning during night hours between dusk and dawn	4.3 (e)	\$125.00
11.	More than one fire is lit at any one time.	5.3	\$125.00
12.	Insufficient equipment and resources available at the burn site	5.4	\$125.00
13.	Fire set under hazardous conditions	5.5	\$125.00
14.	Failing to have a responsible person attend to the fire	5.6	\$125.00
15.	Setting a fire on a street, lane or other public property	5.7	\$125.00
16.	Setting a fire in rain or fog	5.8	\$125.00
17.	Fire set when wind is in such a direction or of such intensity so as to reduce the visibility on any roadway, cause danger to any person or structure or cause a nuisance	5.9	\$125.00
18.	Burn industrial waste, agricultural waste, domestic waste, petroleum products, rubber, painted lumber, mixed demolition debris or anything else that will cause excessive smoke or fumes	5.10	\$125.00
19.	Setting fire when smog alerts have been issued for Simcoe County	5.11	\$125.00
20.	Burning products which are detrimental to the environment	5.12	\$125.00
21.	Setting fire during a burn ban within the Township of Essa	5.13	\$125.00
22.	Setting a fire which causes discomfort, danger, irritation, hazard or nuisance to others	5.14	\$125.00

The penalty provision for the offences indicated above is Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P. 33.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: FD003-20

DATE: September 7, 2020

TO: Committee of the Whole

FROM: Fire Chief Cynthia Ross Tustin

SUBJECT: Request for Funds to Purchase COVID – 19 Capital items

RECOMMENDATION

That Staff Report FD003-20 be received; and that Council authorize the Fire Chief to purchase PPE washer-extractors for each fire station using the funds received via the federal-provincial Safe Restart Agreement.

BACKGROUND

On March 30th, 2020, Council declared an emergency in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4(1) in response to the COVID-19 Pandemic. Since that time Council and Essa Township staff have taken all reasonable precautions for the health and safety of both residents and staff. On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with support to respond to COVID-19. Further, we were told that the Township of Essa will receive a payment of \$492,600 to support our COVID-19 operating costs and pressures. Based on this, the Fire Chief received direction from our CAO to assess our COVID specific operating burdens.

COMMENTS AND CONSIDERATIONS

Personal protective equipment (PPE) is a daily issue for any fire service. The pandemic has added extra requirements for the cleaning and disinfecting of our bunker gear and our self-contained breathing apparatus (SCBA). Pre-COVID, our bunker gear cleaning protocol is to do in-house chemical spot cleaning for minor biologic contact; and cleaning at a local laundry service that specializes in fire service apparel for all gear annually and after every fire/major biologic contact. The turn around time for external cleaning takes PPE out of service for 48 to 72 hours. We do not have sufficient PPE for all staff to have a spare set of gear. Regular cleaning is done in small blocks or when firefighters are on planned leave.

Since COVID began, we have had to substantially increase our in-house chemical spot cleaning; and the need for external cleaning has moderately increased. At times, obtaining the specific chemicals that are approved for use on structural firefighting gear has been difficult.

Our volunteer firefighters have expressed a desire for more frequent laundering of their gear; and a willingness to do it themselves. Many neighbouring departments have purchased washing

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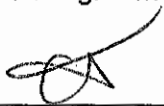
machines – washer extractors – for this type of cleaning. It is a specialized piece of equipment that meets NFPA standards for the cleaning and maintenance of PPE based on mechanical agitation; pre-set water temperatures as required for pre-washing, washing, and rinsing; and for the extraction of water and solutes.

Unrelated to COVID, but worthy of note; NFPA cleaning requirements will change January 1, 2021 and require twice annually PPE inspection certification and cleaning.

PPE extractors range in price from \$4,700.00 to \$8,000.00 (plus HST), delivery, and installation costs. The Fire Chief would recommend soft mounting of the machines vs hard mounting the machines to save on installation costs (\$100 per machine vs \$400 per machine). One machine would be required at each station to allow for the briefest out of service time for individual PPE, approximately 12 hours (dirty to clean and dry).

FINANCIAL IMPACT

The financial implications to the approved 2020 capital budget would be zero if funds were authorized for the purchase of these machine through the Safe Restart Agreement. The estimated purchase/request for funds is for \$13,000.00.

Approval of Manager of Finance / Deputy Treasurer: _____ 

SUMMARY/OPTIONS

Receive staff report FD003-20; and that Council consider the report as information

Council may:

1. Take no further action.
2. Authorize the Fire Chief to purchase PPE washer-extractors for each station using the funds received via the federal-provincial Restart Agreement.
3. Consider the purchase of the PPE washer-extractor for the 2021 Capital Budget.

CONCLUSION

Staff recommends Option 2 be approved.

Respectfully submitted:

Cynthia Ross Tustin

Cynthia Ross Tustin
Fire Chief/CEMC

Reviewed by:



Colleen Healey Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR013-20
DATE: October 7th, 2020
TO: Committee of the Whole
FROM: Rob Rosilius, Deputy Treasurer
SUBJECT: Budget to Actuals Update as of June 30th, 2020

RECOMMENDATION

That Staff Report TR013-20 be received; and

That the Budget to Actuals Update for the period ending June 30th, 2020 be received as circulated.

BACKGROUND

During the 2020 Budget deliberations, Council requested staff to bring forward quarterly updates on the budget. With the outbreak of COVID 19, Council requested staff provide updates on a monthly basis while the Township is under a state of emergency. Treasury staff in consultation with Department Heads have summarized activity compared to budget and identified any significant anticipated year-end variances due to the state of emergency. This report includes activities recorded as of June 30th, 2020.

COMMENTS AND CONSIDERATIONS

Staff have reviewed actual revenues and expenses that have been posted to the general ledger as of June 30th and compared them to the approved 2020 Budget. As the reporting period is the mid point of the fiscal year, staff have projected the year end balances as a means of providing clarity on the potential surplus or deficit for the current year.

Summary of Budget Variances by Department (Attachment #1) summarizes the operating budget into three major sections:

- **Employee Related Expenses** - includes salaries and hourly wages, Township benefits along with mandatory contributions.
- **Operating Expenses** – all other non-employee related expenses.
- **Revenues** - revenues relating to that department.

The Columns of the Attachment #1 include;

- **Actuals to Date** – what has been processed into the general ledger.



- **Budget to Date** – 50% of the annual budget. Used to provide context of the actuals for the reporting period.
- **2020 Budget** – the approved budget amount.
- **Variance Actuals to Budget to Date** – the dollar value difference between actual recorded during the reporting period compared to the budget to date.
 - **Expenses** – for sections that are expenses, If the *Variance Actuals to Budget to Date* value is negative, the actuals are less than the budget to date. If the dollar value is positive, the actuals are greater than the budget to date.
 - **Revenues** – for the revenue sections if the *Variance Actuals to Budget to Date* value is negative the actuals are greater than the budget to date. If the dollar value is positive, the actuals are less than the budget to date.
- **Variance Actuals to Annual Budget** – a percentage of the actual amount as of the reporting period in comparison to the 2020 approved budget.
- **Projected Year-end Balance** - this column is the total projected year end balance of individual General Ledger (GL) accounts which have been summarized into the three major reporting areas. The figures in this column have been rounded to the nearest dollar.
- **Variance** – This column is the calculated variance of the 2020 Budget for the year versus the Projected Year-end balance. For both Expenses and Revenues, any projected balance above the budget will be identified as a positive value and any negative value translates to the projected year-end balance being below budget. The total variance for each department is calculated by adding Employee and Other Expenses and then subtracting the Revenue variance. If the sum is negative, the overall department has a favourable variance (surplus); conversely if the amount is positive, the department is over budget or has an unfavourable variance (deficit).

In Attachment #2, each approved Capital Budget item is listed with its approved budgeted amount and then lists the actual costs incurred as of June 30th.

Based on the information available staff have projected a favourable variance in the current year operations of approximately \$380,000. Revenues continue to be negatively impacted as a result economic fallout from COVID, along with the self isolation and social distancing measures instituted by the Province. Staff are projecting a shortfall of approximately \$760,000 of actual revenues versus what was budgeted at the beginning of the year affecting all the departments. Below are comments on the revenues by department. Below are the areas which have impacted this amount.

Employment Related Expenses

After reviewing the balances as of June 30th and projecting forward, staff estimate \$433,000.00 of savings in staffing expenses. The Fire Department is the largest contributor to this figure with an anticipated savings of \$127,000. Part of the savings is a result of the hiring date of the Deputy Fire Chief. Salary for the new full-time position was budgeted for the full year, but the position was vacant until the beginning of July. The other savings is from the remuneration of the Volunteer Fire Fighters. Staff have projected the year end savings of \$33,000 based on historical data. Given remuneration for volunteer fire fighters is variable, these savings could evaporate with a significant increase in call volume.

Most of the other Departments have projected favourable variances in relation to employment expenses. A combination of hiring lag to fill vacant positions, staff off for various reasons and the Township's conscious decision to not hire seasonal staff a result of the COVID crisis, are the major contributors to the savings. It should be noted when reviewing Attachment #1, some departments appear to over budget while others are under budget. The reason for these variances is that some positions have salaries distributed across multiple departments for budget purposes, but when payroll is posted, the full expense is posted to a single department.

Deferred Capital Projects

Back in June, through the approval of Resolution CW100-20, Council approved the deferral of two capital projects. Staff recommended deferring the Bob Geddes Park Paving and Surface Treatment of a couple of Township roads, as they were a low priority and funding was wholly from taxation. The capital funding from taxation was reduced by \$49,500 and \$144,000 respectively for a total of \$193,500. This is reflected in the Operating Expenses for both Parks and Public Works departments, by reducing the transfer to capital expense lines.

Conferences and Mileage

With the current social distancing measures in place to combat the spread of COVID, conferences have been cancelled for the foreseeable future. In 2020 the total budget for conferences across the Township amounted to \$42,800. With \$6,900 being spent to date, staff anticipate a savings of approximately \$35,900 for the year. As travel requirements have been reduced, staff are projecting a savings of \$15,000 in Mileage for the year, which combined with the conferences equates to an overall favourable variance of \$50,900.00.

Provincial Grants

Recently the Province announced funding to assist municipalities with the financial challenges as a result of the pandemic. The Township received notification that it will receive the one-time grant of \$492,600. Staff have included this amount into the year end projections. Attachment #3 is a copy of the letter from the Province outlining details of the grant.

Clerks Department

The Clerk's largest revenue generator is marriage licenses. The closure of the office from March to June significantly impacted the sales of marriage licenses. While the issuance of licenses has picked up since the office has reopened, staff is projecting only half of the budgeted amount of \$25,000 will be achieved.

Revenues for By-law enforcement are also projected to be half of what was budgeted. Following the direction of Council, winter parking restrictions were lifted early this spring to accommodate the increase of vehicles for residents working from home. Staff are unsure if the upcoming winter parking restrictions will yield enough fines to achieve the budgeted amount.



Treasury Department

As mentioned in previous budget to actual reports, the drop in interest rates have decimated bank interest earned on the Township's bank accounts. Staff are still projecting an unfavourable variance of \$180,000 versus the budgeted amount of \$400,000.

One change from previous reports is the penalty and interest on part due tax accounts. Staff was projecting penalties to be \$35,000 under budget, but the latest projection has the deficit growing to \$59,000. There are two factors that are affecting the penalty and interest revenue. Until the state of emergency is lifted, no penalties from the current year arrears will be realized, as well, the receivables on the prior year tax arrears appear to be decreasing significantly.

Fire Department

Overall, revenues for the Fire Department are in good shape, with an overall shortfall of only \$2,300. Staff estimates that the insurance reimbursements for fire calls will be \$38,000 less than what was budgeted. However, Burn Permits and Burning Without Permit Fees are expected to be over the budgeted amounts by \$36,000.

Provincial Offences

Provincial offences revenue is expected to be almost \$40,000 below what was budgeted. Upon receiving the first payment of \$1,700, staff reached out to Barrie Courts. Court staff acknowledged the low payment was consistent with the trend across the region and commented that numbers for the second quarter were looking closer to what should be expected.

Planning Department

The Planning department revenues are projected to be \$160,000 under budget. The two revenue lines contributing to the majority of the deficit are Planning Admin Fees and Zoning Amendment Application Fees, with the anticipated shortfall being \$69,000 and \$26,500 respectively. Staff are of the opinion the revenues have not materialized as a result of temporary stoppage in construction and development activities. Also staffing levels have also delayed progress on development files. The year-end figures are based on increased activity occurring in the second half of 2020.

Included in the \$160,000 deficit is a projected shortfall in Development Charges Earned revenue of \$61,500. This amount is offset with reduced expenditures in the Contract Services. Given the events that have transpired, it is expected that work on the Official Plan and the Community Benefit Charges will not be completed before year end.

Building Department

In a somewhat similar situation as the Planning Department, the current shortfall in the revenues is somewhat misleading. For permits and fees, the Building Department is projected to end the year \$7,000.00 higher than what was budgeted. Combine that with the expected favourable variances in the employee and operating expenses and the amount required to be transferred from the building reserves decreases by \$21,000.00.



Public Works

As indicated in Attachment #1, the Public Works Department is expected to have a favourable variance of \$197,000 as of December 31st. The largest contributing factor for this positive variance is savings in Public Transit expense. With the cancellation of the transit contract with the City of Barrie at the end of 2019 and the creation of the Simcoe County Transit system, none of the \$182,000 budgeted amount is expected to be expended.

Roads Department

All three revenue streams for the Roads Department are projected to finish the year in unfavourable positions. The department generates monies by issuing permits for wide and heavy loads permits, road entrance/ road occupancy permits along with road work. Road work includes items such as charging back developers for winter maintenance on roadways not assumed by the municipality. Revenues seem to have not materialized as in years past. Depending on the activity that may occur in the final quarter of the year, the deficit of \$42,000 may be reduced.

Water Works Department

From the overall unfavourable variance of \$319,000 projected for the water department, about two-thirds or \$211,000 of that amount is directly related to revenues and in particular the Principal Loan Installment line and penalty. The Principal Loan Installment relates to monies collected from properties to recoup the cost of water line connections installed and paid for upfront by the Township. These loan repayments are issued via the interim and final property tax billings. The \$200,000 discrepancy in the budget to actuals is a result of a significant number of properties being finished their repayment of their respective amount in 2019. Staff was not aware of the changes during the 2020 budget preparation. The remaining \$11,000 variance are penalties not being charged on past due utility bills.

The remaining \$100,000 unfavourable variance is the result of the contract services line item in the operating expenses section. Staff will be reviewing this item in more detail to get a better understanding of the significant variance to what was budgeted.

Wastewater Department

Unlike the Water Department, Wastewater is projected to finish the year with a favourable variance of around \$34,500. Similar to the Water Department, there is a projected shortfall in penalty revenue of \$11,000. However, the Township back in May, received a payment from Hydro One in the amount of \$25,000 as part of their Save On Energy Retro Fit Program. This rebate is a result of the works completed by Honeywell at the Water Treatment, and these funds should translate into a \$11,000 favourable variance in the revenues for the year. The work completed by Honeywell is also expected to have a favourable impact on the operating expenses for Wastewater. Staff are estimating a savings in hydro expense of \$20,000.



Recreation Angus and Thornton Arenas

Revenue for the arenas were the first areas significantly impacted financially by the pandemic and are expected to continue for the remainder of the year. In the report to Council as of April 30th (TR005-20), staff were projecting a deficit of \$120,000 for the Angus arena and \$84,000 for the Thornton arena. For the Angus arena, the revised deficit is sitting at \$128,000 as staff are working with community groups to book ice rentals. The Thornton arena is looking far worse than originally expected. As Council is aware, the Chiller in the Thornton arena needs to be replaced, and the completion of that work is not expected to be completed before the end of the year. As such, no additional revenue will be realized, and the loss in revenue now sits at \$151,000.

To help offset the loss in revenues, Parks and Recreation staff have been able to reduce expenses such as not hiring seasonal staff. Also, with the arenas not open, operating expenses have also been reduced.

Recreation Programming

With the cancellation of the summer Day Camps normally offered by the Township, the loss of expected revenue amounts to \$80,000. The loss is negated with no employee and operating expenses incurred for the year.

The projected unfavourable variance for the Recreation Programming is in the operating expense, more specifically the contracted services expense. This line item relates to payments made to individuals who oversee programs offered by the Township (i.e. Youth basketball)

Parks Department/Community Building

The Parks and Community Building Departments have been grouped together as some of the revenues and expenses for each area are interrelated. Staff are projecting a significant favourable variance between the two departments of \$200,000. Even though the projected loss of revenues from facility rentals for activities such as baseball and ball hockey are expected to be close to \$34,000, there are considerable savings in the employee and operating expenses for both departments. Not hiring seasonal staff along with some full-time employees off on temporary leaves, are contributing factors in the projected year end combined savings of \$68,000 in the employee expenses. The \$157,000 projected favourable variance in the operating expense stem from not paving the Bob Geddes Park parking lot, along with contract services. With decrease use of the facilities as a result of provincial isolation and social distancing measures, repairs and maintenance overall are expected to be lower.

Library

As with other municipal departments, the Library is projected to have lower than expected revenues as a result of the extended closure of the branches. The lower projected expenditures in both employee and operating related expenses are not only expected to offset the loss of \$31,700 in revenue but also result in an overall favourable variance of \$6,300.

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FINANCIAL IMPACT

As mentioned above, the anticipated favourable variance in the operations for the Township is projected to be \$380,000, which includes the \$492,600 in Provincial funding for COVID relief.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive the Budget to Actuals as of June 30th as circulated.

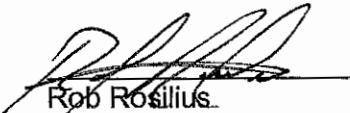
CONCLUSION


Option #2 is recommended.


Respectfully submitted:

Reviewed by:

Reviewed by:


Rob Rosilius
Deputy Treasurer


Carol Traynor
Manager of Finance


Colleen Healey-Dowdall
Chief Administrative Officer

- Attachment #1 – Summary of Budget Variances by Department
- Attachment #2 – Capital Budget Variance by Department
- Attachment #3 – COVID Funding Grant from the Province of Ontario



Township of Essa
Summary of Budget Variances by Department
For the Period Ending June 30, 2020

	Actuals to Date	Budget to Date	2020 Budget	Variance	Variance	Projected	Projected
				Actuals vs Budget to Date	Actuals to Annual Budget	Year-end Balance	Year-end Variance
Council:							
Employee Related Expenses - Council	79,372.68	78,807.96	157,616.00	564.72	50.36%	158,586.00	970.00
Operating Expenses - Council	19,966.06	28,824.96	57,649.96	-8,858.90	34.63%	39,500.00	-18,150.00
Total Council	99,338.74	107,632.92	215,265.96	-8,294.18	46.15%	198,086.00	-17,180.00
CAO:							
Employee Related Expenses - CAO	106,410.96	118,473.06	236,946.12	-12,062.10	44.91%	233,621.00	-3,325.00
Operating Expenses - CAO	34,662.97	22,325.04	44,650.08	12,337.93	77.63%	39,850.00	-4,800.00
Total CAO	141,073.93	140,798.10	281,596.20	275.83	50.10%	273,471.00	-8,125.00

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Clerks Department

	Actuals to Date	Budget to Date	2020 Budget	Variance	Variance	Projected	Projected
				Actuals vs Budget to Date	Actuals to Annual Budget	Year-end Balance	Year-end Variance
Clerks:							
Employee Related Expenses - Clerks	111,611.03	107,432.94	214,865.88	4,178.09	51.94%	251,636.00	36,770.00
Operating Expenses - Clerks	53,554.46	92,055.06	184,110.12	-38,500.60	29.09%	178,210.00	-5,900.00
Revenue - Clerks	-8,191.90	-14,999.94	-29,999.88	6,808.04	27.31%	-16,200.00	-13,800.00
Total Clerks	156,973.59	184,488.06	368,976.12	-27,514.47	42.54%	413,646.00	44,670.00
By-Law:							
Employee Related Expenses - By-Law	35,114.16	50,138.52	100,277.04	-15,024.36	35.02%	83,586.00	-16,692.00
Operating Expenses - By-Law	747.81	4,225.08	8,450.16	-3,477.27	8.85%	3,681.00	-4,769.00
Revenue - By-Law	-3,240.00	-9,900.00	-19,800.00	6,660.00	16.36%	-12,000.00	-7,800.00
Total By-Law	32,621.97	44,463.60	88,927.20	-11,841.63	36.68%	75,267.00	-13,661.00
Animal Control:							
Employee Related Expenses - Animal Cont	2,733.98	10,951.50	21,903.00	-8,217.52	12.48%	6,004.00	-15,559.00
Operating Expenses - Animal Control	10,579.86	14,234.94	28,469.88	-3,655.08	37.16%	27,125.00	-1,345.00
Revenue - Animal Control	-6,650.00	-8,999.94	-17,999.88	2,349.94	36.94%	-13,200.00	-4,800.00
Total Animal Control	6,663.84	16,186.50	32,373.00	-9,522.66	20.58%	19,929.00	-12,104.00
Operating Assistance:							
Operating Expenses - Operating Assistance	8,012.38	7,174.92	14,350.00	837.46	55.84%	10,500.00	-3,850.00
Total Operating Assistance	8,012.38	7,174.92	14,350.00	837.46	55.84%	10,500.00	-3,850.00

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Treasury

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Projected Year-end Balance	Projected Year-end Variance
Finance Department:							
Employee Related Expenses - Finance Dep.	244,702.28	286,459.02	572,918.04	-41,756.74	42.71%	531,372.00	-41,546.00
Operating Expenses - Finance Department	615,715.62	445,361.34	890,722.68	170,354.28	69.13%	962,795.00	72,072.00
Revenue - Finance Department	-300,078.49	-360,750.00	-721,500.00	60,671.51	41.59%	-478,944.00	-242,556.00
Total Finance Department	560,339.41	371,070.36	742,140.72	189,269.05	75.50%	1,015,223.00	273,082.00
Taxation:							
Revenue - Taxation	-3,994,542.84	-3,869,325.00	-11,027,150.00	-125,217.84	36.22%	-11,025,327.00	-1,823.00
Total Taxation	-3,994,542.84	-3,869,325.00	-11,027,150.00	-125,217.84	36.22%	-11,025,327.00	1,823.00
General Revenues:							
Revenue - General Revenues	-714,232.00	-1,366,249.92	-2,732,500.00	-2,080,481.92	(26.14%)	-3,179,100.00	446,600.00
Total General Revenues	-714,232.00	-1,366,249.92	-2,732,500.00	-2,080,481.92	(26.14%)	-3,066,500.00	-446,600.00

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	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Projected Year-end Balance	Projected Year-end Variance
Fire / Emergency Services							
Fire Department:							
Employee Related Expenses - Fire Departm	292,879.85	411,505.98	823,011.96	-118,626.13	35.59%	695,081.00	-127,931.00
Operating Expenses - Fire Department	104,861.67	307,147.74	614,295.48	-202,286.07	17.07%	572,725.00	-41,570.00
Revenue - Fire Department	-90,850.66	-58,500.00	-117,000.00	-32,350.66	77.65%	-114,675.00	-2,325.00
Total Fire Department	306,890.86	660,153.72	1,320,307.44	-353,262.86	23.24%	1,153,131.00	-167,176.00
Emergency Measures:							
Employee Related Expenses - Emergency Mee	6,180.59	7,007.52	14,015.04	-826.93	44.10%	17,696.00	3,681.00
Operating Expenses - Emergency Measures	12,027.18	3,199.98	6,399.96	8,827.20	187.93%	33,000.00	26,600.00
Total Emergency Measures	18,207.77	10,207.50	20,415.00	8,000.27	89.19%	50,696.00	30,281.00
Policing:							
Operating Expenses - Policing	759,798.19	1,486,648.44	2,973,296.88	-726,850.25	25.55%	2,972,997.00	-300.00
Revenue - Policing	0.00	-46,500.00	-93,000.00	46,500.00	0.00%	-55,000.00	-38,000.00
Total Policing	759,798.19	1,440,148.44	2,880,296.88	-680,350.25	26.38%	2,917,997.00	37,700.00

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Planning and Development

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Projected Year-end Balance	Projected Year-end Variance
Planning:							
Employee Related Expenses - Planning	80,016.11	102,201.06	204,402.12	-22,184.95	39.15%	180,917.00	-23,485.00
Operating Expenses - Planning	19,425.53	188,542.02	377,084.04	-169,116.49	5.15%	274,434.00	-102,650.00
Revenue - Planning	-74,575.00	-185,624.94	-371,249.88	111,049.94	20.09%	-210,975.00	-160,275.00
Total Planning	24,866.64	105,118.14	210,236.28	-80,251.50	11.83%	244,376.00	34,140.00
Committee of Adjustment:							
Employee Related Expenses - Committee of	20,772.60	28,785.42	57,570.84	-8,012.82	36.08%	45,873.00	-11,698.00
Operating Expenses - Committee of Adjustm.	40.41	4,125.00	8,250.00	-4,084.59	0.49%	800.00	-7,450.00
Revenue - Committee of Adjustment	-14,500.00	-7,500.00	-15,000.00	-7,000.00	96.67%	-16,300.00	1,300.00
Total Committee of Adjustment	6,313.01	25,410.42	50,820.84	-19,097.41	12.42%	30,373.00	-20,448.00
Economic Development:							
Employee Related Expenses - Economic D.	5,578.07	5,919.96	11,839.92	-341.89	47.11%	12,196.00	356.00
Operating Expenses - Economic Developm.	31.80	6,450.00	12,900.00	-6,418.20	0.25%	2,500.00	-10,400.00
Revenue - Economic Development	-830.00	-4,500.00	-9,000.00	3,670.00	9.22%	-2,800.00	-6,200.00
Total Economic Development	4,779.87	7,869.96	15,739.92	-3,090.09	30.37%	11,896.00	-3,844.00
Building Department:							
Employee Related Expenses - Building Dep.	97,022.35	150,430.50	300,861.00	-53,408.15	32.25%	286,654.00	-14,207.00
Operating Expenses - Building Department	9,321.28	27,825.06	55,650.12	-18,503.78	16.75%	48,650.00	-7,000.00
Revenue - Building Department	-201,028.83	-178,255.56	-356,511.12	-22,773.27	56.39%	-335,304.00	-21,207.00
Total Building Department	-94,685.20	0.00	0.00	-94,685.20	0.00%	0.00	0.00

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Projected Year-end Balance	Projected Year-end Variance
Public Works							
Public Works:							
Employee Related Expenses - Public Works	27,088.13	47,643.96	95,287.92	-20,555.83	28.43%	96,878.00	1,590.00
Operating Expenses - Public Works	108,402.93	245,105.58	490,211.16	-136,702.65	22.11%	289,850.00	-200,361.00
Revenue - Public Works	-25,827.80	-1,399.98	-2,799.96	-24,427.82	922.43%	1,000.00	-3,800.00
Total Public Works	109,663.26	291,349.56	582,699.12	-181,686.30	18.82%	387,728.00	-194,971.00
Roads:							
Employee Related Expenses - Roads	516,865.94	606,797.04	1,213,594.08	-89,931.10	42.59%	1,169,941.00	-43,653.00
Operating Expenses - Roads	587,444.44	1,141,350.08	2,180,200.15	-553,905.64	26.94%	1,984,300.00	-195,900.00
Revenue - Roads	-47,680.75	-47,500.02	-95,000.04	-180.73	50.19%	-52,785.00	-42,215.00
Total Roads	1,056,629.63	1,700,647.10	3,298,794.19	-644,017.47	32.03%	3,101,456.00	-197,338.00
Water Works:							
Employee Related Expenses - Water Works	31,501.77	53,038.02	106,076.04	-21,536.25	29.70%	96,808.00	-9,268.00
Operating Expenses - Water Works	429,291.79	687,296.04	1,374,592.08	-258,004.25	31.23%	1,491,544.00	116,952.00
Revenue - Water Works	-840,051.54	-793,100.04	-1,586,200.08	-46,951.50	52.96%	-1,374,480.00	-211,720.00
Total Water Works	-379,257.98	-52,765.98	-105,531.96	-326,492.00	359.38%	213,872.00	319,404.00
Waste Water:							
Employee Related Expenses - Waste Water	20,301.41	29,822.46	59,644.92	-9,521.05	34.04%	57,294.00	-2,351.00
Operating Expenses - Waste Water	456,064.19	685,742.46	1,371,484.92	-229,678.27	33.25%	1,350,957.00	-20,528.00
Revenue - Waste Water	-672,466.21	-583,000.02	-1,166,000.04	-89,466.19	57.67%	-1,177,700.00	11,700.00
Total Waste Water	-196,100.61	132,564.90	265,129.80	-328,665.51	(73.96%)	230,551.00	-34,579.00

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Parks and Recreation

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Projected Year-end Balance	Projected Year-end Variance
Angus Arena:							
Employee Related Expenses - Angus Arena	101,524.67	106,736.40	213,472.80	-5,211.73	47.56%	226,545.00	13,072.00
Operating Expenses - Angus Arena	72,943.75	136,700.10	273,400.20	-63,756.35	26.68%	243,775.00	-29,625.00
Revenue - Angus Arena	-78,359.90	-128,449.98	-256,899.96	50,090.08	30.50%	-128,190.00	-128,710.00
Total Angus Arena	96,108.52	114,986.52	229,973.04	-18,878.00	41.79%	342,130.00	112,157.00
Thornton Arena:							
Employee Related Expenses - Thornton Ar	81,007.83	95,458.08	190,916.16	-14,450.25	42.43%	149,188.00	-41,728.00
Operating Expenses - Thornton Arena	40,671.46	143,550.00	287,100.00	-102,878.54	14.17%	229,695.00	-57,405.00
Revenue - Thornton Arena	-103,065.20	-127,250.04	-254,500.08	24,184.84	40.50%	-103,068.00	-151,432.00
Total Thornton Arena	18,614.09	111,758.04	223,516.08	-93,143.95	8.33%	275,815.00	52,299.00
Recreation Programming:							
Employee Related Expenses - Recreation F	0.00	30,299.94	60,599.88	-30,299.94	0.00%	0.00	-60,600.00
Operating Expenses - Recreation Programr	5,980.47	30,350.04	60,700.08	-24,369.57	9.85%	21,800.00	-38,900.00
Revenue - Recreation Programming	-5,870.01	-63,500.04	-127,000.08	57,630.03	4.62%	-5,900.00	-121,100.00
Total Recreation Programming	110.46	-2,850.06	-5,700.12	2,960.52	(1.94%)	15,900.00	21,600.00
Parks:							
Employee Related Expenses - Parks	100,731.90	150,969.06	301,938.12	-50,237.16	33.36%	239,340.00	-62,598.00
Operating Expenses - Parks	36,513.95	170,032.62	340,065.24	-133,518.67	10.74%	182,380.00	-157,685.00
Revenue - Parks	-2,380.00	-1,750.02	-3,500.04	-629.98	68.00%	-4,300.00	800.00
Total Parks	134,865.85	319,251.66	638,503.32	-184,385.81	21.12%	417,420.00	-221,083.00
Community Building Maintenance:							
Employee Related Expenses	957.23	3,650.04	7,300.04	-2,692.81	13.11%	957.00	-6,343.00
Operating Expenses	452.73	13,075.14	26,150.28	-12,622.41	1.73%	17,910.00	-8,240.00
Revenue	-6,983.98	-22,499.94	-44,999.88	15,515.96	15.52%	-10,930.00	-34,070.00
Total Community Building Maintenance	-5,574.02	-5,774.76	-11,549.56	200.74	48.26%	7,937.00	19,487.00

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	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Projected Year-end Balance	Projected Year-end Variance
BIA:							
Operating Expenses - BIA	37,919.59	13,750.02	27,500.04	24,169.57	137.89%	45,000.00	17,500.00
Total BIA	37,919.59	13,750.02	27,500.04	24,169.57	137.89%	45,000.00	17,500.00
NVCA:							
Operating Expenses - NVCA	93,161.38	93,161.52	186,323.04	-0.14	50.00%	186,323.00	0.00
Total NVCA	93,161.38	93,161.52	186,323.04	-0.14	50.00%	186,323.00	0.00
Library:							
Employee Related Expenses - Library	264,837.63	310,456.08	620,912.16	-45,618.45	42.65%	612,096.00	-8,816.00
Operating Expenses - Library	31,669.61	141,145.14	282,290.28	-109,475.53	11.22%	253,002.00	-29,288.00
Revenue - Library	-49,965.39	-58,532.46	-117,064.92	8,567.07	42.68%	-85,312.00	-31,753.00
Total Library	246,541.85	393,068.76	786,137.52	-146,526.91	31.36%	779,786.00	-6,351.00
Summary							
Employee Related Expenses			5,585,969.08			5,152,269.00	-433,361.00
Operating Expenses			12,176,296.83			11,463,303.00	-712,992.00
Revenue			-19,164,675.84			-18,401,490.00	-763,186.00
Totals			-1,402,409.93			-1,785,918.00	-383,167.00

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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
<u>Treasury Department</u>			
Administration Building Interior Painting	\$0	\$8,450	0.00%
LED Lights Administration Building	\$41,872	\$36,000	116.31%
Retaining Wall	\$85,948	\$60,000	143.25%
Asset Management Consultant/Software	\$0	\$96,000	0.00%
<u>Council</u>			
Electrical for AV Equipment	\$1,980	\$1,300	152.31%
2 TV's, 3 monitors, casting devices	\$5,415	\$5,750	94.17%
<u>Administration</u>			
IT Strategic Plan	\$0	\$20,000	0.00%



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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
<u>Fire Service</u>			
Resurface Station 2	\$0	\$15,000	0.00%
Diesel Exhaust Extraction System	\$0	\$45,000	0.00%
Air Compressor Station 1	\$0	\$100,000	0.00%
Training Props (Fire Marque)	\$0	\$30,000	0.00%
Mobile repeater, pagers, & Mics	\$0	\$25,000	0.00%
PPE – improved hood protection & Boots one add't set	\$23,244	\$48,800	47.63%
SCBA masks	\$0	\$4,500	0.00%
Hose & Nozzles	\$0	\$16,000	0.00%
Rescue Equipment – Extrication	\$4,070	\$6,500	62.62%
<u>Planning</u>			
Official Plan Update	\$0	\$75,000	0.00%
Health Community Committee Initiatives	\$0	\$17,000	0.00%
Community Benefit Charges Study	\$0	\$30,000	0.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
<u>Parks and Recreation</u>			
<u>Parks</u>			
Canoe/Kayak Boat Launch	\$0	\$7,200	0.00%
Trail to Boat Launch	\$0	\$8,362	0.00%
Playground – Bob Geddes	\$0	\$125,000	0.00%
ATV Side by Side	\$0	\$25,000	0.00%
Paving Bob Geddes Parking Lot	\$0	\$49,500	0.00%
Angus Community Park Perimeter Track	\$0	\$12,500	0.00%
Dump Truck with attachments (Plow & Salter)	\$0	\$73,550	0.00%
<u>Thornton Arena</u>			
Olympia	\$0	\$89,000	0.00%
Washroom Renovations Upstairs	\$0	\$28,000	0.00%
Arena Refrigeration Mycom Compressor (2)	\$0	\$12,000	0.00%
<u>Angus Arena</u>			
Gym Dividing Wall	\$0	\$9,000	0.00%
Arena Dehumidifiers	\$0	\$57,470	0.00%



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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
<u>Roads/Public Works</u>			
Margaret Street Urbanization Mill to Elm	\$30,790	\$1,100,000	2.80%
Road Supervisor Pickup Truck replace 2010	\$50,375	\$50,000	100.75%
Plow Truck	\$151,999	\$260,000	58.46%
Sidewalk Machine	\$167,041	\$165,000	101.24%
Gradall (rent to own agreement expired)	\$335,436	\$339,000	98.95%
Replace 2005 Hot Box	\$0	\$45,000	0.00%
Slurry Seal 50,000 sq. meters	\$0	\$187,000	0.00%
Surface Treatment 6 th south of County Road 21 to gravel 1600 meters 8 th Highland to Speers Hill 1700 meters 10 th SR County Road 56 to gravel 35 meters	\$0	\$144,000	0.00%
Pedestrian Crosswalk Robert Street, Thornton at trail	\$5,529	\$115,000	4.81%
5 th Line Bridge, Bridge #9 continue EA	\$0	\$300,000	0.00%
Replace Elizabeth Street Bridge	\$13,059	\$737,000	1.77%
Engineering Design Standards update	\$0	\$50,000	0.00%
Sign Inventory	\$0	\$7,000	0.00%
Road Side Grass Mower replace 2010 mower	\$0	\$21,000	0.00%
Traffic Calming	\$16,769	\$60,000	27.95%
Re surface Scotch Line 1KM	\$0	\$350,000	0.00%
Re surface 25 th Side road between 9 th and 10 th	\$0	\$450,000	0.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
<u>Water (High Priority)</u>			
Contingency for unplanned repairs (Essa Water Distribution repairs)	\$0	\$20,000	0.00%
Contingency for unplanned repairs (Drinking Water System)	\$0	\$20,000	0.00%
DWQMS Audit	\$0	\$3,000	0.00%
Diesel generator repairs (Mill St, Brownley, McGeorge, Thornton)	\$0	\$20,000	0.00%
Annual TSSA inspections of diesel fuel tanks and generators (Mill St, Brownley, McGeorge)	\$0	\$6,000	0.00%
Chemical pump rebuild kits (Mill St, Brownley, McGeorge, Baxter, Thornton)	\$0	\$13,000	0.00%
Chlorine analyzer probes and membrane caps (Brownley, McGeorge, Baxter, Thornton)	\$0	\$4,000	0.00%
Diesel generator replacement and 3 rd party repairs (Baxter)	\$0	\$5,000	0.00%
Hydrant painting	\$0	\$5,000	0.00%
Fire hydrant repairs/replacements	\$0	\$35,000	0.00%
Angus Drinking Water license renewal	\$0	\$1,500	0.00%
Building Maintenance (Mill, McGeorge, Brownley, Thornton – heaters, soffits, doors)	\$0	\$10,000	0.00%
Raw and Treated Meter replacement (McGeorge, Thornton)	\$0	\$85,000	0.00%
Swabbing (5-8 km)	\$0	\$25,000	0.00%
Water tank expansion	\$0	\$180,000	0.00%
Water Meter Replacement & Tower Base Reading	\$0	\$600,000	0.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
Sanitary Sewer (High Priority)			
SCADA Upgrade	\$0	\$65,000	0.00%
Disc Filter Installation and Sand Filter Removal	\$101,086	\$300,000	33.70%
Engineer Inspection of Concrete Tanks	\$0	\$50,000	0.00%
Diesel Generator Repairs, Inspections, Annual Load testing	\$0	\$5,000	0.00%
Vac truck for clarifier cleaning (3-4 times per year)	\$0	\$7,000	0.00%
General building maintenance	\$0	\$10,000	0.00%
General pump and piping replacement	\$0	\$10,000	0.00%
Biological Additive	\$0	\$5,000	0.00%
Contingency for unplanned repairs	\$0	\$30,000	0.00%
Rebuild Sludge Recirculation Pumps (Sludge Storage Tower Pumps)	\$0	\$40,000	0.00%
Blower #6 Replacement	\$0	\$50,000	0.00%
Blower #4 Replacement	\$0	\$50,000	0.00%
New Reject pumps (increase size to 7.5 from 5HP)	\$0	\$25,000	0.00%
Blower rebuilds of motors and compressors	\$0	\$20,000	0.00%
UV Ballasts	\$0	\$5,000	0.00%
Pump Station cleaning & 1 extra cleaning at pump station 1	\$0	\$28,000	0.00%
Vac truck for sewer backups and clogs	\$0	\$6,000	0.00%
Sewer flushing (approx. 5kms/yr)	\$0	\$25,000	0.00%

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Township of Essa
Capital Budget Variance by Department
For the Period Ending June 30, 2020

<u>Library</u>	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
Angus Branch Debt Repayment	\$0	\$28,350	0.00%
Furniture	\$1,381	\$5,500	25.11%
Equipment	\$626	\$2,000	31.30%
Computer Equipment	\$1,555	\$8,200	18.96%
Books Collection Materials	\$35,077	\$97,500	35.98%



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**Ministry of
Municipal Affairs
and Housing**

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

**Ministère des
Affaires municipales
et du Logement**

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



234-2020-3359

August 12, 2020

Mayor Sandie Macdonald
Township of Essa
5786 Simcoe County Road 21
Utopia ON L0M 1T0

Dear Mayor Macdonald:

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19. I am writing to you today to provide further details on this funding investment.

Municipalities play a key role in delivering critical services that Ontarians rely on and are at the frontlines of a safe reopening of the economy. This investment will provide support to municipalities and public transit operators to help them address financial pressures related to COVID-19, maintain critical services and protect vulnerable people as the province safely and gradually opens. It includes:

- Up to \$2 billion to support municipal operating pressures, and
- Up to \$2 billion to support municipal transit systems.

The Honourable Caroline Mulroney, Minister of Transportation, will provide more information on the transit stream of this funding.

I would also like to acknowledge the Federal government in their role in this historic agreement. As Premier Ford has indicated, "by working together, we have united the country in the face of the immense challenges brought on by COVID-19 and secured a historic deal with the federal government to ensure a strong recovery for Ontario and for Canada".

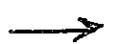
Under the municipal operating stream, \$1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

ba

The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totalling \$362 million. This is in addition to significant investments made earlier to the SSRF and in support of public health. Details will be outlined in a letter to Service Managers in the coming days.

Municipal Operating Funding Phase 1: Immediate Funding for Municipal Pressures

Phase 1 of this funding will be allocated on a per household basis and I am pleased to share that the **Township of Essa will receive a payment of \$492,600** to support your COVID-19 operating costs and pressures.



Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding exceeds your municipality's 2020 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess funding into reserves to be accessed to support COVID-19 operating costs and pressures that you may continue to incur in 2021. Your municipality will be expected to report back to the province in March 2021 with details on your 2020 COVID-19 operating costs and pressures, your overall 2020 financial position, and the use of the provincial funds in a template to be provided by the ministry. More details on this reporting will be shared in the coming weeks.



In the meantime, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email by September 11, 2020 to Municipal.Programs@ontario.ca. Please note that we must receive this acknowledgement before making a payment to your municipality. We intend to make payments to municipalities in September, subject to finalizing details.

Phase 2: Funding for Additional Municipal Pressures

I anticipate that the funding our government is providing through Phase 1 of the municipal operating stream will be sufficient to address COVID-19 costs and pressures for most municipalities. However, we recognize that some municipalities have experienced greater financial impacts arising from COVID-19 than others. As a result, we are offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs and pressures exceed their Phase 1 per household allocation.

To be considered for this Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template to be provided by the ministry. **These reports will be due by October 30, 2020.** Municipalities that require additional time to submit their report are asked to reach out to their Municipal Services Office contact by October 30, 2020 to request an extension to November 6, 2020. **Please note that the ministry is unable to consider municipal requests for Phase 2 funding if the municipality has not submitted its report by November 6, 2020.**

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A template for this municipal report and request for consideration for Phase 2 funding will be provided shortly and will require:

1. Information about measures the municipality has undertaken to reduce financial pressures (e.g. use of reserves, cost saving measures);
2. Explanation of how the municipality applied or plans to spend Phase 1 funding towards COVID-19 operating costs and pressures;
3. A year-end forecast of COVID-19 operating costs and pressures;
4. Actual COVID-related impacts as of the end of Q3 of the municipal fiscal year (September 30, 2020);
5. Treasurer's statement as to accuracy of reporting;
6. Resolution of Council seeking additional funding.

Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

Our government will continue to be a champion for communities as we chart a path to a strong economic recovery. We thank all 444 Ontario municipal heads of council for their support through our negotiations with the federal government. Working together, we will ensure Ontario gets back on track.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the per household allocation of \$492,600 is provided to the Township of Essa for the purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2020 will be put into reserves to support potential COVID-19 costs and pressures in 2021. I further acknowledge that the Township of Essa is expected to report back to the province on 2020 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C030-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Lisa Lehr, Clerk

SUBJECT: By-law Enforcement Activity Summary (April 16 – September 14, 2020)

RECOMMENDATION

That Staff Report C030-20 be received; and
 That the Clerk be authorized to increase the Part-time Municipal Officer's hours to 60 hours biweekly.

BACKGROUND

As Council is aware, the Municipal Law Enforcement Officers (MLEO) receive various calls, emails and visits from residents, external agencies, department managers and members of Council in respect of inquiries and/or concerns regarding municipal by-laws and/or alleged infractions, whereby the MLEO commences an investigation to determine:

- a) validity of complaint; and,
- b) necessary steps to be taken to achieve compliance, once the infraction has been validated (ie: the issuance of Notices, Orders, Fines and/or Charges to address the validated infractions).

COMMENTS AND CONSIDERATIONS

This report has been generated to provide Council with a summary in respect of By-law Enforcement activity. Between April 16 to September 14, 2020, there were 372 phonecalls and/or emails to Municipal Law Enforcement Officers from the which resulted in a breakdown of 352 complaints being filed with Municipal Law Enforcement Officers, and 77 inquiries (ie: about specific By-laws).

The following is a breakdown of the concerns received:

Category	Complaints Received	Inquiries
ATVs / Dirtbikes	15	10
Burning	13	
Business Licensing	9	
Canine Control		17
Canine Control - Barking	18	
Canine Control - Dog Bites	6	
Canine Control - Dog Licensing	3	12

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Canine Control – # of dogs	4	
Canine Control - Poop & Scoop	4	
Canine Control - Running At Large	18	
Illegal Dumping	15	
Noise (excludes barking)	25	
Other – COVID19	See chart on page 3	
Other – Fireworks	25	15
Other (Signs, Tree Cutting, Water Draining over Sidewalk, etc.)	15	10
Parking	42	
Traffic / Speeding	20	
Untidy	68	
Referred to PW or P&R	20	
Referred to Zoning/Building Department	22	

[It should be noted that some of the calls/emails/concerns reported during the specified timeframe contain overlaps of infractions (ie: caller may lodge multiple complaints about different By-law infractions, ie: barking, noise, untidy, canine control, etc.). Additionally, this report does not contain status/follow-up numbers for items that are ongoing and were lodged in the previous reporting period; this is a listing of NEW complaints/concerns only].

As Council can see in the number of complaints above that were referred from the By-law Department to other Departments, there seems to be a cross-over in the filing of complaints by the public whereby the Municipal Law Enforcement Officers are the first point of contact. The Officer(s) usually refer the concerns directly to the appropriate Department for action and/or follow-up. As all departments are realizing growth pains as the municipality continues to grow, it may be beneficial for the Municipal Law Enforcement Officers to receive further coaching/training in areas that they haven't historically had much exposure (ie: Property Standards, Zoning, etc.) so that they can assist in taking some strain off of other department staff (ie: Building Inspectors, Planners).

Breakdown of Cases Whereby Inspection Resulted in Notice/Order being Issued These cases were logged into MOAR Tracking System to Monitor Progress & Ensure Compliance	
ATVs / ORVs	1
Burning	7
Parking By-law Infractions (complaint received from resident; investigated; resulted in education and/or infraction to car owner)	16
Littering / Illegal Dumping	6
Canine Control By-law Infractions (dog bite, poop-and-scoop, barking, dog bites, tags, too many dogs, etc.)	23
Noise	13
Nuisance	2
Untidy Lot By-law Infractions	52
Zoning	3
Total Cases Opened b/w April 16 – September 14, 2020	123 cases attached to households
Average Number of Days to Gain Compliance Following First Notice/Order	10.5 days

49

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NOTE: This report does not contain the number of parking patrols or tickets issued in respect of parking, nor the number of education pieces circulated during parking patrols in Essa during this timeframe. Additionally, it does not contain statistics regarding business licensing (ie: kennels, taxis, etc.) or sign permits, and the required inspections, or the number of inspections conducted as a result of validated infractions.

In respect of COVID19 rules and Provincial Orders, the following is a breakdown of numbers reported to the Province during the timeframe between April 16 to September 14, 2020:

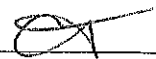
Provincial Reporting	
Gatherings – More than 5	17
COVID19 Calls re: Complaints about Use of Outdoor Recreation Facilities (prior to them re-opening on July 17, 2020)	76
COVID19 Calls re: Complaints about Businesses	13
COVID19 Calls re: Stage 3 Reopening	1
COVID19 Calls referred to another agency	31
Actionable COVID19 Complaints Resulting in Education	23
Warnings / Education to Public re: COVID Patrols of Parks ONLY	248

FINANCIAL IMPACT

Council hired a second Municipal Law Enforcement Officer at the beginning of 2020 to accommodate for the increase in regular by-law enforcement activity as the municipality grows. The hours of the new By-law Enforcement Officer were increased during the COVID-19 shutdown (Stages 1 and 2) from 45 to 60 hours bi-weekly to assist with the enforcement of Provincial Orders. It appears that the municipality may need to continue utilizing the second MLEO at 60 hours bi-weekly in the future in order to ensure that the By-laws of the municipality are enforced.

If Council is supportive of Municipal Law Enforcement Officers taking further courses to assist other departments in respect of enforcement of municipal By-laws (ie: Property Standards, Zoning), then additional funds should be set aside in the 2021 Budget to allow MLEO Officers to enroll in courses that typically haven't been taken by our Officers in previous years.

Manager of Finance or Deputy Treasurer Approval: _____



SUMMARY/OPTIONS

Council may:

1. Do nothing.
2. **Receive the report and authorize the Clerk to increase the Part-time Municipal Officer's hours to 60 hours biweekly.**
3. Direct Staff as Council deems appropriate.

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CONCLUSION

This Report was generated to provide Council with an update on activity in respect of concerns received, and actions taken by MLEO in respect of validated concerns/complaints. With the indirect effect of COVID-19 on the significant increase in regular by-law related concerns, it is recommended that Council authorize the Clerk to increase the Part-time Municipal Law Enforcement Officer's hours from 45 hours bi-weekly to 60 hours bi-weekly.

Respectfully submitted:



Lisa Lehr
Clerk

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C031-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Lisa Lehr, Clerk

SUBJECT: Nottawasaga Police Services Board – Requirement for Appointment of Community Member (2021-2022)

RECOMMENDATION

That Staff Report C031-20 be received; and

That the Clerk be authorized to commence the recruitment process for a community representative for the Nottawasaga Police Services Board for the 2021-2022 term, with a future report to be considered by Council in respect of candidates.

BACKGROUND

The role of Police Service Boards is established through legislation described in the *Police Services Act (PSA)*. Police Service Boards are a form of civilian governance that a detachment commander will work with and report to, in relation to defining goals and objectives for police services delivered in the municipalities or area. Police Service Boards are the primary governor of policing services and are provided specific legislated powers enabling them to fulfill their role as an instrument of public oversight of the police. The primary instruments of board governance are policies and business plans. Civilian governance ensures that the police remain responsible for operational matters, while being suitably accountable to civilian authorities for the delivery of police services.

In accordance with section 27 of the *Police Services Act*, there is a requirement for a Police Service Board to be established for every municipality that maintains a police force. As the Township of Essa participates with the Town of New Tecumseth and the Township of Adjala-Tosorontio in a Tri-Municipal Policing Agreement with the Nottawasaga Detachment of the Ontario Provincial Police for police services, the Police Services Board requires representation from each municipality participating in this Agreement.

In respect of the requirement for appointment to Police Services Board(s), the *Police Services Act* states the following:

Five-member joint boards

33 (5) *The joint board of municipalities whose combined population according to the last enumeration taken under section 15 of the Assessment Act exceeds 25,000 shall consist of,*

- (a) *two persons who are members of the councils of any participating municipalities, appointed by agreement of the councils of the participating municipalities;*
- (b) *one person appointed by agreement of the councils of the participating municipalities, who is neither a member of a council of a participating municipality nor an employee of a participating municipality; and*
- (c) *two persons appointed by the Lieutenant Governor in Council.*

COMMENTS AND CONSIDERATIONS

For the 2019-2020 term, the Nottawasaga Police Services Board has been comprised of the following members:

- Rick Milne, Mayor for the Town of New Tecumseth
- Sandie Macdonald, Mayor for the Township of Essa
- Joy Webster, Community Representative, Township of Adjala-Tosorontio
- Keith Boulter, Provincial Appointment
- Lynn Worthington, Provincial Appointment

In accordance with the legislation and the Terms of Reference for the Nottawasaga Police Services Board, the representatives from Essa and Adjala are required to alternate at the end of two years. As Essa has had Council representation from 2019 to December 31 2020, they are now required to have a community representative for the 2021 to 2022 term.

The Clerk is in receipt of an email from the Secretary of the Nottawasaga Police Services Board (Attachment No. 1) with respect to appointing a community representative to the Police Services Board for the 2021-2022 term. Mayor Macdonald's term on the PSB is set to expire on December 31, 2020. At such time, Council is required to appoint a community representative to the Board by way of a resolution of Council.

Advertising for this Committee would be posted on social media channels (Facebook and Twitter) and on the Township website. Additionally the recruitment advertisement would be included in the next Traffic Advisory Committee's meeting scheduled in November.

FINANCIAL IMPACT

None. Manager of Finance or Deputy Treasurer Approval: _____ 

SUMMARY/OPTIONS

Council may:

1. Do nothing.
2. **Receive Report C031-20, and authorize the Clerk to commence recruitment for a community representative on the Nottawasaga Police Services Board for the 2021-2022 term.**
3. Direct Staff as Council deems appropriate.

CONCLUSION

Staff is recommending Option No. 2.

Respectfully submitted:



Lisa Lehr
Clerk

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- 1 Email from Nancy Rugman dated September 24, 2020, re: Nottawasaga Police Services Board Representative

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Attachment No 1

Lisa Lehr

From: PSB <psb@newtecumseth.ca>
Sent: September 24, 2020 7:51 AM
To: Lisa Lehr; Kathy Pearl; rbunn@adjtos.ca
Subject: Nottawasaga Police Services Board Representative

Good Morning,

Just a friendly reminder that December 31, 2020 marks the middle of the current term of the Nottawasaga Police Services Board and it is time for your municipalities to appoint a new member to the Board.

The current legislation permits only two (2) members of Council to sit on a police services board. The Town of New Tecumseth appoints one of these members while Adjala-Tosorontio and Essa share the other appointment. For 2019 and 2020, Essa Mayor Sandie Macdonald has represented Essa Township and community representative Joy Webster has represented Adjala-Tosorontio Township. Beginning with the January 2021 meeting the representation will reverse for 2021 and 2022. Essa Township will need to appoint a representative from the community and Adjala-Tosorontio will appoint a member of Council.

Should you have any questions in this regard, please don't hesitate to contact me.

Best Regards,

Nancy

Nancy Rugman
Secretary
Nottawasaga Police Services Board
10 Wellington Street East
Alliston, ON L9R 1A1

[EXTERNAL]



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO047-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Christmas Office Closure and Appreciation Gift Cards

RECOMMENDATION

That Staff Report CAO047-19 be received; and

That Council consider to close the Administration Centre between Christmas and New Year's to total 2 ½ business days and purchase \$30 food gift cards to be given to all staff and fire fighters in lieu of a Christmas turkey as per tradition; and

That this office closure and gift card distribution repeat again year after year with exact closure days being up to the CAO depending on where Christmas Day falls on the calendar.

BACKGROUND

The Administration Centre is very quiet between Christmas and New Year's and many other offices close down during this period. Essa staff would also like to close down. Staff would accommodate for the closure by (a) taking vacation, or, (b) if vacation has not yet been accumulated, or has been expended, then staff could be allowed to work additional hours to trade in straight time for the 2 ½ days (17.5 hours) required for the closure. If a staff member opted, they may also take time off without pay but only affecting the pay period(s) during which the shutdown days fall.

COMMENTS AND CONSIDERATIONS

The Terms and Conditions of Employment By-law was last amended by Council on April 1, 2020 to allow for some housekeeping and flexibility in hours of work. It could be amended again to provide the CAO flexibility in shuffling the designated holidays of Christmas Eve and New Year's Eve although not necessary for the 2020 requested closure.


Providing for a complete Administration Centre closure would allow office staff to recharge their batteries/reset their energy levels after a very busy year (visiting may not be

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allowed/encouraged this holiday season depending on the situation of the pandemic). If the pandemic is still at its height, senior staff may have to alternate vacation days or agree to be available should the need arise. Most Department Heads have phones to be reached in case of emergency.

The requested Administration Centre closure would not apply to Roads or Parks and Recreation employees since the nature of each field of employment is different.

FINANCIAL IMPACT

The 2020 approved Council budget already contains a line item including \$3,000 for \$30 food gift cards (in lieu of a traditional holiday turkey) for all staff and fire fighters. 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Close the Administration Centre between Christmas and New Year's each year going forward.
3. Purchase \$30 food gift cards for staff and fire fighters as per their tradition going forward year after year.
4. Direct staff in another direction.

CONCLUSION

Options #2 and #3 are recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:
Calendar

DEC 2020

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
				½ DAY	CHRISTMAS DAY	BOXING DAY
27	28	29	30	31	January 1	
	STATUTORY HOLIDAY (Boxing Day carry-over)	Office Closure?	Office Closure?	½ DAY Office Closure? NEW YEAR'S EVE	NEW YEAR'S DAY	



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO050-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Public Transit

RECOMMENDATION

That Staff Report CAO050-20 be received; and

That Council not consider to direct staff to advertise for and accept Requests for Proposals (RFP) in order to provide a public transit service throughout Angus between 6am and 9am and approximately 4pm and 7pm each weekday in order for residents to connect to the County's Linx bus travelling to either Barrie or Wasaga Beach.

BACKGROUND

Essa offered public transit to Angus residents between 2013 and 2020 but beginning January 1, 2020, ceased in-town service with County funding redirected to the County's Linx bus system.

Essa's 2019 budget for public transit was \$180,000, as was Essa's 2020 budget for public transit although the 2020 funds remain unspent. In late 2019, it became apparent that there were no viable options for Essa to provide an in-town bus service to help people to connect to the Linx bus. The Township decided to wait to see what the future brought and people seem to have become accustomed to the gap in service.


COMMENTS AND CONSIDERATIONS

The Township has been approached by a Barrie Shuttle Service with an offer of a new proposal – see attached documentation. The fee for the proposed service has not yet been disclosed; rather, Driverseat would first be interested to know if this is something that Council wishes to provide to its residents. They/the CAO are thereby looking for a Council decision in principle or an expression of interest. If Council were interested in restarting a new, revised in-town bus service in Angus after reviewing the pros and cons, then staff could place an ad for an RFP. If Council wished an in-town bus service in Angus, then staff suggests using a van or mini-bus style vehicle with minimal trips.

The County's Linx bus service is gaining in popularity and the County considers the bus system a success. There are riders regularly coming and going to/from Angus. As affordability becomes an even greater issue in the region, public transit should continue to grow its ridership.

FINANCIAL IMPACT

Without knowing the contract price for Driverseat or any other similar company through an RFP, staff would estimate a budget of \$180,000 going forward if Council wished to provide public transit. Further/less service could be provided should Council direct. This is just a starting point.



The Province offers gas tax incentive to municipalities with public transit depending on population. The Provincial program criteria would direct Essa's funds to the County of Simcoe.

SUMMARY/OPTIONS

Council may:

- 1. Take no further action.
- 2. Direct staff to issue an RFP to collect quotes for an Angus in-town bus service on weekday mornings and evenings.

CONCLUSION

Option #1 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:
Driverseat Proposal
September 4, 2019 CAO Report



August 27th, 2020

To Colleen,

Thanks again for taking the time to chat via video call, and also for both you and Athena putting in extra time to ensure we had all the documents and information on the Essa Transit routes. We have worked through these and have come up with the following recommendations and suggestions. Once you have reviewed them, I'd like to set up another video call to answer any questions or comments you have. Following that, we will prepare a detailed proposal outlining the solution, logistics and costs.

There are several options relative to the vehicle(s) that we use for this. Driverseat employs vehicles that carry 6 to 24 passengers with a few different configurations. Initially, it appears we can accomplish what is required using a 10 passenger commercial van with a raised roof.

- Driverseat will provide two routes within Angus and Base Borden that will connect to the Simcoe County Linx Wasaga to Barrie Route
- There will be two routes that connect to the Linx.
 - The first will be 90S (Southbound) which will connect to the southbound Linx on route to Barrie.
 - The second will be 90N (Northbound) which will connect to the northbound Linx on route to Wasaga Beach.
- The 90S route will connect with the Linx route for four morning runs (6:05am, 7:05am, 8:05am and 9:05am) and four afternoon runs (3:50pm, 4:50pm, 5:50pm, and 6:50pm)
- The 90N route will connect with the Linx route for three morning runs (6:50am, 7:50am, and 8:50am) and three afternoon runs (4:05pm, 5:05pm, and 6:05pm)
- As per the Simcoe County Linx schedule the service will run Monday thru Friday with the following exceptions: No service on Saturdays, Sundays or Statutory Holidays. If we were to use the former Route 90 stops (with the exception of a few) we have a goal of keeping the route to under 40 minutes, which would keep the total time to Barrie/Wasaga Beach around 60 minutes. This would coincide with Simcoe Counties recommendations and research on ridership to keep total trips under 60 minutes.

We understand from the staff report that the vans shall be fully accessible. We are able to accommodate that should it become a requirement. While utilizing accessible vehicles ensures that all riders are able to take advantage of the service, they can add capital cost to the service and in our experience, may not be necessary. In our conversations with the Town of Innisfil, the accessible ride requests are extremely low and so they outsource those trips to a third party. This is possible for the Essa Township routes as well, however, as mentioned, these are simply suggestions and recommendations. This service must be designed to provide the best value, and safe and reliable transportation to the residents of Essa Township.

Regards, Matt Stovold



Microtransit



Executive Summary

For years municipalities have wrestled with providing adequate public transit for their constituents in a way that balances cost and comprehensive solutions. Historically, in more populous centres, public transit has taken the form of large buses travelling on a fixed route and on a fixed schedule. Inevitably, there are challenges with this model:

- High percentages of the population live some distance from the fixed route
- For those travelling longer distances, they are often required to make several transfers which extends the time of their trip

- Large buses often travel the route at a fraction of their capacity

In smaller or more rural centres, funding a conventional transit system isn't always feasible and generally wouldn't provide adequate service as those residents often have to leave the community to access amenities, medical treatment, employment or entertainment.

"Providing Chauffeurs and shuttle services is so rewarding. We get to work with amazing companies, providing transportation for their team members."

- Sean Mulder, Franchise Owner

How Microtransit Can Help:

Microtransit is a form of public transit that is more demand-responsive. The system can be designed to provide flexible routing, flexible scheduling, vehicles that are right-sized for the needs of the community and flexible capacity for swings in demand. A well designed microtransit system can optimize costs, increase service level and respond to changes in the community as it evolves.

The Logistics

There are three microtransit strategies that can be implemented:

Fixed route on fixed schedule

Designed to operate much like conventional transit systems, vehicles travel on a fixed route following a consistent schedule. The vehicle selection and features differentiate this from conventional transit in that the vehicle is right-sized for the application, and in some cases, can be variable depending on how the fleet is set up.

Fixed route with flagged stops

Vehicles travel on a fixed route and a semi-fixed schedule. Some flexibility is designed into the system to allow for flagged stops which provides the riders with the ability to access the vehicle in a more convenient location. With consideration for safety and the feasibility of stopping the vehicle, zones can be created where flagged stops are approved.

Dynamic routing on-demand

Using software, vehicles are dynamically routed in real time based on the demand of the riders. The vehicle's route is optimized to minimize wait time and travel time. The pickup locations can be fixed, semi-fixed or door to door (D2D).

The Benefits

There are several benefits to implementing a microtransit shuttle system.

Cost optimization & value engineering - Moving from a rigid system to a flexible one allows the service and logistics to be designed in a way that optimizes the cost of the service. The cost of transit is a significant barrier for many small to medium sized municipalities, rural communities and isolated populations.

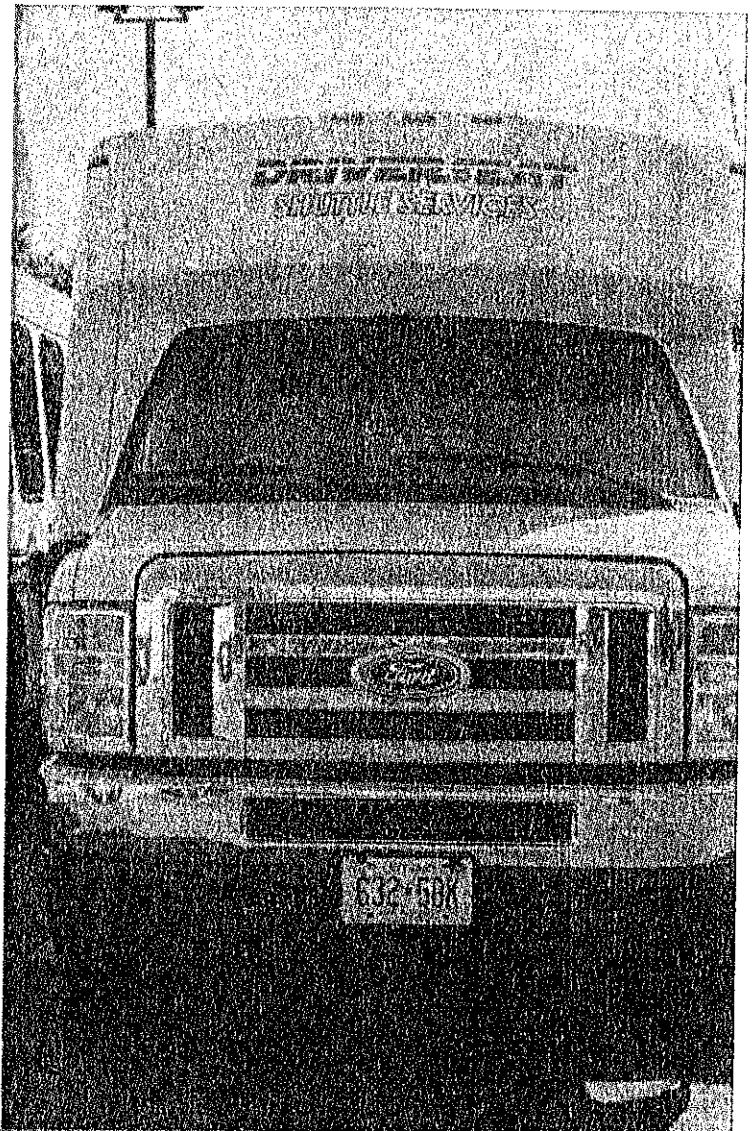
Rider experience - Users of public transit have, at times, become accustomed to long wait times, rigid schedules, and limitations on pickup nodes. Microtransit solutions improve the experience of the user by softening or eliminating some of these restrictions.

Flexibility - Working with a great service provider, the service can be changed or modified to respond to the evolving needs of the community. This is a significant benefit to the municipality as it creates the flexibility to do what is needed without concern of significant cost implications or conformity to rigid agreements.

Integration with other services - Transit systems often operate in a vacuum with little integration to neighbouring communities or other services that exist in the region. A microtransit solution makes integration between municipalities and service providers simpler and more cohesive.

Summary

Budgets in the public sector are becoming increasingly more challenging to manage. Municipalities are faced with the challenge of providing effective and efficient transportation that best serves the needs of their residents, particularly the vulnerable sector. A microtransit solution provides the greatest opportunity to eliminate waste, improve the experience, and enhance the flexibility of the service. The Driverseat brand promise is to out-care the competition, and this is evident in every facet of the business, including public sector partnerships.





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO034-19

DATE: September 4, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Public Transit

RECOMMENDATION

That Staff Report CAO034-19 be received; and

That Council consider the options available to it concerning public transit and consider directing staff to explore a partnership with the taxi company of Angus, Abe's Taxi, to provide a subsidy for certain specified trips which meet with the goals of Essa.

BACKGROUND

Essa has, since 2013, offered public transit to its residents of Angus. This involves a City of Barrie bus operating between Barrie, Angus and Base Borden (Route 90). Route 90 offers an in-town bus service in Angus, and has been partially funded by the County of Simcoe since its conception. This service will end on December 31st of this year with the County opting to go forward with multiple regional routes throughout the County. The County's bus service, LINX, has started 3 regional routes as of August 6th. Additional detail on all of this is provided in the attachments.

Note that cancellation of service notification will be released this fall (cancellation of the City of Barrie bus service).

COMMENTS AND CONSIDERATIONS

Council is being asked if it would like to continue on with an In-town public transit service for Angus residents. Public transit is a service that provides the following benefits:

- Environmental benefits from removing vehicles from roadways
- Provides transportation for those with limited options

Council should be aware that the cancellation will be viewed as a reduction in service to residents, even if ridership is low. A letter to the Editor in this week's Alliston Herald commented on the slow speed/timing of the bus service.

There is a cost to providing public transit service and Council must decide if the benefit is worth the expense. Again, additional details on ridership and expenses are provided in the attachments.

FINANCIAL IMPACT

Option 1

Accept the new regional service at no cost to us (one stop in Angus on Route 2 with no extended service into Angus)

- \$0
- This would be the most economical option, costing the Municipality nothing. In turn, no service other than the County's regional service would be provided to Angus residents – similar to garbage collection
- Question: would the service be missed by residents of Angus? Can refer to ridership numbers to gain an appreciation of current bus use (34 people/day)

Option 2

Purchase our own in-town short-bus/van

- Approx cost \$450,000 in 2020 (incl capital), with annual operating costs going forward
- Cost to purchase an outfitted vehicle, able to accommodate disabled, would be approx. \$250,000
- Run an in-town service to connect to the regional bus
- Other costs: stops, labour, maintenance and operations, future infrastructure
- The 2018 operating cost of the Barrie-Angus bus was \$361,591, supplemented by \$45,000 in fare revenues and \$140,000 in gas tax grant

Option 3

Formulate a contract with Uber

- \$40,800 if 680 riders each month are subsidized \$5 (based on current ridership), or \$65,280 if 680 riders each month are subsidized \$8
- No up-front capital costs or costs for infrastructure or operations
- Users are picked up on-demand if there are Uber drivers in the area and available
- Avg cost per trip is about \$12 - \$16
- Innisfil subsidizes users (successful partnership in Innisfil – growing ridership is costing Innisfil more)
- Can limit pick ups to Angus and drop offs to a few specific stops (ie Brentwood and Commerce/medical clinic/Rec Centre)
- Not accessible

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Option 4

Formulate a contract with a local taxi company

- \$40,800 if 680 riders each month are subsidized \$5 (based on current ridership), or \$65,280 if 680 riders each month are subsidized \$8
- No up-front capital costs or costs for infrastructure or operations
- Users are picked up on-demand
- Can limit trips and subsidize similar to Uber, with the Township selecting only Peacekeepers Park as a destination, and/or other community hub destinations such as the Recreation Complex or the Medical Centre
- Can form a relationship with a reliable, insured and accessible company

Option 5

Explore partnership opportunities with neighbours

- Determine if a neighbour has destinations in common with Essa
- If so, develop a potential cost sharing formula
- Share in responsibility and decision making (not the sole decision maker on routes and fares however)

SUMMARY/OPTIONS


Council may:

1. Take no further action (\$0).
2. Purchase our own in-town short-bus/van (approx. \$450,000 in 2020 incl capital and operating costs).
3. Formulate a contract with Uber (approx. \$40,000 to \$70,000) although Uber is NOT accessible for people with disabilities.
4. Formulate a contract with a local taxi company (approx. \$40,000 to \$70,000), ensuring that an accessible vehicle is available.
5. Explore partnership opportunities with neighbours (not thought feasible at this time unless Council is able to bring forward new info).

CONCLUSION

Option #4 is recommended to be explored on the basis that the local taxi company (Abe's Taxi) is accessible whereas Uber is not, and Uber does not always have drivers in Angus.

Respectfully submitted:


Colleen Healey-Dowdall
CAO

Attachments

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Transit Assessment
Route 90 Essa to Barrie

Background

History

The Township first entered into a 3 year service contract with the City of Barrie for transit, in 2013. The contract was renewed until Dec 31st, 2019 with the County of Simcoe assuming the responsibilities of the City. The County previously provided an annual grant for public transit.

The annual operating cost of the service, being 10 bus trips per day b/w Barrie and Angus (return) is \$368,711 (2019).

Revenue from fares is \$46,000 (2019); and revenue from gas tax is \$140,000 (2019).

Barrie had buses, facilities, labour, infrastructure and expertise to provide public transit – funding provided by Essa.

LINX

The County of Simcoe became authorized to operate a passenger transportation system in 2017. Municipalities throughout Simcoe County provided their support for a regional service based on the many benefits. In this same year, the County proposed the creation of a public transit system connecting regional centres and providing bus service to the public which is fully accessible. The County system (LINX), places full financial responsibility for the regional routes on the County.

Route 2

New routes start August 6th, 2019

Route 2 is as follows (a 60 minute trip):

- Wasaga Beach, Real Cadn Superstore
- Wasaga Beach, Knox Road
- Stayner, Clearview Admin Centre
- Brentwood, Community Centre
- Angus, Brentwood and Commerce Road
- Barrie, Allandale GO Stn

Monday to Friday, 13 trips per day on the hour (no wknd service)

Starting at 5:30 am and ending at 6:30 pm

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Transit Assessment

Route 90 Essa to Barrie

- \$2/trip from Angus to Barrie
- \$6/trip from Angus to Wasaga
- \$6/trip from Wasaga to Barrie
- Passholders/seniors/students receive a discount

The Township can continue to offer its own passenger transportation system (public transit) per the Municipal Act.

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Transit Assessment
Route 90 Essa to Barrie

Current Situation Audit

1. There are currently 10 bus trips each day running from Barrie to Angus and back again (starting/end point is the Allendale GO Stn)

Leave Barrie to Angus	½ hour
Sit at Angus Rec Complex	¼ hour
Leave Angus to Barrie	½ hour

4 morning trips

2 afternoon trips

4 evening trips

10 trips in total

2. 2 different routes: A and B
 - Both A and B take ½ hour to drive between Barrie and Angus and vice versa
 - A enters Angus from 5th Line and B enters Angus from Cecil St
3. The bus drivers have informally opted NOT to stop at the high school in the afternoon as they believe the area to be too congested with school buses
4. When the County conducted ridership counts, it was summarized that 34 people/day rode the bus and 170 people each week.
5. This bus service will cease Dec 31st 2019.

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10b

Transit Assessment
Route 90 Essa to Barrie

Observations

1. Current "A route" bus is almost always late.
Current "B route" bus is late half of the time.
2. Request for weekend service.
3. Customers seem to come from 5th Line/couple from Base – people are using the Rec Complex bus stop.
4. Currently, there are 3 employees of DECAST who use the bus.
5. 2011 stats showed that 15% of riders were associated with the Base (200 responses to a Base survey). In 2019 (winter) the County counted about 5 Base daily users during their ridership counts.

The Base Commander is indifferent to service to Base continuing, other than weekend service. The Base has suggested a possible demand for weekend service (amount of demand not really known). Overall, again, indifferent to service to Base continuing.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO051-20

DATE: October 7, 2020

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: OPP Contract

RECOMMENDATION

That Staff Report CAO051-20 be received; and

That Council renew the current OPP contract for 3 years, with budget details to be determined during budget deliberations.

BACKGROUND

The OPP contract should be renewed as it expires December 31, 2020. The municipality can renew for 3, 4, 5 or 6 years (refer to attached email from OPP). Note that the next municipal election will be in October 2022. As such, a 3 year contract renewal would seem to make sense so that the municipality is not negotiating with the OPP during the election.

COMMENTS AND CONSIDERATIONS

The past cost of policing is as follows:

Cost of policing contract	
Year	Cost per property
2020	\$390.17 (estimated)
2019	\$404.34
2018	\$408.56
2017	\$400.63
2016	\$410.17
2015	\$468.28

FINANCIAL IMPACT

The 2021 projected costs of the Nottawasaga OPP are not yet known. It is assumed that Council will want to maintain the current complement of officers. Council may even want

to hire new traffic officers given that speeding seems to be one of the top issues with the public. This sort of discussion can occur once the proposed budget is sent to the municipality in the near future.

SUMMARY/OPTIONS

Council may:

1. Renew the current OPP contract for 3 years, with budget details to be determined during budget deliberations.
2. Renew the current OPP contract for 6 years, with budget details to be discussed during budget deliberations.
3. Direct staff in another course of action.

CONCLUSION

Option #1 is recommended.

Respectfully submitted:

Colleen Healey-Dowdall
CAO

Attachments:
Email from OPP

Colleen Healey

From: Davis, Linda (OPP) <Linda.Davis@opp.ca>
Sent: September 16, 2020 3:39 PM
To: Colleen Healey; rbunn@adjtos.ca; Blaine Parkin
Cc: Ridout, Steve (OPP); Kee, Kenneth (OPP)
Subject: OPP Policing contract

Good afternoon;

I hope this e-mail finds you all well. This is a reminder that the amended policing agreement for the municipalities of New Tecumseth, Essa and Adjala-Tosorontio will expire at the end of this calendar year. You will recall that the original contract expired June 30th of this year, but was extended with the amending agreement while we were trying to navigate business during a pandemic. Well the pandemic is still here, but hopefully, we have adjusted to a 'new' working norm in light of everything going on around us.

Once the 2021 Annual Billing Estimates have been delivered to the municipalities (by Oct. 1st), we will be able to draft up the new contract, provided of course, that all parties plans on renewing. I would also like confirmation that the contract will continue with the current enhancements in place i.e. 5 uniform (2 Sergeants, 3 Constables) and 2 civilian administrative clerks.

You will have a choice to enter into a 3, 4, 5 or 6 year contract. Each municipality will require a by-law to be passed, so please consider the timing with your council agendas in October/November. At this time, I only need to confirm that all 3 municipalities intend to renew the joint policing contract.

If there is any further information that you require from me at this time, I can be reached via e-mail.

With best regards,

Linda Davis

Contract Analyst
Municipal Policing Bureau
Ontario Provincial Police
w. (705) 329-6289
c. (705) 826-2309
f. (705) 330-4191

If you have any accommodation needs or require communication supports or alternate formats, please let me know.

[EXTERNAL]



TOWNSHIP OF ESSA STAFF REPORT

10d

STAFF REPORT NO.: CAO052-20
DATE: October 7, 2020
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Office Renovation

RECOMMENDATION

That Staff Report CAO052-20 be received; and

That Council authorize an office renovation to create a new office for the Manager of Public Works using funds already approved for Administration Centre maintenance – the extent of the work consisting of the creation of a new wall in the downstairs Committee Room, at an upset limit of \$8,000 which is within the approved 2020 budget.

BACKGROUND

Staff is running out of space at the Administration Centre, a common problem in municipalities in Simcoe County. Some municipalities are putting off additions and costly upgrades in favour of having staff work from home. It seems ideal for our staff, including in their opinion, to accommodate for staff at the Administration Centre.

That being said, back-up arrangements are also being explored for workstations at firehalls and arenas. Internet is one of the greatest hinderances to finding alternate workstations at remote locations. Going forward, this CAO recommends starting to work towards installing fast and reliable internet service at all Township facilities. Internet and technology is needed by everyone/all departments nowadays.

COMMENTS AND CONSIDERATIONS

Concerning the matter at hand, the existing office of the Manager of Public Works is very small. It does not safely allow for 2 people, nor does it have adequate ventilation for 1 person. All 3 staff members who have been situated in this office to-date have found it extremely hot.

Options for office space in the Administration Centre are limited. some offices may be able to be shared and split for two but not many. Walls could, perhaps, be erected in the upstairs open area set out for the Treasury Department but this would bear a significant


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price. The Manager of Public Works and the CAO have brainstormed to come up with a solution to the problem. (There is no room left at the Roads Garage and this building may require an expansion in another year or two for trucks/equipment.)

The proposal being presented to Council involves converting the downstairs Committee Room into an office which would include a table and chairs for small meetings. At the same time, the downstairs photocopy room could be enlarged. At present, the CAO and Manager of Parks & Recreation are able to accommodate for most meetings in their office or off-site. The Clerk and Treasurer use the downstairs Committee Room infrequently. The Planning & Development department is the only department that really uses the downstairs Committee Room on a regular basis and could start to use the Council Chambers for meetings (once the pandemic passes).

FINANCIAL IMPACT

There is just over \$8,000 remaining in the Administration Centre maintenance budget. The Township collected 3 quotes just a year ago when constructing the small office – the same contractor who bid the lowest last year could be asked to return to construct one additional wall in accordance with the attached drawing.

Manager of Finance or Deputy Treasurer Approval: 

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Approve the staff request to convert the downstairs Committee Room into a new office/enlarged photocopy room at an upset cost of approximately \$8,000.
3. Explore other options for expansion for staff such as an addition at the Administration Centre or Roads Garage.

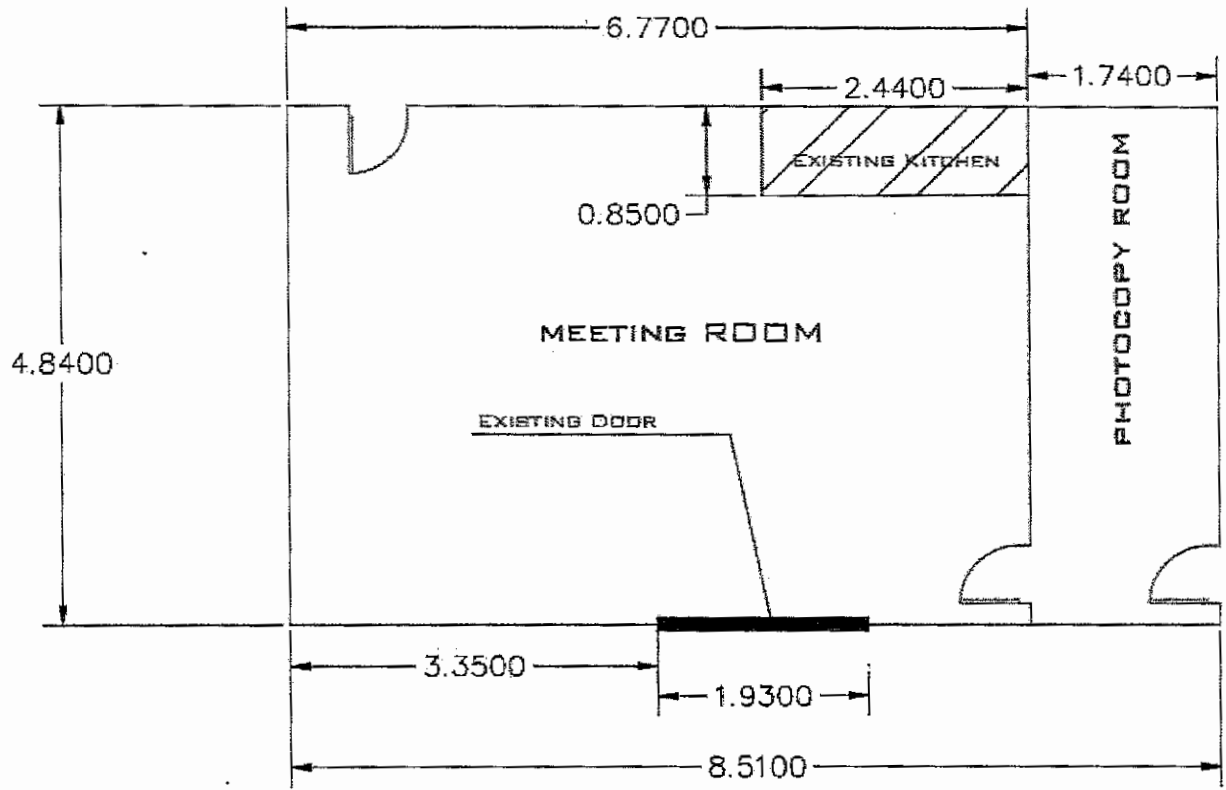
CONCLUSION

Option #2 is recommended.

Respectfully submitted:


Colleen Healey-Dowdall
CAO

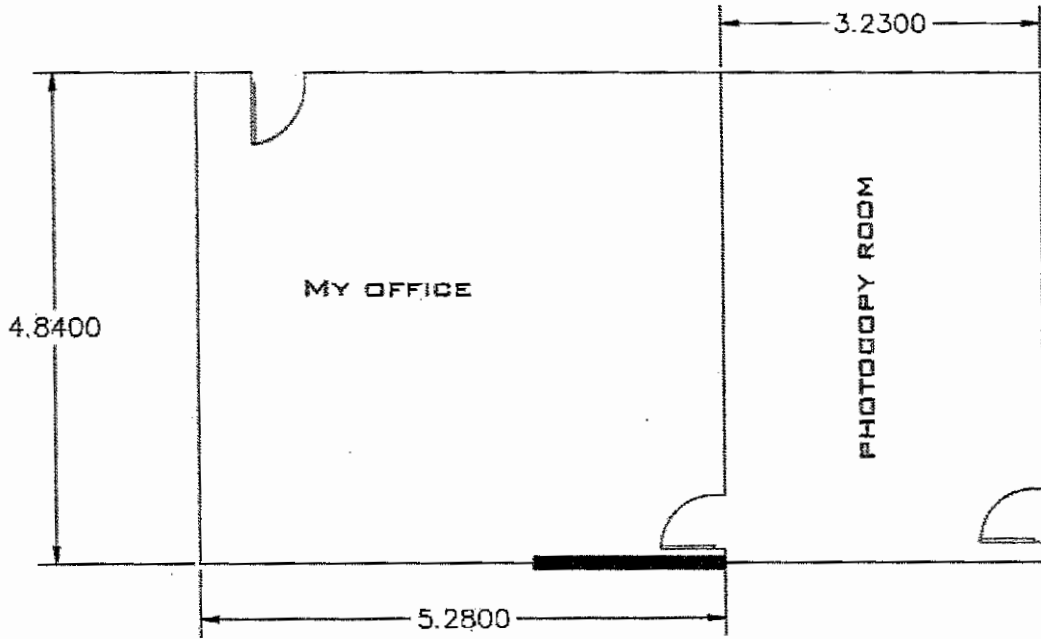
Attachments:
Proposed Layout



tt

EXISTING LAYOUT

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PROPOSED LAYOUT