

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING - BUDGET MEETING**

**WEDNESDAY, December 4, 2019
1:00 p.m.**

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS

STAFF REPORTS AND MEMORANDUMS

4. FIRE DEPARTMENT – Budget Background Information

- p. 1 a. Memorandum from Fire Chief – 2020 Budget Considerations – VFF
p. 5 b. Memorandum from Fire Chief – 2020 Budget Considerations – Fire
p. 13 c. 2020 Budget Priority List

5. PLANNING

- p. 15 a. Memorandum from the Manager of Planning and Development – 2020
 Budget Considerations – Planning

6. TREASURY

- p. 18 a. Memorandum from Manager of Finance – 2020 Budget Inclusion List

7. ADDITIONAL ITEMS

8. IN CAMERA

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

- the security of the property of the Municipality or local board;
- personal matters about an identifiable individual, including Municipal or local board employees;
- a proposed or pending acquisition or disposition of land for Municipal or local board purposes;
- labour relations or employee negotiations;
- litigation or potential litigation, including matters before administrative

- tribunals, affecting the Municipality or local board;
- advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
- a matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act;
- the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;
- If the meeting is held for the purpose of educating or training the members.

9. ADJOURNMENT

Recommendation: *Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 20th day of December, 2019 at _____ p.m.*

TO: COUNCIL

CC: COLLEEN HEALEY-DOWDALL, Chief Administrative Officer

FROM: C. ROSS TUSTIN, Fire Chief

DATE: November 20, 2019

SUBJECT: 2020 Operating Budget Consideration – VFF Remuneration

The fire chief received permission from the CAO in July to begin a remuneration review for comparison of neighbouring volunteer firefighter wages. The information gathering was done as a result of concerns from our volunteer firefighters. Several areas of concern for them are:

1. We are paying New Tecumseth Fire Department to cover a southern portion of our municipality. There is a belief that those firefighters are being paid more to work in our township than our own staff.
2. With the exception of new recruits, all firefighters make the same wage - \$23.18/hour. This means that supervisors are making the same amount of money as the people they supervise
3. Neighbouring departments do not differentiate between fire calls and medical calls. Neighbouring departments pay a two-hour minimum for all emergency call outs. In Essa, tiered medical calls receive a one hour call out minimum and all other emergency calls receive a two hour call out.
4. They have never had a raise, other than COLA.

Findings:

Hourly Rates

| Essa | New Tec | Adj Tos | Innisfil | Clearview |
|------------|--------------------|------------------|------------------|-------------------|
| \$23.18/hr | \$21.38 – 23.17/hr | \$16.00-22.00/hr | \$21.84-27.30/hr | \$24.92 -28.50/hr |

Officer/Supervisor Wage - Captain

| Essa | New Tec | Adj Tos | Innisfil | Clearview |
|------------|------------------|------------|------------|------------------|
| \$23.18/hr | \$23.50-25.49/hr | \$24.00/hr | \$30.58/hr | \$28.85-31.52/hr |

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Officer/Supervisor Wage – Station Chief

| | | | | |
|------------|------------------|------------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| \$23.18/hr | \$26.70-28.96/hr | \$32.00/hr | NA | NA |

Officer/Supervisor Wage – Deputy Chief

| | | | | |
|------------|---------|---------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| \$23.18/hr | salary | NA | salary | salary |

Two Hour Call Out Minimum

| | | | | |
|------|---------|---------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| no | yes | no | yes | yes |

Compensation Review for Wage Increase Beyond COLA

| | | | | |
|------|---------|---------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| no | yes | yes | yes | unknown |

Comparison Base - Population

| | | | | |
|--------|---------|---------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| 21,083 | 39,000 | 10,975 | 31,175 | 14,151 |

Comparison Base – Call Volume in 2018

| | | | | |
|------|---------|---------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| 466 | 937 | 353 | 2193 | 771 |

Comparison Base – Number of Stations

| | | | | |
|------|---------|---------|----------|-----------|
| Essa | New Tec | Adj Tos | Innisfil | Clearview |
| 2 | 3 | 2 | 5 | 5 |

Recommendations:

Based on the findings, the fire chief is making the following recommendations:

1. Keep the hourly wage for firefighters as it is competitive with the peer wage of our mutual aid partners.

2. Implement a percentage increase for each rank. This would be consistent with the peer wage of our mutual aid partners and with the township staff pay structure.

3. Implement a two-hour minimum call out for all calls. This would be consistent with the peer wage of our mutual aid partners; and our township has a minimum call out time policy for its other full and part-time staff (town staff have a four-hour minimum).

4. Based on the fact that the hourly wage is competitive with our mutual aid partners, COLA is sufficient. However, if Council does a wage study in the future, we respectfully request that our volunteer firefighters be included.

| OPERATING Budget | | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| G/L No. | Description | Proposed Amount |
| TBD | <p>Rates before 2020 COLA</p> <p>Firefighter rate = \$23.18 Acting Captain = \$23.18 + 5% = \$24.34/hr Captain = \$23.18 + 10% = \$25.50/hr Station Chief = \$23.18 + 15% = \$26.66/hr Deputy Chief = \$23.18 + 20% = \$27.82/hr</p> <p>To the end of September 2019 the existing remuneration structure has cost approximately \$267,798.33. If the recommended remuneration structure were in place for the same period of time, the cost would be \$315,664.59.</p> <p>An Increase of \$47,866.26</p> <p>Currently firefighter wages are contained in two lines reflecting suppression and training/other duties. In the approved 2019 budget these two lines combined = \$365,000.00. Salaries for volunteer firefighters are generally an estimate because call volumes cannot be completely predicted with accuracy; and even though every firefighter may not attend every training session, we must anticipate 100% participation.</p> <p>The request is for a total \$100,000.00 increase to the salary line(s). This is an estimated total and should be noted most years the department comes in under budget on salary due to the unpredictable nature of volunteers and emergency response.</p> | <p>\$465,000</p> |

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Like most volunteer departments, recruitment and retention is becoming a greater problem. Attracting and keeping good people requires a conscious effort to ensure that people who give of their time, especially those who do dangerous work, are compensated appropriately. The remuneration study was authorized to ensure that we remain competitive with other departments. We have volunteers that live around our borders and could easily volunteer elsewhere. The two-hour minimum call out is a consistently used incentive to improve attendance. Implementation of a rank structure is also a consistent business practice and recognizes that additional responsibilities that come with being a competent supervisor under the Occupational Health and Safety Act.

Respectfully,

Chief Tustin

TO: COUNCIL

CC: COLLEEN HEALEY-DOWDALL, Chief Administrative Officer

FROM: C. ROSS TUSTIN, Fire Chief

DATE: November 20, 2019

SUBJECT: 2020 Budget Consideration - Operating Council

In 2013 the Township of Essa contracted the consulting firm of Dillon and Associates to prepare a master fire (MFP). That plan and its 37 recommendations were received by Council in January of 2014. A consolidation of those recommendations are attached. One of the key recommendations was the hiring of a full-time deputy fire chief in either 2014 or 2015. The consultant based his recommendation on a thorough evaluation of the entire department, the municipality's current risk analysis, and the township's Growth Strategy that was prepared by Ainley and Associates; and he concluded that the community growth, community risk, and existing workload warranted the hiring a full-time deputy chief. The deputy was recommended because the work load was too much for one person. The deputy would assist with existing work load, help address gaps identified in the MFP, assist with CEMC duties as the alternate, and take on fire prevention inspection duties.

Since the MFP was written, growth has outstripped the forecast. Current statistics and census data show that community growth not only exceeded the 2016 forecast by 12%; it has exceeded the 2021 forecast, and did so 5 years sooner.

| Population 2011 | 2016 Forecast | 2021 Forecast |
|-----------------|-----------------|---------------|
| 18,505 | 19,505 | 20,505 |
| | Actual = 21,803 | |

There has been an increased demand for service; but virtually no change in the composition of the department since the 2011 census, or 2013 when the MFP was written.

There are two fire stations. Thornton Station One has a volunteer station chief and a complement of 21 volunteers (minus one on leave). Angus Station Two has one volunteer station chief and a compliment of 22 volunteers (also minus one on leave). The volunteer deputy chief oversees both stations.

In 2011 our approved compliment of volunteers was 50; getting and keeping them is an issue everywhere, not just Essa. The MFP recommended hiring an additional 6.

Council authorized an increase to the compliment in 2014, for an allowable compliment of 56. Unfortunately, volunteering is on the decline everywhere. Despite taking on additional members, turn over is such that we continually hover between 44 and 52 volunteers.

| Year | Total VFF | Calls for service | % Increase |
|------|-----------|-------------------|------------|
| 2011 | 42 | 360 | |
| 2016 | 48 | 490 | 36% |
| 2019 | 43 | 438 (Nov 12) | |

The constant turnover, and the required training to ensure an adequate fire force that meets the necessary Occupational Health and Safety requirements is constant and onerous. The MFP saw fire prevention as the priority for a new deputy; however, the continual transition of new recruits, the necessity to create competent supervisors, and the obligation to renew perishable skills makes firefighter the safety priority. This priority was not anticipated when the MFP was written.

The addition of the training imperative has not eliminated the need for someone to take on the fire prevention duties. A part-time training officer would assist with the training burden, and leave the chief and deputy to share the fire prevention duties as both are fully certified.

Since the MFP was written in 2013, and additional 34 pieces of code, statute, or regulation has been written, and demands the attention of every fire chief. As an example, the OSHA has added 15 new fire specific Section 21 Guidance Notes.

The current volunteer deputy is paid an honorarium of \$927.22 per month for duties over and above attending an emergency call. He conservatively spends 18 hours per week doing essential but non-emergency duties ($\$927.22 \div 72 \text{ hrs/month} = \$12.88/\text{hr}$). It is uncertain if our existing volunteer deputy will continue on in this manner.

A full-time deputy and a part-time training officer are part of the internal support systems that are required if Essa Township is to maintain a viable and fire-ready volunteer fire department. These two positions would create a \$51,665.00 impact to the 2020 operating budget; the tax impact to be determined by the Treasurer.

The following is being presented for Council's consideration for approval in the 2020 Operating Council Budget:

| OPERATING BUDGET | | |
|------------------|------------------------------------------------------------------------------------------------|-----------------|
| G/L No. | Description | Proposed Amount |
| TBD | 1 FTE – Deputy Fire Chief Current honorarium and response pay are approximately \$25,000/yr | \$85,000.00 |

| | | |
|---------------------------------------------------------------|--------------------|--------------------|
| Proposed implementation date of May 1, 2020 saves \$28,335.00 | | |
| Salary impact for the 2020 budget | \$31,665.00 | |
| 1 PTE – Training Officer | | \$30,000.00 |
| Proposed implementation date of May 1, 2020 saves \$10,000.00 | | |
| Salary impact for the 2020 budget | \$20,000.00 | |

Respectfully,

Cynthia

Chief Tustin

Recommendations by Division

Status

Administrative Recommendations

- 1 The position of full-time “Deputy Fire Chief – Fire Prevention” be created to reflect Council’s commitment to optimizing the first two lines of defence and delivery of the fire prevention service levels identified within the FMP.
- 2 The Fire Chief with assistance from the administrative assistant be directed to prepare an annual summary report including an annual update of the Community Risk Profile to inform Council on the performance of the department and to identify where new trends may be evolving, or new programs may be required to reflect best practices in sustaining a responsive and effective level of fire protection services for the community
Community Risk Profile update submitted annually with mandatory OFMEM submissions
- 3 Subject to the consideration and approval of this Fire Master Plan by Council an updated Fire Department Establishing and Regulating By-Law be prepared and presented to Council for approval;
Complete
- 4 The Essa Fire Department consider the elements of a comprehensive succession plan for the department and in consultation with corporate human resource professionals, develop a strategy for implementation
complete
- 5 The agreement and services provided by the City of Barrie for the provision of fire dispatching be sustained, and that the agreement be revised to include performance measures (e.g. NFPA 1221)
complete
- 6 The fire department designate one of the two stations as the Department’s Headquarters. Recommended for completion 2016-2020
complete
- 7 The fire department consider opportunities for additional office and storage space for administrative purposes
complete
- 8 The role of primary CEMC be assigned to a municipal senior manager or the Deputy Fire Chief position to relieve the Fire Chief from these duties and designated as the alternate CEMC
Alternate CEMC remains with volunteer DC
- 9 The Fire Chief incorporates budget considerations for specialized service agreements on an annual basis.
complete

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Prevention/Public Education

- Utilizing the first two lines of defence across the community and prioritizing the programs to address areas of the community identified by the Community Risk Profile be considered a strategic priority complete
- On-going tracking and monitoring of the inspections completed, compared to the targets and performance measures be used to determined resources and to update the measures / targets for continuous improvement complete
- The Fire Chief review OFM Technical Guideline OFM-TG-01-2012 "Fire Safety Inspections and Enforcement" and where required revise or develop new Standard Operating Guidelines for the department complete
- The fire department consider geographic areas in which there is a long response time and specifically residential occupancies containing vulnerable demographics a high priority for the department's fire safety education programs complete
- The fire department implement a thorough process of tracking and monitoring the delivery of the "Alarmed for Life" program as another key performance measure
- Consideration be given to creating a dedicated fire prevention office with additional file cabinet / storage space for records and other resources
- The Deputy Chief – Fire Prevention position be added to the department to provide additional staff resource capacity in supporting the implementation of the proposed fire inspection performance measures
- A qualified alternate fire investigator be assigned within the fire department (e.g. Deputy Chief – Fire Prevention position)
- The Fire Chief review all fees for service and revise where necessary on an on-going basis to ensure that they accurately represent the fiscal realities of the services complete
- As the Township grows, consideration be given to developing a dedicated Fire Prevention Division and hiring a full-time Fire Prevention Officer to support the sustainability of the volunteer suppression model used by Essa

Training

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- 1 The Township of Essa Fire Department endorse the Ontario Firefighters Standard and Company Officer Standard as the core curriculum for firefighter training within the Essa Fire Department complete
- 2 The department develop a comprehensive annual training program to include specialized training based on the service levels approved by Council for specialized emergency response complete
- 3 The fire department continue to investigate opportunities for implementing a web-based online training program to enhance the efficiency of training delivery and access and broaden the topic material available to all staff. This will require consideration for the funding and implementation of these training resources complete
- 4 That the Essa Fire Department seek out opportunities for partnerships, automatic aid agreements or contract out the specialized services to provide and train for Rope/High Angle Rescue, Confined Space Rescue, Trench Rescue, Water Recue and Hazardous Materials responses complete
- 5 Consider increasing firefighter training to every two weeks, rather than two nights a month and consider the possibility of offering a Saturday "catch-up" training session, to increase the level of training for all firefighters from basic to more advanced complete
- 6 That live fire training be integrated into the annual training program and that live fire training facility opportunities and partnerships be investigated and pursued within the County, including potential partnerships with neighbouring municipalities or industries complete
- 7 Consider the elements of a comprehensive succession plan for the department and develop a strategy for implementation complete

Suppression

- 1 EFD review automatic aid considerations within and outside of the Township of Essa with the fire service management teams of the surrounding municipalities. Beyond improving emergency response within Essa, providing automatic aid outside of Essa could potentially generate revenue for the Township under review
- 2 The Township of Essa considers an increase in the complement of 58 volunteer firefighters currently approved by Council. We are recommending an increase of six volunteer firefighters to achieve an overall complement of 64 volunteer firefighters. Recommended for completion 2016-2020. complete, but unsustainable
- 3 The Essa Fire Department aim to achieve sufficient firefighters arriving on-scene simultaneously to provide an initial response including water tanker capability and that a depth of response of 14 firefighters be assembled, as travel times allow.
- 4 EFD incorporates municipal staff as members of the EFD who are interested or desire to be on the volunteer fire department and Council support this staff by permitting them to augment daytime fire department emergency response from their place of employment for critical calls complete
- 5 EFD consider fire fighter incentives, duty schedules and/or stand-by initiatives during daytime hours to maintain a firefighter complement during these challenging daytime periods with funding allocations to sustain the initiatives .

Fire Stations, Apparatus & Equipment

- 1 Consider designating Station 1 as the Essa Fire Department Headquarters complete
- 2 Consider full implementation of the actions identified to limit the exposure of diesel emissions as an interim measure, and consider installing the recommended direct capture system as part of any future renovations or alterations to the fire station. complete
- 3 Increase office space for maintaining records. complete
- 4 Continue vehicle replacement within the life cycle of the replacement plan. Allocate a greater number of reserve vehicles/apparatus once their 20 year life cycle is complete complete

Communications & Technology

- 1 The Fire Chief and Deputy Fire Chief identify and implements strategies to enhance the communication and interaction across the department. complete

- 2 We recommend during daytime hours incentives, duty schedules and stand-by initiatives be considered and funded to maintain a firefighter complement for daytime hours .

2020 Capital Protection

02-02-002-022-2199

| <u>Prioritized</u> | <u>Description</u> | <u>2020 Budget</u> | <u>Comments</u> |
|--------------------|---------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | PPE – (13) | \$48,800 | To continue with operational readiness and continuous “greening”. We will not have sufficient spare suits to fill this shortfall. A limited inventory of spare older suits is required to ensure that staff have PPE when their assigned gear is out for cleaning and repair as per OHSA. Additional new recruits, not all will fit into our spare inventory. Improved hood protection and a more functional boot for improved safety. \$3753 per ensemble. |
| 2 | Communication | \$25,000 | Mobile repeater, pagers and microphones. |
| 3 | Hose & Nozzles | \$16,000 | On-going operational readiness. (increase cost of brass) and replacement of forestry hose |
| 4 | Rescue Equipment | \$6,500 | To continue with operational readiness and continuous “greening” of extrication equipment. |
| 5 | Replacement Car 2 | \$85,000 | Replace Car 2 one year early; this will be the only fleet purchase for 2020. |
| 6 | Replace Diesel Exhaust Extraction System at Stn 2 | \$45,000 | The used (free) single diesel exhaust device was installed in 2012. It is undersized for the building and needs to be replaced to meet current OHSA standards for industrial hygiene. |
| 7 | Resurface Station Two Lot | \$15,000 | Resurfacing of the parking lot at Station Two. There is no record of when the parking lot was resurfaced and gravel added to the rear yard. |

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| | | | |
|----|-------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | Training Props | \$30,000 | To improve operational readiness and allow for limited live fire training within the municipality. Training division is looking at several options and those include but are not limited to forcible entry simulation and/or a propane prop for extinguisher training. Subject to the amount of Fire Marque funds available; and therefore no impact to the taxpayer. |
| 9 | Air compressor for Station 1 | \$100,000 | To improve air management capabilities across the municipality. During large events, air cylinders during fireground operations can only be refilled in Angus. Possible DC charge? |
| 10 | Additional SCBA Face Pieces | \$4,500 | Six additional SCBA face pieces. Every firefighter must pass an annual FIT test to wear SCBA as per OHSA. With increased diversity of VFF, it is impossible to use a "one size fits all" approach. |
| 11 | Vehicle Replacement Reserves for P2 | \$250,000 | Pump 2 due for replacement in 2021. Pump 2 is a 2000 Freightliner, purchased new in 2000 for \$213,481.05. To date, we have spent \$77,637.92 on repair and maintenance. This will allow us to move this vehicle to reserve status and sell Pump 3. P3 is a 1995 Freightliner and was purchased used in 2009 for \$80,000 and to date we have spent \$122,419.36 on maintenance and repair. It is anticipated that pump 3 is worth approximately \$25,000 at auction. |
| 12 | Fleet Reserves | \$150,000 | After the replacement of pump 2 in 2021; our next four vehicles in the fleet replacement forecast is Pump 1 in 2028, Tank 1 in 2032, Tank 2 in 2035, and Ladder 4 in 2035. Reserve funds should be started for replacement of these vehicles now, especially the ladder. Current ladder prices are between \$850,000 and \$1,000,000.00 |
| 13 | Reserve for Station 1 | \$40,000 | Commence reserve fund for additions, refurbishment and land acquisition of Station 1 as per the 2016 Capital Station Needs Study. |
| 14 | Reserve for Station 2 | \$80,000 | Commence reserve fund for additions, refurbishment and land acquisition of Station 2 as per the 2016 Capital Station Needs Study. |



MEMORANDUM

TO: COUNCIL

CC: COLLEEN HEALEY-DOWDALL, Chief Administrative Officer

FROM: Aimee Powell BURPI., MPA, MCIP, RPP, Manager of Planning and Development

DATE: December 4th, 2019

SUBJECT: **2020 Operating Budget Consideration - Planning and Development Department**

The Healthy Community Committee (HCC) operates as a Committee of Council that aims to protect, preserve and enhance the natural, agricultural and historic resources in Essa by fostering healthy active lifestyles, access to local food, environmental and agricultural sustainability, and community revitalization. Given the scope of the Committee's mandate, funding is required in order to deliver on the community benefits they seek to foster for the Township and its' residents.

The following is being presented for Council's consideration to help inform the 2020 budgetary planning for the Planning and Development Department in order to support the HCC for the 2020 calendar year.

| PLANNING AND DEVELOPMENT PROJECTED EXPENSE | | |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------|
| G/L No. | Budgetary Request | Projected Amount |
| TBD | Healthy Community Committee Initiatives | |
| | • Planting of 400-500 trees in the Utopia Conservation Area (Spring 2020) | \$3,500 |
| | • Revival of the Eco Park in LeClaire Park in Angus and planter at the entrance of the Park | \$5,000 |
| | • Creation of Community Gardens (locations tbd) | \$5,000 |
| | • Materials and contractor services for creation of benches in Township Parks and along Mill Street | \$3,500 |
| | ADDITIONAL PLANNING AND DEVELOPMENT PROJECTED EXPENSE | \$17,000 |

- It should be noted that Council's 2019-2022 Strategic Plan emphasizes 'greening' the Township as a common goal and priority. The HCC requires funds for the organization and execution of initiatives that help the Township achieve this goal (namely the revival of the 'Eco Pollinating Park' in LeClair Park, the anticipated 2020 Spring Tree Plant and the creation of Community Gardens in Township Parks, with the support of the Parks and Recreation Department).
- It should be noted that Staff have applied to the 'RBC Future Launch' Grant in the amount of \$17,000 to offset the expense of the HCC's expenses associated with these initiatives, for the upcoming 2020 budget.
- It should be noted that In the event that Staff does not receive the funds from the Grant to support the Healthy Community Committee, Staff requests that Council allocate \$17,000 to support the initiatives of the Healthy

Sincerely,
Aimee Powell BURPI., MPA, MCIP, RPP
Manager of Planning and Development
Attachment A: Letter for RBC Grant



October 31, 2019

To Whom It May Concern:

The Township of Essa's Healthy Community Committee's (HCC) mission is to protect, preserve and enhance the natural, agricultural and historic resources of Essa by linking people and communities through involvement in the planning, promotion and celebration of healthy active lifestyles with a focus on the Nottawasaga River and associated tributaries, access to local food, active transportation, safety, community revitalization, and environmental, agricultural and community sustainability.

The HCC supports the growth of the Youth in our community and recognizes that many of our Youth face barriers within our community including financial as well as geographical, due to transportation needs. Youth, in general, are also susceptible to challenges associated with mental health and achieving an overall healthy well-being. The HCC supports any opportunities that this grant would offer, especially when it comes to the general, physical and mental health, as well as any practical skills they might acquire while participating in such a grant.

The HCC is working towards creating healthy public spaces within Essa Township through the creation of an EcoPark located in LeClair Park in Angus. Last year the HCC developed a pollinating garden within the EcoPark. The HCC is continuing to work towards expanding and improving the EcoPark and believe the funds received from this Grant would be a positive avenue to create this partnership between the Township and Community Youth. This EcoPark would benefit from the creation of a community garden which would provide a work-integrated learning experience to the Youth in the area through their involvement. This would be an opportunity for Youth to develop farming and cultivation skills that would provide community-wide benefits.

The HCC is also working to create a revitalized public space along Angus's main corridor of Mill Street. This area would benefit from street furniture to promote walkability and make it accessible to all. This street furniture would optimally be designed and built by Youth, providing them with hands on design and building experience. The Mill Street Corridor would also benefit from the planting of trees and other vegetation, which would be a hands on project for the Youth of the community, promoting physical health through community involvement.

A tree planting day is currently being planned by the HCC to take place in the Spring of 2020. Through this initiative, the Committee aims to draw on community volunteers,

including our Youth, to plant upwards of 500 trees within the Township. This activity will require significant resources and supplies which would be well supported through the subject Grant funds.

The Planning and Development Department requests funds in the amount of \$17,000 from this Grant to support initiatives that would benefit Youth through their application of their developing skills and knowledgebase to the benefit of community benefits that can be used by all. Namely, the requested funds would be used to support our progression with the EcoPark, the creation of Community Gardens, the Mill Street Beautification Corridor initiative, and the pending 2020 Spring Tree Plant. These projects will provide an inclusive and relevant experiences for the Youth in our community by provide them valuable resume building opportunities.

Thank you for your consideration for funding this invaluable initiatives.

--hard copy signed--

Aimee Powell BURPI., MPA, MCIP, RPP
Manager of Planning and Development

AP/ed

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MEMORANDUM

TO: Mayor and Members of Council
FROM: Carol Traynor, Manager of Finance
DATE: December 4, 2019
SUBJECT: 2020 Proposed Budget Overview

From the discussions at the November 20th, 2019 budget meeting, the following outlines what has been included and not included in the 2020 budgets:

Items included in the budget - 2020

Treasury Department

- \$ 8,450 Administration Building Interior Painting (Taxation)
- \$ 18,000 LED Lights ½ of Administration Building (Taxation)
- \$ 96,000 Asset Management Consultant/Software (Grant)

Council

- \$ 1,300 Electrical for AV Equipment (Taxation)
- \$ 3,000 Tablets (Taxation)
- \$ 5,750 2 TV's, 3 monitors, casting devices (Taxation)

Administration

- \$ 10,000 Reserve for IT Strategic Plan (Taxation)

By-Law Enforcement/Canine Control

- \$30,000 PT Municipal Law Enforcement Officer Position

Fire Service

- \$ 85,000 FT Deputy Fire Chief (Taxation)
- \$ 30,000 PT Training Officer (Taxation)
- \$ 29,130 Dress uniforms entire department (Taxation)

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- \$ 15,000 Resurface Station 2 (Taxation)
- \$ 45,000 Diesel Exhaust Extraction System (Taxation)
- \$100,000 Air Compressor Station 1 (DC's \$60,000 / Taxation \$40,000)
- \$ 30,000 Training Props (Fire Marque)
- \$ 25,000 Mobile repeater, pagers, & Mics (Taxation)
- \$ 48,800 PPE – improved hood protection & Boots one add't set (DC \$3,800 / Taxation \$45,000)
- \$ 4,500 SCBA masks (Taxation)
- \$ 16,000 Hose & Nozzles (Taxation)
- \$ 6,500 Rescue Equipment – Extrication (Taxation)
- \$ 85,000 Replacement – C2 (Taxation)

Planning

- \$ 65,000 Planning Project Manager/Senior Planner (Taxation)
- \$ 75,000 Official Plan Update (DC \$9,450 / Taxation \$65,550)
- \$ 17,000 Health Community Committee Initiatives (RBC Grant)
- \$ 30,000 Community Benefit Charges Study

Parks and Recreation

Parks

- \$ 7,200 Canoe/Kayak Boat Launch (Taxation)
- \$ 8,362 Trail to Boat Launch (Taxation)
- \$125,000 Playground – Bob Geddes (DC \$90,000 / \$35,000 Taxation)
- \$ 25,000 ATV Side by Side (Taxation)
- \$ 38,000 Dog Park Lighting (Taxation)
- \$ 49,500 Paving Bob Geddes Parking Lot (Taxation)
- \$ 12,500 Angus Community Park Perimeter Track (Taxation)
- \$ 64,000 Dump Truck (DC \$64,000)
- \$ 9,900 Co-op Student (January – April) (Taxation)

Thornton Arena

- \$ 89,000 Olympia (Taxation)
- \$ 28,000 Washroom Renovations Upstairs (Taxation)
- \$ 12,000 Arena Refrigeration Mycom Compressor (2) (Taxation)

Angus Arena

- \$ 9,000 Gym Dividing Wall (Taxation)
- \$ 57,470 Arena Dehumidifiers (Taxation)

Roads/Public Works

- \$1,100,000 Margaret Street Urbanization Mill to Elm (DC \$847,000 / \$253,000 OCIF)
- \$ 50,000 Road Supervisor Pickup Truck replace 2010 (Taxation)

ba

- \$ 6,000 Standby Pay (Taxation)
- \$ 20,000 Part time Seasonal November - April (Taxation)
- \$ 260,000 Plow Truck (Taxation)
- \$ 165,000 Sidewalk Machine (Taxation)
- \$ 339,000 Gradall (rent to own agreement expired) (Reserve \$85,000 / Taxation \$254,000)
- \$ 45,000 Replace 2005 Hot Box (Taxation)
- \$ 187,000 Slurry Seal 50,000 sq. meters (Taxation)
- \$ 144,000 Surface Treatment 6th south of County Road 21 to gravel – 1600 meters 8th Highland to Speers Hill 1700 meters 10th SR County Road 56 to gravel 35 meters (Taxation)
- \$ 115,000 Pedestrian Crosswalk Robert Street, Thornton at trail (DC \$90,000 / Taxation \$25,000)
- \$ 20,000 Traffic Calming (50% DC's \$10,000 Taxation \$10,000)
- \$ 30,000 Sidewalk Install & Repair McCarthy & Corrie Cres. (Taxation)
- \$ 146,900 Margaret St Urbanization – Surveying, engineer/design (80% DC \$117,500 \$29,400 Gas Tax)
- \$ 300,000 5th Line Bridge, Bridge #9 continue EA (DC)
- \$ 737,000 Replace Elizabeth Street Bridge (Gas Tax \$427,000 / OCIF \$310,000)
- \$ 50,000 Engineering Design Standards update (DC)
- \$ 7,000 Sign Inventory (Taxation)
- \$ 21,000 Road Side Grass Mower replace 2010 mower (Taxation)
- \$ 60,000 Traffic Calming (DC \$12,000 /Taxation \$48,000)
- \$ 350,000 Re surface Scotch Line 1KM (OCIF)

Water (High Priority)

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

Sanitary Sewer (High Priority)

- \$ 65,000 SCADA Upgrade
- \$ 300,000 Disc Filter Installation and Sand Filter Removal
- \$ 50,000 Engineer Inspection of Concrete Tanks
- \$ 5,000 Diesel Generator Repairs, Inspections, Annual Load testing

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- \$ 7,000 Vac truck for clarifier cleaning (3-4 times per year)
- \$ 10,000 General building maintenance
- \$ 10,000 General pump and piping replacement
- \$ 5,000 Biological Additive
- \$ 30,000 Contingency for unplanned repairs
- \$ 40,000 Rebuild Sludge Recirculation Pumps (Sludge Storage Tower Pumps)
- \$ 50,000 Blower #6 Replacement
- \$ 50,000 Blower #4 Replacement
- \$ 25,000 New Reject pumps (increase size to 7.5 from 5HP)
- \$ 20,000 Blower Rebuilds of motors and compressors
- \$ 5,000 UV Ballasts
- \$ 28,000 Pump Station cleaning & 1 extra cleaning at pump station 1
- \$ 6,000 Vac truck for sewer backups and clogs
- \$ 25,000 Sewer flushing (approx. 5kms/yr)

Items NOT included in the budget – 2020

Treasury

- \$ 15,000 Digital Sign at Administration Centre entrance (Taxation)
- \$ 60,000 Retaining Wall (Taxation)

Council

- \$ 3,000 Painting of Council Chambers (Taxation)
- \$ 3,400 Lighting in Council Chambers (Taxation)

Planning

- \$ 75,000 Zoning By-Law Update (Taxation)

Parks and Recreation

- \$ 54,000 Stonemount Gazebo (Taxation)

Thornton Arena

Fire

- \$ 40,000 Reserve for Station 1 (Taxation)
- \$ 80,000 Reserve for Station 2 (Taxation)
- \$250,000 Reserve P2 replacement in 2021 (Taxation)
- \$150,000 Reserve for fleet (Taxation)