

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE

WEDNESDAY, NOVEMBER 6, 2019
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR
2. DISCLOSURE OF PECUNIARY INTEREST
3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS
 - a. Certificate Presentation – Upcoming Retirements

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 1 a. Staff Report PD051-19 submitted by the Manager of Planning and Development, re: Simcoe Age-Friendly Municipal Grant Program Update.

Recommendation: *Be it resolved that Staff Report PD051-19 be received for information.*

- p. 4 b. Staff Report PD052-19 submitted by the Manager of Planning and Development, re: Environmental and Climate Change Canada Request for a Letter of Concurrence for a Weather Station Radar Installation at 6248 8th Line, Egbert.

Recommendation: *Be it resolved that Staff Report PD052-19 be received for information; and*

That Council authorize staff to provide a Letter of Concurrence as requested from Environment and Climate Change Canada.

- p. 9 c. Staff Report PD053-19 submitted by the Manager of Planning and Development, re: Official Plan Amendment Application – 7994 9th Line, Ivy.

Recommendation: *Be it resolved that Staff Report PD053-19 be received; and That Council authorize staff to proceed with processing the subject Official Plan Amendment Application and scheduling a Public Meeting.*

- p. 14 d. **Staff Report PD054-19 submitted by the Manager of Planning and Development, re: Request for 2019 Budget Funding Exception.**

Recommendation: *Be it resolved that Staff Report PD054-19 be received; and That Council authorize staff to expense repairs from Line Item "Repairs and Maintenance" of the 2019 Budget for the two Building Inspector Trucks that require painting and rustproofing, in the amount of \$2,553.80 including H.S.T. (1,276.90 including H.S.T. per truck as per Harrison's Hideway's quote, located in Angus).*

5. **PARKS AND RECREATION/ COMMUNITY SERVICES**

- p. 16 a. **Staff Report PR006-19 submitted by the Manager of Parks and Recreation, re: Christmas Concert Silent Auction Donation.**

Recommendation: *Be it resolved that Staff Report PR006-19 be received; and That Council authorize the donation of a Township of Essa Children's winter program registration to the Angus Kinder Garden Montessori Early Education Centre for the Children's Christmas Concert and Silent Auction.*

6. **FIRE AND EMERGENCY SERVICES**

7. **PUBLIC WORKS**

- p. 19 a. **Staff Report PW037-19 submitted by the Manager of Public Works, re: Sidewalk Snowplowing Tender Results Thornton/Baxter.**

Recommendation: *Be it resolved that Staff Report PW037-19 be received; and That the tender as submitted by Dol Turf Restoration Ltd. for sidewalk snowplowing services for Baxter and Thornton in the amount of \$30,751.88 (plus H.S.T.) be accepted; and That the Manager of Public Works be authorized to arrange for the necessary work to be completed.*

- p. 22 b. **Staff Report PW039-19 submitted by the Manager of Public Works and the Clerk, re: Toys for Tickets Campaign.**

Recommendation: *Be it resolved that Staff Report PW039-19 be received; and That Council authorize Staff to initiate the "Toys for Tickets" Campaign for tickets issued in the month of November 2019, allowing motorists to pay their parking fine with a toy or gift card of equal or greater value, with the gifts to be donated to a local charity as selected by Council; and That Council delegate the authority to staff to continue with this campaign on an ongoing annual basis.*

8. FINANCE

- p. 26 a. **Staff Report TR020-19 submitted by the Manager of Finance,
re: Consideration of a Wage Increase for Township Staff.**

Recommendation: *Be it resolved that Staff Report TR020-19 be received; and That Council approve an increase in salaries and wages for all employees of 1.9% effective the first full pay in 2020, to reflect the Consumers Price Index (Ontario) for all items between September 2018 and September 2019.*

- p. 31 b. **Staff Report TR021-19 submitted by the Manager of Finance,
re: Consideration of a Wage Increase for Members of Council.**

Recommendation: *Be it resolved that Staff Report TR021-19 be received; and That Council approve an increase in salaries and wages for members of Council of 1.9% effective the first full pay in 2020, to reflect the Consumers Price Index (Ontario) for all items between September 2018 and September 2019.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 36 a. **Staff Report CAO045-19 submitted by the Chief Administrative Officer,
re: Reimbursement for Business Expense Claims for Staff Attending
Meetings, Workshops, Seminars and Conferences.**

Recommendation: *Be it resolved that Staff Report CAO045-19 be received; and That Council approve a new policy to establish limits for a staff reimbursement for business expense claims, with a per diem set at \$65.00.*

- p. 41 b. **Staff Report CAO052-19 submitted by the Chief Administrative Officer,
re: Public Transit Options.**

Recommendation: *Be it resolved that Staff Report CAO052-19 be received; and That Council authorize staff to issue a Request for Tender for a contracted community bus in Angus, with the parameters set for a bus slightly larger than a van which is fully accessible and to run a morning and evening weekday route in Angus only, similar to the existing Barrie schedule but not exactly; and That Council authorize staff to issue a Request for Proposals for Bus Stop improvements at the corner of Brentwood Road and Mill Street at the far northeast corner of Peacekeepers Park.*

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 20th day of November, 2019 at 6:00 p.m.*



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD051-19

DATE: November 6, 2019

TO: Committee of the Whole

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

SUBJECT: 2019 Simcoe County Age-Friendly Municipal Grant Program Update

RECOMMENDATION

That Staff Report PD051-19 be received for information.

BACKGROUND

During the County of Simcoe's 2019 Budget process, the County of Simcoe's Staff requested and received approval for the County to allocate \$50,000 annually to provide Age-Friendly Community Municipal Grant funding to lower-tier municipalities to help support local Age-Friendly Community planning.

Through this budget, the Township of Essa was eligible to apply for funding to start Age-Friendly initiatives locally. On September 6, 2019 Township Staff submitted an application for the the Age-Friendly Municipal Grant to the County of Simcoe for consideration. Staff applied for the maximum amount that could be awarded in Stream One of the County of Simcoe's Age Friendly Grant Program, which was \$10,000. If successful in the Township's application, this funding would be allocated towards the creation of an Age-Friendly Community Plan for the Township of Essa. This plan would allow the Township to identify, plan for, and address the needs and priorities of older adults in our local community.

On October 21, 2019, The County of Simcoe advised Township Staff that the Township of Essa's Age-Friendly Municipal Grant Application was approved and that funding has been allocated to the Township in the amount of \$9,277, of the possible \$10,000.

In September 2019, Township Staff began working with Ryerson University's School of Urban and Regional Planning to participate in a Studio Course where the Township acts as a Client to a Student Consulting Group on progressing the Township's Age-Friendly Planning. Over the past two months, these Students have been compiling background information, researching, established a project Steering Committee, and designed,

4a implemented and are evaluating responses from a Community Survey focussed on Age-Friendly Planning. The work being completed by the Student Consultants will result in a preliminary document called a Needs Assessment that will be used for the next stage of this initiative.

COMMENTS AND CONSIDERATIONS

The Grant dollars will be allocated to stage two of the Township's Age-Friendly Planning initiative, which will include the completion of an Age-Friendly Community Plan, through hiring a Planning Consultant to transition the background work completed by the Students, into a Plan that will provide the Township with action oriented measures to evolve Essa into a more Age-Friendly Community. A Final Report form is to be completed and submitted to the County of Simcoe by December 31, 2020, or when the project is completed, whichever date comes first. This report is used to report project activities and expenditures for the reporting period. The report contains three sections:

- Section 1: Project Update
- Section 2: Performance Metrics
- Section 3: Expenditures Report

The County of Simcoe may also require the Essa Township Planning and Development Department to present project findings at a Municipal Champions meeting. This presentation will outline our project successes and include an explanation of how the performance was measured and the final outcome of the project.

FINANCIAL IMPACT

The Planning and Development Department's 2019 budget allocated \$800.00 of available funds from the advertising category, \$500.00 available from the printing category and \$500.00 from the mileage category. These available funds have allowed for the Needs Assessment to be completed by the Student Research Consulting Team from Ryerson University.

The approved Grant will contribute a maximum of \$9,277 to the municipality to cover eligible costs associated with Stream One. This contribution will be allocated to obtaining a Consultant to take the Needs Assessment information gathered by the Student Consultants and create an Age-Friendly Community Plan.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report for information.
3. Direct staff in another manner as Council might see fit.

4a

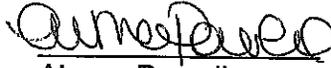
CONCLUSION

Option #2 is recommended.

Respectfully submitted by: Reviewed by:



Elizabeth Davis
Building and Planning
Coordinator



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



Colleen Healey-Dowdall
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD052-19

DATE: November 6th, 2019

TO: Committee of the Whole

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

SUBJECT: **Environment and Climate Change Canada Request for a Letter of Concurrence for a Weather Station Radar Installation at 6248 8th Line, Egbert**

RECOMMENDATION

That Staff Report PD052-19 be received for information purposes; and

That the Township provide the Letter of Concurrence as requested from Environment and Climate Change Canada.

BACKGROUND

The Township has been contacted regarding infrastructure replacement for a radar installation at the present Environment and Climate Change Canada (ECCC) Site located at 6248 8th Line, Egbert. As Council may be aware, there presently exists several buildings and equipment installed on the subject site to accommodate for a weather station. This radar will only operate intermittently when needed for technical or scientific training courses or to test software or hardware changes before they are applied to the other operational radars across the country.

With respect to the structure itself, it is composed of an open lattice up to 19-metre high steel tower with an 11.8-metre diameter radome on top, for a total maximum height of approximately 32 metres including lightning protection rods. The proposed tower has an antenna which will also house a diesel backup generator to be contained within a sound proofing enclosure. Additionally, per Transport Canada aviation regulations, two red steady burning LED obstruction lights would be installed on top of the radar dome. It is estimated that the timeline for construction for the radar is the Spring/Summer 2020.

At this point in time, the Township has received the request for a Letter of Concurrence for the subject Tower's installation.

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COMMENTS AND CONSIDERATIONS

The subject lands are designated as 'CARE' (Centre for Atmospheric Research and Experiments) in the Township of Essa's Official Plan, 2001, and zoned as 'Institutional' in the Township of Essa's Zoning By-law 2003-50. Staff have identified that Environment and Climate Change Canada have been located at this site since 1987 according to Township records.

The lands to the north of the subject site are rural and agricultural in nature, the lands to the south are agricultural and residential, there are agricultural, rural including low-density residential land uses to the west, and predominantly agricultural to the east of the subject lands. Attachment "A" identifies the subject lands and provides an indication of the immediate surrounding land uses.

In order to install a new weather radar system at the subject site, ECCC was required to undertake a Public Consultation Process in accordance with Innovation, Science and Economic Development CPC-2-0-03 protocol. This Public Consultation consisted of posting a notice of the proposed development in the Alliston Herald on June 20th, 2019, providing the local municipality and the subject site's neighbouring property owners (within 400m) with a notification package by mail, and the posting of the Public Notice on the Township's website during the 30-day commenting period which ended on July 20th, 2019.

Following this Public Consultation Process, ECCC reported to the Township that two comments were received from residents who opposed the radar site's construction. The first comment surrounded the unsightliness of the Tower, which does not fall under the scope of ISECD CPC-2-03, and the second comment related to the proximity of this new radar and the existing King radar, which was addressed to the satisfaction of the resident by ECCC. Given that ECCC has addressed all concerns with the replacement infrastructure at the subject site, Staff deem it appropriate to provide ECCC with a Letter of Concurrence. Attachment "B" to this report is a copy of the Letter of Concurrence.

FINANCIAL IMPACT

There would be no financial impact to the Township at this time.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report for information purposes and provide the Letter of Concurrence as requested from Environment and Climate Change Canada.

3. Direct staff in another manner as Council deems appropriate.

CONCLUSION

Option #2 is recommended.

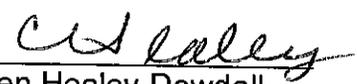
Prepared by:

Respectfully submitted by:

Reviewed by:


Bev Mansbridge
Planner


Aimee Powell BURPI, MPA, MCIP, RPP
Manager of Planning &
Development


Colleen Healey-Dowdall
CAO

Attachment:

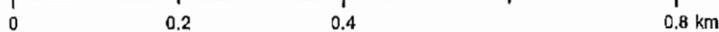
- A: Location Map of Site
- B: Proposed Letter of Concurrence

ATTACHMENT A: C.A.R.E. Facility, Egbert



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1:9,028



October 25, 2019



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



Telephone: (705) 424-9770
Fax: (705) 424-2367
Web Site: www.essatownship.on.ca

Attachment B

November 6, 2019

Regional Office - Innovation, Science and Economic Development Canada

Toronto District Office
151 Yonge Street, 4th floor
Toronto, ON, M5C 2W7
Telephone: (855) 465-6307
E-mail: ic.spectrumtoronto-spectretoronto.ic@canada.ca

Land-use Authority Letter of Concurrence

On June 19th 2019, the Canadian Weather Radar Replacement Project (CWRRP) being undertaken by Environment and Climate Change Canada (ECCC) initiated consultation processes to install a new weather radar system at the existing location of the Carvel Weather Radar and removal of the old radar tower (decommissioning).

The radar will be located at the following address: 6248 8th Line, Egbert, ON, L0L 1N0, a property owned by ECCC. This property is used primarily to test different kinds of atmospheric monitoring equipment. The geographic coordinates of the proposed radar site are 44°13'49.96"N, 79°46'49.40"W. ECCC shall construct and operate a Training, Test and Development Radar Site (radiocommunications facility) in accordance with the drawings and justification submitted on the Public Notification Package, Egbert, ON.

ECCC concluded on September 19th 2019 the Land-use Authority Consultation and Public Notification Consultation processes outlined in Innovation, Science and Economic Development Canada (ISED) CPC-2-0-03 and addressed all relevant concerns. ECCC advised us that they received two written questions from the public to the formal notification within the 30-day public comment period ending on July 20th 2019 and provided satisfactory feedbacks to our township.

Consequently, the Township of Essa has no issue with ECCC to install a weather radar at Egbert (ON).

This concurrence remains in effect for a maximum period of three years from the date it was issued. If construction is not completed within this time period the concurrence expires except in the case where ECCC secures an extension for a specified time period in writing with us. No further consultation or notification by ECCC is required.

Respectfully,

Aimee Powell BURPI., MPA, MCIP, RPP
Manager of Planning and Development
Township of Essa
5786 Simcoe County Road 21
Utopia, ON, L0M 1T0
Office 705-424-9917 ext 108
E-mail: apowell@essatownship.on.ca

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



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD053-19

DATE: November 6th, 2019

TO: Committee of the Whole

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

SUBJECT: Official Plan Amendment Application - 7994 9th Line, Ivy

RECOMMENDATION

That Staff Report PD053-19 be received; and

That Council allow staff to proceed with processing the subject Official Plan Amendment Application and scheduling of a Public Meeting.

BACKGROUND

On October 15, 2019, the Township was in receipt of an Application to amend the 2001 Official Plan to permit a future severance to create one new lot at 7994 9th Line, Ivy (the subject site). Currently, there are two residential dwellings and a Veterinary Clinic on the subject site, which is operated by the property owner, Cathy Emms. The creation of this new lot would accommodate one residential dwelling, which is currently permitted on the property as a garden suite, and the existing Veterinary Clinic. The remaining residential dwelling would be located on the remnant parcel. An Official Plan Amendment is required as the Township's Official Plan does not allow for the creation of lots from rural lands that are less than 20 hectares in size.

The subject site is currently designated 'Rural' in the Township of Essa's Official Plan, 2001, and is 15.3 hectares in size, therefore does not meet the minimum threshold for a severance on rural lands. Zoning By-law Amendment Application Z3/19 was approved by Council on April 24th, 2019 and later came into force and effect on May 14th, 2019. This Amendment permitted the location of the new residential home on this property as a garden suite through amending the Zoning By-law regulation from Rural (RL) to Rural Exception (RL-2). This amendment was permitted as a temporary use agreement, which is in effect for a total of 20 years.

4c

COMMENTS AND CONSIDERATIONS

This Application requests for an Amendment to the Official Plan regarding Policy 26.5.1. Section 26 which provides direction on Consents to Sever, and Section 26.5 which identifies how lots are created in those areas designated as Rural in the Official Plan. Section 26.5.1 reads as follows:

“Consents to sever may be permitted in areas designated as Rural subject to the policies of Section 26.2 and 26.3. Lots severed in areas designated as Rural should be of size, shape and location so as to maximize the potential for future surrounding agricultural use. In the areas designated Rural, rural-residential severances may be permitted provided they do not create any conflicts, or potential conflicts with the surrounding agricultural uses. One severance maybe permitted on a lot which existed on October 22, 1985 and which is at least 20 hectares in size.”

The subject lands are 15.3 hectares in size, which does not meet the current threshold of a minimum of 20 hectares in size in order to permit a severance of one lot. It is through the Official Plan Amendment that the applicant requests a site-specific exception be made to permit the future severance. The details on the proposed new lot and the remnant lot were not available at the time that this report was authored, however Staff will work with the Applicant to ensure site specific details and Township requirements are provided before deeming this application a complete submission.

The applicant should consider:

- The size, shape and location of the new lot, in accordance with Section 26.5.1 of the Township’s Official Plan;
- Any potential conflicts that may arise with the surrounding land uses; and
- Any future Planning Act Applications that may be required by the Township as a result of the proposed severance.

Attachment ‘A’ depicts the site specific layout. This was included in a letter written to Township Staff dated February 7th, 2019. This letter was included as an attachment in staff report PD014-19, which was heard by Council earlier this year at the February 20th, 2019 meeting. Attachment ‘B’ to this report provides a context of the subject property’s location and surrounding land uses.

FINANCIAL IMPACT

All costs associated with the subject Official Plan Amendment are to be borne by the applicant.

SUMMARY/OPTIONS

Council may:

1. Take no further action.

2. Allow staff to proceed with processing with processing the subject Official Plan Amendment Application and scheduling of a Public Meeting.
3. Direct staff in another manner.

CONCLUSION

Option #2 is recommended.

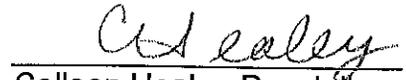
Prepared by:

Respectfully submitted by:

Reviewed by:


Liam Munnoch BURPI
Junior Planner


Aimee Powell BURPI, MPA, MCIP, RPP
Manager of Planning &
Development

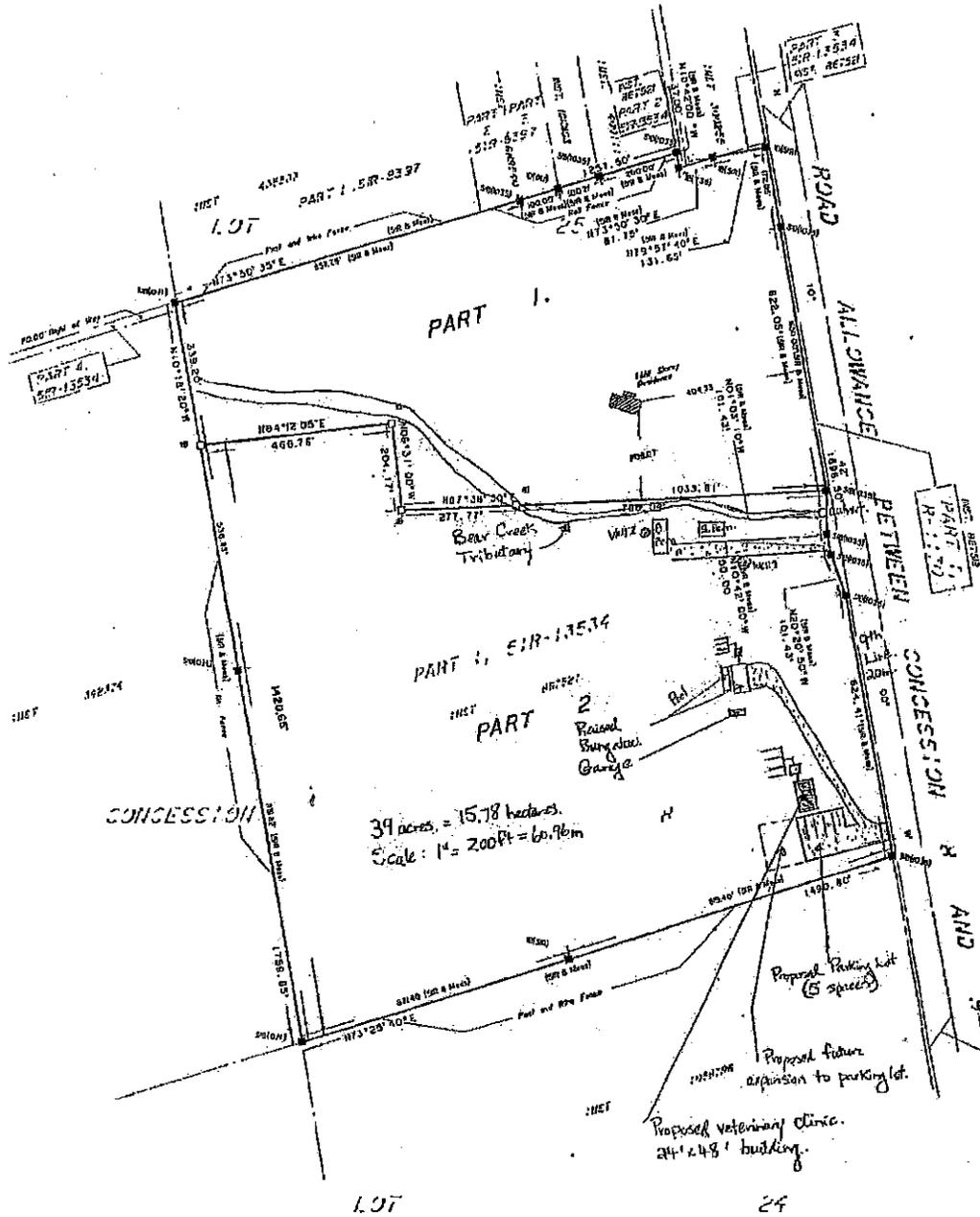

Colleen Healey-Dowdall
CAO

Attachment:

- A. Site Plan.
- B. Context Map of the subject property.

4c

Attachment A

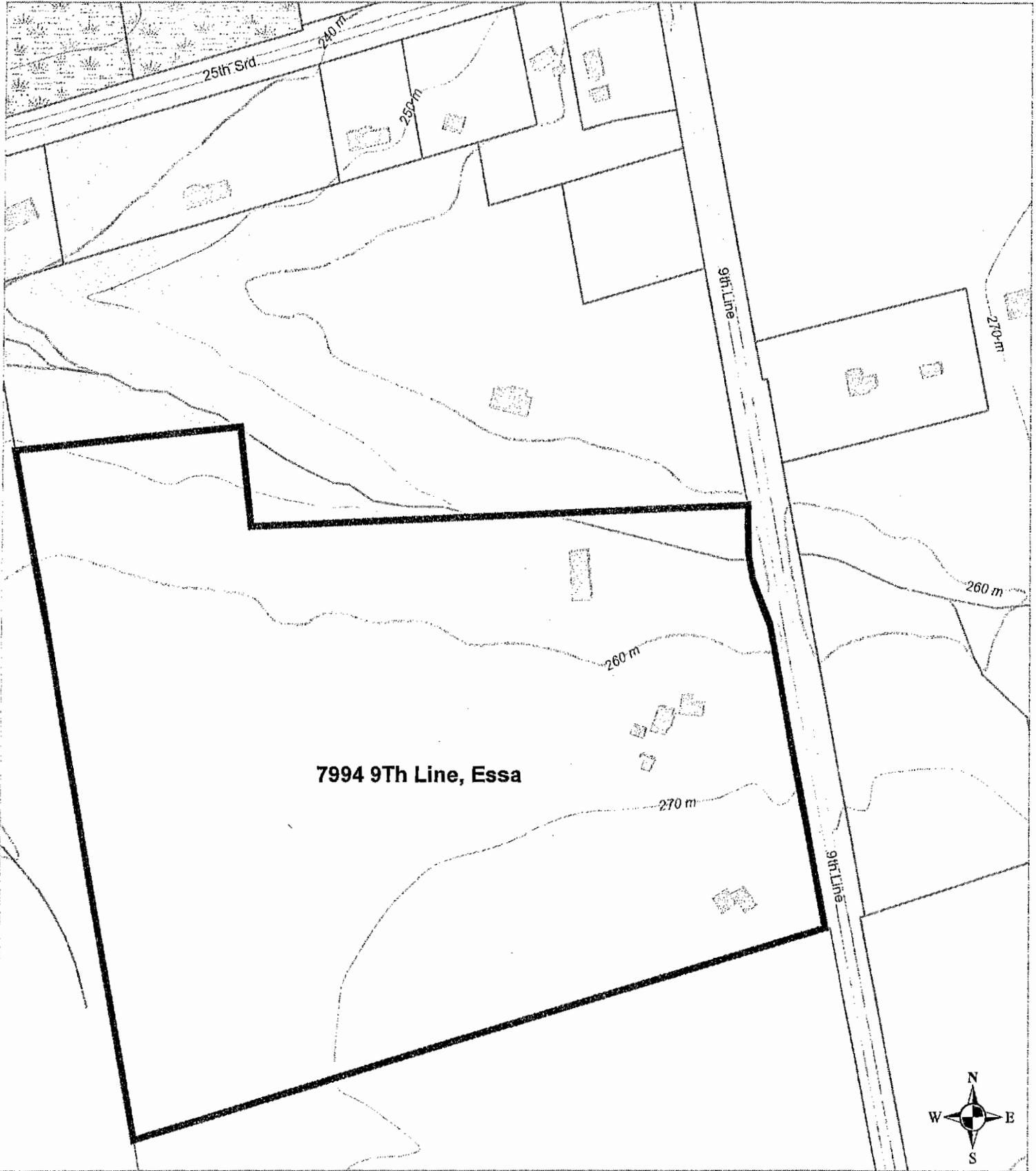


Plan: 51-R-19477
 Part 2, E 1/2 Lot 25, Con. 8
 Township of Essa
 County of Simcoe
 Approx 39 acres = 15.78 hectares
 Property owned by: Dr. Cathy Emms.
 Mr. Roger Emms



PD053-19 Location Map Attachment B

4c



7994 9Th Line, Essa



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13 October 31, 2019





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD054-19

DATE: November 6th, 2019

TO: Committee of the Whole

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

SUBJECT: Request for 2019 Budget Funding Exception

RECOMMENDATION

That Staff Report PD054-19 be received; and

That Council authorize Staff to expense repairs for the two Building Inspector Trucks that require painting and rustproofing, in the amount of \$2,553.80 (\$1,276.90 per truck as per Harrison's Hideway's quote, located in Angus).

BACKGROUND

The Building Inspector Department Trucks were bought new in 2010 and have approximately 140,000 kilometers on them, each. They have been well maintained since ownership, are regularly undercoated and are retaining their value well. Due to regular road wear, the bodies of both trucks have bare metal exposed on their lower portions. This exposed metal is cause for concern due to the impact of rusting.

The 2019 Operating Building Inspection Budget has allocated \$3,000.00 in the 'Repairs and Maintenance' Line item, however, this line item is currently over 95% of the 2019 Approved Budget. The total cost of the required rustproof and repair work has been quoted at \$2,553,80.

COMMENTS AND CONSIDERATIONS

It is the opinion of the Chief Building Official that if the bare metal on the truck bodies is not properly repaired it will lead to unnecessary devaluation of the trucks. An estimate for repainting the trucks entirely was given at around \$6,000.00. This seemed to be excessive and unnecessary, so estimates for repainting the lower effected areas alone were sought. Below please find per vehicle quotes attained by Staff for the necessary repair work for the subject trucks:

4d

| | |
|---------------------------------|------------|
| Harrison's Hideaway, Angus..... | \$1,276.90 |
| Jeff's Autobody, Angus..... | \$2,359.44 |
| Verbal Estimate, Grenfel..... | \$2,000.00 |

FINANCIAL IMPACT

The lowest cost of the repair to the two subject trucks is \$2,553.80, which would surpass the Township's allocated budget under the line item for 'Repairs and Maintenance' for the 2019 Operating Building Inspection Budget by nearly the full cost of the repair.

This repair is the best financial option for the optimal longevity of the trucks as these trucks are holding their value through their routine maintenance. Allowing damaging rust to continue to grow on the Trucks will devalue the trucks beyond what the repair costs are. Repainting these trucks now will increase the opportunity for their continued use in the long-term use.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report and authorize Staff to expense repairs for the two Building Inspector Trucks that require painting and rustproofing, in the amount of \$2,553.80.
3. Direct Staff in another course of action.

CONCLUSION

Option #2 is recommended.

Prepared by:

Respectfully submitted by:

Reviewed by:

Drew Brooks
Chief Building Official

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

Colleen Healey-Dowdall
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR006-19

DATE: November 6, 2019

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks & Recreation

SUBJECT: Christmas Concert Silent Auction Donation

RECOMMENDATION

That Staff Report PR006-19 be received; and

That Council consider authorizing the donation of a Township of Essa Children's Winter Program Registration to the Angus Kinder Garden Montessori Early Education Centre for the Children's Christmas Concert and Silent Auction.

BACKGROUND

The event is typically attended by about 150 community members and their families in which gift cards, merchandise and services are generously donated by businesses and individuals. The proceeds of this event help pay for the special occasion for the children as well as an appearance by Santa Claus himself.

COMMENTS AND CONSIDERATIONS

The Parks and Recreation Department is willing to work with the Montessori to arrange to have a child registered and enrolled in a Winter Program Registration of their choice.

FINANCIAL IMPACT

Children's programs range in price from \$50 per session to \$160 per session.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Consider authorizing the donation of a Winter Program Session to the Kinder Garden Christmas Concert Silent Auction.
3. Direct staff in another course of action by donating another item of Council's choice.

CONCLUSION

Staff recommends that option 2 be approved.

Respectfully submitted:



Jason Coleman
Manager of Parks & Recreation



Colleen Healey-Dowdall
CAO

Attachments: The Kinder Garden Fundraising Committee Advertisement



THE KINDER GARDEN
CHILDREN'S CENTRE FOR EXCELLENCE AND
EARLY EDUCATION

We are writing on behalf of The Kinder Garden Montessori Early Education Centre to kindly request a donation for our children's Christmas concert and silent auction scheduled for Dec 15th. At this event, typically attended by about 150 community members and their families we auction off gift cards, merchandise, and services generously donated by business like yours. The event proceeds will help pay for this magical event for the children and an appearance by Santa himself.

We would greatly appreciate any donations you can make. Should you wish to make a donation for the silent auction, your business will be recognized on auction displays at the event as well as in the school newsletter. We can arrange pick up of any donations by Dec 1, 2019

If you have any questions or need further information please contact us at 705-331-9786 or at c_mac@rogers.com

On behalf of the children, parents and faculty of The Kinder Garden, thank you for your consideration.

Sincerely,

Fundraising Committee
The Kinder Garden



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW037-19

DATE: November 6th, 2019

TO: Committee of the Whole

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

SUBJECT: Sidewalk Snowplowing Tender Results Thornton/Baxter

RECOMMENDATION

That Staff Report PW037-19 be received; and

The Manager of Public Works recommends that the tender submitted by Dol Turf Restoration Ltd. for sidewalk snowplowing services for Baxter and Thornton Sidewalks in the amount of \$30,751.88 (plus HST) be accepted as per Township specifications; And further, that the Manager of Public Works be authorized to arrange for the necessary work to be completed.

BACKGROUND

The Public Works Department has historically hired contractors, with a 1 year contract, to do sidewalk snow plowing in Thornton and Baxter. The last tender was sent out in October of 2017 for the 2017/2018 winter season, which was awarded to Dol Turf Restoration Ltd.

This tender was given a 1 year extension for the 2018/2019 winter season and expires on November 8, 2019 .

COMMENTS AND CONSIDERATIONS

A new tender was posted on the Biddingo website and the Township website on October 1st, 2019 and closed on October 15th, 2019. One (1) bid was received and is summarized as attachment No.1.

Dol Turf Restoration Ltd. has been plowing sidewalks in Thornton and Baxter for the Township of Essa since 2015 season and have always been prompt and professional.

FINANCIAL IMPACT

Council approved \$35,000.00 in the 2019 Operating Public Works budget for contract services for sidewalk snowplowing.

Dol Turf Restoration Ltd. submitted the only bid of \$30,751.88 (plus HST) 

SUMMARY/OPTIONS

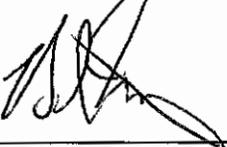
Council may:

- 1. Take no action.
- 2. Award the tender received from Dol Turf Restorations Ltd.
- 3. Direct Staff to investigate other options

CONCLUSION

Staff recommends Option #2 be approved.

Respectfully submitted,



Bob Morrison, CRS-I
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- 1. Sidewalk Snowplowing Tender Results

2019/20 – SIDEWALK SNOWPLOWING
BAXTER & THORNTON
Tender Opening Results



2019 Budget: \$35,000.

| BIDDERS | BAXTER (plus H.S.T.) | THORNTON (plus H.S.T.) | TOTAL TENDER PRICE |
|---------------------------|-------------------------|---------------------------|--------------------------|
| Dol Turf Restoration Ltd. | \$7,507.50 | \$23,244.38 | \$30,751.88 |

RECOMMENDATION:

It is recommended that the tender submitted by Dol Turf Restoration Ltd. for sidewalk snowplowing services for Baxter and Thornton Sidewalks in the lump sum amount of \$30,751.88 (plus HST) be accepted as per Township specifications;

And further, that the Public Works Manager be authorized to arrange for the necessary work to be completed.

Respectfully submitted,

Bob Morrison, CRS-I
Manager of Public Works

Reviewed by,

Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW039-19

DATE: November 6, 2019

TO: Committee of the Whole

FROM: Bob Morrison, Manager of Public Works
Lisa Lehr, Clerk

SUBJECT: Toys for Tickets Campaign

RECOMMENDATION

That Staff Report PW039-19 be received; and

That Council authorize Staff to initiate the "Toys for Tickets" Campaign for tickets issued in the month of November 2019, allowing motorists to pay their parking fine with a toy or gift card of equal or greater value, with the gifts to be donated to a local charity as selected by Council; and

That Council delegate the authority to staff to continue with this Campaign on an ongoing annual basis.

BACKGROUND

The Township of Essa's Parking By-law 2005-96, as amended, section 5.13 provides that *"no person shall park a vehicle or permit a vehicle to remain parked on any street or highway in the Township of Essa between the hours of 2:00 a.m. and 8:00 a.m. from November 1st to May 1st each calendar year for the purposes of snow removal"*. Additionally, section 8.1 stipulates that *"no person shall park a vehicle or permit a vehicle to remain parked on a highway, so as to interfere in any manner with the work of clearing/or removing of snow or ice therefrom"*.

Subsequently, non-compliance by motorists can result in the issuance of a parking ticket and/or the municipality arranging for the towing of the vehicle at the owner's expense.

On October 2017, Council approved the implementation of Essa's Winter Parking Strategy as was outlined in Staff Report PW021-17 (see Attachment No. 1), in addition to the initiation of a "Toys for Tickets" Campaign during the first three weeks of November for parking tickets that were issued as a result of non-compliance of the Parking By-law. Proceeds raised from the campaign were donated to a Charity of Council's choice.

COMMENTS AND CONSIDERATIONS

In accordance with the Winter Parking Strategy, two message boards have been rotated in/around Angus since the beginning of October reminding motorists that the Winter Parking Restrictions are in place effective November 1st. Additionally, messaging has been placed on the Township's website and on the social media outlets (Twitter, Facebook). As well, the Clerk's department has circulated an educational piece to the local schools which has been distributed to the parents of children attending the school reminding them that parking is prohibited in "No Parking Zones".

With the Winter Parking Restrictions in place and the approaching holiday season, the municipality is interested in initiating the "Toys for Tickets" campaign once again, but is seeking authorization from Council to do so on an annual basis.

The "Toys for Tickets" Campaign allows persons that have received parking tickets during an established period of time to pay the ticket with a toy or gift card of equal or greater value, with proof of value (receipt).

This campaign has been well received by residents of the municipality as well as by the local charities that have been in receipt of the gifts. Additionally, some residents (who have not received a parking ticket) visit the Administration Centre to bring in gifts for the campaign, which is greatly appreciated! Types of gifts that the municipality has received as part of this campaign are: toys, stuffed animals, board games, gift cards, etc.

At this time, staff is seeking authorization from Council to initiate the "Toys for Tickets" Campaign once again, however would like to extend the campaign to tickets issued for the entire month of November. As well, staff would like approval from Council to continue this campaign on an annual basis.

FINANCIAL IMPACT

Should Council once again allow this campaign to run, there will be an unknown amount of revenue from the fines to be realized. This amount is dependent on the number of tickets issued.



SUMMARY/OPTIONS

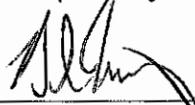
Council may:

1. Take no further action.
2. **Authorize Staff to initiate the "Toys for Tickets" Campaign for tickets issued in the month of November 2019, allowing motorists to pay their parking fine with a toy or gift card of equal or greater value, with the gifts to be donated to a local charity as selected by Council; and delegate the authority to staff to continue with this Campaign on an ongoing annual basis.**
3. Consider initiating a "toys for parking tickets" campaign during the first three weeks of November of 2019.

CONCLUSION

Staff recommends that Option 2 be approved.

Respectfully submitted:



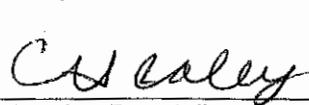
 Bob Morrison
 Manager of Public Works

Respectfully submitted:



 Lisa Lehr
 Clerk

Reviewed by:



 Colleen Healey-Dowdall
 Chief Administrative Officer

Attachment:

1 - Copy of Staff Report PW021-17 "Winter Parking Strategy"

COPY



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW021-17

DATE: October 4, 2017

TO: Committee of the Whole

FROM: Dan Perreault, C.E.T., Manager of Public Works

SUBJECT: Winter Parking Strategy

RECOMMENDATION

That Staff Report PW021-17 be received; and

That Council consider implementing the winter parking strategy as outlined in this report; and

That Council consider initiating a "toys for parking ticket" campaign during the first three weeks of November and that the proceeds from the campaign be donated to a charity of Council's choice.

BACKGROUND

Township of Essa By-law 2005-96, Section 5.13 states that; no person shall park a vehicle or permit a vehicle to remain parked on any street or highway in the Township of Essa between the hours of 2 a.m. and 8 a.m. from November 1st to May 1st for purposes of snow removal. In Section 8.1, the By-law also states that; no person shall park a vehicle or permit a vehicle to remained parked on a highway, so as to interfere in any manner with the work of clearing/or removing of snow or ice therefrom.

Over the past few years, the Roads Department seasonal staff have been educating owners of vehicles that have parked on the street during the restricted hours by placing notices on vehicles parked on the street and noting their licence plates, with minimal ticketing for a contravention of the By-law. Seasonal staff do not typically begin until the middle of November, two or three weeks after the winter parking restrictions come into effect. This approach has not been successful as many motorists continue to park on the roadways overnight.

COMMENTS AND CONSIDERATIONS

As the density of new development (specifically in Angus) increases and more families have multiple vehicles that do not fit into their driveways, on-street parking has become the norm. Vehicles that have parked on the roadway during the winter months or winter events pose a challenge to our snowplow operators, they creating obstacles they must avoid, which is an additional obstacle they must be on alert for, such as; on-coming vehicles, pedestrians, garbage and recycling bins, residents shoveling their driveways, etc.

Vehicles parked on the roadways will also decrease their productivity, by increasing the time it takes to complete their plow route, as they may have to return to the area several times to check the area where the car was parked and see if it has moved, once it has moved they will need to plow the area.

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COPY

As has been done in the past, Staff is proposing to utilize two message boards be placed in strategic locations in Angus for two weeks prior to November 1st and two weeks following November 1st to advise motorists of the winter parking restrictions. Notices will also be placed in the local newspapers, on the Township Website, Twitter page and the Angus Community Centre message board.

A new approach moving forward would include the above initiatives and also involve the Municipal By-law Enforcement Officer. He will be asked to begin his shift early for 2 or 3 days during the two weeks prior to November 1st to deliver notices to vehicles parked on the road during what would be the parking restriction hours to advise them of the upcoming parking restrictions. Then following November 1st, he will also be asked to begin his shifts early for 2 or 3 days for two or three weeks to enforce the parking restriction. The Municipal By-law Enforcement Officer will also be asked to begin his shifts early, when there is an anticipated winter event during the winter season or on spot checks, to assist our snowplow operators with parked vehicles.

Council may wish to initiate a "toys for parking ticket" campaign during the first two or three weeks of November, which is done in some municipalities in the County. The "toys for parking ticket" campaigns allow for motorists that receive a parking ticket during an established period of time to pay the ticket with a toy or gift card of equal value with the proof of value (receipt), The toys and money collected can then be donated to a charity or Council's choice.

FINANCIAL IMPACT

The cost for renting two message boards for one month will be \$1,800.00. The Roads Winter Control budget will be utilized for this item.

An unknown amount of revenue from the parking ticket fines may also be realized, this will depend on the number of tickets issued.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Consider implementing the winter parking strategy as outlined in this report and initiate a "toys for parking ticket" campaign during the first three weeks of November.
3. Consider implementing the winter parking strategy as outlined in this report.
4. Direct staff to consider alternative strategies to deal with winter parking restrictions.

CONCLUSION

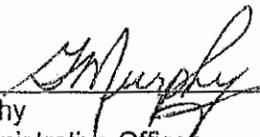
Staff Recommends that Option 2 be approved.

Respectfully submitted,



Dan Perreault, C.E.T.
Manager of Public Works

Reviewed by,



Greg Murphy
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR020-19
DATE: November 6, 2019
TO: Committee of the Whole
FROM: Carol Traynor-Richter, Manager of Finance
SUBJECT: Consideration of a Wage Increase for Township Staff

RECOMMENDATION

That Staff Report TR020-19 be received; and

That Council approve an increase in salaries and wages for all employees of 1.9% effective the first full pay in 2020, to reflect the Consumer Price Index (Ontario) for all-items between September 2018 and September 2019.

BACKGROUND

Council has historically approved an increase in wages and salaries for all Township employees and firefighters.

COMMENTS AND CONSIDERATIONS

Council approving a cost of living increase prior to budget presentations allows accurate budget impacts be given. Therefore, the 2020 budget working papers would include the proposed wage increase.

The administration of the Township payroll is more efficient if a decision is made prior to the start of the next year.

FINANCIAL IMPACT

The 2019 budget totals for salaries/wages is approximately \$3,840,000, which includes full time, part time employees, and fire fighters. A 1.9% increase is \$72,960 and reflects the Consumer Price Index (Ontario) for all-items September 2018 to September 2019.

SUMMARY/OPTIONS

Council may:

1. Take no action
2. Approve an increase of 1.9% in salaries and wages for all employees, to reflect the Consumer Price Index (Ontario) for all-items between September 2018 and September 2019.



3. Approve an increase of 2.5% (\$96,000) in salaries and wages for all employees consistent with the 2019 increase.
4. Direct staff accordingly.

CONCLUSION

Option # 2 is recommended

Respectfully submitted:

Reviewed by:

Carol Traynor-Richter
Manager of Finance

Colleen Healey-Dowdall
CAO

Attachment: 2019 Ontario Consumer Price Index

8a



Statistics Canada Statistique Canada

Home → Data → Consumer Price Index, monthly, not seasonally adjusted

→ Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted...

Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit^{1 2}

Frequency: Monthly

[Help](#)

Table: 18-10-0004-13

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Geography: Canada, Province or territory, Census subdivision

Geography

Canada

Apply

Add/Remove reference period

Add/Remove data ⓘ

Download options

Didn't find what you're looking for? [View related tables, including other calculations and frequencies](#)

| Products and product groups ³ | Canada (map) | | | | |
|---|----------------|-------------|----------------|-------------------------------|----------------------------------|
| | September 2018 | August 2019 | September 2019 | August 2019 to September 2019 | September 2018 to September 2019 |
| | 2002=100 | | | Percentage change | |
| All-items | 133.7 | 136.8 | 136.2 | -0.4 | 1.9 |
| Food ⁴ | 144.9 | 151.1 | 150.2 | -0.6 | 3.7 |
| Shelter ⁵ | 141.5 | 144.6 | 144.8 | 0.1 | 2.3 |
| Household operations, furnishings and equipment | 123.0 | 123.5 | 123.6 | 0.1 | 0.5 |

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8a

Canada (map)

| Products and product groups ³ | September 2018 | August 2019 | September 2019 | August 2019 to September 2019 | September 2018 to September 2019 |
|---|----------------|-------------|----------------|-------------------------------|----------------------------------|
| Clothing and footwear | 96.0 | 94.7 | 98.5 | 4.0 | 2.6 |
| Transportation | 138.4 | 143.3 | 140.3 | -2.1 | 1.4 |
| Health and personal care | 126.1 | 127.8 | 127.8 | 0.0 | 1.3 |
| Recreation, education and reading | 117.0 | 119.8 | 118.0 | -1.5 | 0.9 |
| Alcoholic beverages, tobacco products and recreational cannabis | 169.7 | 171.1 | 170.9 | -0.1 | 0.7 |
| All-items excluding food | 131.5 | 134.0 | 133.5 | -0.4 | 1.5 |
| All-items excluding food and energy ⁶ | 128.1 | 131.3 | 130.8 | -0.4 | 2.1 |
| All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis | 132.5 | 135.7 | 135.1 | -0.4 | 2.0 |
| All-items excluding energy ⁶ | 131.1 | 134.8 | 134.3 | -0.4 | 2.4 |
| All-items excluding gasoline | 131.7 | 135.4 | 134.8 | -0.4 | 2.4 |
| Energy ⁶ | 166.3 | 159.3 | 158.7 | -0.4 | -4.6 |

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8a

| Products and product groups ³ | Canada (map) | | | | |
|--|----------------|-------------|----------------|-------------------------------|----------------------------------|
| | September 2018 | August 2019 | September 2019 | August 2019 to September 2019 | September 2018 to September 2019 |
| Goods ⁷ | 121.1 | 122.5 | 122.7 | 0.2 | 1.3 |
| Durable goods ⁷ | 89.2 | 91.2 | 90.9 | -0.3 | 1.9 |
| Semi-durable goods ⁷ | 98.2 | 97.0 | 100.2 | 3.3 | 2.0 |
| Non-durable goods ⁷ | 146.3 | 148.3 | 147.6 | -0.5 | 0.9 |
| Services ⁸ | 146.3 | 150.9 | 149.5 | -0.9 | 2.2 |

How to cite: Statistics Canada. Table 18-10-0004-13 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit

Related information

► Source (Surveys and statistical programs)

► Related products

► Subjects and keywords

Date modified:

2019-10-31

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR021-19

DATE: November 6, 2019

TO: Committee of the Whole

FROM: Carol Traynor-Richter, Manager of Finance

SUBJECT: Consideration of a Wage Increase for members of Council

RECOMMENDATION

That Staff Report TR021-19 be received; and

That Council approve an increase in salaries and wages for members of Council of 1.9% effective the first full pay in 2020, to reflect the Consumer Price Index (Ontario) for all-items between September 2018 and September 2019.

BACKGROUND

COMMENTS AND CONSIDERATIONS

Council approving a cost of living increase prior to budget presentations allows for accurate budget impacts to be given. Therefore, the 2020 budget working papers would include the proposed wage increase.

The administration of the Township payroll is more efficient if a decision is made prior to the start of the next year.

FINANCIAL IMPACT

The 2019 budget totals for salaries/wages for members of Council is approximately \$126,500. A 1.9% increase is \$2400 and reflects the Consumer Price Index (Ontario) for all-items between September 2018 and September 2019.

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Approve an increase of 1.9% in salaries and wages for members of Council, to reflect the Consumer Price Index (Ontario) for all-items between September 2018 and September 2019.

8b

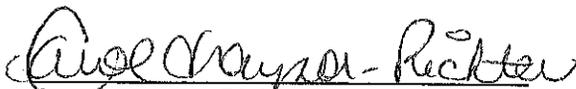
3. Approve an increase of 2.5% in salaries and wages for members of Council consistent with the 2019 increase.
4. Direct staff accordingly.

CONCLUSION

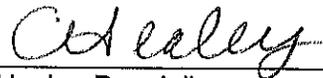
Option # 2 is recommended

Respectfully submitted:

Reviewed by:



Carol Traynor-Richter
Manager of Finance



Colleen Healey-Dowdall
CAO

Attachment: 2019 Ontario Consumer Price Index



Statistics
Canada

Statistique
Canada

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[Home](#) → [Data](#) → [Consumer Price Index, monthly, not seasonally adjusted](#)

→ Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted...

Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit^{1 2}

Frequency: Monthly

[Help](#)

Table: 18-10-0004-13

Geography: Canada, Province or territory, Census subdivision

Save my customizations

Geography

Canada

Apply

Add/Remove reference period

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| Products and product groups ³ | Canada (map) | | | | |
|---|--------------------------------|-------------|----------------|-------------------------------|----------------------------------|
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| Food ⁴ | 144.9 | 151.1 | 150.2 | -0.6 | 3.7 |
| Shelter ⁵ | 141.5 | 144.6 | 144.8 | 0.1 | 2.3 |
| Household operations, furnishings and equipment | 123.0 | 123.5 | 123.6 | 0.1 | 0.5 |

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8b

Canada (map)

| Products and product groups ³ | September 2018 | August 2019 | September 2019 | August 2019 to September 2019 | September 2018 to September 2019 |
|---|----------------|-------------|----------------|-------------------------------|----------------------------------|
| Clothing and footwear | 96.0 | 94.7 | 98.5 | 4.0 | 2.6 |
| Transportation | 138.4 | 143.3 | 140.3 | -2.1 | 1.4 |
| Health and personal care | 126.1 | 127.8 | 127.8 | 0.0 | 1.3 |
| Recreation, education and reading | 117.0 | 119.8 | 118.0 | -1.5 | 0.9 |
| Alcoholic beverages, tobacco products and recreational cannabis | 169.7 | 171.1 | 170.9 | -0.1 | 0.7 |
| All-items excluding food | 131.5 | 134.0 | 133.5 | -0.4 | 1.5 |
| All-items excluding food and energy ⁶ | 128.1 | 131.3 | 130.8 | -0.4 | 2.1 |
| All-items excluding alcoholic beverages, tobacco products and smokers' supplies and recreational cannabis | 132.5 | 135.7 | 135.1 | -0.4 | 2.0 |
| All-items excluding energy ⁶ | 131.1 | 134.8 | 134.3 | -0.4 | 2.4 |
| All-items excluding gasoline | 131.7 | 135.4 | 134.8 | -0.4 | 2.4 |
| Energy ⁶ | 166.3 | 159.3 | 158.7 | -0.4 | -4.6 |

34

86

| Products and product groups ³ | Canada (map) | | | | |
|--|----------------|-------------|----------------|-------------------------------|----------------------------------|
| | September 2018 | August 2019 | September 2019 | August 2019 to September 2019 | September 2018 to September 2019 |
| Goods ¹ | 121.1 | 122.5 | 122.7 | 0.2 | 1.3 |
| Durable goods ¹ | 89.2 | 91.2 | 90.9 | -0.3 | 1.9 |
| Semi-durable goods ¹ | 98.2 | 97.0 | 100.2 | 3.3 | 2.0 |
| Non-durable goods ¹ | 146.3 | 148.3 | 147.6 | -0.5 | 0.9 |
| Services ² | 146.3 | 150.9 | 149.5 | -0.9 | 2.2 |

How to cite: Statistics Canada. Table 18-10-0004-13 Consumer Price Index by product group, monthly, percentage change, not seasonally adjusted, Canada, provinces, Whitehorse, Yellowknife and Iqaluit

Related information

► Source (Surveys and statistical programs)

► Related products

► Subjects and keywords

Date modified:

2019-10-31

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO045-19

DATE: November 6, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Reimbursement for Business Expense Claims
For Staff Attending Meetings, Workshops, Seminars and
Conferences

RECOMMENDATION

That Staff Report CAO045-19 be received; and

That Council consider endorsing a new policy to establish limits for a staff reimbursement for business expense claims, with a per diem set at \$65.

BACKGROUND

From time to time, Township staff is required to attend to a meeting out of the office. This could include: professional meetings, workshops, seminars and conferences.

To-date, Council has encouraged learning and networking which benefits the Municipality and has paid for such opportunities as they occur, with staff attending as their Supervisor/Manager authorizes. The meal allowance amount has not been specified and Council, at their meeting of September 4th, instructed the CAO to establish this amount to provide for clarity.

COMMENTS AND CONSIDERATIONS

As such, this CAO is suggesting the attached policy be adopted – this is similar to the policy of another neighbouring municipality.

FINANCIAL IMPACT

No difference than what current unwritten permissions allow for.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Adopt a policy to establish limits for a staff reimbursement for business expense claims, with a per diem set at \$65 which is the same as the Township of Adjala-Tosorontio.
3. Adopt a policy to establish limits for a staff reimbursement for business expense claims, with a per diem set at \$75 which is the same as the Town of New Tecumseth.
4. Adopt a policy to establish limits for a staff reimbursement for business expense claims, with a per diem set at \$91 which is the same as the City of Barrie.
5. Direct staff in another direction.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Draft Reimbursement of Business Expense Claims Policy

THE CORPORATION OF THE TOWNSHIP OF ESSA CORPORATE POLICY AND PROCEDURE MANUAL

Department: Administration
Policy Number: A01-19
Subject: Reimbursement of Business Expense Claims Policy

Approved by Council: tbd
Resolution No.: tbd
Effective Date: tbd

Date of Amendment: n/a

1 PURPOSE

- 1.1 The purpose of this policy is to set guidelines for Township of Essa Employees with respect to reimbursement of various business expenses.
- 1.2 The Township shall provide reimbursement for reasonable permitted business related expenses incurred while carrying out their respective roles and responsibilities.

2 PROCEDURE AND IMPLEMENTATION

- 2.1 It is the responsibility of the Chief Administrative Officer and/or Department Heads to ensure that this policy is followed by all Employees.

3 CONFERENCE/SEMINAR/EDUCATION – EXPENSES

- 3.1 Department budgets may allow for conference, seminar and/or educational opportunities for employees.
- 3.2 Eligible expenses include the actual cost of registration fees, and all applicable taxes.
- 3.3 Use of personal vehicle for travel to business functions will be reimbursed up to the current rate of mileage. Travel time will not be paid.
- 3.4 Eligible expenses also includes:
 - Tuition for a course, including examination fees.
 - Books, course materials, manuals and user guides related to a specific function of a position.
 - Parking expenses.
 - Air travel costs will be reimbursed to a maximum of economy air fare.
 - Rail/bus/subway/taxi or Uber fares.
 - Car rental for use while on an out of town business trip will only be reimbursed should there be no other alternative.

10a

Policy Title: Reimbursement of Business Expense Claims
Policy

Policy Number: A01-19

Department: Administration

Date Approved: tbd
Date of Revision: tbd

- Accommodation.
- Valet parking as is often deemed necessary or appropriate at some locations.
- Toll charges.
- All applicable taxes and tips if documented as paid/received.

Note: The most economical route of transportation shall be reviewed to determine the most efficient route of travel.

4 MEALS AND PER DIEM

- 4.1 Meals while attending a conference/seminar/education/training program while on Township business. A Township employee may elect to claim a per diem of \$65.00 where a minimum of one overnight stay is required generally consisting of \$10.00 for breakfast, \$20.00 for lunch and \$35.00 for dinner in lieu of submitting receipts for meal expenses while attending an approved conference/seminar/education/training program.
- 4.2 Where meals are included in the cost of registration for a conference/seminar or an education program, the per diem will not be paid for the specific meal provided.
- 4.3 Those who choose to forego a per diem allowance will be reimbursed for all eligible meal expenses incurred upon submission of original receipts and which have not been paid in advance of attendance at the event, up to the maximum limit allowed by the per diem rate.
- 4.4 Those who wish to combine Township business with personal and spousal travel may do so provided that they assume all additional expenses not related to Township business.
- 4.5 Taxes and tips are also eligible expenses.

5 MEMBERSHIPS AND ASSOCIATION FEES

- 5.1 The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and/or responsibilities, on approval of a Department Head and as authorized by the department's budget.
- 5.2 The Township will pay membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

Policy Title: Reimbursement of Business Expense Claims
Policy

Policy Number: A01-19

Department: Administration

Date Approved: tbd

Date of Revision: tbd

- 5.3 Payment of any membership and association fees is to be approved by the Manager for the department in which the employee works and shall be included in the annual departmental budget.

6 TRAINING AND DEVELOPMENT

- 6.1 The Township will pay for training and development as long as it is a direct benefit to the position at the Township, has been authorized by a Manager and is contained in an approved budget.
- 6.2 All training and development must be included in the annual departmental budget.

7 OTHER EXPENSES

- 7.1 Reimbursement for alcoholic beverages will not be provided.

8 GENERAL EXPENSE APPROVAL

- 8.1 An expense claim form and original receipts must be submitted certifying all expenses incurred that have been paid.
- 8.2 As noted above, there will be no reimbursement for alcoholic beverages.
- 8.3 There will be no reimbursement for the cost of a fine. (i.e. parking, speeding tickets).
- 8.4 Loss or damage to a personal vehicle may not be the responsibility of the Township.
- 8.5 The appropriate signing authority shall be responsible for the approval of requests for payment and reimbursement of eligible expenses subject to supporting documentation.
- 8.6 Accountability is the responsibility of the expense claimant who will warrant all claims to be related to Township business.

9 IMPLEMENTATION

- 9.1 Amendment to this policy may be made by resolution of Council.
- 9.2 Notwithstanding anything contained in this policy, the Township's By-law to Establish Terms and Conditions of Employment shall prevail.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO052-19

DATE: November 6, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Public Transit Options

RECOMMENDATION

That Staff Report CAO052-19 be received; and

That Council consider the options available to it concerning public transit and consider directing staff to issue a Request for Tender for a contracted community bus in Angus, with the parameters set for a bus slightly larger than a van which is fully accessible and to run a morning and evening weekday route in Angus only, similar to the existing Barrie schedule but not exactly; and

That Council authorize staff to Request for Proposals for Bus Stop improvements at the corner of Brentwood Road and Mill Street at the far northeast corner of Peacekeepers Park.

BACKGROUND

Council is reminded that 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 was previously partially funded by the County of Simcoe. This service will end on December 31st of this year with the County opting to go forward with multiple regional routes throughout the County. Note that cancellation of service notification has been released.

Council has determined that 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

Recently, staff was directed to contact the County to request that they consider more stops in Angus and/or an improved stop/service for Angus.

Studies have shown that ridership diminishes if bus service is too slow and/or unreliable. The County has experts in the field of public transit on staff and they are concerned with the timing (length) of the route between Barrie and Wasaga Beach. At present, the Barrie to Wasaga Beach route, which takes in Angus, is just under one hour in length. If the route exceeds one hour then they expect to lose riders. For this reason, staff at the County are not supportive of adjusting the Angus stop/route.

COMMENTS AND CONSIDERATIONS

County staff have looked at the following options and offer the following comments:

Option A – Adjust the bus route to along Cecil Street and along Mill Street. This would add 12 – 13 minutes to the existing regional route which would be unacceptable according to County staff.

Option B – Adjust the bus route to around Peacekeepers Park (along Commerce Road and along Mill Street). This would add 5 minutes to the existing regional route which would also be unacceptable.

Other options were explored and discussed amongst staff at a meeting held between Township and County staff. Note that at present, County staff has no mandate to provide anything but a regional service. An in-town Angus service would be considered as a community service. Establishing such in Angus (by the County) would set a precedent (not desirable by County staff).

Staff has learned that Clearview Township has entered into a service contract for a community bus with a local bus operator (Landmark Bus). Their bus is only slightly larger than a van and contains a lift to ensure full compliance with accessibility standards. Clearview sets the schedule that they would like the operator to fulfill. Wasaga Beach and Collingwood have similar contracts but slightly different to suit their situations.

This would seem to be a good option for Council to pursue in light of comments made to-date. A tender could be issued to collect bids for the service desired by the Township, containing parameters similar to the Barrie bus schedule but not to include Borden in the bus loop.

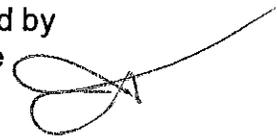
Further to this, the County has suggested that as an option to address the safety of riders, the existing bus stops at Brentwood and Commerce Park roads could be eliminated and the Township could improve on the existing bus stops at Brentwood Road and Mill Street (both the north and south sides).

At the staff meeting, it sounded as if the County may consider improving the north side bus stop and the Township could take on improvements on the south side, which may be extensive to allow for filling in the ditch and building a platform for riders to use a stop at the northeast limits of the park. Since the park belongs to the Township, there would be ample room to place a bus shelter, a bike rack, benches and garbage bins. Improvements would allow more people to access this beautiful park which is currently dangerous and

awkward to access, especially for pedestrians. Based on the above, staff would suggest a Request for Proposals for Bus Stop improvements at the desired location.

FINANCIAL IMPACT

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. The 2019 figures are estimated to be only slightly higher.



SUMMARY/OPTIONS

Council may:

1. Take no further action (\$0).
2. Issue a Request for Tender for a contracted community bus in Angus, with the parameters set for a bus slightly larger than a van which is fully accessible and to run a morning and evening weekday route in Angus only, similar to the existing route.
3. Issue a Request for Proposals for Bus Stop improvements at the corner of Brentwood Road and Mill Street at the far northeast corner of Peacekeepers Park.
4. Pursue entering into a service contract with Abe's Taxi of Angus, perhaps only until a contract for a bus service is established.
5. Direct staff in another manner.

CONCLUSION

Options #2 and #3 are recommended.

Respectfully submitted:

A handwritten signature in cursive script, reading "C Healey-Dowdall".

Colleen Healey-Dowdall
CAO

Attachments:

Barrie Transit Route 90 Schedule

Weekday Schedule

Route 90A Angus Borden

| Allandale GO Station (Depart) | Mike Hart & Red Cedar | Angus Rec. Centre | Buell Centre | Angus Rec. Centre | Cecil & Brentwood | Allandale GO Station (Arrive) |
|-------------------------------|-----------------------|-------------------|--------------|-------------------|-------------------|-------------------------------|
| 732 | 9001 | 9014 | 9016 | 9014 | 9025 | 732 |
| 5:30 AM | 5:49 AM | 6:06 AM | 6:15 AM | 6:27 AM | 6:36 AM | 6:56 AM |
| 7:00 AM | 7:19 AM | 7:36 AM | 7:45 AM | 7:57 AM | 8:06 AM | 8:26 AM |
| 2:20 PM | 2:39 PM | 2:56 PM | 3:05 PM | 3:17 PM | 3:26 PM | 3:46 PM |
| 3:50 PM | 4:09 PM | 4:26 PM | 4:35 PM | 4:47 PM | 4:56 PM | 5:16 PM |
| 6:00 PM | 6:19 PM | 6:36 PM | 6:45 PM | 6:57 PM | 7:06 PM | 7:26 PM |

HT

Route 90B PEACEKEEPERS WAY

| Allandale GO Station (Depart) | Cecil & Brentwood | Angus Rec. Centre | Buell Centre | Angus Rec. Centre | Mike Hart & Red Cedar | Allandale GO Station (Arrive) |
|-------------------------------|-------------------|-------------------|--------------|-------------------|-----------------------|-------------------------------|
| 732 | 9032 | 9014 | 9016 | 9014 | 9001 | 732 |
| 6:45 AM | 7:05 AM | 7:17 AM | 7:29 AM | 7:38 AM | 7:50 AM | 8:11 AM |
| 8:15 AM | 8:35 AM | 8:47 AM | 8:59 AM | 9:08 AM | 9:20 AM | 9:41 AM |
| 12:30 PM | 12:50 PM | 1:02 PM | 1:14 PM | 1:23 PM | 1:35 PM | 1:56 PM |
| 2:00 PM | 2:20 PM | 2:32 PM | 2:44 PM | 2:53 PM | 3:05 PM | 3:26 PM |
| 3:30 PM | 3:50 PM | 4:02 PM | 4:14 PM | 4:23 PM | 4:35 PM | 4:56 PM |

Frequently visit Barrie.ca/transit "Schedules & Maps" for changes in the schedule

Times are approximate. Riders should arrive at the bus stop at least 5 minutes before the scheduled time

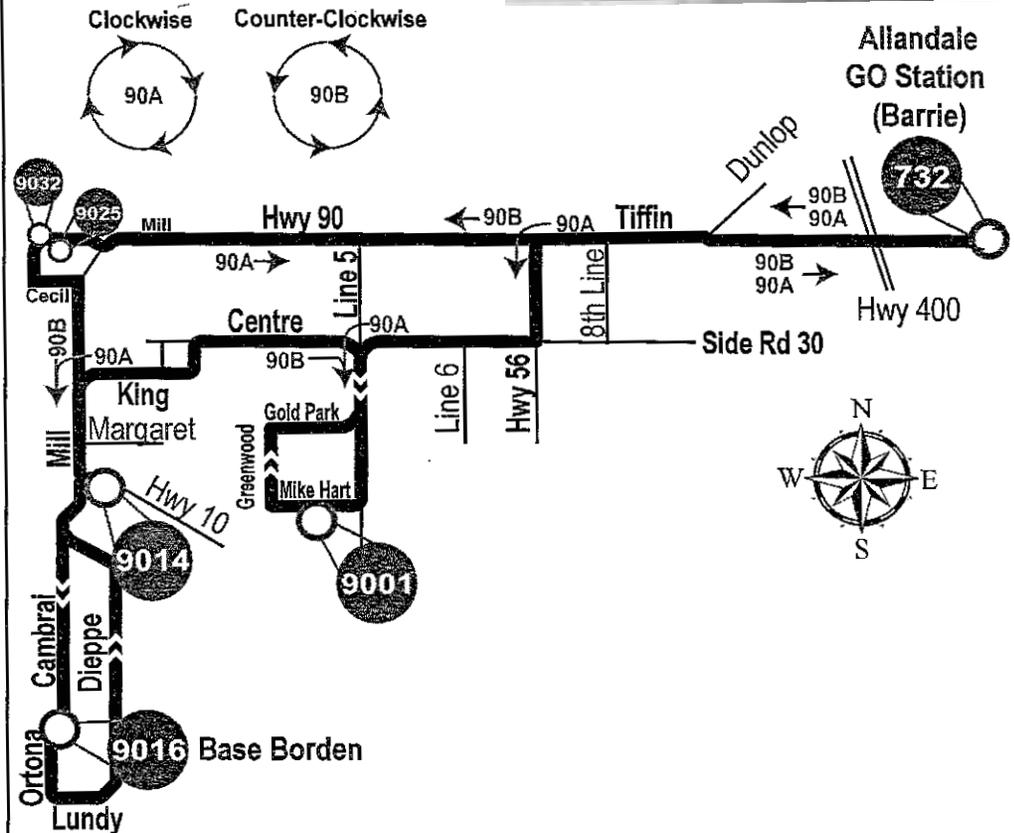


Legend

- >> Route Direction
- ⊙ Time Point
- Route Letter Change

Route 90

Route 90A, ANGUS BORDEN
Route 90B, PEACEKEEPERS WAY



Visit myridebarrie.ca for real-time bus arrival information

