

THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE

WEDNESDAY, JUNE 17, 2020  
6:00 p.m.

AGENDA

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

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 1 a. **Staff Report PD022-20 submitted by the Manager of Planning and Development, re: Regulatory Changes Concerning Patio Expansions.**

*Recommendation: Be it resolved that Staff Report PD022-20 be received; and That Council direct Staff to review requests for the construction and expansion of restaurant bar patios in accordance with the process described in this Report.*

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 5 a. **Staff Report PW011-20 submitted by the Chief Administrative Officer, re: Award of Tender – Margaret Street Reconstruction Phase 1.**

*Recommendation: Be it resolved that Staff Report PW011-20 be received; and That Council defer this Project at this time.*

8. FINANCE

- p. 10 a. **Staff Report TR007-20 submitted by the Manager of Finance, re: 2020 Business Improvement Area of Angus Budget.**

*Recommendation: Be it resolved that Staff Report TR007-20 be received; and That the 2020 Business Improvement Area of Angus Budget, as presented by the Business Improvement Area of Angus Board of Management, with an Operating budget levy of \$25,000 be approved; and That a Business Improvement Area of Angus tax rating by-law be prepared for the consideration of Council.*

- p. 15    **b.     Staff Report TR009-20 submitted by the Manager of Finance, re: COVID-19 Pandemic – Penalty and Interest Relief.**

Recommendation: *Be it resolved that Staff Report TR009-20 be received; and That Council approve the waiving of penalties and interest on unpaid 2020 property taxes and unpaid 2020 water/sewer bills until the first day of the month following the end of the State of Emergency.*

- p. 17    **c.     Staff Report TR010-20 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of May 31, 2020.**

Recommendation: *Be it resolved that Staff Report TR010-20 be received; and That the Budget Actuals update for the period ending May 31, 2020 be received as circulated; and That Council approve deferral of the Capital Projects as identified in this Report.*

**9.     CLERKS / BY-LAW ENFORCEMENT / IT**

- p. 37    **a.     Staff Report C023-20 submitted by the Clerk, re: COVID-19 Summary of Enforcement and Municipal Measures (April 16 – May 31, 2020).**

Recommendation: *Be it resolved that Staff Report C023-20 be received for information.*

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

- p. 39    **a.     Staff Report CAO037-20 submitted by the Chief Administrative Officer, re: County Road 21 Thornton – Pedestrian Crossing Signal.**

Recommendation: *Be it resolved that Staff Report CAO037-20 be received; and That Council defer the pedestrian signalization planned for Thornton at a cost of \$25,000.00 from taxation, in order to save funds during 2020 while faced with the COVID-19 Pandemic.*

- p. 41    **b.     Staff Report CAO038-20 submitted by the Chief Administrative Officer, re: Reopening of Essa Township.**

Recommendation: *Be it resolved that Staff Report CAO038-20 be received; and That Council authorize Staff to proceed with Phase 2 in the Reopening of Essa Township according to the adopted Recovery Plan of the Municipality, with some revisions to the previously adopted Plan.*

**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 8<sup>th</sup> day of July, 2020 at 6:00 p.m.*



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD022-20

**DATE:** June 17th, 2020

**TO:** Committee of the Whole

**FROM:** Aimee Powell, B.URPI, MPA, MCIP, RPP  
Manager of Planning and Development

**SUBJECT:** Regulatory Changes Concerning Patio Expansions

### RECOMMENDATION

That Staff Report PD022-20 be received for information; and

That Staff be directed to review requests for the construction and expansion of restaurant and bar patios in accordance with the process described in this Report.

### BACKGROUND

On June 8<sup>th</sup>, 2020 the Premier of Ontario announced that as part of the progressive reopening of businesses in Ontario, many regions of the province will be moving to Stage 2 of the Plan to reopen the Province, on June 12, 2020. This includes the Simcoe-Muskoka District Health Unit of which includes The Township of Essa.

Under Stage 2 of this Plan, outdoor dine-in services at restaurants, bars and other establishments, including patios, curbside, parking lots and adjacent properties are allowed to open with a plan for employee and customer safety including appropriate physical distancing. In anticipation of this announcement, Staff have received inquiries from several local restaurants and bars asking what our policy will be in response to entering Stage 2 of the Plan, for this service sector.

Staff deem it necessary to approve requests concerning the new construction of and expansions to patios, expeditiously. To accomplish this, Staff have proposed a mechanism in which applications can be received, reviewed, and processed in a timely fashion, without compromising health and safety regulations.

4a

## COMMENTS AND CONSIDERATIONS

Attorney General Doug Downey said the province has amended the Liquor Licence Act to "cut red tape" to allow all licensed establishments to add a patio or extend an existing one to accommodate social distancing.

The province says any licensed establishment that wishes to extend or open a patio will be permitted to do so, provided that a number of conditions are met, including that the municipality does not object to the extension, the licensee is able to "demonstrate sufficient control" of the premises, and there is no condition on the liquor sales license prohibiting a patio.

In Stage 2 of the provincial emergency management of the pandemic, restaurants, bars and similar establishments will be restricted from serving patrons inside their brick and mortar establishments.

However, exterior patios are open for service where there is an understanding that as a result of the reduction of patrons, the occupant load normally expected would be less than normal operations. Less patrons means there will be a reduced impact on washroom use and required parking spaces.

There will also be a restriction on erecting tents, that were previously considered to address noise concerns, to ensure that the spaces are not being created to foster the spread of the COVID-19 virus.

The current application approval process begins with a review of the Site Plan from Planning Staff in accordance with the Zoning By-law, and general site function. This review is undertaken to ensure that there is:

- Safe pedestrian access
- Adequate parking
- Adherence to setbacks
- Efficient and orderly traffic flow and site circulation; and
- Appropriate landscaping

The application is reviewed concurrently with the building and fire departments with a consideration of the following:

- Building Department review:
  - Structural changes
  - Occupant load
  - Adequate washroom facilities; and
  - Means of egress

- Fire Department review includes:
  - Fire safety factors such as evacuation times from occupant loads
  - Adequate exit facilities
  - Impeded access routes to the exterior
  - Fire route maintenance
  - Sources of ignition
  - Fences and/or barriers; and
  - Upgrade fire safety plan

In this regard, the Township’s Noise-By-law 2018-47 will remain in effect governing these uses. Staff will prioritize the review of permits concerning this subject matter. Planning Staff will review Site Plans for comment on pedestrian and vehicular circulation, however Zoning By-law requirements (and seeking relief through the Committee of Adjustment) and revisions to Site Plan Control Agreement (SPCA) will be temporarily waived during the State of Emergency in this regard.

The existing regulatory requirements of the Ontario Building code as well as the Ontario Fire Code shall continue to be enforced to provide the same level of safety including the limiting of total occupancy not exceeding current approved limits. Staff recommend that the application process be expedited in a manner whereas applicants will be in receipt of a permit within 3 days from a complete submission.

The proposed expedited process is subject to an application that provides adequate information for all jurisdictions to review for building permit consideration.

To expedite the application process, the following process is being recommended considered for these 'priority applications':

1. Application intake, fee payment and status to be confirmed within 1 business day of receipt.
2. Application review by each department to run concurrently.
3. Departmental comments due to the Building Office within 2 business days of application intake.
4. Permit issuance within 3 business days of application intake

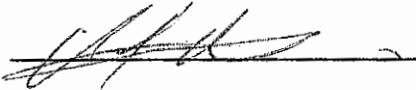
It should be noted that this recommended process is a temporary measure to ensure the Township supports its residents, and business community. Once the Emergency Order is lifted, Staff deem it appropriate to restore current review standards and protocols.

4a

**FINANCIAL IMPACT**

There would be a potential loss of revenue due to the eliminated requirement for Minor Variance requests to go before the Committee of Adjustment and Minor Site Plan Amendments. The application fee for a Minor Variance Application is \$900.00 and the application fee for a Minor Site Plan Amendment is \$500.00. However all other fees in accordance with a Building Permit governing Patios, would still be collected.

- Manager of Finance or Deputy Treasurer Approval:



**SUMMARY/OPTIONS**

Council May:

1. Take no further action.
2. Direct Staff to review requests for the construction and expansion of restaurant and bar patios in accordance with the process described in this Report.
3. Direct Staff in another manner that Council deems appropriate.

**CONCLUSION**

Option # 2 is recommended.

Respectfully Prepared By:



Drew Brooks  
Chief Building Official

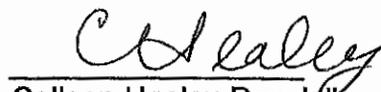
Submitted By:

*Aimee Powell*

---

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

Reviewed By:



Colleen Healey-Dowdall  
CAO



7a

## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW011-20  
**DATE:** June 17, 2020  
**TO:** Committee of the Whole  
**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer  
**SUBJECT:** Award of Tender – Margaret Street Reconstruction, Phase 1

---

### RECOMMENDATION

That Staff Report PW011-20 be received for information and that further deliberation occur.

### BACKGROUND

The Township has authorized Ainley Group to design the reconstruction of Margaret Street in Angus to urbanize this historic section of town, including 300 mm depth of Granular B and 150 mm depth of Granular A along with a new road base, 2 lifts of 50 mm of asphalt, concrete curb and gutter, a new sidewalk, new storm sewer and drainage and sod.

### COMMENTS AND CONSIDERATIONS

The Tender documents were posted on Biddingo website and closed on June 9, 2020. A total of four (4) bids were received and are summarized below (all considerably higher than expected).

<b>Contractor</b>	<b>Bid Price (excluding HST)</b>
Pennorth Group Limited	\$1,612,966.18
Dufferin Construction Company	\$1,814,008.99
Arnott Construction Limited	\$1,841,900.00
Maacon Construction Corporation	\$1,869,966.38

Ainley Group has reviewed the tenders, checked references, and has provided their recommendation.

Note that the tender does not have to be released – this project could be deferred until a future time when a realistic budget has been planned/approved. This could then defer all

projects contained in Essa's 5 year Capital Plan and the Asset Management Plan, however, based on circumstances, not the least of which is the impact from COVID-19, and the fact that Essa has in previous years undertaken a fairly aggressive infrastructure program, a deferral may not have a significant impact on the overall Capital Plan or Asset Management Plan (looking at a longer time frame/bigger picture).

### FINANCIAL IMPACT

The 2019 Capital Public Works budget includes \$1,100,000 for the reconstruction of Margaret Street from Mill Street to Elm Street. Pennorth Group Limited has submitted the lowest bid for the works totaling \$1,612,966.18 (including H.S.T.).

This project is identified in the Township's Development Charges Background Study and \$847,000 is eligible for funding from the development charge reserve with additional funding for this project (\$253,000) to come from OCIF.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Award the tender received from Pennorth Group Limited in the amount of \$1,612,966.18 (including H.S.T.) for the reconstruction of Margaret Street from Mill Street to Elm Street and that Ainley Group be authorized to arrange for the necessary work to be completed.
3. Do not award the tender to Pennorth Group Limited and select another bidder to complete the work.

### CONCLUSION

Staff recommends Option #1 be approved given that the low bid is approximately \$400,000 over budget. Further discussion can occur once the new Manager of Public Works assumes his role, however, the CAO recommends deferral at this point. Deferral may also allow time to further review the design components to ensure that HCC and TAC recommendations are considered.

Respectfully submitted,

Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments:  
Recommendation of Ainley Group

June 10<sup>th</sup>, 2020

"By Email"

File No. 220039

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

**Attn: Colleen Healey-Dowdall, CAO**

**Ref: Margaret Street Reconstruction Phase 1  
Tender Results – Contract 220039**

Dear Colleen,

Further to the closing of Tenders for the Margaret Street Reconstruction Phase 1 project on June 9<sup>th</sup>, 2020, we are pleased to attach a summary of the four bids received and provide the following report on this tender, for your consideration.

Four (4) bids were received and opened shortly after 2:00pm at the Township office. The bids are summarized, as follows;

Bidder name	Tender amount (incl. HST)
Pennorth Group Limited	\$ 1,612,966.18
Dufferin Construction Company	\$ 1,814,008.99
Arnott Construction Limited	\$ 1,841,900.00
Macon Construction Corporation	\$ 1,869,966.38

We have reviewed all tenders for accuracy and confirm that the lowest bid was received from Pennorth Group Ltd. in the amount of \$1,427,403.70 plus \$185,562.48 HST for a total of **\$1,612,966.18**. We note that Pennorth's bid was submitted with the requisite tender deposit cheque, Agreement to Bond, list of experience and sub-contractors in accordance with the requirements of the tender documents.

Ainley Group has completed various road reconstruction projects with Pennorth Group in the past several years, most recently including the reconstruction of St. Patrick's Drive – Phase 1; Phelpston and Albert Street – Phase 1; Hillsdale on behalf of the Township of Springwater in 2018. We confirm that the contractor undertakes such projects with great care and professionalism, with expedient schedules and minimal claims for extra work. This capable contractor would be well suited for completing the Margaret Street Phase 1 project.

We have also reviewed Pennorth's list of subcontractors which include asphalt work by Lisbon Paving, concrete works by Curbside Construction and dewatering by Atlas Dewatering. Our office has reviewed the work completed by these sub-contractors on a variety of projects and have had no concerns with their abilities and quality of workmanship.

Based on our review of the unit prices received, it is acknowledged that these bids are all considerably higher than our construction estimates, likely due to several factors. The onset of the current pandemic has delayed the preparation of this tender which pushed the closing date to early June, at

7a

a point when most contractors already have significant workload for this already shortened construction season. More stringent dewatering requirements have resulted in extraordinarily high dewatering costs. The NVCA and Ministry of the Environment have also recently begun stipulating requirements for stormwater quantity and quality controls on municipal road reconstructions, resulting in additional costs for oversized storm sewers and provisions for Oil/Grit Separator units on this project.

Based on the aforementioned information and review of the tender submissions in conjunction with our construction cost estimates, we hereby recommend that, subject to the Township budget allocation and considerations, the Township may consider awarding the project to **Pennorth Group Ltd.** in the amount of **\$1,612,966.18**, including HST.

The tender deposit cheque received from the 4<sup>th</sup> bidder should be returned immediately. The deposit cheques from the 3 lowest bidders should be held until the Township decides whether to award this contract before returning the deposits to these bidders once the contract documents have been executed.

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

Yours truly,  
**AINLEY GROUP**



Claude Marchand, CET  
Senior Engineering Technologist

PC; Sheila Perri / John Kolb – Essa Twp.

S:\2200.39\Letters\2200.39-June 10-2020 - Tender Recommendation ltr.docx

Encl.

8

**TOWNSHIP OF ESSA**  
**MARGARET STREET RECONSTRUCTION - PHASE 1**  
**TENDER SUMMARY - CONTRACT #220039**

	Pennorth Group	Dufferin Construction	Arnott Construction	Maacon Construction
SECTION "A" GENERAL	\$ 268,454.00	\$ 493,745.89	\$ 178,652.00	\$ 323,075.00
SECTION "B" REMOVALS	\$ 67,515.50	\$ 58,171.30	\$ 88,740.00	\$ 95,975.00
SECTION "C" ROADWORKS	\$ 582,057.00	\$ 634,535.50	\$ 694,865.00	\$ 559,882.50
SECTION "D" STORM SEWER	\$ 481,201.20	\$ 387,810.00	\$ 624,443.00	\$ 638,905.00
SECTION "E" PROVISIONAL	\$ 28,176.00	\$ 31,055.00	\$ 43,300.00	\$ 37,000.00
<b>SUB TOTAL TENDER AMOUNT</b>	<b>\$ 1,427,403.70</b>	<b>\$ 1,605,317.69</b>	<b>\$ 1,630,000.00</b>	<b>\$ 1,654,837.50</b>
HST (13%)	\$ 185,562.48	\$ 208,691.30	\$ 211,900.00	\$ 215,128.88
<b>TOTAL TENDER AMOUNT</b>	<b>\$ 1,612,966.18</b>	<b>\$1,814,008.99</b>	<b>\$ 1,841,900.00</b>	<b>\$ 1,869,966.38</b>



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** TR007-20  
**DATE:** June 17, 2020  
**TO:** Committee of the Whole  
**FROM:** Carol Traynor-Richter, Manager of Finance  
**SUBJECT:** 2020 Business Improvement Area of Angus Budget

### RECOMMENDATION

That Staff Report TR007-20 be received; and

That the 2020 Business Improvement Area of Angus Budget, as presented by the Business Improvement Area of Angus Board of Management, with an Operating budget levy of \$25,000 be approved; and

That a Business Improvement Area of Angus tax rating by-law be prepared for the consideration of Council.

### BACKGROUND

The Manager of Finance received the attached BIA budget dated May 27, 2020 from the Angus BIA Committee. The Municipal Act S.O. 2001, Chapter 25, Section 204 states that a local municipality may designate an improvement area. Essa Township has designated the Business Improvement Area of Angus.

The Municipal Act S.O. 2001, Chapter 25, Section 205 indicates the following in regards to the approval of a budget for an improvement area:

#### **Budget**

205. (1) A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget. 2002, c. 17, Sched. A, s. 40 (1).

#### **Council to approve**

(2) A board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it. 2001, c. 25, s. 205 (2); 2002, c. 17, Sched. A, s. 40 (2).

#### **Limitations**

(3) A board of management shall not,

8a

- (a) spend any money unless it is included in the budget approved by the municipality or in a reserve fund established under section 417;
- (b) incur any indebtedness extending beyond the current year without the prior approval of the municipality; or
- (c) borrow money. 2001, c. 25, s. 205 (3).

**Limitations on power**

(4) Section 65 of the *Ontario Municipal Board Act* and section 401 of this Act apply to the municipality's approval under clause (3) (b) in the same manner as if it were incurring a debt of the municipality. 2001, c. 25, s. 205 (4).

**FINANCIAL IMPACT**

The Business Improvement Area of Angus Board of Management has presented a 2020 budget for a total of \$25,000. The budget form as required by the Township of Essa is attached.

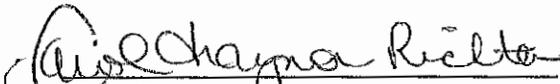
**SUMMARY/OPTIONS**

Council may:

- 1. Take no further action.
- 2. Approve the 2020 Business Improvement Area of Angus budget in whole for a levy of \$25,000.
- 3. Approve the 2020 Business Improvement Area of Angus budget in part for a levy of \$\_\_\_\_\_.
- 4. Provide further direction to Staff.

Respectfully submitted:

Reviewed by:

  
 Carol Traynor-Richter  
 Manager of Finance

  
 Colleen Healey-Dowdall  
 CAO

Attachment: [Business Improvement Area of Angus 2020 budget.]  
 Attachment: [Township of Essa budget form for the Business Improvement Area of Angus 2020 budget]

89

Angus Business Improvement Area - Operating Budget 2020

OPERATING EXPENSE BUDGET 2020	Bud. 2019	Act. 2019	Variance	Bd Approved	
					Bud. 2020
			over+ under-		
<b>Updated May 26, 2020.</b>					
Planters 2018 - 43 + 9 + 3	\$ 11,000.00	\$ 7,830.43	-\$ 3,169.57		\$ 8,160.00
Planters Misc Materials	\$ -	\$ 24.90	\$ 24.90		
Labour to Look After, June - Oct.	\$ 3,100.00	\$ 3,000.00	-\$ 100.00		\$ 3,100.00
Flags & Banners - Spring Change Install	\$ 3,100.00	\$ 2,544.00	-\$ 556.00		\$ 2,800.00
New Pole Locations/Repairs	\$ -	\$ 182.86	\$ 182.86		\$ -
Flags & Banners - Fall Change install	\$ 3,100.00	\$ 2,643.72	-\$ 456.28		\$ 2,800.00
Tree Planter					
Garbage & ReCycle Containers					
Labour (Township Staff)					
Digital Welcome Sign - Promote BIA & Members & Essa (\$180 per month 2020)					\$ 2,160.00
Other Misc Expenses:					
Annual General Meeting 2019	\$ -	\$ 313.56	\$ 313.56		\$ 200.00
Shop Angus Campaign					
Santa Claus Parade Committee	? \$ 350.00	\$ 350.00	\$ -		\$ 350.00
Special Events-Farmers market	? \$ 500.00	\$ 500.00	\$ -	(COVID-19)	\$ -
Ontario BIA Fees	\$ 280.00	\$ 224.71	-\$ 55.29		\$ 230.00
Adjustment Vacancies to Assessment Rebates	\$ -	\$ -	\$ -		
HST - add \$ 26,709	\$ 278.59	\$ -	-\$ 278.59		\$ 200.00
Audit (by Township of Essa Auditor)	\$ -	\$ -	\$ -		
Contribution to Capital Projects	\$ 5,000.00	\$ 5,000.00	\$ -		\$ 5,000.00
	<b>\$ 26,708.59</b>	<b>\$ 22,614.18</b>	<b>-\$ 4,094.41</b>		<b>\$ 25,000.00</b>
			(- is under)		

NOTE: As approved by BIA Board, May 27, 2020

8a

Angus Business Improvement Area - Capital Budget 2020.

CAPITAL PROJECTS & RESERVE FUND 2020

Reserves: \$ -

2019 Capital Projects:

	Bud. 2019	Act. 2019	Variance	BD Approved Bud. 2020
New Benches			over+ under-	
New Garbage Mill & King (carried over fr	\$ 2,000.00	\$ -	-\$ 2,000.00	\$ -
Tree @ Mill St 3 locations - Ordered for /	\$ 1,500.00	\$ -	-\$ 1,500.00	\$ -
Other				
"Welcome Sign" 90 & 5th Lights - Simcoe	\$ 25,000.00	\$ 44,571.41	\$ 19,571.41	\$ -
(relocate previous sign)				
New Banner Arms Mill & King Intersectio	\$ 1,000.00	\$ -	-\$ 1,000.00	\$ -
(includes banners)				
Other				\$ -
	<b>\$ 29,500.00</b>	<b>\$ 44,571.41</b>	<b>\$ 15,071.41</b>	<b>\$ -</b>
			(+ is over)	

Reserves: \$ -

NOTE: As approved by BIA Board, May 27, 2020

**Township of Essa**

**Operating Angus Business Improvement Area**

Account	Description	2020 Approved Budget	2020 YTD Actual	2020 YTD % of Budget	Comments
	<b>Taxation Revenues</b>				
	<b>BIA Expenses</b>				
60-75-650-790-6089	BIA Miscellaneous Expenses	\$ 25,000.00		0.00%	
60-75-650-790-6091	Transfer to Reserve from BIA Tax Levy	\$ -	\$ -	0.00%	
	<b>Total Operating Expenses:</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>0.00%</b>	
	<b>Revenues</b>				
60-40-650-794-4955	Contribution from BIA Fund	\$ -	\$ -	0.00%	
60-70-650-794-4520	BIA of Angus Tax Levy			0.00%	
60-70-650-794-4521	BIA of Angus Supplementary Tax Levy	\$ -		0.00%	
60-75-650-794-4950	Contribution From Reserves	\$ -	\$ -	0.00%	
	<b>Total Revenues:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	

**H**

Description	2020 Approved Budget	2020 YTD Actual	2020 YTD % of Budget	Comments
Department Operating Expenses:	\$ 25,000.00	\$ -	0.00%	
Department Revenues (non-taxation):	\$ -	\$ -	0.00%	
<b>Tax Levy Required:</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>		

Net Impact on Taxation \$ Increase (\$ Decrease)  
 % Increase (Decrease) year over year

**ga**



# TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** TR009-20  
**DATE:** June 17, 2020  
**TO:** Committee of the Whole  
**FROM:** Carol Traynor-Richter, Manager of Finance  
**SUBJECT:** COVID-19 Pandemic – Penalty and Interest Relief

---

## RECOMMENDATION

That Staff Report TR009-20 be received; and

That Council approve the waiving of penalties and interest on unpaid 2020 property taxes and unpaid 2020 water/sewer bills until the first day of the month following the end of the State of Emergency.

## BACKGROUND

On March 26, 2020 Council passed Resolution No: CR072-2020:

*WHEREAS the Province of Ontario declared a State of Emergency under section 7.0.1 of the Emergency Management and Civil Protection Act on March 17, 2020 as a response to the COVID-19 pandemic; and*

*WHEREAS Council deems it to be in the best interests of their residents to provide financial relief in respect of penalties and interest on unpaid 2020 property taxes and unpaid 2020 water/sewer bills;*

*NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Essa hereby waives penalty and interest charges on unpaid 2020 property taxes and unpaid 2020 water/sewer bills from April 1, 2020 until June 30, 2020 in respect of providing relief during this pandemic; and*

*THAT a By-law be presented to Council for execution at a later date.*

## COMMENTS AND CONSIDERATIONS

On Tuesday June 2, 2020, the Province extended the State of Emergency until June 30, 2020.

I would like to recommend that Council approve further financial relief in respect of penalties and interest on unpaid 2020 property taxes and unpaid 2020 water/sewer bills until the first day of the month following the end of the State of Emergency.

80

I would also recommend the waiving of Non-Sufficient Funds (NSF) charges for any pre-authorized payment plan returns and post-dated cheque payments that cannot be processed due to insufficient funds until the end of the State of Emergency.

**FINANCIAL IMPACT**

To date the following penalties have been waived:

April 2020 \$ 9,654.22  
May 2020 \$ 7,384.22  
June 2020 \$ 6,449.04  
Total \$23,487.48

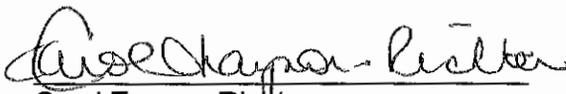
**SUMMARY/OPTIONS**

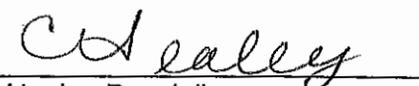
Council may:

1. Take no further action.
2. Approve the waiving of penalties and interest on unpaid 2020 property taxes and unpaid 2020 water/sewer bills until the first day of the month following the end of the State of Emergency.
3. Direct as Council deems appropriate

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Carol Traynor-Richter  
Manager of Finance

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

8c



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** TR010-20

**DATE:** June 17, 2020

**TO:** Committee of the Whole

**FROM:** Rob Rosilius, Deputy Treasurer

**SUBJECT:** Budget to Actuals Update as of May 31<sup>st</sup>, 2020

---

### RECOMMENDATION

That Staff Report TR010-20 be received; and

That the Budget to Actuals Update for the period ending May 31<sup>st</sup>, 2020 be received as circulated; and

Furthermore, Council defer the of identified capital projects.

### BACKGROUND

At the Committee of the Whole meeting April 15<sup>th</sup>, 2020, Treasury staff presented an update on the Budget for the first quarter of 2020. After receiving the report, Council requested staff provide monthly updates on the budget while the Township is under a state of emergency from COVID 19. Treasury staff in consultation with Department heads have summarized activity compared to budget and identified any significant anticipated year-end variances due to the state of emergency. This report includes activities recorded as of May 31<sup>st</sup>, 2020.

### COMMENTS AND CONSIDERATIONS

Staff have reviewed actual revenues and expenses that have been posted to the general ledger as of May 31<sup>st</sup> and compared them to the approved 2020 Budget. Similar to the Quarterly reporting, two attachments are included which summarize staff findings for the period and projections for meeting budget targets. Based on the comments provided by Council, staff have updated the first attachment to include a column that provides a dollar value variance of Actuals to Date vs the Budget to Date.

- Attachment #1 summarizes the operating budget into three major sections:
- **Employee Related Expenses** - includes salaries and hourly wages, Township benefits along with mandatory contributions.
  - **Operating Expenses** – all other non-employee related expenses.
  - **Revenues** - revenues relating to that department.

The Columns of the Attachment #1 include;

- **Actuals to Date** – what has been processed into the general ledger.
- **Budget to Date** – 25% of the annual budget. Used to provide context of the actuals for the reporting period.
- **2020 Budget** – the approved budget amount.
- **Variance Actuals to Budget to Date** – the dollar value difference between actual recorded during the reporting period compared to the budget to date.
  - **Expenses** – for sections that are expenses, If the *Variance Actuals to Budget to Date* value is negative, the actuals are less than the budget to date. If the dollar value is positive, the actuals are greater than the budget to date.
  - **Revenues** – for the revenue sections if the *Variance Actuals to Budget to Date* value is negative the actuals are greater than the budget to date. If the dollar value is positive, the actuals are less than the budget to date.
- **Variance Actuals to Annual Budget** – a percentage of the actual amount as of the reporting period in comparison to the 2020 approved budget.
- **Forecasted Year End** - this column identifies if the department section is expected to be on budget, have a favourable variance (lower than budgeted for expenses, high than budgeted for revenues) or an unfavourable variance (higher than budgeted for expenses, lower than budgeted for revenues).
- **Comments** – specifics as to why a department area is not on budget.

In Attachment #2, each approved Capital Budget Item is listed with its approved budgeted amount and then lists the actual costs incurred to date.

Below are specific comments on reporting area that staff would like to bring to the attention of Council.

### **Bank Interest**

Interest earned on the Township's bank account continued its downward trend. Compared to April, the amount of interest received decreased by \$700 to \$11,500.00. Staff are still projecting an unfavourable variance of \$180,000 versus the budgeted amount of \$400,000. Treasury staff continue working with Township's banking partner to explore opportunities to capitalize on available cash reserves in the Township's bank account.

### **Penalty and Interest**

With adoption of Resolution CR072-2020, waiving of penalties for outstanding property taxes billed in 2020, Treasury staff have been tracking the loss of revenue. Over the last three months a total of \$23,480 has been waived. Staff continue to estimate a deficit of \$35,000.00. by year end.

### **Recreation Summer Programming**

With the provincially mandated quarantine measures remaining in affect, recreation summer programming had to be cancelled. Staff have estimated that approximately \$5,540 of revenue will be lost. The lost of revenue is offset by the reduction in costs of providing program instructors.



Another loss of revenue for the Parks and Recreation is field rentals. AS organized sports remain suspended until the province lifts the state of emergency, no revenue will be generated from the Township's green spaces. This translates into a loss of \$13,000 compared to the approved 2020 budget. Unlike day camps and recreational programming, there is no cost savings available to offset the lost revenue.

### **Library Revenues**

Similar to Parks and Recreation, library revenues have been negatively impacted due to COVID. The closure of both branches has translated into loss of revenue in the areas of collection fees, room rental and other miscellaneous items. Collection fees which include overdue fees and charges for lost material, is down \$2,600 or 50% of expected revenues to date. Miscellaneous revenues which include items such as printing and photocopying are reported to be \$1,700, which is \$2,400 below the \$4,100 current budget to date figure. Room rental as of May 31<sup>st</sup> were only \$235.00, which again is 50% of where it should be for the reporting period. Staff are estimating that once the branches can reopen their doors, these revenues will increase and the projected year end deficit will be \$8,400 or 30% of the annual budgeted amount for these three revenue line items.

### **Emergency Measures**

When the state of emergency was declared, staff began allocating expenses relating to COVID to the emergency measures department. As stated in the staff report, CA0029-20 COVID-19 Impacts, it is estimated that of \$20,000.00 in expenses are to have been incurred. As of the date of this report, only \$5,800 has been posted. Staff will continue to monitor the items expensed to this department.

### **Salaries and Wages**

As referenced in previous report (TR005-20 Budget to Actuals as of April 30<sup>th</sup>), both Public Works along with Parks and Recreation continue to expect a reduction of \$10,000 per month in salaries and wages by not filling seasonal and contract positions. The Tax Clerk for the Treasury Department remains temporarily vacant resulting in a reduction of \$3,500 per month.

With the closure of the libraries in both Angus and Thornton, the decision was made to adjust staffing. Between reduced work schedules and a three-week temporary lay-off of some staff, the Library was able to reduce the salary and wage expense by approximately \$13,500.

On a positive note, the Library did receive additional funding from the federal government for the Canada Summer Jobs Grant. The \$2,100 of additional funding will reduce the township's portion of the summer student's wages.

### **Mileage and Conferences**

Due to the isolation orders and restriction on travel, all conference and outside the office meetings have been cancelled. This has had a marked impact on the operations specifically on expenses related to mileage and conferences. At the end of May, the Township expended \$2,456 in mileage and \$9,099 in conferences. In comparison to the budget to date, mileage and conferences have saved almost \$5,400 and \$8,700, respectively. Should the social distancing



remain in affect for the foreseeable future, a conservative estimate on the savings could be \$9,000 for mileage and \$21,000 for conferences.

**Burn Permits**

Burn permits have become a highly sought commodity by the residents of Essa. When emergency measures first came into effect, the Fire Department implemented a fire ban and no permits were issued. Staffs expectation was the ban would create an unfavourable variance in revenues. When the ban was lifted May 1<sup>st</sup>, residents scrambled to purchase their permits online. From May 1<sup>st</sup> to May 7<sup>th</sup>, 570 permits were issued, and the Township recorded \$22,800 in revenue. As of May 31<sup>st</sup>, burn permit revenue is \$11,000 over the annual budgeted amount of \$28,000.

**Project Deferrals**

In the April Budget to Actuals update, it was noted that staff were reviewing and reprioritizing capital projects, in an effort to offset the loss of revenues. Below is a list of projects which have been identified as ones that can be deferred until a later date. Included in the table is the 2020 budgeted Amount along with the taxation revenue required to fund the project.

<b>Project</b>	<b>2020 Budgeted Amount</b>	<b>Impact on Taxation</b>
Slurry Sealing 50,000 sq. meters	\$187,000	\$187,000
Engineering Design Standard Update	\$50,000	\$5,000
Sign Inventory	\$7,000	\$7,000
Paving Bob Geddes Parking Lot	\$49,500	\$49,500
Thornton Arena Washroom renos	\$28,000	\$28,000
Thornton Arena MyCom Compressor	\$12,000	\$12,000
Angus Arena Dehumidifiers	\$57,470	\$57,470
<b>Totals:</b>	<b>\$390,970</b>	<b>\$345,970</b>

**FINANCIAL IMPACT**

Similar to the previous Budget to Actuals report, the updated table below summarizes the impact of COVID-19 on the Township's financial position for 2020. Unfavorable variances are displayed as negative values and favorable variances are displayed as positive variances.

Item	Projected Year-end Budget Impact
Bank interest	(\$180,000)
Penalty on Property Taxes	(\$35,000)
Angus Arena Ice Rental	(\$120,000)
Thornton Arena Ice Rental	(\$84,000)
Emergency Measures	(\$20,000)
Field Rental	(\$13,000)
Library Revenues	(\$8,400)
Rec Programming including Day Camps and summer programming (Net of Revenue Loss to reduced Expenses)	\$0
Parks Staffing reduction (May – August)	\$40,000
Public Works Staffing reduction (May – Aug)	\$40,000
Treasury Staffing vacancy (April – May)	\$7,000
Library Lay-offs and reduced working schedules	\$13,500
Library Student Grant addition	\$2,100
Mileage expense	\$9,000
Conferences	\$21,000
Burn permits	\$11,000
<b>Projected Deficit as of May 31<sup>st</sup>:</b>	<b>(\$316,800)</b>

Should Council approve the recommendation to defer the capital projects identified in the comments section, the current projected deficit would be eliminated.

Moving forward, should circumstances change and the financial outlook improve for the municipality, deferred projects can be reinstated. For instance, the audit for 2019 has not been completed. If there is a year end surplus, Council can opt to draw on those monies to fund a deferred project or any potential deficits not currently realized

**SUMMARY/OPTIONS**

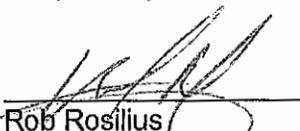
Council may:

1. Take no further action.
2. Receive the Budget to Actuals as of May 31<sup>st</sup> as circulated and approve the deferred capital projects as proposed.

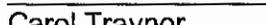
**CONCLUSION**

Option #2 is recommended.

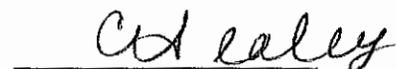
Respectfully submitted:

  
 Rob Rosilius  
 Deputy Treasurer

Reviewed by:

  
 Carol Traynor  
 Manager of Finance

Reviewed by:

  
 Colleen Healey-Dowdall  
 Chief Administrative Officer

28



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
<b>Council:</b>							
Employee Related Expenses - Council	\$ 66,016.75	\$ 122,221.60	\$ 293,331.92	-\$ 56,204.85	22.51%	On Budget	
Operating Expenses - Council	19,234.24	24,020.80	57,649.96	-4,786.56	33.36%	On Budget	
Revenue - Council	0.00	0.00	0.00	0.00	0.00%		
<b>Total Council</b>	<b>\$ 85,250.99</b>	<b>\$ 146,242.40</b>	<b>\$ 350,981.88</b>	<b>-\$ 60,991.41</b>	<b>24.29%</b>		
<b>CAO:</b>							
Employee Related Expenses - CAO	\$ 87,907.57	\$ 98,727.55	\$ 236,946.12	-\$ 10,819.98	37.10%	On Budget	
Operating Expenses - CAO	32,984.00	18,604.20	44,650.08	14,379.80	73.87%	On Budget	
Revenue - CAO	0.00	0.00	0.00	0.00	0.00%	On Budget	
<b>Total CAO</b>	<b>\$ 120,891.57</b>	<b>\$ 117,331.75</b>	<b>\$ 281,596.20</b>	<b>\$ 3,559.82</b>	<b>42.93%</b>		

22



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

**Clerks Department**

**Clerks:**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
Employee Related Expenses - Clerks	\$ 92,350.24	\$ 89,527.45	\$ 214,865.88	\$ 2,822.79	42.98%	On Budget	
Operating Expenses - Clerks	33,241.83	76,712.55	184,110.12	-43,470.72	18.06%	On Budget	
Revenue - Clerks	-8,051.90	-12,499.95	-29,999.88	4,448.05	26.84%	On Budget	

**Total Clerks**

\$ 117,540.17	\$ 153,740.05	\$ 368,976.12	-\$ 36,199.88	31.86%	
---------------	---------------	---------------	---------------	--------	--

**By-Law:**

Employee Related Expenses - By-Law	\$ 27,480.16	\$ 41,782.10	\$ 100,277.04	-\$ 14,301.94	27.40%	unfavorable	Council approved increase in Staff hours
Operating Expenses - By-Law	648.82	3,520.90	8,450.16	-2,872.08	7.68%	On Budget	
Revenue - By-Law	-2,975.00	-8,250.00	-19,800.00	5,275.00	15.03%	On Budget	

**Total By-Law**

\$ 25,153.98	\$ 37,053.00	\$ 88,927.20	-\$ 11,899.02	28.29%	
--------------	--------------	--------------	---------------	--------	--

**Animal Control:**

Employee Related Expenses - Animal Contrc	\$ 2,268.51	\$ 9,126.25	\$ 21,903.00	-\$ 6,857.74	10.36%	On Budget	
Operating Expenses - Animal Control	9,786.44	11,862.45	28,469.88	-2,076.01	34.37%	On Budget	
Revenue - Animal Control	-6,425.00	-7,499.95	-17,999.88	1,074.95	35.69%	On Budget	

**Total Animal Control**

\$ 5,629.95	\$ 13,488.75	\$ 32,373.00	-\$ 7,858.80	17.39%	
-------------	--------------	--------------	--------------	--------	--

**Operating Assistance:**

Employee Related Expenses - Operating Ass	\$ -	\$ -	\$ -	\$ -	0.00%	On Budget	
Operating Expenses - Operating Assistance	8,012.38	5,979.10	14,350.00	2,033.28	55.84%	On Budget	
Revenue - Operating Assistance	0.00	0.00	0.00	0.00	0.00%	On Budget	

**Total Operating Assistance**

\$ 8,012.38	\$ 5,979.10	\$ 14,350.00	\$ 2,033.28	55.84%	
-------------	-------------	--------------	-------------	--------	--

23

28

88



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

## Treasury

**Finance Department:**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
Employee Related Expenses - Finance Depa	\$ 206,288.42	\$ 207,315.85	\$ 497,558.04	-\$ 1,027.43	41.46%	Favorable	Tax Clerk Vacancy
Operating Expenses - Finance Department	532,068.76	371,134.45	890,722.68	160,934.31	59.73%	On Budget	
Revenue - Finance Department	-262,016.39	-300,625.00	-721,500.00	38,608.61	36.32%	Unfavorable	Loss of Bank Interest and Penalty on unpaid 2020 property taxes
<b>Total Finance Department</b>	<b>\$ 476,340.79</b>	<b>\$ 277,825.30</b>	<b>\$ 666,780.72</b>	<b>\$ 198,515.49</b>	<b>71.44%</b>		
<b>Taxation:</b>							
Employee Related Expenses - Taxation	\$ -	\$ -	\$ -	\$ -	0.00%		
Operating Expenses - Taxation	4,266,183.41	0.00	0.00	4,266,183.41	0.00%	On Budget	
Revenue - Taxation	-12,953,157.02	-3,867,075.00	-11,027,150.00	-9,086,082.02	117.47%	On Budget	
<b>Total Taxation</b>	<b>-\$ 8,686,973.61</b>	<b>-\$ 3,867,075.00</b>	<b>-\$ 11,027,150.00</b>	<b>-\$ 4,819,898.61</b>	<b>78.78%</b>		
<b>General Revenues:</b>							
Employee Related Expenses - General Reve	\$ -	\$ -	\$ -	\$ -	0.00%		
Operating Expenses - General Revenues	0.00	0.00	0.00	0.00	0.00%		
Revenue - General Revenues	-443,232.00	1,138,541.60	2,732,500.00	-1,581,773.60	(16.22%)	On Budget	
<b>Total General Revenues</b>	<b>-\$ 443,232.00</b>	<b>\$ 1,138,541.60</b>	<b>\$ 2,732,500.00</b>	<b>-\$ 1,581,773.60</b>	<b>(16.22%)</b>		

22



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
<b>Fire / Emergency Services</b>							
<b>Fire Department:</b>							
Employee Related Expenses - Fire Department	\$ 241,263.15	\$ 342,921.65	\$ 823,011.96	-\$ 101,658.50	29.31%	On Budget	
Operating Expenses - Fire Department	78,667.02	255,956.45	614,295.48	-177,289.43	12.81%	On Budget	
Revenue - Fire Department	-70,232.98	-48,750.00	-117,000.00	-21,482.98	60.03%	On Budget	
<b>Total Fire Department</b>	<b>\$ 249,697.19</b>	<b>\$ 550,128.10</b>	<b>\$ 1,320,307.44</b>	<b>-\$ 300,430.91</b>	<b>18.91%</b>		
<b>Emergency Measures:</b>							
Employee Related Expenses - Emergency Measures	\$ 5,126.82	\$ 5,839.60	\$ 14,015.04	-\$ 712.78	36.58%	On Budget	
Operating Expenses - Emergency Measures	5,820.26	2,666.65	6,399.96	3,153.61	90.94%	unfavorable	Costs related to COVID
Revenue - Emergency Measures	0.00	0.00	0.00	0.00	0.00%		
<b>Total Emergency Measures</b>	<b>\$ 10,947.08</b>	<b>\$ 8,506.25</b>	<b>\$ 20,415.00</b>	<b>\$ 2,440.83</b>	<b>53.62%</b>		
<b>Policing:</b>							
Employee Related Expenses - Policing	\$ -	\$ -	\$ -	\$ -	0.00%	On Budget	
Operating Expenses - Policing	759,445.91	1,238,873.70	2,973,296.88	-479,427.79	25.54%	On Budget	
Revenue - Policing	0.00	-38,750.00	-93,000.00	38,750.00	0.00%	On Budget	Delay in receiving 1st Qtr POA monies
<b>Total Policing</b>	<b>\$ 759,445.91</b>	<b>\$ 1,200,123.70</b>	<b>\$ 2,880,296.88</b>	<b>-\$ 440,677.79</b>	<b>26.37%</b>		

25

28



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

**Planning and Development**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
<b>Planning:</b>							
Employee Related Expenses - Planning	\$ 71,016.07	\$ 85,167.55	\$ 204,402.12	-\$ 14,151.48	34.74%	On Budget	
Operating Expenses - Planning	12,588.98	157,118.35	377,084.04	-144,529.37	3.34%	On Budget	
Revenue - Planning	-71,725.00	-154,687.45	-371,249.88	82,962.45	19.32%	On Budget	
<b>Total Planning</b>	<b>\$ 11,880.05</b>	<b>\$ 87,598.45</b>	<b>\$ 210,236.28</b>	<b>-\$ 75,718.40</b>	<b>5.65%</b>		
<b>Committee of Adjustment:</b>							
Employee Related Expenses - Committee of A	\$ 19,233.83	\$ 23,987.85	\$ 57,570.84	-\$ 4,754.02	33.41%	On Budget	
Operating Expenses - Committee of Adjustme	40.41	3,437.50	8,250.00	-3,397.09	0.49%	On Budget	
Revenue - Committee of Adjustment	-11,100.00	-6,250.00	-15,000.00	-4,850.00	74.00%	On Budget	
<b>Total Committee of Adjustment</b>	<b>\$ 8,174.24</b>	<b>\$ 21,175.35</b>	<b>\$ 50,820.84</b>	<b>-\$ 13,001.11</b>	<b>16.08%</b>		
<b>Economic Development:</b>							
Employee Related Expenses - Economic Dev	\$ 4,652.52	\$ 5,766.65	\$ 13,839.96	-\$ 1,114.13	33.62%	On Budget	
Operating Expenses - Economic Developmer	31.80	5,375.00	12,900.00	-5,343.20	0.25%	On Budget	
Revenue - Economic Development	-510.00	-3,750.00	-9,000.00	3,240.00	5.67%	On Budget	
<b>Total Economic Development</b>	<b>\$ 4,174.32</b>	<b>\$ 7,391.65</b>	<b>\$ 17,739.96</b>	<b>-\$ 3,217.33</b>	<b>23.53%</b>		
<b>Building Department:</b>							
Employee Related Expenses - Building Depa	\$ 78,678.06	\$ 125,358.75	\$ 300,861.00	-\$ 46,680.69	26.15%	On Budget	
Operating Expenses - Building Department	7,039.49	23,187.55	55,650.12	-16,148.06	12.65%	On Budget	
Revenue - Building Department	-89,300.43	-148,546.30	-356,511.12	59,245.67	25.05%	On Budget	
<b>Total Building Department</b>	<b>-\$ 3,582.88</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-\$ 3,582.88</b>	<b>0.00%</b>		



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
<b>Public Works</b>							
<b>Public Works:</b>							
Employee Related Expenses - Public Works	\$ 26,677.04	\$ 39,703.30	\$ 95,287.92	-\$ 13,026.26	28.00%	Favorable	Seasonal and contract positions not filled
Operating Expenses - Public Works	85,932.95	204,254.65	490,211.16	-118,321.70	17.53%	On Budget	
Revenue - Public Works	-25,822.80	-1,166.65	-2,799.96	-24,656.15	922.26%	On Budget	
<b>Total Public Works</b>	<b>\$ 86,787.19</b>	<b>\$ 242,791.30</b>	<b>\$ 582,699.12</b>	<b>-\$ 156,004.11</b>	<b>14.89%</b>		
<b>Roads:</b>							
Employee Related Expenses - Roads	\$ 445,634.40	\$ 505,664.20	\$ 1,213,594.08	-\$ 60,029.80	36.72%	On Budget	
Operating Expenses - Roads	426,883.55	970,833.40	2,180,200.15	-543,949.85	19.58%	unfavourable	Aging Fleet - unanticipated repairs refunds for fill permits/road allowance
Revenue - Roads	-32,901.94	-39,583.35	-95,000.04	6,681.41	34.63%	unfavourable	
<b>Total Roads</b>	<b>\$ 839,616.01</b>	<b>\$ 1,436,914.25</b>	<b>\$ 3,298,794.19</b>	<b>-\$ 597,298.24</b>	<b>25.45%</b>		
<b>Water Works:</b>							
Employee Related Expenses - Water Works	\$ 26,911.50	\$ 44,198.35	\$ 106,076.04	-\$ 17,286.85	25.37%	On Budget	
Operating Expenses - Water Works	283,410.26	572,746.70	1,374,592.08	-289,336.44	20.62%	On Budget	
Revenue - Water Works	-372,541.94	-660,916.70	-1,586,200.08	288,374.76	23.49%	On Budget	
<b>Total Water Works</b>	<b>-\$ 62,220.18</b>	<b>-\$ 43,971.65</b>	<b>-\$ 105,531.96</b>	<b>-\$ 18,248.53</b>	<b>58.96%</b>		
<b>Waste Water:</b>							
Employee Related Expenses - Waste Water	\$ 17,766.43	\$ 24,852.05	\$ 59,644.92	-\$ 7,085.62	29.79%	On Budget	
Operating Expenses - Waste Water	230,554.57	571,452.05	1,371,484.92	-340,897.48	16.81%	On Budget	
Revenue - Waste Water	-291,285.69	-485,833.35	-1,166,000.04	194,547.66	24.98%	On Budget	
<b>Total Waste Water</b>	<b>-\$ 42,964.69</b>	<b>\$ 110,470.75</b>	<b>\$ 265,129.80</b>	<b>-\$ 153,435.44</b>	<b>(16.21%)</b>		



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

**Parks and Recreation**

**Angus Arena:**

	Actuals to Date	Budget to Date	2020 Budget	Variance Actuals vs Budget to Date	Variance Actuals to Annual Budget	Forecasted Year end	Comments
Employee Related Expenses - Angus Arena	\$ 85,539.88	\$ 88,947.00	\$ 213,472.80	-\$ 3,407.12	40.07%	On Budget	
Operating Expenses - Angus Arena	65,848.46	113,916.75	273,400.20	-48,068.29	24.09%	On Budget	
Revenue - Angus Arena	-78,359.90	-107,041.65	-256,899.96	28,681.75	30.50%	Unfavourable	Cancelled Ice time for March/April
<b>Total Angus Arena</b>	<b>\$ 73,028.44</b>	<b>\$ 95,822.10</b>	<b>\$ 229,973.04</b>	<b>-\$ 22,793.66</b>	<b>31.76%</b>		

**Thornton Arena:**

Employee Related Expenses - Thornton Arer	\$ 74,611.11	\$ 79,548.40	\$ 190,916.16	-\$ 4,937.29	39.08%	On Budget	
Operating Expenses - Thornton Arena	39,517.88	119,625.00	287,100.00	-80,107.12	13.76%	On Budget	
Revenue - Thornton Arena	-103,065.20	-106,041.70	-254,500.08	2,976.50	40.50%	Unfavourable	Cancelled Ice time for March/April
<b>Total Thornton Arena</b>	<b>\$ 11,063.79</b>	<b>\$ 93,131.70</b>	<b>\$ 223,516.08</b>	<b>-\$ 82,067.91</b>	<b>4.95%</b>		

**Recreation Programming:**

Employee Related Expenses - Recreation Pr	\$ -	\$ 25,249.95	\$ 60,599.88	-\$ 25,249.95	0.00%	Favorable	contract positions not filled
Operating Expenses - Recreation Programmi	4,306.46	25,291.70	60,700.08	-20,985.24	7.09%	Favorable	Cancelled programming
Revenue - Recreation Programming	-5,870.01	-52,916.70	-127,000.08	47,046.69	4.62%	Unfavourable	Cancelled programming
<b>Total Recreation Programming</b>	<b>-\$ 1,563.55</b>	<b>-\$ 2,375.05</b>	<b>-\$ 5,700.12</b>	<b>\$ 811.50</b>	<b>27.43%</b>		

88

28



**Township of Essa**  
**Summary of Budget Variances by Department**  
**For the Period Ending May 31, 2020**

	Actuals to Date	Budget to Date	2020 Budget	Variance		Forecasted Year end	Comments
				Actuals vs Budget to Date	Actuals to Annual Budget		
<b>Parks:</b>							
Employee Related Expenses - Parks	\$ 81,642.08	\$ 125,807.55	\$ 301,938.12	-\$ 44,165.47	27.04%	Favorable	Seasonal and contract positions not filled
Operating Expenses - Parks	26,000.54	141,693.85	340,065.24	-115,693.31	7.65%	On Budget	
Revenue - Parks	-2,060.00	-1,458.35	-3,500.04	-601.65	58.86%	unfavourable	Cancelled bookings / field rentals
<b>Total Parks</b>	<b>\$ 105,582.62</b>	<b>\$ 266,043.05</b>	<b>\$ 638,503.32</b>	<b>-\$ 160,460.43</b>	<b>16.54%</b>		
<b>Community Building Maintenance:</b>							
Employee Related Expenses - Community B	\$ 957.23	\$ 3,041.70	\$ 7,300.08	-\$ 2,084.47	13.11%	On Budget	
Operating Expenses - Community Building M	414.13	10,895.95	26,150.28	-10,481.82	1.58%	On Budget	
Revenue - Community Building Maintenance	-6,983.98	-18,749.95	-44,999.88	11,765.97	15.52%	unfavourable	Cancelled bookings / field rentals
<b>Total Community Building Maintenance</b>	<b>-\$ 5,612.62</b>	<b>-\$ 4,812.30</b>	<b>-\$ 11,549.52</b>	<b>-\$ 800.32</b>	<b>48.60%</b>		
<b>Library:</b>							
Employee Related Expenses - Library	\$ 219,166.56	\$ 258,713.40	\$ 620,912.16	-\$ 39,546.84	35.30%	Favorable	modified work schedules/ temp lay-offs
Operating Expenses - Library	20,855.74	117,620.95	282,290.28	-96,765.21	7.39%	On Budget	
Revenue - Library	-49,929.39	-48,777.05	-117,064.92	-1,152.34	42.65%	unfavourable	
<b>Total Library</b>	<b>\$ 190,092.91</b>	<b>\$ 327,557.30</b>	<b>\$ 786,137.52</b>	<b>-\$ 137,464.39</b>	<b>24.18%</b>		



**Township of Essa**  
**Capital Budget Variance by Department**  
**For the Period Ending May 31, 2020**

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



**Township of Essa**  
**Capital Budget Variance by Department**  
**For the Period Ending May 31, 2020**

31

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

28

32



Township of Essa  
Capital Budget Variance by Department  
For the Period Ending May 31, 2020

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

32



Township of Essa  
Capital Budget Variance by Department  
For the Period Ending May 31, 2020

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

33



**Township of Essa**  
**Capital Budget Variance by Department**  
**For the Period Ending May 31, 2020**

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

31

8



Township of Essa  
Capital Budget Variance by Department  
For the Period Ending May 31, 2020

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

35

28



**Township of Essa**  
**Capital Budget Variance by Department**  
**For the Period Ending May 31, 2020**

<u>Library</u>	<u>Actual To Date</u>	<u>2020 Approved Budget</u>	<u>Variance Actuals to Annual Budget</u>
Angus Branch Debt Repayment	\$0	\$28,350	0.00%
Furniture	\$1,381	\$5,500	25.11%
Equipment	\$626	\$2,000	31.30%
Computer Equipment	\$1,555	\$8,200	18.96%
Books Collection Materials	\$34,098	\$97,500	34.97%

3/0

3/0



**TOWNSHIP OF ESSA STAFF REPORT**

**STAFF REPORT NO.:** C023-20

**DATE:** June 17, 2020

**TO:** Committee of the Whole

**FROM:** Lisa Lehr, Clerk

**SUBJECT:** COVID-19 Summary of Enforcement and Municipal Measures (April 16 – May 31, 2020)

**RECOMMENDATION**

That Staff Report C023-20 be received for information.

**BACKGROUND**

The Province of Ontario declared a State of Emergency on March 17, 2020 due to the spread of the COVID-19 virus and the high risk to the health of Ontarians. As a result, a series of Provincial Orders were implemented to protect the health of every Ontarian, and to mitigate spread of the virus.

The Township of Essa declared a State of Emergency on March 30, 2020.

As a result of the COVID-19 Pandemic, the municipality implemented a series of measures to protect residents and the general public in the Township of Essa. Additionally, By-law Enforcement patrols were increased in an effort to enforce Provincial Orders issued by the Province.

**COMMENTS AND CONSIDERATIONS**

This report has been generated to provide Council with an updated summary of "Action Record Data" in the Clerk's Department in respect of the COVID-19 Provincial Orders of which resulted from increased patrols of Parks, Trails and Fishing Parks for the period of April 16 – May 31, 2020. This does not include statistics from the OPP for enforcement of Provincial Orders.

<b>O. Reg. 104/20 (Closure of Outdoor Facilities &amp; Amenities)</b>		
<b>Week</b>	<b>No. of Warnings</b>	<b>Fines</b>
April 16-19 2020	6	0
April 20-26 2020	40	0
April 27-May 3 2020	59	0
May 4-10, 2020	12	0
May 11-17, 2020	60	0
May 18-24, 2020	37	0
May 25-31, 2020	9	0
<b>Total Warnings O. Reg. 104/20 = 223</b>		

99

O. Reg. 52/20 (No Gatherings More than 5)		
Week	No. of Warnings	Fines
April 16-19 2020	2	0
April 20-26 2020	10	0
April 27-May 3 2020	15	0
May 4-10, 2020	1	0
May 11-17, 2020	25	0
May 18-24, 2020	5	0
May 25-31, 2020	10	0
<b>Total Warnings O. Reg. 52/20 = 68</b>		

The following is a report on aggregate data collected by the Clerk's Department in respect of calls received by the municipality regarding adherence to Provincial Orders.

Week	Gatherings of More than 5 (Inquiries)	Closure of Outdoor Rec Facilities (Inquiries)	Closure of Campgrounds (Inquiries)	Referred to By-law Dept	Referred to External Agency (SMDHU, OPP, Province Hotline, County of Simcoe)
April 20-24, 2020	0	1	0	55	5
May 25-31, 2020	1	2	2	31	9
	<b>1</b>	<b>3</b>	<b>2</b>	<b>86</b>	<b>7</b>

[To Note: These statistics are updated and reported to the Province on a weekly basis].

At this time, no charges have been laid by Essa's By-law Enforcement Officers with respect to adherence of Emergency Orders. To date, education and warnings to the public appear to be effective in assisting the public to adhere to Provincial Orders and restrictions put in place by the municipality.

**FINANCIAL IMPACT**

Increase in hours for Municipal Law Enforcement Officer as approved by Council at its meeting of April 1, 2020 (Resolution CR088-2020).

- o Manager of Finance or Deputy Treasurer Approval:



**SUMMARY/OPTIONS**

Council may:

1. Do nothing.
2. **Receive the report for information.**
3. Direct Staff as Council deems appropriate.

**CONCLUSION**

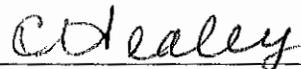
Staff recommends Council approve Option No. 2. This Report was generated to provide Council with an update on activity in respect of COVID concerns handled by the Clerk's Department.

Respectfully submitted:



Lisa Lehr  
Clerk

Reviewed by:



Colleen Healey-Dowdall  
Chief Administrative Officer



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO037-20

**DATE:** June 17, 2020

**TO:** Committee of the Whole

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

**SUBJECT:** County Road 21 Thornton, Pedestrian Crossing Signal

---

### RECOMMENDATION

That Staff Report CAO037-20 be received; and

That Council consider deferring the pedestrian signalization planned for Thornton at a cost of \$25,000 from taxation, at this time, in order to save funds during 2020 while faced with the COVID-19 pandemic.

### BACKGROUND

Council directed that staff arrange for a pedestrian crossing signal in Thornton to help pedestrians cross County Road 21 where the Trans Canada Trail crosses this busy roadway (called Robert Street right in Thornton). The Township's Engineers, Ainley Group, have now completed the design. 90% of the cost will come from Development Charges (DC) with 10% to come from taxation up to (\$25,000).

Many municipalities are installing pedestrian crossing signals such as the one planned for Thornton. The County of Simcoe has reviewed Ainley's design and have issued their approval. The design is meant to lead pedestrians across at the shortest distance and snowmobiles have been taken into consideration as well. Plus, the design will meet with Accessibility for Ontarians with Disabilities Act requirements.

### COMMENTS AND CONSIDERATIONS

Residents in Thornton have requested assistance with crossing the road for some time (as has the Healthy Community Committee). Still, if Council is looking for ways to save cash and with impacts from COVID-19, this project would assist as it was lowest on the priority listing of both former Managers of Public Works. The project was also not specifically listed in the Township's DC Background Study or the Asset Management Plan.

The design for the pedestrian crossing signal is now complete and approved by the governing road authority so could be advertised for tender at anytime: now, in the fall or next year. The proposed workplan of the Ainley Group suggests that if approved, the tender documents are ready to be released immediately. The award of the contract could even take place before Council's summer recess so that an order can be placed for a fall delivery (mid-October if ordered as soon as possible).

**FINANCIAL IMPACT**

Pedestrian crossing signalization is expected to cost approximately \$115,000 with 10% to come from taxation. The approved 2020 budget contains a line item of \$25,000 to come from taxation.

**SUMMARY/OPTIONS**

Council may:

1. Defer the pedestrian signalization in Thornton at this time in order to save funds during 2020 while faced with the COVID-19 pandemic.
2. Direct staff to proceed with the pedestrian signalization immediately.
3. Direct staff to proceed with the pedestrian signalization later this year with the job to be completed in 2021.

**CONCLUSION**

Option #1 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments: None.



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO038-20

**DATE:** June 17, 2020

**TO:** Committee of the Whole

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

**SUBJECT:** Reopening Essa Township

### RECOMMENDATION

That Staff Report CAO038-20 be received; and

That Council consider to move into Phase 2 of the Reopening of Essa Township according to the adopted Recovery Plan of the Municipality with some revisions to the previously adopted Plan.

### BACKGROUND

March 17<sup>th</sup> - a State of Emergency was declared by the Province with Provincial Orders impacting on us as a Municipality.

In mid-March, Essa closed to public walk-in traffic and some staff at the administration centre began to work from home as they still are.

A shift in operations in service delivery based on advice of the Federal and Provincial governments and public health. For example, the number of staff in the Municipality shrunk and staff were separated, including roads staff split into 3 crews/shifts: 1 reporting to the main yard, 1 reporting to the Agricultural Building in Angus and 1 working a later shift after the early shift went home.

March 30<sup>th</sup> - Essa declared a State of Emergency.

At present, there is about 15 staff in the office split between the 2 levels and 7 staff are working from home.

Staff has presented several reports to Council concerning human resources, the budget, tax implications and recovery. Motions passed with notable decisions include:

- Council has waived tax penalties
- Increased communications

- Website and technological investment and improvements
- Deferral of some capital projects
- Cancellation of major events and day camp
- Scale-back in operations and services

May 20<sup>th</sup> - Council adopted a Recovery Plan recognizing that it is subject to change with conditions in the community. According to the Recovery Plan, we will be reopening the office to public walk-ins during Phase 3. This may involve some staff still working from home until this phase. We should be returning to a full staff complement at some point in Phase 2 (which is entitled the Restart Phase) gearing up towards Recovery/full operations.

### **COMMENTS AND CONSIDERATIONS**

Going forward at this time, Council needs to focus on Restarting operations of the Municipality, to move towards living with COVID and the delivery of all services while maintaining compliance with the Orders of the Provincial government. The Province is easing off on restrictions and so too we can, and should, in order to adjust and recover.

The Restart Phase helps us with (a) returning service delivery to normal, (b) financial recovery, and (c) economic development (new signage that encourages shopping local is an example of a move on this front). Safety should remain consistent as with our commitment to improve communications and customer service excellence (identified in the Strategic Plan of 2019).

Phase 2 involves:

(a) Service delivery. Core services have always continued but some non-essential services have been suspended in order to best react and adjust to required Provincial Regulations. In some instances, staff found new ways to deliver some services (building permits being an example) some of which will continue through to Phase 2 and the end of the Emergency and some of which have led to efficiencies.

(b) Financial recovery. Tax penalty not charged to-date is \$23,480. Penalties collected in 2019 were \$286,900. The Finance Department has reported that the impact on receivables has not yet impacted on our cash flow. Rather, there are sufficient reserves in place, and we have the ability to defer payment as well to the school boards and/or County.

(c) Economic recovery. While we have focused on health and safety there has been financial hardship in the community. The County and other governments have started to focus on meaningful ways to assist businesses and the economy.

As a part of the Recovery Plan, the following measures have been/will be taken to ensure safe operations.

Service	Safety Measures
Walk-in inquiries or requests for service	<ul style="list-style-type: none"> <li>• Screening before entry to office – self-assessment</li> <li>• Separation by directional arrows and markers, physical barriers and shields</li> <li>• Staff encouraged to wear masks should they wish or plan to be closer than 2m to someone</li> <li>• Limited number of public at a time</li> </ul>
Meeting room use	<ul style="list-style-type: none"> <li>• Limited number allowed</li> <li>• Seating spaced apart</li> <li>• Mask use encouraged</li> </ul>
Resident purchasing or tax payments	<ul style="list-style-type: none"> <li>• Increased ability to receive electronic payments</li> <li>• Encourage payment through online payment or drop box</li> <li>• Staff to use gloves in handling cash</li> <li>• Increased ability to receive electronic payments</li> </ul>
Public Works	<ul style="list-style-type: none"> <li>• Mask use in vehicles if more than 1 person</li> <li>• Encouraging less interaction by staff amongst work crews – trying to maintain work crews (“bubbles”)</li> <li>• Lunchroom moved to shop floor – will stay until cooler weather in fall and then should ensure spacing in lunchroom</li> </ul>
Parks & Recreation	<ul style="list-style-type: none"> <li>• See above</li> <li>• Different reporting centres and staggered shifts to reduce interaction</li> </ul>
Public Works/Parks & Recreation	<ul style="list-style-type: none"> <li>• Return to full staff levels in Phase 2 once parks open</li> <li>• Public Works not to resume full operations until winter</li> </ul>
Tendering	<ul style="list-style-type: none"> <li>• Openings can be electronic/closed</li> <li>• Contractors should include their COVID-19 protocol</li> </ul>
Planning & Development	<ul style="list-style-type: none"> <li>• Meetings on new OPA/Subdivision/Site Plan (non-essential) applications suspended as staff concentrates on Building Permits</li> <li>• Will resume full operations in Phase 2 once safe to bring staff to office with</li> </ul>

	staff returning to office and using electronic meeting modes wherever possible
Council	<ul style="list-style-type: none"> <li>• Return to in-person meetings with 5 Council Members and 2 staff with Phase 2 noting that Council Chambers is spacious in Essa; other staff to be Zoomed in</li> <li>• Allow delegations although electronic participation is encouraged</li> <li>• Open to the public (very few meetings bring in members of the public - if an issue is anticipated to raise strong concern, Council should strongly consider live streaming a meeting to facilitate public involvement)</li> <li>• Public meetings can be held electronically – Planning Departments all over have been doing this with success, and this ensures transparency and openness</li> </ul>
Committee meetings	<ul style="list-style-type: none"> <li>• Encourage electronic but resume meetings again</li> </ul>
Building permits	<ul style="list-style-type: none"> <li>• Electronic payments allowed</li> </ul>
By-Law enforcement	<ul style="list-style-type: none"> <li>• Revert to regular hours</li> <li>• Staggered shifts to ensure 1 staff/vehicle</li> </ul>
Recreation rentals	<ul style="list-style-type: none"> <li>• Allow small rentals in Phase 2</li> <li>• Large rentals and regular rentals in Phase 3</li> <li>• Promote health and safety to users</li> </ul>

All departments are reviewing operations with the intent of returning service delivery to normal (for example, the Clerk is planning to propose an action item relating to marriage certificates and ceremonies). The Township is at-risk of not encouraging development nor openness by continuing to restrict public involvement/public meetings going forward.

Going forward, after a couple of weeks of full staff complement, then the Municipality should open to the public (in July/August). The opening of the office, to public walk-ins, will be phased for safety and timed to correspond with our retaining wall/entrance construction.

**FINANCIAL IMPACT**

Refer to a report from the Finance Department concerning the financial impacts of Covid-19 on the Municipality.

**SUMMARY/OPTIONS**

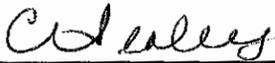
Council may:

1. Take no further action at this time.
2. Modify the Recovery Plan in accordance with the CAO's advice and move fully into Phase 2, the Restart Phase.
3. Modify the Recovery Plan as Council may so wish.

**CONCLUSION**

Option #2 is recommended so that we continue to align with the Provincial government.

Respectfully submitted:



\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments: Modified Recovery Plan

# Reopening of Essa Phasing – Start Mid-May 2020

Refer to separate Parks Plan for Parks & Recreation

PHASES	PHASE 1	PHASE 2	PHASE 3
Phase of Province	<p><b>Protect and Support</b></p> <p>Opening some outdoor spaces like parks and allow for a greater number of individuals to attend some events, such as funerals.</p> <ul style="list-style-type: none"> <li>• May 8 – Hardware stores</li> <li>• May 15 – curbside retail</li> <li>• May 15 – Provincial Parks for day use, no equipment</li> </ul> <p>Continued protections for vulnerable populations and the continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks.</p>	<p><b>Restart (June 8, 2020)</b></p> <p>Opening more outdoor spaces and allowing some larger public gatherings.</p> <p>Continued protection for vulnerable populations and the continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks.</p>	<p><b>Recover</b></p> <p>Further relaxing the restrictions on public gatherings. Large public gatherings such as concerts and sporting events will continue to be restricted for the foreseeable future.</p> <p>Continued protection for vulnerable populations and the continued practice of physical distancing, hand washing and respiratory hygiene, and significant mitigation plans to limit health risks.</p>
<p>9h</p> <p>Essa's Phases</p>	<ul style="list-style-type: none"> <li>• Bring staff back for additional in-office support (workforce ratio at Admin Centre is <u>15</u> in office; <u>7</u> work from home)</li> <li>• Plexiglass installation</li> <li>• Tape on floors in lobbies</li> <li>• Move by-law officers to new office to create better separation for all staff</li> <li>• Limit persons in photocopier rooms (signage)</li> <li>• Order thermometer/masks</li> <li>• Start process with additional PPE</li> <li>• Continue posters on hygiene and social distance</li> <li>• Modify restrictions on travel from out of Province if driving (ease off)</li> <li>• Use of trails</li> <li>• Sell permits online only</li> <li>• Minimize staff/vehicle to 2</li> <li>• Fire ban lifted and Fire Department inspections to resume</li> <li>• Construction ban lifted and Building Department permits and inspections to resume</li> <li>• Signage to direct to Stay at Home</li> </ul>	<ul style="list-style-type: none"> <li>• Other staff back to office with staggered shifts and rotations in office; some remain at home with child care or compromised/vulnerable family</li> <li>• Keep doors to office closed to public</li> <li>• Each staff member to be assigned 3 cloth masks each</li> <li>• Separate barriers at counters additional to plexiglass (tables)</li> <li>• Use of fishing parks and other outdoor greenspace without facilities or equipment</li> <li>• Dog parks</li> <li>• Keep arenas closed in general to walk-ins – consider small group rentals</li> <li>• Parks – without equipment</li> <li>• Splashpads</li> <li>• Rearrange Council Chambers to create physical distance</li> <li>• In-person meetings in Chambers (Council) with staff on Zoom</li> <li>• Committee meetings such as TAC, Accessibility, etc. if desired through Zoom</li> <li>• Deputations, either in-person or Zoom</li> <li>• In-station training to resume for Firefighters (June)</li> <li>• BIA activities to commence</li> <li>• Signage to direct to Shop Local</li> </ul>	<ul style="list-style-type: none"> <li>• Community garden led by Library</li> <li>• Virtual farmers market</li> <li>• Parks – with equipment</li> <li>• In-person public meetings</li> <li>• Restrict staff meetings, continue Zoom</li> <li>• Continue virtual Teams meeting for SMT</li> <li>• Open office to public (note lines on floor for restricted access to the counter, etc.)</li> <li>• Cash payments</li> <li>• Camp</li> <li>• Ice rentals</li> <li>• Room rentals</li> <li>• Programs</li> <li>• Resume full operations/services with all staff</li> <li>• Planning &amp; Development returns to full operations</li> <li>• All staff to work back at office</li> <li>• Economic programs shared to business</li> <li>• Community drive-by car show</li> </ul>