

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING**

**WEDNESDAY, NOVEMBER 18, 2020
(To follow Committee of the Whole)**

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

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Committee of the Whole and Regular Council meetings held on the 4th day of November, 2020 be adopted as circulated.*

- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated November 18, 2020 be received for information, and that the necessary action be taken.*

- 5. COMMITTEE REPORTS**

- p. 8 a. **Healthy Community Committee**

Recommendation: *Be it resolved that the minutes of the Healthy Community Committee from their meeting of October 16, 2020 be received.*

- 6. PETITIONS**

- 7. MOTIONS AND NOTICES OF MOTIONS**

- 8. UNFINISHED BUSINESS**

- 9. BY-LAWS**

- p. 10 a. **By-law 2020-66**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-66, that being a By-law authorizing the Mayor and Clerk to enter into an Agreement with the Alliston and District Humane Society for Poundkeeping Services, and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 15 **b. By-law 2020-67**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-67, that being a By-law to appoint a Manager of Public Works for the Corporation of the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

10. QUESTIONS

11. CLOSED SESSION

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

- *Personal Matters about an Identifiable Individual [s.239(2)(b)].*

Motion to Rise and Report from Closed Session Meeting of November 18, 2020.

Recommendation: *Be it resolved that Council rise and report from the Closed Session Meeting at _____ p.m.*

12. CONFIRMATION BY-LAW

p. 24 **By-law 2020-68**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-68, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 18th day of November, 2020; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Recommendation: *Be it resolved that this regular meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 2nd day of December, 2020 following Committee of the Whole.*

THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING

WEDNESDAY, NOVEMBER 4, 2020
MINUTES

A Meeting of Council was held virtually on Wednesday, November 4, 2020 following Committee of the Whole and was livestreamed for viewing to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)
Deputy Mayor, Michael Smith (electronic)
Councillor Keith White (electronic)
Councillor Henry Sander (electronic)
Councillor Ron Henderson (electronic)

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
C. Traynor Treasurer (electronic)
L. Lehr, Clerk (electronic)
K. Pascoe, Deputy Clerk (electronic)

1. **OPENING OF MEETING BY THE MAYOR**

The Mayor opened the Regular Meeting of Council at 6:52 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

3. **ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

Resolution No: CR192-2020 Moved by: Sander Seconded by: Smith

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Committee of the Whole and Regular Council meetings held on the 21st day of October, 2020 be adopted as circulated.*

----Carried----

4. **CONSENT AGENDA**

Resolution No: CR193-2020 Moved by: Sander Seconded by: Smith

*Be it resolved that the items listed in the Consent Agenda dated November 4, 2020 be received for information, and that the necessary action be taken; and
That the Clerk be directed to draft a letter of support in respect of Item A6.*

----Carried----

5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR194-2020 Moved by: Sander Seconded by: Smith

Be it resolved that the minutes of the Essa Public Library Board from their meeting of September 28, 2020 be received.

----Carried-----

b. Nottawasaga Police Services Board

Resolution No: CR195-2020 Moved by: White Seconded by: Smith

Be it resolved that the minutes of the Nottawasaga Police Services Board from their meeting of September 30, 2020 be received.

----Carried-----

c. Parks and Recreation Committee

Resolution No: CR196-2020 Moved by: White Seconded by: Sander

Be it resolved that the minutes of the Parks and Recreation Committee from their meeting of October 14, 2020 be received.

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2020-64

Resolution No: CR197-2020 Moved by: Henderson Seconded by: White

Be it resolved that leave be granted to introduce By-law 2020-64, that being a By-law to appoint a Secretary-Treasurer to the Committee of Adjustment; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

10. **QUESTIONS**

a. **Burn Permits - Inspection of Fire Pits**

Councillor Henderson inquired as to the process used by the Fire Department in respect of inspecting the size of fire pits where burn permits have been issued by the municipality. Council directed the Chief Administrative Officer to request a response from the Fire Chief. The Mayor advised that residents can call non-emergency OPP after hours if they are concerned with a resident burning.

11. **CLOSED SESSION**

12. **CONFIRMATION BY-LAW**

By-law 2020-65

Resolution No: CR198-2020 Moved by: Sander Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2020-65, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 4th day of November, 2020; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

13. **ADJOURNMENT**

Resolution No: CR199-2020 Moved by: Smith Seconded by: Henderson

Be it resolved that this regular meeting of the Council of the Township of Essa adjourn at 7:00 p.m. to meet again on the 18th day of November, 2020 following Committee of the Whole.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING**

**WEDNESDAY, NOVEMBER 4, 2020
MINUTES**

A Committee of the Whole meeting was held virtually on Wednesday, November 4, 2020 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)
Deputy Mayor, Michael Smith (electronic)
Councillor Keith White (electronic)
Councillor Henry Sander (electronic)
Councillor Ron Henderson (electronic)

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
C. Traynor Treasurer (electronic)
L. Lehr, Clerk (electronic)
K. Pascoe, Deputy Clerk (electronic)

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:00 p.m.

Members of Council and staff observed a moment of silence in recognition of the upcoming Remembrance Day.

Council approved the request of the Chief Administrative Officer to defer Item No. 10 (b) (Staff Report CAO056-20 "Thornton Union Cemetery") to a later date.

Members of Council and the Chief Administrative Officer congratulated the Clerk on successfully completing the Leadership Learning Program through Ward and Uptigrove.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. **Delegation – Stevenson Memorial Hospital**
Jody Levac, President and CEO

Dr. Jody Levac was in attendance to provide Council and members of the public with an update on the Stage 1 redevelopment construction at Stevenson Memorial Hospital, in addition to health care services for those in need in respect of COVID-19. Dr. Jody Levac briefly provided Council with an overview of their application design for Stage 2 Redevelopment, and the benefits that the redevelopment would provide to the catchment

area. He stated that municipalities play a critical role in sharing costs and requested that Essa Council consider providing funds to assist Stevenson Memorial Hospital in the Stage 2 Redevelopment.

Council thanked Dr. Jody Levac for his presentation, and commended his team for their dedication and commitment to providing residents with excellent care.

b. Delegation – Honeywell

Michael Pringle, Business Development Manager
Crystal Eden, Measurement and Verification Specialist

Honeywell representatives were in attendance to provide Council and members of the public with a brief overview of the positive impact that Essa experienced as a result of their partnership with Honeywell in respect of the Energy Performance Contract. The Project scope saw new infrastructure and technology installed in the wastewater plants (McGeorge, Brownley and Mill Street) between 2016 to 2019. He stated that Essa will continue to benefit from the operational savings for years to come as a result of the works completed.

Honeywell representatives requested that Council consider Honeywell in the future for potential energy savings projects.

Council thanked the representatives for their presentation, and advised that Essa residents will benefit from the partnership on this project.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

a. Staff Report PD029-20 submitted by the Manager of Planning and Development, re: Official Plan Review Update.

The Manager of Planning and Development provided clarification in respect of the submission of comments from the public. She advised that comments are welcome to be submitted to the Planning and Development Department throughout the entire process of the Official Plan Review.

Resolution No: CW146-2020 Moved by: Sander Seconded by: White

Be it resolved that Staff Report PD029-20 be received for information.

----Carried-----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. Staff Report C034-20 submitted by the Clerk, re: Poundkeeping Services Contract.

Resolution No: CW147-2020 Moved by: Henderson Seconded by: Smith

*Be it resolved that Staff Report C034-20 be received; and
That Council approve an extension to the Poundkeeping Services Contract with the
Alliston and District Humane Society for a further three year term; and
That Council direct Staff to bring the necessary By-law forward at a future meeting of
Council to execute the extension.*

---Carried---

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

- a. Staff Report CAO055-20 submitted by the Chief Administrative Officer,
re: Essa Street – Stop Up and Close Road.

Resolution No: CW148-2020 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report CAO055-20 be received; and
That Council direct staff to proceed with the process to Stop Up and Close the Essa
Street road allowance in Angus.*

---Carried---

- b. Staff Report CAO056-20 submitted by the Chief Administrative Officer,
re: Thornton Union Cemetry and Staffing.

This Staff Report was deferred to a future meeting at the request of the Chief
Administrative Officer.

- c. Staff Report CAO057-20 submitted by the Chief Administrative Officer,
re: Job Descriptions.

Resolution No: CW149-2020 Moved by: Sander Seconded by: Henderson

*Be it resolved that Staff Report CAO057-20 be received; and
That Council approve the job description for the Chief Administrative Officer as
attached and as amended.*

---Carried---

11. OTHER BUSINESS

- a. Physician Recruitment Committee

Councillor White informed Council and members of the public that six new doctors had
been recruited to the area of Alliston and Angus.

b. Honeywell Project

Council supported the request for a report to be brought forward in the future that would provide Council with information on the net difference and long-term positive effect on rate stabilization on sewer prices.

c. Request for Affordable Transportation Options

Mayor Macdonald stated that she was in receipt of a request from the Seniors Garden Complex for Council to consider affordable transportation options in the 2021 Budget. She provided the letter to the Chief Administrative Officer for Council to consider in the 2021 Budget Deliberations.

d. Remembrance Day Ceremonies

Mayor Macdonald reminded Council and members of the public that the traditional Remembrance Day Ceremonies would be different this year as a result of COVID-19. She advised that attendance for the Royal Canadian Legion Ceremony is by invitation only, and that it would not be an outdoor ceremony. As such, the parade to the Cenotaph will not be taking place this year.

She advised that the Remembrance Day Ceremony on Base Borden would be streamed online for members of the public to watch.

12. ADJOURNMENT

Resolution No: CW150-2020 Moved by: Smith Seconded by: White

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:52 p.m. to meet again on the 18th day of November, 2020 at 6:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

HCC Meeting Minutes

October 16, 2020

Attendees: Paula Hughes, Anne Learn-Sharpe, Angelica Tang, Susan Antler

Staff: Elizabeth Davis, Aimee Powell

Regrets: Chantele Mayer

AP – Reintroduction, agenda break down, refresh on understanding to what the committee's mandate is. Should be a citizens group that staff supports to achieve a Healthy Essa.

-Discussion on Official Plan as an opportunity for HCC to participate and provide a different perspective to the upcoming visioning session.

AP – We applied for RBC futures grant through the library, the funds awarded were \$5,000. The \$5,000 would support resurgence of Ecopark and were meant to plan a spring 2020 plant with NVCA to identify species then pandemic stopped the progress. Funds are still available and are unspent.

Committee Purpose and the Scope

AP- We would like to select a Chair to take leadership and clearly define what the goals of the Committee are. Someone who can be the key contact that administers the committee, to reclaim HCC as a citizen's committee.

ALS –Is there anyone from the heath unit on the committee?

ED –They are currently dispatched due to pandemic, will have someone join when they are available.

AP – what are the interests of the Committee in relation to the Committee's mandate?

PH – Geocaching, trails exploration, Ecopark, and promoting these features in the community.

ALS – Ecopark, trails, outdoors, wants to offer an environmental planning perspective. Wants to ensure that there can be meaningful participation throughout the Planning process as it is too late once construction starts.

SA – History and roots in community, the conservation area, utopia and the hall – More interested in events that celebrate health, whether walking, cooking or things to involve the community, series of events to celebrate existing health and agriculture of the community.

AP – How has the pandemic changed bringing people together, but still allowing them to feel a sense of community?

SA – Opened up opportunities to participate virtually, connecting to the world to access speakers, outdoor events more popular and finding creative ways to create a sense of community virtually.

AP – Can you think of a way that the HCC can add to the void of community, weather gets colder, less outdoor opportunities?

SA –You could get people to pick up ingredients to make cookies, do a virtual baking. Take a photo and do an exhibit of great things to do in the parks of Essa Township – give everyone an individual task, and then virtually come together.

AP – Would the Committee want to use some of the \$5,000 to purchase supplies for virtual cooking? Outdoor plant was for the spring.

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AP – Youth skills included in the grant– there is applicability to use the money for the cooking. Ask Glenda if we can use the funds to be tailored, can see a strong link to give youth an opportunity to benefit their future?

ALS – Would like to support the garden we had planned. Could involve someone from the NVCA to do a virtual presentation for preparation.

AP- Ecopark still on the table, just mindful of time of year, and physical restrictions. Would be for the 2021 window. Ask will be \$10,000 again from Council.

SA – Large amount of funds for larger project. A lot of the little events can be tied in. Cooking class won't cost that much. Do a walking club around Essa. Could publish online.

AT – Concerned for walking if you live in rural area, it's hard and dangerous to walk, no sidewalks no shoulder. People don't know where trails are. Like SA's idea with cooking, but attach connection with nature, trees, river. Choose a spot to know more about that area. Need a plan to bring Angus and Thornton and Baxter all together.

AP – We can advertise events through online media.

AP – Township must monitor and have carriage over publication. This is a community of Council and the Township could post about HCC.

ALS – Come up with list to talk about next meeting? Short term projects.

PH – Come up with places you walk, or thing to do in the winter do the outreach before the snow fall.

ALS – Put on Facebook – good outreach, info session on pollinator plants, can get in touch with Shannon at NVCA. Long term – virtual cooking classes and looking forward to next spring.

Development Applications

SA – Developers should be taken to task to put vegetation in.

AP - This committee can put an ask to Council to have a Tree Preservation By-law.

SA – More environmental respect in the plan, based on cars, taking advantage of other infrastructure. Need to ensure carbon footprint is offset. This is the opportunity that every house should have a tree.

ALS- Does Essa require 1 tree per new build/house? Could be increased? – Straight lines on the streets, long straight streets are not inviting for walking or biking.

AP – This design is challenging, creates a narrow straightaway, speed a problem, no traffic calming. Walkability, access to destination points encouraged in all design.

AP - Will email pdf to committee with a 2-week window to give comments on all active applications.

SA – Driveway paving to respect drainage of rainwater.

AP – Current standards are from 1989 – currently being updated but will not be done until 2021.

AT – Concern about traffic in general – increase in cars due to development.

AP – Developers required to provide a traffic impact study.

ALS- Parking, driveways full, people are parked along the road – is there visitor parking lot?

AP – Visitor parking requirements vary base don the development being proposed.

AP –We should create things that define what a healthy community is and provide for that infrastructure in the community's design. If there is anything we like/value about Essa we should define it and raise their profile through the HCC.

Meeting Adjourned at 8:00 pm

Next Meeting is November 19th at 6:00 pm

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THE CORPORATION OF THE TOWNSHIP OF ESSA**BY-LAW NO. 2020- 66****A By-law authorizing the Mayor and the Clerk to enter into an Agreement with the Alliston & District Humane Society for Poundkeeping Services.**

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that municipalities may enter into agreements for the provision of services; and

WHEREAS the Council of the Corporation of the Township of Essa deems it advisable to enter into an Agreement with the Alliston & District Humane Society for the provision of poundkeeping services;

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

1. That the Agreement marked as Schedule "A" attached hereto and forming part of this By-law be and is approved by Council.
2. That the Mayor and Clerk are hereby authorized to execute said Agreement.
3. This By-law shall come into force and take effect on the date of final passage hereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 18th day of November, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

QA

This Agreement made in duplicate this _____ day of _____, 20_____.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF ESSA
(hereinafter referred to as the "Corporation")
of the first part,

-AND-

ALLISTON & DISTRICT HUMANE SOCIETY
(hereinafter referred to as the "Poundkeeper")
of the second part

THIS AGREEMENT WITNESSETH and is hereby agreed upon between the parties as follows:

THAT THE CORPORATION:

1. Hereby appoints Alliston & District Humane Society as Poundkeeper for the Corporation effective January 1, 2021 to December 31, 2023.
2. Shall pay to the Poundkeeper a flat fee of \$425.00 per month for the first year of the contract (2021), and \$450.00 per month for the second and third year of the contract (2022 and 2023).
3. Shall pay to the Poundkeeper, remuneration for his/her services in accordance with Schedule "A" attached hereto, as may be amended from time to time by resolution of the Council of the Corporation.

THAT THE POUNDKEEPER:

4. Having been appointed as Poundkeeper for the Corporation, shall provide the Corporation with Pound Services.

Such services shall include:

- a) To provide an animal shelter or adequate arrangements for a shelter capable of providing suitable humane accommodation for dogs impounded;
- b) To receive, impound and hold for claim by the owners, any dog delivered to the Pound by the Animal Control Officer(s) or other duly authorized persons, and to dispose of same pursuant to the Township's By-law 2006-18 or as said By-law may be amended from time to time, or replaced;
- c) To dispose of all dogs impounded which become the property of the Corporation in accordance with the By-laws of the Corporation and the laws of the Province of Ontario;
- d) To dispose of all dog carcasses lawfully impounded and lawfully destroyed in accordance with the By-laws of the Corporation and the laws of the Province of Ontario;

- e) To provide, or to ensure, all equipment necessary for the proper operation of the dog shelter, and the equipment necessary to humanely destroy unwanted or unclaimed dogs;
- f) To ensure that the Pound will be kept open and in operation on such days and at such hours to allow the owners of impounded dogs reasonable opportunity to reclaim such dogs. A list containing the days open and hours of operation shall be provided to the Corporation so as to be displayed on the municipal website and may be amended as necessary by the Pound from time to time;
- g) To pay all costs of operating and maintaining said Pound;
- h) To charge such fees as may be approved by the Corporation. The Corporation shall be provided with a list of all such rates that are applicable for boarding or other services provided for Pound and Animal Control Services, that have been mutually agreed upon by the Poundkeeper and Animal Control Officer and the Corporation, and as may be amended from time to time. If at any time during the five calendar days of the impounding of a dog, the dog needs the care of a veterinarian, the Poundkeeper is authorized to engage the services of a veterinarian up to a cost of \$100.00. For costs exceeding \$100.00, authorization is required from the Clerk and/or the Municipal Law Enforcement Officer for the Township of Essa;
- i) To charge in **addition** to the fees pursuant to Section 3(h), a Pickup Fee as set out the Township's Fee Schedule, as may be amended from time to time;
- j) To remit pickup fees to the Township of Essa on a bi-monthly basis, where the canine has been claimed by the owner;
- k) To require owners of claimed dogs to purchase a dog tag (license) before release of the canine, where said owner has not shown proof the tag has previously been purchased. The Poundkeeper shall retain, as commission, \$5.00 from the cost of the tag, which cost is set out in the Township's Fee Schedule as may be amended from time to time, and the difference shall be remitted to the Corporation of the Township of Essa, where the canine has been claimed by the owner. Owners shall provide Proof of Rabies Vaccination(s) in the current year, prior to the purchase of a Dog Tag and prior to release of the canine(s);
- l) The Corporation of the Township of Essa shall provide the dog tags and application forms for use by the Poundkeeper;
- m) The Corporation shall keep the Poundkeeper advised of tags sold by the Township and the Poundkeeper shall keep the Corporation advised of the tags sold by the Poundkeeper;
- n) In addition to dogs, the Pounkeeper is authorized to accept cats under quarantine. The Corporation will pay the Pound to board, euthanize and dispose of such cats, in the event they have not been claimed by an owner within ten (10) days. If the owner claims the cat, said owner shall be responsible for any fees owing.

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AND IT IS FURTHER AGREED AND UNDERSTOOD THAT:

- 5. The Poundkeeper shall deliver to the Corporation, bi-monthly on or before the 15th of the month, an invoice that shall contain the monthly flat rate, a written statement of the operations of the Pound, showing the number of impounded animals received, the length of time detained, and the disposal of animals, as well as the costs that are owed to the Township of Essa for Pickup and Licensing Fees.
- 6. The Poundkeeper shall indemnify and save harmless the Corporation of the Township of Essa with respect to all claims whatsoever in connection with the operation of the Pound.
- 7. The Poundkeeper shall keep any and all buildings, equipment and vehicles insured for fire and shall keep themselves and the Corporation properly insured with respect to public liability and property damage, including claims in respect to injury or loss and/or death incurred by negligence of any animals while in their care, to the amount of \$2,000,000.00. Proof of such insurance coverage shall be supplied to the Corporation, and shall be approved by the Corporation.
- 8. This Agreement may be terminated by either party hereto upon ninety (90) days written notice of intention to terminate, to the Corporation at 5786 Simcoe County Road 21, Utopia, Ontario L0M 1T0.

IN WITNESS WHEREOF this Agreement was executed by the Corporation under its seal and the hands of its officers and executed by the Supplier by its officers properly authorized to do so.

On behalf of:

THE CORPORATION OF THE TOWNSHIP OF ESSA

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

On behalf of:

THE POUNDKEEPER

Witness

Jane Clarke, Vice President
Alliston & District Humane Society

SCHEDULE 'A'
TOWNSHIP OF ESSA POUND SERVICES
POUNDKEEPER FEE SCHEDULE

DATE: JANUARY 1, 2021

POUND: ALLISTON & DISTRICT HUMANE SOCIETY

ADDRESS: 5545 CONCESSION 4, BOX 1455 EVERETT, ON L0M 1J0

TELEPHONE NUMBER: 705-458-9038

CLAIMED DOGS

	2021	2022	2023
ADMINISTRATION / INTAKE FEE (per animal admitted to Pound)	n/a	n/a	n/a
DAILY BOARDING FEE per animal admitted to Pound	\$35.00	\$35.00	\$40.00
PICKUP FEE (Per canine admitted to Pound), per Township of Essa Schedule of Fees	\$50.00	\$50.00	\$50.00
EUTHANASIA FEE (as required)	\$300.00	\$300.00	\$300.00

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 – 67

Being a By-law to appoint a Manager of Public Works for the Corporation of the Township of Essa.

WHEREAS Section 227 (c) of the *Municipal Act*, 2001, c. 25, as amended, stipulates that it is the role of the officers and employees of a municipality to carry out duties assigned by the municipality; and

WHEREAS the Council of the Corporation of the Township of Essa deems it expedient to appoint a Manager of Public Works for the administration and enforcement of Municipal By-laws;

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

1. That Michael Mikael be and is hereby appointed as the Manager of Public Works for the Corporation of the Township of Essa, and shall have the title as such until such a time as he is no longer employed by the Corporation of the Township of Essa.
2. That Michael Mikael shall perform all duties required to be performed by the Manager of Public Works under any statutory authority, and any other lawful duties that may be imposed by the Chief Administrative Officer and/or Council. Said duties shall include, but not be limited to, administration and enforcement of Municipal By-laws, in addition to those forming the job description for the Manager of Public Works position. The job description shall be marked as Schedule "A" attached hereto and form part of this By-law.
3. That this By-law shall come into force and take effect immediately upon the approval of Council.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 18th day of November, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk



Township of Essa Job Description

010

Position Title: Manager of Public Works May 2020

Reports to:	CAO	Last Revision Date:	May 2020
Department:	Public Works	Supervise staff or assign work (lead hand) or no HR responsibility?	Yes
Location:	Municipal Office	List all positions directly supervised:	Roads Supervisor, Public Works Coordinator, Engineering/Development Review Technician
Standard weekly hours per employment agreement:	35	List of all position indirectly supervised:	All Public Works Staff
Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)	Full Time – expected to attend some evening meetings	Pay Band #:	
Pay Method: (Salary or Hourly)	Salary	On Call (Yes reference to details)	Yes
Overtime (Eligible? Weekly Threshold?):	Unpaid, 5 days off in lieu of overtime, plus 2 floater days if attends 75% of Council meetings	Eligible for all staff group benefits? (yes/no)	Yes
		Eligible for OMERS? (yes/no)	Yes

2020-07 Schedule 'A'

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Scope (Purpose) of Position:

To plan, promote, develop, direct and administer a comprehensive program of construction and maintenance of the public works/engineering functions, public streets, bridges, culverts, sidewalks, drainage and other road works, within the guidelines of Council policy, and to oversee the contracts for the operation of water and waste water distribution and treatment systems.

Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.



Township of Essa Job Description

- Use personal protective equipment where required.
- Demonstrate team work and a strong sense of customer service.
- Perform other duties as assigned.

Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (if list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
Winter Roads Maintenance	<ul style="list-style-type: none"> • Respond to and/or coordinate staff for weekend and after hour emergency calls for service relating to heavy snow, flooding, watermain and sanitary sewer breaks, structure failures, windstorms, etc. • Conducts regular inspections of municipal roads and road construction and/or maintenance projects. 	
Construction and Maintenance	<ul style="list-style-type: none"> • Develops and administers maintenance programs for the operation and rehabilitation of roads, bridges, public works, water and waste water distribution and treatment systems. Manages inventory of equipment, facilities, supplies, vehicles required for roads and public works, construction and maintenance programs, ensures all equipment is maintained and repaired promptly to eliminate breakdown and safety hazards. • Prepares, recommends for approval, and administers all contracts relating to public works, road and bridge maintenance and rehabilitation. Supervises the work of outside contractors and tradespeople on special construction and repair projects. • Performs the duties of Drainage Superintendent, Tile Drainage Inspector and Flood Coordinator. Conducts regular inspections of municipal drains and supervises construction and/or maintenance activities on same in accordance with the Engineer's report that is adopted through by-law for the respective drains, under the provisions of the Drainage Act. 	

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<p>Engineering Services</p>	<ul style="list-style-type: none"> • Provides in-house engineering, technical oversight and engineering support services creating engineering solutions to infrastructure challenges. • Prepares RFP's and technical reports and/or studies. • In-house designs where feasible and appropriate. • Provides standards to developers and ensures that development plans are based on Township standards; relays comments to consultants and planning staff during the development process. 	
<p>Senior Management</p>	<ul style="list-style-type: none"> • Develops and recommends policies, procedures, standards, plans and programs relative to roads and public works and provides advice to the CAO and/or Council on same. Monitors, reviews and evaluates administrative and service delivery processes with a view to enhance and adopt a "best practices" approach and takes action for performance enhancement; prepares periodic reports to the CAO and Council on services delivery changes and program/performance enhancements, plus other matters of concern. • Prepares annual capital and operating budgets for roads, public works and drainage maintenance, storm water management, and presents budgets to the CAO and/or Council for approval. • Coordinates assigned activities with other Township Departments and outside agencies, including the sharing of public works equipment and staff with other departments and/or borrowing equipment and staff from other departments. • Participates as a member of the Township's Senior Management Team; acts as a project leader (when assigned) on corporate wide improvement projects, and assists in Strategic Planning. • Prepares reports/recommendations and attends Council, 	

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	<p>Council/Committee, and other public meetings and events; makes presentations and provides advice/guidance on strategies and new or pending legislation and regulatory guidelines.</p> <ul style="list-style-type: none"> • Responsible for effective risk management, liability control and due diligence measures. 	
<p>Public Works Operations</p>	<ul style="list-style-type: none"> • Provides leadership, guidance and direction to supervisory and supporting staff in the implementation of the roads and public works functions. Hires, trains, schedules, evaluates and disciplines staff in accordance with established policies and procedures. • Oversees the Township's infrastructure and capital construction programs; oversees the applicable Township standards; monitors processes and facilitates the resolution of problematic issues; oversees and directs the development of engineering, transportation/roads, water, wastewater and cemetery management strategies. Prepares proposals/specifications for new and replacement vehicles including Goods and Services in accordance with the Township's Procurement and Acquisition Policies. • Oversees and supervises the contracts for the operation of the Township's water and wastewater distribution and treatment systems, plus transit services. • Representation of the Department with individual citizens, community groups/associations, commercial and industrial interests, the written and electronic media; liaison with regulatory officials at the federal, provincial and municipal levels; representation of the Township in Court/OMB proceedings. 	

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Township of Essa Job Description

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- To provide comment on planning issues such as zoning by-laws, subdivision and development agreements, severances, variances and site plan agreements.

Other details of the position

1. Describe the type of problems this position may have to solve.

Responsible for operational performance in public works/roads programs; often requires approval before making a decision; some involvement in strategic planning and coordination; some involvement in setting operational policies and procedures.

2. Describe the type of decisions this position may have to make.

Frequent creativity required. Involved in complex projects and workflows. Responsible to improve the efficiency and effectiveness of own workflow and others. Some research on new ideas and products expected.

3. List the non-supervisory business relationships that come with the position.

Relations with own staff, other senior managers and the CAO, Council, peers of other municipalities, customers, suppliers, and other government officials, on a frequent basis. Above average interpersonal, oral and written communication skills required.

4. Any responsibility for material resources required by the position? If so list.

Responsible for vehicles and heavy machinery and care of GPS software devices. Roads and infrastructure. Some responsibility of confidential records.

5. Any responsibility for information resources required by the position? If so list.

Responsible for the collection and storage of GPS data and risk management. Responsible for some confidential records and risk management.

6. What is the spending limit for purchases of the position?

Visa card \$10,000 – all purchases to be approved by Council but controls spending for the Roads and Public Works. Compares actuals to budget. Recommends on tenders. Responsible for the department's budget.

7. Any budget involvement? If so explain

Proposes both capital projects including detailed cost estimates and operational plans. Recommends the department's budget to the CAO and Council.

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Expected Behaviours of the position (same for all positions)				
	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
1. Communication				
(a) Written communications				X
(b) Oral communications one-on-one or in small groups			X	
(c) Large group presentation		X		
(d) Positive demeanor				X
(e) Negotiation/Mediation		X		
2. Stakeholder Contact				
(a) Knowledge of the services provided				X
(b) Professional manner in dealing with stakeholders				X
(c) Customer focused orientation (can do)				X
(d) Build strong relationships			X	
(e) Continually improve service				X
3. Leadership				
(a) Develop a business or strategic plan (planning)			X	
(b) Convince others to buy into our vision or a change			X	
(c) Translate the strategy & plan into action & results			X	
(d) Flexible & adaptive (open to new ideas)				X
(e) Innovate				X
(f) Think critically – Think independently			X	
(g) Tolerant (diversity)			X	
(h) Empathy				X
(i) Confidence				X
(j) Active listening				X
4. Supervisory				
(a) Coach & mentor				X
(b) Empower & delegate				X



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(c) Manage job performance (give continuous corrective feedback)				X
(d) Discipline and tough decisions as appropriate			X	
(e) Manage succession planning		X		
(f) Create and manage personal development plans for reports			X	
5. Teamwork				
(a) Work effectively with team members who have a variety of skill levels				X
(b) Build & sustain internal relationships				X
(c) Champion collaboration within the team				X
(d) Accept all feedback (superiors, pers & subordinates)				X
(e) Respect authority				X
(f) Resolve conflict & difficult people				X
6. Working Skills				
(a) Manage workload and meet deadlines (time management)				X
(b) Deliver results (work ethic)				X
(c) Manage stress				X
(d) Manage quality of own work (attention to detail)				X
(e) Ethics & integrity				X
(f) Autonomy (independent action)			X	
(g) Creativity (originality and independent thinking)			X	
(h) Organization including project management				X

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Qualifications

Formal Education & Training:

4 year university degree in Civil Engineering and licensed with the Professional Engineers of Ontario (PEO).

Required in house training:

GIS, GPS and financial software programs. Engineering Design Standards, RFP format, Procurement By-law and the Transportation/Infrastructure Master Plan.

Work Experience:

5 years municipal experience in a supervisory role and planning, managing and monitoring large/major capital projects in the field of water, wastewater and roads.



Township of Essa Job Description

Specific Technical & Sector Skills required:
 Class G Driver's Licence. Civil 3D/Autocad software, Global Mapper, Culvert Mater, etc.

Physical Skill & Effort and Working Conditions
 Regular use of one physical skill with some time pressure to complete a task and little physical exertion.

Mental Skill & Effort and Working Conditions
 High mental skill, effort and judgement required. Requirement for attention to detail to engineering designs as errors have a significant effect. Technical responsibilities to oversee public works operations.

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SIGNATURES / APPROVALS	Date	Signature
Incumbent:		
Department Head:		
Chief Administrative Officer:		

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 – 68

Being a By-law to confirm the proceedings of the Council meeting held on the 18th day of November, 2020.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 18th day of November, 2020 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 4th day of November, 2020, and the Committee of the Whole meetings held on the 4th day of November, 2020; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND
FINALLY PASSED on this the 18th day of November, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk