

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, NOVEMBER 1, 2023
6:00 p.m.**

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers in the Administration Centre located at 5786 County Road 21, Utopia.

1. OPENING OF MEETING BY THE MAYOR

The Township of Essa acknowledges that we are situated on the traditional land of the Anishinaabeg, Huron-Wendat and the Tiononati people. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

Public Meeting

- a. 4 Bank Street – Zoning By-law Amendment (Z1-23)

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

- p. 1 a. **Correspondence from Township Engineer AECOM, re: Reduction in Securities – Sapphire Hills Homes (Greenwood Drive) Subdivision.**

Recommendation: **BE IT RESOLVED** that Council approve a reduction in securities relating to Sapphire Hills Homes (Greenwood Drive) Subdivision, as recommended by AECOM as follows:

<i>Current Securities Held by Township of Essa:</i>	\$206,686.06
<i>Reduction as Recommended by AECOM:</i>	\$190,308.37
<i>Securities to be Retained by Township of Essa:</i>	\$16,377.69

And,

THAT this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 3 a. **Staff Report CAO028-23 submitted by the Chief Administrative Officer, re: Safety Boot and Clothing Allowance.**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO028-23 be received;
and
THAT Council authorize an increase to the Township's Safety Boot and Clothing Allowance as specified within Policy A01-2022, to provide for an increase from \$500 for safety boots and work clothing to \$750 per qualifying individual.

- p. 5 b. **Staff Report CAO029-23 submitted by the Chief Administrative Officer, re: Holiday/Year-end Turkey Gift Cards for Staff and Firefighters.**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO029-23 be received;
and
THAT Council authorize an increase to the annual, year-end "turkey" gift cards issued to all staff and firefighters from \$30 to \$50 per individual.

- p. 7 c. **Staff Report CAO030-23 submitted by the Chief Administrative Officer, re: Proposed Quote for Public Transit in Angus.**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO030-23 be received;
and
THAT Council direct staff to enter into an agreement with **Driverseat**, on a trial basis for one year, to provide a short loop of public transit service through Angus to better assist members of the public to reach the County's public bus service to Barrie or Wasaga Beach/Collingwood Monday-Friday, with the approximate cost of **\$50,000** to be provided through gas tax money, if it can be confirmed that gas tax money is available for this purpose.

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 15th day of November 2023 at 6:00 p.m.

October 18, 2023

By Email & Mail

Mrs. C. Healey-Dowdall
 Chief Administrative Officer
 Township of Essa
 5786 County Road 21
 Utopia ON L0M 1T0

Dear Mrs. Healey-Dowdall:

Project No: 60118240

**Regarding: Township of Essa
 Sapphire Hills Homes (Greenwood Drive) Subdivision
Security Reduction # 2 for Sapphire Hills Homes**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the reduction in Securities for **Sapphire Hills Homes** Subdivision.

- **Security Reduction Sapphire Hills Homes [51M-1112]**

The total value of work for Sapphire Hills Homes is \$3,664,111.48. The current securities posted for Sapphire Hills Homes is **\$206,686.06**. With the passing of BY-LAW No. 2020-12 on February 5, 2020 [Certificate of Maintenance and Final Acceptance (Belowground Works)], and BY-LAW No. 2022-47 on September 7, 2022 [Certificate of Maintenance and Final Acceptance (Aboveground Works)] for Sapphire Hills Homes, and based on our review, in accordance with Section 2.7, Reduction of Securities; we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$3,664,111.48
	Less the sum of:	
3.7.2.2.1	0% of total estimated Cost of Underground Works as Maintenance Holdback	\$0.00
3.7.2.2.2	2% of total estimated Cost of Aboveground Works as Maintenance Holdback	\$16,377.69
3.7.2.2.3	0% of total installed Underground Works to date as Security Holdback	\$0.00
3.7.2.2.4	0% of total installed Aboveground Works to date as Security Holdback	\$0.00
3.7.2.2.5	Sum of Previous Reduction in Securities	\$3,457,425.42
3.7.2.2.6	Any Increase in Estimated Cost to Complete Works	\$0.00
	Amount of Discharge from Total Value of Work	<u>\$190,308.37</u>
	Security to be Retained	\$16,377.69

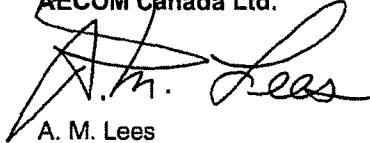
We have attached a copy of our summary sheet, which provides a breakdown of the Completed and Uncompleted Works for Sapphire Hills Homes.

In our opinion, the Developer is entitled to a reduction and therefore the Township should retain **\$16,377.69**.

Reductions require the receipt of a Statutory Declaration, and that all legal and engineering invoices are paid as per Section 3.8.3. **We have requested that the STATUTORY DECLARATION be provided by the Developer for Sapphire Hills Homes.**

We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

Sincerely,
AECOM Canada Ltd.



A. M. Lees

AML:wh

Encl.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO028-23

DATE: November 1, 2023

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Safety Boot and Clothing Allowance

RECOMMENDATION

That Staff Report CAO028-23 be received; and

That Council authorize an increase to the Township's Safety Boot and Clothing Allowance as specified within Policy A01-2022, to provide for an increase from \$500 for safety boots and work clothing to \$750 per qualifying individual.

BACKGROUND

The Township's corporate policy pertaining to a safety boot and clothing allowance was last reviewed in 2022 and some staff and department managers have approached the CAO and requested an across-the-board increase from \$500 to \$750.

Policy A01-2022 provides for a maximum of \$500 annually to each employee in the Public Works, Roads, Parks & Recreation, By-law and Building Departments – those employees commonly referred to as "outside workers".

Several staff, including the Manager of Public Works and Treasurer amongst others, have put forward a request for an annual increase due to the increased cost of boots amongst other items.


COMMENTS AND CONSIDERATIONS

It is generally agreed that a \$750 allowance would better allow for a pair of safety boots and the necessary work clothing which both provides for a safety element (i.e., reflective strip) and identifies workers to the public.

Staff purchases work clothing on their own to meet specifications and submits a receipt for reimbursement up to an authorized amount as identified in Policy A01-2022 collectively for both safety boots and clothing.

FINANCIAL IMPACT

There are approximately 28 regular staff members impacted at this time. An increase from \$500 to \$750 would equal approximately \$7,000. The Fire Department has their own policy for uniforms, PPE, and gear.

Manager of Finance Approval: 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Increase the Safety Boot and Clothing Allowance Policy as recommended by staff (\$250 per qualifying person).
3. Increase the Safety Boot and Clothing Allowance in another amount, in accordance with Council direction.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO029-23
DATE: November 1, 2023
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Holiday/Year-End Turkey Gift Cards for Staff and Firefighters

RECOMMENDATION

That Staff Report CAO029-23 be received; and

That Council authorize an increase to the annual, year-end "turkey" gift cards issued to all staff and firefighters from \$30 to \$50 per individual.

BACKGROUND

Council has long issued a year-end show of appreciation through the gift of a turkey and later, gift card to staff.

COMMENTS AND CONSIDERATIONS

With the cost of living, the \$30 turkey gift card does not reach very far at this time. The \$30 value has not been increased in approximately 25 years.

FINANCIAL IMPACT

The Township purchased 125 gift cards in 2022. As such, the cost was \$3,750. An increase by \$20 each would equal an increase of \$2,500 to a total of \$6,250. There is a sufficient amount in the 2023 budget to allow for the suggested increase this year.

Manager of Finance Approval: 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve a \$20 per person increase to the "turkey" gift cards provided to staff as appreciation at the end of each calendar year.

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3. Approve a \$10 per person increase to the "turkey" gift cards provided to staff as appreciation at the end of each calendar year (cost impact \$1,250).
4. Approve another amount of increase as per Council direction (i.e., \$5 per person at an impact of \$625).

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO030-23
DATE: November 1, 2023
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Proposed Quote for Public Transit in Angus

RECOMMENDATION

That Staff Report CAO030-23 be received; and

That Council direct staff to enter into an agreement with Driverseat, on a trial basis for one year, to provide a short loop of public transit service through Angus to better assist members of the public to reach the County's public bus service to Barrie or Wasaga Beach/Collingwood Monday-Friday, with the approximate cost of \$50,000 to be provided through gas tax money, if it can be confirmed that gas tax money is available for this purpose.

BACKGROUND

Council directed staff to investigate the cost of providing a scoped form of public transit in Angus to assist the public in reaching the County's LINX bus stop on County Road 90. The County's LINX bus travels to Barrie and Wasaga Beach and Collingwood but the County has refused to travel into Angus off the primary route along County Road 90 (for scheduling reasons and as well, the fact that they are a regional service as opposed to local).

COMMENTS AND CONSIDERATIONS

The merits of varying options or modes of travel have been presented to Council in the past. It can be noted that ridership on the LINX bus has increased including with students and residents of Angus traveling to employment. Driverseat will be sending 2 options and quotes for consideration, to be on-desk at the meeting of November 1st.

FINANCIAL IMPACT

\$TBD Option A: mini van shuttle
 \$TBD Option B: transit shuttle

The Township should be able to access gas tax funding to pay for the public transit service in Angus. The Manager of Public Works/Deputy CAO will have to investigate the current allocation of gas tax funds. It is believed that all of Essa's funds are currently sent to the County of Simcoe.

Manager of Finance Approval: 

SUMMARY/OPTIONS

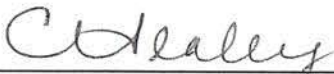
Council may:

1. Take no further action.
2. Approve Option A with funding to be offset by the gas tax, and with the Manager of Public Works/Deputy CAO to secure funding prior to entering into an agreement with Driverseat.
3. Further scope an option to create a form of limited local public transit once the Manager of Public Works/Deputy CAO has secured appropriate gas tax funding.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

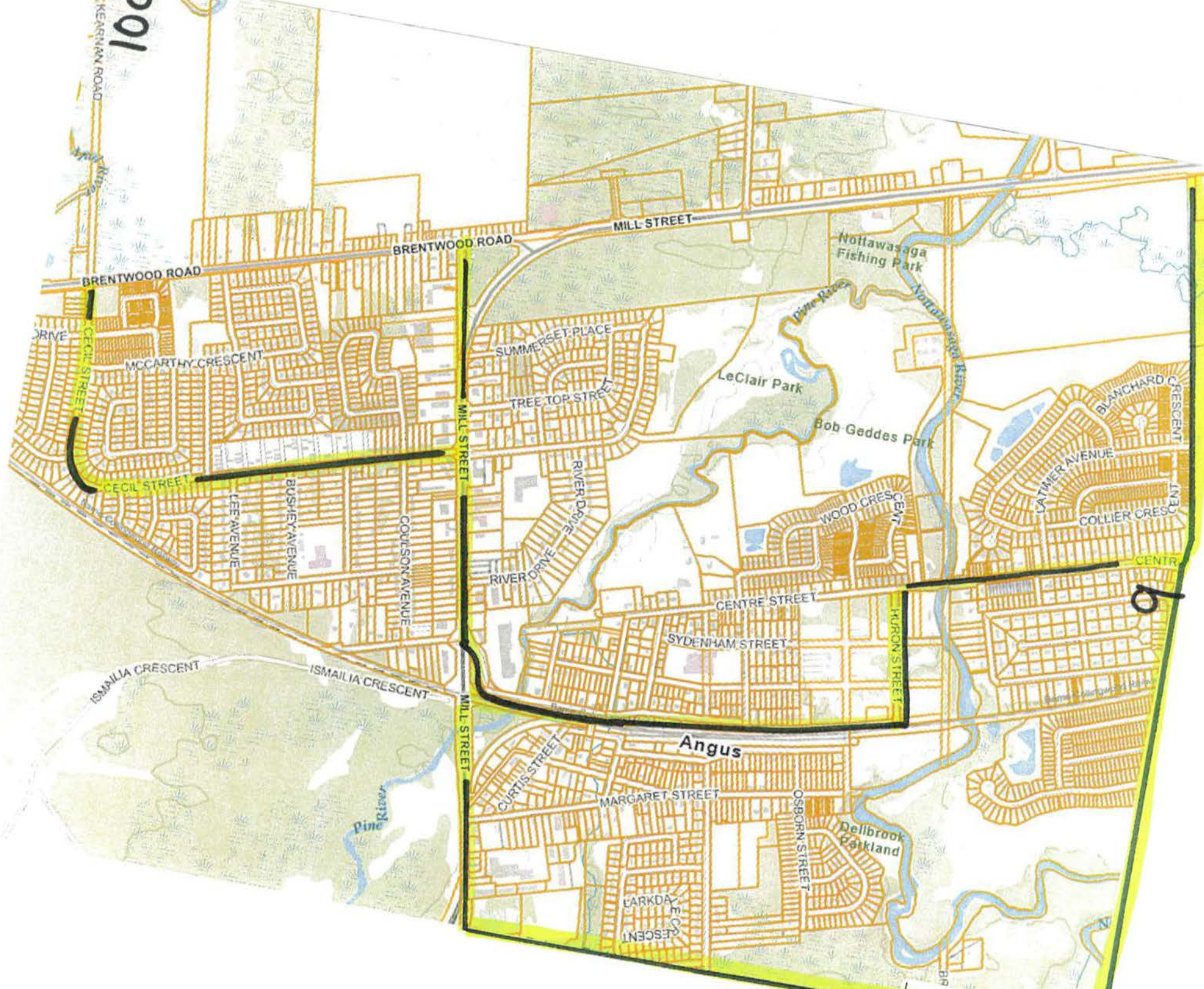


Colleen Healey-Dowdall
CAO

Attachments:

Driverseat quotes/options

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Angus

BRENTWOOD ROAD

MILL STREET

Nottawasaga Fishing Park

SUMMERSET PLACE

LeClair Park

Bob Geddes Park

MCCARTHY CRESCENT

TREE TOP STREET

BLANCHARD CRESCENT

DRIVE

CECIL STREET

LEE AVENUE

BUSHLEY AVENUE

COULSON AVENUE

RIVER DRIVE

RIVER DRIVE

WOOD CRES

LA TIER AVENUE

COLLIER CRESCENT

CENTR

ISMAILIA CRESCENT

ISMAILIA CRESCENT

CENTRE STREET

SYDENHAM STREET

HIRAM STREET

Pine River

CURTIS STREET

MARGARET STREET

OSBORN STREET

Dellbrook Parkland

LARKDA CRESCENT