

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

**WEDNESDAY, NOVEMBER 18, 2020
6:00 p.m.**

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. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 a. **Public Meeting**
Re: Proposed Road Closure and Sale of Essa Street, Angus

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

5. PARKS AND RECREATION/ COMMUNITY SERVICES

- p. 2 a. **Staff Report PR014-20 submitted by the Manager of Parks and Recreation,
re: Thornton Arena Status Update.**

Recommendation: Be it resolved that Staff Report PR014-20 be received; and That Council direct the Manager of Parks and Recreation to proceed with the booking of arena floor facility rentals provided that each user group has submitted a satisfactory COVID-19 Protocol to the Township in advance, such that the installation of ice would be deferred until such a time that it can be more accurately determined to be justified, since further requirements for ice installation would include increased numbers in player registrations and a larger number of user groups looking to book ice in Essa Township.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

a. Release of Securities – Nottawasaga Village (Stonemount) Subdivision Phase 3.

Recommendation: *Be it resolved that Council approve the release of securities relating to Nottawasaga Village (Stonemount) Subdivision for Phase 3, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$96,467.18</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$96,467.18</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$0</i>

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.

b. Release of Securities – Nottawasaga Village (Stonemount) Subdivision Block 12.

Recommendation: *Be it resolved that Council approve the release of securities relating to Nottawasaga Village (Stonemount) Subdivision for Block 12, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$22,564.44</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$22,564.44</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$0</i>

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.

p. 5 **c. Staff Report TR018-20 submitted by the Manager of Finance, re: Consideration of a Wage Increase for Township Staff and Council.**

Recommendation: *Be it resolved that Staff Report TR018-20 be received; and That Council approve an increase in salaries and wages for all employees including Council of 0.6% effective the first full pay in 2021, to reflect the Consumer Price Index (Ontario) for all-items between September 2019 and September 2020.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

p. 8 **a. Staff Report C035-20 submitted by the Clerk, re: DRAFT 2021 Council and Committee of the Whole Meeting Schedule.**

Recommendation: *Be it resolved that Staff Report C035-20 be received; and That Council approve the 2021 Council and Committee of the Whole Meeting Schedule as attached.*

- p. 11 **b. Staff Report C036-20 submitted by the Clerk, re: After Hours Canine Control.**

Recommendation: *Be it resolved that Staff Report C036-20 be received; and That Council authorize Staff to discontinue the After Hours Canine Control, which is utilized for the transport of dogs to the Poundkeeper after hours and on weekends and holidays, for a period of twelve months in order to determine if there is truly a need for the service to be continued, with a Report being provided to Council prior to the end of the twelve month trial period.*

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

- p. 14 **a. Staff Report CAO051-20 submitted by the Chief Administrative Officer, re: OPP Contract and Police Services Funding.**

Recommendation: *Be it resolved that Staff Report CAO051-20 be received; and That Council approve the renewal of the current OPP Contract for three years, with budget details to be determined during budget deliberations; and That Council commits to an annual contribution from the Township of Essa to the Police Services Board an amount equal to the Provincial fees collected for Essa for services provided by the OPP for criminal record checks, etc., to be paid quarterly by the Province to the municipality, and that Essa carry on with this arrangement for 2020 and each subsequent year.*

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 2nd day of December, 2020 at 6:00 p.m.*

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



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

NOTICE OF PUBLIC MEETING

CONCERNING PROPOSED ROAD CLOSURE AND SALE OF ESSA STREET, ANGUS

TAKE NOTICE that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the 18th day of November, 2020 (Wednesday), at approximately 6:00 p.m, to consider a proposed closure (stop up) and sale of Essa St in Angus.

THE PROPOSED road closure would affect those lands described as:

Essa St, Angus, adjacent to 2 Essa St, Angus and 84 Jonas St, Angus

Essa St is 0.05 ha in area.

ANY PERSON may attend the public meeting by video or teleconference service and/or make written or verbal representation either in support of, or in opposition to, the proposed stop up and closure of Essa St. If you wish to be included in the public meeting, you must make a written request to the Clerk of the Township of Essa at llehr@essatownship.on.ca.

ADDITIONAL INFORMATION related to the proposed stop up and closure of Essa St is available through the CAO's office during regular business hours at (705) 424-9917 ex 109 or email at chealey@essatownship.on.ca.

DATED this 12th day of November, 2020.

A handwritten signature in cursive script, appearing to read 'C. Healey', is written over a horizontal line.

Colleen Healey, CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR014-20
DATE: November 18, 2020
TO: Committee of the Whole
FROM: Jason Coleman, Manager of Parks and Recreation
SUBJECT: Thornton Arena Status Update

RECOMMENDATION

That Staff Report PR014-20 be received; and

That Council consider directing the Manager of Parks and Recreation to proceed with the booking of arena floor facility rentals provided that each user group has submitted a satisfactory COVID-19 protocol to the Township in advance, such that the installation of ice would be deferred until such a time that it can be more accurately determined to be justified, since further requirements for ice installation would include increased numbers in player registrations and a larger number of user groups looking to book ice in Essa Township.

BACKGROUND

On August 12, 2020, the refrigeration plant in Thornton malfunctioned and the system was not able to operate in time for the September hockey and ice season to start. This required all ice user groups in the Township to work closely together and amalgamate to Angus Recreation Centre for the start of the season and work out scheduling times collectively. It has been communicated to the Manager of Parks and Recreation by Berg Refrigeration that resuming normal ice operations in Thornton would be possible for January 2, 2020 if there is a strong demand for ice.

COMMENTS AND CONSIDERATIONS

The total hours allocated for ice rental at each location are as follows:

<u>Facility</u>	<u>2019/2020 Ice Season</u>	<u>2020/2021 Ice Season</u>
Thornton Arena	Approximately 55 hrs. of ice rentals per week.	<u>TBD</u>
Angus Recreation Centre	Approximately 47 hrs. of ice rentals per week.	A combined total of 51 hours of ice rented between Thornton and Angus rental groups sharing 1 ice pad.

With only 1 ice pad currently operating along with COVID-19 implications, there is approximately 51 hours of ice currently being rented per week from all requested users at the Angus Recreation Centre.

Based on feedback responses from user group questionnaires received as of the date of writing this report, while forecasting projections for ice usage in Thornton if it were to re open January 2, 2021, the Township could anticipate approximately 10-12 additional hours of ice per week to be rented. The low number of additional hours for ice rental, high operating costs to install and maintain ice and the uncertainty of future COVID-19 - 19 trends, would have the Manager of Parks and Recreation recommend to operate the Thornton Arena as an arena floor only for the remainder of the 2020/2021 season.

The potential for further restrictions regarding COVID-19 regulations, while having no ice in Thornton, would directly help offset some of the shutdown costs, staffing and procedures.

The Parks and Recreation Department is also in the preparation stage for the start up of the ice making and installation process at the 4 outdoor arenas in the Township. Ensuring adequate supplies on hand, locations are set up and prepared for use while ensuring that staff are trained and prepared. This will help with some of the demand for residents and users looking to skate and play hockey in the colder weather.

The administrator for Parks and Recreation has been receiving multiple inquiries for bookings for the arena floor in Thornton. Such rentals include lacrosse, ball hockey and volleyball which all mentioned their interest in booking the space for several hours per week. The operating and staffing costs associated for these types of user group rentals are lower compared to those of ice rentals. Due to the lower number of ice rental inquiries mid season for Thornton, it would be suggested and the recommended option is to not install the ice at this time. Areas of cost savings would include a reduction in large water consumption for ice installation, ice painting preparation and installation,

ongoing refrigeration costs, propane cylinders for the ice resurfacers, ongoing flood water maintenance and spectator heating.

Through conversations with customers, there has been mention of other similar user groups still in search of multi purpose space to rent at this time.

FINANCIAL IMPACT

The projected revenue loss for Thornton Arena for the 2020/2021 ice rental season due to the chiller malfunction combined with COVID-19 is estimated at approximately \$100,000. This projection is in reference from comparison to 2019 actuals for the Thornton Arena revenue rentals. There is a potential to receive approximately \$4,500 or more in revenue for arena floor bookings from December 2020 through to May 2021. This will help offset some of the revenue losses which have occurred.

- o Manager of Finance or Deputy Treasurer Approval:



SUMMARY/OPTIONS

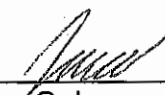
Council may:

1. Take no further action.
2. Direct the Manager of Parks and Recreation to proceed with the booking of the arena floor for the remainder of the 2020/2021 season.
3. Direct Staff to perform ice installation in Thornton arena for ice rentals commencing January 2021 to April 21, 2021 and to collect as much revenue as possible for rentals that occur.
4. Direct Staff in another course of action.

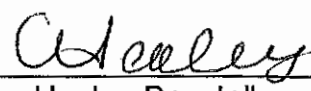
CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,



Jason Coleman
Manager of Parks and Recreation



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR018-20
DATE: November 18, 2020
TO: Committee of the Whole
FROM: Carol Traynor-Richter, Manager of Finance
SUBJECT: Consideration of a Wage Increase for Township Staff and Council

RECOMMENDATION

That Staff Report TR018-20 be received; and

That Council approve an increase in salaries and wages for all employees including Council of 0.6% effective the first full pay in 2021, to reflect the Consumer Price Index (Ontario) for all-items between September 2019 and September 2020.

BACKGROUND

On March 4, 2020 Council approved policy number A03-2020, Pay Administration Policy which states that each year on January 1 the entire pay band grid may move up by % using an established formula. The formula to be used is the annual Stats Can Ontario CPI for the 12 months ended September each year.

COMMENTS AND CONSIDERATIONS

Council approving a cost of living increase prior to budget presentations allows accurate budget impacts to be given. Therefore, the 2021 budget working papers would include the proposed wage increase.

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

FINANCIAL IMPACT

The 2020 budget totals for salaries/wages is approximately \$4,028,400, which includes full time, part time employees, fire fighters and Council. A 0.6% increase is \$24,200 and reflects the Consumer Price Index (Ontario) for all-items September 2019 to September 2020.

SUMMARY/OPTIONS

Council may:

1. Take no action

8c

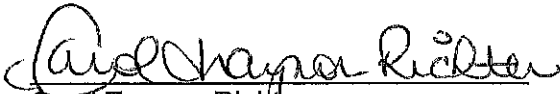
2. Approve an increase of 0.6% in salaries and wages for all employees, to reflect the Consumer Price Index (Ontario) for all-items between September 2019 and September 2020.
3. Approve an increase of 1.9% (\$74,000) in salaries and wages for all employees consistent with the 2020 increase.
4. Direct staff accordingly.

CONCLUSION


Option # 2 is recommended

Respectfully submitted:

Reviewed by:



Carol Traynor-Richter
Manager of Finance



Colleen Healey-Dowdall
CAO

Attachment: 2020 Ontario Consumer Price Index

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

Products and product groups ^{3, 4}	Ontario (map)				
	September 2019	August 2020	September 2020	August 2020 to September 2020	September 2019 to September 2020
	2002=100			Percentage change	
All-items	137.5	138.6	138.3	-0.2	0.6
Food ⁵	151.9	155.9	154.6	-0.8	1.8
Shelter ⁶	147.3	150.2	150.5	0.2	2.2
Household operations, furnishings and equipment	125.3	125.4	125.3	-0.1	0.0
Clothing and footwear	94.3	89.7	90.6	1.0	-3.9
Transportation	141.1	142.4	140.8	-1.1	-0.2
Health and personal care	129.2	129.3	129.4	0.1	0.2
Recreation, education and reading	119.7	118.3	118.7	0.3	-0.8
Alcoholic beverages, tobacco products and recreational cannabis	177.2	176.6	177.5	0.5	0.2
All-items excluding food	135.0	135.6	135.4	-0.1	0.3
All-items excluding food and energy ⁷	133.0	134.3	134.3	0.0	1.0



9a

TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C035-20

DATE: November 18, 2020

TO: Committee of the Whole

FROM: Lisa Lehr, Clerk

SUBJECT: DRAFT 2021 Council and Committee of the Whole Meeting Schedule

RECOMMENDATION

That Staff Report C035-20 be received; and
 That Council consider approving the 2021 Council and Committee of the Whole Meeting Schedule as attached.

BACKGROUND

The *Municipal Act, 2001*, as amended requires that every municipality pass a Procedure By-law for governing the calling, place and proceedings of meetings.

Section 3.1.1 of the Township's Procedural By-law 2017-77 states that Council shall establish a schedule of all regular Council meeting dates for the upcoming calendar year, prior to the first meeting in each calendar year.

As such, this Report is being presented to Council for consideration and approval in setting the dates for Committee of the Whole and Regular Council meetings for the upcoming 2021 calendar year.

COMMENTS AND CONSIDERATIONS

Section 3.2.1 of the Township's Procedural By-law states the following in respect of scheduling Council meetings:

“Regular meetings of Council shall be held on the first and third Wednesday of each month following Committee of the Whole, which shall begin at 6:00 p.m. unless otherwise specified by Resolution of Council; and except when Wednesday is a statutory holiday, in which case the Council shall meet at the call of the Chair on a date which is not a public or civic holiday”.

As a result, it is proposed that the following meetings be cancelled in 2021:

	Date of Meetings Proposed to be Cancelled or Rescheduled	Reason for Cancellation or Rescheduling
*	January 6, 2021 – Recommend to cancel meeting	Following Office Closure
**	Recommended to Reschedule March 17, 2021 Meeting to March 24, 2021	March Break

9a

No Meetings – Summer Recess
July 21, 2021
August 4, 2021
August 18, 2021

***Staff is seeking Council's direction on the meeting date held in January 2021** as the Administration Centre will be closed for Christmas Holidays starting at noon on December 24th, 2020 and will re-open January 4, 2021. Staff recommends cancelling the meeting on January 6, 2021 as time does not allow the preparation of staff reports or the printing of the Agenda prior to this meeting. Council could choose to re-schedule this meeting to January 13, 2021, however it is staff's recommendation to cancel the meeting of January 6th for reasons stated above.

****In previous years, Council has cancelled the meeting which falls during the March Break in order to accommodate Council and staff absences. Staff has proposed to reschedule the meeting which would fall on March 17, 2021 to March 24, 2021 instead.**

FINANCIAL IMPACT

No financial impact.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the DRAFT 2021 Council & CW Meeting Schedule as presented.**
3. Amend the DRAFT 2021 Council & CW Meeting Schedule as recommended by Council.

CONCLUSION

It is recommended that the attached schedule of Regular 2021 Council and Committee of the Whole Meetings be approved as presented.

Respectfully submitted:

Reviewed by:

per, Lisa Lehr
Clerk

Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:
1 – DRAFT 2021 Council & CW Meeting Schedule

2021 Essa Township Council Meeting Schedule

January '21

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



NO MEETINGS

January 6, 2021

RESCHEDULED MEETING

March 17 2021 Rescheduled for March 24 2021

NO MEETINGS - Summer Recess

July 21, 2021

August 4, 2021

August 18, 2021

19

99



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C036-20
DATE: November 18, 2020
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: After Hours Canine Control

RECOMMENDATION

That Staff Report C036-20 be received; and

That Council consider discontinuing the After Hours Canine Control Service, which is utilized for the transport of dogs to the Poundkeeper after hours and on weekends and holidays, for a period of twelve months in order to determine if there is truly a need for the service to be continued, with a report being provided to Council prior to the end of the twelve month trial period.

BACKGROUND

The Township of Essa previously entered into an agreement for a three year term with K9 PEST MANAGEMENT GROUP INC. in 2017 to provide for after-hours canine control (transport of dogs that have been found by residents to the Poundkeeper). This contract is set to expire on November 30, 2020.

RFQ C01-2020 "After Hours Canine Control" was advertised on the Township's website from November 2 - 12, 2020 with a closing date for submission of proposals being 11:00 a.m. on November 12, 2020. It was also posted on the Township's social media outlet (Twitter). Additionally, the municipality contacted the current After Hours Canine Control provider and the Alliston District Humane Society to advise that the municipality was accepting bids.

COMMENTS AND CONSIDERATIONS

As a result of the decline in calls in recent years from residents in respect to the need for dogs that have been found to be transported to the Poundkeeper after hours and on weekends, the recent **RFQ C01-2020 requested that submissions from proponents include their rate to be provided "on call, per pickup"** for each canine in need to be transported to the municipality's Poundkeeper.

In response to the call for bids for RFQ C01-2020, the municipality received one submission from a proponent, however the proponent did not provide the rate as was specified in the RFQ package. The rate provided by the proponent was for a flat monthly rate for a maximum of four dogs to be transported per month PLUS an additional "on call, per pickup" rate for transport of any additional dogs above the initial four dogs. As a result of the irregularity in the pricing (that being that it was quoted as a flat monthly fee with additional on-call per pickup rates as opposed to the requested on-call per pickup rate), the Clerk contacted the proponent to clarify the rate

9b

that was quoted in their submission, and was advised that the rate that was submitted was correct.

In accordance with the Township's Procurement Policy A17-01, a bid irregularity is defined as "a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided by a bidder". Further, the Policy states that "A **major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and affects the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors, therefore any bid which contains a major irregularity will be rejected."

While the proponent provided pricing, it did not align with what as requested in the RFQ documents (an "on call, per pickup" rate), and as such it has been determined that the bid can be rejected on these grounds.

Should Council choose, the Clerk can re-post and re-advertise another RFQ for After Hours Canine Control, and request that the pricing be submitted to reflect a flat monthly fee.

Prior to considering re-posting/re-advertising for bids to be submitted for After Hours Canine Control requesting flat monthly rates, it should be noted that there has been a significant decrease in the amount of calls received (after hours and on weekends) for the transport of dogs that have been found to the Poundkeeper. As confirmed by the Township's current After Hours Canine Control provider, there have been a few months where there have been 3-4 dogs transported to the Humane Society after hours or on weekends, while there have been other months where there have been no dogs transported. It is thought that the decrease in residents utilizing the After Hours Canine Control to transport "found" dogs can be linked to the increase in "Lost and Found" user groups on social media platforms.

Due to the decrease in residents requesting assistance to transport dogs that have been found to the Poundkeeper (after hours and on weekends), it is suggested by the Clerk that Council consider discontinuing this service for a period of twelve months in order to determine if the need for this service still exists. It is suggested that should a resident find and contain a dog that is in need to be transported within this twelve month trial period, the resident could:

- a) Contact the Poundkeeper to provide a picture of the dog that was found, and drive the dog to the Poundkeeper themselves; or
- b) Hold the dog overnight or for a period of time and contact the municipal office Monday through Friday (8:30 a.m. to 4:30 p.m.) when the By-law Officer(s) can transport the dog to the Poundkeeper during business hours.

If Council was to proceed with discontinuing the service for twelve months on a trial basis, the website would be updated to provide residents with options available to them in the event that they find a dog that needs to be transported to the Poundkeeper. Additionally, if it was determined that there was an overwhelming need for this service to be continued prior to the twelve month trial period having expired, then the Clerk could provide Council with an update in the form of a Staff Report, and advertise at that time for After Hours Canine Control through the competitive bid process.

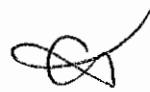
FINANCIAL IMPACT

The municipality has historically paid a fixed rate for this service. The previous term of three years for the After Hours Canine Control contract was billed at \$1,000.00 per month plus HST.

Should Council wish to re-advertise a new RFQ for the After Hours Canine Control (requesting a flat monthly rate), then the annual rate based on the successful bid would be included in the 2021 Budget.

Should Council proceed with discontinuing this service, there would be no additional cost to taxpayers, and as such, there would be no contract pricing included in the 2021 Animal Control Budget. [In emergency situations, there may be the requirement for By-law Officers / OPP to contact an external company to transport a dangerous dog to the Poundkeeper. The cost for this is unknown at this time, however it is estimated that the cost would be less than \$250.00 per dog].

SUMMARY/OPTIONS



Council may:


1. Take no further action.
2. Direct the Clerk to re-advertise a new RFQ for After Hours Canine Control, requesting that bids be submitted reflecting a flat monthly rate;
3. **Authorize the Clerk to discontinue the After Hours Canine Control Service, which is utilized for the transport of dogs after hours and on weekends and holidays to the Poundkeeper, for a period of twelve months in order to determine if there is truly a need for this service to be continued, and direct the Clerk to provide Council with a Staff Report prior to the expiry of the twelve month trial period.**
4. Direct the Clerk in another manner as Council deems appropriate.

CONCLUSION

It is recommended that Council approve Option No. 3.

Respectfully submitted:

Reviewed by:



 Lisa Lehr
 Deputy Clerk



 Colleen Healey-Dowdall
 Chief Administrative Officer

Attachments:



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO051-20

DATE: November 18, 2020

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: OPP Contract and Police Services Funding

RECOMMENDATION

That Staff Report CAO051-20 be received; and

That Council renew the current OPP contract for 3 years, with budget details to be determined during budget deliberations; and

That the Township of Essa will contribute an amount to the Police Services Board on an annual basis equal to the Provincial fees collected for Essa for services provided by the OPP for criminal record checks, etc., to be paid quarterly by the Province to the municipality, and that Essa carry on with this arrangement for 2020 and each subsequent year.

BACKGROUND

The OPP contract should be renewed as it expires December 31, 2020. The municipality can renew for 3, 4, 5 or 6 years (refer to attached email from OPP). Note that the next municipal election will be in October 2022. As such, a 3 year contract renewal would seem to make sense so that the municipality may implement the wishes of both the current and future Councils respectfully.

The OPP provides policing to 324 Ontario municipalities. The latest model for billing was revised in 2015 to be open and transparent. The model is comprised of two components: a base policing cost (proactive component) and reactive calls cost. The base cost is intended to reflect approximately 60% of the bill.

Data is sent to the municipality each year so that each municipality can understand the types of calls for police service in their municipality. The average cost per property for OPP services in Ontario is \$355. Essa's 2020 cost/property is \$390.17 (estimated). The 2021 cost/property is anticipated to be \$384.78. On average, the cost of a municipal police force is (approximately) just over \$700.

10a

The past cost of OPP policing in Essa is as follows:

Cost of policing contract, Essa	
Year	Cost per property
2020	\$390.17 (estimated)
2019	\$404.34
2018	\$408.56
2017	\$400.63
2016	\$410.17
2015	\$468.28

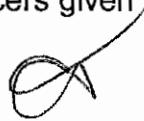
COMMENTS AND CONSIDERATIONS

The local Police Services Board (PSB) budget is also attached for information (2021). There is a funding formula change impacting on revenue caused by the revenue stream for carrying out criminal record check searches. More specifically, funds previously collected at the local level are to be funnelled through the Province. As such, the PSB has requested that each municipality, in turn, pass along funds received for searches to the Nottawasaga OPP to offset previous revenues. The Mayor and CAO both support the request for a Council resolution to this effect. The suggested resolution of the PSB is as follows:

Be it resolved that the Township of Essa will contribute an amount to the PSB on an annual basis equal to the Provincial fees collected for Essa for services provided by the OPP for criminal record checks, etc., to be paid quarterly by the Province to the municipality, and that Essa carry on with this arrangement for 2020 and each subsequent year.

FINANCIAL IMPACT

The 2021 projected costs of the Nottawasaga OPP are now released (attached). It is assumed that Council will want to maintain the current complement of officers, however, Council may wish to hire new traffic officers given that speeding seems to be one of the top issues with the public.



SUMMARY/OPTIONS

Council may:

1. Renew the current OPP contract for 3 years (recommended to ensure that a future Council has their say).
2. Renew the current OPP contract for 6 years.
3. Direct staff in another course of action.
4. Adopt/not adopt a resolution to pass along funds received from the Province for criminal records to account for changes to this revenue stream.

10a

CONCLUSION

Options #1 and #4 are recommended, with #4 indicating "adoption" of a resolution to pass along monies received for criminal record checks, etc.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

- Email from OPP on 2021 budget
- Letter from PSB

10a

OPP 2021 Annual Billing Statement

Essa Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

		Cost per Property \$	Total Cost \$
Base Service	Property Counts		
	Household	7,495	
	Commercial and Industrial	189	
	Total Properties	7,684	
		177.48	1,363,725
Calls for Service	(see summaries)		
	Total all municipalities	168,336,779	
	Municipal portion	0.6785%	1,142,215
Overtime	(see notes)	12.64	97,144
Contract Enhancements	(see summary)	39.22	301,391
Prisoner Transportation	(per property cost)	2.11	16,213
Accommodation/Cleaning Services	(per property cost)	4.68	35,961
Total 2021 Estimated Cost		384.78	2,956,650

OPP 2021 Estimated Base Services and Calls for Service Cost Summary
For the period January 1 to December 31, 2021

Salaries and Benefits	Positions		Base \$/FTE	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%		\$	\$	\$
Uniform Members	Note 1					
Inspector	25.65	100.0	163,514	4,194,122	4,194,122	-
Staff Sergeant-Detachment Commander	10.64	100.0	146,750	1,561,415	1,561,415	-
Staff Sergeant	33.08	100.0	136,731	4,523,048	4,523,048	-
Sergeant	217.05	53.1	122,479	26,584,114	14,103,482	12,480,632
Constable	1,701.98	53.1	104,552	177,945,194	94,399,884	83,545,309
Part-Time Constable	6.55	53.1	83,335	545,844	289,172	256,672
Total Uniform Salaries	1,994.95			215,353,736	119,071,123	96,282,613
Statutory Holiday Payout			3,873	7,701,966	4,212,066	3,489,900
Shift Premiums			1,033	1,988,817.77	1,055,068	933,750
Uniform Benefits - Inspector			25.86%	1,084,600	1,084,600	-
Uniform Benefits - Full-Time Salaries			30.37%	63,963,402	34,800,324	29,163,078
Uniform Benefits - Part-Time Salaries			14.98%	81,767	43,318	38,449
Total Uniform Salaries & Benefits				290,174,290	160,266,499	129,907,791
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	173.80	53.1	66,104	11,488,895	6,094,799.27	5,394,096
Detachment Operations Clerk	1.88	53.1	63,248	118,905	63,248	55,658
Detachment Clerk - Typist	0.33	53.1	56,792	18,741	10,223	8,519
Court Officer	17.20	53.1	67,187	1,155,622	612,748	542,874
Crimestoppers Co-ordinator	0.80	53.1	62,084	49,667	26,075	23,592
Total Detachment Civilian Salaries	194.01			12,831,831	6,807,093	6,024,738
Civilian Benefits - Full-Time Salaries			29.53%	3,789,240	2,010,135	1,779,105
Total Detachment Civilian Salaries & Benefits				16,621,071	8,817,228	7,803,843
Support Costs - Salaries and Benefits	Note 2					
Communication Operators			6,940	13,844,953	7,570,777	6,274,176
Prisoner Guards			1,853	3,696,642	2,021,419	1,675,223
Operational Support			5,129	10,232,099	5,595,175	4,636,924
RHQ Municipal Support			2,647	5,280,633	2,887,586	2,393,047
Telephone Support			120	239,394	130,907	108,487
Office Automation Support			673	1,342,601	734,169	608,432
Mobile and Portable Radio Support			264	528,396	288,911	239,485
Total Support Staff Salaries and Benefits Costs				35,164,718	19,228,943	15,935,775
Total Salaries & Benefits				341,960,078	188,312,670	153,647,409
Other Direct Operating Expenses	Note 2					
Communication Centre			165	329,167	179,997	149,170
Operational Support			742	1,480,253	809,440	670,813
RHQ Municipal Support			148	295,253	161,452	133,801
Telephone			1,456	2,904,647	1,588,336	1,316,311
Mobile Radio Equipment Repairs & Maintenance			39	78,059	42,680	35,378
Office Automation - Uniform			2,603	5,192,855	2,839,587	2,353,268
Office Automation - Civilian			1,803	349,800	185,565	164,235
Vehicle Usage			8,294	16,546,115	9,047,842	7,498,274
Detachment Supplies & Equipment			502	1,001,465	547,627	453,838
Uniform & Equipment			2,102	4,207,153	2,300,345	1,906,808
Uniform & Equipment - Court Officer			925	15,910	8,436	7,474
Total Other Direct Operating Expenses				32,400,676	17,711,305	14,689,371
Total 2021 Municipal Base Services and Calls for Service Cost				\$ 374,360,754	\$ 206,023,975	\$ 168,336,779
Total OPP-Policed Municipal Properties					1,160,856	
Base Services Cost per Property					\$ 177.48	

10a

Resolution

Nottawasaga Police Services Board

(serving Adjala-Tosorontio/Essa/New Tecumseth)

10 Wellington Street East, Alliston, Ontario L9R 1A1
Email: psb@newtecumseth.ca

October 29, 2020

BY EMAIL

Township of Adjala-Tosorontio
7855 30th Sideroad
Alliston, ON L9R 1V1

Township of Essa
5786 County Road 21
Utopia, ON L0M 1T0

Town of New Tecumseth
10 Wellington Street East
Alliston, ON L9R 1A1

Attention: Mayors and Member of Council

Dear Council:

Collection of Fees for OPP Services and Nottawasaga Police Services Board Budget

Further to the Board's letter of July 6, 2020 regarding changes in how fees are collected for services provided by the OPP and distributed to municipalities, the Nottawasaga Police Services Board has reviewed options for funding the 2021 and future Board budgets with no cost to the taxpayers.

Prior to the change initiated by the Provincial Government, the Nottawasaga Police Services Board staff collected the revenue at the detachment and deposited it at the Town of New Tecumseth where it was used to offset Board expenditures throughout the year. At the end of each year the difference between revenue and expenditures was applied to the Police Services Board Reserve Account as authorized by the municipal Councils in 2008. The Board has not required any additional funding from the municipalities since the Reserve Account was established and, in fact, the Board was able to assist the municipalities when the Province changed their funding under the 1,000 Officers grant.

A

Members of Councils
October 29, 2020...../2

The Nottawasaga Police Services Board adopted the 2021 operating budget at their meeting on October 28, 2020 as attached and unanimously passed the following resolution:

Resolution No 2020-81

Moved by P. Whiteside

Seconded by S. Macdonald

BE IT RESOLVED THAT Report #PSB-2020-03 be received;

AND THAT the 2021 estimates be approved as presented with a revised total of \$58,220.00 to be funded from the Police Services Reserve Account;

AND THAT the Nottawasaga Police Services Board request that the Township of Adjala-Tosorontio, Township of Essa and Town of New Tecumseth each contribute to the Police Services Board Reserve Account in an amount equal to their share of the Provincial fees collected for services provided by the OPP for criminal record checks, etc. to be paid quarterly by the Province to the municipality.

CARRIED

Should you have any questions or require any additional information, please do not hesitate to contact me via email psb@newtecumseth.ca.

The Board looks forward to continuing the excellent relationship with the Municipal Councils and respectfully requests that each Council pass a resolution to continue the current agreement and to authorize the transfer of the fees received quarterly from the Province to the Police Services Board Reserve Account for 2020 and each subsequent year.

Best regards,



Nancy Rugman
Secretary

cc. Municipal Clerks
Nottawasaga Police Services Board Members

NOTTAWASAGA POLICE SERVICES BOARD

2021 BUDGET

ACCOUNT # 1-241	DESCRIPTION	2020 BUDGET	2020 PROJECTED TO DECEMBER 31	2021 ESTIMATES
000121-1130	Part Time Salaries and Wages	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00
000121-1220	C.P.P.	\$ 325.00	\$ 166.26	\$ -
000121-1222	Employment Insurance	\$ 180.00	\$ 165.92	\$ 180.00
000121-1224	Employers Health Tax	\$ 150.00	\$ 146.24	\$ 150.00
000121-3110	Mileage	\$ 500.00	\$ 36.00	\$ 200.00
000121-3112	Registration	\$ 1,500.00	\$ -	\$ 600.00
000121-3170	Subscriptions & Memberships	\$ 3,500.00	\$ 3,043.78	\$ 3,500.00
000121-3173	Conferences	\$ 2,500.00	\$ 2,334.82	\$ 3,000.00
000121-3260	Telephone & Communications (see Note 1)	\$ -	\$ (132.56)	\$ -
000121-3270	Advertising (Annual Newspaper)	\$ 6,300.00	\$ 5,698.56	\$ 6,500.00
000121-3325	Town Administrative Charges (see Note 2)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
000121-3326	Community Safety	\$ 10,000.00	\$ 442.56	\$ 5,000.00
000121-3333	R.A.C.E. Against Drugs	\$ 3,500.00	\$ -	\$ 3,500.00
000121-3336	Special Equipment (See Note 4)	\$ 6,288.00	\$ 2,197.00	\$ 13,250.00
000121-3346	Seniors Programs	\$ 2,500.00	\$ -	\$ -
000121-3352	Public Education & D.A.R.E.	\$ 8,500.00	\$ -	\$ -
000121-3548	Office Equipment & Furnishings (see Note 5)	\$ 5,000.00	\$ -	\$ 1,200.00
000121-3572	Office Supplies	\$ 240.00	\$ 6.47	\$ 30.00
000121-3576	Sundry Expenses (see Note 3)	\$ 2,850.00	\$ 365.27	\$ 2,850.00
000121-3576	Donations	\$ 20,000.00	\$ 736.67	\$ 3,500.00
000121-3576	Zone 3 OAPSB Chair and Secretary	\$ 1,200.00	\$ -	\$ 500.00
000121-4110	Bank Services Charges	\$ 1,200.00	\$ 659.07	\$ -
SUBTOTAL OPERATING EXPENSES		\$ 84,733.00	\$ 24,366.06	\$ 52,960.00
MEMBERS				
1-253	Rick Milne (New Tecumseth)	\$ 2,700.00	\$ 1,000.00	\$ 1,200.00
1-251	Vacant (Provincial)	\$ 2,715.00	\$ -	\$ 1,015.00
1-259	Paul Whiteside (Provincial)	\$ 2,715.00	\$ 1,015.00	\$ 1,015.00
1-254	Community Member (Essa)	\$ 2,715.00	\$ 1,015.00	\$ 1,015.00
1-252	Member of Council (Adj-Tos)	\$ 2,715.00	\$ 1,015.00	\$ 1,015.00
TOTAL MEMBERS		\$ 13,560.00	\$ 4,045.00	\$ 5,260.00
PSB TOTAL OPERATING EXPENSES		\$ 98,293.00	\$ 28,411.06	\$ 58,220.00
REVENUES:				
000031-0593	Other Force Income	\$ 96,000.00	\$ 27,571.31	\$ -
(TRANSFER TO)/FROM RESERVES		\$ 2,293.00	\$ 839.75	\$ 58,220.00
NET REVENUE		\$ 98,293.00	\$ 28,411.06	\$ 58,220.00

- Note 1 Cell phones are no longer used.
- Note 2 Paper, envelopes, postage, agenda delivery and accounting services
- Note 3 Auxiliary Training, Incentive & Appreciation (\$2,850)
- Note 4 Lease of Laptop for Incident Commander (\$1,500 per year)
Bicycle Patrol Unit (\$5,000)
Laser/LIDAR (traffic enforcement) (\$2,500)
Mobile Workstation (\$3,000)
Trailer maintenance (\$500)
Surveillance & Warrant Equipment for CSCU (\$750)
- Note 5 Televisions for CST Room and CSCU (\$1,200)