

**TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE  
WEDNESDAY, 5 September 2007  
6:00 p.m.**

A Committee of the Whole meeting was held on Wednesday, 5 September 2007 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor David Guergis  
Deputy Mayor Terry Dowdall  
Councillor Sandie Macdonald  
Councillor Rick Newlove  
Councillor Ron Henderson

Staff in attendance: Greg Murphy, CAO/Manager of Public Works  
Carol Trainor, Clerk/Deputy-Treasurer  
Paul Macdonald, Fire Chief  
Jim Hosick, Acting Manager of Planning and Development  
Julie Barrett, Treasurer

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

Mayor Guergis opened the Committee of the Whole meeting at 6:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

**3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

- a. Presentation on behalf of Her Excellency the Right Honourable Michaele Jean**  
Re: Certificate of Commendation to Mr. Dion Driscoll of Thornton

This item was deferred pending confirmation from the recipient.

- b. 6:10 Dennis Wright, Wayne Carter and Richard Steinginga  
Collins, Barrow Auditors**  
Re: 2006 Draft Financial Statements

Mayor Guergis welcomed the auditors to make their presentation. Mr. Wright introduced Wayne Carter, Senior Manager, and Richard Steinginga who is a joint partner on the job. Mr. Wright is continuing to work on a part time basis. He will present the statements and financial picture, while Richard will present the Quality of Care review. In the final document, the name of the library will be changed from Essa Centennial to Essa Public Library.

Mr. Wright reviewed highlights of the 2006 financial statements for the municipality.

The Audit Report provides a clear opinion showing nothing unusual. Water and sewer activities were largely responsible for a decrease in the cash balance at year end, with spending of \$3.6 million, which was more than was brought in. This situation dominates various aspects of the statements.

The following amounts were declared surplus at year end:

Township	\$178,447
Waterworks	\$205,732
Sewage	(\$93,285)
Library	\$ 13,844

The year end actual was within \$100,000 of the projected budget. The Township expected to sell land and show revenue for the sale in 2006, but this did not happen until February 2007 causing a slight downturn. Other areas were slightly over budgeted, making up the difference.

Capital Transportation Services and Capital Environmental Services both came in under their original budgets. The \$578,000 anticipated land sale intended for 2006 was delayed. Overall, all departments followed the game plan, and there were no surprises.

Obligatory Reserve Funds are to be available each year to fund certain transactions. These have been broken down into 4 categories: Development Charges, Parklands, Brown's Line and Bridge, and Federal Gas Tax Revenues.

Net revenue in the Current Fund for waterworks was \$792,270, \$233,869 of which was used to repay long term debt. A balance of \$385,156 was transferred to water reserves, which is the intended outcome. Municipalities are to move a certain amount into reserves each year for replacement, repair and maintenance costs.

Councillor Newlove enquired if water and sewer rates are still reasonable. Mr. Wright expressed concern with the sewer rates, noting that funds received are not just to cover for capital costs as there always seems to be about \$200,000 worth of work to be done each year. That only leaves \$150,000 left to put aside for future major projects. Mr. Carter recommended looking at future capital projects that will need to be funded and prepare to meet those targets. From now until 2009, increase as much as possible because we are still a little shy, but by 2009 when we are into capital asset accounting, the new system will show more of a true deficit or surplus situation. Replacement costs in future will be much higher than the original cost of the system. Water rates seem to be doing well but the Township needs to address Baxter with the low number of users on the system. He suggested increasing sewer rates as quickly as possible. Mr. Carter recommended that we look at water and sewer separately. The water system looks good but there are fewer users on the sewer system, resulting in less revenue coming in.

Mr. Steinginga outlined the two audit letters dated April and August 2007. The first describes how the audit is conducted, and the second shows the results. All municipalities fall into publicly accountable organizations. The letter of April 30 states that the auditors were not influenced by the municipality and remains independent, and that random transactions were reviewed to ensure objectivity. There are a few administrative housekeeping matters to attend to.

Discussion ensued regarding the changes coming with PSAB compliance in 2009 and the transition that is to take place. Mr. Wright explained that public organizations previously did not have to report capital assets but this privilege is being removed. Capital asset accounting is a very straightforward process but the municipality must determine the cost and value of all assets which is the difficult part, and set policies appropriately. It is important to set the threshold high enough so we do not have to count small items under \$5,000 or \$10,000, and to concentrate on larger items. This is a very labour intensive process, and it may help to compare these estimates to our insurance policy to ensure proper coverage. He added that the reporting model will also change so statements will look different, showing only balance lines. Beyond 2009, we can start refinancing because we can capture items as they are acquired.

The 2007 statements must show what progress is being made to move toward PSAB. Thresholds and amortization policies should be set soon. It is important to parallel other municipalities in the County so we can make comparisons to show how we compare financially to other municipalities. Financial management will still be up to the individual municipalities but savings and decisions on spending will not be part of the program.

Mayor Guergis thanked Mr. Wright and his partners, thanking them for their work and wished them the best of luck.

## **STAFF REPORTS**

### **4. PLANNING AND DEVELOPMENT**

#### **a. Municipal Resolution from West Grey regarding the Building Code Act**

Resolution No: CW184-2007 Moved by: Macdonald, Seconded by: Newlove

*Be it resolved that Report P07-66 from the Chief Building Official be received; and that Council consider supporting the resolution from the Municipality of West Grey with regards to the Ontario Building Code and the extension of the date of discovery for legal actions.*

Carried

#### **b. Part Lot Control for Cassavia Estate Homes**

Resolution No: CW185-2007 Moved by: Dowdall, Seconded by: Macdonald

*Be it resolved that Report P07-67 from the Acting Manager of Planning and Development be*

*received; and further*

*That Council consider a by-law in order that Part Lot Control, as prescribed by the Planning Act (Section 50(5)), be applied to permit for the severance of lots within Block 122, Parts 1 – 8 inclusive, of Plan 51R-35456 and Block 123, Parts 9-20 (inclusive) of Plan 51R-35456, on Plan 51M-844 of Stonemount's Phase 4.*

Carried

**c. Clean Water Act and the Ontario Building Code**

Resolution No: CW186-2007 Moved by: Henderson, Seconded by: Macdonald

*Be it resolved that Report P07-68 from the Chief Building Official in connection with the upcoming changes to the Building Code that may require adoption of a maintenance inspection program in relation to existing septic systems, be received.*

Carried

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

**a. Skate Park Equipment**

Resolution No: CW187-2007 Moved by: Macdonald, Seconded by: Dowdall

*Be it resolved that Report PR-2007-21 from the Recreation Coordinator/Programmer be received; and*

*That, as approved at the July 11, 2007 meeting, the skate board equipment which has been ordered by staff be confirmed.*

Carried

**b. Playground Equipment**

Councillor Macdonald noted that Council had discussed increasing the size of the playground at Bush Park rather than Community Park, as indicted in item 3. After a brief discussion, Council concurred that these funds would be better spent at Bush Park near the arena.

Resolution No: CW188-2007 Moved by: Newlove, Seconded by: Macdonald

*THAT report PR-2007-22 from the Recreation Coordinator / Programmer be received; and That, as recommended by the Parks and Recreation Committee, the Children's play equipment be supplied and installed at the following parks:*

	<b>Park</b>	<b>Price</b>
1.	Stonemount Park	\$22,640.97
2.	Wildflowers Park	\$ 5,803.80
3.	Bush Park	\$42,952.23
4.	Cunningham Park Phase 1	\$30,575.88

*And further that the Recreation Coordinator/Programmer be authorized to arrange for the purchase and installation of this children's play equipment.*

Carried as amended

**c. Recreation Policy Changes**

Councillor Newlove felt that people may be driven to seek out other locations for hall bookings with the increased fees in insurance coverage being requested. Staff advised that other municipalities request \$5 million in liability insurance, which is the amount that was recommended by the Township's insurer. Councillor Macdonald suggested that the requirement for lottery licenses should be a check off item on all forms to ensure people are aware of it.

Resolution No: CW189-2007 Moved by: Dowdall, Seconded by: Macdonald

*THAT report PR-2007-23 from the Recreation Coordinator/Programmer be received; and further*

*That the Alcohol Risk Management Policy, Indoor/outdoor Ice Policy and Arena Hall/Gym General Policies which were presented and supported by the Parks and Recreation Committee at their meeting on August 27, 2007 be approved as amended on page 71.*

Carried as amended

**6. FIRE AND EMERGENCY SERVICES**

**a. Monthly Fire Services Reports**

Resolution No: CW190-2007 Moved by: Dowdall, Seconded by: Newlove

*Be it resolved that the incident reports from the Fire Chief for Fire Services for the months of June and July 2007 be received.*

Carried

**7. PUBLIC WORKS**

**a. 2007 Winter Sand Supply**

Resolution No: CW191-2007 Moved by: Dowdall, Seconded by: Newlove

*Be it resolved that the 2007 Winter Sand Tender Opening Results be received; and That the tender submitted by Ralph MacDonald Construction & Aggregates Ltd. for the screening and stockpiling of winter sand at a unit cost of \$1.60 per tonne in the total amount of \$19,200 (plus taxes) be accepted, as per Township specifications; and further*

*That the CAO/Public Works Manager be authorized to arrange for the necessary work to be completed.*

Carried

**b. Huron and Vernon Streets Sidewalk Construction**

Councillor Macdonald requested assurances that steps would be taken to ensure there is no pooling of water on the sidewalk under the trees on Huron Street as they become frozen and icy in winter. Mr. Murphy advised that the project was engineered and sidewalks are sloped to allow proper drainage. He further noted that some residents on Vernon Street have planted trees in the road allowance which will need to be removed. Notices have been delivered to these residents in the event that they wish to replant them elsewhere.

Resolution No: CW192-2007 Moved by: Henderson, Seconded by: Macdonald

*Be it resolved that the tender submitted by Street Construction for sidewalk construction on Huron and Vernon Streets be accepted in the amount of \$133,356.47 (taxes extra), as per Township specifications; and further  
That the CAO/Public Works Manager be authorized to arrange for the necessary work to be completed.*

Carried

**c. Request for Additional Connection Exemption**

On behalf of these residents, Councillor Macdonald requested an extension to November 1, 2007, and that the non-compliance charge of \$50 per month be waived. They would still be responsible for the \$28 per month fixed rate to cover the service and administration charges for OCWA. Council concurred.

Resolution No: CW193-2007 Moved by: Macdonald, Seconded by: Newlove

*Be it resolved that Report PW-07-43 from the CAO/Public Works Manager be received; and further  
That the request of the owner of property on Cecil Street for an additional exemption period to connect to the Angus water distribution system be extended to November 1, 2007.*

Carried as amended

**d. Vernon Street / Mancini Drive Development**

Resolution No: CW194-2007 Moved by: Henderson, Seconded by: Dowdall

*Be it resolved that Report PW-07-44 from the CAO/Public Works Manager be received; and further*

*That the Vernon Street/Mancini Drive Developer's request to remove the existing trees within the eleven (11) metre wide tree preservation buffer along the rear of the lots designated as Parts 7, 8, 9, 10, 13, 14, 15, 16, 17 and 18 on Reference Plan 51R-29167 be approved subject to the following conditions:*

- a) The Developer's Engineer shall prepare an overall lot grading plan showing how the rear of these said lots are to be graded/drained, for review and acceptance by the Township Engineer;*
- b) No buildings, sheds, steps or other structures shall be constructed within the setback limits established by the County of Simcoe adjacent to County Road No. 10;*
- c) The Developer shall make every effort to retain as many mature trees as possible within five (5) metres of the rear boundary of these said lots;*
- d) Prior to removal of any existing trees, the Developer shall flag the trees that are to be left standing for review and acceptance by the municipality;*
- e) The tree planting shall be considered to be part of the works to be constructed under the development agreement to which maintenance and warranty provisions shall apply.*

Carried

**e. Verbal report on the status of the 5<sup>th</sup> Line (Nicolston) bridge project.**

Anticipated Tender/Construction schedule attached. Mr. Murphy advised that the Engineer's status report has been received, and we just received approval from Transport Canada. We will soon be in a position to tender this project but a fall commencement date will not allow the concrete work to be done during good weather. As a result, Mr. Murphy recommends proceeding with the project, close the road, and give the successful contractor until next summer to complete the work. Winter concrete work costs more which may not be covered by our COMRIF funding agreement. Notice will be given to residents and school buses, and work should begin as soon as possible. Council agreed.

**8. FINANCE**

**a. Development Charge By-law Indexing of Rates**

Resolution No: CW195-2007 Moved by: Dowdall, Seconded by: Henderson

*Be it resolved that Report TR -2007-17 from the Treasurer be received; and THAT the development charge rates be indexed in accordance with By-Law No. 2004-51, as amended by By-Law 2005-54; and THAT By-Law 2005-54 – Schedule "B", indexed September 1, 2006, be revised with calculated rates increased by 7.60%; and THAT the indexed rates and the Non-Residential Charge Per Square Meter Year 4-5 be effective September 1, 2007.*

Carried

**b. Actual General Surplus Position as at December 31, 2006**

Resolution No: CW196-2007 Moved by: Newlove, Seconded by: Macdonald

*Be it resolved that Report TR-2007-18 from the Treasurer be received; and THAT the additional general surplus of \$39,448 be allocated to reduce the transfer from Reserve for Special Projects for Road Improvements approved in Resolution No. CW134-2007.*

Carried

**c. Notice of Application under Section 46 of the Assessment Act**

Resolution No: CW197-2007 Moved by: , Seconded by:

*Be it resolved that report TR-2007-19 from the Treasurer be received for information.*

Carried

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

**a. Records Retention By-law and Retention Schedule**

Resolution No: CW198-2007 Moved by: Newlove, Seconded by: Macdonald

*Be it resolved that Report C15-2007 from the Clerk be received; and that a Records Retention By-law to establish a schedule of retention periods for records of the Township of Essa, and to repeal By-law 97-51, be presented to Council for approval, including the Primary Subjects for a Records Classification System, attached as Schedule "A", an amended Records Retention Schedule attached as Schedule B, and the Alphabetic Cross Reference attached as Schedule "C".*

Carried

**b. Vacant Position**

Councillor Macdonald requested that staffing policies be amended to include an arbitration process with the CAO within five days of a resignation without notice. Mr. Murphy advised that employees are required to provide two weeks' notice when vacating a position, which shall not be taken as vacation, and that current policies provide the opportunity for an exit interview. The Terms of Employment policy currently being amended will include an opportunity for arbitration when warranted.

Resolution No: CW199-2007 Moved by: Henderson, Seconded by: Macdonald

*Be it resolved that Report C17-2007 from the Clerk be received; and that staff be authorized to interview and hire a Full Time Permanent Administrative Assistant/Receptionist, with a six month probationary period.*

Carried

**c. Authority for Fishing Access Passes**

Hearing no objection from other members of Council, Councillor Macdonald requested that this by-law be passed this evening so that it would be in place for the Salmon Derby.

Resolution No: CW200-2007 Moved by: Macdonald, Seconded by: Newlove

*Be it resolved that Report C18-2007 from the Clerk be received; and that a by-law citing authority and enforcement of the Township's Fishing Access Pass system be presented.*

Carried as amended

**d. Amended Taxicab Licensing Requirements**

Resolution No: CW201-2007 Moved by: Newlove, Seconded by: Macdonald

*Be it resolved that Report C19-2007 from the Clerk be received; and that the amended Schedule 7, Taxicabs, to the Business Licensing By-law, 2005-97, be approved as presented.*

Carried

**e. Monthly Canine Control Reports**

Resolution No: CW202-2007 Moved by: Macdonald, Seconded by: Henderson

*Be it resolved that the Canine Control Reports for the months of June and July 2007 from the Canine Control Officer be received.*

Carried

**f. Monthly Municipal Law Enforcement Reports**

Resolution No: CW203-2007 Moved by: Henderson, Seconded by: Dowdall

*Be it resolved that the monthly reports from the Municipal Law Enforcement Officer for the months of June and July 2007 be received.*

Carried

**10. OTHER BUSINESS**

a. The Economic Development Committee invites staff and council to attend the Salmon Derby on September 15 and 16. Closing ceremonies begin Sunday at 2:30 p.m.

b. Baxter Water: send notice to the residents that are not to be included on Murphy Road. Notice was delivered to residents at the beginning of the project but can be sent out again.

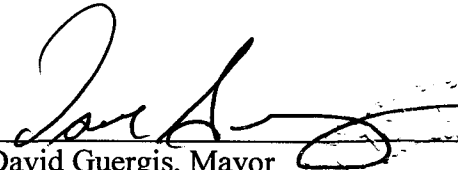
- c. Noise at the Angus Sewage Treatment Plant: blower hoods have been installed to reduce noise.
- d. The developer of the Rainbow Campground property has submitted applications for Official Plan and Zoning Amendments. All fees have been paid.
- e. A streetlight fuse blew on Margaret Street during a recent storm impacting about 30 streetlights. Streetlights should be fused individually to reduce the number of homes affected by fuses.
- f. Concerns about the use of amount of water taken from metered hydrants. A suggestion was made to have them metered so the municipality can track how much is being taken as with the current system there is no way to determine how much each contractor takes. Mr. Murphy was asked to pass these concerns onto OCWA for comments and suggestions; perhaps restrict contractors to using only certain hydrants. Mayor Guergis requested taking it one step further by passing a by-law regulating water taking from hydrants, the amount, where it is taken from and who is taking it. OCWA should be consulted for samples of by-laws and what other municipalities do.
- g. The Royal Canadian Legion in Angus has requested the Township to provide fencing behind the cenotaph to provide privacy for ceremonies and a more pleasing background. Pressure treated fencing along the north boundary running east/west.

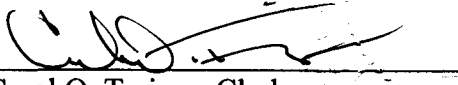
## 11. ADJOURNMENT

Resolution No: CW204-2007 Moved by: Dowdall, Seconded by: Henderson

*Be it resolved that this meeting of Committee of the Whole of The Township of Essa adjourn to meet again on Wednesday, September 19, 2007 at 6:00 p.m.*

Carried

  
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David Guergis, Mayor

  
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Carol O. Trainor, Clerk