

**TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE
AGENDA**

**WEDNESDAY, 5 DECEMBER 2007
6:00 p.m.**

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. PUBLIC MEETINGS**
 - a. 7:00 Proposed Zoning By-law Amendment, Kozina**
Re: 5585 County Road 90, 51R-16098, Parts 1 to 4
 - b. Proposed Zoning By-law Amendment, VanderZaag Farms**
Re: East Part Lot 8, Conc. 3, 5900 County Road 10
 - c. Proposed Zoning By-law Amendment, Camphill Communities**
Re: West Part Lot 22, 23 and 24, Conc. 4, 7841 4th Line

STAFF REPORTS

- 4. PLANNING AND DEVELOPMENT**
 - a. Request for Part Lot Control from Starcrest Homes**

Recommendation: *Be it resolved that Report P07-76 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, be applied to permit for the severance of lots within Blocks 101, 102 and 108 of Stonemount's Phase 4.*

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. Essa Public Library Trillium Grant Application**

Recommendation: *Be it resolved that Report ECL-2007-7 from the CEO, Essa Public Library Board be received; and that Council support the Library application to the Trillium Foundation for funding as stated in Board motion 2007-92.*

b. Angus Branch Project

Recommendation: *Be it resolved that Report EPL-2007-8 from the CEO, Essa Public Library Board be received; and that Council approve the relocation of the new Angus Branch facility to the current site of the outdoor basketball court at the Angus Recreation Centre.*

c. Angus Outdoor Basketball Court

Recommendation: *Be it resolved that report PR-2007-27 from the Recreation Coordinator/Programmer be received; and That the Recreation Coordinator/Programmer be authorized to move the outdoor basketball standards inside the Angus Arena Outdoor Pad.*

6. FIRE AND EMERGENCY SERVICES

a. Monthly Fire Services Reports

Recommendation: *Be it resolved that the incident reports from the Fire Chief for Fire Services for the months of September and October 2007 be received.*

7. PUBLIC WORKS

8. FINANCE

a. Request to Write Off/Adjust 2007 Taxes

Recommendation: *Be it resolved that Report TA-2007-10 from the Tax Collector be received; and that the Tax Collector be authorized to adjust taxes as per the attached listing for Cancellation, Reduction or Refund of Taxes and further that the write off as attached, be approved.*

b. Request to Write Off/Adjust 2006 & 2007 Taxes

Recommendation: *Be it resolved that Report TA -2007-11 from the Tax Collector be received; and that the Tax Collector be authorized to adjust taxes as per the attached listings for Cancellation, Reduction or Refund of Taxes and further that the write off as attached, be approved.*

c. Request to Amend Fees, Charges and Deposits

Recommendation: *Be it resolved that Report No. TR-2007-22 from the Treasurer be received; and*

THAT Schedule "A" of By-Law 2007-35 be amended as follows:

To change the GST charged on Recreation Related Fees to 5%, effective January 1, 2008;

To add the Day Rental (Monday to Friday between 8:00 am to 5:00 pm hourly rate) under Ice Rates – Thornton & Angus Arenas, Recreation Related Fees of \$94.34 plus GST effective October 2007;

To change the Tax Sale-administration fee from \$200 to \$500, effective January 1, 2008;

To add a subsequent Tax Sale fee for advertising and bids, which will be titled Tax Sale-advertising/bids fee of \$500, effective January 1, 2008;

and

To add back the Water confirmation and Sewer confirmation letter fee of \$30 which was dropped in error when By-Law 2003-19 was repealed, effective immediately.

d. 2006 Financial Information Return and Municipal Performance Measures Program

Recommendation: *Be it resolved that Report No. TR-2007-23 from the Treasurer be received; and*

THAT the 2006 Financial Information Return and Municipal Performance Measures be approved.

e. Tangible Capital Asset Policy and Implementation Plan

Recommendation: *Be it resolved that Report No. TR-2007-24 from the Treasurer be received; and*

That Policy T07-01, Tangible Capital Asset policy and Implementation Plan be approved.

f. County Waste Management Service Charge

Recommendation: *Be it resolved that Report No. TR-2007-25 from the Treasurer be received; and*

That County Waste Management be billed to all residential units and grandfathered properties based on a fixed unit charge on the 2008 tax bill under special charges; and

That the following billing criteria be implemented:

- 1. Waste charges are added to the tax bill for residential unit, (RU) farm residential unit, (FRU) and residential dwelling unit (RDU) {tenant} and this unit data will be downloaded from the annual Assessment Roll received from the Municipal Property Assessment Corporation (MPAC).*

2. *Waste charges are added to the tax bill for grandfathered commercial properties and multi-residential tenants that receive waste service at the appropriate number of unit charges.*
3. *Waste charges are not added to the tax bill for commercial, industrial and multi-residential units of 6 units or more that do not receive Simcoe County waste service.*
4. *The waste charge will show on the tax bill under Special Charges. The charge will be called "County Waste Charge"*
5. *Notice of omitted and supplementary residential assessment will indicate that a "County Waste Charge" is applicable and will be billed on a prorated basis if applicable.*
6. *Write-off adjustments pertaining to the "County Waste Charge" are not permitted; however the tax bill will reflect an accurate charge in the next billing year based on any revised classes and assessments as provided by MPAC.*

g. Request for 2008 budget for Diamond Municipal Solutions Software Costs.

Recommendation: *Be it resolved that Report No. TR-2007-26 from the Treasurer be received; and*

That the Treasurer be directed to schedule the following projects with Diamond Municipal Solutions:

1. *Fixed Asset Module Training and Set-up - \$4,200 + tax.*
2. *Human Resources Training and Set-up - \$2,150 + tax.*
3. *Electronic Funds Transfer (EFT) Training & Set-up - \$1,287.50 + tax.*
4. *Waste Management Fixed Unit Charge on the Tax Bill – \$1,400 + tax;*

and

That the estimated costs plus 8% Provincial Sales Tax be included in the 2008 budget.

h. Budget Compared to Actual as at November 28, 2007

Recommendation: *Be it resolved that Report No. TR-2007-27 from the Treasurer be received; and*

THAT the Budget Compared to Actual Statement at November 28, 2007 be approved.

9. CLERKS / BY-LAW ENFORCEMENT

a. Delegation of Powers and Duties

Recommendation: *Be it resolved that Report C28-2007 from the Clerk be received; and that the attached draft Policy for the Delegation of Authority be approved as presented.*

b. Procedures for Giving of Notice to the Public

Recommendation: *Be it resolved that Report C29-2007 from the Clerk be received; and that the attached Policy for the Provision of Notice be approved and appended to the Procedure By-law.*

10. OTHER BUSINESS

- a. County of Simcoe Corporate Services item regarding Land Exchange.

11. ADJOURNMENT

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