

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, OCTOBER 18, 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**

**a. Presentation**

RVH Foundation

Mary-Anne Frith, Keep Life Wild Campaign Cabinet Chair

Re: Donation from Essa Golf Tournament

p. 1

**b. Public Meeting**

190 Mill Street – Zoning By-law Amendment (Z13-23)

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

p. 18

- a. Staff Report PD029-23 submitted by the Manager of Planning and Development re: 6030 County Road 10 – Proposed Zoning By-law Amendment**

Recommendation: ***BE IT RESOLVED THAT*** Staff Report PD029-23 be received; and ***THAT*** Council approve an amendment to the Township's Zoning By-law (2023-50), for lands municipally known as 6030 County Road 10 to be rezoned from the 'Agricultural (A) Zone' to the "Agricultural with Special Provisions (SP) Zone (A-1)" and "Commercial Agricultural with Special Provisions (C5-4)" on the retained lot following a recent Consent (severance).

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

- p. 53 a. **Staff Report PR019-23 submitted by the Manager of Parks and Recreation, re: Pro Shop Start – Angus Arena.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR019-23 be received; and **THAT** Council consider authorizing the Manager of Parks & Recreation to issue Robert Panetta of Sports Impressions a three (3) year rental contract at the rate of \$350 per month for the first year (6 months) with the rental contract monthly rate for the second and third year being \$400 per month (6 months).

**7. FIRE AND EMERGENCY SERVICES**

**8. PUBLIC WORKS**

**9. FINANCE**

- p. 55 a. **Correspondence from Township Engineer Ainley Group, re: Reduction in Securities – Marshall (Brookfield) Subdivision.**

Recommendation: Be it resolved that Council approve a reduction in securities relating to Marshall (Brookfield) Subdivision, as recommended by Ainley as follows:

|  |                 |
|--|-----------------|
| Current Securities Held by Township of Essa:   | \$16,463,344.58 |
| Reduction as Recommended by Ainley:            | \$5,939,404.32  |
| Securities to be Retained by Township of Essa: | \$10,523,940.26 |

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.

**10. CLERKS / BY-LAW ENFORCEMENT / IT**

- p. 62 a. **Staff Report C021-23 submitted by the Deputy Clerk, re: Proposed 2024 Regular Council and Committee of the Whole Meeting Schedule**

Recommendation: **BE IT RESOLVED THAT** Staff Report C021-23 be received; and **THAT** Council approve the 2024 Regular Council and Committee of the Whole Meeting Schedule as attached.

- p. 65 b. **Staff Report C022-23 submitted by the Deputy Clerk, re: By-law Enforcement Activity Summary (January 1-March 31, April 1-June 30 and July 1-September 30)**

Recommendation: **BE IT RESOLVED THAT** Staff Report C022-23 be received for information.

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

- p. 70 a. Staff Report CAO024-23 submitted by the Chief Administrative Officer, re:  
Nottawasaga OPP Contract

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO024-23 be received;  
and  
**THAT** Council renew the current OPP contract for 3 years at a cost of \$3,003,809 in  
2024.

12. OTHER BUSINESS

13. 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 1<sup>st</sup> day of  
November 2023 at 6:00 p.m.



**Application No.: Z13-23**  
**190 Mill Street, Village of Angus**  
**Zoning By-law Amendment**



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Location of Subject Property

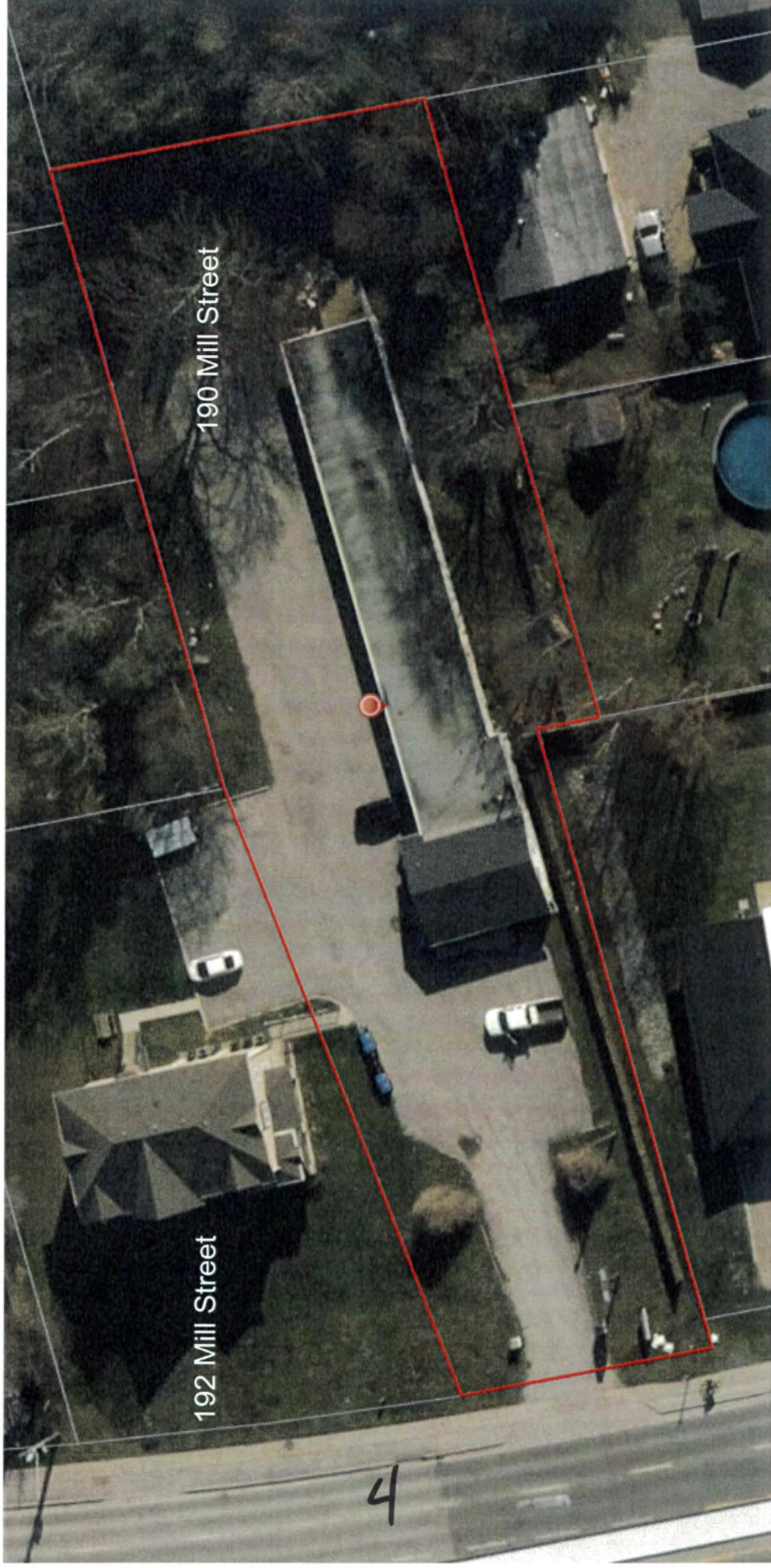
# Description of Land

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- Located in the settlement area of Angus off of Mill Street
- Currently developed with a one-storey 10-unit motel
- Property has a total lot area of 2,635m<sup>2</sup>, and a lot frontage along Mill Street of 20 metres
- The subject lands are mostly flat, and surrounding lands around motel are asphalted
- Adjacent properties (192 Mill Street East and 8 Summerset Place) are both owned by the property owner of 190 Mill Street
- 192 Mill Street is accessed via a shared entrance with 190 Mill Street



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190 Mill Street

192 Mill Street

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Site Photo of Existing 10-unit Motel and Dedicated Parking Area

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## Purpose of Application

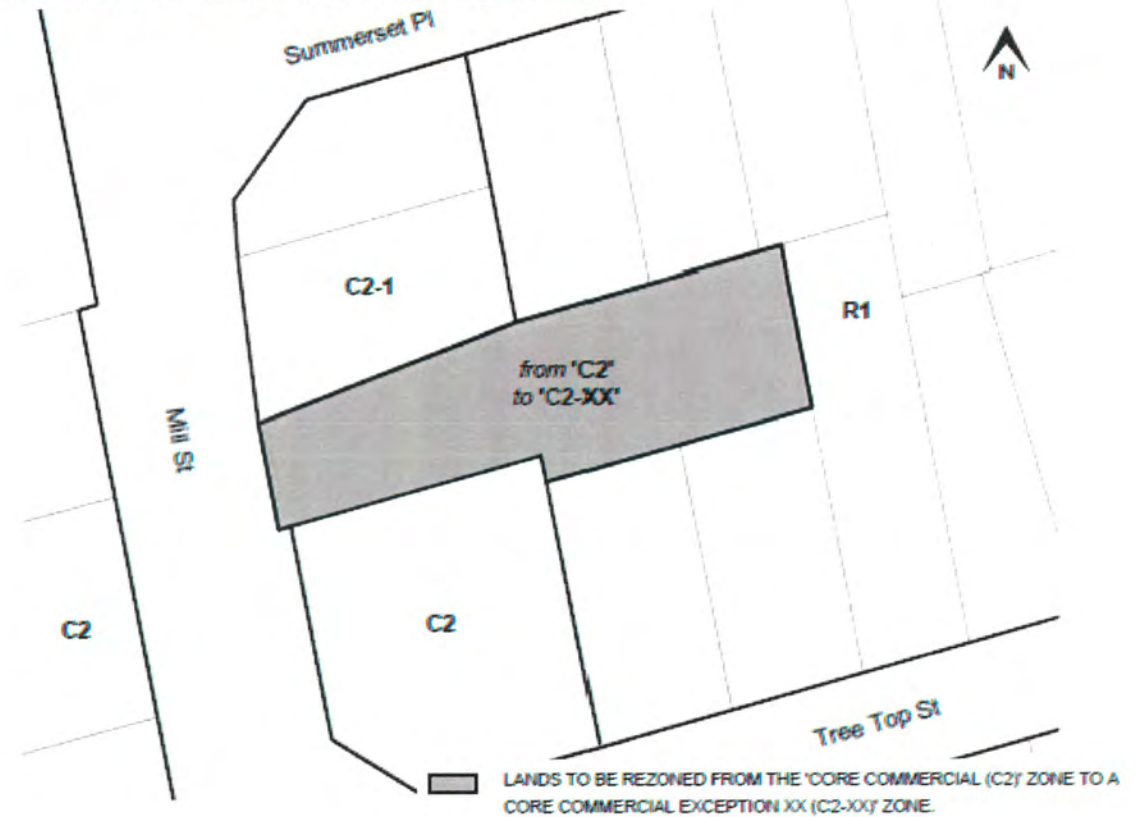
- To rezone the subject property to a site-specific '*Core Commercial Exception (C2-XX)*' Zone to allow for the conversion of a 10-unit motel to a 10-unit 'Rowhouse'
- A 'Rowhouse' is not a permitted use as-of-right within the '*Core Commercial Zone*', therefore, the site-specific exception is required to recognize the residential use and built form
- Proposed site-specific zoning provisions will only apply to the existing built form, any future redevelopment of the property must comply with the permitted uses of the C2 zone
- No expansion to existing floor area or height would result from this application
- The property has functioned with residential rental units for many years, and this application simply seeks to recognize the use.
- A Functional Servicing Letter prepared by Pearson Engineering concluded that the "*existing site services are expected to have sufficient capacity to accommodate the proposed flaws and convey them to the existing Mill Street infrastructure*"

Excerpt from  
Proposed Zoning  
By-law  
Amendment  
Schedule

## SCHEDULE 'A' TO Z.B.A. NO. \_\_\_\_\_

THE CORPORATION OF THE TOWNSHIP OF ESSA

ZONING BY-LAW 2003-50 - SCHEDULE B - ANGUS MAP





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| Proposed R5-XX Zone Table |  |   |  |
|---------------------------|--|---|--|
| Section                   | Provisions   | Required (C2 Zone)  | Proposed (C2-XX Zone)                    |
| 30                        | Min. Lot Area  | 700 m <sup>2</sup>  | 2621 m <sup>2</sup> (0.26 Ha)            |
| 30                        | Min. Lot Frontage  | 12.0 m  | 19.8 m                                   |
| 30                        | Min. Front Yard Setback  | 1.5m  | 36.0m                                    |
| 30                        | Min. Interior Side Yard  | 1.2m  | 1.1m (south)                             |
| 30                        | Min. Rear Yard   | 6.0m  | 15.9m                                    |
| 30                        | Max. Building Height   | 10.5m   | 5.0m                                     |
| 30                        | Max. Lot Coverage  | 30%   | 12%                                      |
| 4.28.4                    | No. of Standard Parking Spaces (residential)                                 | 2.0 spaces per unit<br>20 parking spaces  | 2.0 spaces per unit<br>20 parking spaces |
| 4.28.3                    | No. of Barrier Free Parking Spaces (6-20 units)                              | 2   | 2  |
| 4.28.5<br>n)              |  | Where off-street parking abuts a residential zone, a barrier at least 0.9 m in height shall be erected and maintained at least 3.0 m from the lot line and the land between the barrier and the lot line shall be landscaped. |  |
| 4.36.2.1<br>b)            | Landscaped Buffer Area (where abutting lots have conflicting residential and | 3.0 m (min)   | 1.1 m (along south lot line)             |
|                           | non-residential zoning along a lot line)                                     |   |  |

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Proposed Zone Matrix for Site Specific Core Commercial (C2-XX) Zone

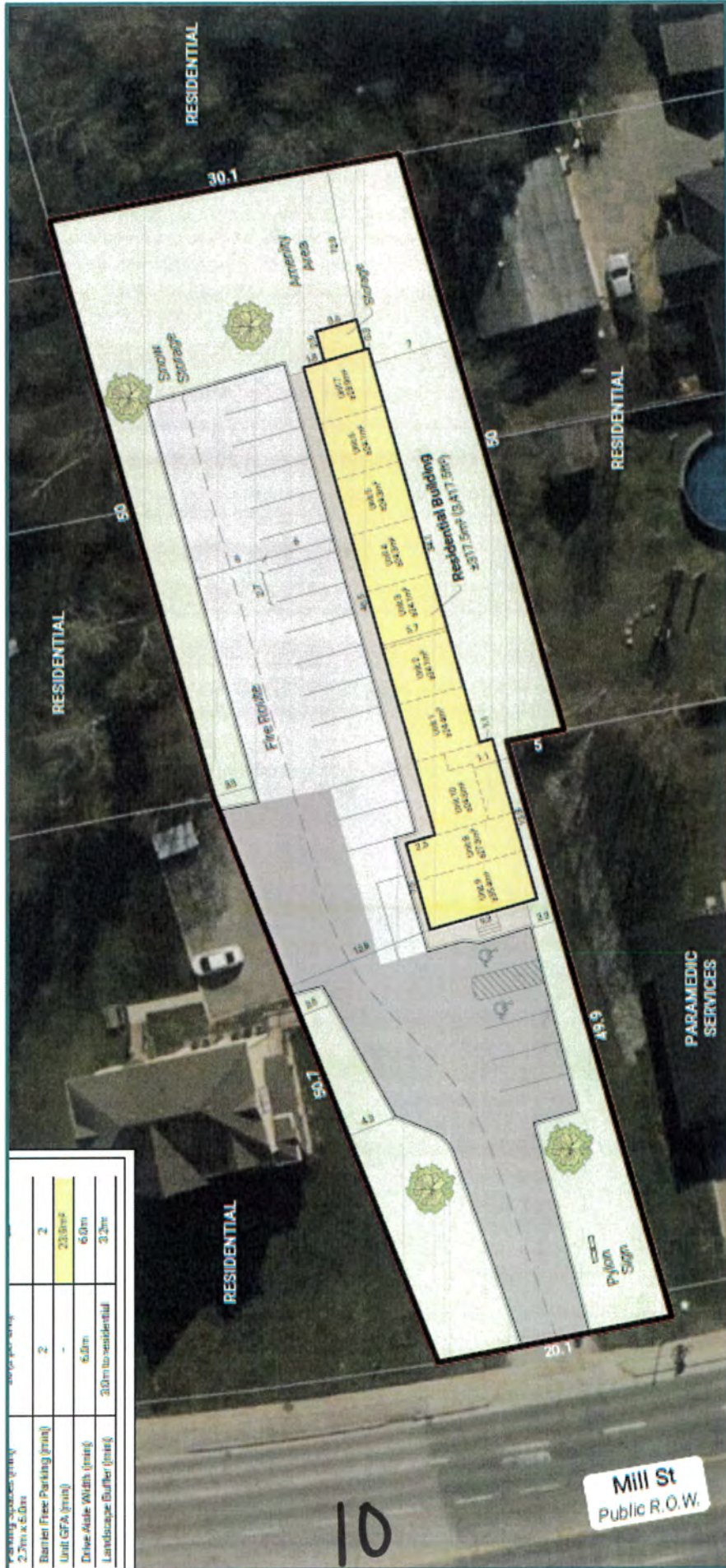
## Township of Essa (2003-50) Site Specific Provisions for Core Commercial (C2-XX) Zone

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- Allow for a 10-unit 'rowhouse' (existing only) as a permitted use
- Minimum interior side yard setback from the south side lot line of 1.1 metres (existing only), whereas 1.2 metres is required
- Minimum Landscaped Buffer Area from the south side lot line of 1.1 metres (existing only), whereas 3 metres is required



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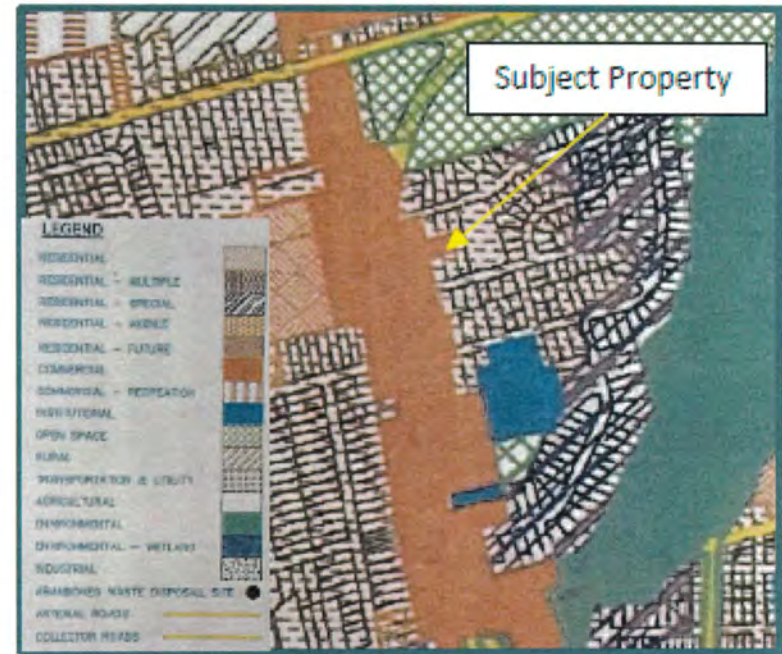
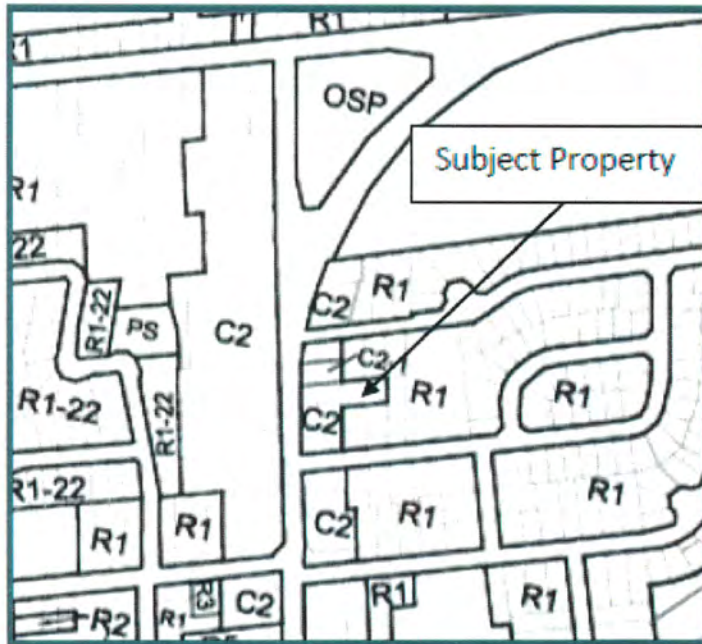
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Mill St  
Public R.O.W.



Zoning By-law  
Core Commercial (C2)

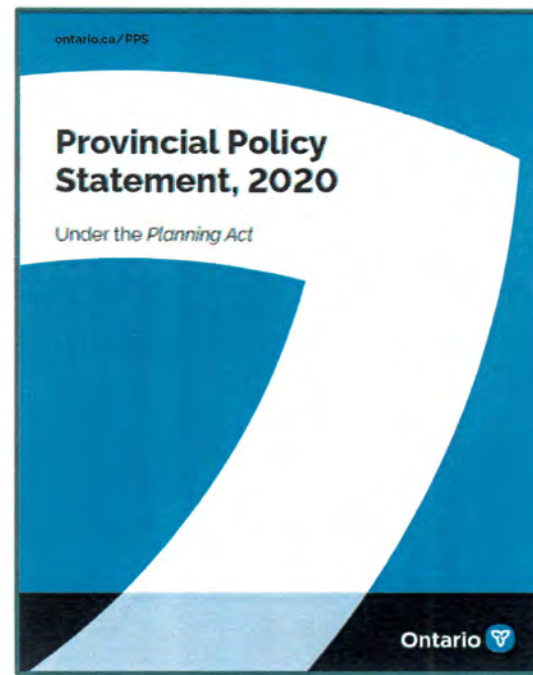
Official Plan  
Commercial





# Provincial Planning Policy

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# Planning Policy – County of Simcoe Official Plan

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The subject lands are designated 'Settlements' by the County of Simcoe Official Plan. The overarching objective of the County's Settlement designation is to focus population and employment growth and development within settlements.

The most directly applicable policy directions affecting the proposed conversion are detailed in Section 3.5.24 (Density and Intensification) and Section 3.5.30 (Settlement Form).

**MP&D is of the opinion that the proposed Zoning By-law Amendment application conforms with the policy direction provided by the County of Simcoe Official Plan.**



## COUNTY OF SIMCOE OFFICIAL PLAN

OFFICE CONSOLIDATION  
FEBRUARY 2023



simcoe.ca

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# Planning Policy – Township of Essa Official Plan

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- The subject lands are designated '**Commercial**' as per Schedule B – Angus within the Township of Essa Official Plan
- Intent of proposed ZBA application is to maintain the current '*Commercial*' designation
- Subject lands are not considered employment lands, therefore, redesignation of the subject lands from '*Commercial*' to '*Residential*' will not result in a loss of employment lands
- The most applicable policies related to the proposed redevelopment are found in *Section 8.3.2 – Multiple Density Residential* with the Township of Essa Official Plan. The proposed redevelopment conforms with the provisions outlined in Section 8.3.2.

**MP&D is of the opinion that the Zoning By-law Amendment conforms to the Township of Essa Official Plan.**

# Opinion of Land Use Compatibility

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The proposed conversion will function compatibly with the adjacent lands based on the following reasons:

- Existing structure is one storey in height, abutting lots are mostly two and three-storey dwellings
- Proposed lot coverage is 12%, whereas 30% is the maximum lot coverage permitted within the C2 zone
- Subject property is fenced from abutting residential uses
- Proposed conversion does not require changes to the paved parking area or current drainage patterns
- Property is located on an arterial road with sidewalks and many commercial and institutional amenities within walking distance, including walking trails and major transit route
- Proposed conversion will provide additional modest rental units into the Angus rental market
- Enclosed application seeks to recognize the existing structure and residential use

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# Concluding Remarks

- The proposed Zoning By-law Amendment application is consistent with to the goals, objectives, and policies of the Provincial Policy Statement (2020), A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (2020), and conforms with the County and Township Official Plans.
- The Zoning Bylaw Amendment application seeks to facilitate the conversion of an existing one-storey motel to a residential rowhouse apartment building with 10 dwelling units with no expansion to existing floor area or height
- The proposed site-specific exception will allow for a rowhouse as a permitted use and seek relief from zoning deficiencies related to lot setbacks, buffering and parking on the existing conditions of the property
- Proposed site specific zoning provisions will only apply to the existing built form
- Zoning By-law Amendment application is supported by a Functional Servicing Letter confirming that there is adequate servicing using the existing service infrastructure

**To this end, MP&D is of the opinion that the application represents good land use planning and we request that the application be approved by Council**

THANK YOU!



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD029-23

**DATE:** October 18<sup>th</sup>, 2023

**TO:** Committee of the Whole

**FROM:** Owen Curnew  
Development Planner

**SUBJECT:** 6030 County Road 10 – Proposed Zoning By-law Amendment (Z10-22)

### RECOMMENDATION

That Staff Report PD029-23 be received; and

That Council approve an amendment to the Township's Zoning By-law (2003-50), for lands municipally known as 6030 County Road 10 to be rezoned from the 'Agricultural (A) Zone' to the 'Agricultural with Special Provisions (SP) Zone (A-1)' and 'Commercial Agricultural with Special Provisions (C5-4)' on the retained lot following a recent Consent (severance).

### BACKGROUND

On behalf of Jamie English, Morgan Planning & Development Inc., has applied for a Zoning By-law Amendment on the subject property municipally known as 6030 County Road 10. The applicant is applying for the ZBA subsequently after receiving a Consent to sever a new lot off the above-mentioned property. The Consent application went before the Committee of Adjustment on January 22<sup>nd</sup>, 2022 and was granted Provisional Consent (Attachment 1) with the ZBA as a condition.

The applicant proposes to change the zoning of the retained lot from the 'Agricultural (A)' to the 'Agricultural with Special Provisions (SP) Zone (A-1)' and 'Commercial Agricultural with Special Provisions (C5-4)' (Attachment 4). The applicant is attempting to rezone the retained parcel to allow for a Commercial-Agricultural operation on the unfarmed portion of land within the retained parcel, and to prevent residential development on remainder of the retained parcel (Attachment 2 and Attachment 3).

## COMMENTS AND CONSIDERATIONS

Schedule "A" in the Township of Essa's Official Plan designates the subject lands as 'Agricultural'.

Schedule "A" of the Township of Essa's Zoning By-law (2003-50) identifies the subject lands 'Agricultural (A)'.

The proposed Zoning By-law Amendment (ZBA) proposes to allow for a Commercial Agricultural warehouse and office to be developed that would allow for several uses including external storage of farm related equipment, sale of equipment, and several other uses pertaining to the storage, sale and distribution of farm related equipment and products (Attachment 5). Please note that Planning policy for the proposed development is being met (Attachment 6).

**The Planning Department does not have any concerns with the planning application at this time. Please note, the proposed development would be subject to Site Plan Control (SPC) which would require technical documents and materials (e.g., a Stormwater Management Plan) to be approved before any building permits can be applied for. SPC will be required for the proposed development and will require department and agency approvals on all relevant documents.**

### *County of Simcoe:*

"Upon alteration of the site, approvals will be required (Site Plan Application, etc.). A condition of these approvals will be; as per the County of Simcoe Official Plan, post development condition run-off rates to County Road 10 right-of-way must be controlled to pre-development condition rates for the 1:2 year through 1:100 year design storm event. As such a storm water management report will be required to show that post development conditions generate run-off less than or equal to pre-development conditions and no additional run-off to the County Road right-of-way will be permitted."

### *Nottawasaga Valley Conservation Authority:*

The NVCA has no concerns regarding the proposed development.



Please note the following timeline of events:

- On January 22<sup>nd</sup>, 2023, the applicant was granted Provisional Consent for B2/22 at the Committee of Adjustment Hearing.
- On August 8<sup>th</sup>, 2023, all comments received by Township Departments and external stakeholders were compiled and submitted to the applicant.
- On August 28<sup>th</sup>, 2023, a Notice of Public Meeting was submitted to the public and stakeholders.
- On September 20<sup>th</sup>, 2023, a Public Meeting was held for Z10-22 where the public was given a chance to comment on the proposed. The following comments were provided:

David Vander Zag (neighbour) raised the following concerns:

- the spring melt could cause seasonal flooding;
- there are issues with the existing culvert;
- the development could increase the flooding in the culvert near the railway track; and
- stormwater drainage should be addressed before approvals are given.

No further public comments were brought forward.

The Planning Department has reviewed the concerns and has reached out to the County of Simcoe regarding their concerns related to drainage, stormwater management, and flooding on County Road 10. The County has assured Township staff that any drainage matters will be appropriately addressed before site plan approval is issued.

Section 41.7 of the Planning Act states that as a condition of approval of the plans and drawings referred to in subsection (40, a municipality may require the owner of the land to (a) provide to the satisfaction of and at no expense to the municipality any or all of the following:

9. Grading or alteration in elevation or contour of the land provision for the disposal of storm, surface and waster water from the land and from any buildings or structures thereon

**Again, the proposed development will be subject to Site Plan Control, where Stormwater Management will be required to be addressed by the applicant to the satisfaction of the Township and County of Simcoe.**

**FINANCIAL IMPACT**

In total, the Township received \$5,000 in fees and \$2,000 in deposits related to this application.

- Severance (1PSEV) = \$2,500
- Legal Engineering Deposit (1PSPAD) = \$2,000
- Zoning Amendment (1PZONA) = \$2,500

  
 \_\_\_\_\_  
 Manager of Finance Approval

**SUMMARY/OPTIONS**


Council may:

1. Approve an amendment to the Township’s Zoning By-law (2003-50), for lands municipally known as 6030 County Road 10 to be rezoned from the ‘Agricultural (A) Zone’ to the ‘Agricultural with Special Provisions (A-1) Zone’ and ‘Commercial Agricultural with Special Provisions (C5-4) Zone’ on the retained lot following a recent Consent (Severance).
2. Direct Staff in another manner Council deems appropriate.
3. Deny an amendment with reasons to be provided to the applicant.

**CONCLUSION**

**Option #1 is recommended as Staff believes through public consultation and agency circulation, as well as considering all relevant policies and procedures that the approval of Z10-22 makes for good planning, meeting all provisions of the Planning Act.**

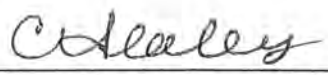
Prepared by:

  
 \_\_\_\_\_  
 Owen Curnew  
 Development Planner

Respectfully submitted by:

  
 \_\_\_\_\_  
 Samuel Haniff, MCIP, RPP  
 Manager of Planning

Reviewed by:

  
 \_\_\_\_\_  
 Colleen Healey-Dowdall, RPP  
 Chief Administrative Officer

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**ATTACHMENTS:**

Attachment 1: Notice of Decision

Attachment 2: Context Map

Attachment 3: Conceptual Site Plan

Attachment 4: Draft Zoning By-law Amendment (Text and Schedule)

Attachment 5: Zoning Matrix – Proposed Uses

Attachment 6: Planning Justification Report – 6030 County Road 10

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Attachment 1: Notice of Decision – B2/22 – 6030 County Road 10



THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF ADJUSTMENT  
NOTICE OF DECISION

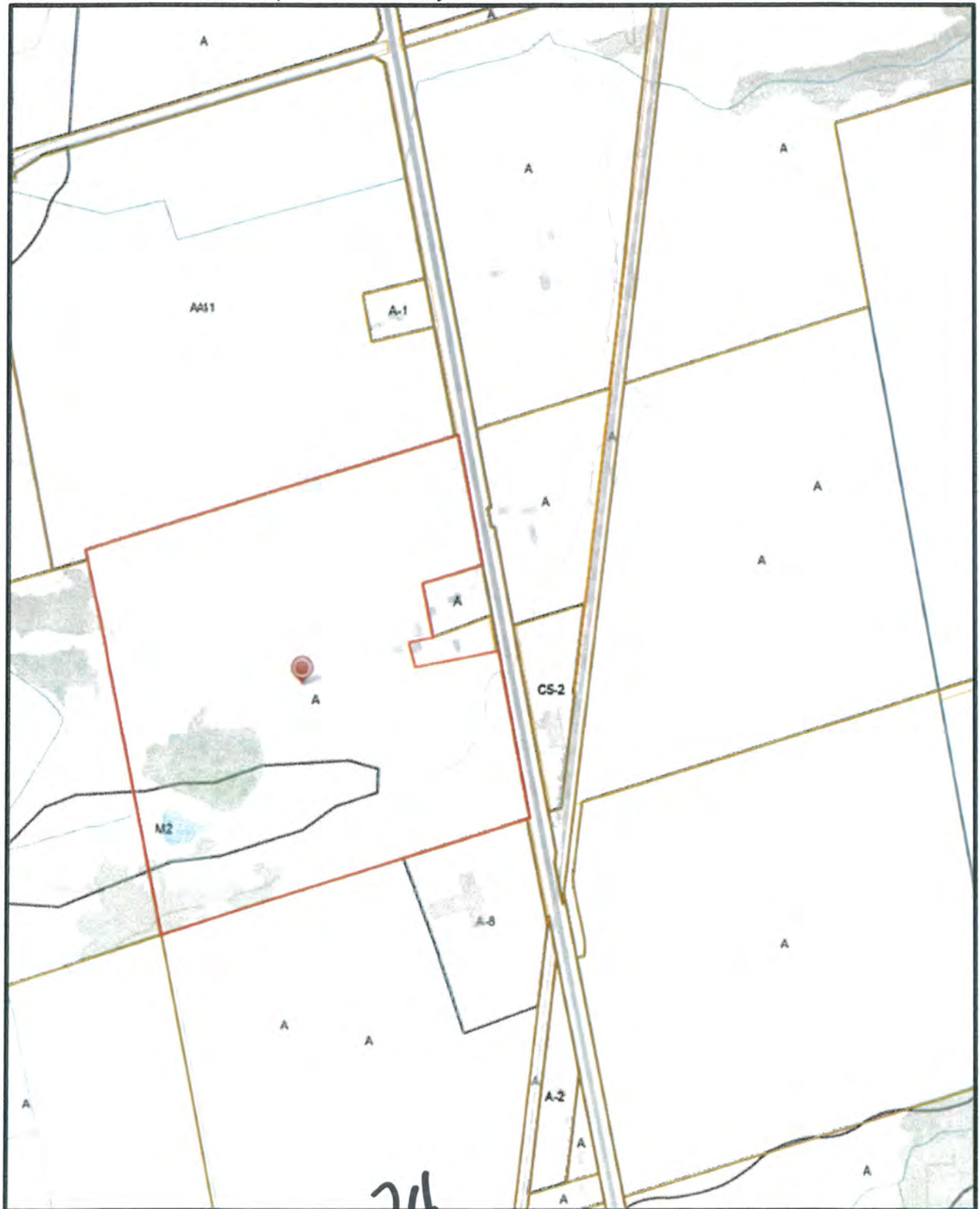
File No. B2 / 22 Roll No: 432101000109301  
Owner: Jamie English  
Location: 6030 County Road 10  
Date of Decision: Friday January 28, 2022  
Purpose: Consent to sever a dwelling excess to a farming operation.

Upon application for consent for the lands described in the above noted file, the decision of the Committee of Adjustment for the Township of Essa is that **PROVISIONAL CONSENT BE GRANTED** subject to the following *Conditions of Approval*: Note: Provisional Consent expires one (1) year from the date of the Decision of the Committee of Adjustment.

- The property be rezoned to prevent further building on the retained lands.
- That the applicant provide to the Secretary-Treasurer of the Committee of Adjustment copies of transfer documentation associated with the lands.
- That all municipal taxes be paid up-to-date.
- That Planning Act Sections 50(3) and (5) will continue to apply to the lot to be created (for both parcels).
- The applicant shall transfer to the Corporation of the County of Simcoe ("County"), at no cost, a fee simple, unencumbered interest in the following:
  - A road allowance widening along the entire frontage of the severed lot adjacent to County Road 10 to provide a 20.0 metre right-of-way from the centre line of County Road 10.
- The applicant shall enter into a Development Agreement with the County, to be registered on title, which prohibits the planting of trees or construction of buildings or structures (as such terms are defined in the County's Set-Back By-Law 5604) within 20.0 metres of the current right-of-way of County Road 10 along the entire frontage of the retained portion abutting the County Road.
- The County of Simcoe Entrance By-law No. 5544 regulates the construction, alteration or change in the use of any private or public entranceway, gate or other structure or facility that permits access to a County Road. The applicant must apply for an entrance permit for the newly created lot as a condition of the County's approval.

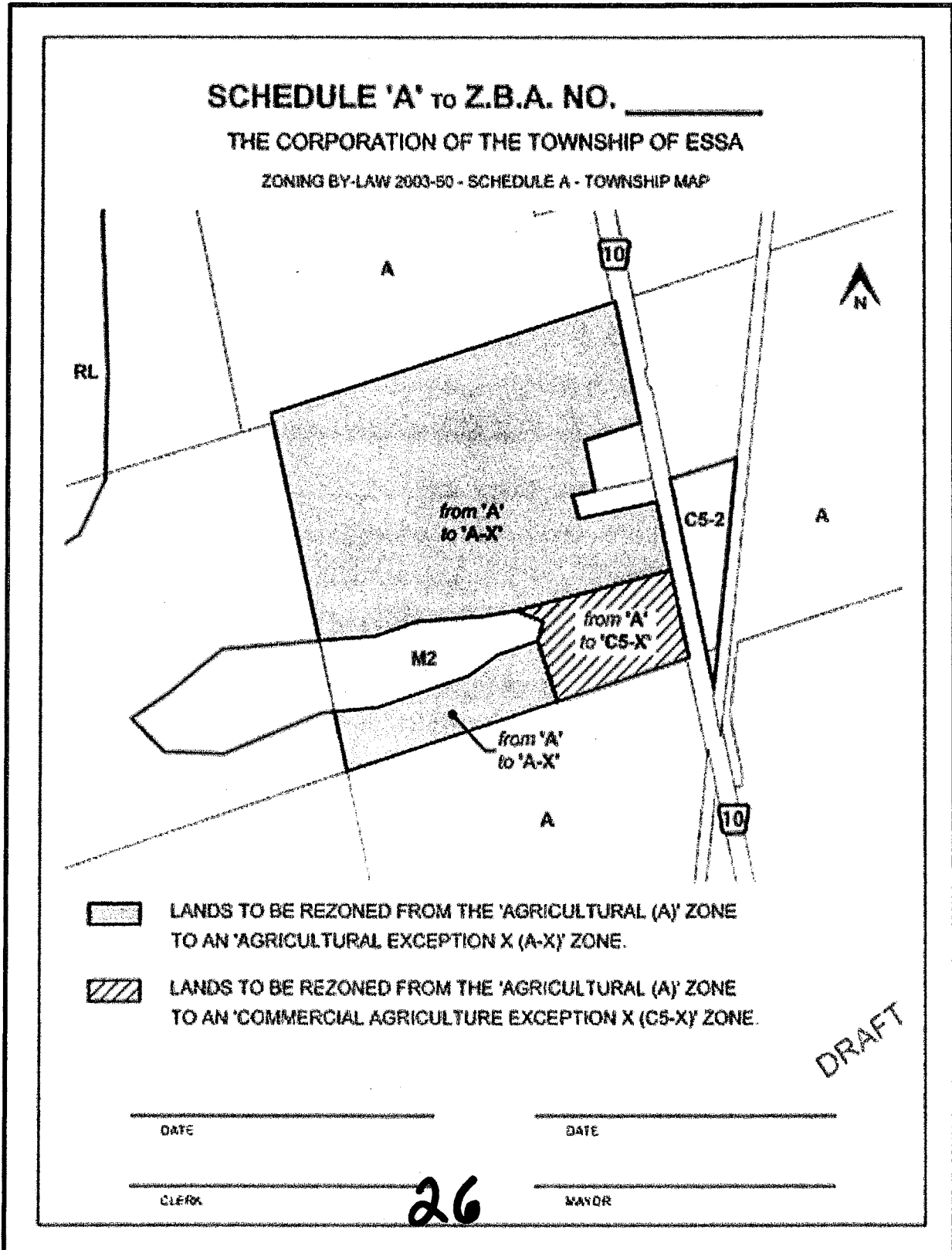


Attachment 2: Context Map – 6030 County Road 10 - ZBA





Attachment 4: Draft Zoning By-law Amendment – 6030 County Road 10 – ZBA Text and Schedule





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Attachment 5: Zoning Matrix – Proposed Uses

| Zone Matrix – 6030 County Road 10, Township of Essa |                                 |  |
|---|---------------------------------|--|
|   | 'A' Zone (Agricultural)         | Proposed – Site Specific 'A' Zone  |
| Permitted Uses                                      | As listed in Section 6.2 of ZBL | Notwithstanding Section 6.2:<br>- No residential dwelling units<br>- Agricultural Equipment Sales, Storage and Transportation Facility, involving the following activities: <ul style="list-style-type: none"><li>o Farm Products and Equipment Sales;</li><li>o Farm Products and Equipment Servicing and Repairs;</li><li>o Farm Products and Equipment Advertising (outdoor storage);</li><li>o Agricultural – Office Building;</li><li>o Farm Products and Equipment Transportation Services – Truck Depot and Office; and,</li><li>o Farm Products and Equipment Transportation Services - Truck and Trailer Parking and associated Outdoor Storage</li></ul> |

Attachment 6: Planning Justification Report – 6030 County Road 10

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# MORGAN PLANNING & DEVELOPMENT INC.



## Zoning By-Law Amendment Application Planning Justification Report

To: Township of Essa  
Attention: Samuel Haniff RPP, Manager of Planning  
From: Josh Morgan, RPP and Victoria Lemieux, MCIP, RPP  
Date: March 28, 2023  
**REVISED July 4, 2023**  
Delivered: Delivered by Hand and by Email  
Subject Property: 6030 County Road 10, Township of Essa



## **1.0 INTRODUCTION**

MORGAN Planning & Development Inc. has been retained to assess the policy environment which applies to the property located at 6030 County Road 10 within the Township of Essa. The purpose of the policy review was to determine if the construction of an agricultural facility would be justified, as well as implement the condition of a previously approved Consent application (B2-22 - farm surplus dwelling severance) to ensure that no future residential land use is permitted on the retained agricultural lands (the property subject to this application).

After reviewing the applicable Provincial, County and Township policy environment, MP&D determined that the proposed use is supportable.

MP&D was subsequently retained by the owner to prepare this Planning Justification Report and to facilitate the approval process for a Zoning By-law Amendment.

### **1.1 Purpose of Planning Justification Report**

The purpose of this Planning Justification Report is to provide an overview of the proposal, to summarize the purpose of the Zoning By-law Amendment application, and to explain how the application conforms to the applicable planning policies.

## **2.0 LOCATION AND DESCRIPTION OF LAND**

### **2.1 Description of the Land**

The subject property has approximately 460 metres of frontage along County Road 10. The lot area is approximately 35.45 hectares (87.6 acres).

The property is currently developed with the following structures:

- One (1) agricultural building (Barn) – ~ 1,136 sq ft

Municipal water service and municipal sanitary service are not available to the subject property; therefore, the development will be serviced by private well and a private septic system. The existing barn is located within the cluster of structures in the central portion of the property along the County Road 10 frontage. The barn structure is not currently serviced.

The property is relatively flat, with the majority of the lands in the central and north portions being actively tilled agricultural lands. The remaining portion of lands in the southeast corner of the property consists of a low-lying grassed area. A portion of the lands along the west boundary are identified as unevaluated wetlands and a wooded area, based on County of Simcoe Interactive Mapping data. This area is not within the area proposed for development or site

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alteration. The following Figures 1-3 provide the location map, aerial imagery and partial survey of the subject property (following pages).

Figure 1 Location Map of Subject Property

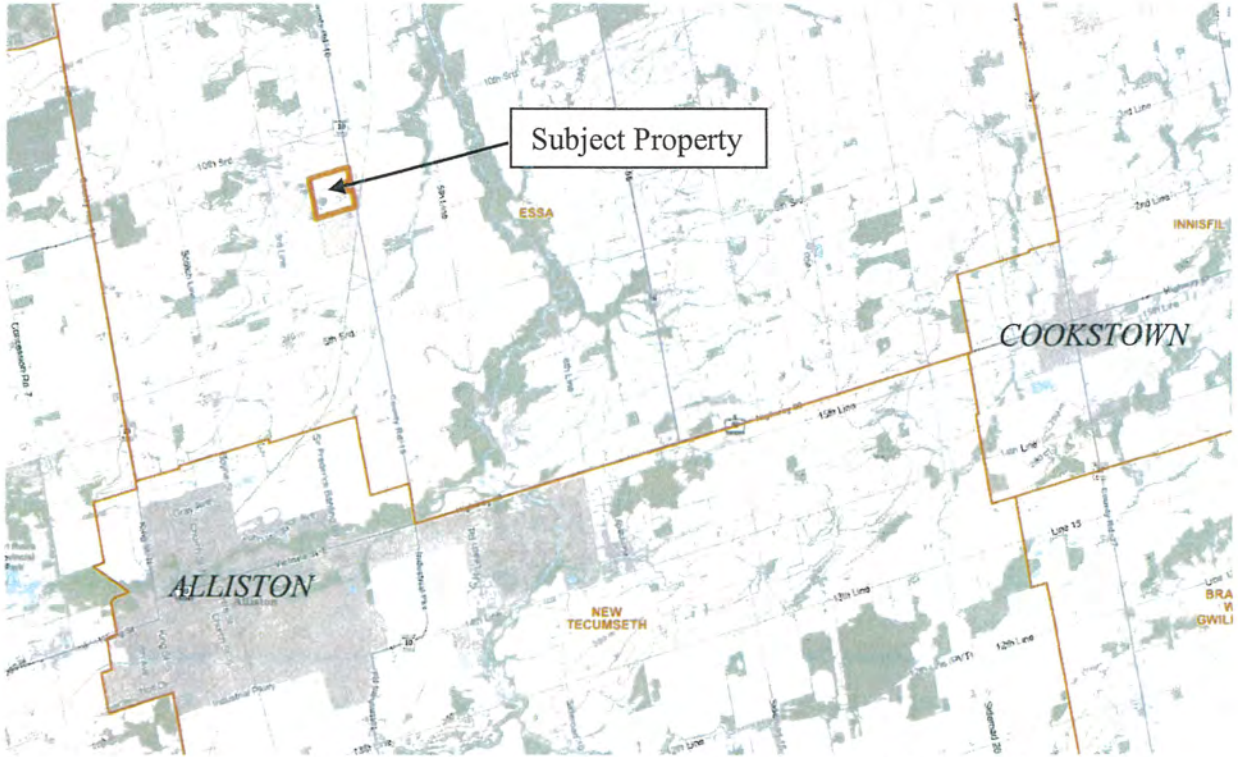
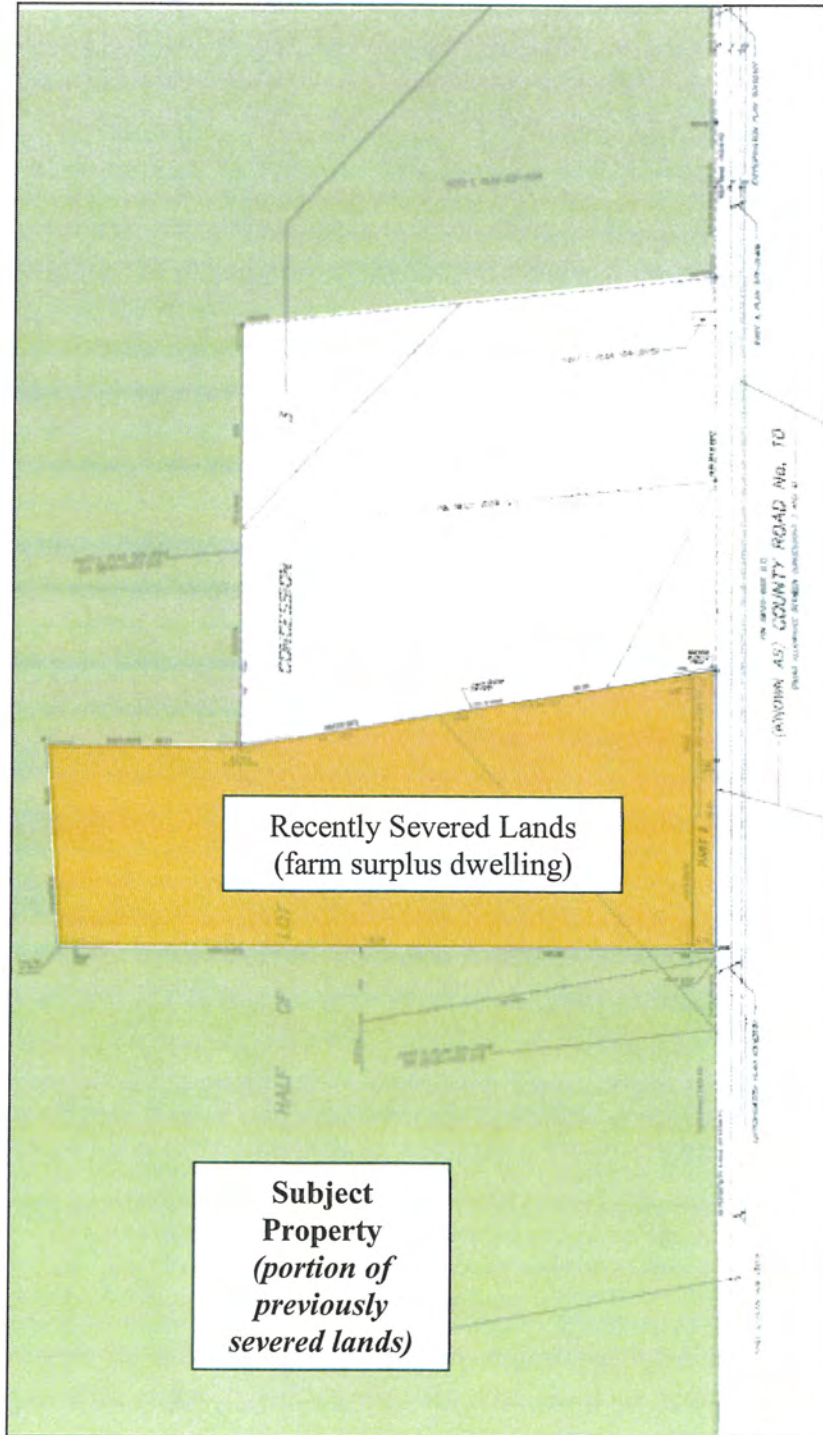


Figure 2 Aerial Imagery of Subject Property (2022)



Figure 3 Excerpt from Partial Survey (identifying previous severance and portion of subject lands (retained))





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## 2.2 Surrounding Uses

The surrounding land uses are categorized as follows:

North: The property is bound to the north by a large actively managed agricultural parcel of land. Further north, beyond 10<sup>th</sup> Sideroad, large actively managed agricultural parcels of land exist.

East: The property is bound to the east by County Road 10. Along the east side of County Road 10 are agricultural related businesses (FS Partners, MSBI Storage Facility), and a single-family dwelling with the rail line further east. Beyond the rail line are actively managed agricultural lands.

South: The property is bound to the south are HJV Equipment, an agricultural related business and actively managed agricultural lands.

West: The property is bound to the west by actively managed agricultural lands, with some environmental sensitive lands (woodlands, unevaluated wetlands).

## 3.0 BACKGROUND AND OVERVIEW OF PROPOSAL

The owner of the subject property successfully completed a Consent to Sever application (Township File No. B2/22) in January of 2022, which permitted the severance of the farm dwelling from the actively managed agricultural lands, which are now considered the subject property to this application.

The intent of this Zoning By-law Amendment application is to achieve the following:

1. As a condition of B2/22, to ensure that no future residential development is permitted on the retained lands ('subject property'); and,
2. To permit the construction of an agricultural warehouse and associated office space on the retained lands.

The applicant proposes to erect an agricultural warehouse and associated office facility on the subject property, with a total ground floor footprint of approximately 3,060 square metres (~ 32,910 square feet). This facility will support and expand the owner's agricultural logistic business, which is currently a large supporter of the agricultural industry in Canada. The business itself consists of two operations, one being the distribution of farm loaders and parts, and the other being a transportation business to safely pickup and deliver equipment to farms across the country and the United States (Briway Carriers).

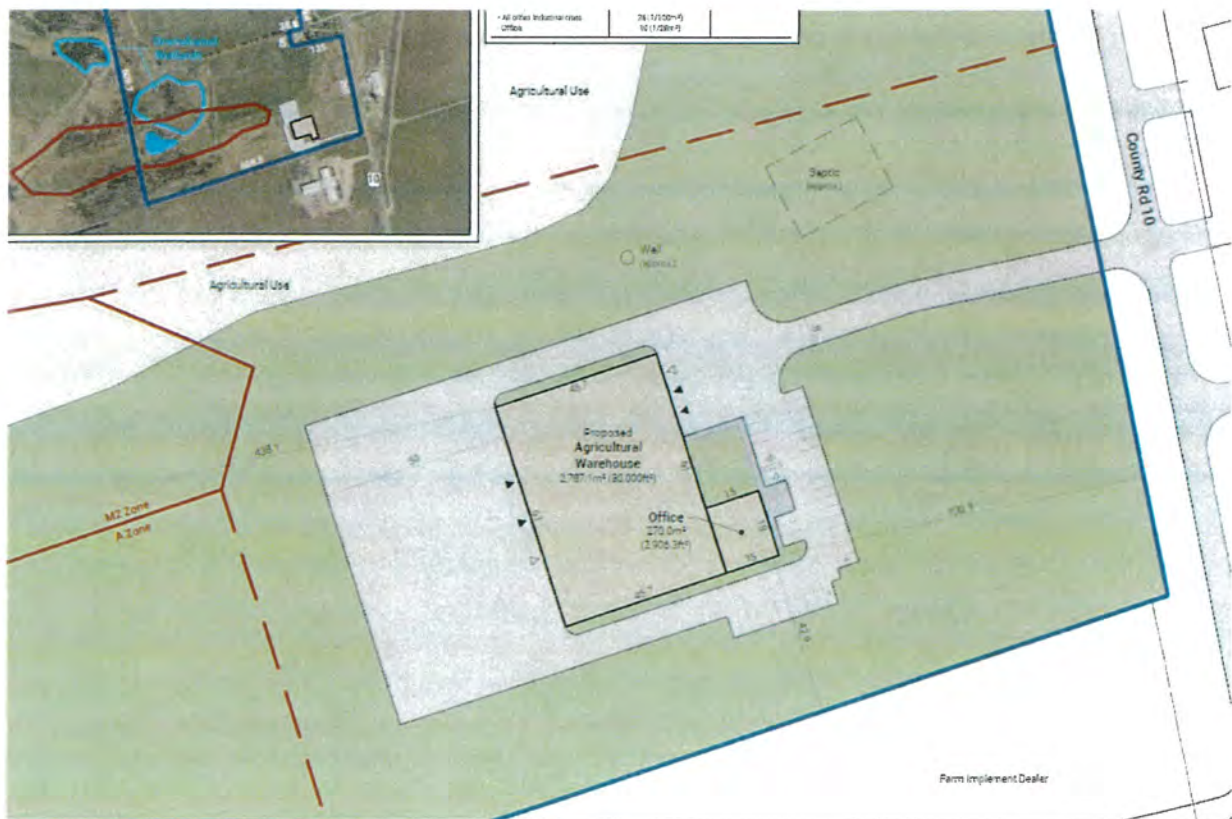
The new facility is proposed to be developed within the south east portion of the subject property, located outside of the actively tilled agricultural lands. The facility will include appropriate parking for trucks and trailers that support the business. The facility will be serviced by individual on site sewage and water systems (septic and well).

The existing agricultural buildings in the central portion of the property will remain, as they service the existing agricultural operation on the remainder of the subject property.

The following Figures 4 and 5 provide an excerpt of the proposed Site Plan, as well as some conceptual elevation plans for the facility. Please note that the built form design details of the building and servicing systems may be subject to change during the subsequent Site Plan Approval process; however, the overall general location and scale shall reflect the enclosed application.

Please note that a portion of the subject property is located within the Regulated Area of the Nottawasaga Valley Conservation Authority (NVCA). Though it is intended that any proposed development or site alteration will occur outside of this area, it is MP&D's understanding that the enclosed application will be circulated to the NVCA for review and comment.

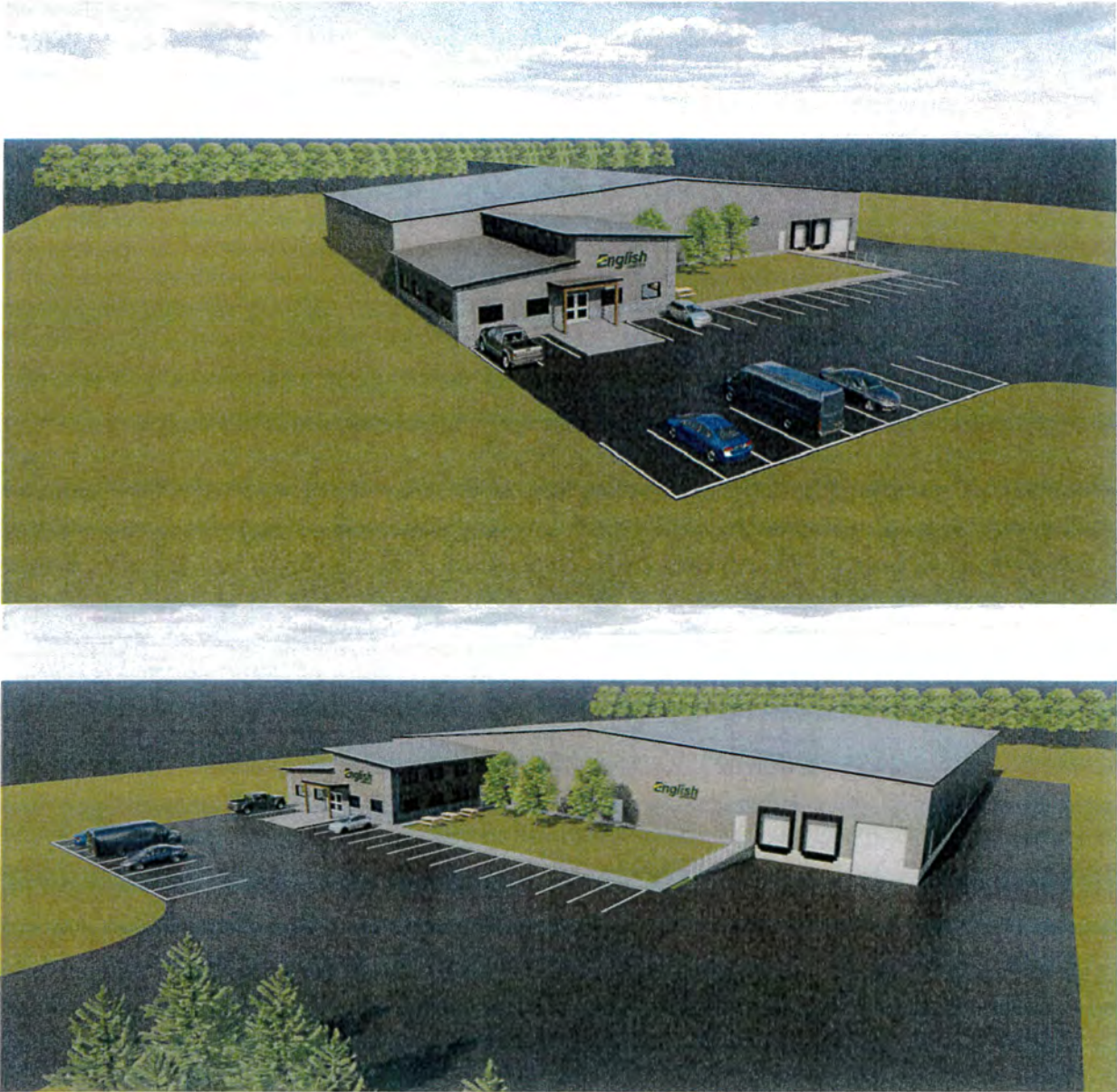
Figure 4 Excerpt from Site Plan





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Figure 5 Excerpts from Conceptual Elevation Plans



4.0 OFFICIAL PLAN AND ZONING BY-LAW

4.1 County of Simcoe Official Plan (OMB Approved December 2016)

The subject property is located within the 'Agricultural' designation as denoted by Land Use Schedule 5.1 of the County of Simcoe Official Plan.

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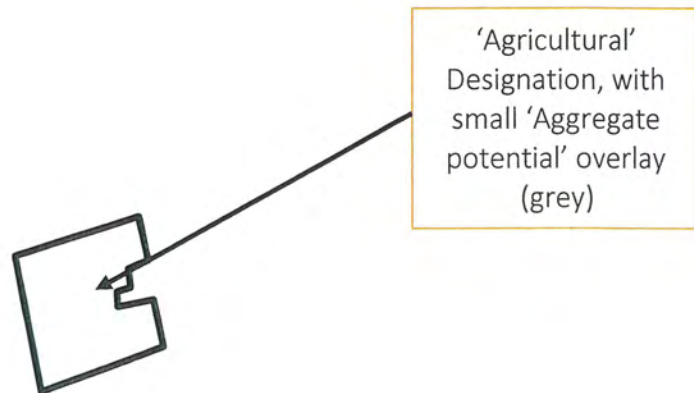
Figure 6 County of Simcoe Official Plan



4.2 Township of Essa Official Plan (July 6, 2021)

The subject property is designated 'Agricultural' within the Township of Essa Official Plan Schedule A – Land Use Designations, as shown below in Figure 7. A portion of the lands also include a small 'Aggregate Potential' overlay.

Figure 7 Township of Essa Official Plan –Schedule 'A' – Land Use Designations

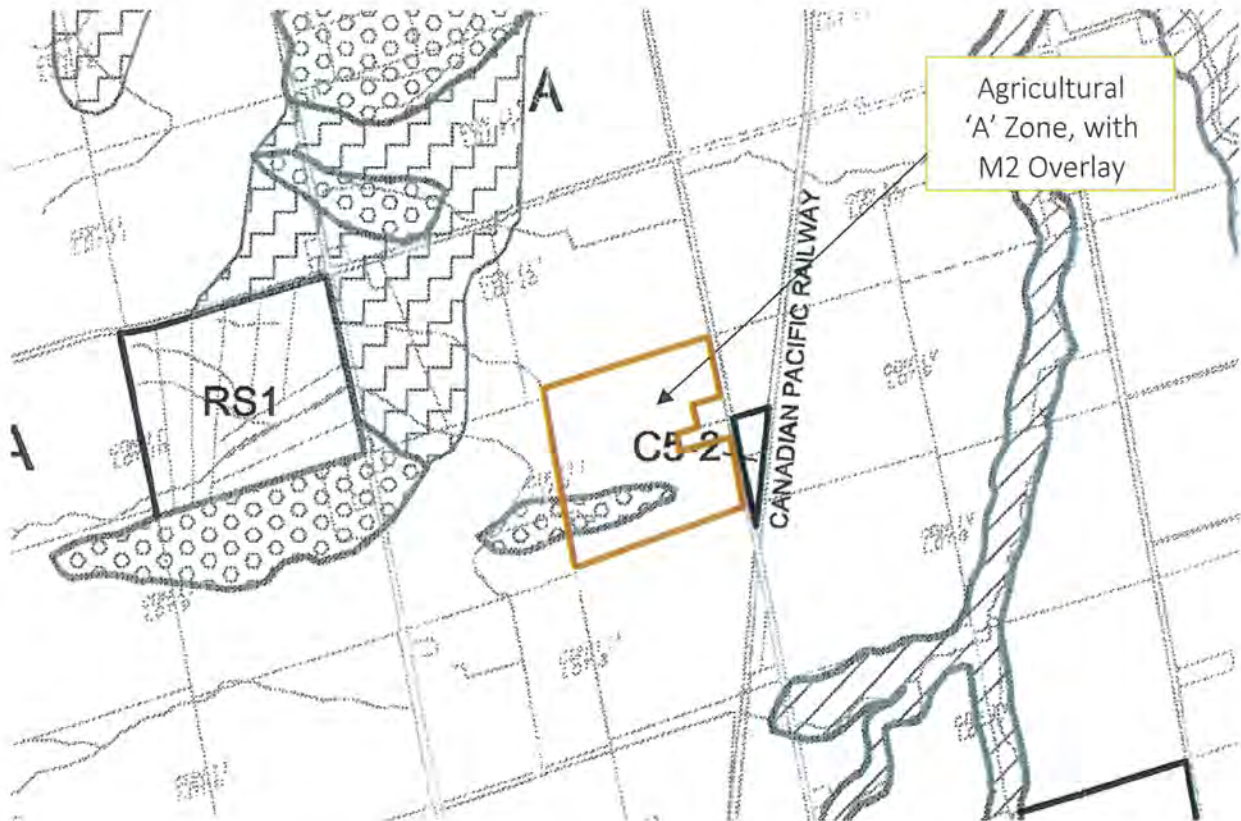


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#### 4.3 Township of Essa Zoning By-law 2003-50

The subject property is zoned 'Agricultural' (A) with a portion M2 (Potential Aggregate) overlay as illustrated by the following map excerpt:

Figure 9 Township of Essa Zoning By-law Mapping Excerpt



The proposed Zoning By-law Amendment (ZBA) is required to ensure no future residential development occurs on the subject property, as required by the previously approved Consent No. B2/22. Additionally, the Zoning By-law Amendment will provide site specific permission for the construction of a farming equipment sales and transportation facility. Further information on the proposed site-specific zone is provided in Section 5.1 of this report.

#### 4.4 Zone Matrixes

The first Zone Matrix lists each of the zoning provisions which currently apply to the subject property under 'A' (Agricultural) Zone. The following matrix identifies the lands proposed to be rezoned to the Commercial Agricultural 'C5' Zone to permit the proposed farming equipment sales and transportation facility. Bolded provisions (grey highlight) identify those that require relief through the enclosed application.



| Zone Matrix #1 – 6030 County Road 10, Township of Essa |                                 |   |
|--|---------------------------------|---|
|  | 'A' Agricultural Zone           | Proposed – Site Specific 'A' Zone                               |
| Permitted Uses   | As listed in Section 6.2 of ZBL | Notwithstanding Section 6.2:<br>- No residential dwelling units |
| Minimum Lot Area (m2)                                  | 36 ha                           | 35.5 ha   |
| Minimum Lot Frontage                                   | 45 m                            | 471 m   |
| Maximum Lot Coverage                                   | 30%                             | <1%   |
| Minimum Front Yard Setback                             | 30 m                            | > 30 m  |
| Minimum Rear Yard Setback                              | 30 m                            | 438 m   |
| Minimum Interior Side Yard                             | 7.5 m                           | 42 m  |
| Minimum Exterior Side Yard                             | n/a                             | n/a   |
| Parking Spaces (min)                                   | n/a                             | n/a   |

| Zone Matrix #2 – 6030 County Road 10, Township of Essa |                                   |  |
|--|-----------------------------------|--|
|  | 'C5' Commercial Agricultural Zone | Proposed – Site Specific 'C5' Zone   |
| Permitted Uses   | As listed in Section 23 of ZBL    | Notwithstanding Section 6.2:<br>- No residential dwelling units<br>- Agricultural Equipment Sales, Storage and Transportation Facility, involving the following activities: <ul style="list-style-type: none"> <li>o Farm Products and Equipment Sales;</li> <li>o Farm Products and Equipment Servicing and Repairs;</li> <li>o Farm Products and Equipment Advertising (outdoor storage);</li> <li>o Agricultural – Office Building;</li> <li>o Farm Products and Equipment Transportation Services</li> </ul> |





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|                                    |   |   |
|------------------------------------|---|---|
|                                    |   | <ul style="list-style-type: none"> <li>– Truck Depot and Office; and,</li> <li>o Farm Products and Equipment</li> <li>Transportation Services - Truck and Trailer Parking and associated Outdoor Storage</li> </ul> |
| Minimum Lot Area (m <sup>2</sup> ) | 3,000 m <sup>2</sup>                          | 355,000 m <sup>2</sup>  |
| Minimum Lot Frontage               | 45 m  | 471 m   |
| Maximum Lot Coverage               | 30%   | <1%   |
| Minimum Front Yard Setback         | 30 m  | > 30 m  |
| Minimum Rear Yard Setback          | 30 m  | 438 m   |
| Minimum Interior Side Yard         | 7.5 m   | 42 m  |
| Minimum Exterior Side Yard         | n/a   | n/a   |
| Parking Spaces (min)               | All other industrial uses – 28<br>Office – 10 | 38  |

5.0 PLANNING INSTRUMENTS

5.1 Zoning By-law Amendment (ZBA)

The purpose of the proposed ZBA is to rezone portions of the subject property from the Agricultural (A) Zone to a *site-specific Agricultural - XX (A-XX) Zone and a site specific Commercial Agricultural (C5) Zone*, with no modifications proposed to the Potential Aggregate Overlay (M2) zone.

The proposed A-XX Zone would apply the following site specific zoning standards and permissions:

- That notwithstanding ZBL Section 6.2 (Permitted Uses in Agricultural Zone), no residential dwelling units (single family dwelling, accessory apartment dwelling, additional residential unit(s)) are permitted;
- That notwithstanding ZBL Section 6.3, a minimum lot area for an Agricultural parcel of 35 hectares is permitted;



The proposed C5-XX Zone would apply the following site specific zoning standards and permissions:

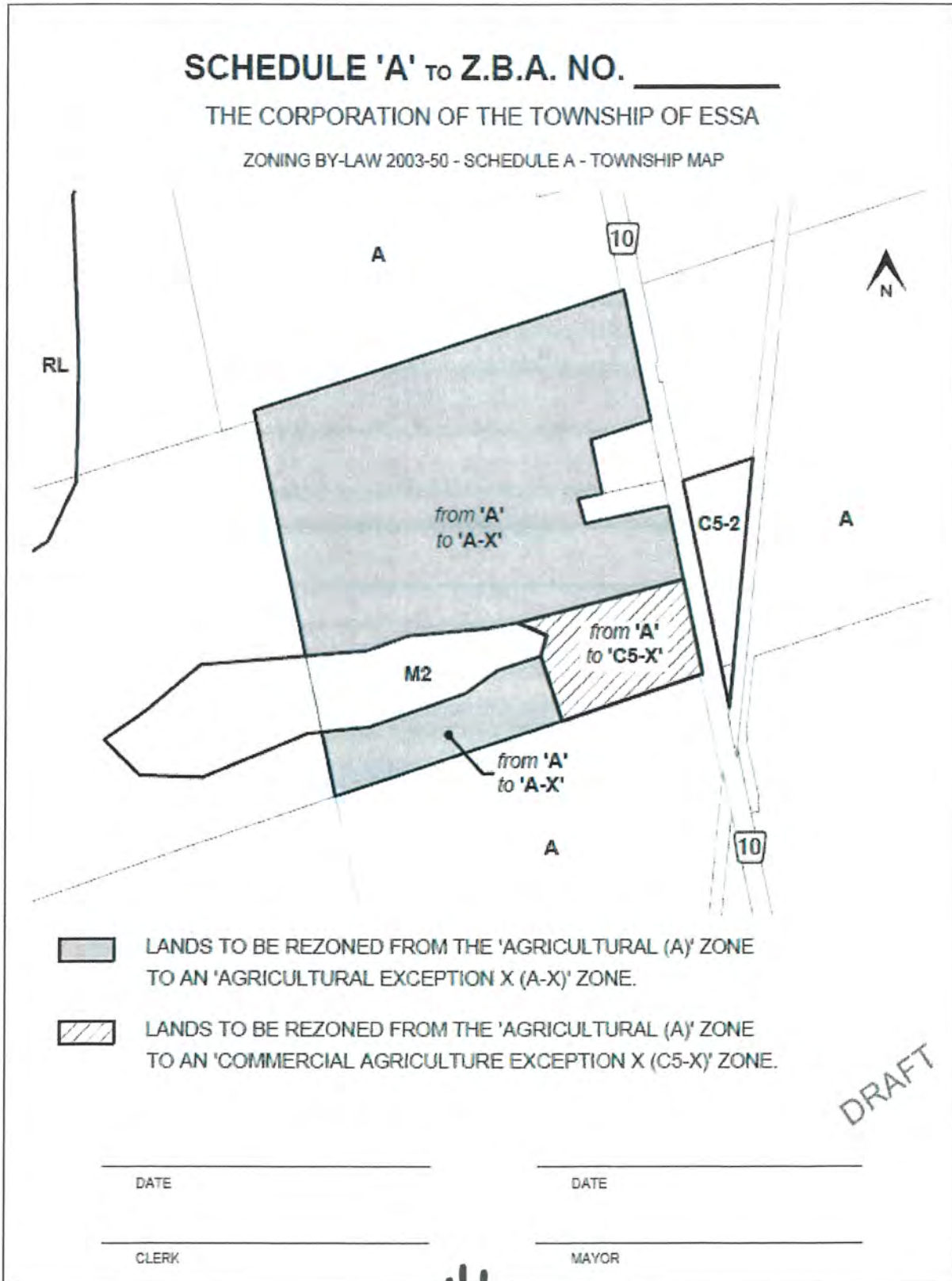
- That notwithstanding ZBL Section 23, an agricultural equipment sales, storage and transportation facility is a permitted use, inclusive of the following activities and functions:
  - Farm Products and Equipment Sales;
  - Farm Products and Equipment Servicing and Repairs;
  - Farm Products and Equipment Advertising (outdoor storage);
  - Agricultural – Office Building;
  - Farm Products and Equipment Transportation Services – Truck Depot and Office; and,
  - Farm Products and Equipment Transportation Services - Truck and Trailer Parking and associated Outdoor Storage;

Figure 5 provides the proposed Zoning By-law Amendment schedule (following page), which has been provided in full-format as part of the enclosed application package.

*Left intentionally Blank*

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Figure 10 Excerpt from proposed Zoning By-law Amendment Schedule



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6.0 POLICY ANALYSIS

In formulating the planning rationale for the proposed development, the following documents have been reviewed:

- Provincial Policy Statement (2020)
- A Place to Grow: the Growth Plan for the Greater Golden Horseshoe (2020)
- Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas (2014)
- County of Simcoe Official Plan (2016 OMB Approved)
- Township of Essa Official Plan (July 6, 2021)
- Township of Essa Zoning By-law 2003-50

The following is an overview of the most directly applicable policies as they apply to enclosed Zoning By-law Amendment application:

6.1 Provincial Interest

The following table provides an overview of the Provincial Interest as outlined in Section 2 of the *Planning Act*, in relation to the enclosed application and proposed development:

| Section 2 of the <i>Planning Act</i> (Provincial Interest)  |   |
|---|---|
| <i>The Minister, the council of a municipality, a local board, a planning board and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,</i> |   |
|   | Morgan Planning Comment:  |
| (a) the protection of ecological systems, including natural areas, features and functions;  | The proposed agricultural equipment sales, storage and transportation facility on the southeast portion of the subject property has been designed to remain outside of areas with potential woodlands and unevaluated wetlands, as identified on County of Simcoe Interactive Mapping layers.   |
| (b) the protection of the agricultural resources of the Province;   | <p>The proposed agricultural equipment sales, storage and transportation facility on the southeast portion of the subject property will result in a state of the art agricultural related business and warehouse that supports the local, regional and national agricultural industry. This portion of the subject lands is not located on actively tilled lands.</p> <p>The remaining lands of the subject property that are currently tilled for crops will be maintained and continue in the long term, protecting the property’s existing agricultural resource to the community.</p> |

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|  |   |
|--|---|
|  | Further, the application ensures that no future residential development can occur on the subject property, to protect the agricultural lands for the long term.   |
| (c) the conservation and management of natural resources and the mineral resource base;  | A portion of the subject lands has been identified within the Township's 'Potential Aggregate' Zone overlay (M2). The proposed development and site alternation on the south east portion of the subject property is outside of this identified area. |
| (d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;            | Not applicable.   |
| (e) the supply, efficient use and conservation of energy and water;  | Not applicable.   |
| (f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems; | Not applicable.   |
| (g) the minimization of waste;   | Not applicable.   |
| (h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;               | Not applicable.   |
| (i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;                      | Not applicable.   |
| (j) the adequate provision of a full range of housing, including affordable housing;   | Not applicable.   |
| (k) the adequate provision of employment opportunities;  | The proposed agricultural equipment sales, storage and transportation facility will provide additional employment opportunities within the community.   |
| (l) the protection of financial and economic well-being of the Province and its municipalities;  | Not applicable.   |
| (m) the co-ordination of planning activities of public bodies;   | Not applicable.   |



|   |   |
|---|---|
| (n) the resolution of planning conflicts involving public and private interests;  | Not applicable.   |
| (o) the protection of public health and safety;   | The proposed agricultural equipment sales, storage and transportation facility will be serviced by new sewage and water systems (septic and well), which will be in compliance with the Ontario Building Code to ensure the protection of public health and safety.   |
| (p) the appropriate location of growth and development;   | Not applicable.   |
| (q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;   | Not applicable.   |
| (r) the promotion of built form that,<br>(i) is well-designed,<br>(ii) encourages a sense of place, and<br>(iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant; | The proposed agricultural equipment sales, storage and transportation facility will provide built form that is well designed and meets the requirements of the Ontario Building Code. This development will positively impact the on-site business, and contribute positively to the overall agricultural character of the surrounding community. |
| (s) the mitigation of greenhouse gas emissions and adaptation to a changing climate   | Not applicable.   |

## 6.2 Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides policy direction on matters related to land use planning and sets the policy foundation for regulating the development and use of all land in the province. The subject property is considered Prime Agricultural within the Rural Area as defined by the PPS.

Section 2.3 of the PPS outlines the policies related to Agriculture within the Province of Ontario and applies to the subject property. Subsection 2.3.3 provides the permitted uses within prime agricultural areas, which includes: agricultural uses, agricultural-related uses and on-farm diversified uses.

Where proposed agricultural-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations as stated in Subsection 2.3.3.1.

The subject property currently operates an agricultural crop operation on the majority of the property. The proposed agricultural equipment sales, storage and transportation facility is to be



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constructed on a portion of the property that is not an active agricultural operation, and meets the definition of an agricultural-related use as it is *'directly related to farm operations in the area, support agriculture, benefits from being in close proximity to farm operations and provides direct products and services to the farm community.'*

The enclosed application seeks to ensure that no future residential development occurs on the property, further protecting the agricultural use of the lands in the long term as required by the PPS.

The enclosed application does not offend the Natural Heritage policies of the PPS, as no proposed development or site alteration is proposed within the identified natural features of the property (west portion of the property).

The enclosed application does not offend the Minerals and Petroleum policies of the PPS, as no proposed development or site alteration is proposed within the identified potential aggregate area on the subject property.

On the basis of the foregoing, it is the opinion of the undersigned that the proposed ZBA application is consistent with the Provincial Policy Statement (2020).

### 6.3 Growth Plan for the Greater Golden Horseshoe (2020)

The Growth Plan for the Greater Golden Horseshoe (Growth Plan) was prepared under the Places to Grow Act, 2005 to guide decisions on a wide range of issues such as transportation; infrastructure planning; land-use planning; urban form; housing; natural heritage and resource protection. All planning decisions made within the Greater Golden Horseshoe must have regard for the Growth Plan, and the Growth Plan prevails where there is a conflict between it and the Provincial Policy Statement.

In viewing the Growth Plan in its entirety, the direction provided within Section 1.2.1 (Guiding Principles) is the most directly applicable to the proposed ZBA. The following principles are particularly relevant:

- *Provide flexibility to capitalize on new economic and employment opportunities as they emerge, while providing certainty for traditional industries, including resource-based sectors.*
- *Protect and enhance natural heritage, hydrologic, and landform systems, features and functions.*
- *Support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas and the agri-food network.*

MP&D Comment: The principles listed above speak to the protection of important natural resources and the existing agricultural system in Ontario.

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The subject property is considered Prime Agricultural lands, and currently functions as such. The enclosed application seeks to achieve the following:

- 1) Protect the subject property from any future residential development; and,
- 2) Facilitate the construction of an agricultural equipment sales, storage and transportation facility on a portion of the property that is not actively farmed. This use is considered agriculturally related as defined by the PPS, as it will direct support and service the existing agricultural community and the agri-food network.

The proposed development will not occur on any portion the subject lands that has been identified to have environmentally sensitive or aggregate potential by regional and local mapping.

On the basis of the foregoing, it is the opinion of the undersigned that the proposed ZBA application is supported by A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (2020).

#### 6.4 Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2014)

The Province of Ontario issued the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas in 2016 in an effort to help municipalities, decision-makers, farmers, and others interpret the policies within the Provincial Policy Statement regarding uses that are permitted within prime agricultural areas. The document provides guidance on agricultural, agricultural related and on-farm diversified uses as described within the PPS. It is noted under Section 1.1 that where specific parameters are proposed, they represent best practices rather than specific standards that must be met in every case.

Section 2.2 provides guidance related to *agricultural-related uses*, which is defined within the Provincial Policy Statement as: "*means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity*". Subsection 2.2.1 outlines the following criteria that must be met to qualify as an *agricultural-related use*:

##### 1. *Farm-related commercial and farm-related industrial use*

MP&D Comment: The proposed agricultural equipment sales, storage and transportation facility is directly farm related, as it caters to agriculture operations and businesses. The business sells and stores large heavy farm equipment and provides convenient

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delivery of such large equipment to farms across Simcoe County, Canada and the United States.

2. *Shall be compatible with, and shall not hinder, surrounding agricultural operations:*
- *Ensure surrounding agricultural operations are able to pursue their agricultural practices without impairment or inconvenience;*
  - *Uses should be appropriate to available rural services (e.g. do not require the level of road access, water and wastewater servicing, utilities, fire protection and other public services typically found in settlement areas);*
  - *Maintain the agricultural/ rural character of the area (in keeping with the principles of these guidelines and PPS Policy 1.1.4);*
  - *Meet all applicable provincial air emission, noise, water and wastewater standards and receive all relevant environmental approvals; and,*
  - *The cumulative impact of multiple uses in prime agricultural areas should be limited and not undermine the agricultural nature of the area;*

MP&D Comment: The location of the proposed agricultural equipment sales, storage and transportation facility is not located on actively farmed land, and is adjacent to existing crop land that will remain. The proposed facility does not appear to hinder any adjacent operations or facilities and will provide additional services to the surrounding farming community. The proposed facility can be accommodated on individual services (septic, well) to accommodate the small office space proposed to support the business. The proposed built form of the facility is in keeping with traditional agricultural commercial facilities in size and materials, and is well set back from the road. The proposed facility is not anticipated to create any noxious impacts to the surrounding community based on its proposed use (sale of equipment, storage, transportation of equipment). The proposed facility size and scale, based on the size of the subject property, is approximately less than 1% of the total lot area with the remaining area being actively farmed crop lands. This minimal lot coverage value justifies that regardless of the proposed facility, the subject property will retain its agricultural character.

3. *Directly related to farm operations in the area.*

MP&D Comment: The proposed agricultural equipment sales, storage and transportation facility is directly related to the surrounding farming operations in the area by providing heavy equipment sales and services as needed, as well as convenient delivery of these products and services to the local area.

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4. *Supports Agriculture*

MP&D Comment: The proposed agricultural equipment sales, storage and transportation facility supports the surrounding farming operations in the area by providing heavy equipment sales and services as needed, as well as convenient delivery of these products and services to the local area.

5. *Provides direct products and/or services to farm operations as a primary activity.*

MP&D Comment: The proposed agricultural equipment sales, storage and transportation facility provides direct product and services to the surrounding farming operations in the area by providing heavy equipment sales and services as needed, as well as convenient delivery of these products and services to the local area.

6. *Benefits from being in close proximity to farm operations.*

MP&D Comment: The proposed agricultural equipment sales, storage and transportation facility greatly benefits from being located in close proximity to surrounding farm operations. It provides direct sales and service to those operations, as well as provides direct delivery service of heavy equipment through their transportation department. This additionally benefits from being located in close proximity to the farm operations themselves, and is best located of settlement areas.

This document has been reviewed in its entirety, and the proposed agricultural equipment sales, storage and transportation facility is considered an agricultural-related use. This use will support local farm operators through the sales, service and delivery of farm equipment. The proposed use and location is secondary to the main crop lands of the subject property, and is not anticipated to have a negative impact of surrounding crop lands and operations in the area. It is the opinion of the undersigned that the proposed agricultural-related use is generally consistent with the intent and purpose of this document.

6.5 County of Simcoe Official Plan (OMB Approved December 2016)

The entirety of the subject property is designated 'Agricultural' by the County of Simcoe Official Plan. Section 3.6 of the County OP provides applicable policies to the enclosed ZBA application.

The objectives of the County OP as it relates to the Agricultural designation include but are not limited to: *'to protect the resource of prime agricultural lands and prime agricultural areas, while recognizing the inter-relationship with natural heritage features and areas and ecological*

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*functions.* Further, ensuring that these areas re available for long term use to support a diversified agricultural economy is crucial.

Subsection 3.6.6 clarifies that both agricultural uses and agricultural-related uses are permitted within this designation. As previously discussed in this report, both the existing and proposed functions of the subject property meet the definitions of agricultural and agricultural-related uses.

Subsection 3.6.7.(c).(ii) of the criteria related to any farm surplus dwelling severance confirms that no new residential dwellings are permitted on the remnant parcel following such severance. The enclosed ZBA application seeks to prohibit all residential land uses from the subject property as required by application B2/22.

Subsection 3.6.10 states that *'development in prime agricultural areas should wherever possible be designed and sited on a property so as to minimize adverse impacts on agriculture and the natural heritage system and cultural features.'* As stated throughout this report, the proposed agricultural equipment sales, storage and transportation facility is to be located on the portion of lands that are not actively farmed, and located outside of identified sensitive features.

On this basis, it is the opinion of the undersigned that the proposed ZBA application is consistent with the direction provided in the County of Simcoe Official Plan.

#### 6.6 Township of Essa Official Plan (July 6, 2021)

The subject property is designated 'Agricultural' within the Township of Essa's Official Plan ('OP'), with a small portion of an Aggregate Potential overlay as identified in Section 4.2 of this report. Please note that the proposed development in association with this application is outside of the aggregate potential area.

Section 4 of the OP outlines the Foal and Objectives regarding Agriculture within the Township:

*Goal: To protect and preserve good agricultural land within the Township.*

*Objectives:*

- 1. To establish land use patterns and policy which will protect Class 1 to 3 soils based on the soil capability for agricultural classification.*
- 2. To protect areas of Class 4 soils which have not been adversely impacted by fragmentation (lot development) and areas characterized by viable farming operations.*
- 3. To minimize land use and compatibility conflicts between agricultural and non-agricultural uses.*
- 4. To direct non-agricultural uses to non-agricultural and settlement areas.*

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5. *To promote economically viable and ecologically sound agricultural practices by utilizing best management practices.*

Section 6 of the OP provides the Agricultural policies that relate to the subject property. The permitted uses within the Agricultural designation are listed in subsection 6.2 and identify agriculture and farm related uses which includes the growing of crops and farm related commercial and industrial uses that are small in scale, directly related to farm operation and are required to be in close proximity to farm operation.

The existing and proposed uses of the subject property meet the above noted requirements for permitted uses. The existing farming activities on the majority of the property will be maintained. The proposed development, which would erect an agricultural equipment sales, storage and transportation facility is located on lands that are outside of the farmed areas, and will be small scale in proximity to the overall subject property size. The proposed facility will support the surrounding agricultural lands within the Township, as well as the overall agricultural and agri-food system in the Province.

Subsection 6.3.4 states *'that generally, the minimum lot size for an agricultural use shall be approximately 40 hectares. In certain cases such as intensive or specialized agricultural uses, farm size may be reduced and the implementing zoning by-law will define the appropriate farm size.'* The enclosed application seeks to recognize the existing size of the subject property, being 35 hectares. The existing farming operation has occurred for 30+ years at this current lot size as identified in previous aerial imagery from 1989-present. It is the opinion of the undersigned that the existing lot size and lot fabric has sufficiently provided for a successful farming operation for over 30 years, and therefore meets the intent of this policy.

Subsection 6.3.12 states that *'agricultural equipment sales, repair and service outlets shall be subject to site plan control'*. This is acknowledged, and Site Plan Control approval from the Township is anticipated upon approval of the enclosed Zoning By-law Amendment prior to the issuance of any building permits.

The enclosed application seeks to protect the existing agricultural land use of the subject property by prohibiting any future residential land use. Additionally, the application seeks to implement a site-specific zone to facilitate a new agricultural equipment sales, storage and transportation facility that will support the local agricultural economy and provide employment opportunities to the Township and Region.

It is the opinion of the undersigned that the enclosed Zoning By-law Amendment application conforms with the applicable policies of the Township's Official Plan.



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## 7.0 Public and Agency Consultation

It is understood that the Township of Essa's Planning Department will facilitate a public meeting in accordance with the *Planning Act*. Notice of the public meeting will be circulated to all property owners within 120 metres of the subject property.

As previously mentioned, it is understood that the enclosed application will be circulated to the Nottawasaga Valley Conservation Authority for review and comments, as a portion of the subject property is located within the Regulated Area.

## 8.0 Concluding Remarks

The purpose of the proposed ZBA is to rezone portions of the subject property from the Agricultural (A) Zone to a *site-specific Agricultural - XX (A-XX) Zone and a site specific Commercial Agricultural (C5) Zone*.

The proposed A-XX Zone would apply the following site specific zoning standards and permissions:

- That notwithstanding ZBL Section 6.2 (Permitted Uses in Agricultural Zone), no residential dwelling units (single family dwelling, accessory apartment dwelling, additional residential unit(s)) are permitted;
- That notwithstanding ZBL Section 6.3, a minimum lot area for an Agricultural parcel of 35 hectares is permitted;

The proposed C5-XX Zone would apply the following site specific zoning standards and permissions:

- That notwithstanding ZBL Section 23, an agricultural equipment sales, storage and transportation facility is a permitted use, inclusive of the following activities and functions:
  - Farm Products and Equipment Sales;
  - Farm Products and Equipment Servicing and Repairs;
  - Farm Products and Equipment Advertising (outdoor storage);
  - Agricultural – Office Building;
  - Farm Products and Equipment Transportation Services – Truck Depot and Office; and,
  - Farm Products and Equipment Transportation Services - Truck and Trailer Parking and associated Outdoor Storage;

The existing 'M2' zoning overlay on a portion of the subject property is not intended to be modified or removed through this application.

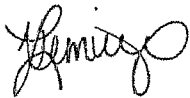
The enclosed application seeks to implement the requirements of a previously approved Consent application (B2/22) to ensure that no future residential development occurs on the subject property. This will provide long-term protection of the agricultural lands as required by all applicable planning policy documents.

In addition, the enclosed application seeks to facilitate the construction of an agricultural equipment sales, storage and transportation facility on a portion of the lands that are not actively farmed. This facility will support the surrounding and regional agricultural industry, encouraged by all applicable planning policy documents.

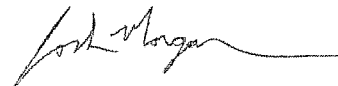
As outlined in the preceding sections of this report, the application is supported by the policies of the Provincial Policy Statement (2020), A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (2020), Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2014), the County of Simcoe Official Plan (OMB Approved December 2016) and the Township of Essa's Official Plan.

On the basis of the foregoing, we respectfully request that the enclosed Zoning By-law Amendment application be considered by Township at its earliest opportunity.

Respectfully submitted,  
MORGAN Planning & Development Inc.



Victoria Lemieux, MCIP RPP  
*Senior Planner*



Josh Morgan, RPP  
*Principal Planner*



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR019-23  
**DATE:** October 18, 2023  
**TO:** Committee of the Whole  
**FROM:** Chris Rankin, Manager of Parks & Recreation  
**SUBJECT:** Pro Shop Start up in Angus Arena

---

### RECOMMENDATION

That Staff Report PR019-23 be received; and

That Council consider authorizing the Manager of Parks & Recreation to issue Robert Panetta of Sports Impressions a three (3) year rental contract at the rate of \$350 per month for the first year (6 months) with the rental contract monthly rate for the second and third year being \$400 per month (6 months).

### BACKGROUND


Mr. Panetta once provided pro shop services at the Thornton Arena for many years. He had provided a very reliable and needed service in the arena and was in good standing with the municipality. Mr. Panetta is requesting that Council consider a contract for three years with minimal increase for the following two years after the first.

### COMMENTS AND CONSIDERATIONS

Placing Robert in the office that was used by By-law would be an ideal size for him to carry out his business. The old Pro Shop is currently being used by Facility staff and it seems to be functioning quite well.

### FINANCIAL IMPACT

The above recommendation will contribute to the overall service provided at the Angus Arena at no cost to the Township and provide us a slight increase in revenue of \$6900 over the term of the contract. Funds will be added to the Angus Arena Budget (revenue) on an annual basis.

Manager of Finance: 



**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. **Authorize the Manager, Parks & Recreation to issue Robert Panetta of Sports Impressions a three (3) year rental contract at the rate of \$350 per month for the First year (6 months) with the rental contract monthly rate increase for the Second and Third Year being \$400 per month (6months)**
3. Direct staff in another manner as they may so wish.

**CONCLUSION**

Option 2 is recommended.

Respectfully submitted,



Chris Rankin  
Manager of Parks & Recreation

Reviewed by,



Colleen Healey-Dowdall, RPP  
Chief Administrative Officer

Attachments: None

**VIA EMAIL**

September 13, 2023

File No. 217143

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

**Attn: Michael Mikael, P. Eng., Manager of Public Works**
**Re: Marshall (Brookfield) Subdivision  
Review of Development Securities**

Dear Michael:

Further to the request for a security reduction received from the Developer's Engineer for the Marshall (Brookfield) Subdivision, we have reviewed the information and provide this recommendation for an adjustment in the development securities currently held by the Township.

The table below summarizes the securities to be retained. A detailed breakdown for each phase is included in the attached documentation from the Developer's Engineer.

| PHASE OF DEVELOPMENT  | LC #    | SECURITIES TO BE RETAINED |
|---|---------|---------------------------|
| A. Earthworks – Phase 1   | S205385 | \$15,291.20               |
| B. Earthworks – Phase 2   | S100948 | \$207,446.57              |
| C. External Stage 1 & 2 Works   | S101848 | \$0.00*                   |
| D. Subdivision Agreement:   | S103074 | \$4,590,772.82            |
| <i>External Stage 1 &amp; 2 Works</i>                                       |         | <i>\$1,715,833.94</i>     |
| <i>Phase 1 Internal Site Works<br/>(Servicing, Roads, S/L, Landscaping)</i> |         | <i>\$2,426,785.13</i>     |
| <i>SCDSB Sanitary Forcemain</i>   |         | <i>\$448,153.75</i>       |
| E. WWTP   | S106613 | \$5,710,430.00            |
| <b>TOTAL SECURITIES REQUIRED</b>  |         | <b>\$10,523,940.59</b>    |

\*This LC is to be released. External Works securities are now covered under LC# S103074.

As noted above, securities in the amount of \$10,523,940.59 are required to be held for incomplete and/or deficient work as well as maintenance and security holdbacks, in accordance with Section 2.10 of the executed Subdivision Agreement.

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We understand that the Township currently holds \$16,463,344.91 in securities for this work, which is more than what is required. Therefore, we recommend that securities be reduced from the current \$16,463,344.91 to \$10,523,940.59 for a total security reduction of \$5,939,404.32 to be returned to the Developer via the Letters of Credit as identified in the table below, provided that the Developer is in good financial standing with the Township.

| PHASE OF DEVELOPMENT  | LC #    | SECURITIES TO BE RELEASED |
|---|---------|---------------------------|
| A. Earthworks – Phase 1   | S205385 | \$45,873.60               |
| B. Earthworks – Phase 2   | S100948 | \$78,686.63               |
| C. External Stage 1 & 2 Works   | S101848 | \$1,979,893.59            |
| D. Subdivision Agreement:   | S103074 | \$3,834,950.50            |
| <i>External Stage 1 &amp; 2 Works</i>                                       |         | \$264,059.65              |
| <i>Phase 1 Internal Site Works<br/>(Servicing, Roads, S/L, Landscaping)</i> |         | \$3,570,890.85            |
| <i>SCDSB Sanitary Forcemain</i>   |         | \$0.00                    |
| E. WWTP   | S106613 | \$0.00                    |
| <b>TOTAL SECURITIES TO BE RELEASED</b>                                      |         | <b>\$5,939,404.32</b>     |

We trust that this is satisfactory; however, if you have any questions or would like to discuss further, please do not hesitate to contact the undersigned.

Yours truly,

**AINLEY & ASSOCIATES LIMITED**



T. Kalimootoo, P. Eng., PMP  
Vice-President & Branch Manager

Encl.

Cc: John Vanos – SCS Consulting Group Ltd.  
Rayna Thompson – Brookfield Development  
Edward Kallikorm – Brookfield Development  
Catherine Pan – Brookfield Development  
Sean Konopud – Ainley Group





9a

File #: 1941  
Date: September 13, 2023

Mr. Michael Mikael, P.Eng.  
Township of Essa  
5786 County Road 21  
Utopia, Ontario, L0M 1T0

Dear Mr. Mikael:

Re: **Revised Request for Letter of Credit Reduction, Phase 1 & Externals, Marshall Subdivison, Baxter, Township of Essa**

On behalf of our Client, Brookfield Residential (Ontario) Limited we are requesting a letter of credit reduction on the Subdivision Agreement from the Township of Essa. We have included revised summary worksheets to assist in your review.

If you have any questions or require anything further, please do not hesitate to contact the undersigned.

Sincerely,

**SCS Consulting Group Ltd.**

John Vanos, C.Tech.  
jvanos@scsconsultinggroup.com

Attachments: Letter of Credit Worksheet (one (1) PDF and two (2) excel files)

c. Ms. Catherine Pan and Mr. Ed Kallikorm, Brookfield Residential

P:\1941 Brookfield - Baxter\Correspondence\Letters\Township of Essa-Revised Request for Letter of Credit Reduction Phase 1 & Externals-jrv-13sep23.docx

SUBDIVISION AGREEMENT  
REVISED LC REDUCTION REQUEST NO. 1

Qa

| ITEM  | TOTAL AMOUNT                        | AMOUNT COMPLETED       | AMOUNT OUTSTANDING     | CURRENT SECURITY AMOUNT HELD** | NEW SECURITY AMOUNT REQUIRED** | COMMENTS                                      |
|---|-------------------------------------|------------------------|------------------------|--------------------------------|--------------------------------|---|
| ** Does not include required holdbacks which are calculated below** |                                     |                        |                        |                                |                                |   |
| <b>1 PHASE 1 &amp; 2 EARTHWORKS</b>                                 |                                     |                        |                        |                                |                                |   |
| A.  | Earthworks - Phase 1                | \$ 61,164.80           | \$ 61,164.80           | \$ -                           | \$ 61,164.80                   | \$ - Phase 1 completed                        |
| B.  | Earthworks - Phase 2                | \$ 286,133.20          | \$ 143,066.60          | \$ 143,066.60                  | \$ 286,133.20                  | \$ 143,066.60 Phase 2 >50% complete           |
| <b>Total</b>  |                                     | <b>\$ 347,298.00</b>   | <b>\$ 204,231.40</b>   | <b>\$ 143,066.60</b>           | <b>\$ 347,298.00</b>           | <b>\$ 143,066.60</b>                          |
| <b>2 PHASE 1 &amp; 2 SITE SERVICING AND ROADWORKS</b>               |                                     |                        |                        |                                |                                |   |
| A.  | Sanitary Sewers Phase 1             | \$ 570,947.73          | \$ 570,947.73          | \$ -                           | \$ 570,947.73                  | \$ -  |
| B.  | Sanitary Sewers Phase 2             | \$ 347,634.06          | \$ -                   | \$ 347,634.06                  | \$ -                           | \$ -  |
| C.  | Storm Sewers Phase 1                | \$ 1,725,149.46        | \$ 1,698,243.09        | \$ 26,906.37                   | \$ 1,725,149.46                | \$ 26,906.37                                  |
| D.  | Storm Sewers Phase 2                | \$ 728,338.31          | \$ -                   | \$ 728,338.31                  | \$ -                           | \$ -  |
| E.  | Clean Water Collector Phase 1       | \$ 382,084.02          | \$ 380,010.62          | \$ 2,073.40                    | \$ 382,084.02                  | \$ 2,073.40                                   |
| F.  | Clean Water Collector Phase 2       | \$ 290,176.44          | \$ -                   | \$ 290,176.44                  | \$ -                           | \$ -  |
| G.  | Watermain and Appurtenances Phase 1 | \$ 451,610.31          | \$ 425,406.37          | \$ 26,203.94                   | \$ 451,610.31                  | \$ 26,203.94                                  |
| H.  | Watermain and Appurtenances Phase 2 | \$ 349,128.37          | \$ -                   | \$ 349,128.37                  | \$ -                           | \$ -  |
| I.  | Service Connections Phase 1         | \$ 431,361.84          | \$ 428,350.18          | \$ 3,011.66                    | \$ 431,361.84                  | \$ 3,011.66                                   |
| J.  | Service Connections Phase 2         | \$ 552,527.47          | \$ -                   | \$ 552,527.47                  | \$ -                           | \$ -  |
| K.  | Primary Roadworks Phase 1           | \$ 803,191.44          | \$ 624,601.74          | \$ 178,589.70                  | \$ 803,191.44                  | \$ 178,589.70                                 |
| L.  | Primary Roadworks Phase 2           | \$ 522,605.23          | \$ -                   | \$ 522,605.23                  | \$ -                           | \$ -  |
| M.  | Secondary Roadworks Phase 1         | \$ 636,625.39          | \$ -                   | \$ 636,625.39                  | \$ 636,625.39                  | \$ 636,625.39                                 |
| N.  | Secondary Roadworks Phase 2         | \$ 439,098.71          | \$ -                   | \$ 439,098.71                  | \$ -                           | \$ -  |
| <b>Phase 1 Sub-Total</b>  |                                     | <b>\$ 5,000,970.19</b> | <b>\$ 4,127,559.73</b> | <b>\$ 873,410.46</b>           | <b>\$ 5,000,970.19</b>         | <b>\$ 873,410.46</b> Phase 1 secured at 100%. |
| <b>Phase 2 Sub-Total</b>  |                                     | <b>\$ 3,229,508.59</b> | <b>\$ -</b>            | <b>\$ 3,229,508.59</b>         | <b>\$ -</b>                    | <b>\$ -</b> Phase 2 not secured at this time. |
| <b>Total</b>  |                                     | <b>\$ 8,230,478.78</b> | <b>\$ 4,127,559.73</b> | <b>\$ 4,102,919.05</b>         | <b>\$ 5,000,970.19</b>         | <b>\$ 873,410.46</b>                          |

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SUBDIVISION AGREEMENT  
REVISED LC REDUCTION REQUEST NO. 1

Project No: 1941  
Date: Sept 13, 2023  
Owner: Brookfield

| ITEM   | TOTAL AMOUNT           | AMOUNT COMPLETED     | AMOUNT OUTSTANDING     | CURRENT SECURITY AMOUNT HELD** | NEW SECURITY AMOUNT REQUIRED** | COMMENTS                            |
|--|------------------------|----------------------|------------------------|--------------------------------|--------------------------------|-------------------------------------|
| ** Does not include required holdbacks which are calculated below**                |                        |                      |                        |                                |                                |                                     |
| <b>3 PHASE 1 &amp; 2 LANDSCAPING</b>   |                        |                      |                        |                                |                                |                                     |
| A. Phase 1   | \$ 288,500.52          | \$ 196,457.63        | \$ 92,042.89           | \$ 288,500.52                  | \$ 92,042.89                   | Phase 1 secured at 100%.            |
| B. Phase 2   | \$ 756,993.12          | \$ -                 | \$ 756,993.12          | \$ -                           | \$ -                           | Phase 2 not secured at this time.   |
| <b>Total</b>   | <b>\$ 1,045,493.64</b> | <b>\$ 196,457.63</b> | <b>\$ 849,036.01</b>   | <b>\$ 288,500.52</b>           | <b>\$ 92,042.89</b>            |                                     |
| <b>4 PHASE 1 &amp; 2 STREETLIGHTING</b>  |                        |                      |                        |                                |                                |                                     |
| A. Phase 1   | \$ 200,000.00          | \$ 200,000.00        | \$ -                   | \$ 200,000.00                  | \$ -                           | Phase 1 secured at 100%.            |
| B. Phase 2   | \$ 167,625.00          | \$ -                 | \$ 167,625.00          | \$ -                           | \$ -                           | Phase 2 not secured at this time.   |
| <b>Total</b>   | <b>\$ 367,625.00</b>   | <b>\$ 200,000.00</b> | <b>\$ 167,625.00</b>   | <b>\$ 200,000.00</b>           | <b>\$ -</b>                    |                                     |
| <b>5 SCDSB SANITARY FORCEMAIN</b>  |                        |                      |                        |                                |                                |                                     |
| A. SCDSB Sanitary Forcemain  | \$ 370,375.00          | \$ -                 | \$ 370,375.00          | \$ 407,412.50                  | \$ 407,412.50                  | \$370,375 is 100% value of FM works |
| <b>Total</b>   | <b>\$ 370,375.00</b>   | <b>\$ -</b>          | <b>\$ 370,375.00</b>   | <b>\$ 407,412.50</b>           | <b>\$ 407,412.50</b>           |                                     |
| <b>6 WWTP</b>  |                        |                      |                        |                                |                                |                                     |
| A. WWTP  | \$ 5,191,300.00        | \$ -                 | \$ 5,191,300.00        | \$ 5,710,430.00                | \$ 5,710,430.00                |                                     |
| <b>Total</b>   | <b>\$ 5,191,300.00</b> | <b>\$ -</b>          | <b>\$ 5,191,300.00</b> | <b>\$ 5,710,430.00</b>         | <b>\$ 5,710,430.00</b>         |                                     |
| <b>7 EXTERNAL STAGE 1 &amp; 2 WORKS (BASED ON LC REDUCTIONS COMPLETED TO DATE)</b> |                        |                      |                        |                                |                                |                                     |
| <b>SITE SERVICING, ROADWORKS, DENNEY DRIVE (FRONTING SITE), AND SWM POND</b>       |                        |                      |                        |                                |                                |                                     |
| A. Mobilization and Site Preparation   | \$ 38,000.00           | \$ 38,000.00         | \$ -                   | \$ 38,000.00                   | \$ -                           |                                     |
| B. Sanitary Sewers   | \$ 136,802.00          | \$ 136,802.00        | \$ -                   | \$ -                           | \$ -                           |                                     |
| C. Storm Sewers  | \$ 398,082.00          | \$ 370,387.00        | \$ 27,695.00           | \$ 27,695.00                   | \$ 27,695.00                   |                                     |
| D. Clean Water Collector Sewers  | \$ 216,065.00          | \$ 216,065.00        | \$ -                   | \$ -                           | \$ -                           |                                     |
| E. Watermain and Appurtenances   | \$ 79,150.00           | \$ 79,150.00         | \$ -                   | \$ -                           | \$ -                           |                                     |
| F. Service Connections   | \$ 35,510.00           | \$ 34,550.00         | \$ 960.00              | \$ 960.00                      | \$ 960.00                      |                                     |
| G. Stormwater Management Facilities  | \$ 883,615.50          | \$ 731,453.90        | \$ 152,161.60          | \$ 167,011.09                  | \$ 152,161.60                  |                                     |
| H. Denney Drive External Site Servicing and Roadworks                              | \$ 406,636.00          | \$ 376,631.00        | \$ 30,005.00           | \$ 30,905.00                   | \$ 30,005.00                   |                                     |

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**SUBDIVISION AGREEMENT  
REVISED LC REDUCTION REQUEST NO. 1**

| ITEM   | TOTAL AMOUNT           | AMOUNT COMPLETED       | AMOUNT OUTSTANDING   | CURRENT SECURITY AMOUNT HELD** | NEW SECURITY AMOUNT REQUIRED** | COMMENTS                       |
|--|------------------------|------------------------|----------------------|--------------------------------|--------------------------------|--------------------------------|
| ** Does not include required holdbacks which are calculated below**            |                        |                        |                      |                                |                                |                                |
| I. Gauley Drive  | \$ 92,841.50           | \$ 34,484.00           | \$ 58,357.50         | \$ 58,357.50                   | \$ 58,357.50                   |                                |
| <b>Sub Total</b>   | <b>\$ 2,286,702.00</b> | <b>\$ 2,017,522.90</b> | <b>\$ 269,179.10</b> | <b>\$ 322,928.59</b>           | <b>\$ 269,179.10</b>           |                                |
| <b>SWM POND OUTFALL</b>  |                        |                        |                      |                                |                                |                                |
| J. Mobilization and Site Preparation   | \$ 507.00              | \$ 507.00              | \$ -                 | \$ -                           | \$ -                           |                                |
| K. Removals  | \$ 17,592.00           | \$ 17,592.00           | \$ -                 | \$ -                           | \$ -                           |                                |
| L. Storm Sewers  | \$ 702,115.00          | \$ 702,115.00          | \$ -                 | \$ -                           | \$ -                           |                                |
| M. Roadworks   | \$ 95,046.46           | \$ 72,833.13           | \$ 22,213.33         | \$ 26,888.99                   | \$ 22,213.33                   |                                |
| <b>Sub Total</b>   | <b>\$ 815,260.46</b>   | <b>\$ 793,047.13</b>   | <b>\$ 22,213.33</b>  | <b>\$ 26,888.99</b>            | <b>\$ 22,213.33</b>            |                                |
| <b>LANDSCAPING - SWM POND</b>  |                        |                        |                      |                                |                                |                                |
| N. SWM Pond  | \$ 245,210.00          | \$ 147,126.00          | \$ 98,084.00         | \$ 245,210.00                  | \$ 98,084.00                   | South side of pond incomplete. |
| <b>Sub Total</b>   | <b>\$ 245,210.00</b>   | <b>\$ 147,126.00</b>   | <b>\$ 98,084.00</b>  | <b>\$ 245,210.00</b>           | <b>\$ 98,084.00</b>            |                                |
| <b>STREETLIGHTING (DENNEY DRIVE) AND INTERSECTION PEDESTRIAN SIGNALIZATION</b> |                        |                        |                      |                                |                                |                                |
| O. Streetlighting (Gauley Drive)   | \$ 23,000.00           | \$ -                   | \$ 23,000.00         | \$ 23,000.00                   | \$ 23,000.00                   |                                |
| P. Street Lighting (Externals - Denney Drive)                                  | \$ 63,146.00           | \$ -                   | \$ 63,146.00         | \$ 63,146.00                   | \$ 63,146.00                   |                                |
| Q. Intersection Pedestrian Signalization (Denney Drive & Felhazl Trail)        | \$ 43,408.00           | \$ -                   | \$ 43,408.00         | \$ 43,408.00                   | \$ 43,408.00                   |                                |
| R. Intersection Pedestrian Signalization (Denney Drive & Murphy Roac           | \$ 43,859.00           | \$ -                   | \$ 43,859.00         | \$ 43,859.00                   | \$ 43,859.00                   |                                |
| <b>Sub Total</b>   | <b>\$ 173,413.00</b>   | <b>\$ -</b>            | <b>\$ 173,413.00</b> | <b>\$ 173,413.00</b>           | <b>\$ 173,413.00</b>           |                                |
| <b>EXTERNALS STAGE 2</b>   |                        |                        |                      |                                |                                |                                |
| <b>SITE SERVICING, ROADWORKS, AND DENNEY DRIVE</b>                             |                        |                        |                      |                                |                                |                                |
| S. Denney Drive External Site Servicing and Roadworks                          | \$ 549,274.10          | \$ 490,716.10          | \$ 58,558.00         | \$ 130,692.50                  | \$ 58,558.00                   |                                |
| <b>Sub Total</b>   | <b>\$ 549,274.10</b>   | <b>\$ 490,716.10</b>   | <b>\$ 58,558.00</b>  | <b>\$ 130,692.50</b>           | <b>\$ 58,558.00</b>            |                                |

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**SUBDIVISION AGREEMENT  
REVISED LC REDUCTION REQUEST NO. 1**

Project No: 1941  
Date: Sept 13, 2023  
Owner: Brookfield

| ITEM  | TOTAL AMOUNT           | AMOUNT COMPLETED       | AMOUNT OUTSTANDING   | CURRENT SECURITY AMOUNT HELD** | NEW SECURITY AMOUNT REQUIRED** | COMMENTS |
|---|------------------------|------------------------|----------------------|--------------------------------|--------------------------------|----------|
| ** Does not include required holdbacks which are calculated below** |                        |                        |                      |                                |                                |          |
| <b>LANDSCAPING</b>  |                        |                        |                      |                                |                                |          |
| T. Denney Drive   | \$ 5,100.00            | \$ -                   | \$ 5,100.00          | \$ 5,100.00                    | \$ 5,100.00                    |          |
| <b>Sub Total</b>  | <b>\$ 5,100.00</b>     | <b>\$ -</b>            | <b>\$ 5,100.00</b>   | <b>\$ 5,100.00</b>             | <b>\$ 5,100.00</b>             |          |
| <b>Total External Stage 1 &amp; 2 Works</b>                         | <b>\$ 4,074,959.56</b> | <b>\$ 3,448,412.13</b> | <b>\$ 626,547.43</b> | <b>\$ 904,233.08</b>           | <b>\$ 626,547.43</b>           |          |

| SECURITY SUMMARY  | CURRENT POSTED SECURITIES | ORIGINAL TOTAL COST OF WORKS (Includes 10% E&C) | VALUE OF OUTSTANDING / DEFICIENT WORKS | 10% E&C on OUTSTANDING & DEFICIENT WORK | 10% MAINTENANCE HOLDBACK (of Total Estimated Cost of Works) | 15% SECURITY HOLDBACK (of Total Cost of Installed Underground Works) | NEW TOTAL SECURITIES REQUIRED | ELIGIBLE REDUCTION     |
|---|---------------------------|---|--|---|---|--|-------------------------------|------------------------|
| EARTHWORKS - PHASE 1 LC#S205385                                       | \$ 61,164.80              | \$ 61,164.80                                    | \$ -                                   | \$ -                                    | \$ 6,116.48   | \$ 9,174.72  | \$ 15,291.20                  | \$ 45,873.60           |
| EARTHWORKS - PHASE 2 LC#S100948                                       | \$ 286,133.20             | \$ 286,133.20                                   | \$ 143,066.60                          | \$ 14,306.66                            | \$ 28,613.32  | \$ 21,459.99   | \$ 207,446.57                 | \$ 78,686.63           |
| EXTERNAL WORKS AGREEMENT (LC#S100848)                                 | \$ 1,979,893.58           | \$ -  | \$ -                                   | \$ -                                    | \$ -  | \$ -   | \$ -                          | \$ 1,979,893.58        |
| WWTP AGREEMENT LC#S106613 *   | \$ 5,710,430.00           | \$ 5,710,430.00                                 | \$ 5,710,430.00                        | \$ -                                    | \$ -  | \$ -   | \$ 5,710,430.00               | \$ -                   |
| PRE-SERVICING/SUBDIVISION AGREEMENT (INC. SCDSB FORCEMAIN LC#S103074) | \$ 8,425,723.32           | \$ 10,969,027.05                                | \$ 2,040,154.53                        | \$ 159,200.08                           | \$ 1,052,087.33   | \$ 1,339,330.88  | \$ 4,590,772.82               | \$ 3,834,950.50        |
| SCDSB FORCEMAIN   | \$ 448,153.75             | \$ 448,153.75                                   | \$ 448,153.75                          | \$ -                                    | \$ -  | \$ -   | \$ 448,153.75                 | \$ -                   |
| EXTERNAL WORKS  | \$ 1,979,893.58           | \$ 4,482,455.52                                 | \$ 626,547.43                          | \$ 62,654.74                            | \$ 448,245.55   | \$ 578,386.21  | \$ 1,715,833.94               | \$ 264,059.65          |
| INTERNAL PHASE 1  | \$ 5,997,675.98           | \$ 6,038,417.78                                 | \$ 965,453.35                          | \$ 96,545.34                            | \$ 603,841.78   | \$ 760,944.66  | \$ 2,426,785.13               | \$ 3,570,890.85        |
| <b>TOTALS</b>   | <b>\$ 16,463,344.90</b>   | <b>\$ 17,026,755.05</b>                         | <b>\$ 7,893,651.13</b>                 | <b>\$ 173,506.74</b>                    | <b>\$ 1,086,817.13</b>                                      | <b>\$ 1,369,965.59</b>   | <b>\$ 10,523,940.59</b>       | <b>\$ 5,939,404.31</b> |

Notes:  
\* 10% Maintenance Holdback not applied to WWTP LC as no request for reduction of this work is being requested



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C021-23  
**DATE:** October 18, 2023  
**TO:** Committee of the Whole  
**FROM:** Sarah Corbett, Deputy Clerk  
**SUBJECT:** Proposed 2024 Regular Council and Committee of the Whole Meeting Schedule

---

### RECOMMENDATION

That Staff Report C021-23 be received; and  
That Council consider approving the 2024 Regular 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, 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 2024 calendar year.

### COMMENTS AND CONSIDERATIONS

Section 3.2.1 of the Township's Procedural By-law states the following in respect of scheduling regular Committee of the Whole and 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".*

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As Council typically takes recess following the first meeting in July to the end of August. It is proposed that no meetings be held on the following dates:

- July 17, 2024
- August 7, 2024
- August 21, 2024

### **Cancellation Meeting of January 3, 2024**

**Staff is seeking Council's direction on the meeting date held on January 3, 2024.** As the Administration Centre will be closed for Christmas Holidays, it is recommended that Council consider cancelling the regular Committee of the Whole and Council meeting on January 3, 2024, as time does not allow for the preparation of staff reports or the printing of agendas prior to this meeting.

### **FINANCIAL IMPACT**

No financial impact

  
\_\_\_\_\_  
Manager of Finance

### **SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. **Approve the Proposed 2024 Regular Council & Committee of the Whole Meeting Schedule as presented.**
3. Amend the Proposed 2024 Regular Council & Committee of the Whole Meeting Schedule as recommended by Council.


### **CONCLUSION**

Option #2 is recommended.

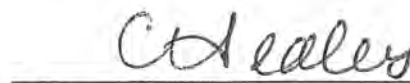
Respectfully submitted by:

Reviewed by:

Reviewed by:

  
\_\_\_\_\_  
Sarah Corbett, Deputy Clerk

  
\_\_\_\_\_  
Lisa Lehr, Manager of  
Legislative Services

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments:

1. Proposed 2024 Council and Committee of the Whole Schedule



# 2024 Essa Township Regular Committee of the Whole & Council Meeting Schedule

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 |    |    |    |    |

## Council Meetings

### Meetings Cancelled

January 3, 2024

### Summer Recess

July 17, 2024

August 7, 2024

August 21, 2024

## Designated & Stat Holidays

(Office Closure)

January 1, 2024 - New Years' Day

February 19, 2023 - Family Day

March 29, 2024 - Good Friday

April 1, 2024 - Easter Monday

May 20, 2024 - Victoria Day

July 1, 2024 - Canada Day

August 5, 2024 - Civic Holiday

September 2, 2024 - Labour Day

October 14, 2024 - Thanksgiving Day

December 25, 2024 - Christmas Day

December 26, 2024 - Boxing Day

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## TOWNSHIP OF ESSA STAFF REPORT

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**STAFF REPORT NO.:** C022-23  
**DATE:** October 18, 2023  
**TO:** Committee of the Whole  
**FROM:** Sarah Corbett, Deputy Clerk  
**SUBJECT:** By-law Enforcement Activity Summary (January 1-March 31, April 1-June 30 and July 1-September 30)

---

### RECOMMENDATION

That Staff Report C022-23 be received for information.

### BACKGROUND

Municipal Law Enforcement Officers (MLEOs) work 35 hours per week, inclusive of early morning/evening shifts and weekends. MLEOs receive various calls, emails and visits from residents, external agencies, department managers and members of Council in respect of inquires and/or concerns regarding municipal by-laws and/or alleged infractions, whereby the MELO commences an investigation to determine:

- a) Validity of complaint; and
- b) Necessary steps to be taken to achieve compliance, once the infraction has been validated (ie: issuances of Notices, Orders, Fines and/or Charges to address the validated infractions).

### COMMENTS AND CONSIDERATIONS

This report has been generated using data from our By-law software, MOAR, to provide Council with quarterly summaries in respect to By-law Enforcement activity for:

- Q1 (January 1 to March 31)
- Q2 (April 1 to June 30), and
- Q3 (July 1 to September 30).

The number of cases referenced in the following charts represent active MOAR By-law Cases that have been opened where MLEOs have validated the existence of a by-law infraction as a result of complaint(s) having been received. The statistics do not reflect unfounded or ongoing complaints, investigations or the monitoring of complaints received outside of the specified timeframes.

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While more than one complaint may be received for a specific occurrence or location, only one By-law Case is reflected within MOAR. Similarly, upon investigation MLEO's may see multiple infractions but this will only be reflected as one entry into MOAR.

**Q1 Reporting Period – January 1, 2023 to March 31, 2023:**

| <b>Category</b>   | <b>Number of MOAR By-law Cases Opened</b> |
|---|---|
| Canine  | 23  |
| Littering/Dumping (on private property only)  | 4   |
| Noise   | 3   |
| Parking   | 12  |
| Property Standards  | 2   |
| Snow  | 2   |
| Untidy  | 3   |
| Zoning (noxious use, backyard chickens, home-based businesses, people living in recreational vehicles, prohibited usage of property ie: storage of recreational and/or derelict vehicles) | 18  |
| Health and Safety   | 4   |
| <b>Total MOAR By-law Cases attached to Property</b>   | <b>71</b>                                 |

Q1 Parking Tickets issued: 191

Impact on Q1 Statistics:

Factors affecting numbers in the Q1 reporting period:

- Winter Parking restrictions were in effect - MLEO working hours were adjusted to administer parking enforcement, with one officer shift typically starting at 5 a.m.
- Untidy complaints generally decrease during periods of snow cover, as is reflected in the Q1 report.

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**Q2 Reporting Period – April 1, 2023 to June 30, 2023:**

| <b>Category</b>   | <b>Number of MOAR By-law Cases Opened</b> |
|---|---|
| Burn  | 1   |
| Canine  | 32  |
| Firearms  | 3   |
| Parking   | 9   |
| Health and Safety   | 7   |
| Littering/Dumping   | 9   |
| Noise   | 7   |
| Property Standards  | 4   |
| Signs   | 1   |
| Untidy  | 29  |
| Zoning (noxious use, backyard chickens, home-based businesses, people living in recreational vehicles, prohibited usage of property ie: storage of recreational and/or derelict vehicles) | 24  |
| <b>Total MOAR By-law Cases attached to Properties</b>   | <b>126</b>                                |

Winter Parking restrictions was in effect (April 1-30 only).  
 Q2 Parking Tickets issued: 35

**Q3 Reporting Period – July 1 to September 30, 2023:**

| <b>Category</b>   | <b>Number of MOAR By-law Cases Opened</b> |
|---|---|
| Burn  | 2   |
| Canine  | 35  |
| Health and Safety   | 7   |
| Noise   | 9   |
| Property Standards  | 8   |
| Untidy  | 33  |
| Zoning (noxious use, backyard chickens, home-based businesses, people living in recreational vehicles, prohibited usage of property ie: storage of recreational and/or derelict vehicles) | 38  |
| Parking   | 8   |
| Fence   | 1   |
| <b>Total MOAR By-law Cases attached to Properties</b>   | <b>141</b>                                |

Q3 Parking Tickets issued: 8

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**2023 YTD MOAR Cases – January 1 to September 30, 2023**

| <b>Category</b>   | <b>Number of Cases</b> |
|---|------------------------|
| Burn  | 3                      |
| Canine  | 90                     |
| Fence   | 1                      |
| Firearms  | 3                      |
| Health and Safety   | 18                     |
| Littering/Dumping   | 13                     |
| Noise   | 19                     |
| Parking   | 29                     |
| Property Standards  | 14                     |
| Signs   | 1                      |
| Snow  | 2                      |
| Untidy  | 65                     |
| Zoning (noxious use, backyard chickens, home-based businesses, people living in recreational vehicles, prohibited usage of property ie: storage of recreational and/or derelict vehicles) | 80                     |
| <b>Total MOAR By-law Cases attached to Properties</b>   | <b>338</b>             |

**YTD Parking Tickets issued: 368**

Not included in the aforementioned statistics are:

- Number and amount of time taken for inspections (to investigate complaints)
- Number of re-inspections (and time taken) to achieve compliance of municipal by-laws
- Number of education pieces circulated (ie: warnings, reminders)
- Number of foot patrols conducted (re: parks, off-leash dog parks, etc.)
- Number of parking patrols conducted (winter parking, school before/after)
- Number of phone calls, emails, in-person visits to obtain complaint information
- Number of illegal dumps in municipal parks and/or roads (not attached to private property)
- Attendance at court and preparation of possible court briefings
- Operation Brain Freeze Initiative (approximately 50 youth entries collected by MLEO)
- Business licensing (kennels, taxis, seasonal campgrounds, salvage yards, etc.)
- Sign permit inspections and removal of unauthorized signage
- Number of dogs running at large
- Requests for MLEO attendance by other departments

Note: Noise complaints received during patrolled hours are investigated by MLEO's. Afterhours calls are investigated by the Nottawasaga OPP. Specific information from the Nottawasaga OPP was not available at the time of writing this report and therefore not reflected.

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## FINANCIAL IMPACT

No financial impact.

  
\_\_\_\_\_  
Manager of Finance

## SUMMARY/OPTIONS

Council may:

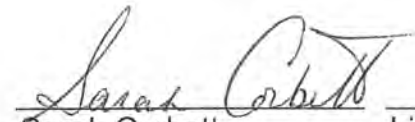
1. Take no further action.
2. **That Staff Report C022-23 be received for information.**
3. Direct staff in another manner.

## CONCLUSION

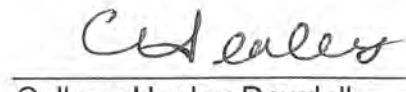
Option #2 is recommended.

Respectfully submitted    Reviewed by:  
by:

Reviewed by:

  
\_\_\_\_\_  
Sarah Corbett  
Deputy Clerk

  
\_\_\_\_\_  
Lisa Lehr  
Manager of Legislative Services

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments: None.



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO024-23  
**DATE:** October 18, 2023  
**TO:** Committee of the Whole  
**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer  
**SUBJECT:** Nottawasaga OPP Contract

---

### RECOMMENDATION

That Staff Report CAO024-23 be received; and

That Council renew the current OPP contract for 3 years at a cost of \$3,003,809 in 2024.

### BACKGROUND

The Township has, in place, a contract with the OPP to provide for policing services in Essa in partnership with neighbours, the Town of New Tecumseth and Township of Adjala-Tosorontio. The current 3-year contract expires December 31, 2023. Essa has been in a contract, and served well by the Nottawasaga OPP since about 2000.

The provision of OPP integrated services in Essa is provided under S.10 of the *Police Services Act* (PSA). The PSA is expected to be replaced with the new *Community Safety Policing Act* (CSPA) in the spring of 2024 – in an attempt to modernize the older PSA.

Under the PSA, a municipality may enter into a joint contract for policing services with neighbours, under S. 10. The municipality must belong to a Police Services Board which it must fund on its own but it may also apply for grants to help offset local costs (refer to attachments).

The OPP contract should be reviewed as it expires December 31, 2023. The municipality can extend for 1 or 2 years, or renew for 3, 4, 5 or 6 years. This CAO does not consider ending the contract as an option at this time.

### COMMENTS AND CONSIDERATIONS

With the OPP, municipalities across the province share in detachment supervisory and administration positions and pay on a per property basis. Municipalities in turn pay for calls for service over and beyond legislated activities (i.e., for crime calls, provincial offences, motor vehicle collisions and general calls for service).

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## FINANCIAL IMPACT

The CAO's of the 3 municipalities have met and it is believed that the municipalities will want to proceed with the same number of officers through the existing enhancement (5). Essa should not require additional officers if the ASE pilot project goes well. It should be noted that Essa currently expends more on its OPP than its neighbours in relative terms, due to additional calls to the OPP requesting their attendance.

The total cost for the Nottawasaga OPP is \$10.8 million and with 29,052 properties, the cost/property averages \$368.54 (including with the enhancements of 7 additional staff in this detachment). The cost of the Nottawasaga OPP has climbed slightly since last year when the cost/property was \$366. Essa's projected cost is \$3,003,809 in 2024.

The 2023 and proposed 2024 budget is attached for reference. Over time, the cost of policing services has increased but on a relatively slow pace. The value offered by the OPP is considered to Essa's benefit.

Manager of Finance Approval:



## SUMMARY/OPTIONS

Council may:

1. Extend the current OPP contract 1 or 2 years.
2. Renew the current OPP contract for 3 years (or more).
3. Direct staff in another course of action.

## CONCLUSION

Option #2 is recommended with a renewal for 3 years since it is expected that our policing partners will do the same (New Tecumseth and Adjala-Tosorontio) – operations would run most smoothly if all Councils are "in-sync".

Respectfully submitted:



Colleen Healey-Dowdall, RPP  
CAO

Attachments:

Additional information from OPP  
Proposed 2024 Policing Budget  
2023 Policing Budget



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Ontario Police  
Provincial provinciale  
Police de l'Ontario



Municipal Policing Bureau  
Bureau des services policiers des municipalités

777 Memorial Ave. 777, avenue Memorial  
Orillia ON L3V 7V3 Orillia ON L3V 7V3

Tel: 705 329-6140 Tél. : 705 329-6140  
Fax: 705 330-4191 Téléc.: 705 330-4191

File Reference: 612-20

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on [opp.ca/billingmodel](http://opp.ca/billingmodel). Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,

Phil Whitton  
Superintendent  
Commander, Municipal Policing Bureau

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OUR VISION

Safe Communities... A Secure Ontario



# Understanding OPP Integrated Service Delivery

- Detachments operate on an **integrated service delivery model**, whereby they may provide policing services to contract and non-contract municipalities and further meet provincial policing commitments under the PSA.
- The OPP tracks service provided to municipalities using the Daily Activity Reporting (DAR) system, ensuring they do not pay for provincial resources or obligations.

## 73 Integrated Service Delivery Model Benefits for Municipalities policed by the OPP:

1. Enhanced flexibility in meeting changing policing demands at a lower cost than having one detachment service one municipality;
2. Provides economies of scale by allowing municipalities and the province share the cost of detachment supervisory and administrative positions and detachment infrastructure;
3. Allows for coordinated policing strategies for the issues that often span multiple jurisdictions;
4. Being part of a larger policing model allows communities to engage and partner with various agencies (e.g., community safety agencies) outside their municipal boundaries.

Nottawasaga Detachment serves the Townships of Adjala-Tosorontio, Essa and New Tecumseth.

2015-2023 Cost by Municipality – Nottawasaga Detachment

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| OPP MUNICIPAL POLICING COSTS<br>OPP Billing Model Cost-Recovery <sup>8</sup> |             |                                 | 2023 Total Property Count - 1,202,724<br>2023 Estimated Total Municipal Recoveries - \$416,126,601<br>2023 Estimated Average per Property Cost - \$346 |                         |                                | 2022 Total Property Count - 1,182,353<br>2022 Estimated Total Municipal Recoveries - \$419,431,754<br>2022 Estimated Average per Property Cost - \$355 |                         |                                |
|--|-------------|---------------------------------|--|-------------------------|--------------------------------|--|-------------------------|--------------------------------|
|  |             |                                 | 2023   |                         |                                | 2022   |                         |                                |
|  |             |                                 | Estimated <sup>1</sup><br>(No Phase-in Cap for 2023)   |                         |                                | Estimated <sup>2</sup><br>(No Phase-in Cap for 2022)   |                         |                                |
| Municipality <sup>8</sup>  | Detachment  | Status as of September 30, 2022 | Property Count <sup>1</sup>  | Total Cost <sup>1</sup> | Per Property Cost <sup>1</sup> | Property Count <sup>2</sup>  | Total Cost <sup>2</sup> | Per Property Cost <sup>2</sup> |
| Adjala-Tosorontio/Essa/New Tecumseth Tp                                      | Nottawasaga | Section 10 - Group              | 28,633   | 10,484,503              | 366                            | 28,266   | \$10,508,393            | \$372                          |
| Adjala-Tosorontio  |             | Section 10                      | 4,226  | 1,421,159               | 336.29                         |  |                         |                                |
| Essa   |             | Section 10                      | 7,819  | 2,950,867               | 377.40                         |  |                         |                                |
| New Tecumseth  |             | Section 10                      | 16,588   | 6,112,476               | 368.49                         |  |                         |                                |

\*\*Note – Cost Comparison Chart available <https://www.opp.ca/index.php?&lng=en&id=115&entryid=58179f628f94acf555bef561>  
[www.opp.ca](https://www.opp.ca) OPP Municipal Policing and select:  
 Billing Model page → Current Cost-Recovery Information → 2015-2023 Cost by Municipality → 2015-23 Cost data tab

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**OPP 2024 Annual Billing Statement**

Essa Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to [www.opp.ca](http://www.opp.ca) for 2024 Municipal Policing Billing General Information summary for further details.

|  |                           |              | <u>Cost per<br/>Property<br/>\$</u> | <u>Total Cost<br/>\$</u> |
|--|---------------------------|--------------|-------------------------------------|--------------------------|
| <b>Base Service</b>                    | <b>Property Counts</b>    |              |                                     |                          |
|  | Household                 | 7,677        |                                     |                          |
|  | Commercial and Industrial | 192          |                                     |                          |
|  | <b>Total Properties</b>   | <u>7,869</u> | 165.59                              | 1,303,000                |
| <b>Calls for Service</b>               | (see summaries)           |              |                                     |                          |
|  | Total all municipalities  | 183,003,471  |                                     |                          |
|  | Municipal portion         | 0.6580%      | 153.02                              | 1,204,117                |
| <b>Overtime</b>                        | (see notes)               |              | 16.78                               | 132,006                  |
| <b>Contract Enhancements</b>           | (see summary)             |              | 40.32                               | 317,314                  |
| <b>Prisoner Transportation</b>         | (per property cost)       |              | 1.12                                | 8,813                    |
| <b>Accommodation/Cleaning Services</b> | (per property cost)       |              | 4.90                                | 38,558                   |
| <b>Total 2024 Estimated Cost</b>       |                           |              | <u>381.73</u>                       | <u>3,003,809</u>         |

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# Township of Essa

## 2024 1st. Draft Budget

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|  | 2023<br>Actual | 2023<br>Budget | 2024<br>Budget | Change   | % Change |
|--|----------------|----------------|----------------|----------|----------|
| 04-130 - Policing                          |                |                |                |          |          |
| Expenses                                   |                |                |                |          |          |
| 130-250 - Police-Joint Contract            |                |                |                |          |          |
| 6069 - Contract Services                   | 1,927,544      | 2,966,907      | 3,003,809      | 36,902   | 1.24 %   |
| 130-250 - Police-Joint Contract            | (1,927,544)    | (2,966,907)    | (3,003,809)    | 36,902   | 1.24 %   |
| 130-254 - Police Administration            |                |                |                |          |          |
| 6009 - Remuneration Council/Committee      | -              | 500            | 500            | -        | 0.00 %   |
| 6050 - Office Supplies                     | 3,306          | 3,000          | 3,500          | 500      | 16.67 %  |
| 6054 - Telephone Communications            | 3,784          | 5,000          | 5,000          | -        | 0.00 %   |
| 6055 - Hydro                               | 1,779          | 2,500          | 2,500          | -        | 0.00 %   |
| 6058 - Equipment Rental                    | 1,052          | 2,200          | 2,000          | (200)    | -9.09 %  |
| 6069 - Contract Services                   | -              | 9,000          | 25,541         | 16,541   | 183.79 % |
| 130-254 - Police Administration            | (9,921)        | (22,200)       | (39,041)       | 16,841   | 75.86 %  |
| 130-257 - Police-Building                  |                |                |                |          |          |
| 6057 - Cleaning Supplies                   | 252            | 100            | 300            | 200      | 200.00 % |
| 6061 - Building Repairs & Maintenance      | 6,368          | 7,500          | 7,500          | -        | 0.00 %   |
| 6063 - Insurance                           | 200            | 146            | 200            | 54       | 36.99 %  |
| 130-257 - Police-Building                  | (6,820)        | (7,746)        | (8,000)        | 254      | 3.28 %   |
| Expenses                                   | 1,944,286      | 2,996,853      | 3,050,850      | 53,997   | 1.80 %   |
| Revenues                                   |                |                |                |          |          |
| 130-270 - Police Revenues                  |                |                |                |          |          |
| 4619 - Police Cont.Surplus(Deficit)        | -              | -              | -              | -        | 0.00 %   |
| 4620 - Provincial Offenses Act Paymen      | 38,877         | 65,000         | 65,000         | -        | 0.00 %   |
| 4621 - Police Board Local Income           | -              | -              | -              | -        | 0.00 %   |
| 130-270 - Police Revenues                  | 38,877         | 65,000         | 65,000         | -        | 0.00 %   |
| 130-270-4621 - Automated Speed Enforcement |                |                |                |          |          |
| 4621 - Police Board Local Income           | -              | 65,000         | 66,300         | 1,300    | 2.00 %   |
| 130-270-4621 - Automated Speed Enforcement | -              | 65,000         | 66,300         | 1,300    | 2.00 %   |
| Revenues                                   | 38,877         | 130,000        | 131,300        | 1,300    | 1.00 %   |
| Policing Taxataion Requirement             | (1,905,409)    | (2,866,853)    | (2,919,550)    | (52,697) | 1.84 %   |

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# OPP Municipal Cost Recovery – The Billing Model

- The OPP Billing Model is provincially focused and divides the majority of municipal policing costs into two categories.
- Since the inception of the Billing Model in 2015, recoveries have increased at an annualization rate of approximately 1%.

## Base Services

Allocate among municipalities on an equal per property basis

(households, commercial and industrial properties)

- Legislated activities (crime prevention, officer availability to respond to emergency calls for service 24 hours a day, general and directed patrol, victim assistance, etc.)
- Proactive policing (RIDE, traffic safety, community policing, intelligence gathering etc.)
- Officer training and administrative duties
- All Inspector and Staff Sergeant positions

+

## Calls for Service

Allocate the costs to municipalities based on their individual usage level

- Crime calls (assaults, break & enter, mischief, domestic & family disputes, drug offences, etc.)
- Provincial Statutes (Mental Health Act, Trespass to Property Act, landlord/tenant disputes, etc.)
- Motor vehicle collisions (property damage, personal injury, fatal, etc.)
- General calls for service (false alarms, lost property, missing person, etc.)
- Does not include incidents normally generated through proactive policing

## Additional Other Costs

Municipalities are billed on their specific usage:

Overtime Court security Cleaning/Caretakers

Accommodations Enhancements Prisoner Transportation\*

\* Prisoner transportation cost is allocated to all municipalities on an equal per property basis.

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