

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, OCTOBER 1, 2025
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 land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. 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, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. **Presentation**
Royal Victoria Hospital Foundation
Re: Donation from Essa Golf Tournament

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 1 a. **Staff Report PD016-25 submitted by Manager of Planning, re: Proposed Interim Control By-law.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD016-25 be received; and **THAT** Council direct Staff to proceed with an Interim Control By-law for the Angus Settlement Area.

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

- p. 4 a. Staff Report TR04-25 submitted by Manager of Finance and the Manager of IT,
re: Financial System Replacement.

Recommendation: **BE IT RESOLVED THAT** Staff Report TR04-25 be received; and **THAT** the proposal as received from **Endeavour Solutions** be accepted in the amount of **\$491,657.00 (excluding HST – including approximately \$73,379.00/annual commitment)** to replace Essa's Financial System based on the information contained in this report

9. AUTOMATED SPEED ENFORCEMENT (ASE)

10. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 9 a. Staff Report CAO014-25 submitted by Chief Administrative Officer
re: Repeal of Policy No. A01-2021 – Covid-19 Vaccination Policy.

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO014-25 be received; and **THAT** Council endorse repealing Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members, effective immediately.

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 5th day of November, 2025 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD016-25

DATE: October 1st, 2025

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

SUBJECT: Proposed Interim Control By-law

RECOMMENDATION

That Staff Report PD016-25 be received and that Staff is directed to proceed with the drafting of an Interim Control By-law for the Angus Settlement Area.

BACKGROUND

Between 2021 and 2022, the Township prepared the Angus Infrastructure Master Plan (IMP) through Greenland Consulting Engineers, that included the development of updated water and sewer modeling. Subsequent to the IMP, a Class EA Addendum for Water Supply and Storage was also completed in January 2025. During this review it was identified that the Angus Settlement Area has limited water / wastewater capacity to support any new development in the area.

The detailed design work for the water system upgrades is currently underway, with project anticipated to be tendered in the coming months.

Currently, the Schedule 'C' Class EA for the Wastewater Treatment Plan is ongoing, with an estimated completion in 2026.

The wastewater treatment plant design and construction timelines will be confirmed following completion of the Schedule 'C' Class EA.

Further to the results of the ongoing investigations by Greenland, the Angus Settlement has very limited water/wastewater capacity, which must be allocated very sparingly.

COMMENTS AND CONSIDERATIONS

An Interim Control By-law (ICBL) is a temporary municipal tool under the provisions of the *Planning Act* that is used to 'freeze' development for up to one year to allow a municipality to conduct a land-use or policy review. An ICBL is considered an 'extreme' and 'draconian' tool and is used sparingly and only when necessary.

We have reviewed the Town of Collingwood's enactment of an ICBL and note that the Town of Collingwood faced several appeals and legal challenges to their 2021 ICBL (2021-024). However, Collingwood's ICBL was a blanket freeze on all development throughout the municipality, which is different from what is being proposed for Essa. The Township's proposed ICBL is intended to be a freeze on development in the Settlement Area of Angus, allowing for limited development only based on the remaining servicing capacity identified by the report. Infill development and some key developments have already been factored into the existing capacity based on discussions and negotiations with developers dating back to as early as 2023.

Based on the work done-to-date and ongoing by Greenland Consulting, the Township has carefully considered the limited residual servicing capacity and must now restrict development in Angus based on what has been projected in the recently updated existing conditions models (September 2025) and calculations.

The Township intends for the ICBL to permit infill development and minor building permit applications. Additionally, it is intended that the ICBL will also factor in the limited number of Equivalent Residential Units (ERUs) remaining (until water/sewer facilities are expanded) in relation to discussions/negotiations with the various developers in the area relating to the allocation of those ERUs through the Township's Angus Servicing Capacity Allocation Policy (ASCAP) dating from 2023-present.

Some of those new proposed developments in Angus that are not considered to be infill and that have not been in talks with the Township through the ASCAP will be subject to the development freeze.

Based on legal advice from the Township's solicitor, Angus' remaining ERUs and those developments/developers that have been in discussion with the Township for allocation must be listed in the ICBL for transparency purposes. The Township's solicitor will continue to guide the ICBL process.

The purpose of the ICBL for the Angus Settlement Area is to ensure that any remaining ERUs, prior to undertaking the upgrades, are appropriately allocated in accordance with the policy and to those who have been in active discussions with the Township regarding potential development opportunities.

Additionally, it should be noted that a public meeting must be held as part of the ICBL process.

FINANCIAL IMPACT

A limited freeze on development is likely to result in fewer development applications and associated fees and permits.

SUMMARY/OPTIONS

Council may:

1. **Receive Staff Report PD016-25 and direct Staff to proceed with an Interim Control By-law.**
2. Direct staff in another manner.

CONCLUSION

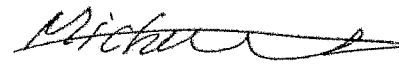
Option #1 is recommended.

Respectfully submitted by:



Samuel Haniff,
Manager of Planning

Reviewed by:



Michael Mikael, CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR004-25

DATE: October 1st, 2025

TO: Committee of the Whole

FROM: Deborah Dollmaier, Manager of Finance
Grant Cowan, Manager of IT

SUBJECT: Financial System Replacement

RECOMMENDATION

That Staff Report TR004-25 be received; and

That the proposal as received from Endeavour Solutions be accepted in the amount of \$491,657.00 (excluding HST – including approximately \$73,379.00/annual commitment) to replace Essa's Financial System based on the information contained in this report

BACKGROUND

Since 2003, Essa has been using Microsoft Great Plains with municipal specific add-ons by Central Square Technologies to manage several aspects of the Township's financial records. This system has been regularly updated and has successfully helped staff facilitate property taxation, utility billing, payroll and general accounting. As with all things technology, things must come to an end. In September 2024, Microsoft announced that Great Plains would go end of life in December of 2029. As of this date, there will be no further support and maintenance for the product.

This may seem like a long lead time, however replacing this type of system is complex and takes time. Not only is the specific piece of software being replaced, but many of the processes surrounding the software need to be changed as well. Additionally, Great Plains and the Central Square add-ons are a commonly used in Canadian municipalities. This means many other municipalities are in the same situation and need to change software in the next few years.

COMMENTS AND CONSIDERATIONS

As mentioned above, implementing this type of software is complex and time consuming. The impact is felt across the organization. Although it is financial software, it is important to note implementing is not solely a financial project – it is a corporate project. When staff

learned of the end-of-life announcement, planning started on how to approach the project. An initial budget amount of \$350,000 was requested and approved as part of the 2025 budget. Staff additionally started doing some market research on what is in the marketplace. Central Square will be offering an upgrade path to a different product they support. Additionally, other vendors were looked at. *Endeavour Solutions offers Sylogist Software*. This solution is built on the new version of MS Great Plains with municipal add-ons (but different add-ons from Central Square). Through discussions with this Endeavour Solutions, it appears this solution has the same look and feel as existing software. This may result in a smaller learning curve for Essa staff during implementation.

Staff requested a quotation for implementation from Endeavour Solutions. The quotation was evaluated based on Sole Sourcing (non-competitive procurement) evaluation weight criteria with respect to sections 8 and 9 (Essa procurement policy Number A17-01) since Endeavour solution is built on the new version of MS Great Plains and its compatibility with 3rd party software such as Questica and Citywide.

Furthermore, section 5 of schedule A of policy A-17-01 exempt Computer Services and Software from purchasing method provisions of the procurement and acquisition policy.

RECOMMENDATION

Staff recommend engaging with Endeavour Solutions to replace the existing MS Great Plains software and Central Square add-ons.

FINANCIAL IMPACT

Endeavour's proposal as follow:

- Annual software licensing (including annual support plan)- \$73,379
- Implementation Services - \$363,720.00

Implementation services are a **one-time** cost that will be spread over 2-3 years. Annual costs are ongoing, **however will be offset some in the future when the current software is fully decommissioned.**

It is recommended that a contingency of up to 15% of the implementation costs are factored into the project. This amount is approximately \$54,558.

As mentioned above, these types of projects are complex and take a great deal of staff time. Existing staff do not have the capacity to devote the required time to this project and maintain existing service levels. Many of the affected tasks are not optional (such as payroll, accounts payable, utility billing), therefore it is recommended that up to 1 additional contract staff be secured to help maintain daily activities while existing staff devote time to this project.

Summary of Costs:

Annual licensing costs	73,379
<u>Total annual commitment (ex.hst)</u>	<u>73,379</u>
Implementation services	363,720
Contingency	54,558
**Contract staff	100,000
<u>Total implementation costs(ex.hst)</u>	<u>518,278</u>

***** Contract staffing to be discussed with Council during Budget Deliberations***

Total required Budget for implementation and annual commitment is \$491,657.00 (excluding HST)

Council approved \$350,000 (\$200,000 Asset Management - \$150,000 taxation) in the 2025 approved IT Capital budget, leaving approximately \$141,657.00 as an additional request to be split over the 2026 and 2027 budget years (multi-year project).

E Campbell
per. Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Award the Financial System Replacement to Endeavour Solutions in the amount of \$491,657.00 (excluding HST – including approximately \$73,379.00/annual commitment) based on the information contained in this report
3. Direct staff in another manner.

CONCLUSION

Option #2 is recommended.

Respectfully submitted by:

Submitted

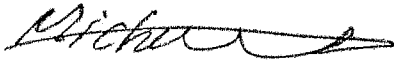
by:

Deborah Dollmaier
Manager of Finance

Grant Cowan, Manager of IT

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Reviewed by:



Michael Mikael, CAO

Attachments:

1. Confidential Attachment

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ATTACHMENT No.1

Confidential Attachment

8.1



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO014-25

DATE: October 1st, 2025

TO: Committee of the Whole

FROM: Michael Mikael, Chief Administrative Officer

SUBJECT: Repeal of Policy No. A01-2021- COVID-19 Vaccination Policy

RECOMMENDATION

That Staff Report CAO014-25 be received; and

That Council endorse repealing Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members, effective immediately.

BACKGROUND

Policy A01-2021 was adopted in September 2021 and amended on January 20th, 2022, to reduce workplace transmission and protect staff, volunteers and the public during the COVID-19 pandemic. The policy was based on the public health context and emergency measures in place at that time.

Rationale for Repeal

- Provincial and federal emergency settings and mandatory program requirements in many sectors have ended or been relaxed since 2022–2023, and public health responses have shifted from broad mandates to targeted, proportionate measures. Municipal vaccine policies created during the emergency phase should be reviewed in that context.
- Repeal of the broad mandatory vaccination policy does not prevent the municipality from maintaining operational, evidence-based measures (stay-home-when-sick rules, masking in outbreak settings, ventilation checks, access to PPE for certain roles), and from encouraging vaccination as best public-health practice. Simcoe Muskoka District Health Unit continues to promote vaccination as an important public-health measure.

- Vaccination remains an effective tool to reduce severe outcomes from COVID-19 and is available through public health channels; however, the immediate emergency context that prompted broad employer mandates has changed. The local health unit continues routine vaccination services but moved away from emergency orders requiring universal organizational mandates.
- Repeal of the policy will reduce staff time spent on administering the policy (verification, testing program administration, exemptions); it may mitigate recruitment constraints and reduce staffing costs associated with unfilled positions.

FINANCIAL IMPACT

Small savings are anticipated from administrative overhead reduction.

per: Manager of Finance Approval: Stampell

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Repeal Policy No. A01-2021 COVID-19 Vaccination Policy effective immediately.
3. Amend Policy No. A01-2021 COVID-19 Vaccination Policy as desired by Council.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Michael Mikael
CAO

Attachments:
Policy No. A01-2021 COVID-19 Vaccination Policy

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ATTACHMENT NO.1

Policy No. A01-2021 COVID-19 Vaccination Policy

THE CORPORATION OF THE TOWNSHIP OF ESSA CORPORATE POLICY AND PROCEDURE MANUAL

Subject: COVID-19 Vaccination Policy

Approved by CCG: September 15, 2021

Policy Number: A01-2021

Effective Date: September 16, 2021

Department: Administration – All Departments

Date of Amendment: January 20, 2022

Approval:



Application

This policy applies to all employees in all classifications of employment and at all locations of the Corporation plus volunteers, Council members and Council-appointed Committee members. Existing members that have been appointed to Council Committees and Local Boards are hereby directed to continue attending and participating in meetings electronically until the end of the 2022 term, regardless of their vaccination status.

New employees will be subject to this policy as a condition of their employment with the Township of Essa.

Policy Statement

The Township of Essa is firmly committed to providing a safe working environment for our employees, and members of the public with whom we interact regularly. The Township recognizes the importance of full vaccination in providing a high level of protection against COVID-19 and the COVID-19 variants. Full COVID-19 vaccination is the best defence against the virus.

As part of the commitment in providing a safe workplace and to help reduce the risk of COVID-19 transmission, this mandatory vaccination verification policy is important in providing direction to employees on the requirement to receive the COVID-19 vaccination, proof of vaccination or a bona fide exemption and conditions for attending work without vaccination. This policy is in alignment with provincial directives and within the limits of the Human Rights Code (Ontario).

The Township reserves the right to amend the scope of this policy as needed, with minimal notice, to meet changing provincial or federal requirements.

Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements of employees, contract employees, students, and volunteers with respect to COVID-19 and vaccination. For the purpose of this policy only, reference to "employees" shall also be read to include contract employees, students, and volunteers.

Definitions

COVID-19 - A virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory

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Policy Title: COVID-19 Vaccination Policy
Department: Administration – All Departments

Policy Number: A01-2021
Approved by CCG: September 15, 2021
Date of Revision: January 20, 2022

Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

Fully Vaccinated - Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

Rapid Antigen Testing - Antigen-based tests detect specific proteins on the surface of the virus. They are often referred to as rapid tests and typically provide results in less than an hour.

For purposes of this policy, the term “employee” is interchangeable with “volunteer firefighter”.

Guidelines

All Township employees are required to receive full COVID-19 vaccination, to access Township facilities for the purpose of conducting work. Employees who are unvaccinated must provide proof of a negative rapid antigen test before accessing Township facilities at the beginning of each week during a pay period, or as otherwise directed by the Fire Chief in the case of firefighters.

Vaccination Requirement

All Township employees who do not provide a valid medical or human rights exemption, are required to be fully vaccinated with a COVID-19 vaccine series by November 1, 2021. For a two dose vaccine series, employees must receive one dose of vaccine by October 1, 2021 and two doses of vaccine by November 1, 2021.

Proof of Vaccination

The Township requires proof of vaccination from all employees, which will include documentation verifying receipt of a vaccination series approved by the Ministry of Health/ Public Health.

COVID-19 Vaccination Exemptions

Vaccination exemptions will be made for grounds protected by the Ontario Human Rights Code and confirmed medical reasons. Written documentation is required for both circumstances and will be submitted to supervisors for approval. The CAO will assist with accommodation questions, concerns, and requests.

Employees with medical exemptions are required to provide written documentation, from either a physician or nurse practitioner, that the individual cannot be vaccinated against COVID-19, and the effective time period for the medical reason (i.e., permanent or time limited).

Employees who disclose that they have not received two doses of vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of vaccination.

Employees must disclose their vaccination status to their supervisor in accordance with the established process by no later than October 1, 2021.

COVID-19 Rapid Antigen Testing

All unvaccinated employees who wish to access a Township facility will be required to undertake regular rapid antigen testing at their own cost, at the beginning of each week during a pay period, or as otherwise directed by the Fire Chief in the case of firefighters.

Any isolation periods required as a result of a positive test will be considered on a case-by-case basis.

Mandatory COVID-19 Vaccination Education

Employees who are unvaccinated for reasons not related to medical exemptions or for grounds protected by the Ontario Human Rights Code, will be required to attend mandatory education on the benefits of the COVID-19 vaccination and the risks of not being vaccinated in the workplace. These employees will need to provide proof they have completed the educational program to their supervisor/manager.

Support for Vaccinations

The Township of Essa will work to support employees in obtaining their COVID-19 vaccination. If operationally-feasible and with the permission of their immediate supervisor, Township employees can be released on work time to be vaccinated while on-duty, either in the work location or at a designated vaccination site, without loss of compensation.

Confidentiality

The Township will maintain vaccination disclosure information in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Responsibilities

All levels of management are responsible for the administration of this Policy.

Supervisor/ Management Duties

- Lead by example;
- Ensure employees complete any required education or training about COVID-19, including safety protocols.

Employee Duties

- Follow all health and safety policies and protocols;
- Complete any required education or training about COVID-19, including safety protocols;
- Wear appropriate PPE when required;
- Complete screening before entering a Township facility.

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Policy Title: COVID-19 Vaccination Policy
Department: Administration – All Departments

Policy Number: A01-2021
Approved by CCG: September 15, 2021
Date of Revision: January 20, 2022

Compliance

In accordance with Township of Essa policies and applicable legislation, and provincial directives, any continued non-compliance with the COVID-19 Vaccination Policy will result in a meeting with the employee. Non-compliance is subject to possible discipline up to and including termination.

Resources

Ontario Human Rights Code - <http://www.ohrc.on.ca/en/guide-your-rights-and-responsibilities-under-human-rights-code/part-i-%E2%80%93-freedom-discrimination>

Ontario Health - <https://covid19.ontariohealth.ca/>

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